

**Woodland Hills City Council
Work Session and City Council Meeting
January 27, 2026**

Elected Officials Present:

Mayor Ben Hillyard
Council Member Brian Hutchings
Council Member Steve Johns
Council Member Janet Lunt
Council Member Kari Malkovich
Council Member Dan Roden

Staff Present:

Jody Stones, City Recorder
Ted Mickelsen, Comm Dev./ Fire Chief
Wayne Frandsen, Planning Commission
Chair

Electronic Participation:

Chris Helvey, Finance Director

Mayor Hillyard called the meeting to order at 6:01 p.m.

Work Session

1. Utah County Sheriff Report and 2025 Yearly Stats: Sergeant Dutson

Sergeant Dutson of the Utah County Sheriff's Office presented the annual call-for-service report for Woodland Hills. He reported that during calendar year 2025, the Sheriff's Office responded to a total of 359 calls for service within the city. He explained that this total included all dispatched activity, ranging from traffic stops and citizen contacts to alarms and criminal incidents. Of the total calls, 94 originated through the 911 emergency system, 107 were deputy-initiated, and 158 were received through non-emergency or alarm reporting systems. Sergeant Dutson further reported that 127 of the calls resulted in the creation of formal case reports.

He provided additional context about call types, noting that the most common category involved animal-related issues. These included animals at large, nuisance complaints, bites, livestock concerns, and wildlife calls, which are often referred to the Division of Wildlife Resources. Other reported incidents included citizen assists, civil keep-the-peace situations, criminal mischief, a drug-related case, and traffic accidents. The council asked questions regarding the nature of animal complaints and overall trends. Sergeant Dutson indicated that most service calls have generally decreased. Mayor Hillyard thanked Sergeant Dutson and the Sheriff's Office for their ongoing service and protection of the community.

2. Recognition of Larry Henry Serving as the City Representative to the Utah Valley Home Builders Association: Mayor Hillyard

Mayor Hillyard publicly honored Larry Henry for his service as the City's representative to the Utah Valley Home Builders Association. The Mayor mentioned Mr. Henry had held this role for about eight years and noted that such roles often go unrecognized publicly. He expressed the city's gratitude for Mr. Henry's dedicated representation and ongoing support of Woodland Hills interests.

3. Discussion and Proposal to Relocate the Mailboxes and Update on Repairs to the Roundabout: Ted Mickelsen, Wayne Frandsen, Matt Marziale, and Glenn Tanner.

Public Works Director Ted Mickelsen introduced the discussion regarding the proposed relocation of the community mailboxes in conjunction with planned roundabout reconstruction and regional roadway improvements. He explained that the item had been the subject of ongoing interagency coordination involving Utah County, Salem City, and regional transportation planners.

Mr. Tanner from Utah County outlined the scope of the roundabout project, explaining that the facility is under county jurisdiction and is being redesigned to handle full build-out traffic conditions. The reconstruction plan includes expanded lane configurations, better truck access, and long-term traffic capacity considerations. He said that the project is coordinated with other roadway improvements to reduce repeated disruptions and maximize infrastructure efficiency.

Council Member Roden raised the question of whether efforts had been taken to determine if the mailboxes could remain in their current location, noting the roundabout's role as a central community hub and the importance residents place on that site. Mr. Tanner responded that, at the City's request, consultants had been directed to re-evaluate the design to determine whether mailbox retention was feasible without compromising traffic operations or safety standards.

Council Member Roden requested clarification on the roadway overlay depicted in the design plans and whether the proposed curb alignment would extend into the existing mailbox footprint. He further noted that residents had expressed a strong interest in exhausting all options to preserve the facility, if possible. Mr. Tanner confirmed that the design footprint extended into the mailbox area and reiterated that additional evaluation was underway.

Council Member Roden also inquired about roadway widening requirements, specifically whether sufficient width existed to construct the proposed five-lane configuration or whether additional embankment fill would be required. Mr. Tanner confirmed that fill material and slope adjustments would be necessary in certain segments to achieve the planned roadway width.

Council Member Malkovich expressed safety concerns about residents accessing mailboxes near expanded traffic lanes. She inquired about the appropriate setback distance to ensure safety, especially for residents exiting vehicles with children. Mr. Tanner responded that facilities along major roads generally recommend maintaining a 50-foot setback, noting that a more significant issue is vehicle weaving and turning conflicts caused by vehicles entering and leaving the mailbox area.

Mayor Hillyard asked Mr. Tanner to clarify the projected construction timeline, specifically seeking confirmation on anticipated bid advertisement and seasonal construction start dates. Mr. Tanner indicated bidding was anticipated in March, with construction targeted to begin in early summer and the roundabout reconstruction expected to be completed within one construction season, subject to conditions.

Following the county presentation, Salem City Representative Matt Marziale addressed the Council and provided an overview of additional infrastructure projects occurring within Salem City that would directly impact Woodland Hills residents, particularly along the Woodland Hills Drive corridor. Mr. Marziale stated that while the roundabout project was significant, it represented only one component of a larger coordinated regional construction effort.

Mr. Marziale reported that roadway and utility construction activities were anticipated to affect

Woodland Hills Drive beginning approximately March 1 and continuing through mid-October. He explained that Salem City would be installing a major sewer trunk line running from the 750 North corridor northward along Woodland Hills Drive toward the 11200 South connection. This work would require deep excavation in certain segments and would result in substantial traffic impacts.

He stated that during construction, parts of Woodland Hills Drive would be reduced to single-lane traffic at times, with flagging operations in place to manage alternating vehicle flow. In some sections, full temporary closures might occur depending on trench depth, equipment staging, and safety requirements. Mr. Marziale emphasized that lane reductions and closures would be phased but unavoidable given the scale of underground utility work installation.

Mr. Marziale further reported that multiple roadway signalization projects would occur concurrently. These included the installation of new traffic signals at Salem Canal Road and at the 8800 South/Powerhouse Road intersection. In addition, a new signalized intersection would be constructed at 750 North, connecting Woodland Hills Drive westward toward Stokes.

He explained that roadway widening, acceleration lanes, and intersection improvements would accompany these signal projects. Construction sequencing would be carefully coordinated so that most disruptions occur within a single construction season rather than stretching over multiple years.

Mr. Marziale also noted that development-related roadway improvements connected to the Salem Fields project would happen simultaneously, including extending 750 North to link with SR198. While some segments are expected to open earlier, others will remain under construction depending on the developer's timeline.

He mentioned that message boards and advanced signage would be put up along affected corridors to inform motorists of upcoming closures, detours, and delays. Salem City would keep a project information webpage updated weekly with closure maps and construction schedules. Woodland Hills officials would be given access to share these updates through city communication channels.

Mr. Marziale concluded by acknowledging the inconvenience the projects would create but emphasized the long-term transportation and infrastructure benefits. He stated that the goal of all involved was to consolidate impacts into a single coordinated construction period while improving roadway safety, capacity, and regional connectivity.

Resident Daniel Clayton stated that he believes the issue with the road is connected to the development of Three Bridges.

Diana Sackett mentioned that she has had many conversations with postal workers over the years. Her concerns go beyond just the postmaster and remain unaddressed. She worries about their safety and mail security. Additionally, she supports acquiring land from the developer. She is concerned about the S-curve leading to the city center and agrees that the area should be a welcoming gathering place. However, she notes that it currently lacks accessible sidewalks and is not user-friendly.

Resident Daniel Clayton asked why they didn't opt for home delivery and expressed he is not inclined to accommodate them.

Aaron Lowe suggested pushing the mailbox facility to the east of its current location.

Mayor Hillyard acknowledged that retrieving mail at the city center might be inconvenient for some residents. He expressed optimism about potential positive aspects of the relocation, such as

encouraging more residents to visit the city center and engage with city officials. The mayor reassured those present that his door was always open and that he remained available to answer questions.

Council Member Lunt referenced the history video created for Woodland Hills Days, noting that long-time residents remembered when mailboxes served as informal gathering spots. She mentioned that residents would meet, visit, and socialize at the mailboxes. She would like to create a place for this to take place again.

There was extensive discussion among Council Members, staff, and residents present. Most residents expressed a desire to keep the mailboxes at their current location.

Mayor Hillyard thanked everyone for their comments and participation in the discussion.

4. Consideration and Discussion of Phase 3 of the Woodland Hills Road Project, including Review of Submitted Bids: Ted Mickelsen

Ted Mickelsen outlined the planned improvements for Phase 3. He reported that the bid process had been completed in accordance with applicable procurement requirements and that multiple qualified contractors had submitted proposals for Council review. He reviewed the bid tabulation, identified the apparent low bidder, and summarized cost comparisons among the submitted proposals. Mr. Mickelsen explained the engineer's estimate, how the bids aligned with projected budgets, and the financial implications of awarding the contract. He also discussed potential funding strategies, including securing or finalizing project financing.

Council Member Lunt asked questions regarding construction scheduling and anticipated project duration. Council Member Malkovich inquired about coordination with other roadway and utility improvements along the Woodland Hills Drive corridor. Mr. Mickelsen stated that construction sequencing would be coordinated to minimize traffic disruptions where feasible, and that timing would align with seasonal paving windows and contractor availability.

The Council discussed potential impacts to residents, traffic control planning, and methods for communicating construction schedules, detours, and access limitations. Mr. Mickelsen stated that detailed traffic control plans would be developed in coordination with the selected contractor and that public notifications would be posted on the City's website and social media platforms.

5. Discussion to Amend the Parks, Trails, and Recreation Policies and Procedures

Mayor Hillyard explained that the proposed amendment is part of an ongoing effort to review and update the Policies and Procedures to ensure they remain current, effective, and aligned with the City Council's expectations and operational needs.

City Recorder Jody Stones discussed the amendments, which included clarifying committee responsibilities, refining procedural guidelines such as how often the committee must meet, and ensuring that policy language accurately reflects the advisory role and scope of the committee's work.

Resident Mike Meyers inquired about the reason for the change and shared his thoughts on the proposed shift from having the committee generate ideas to the council providing guidance on potential ideas to focus on and gather feedback. Mayor Hillyard explained that ideas and long-term

planning require budgeting, and the policy would offer some structure and flexibility while involving the community.

6. Interlocal Agreement with Salem for Ambulance Services: Rachel Wallace

Captain Rachel Wallace provided a brief overview of the proposed interlocal agreement, explaining that it formalizes cooperative emergency medical service support between Woodland Hills and Salem. She stated that the partnership would enhance emergency response capabilities through coordinated ambulance coverage, shared resources, and mutual aid. Captain Wallace summarized the operational components of the agreement, including dispatch coordination, service boundaries, response protocols, staffing, and deployment efficiency during peak-demand and advanced life-support incidents.

She further explained that the collaboration would improve regional EMS coverage while ensuring continued service for Woodland Hills residents. No extra funds are being requested from the budget.

7. Consideration of a Resolution Adopting a Wildland Urban Interface Map: Ted Mickelsen

Mr. Mickelsen gave an overview of the proposed WUI Map and explained that the map was created to identify areas in Woodland Hills where residential development meets wildland vegetation and fire-prone terrain. He stated that the purpose of using the map was to support wildfire readiness, land-use planning, and emergency response coordination.

He reviewed how the mapping criteria were established, including vegetation density, topography, access constraints, and proximity of structures to high-risk fuel areas. Mr. Mickelsen explained that adoption of the WUI Map would allow the City to align building standards, defensible space requirements, and fire mitigation practices with recognized wildfire risk zones.

Council Member Johns and Lunt asked clarifying questions regarding implementation and enforcement, and whether property owners would be subject to additional construction or mitigation requirements within designated interface areas.

Mr. Mickelsen explained that the map served primarily as a planning and safety tool and would work in conjunction with existing fire code provisions, development standards, and emergency management planning efforts. He emphasized that adoption would strengthen the City's ability to pursue wildfire mitigation funding, coordinate with state and federal agencies, and improve community resilience.

8. Discussion and Proposal to Dissolve the Public Works Committee: Mayor Hillyard

Mayor Hillyard provided background on the committee's historical role, explaining that the Public Works Committee had previously served as a liaison group to review infrastructure matters, capital improvement priorities, and operational projects. He noted internal administrative processes have evolved, resulting in many of the committee's functions being absorbed directly by Public Works staff and the City Council.

9. Consideration of an Ordinance Amending 10.16.9 and adding 10.11.20 Section of the City Code by Reorganizing and Consolidating Existing Provisions for Clarity and Continuity, without substantive Change: Wayne Frandsen

Chairman Frandsen explained that the item was being brought forward as part of an effort to amend and reorganize existing City Code provisions to improve clarity, continuity, and administrative

functionality. He stated the proposal did not introduce new regulatory standards but instead consolidated and reformatted existing requirements that had, over time, become dispersed across multiple sections of the code.

He reviewed how prior amendments led to the placement of driveways and driveway gate provisions in separate chapters, creating interpretive challenges for applicants, staff, and enforcement officials. The proposed restructuring would move certain provisions from Section 10.16.9 to a newly created Section 10.11.20, ensuring all related standards are housed within a single, logically organized framework.

Mayor Hillyard asked Chairman Frandsen to clarify for the Council and public whether any substantive regulatory changes were being proposed as part of the reorganization. Chairman Frandsen stated the amendments were editorial and structural in nature and were not intended to modify development rights, permitting thresholds, or enforcement standards.

Mr. Frandsen further explained that the planning commission reviewed the language and supported the consolidation approach to improve the code without changing policies.

Council Members discussed the practical benefits of code reorganization, including improved readability, administrative efficiency, and reduced ambiguity during development review. Chairman Frandsen confirmed that cross-referencing would be updated administratively and that the changes would not affect previously issued permits or approvals.

Additional discussion addressed how the revised structure would be published following adoption. Staff indicated that the City's codification vendor would incorporate the updates into the official municipal code and ensure that legacy references were properly redirected.

10. Consideration of an Ordinance Amending the City Development Standards and Exhibits: Ted Mickelsen

Mr. Mickelsen explained that the ordinance was developed as part of an ongoing effort to review and update the City's development standards documentation, including related engineering exhibits, design specifications, and construction detail sheets. He stated that the amendments aimed to ensure that the adopted standards accurately reflect current engineering practices, construction methods, and infrastructure needs being implemented throughout the City. After providing an overview of the exhibits proposed for the amendment, highlighting updates to roadway cross-sections, utility trench standards, drainage requirements, and right-of-way improvement specifications, Mr. Mickelsen clarified that many of the existing exhibits had been in place for years and needed revision to better align with regional engineering standards, safety requirements, and constructability expectations.

Mayor Hillyard asked whether the updates were mainly motivated by recent development activity or by staff-identified engineering needs. Mr. Mickelsen replied that both factors contributed, noting that recent subdivision and roadway projects had uncovered chances to improve technical standards and increase clarity for developers and contractors.

Council Member Roden asked how the amended exhibits would impact subdivision applicants currently in review and whether transitional provisions would be needed. Mr. Mickelsen clarified that projects already vested under previous approvals would proceed under the standards in effect at the time of approval unless substantial design changes were submitted. New applications would be reviewed under the updated standards once they are adopted.

Council Member Malkovich inquired about drainage and stormwater exhibits, specifically whether the updated requirements would increase development costs or impose additional infrastructure responsibilities on builders. Mr. Mickelsen mentioned that although some drainage specifications had been refined, the aim was to enhance long-term system performance and decrease maintenance costs, rather than create unnecessary expenses.

Council Member Hutchings questioned roadway width standards and whether the amended exhibits aligned with long-term transportation planning projections. Mr. Mickelsen confirmed that roadway cross-sections had been revised to accommodate expected traffic volumes, emergency access requirements, and regional connectivity that the county discussed earlier in the meeting. Mr. Mickelsen explained that the revised standards would provide clearer guidance to developers, reduce plan review revisions, and improve construction consistency across projects.

11. Consideration of an Ordinance Amending City Code 10.8.5 Schedule of Minimum Area, Yard and Height Regulations: Wayne Frandsen

Chairman Frandsen provided an overview of the existing schedule requirements, including minimum lot area, front and side yard setbacks, and maximum building height allowances applicable to various zoning districts.

He stated that the proposed amendments were intended to clarify standards and address interpretive ambiguities with the R1-19 overlay zone.

Mayor Hillyard asked whether the amendments would alter development density or building envelope allowances. Chairman Frandsen responded that the intent was not to increase density but to improve code clarity where conflicting interpretations had occurred.

Council Member Malkovich asked how the amendments would affect existing homes or lots that were already developed under prior standards. Chairman Frandsen stated that existing structures would remain legally conforming and that the amendments would apply prospectively to new construction and redevelopment applications.

Council Member Hutchings inquired whether the revised schedule would impact hillside construction or lots with topographic constraints. Chairman Frandsen explained that hillside development provisions remain governed by other sections of the city code and the city development standards.

12. Consideration of an Ordinance Amending City Code 10.8.10 Lighting: Wayne Frandsen

Chairman Frandsen explained that the ordinance was introduced after the Planning Commission reviewed the City's exterior lighting regulations and noted that the proposal resulted from collaboration between the community and the commission. He mentioned that suggestions for a new lighting ordinance were originally submitted to the council and planning commission by Sherry Burger, who believed the city ordinance could use some updating. He explained that the planning commission has not incorporated all of her suggestions into the ordinance, but he believes the ordinance's intent has been maintained. He added that refinements had been made to the draft, noting that the original ordinance only used watts, but with LED lighting, lumens are now commonly used, so they were included in the draft.

Chairman Frandsen stated that the amendments' aim was to strengthen rules on glare reduction, light

trespass, fixture shielding, and maintaining Woodland Hills night-sky appearance, while still ensuring sufficient lighting for homes and public safety. He mentioned that current code provisions have caused interpretive challenges regarding fixture brightness, lumen output, and directional placement, and the proposed revisions are meant to clarify those regulatory limits.

Mayor Hillyard inquired whether the amendments would apply retroactively to existing residential lighting installations. Chairman Frandsen clarified that the ordinance was intended to apply prospectively and would mainly be enforced through new construction, building permits, and development review processes rather than requiring retrofitting of existing fixtures.

Council Member Malkovich inquired how the revised standards balance dark-sky preservation with homeowner security needs. Chairman Frandsen clarified that the code mandates shielded, downward-directed lighting designed to reduce spillover while still providing adequate illumination for safety and property protection.

Council Member Hutchings inquired whether the amendments would cover subdivision street lighting and municipal infrastructure or remain focused solely on private-property installations. Chairman Frandsen explained that the standards would generally apply to exterior lighting but could be adapted to specific contexts, including public infrastructure, subdivision improvements, and private development.

Council Member Johns expressed concerns about wall lighting, and Council Member Roden spoke to the practicality of enforcement.

Additionally, the council expressed support for education and voluntary compliance before formal enforcement, where feasible.

Council Members Roden and Johns agreed to collaborate and bring forward a revised ordinance for the council's review.

13. Consideration of an Ordinance Amending City Code 11.9.2 Natural Hazard and Flood Hazard Study: Requirement to Conduct: Ted Mickelsen

Mr. Mickelsen explained that the ordinance was developed as part of an ongoing effort to review standards related to public safety, drainage infrastructure, and hazard mitigation planning. He stated that the amendment aims to clarify when natural-hazard and flood-hazard studies are conducted.

He reviewed the proposed code changes, noting that the study requirement was intended to ensure that areas prone to drainage concentration, flood risk, debris flow, or other environmental hazards were properly evaluated before a home was constructed. The amendment seeks to establish clearer thresholds and administrative expectations.

Mayor Hillyard asked whether the amendment mainly expanded study requirements or simply clarified existing policy. Mr. Mickelsen responded that the proposal mainly clarified expectations while strengthening language to ensure hazard evaluations were conducted when site conditions required technical analysis.

Council Member Malkovich inquired how the requirement would affect residential applicants, especially property owners planning to build on hillside or canyon-adjacent parcels. Mr. Mickelsen explained that study requirements would be applied based on site-specific risk factors, rather than imposed uniformly.

Council Member Hutchings asked whether the amendment aligned with state floodplain management standards and FEMA mapping protocols. Mr. Mickelsen confirmed that the ordinance was designed to coordinate with federal floodplain mapping, state hazard mitigation frameworks, and regional drainage planning efforts.

14. Discussion and Consideration of an IT Contract with Nebo Interactive LLC

Mayor Hillyard explained that the city is currently working with a company called Alakazam. The service has been adequate but not great. He expressed that, whenever possible, he would like the city to support residents who own businesses. He noted that the proposed contract costs less than what the city is currently paying and also includes the replacement of equipment at industry-standard intervals. He clarified that the contract was created to provide professional information technology support services for the city, including network management, cybersecurity monitoring, hardware and software support, system maintenance, and technical troubleshooting. He reviewed the scope of services covered by the contract, including system backups, data protection protocols, server maintenance, software licensing management, and user support for city staff, noting that Nebo Interactive LLC would deliver both scheduled maintenance and on-demand technical responses. The contract also addresses cybersecurity risk mitigation, including ransomware protection and data breach prevention. Staff confirmed that cybersecurity monitoring, firewall management, and system vulnerability assessments are included in the agreement.

Council Member Malkovich asked about data redundancy and off-site backup to ensure the continuity of City operations in the event of a system failure. Staff responded that cloud-based and remote backup solutions were incorporated to safeguard municipal records and operational systems.

Council Member Hutchings inquired about contract cost structure, service hours, and whether the agreement provided predictable budgeting for IT expenditures, and if the SCADA system was covered as part of the contract. Mayor Hillyard explained that the contract established defined service rates and support costs while still allowing flexibility for project-based work if needed. Mr. Mickelsen added that the SCADA system has its own security.

15. Appointments:

Mayor Hillyard presented his recommendations for Council and committee appointments and stated he would outline the proposed assignments for Council consideration.

- a. Mayor Pro Tempore: Mayor Hillyard recommended that Council Member Janet Lunt be considered for appointment as Mayor Pro-Tempore.
- b. MAG/COG Alternate: Mayor Hillyard recommended Council Member Lunt also be recommended to serve as the Alternate Representative to the Mountainland Association of Governments (MAG) and Council of Governments (COG) in conjunction with her service as Mayor Pro-Tempore.
- c. Voting representation to the Utah League of Cities and Towns (ULCT): Mayor Hillyard proposed that he, Council Member Kari Malkovich, and City Recorder Jody Stones serve as the City's designated voting members. Mayor Hillyard stated that if an alternate were permitted, he would recommend Council Member Steve Johns to serve in that capacity.
- d. Finance Committee: Mayor Hillyard recommended Council Member Janet Lunt be appointed to serve as the liaison to the Finance Committee.
- e. Parks, Trails, and Recreation Committee: Mayor Hillyard recommended Council Member Janet

Lunt be appointed to serve as the liaison to the Parks, Trails, and Recreation Committee.

16. Department Reports

Community Development/Public Works/ Fire Department: Ted Mickelsen reported on several departmental updates.

Mr. Mickelsen stated that the Bellevue Subdivision project had been finalized and closed out. He reported that the final inspection had been completed, the improvements had passed inspection, and the project had transitioned into the warranty period. Due to certain pre-construction activities associated with the development, the City had required a two-year warranty rather than the standard one-year warranty. He noted that the subdivision had officially entered the warranty phase at the end of December.

Mr. Mickelsen also provided an update on EMS licensure. He stated that, following the meeting, all remaining materials would be submitted to the State for review and processing, at which point the application would be in the State's hands.

He further noted that EMTs serving in a second-class county and fifth-class city were now eligible to receive State-provided insurance coverage if they did not have access to insurance through other employment. He indicated the City hoped to leverage this benefit as a recruitment tool for additional EMT personnel.

Mr. Mickelsen then provided an update on the Wildland Fire Crew program. He explained that the program had been in operation for four years and had generated approximately \$200,000 in net revenue to the City after accounting for wages, salaries, fuel, equipment, and other operational expenses—averaging roughly \$50,000 annually. He added that the value of the program extended beyond revenue generation, noting that the crew had completed wildland mitigation work within the City valued at approximately \$50,000 in the previous year alone.

Mr. Mickelsen reported that he had met with the State Fire Warden to discuss the upcoming wildland season and program staffing. He explained that the current Engine Boss, who had served in that role for approximately three years, was considering slowing down or stepping back. As a result, the City was evaluating whether the individual would return for another season or whether recruitment for a new Engine Boss would be necessary. He noted that the position required significant qualifications, including advanced wildfire certifications and a "Red Card," and that it typically took approximately four years to obtain Engine Boss certification after initial firefighter training.

Code Enforcement: Wayne Frandsen had nothing on code enforcement but provided a planning commission update. He noted that the planning commission had approved the Havenwood Subdivision with conditions.

17. Update on Emergency Meeting held on January 22, 2026: Mayor Hillyard

Mayor Hillyard reported that he had called an emergency meeting during the past week to address several internal matters. He stated that the Council convened in Closed Session for those discussions.

The Mayor explained that, prior to the meeting, the City had consulted with legal counsel to verify that the emergency meeting had been noticed and conducted in compliance with the Utah Open and Public Meetings Act. He reported that legal counsel had confirmed the meeting was called and conducted appropriately.

Mayor Hillyard stated that the Closed Session discussion fell under the applicable statutory provisions, including those relating to the character, professional competence, or physical or mental health of an individual, as well as other permitted closed session categories.

He further noted that meeting notices, notes, and minutes for the emergency meeting had been posted online and were available for public review for anyone seeking additional information.

18. Legal Update: Mayor Hillyard

Mayor Hillyard provided a legal update at the request of a resident. He reported that a lawsuit was in the process of being filed against the City as well as approximately ten individual residents. He noted that many of the named individuals were former Council Members, Mayors, or City staff.

The Mayor clarified that the lawsuit named the individuals directly. He addressed questions that had been raised regarding how the legal defense for those individuals was being funded and whether taxpayer funds were being used. He explained that, pursuant to the City's indemnification provisions contained in City ordinances, code, and applicable State statutes, the named individuals were being defended through the City.

Mayor Hillyard stated that no significant additional public funds were being expended beyond the City's existing legal representation, as the City's attorneys were providing defense filings on behalf of the named parties under those indemnification provisions.

He noted that the matter had not yet progressed to formal court proceedings and remained at the preliminary stage at the time of the report.

19. Items for Upcoming City Council Meetings

Hearing nothing further, the work session was adjourned at 8:48 p.m.

Woodland Hills City Council
City Council Meeting
January 27, 2026

Elected Officials Present:

Mayor Ben Hillyard
Council Member Brian Hutchings
Council Member Steve Johns
Council Member Janet Lunt
Council Member Kari Malkovich
Council Member Dan Roden

Staff Present:

Jody Stones, City Recorder
Ted Mickelsen, Comm Dev./ Fire Chief
Wayne Frandsen, Planning Commission
Chair

Electronic Participation:

Chris Helvey, Finance Director

Mayor Hillyard called the meeting to order at 8:58 p.m.

Call to Order

20. Call to Order: Mayor Hillyard called the meeting to order.

21. Invocation: Council Member Lunt offered an invocation.

22. Pledge of Allegiance: Council Member Malkovich invited everyone present to join her in the pledge of allegiance.

23. Public Comment:

Resident Sherry Burger stated that she had been hearing from several individuals regarding the Community Development Committee survey. She reported that some had expressed concern about the level of participation, noting that approximately 219 residents had responded. She referenced survey results on night sky preservation, indicating that roughly 80–86% of respondents supported it.

Ms. Burger commented that individuals who take the time to participate in community surveys are often those who care deeply about the City and are likely to become volunteers or otherwise engaged in community efforts. She expressed concern that characterizing the survey participation as unrepresentative or insignificant could discourage future volunteerism and civic participation. She compared the survey participation to municipal election turnout, noting that election results are accepted as representative even when only a portion of residents vote. She further stated that participation figures could be interpreted differently depending on how the data were framed.

Ms. Burger also noted that survey responses could have come from a significant portion of households, although the exact distribution was unknown. She finished by thanking the residents who participated and recognizing the importance of their input.

Consent Agenda

24. January 6th, 2026, City Council Meeting Minutes

MOTION BY: Council Member Lunt moved to approve the January 6th City Council Meeting minutes.

SECONDED BY: Council Member Roden seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

25. January 22, 2026, City Council Meeting Minutes

MOTION BY: Council Member Lunt moved to approve the January 6th City Council Meeting minutes.

SECONDED BY: Council Member Roden seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

26. Approval of Bond Reimbursement Ranch Knoll \$3,782.00

MOTION BY: Council Member Malkovich moved to approve the bond reimbursement.

SECONDED BY: Council Member Roden seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

27. Approval of Bond Reimbursement Summit Creek Plat G-1 Phase A \$63,295.00

MOTION BY: Council Member Johns moved to approve the bond reimbursement for Summit Creek G-1.

SECONDED BY: Council Member Lunt seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

Business and Discussion

28. Consideration and action to award the Phase 3 Woodland Hills Road Project contract, pending the City securing necessary financing.

MOTION BY: Council Member Malkovich moved to award the contract for Phase 3 of the Woodland Hills Road Project.

SECONDED BY: Council Member Johns seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

29. Approval of an Interlocal Agreement with Salem for ambulance services

MOTION BY: Council Member Hutchings moved to approve the substance, intent, and overall framework of the agreement and authorize final administrative review and execution, with the understanding that the document may undergo technical, conforming, and regulatory updates, including revisions without further council action.

SECONDED BY: Council Member Lunt seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

30. Resolution 2026-21 Adopting a Wildland Urban Interface Map

MOTION BY: Council Member Malkovich moved to adopt Resolution 2026-21, adopting the Wildland Urban Interface map.

SECONDED BY: Council Member Hutchings seconded the motion.

VOTE: Motion passed unanimously.

31. Ordinance 2026-02 Amending the City Code by relocating portions of Section 10.16.9 and adopting a new Section 10.11.20 to enhance and provide clarity for residential driveway and gate requirements.

MOTION BY: Council Member Roden moved to adopt Ordinance 2026-02 amending city code 10.16.9 and 10.11.20.

SECONDED BY: Council Member Johns seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

32. Decision on Relocating the Mailboxes to the City Center

MOTION BY: Council Member Lunt moved to table the decision and to place the discussion on the February 10th, 2026, City Council Work Session and City Council Meeting.

SECONDED BY: Council Member Malkovich seconded the motion.

VOTE: Motion passed unanimously.

33. Adoption of Policy and Procedures 2026-01 Amending the Parks, Trails, and Recreation Committee

MOTION BY: Council Member Lunt moved to adopt Policy and Procedures 2026-01, amending the Parks, Trails, and Recreation Committee policies.

SECONDED BY: Council Member Roden seconded the motion.

VOTE: Motion passed unanimously.

34. Resolution 2026-22 Dissolving the Public Works Committee

MOTION BY: Council Member Malkovich moved to adopt Resolution 2026-22, dissolving the public works committee.

SECONDED BY: Council Member Hutchings seconded the motion.

VOTE: Motion passed unanimously.

35. Resolution 2026-23 Appointing Mayor Pro-Tempore

MOTION BY: Council Member Johns moved to adopt Resolution 2026-23 appointing Janet Lunt as Mayor Pro-Tempore.

SECONDED BY: Council Member Hutchings seconded the motion.

VOTE: Motion passed unanimously.

36. Resolution 2026-24 Appointing an Alternate to MAG and COG

MOTION BY: Council Member Roden moved to adopt Resolution 2026-24 Appointing Janet Lunt as an alternate to MAG and COG.

SECONDED BY: Council Member Johns seconded the motion.

VOTE: Motion passed unanimously.

37. Resolution 2026-25 Appointing Voting Members to the Utah League of Cities and Towns

MOTION BY: Council Member Johns moved to adopt Resolution 2026-25 appointing Mayor Hillyard, Council Member Malkovich, and Jody Stones as voting members to the Utah League of Cities and Towns.

SECONDED BY: Council Member Roden seconded the motion.

VOTE: Motion passed unanimously

38. Resolution 2026-26 Appointing Members to the Financial Committee-TABLED

39. Ordinance 2026-03 Amending City Code 10.8.5 Schedule of Minimum Area, Yard and Height Regulations

MOTION BY: Council Member Roden moved to adopt Ordinance 2026-03.

SECONDED BY: Council Member Malkovich seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

40. Ordinance 2026-04 Amending City Code 10.8.10 Lighting-TABLED

Council will discuss proposed amendments to City Code 10.8.10 during the February 10, 2026 Work Session.

41. Ordinance 2026-05 Amending City Code 11.9.2 Natural Hazard and Flood Hazard Study: Requirement to Conduct

MOTION BY: Council Member Malkovich moved to adopt Ordinance 2026-05. motioned .

SECONDED BY: Council Member Lunt seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

42. Ordinance 2026-06 Amending the City Development Standards and Exhibits

MOTION BY: Council Member Roden moved to adopt Ordinance 2026-06.

SECONDED BY: Council Member Malkovich seconded the motion.

VOTE: Council Member Lunt; Aye, Council Member Roden; Aye, Council Member Hutchings; Aye, Council Member Johns; Aye, Council Member Malkovich; Aye (5 Ayes)

43. Resolution 2026-27 Commemorating America's 250th Birthday

MOTION BY: Council Member Malkovich moved to adopt Resolution 2026-27.

SECONDED BY: Council Member Roden seconded the motion.

VOTE: Motion passed unanimously.

44. Approval to enter into a contract for IT Services with Nebo Interactive LLC

MOTION BY: Council Member Lunt moved to authorize Mayor Hillyard to sign the contract with Nebo Interactive LLC.

SECONDED BY: Council Member Johns seconded the motion.

VOTE: Motion passed unanimously.

Adjourn

Council Member Lunt moved to adjourn the meeting.

The meeting was adjourned at 9:17 p.m.

/s/
Jody Stones, City Recorder