**WOODLAND HILLS CITY COUNCIL**

**Work Session**

**Woodland Hills City Center, 690 South Woodland Hills Dr.**

**Tuesday, January 28, 2025**

CONDUCTING Brent T. Winder, Mayor

ELECTED OFFICIALS Council Member Ben Hillyard

Council Member Brian Hutchings

Council Member Janet Lunt

Council Member Kari Malkovich

Council Member Dorel Kynaston

STAFF PRESENT Ted Mickelsen, Public Works Dir./Fire Chief

Chris Helvey, Finance Director - electronically

Jody Stones, City Recorder- excused

Wayne Frandsen, Code Enforcement and Planning Commission

Mayor Winder opened the work session at 6:03 p.m

1. **Yearly Stat Report- Sergeant Dutson**

Sergeant Dutson presented the council with a status report on the number of calls and cases generated for 2024. Of 523 calls, 200 resulted in case numbers, indicating that reports were written for those incidents. In comparison to previous years, the number of calls is decreasing.

The following stats were provided:

Agency Assist:11

Alarms:13

Medical Calls:4

Animal Problems:47

Alcohol Offenses:2

Assault:1

Citizen Assist: 28

Civil Complaints: 2

Criminal Mischeif:4

Deceased:1

Disorderly conduct:3

Family Problems: 3

Fireworks:1

Forgery or Fraud:7

Missing Persons:1

Harassment:2

Information Cases:6

Juvenile Problem:1

Keep the Peace:11

Mental Subjects:2

Process Service:1

Property Damage:2

Stalking:1

Suicide Attempts:3

Suspicious:5

Threatenings:3

Traffic Accidents:8

Traffic Accidents with Injury:3

Hit and Run:5

Theft:1

Trespassings:3

Abandoned Vehicle:1

Warrants:1

Weapons Offense:3

1. **Utah Outdoor Grant- Parks, Trails, and Recreation Committee Members Sherry Burger, Dennis Lisonbee, and Mike Slater**

Dennis Lisonbee from the Parks, Trails, and Recreation Committee mentioned a problem with ADA access at the park. He noted that older adults are not attending events at the park because there isn't a paved path to the pavilion. As the committee began considering a paved path, they also started looking at installing a pickleball court.

Mike Slater noted that the committee started discussing pickleball and the requirements for creating a court near the playground and pavilion. Initially, the aim was to address some ADA issues highlighted by Dennis, but the project expanded to include a cement pad, picnic tables, and other amenities. The committee envisions installing both a basketball and pickleball court, along with a designated area for picnic tables. Their primary focus remains on installing both courts, which will be surrounded by fencing, as a pickleball court without fencing is not feasible. Mike has spoken with several cities, and they directed him to a specific outfitter or contractor called Park and Tennis Courts. He has met with the contractor multiple times to discuss the situation and the associated costs. The current estimates are approximately $55,000 for one court or $110,000 for two. This estimate includes fencing and tensioned concrete, which is durable and less likely to crack.

There was considerable discussion concerning whether the pickleball court would be lit, with Council Member Malkovich favoring it. The committee, however, is not in favor of installing lighting.

Funding the project is a concern for all. Sherry Burger mentioned that the CPR grant from the Utah Outdoor Grant Committee could cover a number of the aspects that the committee is envisioning. Typically, these grants require a 50% match from the recipient. However, she has contacted the outdoor recreation department director to inquire about the documentation needed to increase the city’s contribution to only 20%, allowing for an 80%-20% funding ratio. They confirmed that 10% of the city’s 20% contribution could be in-kind support. Thus, she requests that the council approve a cash match of at least 10% of the project. Additional improvements were also discussed. The deadline to apply for the grant is March 17th. Under the grant, the project must be completed in 24 months.

There was a consensus amongst the council to submit the grant application for a path and pickleball court, with the architectural plan being worked on in conjunction with the planning commission and the public works director.

**3. Resolution Appointing Members to the Parks, Trails and Recreation Committee**

Council Member Hutchings noted that Mike Slater's term on the Parks, Trails, and Recreation Committee is ending, and Mike Slater has agreed to serve another term.

**4. November 2024 Financials and Check Disbursements**

No questions were raised concerning the December 2024 financials or check disbursements. Chris Helvey reminded the council that an RFP for the pickleball court construction is required for any amount exceeding $100,000.

**5. December 2024 Check Disbursements**

No questions were raised concerning the December 2024 financials or check disbursements.

**6. Large Purchase Requests: Lease of New Service Truck**

Ted Mickelsen mentioned that he had obtained a bid to lease a new service truck. The type and size of this truck will be equivalent to the one the city has been using. Once the truck is delivered, he will collaborate with Craig Northup to equip it.

Council Member Lunt noted that the truck's leasing was discussed with the financial committee.

Council Member Kynaston inquired whether the truck would have a hoist.

Ted Mickelsen responded that the truck would not have a hoist, as the city already has a loader that serves the same purpose.

Council Member Hutchings reported that he has listed several surplus items on the auction website.

**7. Council Updates:**

**Mayor Winder-Personnel**: Mayor Winder noted he has good reviews on the new public works employee, and the city recorder is on a well-deserved vacation.

**Council Member Hillyard- Emergency Management**: Council Member Hillyard attended an emergency management meeting, and the department is looking to move into a new building. Council Member Hutchings inquired if the Emergency Management Department is ready to move to having a resident as the Emergency Manager for the city.

**Council Member Hutchings-Public Works Committee**: Council Member Hutchings reported that the public works committee has not met.

**Parks, Trails, and Recreation**- The PTR Committee reviewed the recent survey and is still waiting for a report.

**Planning Commission**- The commission's next meeting will be in February.

**Council Member Kynaston-Public Safety**: Council Member Kynaston reported that eight members from the department attended fire training in St. George. Additionally, the wildland fire crew was deployed to California and was away for 17 days. They appeared tired upon their return, and this was likely the most significant event our city may have ever participated in.

**Council Member Lunt- Communication Committee**: Council Member Lunt mentioned that the newsletter will be published at the end of the month, and she would like to include the statistics presented by Sergeant Dutson.

The Finance Committee recently held a meeting to discuss the service truck.

In terms of events, this year marks the 25th anniversary of Woodland Hills becoming an official city. Council Member Lunt is planning to create a video showcasing the history of Woodland Hills. This project will include interviews, storytelling, and the use of old photographs. A committee consisting of Glenn Anderson, Mayor Wendy Pray, and Lori Thomas has been formed to assist with this project.

**Council Member Malkovich- Community Developmen**t: Council Member Malkovich announced that the Community Development Committee will hold a public meeting on March 25th at 7:00 p.m.

Regarding Public Works, no grants have been discussed at this time.

Additionally, Council Member Malkovich mentioned that she monitors several bills during the current legislative session.

**8. Upcoming Items for City Council Meetings**:

Council Member Malkovich asked if the council would be holding a budget retreat.

Mayor Winder will coordinate with the finance director to finalize a date.

Council Member Kynaston expressed interest in hearing from members of the Wildland fire crew about their experiences with the California fire.

The council agreed to proceed directly into the city council meeting without taking a break.

**WOODLAND HILLS CITY COUNCIL MEETING**

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Jody Stones, City Recorder- excused

Wayne Frandsen, Code Enforcement and Planning Commission

**9. Call to Order**

Mayor Winder called the meeting to order at 7:18 p.m.

**10. Invocation**

Council Member Malkovich offered the invocation.

**11. Pledge of Allegiance**

Mason Gosney led the Pledge of Allegiance.

**12. Public Comment**

No public comment was heard.

**CONSENT AGENDA**

**13. December 10, 2024, City Council Meeting Minutes**

Motion: Council Member Lunt moved to approve the December 10, 2024, City Council Meeting minutes.

Second: Council Member Malkovich seconded the motion.

Vote: Motion passed unanimously.

**14. January 14, 2025 City Council Meeting Minutes**

Motion: Council Member Hillyard moved to approve the January 14, 2025, City Council Meeting minutes.

Second: Council Member Hutchings seconded the motion.

Vote: Motion passed unanimously.

**15. Fund Disbursement to Hall Engineering for the completion of West Loafe**r

Motion: Council Member Malkovich moved to approve the fund disbursement to Hall Engineering for the completion of West Loafer.

Second: Council Member Kynston seconded the motion

Vote: Motion passed unanimously.

**BUSINESS AND DISCUSSION**

**16. Resolution 2025-03 Appointing a Member to the Parks, Trails, and Recreation Committee**

Motion: Council Member Hutchings moved to appoint Mike Slater to the Parks, Trails, and Recreation Committee.

Second: Council Member Lunt seconded the motion.

Vote: Motion passed unanimously.

**17. Approval of Large Purchase Request**

Motion: Council Member Hillyard moved to approve the lease for a new service truck.

Second: Council Member Malkovich seconded the motion.

Vote: Motion passed unanimously.

**18. Resolution 2025-04 Approving the November 2024 Check Disbursements**

Motion: Council Member Malkovich moved to approve the November 2024 Check Disbursements.

Second: Council Member Kynaston seconded the motion.

Vote: Motion passed unanimously.

**19. Resolution 2025-05 Approving the December 2024 Check Disbursements**

Motion: Council Member Malkovich moved to approve the December 2024 Check Disbursements.

Second: Council Member Kynaston seconded the motion.

Vote: Motion passed unanimously.

**18. Adjourn**

Motion to Adjourn: Council Member Lunt moved to adjourn the meeting.

Second: Council Member Malkovich seconded the motion.

The meeting was adjourned at 7:25 p.m.

Jody Stones, City Recorder