**WOODLAND HILLS CITY COUNCIL**

**Public Hearing**

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

**Tuesday, June 10, 2025**

CONDUCTING Brent T. Winder, Mayor

ELECTED OFFICIALS Council Member Ben Hillyard-electronically

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

Wayne Frandsen, Code Enforcement and Planning Commission

Mayor Winder opened the public hearing at 6:02 pm.

Hearing no public comment, the hearing was adjourned.

**WOODLAND HILLS CITY COUNCIL**

**Work Session**

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Wayne Frandsen, Code Enforcement and Planning Commission

Mayor Winder opened the work session at 6:04 p.m.

1. **Discussion Of Setting A City Property Tax Rate To Be Forwarded To The County Auditor**

Mayor Winder invited Finance Director Chris Helvey to present information regarding the proposed tax rate and its implications. Mr. Helvey began by providing historical context. In 2024, the city adopted the State’s proposed rate of 0.003321, which generated approximately $984,000. For 2025, the State is proposing a slightly lower rate of 0.003093, which is expected to bring in about $1,012,000. Helvey explained that if the city chose to maintain last year’s rate, it would instead generate approximately $1,087,000, which represents a 7% increase.

Helvey presented a series of property tax scenarios showing how various rates would affect homeowners. For example, a property that paid $1,122 in city property taxes last year would pay around $1,204 this year under a level rate. He noted that while the percentage increase appears small, larger homes would experience a more noticeable impact.

Council Member Malkovich commented on the visibility of these increases, observing that although they might be modest for some properties, the burden would be felt more on higher-valued homes. Helvey acknowledged this and added that the preferred date the council was looking at to hold the City’s Truth in Taxation hearing in August was already taken by other taxing entities. The county moved forward with the council's second choice, which is August 12th.

Council Member Kynaston asked about the potential impact of other taxing entities on residents' overall tax burden. Mayor Winder responded that since other agencies are also conducting Truth in Taxation hearings, it is likely they are also considering rate increases.

Council Member Lunt shared input from the Finance Committee, which expressed concern about the long-term consequences of not implementing at least a modest increase. The committee preferred small, incremental adjustments to avoid significant increases in the future. Lunt added that the committee emphasized the importance of maintaining sufficient funding for road maintenance, which has historically been underfunded.

Ted Mickelsen elaborated on the Finance Committee’s position, stressing the need to preserve funds for infrastructure needs while avoiding excessive reliance on savings. Mayor Winder noted that Helvey had prepared several budget scenarios to aid in evaluating different approaches, including the use of savings, adopting the State rate, or maintaining the prior year’s rate.

Helvey continued by outlining the proposed road budget. The City has budgeted approximately $800,000 for road repairs in the upcoming year, with carryover funds from the delayed 2024 pavement management plan project. Combined with current funding, the City expects to spend $1.2 to $1.4 million on road work in FY2026 without drawing on reserves.

Mickelsen further explained that the City has approximately $2.8 million in remaining road projects, of which $1.1 million is associated with waterline replacements. Excluding those, $1.8 million in roadwork remains. The plan is to complete that work over six to seven years, averaging about $300,000 per year.

Mayor Winder asked whether the City’s current funding trajectory was sufficient to meet long-term needs. Helvey and Mickelsen agreed that the City should be able to sustain its road program if it continues budgeting around $800,000 annually and is able to carry forward any unused funds. However, Helvey clarified that while the budget reflects $800,000 for roads, roughly $576,000 of that is currently being transferred from savings, meaning the actual allocation from regular revenues is closer to $400,000. Maintaining the 2024 tax rate could significantly reduce the need to draw from reserves.

Council Members discussed the possibility of a 2.5% increase in the tax rate as a compromise solution. Council Member Hutchings pointed out that keeping the rate level results in only a 2.85% increase in tax revenue, which does not keep up with inflation, especially as the City considers large capital projects. Council Member Malkovich supported a modest increase, noting the potential burden on future councils if funding mechanisms for ongoing infrastructure needs are not secured now.

Helvey confirmed that a 2.5% increase would reduce the amount needed from savings to approximately $431,000, down from $575,000. He agreed to calculate what rate would be necessary to avoid using savings entirely.

The discussion then turned to water projects. Mickelsen reported that the City has an estimated $6 million in waterline projects, including $1.1 million in associated roadwork. He emphasized the need to finance these projects rather than relying solely on savings, noting that waiting to accumulate sufficient cash would delay essential repairs. Helvey added that industry standards now favor financing for both road and water infrastructure, and that the City is in a good position to explore funding options.

Council Members agreed on the importance of maintaining a rainy day fund to address potential emergencies, such as a well failure or a road collapse. Mickelsen recommended maintaining enough in reserves to cover two major emergency projects per year, estimating this at approximately $200,000.

Council Member Lunt asked what percentage increase would be needed to avoid using savings altogether. Helvey agreed to work on those figures and report back.

As the discussion concluded, Council Members generally agreed that a 2.5% increase strikes a reasonable balance between maintaining services and addressing inflation, while minimizing reliance on savings. Council Member Hutchings supported the idea of slightly exceeding inflation to allow for the accumulation of emergency reserves. Malkovich added that this approach would allow the City to clearly explain to residents why the increase is needed, citing the cost of essential equipment and the importance of long-term planning.

Mayor Winder summarized the consensus, noting that the 2.5% increase represents a prudent compromise. Helvey will look to finalize the calculations and projections for the proposed rate and provide additional information later during the council meeting portion of tonight’s meeting.

1. **Discussion of 2026 FY Budget**

Included in the meeting minutes above.

1. **Discussion of Amended 2025 FY Budget**

Included in the meeting minutes above.

1. **April 2025 Financials and Disbursements**

The council did not raise any questions about the April 2025 financials or fund disbursements.

1. **Security Agreement on Durability and inspections for Phase B of the Bell Subdivision**

Wayne Frandsen explained that the developer of the Bell Subdivision is required to provide a bond in the amount of 10% of the engineering estimate for the work to be completed. This bond serves to ensure the durability and quality of the work. Due to the unique nature of this particular project, the city is requiring a two-year durability period, rather than the standard one-year period, and the developer has agreed to this requirement.

In addition, a 6% inspection fee is assessed up front. This fee covers inspections conducted by both City personnel and the City’s contracted engineers. Any costs incurred for inspections will be deducted from the amount of the inspection fee.

Approval of the engineering estimate and bond agreement by the City Council is required. The developer has submitted the necessary figures, which have been reviewed and approved by Ted Mickelsen, who confirmed that the amounts are appropriate. The City’s attorneys prepared the bond agreement.

While these provisions have long been included in the City’s ordinances, staff acknowledged that the process has not historically received the attention it requires. Moving forward, the city intends to more consistently implement these requirements.

1. **Large Purchase Requests**

No large purchase requests were discussed.

1. **Update on the Sale of Surplus Equipment**

Council Member Hutchings informed the Council that one of the items listed for auction, a plow mount piece, did not sell. As a result, the item is now considered scrap unless someone expresses interest in purchasing it. In addition, three new items have been posted for auction.

Ted Mickelsen provided an update on recent equipment sales and facility work. The City sold the Kubota for $8,500 and four waste oil tanks from the boiler room at $250 each. He reported that nine fuel tanks were removed from the Well House with the help of one of the City’s on-call contractors. The removal was labor-intensive, requiring the tanks to be turned and winched out due to tight space constraints. The door and frame also had to be removed to

complete the extraction. Despite the difficulty, all tanks were successfully removed.

Mickelsen noted that the City will benefit financially from this effort. Approximately 1,500 gallons of fuel remain from the extracted tanks, which had been stored in a controlled environment. The newly installed 1,000-gallon backup generator fuel tank, now on-site, will be filled using some of this fuel. The remaining 500 gallons will be used to fuel other City equipment.

1. **Grant Updates:**
2. **Woodland Hills Culvert Project – Phase 1 FEMA-DR-4548-6R:** Ted Mickelsen reported he is still working on obtaining the necessary easements on Broadhollow.
3. **Ready, Set, Go Grant:** This grant will no longer be included in future agendas for the remainder of the year because the city did not receive it.
4. **2025 Utah County Recreation Grant Proposal due June 9th:** The City Recorder reported that the County Commissioners have awarded the grant, and the city is waiting for a copy of the signed resolution from the county.
5. **2025 Utah Outdoor Grant:** This grant will no longer be included in future agendas for the remainder of the year because the city did not receive it.
6. **MAG Trail Feasibility Grant:** This grant is being managed by WCG, which is approximately 10-20% complete with the study. The project is challenging due to the need to obtain rights-of-way to build a trail along Woodland Hills Drive.
7. **Department Reports**
8. **Public Works:** Public Works Director Ted Mickelsen reported that rehabilitation of the Maple Canyon Well is complete. Salem City, which operates the facility, will begin its startup sequence next week: flushing distribution lines and the storage tank, collecting water samples, submitting them to the State laboratory, and awaiting clearance. If the results are satisfactory, the well should be back in service by the end of next week.

Mickelsen said contractors have about two weeks of work remaining on the Broadhollow Well. During that time, they will complete electrical connections and integrate the new backup generator, with full commissioning expected roughly three weeks from today.

Council Member Kynaston asked when the backup generator would be able to pump water and whether residents should notice changes in pressure while the Broadhollow Well is offline. Mickelsen replied that, because Maple Canyon will carry the load, customers should not detect any difference. He is optimistic that the cloudiness previously observed in the water supply will dissipate once the rehabilitated well is online. Still, he plans to post a city-wide notice on social media as a precaution.

Mickelsen added he is also looking to purchase a new SCADA control system to improve monitoring and reliability of the water system.

Finally, he noted that the pavement restoration slated initially for July has been delayed until mid-August.

1. **Fire Department:** Ted Mickelsen reported that the City’s wildland fire crew was deployed to California earlier today for a preposition assignment. This means the crew will be stationed near the California border and, upon arrival, will coordinate with the local jurisdiction—specifically within the Great Basin area—to receive their operational assignment. Final deployment details are expected to be confirmed by the following day.

This marks the crew’s fourth deployment of the year. Staff noted that shortly after the team departed, another call for service was received, underscoring the high demand and active wildfire season ahead. The City has already had to decline four other calls due to crew and resource limitations.

It was also noted that the wildland program is currently operating with a positive balance of about $98,000 for FY2025. There was some discussion about looking into replacing Brush 192 in the near future. During the discussion, it was acknowledged that the City’s wildland fire program was originally established with the goal of generating revenue and enhancing the department’s long-term sustainability. Council and staff agreed that this objective remains central to the program’s mission. It was emphasized that the primary reason for maintaining the program is its ability to produce outside revenue that benefits both the department and the broader needs of the city. Additionally, when the crew is not fighting fires, they support the community by assisting with clearing dead fuel on city-owned properties at no direct cost to the city. This dual benefit highlights the program’s value as both a financial asset and an operational resource.

**Code Enforcement:** Wayne Frandsen informed the Council that there are currently four property owners in the City who have constructed accessory structures without obtaining the necessary approvals. In several cases, the structures have been in place for a number of years. However, he noted that all four individuals are cooperating with the City and are willing to work toward bringing the structures into compliance. He will continue working with these residents to ensure conformance with applicable regulations.

1. **Mayor and City Council Reports**
2. **Mayor Winder: SESD, MAG/COG:** Mayor Winder attended the SESD Board meeting. He reported that SESD is actively engaged in taking the steps it can to keep energy rates as flat as possible. In addition to working at keeping energy rates flat, SESD is working to strengthen its relationship with Deseret Power.
3. **Council Member Hillyard: Dry Creek Transfer Station**: Council Member Hillyard reported that they discussed budgetary needs during the most recent transfer station board meeting. The numbers have been forwarded to Chris Helvey.
4. **Council Member Hutchings**
5. **Mt. Nebo Water Association**
6. **South Utah Valley Municipal Water Association**

Council Member Hutchings reported that Mount Nebo Water Agency held a public hearing and adopted its fiscal year financials, including both the current budget and the prior year’s financial report. The agency also formally adopted a resolution approving the Groundwater Database Management Program. Hutchings noted that the program depends on the availability of accurate data and asked whether Ted Mickelsen had been contacted regarding the City's contributions, as there is a recognized gap in the City’s groundwater reporting.

In addition, Hutchings shared that the agency elected a new chair and vice chair during the meeting.

He also reported that the South Utah Valley Municipal Water Association held a public hearing to adopt the same groundwater plan.

1. **Council Member Kynaston: Central Utah 911:** Council Member Kynaston reported that Noreen Stone with the district is retiring after 40 years.
2. **Council Member Lunt:** Council Member Lunt provided an update on the Woodland Hills history project, which she has been coordinating with her committee. She expressed deep appreciation for Glenn Anderson’s work on the documentary, describing it as highly professional and emotionally impactful. The committee had the opportunity to view the completed “snow” segment of the film, and she noted that the interview snippets centered around common topics and questions, creating a cohesive narrative.

The history project is being incorporated into the Woodland Hills Days celebration, with the theme highlighting the city’s 50-year anniversary (1975–2025).

She explained that the documentary will be showcased following the dinner. Unlike previous years, the band will be asked to end a bit earlier to make time for showing the video prior to the movie. The committee is considering possibly showing a movie that is tied to the area’s history, such as *Footloose,* or a classic films from 1975, like *Escape to Witch Mountain* or *The Apple Dumpling Gang*.

This year, a check-in table will be available, allowing attendees to scan a QR code to download the video or pick up a physical copy. The table will also have stickers where residents can write their names and the year they moved to Woodland Hills. The committee hopes the event will foster a sense of community and connection.

For those who may not be able to attend the evening event, the film will also be played on loop during the Fireman’s Breakfast under the pavilion.

1. **Council Member Malkovich- South Utah Valley Animal Shelter:** Council Member Malkovich reported that the shelter approved its upcoming fiscal year budget, which included an increase in the City’s contribution, which was previously submitted to Chris and the Mayor.

For the month of May, Woodland Hills recorded no animal-related activity with the shelter. Meaning there were no animals that were picked up, called in, or dropped off, resulting in zero entries across all tracked categories.

The shelter also discussed future expansion needs.

She noted the spike in shelter intake driven by pandemic-era pet ownership is starting to level off, particularly for dogs. Cats continue to present a significant challenge. The feral cat populations remain high, with the spread of disease among feral cat populations posing a growing public health concern. The shelter is actively exploring ways to manage animal intake while minimizing the spread of disease in the community.

1. **Items for Upcoming City Council Meetings**

Mayor Winder asked Finance Director Chris Helvey if he had been able to run the budget scenarios requested by the Council at the beginning of the work session.

Chris Helvey reported that he had compiled preliminary figures and offered both observations and recommendations. He began by identifying budget increases in the proposed FY2026 budget compared to FY2025. These included a $25,000 increase in attorney fees, raising the line item from $75,000 to $100,000. A small increase was also added for Council travel reimbursements, particularly related to attendance at the St. George conference. Police services costs rose by approximately $4,000.

He went on to highlight road expenses as a key driver of budget growth. An additional $237,000 is needed to fully fund the pavement management plan, which totals around $565,000 for the upcoming year. Other increases included $10,000 for road salt and $10,000 allocated for the chipper, a line item the City has not historically funded at that level.

Additionally, there is a planned transfer of $31,000 for capital projects.

Altogether, these items represent approximately $324,000 in increased expenditures. Even with potential reductions or reallocation, Helvey noted that the City would still face a shortfall of approximately $85,000.

To fully cover the proposed budget without drawing from reserves, he estimated that the City would need to increase its portion of the property tax rate by roughly 6.5%. He stressed that the number he is calculating are preliminary.

Council Member Lunt emphasized the importance of clearly communicating this information during the upcoming Truth in Taxation hearing. She recommended showing residents both the 2.5% proposed increase and the corresponding amount that would still need to be taken from savings, helping them understand the full financial context.

Mayor Winder clarified that the proposed 2.5% increase is on top of the current rate, not a standalone increase. Helvey confirmed that the proposed rate, if the 2.5% increase is adopted, would be 0.003404, generating approximately $1,114,400 in revenue. Council Member Malkovich confirmed this number for the record and stated it should be included in the their communication with residents.

Chris Helvey noted that if the Council wanted flexibility, they could advertise a slightly higher rate, up to 5%, during the Truth in Taxation process, and then reduce it later.

Council Member Hillyard suggested preparing two scenarios for the hearing: one reflecting revenue projections based on the State’s proposed rate and another based on the City's proposed 2.5% increase. He asked that these include infrastructure planning for road and water improvements, and the extent to which savings would be required under each option. This would help provide residents with a more comprehensive understanding of the council's decision-making process.

Council Member Malkovich added that the proposal should highlight the impact of inflation and the justification for the 2.5% increase as a modest, sustainable step. Chris Helvey acknowledged the request and agreed to work with Ted Mickelsen to prepare a supporting plan and visuals. He asked the Council whether they would consider budget reductions in specific areas, such as reducing attorney fees from $100,000 to $75,000 or eliminating certain internal fund transfers. He suggested consolidating capital project transfers into a single account and eliminating others for Fire, EMS, Public Works, Roads, Parks, Trails, Recreation, and the now-defunct ARK. This would streamline accounting and reduce the amount needed from savings by approximately $31,000.

Mayor Winder clarified that these adjustments would not affect the property tax rate but would reduce the amount that would need to be taken from the city savings.

Wayne Frandsen cautioned that Truth in Taxation presentations should remain simple and accessible. He warned against presenting multiple complex scenarios, as they could overwhelm or confuse residents. He suggested that the Council present a single, clear recommendation backed by reasoning, rather than multiple options. Mayor Winder agreed

Council Member Malkovich requested confirmation that Helvey would revise the budget materials and send updated figures reflecting the 0.003404 rate before the next meeting.

Helvey clarified that the vote on the property tax rate would occur during the current meeting, while the final FY2025 budget wrap-up would be handled at the next Council meeting. The FY2026 budget and the Truth in Taxation hearing are scheduled for separate meetings in August.

Mayor Winder closed the work session at 8:15 p.m.

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

Chris Helvey, Finance Director -Electronically

Jody Stones, City Recorder

Wayne Frandsen, Code Enforcement and Planning Commission

1. **Call to Order** - Mayor Winder called the meeting to order at 8:25.pm.
2. **Invocatio**n: Council Member Malkovich offered an invocation.
3. **Pledge of Allegiance:** Council Member Hutchings led the pledge of allegiance.
4. **Public Comment:** No public comment was heard.

**Consent Agenda**

1. **May 13, 2025 City Council Meeting Minutes**

**Motion:** Council Member Kynaston moved to approve the May 13th City Council Meeting Minutes

**Second:** Council Member Lunt seconded the motion.

**Vote:** Motion passed unanimously.

**Business and Discussion**

1. **Resolution 2025-14 Approving the April 2025 Fund Disbursements**

**Motion:** Council Member Lunt moved to approve Resolution 2025-14.

**Second:** Council Member Malkovich seconded the motion.

**Vote:** Motion passed unanimously.

1. **Resolution 2025-15: Passing of a Tentative Proposed Certified Tax Rate for Woodland Hills City**

**Motion:** Council Member Lunt moved to approve Resolution 2025-15.

**Second:** Council Member Hutchings seconded the motion.

**Vote:** Motion passed unanimously.

1. **Approval of Security Agreement of Durability and Inspection for Phase B Bell Subdivision**

**Motion:** Council Member Malkovich moved to approve the durability agreement for Phase B of the Bell Subdivision.

**Second:** Council Member Hutchings seconded the motion.

**Vote:** Motion passed unanimously.

1. **Approval of Large Purchases**

There were no large purchases to approve at this time.

**Adjourn**:

**Motion:** Council Member Malkovich moved to adjourn the meeting.

**Second:** Council Member Lunt seconded the motion.

Meeting adjourned at 8:29 p.m.

/s/

Jody Stones, City Recorder