

Woodland Hills
City Council
Work Session
April 28th, 2026

WORK SESSION

The work session was called to order by Mayor Ben Hillyard at 6:03 p.m.

Present: Mayor Benjamin Hillyard, Council Member Janet Lunt, Council Member Steve Johns, Council Member Malkovich, and Council Member Dan Roden.

Staff Present: Community Development Director/Fire Chief Ted Mickelsen, Recorder Jody Stones, Wayne Frandsen, Code Enforcement Officer, and Planning Commission Chair

Electronically: Council Member Hutchings participated electronically.

Work Session

- 1. Consideration of a Petition from Northern Slope LLC (Summit Creek) for the annexation of a 5.36-acre portion of land associated with Parcel 30:077:0226 and the acceptance of a change in zoning for said parcel of land.**

Mayor Hillyard noted the first item of discussion was the consideration of a petition submitted by Summit Creek Development, represented by developer Bucky Gay, regarding approximately 5.36 acres associated with Parcel No. 30:077:0226 currently located within the municipal boundaries of Elk Ridge. Mayor Hillyard explained that in order for the property to be incorporated into the Summit Creek Development project within Woodland Hills, the property would require either annexation into Woodland Hills City or a municipal boundary adjustment between the two cities. The mayor further explained that the request also included consideration of a zoning designation consistent with the surrounding area, with the zoning matter ultimately to be referred to the Planning Commission for further review and recommendation.

Mr. Gay presented a map identifying the subject property and explained that Summit Creek Development had previously received approval of its master plan in 2023. He stated that the annexation or boundary adjustment request had been contemplated as part of the final phase of the Summit Creek Development and noted that the company had been coordinating with Elk Ridge City for more than two years regarding the proposal. Mr. Gay indicated that Elk Ridge City had substantially completed its review process and, to his understanding, was supportive of allowing the property to move into Woodland Hills City, contingent upon acceptance and approval by Woodland Hills. He explained that the annexed property would ultimately be incorporated into approximately three residential lots as part of a future final plat application.

Mr. Gay further explained that development of the property would be significantly more practical and efficient as part of Woodland Hills due to the challenges associated with extending infrastructure and providing services from Elk Ridge. He noted that one of the primary concerns raised during discussions with Elk Ridge City involved historical flooding and runoff issues affecting Loafer Canyon Road during periods of heavy storms and runoff events. To address those concerns, Summit Creek Development agreed to complete substantial improvements to an existing retention pond located on the lower portion of the property. Mr. Gay stated that the retention improvements had been completed and accepted following an extended review and coordination process with Elk Ridge City officials. He further stated that, regardless of the final

outcome of the annexation request, the developer believed the drainage improvements were the responsible course of action to help mitigate runoff impacts in the area.

Discussion continued regarding the future development potential of the annexed property, including anticipated lot sizes and engineering considerations associated with hillside construction. Mr. Gay explained that the proposed lots would each be slightly larger than one acre and would comply with the R1-19 zoning designation consistent with the surrounding development pattern. He clarified that the proposed building envelopes identified for future homes would be located entirely on natural soil rather than engineered fill, distinguishing the proposal from other hillside developments that had experienced slope stability issues. Mr. Gay stated that the development team had carefully evaluated the steep terrain and intended to ensure that all future homes would be constructed in stable and buildable locations along the upper ridge area.

Council Member Roden asked additional questions regarding the engineering complexities and slope stability considerations associated with development along the ridge line. Mr. Gay reiterated that the proposed building areas would be confined to naturally stable portions of the property and stated that the developer shared the Council's concerns regarding safe hillside construction practices.

Mayor Hillyard confirmed that Woodland Hills City had communicated with Elk Ridge City regarding the proposal and stated that Elk Ridge officials appeared supportive of the annexation or boundary adjustment request.

Council Member Malkovich asked for clarification that the discussion before the council related specifically to the annexation and boundary considerations and not final approval of site plans, roadway alignments, or detailed construction plans. Council Member Malkovich also inquired whether the steep hillside terrain and surrounding scrub oak vegetation created any wildfire or public safety concerns. Mr. Gay responded that the development would comply with wildland urban interface requirements. No additional concerns were raised by the council or staff regarding the proposal.

Mayor Hillyard then amended the order of the agenda to accommodate Mark Anderson with Zions Public Finance.

3. Consideration for adoption of a resolution authorizing the issuance and sale of not more than \$1,400,000 aggregate principal amount of Sales and Franchise Tax Revenue Bonds, and related matters

Mayor Hillyard stated that the proposed bonding had been discussed during preparation of the Fiscal Year 2026 budget and had originally been included in the budget, but was removed with the March budget amendment due to the project timeline. He then invited Mark Anderson of Zions Public Finance to present additional information regarding the proposed bond issuance and financing process.

Mr. Anderson explained that the resolution before the council was a parameters resolution and the initial legal step required under Utah law to begin the bond issuance process. He stated that the proposed resolution identified the road maintenance project as the purpose of the bond and established borrowing parameters, including a maximum principal amount of \$1.4 million, a maximum repayment term of ten years, and a maximum interest rate of six percent. Mr. Anderson stated that, based on current market conditions, he anticipated that actual interest rates would likely fall in the high three percent to low four percent range. He further explained that the relatively small size of the bond issuance could limit the number of interested purchasers, but he remained optimistic that competitive bids would be obtained.

Mr. Anderson further explained that the proposed resolution designated the Mayor, Mayor Pro Tem, and City Recorder as the authorized officers permitted to act on behalf of the city regarding acceptance of the final bond bid. He outlined the anticipated process, including scheduling a public hearing for May 26, preparing bid packages for financial institutions, receiving bids near the beginning of July, and closing the bonds on July 15, at which time bond proceeds would be delivered to the City.

Council Member Roden asked about current market interest rates and possible variability in financing terms. Mr. Anderson explained that rates have experienced volatility in recent months due to international market instability and uncertainty surrounding global oil markets. He stated that some lenders might submit fixed-rate proposals while others might provide serialized interest structures with varying rates over the life of the bond. Mr. Anderson reiterated that he did not anticipate the city's true interest cost approaching the six percent maximum established in the resolution.

Council Member Johns asked whether the proposed road bond would negatively impact the city's ability to pursue future water infrastructure financing. Mr. Anderson explained that the proposed bond would be secured through sales and franchise tax revenues associated with the General Fund, while water infrastructure financing would instead rely on enterprise fund revenues generated by the City's water system. Mayor Hillyard reiterated that the two funding sources were separate and clarified that future waterline improvements would be funded independently through the water enterprise fund rather than through the revenue source pledged for the road bond.

Council Member Malkovich expressed appreciation for the financing timeline and calendar provided and emphasized that the city had pursued bonding as an alternative to increasing taxes for roadway improvements.

Mr. Anderson went on to further clarify the city's remaining borrowing capacity. Stating that with the issuance of the proposed bond, the city would substantially tap out the city's available capacity tied to the sales and franchise tax revenue pledge, although additional borrowing capacity would gradually return as the city's 2019 bond obligations matured over the coming years.

Council Member Roden observed that the projected annual bond payments represented a significant financial commitment for a small community and estimated that annual payments could amount to approximately nine percent of the City's yearly budget.

Council Member Hutchings responded that delaying road projects would likely result in substantially higher costs in the future due to inflation and increasing asphalt prices, and that completing the projects now at current pricing was one of the primary justifications for pursuing the bond financing. He further noted that the city intended to borrow only the amount necessary to complete the projects and viewed the \$1.4 million figure as a maximum authorization amount rather than a mandatory borrowing level.

Council Member Hutchings requested clarification regarding the level of oversight the city council and finance committee would retain once bids from lenders were received. He wanted to ensure adequate transparency and review before finalizing any lending agreement and expressed concern about the possibility of unforeseen provisions within financing documents.

Community Development Director and Fire Chief Ted Mickelsen clarified that the city had already completed the contractor bidding process and awarded contracts related to the pavement projects themselves, and that the current discussion related specifically to financing of those projects through the bond issuance.

Council Member Hutchings clarified that his concerns related specifically to the financing agreements and whether there would still be an opportunity for review once lender bids were received.

Mr. Anderson explained that the parameters resolution authorized the Mayor, Mayor Pro Tem, and City Recorder to act within the approved parameters to accept the most favorable financing proposal on behalf of the city without requiring additional formal council action. He commented that many lender proposals were time-sensitive and subject to immediate market fluctuations, often requiring same-day acceptance decisions.

Mr. Anderson additionally explained that lenders frequently varied in provisions related to early payoff or refinancing options, commonly referred to as “call features.” He noted that some lenders may prohibit early repayment for the full ten-year term while others may permit early payoff after several years.

Council Member Hutchings reiterated that he was not opposed to the financing proposal but wished to ensure the city carefully reviewed all terms before execution of any agreement.

Council Member Lunt stated that the city had previously worked with Mark Anderson and Zions Public Finance and had experienced positive results from those prior engagements and was confident that they would look after the best interest of the city.

Mayor Hillyard explained that one previously considered option involved using reserve funds to pay off an older bond before pursuing new financing, but that option was ultimately not recommended due to the comparatively low interest rate already associated with the existing bond. Mr. Anderson concurred, stating that paying off a lower-interest bond only to issue new debt at higher current rates would not have been financially advantageous. Mayor Hillyard stated that the city continued to maintain reserve funds more than the previously discussed minimum reserve target of approximately \$250,000.

Council Member Hutchings again emphasized the importance of transparency and review of lender proposals once bids were received. Mayor Hillyard stated that the council would be kept informed throughout the process and indicated that the city would review bid proposals with Mr. Anderson prior to making a final financing decision.

Mayor Hillyard thanked Mr. Anderson for his presentation and participation in the meeting.

Mayor Hillyard then proceeded to go back to item #2 on the agenda.

2. Consideration and discussion of a Conditional Use Application for Treehouse Park LLC (Three Bridges) for temporary onsite rock crushing associated with the construction of Three Bridges Subdivision

Planning Commission Chair and Code Enforcement Officer Wayne Frandsen explained that the Planning Commission had held a public hearing and previously reviewed the application. Mr.

Frandsen stated that the operation would involve crushing and separating rock and gravel materials into various sizes for use in roadway construction and other infrastructure improvements within the development. He noted that one of the primary concerns identified during the review process involved potential dust generation. Mr. Frandsen stated that the applicant had already planned to use a water truck on-site to periodically wet down the work area to mitigate dust impacts.

Council Member Lunt clarified for those present that the operation would occur near the large dirt pile located by the mailbox area associated with the development.

Mayor Hillyard asked Mr. Frandsen to further explain the rock-crushing process in response to a resident's concerns regarding the proposed operation. Mr. Frandsen explained that the operation would primarily involve screening and sizing material rather than breaking apart large boulders or conducting blasting operations. He stated that the process would largely consist of sorting material by size and that significant noise or seismic impacts were not anticipated. Mayor Hillyard described the operation as more of a "sifting process" than traditional large-scale rock crushing.

Mayor Hillyard stated that a resident had expressed concern regarding possible seismic activity or vibrations associated with the operation. The mayor noted that the city had already experienced similar screening and crushing operations on the opposite side of the city for several years in connection with other development projects near Elk Ridge without significant nuisance issues. Mayor Hillyard stated that while dust control would need to be carefully managed, the operation was not expected to create seismic impacts or unusual disturbances to nearby properties.

Council Member Roden asked about the anticipated duration of the operation. Mr. Frandsen responded that the crushing and screening activity would continue for as long as the existing dirt pile remained on-site and material processing was necessary for the project.

Council Member Malkovich expressed concern that portions of the application materials appeared vague and noted that the Council packet did not include a signed application from the applicant. Council Member Malkovich stated that she wanted to ensure the operational requirements were clearly defined, particularly with respect to noise limitations, operating hours, and compliance with applicable ordinances. Mayor Hillyard responded that the applicant had been made aware of the applicable code requirements. Community Development Director and Fire Chief Ted Mickelsen further clarified that the operation would be subject to Utah County noise ordinances, which he noted were more restrictive than Woodland Hills standards. Mr. Mickelsen also explained that Salem City regulations could additionally apply because portions of the operation involved moving materials into Salem City.

Council Member Malkovich also requested additional clarification regarding the proposed dust mitigation measures. Mr. Mickelsen explained that the applicant had submitted a Storm Water Pollution Prevention Plan (SWPPP) as part of the permitting process and that dust mitigation requirements were included within that plan. He stated that the City's SWPPP inspector, Mitch, would regularly inspect the operation for compliance, including monitoring dust control measures. Mr. Mickelsen explained that if dust levels became excessive or noncompliant, the inspector could require additional watering or mitigation efforts.

Mr. Mickelsen further explained that the applicant had already obtained SWPPP approval through the State and that the City's SWPPP inspector had reviewed and approved the submitted plans. He stated that inspections would occur monthly and additionally whenever complaints were received. Mr. Mickelsen noted that inspections would include monitoring for dust, runoff, mud tracking, and other stormwater compliance issues. He further explained that Utah County and

Salem City would also have oversight responsibilities related to dust and stormwater compliance because portions of the operation affected multiple jurisdictions.

Council Member Malkovich asked how resident complaints regarding dust would be handled. Mr. Frandsen clarified that the existence of dust alone would not automatically constitute a violation and that inspectors would need to determine whether dust levels exceeded compliance standards. Mayor Hillyard added that the contractor would be required to perform self-audits and submit weekly compliance reports, and that any issues identified through complaints or inspections would be addressed through the SWPPP process and coordination with the Three Bridges development team.

Mayor Hillyard and Council Member Johns briefly discussed whether the processed material would be used exclusively within the development project or sold commercially. Mayor Hillyard stated that while some material sales had been discussed previously, the majority of the processed material was anticipated to be utilized within the Three Bridges project itself.

The City Recorder clarified that the Council packet had only included the front page of the application and explained that the applicant would still be required to complete additional portions of the application and sign the applicable code acknowledgment documents as part of the permitting process. Mayor Hillyard added that associated application fees would also be required prior to approval.

Council Member Hutchings agreed with Council Member Malkovich regarding the importance of having signed application documents and departmental review signatures included in future Council packets. Council Member Hutchings stated that while he was not overly concerned in this instance due to the City's size and familiarity with the project, he preferred having documentation clearly demonstrating that applications had been reviewed and vetted through all necessary departments.

Council Member Hutchings also discussed concerns raised by a resident regarding vibrations and possible impacts to nearby plumbing systems. He emphasized that the operation did not involve blasting activities and instead consisted only of crushing and screening processes. Council Member Hutchings stated that the City would not typically require seismographic monitoring equipment for this type of operation and reiterated that similar operations had existed within the community for years without such issues.

Council Member Hutchings additionally asked whether the City could provide information on its website regarding dust complaints or methods for residents to report concerns. Mr. Mickelsen explained that SWPPP oversight was primarily administered through the State and that the City would need to determine whether public reporting systems existed through the State's process. Mr. Mickelsen noted that both Woodland Hills and Salem SWPPP inspectors would be involved because the operation crossed municipal boundaries. He also reminded the Council that the proposal had already undergone a public hearing process.

Council Member Hutchings asked whether residents should contact the SWPPP inspector directly when concerns arose. Mr. Mickelsen responded that he preferred residents contact the City directly so staff could determine which jurisdiction and inspector were responsible for responding to a particular issue. Mr. Mickelsen explained that depending upon where dust or runoff originated, either Woodland Hills or Salem inspectors may need to respond.

Mayor Hillyard cautioned that the City needed to carefully manage public expectations regarding dust complaints because some level of dust was a normal and unavoidable part of construction activity. The Mayor stated that while excessive dust would be addressed, the City also needed to avoid creating unrealistic expectations that all visible dust constituted a violation. Mayor Hillyard emphasized that education and reasonable oversight would be important components of managing the project moving forward.

Mr. Mickelsen stated that there would likely be a learning curve for both residents and City staff regarding appropriate dust levels and enforcement expectations. He explained that the City would actively monitor the project and coordinate with inspectors to determine what constituted excessive or noncompliant dust conditions. Mr. Mickelsen noted that dust complaints were often initially mistaken for wildfire smoke calls and stated that City staff routinely investigated such reports throughout the community. He reiterated that residents should initially contact the City with concerns so staff could appropriately coordinate responses and inspections.

Council Member Lunt cautioned that the City should avoid overemphasizing dust concerns to the point that residents became overly focused on normal construction impacts. Council Member Lunt added that residents could contact any Council Member or City staff member with concerns and those concerns could then be forwarded to the appropriate personnel for review.

4. March 2026 Financials, Check Disbursements

Mayor Hillyard noted that council members had previously received the reports for review and indicated that questions could be addressed by either himself or the city staff, depending upon the nature of the inquiry.

Council Member Johns noted that the March financial report reflected approximately \$22,072 in legal expenses. Mayor Hillyard confirmed the figure and explained that the city's legal costs included both the city's contracted legal counsel, Smith and Harvickson, as well as for the attorneys representing the city in the on-going litigation matters for the past number of years. Council Member Johns clarified that he was not challenging the expenditure but wanted the information publicly clarified as part of the council discussion.

Council Member Hutchings stated that he had a request regarding transparency of large credit card purchases reflected within the financial reports. He went on to explain that he would like to see additional breakdowns or supporting detail associated with larger expenditures at vendors such as Costco, Amazon, or Best Buy in order to better answer questions from residents regarding how public funds were being spent. He stated that while he trusts city staff, he had received comments and accusations from some residents suggesting misuse of city funds and wanted to be able to confidently explain the nature of purchases and verify that expenditures were legitimate.

Community Development Director and Fire Chief Ted Mickelsen responded that all city credit card purchases are supported by receipts and documentation submitted to the city treasurer, Lori Thomas. Mr. Mickelsen explained that detailed breakdowns could be provided to council members upon request.

Council Member Hutchings stated that he would appreciate having the ability to review those records prior to voting on expenditures so that he could more effectively respond to constituent concerns and confirm his comfort with the expenditures being approved.

Council Member Lunt commented that it would be beneficial for council members to review receipts directly with the treasurer when questions arose.

Mayor Hillyard emphasized that the city maintains multiple layers of financial oversight and internal controls regarding expenditures. The mayor explained that the city council-maintained authority over the budget and appropriations process, while expenditures above established thresholds required multiple approvals. Mayor Hillyard stated that purchases above \$1, required his approval and that, in situations where he was personally involved in a transaction, Council Member Lunt would provide an additional independent approval step. Mayor Hillyard stated that city disbursements were therefore subject to multiple checks and balances designed to prevent fraud or misuse of funds.

Mayor Hillyard further stated that if residents questioned the legitimacy of city expenditures, he would encourage them to come into the city office and talk with any of the staff members.

Council Member Hutchings reiterated that he believed the city's expenditures were proper and legitimate but expressed frustration over accusations and rumors circulating in the community.

Mayor Hillyard encouraged council members to respectfully push back against inaccurate rumors and emphasized that the city had intentionally established systems and procedures designed to prevent improper expenditures.

Council Member Lunt commented that some individuals would continue to distrust the city regardless of how much information or documentation was provided and that additional explanation would not change their views.

Council Member Hutchings reiterated that he had no concerns about the integrity of city staff or officials but said the accusations of improper expenditures remained frustrating.

Mayor Hillyard concluded the discussion by emphasizing that the council's monthly approval of expenditures represented approval of the city's financial systems and oversight procedures in addition to the individual expenditures themselves. The mayor stated that while council members always retained the ability to ask questions and request additional documentation, the city would likely avoid dedicating significant administrative resources toward preparing expanded expenditure summaries each month unless specifically requested.

Council Member Hutchings indicated that he understood and appreciated the clarification.

5. Annual Sewer System Report: Ted Mickelsen

Community Development Director and Fire Chief Ted Mickelsen presented the city's annual municipal wastewater reporting information required by the State of Utah. Mr. Mickelsen explained that the report functioned primarily as a planning and assessment document for the city's wastewater system and included information regarding sewer connections, system infrastructure, replacement planning, rates, and maintenance funding. Mr. Mickelsen noted that Woodland Hills City's sewer system ultimately flowed to the Payson wastewater treatment system for processing.

Mr. Mickelsen explained that the State required the City to annually present the report to the city council and to provide information regarding the condition and long-term planning associated with the city's sewer infrastructure. The report included details regarding the number of sewer connections within the city, the rates charged to users, maintenance and replacement funding, and whether the city maintained short-term and long-term infrastructure plans.

Council Member Malkovich asked how the reporting requirements applied given that Woodland Hills only owned a portion of the sewer infrastructure while Payson handled the majority of the treatment system. Mr. Mickelsen clarified that the city's reporting obligations only applied to infrastructure owned and maintained by Woodland Hills within the city boundaries and did not extend to the broader Payson sewer treatment system.

Mr. Mickelsen reported that the city maintained a sewer enterprise fund similar to the city's water enterprise fund and explained that the city currently set aside funds annually for sewer maintenance and future repairs. He stated that approximately two and one-half years earlier, the city had completed a video inspection and condition assessment of the entire sewer system, which indicated that the infrastructure remained in very good condition. Mr. Mickelsen noted that the city's sewer infrastructure was relatively new and that major repairs had not yet been necessary.

Mr. Mickelsen further stated that he would like the city to implement a routine inspection program in which portions of the sewer system would be video inspected annually so that the

entire system could be reviewed approximately every five years. He explained that the city maintained approximately five miles of sewer lines and suggested inspecting roughly one mile of pipe each year as part of a preventative maintenance program.

Discussion continued regarding long-term replacement funding and enterprise fund reserves. Mr. Mickelsen explained that many municipalities historically maintained lower sewer rates but failed to adequately set aside funds for future replacement costs, resulting in significant financial challenges as infrastructure aged. He stated that the State had become increasingly concerned with ensuring municipalities established sufficient reserves for future replacement and repair needs. Mr. Mickelsen explained that Woodland Hills currently maintained some reserve funding but acknowledged that the city would likely need to further evaluate long-term funding strategies associated with eventual sewer system replacement.

Mr. Mickelsen estimated that the city's sewer system represented approximately a \$3 million infrastructure investment and stated that future discussions would likely include evaluation of what annual reserve contributions would be appropriate to prepare for eventual replacement costs over the life of the system. He noted that only a portion of the city was currently connected to sewer service and that the sewer utility was therefore smaller in scale than the city's water system.

A question was raised regarding whether future replacement reserves would be funded citywide or only by sewer users. Mr. Mickelsen clarified that sewer operations were funded exclusively through user fees paid by residents connected to the sewer system and that residents utilizing septic systems did not contribute to sewer enterprise funding. Mayor Hillyard added that the sewer system operated as a fee-based enterprise fund.

Council Member Johns asked whether the city currently maintained dedicated reserve allocations specifically intended for future sewer replacement. Mr. Mickelsen explained that the city had generally been setting aside approximately \$10,000 annually for sewer maintenance and reserve purposes, though much of the funding had not been needed due to the current condition of the system. He stated that future analysis would likely focus on determining whether additional reserve funding should be accumulated through depreciation or other enterprise fund planning mechanisms in order to adequately prepare for long-term replacement needs.

Mr. Mickelsen reported that the city's sewer infrastructure consisted of slightly more than five miles of eight-inch sewer line installed beginning around 2002 and currently served approximately 133 sewer connections out of roughly 560 homes within the city. He further explained that Woodland Hills did not operate its own wastewater treatment facility and instead transmitted all sewer flows to Payson City for treatment, with the majority of sewer fees collected from residents ultimately being paid to Payson for treatment services.

Mr. Mickelsen concluded the presentation by offering to provide additional information regarding the city's sewer system to any council member interested in further details.

6. Update on City Grants: Ted Mickelsen

Community Development Director and Fire Chief Ted Mickelsen provided an update regarding several grant applications and funding opportunities currently being pursued by the city. Mr. Mickelsen first discussed the Assistance to Firefighters Grant (AFG) received through FEMA, which had been utilized to purchase new self-contained breathing apparatus (SCBA) equipment for the Fire Department. He explained that the city had completed and submitted all required reimbursement documentation to FEMA; however, shortly after the submission was approved, Homeland Security and FEMA operations experienced a temporary shutdown, delaying reimbursement processing.

Mr. Mickelsen stated that after several unsuccessful attempts to contact FEMA during the shutdown period, he was recently able to confirm that FEMA had received and approved all required documentation from the city. He reported that the reimbursement remained approved

and pending release of funds, although FEMA representatives were unable to provide a timeline for when payment would be issued.

Council Member Johns asked whether the city had already paid for the equipment and was now waiting solely for reimbursement. Mr. Mickelsen confirmed that the city had already paid the invoice and clarified that the city was awaiting reimbursement through the AFG grant program.

Mr. Mickelsen next reported that the city had not yet received any updates regarding the Utah Outdoor Recreation Grant application submitted for proposed pickleball courts. He stated that the grant applications had not yet been scored and that the city was still waiting for further information regarding the review timeline.

Mr. Mickelsen also provided an update regarding the city's trail grant application submitted to the Mountainland Association of Governments (MAG) for construction of the first segment of the City's proposed trail system. Mr. Mickelsen explained that, as a member of the Transportation Advisory Committee (TAC), he had participated in the project review process. He reported that approximately 44 project concepts had initially been presented for consideration, representing more than \$200 million in requested funding, while only approximately \$110 to \$120 million in funding was anticipated to be available during the current two-year funding cycle.

Mr. Mickelsen explained that following the initial project idea presentations and committee feedback process, the list of projects had been narrowed from 44 proposals down to 30 projects for further evaluation. He stated that the TAC committee had recently completed a ranking process for the remaining projects and that Woodland Hills' trail project was currently ranked approximately 19th out of the 30 remaining proposals. Mr. Mickelsen noted that the city's application was near the anticipated funding cutoff and described the project as being "on the bubble" for receiving funding.

Mr. Mickelsen further explained that MAG staff had discussed potentially separating trail projects from roadway and transit projects during the allocation process in order to improve funding opportunities for trail-related applications. He stated that the TAC committee would meet once more to finalize project rankings before forwarding recommendations to the MAG Board for final consideration and allocation of available funds.

Mayor Hillyard expressed support for the project. Additional comments were made encouraging outreach and coordination with other mayors and board members regarding support for the trail project funding request.

Mr. Mickelsen also provided an update regarding a federal earmark funding request submitted through Congressman Burgess Owens for a proposed water infrastructure project. He stated that the city had not yet received any formal update regarding the application and anticipated that the federal earmark review process would likely take additional time. Mr. Mickelsen explained that congressional offices were limited in the number of projects they could advance for federal earmark consideration and reported that Woodland Hills' project had reportedly ranked fourth among the projects submitted through Congressman Owens' office.

Mr. Mickelsen stated that while the city had requested approximately \$2.4 to \$2.9 million for water system replacement and infrastructure improvements, he was uncertain whether the city would ultimately receive the full amount requested. However, he expressed optimism that the city could potentially receive at least partial funding assistance for future water replacement projects. Mr. Mickelsen noted that he had recently followed up with Congressman Owens' office requesting a status update but had not yet received a response.

7. Department Reports

- a. **Community Development/Public Works/Fire Department:** Ted Mickelsen reported that two geotechnical professionals had evaluated the retaining wall near City Center and reached similar conclusions. The wall was considered generally stable absent a major event, but some

rock was beginning to fracture and shed small pieces. No immediate repairs were recommended; however, staff were advised to plan and budget for replacement within three to five years. Preliminary cost estimates had been discussed, and staff will continue evaluating options before returning with recommendations.

Mr. Mickelsen also updated the council on the county-owned roundabout at the city entrance. He said right-of-way issues could delay reconstruction by about one year. The county requested city input on landscaping and aesthetics and was willing to replace existing features, including trees, irrigation, power, and flagpoles. He noted that any additional decorative or custom improvements would require city funding. Council discussed potential options for the roundabout.

Mr. Mickelsen presented a potential safety project to install activated warning signs near the fire station to alert motorists when emergency vehicles were exiting. He said the flashing signs would be activated during emergency responses for about five minutes to improve visibility and safety at the station exit. The project would require additional communication equipment, including a repeater, and was estimated to cost about \$20,000 to \$25,000. No action was being requested.

Mr. Mickelsen said the station exit posed ongoing safety concerns due to steep grades, limited visibility, and traffic speed, and that the signs would activate only during emergencies to remain effective. He said the signs would be placed near the current fire station warning signs, with one uphill and one lower near a residential driveway, and that a repeater would likely be needed near the city facility. Council Member Malkovich supported the concept and noted it could also benefit other city vehicles. Council discussion also referenced prior near misses and the need to weigh cost against safety benefits.

- b. **Planning Commission and Code Enforcement: Wayne Frandsen:** Planning Commission Chair and Code Enforcement Officer Wayne Frandsen provided an update regarding the temporary mailbox facility being prepared at the Woodland Hills City Center. Mr. Frandsen explained that the shipping container recently moved into the City Center parking area was being repurposed as a temporary mailbox facility in anticipation of construction impacts associated with the county's planned roundabout reconstruction project.

Mr. Frandsen stated that implementation of the temporary mailbox facility remained dependent upon several moving factors, including the timing of the county's roundabout construction project and demolition of the current mailbox facility near the roundabout. He explained that the replacement mailbox inserts had already been ordered, including units associated with the Three Bridges development area, and were expected to arrive within the coming weeks. Mr. Frandsen noted that the supplier had agreed to temporarily store the mailbox inserts until the container facility was fully prepared and framed for installation.

Mr. Frandsen further explained that the temporary mailbox system was designed so the mailbox inserts could later be removed and relocated into the permanent mailbox facility once construction of the permanent site was completed. He stated that the inserts would already be labeled and assigned to the appropriate addresses, which would simplify the eventual transition to the permanent facility.

Mr. Frandsen reported that the container being repurposed for the mailbox facility had previously been utilized for storage near the city's salt shed. He explained that materials previously stored within the container had been removed and relocated, and that a smaller storage container located near the water tank facility would be moved to the salt shed area to accommodate continued storage of environmentally sensitive materials and other city

equipment. Council Member Malkovich commented that the city was effectively repurposing existing equipment and resources.

Council Member Malkovich raised concerns regarding heat and ventilation within the temporary mailbox facility during the summer months, particularly for residents who would need to walk inside the container to retrieve mail. Mr. Frandsen responded that the anticipated time spent inside the facility would generally be brief and noted that residents would only be inside the container for a short period while collecting mail. Discussion followed regarding potential ventilation improvements, including installation of fans or additional roof vents if necessary.

Mayor Hillyard stated that the city already had circulation fans available and indicated that additional ventilation solutions could be implemented if temperatures within the facility became problematic. Council Member Lunt suggested that additional roof ventilation could also help improve airflow within the temporary structure. Mr. Frandsen noted that the container already included built-in ventilation openings intended to improve air circulation.

8. Mayor and City Council Reports (5 minutes or less)

- a. **Mayor Hillyard- Personnel and Legal Updates:** Mayor Hillyard stated that city personnel and general operations were proceeding well. Mayor Hillyard noted that he would be requesting a closed session later in the meeting for discussion of personnel matters in accordance with applicable provisions of the Utah Open and Public Meetings Act.

Mayor Hillyard also provided a brief legal update regarding ongoing litigation-related matters and legal expenditures previously discussed during the financial review portion of the meeting. The mayor explained that the city was currently incurring expenses associated with both the city's contracted legal counsel and additional litigation counsel connected to insurance defense matters, which had contributed to the elevated legal expense totals reflected in the monthly financial reports.

- b. **Council Member Hutchings – Planning Commission:** Council Member Hutchings reported a meeting was held, and the conditional use application discussed. The planning commission recommended that the permit be passed on to the city council. Discussed the new plat for Summit Creek.

Mayor Hillyard recognized Aaron Gilbert, who was present, and invited him to provide an emergency management update.

Emergency Management Coordinator Aaron Gilbert provided an update regarding wildfire preparedness and emergency management planning. Mr. Gilbert reported that he had attended a Utah County Emergency Management meeting where the National Weather Service warned of above-normal wildfire activity anticipated during June and July due to record temperatures, reduced snowpack, and lower expected snowmelt runoff.

Mr. Gilbert proposed conducting a citywide wildfire evacuation drill to test the city's emergency communication systems, resident notification capabilities, and Emergency Operations Center procedures. He suggested holding the exercise on Saturday, June 20th, at 10:00 a.m. Council Members discussed the proposed timing and noted that residents who were out of town during the exercise should still be encouraged to notify the city of their status as part of the drill process. Mayor Hillyard stated that the proposal would also be reviewed during an upcoming staff meeting.

Mr. Gilbert also reported that he believed the city could potentially save approximately \$20,000 on the emergency generator project by hardwiring the generator directly into the

building rather than utilizing a more expensive coupling system. He stated that he would continue evaluating the revised approach and provide additional information at a future meeting.

Mr. Gilbert further informed the council that he had obtained access to a county emergency management modeling service that could help identify hazardous airborne releases or chemical incidents capable of impacting Woodland Hills. The council discussion also briefly referenced recent minor earthquakes and the importance of continued emergency preparedness.

- c. **Council Member Johns – Public Safety:** Council Member Johns reminded everyone of the upcoming Fire/EMS Expo that will be held at the City Park from 11 am to 1 pm.

- d. **Council Member Lunt - Parks, Trails, Recreation, Financial Committees, Events, and Communication:** Council Member Lunt reminded council members to submit newsletter articles within the next few days. She also requested names of residents who might be willing to co-chair this year's Woodland Hills Days with the Lowes and noted that, while she already had a few names in mind, additional suggestions were welcome.

- e. **Council Member Malkovich- Legislative Update:** Council Member Malkovich provided a legislative update regarding several bills from the recent Utah Legislative Session that would impact municipalities beginning May 6, including changes related to political signs, transportation utility fees, Truth-in-Taxation procedures, landscaping restrictions within wildland-urban interface areas, disposal of public property, and required family impact statements for proposed legislation. She noted that the city may need to review and potentially update portions of its ordinances and policies to remain compliant with the new laws. She also discussed recent amendments regarding political sign placement and suggested that the city consider allowing limited right-of-way sign placement during election periods to improve visibility for candidates and voter awareness. Mayor Hillyard agreed that the issue warranted additional review and asked Planning Commission Chair and Code Enforcement Officer Wayne Frandsen to place the matter on a future planning commission agenda.

- f. **Council Member Roden- IT Communication Options:** Council Member Roden had nothing to report.

9. Items for Upcoming City Council Meetings

With no additional items to discuss, Mayor Hillyard closed the work session at 7:58 pm.

City Council Meeting

April 28th, 2026

Present: Mayor Benjamin Hillyard, Council Member Janet Lunt, Council Member Steve Johns, Council Member Malkovich, and Council Member Dan Roden.

Staff Present: Community Development Director/Fire Chief Ted Mickelsen, Recorder Jody Stones, Wayne Frandsen, Code Enforcement Officer, and Planning Commission Chair

Electronically: Council Member Hutching participated electronically.

Call to Order: Mayor Hillyard called the meeting to order at 8:05 p.m.

Invocation: Council Member Malkovich offered an invocation.

Pledge: Council Member Lunt invited those present to join her in reciting the Pledge of Allegiance.

Public Comment: Resident Diana Sackett addressed the council regarding concerns associated with the proposed rock crushing and screening operations connected to the Three Bridges development near the eastern portion of the city, particularly affecting residents along Maple Drive near the city boundary. Ms. Sackett referenced prior experience involving dust-generating operations in the area and expressed concern that previous mitigation efforts, including watering and dust control measures, had not been consistently effective. She stated that residents had experienced ongoing dust accumulation on homes and properties and noted concerns regarding the subjective nature of dust enforcement and inspection standards.

Ms. Sackett also raised concerns regarding compliance with operating hour restrictions and stated that previous construction activities had allegedly occurred outside permitted hours before corrective action was taken. She further commented that the proposed operation could involve additional heavy equipment beyond what had initially been discussed, including conveyors and material screening equipment, which could contribute to additional noise and visual impacts. Ms. Sackett requested that the council carefully consider the potential impacts to nearby residents and ensure that adequate mitigation and enforcement measures were implemented.

Consent Agenda

14. Approval of April 14th, 2026, City Council Meeting Minutes

Council Member Malkovich noted a correction needed to be made in the office that Matt Durrant was running for. The correction should read House Representative.

Motion: Council Member Lunt moved to approve the minutes with Council Member Malkovich's noted correction.

Second: Council Member Hutchings seconded the motion.

Roll Call Vote (Due to electronical participation): Motion passed unanimously with a roll call vote.

Business and Discussion

15. Acceptance of a petition for annexation and submission of a zoning change application to the planning commission.

Motion: Council Member Malkovich moved that the council accept the petition for annexation submitted by Bucky Gay for Summit Creek Development and forward the change in zoning application to the planning commission.

Second: Council Member Johns seconded the motion.

Roll Call Vote (Due to electronic participation): Motion passed unanimously with a roll call vote.

16. Acceptance of a Conditional Use Application

Motion: Council Member Roden moved to grant the Conditional Use Application submitted by Three Bridges, LLC.

Second: Council Member Hutchings seconded the motion.

Roll Call Vote (Due to electronic participation): Motion passed unanimously with a roll call vote.

17. Adoption of a Resolution 2026-37 Authorizing issuance and sale of not more than \$1,400,000 aggregate principal amount of Sales and Franchise Tax Revenue Bonds, and related matters.

Motion: Council Member Malkovich moved to adopt Resolution 2026-37.

Second: Council Member Lunt seconded the motion.

Roll Call Vote (Due to electronic participation): Motion passed unanimously with a roll call vote.

18. Approval of March 2026 Financials and Check Disbursements

Motion: Council Member Roden moved to approve the March 2026 financials and check disbursements.

Second: Council Member Johns seconded the motion.

Roll Call Vote (Due to electronic participation): Motion passed unanimously with a roll call vote.

Closed Session

Motion: Council Member Lunt moved to enter a Closed Session at 8:18 p.m.

Second: Council Member Malkovich seconded the motion.

Roll Call Vote (Due to electronic participation): Motion passed unanimously with a roll call vote.

The City Council recessed into a closed session pursuant to the Utah Open and Public Meetings Act for the purpose of discussing personnel matters and pending or reasonably imminent litigation. Those present for the closed session included Mayor Benjamin Hillyard, Council Members Janet Lunt, Steve Johns, Brian Hutchings, Kari Malkovich, and Dan Roden, along with Ted Mickelsen, Wayne Frandsen, and Jody Stones. No formal action was taken during the closed session.

Motion: Council Member Johns moved to adjourn the closed session and reconvene the city council meeting at 8:51 p.m.

Second: Council Member Lunt seconded the motion.

Roll Call Vote (Due to electronic participation): Motion passed unanimously with a roll call vote.

Adjourn

Motion: Council Member Malkovich moved to adjourn the meeting at 8:52 p.m.

The meeting was adjourned.

/s/

Jody Stones, City Recorder