Woodland Hills City Council Meeting Minutes
June 23, 2026

The Woodland Hills City Council held a Public Hearing, Work Session, and City Council Meeting on Tuesday, June 23, 2026, beginning at 6:00 p.m. at the Woodland Hills City Center, located at 690 South Woodland Hills Drive, Woodland Hills, Utah. The following are the minutes of each meeting.

Public Hearing

Mayor Hillyard opened the public hearing at 6:05 p.m.

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

Electronically: Council Member Hutchings and Council Member Malkovich.

Excused from the meeting: 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; and Sergeant Garrett Dutson with the Utah County Sheriff's Office.

Residents/Public: Bucky Gay, Kiersten Thomson, Sherry Burger, and Kyle Bentall

1. Petition to Vacate a Portion of Eaglenest, Consistent with a Development Agreement Approved by the City Council in 2022

Mayor Hillyard opened the public hearing for the petition to vacate a portion of Eaglenest. No public comment was received.

2. Amending the City Fee Schedule

Mayor Hillyard opened the public hearing regarding the proposed amendment to the City Fee Schedule. No public comment was received.

3. Amending the 2026 Fiscal Year Budget

Mayor Hillyard opened the public hearing regarding the proposed amendment to the 2026 Fiscal Year Budget. No public comment was received.

Mayor Hillyard closed the public hearing at 6:07 p.m.

Work Session

Mayor Hillyard opened the Work Session at 6:07 p.m.

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

Electronically: Council Member Hutchings and Council Member Malkovich.

Excused from the meeting: 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; and Sergeant Garrett Dutson with the Utah County Sheriff's Office.

Residents/Public: Bucky Gay, Kiersten Thomson, Sherry Burger, and Kyle Bentall

4. Update on Planning Commission Public Hearing, Including the Planning Commission Recommendation to Approve the General Plan and Discussion of the Proposed General Plan

Chair Frandsen reported that the Planning Commission had held a public hearing on June 17, 2026, after the General Plan had been available to the public for more than a month. He stated that no public comment was received during the Planning Commission public hearing. Chair Frandsen also noted that a strategic plan had been presented approximately one month earlier, but the Planning Commission did not review it. He indicated that the Planning Commission felt the General Plan was sufficient.

Council Member Johns inquired about references to the Strategic Plan within the General Plan. Chair Frandsen responded that there were not enough references or connection points to make the Strategic Plan part of the Planning Commission recommendation.

Council Member Malkovich reminded the council that the strategic plan was a City Council document, not a Planning Commission document. She stated that the General Plan was a living document and that the Strategic Plan should not be incorporated as part of the Planning Commission recommendation.

5. Discussion of the Proposed Strategic Plan

Kiersten Thomson explained that the Strategic Plan was intended to support the goals of the General Plan. She described the Strategic Plan as a working document and stated that it was not necessarily one the Council was required to approve. She said the intent was for the City Recorder to work with various city departments each year to help move projects forward and to keep the plan a living document that supported the City's goals.

Mayor Hillyard asked Ms. Thomson whether there were any additional deliverables the Community Development Committee needed to complete. Ms. Thomson stated that she did not believe so and that Daniel Jensen, who was hired to assist in creating both the Strategic Plan and the General Plan, had completed his portion.

Council Member Malkovich publicly thanked the Community Development Committee members for their work and stated that she hoped the Council would consider approving both the General and Strategic Plans during the City Council Meeting later.

Council Member Johns inquired about whether the document was ready for approval. Ms. Thomson stated that she felt good about where the document stood.

Council Member Hutchings stated that he appreciated the Strategic Plan but felt some additional work was needed.

Ms. Thomson noted that she felt the Strategic Plan had received substantial input.

Mr. Mickelsen mentioned that the Strategic Plan was meant as an internal staff document, and the decision to adopt it rests with the Council.

Council Member Hutchings noted that implementing the Strategic Plan is primarily an administrative or executive responsibility rather than a legislative one, and that it may not be something the council should officially look at adopting.

Mayor Hillyard clarified that the matrix portion of the Strategic Plan would be an internal, not public-facing, document and suggested that the council consider voting on the cover document rather than the internal matrix.

6. Discussion of the Proposed Ordinance Vacating a Portion of Eaglenest

Mayor Hillyard opened the floor for questions from the council.

Council Member Malkovich wished to remind any residents who might listen to the recording at a later date that the proposed vacation was part of the development agreement approved by the City Council in 2022.

The Council had no further questions.

7. Discussion of the Proposed Resolution Amending the City Fee Schedule

The City Recorder reviewed the proposed amendments to the City Fee Schedule with the council.

Council Member Hutchings inquired about the 5% late fee and the stop-work fees, and whether either is capped by the state. Additionally, he proposed that the fee schedule omit a specific amount for the sewer impact fee paid to Payson. Instead, it should indicate a phrase such as “adopted pass-thru fee accessed by and paid to Payson City.”

8. Discussion of the Proposed Ordinance Amending the 2025-2026 Fiscal Year Budget

Mayor Hillyard mentioned he has been working with the city auditor to verify the accuracy of the budget amendments. He added that Sharlene Wilde, the city bookkeeper, is working to become familiar with all the city's software and plans to attend an upcoming meeting.

9. Discussion of the Proposed Contract with Larsen and Company for Independent Auditing Services

Mayor Hillyard mentioned that a proposed contract was included in the council's packet. The prices will rise modestly over the next six years. After talking with Sharlene, she agreed that staying with the current auditing firm makes sense. Moreover, Zions Public Finance and Larsen and Company received high praise from other clients Zions had worked with.

Chairman Frandsen mentioned that the city has retained the same auditor for multiple years, but the state recommends switching auditors every five years. He proposed that after this year, the city should consider issuing an RFP and exploring other options.

Council Member Johns asked about a possible discount for a six-year contract.

Council Member Malkovich noted that Chairman Frandsen's comments were correct and asked whether the city had sought bids from other parties.

Mayor Hillyard indicated he did not seek any additional bids; rather, this appeared to be part of Larsen's and Company's usual process. He feels that a year would make sense and then send it out to RFP next year.

Council Member Hutchings felt the city had valid reasons to retain it for another year, but preferred to put it out for RFP the following year.

10. Discussion of the Proposed Ordinance Amending City Code 10.4.5(E)

Mayor Hillyard stated that the proposed ordinance change would grant the city engineer some discretion in natural hazard studies when the property is within a hazard study area, including the required depth of the study.

11. Discussion of America 250 Celebration Scheduled for July 5, 2026

Council Member Lunt discussed the America Potluck dinner set for Sunday, July 5th, 2026, at the city park. The event will feature music and a sing-along. A sign-up genius is available for residents to volunteer. The city will supply hot dogs and homemade root beer, and residents are invited to bring salads.

Council Member Malkovich voiced her appreciation for the event, noting its widespread celebration across the county.

Mayor Hillyard emphasized the importance of honoring our nation and enjoying time together as neighbors and friends.

Chairman Frandsen suggested sharing some of the comments by residents included in the city newsletter on "What it means to be an American".

12. May 2026 Financials and Check Disbursements

The council had no questions regarding the May 2026 financials or check disbursements.

13. Update on City Grants — Ted Mickelsen

Ted Mickelsen had nothing to report on city grants.

Council Member Lunt inquired about the pickleball court construction timeline, noting several variables could affect the schedule.

Council Member Johns discussed sweat equity or in-kind contributions. He mentioned contacting suppliers of bricks and pavers and considering donation options, such as accepting bricks in exchange for a personalized nameplate.

Mr. Mickelsen added that a walkway is planned and that donations for benches might also be considered. He noted that a pickleball court was the top item residents requested in the survey done for the General Plan.

14. Department Reports

a. Community Development/Public Works/Fire Department — Ted Mickelsen

Mr. Mickelsen reported that the preconstruction kickoff meeting for the pavement project was scheduled for June 24. He stated that he planned to speak with the contractor about the possibility of paving the entrance to the park parking lot as part of the project.

Mr. Mickelsen also reported that, due to reductions in federal funding available to the State Division of Drinking Water, the State would begin assessing a fee for all public drinking water systems. He explained that the fee would include a $35.00 base fee, plus an additional usage-based fee calculated based on the City's water usage. The estimated cost to the city was approximately $1,800.00. He stated that he wanted to make the Council aware of the anticipated expense.

Mr. Mickelsen further reported that the wildland fire crew had been deployed for approximately one week and was currently assigned to the Hastings Fire. He added that the county was currently at a Stage One Fire Restrictions.

b. Planning Commission and Code Enforcement — Wayne Frandsen

Chairman Frandsen had nothing additional to report.

c. Emergency Management — Aaron Gilbert

Mayor Hillyard referenced the emergency management exercise conducted the previous Saturday. He reported that Mr. Gilbert was working through a software issue and continuing to make improvements to the emergency management app.

Council Member Malkovich stated that the exercise helped identify areas for improvement. She noted that the Red Cross had attended the exercise and explained that it could assist residents by installing smoke detectors or testing existing ones.

Mayor Hillyard also noted that the city would be working to correlate its records. He reported that staff had learned that an Everbridge update had disrupted some system connections and were working to reestablish them.

d. 911 Special Service District — Dorel Kynaston

No update on the 911 Special Service District.

15. Mayor and City Council Reports

a. Mayor Hillyard — Personnel and Legal Updates

Mayor Hillyard expressed appreciation for the city staff and what they are doing. He noted that he had items for a closed session.

b. Council Member Hutchings — Planning Commission

Council Member Hutchings had nothing to report.

c. Council Member Johns — Public Safety Committee

Council Member Johns reported that the Public Safety Committee met quarterly.

d. Council Member Lunt — Parks, Trails, and Recreation and Financial Committees, Events, and Communication

Council Member Lunt reported that the Parks, Trails, and Recreation Committee and the Finance Committee had not met recently. She stated that she had met with the Woodland Hills Days Committee and reported that Hilary Weeks, co-chair of the committee, had reached out to higher-end booth vendors who were expected to attend the event.

Council Member Lunt also stated that the America 250 group would meet the following evening. She reminded the Council that newsletter articles were coming due.

e. Council Member Malkovich — Community Development Committee

Council Member Malkovich had nothing to add to the Community Development Committee report. She added her appreciation for the committee and all the work they did.

f. Council Member Roden — IT Communication Options

Council Member Roden was excused.

16. Items for Upcoming City Council Meetings

The Council identified items for upcoming City Council meetings, including the RFP for auditing services and the America 250 initiative.

The City Recorder noted that there would only be one City Council meeting in July. The Council agreed to hold that meeting on July 14, 2026.

Council Member Malkovich asked the council to consider including an element during Woodland Hills Days that would recognize or reiterate the America 250 celebration.

Mayor Hillyard closed the Work Session at 7:47 p.m.

City Council Meeting

Mayor Hillyard called the City Council Meeting to order at 7:53 p.m.

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

Electronically: Council Member Hutchings and Council Member Malkovich.

Excused from the meeting: 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; and Sergeant Garrett Dutson with the Utah County Sheriff's Office.

Residents/Public: Bucky Gay, Kiersten Thomson, Sherry Burger, and Kyle Bentall

18. Invocation

The invocation was offered by Council Member Malkovich.

19. Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Johns.

20. Public Comment

Mayor Hillyard opened the public comment period.

Kyle Bentall spoke to the council about the potential for allowing archery hunting within Woodland Hills City limits. He expressed his hope that the council would consider whether the city might adopt an ordinance or create a process to permit archery hunting in a controlled, regulated fashion.

Mr. Bentall explained that such a proposal could help resolve deer and other wildlife concerns in the community. He asked the city to review the issue and determine what restrictions, permissions, or ordinance changes might be needed to ensure safe archery hunting.

Mr. Bentall and the council had a considerable back-and-forth conversation.

Council Member Lunt mentioned she had previously explored options to reduce the deer population but noted that these measures could involve costs.

Mayor Hillyard requested that the council further consider the matter at a future meeting. He asked Mr. Bentall to investigate the possible process and return with additional information for the council's review.

Sherry Burger responded to the hunting discussion. She stated that she had seen coyotes and cougars and had heard from a friend who reported an arrow passing by her head. She also commented on the proposed change to city ordinance 10.4.5(E) and how it would apply to a developer if they were to develop land above the water tanks.

Mayor Hillyard closed the public comment period.

<u>Consent Agenda</u>

21. June 9, 2026, City Council Meeting Minutes

Motion: Council Member Lunt moved to approve the City Council Meeting Minutes of the June 9, 2026, City Council Meeting.

Second: Council Member Hutchings seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

22. June 16, 2026, Special City Council Meeting Minutes

Motion: Council Member Lunt moved to approve the City Council Meeting Minutes of the June 16th, 2026, Special City Council Meeting.

Second: Council Member Hutchings seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

Business and Discussion

23. Motion to Approve the May 2026 Financials and Check Disbursements

Motion: Council Member Johns moved to approve the May 2026 Financials and Check Disbursements.

Second: Council Member Hutchings seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

24. Ordinance 2026-12 Vacating a Portion of Eaglenest

Motion: Council Member Johns moved to approve Ordinance 2026-12 vacating a portion of Eaglenest per the signed Development Agreement the city entered into with Summit Creek.

Second: Council Member Lunt seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

25. Ordinance 2026-13 Amending the 2026 Fiscal Year Budget

Motion: Council Member Johns moved to approve Ordinance 2026-13 amending the 2026 Fiscal Year Budget.

Second: Council Member Malkovich seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

26. Approval to Sign the Contract with Larsen and Company for Independent Auditing Services

Motion: Council Member Hutchings moved to table the authorization and have the contract go out for RFP.

Second: Council Member Lunt seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed.

27. Resolution 2026-41 Adopting the Woodland Hills General Plan

Motion: Council Member Malkovich moved to approve Resolution 2026-41 adopting the Woodland Hills General Plan.

Second: Council Member Johns seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

28. Motion to Adopt the Woodland Hills Strategic Plan

Motion: Council Member Malkovich moved to adopt the cover page for the Woodland Hills Strategic Plan.

Second: Council Member Lunt seconded the motion.

Vote:
Council Member Hutchings: No
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed.

29. Resolution 2026-42 Amending the City Fee Schedule

Motion: Council Member Hutchings proposed approving Resolution 2026-42, with a modification to the Sewer Impact Fee to reflect the actual fee assessed by Payson City.

Second: Council Member Johsn seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

30. Ordinance 2026-14 Amending City Code 10.4.5(E)

Motion: Council Member Hutchings moved to approve Ordinance 2026-14 amending City Code 10.4.5(E).

Second: Council Member Johns seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously.

31. Resolution 2026-43 Appointing a Member to the Planning Commission

Mayor Hillyard proposed Mike Tingey be appointed as a member of the Planning Commission.

Motion: Council Member Hutchings moved to approve Ordinance 2026-14 amending City Code 10.4.5(E).

Second: Council Member Lunt seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously

Closed Session

Motion: At 8:50 p.m., Council Member Lunt moved to temporarily recess the regular meeting and convene in a closed session to discuss one or more matters permitted under Utah Code Annotated § 52-4-205, including, as applicable, pending or reasonably imminent litigation; the purchase, exchange, or lease of real property or water; security or safety; or the character, professional competence, or physical or mental health of an individual.

Second: Council Member Malkovich seconded the motion.

Vote:
Council Member Hutchings: Yes
Council Member Johns: Yes
Council Member Lunt: Yes
Council Member Malkovich: Yes
Council Member Roden: Excused

The motion passed unanimously

The City Council entered closed session at 8:52 p.m.

The following individuals were present during the closed session: Mayor Benjamin Hillyard, Council Member Janet Lunt, and Council Member Steve Johns. **Electronically**: Council Member Hutchings and Council Member Malkovich. **Staff Present**: Community Development Director/Fire Chief Ted Mickelsen; Recorder Jody Stones; Wayne Frandsen, Code Enforcement Officer and Planning Commission Chair; and Sergeant Garrett Dutson with the Utah County Sheriff's Office.

The City Council returned to open session at 9:28 p.m.

Mayor Hillyard stated that only the matters permitted under Utah Code Annotated § 52-4-205 were discussed and that no final action was taken during the closed session.

Adjournment

Council Member Lunt moved to adjourn the meeting.

Council Member Johns seconded the motion.

The meeting adjourned at 9:28 p.m.

Attest:
/s/
Jody Stones, City Recorder