

WOODLAND HILLS CITY COUNCIL

WORK SESSION AND CITY COUNCIL MEETING MINUTES

Tuesday, September 22, 2026

Woodland Hills City Center, 690 South Woodland Hills Drive, Woodland Hills, Utah

The Woodland Hills City Council held a Work Session followed by a regular City Council Meeting on Tuesday, September 22, 2026, at the Woodland Hills City Center. Electronic participation was available.

WORK SESSION

Mayor Hillyard opened the Work Session at 6:01 p.m.

Present: Mayor Benjamin Hillyard; Council Members Lunt, Malkovich, Johns, and Hutchings.

Remote Participation: Council Member Roden initially participated electronically and arrived in person during the pickleball fundraising discussion.

Staff Present: Code Enforcement Officer/Planning Commission Chair Wayne Frandsen; City Recorder Jody Stones; and Sergeant Garrett Dutson. Community Development Director/Public Works Director/Fire Chief Ted Mickelsen arrived later in the Work Session.

Others Present: Dorel Kynaston and Sherri Burger.

Mayor Hillyard rearranged the discussion order and postponed the grant update until Ted Mickelsen arrived. The Council first reviewed the August financials, then returned to the grant update after discussing pickleball fundraising and Woodland Hills Days.

1. Update on City Grants

Water Line Replacement: Community Development Director Ted Mickelsen reported that he applied to the Division of Drinking Water for a grant/loan for a water project estimated at \$5.3 million, including road restoration costs. The application proposed using about \$700,000 in capital savings from waterline replacement and requested approximately \$4.6 million in assistance. This contribution would leave a balance in the water capital reserve fund.

The Division of Drinking Water will assess eligibility for grant and loan assistance, the potential loan rate, and projected debt service. If the Council decides to accept grant and loan assistance, it would quite possibly need to increase the flat-fee water rate, the stand-by fee rate, and the usage rates the city currently charges residents. Once the city receives a response from the Division of Drinking Water, the Council will need to decide whether to proceed after reviewing the terms.

In response to a question about matching funds, Mr. Mickelsen said an additional 25 percent contribution was not required, though a city contribution could strengthen the application.

EMS SHIFT grant: Mr. Mickelsen reported that he and EMS Captain Rachel Wallace submitted an application for \$664,000 through the SHIFT grant program, including funding for a new ambulance. The application included a five-year plan to transition the city's EMS operation into a transport agency and committed the city to contribute \$50,000, which he proposed funding from the sale of the fire engine sold earlier this year. He expects to hear if the city was awarded the grant sometime in October.

Pickleball Grant and Fundraising Project: Mr. Mickelsen reported that design work was ongoing, with the project expected to go out to bid in November and construction possibly beginning in the spring. Before construction, several sprinkler heads will need to be relocated, and a water bog addressed. Council Member Hutchings asked about electrical service and conduit for lighting near the flagpole. Mayor Hillyard said he would like to see a tree-lighting feature for the Christmas holiday.

Road project update. In response to Council questions, Mr. Mickelsen reported that approximately 1,000 feet of work remained on Eagle Nest. Additional soft areas were found, requiring repairs and extending the schedule. Recently, rain delayed grading. Once grading is complete, paving could proceed. Completion is anticipated by the end of the week, weather permitting, or early the following week if conditions remain too wet. Park work would follow. The latest projections remain within available project funding, including the additional park work.

Council Member Roden raised concerns that residents in some areas did not receive advance notice of work. Mr. Mickelsen explained that some notifications were area-specific and that the contractor had changed schedules or begun work without advising him. He said he had raised these concerns with the contractor and engineers, including the need to notify residents before work began. He said the quality of construction had been good, but customer communication needed improvement. Council Member Lunt thanked him for ensuring access during Woodland Hills Days and complimented the completed roads.

2. Discussion of August 2026 Financials and Check Disbursements

Mayor Hillyard asked whether Council members had questions about the financial reports and check disbursements distributed before the meeting. Council Member Hutchings said he had questions about depreciation and would discuss them with Sharlene. He added that the Recorder had helped with his other questions. No further questions were raised.

3. Discussion of Proposed Amendments to City Code Title 10 and Title 11

Planning Commission Chairman Wayne Frandsen reported that, after a public hearing, the Planning Commission reviewed proposed amendments to City Code Titles 10 and 11 and now recommends them for Council approval. The proposed amendment to Title 10 would add “structural” to the reference to walls in the definition of a structure. Regarding Title 11, Mr. Frandsen explained that, during revisions to incorporate changes in state law, sections of Title 11 were inadvertently placed in the wrong sections. The proposed amendments would correct this. Council Member Johns asked whether each subdivision required a performance agreement. Mr. Frandsen confirmed that this was standard practice.

4. Recommendation on the Requested Zone Change for 125 East Mountain Vale

Mr. Frandsen reported that the Planning Commission is recommending approval of Jena Sonntag’s request to change the zoning at 125 East Mountain Vale from R1-2 to R1-1. The applicant intends to divide the property into two one-acre parcels and potentially sell one parcel; the current request concerns only the zone change. He noted that other nearby properties were already zoned R1-1, so the proposed zoning would be consistent with nearby properties. Council Member Malkovich asked about a public hearing for the zone change. Chairman Frandsen mentioned that the public hearing for the potential zone change is held by the city council and is on the council's schedule for the first meeting in October.

5. Update on Fundraising Project for Pickleball Court

Council Member Johns reported that the fundraising activity at Woodland Hills Days was well received. The final amount raised had not yet been calculated. Residents who wish to pay the discounted price have until October 30th.

The Council discussed ways to promote the fundraiser through the City Newsletter and potentially a separate mailer. The City Recorder raised questions about lettering size, number of lines, graphics, and personalization allowed on each brick. Council Member Malkovich suggested allowing significant dates and years of City service as permissible items to be engraved on the bricks.

Council Member Hutchings noted that all options should be discussed and finalized with the vendor before advertising, and that the people assisting with the fundraiser should develop recommendations for the Council to consider. Council Member Roden emphasized the need to research available options, limitations, and added

costs before releasing information to the public. Council Member Johns asked how to formalize the group as an ad hoc committee, and Mayor Hillyard asked him to get with him after the meeting.

6. Report on Woodland Hills Days

Council Member Lunt reported that Woodland Hills Days was a successful event and that approximately 600 hot dogs were served Friday night. The committee met to review what worked and what could be improved. The committee's consensus was that Friday evening attendance and vendor activity were strong. Saturday's attendance was lower and seemed more focused on children's activities. She thanked the volunteers and staff who supported the event.

Council Members Lunt and Roden discussed adding more activities to Friday evening, possibly including the car show, booths, music, and the popular children's activities, and potentially continuing after dusk with appropriate lighting, while shortening Saturday's activities to the firemen's breakfast, flag ceremony, and bingo. The committee would bring a more formal recommendation back to the Council before making any major changes to the event format.

Council Member Roden discussed creating a website to serve as a central hub for event dates, schedules, updates, and fundraising information. Council Member Lunt suggested expanding it beyond Woodland Hills Days to include other City activities, such as Santa's in the City, Trunk or Treat, Maple Fest, and summer gatherings. Council Member Malkovich would like to see a site that allows residents to submit pictures. Mayor Hillyard and Council Member Roden agreed to explore the architecture and uses for an additional site and report back to the Council.

7. Department Reports

a. Community Development, Public Works and Fire Department

Mr. Mickelsen summarized the updates under Item 1 and had nothing additional to add.

b. Planning Commission and Code Enforcement

Mr. Frandsen had nothing additional to add.

c. Emergency Management

Mr. Gilbert was not present, and there was nothing to report.

d. 911 Special Service District

Dorel Kynaston reported that the district had held two regular meetings and three closed sessions since his previous report. Orem and Lindon were unanimously approved to join, with the transition anticipated in the first quarter of the upcoming year. The district is training staff and reconfiguring the dispatch facility, including purchasing new desks and equipment. A vendor was selected through a bidding process; the selected option was about \$100,000 less than another option considered. Experienced personnel from both Orem and Lindon have begun training; however, the district remains about ten positions below its budgeted staffing level.

Spring Lake is represented on the district board following incorporation. Mr. Kynaston explained that it had already received service as part of the county service area, so the change was revenue neutral. A delay in transferring tax revenues meant the county would continue covering the service bill for Spring Lake for another year. He emphasized the importance of municipal participation and thanked Chief Mickelsen for visiting the dispatch staff and expressing the City's appreciation.

8. Mayor and City Council Reports

a. Mayor Hillyard

Mayor Hillyard reported that Public Works employee Toby Szalkowski would remain with the city rather than leave but would move to approximately 21 hours per week. Mr. Szalkowski believes that schedule will still allow him to complete his duties while providing additional flexibility, and he was willing to remain available for emergencies. Mayor Hillyard believes this will save the city money while still maintaining much-needed services. He had no additional personnel or legal update at that point in the Work Session.

b. Council Member Hutchings

Council Member Hutchings reported that he had been unable to attend the most recent Planning Commission meeting and had no additional report.

c. Council Member Johns

Council Member Johns reported that Aaron Gilbert had arranged a meeting for the following day with Salem and church representatives concerning local emergency preparedness. A City public safety meeting would likely follow to review that discussion. Parks, Trails and Recreation and pickleball matters had been covered earlier.

d. Council Member Lunt

Council Member Lunt requested exploration of a better way to distribute the City newsletter. She noted the substantial effort involved and the useful information from departments and the Sheriff's Office. She suggested sending a monthly text link to residents registered with the City, while recognizing earlier concerns about excessive notifications.

Council Member Roden suggested reviewing the layout and moving toward a website format with short topic summaries and links or expandable sections for additional details. Members discussed white space, concise headlines, and making the system easy for staff to update and administer. Council Member Roden agreed to explore options alongside the event website work. The Council also discussed whether a broader website update might address both needs.

e. Council Member Malkovich

Council Member Malkovich reported on a recent Utah League of Cities and Towns meeting concerning potential legislation affecting municipalities. She emphasized that the matters discussed were proposals being considered, rather than adopted changes.

Property-tax topics included possible changes to truth-in-taxation procedures, budget-adoption deadlines, notice requirements, calculations of percentage increases, fund-balance rules, and limits on tax increases. Other financial topics included transportation utility fees and municipal telecommunications licensing.

Administrative topics included data privacy policies and training, GRAMA and open-meeting procedures, possible authority to dismiss records appeals without a hearing when no responsive record exists, and retirement proposals affecting employees.

Housing and land-use topics included housing infrastructure funding, proposed smaller residential lot sizes, land-use authority, artificial-intelligence-assisted plan review, starter-home plans, impact fees, annexation, and incorporation. Homeowners association proposals included additional disclosure of costs to buyers, possible opt-out provisions, reimbursement for privately maintained services, and

eventual City responsibility for private infrastructure. Council members expressed concerns about the potential obligations and costs to cities.

Additional topics included building-code requirements, homelessness, water infrastructure and retention basins, public safety cameras and privacy concerns, emergency-vehicle immunity, public infrastructure districts, data centers, and county assessor property-tax information. Council Member Malkovich anticipated several hundred municipal-related bills and would continue monitoring them. Mayor Hillyard asked her to share a written summary of significant topics.

f. Council Member Roden

Council Member Roden noted that the discussions had identified website, newsletter, and application-development work for him to explore.

9. Items for Upcoming City Council Meetings

No additional items were identified under this agenda heading. Follow-up matters discussed earlier included the October zone-change hearing, a formal recommendation on the Woodland Hills Days format, and communication and website options.

The Work Session concluded at approximately 7:07 p.m., with a brief recess before the regular meeting.

REGULAR CITY COUNCIL MEETING

Present: Mayor Benjamin Hillyard; Council Members Lunt, Roden, Malkovich, Johns, and Hutchings.

Staff Present: Community Development Director/Public Works Director/Fire Chief Ted Mickelsen; Code Enforcement Officer/Planning Commission Chair Wayne Frandsen; City Recorder Jody Stones; and Sergeant Garrett Dutson.

Others Present: Dorel Kynaston

10. Call to Order

Mayor Hillyard called the regular City Council Meeting to order at 7:11 p.m.

11. Invocation

Council Member Lunt offered the invocation.

12. Pledge of Allegiance

Council Member Johns led the Pledge of Allegiance.

13. Public Comment

Mayor Hillyard opened the public comment period, noting that comments were limited to two minutes and that only in-person comments would be included in the official record. After asking whether anyone wished to comment and receiving no comments, Mayor Hillyard closed the public comment period.

CONSENT AGENDA

14. Approval of September 8, 2026, City Council Meeting Minutes

Motion: Council Member Malkovich moved to approve September 8, 2026, City Council Meeting Minutes.

Second: Council Member Lunt seconded the motion.

Vote: The motion passed unanimously.

BUSINESS ITEMS

15. Approval of August 2026 Financials and Check Disbursements

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

Second: Council Member Johns seconded the motion.

Vote: The motion passed unanimously. The motion carried by voice vote, with no opposition expressed.

16. Adoption of Ordinance 2026- 16 Amending City Code Title 10 and Title 11

Motion: Council Member Hutchings moved to adopt Ordinance 2026-16 amending portions of City Code Titles 10 and 11.

Second: Council Member Malkovich seconded the motion.

Roll-call vote: Council Member Malkovich—Yes; Council Member Johns—Yes; Council Member Hutchings—Yes; Council Member Roden—Yes; Council Member Lunt—Yes. The motion passed unanimously.

CLOSED SESSION

Mayor Hillyard stated that he had no matters requiring a closed session. He briefly noted that some legal filings had been made and responses were pending. No closed session was convened.

Additional Discussion Regarding Three Bridges

Following the business items, Council Member Lunt asked for an update on Three Bridges in response to resident inquiries. Council Member Malkovich and Mayor Hillyard noted that they had also received several resident inquiries about the Three Bridges Development. The Council acknowledged the matter was not on the agenda but agreed to provide an update as long as no action or decisions were made.

Mayor Hillyard relayed information he received from Larry Mylar, the developer of Three Bridges, during a phone call. According to Mr. Mylar, internal payment and management issues contributed to liens being filed with the county. Mayor Hillyard explained that Mr. Mylar told him the person responsible for payments had been working with another developer to cause a default. Mr. Mylar told Mayor Hillyard he expected the internal issues to be addressed within one or two weeks and remained optimistic that the project would move forward.

Council Member Hutchings asked what guarantees protected the anticipated mailbox facility and water tank. Mayor Hillyard identified that the developer and the city had a signed development agreement. Mr. Mickelsen explained that obligations depended on specified development milestones and that existing mailbox and water-storage arrangements would remain if changes did not occur. Council Member Hutchings noted that the county's roundabout reconstruction could affect the existing mailbox area independently of the development's progress.

Mayor Hillyard said he and Mr. Frandsen reviewed the agreement, particularly the water-tank provisions, and that the tank work had to be bonded before construction. Council Members discussed whether the agreement would continue after a sale to another developer and what might happen in bankruptcy or foreclosure. Mayor Hillyard mentioned bankruptcy could void the agreement and indicated that he needed to review the other provisions more closely. These comments reflected the discussion; the Council made no determination about the agreement's legal effect.

The Mayor said that, to his knowledge, the City's expenditures to date were for water-tank engineering, including fault-line investigations, and that this information would remain useful for a future tank project. Council Member Lunt noted nonfinancial effects, including loss of elk habitat and the long-standing appearance of the disturbed hillside.

Mr. Frandsen reported that an architect, a resident referred to the developer, had prepared concepts and renderings for the mailbox center but, to Mr. Frandsen's knowledge, had not been paid. Mr. Frandsen said Three Bridges had advised him that payment had been approved and that he would follow up to confirm payment and obtain an update.

Council Member Hutchings noted that lien filings can occur in the ordinary course of construction and should not automatically be treated as proof that a project had failed. Mayor Hillyard asked members to bring credible concerns to him so he could seek information directly from the developer and help address rumors.

ADJOURN

Motion: A motion to adjourn was made by Council Member Lunt

Second: Council Member Malkovich seconded the motion.

The meeting was adjourned at 7:26 p.m.

MINUTES PREPARED BY

Jody Stones, City Recorder

Approved by the City Council on: October 6th, 2026