**WOODLAND HILLS CITY COUNCIL**

**Work Session**

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

**Tuesday, February 11, 2025**

CONDUCTING Brent T. Winder, Mayor

ELECTED OFFICIALS Council Member Ben Hillyard

Council Member Brian Hutchings

Council Member Janet Lunt

Council Member Kari Malkovich

Council Member Dorel Kynaston

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

Chris Helvey, Finance Director - electronically

Jody Stones, City Recorder

Wayne Frandsen, Code Enforcement and Planning Commission

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

* 1. **Review of Wildland Fire Season**

Mayor Winder welcomed everyone in attendance, acknowledging that both Council Member Hutchings and Finance Director Chris Helvey were participating in the meeting electronically.

John Wallace shared his experience from an EMAC mission to California as part of Task Force 3, which included two other task forces from Utah. Each task force had five engines and four crew members, totaling about 64 people. Their initial assignment was in Bel Air for structure protection during a 40-hour shift, after which they shifted to a 24-hour on/off schedule while stationed in Santa Monica. They conducted mop-up operations in Pacific Palisades, utilizing drones to identify hotspots amid extensive destruction. Wallace noted the challenges of sleeping in the engine and emphasized the positive interactions with residents, including encounters with celebrity Chris O'Donnell.

The mayor and city council expressed their appreciation for the wildland crews' willingness and efforts.

Chief Mickelsen reported on the Wildland Fire Crew pilot program that began in the spring of 2022. All the fires the crew responded to, up until the most recent one, were managed through IROC. The last incident was handled through EMAC. EMAC is generally used for more severe situations, such as a California fire, while IROC deals with more routine fire incidents. The program has generated approximately $560,000, with $402,000 from IROC fires and $158,000 from EMAC.

In the first year, the program performed very well. There were only two fires in the second year, so the program lost a bit of money; then, in the third year, the city ended slightly ahead. The 2025 fiscal year seems to be doing well, and all reports suggest another reasonably heavy fire year ahead. The State Fire Warden mentioned that if the city had a crew available, they could potentially deploy personnel to Texas.

Over the last three years, the program has generated around $131,000. Historically, 75% of this income has been reinvested into the wildland program, while the remaining 25% has supported the city's general fund, primarily the fire department. This funding is used to make payments on the city fire truck and cover various other fire department expenses. Chief Mickelsen's request this year is to allocate all earnings, including the 25%, back into the Wildland program to ensure its continued success.

Chris Helvey noted that the California Fire significantly contributed to the program's financial stability. He believes this program has benefited the city and may assist in acquiring some equipment the Fire Department desires.

Chief Mickelsen’s goal is to enhance the program enough to secure a new brush truck for the team. He is presently seeking to allocate a portion of the EMAC fire profits toward purchasing six (6) new SCBAs for the firefighters. SCBAs, or self-contained breathing apparatuses, are essential for firefighters when they tackle structure fires. The estimated cost for six (6) new SCBAs is just over $50,000.

The council inquired about the availability of leftover funds to cover the wildland fire crew's payroll for the rest of this fiscal year. Chris Helvey estimated that the payroll for the wildland fire crew would be between $9,000 and $10,000 until the start of the next budget year in July. Council Member Lunt asked if there are enough funds to sustain the crew if they do not respond to any fires. Chris Helvey confirmed that there should be enough funds for the current fiscal year. Chief Mickelsen pointed out some additional needs for the fire department, including structural turnout gear, boots, helmets, and other engine necessities. He noted that while the equipment may still function, it can no longer be certified because of its age.

John Wallace emphasized that the SCBAs are essential for the city. As terrible as the fire was, the funds generated from sending a crew can help supply the city with some much-needed support equipment.

The council addressed the pressing need for new SCBAs. Although allocating funds wasn't on the agenda, they considered approving the expenditure because of its significance.

Chris Helvey spoke to the need to go out to bid if the estimate for the SCBA’s is over $50,000.

Council Member Hutchings inquired about sending the old structural fire truck out on EMAC calls. He believes one reason the city council agreed to purchase the new type one fire truck was that the cost of the new truck could be offset by sending the other truck out.

Chief Mickelsen explained that it depends on the nature of the call. The specific detail regarding California was their request for type one and type three engines. Both of the city’s engines are classified as a type one. However, we were unsure if the older engine could make it down and back for two weeks in California. That's why we chose to send the new type one fire truck. The good news is that the city wasn’t left without fire truck coverage because the older engine is still reliable and might have performed just fine. While the older engine has no issues, the nature of this request made it more sensible to send our new engine rather than the older one. However, the older engine is ready for any EMAC deployment as long as we a crew is available.

Chris Helvey felt the purchase of the SCBA’s would fall under an emergency purchase.

Chris Helvey believes the city can still retain 25% of the funds earned from sending out a wildland crew, and have enough left over to purchase the SCBAs and cover payroll for the wildland crew from April through June.

Council Member Hutchings asked whether the maintenance of the trucks was included in the figures, as well as the expenses from the last fire. Did they factor in the wear and tear from traveling long distances within the city truck?

Chief Ted Mickelsen explained that the wear and tear of a truck gets incorporated into the mileage when the city is reimbursed. It's a truck cost.

Council Member Kynaston requested that when considering the new SCBAs, he wants to ensure that the masks are Bluetooth-capable.

Chief Mickelsen agreed that Bluetooth is a wonderful option, but the cost would exceed the $50,000 threshold.

* 1. **Parks, Trails, and Recreation Grant Request**

Financial Director Chris Helvey mentioned the council has received a request from the Parks, the Parks, Trails, and Recreation Committee to have the city fund up to $25,000 for the construction of a pickleball court contingent upon the Parks, Trails, and Recreation Committee receiving a grant for the balance of the cost. The funds for the pickleball would need to come from the next fiscal year's budget.

The recorder was asked to draft a resolution demonstrating the city’s commitment and willingness to contribute up to $25,000 towards a pickleball court, contingent upon the Parks, Trails, and Recreation Committee securing a grant.

Wayne Frandsen spoke to the council about the need to establish a list of priorities before committing funds. He is concerned that the council is considering items one at a time and not piecing our budget together bit by bit.

* 1. **Be ready Academy Presentation**

Aaron Gilbert from the Be Ready Academy shared a PowerPoint presentation with the council. He mentioned that a goal was established to raise sufficient funds to purchase an emergency trailer and equip it with medical essentials, and that goal has now been achieved. The trailer is stocked with bandages, splints, and tourniquets. The Academy has five community doctors collaborating to initiate a humanitarian project and gather additional medical supplies for Central or South America. While more supplies are being donated, a lack of storage poses a challenge. He asked the council if they would be willing to lease land, including the Broadhollow Water Tank, so the Academy can construct a monolithic dome to serve as a base of operations and storage for essential medical supplies and emergency food. He is proposing a 100-year, no-cost lease, and at the end of that period, the city can take ownership of the dome at no cost. He noted that the Academy is a non-profit organization focused on helping the residents of Woodland Hills prepare for a long-term disaster.

The council appreciated Aaron’s proposal and responded with questions and concerns regarding security in the area.

Mr. Gilbert is willing to raise the capital to cover the cost of constructing and stocking the building in the event of an emergency. If city officials aren’t willing to consider his proposal, he will look at going to another city,

* 1. **Resolution 2025-06 Appointing to the Parks, Trails, and Recreation Committee**

Council Member Hutchings informed the council that Michelle Crump has agreed to continue serving on the Parks, Trails, and Recreation Committee.

* 1. **Payson Sewer Agreement**

Public Works Director Ted Mickelsen explained that the council needs to vote on this for the mayor to sign to get back to Payson. The city has had an agreement with Payson since the sewer system was originally installed. Our sewer system flows into a trunk line down 11200 South, which then leads to Payson, where the treatment occurs. The city has arranged with Payson to process its sewer water for years, and it’s time to update that agreement. There are two major updates: the city will take over the maintenance of the sewer system, and Payson included a small maintenance fee in their cost per connection. We needed to review that. The second item was that the agreement restricted our growth regarding additional connections to the sewer system. In short, we updated the agreement to eliminate that small maintenance fee. Although the overall cost has decreased, it didn't drop as much as if the fee had been removed entirely, because their prices have risen over time. Some adjustments account for that. Effectively, they're charging our residents the same as their residents. Overall, costs are down from what we were previously paying—$67.25 to Payson per connection. One update included changing the limit on connections from that one specific development to no more than 1,500 connections citywide, which we probably won't be able to accommodate in the city. So, that essentially encompasses our entire city. Ted believes this is an important change the city is making because it addresses what was somewhat restrictive. While there may have been reasons for the original limitations, I think this is more beneficial for us as a city in the long run. Other than that, none of the other terms of the contract have changed since the original contract with Payson. Ted added that Payson does not intend on increasing the city’s rates any more than they will increase the rates to their own citizens.

Council Member Hutchings inquired if the city is responsible for maintenance in Woodland Hills in addition to the trunk line on 11200 South.

Ted explained the city is only responsible for maintaining the lines in Woodland Hills.

* 1. **Comcast Franchise Agreement**

Chris Helvey stated that he has been informed Comcast has the authority to enter the city and install their cable. The agreement received by the council has been reviewed by the city attorney and is in accordance with state law.

Council Member Malkovich asked about Comcast's process to install their cable and questioned why this was not done when UTOPIA laid the conduit. She expressed concern about potential disturbances to city infrastructure.

Chris Helvey explained that not all the fiber in the city was run through conduit. Comcast will need to go through the same process that any other utility provider needs to go through.

* 1. **Large Purchase Requests**

Chief Mickelsen mentioned earlier in the meeting that he had discussed the need to purchase six Self-Contained Breathing Apparatuses (SCBAs) for the fire department. These devices are essential for the firefighters' safety while responding to fire calls. He would appreciate it if the council could amend the agenda during the city council meeting to approve this critical life-saving equipment.

Council Member Hutchings updated the council on a number of items that have been put up for auction.

* 1. **Department Updates**
1. **Public Works-**

Ted Mickelsen reported on the repairs at both the Broad Hollow Well and Maple Canyon Well. The Maple Canyon Well, which the city currently shares with Salem, is not operational. There have been numerous issues with cloudy water. Although Woodland Hills has not used the Well since July, the city is still responsible for 40% of the repair costs. The pump was removed yesterday, and a camera crew was sent to inspect it today. There is no indication at this time of how long the Well will be out of service. Until it is repaired, the city cannot take the Broadhollow Well offline. The Broadhollow Well is waiting for a chlorine panel.

1. **Fire Department-**

Chief Mickelsen invited the council to attend the department appreciation dinner on March 13th at the city center.

1. **Code Enforcement-**

Wayne Frandsen reported that he has recently dedicated most of his time to reviewing and revising several city ordinances. He noted that a couple of these ordinances are poorly written and lack the necessary specificity. The planning commission will hold a public hearing later this month to gather public comments on some proposed changes.

* 1. **Mayor and City Council**
		+ **Mayor Winder**- SESD, MAG/COG: Mayor Winder reported on an SESD meeting and the UAMP Scholarship offering seniors a $2500.00 scholarship.
		+ **Council Member Hillyard**—Dry Creek Transfer Station: Council Member Hillyard reported it is a great time to take things to the dump.
		+ **Council Member Hutchings**- SUVMWA and Mt. Nebo Water: Council Member Hutchings attended the Mt. Nebo Water Agency. A number of water bills are going through the legislation. He will send out an email with a list of the bills that could impact the city.
		+ **Council Member Kynaston**-911 Special Service District: Council Member Kynaston mentioned the district is buying a new AI system that will help analyze and monitor 911 calls.
		+ **Council Member Lun**t-. Council Member Lunt reported that she is working with several individuals in the city to create a video titled "History of Woodland Hills." Glenn Anderson has agreed to help narrate and produce the video. The topics will include the construction of the first roads, the building of the first homes, and the establishment of the first fire department. The history presented will cover both accomplishments and potential controversies. The committee aims to complete the interviews by May.
		+ **Council Member Malkovich**—South Utah Valley Animal Shelter: Council Member Malkovich mentioned that there are several bills in the legislature related to animals, but the one that seems most relevant to us is Senate Bill 97. This bill requires cities to add a section on animals to their emergency plans, covering small animals like chickens and pigs, as well as goats, horses, and livestock.

Senate Bill 165 focuses on broadband access, specifically fiber internet for households. This bill is controversial because it also addresses the use of revenue bonds. The League of Cities opposes it due to the stipulation that acquiring revenue bonds would require a vote from citizens, creating delays for necessary infrastructure projects. If a city needed to implement something urgently, they would have to wait for the next election, and there is always the risk that citizens could vote against it. The aim is to allow cities to secure revenue bonds for infrastructure projects without needing a constant approval process from the electorate.

* 1. **Upcoming City Council Agenda Items**

Upcoming Town Hall Meeting is scheduled for March 25th. The first hour from 6pm-7 pm would give the council an opportunity to update the residents on some upcoming public works projects, with the second hour being devoted to the recent survey, the General Plan, and the Community Development Committee.

Adjourn – The council closed the work session at 8:00 p.m..

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

Chris Helvey, Finance Director

Jody Stones, City Recorder

Wayne Frandsen, Zoning Enforcement and Planning Commission Chair

**CALL TO ORDER**

Mayor Winder called the meeting of the City Council of Woodland Hills, Utah, to order at 8:05 p.m.

Council Member Hillyard offered an invocation.

Council Member Hutchings led the pledge.

**PUBLIC COMMENT**

 No public comment was heard.

**BUSINESS and DISCUSSION**

**MOTION**: Council Member Malkovich moved to amend the agenda to include the large purchase of SCBAs’ equipment for the Fire Department.

**SECOND**: The motion was seconded by Council Member Lunt

**VOTE**: The motion passed unanimously with a roll-call vote. Council Member Ben Hillyard, Council Member Brian Hutchings, Council Member Dorel Kynaston, Council Member Janet Lunt, and Council Member Malkovich voted yea.

**MOTION**: Council Member Malkovich moved to approve the SCBA equipment not to exceed $50,000.00.

**SECOND**: The motion was seconded by Council Member Hillyard

**VOTE**: The motion passed unanimously with a roll-call vote. Council Member Ben Hillyard, Council Member Brian Hutchings, Council Member Dorel Kynaston, Council Member Janet Lunt, and Council Member Malkovich voted yea.

**15. Resolution 2025-06 Appointing an Individual to the Parks, Trails, and Recreation Committee**

**MOTION**: Council Member Lunt moved to adopt Resolution 2025-06 appointing Michelle Crump to the Parks, Trails, and Recreation Committee.

**SECOND**: The motion was seconded by Council Member Hutchings

**VOTE**: Council Member Ben Hillyard, Council Member Brian Hutchings, Council Member Dorel Kynaston, Council Member Janet Lunt, and Council Member Malkovich voted yea. .

The motion passed unanimously.

**16. Payson Sewer Agreement**

**MOTION:** Council Member Kynaston moved to authorize Mayor Winder to sign the agreement with Payson City.

**SECOND**: The motion was seconded by Council Member Hillyard

**VOTE**: Council Member Ben Hillyard, Council Member Brian Hutchings, Council Member Dorel Kynaston, Council Member Janet Lunt, and Council Member Malkovich voted yea.

The motion passed unanimously.

**17. Comcast Franchise Agreement**

**MOTION:** Council Member Lunt moved to authorize Mayor Winder to sign the Comcast Franchise Agreement.

**SECOND**: The motion was seconded by Council Member Hutchings.

**VOTE**: Council Member Ben Hillyard, Council Member Brian Hutchings, Council Member Dorel Kynaston, Council Member Janet Lunt, and Council Member Malkovich voted yea.

The motion passed unanimously.

**18. Motion to Adjourn**

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

**SECOND**: The motion was seconded by Council Member Hillyard.

 **The meeting was adjourned at 8:17 p.m.**

/s/ Jody Stones Jody Stones, City Reco