



MINUTES

December 10, 2025

Oakley City Council

7:00 PM

Oakley City Hall

Zoom Meeting Platform

Meeting ID 820 258 4629

Passcode 777869

Anchor Location: 960 West Center Street, Oakley UT 84055

In Attendance:

City Administration: Mayor Zane Woolstenhulme; Councilmembers: Joe Frazier, Kelly Kimber, Dave Neff, Tom Smart. *Councilmember Steve Wilmoth, Absent.*

City Staff: City Recorder, Amy Rydalch; City Planner, Stephanie Woolstenhulme; Public Works Director, Kendell Staples.

Other City Administration: City Attorney, Lisa Baskin, Via Zoom; Planning Commissioner, Cliff Goldthorpe.

Members of the Public: In Person: Kevin Barker, Kate Sattlemeier, Cheryl Fox, Justin Naylor, Chris Kartchner, Amy Regan, Gary Berrossett. Via Zoom: Heidi Smart, Chris Dillman, Krista Kelley, Conner Thomas.

1. Mayor Woolstenhulme opened the meeting.

- Invocation: **Councilmember Dave Neff**
- Pledge of Allegiance: **Mayor Zane Woolstenhulme**

2. PUBLIC COMMENT:

Public Comment is taken directly from the transcript of the audio recording of this meeting.

Kevin Barker, 612 East Weber Canyon Road, Oakley UT: "Thank you for allowing me the opportunity to speak tonight in front of Council. I want to comment on agenda item number

seven, the review of the planned conservation easement for land within the Oakley trail Park. I know the council understands the value of this land, due to its importance to the Pinyon Creek watershed and what that means to the town of Oakley. While there are many ways to preserve land, including zoning ordinances, the hard reality is that in this great state of Utah, zoning changes can and are often pushed through, with regularity by favorite interests who simply go to the state legislature to make it happen. So protecting land in perpetuity is a challenge, and when you look at the core values of the city, which include keeping and protecting green space and critical spaces such as this land that's up for consideration tonight, I think that the only way that this can be done is for the council to stick true to the vision and values of the city and improve this is easement so to protect the land in perpetuity. Thank you."

3. CONSENT CALENDAR

COUNCILMEMBER SMART motioned to approve the Consent Calendar. **COUNCILMEMBER NEFF** seconded the motion. No further discussion. All voted in the affirmative. Consent Calendar approved 4-0.

4. RESOLUTION 2025-09 ESTABLISHMENT OF THE AMERICA2025 COMMITTEE

Councilmember Frazier summarized the state grant monies made available to assist with the 250-year celebration of the Declaration of Independence and indicated that as part of the application for those grant monies the City needs to authorize the formation of a City America 2025 Committee. Councilmember Frazier stated that with the various existing committees centered around the City's Independence Day Celebration, the City already has this covered – the Resolution is a formality.

Councilmember Frazier motioned to adopt Resolution 2025-09 Establishing the Oakley America2025 Committee. **Councilmember Smart** seconded the motion. No further discussion. All voted in the affirmative 4-0. **Resolution 2025-09 adopted.**

5. RESOLUTION 2025-10 APPOINTING A CHIEF ADMINISTRATIVE OFFICER AND RECORDS OFFICER IN COMPLIANCE WITH GOVERNMENT DATA PRIVACY ACT.

Mayor Woolstenhulme turned the time over to **City Attorney, Lisa Baskin**, to explain the necessary compliance with the Government Data Privacy Act. She explained that this is a mandated program required by the state legislature with a compliance deadline to initiate the program by December 31, 2025. Adoption of this Resolution satisfies this obligation by appointing a chief administrative officer and records officer in compliance with the act.

She stated that part of the compliance is that every city must file a report that indicates the status of the City regarding its data privacy protection and how the city will measure its efforts and progress in implementing a data privacy protection program. She then recommended adding the Resolution that includes notice to the City website. The actual progress report will not be posted on the City website as this is considered an internal document, because it's considered a protected record.

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85
86 There was no further question or discussion after the attorney's explanation.
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88 **Councilmember Smart** motioned to adopt Resolution 2025-10 Appointing a chief administrative officer
89 and records officer in compliance with government data privacy act. **Councilmember Kimber** seconded
90 the motion. No further discussion. All voted in the affirmative 4-0. **Resolution 2025-10 Adopted.**
91

92 **6. CITY CENTER DEVELOPMENT AGREEMENT PROCESS UPDATE:** City Planner Stephanie
93 Woolstenhulme and City Recorder Amy Rydalch

94 **Mayor Zane Woolstenhulme** requested updates from designated staff regarding the process for
95 drafting and negotiating the City Center development agreement. **Planner S. Woolstenhulme**
96 **and Recorder A. Rydalch** presented a staged series of brief, topic-focused meetings aimed at
97 extracting positions and information from Council to include in the draft agreement.
98

99 **Planner S. Woolstenhulme** summarized a working document organized into five groupings of
100 related issues that require Council discussion prior to inclusion in the draft development
101 agreement document. She briefly addressed the five groupings and pointed out areas that staff
102 believe are reconciled and which areas still require input. She reviewed specifics to site plan,
103 design elements, organization of the architectural review committee, and conditions related to
104 build-out.
105

106 Some initial discussion from Councilmembers regarding specifics included in the five clusters of
107 issues to be decided. A timeframe to commence after the first of the year was discussed for
108 initiating these work sessions with the new administration. Councilmembers voiced approval of
109 the collaborative nature of the process.
110

111 **7. CONSERVATION EASEMENT CONSIDERATION OF CITY-OWNED PARCEL OT-270-X**

112 **Mayor Zane Woolstenhulme** asked for consideration and deliberation of the proposed
113 conservation easement on City owned parcel OT-270-X. A mapped illustration was displayed
114 highlighting coverage strictly east of Pinion Lane and not overlapping with the western holdings.
115 The illustrated area extends protections contiguously to an established easement dedicated by
116 Jan and Bruce Manning. The area proposed for conservation specifies inclusion of downstream
117 city-owned parcels preserving newly installed trails and essential water facilities/assets integral
118 to the municipality's infrastructure. **Mayor Woolstenhulme** explained that the rationale for
119 conservation centers on high value protection of water assets and watershed, while retaining
120 the flexibility for the City to execute necessary upgrades/improvements to the City water
121 infrastructure.
122

123 **Recorder Rydalch** pointed out the City's water assets and landmarks on the map of the
124 proposed conservation area. She also provided information related to the high percentage of
125 the area that is in the City's sensitive lands overlay.

General discussion amongst Councilmembers regarding clarification of the boundaries of the proposed easement and its limitation to the eastern portion of OT-270X delineated by Pinion and Boulderville Road.

8. RESOLUTION 2025-11 GRANTING THE OAKLEY TRAIL PARK PERPETUAL CONSERVATION EASEMENT TO SUMMIT LAND CONSERVANCY

Councilmember Frazier motioned to adopt Resolution 2025-11 Granting the Oakley Trail Park Perpetual Conservation Easement to Summit Land Conservancy. **Councilmember Smart** seconded the motion. All voted in the affirmative. **Resolution 2025-11 Adopted and Conservation Easement Granted.**

9. COMMUNITY RENEWABLE ENERGY PROGRAM UPDATE: Councilmember Joe Frazier

Councilmember Frazier gave a summary of the program from inception to date and the City's participation and historical Council decisions. He outlined the difficulties the program has faced with Rocky Mountain Power negotiations and the various review appeals. He stated that the program expects a ruling from the Public Utility Service Commission in January of 2026. Currently the program is noticed for a Public Hearing on December 16th at 9:30 AM to receive comments on the engineering analysis and technical specifications. He stated that based on the ruling from the Public Utility Service Commission, the City will need to again take formal action by resolution to move forward with the Program. He will keep the Council updated.

10. PRESENTATION OF ARENA COMPLEX MASTER DESIGN PLAN: NWL ARCHITECTS AND BDK CONSTRUCTION MANAGEMENT TEAM

Mayor Z. Woolstenhulme summarized for the public the role of NWL architects in the site plan design for maximizing the efficiency and effectiveness of the Recreation Complex for the annual rodeo and large events. He also introduced BDK Construction Management and thanked them for their pro-bono assistance in coordinating the process for the city. He then turned the time over to Justin Nye from NWL for a presentation of the design and recommendations for improvement.

Mr. Nye presented two conceptual plans that share the same baseline scope; the primary difference is the central road connection at the complex, including optional roundabout features. Both concepts were refined through Steering Committee review and stakeholder interviews incorporating feedback from multiple sources, including patrons, staff, contestants etc.

Mr. Nye presented a workflow plan and phasing that outlined several elements, including relocation of City Shop and Salt Storage, restructuring the northern contestant area for parking, widening the north New Lane access for shuttle/RV staging, and expanding contestant amenities to approximately 92 RV stalls total. Field areas were reconfigured to improve visitor flow and flexibility, converting select berms and fields into seasonal or multiuse spaces to better accommodate event overflow and efficient entry/exit.

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169 He discussed the need for the major connector redesign with a purpose to reduce vehicle–
170 pedestrian conflicts near the Red Barn, with further ideas regarding inbound/outbound lane
171 strategies and alternate exit routes to reduce peak-hour queuing; coordination with the Sheriff’s
172 Division emphasized separating contestant and spectator traffic.
173

174 Facility upgrades included indoor concession renovations, improved stall/shop separation, and
175 replacement of aging bleachers using proven designs from comparable rodeos, improving
176 sightlines, circulation, and vendor access without reliance on outdated sky bridges. Planned
177 capacity and amenities include an initial 500-seat addition scalable to 7,500+ seats, shaded
178 canopy areas, retention of two digital scoreboards, and flexible restroom solutions based on
179 attendance.
180

181 Ticketing and vendor layouts were adjusted to enhance circulation, relocating ticketing to the
182 southwest quadrant and placing vendors symmetrically beneath the grandstands for safer, more
183 efficient crowd movement.
184

185 **Mayor Z. Woolstenhulme** thanked **Mr. Nye** for their presentation and voiced his
186 recommendation that as the new administration considers moving forward with the
187 improvements at the complex, they consider utilizing NWL for further design drawings and BDK
188 for large project management.
189

190 **Mayor Z. Woolstenhulme** then presented a financial report of the 2025 Rodeo event.
191 He reported that 2025 rodeo generated \$1.9 million in **revenue**, primarily from ticket sales,
192 sponsorships and concessions, with smaller amounts from auxiliary and miscellaneous sources.
193 Major expenses included production costs (the largest share, including the prize purse),
194 administration and operations, wages and benefits, marketing, and travel/logistics.
195 Production expenses also covered items such as the fireworks and drone services, while
196 sponsorship funds were used to pay outside contractors and services needed to deliver the
197 event. He pointed out that the revenue and sponsorships can vary year to year; and are usually
198 related to overall economic trends. He referenced past lows (such as 2020) were noted.
199

200 His recommendation for the Council to consider going forward is to build a reserve fund of
201 about \$500,000 to help manage future fluctuations and delayed sponsorship payments.
202

203 **Mayor Z. Woolstenhulme and Recorder Rydalch** provided clarification that the City has not
204 utilized rodeo funds for general government purposes. Costs related to the CSL feasibility study
205 and the NWL site plans have been covered by other government monies and not paid for from
206 the rodeo account.
207

208 He stated that the improvements that are being considered for the Rodeo and Complex will be
209 costly and his recommendation would be that there is a plan in place including how the
210 improvements will be paid for before anything is initiated at the complex.
211
212

213 **11. FINAL MAYOR REPORT AND RECOMMENDATIONS FOR NEW ADMINISTRATION**

214 **Mayor Z. Woolstenhulme** spotlighted his "Big Rocks" and provided recommendations for the
215 Council's consideration.


- 216 • Capital Improvements Plan (estimated end-January/Feb.) will provide the City with
217 information regarding the water and sewer utilities and the urgent fixes/high-priority
218 replacements as well as improvements that will be needed in accordance with
219 development/growth in the City. The City will need to take this information and pursue an
220 updated Impact Fees Study. The firm LRB is awaiting the completion of this study and will
221 begin their analysis of impact fees upon receipt.
- 222 • Moratorium on Rentals: He reminded the Council of the executive order in place on the
223 rentals of the Red Barn and Cattleman's Hall and stated that if they wanted to make any
224 changes to his executive order, they will need to revisit this item with the new
225 administration.
- 226 • Affordable Housing: He proposed the idea of an affordable housing project on the South City
227 Center property or other areas within City Center that could be done as a City partnership
228 with Mountainlands or the Summit County Housing Authority. This would be a project
229 where the City retains ownership but contracts with a Housing Authority for development
230 and management.
- 231 • Solar Field: He reported that he previously met with representatives of Rocky Mountain
232 Power onsite at the old wastewater lagoon site to discuss the possibility of a solar field at
233 the location. After conferring with these representatives, it was initially thought that this
234 was possible and the generation may be enough to power the Sewer Plant with possible
235 surplus distribution. These were only initial discussions and if the City is interested in
236 pursuing, they will need to involve further study and professional input.
- 237 • Renewable Energy Program: He stated his recommendation that the Council continue to
238 stay vested in the program as this is a great option for residents in the community.
- 239 • Conservation Cemetery: He asked the Council to consider at a future time readdressing the
240 idea of Conservation Burial as he believes this is a valuable income source for the City while
241 preserving highly desirable open space.
- 242 • County Road Grant: Reminded the Council that there is approximately \$200k earmarked for
243 Oakley City being held at the County which was originally pledged toward future roads. He
244 recommends designating a new project for these funds and asking the county to re-assign
245 the monies toward the complex improvements or City Center road improvements.
- 246 • Administrative Staff Changes: He notified the Council that Karylyn Bliss has resigned and her
247 last day will be December 31st. He recommended that the Council and new Mayor consider

consolidating the rodeo secretary position back with the reservation desk as the position was originally intended.

Mayor Z. Woolstenhulme gave his final thoughts on his time as Mayor and expressed appreciation for the Council and staff. **Councilmember Neff** lauded Zane's visionary leadership, tireless dedication, pragmatic judgment, and lasting positive imprints on the community. Collective gratitude was expressed by various Councilmembers recognizing the unseen labor that contributed meaningfully to transformative projects during his tenure.

Councilmember Frazier motioned to adjourn the meeting.

Approval is to form this 14 day of JAN, 2026.



Steven M. Wilmoth , Mayor

Amy Rydalch, City Recorder