



## 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:**

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

23 **City Staff:** City Recorder, Amy Rydalch; City Planner, Stephanie Woolstenhulme; Public Works Director,  
24 Kendall Staples.

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

29 **Members of the Public:** In Person: Kevin Barker, Kate Sattlemeier, Cheryl Fox, Justin Naylor, Chris  
30 Kartchner, Amy Regan, Gary Berrossett. Via Zoom: Heidi Smart, Chris Dillman, Krista Kelley, Conner  
31 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.**

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

42 seven, the review of the planned conservation easement for land within the Oakley trail Park. I  
43 know the council understands the value of this land, due to its importance to the Pinyon Creek  
44 watershed and what that means to the town of Oakley. While there are many ways to preserve  
45 land, including zoning ordinances, the hard reality is that in this great state of Utah, zoning  
46 changes can and are often pushed through, with regularity by favorite interests who simply go  
47 to the state legislature to make it happen. So protecting land in perpetuity is a challenge, and  
48 when you look at the core values of the city, which include keeping and protecting green space  
49 and critical spaces such as this land that's up for consideration tonight, I think that the only way  
50 that this can be done is for the council to stick true to the vision and values of the city and  
51 improve this is easement so to protect the land in perpetuity. Thank you.”  
52

53 **3. CONSENT CALENDAR**

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

57 **4. RESOLUTION 2025-09 ESTABLISHMENT OF THE AMERICA2025 COMMITTEE**

58 **Councilmember Frazier** summarized the state grant monies made available to assist with the  
59 250-year celebration of the Declaration of Independence and indicated that as part of the  
60 application for those grant monies the City needs to authorize the formation of a City America  
61 2025 Committee. Councilmember Frazier stated that with the various existing committees  
62 centered around the City's Independence Day Celebration, the City already has this covered –  
63 the Resolution is a formality.

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

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

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

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

84  
85  
86       There was no further question or discussion after the attorney's explanation.  
87

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.**

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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.

126  
127       General discussion amongst Councilmembers regarding clarification of the boundaries of the  
128       proposed easement and its limitation to the eastern portion of OT-270X delineated by Pinion  
129       and Boulderville Road.

130  
131       **8. RESOLUTION 2025-11 GRANTING THE OAKLEY TRAIL PARK PERPETUAL CONSERVATION  
132       EASEMENT TO SUMMIT LAND CONSERVANCY**

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

137  
138       **9. COMMUNITY RENEWABLE ENERGY PROGRAM UPDATE: Councilmember Joe Frazier**  
139       **Councilmember Frazier** gave a summary of the program from inception to date and the City's  
140       participation and historical Council decisions. He outlined the difficulties the program has faced  
141       with Rocky Mountain Power negotiations and the various review appeals. He stated that the  
142       program expects a ruling from the Public Utility Service Commission in January of 2026.  
143       Currently the program is noticed for a Public Hearing on December 16<sup>th</sup> at 9:30 AM to receive  
144       comments on the engineering analysis and technical specifications. He stated that based on the  
145       ruling from the Public Utility Service Commission, the City will need to again take formal action  
146       by resolution to move forward with the Program. He will keep the Council updated.

147  
148       **10. PRESENTATION OF ARENA COMPLEX MASTER DESIGN PLAN: NWL ARCHITECTS AND BDK  
149       CONSTRUCTION MANAGEMENT TEAM**

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

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

161  
162       **Mr. Nye** presented a workflow plan and phasing that outlined several elements, including  
163       relocation of City Shop and Salt Storage, restructuring the northern contestant area for parking,  
164       widening the north New Lane access for shuttle/RV staging, and expanding contestant amenities  
165       to approximately 92 RV stalls total. Field areas were reconfigured to improve visitor flow and  
166       flexibility, converting select berms and fields into seasonal or multiuse spaces to better  
167       accommodate event overflow and efficient entry/exit.

168  
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.

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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 Cattlemen’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 31<sup>st</sup>. He recommended that the Council and new Mayor consider

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

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

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258 **Councilmember Frazier** motioned to adjourn the meeting.

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261 Approval is to form this 14 day of April, 2026.

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266 Steven M. Wilmoth, Mayor

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268 Amy Rydalch, City Recorder