



**MINUTES  
Oakley City Council  
Work Session 7:00 PM**

**March 9, 2022  
Zoom Meeting Platform  
Meeting ID 820 258 4629  
Passcode 777869  
Anchor Location: 960 West Center Street, Oakley UT**

**In Attendance:**

**City Administration:** Mayor Zane Woolstenhulme, Councilmembers: Joe Frazier, Kelly Kimber, Dave Neff, Steve Wilmoth, Tom Smart. Planning Commissioner, Doug Evans.

**City Staff:** City Recorder, Amy Rydalch; Public Works Director, Kendell Staples; City Planner, Stephanie Woolstenhulme; City Event Specialist, Karylyn Bliss (via Zoom).

**Others in Attendance: (Via Zoom Platform)** Deb Sheldon, Brett Denney, Jeffrey Juip. **(In Person):** Dale Okerlund (Lewis Young), Bonnie Jones, Kent Leavitt, Sheri Kaye Leavitt, Dick Woolstenhulme, Kelly Edwards, Suzanne, Edwards, Matt Lindon (Members of the Public).

1. **Mayor Woolstenhulme** Opened the meeting. **Councilmember Wilmoth** led the Pledge of Allegiance followed by the invocation given by **Mayor Woolstenhulme**.
2. **Presentation by Jeffrey B. Jones, Summit County Economic Development Director.**  
Cancelled due to winter weather conditions and will reschedule for a later work session.
3. **ACTION ITEM: Weber River Alteration**  
**Councilmember Smart** reviewed the river alteration history on the Weber River by a private property owner without the proper permitting. The alteration significantly changed the natural path of the Weber River which has caused several complications for neighboring properties over the years. **Councilmember Smart** is proposing that the City retain the services of Loughlin and Associates to assist the City in acquiring the necessary permitting to repair the alteration and restore the natural pathway of the Weber River in the River Bend Conservancy area. This alteration will change the current pathway of the river and remove its flow from traversing the

41 Kelly Edwards property and restore it to the original meander as indicated in the River Bend  
42 Conservancy area. (Aerial Photos Displayed).

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44 **Councilmember Smart** introduced **Matt Lindon, hydrologist for Loughlin Water Associates**. **Mr.**  
45 **Lindon** stated his findings from a site visit a couple of weeks previous. He indicated on the aerial  
46 photographs where the original breach occurred and where the natural meander should be.  
47 Loughlin and Associates are proposing that the River be restored back to the natural meander.  
48 **Mr. Lindon** discussed potential areas for restoration of the bank elevation that could direct the  
49 river back to the meander before the breach. He further discussed the problems that are  
50 present with the current flow i.e., the weakened integrity of the river bank through the current  
51 area and higher risk of flooding during high-water season.

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53 **Mayor Woolstenhulme** asked if a headgate would be installed. **Mr. Lindon** stated that it would  
54 be more of a strainer dike, which would allow for some flow but act more as a floodgate in high  
55 water season.

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57 **Councilmember Neff** asked which properties in the area would be affected by this alteration.  
58 **Mr. Lindon** indicated the Kelly Edwards Parcel and the River Bend Conservancy.

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60 **Mayor Woolstenhulme** asked for clarification on the financial commitment that is being  
61 requested for this project. It was discussed that \$2,000 would secure the permitting and  
62 necessary studies by the Army Corp of Engineers. The actual construction and restoration are  
63 not included in the fee. **Councilmember Smart** indicated that this project could be eligible for  
64 RAP tax and other grant monies for the actual alteration project in another year.

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66 **Councilmember Smart** asked to hear from the interested party, **Kelly Edwards**. **Mr. Edwards**  
67 addressed the Council and communicated that he possesses water rights from the river and is  
68 concerned about the diversion. **Mr. Lindon** stated that water rights will be recognized.

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70 **Interested Party Kent Leavitt** stated that it is a shame that this breach even occurred. He is in  
71 favor of the restoration.

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73 **Councilmember Neff** made a formal motion to authorize \$2,000 to be paid to Loughlin and  
74 Associates to secure the necessary permitting for the Weber River Alteration to its previous  
75 natural meander. **Councilmember Frazier** seconded the motion. **All voted in favor. Motion**  
76 **passes.**

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78 **4. ACTION ITEM: Rodeo Apparel and Merchandise for 2022 Production**

79 **Councilmember Smart** summarized the City's experience with merchandise and apparel. He  
80 explained that a member of the Rodeo Committee, Brandon Bates, has an apparel business, and  
81 has provided, at wholesale cost, apparel for sponsors that has been very well received. The

82 Rodeo Committee is recommending that the City consider merchandising similar items for the  
83 2022 rodeo.

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85 **Councilmember Smart** proposed that the City enter into a relationship with the Bolt Ranch  
86 Store to sell apparel this year. The Bolt Store is willing to partner with the City and operate a  
87 booth at the rodeo. Proceeds would be a split of 25% to Bolt and 75% to the City. Bolt Ranch is  
88 open to negotiation. After production of the rodeo, the City will keep apparel that is wanted for  
89 future sponsor gifts or sale at the City Offices and Bolt Ranch Store will purchase the remaining  
90 product at the City's cost for resale in their store front.

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92 **Brandon Bates** introduced himself as a member of the Rodeo Committee and explained his  
93 history with rodeo production in general. He explained that for a rodeo of our size it is  
94 uncommon that there is not a merchandising component. He emphasized that his suggestions  
95 for apparel and using his services are his contribution as a member of the Rodeo Committee. He  
96 is not looking to profit from this proposition. He is in a position to be able to assist the City and  
97 desires to do so.

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99 **Mr. Bates** then displayed design ideas for ballcaps and t-shirts for the 2022 Rodeo. General  
100 discussion regarding the assorted designs and product, quality etc. Discussion then led to the  
101 possible relationship between the City and Bolt Ranch store for the sale of apparel at the rodeo  
102 and purchase of the remaining apparel stock post rodeo.

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104 Sentiments from Councilmembers were favorable to a conservative model for merchandising  
105 and relationship with Bolt Ranch store. **Mr. Bates**, with his experience in the apparel and  
106 merchandise business, recommended based upon market research that each person coming  
107 through the gate has a potential \$5.00 buy rate. Discussion regarding supply chain issues, what a  
108 mark-up for the sale of the product should be (50%) and the purchase of jackets for the City.

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110 **Councilmember Neff** informed the Council of the Rodeo Committee's recommendation to  
111 purchase jackets again this year from Mr. Bates at wholesale because of how well the jackets  
112 were received by the sponsors in 2021. These jackets could be used as sponsor gifts but also as  
113 apparel merchandise items.

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115 **Councilmember Smart** indicated that these jackets have been purchased and are on their way  
116 to the City.

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118 **Councilmember Neff** asked about where the money will come from to make the apparel stock  
119 purchases by the City.

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121 **City Recorder Rydalch** stated that the Rodeo Committee made a formal recommendation to the  
122 City Council that the City purchase the jackets and any apparel product for sale at the rodeo  
123 from the General Fund.

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**Councilmember Wilmoth** is in favor of the apparel but wants the product to be of excellent quality and be exclusive to the Rodeo and Bolt store.

**Councilmember Smart** clarified that Bolt Ranch Store will buy back residual product at the end of the rodeo and sell it through their storefront.

**Mayor Woolstenhulme** stated that his reservation regarding apparel sales is the additional burden this may place on City Staff and that the process feels a bit rushed. Timing may be better next year.

**Councilmember Neff and Smart** indicated that the Bolt Ranch store will manage all the sales during the rodeo placing very little burden on City staff.

General discussion as to dollar amount to commit, and who to appoint to oversee the selection of product.

**Mayor Woolstenhulme** asked **Mr. Bates** to work with members of the Council and Bolt Store to coordinate product and the roll-out of the merchandise if the Council moves forward with the apparel merchandise.

**Councilmember Smart** made a motion to purchase the jackets from Rural Cloth and apparel stock for resale in the amount of \$45,000 including the price of the jackets. **Councilmember Neff** Seconded the motion. **All voted in favor. Motion Passes.**

**5. DISCUSSION ITEM: Financial Advisor, Lewis Young and Burnigham**

**Mayor Woolstenhulme** introduced Dale Okerlund to the Council and reintroduced the idea of a Financial Advisor for the City. He explained how a relationship with a financial advisor is beneficial to the City. He asked Mr. Okerlund to explain the services they offer to municipalities and local government entities throughout the state and to walk the Council through the proposed contract.

**Mr. Okerlund** stated that there are two main services that are offered. The first is consultation which involves impact fee studies, economic development modeling, utility rate studies etc. The second service is the financial advising which focuses primarily on helping clients secure financing or funding. He explained that a Financial Advisor “sits on your side of the table” and assists a city on the best financing options available to the city. They can assist answering the questions of “How much to borrow, when to borrow, what instrument best serves the city etc.”

164 **Mayor Woolstenhulme** asked the Council to review the proposed contract and ask questions as  
165 needed for clarification. The Mayor is recommending that the Council consider retaining a  
166 financial advisor as he foresees the need for their services.

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168 **Commissioner Evans** spoke to his favorable experience working with Lewis Young and Mountain  
169 Regional through rate and feasibility studies.

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171 **Recorder Rydalch** spoke to the value of retaining a financial advisor from her former perspective  
172 as a municipal bond analyst. Entities, particularly smaller entities, that retained a financial  
173 advisor were able to secure more beneficial financing arrangements. With the considerable  
174 capital projects in front of the City a relationship with a financial advisor would be extremely  
175 helpful to the City at this time.

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177 **Councilmember Wilmoth** asked for clarification regarding the fees listed in the contract.  
178 **Mr. Okerlund** stated that the minimum fee applies to bond transactions and is separate from  
179 the consulting fee (project). Consulting Projects (studies) are billed at an hourly rate for the pre-  
180 approved scope of the project.

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182 **No further comments/questions. Mayor Woolstenhulme** thanked Mr. Okerlund for this time.

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185 **6. DISCUSSION ITEM: Oakley City Spring Clean-Up**

186 **Mayor Woolstenhulme** summarized the efforts of previous administrations annual Spring  
187 Clean-up for residents of Oakley City. He proposed that the City consider resurrecting a similar  
188 event this year -ideally before Memorial Day.

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190 General discussion as to implementation, staffing, cost, restrictions etc. General sentiment of  
191 Councilmembers is in favor. **Mayor Woolstenhulme** recommended that this be overseen by the  
192 beautification and heritage committee. He indicated that this is an opportunity to reach out to  
193 the Civic Club and other youth groups to take on some shared responsibility. He encouraged the  
194 Councilmembers to delegate or enlist assistance from the community groups.

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196 **Councilmembers Wilmoth & Frazier** are to work with the Public Works Department to come  
197 with a proposal for the consent calendar at the next meeting.

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199 **7. DISCUSSION ITEM: Stevens Grove Beaver Population**

200 **Mayor Woolstenhulme** wanted to inform the Council of developments regarding the Beaver  
201 population in Stevens Grove. He reminded the council of the informal assignment given to  
202 **Councilmember Smart** to investigate the problem in a City Council meeting from November or  
203 December. A recent Facebook post reported that the City had placed a bounty on the beaver in  
204 Steven's Grove. This is not the case, and the Facebook post has since been taken down. No  
205 action has been taken regarding the beaver to date.

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**Councilmember Smart** has located an individual that can trap the beaver and transplant them to another area that is looking to enhance their beaver population. Tom will continue to look into options to re-locate the beaver and for cost sharing possibilities with the Trails Foundation. He will report at a later meeting.

**8. REGULAR BUSINESS: Mayor's Report**

- a. Reminded the Council that they previously assigned the Planning Commission to take on the City Center Master Planning effort. As such the Planning Commission has scheduled an Open House meeting at the City Hall on March 30<sup>th</sup> and is asking the public to come and offer input and have discussion regarding vision for this City Center area. **City Planner Woolstenhulme** added that there would be education regarding the mixed-use zone as well as previous renderings of the City Center.
- b. The City expects to hear from the USDA sometime next week as to our approval for final funding of the new well. Aqua Engineering is reporting that drillers are scheduling into 2023 which is cause for some concern. The city cannot schedule a drilling contractor until the funding is secured. **Councilmember Neff** asked if we could schedule if we offered collateral. **Commissioner Evans** stated that there are only a couple of contractors that can take on a project of this size and they are always heavily scheduled. However, they often do have flexibility if a City is able to drill during winter months.
- c. Oakley Artesian's deadline expired on March 4<sup>th</sup>. The City has not received any communication. Notice has been sent to their attorneys and posted on the building. The City will be paying the delinquent property taxes on the building to shore up the City's claim to the building. They now have 180 days to take their possessions/property from the building. At the end of 180-day period the City can take possession of the building. **Councilmember Smart** asked if the City could take the property onsite now as restitution for the money owed to the City. **Recorder Rydalch** will consult with the City Attorney and report back to Council.
- d. The City has a relationship with Adventuretix for online ticket sales. The City charges a \$3.00 per ticket fee through these online sales to pay for the software costs. It has been discovered that the City has not been collecting the \$3.00/ticket fee. It is unclear as to how long this has been happening. It has now been corrected but it appears that the City has forgone fees of close to \$13,000. The Mayor just wanted the Council to be aware of the error. **Councilmember Wilmoth** brought to the attention of the Council that rodeo tickets are being resold on platforms such as StubHub etc. He is concerned about scalpers doing block purchases etc. City staff will look into purchases of blocks of tickets.
- e. The Mayor addressed email correspondence regarding potential webinars or meetings that have been forwarded to different Councilmembers and Administration members. He clarified that the information is being sent to Council or Administration as it may be beneficial to their areas of stewardship. These items are not required but are meant to assist.

248 f. With the update to the Land Use and Development Code that was adopted last year, the  
249 Mayor and City Council need to appoint an appeals administrator. This administrator  
250 will replace the Board of Adjustment and will hear all filed appeals of the City Council  
251 and variance requests. The individual anticipated to be put forward for appointment is  
252 no longer able to serve the City. As the City has just received a variance request, the City  
253 Planner and Attorney are requesting that the council consider appointing the Planning  
254 Commission as the “interim” appeals administrator until such a position can be filled by  
255 another independent party. Please look for this item on the consent calendar at the next  
256 meeting.

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258 **9. REGULAR BUSINESS: Councilmember Reports**

259 a. **Councilmember Wilmoth** reported on his site visit with Public Works Director Kendell  
260 Staples to inspect the north bleachers at the rodeo grounds. After inspection, it is their  
261 opinion that there are no improvements that need to be made at this time particularly  
262 because the City is considering replacement of this seating in the near future.

263 b. **Councilmember Frazier** solicited the Council on a proposed project by resident, Ennis  
264 Gibbs, who is collecting brands of local ranchers. Mr. Gibbs wanted to know if the City  
265 would like to add to the brand collection in Cattlemen’s Hall. **Councilmember Frazier**  
266 will move forward and collect brands for Cattlemen’s Hall.

267 c. **Councilmember Kimber** reported on the first meeting of the Community Outreach  
268 Committee and asked the City Council to pass along names of individuals who are  
269 people of influence in the community that may be willing to host to “in-home” town hall  
270 style meetings to discuss the larger issues that are facing the city. Please pass those  
271 names on to City Recorder before the next meeting.

272 d. **Councilmember Neff** is concerned regarding the framework for the large banner/sign  
273 that needs repair at the rodeo grounds. Public Works Director Staples stated that it is  
274 scheduled to be repaired and improved before production of this years rodeo.

275 e. **Councilmember Smart** reported on the findings from the Rodeo Committee meeting.  
276 They are adding digital advertising banners above the bucking chutes. He reported on  
277 the T-Mobile grant application that if successful will pay for fiber optic cable, the big  
278 screen & audio platform, as well as playground improvements. He reported on the  
279 rodeo sponsorships that have been secured year to date.

280 f.

281 **10. ACTION SUMMARY:**

282 a. **City Recorder Rydalch** will consult with the City Attorney regarding claiming property in  
283 the Oakley Artesian building as restitution for outstanding debt owed to City.

284 b. **Event Specialist Karlyn Bliss** will look into whether large blocks of tickets have been  
285 selling online.

286 c. **Councilmember Smart** will work with Brandon Bates, Karylyn Bliss, and the City  
287 Treasurer on apparel for the rodeo.

288 d. **Councilmember Smart** will work with Loughlin & Associates on securing the Permitting  
289 for the Weber River alteration and with the Beaver issue in Stevens Grove.

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**11. ADJOURNMENT**

**12. Meeting was Adjourned.**

Approval is to form this 23 day of March, 2022

  
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Zane Woolstenhulme, Mayor

  
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Amy Rydalch, City Recorder