

**WOODS CROSS CITY COUNCIL MEETING  
JANUARY 15, 2019**

The minutes of the Woods Cross City Council meeting held January 15, 2019 at 6:30 P.M. in the Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah

**CONDUCTING:** Rick Earnshaw, Mayor

**COUNCIL MEMBERS PRESENT:**

Rick Earnshaw, Mayor	Wally Larrabee
Julie Checketts	Matt Terry
Tamra Dayley	Ryan Westergard

**STAFF PRESENT:**

Gary Uresk, City Administrator  
Jessica Sims, Assistant City Administrator  
Tim Stephens, Community Development Director  
Chad Soffe, Police Chief  
Lieutenant Adam Osoro  
Annette Hanson, City Recorder

**VISITORS:**

LeGrande Blackley	Brittany Payton	Gisselle Castro
Patt Huttzell	Lois Schrader	Don Schrader
Joseph Rupp	Rachael Bodell	D. L. Weeks
Leola Mikkelsen	Andrew Gruber	

**INVOCATION:** Wally Larrabee

**PLEDGE OF ALLEGIANCE:** Tamra Dayley

**CONSIDERATION TO APPROVE MINUTES**

The City Council reviewed the minutes of the City Council meeting held December 18, 2018. Council Member Larrabee made a motion to approve the minutes as written with Council Member Terry seconding the motion and all voted for the motion through a roll call vote.

**REVIEW OF THE FINANCIAL REPORT**

The Mayor gave the floor to the City Administrator who went over the financial report for the month of December with the City Council.

**APPROVAL OF CASH DISBURSEMENTS**

The City Administrator reviewed the cash disbursements for the time periods of December 8-21, 2018 and December 22-January 4, 2019. Council Member Dayley made a motion to approve the cash disbursements as presented with Council Member Terry seconding the motion, and all voted for the motion through a roll call vote.

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**OPEN SESSION (BRIEF ITEMS: 2-3 minutes)**

The Mayor opened the meeting to items from those present that they would like to bring before the City Council that were brief in nature.

There were no items from the public present and the Mayor closed the brief open session.

**SWEARING-IN OF ANNETTE HANSON—CITY RECORDER**

The Mayor called forward Ms. Annette Hanson who is now serving as the new city recorder for Woods Cross City. The Mayor did the swearing-in of Ms. Hanson. The Council and those in attendance congratulated her on her new position.

**SWEARING-IN OF CHAD SOFFE—POLICE CHIEF**

The Mayor then gave the floor to the new city recorder who in turn performed the swearing-in ceremony for Chad Soffe as new police chief for Woods Cross City.

The Mayor and Council and those in attendance also congratulated Chief Soffe on his new position in Woods Cross City.

**COMMUNITY OF PROMISE REPORT**

The Mayor gave the floor to Ms. Rachael Bodell, chairperson for the Community of Promise Committee, to report on the activities of the Community of Promise as follows:

**FARMER'S MARKET-**

“She noted the tentative dates for the Farmers Market as follows:

“May 20-June 3, 17- July 15- August 5, 19- September 9, 23- October 7

“These dates are all weather permitting. Katrina is going to make advertising a priority this year and is looking to purchase a banner to display at Hogan park the day of the Farmer's Market. We will probably start getting word out in March. She is having a hard time getting food trucks to come, she will be looking into this, considering lowering the fee to \$20.

**BOOK CLUB-**

“They are reading the book “Simply Starstruck” by Aspen Hadley, who used to be a resident of Woods Cross. The book club will meet on February 21<sup>st</sup>, and Aspen will be coming to be the guest for that night. Chair, Allison, Dart, has made and distributed bookmarks with the schedule of books that they will be reading. She is trying to get some more people to attend and is hoping if they have the list in advance, it may help.

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**CERT-**

“Donations at the annual Christmas Caroling and Santa celebration brought in 94lbs of food and \$47 that was donated to the food bank. January CERT classes start this week. The CERT competition will be held on October 5, 2019.

**YOUTH CITY COUNCIL—**

“Michelle Wood has turned the reigns over, she is doing some other things that will take up her time. Mandy Wood is the new chair, with Sharon Peters and Sarah Dickes being her other support leaders.

**SUMMER REC—**

“Brook Corab is no longer wanting to chair summer rec. We are on the lookout for someone who would like to take her spot. Time is a little bit of an issue, because this program requires a lot of time and effort. Registration is usually the first week in May.

“We will not be holding a meeting in February. Our next meeting will be March 14, at 7:00 P.M. at the city shops. We will be taking a tour following our meeting.”

The Assistant City Administrator noted that Ms. Lacey Bartholomew has been hired as the new summer recreation director. The Mayor asked that Ms. Bartholomew be given the information as to where and when the next meeting will be held so she may attend the meeting in March.

**COUNCIL KUDOS**

The Mayor gave the floor to Council Member Checketts to award the Council Kudos awards for the month: Michele Rowley and Ms. Leola Mikkelsen were the nominated and selected for recognition.

Council Member Checketts shared that Officer Osoro had nominated Ms. Rowley, expressing great appreciation for how much Ms. Rowley had done to assist the police department recently.

Council Member Terry awarded Council Kudos to Ms. Leola Mikkelsen who serves as the chair of the Angel Tree. Ms. Mikkelsen reported the city was able to help 15 families this past Christmas. Ms. Mikkelsen has been in charge of coordinating this program for the past six years. The Mayor and Council thanked Ms. Mikkelsen for her time and effort in making this program successful; they reiterated how impactful this program has been for those in need during the past holiday seasons.

**POLICE DEPARTMENT REPORT**

The Mayor gave the floor to Lieutenant Adam Osoro who reported the following to the City Council on the activities of the Police Department:

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**DISPATCHED CALLS**

<b><u>2019</u></b>	<b><u>2018</u></b>	<b><u>Yearly</u></b>
Jan--	Jan—904	2018—11,600
Feb--	Feb—990	2017—11,411
March--	March—991	2016—12,393
April--	April—887	2015—12,819
May--	May—1023	2014—9495
June--	June—1010	2013—8979
July--	July—982	2012—7347
Aug--	Aug—1118	2011—6918
Sept--	Sept—1020	2010—7167
Oct--	Oct—966	
Nov--	Nov—842	
Dec--	Dec—867	
Running Total	2018 Total—11,600	

**ACTIVITY REPORT**

- Shop with a Cop—West Bountiful Applebee’s, Centerville Walmart
- AP&P Sex Offender Checks—Officer Howey
- Hired New Records Assistant—David Owens
- City Christmas Breakfast—Thank You

**USE OF FORCE REVIEWS**

- Assist North Salt Lake Police with a Theft suspect who was resisting arrest. Arrest control techniques were used to seatbelt suspect in patrol vehicle.
- Intoxicated male stopped a Frontrunner train prior to the platform and fled on foot. Male located and resisted arrest. Suspect suffered minor head laceration from ground and complained of shoulder pain. Suspect refused medical care or transport.
- DUI driver resisted arrest. Arrest control used to subdue and arrest suspect.

**SWAT TEAM ACTIVITY**

- One Search Warrant Bountiful
- No Deployments
- Regular NTOA Training

**WOODS CROSS SCHOOL ACTIVITIES**

- Simple Assault—Boy hit girl on the arm several times leaving bruises.
- 2 Traffic Accidents—No Injuries
- Drug arrest for Marijuana and Drug Paraphernalia
- Boys basketball playing great this year, currently 1<sup>st</sup> place at 9-2

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**K-9 ACTIVITY**

- Traffic Stop/Vehicle Search with Marijuana located
- Traffic Stop/Vehicle Search with nothing found
- Assist to BPD/Vehicle Search with nothing found
- Suspicious vehicle search with nothing found

**DETECTIVE DIVISION**

- 20 active C.A.N.R. cases (child abuse neglect report) they are investigating in conjunction with D.C.F.S.
- 13 active Theft/Property/Fraud/Assault/Death cases

**CASE SPOTLIGHT**

- 1/10/19: Officer's responded to an armed robbery at 7-11 (1515 S. 500 W.) where a male suspect held a female clerk at knife point to obtain cash from the register, the male fled on foot from the store.
- Searches of the area located a knife lying on the ground that matched the description of the knife used in the robbery. Additional contacts of local businesses produced video evidence of the suspect that allowed for a positive identification.
- A search warrant was obtained for the residence of the suspect, where items of evidence linked to the crime was recovered. The suspect in this case is a 16-year-old male, he was booked into Farmington Bay Receiving Center the day after the incident.

**PLANNING COMMISSION APPOINTMENT**

The Mayor informed the Council that Planning Commissioner Leo Beecher had turned in his resignation from serving on the Planning Commission. The Mayor expressed his appreciation for Commissioner Beecher's service and said he would be missed.

The Mayor then noted he was recommending Mr. Joseph Rupp be appointed to serve as a member of the Planning Commission to replace Commissioner Beecher.

Following the recommendation by the Mayor, Council Member Checketts made a motion to appoint Mr. Joseph Rupp to serve as a member of the Woods Cross City Planning Commission with Council Member Larrabee seconding the motion and all voted for the motion through a roll call vote.

Mr. Rupp introduced himself to the Council and those in attendance. He said he was excited to be involved in working with the city and is looking forward to working with the Planning Commission.

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The Mayor and Council congratulated Mr. Rupp on his appointment and said they are also looking forward to his service on the Planning Commission. Mr. Rupp will be sworn in at Planning Commission meeting January, 22, 2019.

**CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE CONSOLIDATED FEE SCHEDULE TO INCLUDE A FEE FOR RESIDENTS WITH A RECYCLING CAN ONLY**

The Mayor gave the floor to City Administrator who noted the following for the City Council:

“We have instances where the residents only have blue cans. For instance, a few residents in Madison Square only have blue cans. To cover the increase of recycling costs we need to add that line item in our consolidated fee schedule. We have been charging them \$5.00 per recycling can which now is increased to \$6.15 a month. Given to the Council is the consolidated fee schedule showing the new classification and charge. We have also updated the charge for the first can to show it is for one garbage container and one recycling container.”

Following the information given by the City Administrator, Council Member Westergard made a motion to adopt resolution 2019-666, a resolution amending the consolidated fee schedule to include a fee for residents with a recycling can only and other changes as noted. Council Member Larrabee seconded the motion and all voted for the motion through a roll call vote.

**DISCUSSION ON SALES TAX 3<sup>RD</sup> QUARTER FUNDING FOR TRANSPORTATION**

The Mayor gave the floor to Mr. Andrew Gruber who is the executive director of the Wasatch Front Regional Council. He said their main role is to do transportation planning and allocate funding for those transportation projects for projects within the county. He said they work with UDOT and UTA and they work for the cities in the different counties and help the with transportation planning.

Mr. Gruber went over sources of revenue regarding transportation and how the city may be able to receive this revenue. He noted that effective July 1, 2019 Davis County has decided to implement the previously approved local option sales tax. This tax has been referred to as the 3<sup>rd</sup> quarter local option sales tax and is equal to .25%. This will go into effect July 1, 2019. The Davis County Council of Governments (COG) has been charged formulating the criteria for determining for how revenues might be used for different projects within cities in Davis County. Mr. Gruber went over the types of things the funds can be used for and noted the cities need to identify and prioritize appropriate projects for which these funds may be used in order to have the best public impact. He also said cities could apply together on projects if that is something they would like to do to utilize funds on possible joint projects.

The Mayor said there is a committee in place in COG to determine the application process and available projects for those cities who are interested in investing in transportation.

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The Council asked a few questions about what uses may be considered and also if the money is available to all cities in the county. Mr. Gruber said yes, this money from the local sales tax increase collected in Davis County is available for all Davis County cities. He shared that Davis County is the last major county on the Wasatch Front to enact the 3<sup>rd</sup> quarter local option tax.

The Council noted they would like to see these types of plans integrated into the general plans within the cities when projects are being taken into consideration as transportation needs will continue to grow as those who live and visit the city increases.

The Mayor and Council thanked Mr. Gruber for his presentation and for the information given.

**CONSIDERATION TO AWARD A BID FOR IT SERVICES**

The Mayor gave the floor to the City Administrator who noted the following for the City Council:

“A number of months ago we put out a bid for IT services and we have spent considerable time reviewing the proposals that were submitted. Within the last couple of months, we have narrowed it down to ETS and Computech. Given to the Council is the spreadsheet showing the comparison bids. We considered two options; cloud-based and on premise. The clouds-based option would not have any physical servers here on the premise. All of our information would be stored in the cloud. After reviewing that option, we have made a decision to recommend going with cloud-based. The reason for this is:

1. Our server room is inadequate since it lacks adequate ventilation and space. A cloud-based system will eliminate these issues.
2. A cloud-based system will ensure that our server is always up to date and we will not have to periodically budget funds to upgrade our server.

“The downside to a cloud-based system is that it is more expensive on an annual basis and we are locked into those costs. However, since IT is a big part of our operation, we feel the cost increase is justified and it will lead to a better overall operation of the system. Furthermore, it appears that cloud-based systems are the future of IT.

“With future needs of the city considered and after careful review of the bids of ETS and Computech, the recommendation is to award the bid to ETS. The first year’s cost is \$66,506 with our annual cost thereafter projected at \$42,120. The first-year cost is very comparable to Computech, but the annualized cost is cheaper with ETS. The police and the courts are more comfortable with ETS since ETS provides service for North Salt Lake and North Salt Lake is very pleased with their services.

“Also, as part of this, they quoted us an annual cost for upgrading our phone system at \$7,608 with an upfront cost of \$6,000. While the ETS’s first year cost \$14,000 is more than Computech’s, within the first two years we would make that up with the less expensive annual cost.

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“We are recommending to the City Council that ETS provide our IT support and phone support.”

The Mayor noted that as Computech is a local company and that he would like to try and support. He noted he had spoken with Computech about the bid breakdown. He recommended additional consideration and comparison before making a decision.

The Council and staff discussed the different costs and what the advantages and disadvantages of going with either company were.

It was noted that ETS supports the courts and the police department in a different way. North Salt Lake uses ETS and has found them to be a good company to work with and provide required services for the courts and police.

There was additional discussion on how tech support would be provided from each company.

The Council requested more information on a few of the line items on the financial comparisons. The City Administrator said he would look into getting that information and report back to the City Council.

Council Member Westergard made a motion to table this matter until further information can be gathered. Council Member Terry seconded the motion, and all voted for the motion through a roll call vote.

**CONSIDERATION TO ADOPT A RESOLUTION ADOPTING THE UPDATED  
WOODS CROSS CITY GENERAL PLAN**

The Mayor gave the floor to the Community Development Director who noted the following for the City Council:

“During the last Council meeting, the Council requested more time to review the General Plan, particularly since the Planning Commission made a recommendation to allow higher density multi-family dwellings in infill areas. Included for the Council is the outlines the changes made by the Planning Commission.”

The Community Development Director went on to explain the following for the Council:

“Over the last several months, the city has been working with Landmark Design to study, analyze, and put together a General Plan update. A major emphasis of this update involves the future land use element of the plan. Numerous focus committee meetings, a public open house, and advisory committee meetings were involved in this process. Also, a survey was conducted to further gauge residents’ ideas and feelings for the future of the community.

“Over the last month, the Planning Commission has spent their last three Commission meetings reviewing the draft and making some modifications and fine tuning. As such, the Planning Commission has now recommended to the City Council adoption of the Woods Cross City



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General Plan Update 2018. The Planning Commission's proposed draft is dated December 12, 2018. This draft incorporates Planning Commission input and modifications that are somewhat different than the previous draft the City Council received dated November 7, 2018. Specifically, it should be noted that on pages 2-16 there was added a "Commercial Areas Carefully Transitioned into Residential Areas" to the Northwest Quadrant concepts and visions call-out box. Also, on page 2-19, there was some verbiage added about creating a diversity of residential types. Furthermore, on page 2-20, there was a rewrite of the "Design with Woods Cross in Mind" subsection which is now entitled "Encourage Well Designed In-fill Projects." This is the section where the Planning Commission made their major modification to the previous draft. The November 7<sup>th</sup> draft envisioned emphasizing or placing future multi-family as a component of development within the Northwest Quadrant of the community. Any in-fill of the existing residential core was going to be in the nature of small-lot, single family detached housing. The Planning Commission modified page 2-20 and re-entitled it "Encourage Well Designed In-fill Projects" that envision multi-family unit types suitable for Woods Cross given certain circumstance as in-fill in the existing residential core areas of the city. During the Planning Commission's last meeting a great deal of time and discussion was held on this modification. As such, the Planning Commission directed the staff and the consultant to modify this particular concept on page 2-20 as written.

"We have scheduled a public hearing for the City Council regarding this matter. In addition, we can also use this meeting as an opportunity to take any input or modifications or comments the City Council may have before formerly adopting the General Plan Update. We have included a resolution prepared by the City Attorney for adoption of the proposed General Plan Update."

The City Council discussed the in-fill possibilities and what is allowed currently and what they may like to see in the future. They discussed their concerns with putting in multi-family in certain areas in the city, with certain acreage.

Following their discussion, it was decided the Council would like to have a work session with the Planning Commission to further discuss the changes they might like to see made in regard to multi-family in-fill language and the development of the northwest quadrant and how it will be expressed in the General Plan update. It was also suggested that a representative from Landmark Design be at that meeting for the discussion.

The work meeting was scheduled for Monday, January 28 at 6:00 P.M.

Council Member Westergard made a motion to table this item until after the work meeting. Council Member Dayley seconded the motion and all voted for the motion through a roll call vote.

**SAFETY ACCOUNTABILITY REPORT**

The Mayor gave the floor to the City Administrator who noted the following for the City Council:

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“We had one incident in December where Jeremy Howey sustained a wrist injury during training. This is an OSHA reportable injury however, we were able to put him on light duty, so there as no lost time involved with his accident. December is the end of our first quarter of competition between the three teams. Team Chad is the winner for the first quarter of the competition.”

**OPEN SESSION**

The Mayor then opened the meeting to items from those present that they would like to bring before the City Council.

There were no items from the public present and the Mayor asked for items from the City Council.

Council Member Checketts said the new owners of the Cleverly property are advertising the home as three apartments but asked if this was an allowed use in this area. Mr. Stephens said that the use is permitted, explaining that in this residential area there are some older uses that might include some non-conforming uses.

Council Member Checketts asked when employees would be moving into the new city shops. It was noted they were currently moving in at this time.

There was also some discussion about what kind of chairs the city would like to purchase for the new multi-purpose room, with recommendations from some of the seniors.

Council Member Checketts also said there was a sound system problem at the recent Employee Appreciation Dinner, but it was noted the group that was at the dinner doing the entertaining was using their own sound system and it did not reach the very back of the room; the shop system will work much better.

Council Member Dayley said there were some alarms that have been going off at Holly refinery that have been concerning some of the neighbors. The Mayor said he would go over this in his fire district report.

Council Member Dayley said she would like to have a write up on some of the things presented at City Council meeting, like Council Kudos so the Council could have a little more information.

The Mayor said there is a lot of graffiti near CJ Auto and said he has had several complaints regarding it. The Mayor said he would talk to the police department and get them working on that problem.

**WASATCH INTEGRATED WASTE REPORT**

The Mayor gave the floor to Council Member Larrabee who noted the following regarding the Wasatch Integrated Waste District:

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He said they will be meeting tomorrow night since they have not met since the first part of November.

**MOSQUITO ABATEMENT REPORT**

The Mayor gave the floor to Council Member Terry who reported on the activities of the Mosquito Abatement District:

He said he had nothing new to report.

**PLANNING COMMISSION REPORT**

Council Member Terry continued with the floor and reported on the Planning Commission meeting held January 8, 2019. Please see the minutes of that meeting for the details of his report.

He did note that Mr. Curtis Poole was voted in as the new Chair for the Commission and Mr. Gary Sharp was voted in as the Vice Chair for the upcoming year.

**SOUTH DAVIS METRO FIRE AGENCY REPORT**

The Mayor noted that Mayor Lewis was put in as the new board Chairman for the fire district and Mr. Clark Wilson is the new Vice Chairman for the fire agency. He also noted the fire agency approved the purchase of a new brush truck.

He did say that Holly Refinery was having problems with their alarm system. He said they are trying to figure out what the problem is with the system and will hopefully be able to control the problem in the near future.

**SOUTH DAVIS RECREATION DISTRICT REPORT**

The Mayor noted the budget for the recreation district had been approved and some of the fees had increased. He noted that Ken Romney is the new chair for the recreation district.

The Mayor also noted that a participant at the recreation district had passed away of an aneurism. The fire district psychologists have been working with employees at the recreation center to mitigate the psychological trauma they have suffered because of this unfortunate incident.

**MAYOR'S REPORT**

The Mayor noted that Woods Cross City had been listed as one of the top fifty places to live in the United States according to USA Today. He said Woods Cross is definitely the greatest place to live.

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**CITY ADMINISTRATOR'S REPORT**

The City Administrator reported the following for the City Council:

**1. Strategic Planning Session**

“We need to schedule our Strategic Planning Session. Unless there are other suggestions, I suggest we use the same format as last year. I was pleased with Brian Muir and recommend using his services this year. We need to schedule a date that will work for us. It was noted they would meet on February 9<sup>th</sup>, 8:00 A.M.-1:00 P. M.

**2. Local Official's Day**

“Local Official's Day is scheduled for January 30, 2019. I have given to the Council an agenda for the day. We need to register prior to January 21<sup>st</sup> so if you will let me know if you are planning on attending, I will get you registered.

The City Administrator took down the names of those who would be participating in this day and said he would get them registered.

The City Administrator also said he would like to know who would be going to the League of Cities and Townes conference in April. The City Administrator also took down the names of those who would be attending and said he would make arrangements for hotels for the conference.

**3. Request for utility billing waiver by Lew Ison**

“Lew Ison is a disabled veteran and has requested we provide a waiver of his utility bills since he is a 100% disabled veteran. The County provides a waiver of his property tax because of his disability. I have given to the Council his letter making the request which includes a letter he received from the County approving his tax abatement. If the Council would like to grant his request, I can draft a resolution allowing for a waiver of utility billings for totally disabled veterans. They would need to provide a letter from the Veterans Administrator indicating they are 100% disabled. The impact on the City would be minimal since we would not have that many totally disabled veterans in the City.”

**CLOSED SESSION—PERSONNEL MATTER**

At 9:16 Council Member Westergard made a motion to go into closed session. Council Member Terry seconded the motion, and all voted for the motion through a roll call vote.

**MOTION TO COME BACK INTO OPEN SESSION**

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At 9:41 P.M. Council Member Westergard made a motion to go back into open session with Council Member Terry seconding the motion and all voted for the motion through a roll call vote.

**ADJOURNMENT**

There being no further business before the City Council, Council Member Terry made a motion to adjourn the meeting at 9:42 P.M. Council Member Checketts seconded the motion and all voted for the motion through a roll call vote.

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Rich Earnshaw, Mayor

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Annette Hanson, City Recorder