

**WOODS CROSS CITY COUNCIL MEETING  
MARCH 29, 2022**

The minutes of the Woods Cross City Council meeting held March 29 2022, at 6:30 P.M. at the Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah.

**CONDUCTING:** Ryan Westergard, Mayor

**COUNCIL MEMBERS PRESENT:**

Ryan Westergard, Mayor	Wally Larrabee
Jessica Kelemen	Gary Sharp*
Julie Checketts	Matt Terry
*Attended by Zoom	

**STAFF PRESENT:**

Bryce Haderlie, City Administrator	Sam Christiansen, Public Works Director
Jessica Sims, Assistant City Administrator	Chad Soffe, Chief of Police

**PUBLIC ATTENDANCE:**

Jim Grover	LaCee Bartholomew	Travis Timothy
Colby Green	Aaron Bateman	

**PRESENTATION OF JULY 2022 INSURANCE RENEWAL DISCUSSION**

Health Insurance

The Mayor turned to floor over to the City Administrator who shared that the city's current insurance plan with PEHP is a split between a high-deductible health plan (HDHP) with a Health Savings Account (HSA) and a Traditional plan. Out of 35 employees, 10 utilize the Traditional plan and the rest are on the HDHP. The annual cost of health insurance for the city is \$602,394. The initial proposal from PEHP for PY 2023 included an 4.8% increase, equating to an increase of \$28,913 for \$631,307 annually.

City Administration had asked Global Benefits Solutions (GBS), the insurance broker, to pursue additional options. GBS was able to negotiate with PEHP to drop to 3.8% for the renewal of the same plan and provide a variety of proposals that mostly required higher deductibles (currently \$750 single/\$1,500 family) and higher out of pocket maximums (currently \$5,000/\$10,000 Traditional and \$3,000/\$6,000 HDHP). GBS also reported that if all Woods Cross City employees were to elect to go to a HDHP plan, PEHP is willing to reduce the premium increase from the initial quote of 4.8% to .73%.

City Administration has started conversations with staff to understand specific concerns and to provide education and information to empower employees to understand HDHP and make informed decisions. The city will be teaming with GBS to meet with individuals, answer their questions, and provide independent screenings to help each evaluate the particulars of their own situation should they switch to the HDHP. It is hoped that these sessions will help eliminate the fear of the unknown and allow employees to feel confident in their health care options.

Council Member Checketts shared a concern that for some employees the HDHP would not be the best option.

The City Administrator shared that unlike Traditional plans or Cafeteria plans, the money that an employee invests remains theirs to keep for the future. Data shows that out of 75 scenarios created for single, two party

and family users and a mix of the healthiest to the sickest, only 6 (or 8%) of them would have been financially better using a Traditional insurance plan over the HDHP.

The City Administrator and the Mayor both shared that they and their families had participated in HDHP plans for many years and would never return to a traditional plan.

Councilman Terry said he felt that while the city certainly cares about individual needs, the decision must be made as to what option is best for the city as a whole.

In summary, the annual premiums would be as follows:

Carrier	Plan	Annual Premium	Annual Increase
PEHP	Trad/HDHP Current Plan	\$602,294	
PEHP	Trad/HDHP Renewal 4.8%	\$631,307	\$28,913
PEHP	Trad/HDHP Renewal 3.8%	\$625,283	\$22,889
PEHP	HDHP Only Renewal .73%	\$606,806	\$ 4,412

#### Dental Insurance

Dental premiums will go down by -0.44% or \$162 reduction in annual premiums. The city pays these premiums.

#### Vision Insurance

Vision insurance is paid only by the employees and will go up 0.62% or an \$18 increase to the annual premium.

#### Basic Life, AD&D, and Dependent Life

Rates will go down for the supplemental life premiums also and are banded for age groups. Employees pay 100% of these premiums.

The City Administrator shared with the Mayor and Council that for budgeting purposes, the city would budget for a 3.8% increase in the city health insurance rates with the hope that with education and individual information sessions with employees, the city could be able to move to full HDHP participation and the much greater savings/lower rates.

### **PRESENTATION OF PROPOSED SALARY TABLES AND COST OF LIVING ADJUSTMENT (COLA)**

The City Administrator continued with the floor to review the results of a recent salary and wage study conducted Mike Swallow of Personnel Systems & Services.

The City Administrator explained wages and steps/grades for the Woods Cross City employees. After the compensation survey was completed, another step was added to the previous 11-step plan to establish a 12th step. As presented, the plan allows for an 6% increase up to the 6th year of employment, then moves to an increase of 5%, followed by 4%. This practice is utilized to compensate and incentivize lower paid employees who are in the early years of the learning curve and was suggested by the Swallow Group. It is meant to help those greener, lower paid employees to become more invested. The City Administrator reported that he had used this practice in other organizations with a good deal of success.

The City Administrator explained the pay scale in relation to promotions. If an employee receives a promotion, they will also receive an increase of pay of no less than 5%. At the time of promotion, the scale will be evaluated, and the promoted employee will be placed at the step that is closest to a 5% increase.

The Council discussed considering a small longevity bonus that could be in place for employees who have reached the top of their scale who continue to meet position objectives and have positive annual evaluations.

Council Member Checketts inquired if officers who were training and/or working grave shifts were being compensated. The Assistant City Administrator shared that Police personnel receive increased pay of \$1 per hour for serving as a Field Training Officer (FTO) and those working grave shift receive \$.75 per hour differential pay. Currently field training is covered by sergeants or master police officers and that this responsibility is part of their job descriptions.

Council Members Terry and Checketts asked that as the city reviews benefits and wages, that they consider a policy to allow a limited vacation buy-out (not more than 40 hours) for the employees who exceed the 240 end-of-year carry over limit. The Assistant City Administrator reported that there were less than 10 employees who received letters regarding using or losing. Currently the city has a very liberal practice where vacation overage hours are concerned, allowing employees an additional three months (until March 31) for the employee to use hours before they are faced with losing any vacation hours that were in excess of 240 at the end of the year.

Council Member Kelemen asked how adjustments to salaries and wages would be funded. The City Administrator shared that as the Mayor and Council considers wages/compensation and potential adjustments, they should be aware that:

“The OTG Woods Crossing reimbursement for sales tax averages about \$100,000 annually and will have a final payment in June 2022; this will allow approximately \$100,000 additional to the FY23 budget starting in June 2023. The FY 2022 Sales Tax as of March 2021 is \$3,218,391 or 89% of the budget. Year-to-Date the sales tax is up 15.7% over 2021. If this trend continues, sales tax is projected to come in at \$600,000 - \$700,000.”

### **PUBLIC COMMENT**

Prior to moving to a closed session, public attendees were invited to address the Council.

LaCee Bartholomew, Community Events Coordinator came forward. Before hearing her comments, the Mayor and Council thanked her for her contributions in putting together and pulling off a very successful employee appreciation dinner the previous week. LaCee then addressed the Council to express concern regarding the accuracy of the audit of her job description and compensation, particularly considering the breadth of her position, her education and experience.

The mayor said that these concerns are, and will continue to be, taken into consideration with her position and all positions. He reiterated Council appreciation for LaCee and the terrific job she is doing. He invited her to be patient and see where things come out. He further recommended that if she still has concerns after the Council acts on salaries and wages, she could come back and talk to her supervisor and the City Administrator.

Police Chief Chad Soffe addressed Council to share that he and his officers appreciate the Council and their support during an interesting time with increasing competition for attracting and retaining officers. He also shared that he felt the FTO rate should be evaluated to assure it is comparable to the level of responsibility.

Officer Aaron Bateman then addressed Council and thanked them for their consideration and support of the Police Department and its employees.

Officer Green also thanked Mayor and City Council for their support. He asked if officers would be promoted immediately upon meeting the time required for eligibility or if there would be a delay. The City Administrator responded that after an in-depth review with the Assistant City Administrator and the Police Chief, it had been determined that when officers meet time requirements for eligibility, information will be gathered and compiled in a promotion report. Promotions will be considered and occur twice a year. Review periods are tentatively scheduled for April and October of each year. This twice a year process will help assure accuracy and efficiency, as well as provide information pertinent to creating and managing the city budget.

Officer Green then asked if there was a minimum of time an officer must serve in each rank before being eligible for advancement. The City Administrator recommended reviewing the new job descriptions that Chief Soffe had provided to every officer, saying every effort had been made to incorporate changes that evaluate both education and years of service/experience in a fair and equitable way. If any officer has questions, they are encouraged to talk to the Police Chief or the Assistant City Administrator for clarification of their individual situation.

At 8:20 pm, following the public comment, Council Member Terry made the motion for Council to move into a closed session. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

At 11:40 pm Council Member Terry made a motion to return to open session. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

Council Member Checketts made the motion to amend specific wages per the 2022 salary survey as discussed and outlined by Staff. Council Member Kelemen seconded the motion, and all voted in favor of the motion through roll call vote.

At 11:42 pm Council Member Terry made the motion to adjourn. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

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Jessica Sims, Deputy Recorder

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Ryan Westergard, Mayor