

**WOODS CROSS CITY COUNCIL MEETING
JANUARY 4, 2022**

The minutes of the Woods Cross City Council meeting held January 4, 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
Julie Checketts	Gary Sharp
Jessica Kelemen *Attended Remotely	Matt Terry

STAFF PRESENT:

Bryce Haderlie, City Administrator	Annette Hanson, City Recorder
LaCee Bartholomew, Community Services Coordinator	Cyndi Smith, Court Admin.
Tim Stephens, Community Development	Liz Redford, Public Works
Jessica Sims, Assistant City Administrator	Johnny Filler, Public Works
Sam Christensen, Public Works Director	Chad Soffe, Chief of Police

PUBLIC ATTENDANCE:

LeGrande Blackley	Emily Westergard	Dennis Padilla
Darren	Ashley Westergard	Jennifer Dennis
Lisa Dean	Brianna Westergard	Jill Sharp
Debbie Young	Dean Smith	Ray Westergard
Mason Dean	Donald Dean	Louise Westergard
Marley Ferrin	Katie Bello	Rhonda Perkes
Jaron Bodell	Jon Bello	Rick Earnshaw
Joseph Rupp	Eric Bello	Susie Earnshaw
Katelyn Westergard	Lisa Sharp	Heidi Padilla
DeAnn Westergard		

INVOCATION: Wally Larrabee

PLEDGE OF ALLEGIANCE: Rick Earnshaw

SWEARING IN OF MAYOR AND COUNCIL MEMBERS

The City Recorder was then asked to swear in the new Mayor, Ryan Westergard. She administered the Oath of Office to him. The City Council and those in attendance congratulated Mayor Westergard on his new office.

The City Recorder then administered the Oath of Office to new City Council members, Jessica Kelemen and Gary Sharp. The Mayor, City Council and the public in attendance congratulated them in their new appointments.

The Mayor then noted that he and the Council had a presentation for outgoing Mayor, Rick Earnshaw. Mayor Earnshaw was presented with a flag that had flown the last day Mayor Earnshaw had served in office. Mayor Westergard said he and the Council wanted Mayor Earnshaw to have this flag in thanks for his 28 years of dedication to the City of Wood Cross.

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All those in attendance thanked Mayor Earnshaw for his service to the community. Mayor Earnshaw thanked everyone for their support and the gift of the flag meant a lot to him. Mayor Westergard and the Council also thanked Susie Earnshaw for all of her support of Mayor Earnshaw over his many years of service and for her contributions helping him with the many city events over the years.

Mayor Westergard also welcomed Council Member Sharp and Council Member Kelemen to the City Council and said he is looking forward to working with them and they will be a great addition to the City Council.

COUNCIL KUDOS

The Mayor gave the floor to Council Member Checketts who noted there were several employees who had been nominated for Council Kudos for this month.

Liz Redford was nominated by LaCee Bartholomew who said Liz is great to work with and she had done a great job with going the extra mile with the fireplace and Santa chair at the tree lighting event that was recently held for Christmas as well as with all of her help with the Mayor and Council farewell party. LaCee said Liz is one of the best.

Cyndi Coomer-Smith, who serves as the court administrator for the city, was nominated by Council Member Checketts who said she had the opportunity to sit with Cyndi during court recently. Council Member Checketts said it was very organized and Cyndi had put in a lot of preparation time for court so that it runs smoothly. Council Member Checketts said she did a great job running the court.

Annette Hanson, who serves as the City Recorder, was nominated by Bryce. Bryce said Annette does a great job at putting together the Council packets each time. He said she goes to extra effort in going above and beyond in making sure the city's work looks professional. He said she has an eye for detail, and he appreciates all she does for the city.

Each person recognized was presented with a gift card of their choice in appreciation for all their efforts in helping the city to run smoothly.

CONSIDERATION TO APPROVE MINUTES

The Mayor called for the consideration to approve the minutes for December 21, 2021.

Council Member Terry made a motion to approve the minutes for the City Council meeting held December 21, 2021. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

RATIFY CASH DISBURSEMENTS

The Mayor then called for the ratification of the cash disbursements for the time period of 12/17/21-12/30/21.

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Council Member Sharp made a motion to ratify the cash disbursements for the time period of 12/17/21-12/30/21. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

NOMINATIONS TO PLANNING COMMISSION

The Mayor noted he had not had a chance to speak with any potential Planning Commission members at this time. He said he would like to table this item for a future meeting.

Council Member Terry made a motion to table this item for a future meeting. Council Member Sharp seconded the motion, and all voted in favor of the motion through a roll call vote.

PUBLIC COMMENT

Ms. Rhonda Perks addressed the Council and said she was at tonight's meeting representing Congressman Stewart's office and wanted to support the swearing in of the new Mayor and City Council members. She congratulated them on their new appointments. She also said Congressman Stewart's office has now been located in Bountiful and they would welcome a visit from the Council at any time. She said Congressman Stewart and his office wanted to make sure the Mayor and Council knew they feel a deep responsibility for their constituents, and they are always there to help with any federal issue they may need. She said Woods Cross does a great job at taking care of things but if there is ever a need for help, they are available.

There were no further public comments at this time.

YOUTH CITY COUNCIL REPORT

Youth Mayor Eldon Judd reported on the activities of the Youth City Council; in December, the Youth City Council shopped for the Angel Tree families, they also helped with the set up of Santa Coming to Town. A Leadership Conference is scheduled with breakfast with a speaker and team building. The Mayor and Council will be cooking.

The Mayor and Council thanked the Youth City Council for the great job they continue to do for the community.

COMMUNITY OF PROMISE REPORT

Ms. LaCee Bartholomew reported on the activities and successes of the Community of Promise. The Christmas tree lighting activity was an immense success. She also noted that Zumba had been immensely popular with as many as 20 people attending.

She said they are working on sponsoring Becoming a Healthy Community and working with the Prevention Coalition for Woods Cross as well.

The Mayor and Council thanked Ms. Bartholomew for all her hard work and the great job she is doing for Woods Cross City.

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PUBLIC WORKS REPORT

The Mayor gave the floor to the Public Works Director who noted work going on for the 800 West waterline project and that the intersection at 800 West and 1500 South would be closed so they could work on the project Saturday and Sunday. Additionally, the Public Works Director also reported on the following to the City Council:

WATER/STORM WATER

- After Hours callouts December – 7
- Water Leaks repaired December – 2
- Blue stakes tickets December -216 (50 % increase)
- Storm Water Inspections/Plan reviews December – 18
- Google Permits review - 1
- Waterline Inspections
- Water tie-overs on 800 W Completed (22 total)
- Allied Started Construction on 800 W

STREETS

- Plow Truck Repairs
- Road Patches/Potholes
- Google
 - Install started in Cloverdale and Field Crest Neighborhoods
 - Google to start West of Redwood in January
- December Snowplow Mobilizations (as of Dec 27): 5
 - Total man hours 72 Hours
 - Miles Plowed - 519
 - Salt Used - 107 tons

PARKS

- Snow removal
- Order Playgrounds for Town Center, Morningside and Turn around parks
- Equipment Maintenance
- Building Maintenance
- Plan 2022 Parks Maintenance Schedule

2022 CLEAN-UP SCHEDULE

- Chipping requests – 2nd Monday of every month March through November
- 2nd Saturday Cleanup - March 12, May 14, June 11, July 9, August 13, September 10, and November 12
- Day of Service September 10?
- Spring and Fall Cleanup at the Public Works Facility
- April 11 – 16, October 3 – 8
- Green Waste taken Directly to Bountiful Landfill. Free to residents the week of clean up only (city pays the dumping fees)
- Monday – Thurs 4 – 8PM Friday and Saturday 9AM to 6 PM

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CONSTRUCTION COSTS

The Current Market is volatile, and we are seeing price changes in materials and labor for all areas of Public Works in 2021. Many of these increases have been seen by everyday items by residents and businesses. Some of the items we have seen are:

- Fertilizer, chemicals, and seed costs to increase (prices up 75-100% over 2020 costs)
- Concrete and Asphalt costs rose considerably due to increased labor costs. Contractors will not bid small projects
- Large Capital Improvement projects are seeing bids come in as much as 30-45 % over engineer estimates.
- Waterline parts will continue to see shortages into 2023

PUBLIC WORKS ADMINISTRATIVE

Projects:

- 800 W and 1500 S Traffic Light funded, in engineering phase
- 1100 W 3rd quarter funded road widening from 1733 S to 1750 S in design
- Google
- Construction in Cloverdale and Field Crest neighborhoods Finish in January
- Permit approved for Valentine, Mountain View and Shamrock Neighborhoods (HOAs to be contacted by Google) Start in January
- Hogan Park Remodel – 60% design done.
- Funding Options • Mills Park Trail Overlay and 1500 S Trail Crossing Project
- Concrete complete, waiting on landscaping repair and Signage
- Streets/Water Projects
- Overlays on Sorrento, 1500 S, 625, 750 S and 850 S
- Asphalt Complete, Concrete in progress
- 1500 S and 1200 W Water Line Project (ARPA funded)
- 1500 s and 800 W Intersection closed January 8 – 9 to install water line

In the Works:

- Development Review Committee
- Fleet Replacement Program Update
- Grant Applications
- COG Grant Awarded for 1100 W North Project \$1.25 Million
- Elements work orders and Asset set up
- Go live in January
- Bid for Licensing and Recreation
- ARPA Funding Project planning
- Redwood Road Techite
- 800 W Street Rebuild 770 S to 1500 S in design
- Weber Basin Project out to bid
- Road Repair will start July 2022
- Parking and Pickleball options at Mills, contact property owner (on hold)

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The Council asked if winter parking ticket had been issued to owners with cars parked on the streets before the upcoming storm. Chief Soffe said warnings and citations had been issued. There was also discussion on a graduated fee schedule for those who are repeat offenders.

The Mayor noted he had received an email from a resident who had gotten a winter parking tickets outside of the hours of restricted parking stated in the city’s ordinance and that there were others who had also received these tickets in error. The Mayor asked if there was a blanket action to remove the tickets that were given in error. Chief Soffe said once tickets are in the system there was not a way to dismiss them. The Mayor asked if the city’s prosecutor could reach out to the residents and work with them to get the tickets given in error taken care of expeditiously. Chief Soffe said he would work with the prosecutor to reach out to those residents.

The Mayor and Council thanked the Public Works Director and his staff for all their good work.

CITY ADMINISTRATOR’S REPORT/ACTION ITEM REPORT

1. The Mayor gave the floor to the City Administrator who reported the following:
2. P-Cards. Purchase cards have been approved by the bank and will be issued soon. A purchasing policy is being created.
3. 1960 S Special Assessment Area. Staff is focusing on legal matters relating to the project.
4. Property Purchase. Appraisals, Surveys, and evaluations have been submitted. Survey work is to be completed by January 3, 2022. Tim and Greg have created plans for future amenities.
5. Documents for opioid settlement as approved by Council on 12-21-21 have been submitted.
6. Wage Survey. Jessica is finishing revising job descriptions with the contractor as they begin compiling data. Completion date of the report is still to be determined.

ACTION ITEM REPORT

Date	Item	Assigned to	Status
10/19/21	Negotiation on property purchase authorized by Council	Bryce Haderlie	Appraisals, surveys, etc. underway with anticipated closing on Dec. 30, 21
10/5/21	Include mow strip provisions in zoning ordinance	Tim Stephens	Tim indicated that these provisions are included in the new zoning ordinance
9/15/20	Welcome packet to include Emergency Information	Bryce Haderlie	Working with Sam to get information to Cindee for the packet
10/6/20	Review streetlights in Argyle Acres	Sam Christiansen	Lights are being installed
1/19/21	Have attorney provide legal remedies for drug houses	Bryce Haderlie	Will continue to review in the next couple of weeks

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3/12/21	Work with UDOT to widen Redwood Road	Bryce Haderlie	UDOT has committed to revise summer of 2022
7/6/21	Evaluate Construction of garage at 1559 South 580 West	Tim Stephens	Tim is working with the Prosecutor to stop work and prosecute as needed.
7/6/21	Review zoning ordinance requirements for home occupancy.	Tim Stephens	Will review ordinances to see if changes can be made.
9/7/21	Monitor Airport on Airport improvements for Jets	Bryce Haderlie	They have laid down the asphalt at the ends of the runway

CONSIDERATION TO APPROVE RESOLUTION UPDATING THE STORM WATER MANAGEMENT PLAN

The Mayor gave the floor to the Public Works Director who noted the following:

“In 2021 the Utah Division of Water Quality (DWQ) required all Municipal Separate Storm Sewer Systems (MS4s) to update their Storm Water Management Plans (SWMPs) to reflect changes in the Environmental Protection Agency’s (EPA) rules for Storm Water Runoff. Part of the required changes is implementing Low Impact Development (LID). LID is the practice of stormwater management during development that mimics the natural processes using infiltration, evapotranspiration, or Stormwater to protect water quality and associated aquatic habitat. The other change was the calculation of development property retainage from the 90th percentile to 80th percentile rainstorms. This retainage is the required amount of water received from rain/snow that must stay on the property before entering the City’s Storm Water System.

“The City has already been implementing the new regulations. Therefore, this resolution formally adopts the updated controls and measures the DWQ required for Stormwater management for MS4s.

“City Code 16-010-080 allows for the City SWMP to “be amended from time to time”. We recommend the City Council approve Resolution 2022-752, updating the Woods Cross City Storm Water Management Plan.”

Following the information given, Council Member Terry made a motion to approve resolution 2022-752, a resolution updating the Storm Water Management Plan. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

CONSIDERATION TO APPROVE RESOLUTION UPDATING THE FIELD USE AGREEMENT

The Public Works Director continued with the floor and noted the following for the City Council:

“Based on our discussion in Council meeting on December 21st, we have made changes to the field use agreement. These changes clarify roles of Employees and add other athletic fields, pickle ball courts, to be reserved. The leagues will also agree to pay the costs of portable restroom charges for use when the restrooms are closed due to weather. The changes include:

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Section 2-Application Requirements:

- (a) Requests to be submitted to the Community Service Coordinator instead of the Parks Superintendent.

Park Athletic Fields:

- Addition of Pickleball courts as a reservable option.
- (3) Omission of contact extension and hours for Public Works and directed to the Cities main line.

Section 6 Notices:

- (a) Change Parks Superintendent to Community Service Coordinator as main point of contact.
- (h) “No Exceptions” added to the requirement of payment before scheduled games take place.
- (j) Clarification of responsibility of leagues to provide restrooms during shoulder season.

Appendix B:

- (15) Addition of deadline for calling games due to weather to 12PM of the same day.
- (27) Replace Parks Superintendent with Community Services Coordinator.

New Additions:

- Appendix C- Fees and Charges for field and court rentals
- Increasing the hourly rate for field rental from \$5 per hour to \$10

“We recommend the City Council approve, by resolution 2022-753 the 2022 Field Use Agreement. The updated fees will be approved in a separate resolution in this meeting.”

There was discussion if there would be specific dates listed when the restrooms would be open.

There was also discussion on how many pickleball courts would be able to be reserved at one time. The Mayor noted he would like to make sure there were some courts that would not be reservable so the public could still be use some of the courts.

The Community Services Coordinator said the court rentals would match what the pavilion rental hours (pickleball courts are only reservable with the reservation of the pavilions at the city parks) Reservations are in 4-hour blocks or a full day. Not all the courts can be reserved, so there will still be open courts for the public to use. There was also discussion on posting signs when the pickleball courts are reserved so people are aware.

There was also discussion on the parks and the availability of the fields to organizations that would like to reserve the fields. There are many organizations who were interested in using the fields. Discussion ensued on who might reserve the fields and who should be given priority in using the fields. The city will have top priority for reservation and usage of the fields within the city.

Following the information and discussion, Council Member Checketts made a motion to approve resolution 2022-753, with the amendment of the cost for renting the pickleball courts to \$450 for

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three courts for four hours and removing all fees from the field use agreement and instead, referencing the city’s fee schedule for field use fees. Council Member Sharp seconded the motion, and all voted in favor of the motion through a roll call vote.

CONSIDERATION TO APPROVE RESOLUTION UPDATING CONSOLIDATED FEE SCHEDULE REGARDING FIELD USE FEES

The Public Works Director noted this resolution was approving the updating of the fee schedule to match the reservations referenced in the Field Use Agreement. The changes involve a minor change of hours noted above and adding a deposit onto the building rentals to cover rooms that are left uncleaned after use this past year.

The Public Works Director noted the following for the Council:

“We are recommending the following changes to the Consolidated Fee Schedule:

Athletic Field/Court Use

Charge for Fields usage (1 Hour block)	\$10.00
Annual Reservation / Special Use Fee	\$300.00
Annual Reservation for Recreation District or Davis School District	\$150.00

Rental of Portable Bathroom Facilities during shoulder season - City will rent facilities at state contracted rate – will be divided by leagues/districts using each park and will be billed during the month of use.

Pickleball Courts (6 Courts – 3 hours)	\$450
Must be rented in conjunction with an active pavilion rental and subject to pavilion rental rates as well.	

Pavilion Rental

4 Hour Block	
Resident	\$50.00 Resident
(Non-Profit)	\$25.00
Non-Resident	\$100.00 Deposit
	\$50.00
All Day Rental	
Resident	\$100.00
Resident (Non-Profit)	\$50.00
Non-Resident	\$200.00 Deposit
	\$50.00

CITY HALL MULTIPURPOSE ROOM RENTAL

GOVERNMENT ORGANIZATIONS	N/C
COMMUNITY OF PROMISE ORGANIZATIONS	N/C

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WOODS CROSS CITY ELECTED OFFICIALS & EMPLOYEES

Rent (3 hours maximum per week)	N/C
Rent (per hour above the 3 hours maximum)	\$15.00
Cleaning Deposit (refundable)	\$250.00

LONG TERM RENTAL

Rent- 2 Nights (Monday, Wednesday, or Thursday) per Month (5:30 – 9:30 pm)	\$50.00
Cleaning Deposit (refundable)	\$250.00

RESIDENTS

Rent (3 hours)	\$50.00
Rent (per hour after 3 hours)	\$15.00 Cleaning
Deposit (refundable)	\$250.00

NON-RESIDENTS

Rent (3 hours)	\$100.00
Rent (per hour after 3 hours)	\$30.00 Cleaning
Deposit (refundable)	\$250.00

CITY SHOPS MULTIPURPOSE ROOM

WOODS CROSS CITY ELECTED OFFICIALS & EMPLOYEES

Rent (3 hours maximum per week)	\$250.00
Rent (per hour above the 3 hours maximum)	\$75.00
Cleaning Deposit (refundable)	\$500.00

RESIDENTS

Rent (3 hours)	\$250.00
Rent (per hour after 3 hours)	\$75.00 Cleaning
Deposit (refundable)	\$500.00
After Business Hours Security Fee (per hour)	\$35.00

NON-RESIDENTS

Rent (3 hours)	\$500.00
Rent (per hour after 3 hours)	\$150.00
Cleaning Deposit (refundable)	\$500.00
After Business Hours Security Fee (per hour)	\$35.00

Following the information given Council Member Larrabee made a motion to approve resolution 2022-754, a resolution updating the consolidated Fee Schedule Regarding Field Use Fees. Council Member Terry seconded the motion, and all voted in favor of the motion through a roll call vote.

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CONSIDERATION TO APPROVE AMENDMENT OF INTERLOCAL COOPERATION AGREEMENT FOR ANIMAL SERVICES

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

“The Animal Care of Davis County has given to the Council a letter and resolution requesting approval for the 2022 budget. The City budgeted \$41,000 in the FY 2022 budget and the Animal Care is requesting \$45,276.10 for FY 2023 for a 10.4% increase over last year.”

Following the information given, Council Member Larrabee made a motion to approve the amendment to the Interlocal Cooperation Agreement for Animal Services. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

STRATEGIC PLANNING

The Assistant City Administrator noted she would like to find a format and a date for the strategic planning session. After discussion, February 25 & 26 were selected as the dates for the Strategic Planning Retreat dates and the event will be held at the Trust.

The Mayor requested a joint work session be held with the Council and the Planning Commission after the Strategic Planning session has been completed.

COUNCIL QUESTIONS/DIRECTIONS TO CITY ADMINISTRATOR/STAFF

Council Member Larrabee said he had been working with the Davis Helps Coalition on issues facing youth and families. He requested support for these organizations to allow vinyl banners to be allowed on fences in parks, as well as permanent placards that would be placed in park restrooms, to advocating for ending underage drinking. The Council said they would like to support this effort and the Community Services Coordinator should be the point person for this effort for the City.

Council Member Checketts said there were two traffic light sensors that are not working and need adjustments. She said one light sensor is located on 500 S 600 W eastbound and the other is located on 1500 S and Highway 89 east/west bound. The Public Works Director suggested reporting on UDOT’s portal at <https://www.udot.utah.gov/connect/public/contact-udot/>

Council Member Checketts also noted that former Woods Cross Police Chief Butler had passed Away recently and she commended the Woods Cross Police Department for providing the honor guard for his service.

MAYOR’S REPORT

The Mayor said he had nothing further to report.

MOTION TO GO INTO CLOSED SESSION

At 8:22 P.M. Council Member Checketts made a motion to move into closed session. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

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MOTION TO RETURN TO OPEN SESSION

At 9:45 P.M. Council Member Terry made a motion to return to open session with Council Member Larrabee seconding the motion and all voted in favor of the motion through a roll call vote.

ADJOURNMENT

There being no further business before the City Council, Council Member Larrabee made a motion to adjourn the meeting at 9:46 P.M. with Council Member Sharp seconding the motion and all voted in favor of the motion through a roll call vote.

Ryan Westergard, Mayor

Annette Hanson, City Recorder

Approved by Council 1/18/22