

**WOODS CROSS CITY COUNCIL MEETING  
MARCH 15, 2022**

**CONDUCTING:**

Ryan Westergard, Mayor

**COUNCIL MEMBERS PRESENT:**

Ryan Westergard, Mayor  
Jessica Kelemen

Wally Larrabee  
Gary Sharp\*  
Matt Terry

\*Entered the meeting as noted in the minutes

**COUNCIL MEMBERS EXCUSED:**

Julie Checketts

**STAFF PRESENT:**

Bryce Haderlie, City Administrator  
Jessica Sims, Assistant City Administrator  
Sam Christensen, Public Works Director  
LaCee Bartholomew, Community Services Coordinator

Annette Hanson, City Recorder  
Chad Soffe, Chief of Police

**PUBLIC ATTENDANCE:**

LeGrande Blackley  
Jenna Meyers  
Zoe Hill

Andrew Noorlander  
Jamie Blundell  
Rachel Kjelgaard

Don Schrader  
John Atherley

**INVOCATION:**

Wally Larrabee

**PLEDGE:**

Matt Terry

**SWEARING IN OF OFFICER BREANNA HILL**

The Mayor noted Officer Breanna Hill was a new officer to Woods Cross City and would be sworn in at tonight's meeting. The City Recorder administered the Oath of Office, and everyone congratulated Officer Hill on her appointment to the Woods Cross Police Department.

**CONSIDERATION TO APPROVE MINUTES**

Mayor Westergard called for the review of the minutes for the City Council meetings held February 15, 2022, February 25, 2022, and February 26, 2022.

Council Member Larrabee made a motion to approve the minutes as written with Council Member Terry seconding the motion and all voted in favor of the motion through a roll call vote.

**FINANCIAL REPORT**

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

**RATIFY CASH DISBURSEMENTS**

The Mayor called for the ratification of the cash disbursement for the time period of 2/15/22-3/9/22.

Council Member Terry made a motion to ratify the cash disbursement as noted above with Council Member Kelemen seconding the motion and all voted in favor of the motion through a roll call vote.

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Commissioner Sharp entered the meeting.

**HOGAN PARK DISCUSSION**

The Mayor noted he would like to move up this discussion on the agenda. Ms. Jenna Meyers from JUB was introduced to the Council by the Mayor. She went over the plans for Hogan Park and outlined items for the park and the projected costs of the park upgrade.

Public Works Director noted that with the purchase of the DeLuna property, they have slowed the design of the Hogan Park remodel. He said that currently plans are at the 60% point where input from the City Council is needed to finish the design and put together plans for bidding at a future date. He noted some of the changes that had occurred from the last discussion in October were:

- Memorial Plaza area and 3D renderings
  - Additional Spaces for Plaques
  - Benches and reflection area
  - Drought Tolerant Planting
  - Retain large trees and plant replacement trees
- Floor Plans and Elevations of the Serving Area and Restrooms
  - Added cabinets for storage
  - Additional Cooking class seating
  - Exterior Design match Amphitheater
- Floor Plans and Elevations of the Amphitheatre
  - Change layout and design to reduce cost
  - Handicap ramps
  - Better layout for stage area

The Public Works Director noted he had given to the Council the drawings for the project as well as the 60% Opinion of Probable Cost summary. The Council asked questions on some of the plans. The Council liked the design of the park and look forward to seeing the project move forward when the budget allows.

**PUBLIC COMMENT**

The Mayor then opened the meeting to items from those present that they would like to bring before the Council. There were no public comments at this time and the Mayor closed the public comment period.

**COMMUNITY OF PROMISE REPORT**

The Community Services Coordinator reported on the Community of Promise activities as follows:

Youth City Council: Conference at USU this month. Working to fill eggs for the easter activity.

Recreation: Plans and details are moving ahead.

Summer Literacy: June 10 – Mills Park – Communities that Care - Social Emotional Focused  
June 17 – Mills Park - Books are an Ocean of Possibilities – DC Library  
July 15 – Hogan Park – All Across the Globe - Jeon's World of Martial Arts  
July 29 – Hogan Park – Krysten Crow - Author's in Training

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Book Club: April 21 at 7:00 PM at City Hall. The book is The Great Alone by Kristin Hannah

RAD: Classes will be held during summer recreation; they are looking at some additional classes this spring.

ZUMBA: They would like to add a second class each month and move to the public works building. There was discussion and it was decided to leave ZUMBA at city hall for now.

Prevention Coalition: They are sponsoring a virtual Book Club. Ten people have signed up so far. Books are available at city hall.

Easter: The Easter Egg Hunt will be at Hogan Park with a back up plan for inclement weather.

Memorial Day: They will be meeting March 23 at 6:00 P.M. in the multi-purpose room at city hall.

**PUBLIC WORKS REPORT**

The Mayor gave the floor to the Public Works Director who reported the following to the City Council:

**WATER/STORM WATER**

- After hours callouts February-10
- Water Leaks February-4 (2 not ours)
- Blue Stakes tickets February—213
- Storm Water Inspections/Plan reviews February—18
- Waterline Inspections—25
- 1500 S and 1200 W Waterline Inspections
- JayDee at Rural Water Conference

**STREETS**

- Tree Trimming in Mountain View and Valentine
- Road Patches/Potholes
- GIS Signs
- Google
  - Install near completion on the 2 permits
- February Snowplow Mobilizations: 4
  - Miles—190
  - Tons of salt—40 Tons

**PARKS**

- Snow Removal
- Equipment Maintenance
- Building Maintenance
- GIS Parks Trees
- Plan 2022 Parks Maintenance Schedule

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- Box for hauling Soft Fall (Wood Chips)

WEBER BASIN WATER REPORT

- Reservoirs are extremely low from las year
- Final restrictions may change based on weather
- Water Drought Proclamation
- Emergency Water Rates
- Athletic Field Use

PUBLIC WORKS ADMINISTRATIVE

Projects

- 800 W and 1500 S Traffic Light funded, in the engineering phase
- 1100 W 3<sup>rd</sup> quarter funded road widening from 1733 S to 1750 S in design
- Google
  - Construction in Cloverdale and Field Crest neighborhoods 100% installed. Landscape repairs are left.
  - Construction started in the Valentine, Mountain View, and Shamrock Neighborhoods 80% installed (HOA's have been contacted by Google)
- Hogan Park Remodel—60% design done
  - Funding Options (delay do to DeLuna Purchase)
- Mills Park Trail Overlay and 1500 S Trail Crossing Project
  - Concrete complete, landscape repair in progress
- Streets/Water Projects
  - Overlays on Sorrento, 1500 S, 625, 750 S, and 850 S
    - Asphalt complete, concrete quality issues and repairs waiting on asphalt plants
- 1500 S and 1200 W Water Line Project (ARPA funded)
  - Waterline work on 1500 S is scheduled to be finished March 10
  - 1200 W is started, changes due to sewer depths
  - Final asphalt repairs end March

IN THE WORKS

- Development Review Committee
- Fleet Replacement Program Update
- Grant Applications
- COG Grant Awarded for 1100 W North Project \$1.25 million. Design and ROW planning to start summer 2022
- Elements work orders and Asset set up
  - Go live Feb 28
  - Building permits/Citizen Connect Portal
  - Bid for business licensing and recreation
- ARPA Funding Project planning
  - Redwood Road Techite
- 800 W Street Rebuild 770 S to 1500 S in design
  - Bid out in April

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- Parking and Pickleball options at Mills (funding)

**POLICE REPORT**

The Chief of Police reported on the activities of the police department as follows:

**DISPATCHED CALLS**

<u>2022</u>	<u>2021</u>	<u>YEARLY</u>
Jan—761	Jan--704	2021—9,106
Feb—794	Feb—674	2020—10,473
March—	March—796	2019—11,368
April—	April—821	2018—11,600
May—	May—854	2017—11,411
June—	June—700	2016—12,393
July—	July—775	2015—12,819
Aug—	Aug—754	2014 — 9,495
Sept—	Sept—767	2013—8979
Oct—	Oct—682	2012 -7347
Nov—	Nov—748	
Dec—	Dec—831	
Total—1555	Total—9,106	

**ACTIVITY REPORT**

Dec-Jan-Feb Traffic Citations

	<u>Dec.</u>	<u>Jan.</u>	<u>Feb.</u>
Total Citations	165	189	199
Total Violations	232	285	312

380 New Cases opened in February 2022

**USE OF FORCE REVIEWS**

2/04/2022—DV, Resisting, Foot Pursuit and ACT. Officer Green sustained a broken toe during the scuffle.

2/06/2022—Agency Assist-K9 (No bite)

2/06/2022—Unwanted Guest, ACT.

2/07/2022—Juvenile Runaway, ACT.

2/15/2022—DCFS Warrant, Door kick, Gunpoint.

**DEPARTMENT ACTIVITY**

-In-Service Training DCFS, LAP, Suicide Prevention, legal update, evidence

-Hosted UCOPA Board Meeting

-Patrol Tactical Response Training

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WOODS CROSS HIGH SCHOOL ACTIVITY

Administrative Assist- 9	Juvenile Problem- 4
Trespassing: 2	Drug Offense-1
Vehicle Burglary-1	Assist Other PD-1
Lockout-4	Citizen Assist-3
Basketball games-7	Dances-1
NOVA Lesson Taught-20 (5 Classes/week, 4 weeks of teaching)	

K-9 ACTIVITY

Ranger: No Deployments  
14 hours of tracking, training  
Real time GPS software for tracking Officer and dog on tracks

Rex: 2/05/2022—Business Alarm, cleared building, nothing suspicious  
2/06/2022—Assist NSLPD on felony arrest

Flash: Total Deployments February: 4

This month Detective Burton and K9 Flash assisted the Utah Attorney General's Office on four search warrants, one of which was on a residence in Woods Cross. As a result of the warrants, three individuals have been arrested on over 35 charges of sexual exploitation of a minor. The Davis County Citizen's Police Academy also kicked off this month, and the participants had the opportunity to meet Flash, see him work, and talk to Detective Burton about his abilities and skills.

Detective Burton also took Flash on his first much needed vacation to Kanab where he got to hike and experience a bit of history by visiting the Moqui Caves.

DETECTIVE DIVISION

16 Persons Crimes/ Sexual Assault/Active C.A.N.R. cases (child abuse neglect report)  
27 Active Theft/Property/Fraud/Assault/Death cases for the month of February

ORDINANCE ENFORCEMENT

6 New Cases were received and opened from the public  
6 Cases resolved/closed successfully  
0 Ongoing cases from previous month

Ordinance Violations are all completed. Great Job Officer Timothy!

COMMERCIAL VEHICLE ENFORCEMENT

CVE Officers are continuing training during February as part of their certification process.

3-Commercial Inspections completed  
6- violations

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0-vehicles placed out of service

LPR ACTIVITY

Expired Registration-3

No Insurance-4

Revoked Registration-3

Expired DL-1

Equipment Violation-1

Stolen-0

US MARSHALS ACTIVITY

VFAST: Salt Lake, Weber, and Davis County teams had 8 felony arrests during January. VAST team is currently working a narcotics case in Woods Cross.

CRIME SPOTLIGHT

On February 3, 2022, officers were called to Lakeview Hospital after two victims were admitted and reported they had been stabbed in the parking lot of IHOP. The victims told officers they had been robbed after the suspects entered their vehicle and took their items. Officers investigated the incident and quickly located the suspects at Motel 6. A juvenile and a 20-year-old male, Dylan Erickson, were arrested on numerous charges including two counts of aggravated robbery after the victim's items and a weapon were found in their hotel room.

The Mayor and Council thanked the Chief and his team for all their hard work.

SAFETY REPORT

The Mayor gave the floor to the Assistant City Administrator who reported there had been one incident that resulted in an OSHA claim. She also noted there had been several safety trainings given.

CITY ADMINISTRATOR REPORT/ACTION ITEM REPORT

1. Spring ULCT Conference. We are working to get all Council Members registered for the spring conference April 20-22.
2. IT RFP. Jessica and I met with an IT professional from a neighboring city to review our current contracts and determined that we are paying reasonable prices for the services that we are getting. This information will help us out with our discussion with ETS on extending the current contract through at least one of the two extension periods written into the contract. We learned that IT staffing wages have increased dramatically over the last year and an employee with minimum credentials would likely run \$80,000. Looking to contract with neighboring communities was suggested as one way to work through this problem with a shared employee. Cyber-security remains our greatest threat and we learned that mid-sized communities have become prime targets for thieves because they have minimum security in place and are more likely to pay a ransom.
3. Fee Schedule. We anticipate having the fee schedule ready for review at the next regularly scheduled Council meeting.

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4. Meeting with County Commissioners. On March 4<sup>th</sup> the Mayor and I attended a meeting with the Commissioners, Mayors and City Managers to learn of ongoing efforts at a county level. A concrete floor in the Arena has been a misunderstood project that will increase the use of the building while a new riding arena is planned for Kaysville. A county fair is still planned for this year. Water conservation is a high priority for them.
5. Property Purchase. The final inspection was conducted on Tuesday and final payment released. The home has been secured while we decide what direction to go. It appears that extensive remodeling would be required to make the home safe and suitable for tenants.
6. 1960 S Special Assessment Area. Mark has sent the contamination information to the defendants, and we are waiting for a response. I am anticipating discussion this in the closed session.
7. Wage Survey. Jessica and I met with the department heads on Wednesday and reviewed the survey. We are working to create some draft step and grade plans for the Council to review at the special meeting on March 29<sup>th</sup>.
8. Strategic Planning Retreat. The objective and priorities worksheet is in the Council packet.
9. Waste Management. Sam and I met with Blake Leonelli from Waste Management and discussed performance of the contract. We asked if we needed to expect a rate increase due to fuel prices and Blake said that because trucks used in WX are natural gas units, a price increase was not anticipated.
10. Rocky Mountain Power. Sam and I met with Kirk Nigro of Rocky Mountain Power to discuss the service and communication in WX. Kirk updated us on the new meter changeout process. It won't be happening at every home initially and they are making great efforts to notify the homeowner before the service is changed.
11. Weber Basin Water. Sam and I met with Scott Paxman and other representatives at the District. Water turn-on is anticipated for mid-May and shut-off around mid-Sept. We also asked if they would participate with us on looking at ways to slow the subsidence and they are fully supportive of starting a conversation with other stakeholders. We discussed holding a meeting in May and they agreed.

**Action Item Report**

Date	Item	Assigned to	Status
1/13/22	Negotiation on property purchase authorized by Council	Bryce Haderlie	Property purchase complete and property owned by the city.
10/5/21	Include mow strip provisions in zoning ordinance	Tim Stephens	Tim indicated that these provisions are included in the new zoning ord.
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 street lights 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
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	Defendant failed to attend the court date. Case is ongoing.
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	Fences and asphalt are in place at both ends of the runway. Project complete.



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**RESOLUTION 762 CONSIDERATION OF ADOPTION OF CITY LOGO**

The City Administrator continued with the floor and noted the following to the City Council:

“During the Strategic Planning Retreat, Council and staff discussed the possibility of adopting the tree logo as the City Logo in order to standardize the appearance of communication and other documents from the City.”

The Mayor said he liked the current logo and thought it should be standardized. Council Member Larrabee said he thought the City could go with what they have right now. Council Member Checketts sent an email saying she was fine with the Tree Logo for now but would like to see something different in the future. Council Member Terry and Kelemen agreed the tree was good for now but would like rebranding for the future. Council Member Sharp said he too was good with the logo and would like to see the railroad incorporated somehow in a future.

Following the information and discussion, Council Member Sharp made a motion adopt resolution 762, a resolution adopting the city logo as presented. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE SHAMROCK VILLAGE PHASES 7 & 8 CONDITIONAL ACCEPTANCE**

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

“We have reviewed the Shamrock Phases 7 & 8 for conditional acceptance and Bond Release. Greg Seegmiller and I have inspected Shamrock Estates Phases 7 and 8 on March 7. We recommend Conditional Acceptance of Phases 7 and 8 to start the warranty period and authorize the release of the appropriated bond amounts down to amounts listed below:

“Shamrock Phase 7—drawdown to \$92,936.40 retainage that includes bonding for

- Slurry Seal
- Trees
- Land Drain in yards
- Record drawings

“Shamrock Phase 8—drawdown to \$251,692.58 retainage that includes bonding for

- Slurry Seal
- Trees
- Storm Drain
- Land Drain in yards
- Record Drawings
- Detention Basin Flares and Grate Lock
- Landscaping of HOA area

“We recommend the City Council approve Conditional acceptance, entering the warranty period for Shamrock Estates Phases 7 & 8 with the listed bond releases to the amount listed above.”

Following the information given above, Council Member Terry made a motion to grant the Shamrock Village Phases 7 & 8 Conditional Acceptance and start the warranty period and to authorize the release of the

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appropriated bond amounts down to amounts as listed above. Council Member Kelemen seconded the motion, and all voted in favor of the motion through a roll call vote.

**RESOLUTION 763 CONSIDERATION OF VEHICLE USE POLICY**

The Mayor gave the floor to the City Administrator who noted the need for a vehicle use policy for the city. The City Administrator said the Council had been given a copy of that policy for their review. He also noted the purpose of this policy is to define and describe the conditions related to the use of the City vehicles by non-Public Safety employees. He noted the specific requirements and other objectives of this policy.

Following the information given by the City Administrator, Council Member Kelemen made a motion to approve resolution 763, a resolution approving a Vehicle Use Policy for Woods Cross City. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**PRIORITIES IDENTIFIED AT STRATEGIC PLANNING SESSION**

The City Administrator continued with the floor and noted the following for the Council:

“During the Strategic Planning Retreat, Council and staff discussed and developed a series of objectives that they feel need to be accomplished. Those objectives were further refined by the City Council. I would like to have a discussion to confirm if the objectives and associated priorities discussed are accurately reflected in the document submitted so staff can develop budget proposals around meeting those objectives. I have also given a proposed budget calendar to the Council for approval.”

The City Administrator said he will continue to put the information that had been discussed into the budget process. He said they it also be given to the Council for further refinement as things move ahead.

The Mayor thanked everyone for their efforts in the Strategic Planning meetings and thought it went well.

There was discussion on having a budget planning work session on May 3<sup>rd</sup> at 5:00 P.M. before the regular City Council meeting and if there needs to be a follow up a meeting, it could be held on May 31<sup>st</sup> at 6:30 P.M.

**SALE OF POST OFFICE PROPERTY**

The City Administrator continued with the floor and noted that during the Strategic Planning Retreat, the staff and Council discussed several parcels of property that the City owns, and the Old Post Office sounded like a property that the City Council might consider selling. He noted the purpose of this discussion would be to get a consensus from the Council on this action and if it is affirmative to move ahead with the sale of the property.

There was some discussion on this property, and it was decided the City would hold on to this property for now. The Council said they would like to see the property leased and see if the property may be used for further development in the future. There was also discussion on rental amount for this property taking into consideration the current market. The City Administrator said he would investigate the matter.

**SALE OF SMALL PARCEL ADJACENT TO 1970 S PROJECT**

The Mayor gave the floor to the Public Works Director who noted that during the construction of the 1970 S project, a small part of City owned property, 96 square feet adjoining city resident, Mr. Mark Johnson's property

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was fenced off by Mr. Johnson with a verbal approval from Holm and Green before the City purchased the property. He noted that discussion between the City, Gary Uresk, and Mark Johnson brought up the proposal of selling the 96 square feet, described in the Quick Claim Deed to Mr. Johnson, and the City would not have to build a retaining wall on the corner section. He said the City will be selling the property for the same purchase price per square foot as the City paid Holm and Green.

The Public Works Director said that after the 14 day notice period is over, he is recommending the sale of the property in the Quick Claim Deed given to the Council, for \$864.00.

The question was asked if the property being discussed was in public right-of-way and the Public Works Director said it was 100% behind the sidewalk. He said the city would save money to sell this property and not have to build a retaining wall.

Following the information given, the Council recommended selling the small triangle of property adjacent to 1970 South to Mr. Mark Johnson for \$864.00. The Council gave direction to the City Administrator to move ahead with a public hearing and then they could give final direction for the sale of the property once the public hearing had occurred.

**SOUTH DAVIS TRANSFER STATION DISCUSSION**

Council Member Larrabee asked the Council if they thought city residents would be interested in having a transfer station located in the South Davis area so they could have a drop off area for landfill items. Council Member Larrabee said it could be beneficial to Woods Cross City residents.

There was some discussion on what the benefits would be to having a transfer station. It was noted if this were to be constructed it would be much closer than having to drive to Layton to drop off refuse.

Council Member Larrabee said the cost would be evenly distributed to all members of the waste district. It was also noted there would be employees of the waste district that would be onsite to handle the management of the transfer station.

Council Member Terry said he would be in favor of that except he did not like the idea of the green waste being there because Bountiful has that option already for Woods Cross residents to take their green waste. He said he does have concerns where it would be located. He said he it would be a great thing to have but he said he did have concerns about where it would be located.

The City Administrator said he had seen some transfer stations that were enclosed to help with the way it looks and to help with keeping the refuse from being scattered by wind and help with mitigating the smells.

The Mayor said he thought it was a good idea and that he had feedback in the past from city residents who do not like having to drive to Layton to drop of their items.

Council Member Larrabee said he would take this feedback to his next meeting that the City Council thinks it would be a favorable idea to have a transfer station in the south part of the county.

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**MOSQUITO ABATEMENT REPORT**

Council Member Terry said with warmer days there had been mosquito complaints. He also noted they continue to have a hard time finding employees for the season.

**PLANNING COMMISSION MEETING REPORT**

Council Member Sharp reported on the Planning Commission meeting held March 8, 2022. Please see the minutes of that meeting for the details of his report.

**MAYOR'S REPORT**

The Mayor reported he received a letter from the Davis Education Foundation requesting sponsorship of a fund-raising event on Wednesday, June 8, 2022.

It was noted this event would be added to the April 5, 2022, City Council agenda for discussion/direction.

**CLOSED SESSION**

At 9:03 P.M. Council Member Terry made a motion to move into closed session with Council Member Sharp seconding the motion and all voted in favor of the motion through a roll call vote.

**MOVE INTO OPEN SESSION**

At 9:47 P.M. Council Member Larrabee made a motion to move into open session with Council Member Terry 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 9:48 P.M. with Council Member Kelemen seconding the motion and all voted in favor of the motion through a roll call vote.

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Ryan Westergard, Mayor

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Annette Hanson, City Recorder