

**WOODS CROSS CITY COUNCIL MEETING  
AUGUST 6, 2024**

The minutes of the Woods Cross City Council meeting held August 6, 2024, at 6:30 P.M. in the Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah.

**COUNCIL MEMBERS PRESENT:**

Ryan Westergard, Mayor  
Julie Checketts  
Jessica Kelemen

Wally Larrabee  
Gary Sharp  
Matt Terry

**STAFF PRESENT:**

Bryce Haderlie, City Administrator  
LaCee Bartholomew, Community Services Coordinator  
Sam Christiansen, Public Works  
Curtis Poole, Community Development Director  
Aaron Bateman, Police Department  
Eric Jones, Police Department  
Michelle Rowley, Police Department  
Mitch Salas, Police Department

Annette Hanson, City Recorder  
James Bigelow, Chief of Police  
Johnny Filler, Public Works Dept  
Brian Passey, Finance Director  
Corey Boyle, Police Department  
Jim Linton, Police Department  
Josh Smith, Police Department

**PUBLIC ATTENDANCE:**

Adam Osoro  
Chris Roth  
LeGrande Blackley  
Scott Holbrook  
Kammie Schultz  
Gavin Schultz  
Dennis Hooper  
Remmie Schultz  
Jeff Thornell  
Sean Peterson

Phil Roth  
Lois Schrader  
Jeff Thornell  
Breann Wright  
Matt Clegg  
Eliza Lewis  
Jacob Schultz  
LeAnn Hansen  
Russell Laing  
Annette Stensland

Don Schrader  
Louis Ricksecker  
John Crofts  
Aleta Holbrook  
David Lewis IV  
Samantha Peck  
Steffen Olson  
Maelee Allen  
Neal Hewlett  
Sharon Peterson

**WORK SESSION—PUBLIC OPEN HOUSE**

**REGULAR SESSION**

**INVOCATION:**

**PLEDGE OF ALLEGIANCE:**

Julie Checketts  
Gary Sharp

**CONSIDERATION TO APPROVE MINUTES**

The Mayor called for the review of the minutes for the City Council meeting held 7/16/24.

Following the review of the minutes, Council Member Checketts made a motion to approve the minutes of 7/16/24 as written with Council Member Sharp seconding the motion and all voted in favor of the motion through a roll call vote.

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**RATIFY CASH DISBURSEMENTS**

The Mayor then called for the ratification of the cash disbursements for the time period of 7/12/24-7/25/24.

Council Member Larrabee made a motion to ratify the cash disbursements for the time period of 7/12/24-7/25/24 with Council Member Checketts seconding the motion and all voted in favor of the motion through a roll call vote.

**PUBLIC COMMENT**

The Mayor then opened the meeting to comments from the public.

Mr. Dennis Hooper, a city resident, addressed the Council and said he had requested a “no outlet” sign for his cul de sac because of traffic coming into the circle and thinking the road led to the nearby park, and then having to turn around. He said he saw a “no park access” sign that had been installed right in front of his neighbor’s house. He said he still wanted a “no outlet sign” for his circle and he felt the new sign should be moved and relocated to the cement on the corner away from people’s property. He said he was hoping that cars could see the sign before they came into the cul de sac and then would have to turn around. He said he was appreciative of the efforts that have been made, but said he just wanted it to be corrected so the sign is located where it should be.

The Mayor asked if the sign is tucked back into the cul de sac. The Public Works Director said Council Member Checketts had brought the “no park access” sign to his attention and they were going to move that sign, and also change the address sign for the cul de sac and add “no outlet” to the address sign. He said they were waiting for some parts to come in and then they would make the changes.

The Mayor and Council thanked Mr. Hooper for following up on this matter and they said they would work with the public works department on getting his requests completed.

Mr. John Crofts addressed the Council and said he was running for County Commissioner and was the republican nominee that would be on the ballot in November. He said he wanted to introduce himself to the Council so they could get to know him. He said he was committed to community engagement, and he has a website that anyone was welcome to see that included the minutes for the County Commission meeting. He said he appreciated the Council letting him come and say hello to them. He also said Woods Cross was one of his favorite communities and he appreciated their commitment to civility and kindness, and that it is very admirable.

The Mayor and Council thanked Mr. Crofts for the introduction and appreciated him taking time to coming to Woods Cross City.

There were no further public comments, and the Mayor closed the public comment period.

**CONSIDERATION TO APPROVE RESOLUTION 2024-872 AUTHORIZING APPOINTMENT OF ASSISTANT POLICE CHIEF**

The Mayor gave the floor to Police Chief Bigelow who noted the following for the City Council:

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“Following interviews and a background review process of the candidates, the city is seeking the City Council’s advice and consent to appoint Dan Schultz as the Woods Cross City Assistant Police Chief starting on August 10, 2024.”

Chief Bigelow said he was very excited about this choice and Dan would be great at this job.

Following the information given by Chief Bigelow, Council Member Checketts made a motion to approve resolution 2024-872, a resolution authorizing the appointment of Dan Schultz as the Woods Cross City Assistant Police Chief. Council Member Kelemen seconded the motion, and all voted in favor of the motion through a roll call vote.

**SWEARING IN OF DAN SCHULTZ AS ASSISTANT POLICE CHIEF FOR WOODS CROSS CITY**

The City Recorder then administered the Oath of Office to Assistant Police Chief Dan Schultz.

Those in attendance congratulated Assistant Chief Schultz on his new appointment and said they appreciated all that he has done for the community so far and that he will be a great asset in the Woods Cross Police Department moving forward.

**CONSIDERATION TO APPROVE RESOLUTION 2024-873 AUTHORIZING DISPOSAL OF 3 FIREARMS AND 4 VEHICLES**

Chief Bigelow continued with the floor and noted there were 3 firearms and 4 vehicles that were surplus property due to age or excessive wear or department rotation procedure.

The following was noted as surplus property:

Please find the following vehicles and firearms to be declared surplus due to age/excessive wear/department rotation procedure.

<b>WXPD ID</b>	<b>Type</b>	<b>Make</b>	<b>Model</b>	<b>Caliber</b>	<b>Serial Number</b>
	Handgun	Glock 17	G26 Gen5	9 mm	ADMK133
	Handgun	Glock 17	G43	9mm	Z55687
	Handgun	Glock 17	G42	380	AAV916
	Vehicle	2015 Dodge	Durango	519048EX	1C4SDJFT8FC892218 79,264 Miles Carfax Value (Range \$13,550 - \$16,250)
	Vehicle	2015 Dodge	Durango	E739AD	1C4SDJFT1FC896871 97,786 Miles Carfax Value (Range \$12,510 - \$15,100)
	Vehicle	2017 Ford	Explorer	208704EX	1FM5K8AR6HGD92475 84,789 Miles Carfax Value (Range \$12,230 - \$14,040)
	Vehicle	2017 Ford	Explorer	208706EX	1FM5K8AR8HGD92476 67,438 Miles Carfax Value (Range \$13,130 - \$14,860)

Chief Bigelow noted the guns would be sold with the exception of the Glock 17 G26 Gen5 which was going to be gifted to Adam Osoro as a retirement gift. He said the vehicles needed to be sold because of age.

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Following the information given, Council member Checketts made a motion to approve resolution 2024-873, a resolution authorizing the disposal of 3 firearms and 4 vehicles. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE RESOLUTION 2024-874 AUTHORIZING UNCLAIMED CASH TO BE DEEMED SURPLUS TO BE RELEASED FOR DEPARTMENT USE**

Chief Bigelow continued with the floor and said they had followed the requirement of a 90-day notice in the newspaper required by state law to deem the unclaimed cash as surplus and have been given approval by the Davis County Attorney’s Office to claim these funds. He said they are asking for these funds to be put into the city’s General Fund. It was noted the Police Chief is not asking for any more budget items for the police department at this time, so the cash will go back into the General Fund because funds had been taken out of the General Fund to pay for police vehicles. He noted there could be a request for funds for the police department, in the future if it.

Please find the following money to be declared surplus because of not being claimed.

<b>WXPD ID</b>	<b>Description</b>	<b>Amount</b>
D89920	Cash	\$155.00
D96459	Cash	\$2.47
D96662	Cash	\$935.00
D96786	Cash	\$40.00
D98122	Cash	\$249.00
D99760	Cash	\$8.00
D100677	Cash	\$1.00
D100919	Cash	\$35.00
D102229	Cash	\$5.00
D102703	Cash	\$1,141.00
D103792	Coins	\$0.96
D106924	Cash	\$2690.00
D106923	Cash	\$1119.00
D109108	Cash	\$45.00
X001254	Cash	\$700.00

**Total: \$7,126.43**

**Destruction:**

All found money is past our 90 days hold time frame and has been unclaimed. Davis County Attorney’s office has approved release of funds to our department.

We are requesting reallocation of \$7,126.43 to turn over to department use

Following the information given by Chief Bigelow, Council Member Terry made a motion to approve resolution 2024-874 authorizing unclaimed cash to be deemed surplus to be released for department use. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

**DISCUSSION ON CITY PARTICIPATION ON 9-11 DAY OF SERVICE**

The Mayor gave the floor to the City Administrator who noted that at a previous City Council meeting, there had been a discussion regarding the 9-11 Day of Service and the City’s involvement in the celebration. He

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said the purpose of tonight's discussion was to evaluate the different perspectives on the celebration, the amount of involvement and resources that the City will employ for the event, and how we can foster public service year-round within Woods Cross City.

The City Administrator explained that the September 11 National Day of Service happens in the United States on the anniversary of the September 11, 2001, terrorist attacks and has since been officially designated as a National Day of Service and Remembrance.

The City Administrator went on to explain on September 11, 2021, the Church of Jesus Christ of Latter-Day Saints prompted individuals worldwide to find projects that would benefit their communities, encourage unity and pay tribute each year on September 11<sup>th</sup> by doing good to help others. He said that since that time, Woods Cross City has worked with local Church congregations to promote projects within the community.

The City Administrator went on to note that while a number of projects have been done in city parks and properties that have benefited and beautified the community, many projects do not require a large number of participants and can frustrate volunteers that want to give meaningful service. He said because no single organization shoulders the coordination of these projects, this is an opportunity to define Woods Cross City's participation and stewardship going forward. He said the city administration conducted an informal conversation with other administrators to determine how involved other cities were. He said there was a wide variety of engagement that spans from no involvement to sponsoring and organizing the entire activity in the community.

The City Administrator said there are several volunteer organizations that exist that can benefit from citizen groups willing to participate. He said one avenue would be for the City to prepare a list of projects and place them on the Just Serve and other websites or social media sites. He went on to mention some of the projects that could be available through the Public Works Department such as painting, graffiti removal, -placing bark and soft fall in the parks, rock placement, Little Library restoration, weed pulling, and parking lot sweeping.

The City Administrator said the staff is seeking Council input on whether meals or food should be provided taking into consideration estimating volunteer turnout can be challenging and uneaten food can be wasted.

The City Administrator said it is also recommended that the City post project opportunities on websites and promote other organizations to do the same. He noted some of the other service opportunities that are available from other organizations are available to view as well. He noted there are hundreds of ways that goodwill can be fostered within our city. He said that in an effort to balance the resources of the city staff and to share in the benefits of community service, it is his hope that the city can help promote a wide variety of opportunities and encourage churches, businesses, volunteer groups and individual citizens to look outside themselves to serve others in memory of this pivotal event in our nation's history.

Following the information given, the Mayor said he feels like having the city participate is a good thing but did not know what level of participation the city should be involved. He said he loves the participation by the community. He said he felt like neighborhood projects are great but that it is also good to be part of something bigger and to work as neighbors. He said city projects give the ability to help it be a community event. He said he was not sure what the right level of city involvement would be.

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Council Member Sharp said he had a concern that there are three stakes of the Church of Jesus Christ of Latter-Day Saints located in the city. He said one of the stakes is taking a different approach from what has been done in the past of doing projects on a Saturday.

The Mayor asked what direction that stake was going. It was noted they are doing a month of service from August 11 - September 11; they are offering 100 different projects for individuals, families or organizations to choose from. Council Member Checketts said the day of service for the city is September 14 and since it is after September 11, there may be some residents that would still participate, but since they have the opportunity to do service for the month, it is unclear what the participation would be from this area of the city.

Council Member Sharp said he thought it was important for the city to be involved but he did not think that spending city funds for food this year was a good idea because of the other projects already in progress. He said he had no problem with the allocated funds for other city service projects that were already planned.

The Mayor said there had been a donation for the breakfast in the past. The Community Services Director said there is money in Community Services account without any other funds being donated to do the Day of Service. It was noted one of the other stakes in the area would donate funds for breakfast if it was needed.

Council Member Checketts said she liked the idea of having a city focused service activity. She said it is nice to include all who live in the area to be involved in this Day of Service.

Council Member Kelemen said the first year for the Day of Service, there was a program and food provided throughout the day for the Day of Service. She said since then the breakfast is fun, but it has not been well attended because people have been more focused on wanting to participate in getting the service projects completed. She said the breakfast now seems a little unnecessary. She said there are other projects that are ready to go, and they could be publicized so that everyone can participate but that people are ready to complete the projects that are planned. She said she felt like it was straight forward and an easy way to involve people but to also accomplish getting the service projects done that were already in the works.

The Community Services Director said she was willing to help with whatever the Council wanted her to do.

Council Member Checketts said she would like to encourage neighbors to help neighbors and add city beautification into the Day of Service. The questions was asked if there would be dumpsters available as has been offered in the past. The Public Works Department said he could get that the dumpsters ordered but he needed locations and where to have them placed. It was noted it was nice to have the dumpsters available, but it would need to be advertised they were available and where they would be located. The Public Works Director also said the city shops would have extended hours that day for people who needed it. The Public Works Director said the dumpsters were full when they had used them in the past so that was good.

Council Member Terry asked if the green waste fee would be covered at the Bountiful landfill that day as well. The Public Works Director said he could set that up, but residents would also need to know that the green waste fee would be waived that day, and the Bountiful landfill was available for services that day. It was noted there was a lot of savings to not have green waste put in the dumpsters on that Day of Service as it leaves room for other things in the dumpsters. There was also discussion on mattresses and what the best way to dispose of those would be.

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Council Member Larrabee said he would like to see the city take a back seat to the Day of Service but that he would still like residents to know there are resources available from the city if they are needed. He said he would like to limit the resources to the dumpsters. It was also noted that the residents have helped in covering up graffiti and with garbage being picked up in different areas of the city and they would like to continue to encourage service in these areas of the city.

Council Member Terry said he felt like it was a good idea to have the green waste option available for the residents on the Day of Service. The Council agreed that would be a good thing to do and keep the city shops open for garbage and to have the Bountiful Landfill fees waived for green waste.

Council Member Checketts said she would like all of the options advertised so people know what is happening and the opportunity to use city resources that would be available that day.

Council Member Terry said he would like to have the city step back from being in charge of everything for the Day of Service but that the city is supportive of all of the service being done. He suggested the Council or police department distribute popsicles or water bottles throughout the city for those people who are working on projects. The Council said they liked the idea of handing out popsicles throughout the city to show appreciation and support to those who are serving.

Council Member Kelemen said she would like to see it be a community event not just a city event or a church event. She said she was aware of many projects that are in the works for people to participate in. It was suggested that the public works building possibly be used for the Red Cross Blood Drive that was being planned so it is located in a community area.

The Public Works Director said there were about 20 different projects that he has put together as well if community members would like to choose one of those projects to help with. He said there are plenty of opportunities for providing service throughout the city.

The Community Services Director and Public Works Director said they would coordinate and work out the details for the Day of Service.

**PUBLIC WORKS**

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

**July Streets Tasks:**

- Street painting
- Asphalt repairs
- Garbage cans
- Making new cans from old parts
- Tree trimming
- Pothole on 875 W
- Painted yellow curbing at City Hall
- Helped on water leak
- Mills Park sign on 1500 S
- Asphalt on 2260 S
- Asphalt on 1800 S + 1935 S
- Painted yellow curbing at Shop

**July Water Tasks:**

- 4 Water leaks
- 120 Bluestakes
- 6 Construction site SWPPP Inspections
- Routine Bac-T samples

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- 8 After hour call outs
- Choice Learning Center Project - water line
- Audrey Development water/storm drain
- 1500 S 800 W Intersection inspections/GIS

- 3<sup>rd</sup> Quarter VOC samples
- Investigate Lead/Copper samples
- Installed 2.0" meter@ Dog Park

**JULY PARKS TASKS:**

- Removed shelter at Argyle Park
- Removed old playground at Argyle
- Tree Trimming
- Gophers
- Sprinkler repairs
- Filter replaced on 1970 S
- Adjusted water windows at all parks
- Cleaned up 1500 S overpass
- Planted new plants at 1500 S Overpass

- Recovered pitching mounds
- Set bases at 80 and 70 ft at Mills
- Scheduled rock chucker for Morningside
- Spraying weeds
- Eradicating wasps in all parks
- Grading at Argyle
- Playground inspections (11)
- Ordered parts for swing at Mountain view

**Ongoing Construction Projects**

- Mill and overlay
- 1800 S had 2 waters leak during paving. City crews repaired it quickly, but some of the new asphalt was damaged. We are working on a repair plan with the contractor and JUB.
- Paving over older waterlines (45-year-old lines) is a known risk of causing a waterline breaks
- 2025 S and 865 W Overlays are completed.
- The contractor will attempt to mill and overlay the 675 W road (just south of the Elementary school) next week after the intersection is open. The planning is still in progress as we want to avoid doing this work when school is in session.
- Traffic Light at 1500 S and 800 W
  - o Scheduled to reopen Monday August 5th
  - o Mast and Arms are delayed. Will be installed in September

**Beautification July**

- Well 1
  - Trimmed back overgrown Tees
- 1500 S Overpass
  - Cleaned up grass areas and replanted dead shrubs
- 2600 S I-15 interchange betterment area
  - Cut Down Weeds and spray

**Other Projects**

- 1425 W 2600 S Traffic Light Under Construction
  - NSL will be doing some work as part of their 400 W (1425 W) road work to better accommodate the FedEx triple trucks to make the Southeast corner turn without going into oncoming traffic
- 1100 W 2100 S to 2600 S Widening
  - o In environmental plan phase. Working with property owners.
- Transportation Master Plan RFP
  - In progress
- Parks and Recreation Master Plan Update

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- o Will be presented to Council in August.
- FRA inspections completed in April.
  - Most deficiencies have been completed, still waiting on Union Pacific and UTA permit approvals for some of the other cities.

**In the Works**

- West Legacy Trail concerns
  - Post Asphalt, JUB and County are close to finalizing a plan and reimbursing the City
- Development Review Committee
- Grant Applications
  - o Part of the WFRC Safe Sidewalks for America plan development.
  - o Sitting in on the new Davis County Active Transportation Plan group.
- CDBG grants for road/utility repairs to continue.
- BRIC and Earmarks grant applications for Aquifer concerns and Subsidence assistance.
  - Reuse Plan application is still in process at the State Engineer's office.
- Citizen Connect is up and running for Residents to submit work orders directly into Elements.

It was noted there could be further work done on the asphalt at the intersection that has been closed at 1500 S and 800 W. He said he would continue to update the Council on the installation of the arms for the traffic light and the replacement of the pavement. He said with the replacement of the pavement, it would be a weekend closure and to minimize disruption to get that taken care of.

He said the Argyle Acres playground is in, and they are waiting for a few other parts to have it completed. He said it turned out very nice.

It was also noted that Mr. Robert Glass is a new employee in the Public Works Department, and he is doing a great job so far.

**CITY ADMINISTRATOR**

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

1. Cass coordinated a risk management training Utah Local Governments Trust representative Curtis Tonks with all staff on July 16th to review the importance of a safety culture and improvements that we can be making.
2. We had ETS (our contract IT service provider) host a phishing scam test to see how diligent we are at identifying suspicious emails and not opening links that can compromise our system.
3. Prepared FY25 Budget & Truth in Taxation pamphlet for mailing. Obtained the addresses from the county and created the mailing list for the printer.
4. Processed the letter with LRB to purchase the SLGS (State and Local Government Series) Treasury Securities with pre-paid assessments for the 1970 S Assessment area. This will enable the prepaid funds to earn interest during the life of bonds so that there is sufficient money to pay the annual bond payment on the year that the payment is due.
5. Prepared monthly newsletter article for LaCee.
6. Coordinated efforts with public works and police to maintain safe detour routes around the 1500 S 800 W intersection for the four-week construction period.

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7. Brian completed the RDA reports for the State, and I completed and submitted the registration process with the Bureau of Reclamation for the Water Wise Grant. We are still exploring if implementing the studies is the right move right now where we are still waiting for a determination with the State Engineer on the water reuse application. We will schedule a meeting with the BOR staff and request a delayed start to the grant in order to obtain a ruling by the State Engineer.

There was some discussion about how to avoid phishing scams and how to recognize them.

**QUESTIONS/DIRECTION TO CITY ADMINISTRATOR AND STAFF**

The Mayor and Council thanked Chief Bigelow and his officers for a job well done with an incident that occurred in the city that was dangerous and could have turned out to have a very different outcome.

The Mayor mentioned the dried thistle weeds that were located on 1500 South that needed to be addressed. He said when code enforcement was reorganized, there were several things that needed to be taken care of.

**COUNCIL REPORTS**

Council Member Larrabee reported on the recycling for the county and said it is moving forward.

Council Member Terry said he had gotten some feedback about the rate hike from the sewer district and the Mayor said the increase is because of the expense that is being incurred for taking nutrients out of the water that the state and EPA are requiring, and it is very expensive to do. He said the only way to cover the expense is to raise the fees and taxes.

The Mayor also noted the Recreation District Board had appointed two new members to the board, one of who lives in Woods Cross City. He said they have another meeting coming up.

The Mayor said Chief Stone from the South Davis Metro Fire Agency had given his retirement date for September. He said the Fire Agency would be going through the process of hiring a new chief. He said they would miss Chief Stone as he had done a very good job.

**ADJOURN CITY COUNCIL MEETING TO HOLD TRUTH IN TAXATION PUBLIC HEARING**

At 7:32 P.M. Council Member Kelemen made a motion to adjourn the meeting to hold a Truth in Taxation Public Hearing. Council Member Sharp seconded 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

Approved by Council August 20, 2024