



WOODS CROSS SPECIAL CITY COUNCIL AGENDA

Tuesday, November 4, 2025

NOTE SPECIAL TIME: 2:00 pm
NOTE SPECIAL LOCATION: Utah Local Government Trust building - 55 S Hwy 89, North Salt Lake, UT 84054

This meeting will be held in person and via Zoom. You may access at <https://zoom.us/j/9358074960>
or go to zoom.us > select JOIN A MEETING > Meeting ID: 935 807 4960

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1. **REGULAR SESSION -Welcome and Explanation of the Process for the Night** **MAYOR**

 2. **PRESENTATIONS/ORAL INTERVIEWS of CMGC/ARCHITECT FIRMS RESPONDING to RFP for the CONSTRUCTION of a NEW WOODS CROSS CITY HALL and REDESIGN of HOGAN PARK** **POOLE**
 - a. 2:00 – 2:40 Architect Firm: Method Studios
 - b. 2:40 – 3:20 Architect Firm: Galloway
 - c. 3:20 – 4:00 Architect Firm: MHTN Architects
 - d. 4:00 – 4:40 General Contractor/Construction Management Firm: Big D
 - e. 4:40 – 5:20 General Contractor/Construction Management Firm: Hogan
 - f. 5:20 – 6:00 General Contractor/Construction Management Firm: BHI

 3. **CONSENT ITEMS**
 - a. **Consideration to Approve Minutes:** 10/21/25 **MAYOR**
 - b. **Ratify Cash Disbursements:** 10/18/25-10/24/25 **MAYOR**
 - c. **Consideration to Adopt Resolution 2025-948 Authorizing Reorganization of Payment for Axon Dash Camera System** **BIGELOW**
 - d. **Consideration to Adopt Resolution 2025-949 Authorizing Implementation of HRIS for Employees** **HART**
 - e. **Consideration to Adopt Resolution 2025-950 Authorizing Adjustments of Public Works Organization** **HADERLIE/CHRISTIANSEN**

 4. **STAFF REPORTS INCLUDED FOR INFORMATION ONLY**
 - a. **Public Works** **CHRISTIANSEN**
 - b. **City Administrator Report** **HADERLIE**

 5. **DINNER DIRECTIONS**
 - a. The Mayor, Council, and Staff will pick up dinner items prior to moving into a Closed Meeting.

 6. **CLOSED MEETING**

Move to closed meeting to discuss items pursuant to UCA § 52-4-205. No decisions or motions will be made during the closed meeting. The city council meeting will adjourn immediately following closed meeting and time will be noted for the record. **MAYOR**

Note: The purpose of this special meeting is for the Council and staff to listen to oral presentations and ask questions related to selection of a CMGC and Architect firm for the future Woods Cross City Hall and Hogan Park Redesign. This is an open meeting that the public is allowed to attend but citizens should not expect the opportunity to participate in the meeting with comments or questions. The Council reserves the right to modify the topics and times as needed to accomplish the goals and objectives of the meeting. Other than voting on the consent items listed, no vote or formal action will be taken by the City Council during the meeting.

I certify that copies of the agenda for the Woods Cross City Council to be held Tuesday, November 4, 2025, were posted to at Woods Cross City Hall, on the city website www.Woodscross.com, and to the Utah Public Notice website at www.utah.gov/pmn on October 31, 2025, /s/ Annette Hanson, Woods Cross City Recorder.

In compliance with the Americans with Disabilities Act, any individuals needing special accommodations or services during this meeting shall notify the City Recorder at (801) 677-1006 or AP@WoodsCross.com, at least 24 hours prior to the meeting.

Oral Presentations Question and Answer Period

Consent Items

**WOODS CROSS CITY COUNCIL MEETING
OCTOBER 21, 2025**

The minutes of the Woods Cross City Council meeting held October 21, 2025, 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
Jim Grover

Eric Jones
Gary Sharp
Wally Larrabee

STAFF PRESENT:

Bryce Haderlie, City Administrator-online
James Bigelow, Police Chief
LaCee Bartholomew, Community Services Manager
Sam Christiansen, Public Works Director
BreeAnna Sanders, Police Department

Annette Hanson, City Recorder
Sean Jones, Police Department
Dan Schultz, Police Department
Josh Smith, Police Department
Johnny Filler, Public Works

PUBLIC ATTENDANCE:

LeGrande Blackley
Joseph Rupp
Rachel Peterson
Becky Gale
Andrew Gale
Samuel Rasmussen

Brandon Rasmussen
Mark Croft
Joe McConkie
Don Schrader
Lois Schrader

INVOCATION/PLEDGE:

Gary Sharp

YOUTH CITY COUNCIL REPORT

The Mayor gave the floor to Youth City Council Deputy Mayor Samuel Rasmussen. He reported on the activities of the Youth City Council, noting that the YCC had recently wrapped up the Pumpkins in the Park activity. He said they did have to move it inside the public works building due to stormy weather, but it went really well and they had a good turnout.

He said the YCC is looking forward to hosting the Veterans Day Dinner on November 14, 2025. He invited the City Council members to attend.

He said they are looking forward to planning for the Christmas Tree Lighting and Sub-for-Santa.

The Mayor thanked Deputy Mayor Rasmussen for his report and said he thought the Pumpkins in the Park activity went well and was well attended even though it had been moved inside.

CONSENT AGENDA

Following the review of the consent agenda items below, Council Member Jones made a motion to approve the consent agenda items. Council Member Larrabee seconded the motion, and all voted in favor of the motion through a roll call vote.

**OFFICIAL MINUTES
WOODS CROSS CITY COUNCIL MEETING
OCTOBER 21, 2025
PAGE 2**

RATIFY CASH DISBURSEMENTS

The Council reviewed the cash disbursements for the time period of 9/26/25-10/15/25. The cash disbursements were approved through the consent agenda.

CONSIDERATION TO APPROVE MINUTES

The City Council reviewed the minutes of the City Council meeting held 10/7/25. The minutes were approved through the consent agenda.

PUBLIC COMMENT

The Mayor then opened the meeting for public comments that would take less than three minutes. There were no public comments, and the Mayor closed the public comment period.

PUBLIC HEARING 1—AMENDING TITLE 12, ZONING ORDINANCE CHAPTER 28 LAND USE AND SUPPLEMENTARY REGULATIONS, ADDING LIGHT COMMERCIAL FLEX AS A CONDITIONAL USE IN THE C-2 (GENERAL COMMERCIAL) ZONE

The Mayor gave the floor to Mr. Curtis Poole, the Community Development Director. Mr. Poole noted that Mr. Marc Croft, a business owner within the city, had met with the Planning Commission to discuss adding light commercial flex manufacturing as an allowed use to the C-2 (General Commercial) zone. Mr. Poole said the Commission had discussed potential negative impacts, such as noise and outdoor storage, on the properties in the zone. He said the Commission was open to a text amendment to allow for light commercial flex manufacturing but would be more comfortable if it was added as a conditional use to provide some safeguards to the approval process. He said the Planning Commission reviewed the text amendment, held a public hearing, and voted unanimously recommending the Council approve the amendment.

Mr. Poole said the applicant is proposing the following text amendment:

- Adding light commercial flex manufacturing as a conditional use in the C-2 zone. The applicant is not recommending any changes to the definition of light commercial flex manufacturing.

Mr. Poole noted existing code defines light commercial manufacturing as an “indoor manufacturing process that may utilize electronic or automated machines (such as 3D printers, laser cutters, copiers/printers, engraver or embroidery machines) and hand-powered machines and instruments (such as presses, rolling machines, bending machines) to assemble, alter, convert, fabricate, finish process, or treat products or components for wholesale direct sale. An accessory retail storefront area may be included to sell manufactured goods to the general public.”

It was also noted that general and heavy manufacturing should not be placed within commercial zones, technology has improved manufacturing processes and practices which make them smaller, cleaner, and quieter. Light manufacturing would be contained inside a building and offer businesses the ability to sell products it produces in the same location. This could potentially provide greater options for property owners and tax revenue for the city.

Following the information given, Council Member Jones asked if this change was being considered for other zones or just the C-2 Zone. Mr. Poole said the consideration was just for the C-2 zone.

**OFFICIAL MINUTES
WOODS CROSS CITY COUNCIL MEETING
OCTOBER 21, 2025
PAGE 3**

Mr. Marc Croft was invited to address the Council. Mr. Croft explained he is trying to keep his business strong in the changing business climate and in doing so, he has purchased a motorcycle business which started making carburetors for motorcycles in the existing power tool business. He said they have been using 3-D machines for manufacturing carburetor parts and to help keep jobs for his employees. He said he was hoping to keep manufacturing here in Woods Cross as well as in the USA. He said they have been able to bring manufacturing here from overseas and have kept costs down. Mr. Croft said these carburetors are more efficient and emit less carbons into the air and will be a benefit to his company and the city.

The Mayor asked if all of the business activities would be confined within the building and Mr. Croft said yes, all manufacturing was done within the building, and the machines are quiet, and all storage for the business is within the building.

Following the information given, the Mayor opened the public hearing.

Mr. Joe McConkie addressed the Council and asked where the C-2 zone was in the city. The Mayor noted the C-2 zone was the general commercial zone and is located in areas where offices, restaurants, and other commercial businesses are located.

There were no other public comments, and the Mayor closed the public hearing.

Council Member Larrabee thanked Mr. Croft for being a valued business owner and for his contributions to the community and in making the community better.

Council Member Sharp said he felt that the code needs to be updated to meet the changing needs in business and using updated technology for manufacturing.

Council Member Checketts noted she would like to make sure the city is benefiting from taxes that might otherwise not be collected from making this type of zoning change.

Council Member Jones asked if there is a reason this change would not be allowed in all commercial zones. The Council discussed expanding this to being allowed in the other commercial zones but ultimately felt like this change should be kept to the C-2 zone as a conditional use as long as it is aligned with another use.

The Council discussed referring this matter back to the Planning Commission for further consideration and discussion and additional data.

Following the discussion, Council Member Sharp made a motion to table this item and refer it back to the Planning Commission and have staff check with the city attorney to review restrictions and consider the possibility of having this manufacturing amendment attached to a permitted use such as retail space. Council Member Grover seconded the motion, and all voted in favor of the motion through a roll call vote.

PUBLIC HEARING-AMENDING THE TEXT OF TITLE 12, ZONING ORDINANCE, OF THE MUNICIPAL CODE AMENDING CHAPTER 6 RESIDENTIAL ZONE R-1-8, CHAPTER 7 SINGLE-FAMILY

**RESIDENTIAL ZONE R-115/20, AND CHAPTER 12 OFF-STREET PARKING AND LOADING;
ADDRESSING THE USE OF SECOND DRIVEWAY AND PARKING AND CLARIFYING LOT COVERAGE
IN SINGLE-FAMILY ZONES**

The Community Development Director continued with the floor and said that during a City Council meeting in May of this year a concern was raised about standards for installing a second driveway in single-family zones. He said the challenge presented to the Council was that current code only addresses installing a second driveway to properties on arterial and collector streets. He noted that over the years second driveways have been permitted in the city on streets other than arterial or collector streets; however, existing code does not provide any guidance on how they are regulated. He said that the Commission had discussed this several times over the summer.

Mr. Poole said that on August 12, the Planning Commission discussed the proposed text amendment, held a public hearing, and tabled the item to receive additional information from staff. He also noted the Commission reviewed this item again on September 9 and has provided their recommendation for the City Council to approve the text amendment. Mr. Poole also noted that Mr. Joe Rupp, the Commission Chair, voted against the motion as he felt there were items that needed more discussion.

Mr. Poole noted the following proposed amendments to the code:

- Permitting a second driveway in all single-family zones with conditions.
 - o Maximum front yard hard surface to be capped at 60%
 - o Driveway width should be a minimum of 10 feet wide and a maximum of 30 feet
 - o Limiting the number of driveways on arterial and collector streets by the length of street frontage
 - o No hard surface for parking between the primary dwelling and street
- Clarifying language regarding driveways in all zones
 - o Minimum of 1 foot from side property lines
 - o Utility access points to be located outside of the driveway and approaches
- Adding language requiring recreational vehicles and trailers parked on the property be registered to the property owner or renters of the property
- Existing code language regarding driveways has been reformatted
- No changes are being recommended to non-single-family zones

Council Member Checketts asked about arterial and collector streets. She asked if half-circle driveways were permitted. Mr. Poole said this was a recommendation from public works and the city engineer because anytime you increase access points, it increases the potential of having pedestrian versus car accidents and it becomes a safety issue. Council Member Checketts asked where the data comes from for that finding. The Public Works Director said it comes from the traffic engineer, who could provide more exact data. He noted that properties that have lots wider than 150 feet are allowed to have a circular driveway. He said this code has not changed in many years, but it is there for cyclist and pedestrian safety. Council Member Checketts said she would be curious to see the statistics on the recommendation and would like to discuss this further to see the impact on the issue. The Public Works Director said he would contact the traffic engineer for this data and get back with the Council with the information.

The Mayor then opened the public hearing on this matter.

**OFFICIAL MINUTES
WOODS CROSS CITY COUNCIL MEETING
OCTOBER 21, 2025
PAGE 5**

Planning Commission Chairman Mr. Joseph Rupp addressed the Council. He noted Council Member Checketts articulated many of his concerns as there was no data presented to the Planning Commission regarding the safety concerns for the circular driveways. He said he would like to address why the Planning Commission increased to 60% from 50% for the driveways. He presented pictures showing the differences between 50% and 60% to the Commission for their review. He said they can have homes that have more than one driveway and still look nice. He said he felt like they came up with a good solution to multiple driveways. He went on to explain why the drive approach being one foot off the property line was considered for the drive approach. Mr. Rupp said he agreed with Council Member Checketts regarding the circular driveways and that having a circular driveway seemed safer choice on an arterial or collector street. He said he felt like backing out of a driveway is a greater risk from a safety standpoint. He said he had voted against the motion during the Planning Commission meeting for this reason. He said he felt like 150 feet was not an appropriate number. Mr. Rupp said the conditions are good with the driveways and amount of coverage, but he did have issues with the circular driveways and utility access points within a driveway. He felt like if they were located in a driveway, it could be costly for the homeowner to be required to move that utility access point. Mr. Poole said he thought that had been removed and Mr. Rupp said he also thought that had been removed from the ordinance. Mr. Poole said he would look into that matter and said he would fix the oversight. The Public Works Director said they would like builders not to put the utilities in a drive approach. He said he did realize there are exceptions, but utilities should not be in the drive if at all possible. Mr. Rupp said the Planning Commission had held a discussion about allowing people other than those living in a home to use a large driveway to park extra cars or other recreational vehicles on the property. Mr. Rupp said they decided to restrict the storage of vehicles on a large driveway to family members only.

There were no further comments for the public hearing, and the Mayor closed the public hearing.

Council Member Jones said he would prefer to re-word the last item to the number of vehicles, so the actual problem is being addressed.

Council Member Grover said he did not think that parking a vehicle for a friend or neighbor visiting for a few days should not be a problem. Council Member Grover said adding duration and number of vehicles might make more sense than restricting vehicles allowed to those registered to property owners.

Council Member Rupp expressed agreement that quantity and duration in front of the house would be the best approach.

Council Member Larrabee left the meeting at this point.

Council Member Checketts made a motion to table this item to refer back to the Planning Commission for consideration of the above-mentioned reasons and also to receive the safety data regarding the circular driveways as requested. Council Member Jones seconded the motion, and all voted in favor of the motion through a roll call vote.

The Mayor and Council thanked Mr. Rupp for his time and thanked the Planning Commission for their continued efforts on these matters.

**OFFICIAL MINUTES
WOODS CROSS CITY COUNCIL MEETING
OCTOBER 21, 2025
PAGE 6**

STAFF REPORTS

COMMUNITY SERVICES REPORT

Website-Colors and design layout have been determined. Data transferring is now occurring.

Thanks to everyone for Pumpkins in the Park. It was very successful even though it rained.

Senior Lunch will be held in October, and they are still looking for speakers.

YCC did a spook alley that was very well done, and the clean-up was very quick. The kids also did a great job at the Meet the Candidates Night. LaCee and Richelle attended training for the TLT grant.

WX Veterans Dinner will be on November 14th at the Public Works building.

Holiday Lights will be December 1st at Hogan Park and City Hall

Wildcat Wish Shopping on December 3rd or 10th.

Council Member Jones asked when the new website would be up and running. LaCee said it would be up for a trial run on December 1st before it goes live to the public. December 15th is the live target date.

COMMUNITY DEVELOPMENT REPORT

Below is the report for the month of September.

Building Permits and Land Use Applications

- 17 Residential Building Permits (No New Single-Family)
 - o \$655,192 total valuation
 - o \$7,294 total permit fees
- 5 Commercial Building Permits
 - o \$295,800 total valuation
 - o \$4,687 total permit fees
- 5 Miscellaneous Building Permits
 - o \$85,313 total valuation
 - o \$1,614 total permit fees
- 2 Site Plan Applications
- 7 Miscellaneous Land Use Applications

Business Licenses

- 7 new Business Licenses
- 5 new Home Occupation Licenses
- 635 total Business Licenses

Code Enforcement

- 20 new Cases
- 29 total Active Cases

- Top Cases
 - o Weeds
 - o Parking violations – parking on lawn, inoperable vehicles, etc.
 - o Debris and junk
- If residents approach Council members regarding potential code violations, please refer them to Leah or me without promising actions that will be taken to resolve the potential code violations.

Updates

- We received 9 architectural firms and 10 construction management firm’s proposals for the new city hall and Hogan Park project.
 - o The review committee will narrow down the firms chosen to give an oral presentation by the end of October.
 - o By the middle of November, the final firms will be chosen, and initial meetings to start the needs assessment could happen in early December.
- Rize Property Management has completed minor updates to the property south of City Hall and are actively advertising it. They anticipate that it will be rented soon.
- New construction projects underway
 - o DC Customs and the Boat Shack – next to Pace’s Dairy Ann

POLICE REPORT

Dispatched/On View Calls			
2025		2024	
January-	475	January-	445
February-	420	February-	419
March-	474	March-	448
April-	530	April-	501
May-	595	May-	526
June-	503	June-	455
July-	568	July-	524
August-	578	August-	558
September-	639	September-	570
October-		October-	
November-		November-	
December-		December-	

Patrol Overview			
September 2025		August 2025	
Calls for service-	639	Calls for service-	578
Reports-	265	Reports-	244
Citations-	53	Citations-	70
Physical Arrests-	08	Physical Arrests-	15
Use of Force-	02	Use of Force-	00

DETECTIVE DIVISION

20- New Persons Crimes / Sexual Assault / Death Investigations /C.A.N.R. cases (child abuse neglect report)

19- New Theft / Property / Fraud Cases

**OFFICIAL MINUTES
WOODS CROSS CITY COUNCIL MEETING
OCTOBER 21, 2025
PAGE 8**

37- Cases closed with and without arrests.
02- Death Investigations.

USE OF FORCE REVIEWS

The patrol sergeants and administration reviewed two uses of force. They were both found to be within department policy and state law.

DEPARTMENT ACTIVITY

- Woods Cross High School Lockdown Drill.
- Odyssey Elementary Lock Down Drill.
- Woods Cross Elementary Lock Down Drill.
- Woods Cross Elementary 3rd grade tour of the police department and city hall.

INVESTIGATIONS/ICAC

Detectives investigated two deaths during the month of September. A 30-year old male with a self-inflicted gunshot wound and a second 30-year old male that suggests he died of a heart attack but are waiting on autopsy results.

CITY ADMINISTRATOR'S REPORT

1. The city administrator has been on vacation since Oct. 7th city council meeting.
2. The HR department has been focusing on the upcoming retirement of Marc Evans, Parks Superintendent on Nov. 15th, hiring and training of our new water operator Marcus Huff; and review of the new Employee Policy Manual with staff and the firm writing the policy.
3. The city hall architect and CM/GC FRP documents have been sent to the applicable staff and council members for review and scoring.
4. Greg Seegmiller and Sam Christiansen have made appointments to go to the homes of the most qualified applications for the subsidence grants (3-CDBG and 3- \$100,000 grants) to review the building conditions and determine which homes warrant receiving the grants. The applications will be presented to the city council at a future meeting for approval.
5. Ongoing work with city staff on the new city website.

Upcoming Calendar of Event – Please see LaCee's Community Service Report in the council packet.

QUESTIONS/DIRECTION TO STAFF

Council Member Jones recused himself from this conversation since his architecture firm was interested in the bid on the RFP for the new City Hall.

The Mayor reviewed the best way to go about the process for the CM/GC Architect and RFP selection. It was noted it would be held at the Trust Building on 11/4/25 at 2:00 P.M. with dinner and snacks. The meeting would start as an open meeting and then move to a closed meeting to be able to make sure it is a fair process and then the vote would be taken at the next City Council meeting.

Council Member Checketts said she had concerns about trucks being parked again on the curve on Wildcat Way and asked staff to look into the matter.

**OFFICIAL MINUTES
WOODS CROSS CITY COUNCIL MEETING
OCTOBER 21, 2025
PAGE 9**

Council Member Grover said he had visited with friends at the Skypark Airport and said they are receiving letters of support from Senator Weiler and others for the electric infrastructure grant that was presented at the last City Council meeting. He said he was excited about the possibilities for this new technology to be located at the Skypark Airport.

The Mayor said the Fire District meeting had been cancelled because of the passing of one of the fire fighters.

The Mayor said the Sewer District had met and talked about the budget for next year. He said they also talked about the bond funding and where they were at with that. He said they also talked about the rehabilitation of the north plant.

ADJOURN

There was no further business before the City Council and Council Member Checketts made a motion to adjourn the meeting at 8:45 P.M. with Council Member Grover seconding the motion and all voted in favor of the motion.

Ryan Westergard, Mayor

Annette Hanson, City Recorder

CASH DISBURSEMENTS

<u>Funds: 1st & 2nd digit of Account #</u>	<u>Departments: 3rd & 4th digit of Account #</u>
10 General	1X Assets
51 Water	2X Liabilities
52 Garbage	3X Revenues
21 Class C Roads	41 Legislative
22 Subsurface Storm Drain	42 Judicial
23 Storm Sewer	43 Administration
24 Park Development	46 Data Processing
25 Redevelopment agency	47 Non Departmental
46 Capital Improvement	49 City Attorney
53 Water Impact	51 City Hall
54 Water Revenue Bond	55 Elections
56 Storm Drain Enterprise	57 Community Development
	60 Police
	61 Liquor Law Enforcement
	62 Fire Department
	63 Building Inspection
	66 Animal Control
	67 Volunteer Services
	71 Street Department
	74 Sidewalks, Curb Gutter
	77 Storm Sewer
	79 City Shops
	83 Parks
	86 Recreation
	90 Transfers

Report Criteria:
 Report type: GL detail

Check Number	Check Date	Payee	Description	GL No	Amount	Invoice No
30918	10/20/2025	UTAH FUEL NETWORK	ADMINISTRATION FUEL AUG 2025	10-43-252	128.05-	F2502E0152
30918	10/20/2025	UTAH FUEL NETWORK	PARKS FUEL AUG 2025	10-83-252	413.92-	F2502E0152
30918	10/20/2025	UTAH FUEL NETWORK	POLICE FUEL AUG 2025	10-60-252	4,039.83-	F2502E0152
30918	10/20/2025	UTAH FUEL NETWORK	STORM DRAIN FUEL AUG 2025	56-40-252	145.22-	F2502E0152
30918	10/20/2025	UTAH FUEL NETWORK	WATER FUEL AUG 2025	51-40-252	547.94-	F2502E0152
30918	10/20/2025	UTAH FUEL NETWORK	STREETS FUEL AUG 2025	10-71-252	323.36-	F2502E0152
30918	10/20/2025	UTAH FUEL NETWORK	ADMINISTRATION FUEL SEPT 2025	10-43-252	173.87-	FW2503E01
30918	10/20/2025	UTAH FUEL NETWORK	PARKS FUEL SEPT 2025	10-83-252	445.00-	FW2503E01
30918	10/20/2025	UTAH FUEL NETWORK	POLICE FUEL SEPT 2025	10-60-252	4,058.58-	FW2503E01
30918	10/20/2025	UTAH FUEL NETWORK	STORM DRAIN FUEL SEPT2025	56-40-252	45.24-	FW2503E01
30918	10/20/2025	UTAH FUEL NETWORK	STREETS FUEL SEPT 2025	10-71-252	455.11-	FW2503E01
30918	10/20/2025	UTAH FUEL NETWORK	WATER FUEL SEPT 2025	51-40-252	744.73-	FW2503E01
Total 30918:					11,520.85-	
30957	10/23/2025	BOUNTIFUL COLLISION	PD VN 05613 MAINTENANCE- REPLACE MIRROR	10-60-251	1,524.80	19738
Total 30957:					1,524.80	
30958	10/23/2025	CARENOW	DRUG SCREEN- GLASS	51-40-620	43.00	29363338
Total 30958:					43.00	
30959	10/23/2025	COMMERCIAL TIRE	S10 LOADER TIRE REPAIR	10-71-250	89.00	22-268929
Total 30959:					89.00	
30960	10/23/2025	EMINENT TECHNICAL SOLUTIONS	MONTHLY CAMERA MONITORING-JULY 2025	10-51-280	240.00	CM-16522
30960	10/23/2025	EMINENT TECHNICAL SOLUTIONS	QUARTERLY IT SUBSCRIPTIONS JULY 2025-SEPT 2025	10-46-310	2,649.50	EM-73850
Total 30960:					2,889.50	
30961	10/23/2025	GATEWAY MAPPING INC	City Mapping Services	56-40-310	393.90	0189233
Total 30961:					393.90	
30962	10/23/2025	GLENS KEYS INC	PARKS DEPT LOCKS	10-83-260	291.57	264068

Check Number	Check Date	Payee	Description	GL No	Amount	Invoice No
Total 30962:					291.57	
30963	10/23/2025	HAYES GODFREY BELL, P.C.	Legal Services	10-49-310	771.00	12487
30963	10/23/2025	HAYES GODFREY BELL, P.C.	Legal Services	23-40-310	489.00	12487
30963	10/23/2025	HAYES GODFREY BELL, P.C.	Legal Services	51-61-701	799.50	12487
30963	10/23/2025	HAYES GODFREY BELL, P.C.	Legal Services	10-49-310	3.00	12487
Total 30963:					2,056.50	
30964	10/23/2025	JUB ENGINEERS, INC	55-20-133 1100 W 2150-2600 S Roadway Project	21-40-737	19,729.76	0189342
30964	10/23/2025	JUB ENGINEERS, INC	55-22-038 1200 S STORM DRAIN	56-61-701	10,694.00	0189345
30964	10/23/2025	JUB ENGINEERS, INC	55-23-008 2023 Development Reviews	10-47-310	242.50	0189346
30964	10/23/2025	JUB ENGINEERS, INC	55-23-160 WELL #3 REHABILITATION	51-61-702	3,821.40	0189360
30964	10/23/2025	JUB ENGINEERS, INC	55-24-008 2024 DEVELOPMENT REVIEWS	10-47-310	366.00	0189362
30964	10/23/2025	JUB ENGINEERS, INC	55-24-092 1100 W 2600 S WATERLINE	51-61-701	2,525.00	0189381
30964	10/23/2025	JUB ENGINEERS, INC	55-24-105 2024 Subsidence Mitigation	25-40-731	122.00	0189383
30964	10/23/2025	JUB ENGINEERS, INC	55-25-008 2025 DEV REVIEWS	10-47-310	3,114.50	0189408
30964	10/23/2025	JUB ENGINEERS, INC	55-25-033 UTA DOUBLE TRACK REVIEW	21-13220	552.50	0189409
30964	10/23/2025	JUB ENGINEERS, INC	55-25-045 2025 WATER PROJECTS	51-40-310	1,283.50	0189410
30964	10/23/2025	JUB ENGINEERS, INC	55-25-049 1500 S TANK REPLACEMENT SURVEY	51-61-703	13,641.50	0189412
30964	10/23/2025	JUB ENGINEERS, INC	55-25-050 2025 STORM DRAIN PROJECTS	56-40-310	1,162.50	0189413
30964	10/23/2025	JUB ENGINEERS, INC	55-25-053 2025 STREET PROJECTS	21-40-310	2,522.00	0189414
30964	10/23/2025	JUB ENGINEERS, INC	07-24-09400 TRANSPORTATION MASTER PLAN UPDATE	21-40-755	2,343.20	189693
Total 30964:					62,120.36	
30965	10/23/2025	LAKEVIEW ROCK PRODUCTS	ROAD BASE FOR ROAD REPAIRS	21-40-410	700.40	438925
Total 30965:					700.40	
30966	10/23/2025	LEXIPOL LLC	ANNUAL LEFTA SUBSCRIPTION THROUGH 5/31/2026	10-60-310	67.10	INVPM11258
Total 30966:					67.10	
30967	10/23/2025	O'REILLY AUTOMOTIVE, INC.	PD ZIERSE WIPER BLADE	10-60-251	45.88	2898193870
Total 30967:					45.88	
30968	10/23/2025	RILEY FINCH & BRANDON HATCH	REFUND OVERPAYMENT-FINAL BILL	01-11750	1.13	22.1106.0.3

Check Number	Check Date	Payee	Description	GL No	Amount	Invoice No
Total 30968:					1.13	
30969	10/23/2025	SKAGGS COMPANY INC	TERZO UNIFORM	10-60-450	165.30	450_A_3034
30969	10/23/2025	SKAGGS COMPANY INC	SANDERS UNIFORM	10-60-450	136.46	450_A_3072
30969	10/23/2025	SKAGGS COMPANY INC	SANDERS UNIFORM	10-60-450	313.67	450_A_3122
30969	10/23/2025	SKAGGS COMPANY INC	SANDERS UNIFORM	10-60-450	72.90	450_A_3122
30969	10/23/2025	SKAGGS COMPANY INC	BATEMAN UNIFORM	10-60-450	130.44	450_W_3049
Total 30969:					818.77	
30970	10/23/2025	STEP SAVER INC	SALT FOR WATER TREATMENT PLANT	51-40-610	280.09	534119
30970	10/23/2025	STEP SAVER INC	LESS SALES TAX	51-40-610	16.75-	534119
Total 30970:					263.34	
30971	10/23/2025	THE LOGO SHOP	SHIRTS/EMBROIDERY WATER EMPLOYEE MARCUS	51-40-610	355.24	132068
Total 30971:					355.24	
30972	10/23/2025	UNIFIRST FIRST AID AND SAFETY	EYEWASH CARTRIDGES	10-79-260	418.47	2249949
30972	10/23/2025	UNIFIRST FIRST AID AND SAFETY	FIRST AID SUPPLIES	10-79-260	115.67	D630833
Total 30972:					534.14	
30973	10/23/2025	UPPER CASE PRINTING INK	NEWSLETTER OCTOBER 2025 2415	10-43-610	550.62	3667
Total 30973:					550.62	
30974	10/23/2025	UTAH FUEL NETWORK	ADMINISTRATION FUEL AUG 2025	10-43-252	159.10	F2602E0108
30974	10/23/2025	UTAH FUEL NETWORK	COMMUNITY DEVELOPMENT AUG 2025 FUEL	10-57-252	47.30	F2602E0108
30974	10/23/2025	UTAH FUEL NETWORK	PARKS FUEL AUG 2025	10-83-252	615.75	F2602E0108
30974	10/23/2025	UTAH FUEL NETWORK	POLICE FUEL AUG 2025	10-60-252	3,472.65	F2602E0108
30974	10/23/2025	UTAH FUEL NETWORK	STORM DRAIN FUEL AUG 2025	56-40-252	97.16	F2602E0108
30974	10/23/2025	UTAH FUEL NETWORK	STREETS FUEL AUG 2025	10-71-252	463.55	F2602E0108
30974	10/23/2025	UTAH FUEL NETWORK	WATER FUEL AUG 2025	51-40-252	534.62	F2602E0108
30974	10/23/2025	UTAH FUEL NETWORK	ADMINISTRATION FUEL SEPT 2025	10-43-252	188.15	F2603E0103
30974	10/23/2025	UTAH FUEL NETWORK	COMMUNITY DEVELOPMENT SEPT 2025 FUEL	10-57-252	44.46	F2603E0103
30974	10/23/2025	UTAH FUEL NETWORK	PARKS FUEL SEPT 2025	10-83-252	395.08	F2603E0103
30974	10/23/2025	UTAH FUEL NETWORK	POLICE FUEL SEPT 2025	10-60-252	4,133.98	F2603E0103
30974	10/23/2025	UTAH FUEL NETWORK	STORM DRAIN FUELSEPT 2025	56-40-252	163.44	F2603E0103

Check Number	Check Date	Payee	Description	GL No	Amount	Invoice No
30974	10/23/2025	UTAH FUEL NETWORK	STREETS FUEL SEPT 2025	10-71-252	129.95	F2603E0103
30974	10/23/2025	UTAH FUEL NETWORK	WATER FUEL SEPT 2025	51-40-252	373.05	F2603E0103
Total 30974:					10,818.24	
30975	10/23/2025	UTAH LTAP CENTER	2025 PAVEMENT/SIGNS/SIDEWALK/ADA RAMP ASSESSMENT	21-40-310	8,191.00	10106
Total 30975:					8,191.00	
30976	10/23/2025	UTAH'S PREMIER GAME	101725	10-83-730	4,000.00	101725
Total 30976:					4,000.00	
30977	10/23/2025	VERIZON WIRELESS	PW TABLETS	10-51-280	220.00	6125831762
30977	10/23/2025	VERIZON WIRELESS	PD AIR CARDS	10-60-280	820.46	6125831762
Total 30977:					1,040.46	
30978	10/23/2025	WASATCH INTEGRATED WASTE	DIVERSION INCENTIVE	52-37-150	4,801.72	ARPKT0288
30978	10/23/2025	WASATCH INTEGRATED WASTE	Tip Fee for Garbage Collection	52-40-621	29,851.20	INV67744
30978	10/23/2025	WASATCH INTEGRATED WASTE	DIVERSION INCENTIVE	52-37-150	4,801.72	ARPKT0288
30978	10/23/2025	WASATCH INTEGRATED WASTE	Tip Fee for Garbage Collection	52-40-621	29,851.20	INV67744
Total 30978:					.00	
30983	10/23/2025	WASATCH FRONT REGIONAL COUNCIL	GRANT MATCH 1100 W SAFETY AUDIT	21-40-310	2,545.50	334400.4
Total 30983:					2,545.50	
30984	10/23/2025	WASATCH INTEGRATED WASTE	DIVERSION INCENTIVE	52-40-621	4,801.72	ARPKT0288
30984	10/23/2025	WASATCH INTEGRATED WASTE	Tip Fee for Garbage Collection	52-40-621	29,851.20	INV67744
Total 30984:					25,049.48	
Grand Totals:					112,869.08	

Memo

To: Woods Cross Mayor and City Council

From: James Bigelow, Chief of Police

Date: 10/22/2025

Re: Authorization to Reorganize Payment for Axon Dash Camera System



I am requesting that WXPDP be given authorization to reorganize the lease payment to Axon for our recently purchased Dash Camera System.

The purchase price was 214,353.00 for seventeen dash cameras. The first payment is due October 2025, and the last payment will be due October 2029. The current payment schedule is 42,870.60 for each of those years until the last payment in 2029.

I am requesting 30,000.00 dollars be used out of our beer tax account (28-40-740) which currently has about 58,000.00 dollars. The state statute has been updated so that our carryforward balance cannot exceed three times the previous year's allocation, otherwise no further distribution would be made into our beer tax account. This year we received 12,000.00 in our beer tax account.

The overall purchase price of 214,353.00 will remain the same, however by paying 72,870.60 this year (our payment of 42,870.60 plus 30,000.00 from the beer tax account) will drop the payment in years 2-5 from 42,870.60 to 35,370.60.

RESOLUTION 2025-948

A RESOLUTION APPROVING THE REORGANIZATION LEASE PRICE OF AXON DASH CAMERA PACKAGE

WHEREAS, Woods Cross City is need to reorganize the lease payment for the dash cameras;
and

WHEREAS, the police department is proposing the reorganization of the lease payment to Axon Enterprise Inc. for the dash cameras per the attached memo and payment schedule with 30,000 from fund 28-40-740 State Liquor Allotment fund; and

WHEREAS, the Axon package will be used for many uses relating to Utah State Code 32B-2-403(2), such as redaction of videos, storage of digital evidence, and to protect our officers and citizens from the harmful effects of substance abuse, overconsumption of alcohol products, detection, prosecution, and control violations of this title and other offenses in which alcohol or substance abuse is a contribution factor.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Woods Cross City, Utah:

1. That Mayor is authorized to sign the reorganized lease payments to Axon.
2. This Resolution shall become effective immediately upon its adoption and retroactive to August 20, 2025.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WOODS CROSS CITY, STATE OF UTAH, ON THIS 4th DAY OF NOVEMBER 2025.

WOODS CROSS CITY
A MUNICIPAL CORPORATION

ATTEST:

RYAN WESTERGARD, MAYOR

ANNETTE HANSON, CITY RECORDER

Voting:

Julie Checketts	Yea ___	Nay ___
Eric Jones	Yea ___	Nay ___
Wallace Larrabee	Yea ___	Nay ___
Jim Grover	Yea ___	Nay ___
Gary Sharp	Yea ___	Nay ___
Ryan Westergard	Yea ___	Nay ___

[tie vote only]





Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-618156-45876SB

Issued: 08/07/2025



Quote Expiration: 08/29/2025

Estimated Contract Start Date: 11/15/2025

Account Number: 108935

Payment Terms:

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Woods Cross Police Department - UT 1555 S 800 W Woods Cross, UT 84087-2160 USA	Woods Cross Police Department - UT 1555 S 800 W Woods Cross UT 84087-2160 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Nathan Williams Phone: 480-448-9988 Email: nwilliams@axon.com Fax:	James Bigelow Phone: 801-292-4422 Email: jbigelow@woodscross.gov Fax: (801) 296-0678

Quote Summary

Program Length	60 Months
TOTAL COST	\$214,353.00
ESTIMATED TOTAL W/ TAX	\$214,353.00

Discount Summary

Average Savings Per Year	\$3,466.91
TOTAL SAVINGS	\$17,334.56

Payment Summary

Date	Subtotal	Tax	Total
Oct 2025	\$42,870.60	\$0.00	\$42,870.60
Oct 2026	\$42,870.60	\$0.00	\$42,870.60
Oct 2027	\$42,870.60	\$0.00	\$42,870.60
Oct 2028	\$42,870.60	\$0.00	\$42,870.60
Oct 2029	\$42,870.60	\$0.00	\$42,870.60
Total	\$214,353.00	\$0.00	\$214,353.00

Quote Unbundled Price:	\$231,682.80
Quote List Price:	\$214,353.00
Quote Subtotal:	\$214,353.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
Fleet3B+TAP	Fleet 3 Basic + TAP	17	60	\$227.14	\$210.15	\$210.15	\$214,353.00	\$0.00	\$214,353.00
Total							\$214,353.00	\$0.00	\$214,353.00

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
Fleet 3 Basic + TAP	100989	AXON FLEET - CRADLEPOINT R920-C7A+5YR NETCLOUD	17	1	10/15/2025
Fleet 3 Basic + TAP	101926	AXON FLEET - TAOGLAS ANT - 5-IN-1 2CELL 2WIFI 1GNSS INT	17	1	10/15/2025
Fleet 3 Basic + TAP	70112	AXON SIGNAL - VEHICLE	17	1	10/15/2025
Fleet 3 Basic + TAP	72036	AXON FLEET 3 - STANDARD 2 CAMERA KIT	17	1	10/15/2025
Fleet 3 Basic + TAP	72040	AXON FLEET - TAP REFRESH 1 - 2 CAMERA KIT	17	1	10/15/2030

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80400	AXON EVIDENCE - FLEET VEHICLE LICENSE	17	11/15/2025	11/14/2030
Fleet 3 Basic + TAP	80410	AXON EVIDENCE - STORAGE - FLEET 1 CAMERA UNLIMITED	34	11/15/2025	11/14/2030

Services

Bundle	Item	Description	QTY
Fleet 3 Basic + TAP	73391	AXON FLEET 3 - DEPLOYMENT PER VEHICLE - NOT OVERSIZED	17

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80379	AXON SIGNAL - EXT WARRANTY - SIGNAL UNIT	17	11/15/2026	11/14/2030
Fleet 3 Basic + TAP	80495	AXON FLEET 3 - EXT WARRANTY - 2 CAMERA KIT	17	11/15/2026	11/14/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	1555 S 800 W	Woods Cross	UT	84087-2160	USA

Payment Details

Oct 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1 pt 1	Fleet3B+TAP	Fleet 3 Basic + TAP	17	\$42,870.60	\$0.00	\$42,870.60
Total				\$42,870.60	\$0.00	\$42,870.60

Nov 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Invoice Upon Fulfillment	Fleet3B+TAP	Fleet 3 Basic + TAP	17	\$0.00	\$0.00	\$0.00
Total				\$0.00	\$0.00	\$0.00

Oct 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
year 2	Fleet3B+TAP	Fleet 3 Basic + TAP	17	\$42,870.60	\$0.00	\$42,870.60
Total				\$42,870.60	\$0.00	\$42,870.60

Oct 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
year 3	Fleet3B+TAP	Fleet 3 Basic + TAP	17	\$42,870.60	\$0.00	\$42,870.60
Total				\$42,870.60	\$0.00	\$42,870.60

Oct 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
year 4	Fleet3B+TAP	Fleet 3 Basic + TAP	17	\$42,870.60	\$0.00	\$42,870.60
Total				\$42,870.60	\$0.00	\$42,870.60

Oct 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
year 5	Fleet3B+TAP	Fleet 3 Basic + TAP	17	\$42,870.60	\$0.00	\$42,870.60
Total				\$42,870.60	\$0.00	\$42,870.60

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

8/7/2025



Memo

To: Woods Cross Mayor and City Council
From: Cassandra Hart, HR/Risk Management Director
Date: 10/29/2025
Re: Authorization to Implement BambooHR



I request authorization to implement BambooHR as the human resources information system (HRIS) for the city.

In April 2025, the City Council approved the implementation of the HRIS system with a budget of \$20,000 with resolution 2025-912.

Process

Following this resolution, a committee reviewed three well known HRIS solutions, which included BambooHR, Paycom, and Paylocity. We considered the following factors while reviewing product information and system demonstrations.

- Product features and usability
- Implementation and support approach
- Vender experience and reputation
- GL reporting or integration capabilities
- Cost and overall value
- Customer service/support approach
- Ability to add features in the future

In this evaluation, we learned that GL reporting and integration with Caselle, our current GL and payroll system, was not feasible with any of the products. However, the following benefits of an HRIS system still warrant moving forward:

- Employee record keeping
- Document storage
- Employee and manager self service
- Applicant tracking system
- Onboarding and offboarding
- Performance management

While all the systems covered these functions to one degree or another, we determined that BambooHR will best meet the City's needs in these areas. BambooHR provides excellent user experience with an easy to navigate user interface, the ability to assign different levels of access and security roles, produce data driven reports, and allow electronic submission of changes

initiated by and employee, manager, or HR. For a full list product details, please see the BambooHR Product Details attachment. Additionally, you can click on the link below to view a short demonstration.

[BambooHR Pro Overview Video](#)

I spoke with city HR professionals with Centerville and the city of Ivins. Both professionals raved about the product and how much efficiency it has created for them, managers, and employees. I attached a testimonial from Centerville.

Price

BambooHR's implementation costs are much lower than other products, and monthly charges are fully scalable based on the number of active employees. A contract is not required, and the City is billed on a month-to-month basis. My representative was able to sweeten the deal with a 40% discount on the implementation fees.

Implementation fee: \$1980.00

Monthly Billing: \$826.21 (based on 55 employees)

Implementing BambooHR will create efficiencies in the HR processes that will free up my time, so I am able to focus on more strategic HR initiatives and improve our HR and Risk Management functions at the City.

RESOLUTION 2025- 949

A RESOLUTION APPROVING THE IMPLEMENTATION OF BAMBOOHR

WHEREAS, Woods Cross City employees do not currently have access to a human resources information system (HRIS) and would benefit from such a system; and

WHEREAS, in May 2025, through resolution 2025-912 the City Council authorized the implementation of an HRIS; and

WHEREAS, BambooHR was selected as the vendor for an HRIS through an informal bidding process as set forth in Woods Cross City municipal code Section 3-15-090;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Woods Cross City, Utah:

1. That the Mayor is authorized to sign this resolution.
2. The City Council authorizes the Human Resources/Risk Management Director to implement BambooHR.
3. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WOODS CROSS CITY, STATE OF UTAH, ON THIS 4th DAY OF NOVEMBER 2025.

WOODS CROSS CITY
A MUNICIPAL CORPORATION

ATTEST:

RYAN WESTERGARD, MAYOR

ANNETTE HANSON, CITY RECORDER

Voting:

Julie Checketts	Yea ___	Nay ___
Eric Jones	Yea ___	Nay ___
Wallace Larrabee	Yea ___	Nay ___
Jim Grover	Yea ___	Nay ___
Gary Sharp	Yea ___	Nay ___
Ryan Westergard	Yea ___	Nay ___

[tie vote only]



Industry: Government

Employees: 150-300

Location: Centerville, Utah

Solutions: Onboarding, Employee Records, Performance Management, Employee Community

See how Centerville City uses BambooHR® to **transform seasonal hiring** from paperwork chaos to an effortless operation.



GAINED

8 hours

**EACH WEEK BY
AUTOMATING HR TASKS**



SAVED

\$100

**PER NEW HIRE
THROUGH SIMPLIFIED
ONBOARDING**



SAVED

3 hours

**PER NEW HIRE WITH ONLINE
PAPERWORK TOOLS**



Centerville City, home to nearly 17,000 residents in the Salt Lake City metropolitan area, provides effective governance and essential municipal services by leveraging professional staff, community partnerships, and careful planning to protect resources, support growth, and serve the best interests of residents and businesses.



“Thanks to **BambooHR**, I have a lot more time to focus on needs for employees as they come, because in HR you just never know what the day is going to bring, who’s going to step foot into your office, and what their needs are going to be. I have more time to focus on helping those employees instead of pushing papers.”

Bethany Frank | HR Specialist | Centerville City

Challenges

Paperwork made hiring messy

"Hiring was messy and involved lots of paperwork. We used to have supervisors come in and say, 'By the way, this employee is going to start work today,' which was a huge problem because they needed to have paperwork done before starting. I just kept thinking, 'There's got to be a different way.'"

Anniversary gifts were slow and manual

"Before we had BambooHR and our employee gifting integration, our city recorder was in charge of anniversary gifts. Employees had a set budget, which they could only use at certain stores. Sometimes it took months for them to decide what they wanted, and then the recorder would have to buy it and deliver it to them."

Navigating government approvals

"It's totally different in the government sector. We need to have things like this approved by the city council if we want to spend the money on something like an HRIS. There are work sessions involved before it actually goes to a council session, where they discuss and ask and answer questions."

Signatures took weeks to collect

"When I had to collect signatures on paper, it would take days of me carrying the form around the office to every person that had to sign it. And if someone wasn't in the office, it could take up to two weeks before I could get it finished."

Solutions

Making the case to city council

"We have an admin director who's really big on efficiency and software to help us be more productive. He was a big advocate by going to the council and helping them understand how this would be an effective solution for us. Once they go through the work sessions, they take it to an actual council meeting and it's voted on, which is how we got BambooHR."

Efficiency that pays off

"Our case to the city council was that even though BambooHR costs money, it'll save money in the long run because we're not spending money on paper, and I'm doing things much faster than I would if it was on paper."

New hires walk in ready to work

"BambooHR allows me to get employees' paperwork before they start working. I love that I can send out a new hire packet a week before their start date and they can start working on it. It's been so great to have almost all of their paperwork done before they even step foot in the door for their first day."

Seasonal hiring made simple

"There was a night-and-day difference between seasonal hiring last year and this year—our first full year using BambooHR. It was a game-changer for sure."

Tasks and signatures in hours, not weeks

"I love the task lists for me, for new hires, and for anyone else that needs to complete tasks. I also love e-Signatures. I can just send a list to the employee requesting something, and sometimes within a couple of hours I have all the signatures back that I need. It's so much faster this way."

An easy transition for long-time employees

"We have employees that have been here for 40-plus years and change is really hard for some of them. We rolled out BambooHR slowly to get them used to it. We love that the interface is friendly and easy to figure out. That was the biggest priority for me as we transitioned from paper to an HRIS."

Faster, compliant government forms

"We use BambooHR and E-Verify+, which is the government site for the electronic I-9. Between those two, it's amazing how quickly I can get that form filled out and completed."

Effortless gifting through data and integrations

"When employees hit certain work anniversaries, they're gifted something from the city. We've set it up so it's integrated with BambooHR and pulls in their anniversary dates. It automatically sends their allotted amount and a link to redeem it. We don't even think about it because it's just so seamless." 🌱

See how BambooHR can set you free to do great work!

REQUEST A DEMO

Pro Includes:

- Employee Records
- Company Directory & Org Chart
- Document Storage - 20 GB + 500 MB per active employee
- Applicant Tracking System - 25 Job Openings
- Standard & Custom Reporting & Analytics
- Custom Access Levels
- Custom Email Alerts
- Custom Tabs & Fields
- Time-Off Management
- Training Tracking
- Benefits Tracking
- Company Calendar
- Mobile App
- Onboarding/Offboarding
- eSignatures
- Company Branding
- Audit Trail
- Access to the VirgilHR platform
- Access to the Partner Marketplace
- Open API
- Performance Management
- Total Rewards
- Employee Community
- Advanced Reporting
- Employee Wellbeing
- Employee Satisfaction with eNPS
- 15 Compliance Training courses (Powered by EasyLlama)

Add-ons: BambooHR Time Tracking, Payroll, and Benefits Administration may be purchased as add-on products. Benefits Administration and Payroll are currently available for US-based employees only.

Benefits Administration Includes:

- Employee Enrollment (Open Enrollment, New Hires, QLE)
- Dependent Eligibility Management
- Admin Election Approval
- Election Summary Report
- Benefits Change Report

Memo

To: Woods Cross Mayor and City Council
From: Bryce K Haderlie, City Administrator
Date: October 29, 2025
Re: Public Works Staff Adjustment Proposal



Following recent retirements and the departure of public works staff, we have evaluated the needs of the department and ask for your approval to make the following organizational changes:

1. Reclassify the full-time Public Works Administrative Assistant/Utility Billing Clerk position to Utility Billing Clerk in the Administration Department.
2. Reclassify the Parks Superintendent position to Parks Manager to better align the job title with the job duties.
3. Create a Public Works Operations Manager (Operations Manager) position, and fill it with an internal candidate, to manage Streets/Storm Water, Water, and Parks Divisions of the Public Works Department per the organization chart below.
4. Create the Storm Water Coordinator position. The staff will return at a future date with information to support when to fill this position.

Backup information for these adjustments is as follows:

1. Utility Billing Clerk – While the Public Works Administrative Assistant has been splitting job duties between public works administration and utility billing clerk, we have recognized a greater need to have a full time Utility Billing Clerk. This will provide two staff members familiar with these duties, allow the Treasurer to assume more accounts payable duties, and allow our City Recorder to provide more support to the City Administrator. This realignment will enhance redundancy (two people that can do each task) and free up the City Administrator to focus on high level responsibilities.
2. Parks Manager – With Marc Evans' retirement, we evaluated the job responsibilities and realize that the Manager benchmark better aligns with the department's needs. This reclassification will resolve those issues and results in budget savings.
3. Operations Manager – As we evaluated the department duties, we believe that when the Operations Manager was eliminated, we lost a working supervisor that managed tasks and staff coordination. We propose that this position be reinstated to improve department efficiency and accountability. If approved, this position will be filled by appointing the most qualified internal candidate based on the knowledge, education and experience that fit this job description. Brian Passey has confirmed that this adjustment will fit into the current budget.
4. Storm Water Coordinator – In the near future, we will present information and ask for approval to hire this position. The attached organization chart shows these responsibilities moved from the streets division and out of the water division. Moving this position into the streets division will also enhance street division functions.

At the work sessions on December 5, 2023, and January 16, 2024, the LRB presentation

included rate studies that anticipated future staffing needs, etc. This included the storm water duties as identified below:

FINANCIAL PLAN ASSUMPTIONS

☐ WATER OPERATIONAL NEEDS

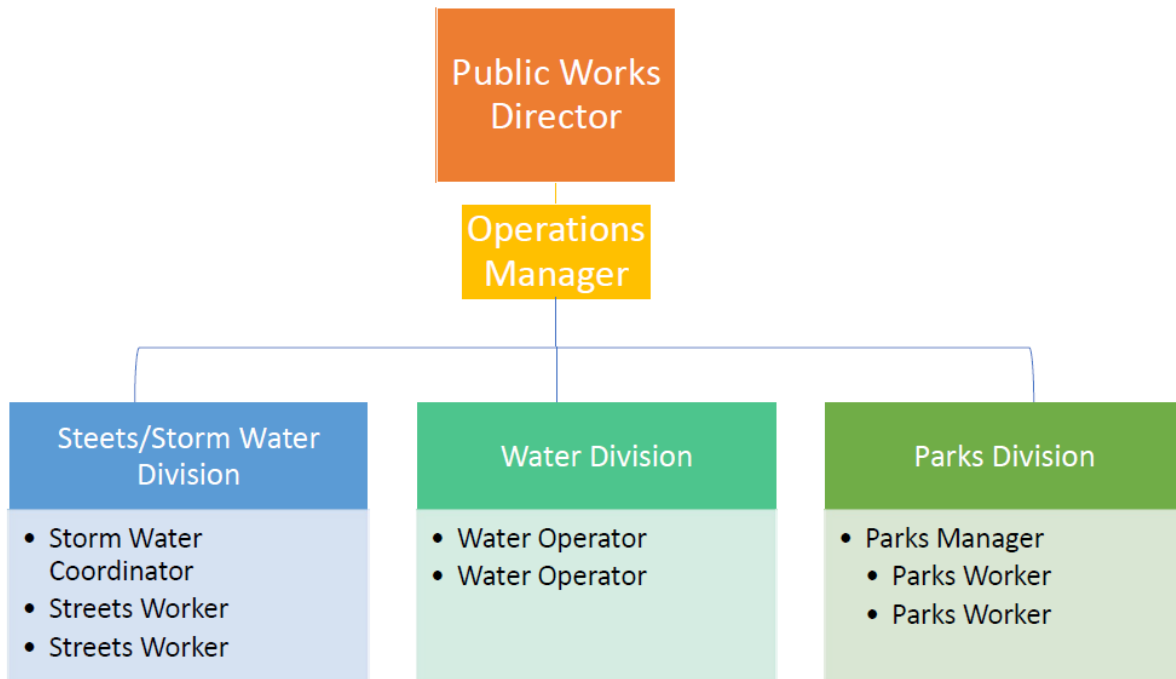
NEW O&M	TOTAL FTE	% TO UTILITY	S&B	YEAR	BASE COST	IMPLEMENTATION YEAR COST
New FTE	1.00	100%	\$64,603	2024	\$64,603	\$67,833

☐ STORMWATER OPERATIONAL NEEDS

NEW O&M	TOTAL FTE	% TO UTILITY	S&B	YEAR	BASE COST	IMPLEMENTATION YEAR COST
New FTE	1.00	50%	\$64,603	2025	\$32,302	\$35,612

Staff will present the budget information at a future council meeting and seek approval to move forward to fill it.

Staff requests the City Council’s approval of the attached resolution to memorialize these changes.



RESOLUTION NO 2025 - 950

WHEREAS, the Woods Cross City Public Works Department is responsible for the orderly and safe maintenance and functions of the streets, parks, recreational areas, storm drains, water system, and solid waste operations of the City; and

WHEREAS, the Woods Cross City Council (City Council) may create any department, division or section deemed necessary or appropriate for the administration of the city functions and prescribe the powers and duties of said departments or divisions in accordance with City Code Section 3-03-030; and

WHEREAS, the City Council has considered the recommendations of the Public Works Director and City Administrator regarding adjustments to the structure, functions and staffing of the streets, storm drain, water, and parks operations of the city and agrees with these recommendations.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WOODS CROSS CITY, DAVIS COUNTY, UTAH, AS FOLLOWS:

1. That the City Council authorizes the adjustments to the public works and administration departments as outline in the attached memo and organization chart.
2. That the position of Public Works Operations Manager be filled immediately by the most qualified employee within the public works department without hiring an additional employee.
3. That the Storm Water Coordinator position is created as one additional full-time employee added to the department with a hiring date to be approved by the City Council at a future date.
4. That the Mayor be authorized to sign this resolution that becomes effective immediately upon adoption.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WOODS CROSS, DAVIS COUNTY, UTAH, THIS 4TH DAY OF NOVEMBER 2025.

WOODS CROSS CITY
A MUNICIPAL CORPORATION

ATTEST:

Ryan Westergard, Mayor

Annette Hanson, City Recorder

VOTING:

Julie Checketts	Yea _____	Nay _____	
Eric Jones	Yea _____	Nay _____	
Wallace Larrabee	Yea _____	Nay _____	
Jim Grover	Yea _____	Nay _____	
Gary Sharp	Yea _____	Nay _____	
Ryan Westergard	Yea _____	Nay _____	[tie vote only]



Staff Reports

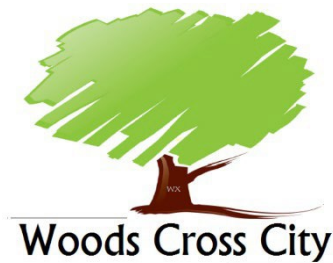
Memo

To: Woods Cross Mayor and City Council

From: Bryce K Haderlie, City Administrator

Date: October 16, 2025

Re: City Administrator Report for November 4th Council Meeting



1. Cass Hart, HR/Risk Management Director, informed me that as she worked with the Utah Local Government Trust in the annual workers' compensation audit, working collaboratively, they identified adjustments that resulted in over \$8,000 reimbursed to the city.
2. Working with staff on the city hall RFP interviews for the CM/GC and Architect next week. This included preparing interview questions, background check questions, and other duties necessary to ensure a productive and fair interview process.
3. Staff met with the UTA Frontrunner 2X, double track project. They are still working with homeowners for property acquisition, but it will not be as much property as some people are making it out to be. They will hold more public meetings soon to update the public.
4. Coordination with Chief Bigelow to appropriate beer tax money to be used for the upcoming dashcam purchase. This expense fits within state law and will reduce the annual payments with the large first payment.
5. Working with staff to wrap up the audit. Brian Passey has shouldered much of this work, which has enabled the auditors to be much earlier than previous years.
6. Staff have completed the subsidence inspections, and we will now be working to confirm who qualifies for the CDBG grant and the \$100,000 grant.
7. Senior staff participated in a BambooHR demonstration and felt that the system will meet our needs to communicate with and serve our employees better.
8. We were saddened to learn of the passing of former K-9 Ranger who served our city with Sgt. Corey Boyle. His dedication and service were memorialized as a fitting tribute in a press release by the department.
9. The Utah State Tax Commission dismissed the Woods Cross City appeal for the tax increase denial. The notice stated that the tax commission did not have subject matter jurisdiction over the appeal that was denied. We have been told by the Utah League of Cities and Towns that any appeal is unlikely to happen this year and so we can work with legislators to make changes to the state law that will hopefully make the process more clear and able to fulfill the requirements of the law.

Upcoming Calendar of Event – Please see LaCee's Community Service Report in the council packet.

Closed Meeting

WOODS CROSS CITY

Sworn Statement Regarding Closed Meeting of City Council

Location: 1555 S 800 W, Woods Cross City

STATE OF UTAH)

: § November 4, 2025

COUNTY OF DAVIS)

I, Ryan Westergard, hereby affirm as follows:

1. I am the Mayor of Woods Cross City and make the following averments based on personal knowledge.
I presided at a duly noticed meeting of the Woods Cross City Council on November 4, 2025
2. Upon motion and a unanimous vote, the City Council closed the regular meeting and held a closed session for the sole purpose of discussing the acquisition or sale of real property, deployment of security systems, pending litigation and/or to discuss the character and/or competence of an individual(s) (Utah Code §52-4-205).
3. Upon conclusion of that discussion, the City Council meeting adjourned.

Subscribed and sworn to before me this November 4, 2025



Ryan Westergard, Mayor

Annette Hanson, City Recorder

Vote in favor of closed meeting:

Yea/Nay/Absent
 Yea/Nay/Absent
 Yea/Nay/Absent
 Yea/Nay/Absent
 Yea/Nay/Absent

Julie Checketts
 Eric Sharp
 Gary Sharp
 Jim Grover
 Wally Larrabee