

WOODS CROSS CITY STRATEGIC PLANNING MEETING

Held at Utah Local Governments Trust Building – 55 S Highway 89, NSL, UT 84054
January 9, 2025 beginning at 8 am

CONDUCTING:

Ryan Westergard, Mayor

COUNCIL MEMBERS PRESENT:

Ryan Westergard, Mayor
Julie Checkett
Eric Jones

Wally Larrabee
Rachel Peterson
Jim Grover

STAFF PRESENT:

Bryce Haderlie, City Administrator
Curtis Poole, Community Development Director
Sam Christensen, Public Works Director
LaCee Bartholomew, Community Services Coordinator
Annette Hanson, City Recorder

Cassandra Hart, HR/Risk Management Director
James Bigelow, Chief of Police
Dan Schultz, Assistant Chief of Police
Brian Passey, Finance Director

The Mayor welcomed everyone back to Strategic Planning and turned the time to Public Works.

A link to the full presentations giving over the 2-day City Council Strategic Planning Work Sessions follows [2026 1,8-9 CC Strategic Planning Packet.pdf](#). A summary of presentations is included below:

Public Works – Parks, Solid Waste and Facilities

Sam Christiansen, Public Works Director shared information on Parks, garbage service, and city properties. He then recounted that the Community Emergency Response Team (CERT) is doing well with more attendees than they have had in the past. The Police Department is changing out some radios that will be moved to the use by CERT.

The transition to Ace for garbage services has gone well. Ace has been very responsive and highly engaged; they check driver reports daily and provide excellent customer service.

Additionally, Well 4 pump has a broken suction screen and the missing pump shaft bear. The scheduled repair is very needed and will ensure water quality for residents throughout the future.

Water and Storm Drain personnel are intentionally working to increase accountability, safety, efficiency, teamwork, and beatification.

Police Department

Chief Bigelow and Assistant Police Chief Schultz collaboratively presented on behalf of the Police Department. They went over past goals and objectives created by officers and what the department has been able to achieve over the last year.

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The department has been able to accomplish all their 2024 objectives apart from making OT opportunities available through specialties such as Davis Metro Narcotics and SWAT. They will continue to work to develop those opportunities.

The biggest accomplishments of the last year include: becoming accredited with the Utah Chiefs of Police Association (UCOPA), implementation of the new PD vehicle design for a uniformed fleet (same color, stickers, make/model), and for the first time in known history the department is fully staffed and working very well together.

Finance Department

Finance Director Brian Passey presented information on City Finances and each specific fund, including the General Fund, RDA, Water, Garbage Funds, RDA, Class C Road Funds, Capital Improvement/Development Fund, Fleet Fund, Parks Fund, and Special Assessment Area Fund. He went on to share the definition of the General Fund, Special Funds, and Enterprise funds. He outlined opportunities and challenges associated with setting and maintaining comprehensive and appropriate Impact Fees. Parks Impact Fees were last assessed in 2013. Water and Culinary Impact Fees were addressed in 2025. He posed the that the city needs to determine if the current Water and Storm Water Impact Fees are set at an appropriate rate so that new development pays its own way.

Impact Fees in Utah have a six-year spending requirement: collected funds must generally be spent or committed (encumbered) on public infrastructure within six years of collection, or they must be refunded. Though extensions are possible for extraordinary reasons, ensuring fees specifically fund new growth's needs and don't subsidize general operations or fix old problems.

He also outlined debt responsibilities for the City, how bonds are tied to a revenue source, and the timeline for paying off current debt in the future.

A year ago, the Staff, supported by the Mayor and Council, decided to incrementally address needed increases to keep up with the cost of operations and services in order to fund and maintain current service levels. The group discussed the importance of creating easily digestible information to communicate the City's careful and strategic plan for funding and maintaining service levels.

City Hall Process and Participants

Curtis Poole, Community Development Director and City Administrator, Bryce Haderlie, addressed the group to share that starting next week a design Park/City Hall design committee will be meeting with Method Studios and Hogan Construction to begin the process of the new city and redesign of Hogan Park,

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including programming, design, guaranteed maximum price determination, and build to project completion. The Council will be involved at all stages providing review and approval.

The design team will meet on Thursdays of every week. The meeting time is currently set for 11 am. A limited design team is recommended to be effective when preparing to build a new project, primarily due to its ability to streamline communication, foster a cohesive vision, and increase agility. It was determined that Curtis and Bryce would be the Staff members for the City on design team. Mayor Westergard and Council Members Larrabee and Jones will also be on the design team. All city departments, Council, and even community members will be included in the process, as needed, to provide input and move forward in a comprehensive and timely manner. Curtis will be the project manager and point person to coordinate with the architect and the CM/CG. City Administrator, Bryce will take responsibility for organizing and communicating final decisions.

Bamboo HR

Cass Hart, Human Resources Director, demonstrated the Bamboo HR software that the city has recently implemented; It centralizes HR tasks (employee records, time off, hiring, performance) all in one place. It is meant to save time by automating workflows like onboarding, approvals, and benefits enrollment and will improve employee experience with self-service access to info and requests.

New Website Rollout

LaCee Bartholomew, Community Services Manager, showed the new website. It is going to be more dynamic, have a cleaner look, and be more searchable to give the end user a better overall experience. Full implementation is waiting for additional input from some departments and bios from elected officials to finalize. Currently the new website is set to go live in February.

Revisit Strategic Priorities

Bryce Haderlie , City Administrator, asked the group to evaluate and rank the priorities that were submitted at the previous night's meeting to help Staff and Council move forward planning attention, staff time, and budget. Those attending shared thoughts regarding these priorities as a way to guide the upcoming budget discussion.

Strategic Planning Meeting Process

The Mayor thanked everyone for their participation. He outlined that everyone present had a lunch together, the Mayor and Council would hold a Closed Meeting and that the meeting would adjourn at the conclusion of the Closed Meeting. He asked for a motion for the action.

Move to Adjourn open City Council Meeting and to proceed with a Closed Meeting.

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Council Member Jones made a motion to move to a Closed Meeting. Council Member Larrabee provided the 2nd to the motion. Council Members Larrabee, Peterson, Jones, Grover, and Checketts all voted in favor of moving to a closed meeting.

At 3:58 pm Council Member Larrabee made a motion to conclude the Closed Meeting and move to open session of City Council. The motion was seconded by Council Member Checketts and Council Members Larrabee, Peterson, Jones, Grover, and Checketts all voted in favor of ending the Closed Meeting and return to open session of City Council.

There being no further business before the City Council, at 3:59 pm Council Member Larrabee made a motion to conclude the Strategic Planning Session. Council Member Peterson seconded the motion and Council Members Larrabee, Peterson, Jones, Grover, and Checketts all voted in favor of adjourning the Strategic Planning session.

Approved by City Council 2/3/26

