

Willard City Corporation

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Willard, Utah 84340
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Mayor
Travis Mote
City Council Members
J. Hulsey
R. Christensen
M. Braegger
R. Mund
J. Bodily

*****2nd Amended*****

Willard City Council of Willard City Corporation will hold a Council meeting on Thursday, September 24, 2026, at Willard City Offices, 80 West 50 South, which will begin promptly at **6:30 p.m.** The agenda will be as follows:

1. Call to Order

- a. Invocation
- b. Pledge of Allegiance
- c. Conflict of interest declaration

3. Public Presentation: Resident(s) attending this meeting will be allotted three (3) minutes to express concern or ask a question about any issue that IS NOT ON THE AGENDA. No action can or will be taken on any issue(s) presented during this meeting. If required, items may be referred to department heads for resolution. Items requiring action by the City Council will be placed on the agenda for a future meeting.

4. Planning Commission Report

5. New Business

- a. **Presentation:** Doug Christensen 2026 Candidate for Box Elder County Sheriff
- b. **Presentation:** Mark Mackley's concept plan regarding Willard Dike Nature Park
- c. **Discussion on Open Meetings and Other Outside Communications**

2. Next Meeting Agenda –October 8, 2026

3. Upcoming events: Trunk r Treat

4. Approval of Sept 10, 2026, Meeting Minutes

5. Staff Reports

- a. Public Works
- b. Police Department

- c. Fire Department
- d. City Manager
- e. City Planner
- f. City Attorney
- g. City Recorder

6. Council Member Reports

- a. Jacob Bodily
- b. Rod Mund
- c. Mike Braegger
- d. Rex Christensen
- e. Jordan Hulsey

7. Mayor's General Correspondence and Information

8. Adjourn

/s/ Diana Mund
City Recorder

City Council Meeting

Meeting Minutes

September 11, 2026, 6:30 PM
80 South Street, Willard, UT 84340, US

1. Call to Order

Mayor Travis Mote called the Willard City Council meeting of September 10, 2026 to order at 6:30 PM at 80 South Street, Willard, UT 84340.

a. Invocation

The invocation was offered by Council Member Mike Braegger.

b. Pledge of Allegiance

Mayor Mote led those present in the Pledge of Allegiance.

c. Conflict of interest declaration

No conflicts of interest were declared.

2. Public Presentation

Diana Baker, a resident and Planning Commission member, addressed the Council on two matters. First, she raised concerns about a recently implemented rule prohibiting Planning Commission members from commenting at the end of their meetings, expressing her view that commissioners should be able to address concerns raised by residents without having to wait for items to be formally placed on the agenda. Second, she raised concerns about traffic on West Center Street and the use of emergency access roads in subdivisions limited to a single primary access point, arguing that the City's ordinances should more clearly define or restrict the use of emergency exits.

3. Planning Commission Report

Planning Commission Member Ken Ormond reported that the Commission spent significant time at its most recent meeting discussing off-street and on-street parking and driveway standards, and that the item was tabled for public comment with a draft in progress. He also noted that the Commission approved renewal of a conditional use permit for Jean Loveland's garage for another year.

4. New Business

a. Action item: Discussion/Approval of Resolution 2026-06 Ratifying prior zoning map amendments and adopting a corrected official Zoning Map

City Planner Madison Brown presented the corrected official Zoning Map, explaining that a review of the past ten years of zoning history had revealed numerous parcels that had not been updated correctly on the map. The resolution seeks to ratify all prior zoning map amendments made over that period and formally adopt the corrected map. Council members raised minor questions about the completeness of the legend on printed copies, with staff noting that the full legend appeared to have been cut off in printing. Staff confirmed the digital version was accurate and complete.

Motion to adopt Resolution 2026-06 was made by Council Member Jacob Bodily and seconded by Council Member Rod Mund. The motion carried unanimously on a roll call vote (Hulsey – Yes, Mund – Yes, Christensen – Yes, Braegger – Yes, Bodily – Yes).

b. Discussion/Approval of Ordinance 2026-13 Adopting an amendment to the future land use map of the Willard City General Plan

City Planner Brown presented three versions of the future land use map: the existing map (Map 8), a corrected version reflecting prior rezoning actions (Map 9), and the Planning Commission's recommended version (Map 10). Map 9 corrected parcels that had already been rezoned but were not reflected on the map, while Map 10 incorporated additional Planning Commission recommendations, including a swap of Agricultural-5 (A-5) and R-0.5 acre designations in the northern area of the city, intended to preserve orchard land on the hillsides rather than field areas closer to the highway.

Council Member Jordan Hulsey expressed a preference for retaining the A-5 designation in the area just north of the existing PUD, consistent with what the community had requested during the general plan process, and disagreed with the Planning Commission's rationale for swapping the two areas. Mayor Mote and Council Member Rex Christensen emphasized concerns about the lack of water and sewer infrastructure in the northern area, noting that designating land as R-0.5 acres could attract development interest before the City is prepared to support it. The consensus of the Council was that it was premature to signal readiness for higher-density development in that area.

Council Member Braegger suggested going with Map 9, which would preserve the prior public hearing record and keep most of the area under its existing designations without adopting the Planning Commission's recommended changes. The two blank areas visible on the map were identified as existing residential subdivisions that should be filled in with the appropriate R-0.5 acre color. City Attorney Amy Hugie confirmed that the Council was within its authority to adopt Map 9 rather than follow the Planning Commission's Map 10 recommendation.

Council Member Hulsey voted against the motion, preferring to ultimately see a public hearing process to change the northern area back to A-5 in its entirety. Council Members Christensen also voted no, wishing to pursue that same change through a future public hearing process.

Motion to adopt Ordinance 2026-13 with Map 9 as the adopted future land use map was made by Council Member Braegger and seconded by Council Member Mund. The motion carried 3-2 on a roll call vote (Hulsey – No, Mund – Yes, Christensen – No, Braegger – Yes, Bodily – Yes).

c. Discussion/Approval of Resolution 2026-14 Subdivision Water Improvement Agreement for Third Party Improvements for Mountain Bay Subdivision

City Planner Brown introduced the item, noting that Mountain Bay Subdivision is located in the southern portion of the City where a direct connection to the City's existing water system is not feasible. Kelvin Judd was present representing the subdivision. The City, in cooperation with the developer, petitioned the Bear River Water Conservancy District for 11 acre-feet of culinary water to serve the subdivision. Under the agreement, the developer bears full responsibility for impact fees and construction of all required water infrastructure. Upon completion, certain improvements will be dedicated to the Conservancy District and others to the City.

City Attorney Hugie noted that the Conservancy District prefers to deal directly with governmental entities, making the City's role as intermediary necessary. Key exhibits to the agreement include legal descriptions, the agreement between the Conservancy District and the City, estimated costs, approved construction drawings, an escrow certificate providing financial security to the City, and a bill of sale for eventual transfer of infrastructure ownership to the Conservancy District.

The Council discussed the billing structure, with staff confirming that the City would receive water wholesale from the Conservancy District and bill residents on a retail basis, consistent with existing City rate structures. Questions were raised about what happens if usage exceeds the 11 acre-feet allocation; City Attorney Hugie indicated this agreement addresses the infrastructure and initial allocation, and that adjustments would be addressed through the rate structure and future communications with the District. Council Member Braegger offered to raise the overage question at an upcoming Bear River Water Conservancy District meeting. The

Council noted that this agreement represents a new type of arrangement for Willard and acknowledged it may serve as a template for future southern-area development.

Motion to approve Resolution 2026-14 was made by Council Member Braegger and seconded by Council Member Bodily. The motion carried unanimously on a roll call vote (Hulsey – Yes, Christensen – Yes, Braegger – Yes, Mund – Yes, Bodily – Yes).

d. Discussion concerning The Open and Public Meetings Act – Amy

City Attorney Hugie briefed the Council on recent statewide litigation involving violations of Utah's Open and Public Meetings Act. She reported that over 40 lawsuits had been filed across the state by a single individual who had systematically identified violations—such as agendas posted less than 24 hours before meetings and discussions of topics not listed with sufficient specificity—and filed claims against cities and special service districts. The City's insurance trust will cover attorney fees up to \$10,000 but will not pay any damages awarded if violations are found, leaving cities financially exposed. A number of jurisdictions settled for \$3,500 per claim out of pocket.

City Attorney Hugie emphasized the legal requirement that agendas describe items with "reasonable specificity" so the public is meaningfully informed of the business to be conducted. She outlined two major areas of concern for Willard. First, she cautioned that the Planning Commission, as an appointed advisory body rather than an elected one, was delving into matters outside its jurisdiction—particularly during open comment periods—creating exposure under the Open Meetings Act. She noted she had discussed this with the Planning Commission's chair and recommended that the Commission's public comment period be discontinued, with the public directed instead to the City Council. Second, she cautioned against elected officials—including the Mayor—attending Planning Commission meetings in a manner that could constitute undue influence on a quasi-judicial advisory body, and reminded Council members that they cannot remove their status as elected officials when appearing at public hearings, even if they intend to speak as private citizens.

The Council discussed how to best receive information from the Planning Commission, with staff and the City Attorney noting that the available channels include the Planning Commission's report at the Council meeting, written staff reports, and direct contact with staff. Mayor Mote clarified that recent changes to the Planning Commission's process now provide a structured avenue for commissioners to bring concerns to the agenda with adequate notice. City Manager Jeremy Kimpton underscored the importance of transparent agendas, noting that residents rely on published agendas to determine whether a meeting is relevant to their interests.

Council Member Braegger summarized the practical takeaway: that the Council's report period should remain limited to brief informational items or requests to place topics on a future agenda, without delving into substantive unnoticed discussions. The Council acknowledged these guidelines and expressed commitment to following them to avoid unnecessary legal exposure.

5. Next Meeting Agenda – September 24, 2026

The following items were identified for placement on the September 24, 2026 agenda: a presentation regarding the Willard Dike nature park concept plan, the trunk-or-treat event, and the student/citizen of the month awards. City Recorder Diana Mund noted that Doug Christensen, candidate for Box Elder County Sheriff, would also be attending to address the Council.

6. Upcoming Events

City Recorder Mund reported that the Willard Stake would be featuring a Willard float in the Peach Days Parade the coming Saturday. Staff noted the Box Elder Summit conference scheduled for September 24 and the Utah League of Cities and Towns annual conference scheduled for October 27–28 in the Salt Lake area. Council Member Christensen confirmed his registration for the League conference. Staff also reminded Council members of a mandatory Community Development Block Grant (CDBG) informational meeting on September 30, with sessions available in Cache Valley and Brigham City.

7. Approval of August 13, 2026, Meeting Minutes

Motion to approve the August 13, 2026 meeting minutes was made by Council Member Braegger and seconded by Council Member Christensen. The motion carried unanimously.

8. Staff Reports

a. Public Works

City Manager Kimpton reported on behalf of Public Works Director Payden, who was out of town. Key updates included: fire hydrants have been made operable; lights at the fire station have been repaired; the sign at the children's park was redone; and meter change-outs are ongoing. The Council inquired about the status of highway paving on Route 89, with City Manager Kimpton indicating that completing the paving before winter was the goal, though no formal update had been received in the past month or so. It was also noted that restroom facilities at City parks remain closed due to ongoing vandalism, with trail cameras in place to assist in identifying perpetrators.

b. Police Department

Police Chief Theron Fielding had no significant items to report.

c. Fire Department

City Manager Kimpton reported that the Fire Department has been working on building bids and is coordinating with staff to update bylaws to align with the most recent personnel manual revisions. He also noted that the previously purchased ambulance from Tremonton would be picked up the following day and prepared for service.

d. City Manager

City Manager Kimpton reported that negotiations with the county regarding an emergency services agreement are progressing. He has been directed to draft a proposed agreement and hopes to convene a meeting with elected officials and county staff in the near future, noting that both parties are motivated to reach a resolution. He also presented, in collaboration with City Planner Brown, the newly launched City website. The redesigned site features mobile-responsive design, an alert banner system, text notification capability (forthcoming), online facility reservations (forthcoming), integrated news and events calendar, and streamlined department pages with consistent linking across the site. The website's vendor representative provided a brief walkthrough of administrative features. The Council received the presentation positively, noting that improved public access to information was expected to reduce incoming calls and emails to staff.

e. City Planner

City Planner Brown reported that several new subdivision applications have been received and that the Planning Commission has a full workload as a result. She offered to begin including the Planning Commission's subdivision status update sheet in future Council agenda packets. She also reminded Council members of the upcoming conferences and the CDBG mandatory meeting.

f. City Attorney

Covered under New Business Item 4d above. City Attorney Hugie also noted that she would follow up with the county attorney's office regarding the process and legal requirements for potential annexation of South Willard, as requested by Mayor Mote.

g. City Recorder

No additional items were reported by City Recorder Diana Mund beyond items already addressed under other agenda items.

9. Council Member Reports

a. Jacob Bodily

Council Member Bodily inquired about the HOA governance situation in the Deer Run Subdivision, noting that residents have had difficulty reaching the HOA regarding concerns and proposals. City Attorney Hugie confirmed that HOA enforcement is a private civil matter and that residents would need to retain their own legal counsel to enforce CC&Rs, as the City has no authority to act in this capacity. Council Member Bodily also commended the Police Department for their traffic enforcement efforts, particularly on the north end of town.

b. Rod Mund

Council Member Mund commended the Council, Mayor, and staff for their collaborative and effective work together.

c. Mike Braegger

Council Member Braegger echoed Council Member Mund's sentiments regarding the quality of the working relationship among Council members and staff.

d. Rex Christensen

Council Member Christensen thanked staff for their attention to detail, particularly regarding the new website and its potential to streamline communications. He raised a question regarding how sewer fees are assessed for RV parks—specifically whether they are charged per unit or per facility—noting this had come up at a recent sewer meeting. City Manager Kimpton acknowledged the issue remains under review and is tied to the ongoing impact fee and facility plan studies.

e. Jordan Hulsey

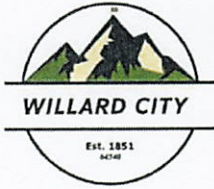
Council Member Hulsey requested that the student and citizen of the month award presentations be placed on the next meeting agenda, noting the program would be resuming in coordination with the local PTA.

10. Mayor's General Correspondence and Information

Mayor Mote requested that City Attorney Hugie follow up with the county attorney's office to clarify the legal process and statutory requirements for annexation of South Willard. He noted that with new subdivisions developing in the area, some located within City boundaries and others in the county, a checkerboard of jurisdictions is emerging that could create challenges for emergency services provision and billing. He indicated that South Willard residents had raised the question of annexation informally and that the City should be prepared to answer those questions with accurate procedural information.

11. Adjourn

Motion to adjourn was made by Council Member Bodily and seconded by Council Member Mund. The motion carried unanimously. The meeting was adjourned.



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August 28, 2026

Granite Ridge

- Phase 4
 - Last permits in Phase 4 were issued last week
- Phase 5
 - Conditional Acceptance inspection complete
 - Streetlights are in progress
 - 7 building permits approved thus far
- Phase 6
 - Developer has been asked to provide a copy of the executed agreement with Staker Parsons outlining the improvements that must be completed before 625 S (haul road) can be used as emergency access and before Phase 6 can be approved.
 - Last communication was June 24, 2026

Deer Run

- Phase 1 Part 3
 - All building permits have been issued
- Phase 2 Part 1
 - Expect to see building begin soon.
 - Building permits will be issued if the building plans stay at least 3 feet above the latest groundwater reading. Builder is required to submit a groundwater report from within the last 60 days with each building permit application.
- Other phases
 - Still in discussion on permanent dewatering systems for later phases.

Canyon Bay

- Still negotiating terms of the Agricultural Easement. Development Agreement has been reviewed by staff and is ready to present it to the Planning Commission.
- Expect to see this item on the agenda within the next month or so.

JSR

- Sent feedback on Review 1. Waiting for revisions.

Mountain Bay

- Currently working on water agreement for water exchange with BRWCD. Will be ready to present to Council shortly. Once the agreement is approved, staff can continue with Final approval.

The Orchards

- Working on infrastructure. Phase 3 has not been recorded; lots can not be sold until recording.

Old Farm

- Willard City met with developer on August 20. Agreements are being re-negotiated.

Broke Ass Ranch

- Developer would like to divide one lot into two. Entire subdivision will go from two lots to three.
- Currently discussing the Subdivision Improvement Plans.
- The deferral agreement that was originally approved was for two lots. Planning Commission will need to decide what recommendation to forward to City Council regarding the deferral agreement.

New Applications

These are still being reviewed for completeness or under initial staff review. More details to come.

- Willow Creek Estates – Kunzler property
- Sun Red Subdivision – 305 N 200 W

Ordinance Amendments

- 24.16 Access Requirements
 - 24.80 Subdivisions
 - 24.96 Accessory Dwelling Units
-