Willard City Corporation

435-734-9881
80 W 50 S
PO Box 593
Willard, Utah 84340
www.willardcityut.gov

**Mayor**
Travis Mote
**City Council Members**
J. Hulsey
R. Christensen
M. Braegger
R. Mund
J. Bodily

Willard City Council of Willard City Corporation will hold a Council meeting on Thursday, October 22, 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

**2. Presentation of Citizenship Awards**

**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. Public Hearing** to receive public comments regarding Ordinance No. 2026-13, an ordinance amending Title 22 of the Willard City Municipal Code by enacting Chapter 22.14, "City Parks and Public Property Regulations."

**b. Action Item**: Discussion/Approval of Ordinance No. 2026-13 Amending Title 22 of the Willard City Municipal Code; enacting Chapter 22.14 to establish operational hours for City Parks and Prohibit Camping on Public Property

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**c. Action Item:** Discussion/Approval of Resolution No. 2026-16 Adopting the Comprehensive Financial Management and Procurement Policy

**d. Action Item:** Discussion/Approval of Resolution No. 2026-17, Adopting the Municipal Internal Financial Controls Policy

**e. Continued Discussion** of the Fire Department Engineering Plans

**f. Discussion** with Zack Burke/Jones & Associates regarding Hargis Hill Development, addressing the upgrading of the roadway.

**g. Discussion** on Water Agreement with the Bear River Water Conservation District

**h. Discussion** on Willard City Recycling Services

**I. Consideration** and possible Approval of Quote AT457 from Alltech for council Chamber audio/visual, broadcast, and networking system upgrades in an amount not to exceed $25, 570.32

**j. Discussion** on increasing several items on the Willard City Prevailing Fee Schedule

**k. Discussion/Approval** to erase the Granite Agreements Must-Have list from the Council Room chalkboard celebrated with donuts.

**6. Next Meeting Agenda** –November 12, 2026

**7. Upcoming events**: Trunk or Treat & Willard City Christmas Party

**8. Approval** of October 8th, 2026, Meeting Minutes

**9. Discussion of** Financial Reports

**10. Staff Reports**

- **d.** Public Works
- **e.** Police Department
- **f.** Fire Department
- **g.** City Manager
- **h.** City Planner
- **i.** City Attorney
- **j.** City Recorder

**11. Council Member Reports**

- **k.** Jacob Bodily
- **l.** Rod Mund

**m.** Mike Braegger
**n.** Rex Christensen
**o.** Jordan Hulsey

**12. Mayor's General Correspondence and Information**

**Consideration of Motion to Enter a Closed Session To discuss the Land Acquisition pursuant to UCA §52-4-205 (d) strategy sessions to discuss the purchase, exchange, or lease of real property.**

**13. Adjourn**

/s/ Diana Mund
City Recorder

# NOTICE OF PUBLIC HEARING

## WILLARD CITY COUNCIL

Notice is hereby given that the Willard City Council will hold a public hearing to receive public comment regarding Ordinance 2026-13, an ordinance amending Title 22 of the Willard City Municipal Code by enacting Chapter 22.14, "City Parks and Public Property Regulations." The proposed ordinance establishes operational hours for all city parks and the city cemetery (sundown to sunup) and prohibits camping or lodging on public grounds, streets, and rights-of-way without a specialized permit.

### Hearing Details

- **Date:** October 22, 2026
- **Time:** 6:30 PM
- **Location:** Willard City Offices
  80 West 50 South
  Willard, UT 84340

A complete copy of the proposed ordinance is available for public review at the Willard City Offices during regular business hours and on the Utah Public Notice Website. Public comments may be made in person during the hearing or submitted in writing to the City Recorder prior to the meeting.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City Recorder at 435-734-9881 at least 24 hours prior to the meeting.

Diana Mund
City Recorder, Willard City

# WILLARD CITY ORDINANCE 2026-13

**AN ORDINANCE AMENDING TITLE 22 OF THE WILLARD CITY MUNICIPAL CODE; ENACTING CHAPTER 22.14 TO ESTABLISH OPERATIONAL HOURS FOR CITY PARKS AND PROHIBIT CAMPING ON PUBLIC PROPERTY**

**WHEREAS,** Willard City has a vested interest in preserving the safety, maintenance, and intended use of its public parks, cemetery, and public facilities; and

**WHEREAS,** establishing uniform hours of operation for city parks and the city cemetery is necessary to prevent vandalism, reduce nighttime disturbances, and ensure public safety; and

**WHEREAS**, unauthorized camping on public property, streets, and rights-of-way creates public health and safety concerns, interferes with the primary purpose of public facilities, and constitutes a public nuisance; and

**WHEREAS,** the City Council finds that enacting Chapter 22.14 is in the best interest of the health, safety, and welfare of the residents of Willard City;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Willard City, Utah, that Title 22 of the Willard City Municipal Code is hereby amended to enact Chapter 22.14, "City Parks and Public Property Regulations," to read as follows:

## CHAPTER 22.14

## CITY PARKS AND PUBLIC PROPERTY REGULATIONS

### 22.14.010 City Parks & Facilities Operational Hours

It is unlawful for any person to enter, be upon, drive any vehicle upon, or be within any vehicle upon any city park or city cemetery between sundown and sunup of any day, except when participating in or attending an activity sponsored by the city or allowed under a permit issued by the city, and except for pedestrians crossing a park on a regularly established walkway.

### 22.14.020 Prohibited Camping on Public Property

A. It is unlawful for any person to camp, lodge, or pitch a tent, fly, lean-to, tarpaulin, or any other type of camping equipment or personal belongings on public grounds, including any transportation vehicle, upon any portion of a street, road, or right-of-way, or in any park, playground, or publicly owned property.

B. It is unlawful for any person using or benefiting from any of the foregoing items to fail to remove the same for more than thirty (30) minutes after being requested to do so by any city official, officer, or employee.

C. The Mayor, in their discretion, may issue a temporary permit authorizing camping in connection with an approved special event that is in the public interest.

### 22.14.030 Penalty

Unless otherwise stated, any person violating any provision of this chapter shall be guilty of a Class B misdemeanor. Each day a violation continues shall constitute a separate offense.

## SECTION 2. Severability

If any section, part, or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts, and provisions of this Ordinance shall be severable.

## SECTION 3. Effective Date

This ordinance shall become effective immediately upon publication or posting as required by law.

PASSED AND ADOPTED by the Willard City Council on this ' day of October, 2026.

| | | | |
|---|---|---|---|
| Hulsey | Yes_____ | Nay_____ | Absent_____ |
| Christensen | Yes_____ | Nay_____ | Absent_____ |
| Braegger | Yes_____ | Nay_____ | Absent_____ |
| Mund | Yes_____ | Nay_____ | Absent_____ |
| Bodily | Yes_____ | Nay_____ | Absent_____ |

**ATTEST:**

_____

City Recorder

**WILLARD CITY:**

**BY:**_____

Mayor Travis Mote

# RESOLUTION NO. 2026-16

## A RESOLUTION OF THE CITY COUNCIL OF WILLARD CITY, UTAH, ADOPTING THE COMPREHENSIVE FINANCIAL MANAGEMENT AND PROCUREMENT POLICY.

**WHEREAS**, the City Council of Willard City (the "City") recognizes its fiduciary responsibility to the taxpayers to safeguard public funds, ensure accurate financial reporting, and promote transparent and equitable purchasing practices; and

**WHEREAS**, Utah Code Annotated § 10-6, the Uniform Fiscal Procedures Act for Utah Cities, requires municipalities to establish and maintain adequate internal accounting controls and financial procedures; and

**WHEREAS**, to maintain compliance with state statutes, federal grant guidelines, and the best practices recommended by the Utah Government Finance Officers Association (UGFOA) and the City's independent auditors, it is necessary to formally adopt standardized financial protocols; and

**WHEREAS**, the City Staff has developed a Comprehensive Financial Management and Procurement Policy governing internal controls, segregation of duties, purchasing thresholds, capital asset tracking, and disbursement authorizations; and

**WHEREAS**, the City Council has reviewed the proposed policy and determines that its adoption is necessary and in the best interest of the health, safety, and general welfare of the residents of Willard City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Willard City, Utah, as follows:

**Section 1. Adoption.** The Willard City Comprehensive Financial Management and Procurement Policy, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby formally adopted.

**Section 2. Implementation.** The City Manager and City Recorder are hereby authorized and directed to implement the procedures, thresholds, and internal controls set forth in the policy across all municipal departments and funds.

**Section 3. Supersession.** All prior resolutions, policies, or administrative directives regarding procurement, purchasing thresholds, and internal financial controls that are in conflict with the provisions of the attached policy are hereby superseded and repealed to the extent of such conflict.

**Section 4. Effective Date.** This Resolution shall take effect immediately upon its passage and adoption by the City Council.

**PASSED AND ADOPTED** by the Willard City Council on this ___ day of _____ _____, 2026.

| | | | |
|---|---|---|---|
| Hulsey | Yes_____ | Nay_____ | Absent_____ |
| Christensen | Yes_____ | Nay_____ | Absent_____ |
| Braegger | Yes_____ | Nay_____ | Absent_____ |
| Mund | Yes_____ | Nay_____ | Absent_____ |
| Bodily | Yes_____ | Nay_____ | Absent_____ |

**ATTEST:**

_____

City Recorder

**WILLARD CITY:**

**BY:**_____

Mayor Travis Mote

# Exhibit A

Willard City Corporation

435-734-9881
80 W 50 S
PO Box 593
Willard, Utah 84340
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**Mayor**
Travis Mote
**City Council Members**
J. Hulsey
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# Willard City Comprehensive Financial Management & Procurement Policy

1. **Purpose & Scope**: This policy governs the commitment of city funds for the acquisition of all goods, services, and capital construction. Department heads are authorized to initiate purchases within their approved departmental budgets, subject to the methods outlined below. Splitting a purchase into multiple smaller transactions to bypass bidding thresholds is strictly prohibited.

## 2. Standard Purchasing Thresholds

### A. Micro-Purchases ($0.01 – $2,500.00)

**Method:** No competitive quotes required.

**Procedure:** Department heads may authorize purchases using professional judgment to ensure equitable pricing.

### B. Small Purchases ($2,501.00 – $10,000.00)

**Method:** Minimum of three (3) documented informal quotes (telephone, web pricing, or email).

**Procedure:** A Purchase Order (PO) must be generated. Quotes must be attached to the PO for City Manager approval *prior* to ordering the good or service.

### C. Medium Purchases ($10,001.00 – $50,000.00)

**Method:** Minimum of three (3) formal written quotes.

**Procedure:** Quotes must be provided directly from the vendor. Requires an approved PO. Unbudgeted items in this tier require a formal budget amendment prior to purchase.

**D. Formal Competitive Bidding (Over $50,000.00)**

**Method:** Formal Request for Proposals (RFP) or Invitation for Bids (IFB).

**Procedure:** Solicitations must follow Utah Code requirements for public notice. Award of contract requires formal, recorded approval by the Willard City Council.

## 3. Exceptions to Bidding Requirements

**State Cooperative Contracts:** Purchases utilizing active State of Utah Division of Purchasing cooperative contracts are exempt from local bidding, provided the state contract number is listed on the PO.

**Sole Source Procurement:** Permitted only when a good or service is uniquely available from a single supplier. A written Sole Source Justification form must be signed by the City Manager prior to purchase.

**Emergency Purchases:** Authorized only when a delay would threaten public health, safety, or property. The City Manager may authorize immediate procurement, followed by a formal emergency report to the City Council at their next regular meeting.

## 4. City-Issued Purchasing Cards (P-Cards)

**Authorized Use:** P-Cards delegate purchasing authority for routine departmental supplies, approved travel (lodging, per diem), and emergency field repairs.

**Prohibited Use:** Cash advances, personal purchases, alcoholic beverages, and services requiring 1099 reporting are strictly prohibited.

**Receipt Management:** An itemized receipt showing specific goods purchased is mandatory for every transaction.

**Reconciliation:** Cardholders must reconcile their statement within 5 business days of the billing cycle close. Statements must be signed by the cardholder and approved by their department head. Failure to provide receipts will result in P-Card suspension.

# RESOLUTION NO. 2026-17

## A RESOLUTION OF THE CITY COUNCIL OF WILLARD CITY, UTAH, ADOPTING THE MUNICIPAL INTERNAL FINANCIAL CONTROLS POLICY.

**WHEREAS**, the City Council of Willard City (the "City") has a fiduciary duty to the residents and taxpayers to safeguard municipal assets, ensure the accuracy of financial records, and prevent fraud, waste, and abuse of public funds; and

**WHEREAS**, Utah Code Annotated § 10-6, the Uniform Fiscal Procedures Act for Utah Cities, mandates that the governing body establish and maintain adequate internal accounting controls; and

**WHEREAS**, the City's independent auditors and the Utah State Auditor's Office strongly recommend the formal adoption of written internal controls governing segregation of duties, cash management, payroll disbursements, and capital asset tracking; and

**WHEREAS**, the City Manager has drafted a comprehensive Municipal Internal Financial Controls Policy to govern the daily financial operations across all municipal funds, ensure strict compliance with federal and state grant requirements, and mandate explicit executive authorization for outgoing disbursements; and

**WHEREAS**, the City Council has reviewed the proposed policy and finds that its implementation is vital to the financial health, transparency, and operational integrity of Willard City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Willard City, Utah, as follows:

**Section 1. Adoption.** The Willard City Municipal Internal Financial Controls Policy, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby formally adopted.

**Section 2. Implementation.** The City Manager, City Recorder, and designated financial staff are hereby authorized and directed to strictly enforce the procedures, segregation of duties, and internal controls set forth in the policy.

**Section 3. Audit Compliance.** City staff is directed to provide a copy of this formally adopted policy to the City's independent auditing firm and to utilize these standards during annual financial audits and the preparation of the Schedule of Expenditures of Federal Awards (SEFA).

**Section 4. Supersession.** All prior resolutions, policies, or administrative directives regarding internal financial controls and disbursement procedures that are in conflict with the provisions of the attached policy are hereby superseded and repealed to the extent of such conflict.

**Section 5. Effective Date.** This Resolution shall take effect immediately upon its passage and adoption by the City Council.

**PASSED AND ADOPTED** by the Willard City Council on this ___ day of _____ _____, 2026.

| | | | |
|---|---|---|---|
| Hulsey | Yes_____ | Nay_____ | Absent_____ |
| Christensen | Yes_____ | Nay_____ | Absent_____ |
| Braegger | Yes_____ | Nay_____ | Absent_____ |
| Mund | Yes_____ | Nay_____ | Absent_____ |
| Bodily | Yes_____ | Nay_____ | Absent_____ |

**ATTEST:**

_____

City Recorder

**WILLARD CITY:**

**BY:**_____

Mayor Travis Mote

# Exhibit A

Willard City Corporation

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**Mayor**
Travis Mote
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R. Mund
J. Bodily

# Willard City Financial Internal Controls Policy

## 1. Control Environment & Segregation of Duties

- **Separation of Roles:** To safeguard municipal assets across the General Fund (10), Capital Projects (45), Water (51), Sewer (52), and Garbage (54) funds, no single employee shall control all phases of a financial transaction. The individual authorizing a transaction must not be the same individual recording it in the general ledger or processing the payment.
- **Compensating Controls:** Recognizing the staffing limitations of a small municipality, mandatory secondary reviews by the City Manager of exception reports, journal entries, and batch totals shall serve as compensating controls.
- **System Security:** Access permissions within the municipal accounting software must align strictly with the employee's job description. Sharing login credentials is strictly prohibited.

## 2. Cash Receipts & Revenue Management

- **Daily Receipting:** All incoming funds (utility billing, permits, impact fees) must be logged into the accounting system immediately upon receipt.
- **Bank Deposits:** Deposits must be prepared and deposited daily. The employee closing out the daily cash drawer and preparing the deposit slip must be independent of the employee who physically transports the deposit to the bank.
- **Bank Reconciliations:** All municipal bank statements must be reconciled within 15 days of the statement end date. The completed reconciliation must be reviewed, dated, and signed by an official independent of the cash receipting process.

## 3. Accounts Payable & Payroll Disbursements

- **Three-Way Matching:** Prior to check issuance, accounts payable staff must verify a three-way match between the vendor invoice, the approved Purchase Order, and the receiving report or packing slip.
- **Dual Signatures:** All physical checks issued by Willard City require two authorized signatures. The supporting invoice packet must be presented alongside the check for review during signing.
- **Executive Payroll Sign-Off:** Hourly employees must utilize the designated timekeeping system, with timesheets approved by department heads. The City Recorder or designated payroll clerk shall prepare the preliminary payroll register. **No payroll funds shall be disbursed, nor ACH files transmitted, without explicit, documented Executive Payroll Sign-Off by the City Manager.**

## 4. Capital Assets & Depreciation

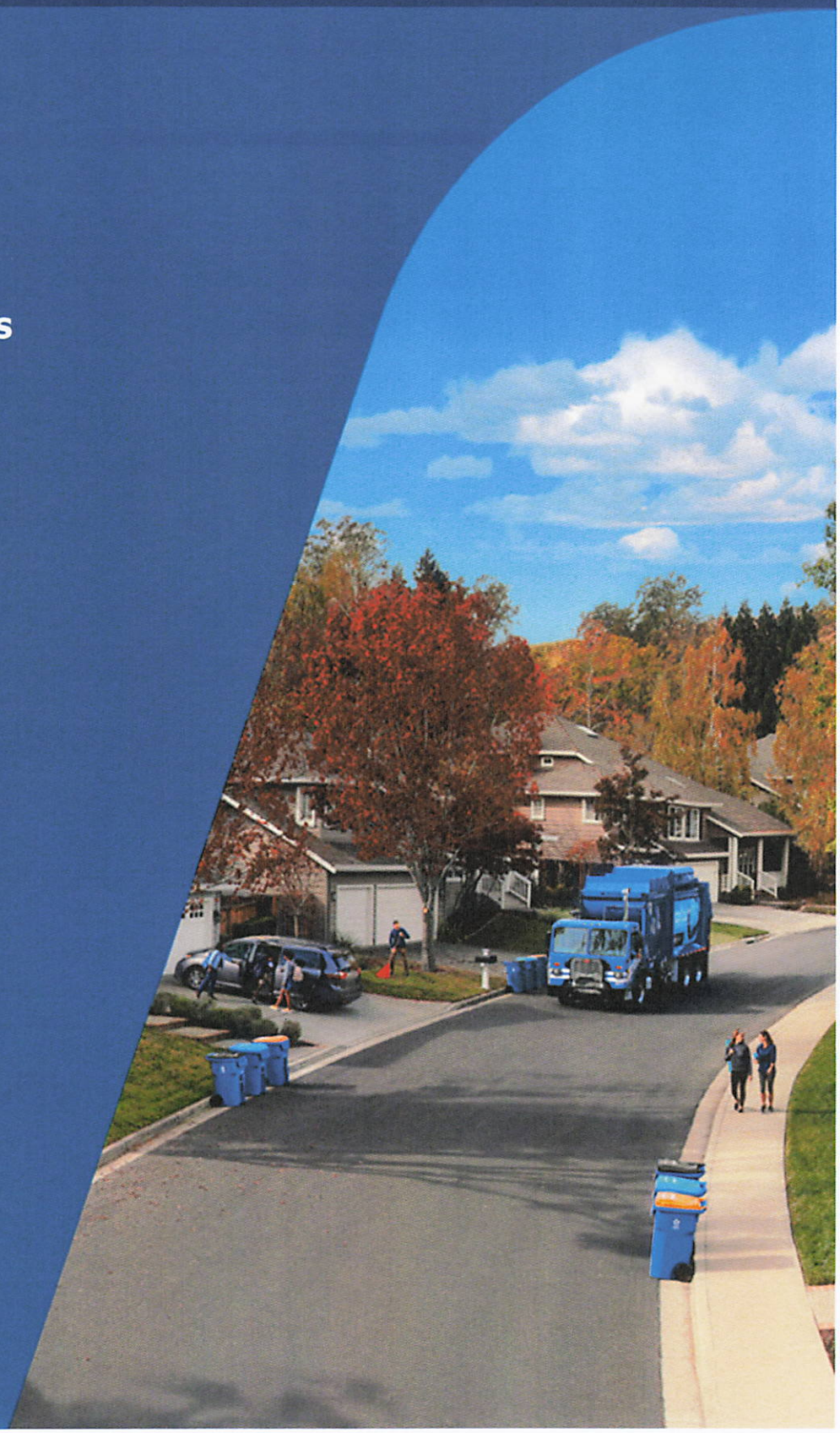
- **Asset Tracking:** Capital assets (fleet, infrastructure, IT equipment, field tools) with a useful life exceeding one year and a cost exceeding $5,000 must be tagged and logged in the municipal asset inventory.
- **GASB 34 Compliance:** Assets shall be depreciated utilizing straight-line methodology. Multi-year infrastructure projects must be tracked as Construction in Progress (CIP) and reclassified to depreciable assets only when placed into active service.

## 5. Federal Awards & Single Audit Compliance

- **SEFA Tracking:** Expenditures funded by federal grants must be isolated using specific project codes to generate an accurate Schedule of Expenditures of Federal Awards (SEFA).
- **Threshold Monitoring:** If federal expenditures across all funds are projected to exceed $750,000 within a single fiscal year, the finance department must immediately notify the City Manager to initiate Single Audit preparations.

# Willard City Recycling Services

## Residential Recycling with Republic Services



REPUBLIC SERVICES

Sustainability in Action

# Introduction

Dear Jeremy Kimpton, Councilmember Mike Braegger, and Members of Willard City Staff:

Thank you for the opportunity to present options for residential recycling collection. We have been a strong and stable provider of collection services in the State of Utah for over 30 years. Early this year, we also added EconoWaste and Robinson Waste Services to the Republic family, combining our expertise in Northern Utah. As a company, we provide curbside recycling collection services to Brigham City, Perry City, Pleasant View City, and several other neighboring communities.

As Willard City's current trash hauler, we have the option to amend our current agreement to include curbside recycling services. We have also included information about other options. As the city is pursuing its options, actual pricing is dependent on the type of program the city selects, including the number of participants, collection frequency, contractual terms, etc.

# Types of Recycling Options Available

## Residential Curbside Collection

Republic can provide weekly or bi-weekly residential curbside collection to the residents of Willard City based on a mandatory, opt-out, or opt-in basis (overall participation determines rates available to residents). Containers can be provided by Republic or by the city but must be colored blue (we recommend a blue container with a blue lid, similar to what is pictured below). Most municipalities opt to go with a standard 90–95-gallon recycling container.



***Figure 1.***
***Simple Solutions for Residential***
*Whether carts are customer-owned or Republic Services-provided, our residential collection is simple and reliable.*

# What Materials are "Recyclable"?

In Utah, recycling is typically collected in three ways:

- Mixed commingled (cardboard, paper, plastics/jugs, aluminum/metal).
- Old Corrugated Cardboard (cardboard only).
- Glass (glass only).

All three options are available to Willard City. See the guidelines below for recycling processing.

***Figure 2. Recycling Guidelines***

*Follow these guidelines so your materials are properly processed at the Recycling Facility*

**1.**

**Know what to throw.**

Only include the materials listed above.

**2.**

**Empty, clean and dry.**

Make sure recyclables are empty of food, rinsed out and mostly dry.

**3.**

**Don't bag it.**

Recyclables should be placed loosely in your cart – and plastic bags never belong.

# Does Republic Provide Supplemental Education?

Yes! Our programs are tailored to the needs and preferences of each city. Some cities elect to handle marketing to their residents on their own. Republic can also partner with municipalities to publicize a program. We can do everything from stickers on containers, to mailed postcards, delivered door hangers, and more.

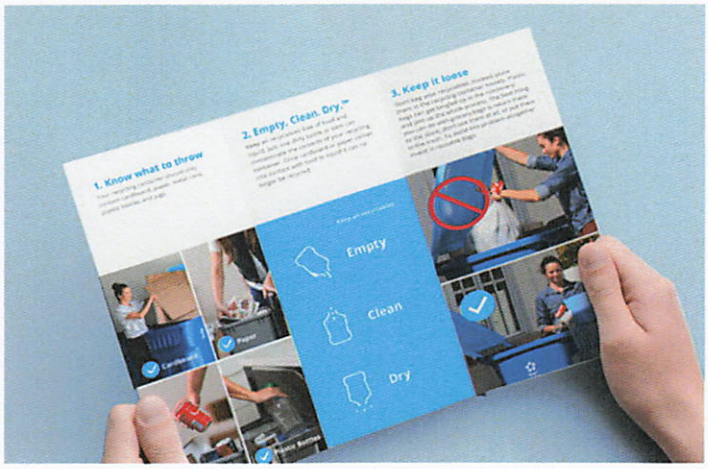



***Figure 3. Recycling Trifold***

*An educational trifold displaying recycling guidelines.*

# Where does Recycling go?

Recycling materials are collected and transported to a recycling processing facility where they are sorted, processed, and baled for shipment. Materials are then sent to another processing facility or sold directly to manufacturers for re-use. Disposal cost to the city for recycling is subject to market changes. Republic owns and operates Ogden Transfer Station, a facility that does initial sorting of recycling materials before shipping them to a larger recycling facility further south. For more information about the recycling process, see the infographic below.

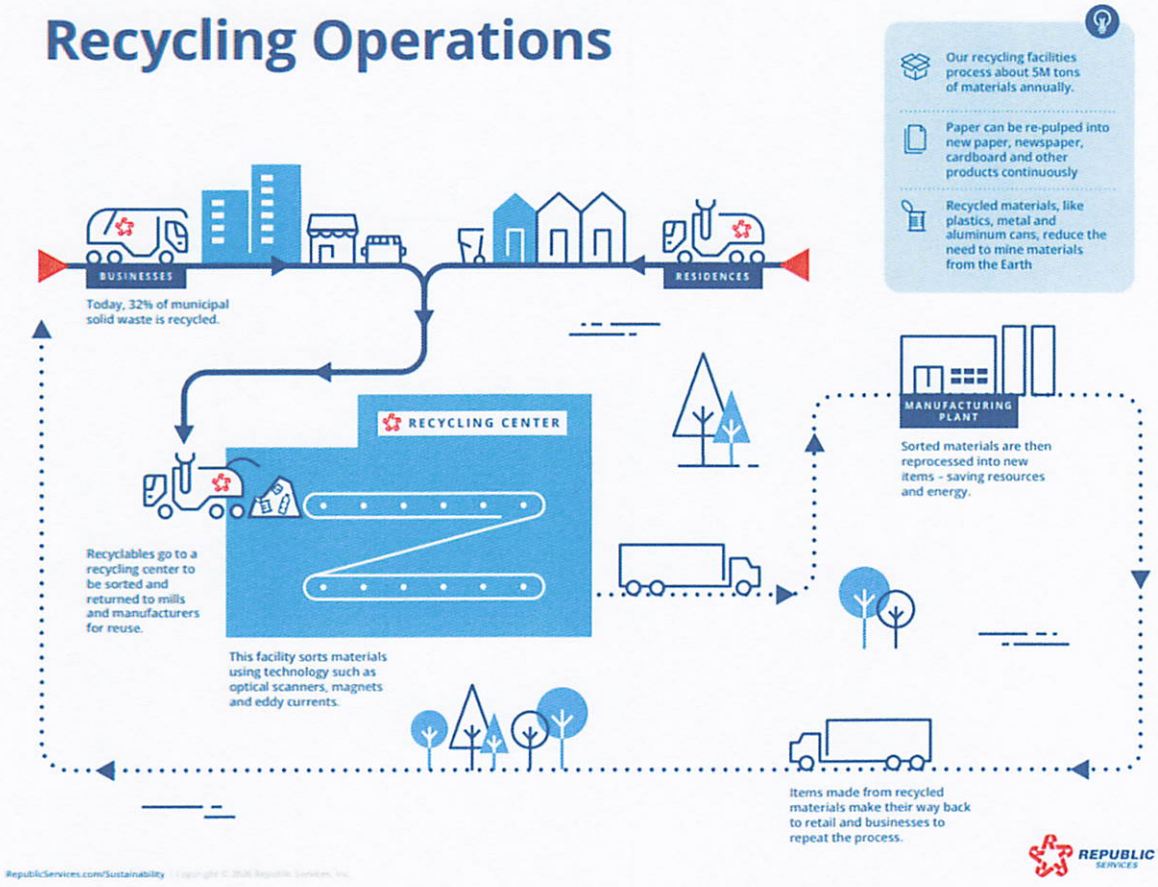



***Figure 4. Recycling Life Cycle***

*Watch the recycling process play out above.*

# What Factors Influence Residential Program Rates?

- Number of households participating (higher participation generally means a lower per container rate).
- Length of contract term (longer contract term generally means a lower per container rate).
- Delivery and maintenance of recycling containers (Republic or the city can be responsible).

# What Other Factors Can Influence Monthly Costs?

- Disposal volumes (greater recycling tonnage means a higher disposal bill. Keep in mind that recycling is generally not as heavy as trash).
- Contamination (excess contamination—putting significant amounts of trash or hazardous waste into the stream—can result in the load being thrown out or fined at the recycling collection site).

# Are there other options besides residential curbside collection?

Yes! We have worked with several municipalities to discuss alternate methods for residents to dispose of their recycling materials.

# Contact

Thank you for your interest in recycling options for Willard City. Please do not hesitate to reach out to us with further questions or comments.

America Recycles Day

# Know What to Throw!

## Metal Cans

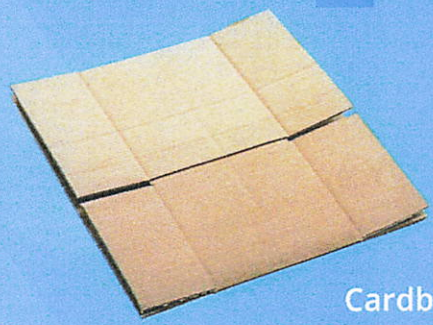
Empty and rinse before putting them into the bin. Labels are ok to leave on.



## Plastic Jugs & Bottles

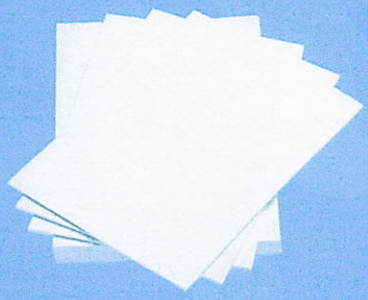
Empty and rinse before putting them into the bin. Attach lids to containers to recycle or toss lids into the trash.





## Paper

Separate it from other packing materials. Toss if its smaller than a credit card.



## Cardboard

Separate it from packing materials like bubble wrap and strapping tape that are non-recyclable. Toss if it is wet or soiled.

Visit **RecyclingSimplified.com** to learn more about recycling.

*Recyclable materials are different depending on location and processing.

Recycling Simplified

REPUBLIC SERVICES

# WILLARD CITY COUNCIL STAFF REPORT

**MEETING DATE:** October 22, 2026

**TO:** Mayor and City Council Members

**FROM:** Jeremy Kimpton, City Manager

**SUBJECT:** Approval of Contract with AllTech for Council Chamber Audio/Visual, Broadcast, and Networking Upgrades (Quote AT457)

## EXECUTIVE SUMMARY

The current audio and visual infrastructure in the Willard City Council Chambers is technologically obsolete and presents a growing risk to public records compliance and administrative efficiency. Staff evaluated options to bring the chambers up to modern public broadcast and judicial standards while remaining strictly within allocated fiscal parameters.

Staff solicited a turnkey proposal from AllTech (Quote AT457) to furnish, install, program, and integrate a commercial broadcast and presentation system. The total project cost is **$25,570.32**, which comes in **$4,429.68 under the authorized $30,000 capital improvement budget**. Through a strategic hybrid procurement approach—combining new core audio/display infrastructure with heavily discounted manufacturer B-stock production gear—AllTech reduced project costs by 39.26% ($16,524.96 in net savings against list pricing).

## BACKGROUND & CURRENT SYSTEM DEFICIENCIES

The Council Chambers serve as a dual-use facility for legislative body meetings and Municipal Court proceedings. The City currently relies on a single consumer-grade handheld digital recorder placed in the center of the dais to capture official proceedings. This setup creates severe operational and statutory liabilities:

1. **Incomplete & Unclear Audio Capture:** A central desktop recorder cannot evenly capture speakers seated at the ends of the dais, staff at side tables, or citizens at the podium. Ambient HVAC noise routinely drowns out official deliberations and court testimony.
2. **Meeting Length & File Export Failures:** On extended meetings or long court dockets, the handheld recorder hits storage limits or terminates prematurely.

Furthermore, large audio files routinely fail to export to municipal computers, creating friction for the City Recorder and risking non-compliance with state record retention mandates.

3. **Absence of Visual Presentation Tools:** The chamber lacks gallery and dais displays, forcing council members, judges, and citizens to view printed packets or small laptop screens for site plans, ordinances, GIS mapping, and evidentiary documents.

## DUAL-FACILITY IMPACT: LEGISLATIVE & MUNICIPAL COURT BENEFITS

Upgrading the chamber infrastructure directly optimizes two major municipal functions out of a single capital allocation:

- **Verbatim Judicial Audio Records:** Replacing the handheld recorder with five dedicated gooseneck microphones and a Behringer XR18 digital mixer ensures individual voice isolation across the bench, counsel tables, and clerk station. Audio records directly to uncompressed digital media via a Blackmagic HyperDeck recorder.
- **Remote Court Appearances & Virtual Hearings:** The Panasonic 4K PTZ camera and video capture interfacetransform the chamber into a hybrid courtroom, enabling remote appearances for public defenders, expert witnesses, interpreters, or in-custody arraignments—reducing law enforcement transport hours and costs.
- **Digital Evidence & Public Presentation:** The 100-inch Hisense display mounted on a heavy-duty Chief wall mount allows the court clerk and staff to present bodycam footage, site plans, radar logs, and exhibits clearly to all attendees.
- **Bench Conference Privacy:** The Elgato Stream Deck controller will feature a single-touch "Bench Mute" macro, allowing the judge or court clerk to instantly mute room recording during attorney-client side-bar consultations.

## FINANCIAL ANALYSIS & HVAC EXPENSE OFFSET

The Council allocated $30,000.00 in the current fiscal year budget for Council Chamber upgrades.

**Budget Breakdown:**

- Approved FY27 AV Capital Budget: $30,000.00
- AllTech Contract Amount (Quote AT457): $25,570.32
- Remaining Favorable Budget Variance: $4,429.68 (Under Budget)

## Overall Municipal Building Maintenance Context

Earlier this fiscal year, the City incurred $17,000.00 in unbudgeted emergency HVAC repairs and building upgrades. To maintain strict fiscal discipline, staff managed this expenditure by leaving the budgeted front-desk administrative position vacant.

The accrued salary and benefit savings from this open position completely offset the $17,000.00 HVAC expenditure in the General Fund. Consequently, the $30,000.00 allocated for AV upgrades remains 100% uncompromised, available, and sufficient to cover Quote AT457 with $4,429.68 remaining in contingency.

## Line-Item Vendor Pricing Audit

Staff performed an independent market audit comparing AllTech's charges against current online street prices (B&H Photo, Sweetwater, Amazon):

| Component Category | Quoted Retail Value | AllTech Net Cost | Online Street Market Value | Cost Evaluation & Due Diligence |
|---|---|---|---|---|
| **Advanced Networking & Labor** | $10,000.00 | $7,500.00 | N/A | **Fair:** Industry standard for custom commercial AV wiring, rack building, video routing, and audio tuning. |
| **Panasonic 4K PTZ Camera** | $9,654.29 | $1,448.14 | ~$6,750.00 (New) | **85% Off:** B-stock/demo unit delivering $5,300+ in net savings against new retail. |
| **B-Stock Production Bundle** | $5,802.88 | $3,500.00 | ~$3,722.00 (New) | **Fair:** Blackmagic switcher, recorder, capture card, audio delay, and server package. |
| **Core Audio Equipment** | $3,548.60 | $3,548.60 | ~$3,200.00 | **Fair:** Includes Behringer digital mixer ($727.15) and 5 desktop microphones ($2,821.45). |
| **Displays & Racks** | $4,028.24 | $4,028.24 | ~$3,550.00 | **Fair:** 100" QLED TV ($1,749.99), 22U rack ($903.99), and Chief mounts ($1,098.27). |
| **Cabling, Adapters & Misc** | $9,063.27 | $5,545.34 | ~$5,600.00 | **Fair:** 50% discount on commercial Belden cabling matches wholesale pricing. |
| **Project Totals** | **$42,095.28** | **$25,570.32** | **~$30,822.00** | **Net Result: $5,251.68 below direct DIY hardware + labor costs.** |

# Willard City Counsel Room AV

Prepared for **WILLARD CITY**

By Isaac Sanders | isaac@askalltech.com
Valid until Thursday, October 22, 2026

| | | | |
|---|---|---|---|
| | | | **$7,500.00** |
| **Product** | **Quantity** | **Price** | **Amount** |
| AllTech Labor - Advanced Networking | 1 | $10,000.00 | $7,500.00<br>25% off ~~$10,000.00~~ |

| | | | | $18,070.32 |
|---|---|---|---|---|
| **Product** | | **Quantity** | **Price** | **Amount** |
| | Misc - Non Taxable<br>Used AV equipment marked BB. Includes Server not mentioned here retail value above $1000. | 1 | $3,500.00 | $3,500.00 |
| | Blackmagic Design ATEM 1 M/E Constellation HD Live Production Switcher (1 RU)<br>BB | 1 | $1,707.15 | $0.00<br>100% off ~~$1,707.15~~ |
| | Blackmagic Design HyperDeck Studio HD Mini<br>BB | 1 | $927.15 | $0.00<br>100% off ~~$927.15~~ |
| | Blackmagic Design DeckLink Duo 2<br>BB | 1 | $827.15 | $0.00<br>100% off ~~$827.15~~ |
| | Datavideo AD-300 Pro Audio Delay Box<br>BB | 1 | $1,341.43 | $0.00<br>100% off ~~$1,341.43~~ |
| | Panasonic 4K NDI Pro 12G-SDI/HDMI PTZ Camera with 24x Optical Zoom (Black)<br>X | 1 | $9,654.29 | $1,448.14<br>85% off ~~$9,654.29~~ |
| | SDI to HDMI Converter<br>O | 3 | $104.00 | $312.00 |
| | HDMI to SDI Converter<br>O | 3 | $104.00 | $312.00 |
| | Blackmagic Design SDI to Audio Mini Converter<br>O | 4 | $370.00 | $1,480.00 |
| | Behringer X AIR XR18 18x12 Digital Mixer for iPad/Android Tablets<br>O | 1 | $727.15 | $727.15 |
| | 18" Desk-Top Supercardioid Gooseneck Microphone<br>O/WH | 5 | $564.29 | $2,821.45 |
| | Multi-Conductor Single-Pair Audio Cable<br>X | 1 | $398.57 | $199.28<br>50% off ~~$398.57~~ |
| | 12G-SDI 75-Ohm UHD 4K Mini Coax Video Cable<br>X | 1 | $1,484.29 | $742.14<br>50% off ~~$1,484.29~~ |
| | RG59 BNC Connectors for 4855R Cables 50 Pack<br>X | 1 | $149.00 | $74.50<br>50% off ~~$149.00~~ |
| | Elgato Stream Deck MK2 (Black)<br>O | 1 | $171.43 | $171.43 |
| | Neutrik Male XLR Connector<br>O | 12 | $4.17 | $50.04 |
| | Neutrik Female XLR Connector<br>O | 12 | $4.17 | $50.04 |
| | Unifi 24 Port POE+ Switch | 1 | $614.29 | $614.29 |

| Product | Quantity | Price | Amount |
|---|---|---|---|
|  StarTech 22U 4-Post Server Cabinet, 33in/83cm Deep, 1764lb (RK2236BKF) \| 19in enclosed enterprise steel rack, Adjustable depth 5.7in-33in, Lockable vented doors, Casters & feet | 1 | $903.99 | $903.99 |
|  Hisense 100" Class E6 Series QLED 4K UHD Smart Fire TV (100E6QF, 2025 Model) - QLED, Native 144Hz, Dolby Vision IQ · Atmos, Motion Rate 240, HDR 10+, Game Mode Pro, Voice Remote with Alexa | 1 | $1,749.99 | $1,749.99 |
|  Chief Manufacturing, Pull Hardware, Black Wall Mount Up to 11.54 inch Extention from Wall (FCAV1U) | 1 | $414.27 | $414.27 |
|  Chief XTM1U Tilt Wall Mount, Fusion X-Large Micro-Adjustable, 250 lb Weight Capacity, 24.5" H x 42.75" W x 2.5" D, Black | 1 | $684.00 | $684.00 |
|  Sceptre 27 Inch Monitor | 1 | $204.00 | $204.00 |
|  Logitech Wireless Keyboard Mouse Combo | 1 | $111.60 | $111.60 |
|  Misc - Non Taxable | 1 | $1,500.00 | $1,500.00 |

| | |
|---|---|
| Subtotal | $42,095.28 |
| Discount | -$16,524.96 (39.26%) |
| Shipping | $0.00 |
| Tax | $0.00 |
| **Total** | **$25,570.32** |

# Willard City Council Meeting

## Meeting Minutes

**October 8, 2026, 6:30 PM**
**80 West 50 South, Willard, UT, US**

## 1. Call to Order

Mayor Travis Mote called the Willard City Council meeting to order on Thursday, October 8, 2026, at 6:30 PM at the Willard City Offices, 80 West 50 South.

Present: Mayor Travis Mote; Council Members Jacob Bodily, Mike Braegger, Rex Christensen, and Jordan Hulsey. Council Member Hulsey voted by roll call on Resolution 2026-15 but was noted as not present when Council Member reports were called. Staff and others present were City Manager Jeremy Kimpton, City Attorney Amy Hugie, City Recorder Diana Mund, City Planner Madison Brown, Fire Chief Van Mund, Public Works Director Payden Vine, Police Chief Theron Fielding, Planning Commission Member Ken Ormond, and Val Poll. Absent: Council Member Rod Mund.

### a. Invocation

The invocation was given by Mayor Travis Mote.

### b. Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Jacob Bodily.

### c. Conflict of interest declaration

Mayor Mote asked for conflict-of-interest declarations. None were declared.

## 3. Public Presentation

Mayor Mote read the public comment guidelines: three minutes per speaker, no action on items not on the agenda, and referral to department heads or a future agenda where needed. No members of the public offered comment.

## 4. Planning Commission Report

Planning Commission Member Ken Ormond reported on the commission's meeting of the previous Thursday.

- The open house for the Nilson subdivision to the north was canceled at the last minute and moved to a later date, because the applicant needed additional preparation.
- The commission held a public hearing for Kyle White of Canyon Bay. The item was tabled because the applicant proposed placing a large barn in the open space, and that issue must be resolved first.
- The commission approved a conditional use permit for Troy Merrill of Tread master Tire to open a store at 705 South Main. Mr. Ormond said the use of a business in a commercial area was appropriate.

## 5. New Business

### a. Adoption of Resolution 2026-15 Acceptance of an Annexation Petition from Hashtag Seven CVCW LLC, (Val Poll) property approximately

## 13.98 acres located at approximately at 8300 S 950 W (parcel number 01-045-0114)

City Planner Madison Brown presented the request, the first annexation she and the City Recorder had handled together. The property is just south of Phase 1 of Mountain Bay and west of the stake center in South Willard. It would become Mountain Bay Phase 2 and connect the development to US 89. That connection was a concern the Planning Commission had raised about Phase 1, which has an outlet but no direct highway connection.

The applicant filed a notice of intent on September 10, and the county issued its certificate and sent the required notices. The petition was filed with the City on September 21.

If the Council accepts the petition, the City Recorder will certify it and notices will be sent, followed by a 30-day protest period. The City Council will then hold a public hearing and a final vote. The draft annexation agreement was provided to the Council early for review, but no vote on it was taken. Mayor Mote clarified that tonight's action only accepts the petition for consideration and does not decide on the annexation or zoning, which will follow through the zoning process. Val Poll, representing the applicant, said Ms. Brown's presentation covered the matter.

Council Member Braegger asked what lay to the north. Mayor Mote and Ms. Brown explained that it is the remainder of the applicant's land, Phase 1, and an existing subdivision to the north. Currently the only access in and out is through that subdivision. Upon completion, the project would connect via 8300 South to the highway near the stake center.

> Motion to accept Resolution 2026-15, accepting the annexation petition from Hashtag Seven CVCW LLC, was made by Council Member Braegger and seconded by Council Member Bodily. A roll call vote was taken Council Member Bodily, yes; Council Member Braegger, yes; Council Member Christensen, yes; Council Member Hulsey, yes. The motion carried 4-0.

## b. Discussion: Fire Department and Potential Grant

Ms. Brown described a potential Community Development Block Grant (CDBG), a federal HUD-funded program administered through BRAG, to fund a fire station facility.

- Deadlines and process: The pre-application is due December 1. Ms. Brown attended the mandatory informational meeting. The suggested next steps are meeting with BRAG consultant Stephanie Gittens, completing an income survey, and developing the project scope and funding plan. The project must be "shovel ready," meaning building plans and cost estimates are complete.
- Grant amounts: The minimum request is $30,000, and there is no maximum. Matching funds is not required, but offering a match earns additional ranking points. Mayor Mote noted that the City has already set aside funds but not a large amount, and that the application would be strengthened by the City having "skin in the game."

Fire Chief Van Mund reported on the proposed building. Bringing the existing station up to code or sprinkling it would be costly, so the department prefers a freestanding steel building on the east side of the existing station, about 100 by 50 feet with six 12-by-14-foot pass-through doors. Preliminary figures were as follows.

- Steel building: Three bids are in or pending, at roughly $140,000 to $150,000 for the building alone.
- Erection and insulation: About $51,000 to $60,000.
- Concrete: About $50,000 to $60,000 in materials.
- Total: About $300,000 if the department performs most of the work, with door bids still pending. Chief Mund estimated roughly double that if all work were contracted out. These figures are preliminary.

Steel suppliers such as Nucor and Vulcraft engineer the buildings themselves but will not engineer footings and foundations, so a separate structural engineer is needed. Chief Mund is awaiting a third bid from a local company that may have engineered footing plans. Chief Mund said the City's previous engineer did not follow the department's direction, and a plain, functional design is needed. City Manager Kimpton said an engineer can design the footings from the building plans.

Council Member Braegger recommended involving a single party able to deliver engineering from the ground up, and noted that plumbing, electrical, and heat must be planned into the foundation and floor. Council Member Christensen asked about the structural engineering bottleneck and suggested Lou Swain, a hometown structural

engineer. Council Member Bodily clarified that "nothing fancy" refers to exterior appearance, and Mayor Mote agreed the city does not need "a red brick fire station."

The Council also discussed the following points.

- Building design: The structure would be metal-sided, with heat, lights, and water so fire trucks can be parked and operated from it. Interior finishing and expansion could come later. It would use the bathrooms and classroom in the existing building. About a 10-foot alley would separate the two buildings, and some trees west of the bowery may be replaced with narrower species. Council Member Christensen asked whether connecting the building would reduce requirements. Chief Mund and others said separation was preferred, partly because of the existing station's construction.
- Grant timeline: Ms. Brown said funds would not be available until next July, with about 18 months to spend on them. The mayor noted the federal fiscal year began October 1 and the City should try this cycle.
- Funding: Chief Mund noted $156,000 is set aside. Council members agreed that money spent now on design and engineering would count toward the City's match and would have to be spent regardless. The mayor added that the city does not currently have ambulance service and is working to add it.

By consensus, the mayor asked the City Recorder to keep the item on the next agenda. He asked Chief Mund to obtain a set of plans from the steel building vendor so the city can seek a structural engineer for the footings and foundation. No formal action was taken.

## 2. Next Meeting Agenda –October 22, 2026

The mayor confirmed the fire station, and grant discussion will return on October 22. City Manager Kimpton said he had drafted ordinances for a camping ordinance for the parks, though they were not ready for this agenda. Council Member Braegger said he had questions on the financial reports received from the City's accountant, covering the two months ended August 31. Because the financials were not on tonight's agenda, the Council agreed to place them on a future agenda, and the mayor asked that specific questions be provided in advance, so staff are prepared. Council Member Braegger will send his questions to Mr. Kimpton. Mr. Kimpton also said he would have Zach present on Hargis Hill so the Council can give direction on that project.

## 3. Upcoming events: Trunk r Treat

City Recorder Diana Mund relayed information on behalf of Council Member Hulsey. The Youth Council will operate a free hot chocolate stand at the end of the trunk-or-treat line and will accept donations to fund other activities over the coming year. Flyers will be posted at businesses, including Brigham City, and candy donations are being collected. The mayor noted the city contributes about $500 to $600 annually. The item was not carried to the October 22 agenda.

## 4. Approval of Sept 24, 2026, Meeting Minutes

Motion to approve September 24, 2026, meeting minutes were made by Council Member Christensen and seconded by Council Member Bodily. The motion was carried by voice vote with no opposition.

## 5. Staff Reports

### a. Public Works

Mayor Mote noted that Hargis Hill is a growing concern and that it is the time of year when the Council selects its major street project. Public Works Director Payden Vine reported nothing pressing. Detailed discussion was deferred to the next meeting, and Council members were asked to bring street priorities.

### b. Police Department

Police Chief Theron Fielding reported on extra patrol activity at locations such as the park, the church, and the city building. Council members commented on the amount of traffic enforcement and on traffic congestion on 200 West, particularly at school release.

### c. Fire Department

Chief Mund reported that he and the county fire marshal met with the county EMS representative on the contract for South Willard covering local and mutual aid agreements. Changes were made and the draft will go to City Attorney Amy Hugie for review early next week. Mayor Mote said Commissioner Vincent is eager to finalize the agreement and asked that the city not be the cause of delay. With one meeting remaining in November and one in December, the agreement should be ready for final approval no later than the first December meeting. The City Attorney indicated no public hearing is required.

### d. City Manager

City Manager Kimpton had nothing further beyond items already discussed.

### e. City Planner

Ms. Brown deferred her item, an improvement on the dike wall, until Council Member Mund is present.

### f. City Attorney

City Attorney Hugie had no report.

### g. City Recorder

City Recorder Mund had no report.

## 6. Council Member Reports

### a. Jacob Bodily

No report was given.

### b. Rod Mund

Council Member Mund was absent.

### c. Mike Braegger

Council Member Braegger reported that he contacted Dam Safety regarding the dike and expects a call back, after which he would like to meet with Mr. Vine and Ms. Brown to learn what can and cannot be done. He also asked that completing 200 West south to 650 South be included in street planning, noting the road is dirt and heavily used.

Mayor Mote said the developer of the Canyon Bay subdivision on the Harding property is expected to come forward soon, possibly within months, and would be required to build a portion of the road. He noted that orchard semi traffic had worsened the road's condition during recent rain. Council Member Braegger said past discussions with the orchard contemplated such work being repaid in kind.

Mayor Mote asked whether the City could be reimbursed if it built more of the road than required and later subdivisions benefited. City Attorney Hugie said it could be addressed in the development agreement and was feasible, though it adds complexity. She is scheduled to speak with the developer's attorney Monday. Council Member Braegger asked that it stay on the City's radar.

### d. Rex Christensen

Council Member Christensen had nothing to report.

### e. Jordan Hulsey

Council Member Hulsey was noted as not present when reports were called.

## 7. Mayor's General Correspondence and Information

Mayor Mote reported that he met with the City's accountant, Ryan Child, and set a budget timeline so the city is not in a time crunch next year. The timeline begins around December and builds toward the April and May deadlines.

At the quarterly Mayors' Association meeting, the main issue was county animal services. Commissioner Vincent is asking cities whether they will join a communal system. The mayor said the City's private service is working well and that cities cannot commit without a price. He expressed his opinion that animal services should be a county responsibility funded countywide. The Council also had a short exchange agreement, saying it is hard to commit without knowing cost. The Association also acted on a corridor preservation request for Mantua.

## 8. Adjourn

Motion to adjourn was made by Council Member Braegger and seconded by Council Member Bodily. The motion was carried by voice vote with no opposition.