

Approved

MINUTES OF A SPECIAL MEETING OF THE GRANTSVILLE CITY COUNCIL, HELD ON JUNE 24, 2020 AT THE GRANTSVILLE CITY HALL, 429 EAST MAIN STREET, GRANTSVILLE, UTAH AND ONLINE AS A ZOOM MEETING. THE MEETING BEGAN AT 7:00 P.M.

Mayor and Council Members Present:

Mayor Brent Marshall
Jewel Allen
Jeff Hutchins
Darrin Rowberry
Krista Sparks
Scott Stice

Appointed Officers and Employees Present:

Christine Webb, City Recorder
Brett Coombs, City Attorney
Sherrie Broadbent, Finance Director
Kristy Clark, Zoning Department
Corinna Mathis, Deputy Recorder
Jesse Wilson, Human Resources/Treasurer

Citizens and Guests Present:

Mike Colson
Barry Bunderson
Chris Fawson
Krista Hutchins
Shay Stark
plain old Joe

AGENDA:

1. Fraud and ethics training.

Sherrie Broadbent provided information. She stated she realized the Council did not have a chance to read through it and encouraged them to contact her with any questions they may have. She explained a new requirement from the State Auditor is to do a Fraud Risk Assessment. She will be presenting our progress assessment every year.

Sherrie explained this is designed to help measure and reduce the risk of undetected fraud, abuse and non-compliance of local governments of all types and sizes. She pointed out internal controls require time and resources; we have to weigh the risk vs. the cost. She added you

should never have your lock cost more than the item it is protecting. She reported we have ways we can improve. We do not have all of the resources to have a complete separation of duties right now. We do have mitigating controls in place for those items we are working on. She explained one thing we corrected was we no longer have the clerk who adjusts the utility accounts collecting payments. One example of something we can improve is our payroll person who prepares the payroll also authorizes the payments. A mitigating control is that Sherrie has access to Jesse's payroll and she can check the reports. With receipts of goods and services the Department Heads review the bills and they will call the others out on expenses.

Councilman Hutchins stated at his place of employment the person who prepares the payroll then sends a report to him and he authorizes payroll. He commented that it is one extra step for a control. Sherrie replied that we do have those mitigating controls in place; both she and Mayor Marshall look at those reports. She added realistically we want Jesse's job to be separate for payroll and who signs the checks.

Sherrie reported ethics is a big part of the Fraud Risk Assessment. She provided the Council with a copy of the Employee Ethics Code and asked them to sign the receipt of information saying they received it. She explained Jesse will be providing training to the employees and have them sign it as well. She said the State Auditor's training needs to be completed once every four years. It is online and once it is completed you can print off the certificate. She asked the Council Members to give her a copy of their certificates.

Sherrie stated we are implementing a hotline program. It will give citizens a way to report fraud, mismanagement, or abuse of authority. She gave them the requirements for it. She explained we do not want everyone to report every little thing. They have to have proof, a reason, and information because it takes resources to investigate. Councilman Stice inquired who that goes to. Sherrie answered it will go to the audit committee which will be on the next agenda for approval. She said the tips will go to two people.

Sherrie explained we are supposed to have an internal audit function. She said right now we have Steve who is our internal auditor, but we do not have a formal outline saying what he is required to check each month. She plans to work with the audit committee and Steve to determine what will be part of the internal audit.

2. Discussion on the Presidents Park Subdivision.

Mike Colson, Chris Fawson, and Barry Bunderson were present. Mr. Colson provided information with three options for the Presidents Park Subdivision. He reported they met with the Planning Commission where they found out that Worthington Street is a collector road. He explained they did a traffic study which included their project and all of the property south of

them to the Depot fence. He stated that traffic study found a collector street is not necessary. They are proposing to offset the collector and make Washington Street, which is their main boulevard, a collector street. He pointed out that with this being a P.U.D., they are allowed to negotiate with the City on variances. He proposed maintaining homes fronting Washington Street south of Shelley Lane shown on Map A that was provided. Mr. Colson explained they are set up now for that to be a collector. They then propose a conditional collector from that point south. He stated they will meet the width requirements for it to be a collector street. He added the reason they want this is because if they were to bring Worthington all the way up, they will end up with a quarter mile of just a half developed street because the Browns would be developing the other half of it.

Mr. Colson explained they have laid out the subdivision to maximize the open space. He asked the Council to look at Plan B which shows what the subdivision will look like if they make Washington Street a true collector street with no houses fronting it. He reported the problem with that is they lose six acres of open space and then create cul-de-sacs. He felt the City is not gaining anything by going with Plan B. He pointed out that Plan B has the park fronting Washington Street and said they plan to change Plan A to have the park the same as Plan B. This will eliminate four lots fronting Washington Street. Councilman Rowberry asked how big the proposed park is. Mr. Colson answered is ten acres with the four lots and eleven and a half acres without them.

Mr. Colson stated they felt the proposed Option A was the most desirable plan. They discussed the traffic study, the layout of the subdivision with the park and open space, the location of the proposed school, and the surrounding area and streets. The Council was comfortable with Option A. Mr. Coombs pointed out the Streets Master Plan would need to be amended if the Council agrees to allow Washington Street to be substituted as the collector street. It will need a public hearing and to be recommended for approval by the Planning Commission.

3. Adjourn.

Mayor Marshall said he had some questions for the Council. He reported he was approached by an individual wishing to annex property into the City. He said the property was out by Flux on the west north border of the City. Mayor Marshall stated there will not be many employees and they will be transporting their culinary water to the location. Mayor Marshall commented the individual is looking at developing property farther on West Main Street in the RM-21 zone. He is requesting to make the lots smaller to conserve water with a thirty acre piece of property being developed into a park on the west side.

Mayor Marshall reminded the Council Members to complete the ethic training and submit their certificates to Sherrie Broadbent. He stated the City will be hiring a few employees with the CARES money as needed. He added that he would like to know how the Council felt about an

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engineer position. He commented that as we move forward with the Lakeview Business Park, we are going to need an engineer on staff that we have ready access to. He reported that he and Sherrie have run numbers and we can hire an engineer.

The Mayor asked the Council if they would like to extend the declaration or if they would like to open up City Hall. Councilman Stice and Councilwoman Sparks both felt we need to open the City Council Meetings. They felt if we open City Hall, we need to open the meetings. They agreed there could be a limit on the number people allowed. A mask will be required to enter the building. Councilman Stice added that if individuals can work from home, we should look at that. Councilwoman Sparks asked if the City offices could stay on an as needed basis coming in and out. Councilman Stice suggested opening up the vestibule and that is all. Councilman Hutchins asked if we require masks currently. Mayor Marshall answered any citizens coming in to the building are required to but City employees have not all been wearing the masks. Councilman Hutchins pointed out the mask is only as good as everyone wearing it. It was decided that we will open the City Council Meetings to a limited number. Mrs. Webb inquired if the Council would like to continue with broadcasting the meetings on ZOOM and how the Council would like to proceed. The Council agreed we will need to get a tripod for the iPad to broadcast the meeting for those who cannot attend. Everyone will be required to wear a mask for the meetings.

Motion: Councilman Stice made a motion to adjourn. Councilwoman Sparks seconded the motion. The meeting was adjourned at 8:01 p.m.