

**MINUTES OF THE BUSINESS MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON DECEMBER 17th, 2025 AT THE GRANTSVILLE CITY HALL, LOCATED AT
429 EAST MAIN STREET, GRANTSVILLE, UTAH AND ELECTRONICALLY VIA
ZOOM. THE MEETING BEGAN AT 7:00 P.M.**

Mayor and Councilmembers Present:

Mayor Critchlow
Rhett Butler
Jolene Jenkins

Jake Thomas
Jeff Williams

Councilmembers Excused: Heidi Hammond.

Appointed Officers and Employees Present or on Zoom:

Michael Resare, City Manager
Alicia Fairbourne, City Recorder
Tysen Barker, City Attorney
Jason Remick, Fire Chief
Christy Montierth, Public Works Director

Shelby Moore, P & Z Administrator
Robert Sager, Police Chief
Bill Cobabe, Comm. Development Director
Heidi Jeffries, HR Director / Treasurer
Alexis Stewart, Grants and Office Admin.

Citizens and Guests Present or joining via Zoom: Sidney Rasher, Rob Wendel, Todd Castagno, Nick Critchlow, Justin Phillips, KennaRae Arave, David DeCaro, Craig Durfee, Kellen Camp, Jewel Allen, Les Peterson, Derek Dalton, Lynn Hollinger, David and Janet Lancaster, Chad Hembree, Josh Hill, Carmita Cen, Daniel Meza, Karina Cen, Marcos Ruiz, Andy Lewis, and others who may not have signed in or only used a partial name or phone number when logging into Zoom.

Prior to the meeting, Mayor Critchlow issued a public apology to the residents of Grantsville for an improper and inappropriate statement he had made during the Planning Commission meeting the previous evening. He stated that the comment was wrong, expressed regret that it occurred, and asked for forgiveness from both the Council and the public. Mayor Critchlow also reported that he had contacted as many residents as possible along the Center Street route to personally apologize and reiterated that the statement should not have happened.

Mayor Critchlow called the meeting to order at 7:01 p.m. and asked Les Peterson to lead the Pledge of Allegiance.

AGENDA:

1. Public Comment

At 7:03 p.m., Mayor Critchlow opened the floor for public comments.

Derek Dalton stated that agenda items eight and nine were unnecessary and counterproductive. He opposed the proposed ordinance requiring planning commission members to resign upon filing for office, stating it was a solution in search of a problem and that existing disclosure and recusal requirements already addressed conflicts of interest. He argued the ordinance would discourage volunteer service and remove experienced commissioners without cause. Mr. Dalton also expressed concern that limiting City Council responses to public communications would reduce transparency, discourage public engagement, and potentially raise First Amendment concerns. He urged the Council to reject both items and support openness and participation.

There being no further comments, Mayor Critchlow closed the floor at 7:05 p.m.

2. Summary Action Items:

a. Approval Of Minutes of the November 17, 2025 City Council Regular Meeting, December 3, CDBG First Public Hearing, and December 3, 2025 City Council Regular Meeting

There were no corrections to the minutes.

Motion: Councilmember Thomas moved to approve the Meeting Minutes from the November 17, 2025 City Council Regular Meeting, CDBG First Public Hearing, and the December 3, 2025 City Council Regular Meeting as presented.

Second: Councilmember Butler seconded the motion.

Vote: The vote was as follows: Councilmember Butler, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

b. Approval of Bills

There were no questions or comments made regarding the invoices.

Motion: Councilmember Butler moved to approve the invoices.

Second: Councilmember Jenkins seconded the motion.

Vote: The vote was as follows: Councilmember Butler, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

3. Consideration of Approving Resolution 2025-88 Appointing Aspen Clegg as the Grantsville City Financial Director

At the request of Councilmember Butler, Ms. Clegg briefly introduced herself, stating that she

grew up in Tooele, held a master's degree in accounting from Southern Utah University, and had most recently worked in the Tooele County Auditor's Office.

Motion: Councilmember Jenkins moved to approve Resolution 2025-88 Appointing Aspen Clegg as the Grantsville City Financial Director.

Second: Councilmember Williams seconded the motion.

Vote: The vote was as follows: Councilmember Butler, "Aye"; Councilmember Jenkins, "Aye"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

Following the vote, City Recorder Alicia Fairbourne administered the Oath of Office to Ms. Clegg, officially swearing her in as the Grantsville City Financial Director.

4. Consideration of Approving Resolution 2025-87 Appointing Chris Horrocks as a Regular Planning Commission Member

Mayor Critchlow stated that the agenda item would be tabled so that Councilmember Hammond, as mayor-elect, could address the matter at the first City Council meeting in January. Councilmember Butler asked whether tabling the item would affect the ability of the Planning and Zoning Commission to meet or maintain a quorum. It was clarified that the individual involved was already serving as an alternate member and could continue to attend meetings and vote as an alternate if needed. The discussion concluded that tabling the item would not negatively impact commission operations.

Motion: Councilmember Butler moved to table Resolution 2025-87, a Resolution appointing Chris Horrocks as a Regular Planning Commission Member until the January 7, 2026 Council Meeting.

Second: Councilmember Williams seconded the motion.

Vote: The vote was as follows: Councilmember Butler, "Aye"; Councilmember Jenkins, "Aye"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

5. Consideration of Adopting Ordinance 2025-47 to Adopt the Utah Wildland Urban Interface (WUI) Code, as Required Under House Bill 48, to Address Wildfire Risk in Designated Wildland Urban Interface Areas

The Council considered Ordinance 2025-47 to adopt the Utah Wildland Urban Interface Code as required under House Bill 48. Fire Chief Remick provided an overview of House Bill 48 and explained that municipalities were required to adopt and enforce the WUI Code by January 1, 2026, or the state would impose its own mapping, which could result in fees being assessed

to homeowners. He explained that the state was creating a high-risk WUI boundary map and expressed concern that a citywide high-risk designation would not accurately reflect existing wildfire mitigation measures in Grantsville.

Chief Remick described established fire breaks on the south side of the city maintained by the Tooele Army Depot and noted that the surrounding vegetation primarily consisted of sagebrush and cheatgrass rather than dense forest, reducing wildfire intensity and ember risk. He also highlighted the City's water infrastructure improvements, stating that adequate hydrant coverage and water capacity supported fire response and reduced structural risk, although water availability was not directly considered in the state's mapping model. He recommended submitting a proposed boundary map reflecting local conditions so the state could refine structure exposure scores and avoid unnecessary high-risk classification.

City Manager Michael Resare clarified that the City had submitted a blank map because no areas within the city limits were currently identified as high risk. Chief Remick further stated that the greatest wildfire risk areas were west of the city and south of South Willow Estates, outside the developed areas. Council members asked questions regarding the origins of the legislation, the potential fees, and whether collected fees would benefit local fire services, with staff explaining that the fees would go to the state rather than municipalities. Council members expressed appreciation for the presentation and encouraged continued public education regarding the Fire Department's mitigation efforts.

Motion: Councilmember Thomas moved to adopt Ordinance 2025-47, adopting the Utah Wildland Urban Interface (WUI) Code, as required under House Bill 48, to address wildfire risk in designated wildland urban interface areas.

Second: Councilmember Butler seconded the motion.

Vote: The vote was as follows: Councilmember Butler, "Aye"; Councilmember Jenkins, "Aye"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

6. Consideration of Approving Resolution 2025-86 Approving a Deviation from the Driveway Standards Under Grantsville Land Use Development and Management Code Section 6.14.5(E) for the Property Located at 414 South Roadster Lane

Planning and Zoning Administrator Shelby Moore explained that the property was zoned R1-21 and had approximately 193 feet of frontage. The applicant requested an amendment to a previously approved secondary access permit to increase the secondary driveway width from 15 feet to 19 feet, which exceeded the maximum combined driveway width allowed under City code by approximately four feet. She noted that deviations of this type were required to be reviewed by the City Council and that the applicant was present to address the request.

The applicant and contractor explained that the request was related to access for a detached garage and discussed proposed drainage solutions to address stormwater concerns. They described an alternative to installing a pipe beneath the driveway by converting the park strip to a gravel, water-wise surface to function as a drainage area, subject to engineering review. Council members asked questions regarding drainage flow, elevation, safety concerns, HOA requirements, and prior staff review. Staff clarified that the permit had initially been approved at the staff level for a compliant width and was now before the Council due to the requested increase. It was discussed that any approval could be conditioned on review and approval of drainage calculations by the City Engineer to ensure stormwater capacity was adequately maintained.

Motion: Councilmember Butler moved to approve Resolution 2025-86, a resolution approving a deviation from the driveway standards under Grantsville Land Use Development and Management Code Section 6.14.5(E) for the property located at 414 South Roadster Lane with the condition that the applicant works with the City Engineer on the swell to the east side.

Second: Councilmember Williams seconded the motion.

Vote: The vote was as follows: Councilmember Butler, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

7. Consideration of Approving Ordinance 2025-46 Amending Chapter 7 of the Grantsville City Land Use and Management Code Regarding Conditional Uses

Community Development Director Bill Cobabe explained that the amendment was initiated by the Planning Commission following a review of the code to clarify expectations related to conditions of approval and notice requirements for minor or de minimis changes. He stated that the ordinance clarified the definition of a significant change and provided discretion to the zoning administrator, while also requiring notice of changes to be provided to the applicant, posted on the City’s website, and shared with the Planning Commission and City Council.

Mr. Cobabe further explained that the amendment clarified that conditions of approval must be based on standards contained in the City Code, consistent with state law, and could not impose requirements beyond what the code allowed. He noted that the intent was to improve compliance with state law, increase transparency, and ensure conditions were clear, reasonable, and enforceable. Councilmember Butler stated that the amendment had been reviewed by the Planning Commission over several months and had undergone multiple iterations. Councilmember Jenkins expressed appreciation for the increased transparency and clarification provided by the ordinance.

Motion: Councilmember Williams moved to approve Ordinance 2025-46 amending Chapter 7 of the Grantsville City Land Use and Management Code regarding conditional uses.

Second: Councilmember Butler seconded the motion.

Vote: The vote was as follows: Councilmember Butler, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

8. Consideration of Approving Ordinance 2025-48 Amending Chapter 8-3-2 Of Grantsville City Code and Chapter 3.2 of the Grantsville Land Use Development and Management Code to Require a Planning Commission Member to Resign Upon Filing for Candidacy in a Municipal or County Election

The Council discussed Ordinance 2025-48 proposing to require a planning commission member to resign upon filing for candidacy in a municipal or county election. Mayor Critchlow stated the intent was to promote impartiality and orderly administration of City business. City Attorney Tysen Baker noted that the agenda item title did not match the ordinance language and clarified that the ordinance title referenced resignation upon filing for candidacy in any elected office, while the agenda item referenced only municipal or county elections, creating an inconsistency that required clarification.

Councilmember Butler stated he believed the ordinance was counterproductive, noting the difficulty in recruiting unpaid planning commission volunteers and expressing concern that the requirement would discourage civic participation. He stated that existing disclosure and recusal requirements were sufficient and that any potential conflicts during the brief period between filing and election could be managed. Councilmember Thomas questioned whether the ordinance was necessary given existing code provisions addressing holding public office and vacancies, and emphasized the importance of the Planning Commission’s role. Councilmember Jenkins stated she did not understand the need for the ordinance, agreed it could discourage service, and noted that campaigning while serving could be handled appropriately without requiring resignation. The Council discussed whether existing code adequately addressed transitions between election and swearing-in, with members generally expressing concern that the proposed ordinance would have unintended negative effects on volunteer participation.

Motion: Councilmember Butler moved to deny Ordinance 2025-48 amending Chapter 8-3-2 of Grantsville City Code and Chapter 3.2 of the Grantsville Land Use Development and Management Code to require a Planning Commission member to resign upon filing for candidacy in any elected office.

Second: Councilmember Jenkins seconded the motion.

Vote: The vote was as follows: Councilmember Butler, “Aye”; Councilmember Jenkins, “Aye”; Councilmember Thomas “Aye”; Councilmember Williams, “Aye”. Absent from Voting: Councilmember Hammond. There were none opposed. The motion carried.

9. Discussion regarding City Councilmembers responding to emails and written communications from the public

The Council held a discussion regarding City Council members responding to emails and written communications from the public. Councilmember Thomas explained that the item was intended to ensure compliance with quorum requirements under the Open and Public Meetings Act, particularly when communications were sent to the entire Council, and to discuss whether a consistent procedure should be established to acknowledge and respond to public inquiries without creating an inadvertent meeting. Council members discussed current practices, including responding individually to residents, replying to factual questions, and avoiding reply-all responses that could constitute serial communications.

City Attorney Tysen Baker provided a brief training on best practices for written communications, including requirements under GRAMA, the Open and Public Meetings Act, and the Utah Public Officers’ and Employees’ Ethics Act. He reviewed issues related to public records, serial communications, professional standards, and appropriate use of email and social media. Council members expressed appreciation for the training and discussed the value of including background information in future agenda packets for discussion items. City staff noted that additional trainings would be scheduled during future work sessions and properly noticed to the public.

10. Council Reports

Councilmember Williams thanked City employees for their continued service, expressed appreciation for the City-hosted employee luncheon, and extended holiday wishes. He also noted that the recent Mosquito Abatement District meeting consisted primarily of a holiday gathering.

Councilmember Thomas echoed appreciation for City staff and thanked Councilmember Jenkins and Mayor Critchlow for their service to the City. He reported that follow-up meetings would be held with the school district superintendent and the mayor-elect regarding future use and planning for City parks and athletic fields, including Veterans Park and the baseball fields. He stated that revised Veterans Park plans had completed internal review and would return to the Council for further consideration, including cost evaluation and potential scope adjustments.

Councilmember Butler reported on the Library Board, stating that recent discussions focused on budget needs and future planning. He noted that the board had experienced difficulty

achieving a quorum over the past several months and was considering moving from monthly to quarterly meetings, with a decision expected in January. He invited interested residents to consider serving on the Library Board. Councilmember Butler also expressed appreciation to Councilmember Jenkins and Mayor Critchlow for their years of service and presented a parting gift on behalf of the Council.

Mayor Critchlow provided a final report, stating that he had met with author Merrill F. Nelson regarding sales of the book *Grantsville Through the Years*, which documented the history of Grantsville and was available for purchase at City Hall. He noted that approximately 70 additional books needed to be sold for the project to break even. Mayor Critchlow expressed gratitude to the Council for their collaboration during his term, reflected on positive experiences serving the community, and stated his appreciation for the relationships built during his time on the Council and as Mayor.

Councilmember Jenkins offered closing remarks, stating that it had been an honor to serve on the City Council and expressing gratitude for the opportunity to represent the residents of Grantsville. She thanked fellow council members and City staff, noting their dedication and commitment to the community, and expressed appreciation for the professionalism and cooperation she experienced during her term. She also thanked the public for their engagement and encouraged continued involvement in City affairs.

Mr. Resare thanked the outgoing elected officials for their service and contributions. He announced that the City had selected a preferred candidate, Benjamin Henderson, for the Road Supervisor position, pending completion of a background check, and noted Mr. Henderson's prior experience in county public works leadership roles. Mr. Resare also reported on a recent meeting with Tooele County officials, state representatives, and UDOT leadership regarding transportation priorities, including Midvalley Highway and safety concerns at Sheep Lane, and stated that the City was actively advocating for those improvements.

11. Adjourn

Motion: Councilmember Jenkins moved to adjourn.

Second: Councilmember Butler seconded the motion.

Vote: The vote was as follows: Councilmember Butler, "Aye"; Councilmember Hammond, "Aye"; Councilmember Jenkins, "Aye"; Councilmember Thomas "Aye"; Councilmember Williams, "Aye". There were none opposed. The motion carried.

The meeting adjourned at 8:30 p.m.