



City of Green River

460 East Main Street, Green River, Utah
City Council Minutes
Special Meeting
Monday, May 4, 2026

ATTENDING: Mayor Larry Packer, Council Members: Bo Harrison, Guy Webster; Stephanie Crabtree, Tonya Bigelow; Employees: Edward Bennett, Julie Spadafora, David Wilson; Citizens: Chalyn Francis, Lance Erwin.

CONDUCTING: Mayor Larry Packer, the meeting began at 7:00 p.m.

ABSENT: Kent Nelson asked to be excused.

ORDER OF BUSINESS:

1. Work Session on Employee Wages

Guy Webster started the discussion by explaining his request from the last council meeting to evaluate employee wages and see if the budget would allow for raises. He mentioned wanting to send out a questionnaire to all city employees except the fire department, noting "I think we evaluated them, and they're kind of outside of this scope."

Guy Webster explained the questionnaire would ask employees to write down their daily job duties and identify areas where they feel they could use more time or do their job better. He admitted this hadn't been done yet but mentioned Stephanie Crabtree had offered to help put something together.

Stephanie Crabtree explained she talked with Loni Meadows earlier that day who had forgotten about the task. She felt that giving employees "just a blank slate and try to fill that in is hard" and suggested forming structured questions instead. She proposed questions like "what is your job description? Are there things you're doing that you feel like is outside your job description? Are there reasons maybe you feel like you're not able to fulfill your job?" She offered to send out the survey and have responses come back directly to the council so employees wouldn't worry about supervisors getting upset.

Guy Webster agreed with this approach, saying "I just like to see if we can do things better. No matter how good you do, I think you can always improve." He emphasized that the people actually doing the jobs would have the best knowledge of problems

or hurdles they face, noting it's easy to make assumptions about what someone should be doing when it might not be in their job description.

Guy Webster then dove into staffing concerns, particularly at the museum. He mentioned meeting with Edward Bennett and Kent Nelson to discuss Janet Smoaks's staffing at the museum, noting there are "6 museum employees and there's 5 public works employees, and that seems a little bit out of skew." After meeting with Janet, he acknowledged she had "a lot of good valid reasons" for her current staffing levels.

Guy Webster had been brainstorming ideas, particularly around Stephanie Crabtree's position. He noted that she gets busy in summertime but "wintertime sometimes it's busy work for busy work." His suggestion was to move Stephanie Crabtree under public works as a building/facility maintenance person who would handle museum grounds during summer but work on city buildings during winter when "the lawns don't need to be mowed, and we don't seem to get snow to have to shovel sidewalks."

Guy Webster also suggested moving the events coordinator position to the museum rather than working from home, noting that both Julie Spadafora and Loni Meadows feel they get many tourism-related questions at City Hall. He mentioned Janet told him that roughly "6 out of 10 or 60 out of 100 are coming in asking more tourist related questions than are there to see the museum." Since the events coordinator position is partly tourism-focused, Guy Webster felt it made sense to have that person at the museum answering tourist questions about "what do you do in town, where's the geysers, you know, where do I get maps."

Bo Harrison supported getting employee input, saying it would be good to find out what they think and maybe get feedback on how the city could improve since "sometimes they see things no one else sees."

Stephanie Crabtree agreed, noting the importance of staying competitive with wages as industry comes to town, saying "some of our same players might jump ship if we can't be competitive with some of the wage, with the support they're getting."

Guy Webster felt there was room in the budget for raises, acknowledging "maybe we have to evaluate some of these ideas that we're going after Broadway project where it's a 10 percent match or event center and we're a little closer scrutinized where we spend our money." But he emphasized "I think we owe it to our employees and citizens of Green River to try to make sure they are taken care of."

Tonya Bigelow liked the survey idea, calling it fair and noting it should be done for all employees.

The conversation then turned to sick leave and time off policies. Bo Harrison asked about the city's sick leave policy, wondering how much employees get per year and whether it's being used. Tonya Bigelow noted that public works guys "aren't taking nearly enough time off" and may not be using sick days much, though they do use them for appointments. She mentioned employees get paid out on portion of vacation time when they leave but lose sick time.

Edward Bennett clarified that employees could carry over a maximum of 180 hours each year, with anything over that being lost. Tonya Bigelow added that carryover amounts depend on length of service.

Bo Harrison wondered if having another employee would help people use their time off more, noting the concern about lump sum payouts when employees quit. Edward Bennett explained this was part of ongoing conversations, noting employees "just don't take enough vacation time" because "they don't necessarily feel they have somebody to fill in if they do."

Guy Webster connected this to Janet Smoak's concerns at the museum about needing adequate staffing so people can take days off. He suggested cross-training employees, giving the example of the water treatment plant where "if Bryan is off or down for a month at a time the Water Plant could be out of water."

Tonya Bigelow mentioned how historically they've had to "go ask Chet, he might know because nobody else does" when dealing with utilities around town.

Stephanie Crabtree brought up the possibility that moving the events coordinator to the museum might give them capacity to be open 7 days, which is Janet's goal, providing "enough employees to kind of do the shift around where everybody's only working the 40, but you're open 7 days."

They discussed the museum's current staffing structure with Tiffany and Sabrina at front desks and Mike floating around. Stephanie Crabtree explained the setup where one person sits up front as visitor center and one sits in back monitoring the gift shop, with people being pushed back to pay for entry since that's where the POS system is located.

Tonya Bigelow questioned whether they need someone separate in the gift shop, prompting Stephanie Crabtree to explain that Janet mentioned possibly changing their POS system to move a register up front. She could see the value of having two people up front, especially when tour buses come in.

Guy Webster emphasized that since the museum gets \$40,000 per year from tourism TRT money, it made sense to move the events coordinator there since many people think that position is already paid from TRT funds anyway.

Bo Harrison asked about benefit costs for full-time employees, wondering if it might be worth considering part-time positions with higher hourly wages. Edward Bennett noted they hadn't run those numbers but acknowledged the challenge, pointing out "you can go to Maverik and make 22 bucks an hour" so they'd need competitive wages for part-time positions.

Stephanie Crabtree noted that benefits are often the draw for people without other coverage, saying "I chase the benefits because I have another option."

Guy Webster emphasized that Green River doesn't have many jobs with benefits, so they can "draw some employees and hopefully some quality employees due to the benefit package as much as the wages."

The discussion turned to budget capacity for raises. Edward Bennett explained they're legally obligated to balance the budget but noted they've been bringing in more than they spend, creating surplus that "has to be earmarked for a project. We can't just continue to grow an indefinite rainy-day fund." He suggested they could earmark funds for raises over a 10-year period, noting it would need to be "a significant amount of time" since they can't just give raises one year and take them away the next.

Bo Harrison asked for surplus figures from the last 2-3 years to better understand their financial position.

For the survey, Stephanie Crabtree suggested questions including job descriptions, tasks outside job descriptions, and things preventing job completion. Bo Harrison suggested asking about bottlenecks in city operations and ways the city could improve, noting "sometimes they see things no one else sees."

Guy Webster asked about training needs, saying "is there any training that you feel like if you attended would make you better at your job?" He felt sending someone to a 2–3-day school could be "money well spent" if it makes them 10% more efficient.

Tonya Bigelow brought up how Justin Pinneo saves the city money by doing vehicle maintenance that would otherwise need to be contracted out, even though "it's probably not in his job descriptions." She noted he could make much more as a mechanic elsewhere.

Stephanie Crabtree committed to getting the survey out "sometime this week" with responses due by the 15th, giving employees about a week. Webster felt a week was appropriate, saying "if you tell them 2 weeks, they will wait till the last day of 2 weeks."

Guy Webster suggested they'd need another work session with a closed session to discuss individual employees, since "we're talking about individual employees and stuff like that." Edward Bennett confirmed this would fall under closed session parameters and explained the process for conducting it.

With budget approval needed by the end of June, they planned to review survey responses and potentially hold the closed session discussion by late May to allow time for budget adjustments.

Edward Bennett suggested updating signage to direct tourists to the museum rather than City Hall.

Stephanie Crabtree added suggested survey questions about what keeps employees in their jobs and what might cause them to leave. Webster mentioned former employee Travis left due to money issues but would "come back in a heartbeat now," emphasizing the importance of identifying "little things that maybe we could do to keep good employees."

2. Adjourn, the meeting adjourned at 7:47 p.m.

MOTION: Stephanie Crabtree made a motion to adjourn the meeting. Tonya Bigelow seconded the motion. **VOTE:** Bo Harrison, Guy Webster, Stephanie Crabtree and Tonya Bigelow voted aye. The motion carried.

Larry Packer, Mayor

Julie Spadafora, City Recorder

Approved: June 9, 2026