

Approved

**MINUTES OF THE WORK MEETING OF THE GRANTSVILLE CITY COUNCIL,
HELD ON OCTOBER 19, 2021 AT THE GRANTSVILLE CITY HALL, 429 EAST MAIN
STREET, GRANTSVILLE, UTAH AND ON ZOOM. THE MEETING BEGAN AT 6:00
P.M.**

Mayor and Council Members Present:

Mayor Brent Marshall

Krista Sparks

Scott Stice

Darrin Rowberry

Jeff Hutchins

Jewel Allen

Appointed Officers and Employees Present:

Jesse Wilson, HR/Treasurer

Sherrie Broadbent, Finance Director

Brett Coombs, City Attorney (Zoom)

Kristy Clark, Planning & Zoning Director

Braydee Baugh, City Recorder

James Waltz, Public Works Director

Citizens and Guests Present:

Neil Critchlow

AGENDA:

1. Discussion on changing City leadership to full-time City Manager and Part-Time Mayor.

Councilman Stice shared a document with the Council, which took the current Mayor description from Grantsville City current ordinance and split the responsibilities. The council discussed the appointing power. Mayor Marshall felt as though the appointing power for the various boards should fall under the responsibility of the Mayor. The council stated the hiring should be City Manager and the Mayor should retain appointing authority. Further discussion was had regarding the various duties of each the City Manager and Mayor. Finance Director Sherrie Broadbent noted the City has an internal auditor who is a certified CPA, so there are parts of the financial responsibilities that are neither Mayor nor City Manager owned. City Council would like the finance responsibilities to be a collaboration between City Manager, Finance Director, independent internal auditor, and Mayor; with Mayor having the responsibility of

reporting to the City Council. Councilman Hutchins noted there was not an ordinance identifying the Finance Director's responsibilities and it may be time to create something for that job description. It was noted the Finance Director will have the responsibility of preparing the City budget and coordinate with the City Manager and Mayor. Ms. Broadbent wanted direction on how to handle conflicting budget desires between the City Manager and Mayor. Councilman Hutchins advised City employees work for the City Manager. Mayor Marshall would like the verbiage to be: "Supervise and collaborate the preparation and administration of the City budget with the Finance Director" additionally; "Supervise, collaborate, deliver and review various financial reports with the Finance Director, with the Finance Director being responsible for preparation of those reports." The Council felt as though both the City Manager and Mayor should both participate in reviewing and being aware of the City finance reports. City Representation should be a shared responsibility between City Manager and Mayor. Planning will fall under City Manager position. Personnel is a coordinated effort between HR and City Manager. Attorney Coombs recommended to the City Council the signing of resolutions and ordinances remain with the Mayor and City Manager signs contracts. Mayor Marshall suggested for the City Council to maintain legislative power, the City Council should approve all department heads and termination. Mayor Marshall inquired to waiving of fees, authority to call special meetings and City Council agendas. City Council agreed the Mayor is still chair of the Council and responsible for special meetings and agendas. Jesse Wilson suggested the Utility Clerk take ownership of the waive fee requests and if there was an appeal then it would go to the Treasurer or the City Manager. Councilman Stice noted he would like to see another Director involved in the process. Ms. Broadbent suggests giving the Utility Clerk solid guidelines of eligibility for fee waiver. City Manager or Mayor should supervise with the Treasurer all waived fees requests. Add City Manager to all existing ordinance. Councilwoman Allen inquired to what Mayor Marshall was referencing in City Council losing a legislative power. Mayor Marshall explained the concern with appointing department heads was addressed and the language of with consent of the council. Councilwoman Allen wanted to know about the City Manager involvement with the RDA. The council clarified there is no involvement other than being present, the chair is still held by the Mayor. The City Council reviewed the salary comparisons assembled by Mr. Wilson. The council agreed on a range of around \$30,000 for part-time Mayor with benefits optional being considered part of that salary. The council agreed to a range of \$90,000-\$120,000 for a City Manager.

2. Adjourn.

Councilman Stice made the motion to adjourn. Councilwoman Sparks seconded the motion. All voted in favor. Motion carried.