

**WOODS CROSS CITY COUNCIL MEETING  
JUNE 15, 2021**

The minutes of the Woods Cross City Council meeting held at the Woods Cross City Shop building located at 2287 South 1200 West, Woods Cross, Utah.

**CONDUCTING:**

Rick Earnshaw, Mayor

**COUNCIL MEMBERS PRESENT:**

Rick Earnshaw, Mayor

Julie Checketts

Tamra Dayley

Matt Terry

Ryan Westergard

**COUNCIL MEMBERS EXCUSED:**

Wally Larrabee

**STAFF PRESENT:**

Gary Uresk, City Administrator

Jessica Sims, Assistant City Administrator

Sam Christiansen, Public Works Director

LaCee Bartholomew, Recreation Director

Annette Hanson, City Recorder

Chad Soffe, Police Chief

**VISITORS:**

Marley Ferrin

LeGrande Blackley

**INVOCATION:**

Matt Terry

**PLEDGE OF ALLEGIANCE:**

Tamra Dayley

**CONSIDERATION TO APPROVE MINUTES**

Mayor Earnshaw called for the review of the minutes for the June 1 City Council meeting. Following the review by the City Council, Council Member Westergard made a motion to approve the minutes as written with Council Member Checketts seconding the motion and all voted in favor of the motion through a roll call vote.

**FINANCIAL REPORT**

The Mayor gave the floor to the City Administrator who went over the financial report with the City Council for the month of May.

Council Member Westergard asked if there were any scholarships given to the Youth City Council. The Mayor said he had spoken with the Youth City Council advisor to make sure she had gotten the scholarship applications back from Youth City Council who were eligible to apply for them. Council Member Westergard said he would follow up to see where they were at with the applications.

**RATIFICATION OF CASH DISBURSEMENTS**

The Mayor called for the ratification of the cash disbursements for the time period of May 22-June 4, 2021.

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Following the review of the cash disbursements Council Member Terry made a motion to approve the cash disbursements as presented with Council Member Checketts seconding the motion and all voted for the motion through a roll call vote.

**OPEN SESSION (BRIEF ITEMS)**

The Mayor then opened the meeting to items from those present that they would like to bring before the Council that would take two or three minutes.

There were no comments for the brief open session and the Mayor closed the brief open session.

**COMMUNITY OF PROMISE**

The Mayor gave the floor to Ms. LaCee Bartholomew who reported on the activities of the Community of Promise as follows:

Summer Recreation is going well and the first week finished with over 350 kids participating in the park, and this week there has been 300 kids. She said she was very appreciative to the Public Works Department for their help. She said John has gone above and beyond his duty, for example the drinking fountain was out of service at Hogan Park so John had supplied water and ice for the participants.

Lacee also noted:

- CERT is coming back online.
- Summer Literacy will be having their 1<sup>st</sup> event on Friday which will be a grab and go.
- Arts in the Park still needed to confirm the movie for July and there will be 2 small food trucks coming to that event.
- Night Out Against Crime will be held in August 10; 3 Food trucks are confirmed for the event.
- The City received a grant toward celebrating statehood and will hold some related activities in September.
- Book Club will be having a potluck dinner for their activity for this month.
- The Seniors are excited to be hosting lunches in person again starting in July.
- Farmer's Market has been discontinued.
- RAD will be hosting events again and is participating in Summer Recreation this year.

The Mayor and Council thanked Ms. Bartholomew for her report as well as for all of her hard work with the recreation program this summer. They said they felt like it has been a great success so far.

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**POLICE REPORT**

The Mayor gave the floor to Police Chief Soffe who reported on the activities of the police department as follows:

<u>2021</u>	<u>2020</u>	<u>YEARLY</u>
Jan---704	Jan--1029	2020—10,473
Feb— 674	Feb—979	2019—11,368
March—796	March—801	2018—11,600
April—821	April—560	2017—11,411
May— 854	May—825	2016—12,393
June—	June—776	2015—12,819
July—	July—1144	2014—9495
Aug—	Aug—822	2013—8979
Sept—	Sept—804	2012—7347
Oct—	Oct—896	2011—6918
Nov—	Nov—985	
Dec—	Dec—852	
Running Total—3849	Total-10,473	

**ACTIVITY REPORT**

Mar-Apr-May traffic citations

	<u>Mar</u>	<u>Apr</u>	<u>May</u>
Total Citations	127	121	133
Total Violations	206	181	208

286 New Cases opened in May.

**USE OF FORCE REVIEWS**

No Use of Force incidents in the month of May.

**DEPARTMENT ACTIVITY**

- Outward Leadership Training-Trust
- Traffic Incident Management Scene Training with UDOT/FIRE/UHP
- Police Week
- Administrative Training Michelle
- Firearms/Building Clearing Training
- Department BBQ at Hogan Park

**WOODS CROSS HIGH SCHOOL**

- Administration Assist: 9
- Juvenile Problem: 2
- Lock Out: 4

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- Tobacco Violation: 1
- Threats: 1
- Hit and Run: 1
- Welfare Check: 2
- Parking Problem: 3
- Controlled Substance Violation: 1
- Graduation
- Senior Night Party
- NOVA: 2 lessons and NOVA Graduation

**K-9 ACTIVITY**

**Ranger**

5/05/21-Assist SAR in tracking a missing elderly woman in Farmington. Female located 10 miles up the canyon.

5/22/21- Attempted Theft of ATM, tracked suspects to Springwood. No suspects located.

**Legend**

5/03/21-Assist Veterans Affairs Police on a room search.

- Legend won two trophies at the 2021 UPOA K9 Trials. Awesome job Sgt. Daugherty!

**Loki**

5/01/21-Building Search, no persons located.

5/15/21-Traffic Stop, drug paraphernalia found.

5/15/21-Assist UHP on fleeing accident driver, driver located.

5/31/21/-Traffic Stop, no odor detected.

**DETECTIVE DIVISION**

24 Persons Crimes/Sexual Assault/Active C.A.N.R. cases (child abuse neglect report)

37 Active Theft/Property/Fraud/Assault/Death case for the month of June.

Detective Jones in helping during the summer months.

**SEX OFFENDER ENFORCEMENT**

5-Sex Offender Registries

0-Home Compliance Checks conducted.

**ORDINANCE ENFORCEMENT**

5-New cases were received and opened from the public.

3-Cases resolved/closed successfully.

2-Ongoing cases from previous month.

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US MARSHALS ACTIVITY

VFAST: During the month of May, working throughout Davis and Weber County, our North Task Force Team located and apprehended 30 violent fugitives. SL South had one critical incident.

LPR

DL Violations: 7

Expired/Canceled: 4

Revoked/Suspended Reg: 6

Stolen: 1

Insurance Violations: 3

Impound:

Interlock:

Plates to Another Vehicle:

Warnings: 7

No Plates/Tags: 2

CRIME SPOTLIGHT

In the early hours of May 22, 2021, officers were dispatched to an alarm at Horizon Credit Union. When they arrived, they discovered a chain wrapped around the ATM which was attached to the bumper of a truck which had crashed into a fence nearby. Further investigation revealed the truck had been stolen from Springwood Apartments. The ATM was damaged, but the suspects were not able to obtain any money. The case is active, and detectives are currently following up on numerous leads.

The Council thanked Chief Soffe for his report.

Council Member Westergard sked for Code Enforcement assistance with the soccer sign-up signs that are popping up everywhere within the city. It some of these signs were due to a cooperative agreement with the Summer Recreation program. They will be up through the conclusion of the program.

Council Member Westergard noted the weeds to the west of the railroad tracks and the weeds in UTA's parking lot by Front Runner are getting high again. Chief Soffe said he would have code enforcement investigate these matters.

**CONSIDERATION TO ADOPT RESOLUTION 2021-737 AMENDING THE CONSOLIDATED FEE SCHEDULE INCREASING THE GREEN GARBAGE CAN MONTHLY COLLECTION FEE FROM \$6.00 TO \$6.50**

The Mayor gave the floor to the City Administrator who noted the following:

“Last month I proposed increasing the green garbage can fee from \$6.00 a month to \$6.50 per month since our costs are exceeding our revenues in providing this service. No action was taken since there was a concern about Wasatch Integrated charging a tipping fee on our green waste. There has been no indication from Wasatch Integrated that they will be eliminating or lowering that fee. My recommendation is to make the increase to ensure we are covering our costs and if in the future Wasatch Integrated lowers or eliminates the tipping fee, we will lower our fee accordingly.”

Following the information given Council Member Terry made a motion to amend the consolidated fee schedule increasing the green garbage can monthly collection fee from \$6.00 to \$6.50. Council Member Westergard seconded the motion, and all voted for the motion through a roll call vote.

**PUBLIC HEARING TO ALLOW PUBLIC INPUT REGARDING (A) THE ISSUANCE AND SALE OF NOT MORE THAN \$2,800,000 AGGREGATE PRINCIPAL AMOUNT OF SALES TAX REVENUE BONDS, SERIES 2021 (THE BONDS) AND (B) ANY POTENTIAL ECONOMIC IMPACT THAT THE PROJECT DESCRIBED HEREIN TO BE FINANCED WITH THE PROCEEDS OF THE BONDS ISSUED UNDER THE ACT MAY HAVE ON THE PRIVATE SECTOR; AND ALL RELATED MATTERS.**

The City Administrator noted the following for the City Council:

“This item is only a hearing; no action is required to be taken at the meeting. The hearing is to take input on the issuance of the bonds and any comments on the impact of the project financed by the bond on the private sector. Since this bond is to construct a public road facilitating the development of private property, the impact on the private sector is positive.”

The Mayor then opened the public hearing for public comments. There were no public comments, and the Mayor closed the public hearing.

**CONSIDERATION TO ADOPT RESOLUTION 2021-738 SETTING THE PROPERTY TAX RATE FOR 2021**

The City Administrator continued with the floor and noted the following for the City Council:

“We have received the 2021 Certified Property Tax Rate from the County. The rate is .000811 which is less than the rate of .000867 adopted last year. We are anticipating collecting \$847,000 from this tax rate.”

Following the information given, Council Member Westergard made a motion to adopt resolution 2021-738, a resolution setting the property tax rate for 2021 as noted. Council Member Terry seconded the motion, and all voted for the motion through a roll call vote.

**CONSIDERATION TO ADOPT RESOLUTION 2021-739 ADOPTING THE FY2022 BUDGET FOR ALL CITY FUNDS**

The City Administrator continued with the floor and gave the City Council the following information:

“Given to the Council are sheets showing the changes from the Tentative Budget.

“The first sheet shows the changes made to the General Fund and Enterprise Funds as well as a small change in the Community of Promise Budget. The General Fund is increased by \$148,000. This increase is due to the following:

- a. Change of Liz Redford from part time to full time
- b. Change of LaCee Bartholomew from part time to full time
- c. Part time employee for Community Development
- d. Addition of Disproportionate Service Study
- e. Increase in salaries to compensate for employee payment of insurance premiums.

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Regarding the salary increase and insurance premiums, I was not sure how many employees would switch to the high deductible insurance plan so I assumed, for budgeting purposes, that they all would switch. I am sure this will not be the case, but I wanted to make sure sufficient funds were budgeted to cover those who switched. If all the employees do not make the switch the actual cost will be less than budgeted because those who do not switch will be covering part of the cost of the Traditional Plan premium. The cost to the budget (General Fund and Enterprise Funds) to provide the incentive to switch plans will be around \$36,000 depending on how many employees make the switch. Most of the increase in the General Fund is covered by an increase in budgeted sales tax revenue with smaller increases in plan check fee, court, and recreation revenues. The Enterprise Funds were affected by the movement of Liz and LaCee to full time status and the salary adjustments. Most of these increases are covered by reduction in operating line items by Public Works. The Garbage fund shows a decrease since I reallocated some of the employee's time to lessen the impact on that fund. The second sheet shows the creation of a new "1970 South Assessment Area" Fund. Over the past year I have funded this Assessment Area out of the Class C Fund. However, because bonding is involved, and there will be bond payments made and 2 assessments collected over 20 years it was necessary to create a separate fund to better track these transactions. I anticipate the total cost of the project will be about \$2.6 million. About 1.1 million will be expended prior to FY 22 which is reflected in the loans from the RAP Tax and CIDF Funds. These loans will be paid off in July or August when we get the proceeds from the Sales Tax Bond.

There was some discussion on increasing the budgets for the seniors and for the literacy program.

Following the information given, Council Member Terry made a motion to adopt resolution 2021-739 for all city funds with the adjustments to the senior's line item by \$2000 to \$6000 and increase the literacy budget by \$500 from \$1000 to \$1500 and the fund balance would be increased from \$1000 to \$3500. Council Member Checketts seconded the motion, and all voted in favor of the motion through a roll call vote.

The Assistant City Administrator noted the literacy budget is a split budget and some budget would be utilized in this fiscal year and some in the next fiscal year.

**PUBLIC HEARING: ADJUSTMENTS TO FY2021 BUDGET FOR ALL CITY FUNDS**

The City Administrator then noted the following for the City Council regarding proposed budget adjustments to the FY2021 budget for all city funds:

**General Fund**

"Administration – Professional & Technical Increased by \$10,000 to cover Jason Burningham's analysis of UTOPIA's agreement and additional financial work as part of our agreement.

Data Processing – Software Updates Increased by \$28,000 mainly to cover the purchase of the Elements workorder software.

City Attorney – Legal-General Increased by \$30,000 to cover Mark's time in formulating and reviewing the zoning ordinance changes.

City Attorney – Public Defender Increased by \$4,000 due to rate increase and more cases.

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City Hall – Buildings & Grounds Increased by 14,000 to cover upgrade of key entry system and air conditioning repairs.

City Hall – Telephone Increased by \$15,000 to cover the increase in number of employees with cell phone allowance. Underbudgeted telephone system maintenance with ETS.

Community Development – Professional Services Increased by \$17,500 to cover work from Landmark to finalize the zoning ordinance Update.

Police -Overtime Increased by \$25,000 to cover shifts due to sick leave, vacations, and having officers either leave or on administrative leave.

Police – Equipment Operations Increased by \$15,000 to cover increased fuel costs.

Police – Special Departmental Supplies Increased by \$27,000 to cover purchase of new pistols that were requested for FY2022.

Building Inspections – Building Inspections Increased by \$33,000 to cover increased building inspections. Costs covered by increase in building permit and plan check review fees.

Shops -Buildings & Grounds Increased by \$10,000 to cover roof repairs and purchase of blinds  
Shops – Equipment >\$500 Increased by \$4,700 for installation of rain gutters and roof repairs for salt storage facility.

Recreation – Summer Program Increased by \$20,000 because the revenues reflected this amount. The expenses should be quite a bit lower than this.

Transfers – Transfers out to other funds Increased by \$450,000. We are only allowed to have up to 35% of our General Fund Revenues in fund balance. Rather than exceed that amount I am transferring \$400,000 to the Capital Improvement Fund to provide a funding source for future capital needs in the General Fund. I am also budgeting a \$50,000 transfer to the Garbage Fund to cover of purchasing additional cans.

The overall increase in the General Fund is \$566,500.

**Class C Fund**

“I am moving all the accounts in the Class C fund for the 1970 South Street into the newly created 1970 South Assessment Area Fund. Since about \$135,000 of costs for this street have occurred in previous years, I have created a line item where the Class C Fund can be reimbursed for these expenses from the newly created fund. I have also allocated the funds from the Street Improvement Account to the various other project line items in the fund.

**RAP Tax Fund**

“I am reallocating the funds in the Park Improvements account to the Hogan Park and Mills Parking lot construction accounts. I am also showing a \$30,000 transfer out to other funds. This is being



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transferred to the Park Development fund to cover the shortfall in impact fees to cover the construction of the Wildcat Park. I anticipate this amount will be closer to \$10,000, but I wanted to make sure we have enough budgeted in case we need it.

**Park Development Fund**

“I have lowered the amount of impact fees budgeted because it appears we may not collect the amount I anticipated when the budget was set. I have increased the amount of fund balance appropriated and am transferring \$30,000 from the RAP Tax fund to take up the shortfall. I have increased the budget for the construction of the park to take care of any additional change orders or additional engineering costs associated with them.

**Youth City Council**

“There were a few minor adjustments between accounts. The overall budget remains the same.

**Community of Promise**

“There were a few minor adjustments between accounts. The overall budget remains the same.

**1970 South Assessment Area**

“This account has been created to account for the financial transactions for the 1970 South Assessment Area. This fiscal year we will have expended about 1.1 million for the purchase of the property, relocation, and other costs. I have created accounts for these expenses. Loans from the RAP Tax and Capital Improvement fund will finance the project until we get the sales tax bond proceeds in July.

**Capital Improvement Fund**

“I am transferring \$400,000 in from the General Fund, which will then be loaned to the 1970 South Assessment Area Fund. This loan will be paid back in July from the proceeds from the sales tax bond. I am deleting the transfer to the Class C Fund since I am now creating a loan.

**Water Fund**

“I am increasing the salaries and wages line item to account for the hiring of Danny. I am also increasing the professional and technical line item to cover the cost of the elements work order software. The miscellaneous supplies line item is increased to cover the cost of the charcoal replacement in the water treatment facility.

**Garbage Fund**

“Garbage and Green Waste Collection Fees were underbudgeted at the start of the year, so those have been increased. Tipping costs, recycling and green waste expenses were also underbudgeted, so they were increased as well. The spring and fall cleanup line item were increased to cover the cleanup costs of the windstorm. The major increase in the fund is the purchase of cans. This line item was increased to \$44,000. To cover this cost, I am showing a transfer from the General Fund of \$50,000. During next fiscal year we will monitor the can purchases to determine if a fee increase is necessary to cover the cost. The fund should stand on its own and not rely on yearly transfers from the General Fund.

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**Storm Water Fund**

“There were a few minor adjustments between accounts. The overall budget remains the same.

**Storm Water Impact Fee**

“I am making adjustments in the fees collected, fund balance appropriated and expense line items to cover the cost of the TLS Storm Drain. This is the line installed between 2600 South and Redwood Road through an agreement with the developer.”

The Mayor then opened the public hearing. There were no public comments, and the Mayor closed the public hearing.”

**CONSIDERATION TO ADOPT RESOLUTION 2021-740 ADOPTING ADJUSTMENTS TO FY2021 BUDGET**

Council Member Westergard then made a motion to adopt resolution 2021-740 adopting adjustments to FY2021 budget. Council Member Checketts seconded the motion, and all voted for the motion through a roll call vote.

**CONSIDERATION TO APPROVE 2021 STREET MAINTENANCE PROJECTS**

The Mayor gave the floor to the Public Works Director who explained the following:

“Given to the Council is the bid tabulation for the bids opened on May 27, 2021, for the 2021 street maintenance project. Recommended to the Council is the low bidder: Staker Parson Companies, located at 89 West 13490 South, Draper, Utah 84020, with a total bid amount of \$622,741.68.

“Based upon the criteria we have established, and the information received, Staker Parson Companies, is the low bidder.”

Following the information given, Council Member Westergard made a motion to award the 2021 street maintenance projects to Staker Parson as outlined. Council Member Checketts seconded the motion, and all voted for the motion through a roll call vote.

**CONSIDERATION TO CLARIFY THE TERMS OF THE LOAN FROM THE RAP TAX FUND FOR THE PURCHASE OF THE PROPOSED 1970 SOUTH STREET TO SHOW IT IS TO THE 1970 SOUTH STREET ASSESSMENT FUND**

The Mayor gave the floor to the City Administrator who explained this consideration regarding wording is to recommended to assure clarity regarding the loan to the to the 1970 South Street Assessment Fund and that this loan is coming from the RAP Tax fund.

Council Member Westergard made a motion to clarify the terms of the loan from the RAP Tax fund for the purchase of the proposed 1970 South Street to show it is to the 1970 South Street

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Assessment Fund. Council Member Dayley seconded the motion, and all voted in favor of the motion through a roll call vote.

**CONSIDERATION TO APPROVE LOAN FROM THE CAPITAL IMPROVEMENT FUND TO THE 1970 SOUTH STREET ASSESSMENT FUND FOR THE CONSTRUCTION OF THE PROPOSED 1970 SOUTH STREET**

The City Administration then noted this consideration is to approve the loan from the capital improvement fund under the same terms as under the RAP Tax Fund with the payment and all other terms remaining the same.

Council Member Checketts then made a motion to approve the loan from the capital improvement fund to the 1970 South Street Assessment Fund for the Construction of the proposed 1970 South Street. Council Member Westergard seconded the motion, and all voted in favor of the motion through a roll call vote.

**PRESENTATION OF FRAUD RISK ASSESSMENT FOR FY2021**

The Mayor gave the floor to the Assistant City Administrator who went over the following information with the City Council:

Given to the Council is a copy of the self-evaluated Fraud Risk Assessment for FY2020, certified by Gary and myself. We received 330 points, placing us in the Low Risk category. I wanted to take some time and explain areas where we missed points this year and how we could be making improvements in FY2022.

Under Question 1. "Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?"  
We had 3 items where we have mitigating controls.

- For item #3, our Treasurer is able to both collect cash or check payments and adjust customer accounts. To mitigate this, I review a transaction register with details of all billing and payment adjustments on customer accounts every month as part of my bank reconciliation and preparation of the financial statement.
- For item #7, Gary and the Mayor are City Credit Card holders. Gary receives the original credit card statement, attaches original receipts to the statement, codes the purchases to the correct GL account, and gives all of this to Annette to cut a check. As part of my review process of Accounts Payable I review all invoices/statements and would be able to verify the authenticity of what is being submitted for payment.
- For item #9, we will be working this next fiscal year to have the credit cards put in my name and the Mayor's name. Gary would still receive the statements and code the purchases to the correct GL accounts. Currently the City Council is able to view each expenditure made by credit card on the check register submitted to Council for approval.

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Under Question 2. “Does the entity have written policies in the following areas:” We have current policies for (a) Conflict of Interest, (b) Procurement, (c) Ethical Behavior, (e) Travel, (f) Credit/Purchasing Cards, (g) Personal Use of Entity Assets, (h) IT and Computer Security and (i) Cash receipting and deposits (adopted this evening). We do not have a current written policy for (d) Reporting Fraud and Abuse. I will also work with Mark Bell and Gary to draft a written policy for (d) Reporting Fraud and Abuse over the course of this next year.

Under Question 3. “Does the entity have a licensed or certified expert as part of its management team?” We did not receive points for this question this year, however Brian Passey is working to complete his CGFM, and I anticipate we will be able to receive points for this item in FY 23.

Under Question 4. “Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?” A big thank you goes out to Annette who ensured this was accomplished this year and I am happy to award us the 20 points.

Under Question 5. “Have all of the board members completed the State Auditor online training at least once in the last four years?” This was completed.

Under Question 6. “... Does at least one member of the management team receive at least 40 hours of formal training related to the accounting, budgeting, or other areas each year?” We did not receive points for this question. I try to attend the Utah Government Finance Officers Association conference yearly and other finance trainings, as well as conferences and trainings for Humans Resources and Risk Management. With COVID this last year, and conferences canceled, I was not able to attend 40 hours of formal training. I endeavor to do so in FY2022.

Under Question 7 “Does the entity have or promote a fraud hotline?” We have created an email address fraudhotline@woodscross.com and will be doing more to promote it in FY2022.

Under Question 8 “Does the entity have a formal internal audit function?” We do not have a formal internal audit function.

Under Question 9 “Does the entity have a formal audit committee?” We have a formal audit committee and they have had one meeting this last year to discuss our Fraud Risk Assessment audit.

The Mayor and Council thanked the Assistant City Administrator for her hard work on this matter.

**CONSIDERATION TO ADOPT ORDINANCE 2021-601 ADDING CHAPTER 5-04 “CASH RECEIPTING AND DEPOSITS” TO THE WOODS CROSS MUNICIPAL CODE**

The Mayor gave the floor to the Assistant City Administrator who noted the following:

“Given to the City Council is a Cash Receipting and Deposit Policy that Jessica and Cindee Colby have developed as part of the Fraud Risk Assessment. We are working on getting it in a form to include in the Code of Ordinances. We will send out the codified version Monday.”

The Assistant City Administrator noted there was one amendment that needed to be made under the voided transaction section. She said they would like to call it the voided/adjusted transactions and include the language that two employees would sign off on a voided transaction explaining the

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circumstances causing the adjustment and then give the voided adjusted receipt and the original receipt to the treasurer. She said by adding that step it would give some additional oversight and fraud protection.

Council Member Dayley said she would like to see the Fraud Hotline get more exposure so the public knows about this hotline and can access it. It was also noted by Council Member Dayley that she felt like it might be good to have another person who can also be assigned to the Fraud Hotline to help with those types of issues. Staff said they would work on getting that done.

Following the information given, Council Member Checketts made a motion to adopt ordinance 2021-601, an ordinance adding chapter 5-04 "Cash Receipting and Deposits to the municipal code with the amendments as presented. Council Member Westergard seconded the motion, and all voted for the motion through a roll call vote.

**OPEN SESSION**

The Mayor then opened the meeting to items from those present that they would like to bring before the City Council. There were no items from the public present.

Member Dayley said there are some issues with the parking of trailers in Mountain View on 1500 South that may be associated with a home-based business. She said she thought it might be good to revamp the parking ordinance and so enforcement could maintain the quality on residential streets. The Mayor said that safety is also important when considering parking within the community. Staff said they would follow up on this matter.

Council Member Checketts said there she also had concerns with parking large vehicles on 580 West. Staff said they would also look into this matter.

Council Member Westergard said he had received a few emails from residents about watering in the city parks saying the parks should also be following the restricted recommendations for watering. The Public Works Director said they have cut back on the watering and are reflecting the same watering schedule as the residents. He said they are looking into keeping the watering to an even more of a minimal schedule moving forward. He also said they would stay in contact with Weber Basin water and the City is well within the water restrictions. He also noted there had been water saving tips in the city newsletter and they would be adding more water saving tips in future newsletters. The Mayor said water saving tips should be promoted in the City. It was noted there might need to be a proclamation regarding watering in the future, and the necessity for water conservation needs to be a continued discussion.

Council Member Westergard said he had followed up on the Youth City Council scholarship applications by texting the Youth City Council advisor and learned that the scholarship applications could be given to the Assistant City Administrator.

Council Member Westergard also noted he thought it would be a good idea to set up a "Meet the Candidate Night" for the candidates who will be running for city offices. Staff said they would

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follow up on the matter. It was suggested that it could be held virtually as well as in person to meet the candidates. The date of August 4<sup>th</sup> from 6:00-8:30 PM was suggested as the “Meet the Candidate Night.” Staff said they would follow up with this matter.

There was some discussion on election signs and what the restrictions and recommendations are in place. Staff said they would look into that matter.

**SAFETY REPORT**

The Mayor gave the floor to the Assistant City Administrator who went over the Safety Report with the City Council. She noted there had been one minor incident for the month of May and there was no claim filed.

**WASATCH INTEGRATED WASTE MANAGEMENT REPORT**

Council Member Larrabee was not in attendance so there was no report.

**MOSQUITO ABATEMENT REPORT**

Council Member Terry reported that the Mosquito Abatement District is only working at one third staff capacity because they are having a hard time finding employees to fill jobs. They decided to give their employees raises to help with this issue. He said they are also offering higher starting wages for recruitment purposes. He also noted that they have gone through several spray drones. They are limited as to where drones can do the job. He said they are spraying as much as they can, but they are not guaranteeing spraying for call in requests due to the shortage in personnel.

**PLANNING COMMISSION REPORT**

Council Member Terry reported on the Planning Commission meeting held June 8<sup>th</sup>, 2021. Please see the minutes of that meeting for the details of his report.

**SOUTH DAVIS RECREATION CENTER REPORT**

The Mayor reported that this meeting will be held next Monday.

**SOUTH DAVIS METRO FIRE DISTRICT REPORT**

The Mayor reported that this meeting will be held next Monday.

**MAYOR’S REPORT**

The Mayor said he had nothing further to report.

**CITY ADMINISTRATOR’S REPORT**

The Mayor gave the floor to the City Administrator who noted the following for the City Council:

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**Board of Equalization:** “We are still waiting on the appraisal report from the Alumatek owner’s appraiser. Their attorney promised it would be done by today. Upon receipt of the appraisal report I anticipate we will reconvene the Board sometime in the next week or two if schedules permit.

**1. Action Item Report**

**ADJOURNMENT**

There being no further business before the City Council, Council Member Westergard made a motion to adjourn the meeting at 8:31 P.M. with Council Member Terry seconding the motion and all voted for the motion through a roll call vote.

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Rick Earnshaw, Mayor

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Annette Hanson, City Recorder

Approved by City Council 7/6/2021