



Memo

Date: 2 July 2020
To:
Cc:
From: Brad Wilson, City Recorder/Financial Officer
RE: Minutes of the 23 June 2020 City Council Meeting

Please note that the following minutes are awaiting formal approval and are in draft or unapproved form.

**MINUTES OF THE
MIDWAY CITY COUNCIL
(Meeting)**

**Tuesday, 23 June 2020, 6:00 p.m.
Electronic Meeting**

Note: Notices/agendas were posted at 7-Eleven, Ridley's Express, the United States Post Office, the Midway City Office Building, and the Midway Community Center. Notices/agendas were provided to the City Council and The Wasatch Wave. The public notice/agenda was published on the Utah State Public Notice Website and the City's website. A copy of the public notice/agenda is contained in the supplemental file.

1. Call to Order

Mayor Johnson called the meeting to order at 6:13 p.m.

Members Present:

Celeste Johnson, Mayor
Steve Dougherty, Council Member
Jeff Drury, Council Member
Lisa Orme, Council Member
Kevin Payne, Council Member
JC Simonsen, Council Member

Staff Present:

Brad Wilson, Recorder/Financial Officer

2. Consent Calendar

- a. Agenda for the 23 June 2020 City Council Meeting
- b. Minutes of the 2 June 2020 City Council Work Meeting
- c. Minutes of the 2 June 2020 City Council Regular Meeting

Note: Copies of items 2a, 2b, and 2c are contained in the supplemental file.

Council Member Dougherty pointed out that the 2 June 2020 regular meeting minutes should indicate 2021, instead of 2020, in the header for item #9.

Motion: Council Member Dougherty moved to approve the consent calendar with the noted change.

Second: Council Member Payne seconded the motion.

Discussion: None

Vote: The motion was approved with the Council voting as follows:

Council Member Dougherty	Aye
Council Member Drury	Aye
Council Member Orme	Aye
Council Member Payne	Aye
Council Member Simonsen	Aye

3. Resolution 2020-18 / Property Tax Rate (Financial Officer – Approximately 5 minutes) – Discuss and possibly approve Resolution 2020-18 adopting a certified property tax rate for Midway City.

Brad Wilson gave a presentation on the proposed tax rate. He explained why the rate decreased from year to year.

Note: A copy of Mr. Wilson’s presentation is contained in the supplemental file.

Motion: Council Member Payne moved to approve Resolution 2020-18 adopting the property tax rate.

Second: Council Member Drury seconded the motion.

Discussion: None

Vote: The motion was approved with the Council voting as follows:

Council Member Dougherty	Aye
Council Member Drury	Aye
Council Member Orme	Aye
Council Member Payne	Aye
Council Member Simonsen	Aye

4. Fraud Risk Assessment (Financial Officer – Approximately 30 minutes) – Receive a presentation on and discuss the Fraud Risk Assessment for FY 2020.

Brad Wilson presented the Fraud Risk Assessment and specifically reviewed the following items:

- Background for the Assessment
- Basic separation of duties and mitigating controls
- Assessment questions
- Recommendations

Note: A copy of Mr. Wilson’s presentation is contained in the supplemental file.

The Council and staff discussed verifying the receipt of goods or services and considered the following items:

- An example in another local government where salt was purchased but not delivered.
- Other local government's policies and procedures for verification should be reviewed.
- Two people, each from a different department, could sign for the receipt of a specific good or service.
- There should be a clear penalty for fraud.
- There should be a low limit on credit offered by vendors.
- Tracking inventory.
- Costly versus inexpensive expenditures.

5. Resolution 2020-20 / Cash Receipting Policy (Financial Officer – Approximately 15 minutes) – Discuss and possibly approve Resolution 2020-20 amending the Midway City Policies and Procedures to include a policy regarding cash receipting.

Brad Wilson asked if there were any questions regarding the proposed policy. There were no questions.

Motion: Council Member Dougherty moved to adopt Resolution 2020-20 approving a cash receipting policy.

Second: Council Member Payne seconded the motion.

Discussion: None

Vote: The motion was approved with the Council voting as follows:

Council Member Dougherty	Aye
Council Member Drury	Aye
Council Member Orme	Aye
Council Member Payne	Aye
Council Member Simonsen	Aye

6. Resolution 2020-21 / Statement of Ethical Behavior (Financial Officer – Approximately 15 minutes) – Discuss and possibly approve Resolution 2020-21 amending the Midway City Policies and Procedures to include a Statement of Ethical Behavior.

Brad Wilson asked if there were any questions regarding the proposed Statement. Mayor Johnson asked that each copy provided to officials and staff have the referenced codes attached.

Motion: Council Member Drury moved to approved Resolution 2020-21 adopting the Statement of Ethical Behavior with the codes as referenced by Mayor Johnson.

Second: Council Member Orme seconded the motion.

Discussion: None

Vote: The motion was approved with the Council voting as follows:

Council Member Dougherty	Aye
Council Member Drury	Aye
Council Member Orme	Aye
Council Member Payne	Aye
Council Member Simonsen	Aye

- 7. Ordinance 2020-15 / Audit Committee** (Financial Officer – Approximately 10 minutes) – Discuss and possibly approve Ordinance 2020-15 adding Chapter 2.20 (Audit Committee) to Title 2 (Municipal Government) of the Midway City Municipal Code.

Brad Wilson gave a presentation regarding the proposed ordinance.

Note: A copy of Mr. Wilson’s presentation is contained in the supplemental file.

Mayor Johnson indicated that Council Member Payne was willing to serve on the Committee.

Council Member Dougherty suggested criteria be added for the member at large. He also asked if the person would be compensated. Council Member Payne recommended that the City’s accountant not be a member because his work would be audited by the Committee.

Council Member Simonsen suggested that the number of members be reevaluated particularly to increase the number of members who were not officers or employees of the City.

Motion: Council Member Simonsen moved to adopt Ordinance 2020-15 as outlined with it brought back to review the issues of membership.

Second: Council Member Dougherty seconded the motion.

Discussion: None

Vote: The motion was approved with the Council voting as follows:

Council Member Dougherty	Aye
Council Member Drury	Aye
Council Member Orme	Aye
Council Member Payne	Aye
Council Member Simonsen	Aye

- 8. Audit Committee / Members** (Mayor – Approximately 5 minutes) – Discuss and possibly appoint members of the Midway City Audit Committee.

Council Member Dougherty recommended that Mayor Johnson and Council Member Payne be appointed as members that evening with the member at large yet to be determined.

Motion: Council Member Dougherty moved to advise and consent to the appointment of Mayor Johnson and Council Member Payne as members of the Audit Committee.

Second: Council Member Drury seconded the motion.

Discussion: None

Vote: The motion was approved with the Council voting as follows:

Council Member Dougherty	Aye
Council Member Drury	Aye
Council Member Orme	Aye
Council Member Payne	Aye
Council Member Simonsen	Aye

Mayor Johnson asked the Council to email any suggestions for the member at large to Mr. Wilson.

9. Department Reports

COVID-19 Pandemic / Update

Mayor Johnson gave an update on the pandemic and encouraged everyone to wear a mask.

Law Enforcement

Mayor Johnson reported that she emailed information to the City Council regarding law enforcement. She said the information would be discussed at the next council meeting.

Albert Kohler Dairy Preservation / County Participation

Mayor Johnson reported that the Wasatch County Open Lands Board unanimously recommended that Wasatch County donate \$2 million towards the preservation of the Albert Kohler Dairy.

Council Member Drury indicated that annexing the Dairy needed to be addressed by the Council.

Festival Parking

Mayor Johnson indicated that the proposal for festival parking needed to be addressed again by the Council.

Weed Control

Mayor Johnson reported that the City needed to improve its control of weeds.

Independence Day Fireworks

Mayor Johnson and the City Council discussed the Independence Day fireworks and made the following comments regarding the event:

- Areas could be spray painted in the Hamlet Park to encourage social distancing.
- Watchers should wear masks or stay in their vehicles.
- Should sprinklers be turned on in the Hamlet Park to discourage its use?
- Guidelines should be posted early on the City's website.
- Should the City try to enforce the guidelines?
- The roads around Hamlet Park should be blocked to prevent access problems.
- Was a field available where watchers could park and safely distance? Signs could direct drivers to the field.
- Should certain things like wearing masks be mandated?
- The City Council could hand out masks at the Hamlet Park.

Parking Lot / 70 East Main Street

Council Member Drury reported that the new parking lot, at 70 East Main Street, was good but needed signs directing drivers where to park.

Street Signs / New Logo

Mayor Johnson indicated that the City's streets signs would include the City's new logo with the City's name below it.

10. Adjournment

Motion: Council Member Orme moved to adjourn the meeting. Council Member Dougherty seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:45 p.m.

Celeste Johnson, Mayor

Brad Wilson, Recorder