

**Pleasant Grove City  
City Council Meeting Minutes  
Work Session  
May 17, 2022  
4:30 p.m.**

Mayor: Guy L. Fugal

Council Members: Dianna Andersen  
Brent Bullock  
Eric Jensen  
Cyd LeMone  
Todd Williams

Staff Present: Scott Darrington, City Administrator  
Daniel Cardenas, Community Development Director  
Deon Giles, Parks Director  
Tyler Wilkins, Recreation Director  
Tina Petersen, City Attorney  
Kathy Kresser, City Recorder  
Neal Winterton, Public Works Director  
Kylar Ludwig, Human Resources Director  
Mike Roberts, Police Chief  
Denise Roy, Finance Director  
Drew Engemann, Fire Chief  
Sheri Britsch, Library and Arts Director

The City Council and staff met in the Community Room, 108 South 100 East, Pleasant Grove, Utah.

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**4:30 P.M. WORK SESSION**

Mayor Guy Fugal called the meeting to order at 4:30 p.m. and welcomed those present. Before addressing the agenda items, Police Chief, Mike Roberts, announced that he received a letter of commendation from Jerry Flemming, President of the Fraternal Order of Police (“FOP”) for the Fort Dix Lodge in New Jersey regarding Pleasant Grove Detective Chris Ruiz. The letter thanked Detective Ruiz for the work he did in providing school supplies, stuffed animals, and toys for many children of the Navajo Nation in New Mexico who were suffering from COVID-19. Detective Ruiz was asked to participate in this mission by a fellow FOP lodge member, from New Mexico and willingly took on this project. The letter noted that as a School Resource Officer, Detective Ruiz had both the expertise and insight as to how this could best be accomplished in Pleasant Grove. Over a few weeks, he organized and successfully involved parents, school staff, students, and others in gathering donations, packing, and delivering the needed items to the Navajo Nation.

The letter stated that the effort put forth by Pleasant Grove and Utah County citizens was greatly appreciated.

Chief Roberts stated that Detective Ruiz did a good job, changed a lot of lives, and had a lot of help and support from other officers. Detective Ruiz stated that he was approached by Pat Wimmer, an Honorary Colonel, regarding donating toys. He was new to the project but took full responsibility for the project, involving the students at Pleasant Grove High School, the Police Department, and local businesses. He did not know anyone in the Navajo Nation at the time but has since developed great contacts and friendships. He looked forward to continuing the efforts and stated that he was appreciative of involving the students and helping them learn about service.

**a. Review FY 2022 Quarter 3 Financials.**

Finance Director, Denise Roy, stated that the Council was provided with a 29-page report regarding revenues and expenses. She reminded the Council that the tax revenue and property tax numbers were delayed by 60 days per normal State practices. She could be contacted with any remaining questions.

**b. Fraud Risk Assessment Review for FY2022.**

Director Roy reported that the City is required to submit a Fraud Risk Assessment report to the State Auditor's Office and provided a one-page summary in that regard. From that summary, she highlighted the City's score of 355/395 demonstrating that it has a very low fraud risk. She further reported that the City established a formal Audit Committee several years earlier. They were to hold a meeting on June 14, 2022. Members of the committee were identified as Mayor Fugal, Council Member Brent Bullock, Administrator Darrington, Director Roy, and non-City member, Devyn Dayley, who is the Director of Accounting for the Provo School District.

The committee will be evaluating the work of the firm that has done the single audit for the past five years and determine if a change is needed. The committee will also evaluate the financials and any comments received. She noted that there had been no comments received last year. Director Roy stated that both she and Administrator Darrington would be signing the Fraud Risk Assessment Review on behalf of the City, which was to be submitted by June 30, 2022. There were no questions. Mayor Fugal noted that when the budget is reviewed, it was evident that they get a lot of work done. He also thanked Director Roy for her good work.

**c. Discussion on Public Works Project.**

The above item was tabled.

**d. Staff Business.**

Library and Arts Director, Sheri Britsch, reminded all that the Memorial Day program was to begin at 9:00 a.m. She noted that the speakers had been lined up. The library was working with Strawberry Days to provide Strawberry Days Bingo, which is Service Bingo. It requires participants to complete various projects throughout the community. She stated that ultimately a

drawing will be held to pick the winner. Tonight, Julianne Donaldson, who wrote *Edenbrooke*, was speaking at the Meet the Author event at the library. The event was limited to 100 no-charge tickets due to space availability, and all were taken. She noted that this was the last presentation of Haylie Howe. She was unsure if the event would continue. Last, Director Britsch reported that the library will march in the Pleasant Grove, Lindon, and Cedar Hill parades, as it is also their library. They had yet to decide on types of clothing to wear that would support the theme for reading this summer ("Oceans of Possibilities") and would like their support.

Recreation Director, Tyler Wilkins, reported that the Department is very busy. Baseball was to wrap up within the next couple of weeks. The major issue he identified was having enough staff. He appreciated the great job Mandy was doing in that regard. They had a lifeguard-finding event at the high school to drum up interest in such positions. He acknowledged that they are running short on lifeguards, who need to be 15 years of age or older. Director Wilkins provided information about his impending move and thanked all for the support the City has given him during his employment. He expressed his love and respect for all.

Fire Chief, Drew Engemann, reported that the new fire engine is in the City getting ready for service. There was to be a brief ceremony showing the engine's abilities on Saturday at 10:00 a.m. He stated that they were involved with a few fires the previous week. On Sunday, crews responded to a propane tank that exploded due to reckless burning. Damage was limited to power poles and two sheds, but no other homes were damaged. The second fire involved an attic fire that started when someone tried to get rid of a bird's nest in an attic and wrongly used a blow torch. American Fork assisted in controlling the fire. Lastly, they responded to a 16-year-old female who fell approximately 20 feet, while hiking. Search and Rescue assisted with that rescue.

Chief Roberts stated they had Police Appreciation Week with visits from a lot of schools and families bringing in treats. He commented that it was nice to see the appreciation. They also finished another week of Community Emergency Response Training ("CERT"), involving both classroom and hands-on training for 16 individuals. He noted they were able to do some fire suppression and first aid work during that training. This past weekend, they had over 100 calls, with 50% of those calls including trips to jail. He was hopeful that they would be able to have another officer this Fall.

Public Works Director, Neal Winterton, stated that they submitted a secondary water meter application with the State in mid-May, which he noted had generous grant terms (70/30). Administrator Darrington stated that the City would be a loan to cover the 30 percent amount that it would be responsible for on the secondary water meter, instead of a bond. Director Winterton reported that they were progressing on the 2600 North Sidewalk Project. For that project, of the approximately 60 locations, 45 unique agreements had been put in place with the remaining locations not needing such agreements. He noted that were sidewalk projects on the agenda for tonight and more sidewalk projects coming up. Some of the projects had challenging right-of-way issues and others were not fully funded. He reported that this week would be National Public Works Week. He expressed admiration for the work of the Public Works staff and stated that they appreciate knowing how they are doing, both good and bad.

Parks Director, Deon Giles, expressed appreciation to Director Tyler Wilkins. The Department has been busy trying to catch up with the water schedules and other issues. They had experienced four water main breaks from last night to this morning. There had also been a delay in getting the main valve system completed at the Manilla Creek construction. The system was pressured up last week requiring a few valves to be removed, but the missing valves were not reported. The issue was repaired and the system was pressured up again with one break on stop and waste. The repair had been made and he expected to get water at Manilla Creek the following day. He noted that all the other systems should be up now. He noted that they will be busy with Trail Day, Memorial Day, and Strawberry Days.

Community Development Director, Daniel Cardenas, reported that his staff felt the Council's support during the Appreciation Luncheon. He reported that at the last City Council Meeting, he got in touch with Laurel Cunningham and they exchanged contact information. He planned to attend the next Historic Development Committee Meeting to make a brief presentation and noted that it was important for the departments to work together. He also reported that he receives multiple calls each day from people interested in multi-family residential development. He noted that most of the property in The Grove area is developed. He advises callers that the City is not interested in such development but that they are welcome to submit an application.

City Attorney, Tina Petersen, reported that she was contacted by a citizen who informed her that she had prosecuted him and his record had now been expunged. He thanked her.

Human Resources Director, Kyler Ludwig, stated that Parks and Recreation has the month of July designated in its honor, with July 15 designated as Parks and Recreational Professionals Day. He also stated that June 9 will be open enrollment, as they are changing providers for dental insurance, the Employee Assistance Program ("EAP"), as well as life and long-term disability insurance. He also thanked those who participated in the employee appreciation lunch.

Administrator Darrington announced the following calendar events:

- Fox Hollow Board Meeting on Thursday, at 6:00 p.m.;
- The Fire Department Fire Engine Ceremony on Saturday, at 10:00 a.m.;
- Farewell lunch for Tyler, next month, at 12:30 p.m.; and
- A Memorial Day program, at 9:00 a.m.

Administrator Darrington indicated that he sent an e-mail on Friday requesting thoughts from the Council. He stated that he would appreciate a response.

Administrator Darrington invited Director Winterton to speak to the first four agenda items. Director Winterton stated that the first item pertained to disposing of surplus vehicles. The second item pertained to the adoption of the 393-page Pre-disaster Mitigation Document which was last updated in 2017. The document was noted to provide direction in mutual aid and coordination with surrounding communities during a disaster. He identified that it was produced and supported

by the Mountainland Association of Government ("MAG"). Its adoption would help in the event of an emergency with Federal Emergency Management Agency ("FEMA") funds and other coordination funds. The last two Public Works items on the agenda pertaining to two sidewalk projects. One project is on 400 East, regarding Central Elementary School, at a cost of \$87,900.40. He noted that the project is not fully funded but they will use City funds. He stated that it was a good opportunity to leverage dollars from Safe Routes for School funding. The other project was the sidewalk in front of the swimming pool to bring the walkway up to standard for safety purposes and to install bump stops for car stalls facing the sidewalk.

In response to a question raised, Director Winterton stated they received only two bids. One was from Awolf Construction. The other was considered a "we don't want the job bid." He noted the bid is over budget, as concrete and cement powder is very costly and frequently unavailable. He stated that the one cement powder provider had a business fire with major damage. He also noted that due to the scarcity of these types of materials, scheduling is tight and undependable, which causes a ripple effect. He noted that the contractor for the pickleball courts wanted to begin right away to get the site ready for concrete once it is available. He stated that there was a lot of demolition to be done and contractors have to be ready for the concrete

Administrator Darrington addressed the fifth item, which pertained to a Development Agreement entered into a few years earlier with Drew Armstrong regarding the construction of a four-story building. At that time, a Parking Agreement was entered into with \$10,000 per year for five years being paid by the developer to the City for dedicated access to eight parking stalls at City Hall, which the City determined it could supply. The developer now wants to build another four-story building in a vacant area cleared by him that would revitalize downtown. The building would have retail on the main floor and residences on the upper floors. The developer wanted two more stalls, in exchange for an additional \$10,000 to be paid over five years. Administrator Darrington reported that there is a park strip between City Hall and the building that is currently maintained by the City. He stated that the City was asking the developer to maintain that strip. He reported that there were a couple of other items pertaining to garbage pickup and having it shielded from public view, which was still being discussed.

Administrator Darrington reported that the next City Council Meeting is scheduled for June 7, 2022. The Design Review Board will be invited to attend and provide information about their work. There will also be a boundary adjustment to work on as well as other issues.

Mayor Fugal asked Director Cardenas for a status report on Drew Armstrong's project. Director Cardenas reported that plans have been submitted, the first review has been conducted, and they are waiting for the re-submittal of the site plans.

Administrator Darrington stated that discussion regarding Public Works funding regarding possible land purchase will be addressed in the executive session and then discussed in the open session.

**Adjournment.**

**MOTION:** Council Member Jensen moved to ADJOURN the Work Session at 5:24 p.m. Council Member Williams seconded the motion. Council Members vote: Dianna Andersen, Yes; Brent Bullock, Yes; Eric Jensen, Yes; Cyd LeMone, Yes; and Todd Williams, Yes. The motion passed unanimously.

The City Council minutes of May 17, 2022, were approved by the City Council on June 7, 2022.



Kathy T. Kresser, MMC

City Recorder

*(Exhibits are in the City Council Minutes binders in the Recorder's office.)*

