



Bryce Canyon City

Town Council Meeting

February 4th, 2021

10:00 A.M.

70 West 100 North

Attending: Mayor Shiloh Syrett, Mike Stevens, Nick Pollock, Bryce Syrett, Gary Syrett, Cherrie Tebbs, Sydney Lamas, Deanna Moore, Taryn Syrett, and Jean Seiler

Others: Kadi Franson- Garfield County Insider, Morris Peacock – Hinton Burdick, CPA's

1. Welcome

A. Prayer: Bryce Syrett

B. Pledge

2. Approve Minutes of 1/21/21 Council Meeting: Motion to approve the minutes made by Mike, 2nd by Cherrie, Bryce yes, Nick yes

3. Adopt the Agenda: Motion to adopt the agenda made by Bryce, 2nd by Mike, Nick yes, Cherrie yes

4. Other Business:

A. Morris Peacock – Hinton Burdick Audit Report 6/30/20: Morris Peacock is present to report on the audit for fiscal year 6/30/20. He discussed the following from the audited financial statements:

Page. 1 – Independent Auditor's Report gives opinion of the financial statements from the auditor's perspective. On page 2 of the report the audit opinion is that the financials are presented fairly- no material misstatements found during audit
Page. 3 –Management's Discussion and Analysis is required for government entities.

Page. 33 – Internal Control in accordance with Government Standards- This also applies to all government entities. The auditors did not have any internal control findings for the year which is very unique for a small municipality. It is also noted that the City did not have any compliance findings this year and the only recommendation is to record PTIF interest for the year.

Gary entered meeting

The City falls under general fund balance limitations: For the fiscal year the compliance ratio was \$88,000 below the fund balance limit. This is partially due to rolling over \$200,000 to the fiscal year 6/30/21. This is represented on Page 14 as a reservation of fund balance. It is also noted that the requirement for fidelity bonding is reaching the max amount. We will need to reach out to the bond company and have it increased.

Mr. Peacock reviewed the revenue trend graph – For 3 ½ months of the fiscal year the City was under shut down due to COVID. Resort taxes were up from the previous year; however, sales taxes were down slightly. Intergovernmental revenue on the graph is related to grant monies. During this fiscal year the Wellness Center CIB grant impacted this revenue significantly. Nothing appears unexpected or out of line for the fiscal year. Morris, also reviewed the Cash Trends Graph: restricted cash spiked due to the Wellness Center CIB grant. General fund cash is continuing to increase and the funds must be used for the benefit of the community.

Continuing with the audited financial statements:

Page 12 – Shows the Statement of Net Position (balance sheet) – everything the same as balance sheet except for fixed assets. This report also contains long term debt as well.

Page 14 – Balance Sheet

Page 15 - This is the reconciliation between balance sheet and Statement of Net Position.

Page 16 – Statement of Revenues Expenditures and Changes in Fund Balance. This is the government income statement. It is reported on a cash flow basis. Debt service/capital outlay are shown as expenditures on governmental statements.

Page 13- Reports the Statement of Actives: This report will not show Wellness center as an expenditure. Government entities are also unique in that their revenues do not match up. They come in in form of taxes paid but not received during the period they are incurred.

Page 17 – This is the reconciliation between Income Statement and Statement Activities.

Mr. Peacock recommends the council read the notes on page 27. This is a break out of capital assets. He also

recommends reading page 28 – debt service payments. This reports when long term debt will be paid off.
Page 31- Shows budget to actual for the year. The City did amend the budget to adjust for lower taxes received due to the COVID pandemic.
Morris feels that the City is financially stable right now and gives a clean opinion on the financial statements for the fiscal year 6/30/20.

Motion made by Nick to approve the audit report for 6/30/20 and retain Hinton Burdick CPA's for the audit for fiscal year 6/30/21. Motion 2nd by Gary, Bryce yes, Cherrie yes, Mike yes

B. Jade – Advertising Funding – Brycecanyoncity.ut.gov website updates: Will leave on agenda for next meeting.

C. G-Suite for Email Update: The platform is called Google Workspace. Everything should be up and running now. Make sure to set up your new emails. If you use the Google email app it is easy to toggle between work spaces. There is a way to create a general email if you need to. Mayor has set up wellnesscenter@brycecanyoncityut.gov. Can create an alias account that can be forwarded to one person as well. The Workspace includes 30 GB of storage. Mayor will move over all the documents on One Drive to the Google Workspace. It will show up under a shared google drive. Mayor has set up an automatic reply on the previous emails to change the domains. Mayor will check to see if this can be set up on yearly billing. Mayor is working on the City calendars and getting them shared.

D. BVHS Homecoming Donation: BVHS is asking for a donation for the Homecoming pageant scholarship program. Last year we donated \$150. Motion to approve donation of \$150 for this year, made by Gary, 2nd by Mike, Nick yes, Bryce yes, Cherrie yes

E. Nick – BV Prevention Coalition/Southwest Department of Health Update: Melissa Veater – Garfield County representative and Logan Reed –region representative are proposing changes on how the DCF grant is maintained. The grant has an action plan applied to it that must be followed when spending the funds. They are requesting that Lesa Ahlstrom-BV Grant Specialist, currently a Bryce Canyon City employee be managed by the Southwest Department of Health and fall under Melisa and Logan. They want the coalition to progress and they know the rules and regulations related to the grant.

The first proposal is that we let Southwest Department of Health take over the whole coalition and Lesa Ahlstrom would transition to a Southwest Department of Health employee. However, Logan would have to reopen position and she would have to reapply for it. This is Lesa's first year as the specialist and still requires some training. Lesa doing lots of great things for the coalition.

The second proposal – they will create an MOU (memorandum of understanding) that the Southwest Department of Health will supervise the position but it would be up to the City to operate the program and decide who fills the prevention specialist position. This would allow Melissa and Logan the authority to step in and manage the program as needed. DFC grant is new to the BV Coalition and there are rules on spending the funds. We do not want to have misappropriation of funds and Melissa and Logan would be great at monitoring the program.

Nick will get the details on how to manage the funds through a fiducial agent. Panguitch coalition is already set up this way and will help us understand the details.

Nick is recommending the second proposal. Melissa would approve Lesa's time and have control over the accountability. Financially nothing would change with this option, we would just allow Southwest Department of Health to oversee the program. Kanab set up the same way as Panguitch so they know the method would be successful. Southwest Department of Health oversite would be beneficial to the program.

Emilee Clark has been with coalition from the beginning and has been working to get the BV Youth Coalition established.

Nick is recommending to hire her part time to oversee the youth coalition. However, we will have to have a hiring committee and open this position up to the public for applicants. This employee would fall under Bryce Canyon City. Motion to support the second proposal and agree on a MOU with Southwest Department of Health and propose opening up the positon for the part time youth coalition leader made by Nick, 2nd by Mike, Gary yes, Bryce yes, Cherrie yes

F. Ruby's Inn Sinclair Beer License DABC Consent: The Sinclair Station let their off premise beer license renewal laps and is requesting approval to apply for their off premise beer license through the Department of Alcoholic Beverage Control. Motion made by Nick to approve, 2nd by Mike, Gary yes, Bryce yes, Cherrie, yes

5. Department Reports:

Mayor – Cares Act: followed up the Brian at the Shuttle, and Bryce Photo to see if they needed extra funding. Bryce Photo is interested. Mayor will follow up with Ron on any additional supplies the City might need. Mayor will wait to hear from businesses then decide with the council on how to spend the remaining funds.

Zoning Ordinance – Will follow up with Kaden Figgins. Mayor suggest keeping the ordinance as simple as possible. Mike Hansen might be involved in the planning. Kaden is busy right now but willing to help.

Google Workspace/Trello projects are complete and will be archived.

Partners meeting held with BCNP – They had discussion the new main street project and will need to move the electronic message center that is on a trailer. Jean is working on a proposal from YesCo on a new message center. Not sure where it will be placed yet. Might build monument on the other side of street. They do want a roof over it to block the light for the night sky. Talked with NHS for funding and also looking for other funding options for the message center. The final project will be more permanent than the trailer message center. Ruby's Inn willing to donate the land if needed and will run the power to it. They will keep the project moving along. Not sure if the NPS will be grooming bike trail during the winter.

Mike – Andy has the lights for Public Safety building. He is working with Taryn and might need help installing them. Blinds for the office doors were ordered. The lock/handle on the Public Safety south door is sticking and staying open. Can we take the handles off and oil them? Jones Paint and Glass had to tweak the hinges a little on the west side door to fix it. Maybe we can talk to them about fixing? Will follow up with Taryn about handle. Everyone is getting the credit card receipts on the Trello card.

Gary – working with Karl on carpet for the shuttle booths. The shuttle contract carried over this year through October with Red Canyon Transit. Water/sewer - County coming out to meet with Ruby's and Mayor has the file that Jones and DeMille put together on the system. Need Bryce and Gary to go to this meeting

Bryce – Main Street Sign: Taryn checked on materials and they are in Cedar. Peter still needs to give us an invoice to submit to insurance. Peter will be over when its warmer to work on sign. He has some time to work on the project if the weather will cooperate. The stone needs warmer weather to be installed. The materials are paid for they just need to be picked up.

Main street enhancements – going to Garfield County on Monday to present the project and ask for help. The County has always been willing to help. If they County can bring the area up to grade that would help. That would save around \$15,000 on the project if the County will do the leg work. Everything has been submitted to UDOT and they will meet next week. UDOT will contribute half on sidewalks/curbing/gutter/asphalt. They do not cover the cost of the lighting. If we do not have enough to fund project, we can wait on lighting if needed.

Nick – Taryn update on measurements for the wall padding, diamond plates at bases are sharp need to be covered as well. Need to fix any hazards in the gym. Mayor sent email to Kendrick/Nick yesterday to look at insulation, if you sit a score table you can feel the breeze on cold windy days. The gym is being utilized by the County which is great! Quote came in at \$3,060.25 for travel/maintenance and new dumbbell set. Nick will follow up with Taryn on ordering more basket balls. We need to hold an open house for the Wellness Center – would like to have something planned when it warms up and COVID winds down.

Cherrie: During the spring will work with Taryn/Fred to get posts on Cemetery gates. Reach out to counselors at the schools for scholarship updates. Cherrie has some individuals asking about cemetery plots. Mayor will add the plot plat to the google drive.

Deanna – Canyon2Canyon: met with Travel Council and they awarded a \$1,000.00 grant. We will not receive the amount we received last year. They have cut their funding. Forest service did receive funds for the bike trail and they are putting in pic-nick tables along trail. They will also continue to work on bike trail repairs.

6. Planning Commission-Mayor Syrett: Reported under Department reports.

7. Financial

Profit Loss/Balance Sheet/Budget Report (First Meeting of the Month): reviewed

a. Budget Report – Sydney Lamas (First Meeting of the Month): January bank reconciliations are not completed yet

b. Warrants-Mike Stevens: -

Alsco \$112.00, Imaging Concepts \$79.48, Lexipol \$3,140.00, Ruby's Inn General Store \$19.18, South Central Communications \$445.92, Zions Bank CC \$2,477.79

Motion to approve the warrants made by Nick, 2nd by Gary, Mike yes, Bryce yes, Cherrie yes

8. Review Next Meetings Agenda: Next meeting is February 18th- Let Syd of any items that need to put on the agenda

9. Local Building Authority:

Motion by Mike to open LBA meeting, 2nd by Nick, Bryce Yes, Cherrie Yes, Gary Yes

No discussion

Motion by Mike to close the LBA meeting, 2nd by Nick, Bryce Yes, Cherrie Yes, Gary Yes

10. Adjournment of Council Meeting: Motion to adjourn the council meeting made by Mike, 2nd by Nick, Bryce yes, Cherrie yes, Gary yes