



Bryce Canyon City Town Council Meeting

March 5th, 2020

10:00 A.M.

70 W 100 N

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

Others: Morris Peacock – Hinton Burdick

1. Welcome

A. Prayer: Gary Syrett

B. Pledge

2. Approve Minutes of 2/20/2020 Council Meeting: Motion made by Nick to approve the minutes, 2nd by Mike, Cherrie Yes, Gary yes, Bryce yes

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

4. Other Business

A. Morris Peacock – Audit report 6/30/19: Morris present to report on the audit for FYE 6/30/19. The auditor opinion letter is found on page one of the report. This is standard each year and states that audits do not look at every single transaction so their opinion is made based on material aspects. Page 16 of the audit report contains the trends for revenues and expenses. The statement of revenue and expenditures has other financing sources listed this year as bond proceeds for the Wellness Center. This amount does show up as revenue and does show as expense under capital expenses. Capital outlay also includes the land purchased on land swap with Ruby's. Also on this report it shows asset purchases as expenses rather than assets. On page 13 is the Statement of Activities – (income statement), the expenses here do not show the capital outlay. This is how these are reported for municipalities. Sales tax revenues are up \$15,000, resort tax down \$40,000, intergovernmental revenue up due to wellness center, interest revenue up as well due to the PTIF accounts. With all the income and expenses nothing out of normal. There is not a management letter in the financials, and there are no findings. The checks and balances are great with the city that help with the audit. We are not required to have audit based on our normal annual revenue however it his highly recommended. In 2019 we would have had to have an audit with the amount of revenue due to the Wellness Center. The cash fund balance for the general fund cash went down, restricted cash went up to \$1.6 million (Wellness Center), B&C funds are also restricted. On page 14 – Balance Sheet shows these fund balances. The State Auditor's office sent out email to Syd on regards to setting up capital project fund and staying within the fund balance limits. Morris will follow up with Zane on the email, as we did not exceed either this year. On page 28 it shows the long term debt – we paid off sales tax revenue bond, but added on the Wellness Center. On page 29 it breaks out our payments and when liability will be paid off.

Ruby's Inn is starting a non-profit, we will be donating towards the project. Morris feels that things will be fine, the nonprofit needs to be set up correctly, and the board members to represent the public and funds must be allocated based on the public needs. Excess benefit transactions – look into it for the nonprofit. The nonprofit board must be treated like the city council and follow the same rules. Council members on nonprofit need to clarify duties as members. Morris feels that both Mike and Syd will be okay to be on the nonprofit board and represent the City. Just document all arm's length transactions. Morris will put together an engagement letter for next year and get it sent over.

B. Approve the 6/30/19 audit report and retaining of Hinton Burdick for 6/30/20 audit: Motion made by Nick to approve the 6/30/19 audit and retain Hinton Burdick CPAs for the 6/30/20 audit, 2nd by Mike, Bryce Yes, Gary Yes, Cherrie yes

C. Hallie Stevens Donation for National Cheer Competition: Hallie submitted a letter that was read by Mike Stevens. The total cost to Hallie is around \$1500 and she has raised around \$575 from other businesses. Motion made by Gary to donate \$100, 2nd by Nick, Bryce Yes, Cherrie yes, Mike yes

D. Ice Rink Updates: Jean getting ready to submit the grant application. They have more final numbers on the cost of the project and are still within budget. Do they have real numbers on the power costs?

E. Canyon 2 Canyon: Deanna not present to report

a. Main Street: The annual bill for snow removal services will be coming.

2. Town park

a. Restroom/Pavilion Facilities: Turn on the water around the middle of April.

3. Cemetery: no discussion

4. Shuttle Building: Red Canyon Transit will be here around the middle of March and we need to have the tile complete. Taryn will follow up with Karl on the tile. We may need to move some snow on the north side of the building. Shiloh talked to Brian about security cameras. They will cost around \$12,000. Brian would like them at the shuttle building and campground ticket booth locations. Currently we only charge the shuttle for office space, could we increase the rent \$100 to cover some of these costs. Next year they will be submitting new bids, may keep that in mind to increase rent. We will have to push the security cameras off to the next budget cycle for now.

5. Public Safety Building: no discussion

6. Weight Room: Move under Wellness Center on the agenda.

7. Fire Department: no discussion

8. Bike Path: When snow melts, take the John Deere out and start clearing bike trail.

9. Wellness Center: Final inspection will take place today and they will mark anything that needs to be fixed.

Gym floor is finished. Basketballs haven't been ordered yet, they want a check first. Mike has the check ready. Taryn will work on the payment. Mirrors will be installed on Monday. There is a Facebook page available where details will be listed for the Wellness Center. The page is called Bryce Canyon City Wellness Center. Invite people to like the page. Getting ready to accept payments for the weight room fees. Taryn has waivers ready to go. We will require that gym monitors come and ask for permission from the council. All city council members/employees should be approved as gym monitors. Spread the word that the fee does not include access to the gym and there must be a gym monitor to open the gym. Persons 14 or older can have access to gym but anyone under needs parent supervision. Weight room age requirement is 12 and older and all 12 and 13 year olds need parent supervision. Do we want a dress code? If any issues arise we will address them then. Need a fence going around Wellness Center, maybe get a bid from Markay Englestead. Working on the credit card processing through Stripe and the service should be available today to start taking payments.

10. Sewer: no discussion

6. Planning Commission-Gary Syrett: no discussion

Gary stepped out for the meeting for a call

7. Financial

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

b. Budget Report – Sydney Lamas (First Meeting of the Month): reviewed

c. Warrants-Mike Stevens: -

Garkane Propane \$324.09, Ron Harris \$942.30, Wendy Ere \$47.12, BSN Sports \$1654.41, Nicholas & Co \$109.60, South Central Communications \$441.28, Zions Bank CC \$3511.19, Scholz's Products \$19.20, Jeanee Shakespear \$383.00, Teresa Deccio \$374.20, Southwest Public Health \$100.00, Upper limit \$1553.71, PEHP 382.66, Nicholas & CO \$331.82, Hinton Burdick \$1001.90, Garkane Propane \$1317.93, Executech \$2093.67, Poll Sound \$8126.60, State Bank of Southern Utah \$512.00

Motion made by Cherrie to approve warrants, 2nd by Nick, Bryce Yes, Mike Yes

Can Taryn purchase smaller items prior to discussing in town board? Vacuum, ladders, mop, etc. Go ahead and get ordered. We will shut down old weight room next Friday when the new one is up and running fully. All key codes will be cleared out so no one can have access to old weight room. We will move over any equipment we want to keep, then bid out the remaining equipment.

Gary returned to meeting

8. Review Next Meetings Agenda: March 19th – next meeting.

9. Local Building Authority:

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

No discussion

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

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