

Mayor Gordon Cutler

Council Members:

Jerry Smith

Michelle Roberts

Kristi Bell

Dave Boothe

UINTAH CITY COUNCIL MEETING

TUESDAY, January 21, 2020

7:00 PM

MINUTES

Planning – Robert Guillier

Building Inspector-Jeff Monroe

Treasurer – Mike Ulrich

Sheriff – Lt. Pledger

Fire Chief – Marc A. Sacco

Attendees: Mayor Cutler, Dave Boothe, Kristi Bell, Jeff Holden, Mike Ulrich, Lt. Pledger, Sgt. Butler, Brent Stuart, Emalee Robinson, Juli Martin, Mykel Martin, Beau Robinson, Josh Griffin, Sierra Griffin, Ernie Griffin, Michelle Griffin, Donna Sacco, Stephen Werner, Casey Christiansen, Kyle & Denise Clegg, Riley Michie, Nicole Nelson and Darinda Wallis  
Excused: Jerry Smith and Michelle Roberts

## MEETING MINUTES:

1. **MEETING CALL TO ORDER:** Mayor Cutler called the meeting to order for January 21<sup>st</sup>, 2020 and excused both Jerry Smith and Michelle Roberts.

**PLEDGE OF ALLEGIANCE:** Led by Kristi Bell

**CONFLICT OF INTEREST:** Council members are required by law to file a public disclosure statement with the City Recorder listing business interests and investments that could create a conflict of interest with the duties of the Council Member. When a matter in which a Council member has a business or investment interest appears on the Council agenda, the Council member must publicly disclose that interest.

Mayor Cutler asked the Council if they had any conflicts of interest with tonight's agenda; there were none.

2. **PUBLIC COMMENT (2 minutes per person):** (00:01:00)

- Lt. Jeff Pledger stated that he has retired from the Weber County Sheriff's Office effective January 16<sup>th</sup>, 2020. He stated that he appreciated working with the Council and he appreciated how the Council conducted City business. He remarked that Lt. Butler will be a great asset and will provide a great service to the City.

The Mayor and Council thanked Jeff Pledger and wished him well on his retirement.

3. **APPROVAL OF CITY COUNCIL MEETING MINUTES HELD JANUARY 7<sup>TH</sup>, 2020:** (00:03:50)

Presenter: Mayor Cutler

- Kristi Bell motioned to approve the City Council meeting minutes for January 7<sup>th</sup>, 2020.
- Dave Boothe seconded the motion.
- Mayor Cutler asked if there was any discussion on the motion; there was none.
- All in favor; the motion passed.

4. **PRESENTATION OF ANNUAL AUDIT REPORT FY 2018-2019 and DISCUSSION/APPROVAL ON AUDIT RECOMMENDATIONS:** (00:04:47)

Presenter: Nicole Nelson

- Nicole Nelson introduced herself and stated that she is from Child Richards Accounting Firm. She presented the Council with a letter that explained how the audit went. The audit went very well with no issues; the second page of the letter explained what the auditors do and their opinion. We received a clean opinion.
- Nicole reviewed the following pages from the Financial Report with the Council:
  - Page 9 – Statement of Net Position
    - Assets \$4,908,495
    - Liabilities \$217,511
    - Net Position \$4,669,772
  - Page 11 – Governmental Funds Balance Sheet
    - Total Governmental Fund Balance \$1,104,010
  - Page 13 – Statement of Revenues, Expenditures and Changes in Governmental Funds
    - Income reviewed for Capital Projects and the interest earned.
  - Page 41 – Statement of Revenues, Expenditures and Changes in Governmental Funds
    - Budget and Actuals reviewed for the General Fund.
  - Page 15 – Statement of Net Position – Proprietary (Enterprise Funds)
    - Enterprise Funds are to be self-sufficient. Water, garbage & recycling and storm water funds were reviewed.
  - Page 47 – Report on internal controls
    - During the audit they did not identify any deficiencies in internal control that they consider to be material weaknesses.
  - Page 49 – Auditors report to the State as required by the State Compliance Audit Guide
    - There were three findings reported to the State:
      - As of June 30<sup>th</sup>, 2019, the City's unrestricted fund balance was above the 25% limitation.
      - As of June 30<sup>th</sup>, 2019, the garbage fund was over budget.
      - As of June 30<sup>th</sup>, 2019, there was at least one instance where the City Council meeting minutes were not posted to the Public Notice Website.
- The Mayor and Council thanked Nicole for her presentation and professionalism in conducting the audit.

**5. TREASURERS REPORT: (00:37:30)**

Presenter: Mike Ulrich

**a. Invoice Register:**

The invoice register is a listing of bills that were paid during the month.

The invoice register is reviewed and approved each month per guidelines from the state and our auditors in order to stay in compliance with the laws of the state financial code.

The invoice registers for November and December were reviewed.

Dave Boothe motioned to approve the invoice registers for November 1<sup>st</sup>, 2019 through November 30<sup>th</sup>, 2019 and December 1<sup>st</sup>, 2019 through December 31<sup>st</sup>, 2019.

Seconded by Kristi Bell

Mayor Cutler asked if there was any discussion on the motion; there was none.

All in favor; Kristi Bell - yes; Dave Boothe - yes; Mayor Cutler - yes.

The motion passed.

**b. Transaction Register:**

The transaction register is a listing of any changes that are made during the month to customer accounts in the ENTERPRISE ACCOUNTS, water, storm water, or garbage. The changes are credits given, charges reduced or added or late fees removed. These changes to accounts are reviewed and approved by the council as directed by the state and our auditor to stay in compliance with the laws of the state financial code.

The transaction registers for the period of November 1<sup>st</sup>, 2019 through November 30<sup>th</sup>, 2019 and December 1<sup>st</sup>, 2019 through December 31<sup>st</sup>, 2019 were reviewed.

The November transaction register was blank; no action was required.

Dave Boothe motioned to approve the transaction register for December 1<sup>st</sup>, 2019 through December 31<sup>st</sup>, 2019.

Seconded by Kristi Bell

Mayor Cutler asked if there was any discussion on the motion; there was none.

All in favor; Kristi Bell - yes; Dave Boothe - yes; Mayor Cutler - yes.

The motion passed.

**c. Transaction Reversal Report - Court:**

The transaction reversal report is a listing of any changes that are made during the month to customer accounts for the court. The changes are credits given, over charges reduced or added, late fees removed. These changes to accounts are reviewed and approved by the council as directed by the state and our auditor to stay in compliance with the laws of the state financial code. The Transaction Reversal Report for November and December 2019 were blank no action required.

- Budget: Mike Ulrich reviewed the revenues and expenditures with the Council on the new updated report that he printed with the wage allocations reflected. He explained that the auditor's suggestions are for savings to our Capital Project Funds and that we will review them at budget time.
- Mayor Cutler stated that we need to follow up on where we are with our impact fees and study's.

**6. PUBLIC WORKS REPORT: (00:50:00)**

Presenter: Jeff Holden

- Jeff Holden stated that he was excited about the budget news because we need some new trucks. Ours are old and he is spending a lot of time fixing and repairing them. Just this week he had a transmission line blow on the snow plow when we got it out to test drive the new part time hire.
- Jeff reported that we had a water line break on the customer side of the meter in their sprinkler line this week.
- He has been busy with snow removal and so far, this year we haven't used half of the salt we used last year.
- Jeff stated that he has not registered for water school this year.
- The Council thanked Jeff for his hard work and long hours that he has had to put in snow plowing and with the several graves we have had this past month.

**7. FIRE DEPARTMENT REPORT: (00:21:58)**

Presenter: BC Christiansen

**a. Badging Ceremony was performed for the following new Fire Fighters:**

a. Beau Robinson

b. Josh Griffin

- Mayor Cutler thanked the Fire Department and the new Fire Fighters for their service to our community.
- BC Christiansen reviewed the annual Fire Department report with the Council:
  - We had a total of 34 fire calls for 2019 and 5 EMS calls which was down from 42 EMS calls last year.
  - The trainings and special training from UFRA were reviewed.
- BC Christiansen asked the Council if they had any questions; there were none.

**8. DISCUSSION/ACTION ON PURCHASING A THERMAL IMAGING CAMERA WITH THE AWARDED GRANT FROM THE FIREFIGHTER SUPPORT RESTRICTED ACCOUNT (FSRA):**

Presenter: BC Christiansen

- BC Christiansen reported that the Department was awarded a grant of \$2,500 towards the purchase of a thermal imaging camera. He reviewed the quotes received that ranged from \$4,582 to \$5,998. He explained that Utah Fire Company stated that they get the MI-TIC E thermal imager for just under \$4,000.
- Kristi Bell motioned to approve purchasing a thermal imaging camera with the awarded grant from the Firefighter Support Restricted Account (FSRA) and approve the option with the Utah Fire Company to purchase the MI-TIC E thermal imager for no more than the quote of \$4,582.
- Dave Boothe seconded the motion.

- Mayor Cutler asked if there was any discussion on the motion; there was none.
- All in favor; Kristi Bell - yes; Dave Boothe – yes; Mayor Cutler – yes.
- The motion passed.

**9. SHERIFF'S REPORT: (00:54:59)**

Presenter: Lt. Butler

- Lt. Butler reported that the next contracted Cities meeting will be January 30<sup>th</sup> at 6:00 pm at the Weber County Sheriff's Office.
- Lt. Butler reviewed the year end report with the Council. We had 485 calls for service in 2019.
- Lt. Butler explained that this past Friday morning around 3 am the Deputy on duty saw a 22-year-old male walking along 6600 South and when he stopped to see what he was doing the subject ran and a foot chase began. There were six other units that responded from the surrounding areas as back up. They arrest the young man who had in his possession a driver's license that he had stolen from a vehicle in Uintah. He was committing vehicle burglaries and had several warrants for his arrest.
- Lt. Butler asked that we stress to our citizens to lock their garages and vehicles. He stated that he would submit a newsletter article for next month.
- The Council thanked Lt. Butler for his report and service to the City; they stated that Lt. Pledger would be missed.

**10. DISCUSSION/ACTION ON RESOLUTION NO. 20-0121-FIRE; (01:04:26)**

Presenter: Mayor Cutler

- Mayor Cutler stated that this resolution does not change the budget it just reflects the restructuring that the Fire Department just went through.
- Dave Boothe motioned to approve Resolution No. 20-0121-FIRE.
- Seconded by Kristi Bell
- Mayor Cutler asked if there was any discussion on the motion; there was none.
- All in favor; Kristi Bell - yes; Dave Boothe – yes; Mayor Cutler – yes.
- The motion passed.

**11. DISCUSSION/APPROVAL ON 2020 MEETING DATES: (01:06:56)**

Presenter: Mayor Cutler

- Mayor Cutler stated that we will have City Council on the first and third Tuesdays of every month with the exception of November 3<sup>rd</sup> for the General Election.
- Kristi Bell motioned to approve the 2020 meeting dates.
- Seconded by Dave Boothe.
- Mayor Cutler asked if there was any discussion on the motion; there was none.
- All in favor the motion passed.

**12. COUNCIL COMMENTS TO PUBLIC COMMENTS: (01:08:00))**

- Mayor Cutler thanked Lt. Jeff Pledger for his service and dedication to Uintah City and wished him the very best in his retirement. He will be hard to replace.

**13. COUNCIL REPORTS: (01:09:00)**

- There was none.

**14. MEETING ADJOURNMENT: (01:09:35)**

Dave Boothe motioned to adjourn the meeting.

Seconded by Kristi Bell

All in favor the motion passed. The meeting was adjourned.

APPROVED by City Council this 4<sup>th</sup> day of February, 2020.



Darinda Wallis, City Recorder