

Attendees: Mayor Cutler, Dave Boothe, Kristi Bell, Jerry Smith, Jolene Sturzenegger, Mike Ulrich, Brent Stuart
Absent: Michelle Roberts, Jeff Holden, Lt. Ryan

MEETING MINUTES:

1. **MEETING CALL TO ORDER:** Mayor Cutler called the meeting to order for December 21st, 2021.

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):** (00:00:40)

- There was no public comment.

3. **APPROVAL OF CITY COUNCIL MEETING MINUTES HELD DECEMBER 7TH, 2021:** (00:00:55)

Presenter: Mayor Cutler

- City Council reviewed meeting minutes from December 7th, 2021.
- Kristi Bell motioned to approve the City Council Meeting minutes for December 7th, 2021.
- Jerry Smith seconded the motion.
- Mayor Cutler asked if there was any discussion on the motion; there were none.
- All in favor; the motion passed.

4. **DISCUSSION/ACTION ON PROPERTY LOT LINE ADJUSTMENT AT 2100 E 6450 S:** (00:01:35)

Presenter: Brent Stuart

- Brent Stuart provided the Council with the Record of Survey, the Record of Survey – Amended, and a Memorandum from City Engineer Matt Hartvigsen.
- Brent explained and discussed the changes to the property lot line in relation to parcels 07-102-0125 and 07-102-0123. Brent is the owner of both parcels and is preparing to sale one of the properties; adjusting this property lot line now, corrects a property line change that was done in years past. The Memorandum from Matt Hartvigsen, gave recommendation to the Uintah Planning Commission to approve the amended record of survey to be filed with the County Surveyor's Office.
- Kristi Bell motioned to approve the lot line adjustment at 2100 E 6450 S.
- Motion seconded by Jerry Smith.
- Mayor Cutler asked if there was any discussion on the motion; there was none.
- All in favor; the motion passed.

5. **TREASURERS REPORT:** (00:14:35)

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 register for November 2021 was reviewed.

Jerry Smith motioned to approve the invoice register for November 1st, 2021 through November 30th, 2021.

Motion seconded by Kristi Bell.

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

All in favor; Dave Boothe – yes; Kristi Bell – yes; Mayor Cutler – yes; Jerry Smith – 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 City Auditor, to stay in compliance with the laws of the State Financial Code.

The transaction register for the period of November 1st, 2021 through November 30th, 2021 had one entry. Mike explained that there was one payment adjustment due to a returned ACH from a utility payment.

Jerry Smith motioned to approve the transaction register for the month of November 2021.

Motion seconded by Dave Boothe.

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

All in favor; Dave Boothe – yes; Kristi Bell – yes; Mayor Cutler – yes; Jerry Smith – 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, 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 City Auditor, to stay in compliance with the laws of the State Financial Code. The Transaction Reversal Report for November 2021 was reviewed. There was one entry in which the clerk entered the wrong amount, and this was reversed.

Dave Boothe motioned to approve the transaction reversal court report for the month of November 2021. Motion seconded by Kristi Bell.

All in favor; Dave Boothe – yes; Kristi Bell – yes; Mayor Cutler – yes; Jerry Smith – yes.

The motion passed.

d. **Budget:**

Mike Ulrich reported that we are 40% through the budget, and sales tax is still strong. Mike pointed out a correction he will be making to water samples; the \$161,000.00 showing now in water samples, should be in water purchases and this will be reflected in his next report to Council.

Jerry Smith asked Mike about money that paid for the cemetery fencing; Mike will check if there is/was cemetery capital project money budgeted that could be used for this, rather than what was used from the general fund.

Kristi Bell asked about the water enterprise fund and impact fees, and if there is need for concern here; this was discussed among Mike and the Council, that there is some concern, but again, the City is also in a water moratorium, and it is not a critical concern yet.

Mike updated the Council regarding the annual Audit; we will not be done by the end of the year and will most likely get a postcard from the State regarding this and advising that we have 60 days to get it done, or they will withhold funds. Mike estimated that our Audit should not take the 60-day extension, but should be done by the end of January. Mike stated that many cities are in the same predicament, and he just wanted to give the Council a "heads up;" City Recorder, Jolene Sturzenegger, confirmed this as well, as she has also been in contact with the auditors. Mike reaffirmed that Covid issues have put cities behind, as well as other personnel issues, and this extension is not a major issue, he just wanted to advise the Council of this.

6. **PUBLIC WORKS REPORT:** (00:31:15)

Presenter: Jeff Holden

- Jeff Holden was not present; no report given.

7. **SHERIFF'S REPORT:** (00:31:20)

Presenter: Lt. Ryan

- Lt. Ryan was not present; no report given.
- Mayor Cutler advised the Council he did get a letter from the Sheriff's Office in support of the issue with Combe Road, and the City's efforts in trying to take action to make it safer.

8. **COUNCIL COMMENTS TO PUBLIC COMMENTS:** (00:31:50)

- There were none.

9. **COUNCIL REPORTS:** (00:32:00)

- Kristi Bell reported that most of Cottonwood Estates have been surveyed for the CDBG process.
- Kristi gave an update about conversations she had with County Commissioners regarding money needed for the construction of the water tank(s); the three Commissioners seemed receptive and optimistic to Uintah's need for this money.
- Mayor Cutler reported that Wreaths Across America went well; there was a lot of response this year. Mayor Cutler touched on personnel changes/issues that took place that had been budgeted for; these included a pay raise for Court Clerk Christie Blackner, and holiday gift cards for City employees.

10. **MEETING ADJOURNMENT:** (00:41:30)

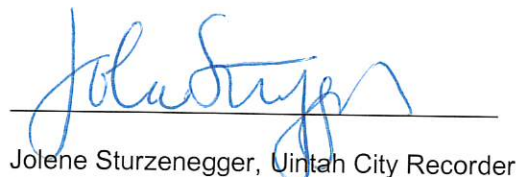
Jerry Smith motioned to adjourn the meeting.

Motion seconded by Kristi Bell.

All in favor; the motion passed.

The meeting was adjourned.

APPROVED by City Council this 4th day of January, 2022.



Jolene Sturzenegger, Uintah City Recorder