

PUBLIC HEARING
Approval to the Amended 2023-2024 Budget,
Approval for the Final Budget
for the 2024-2025 Fiscal Year & Town Meeting

June 19, 2024

7:30 pm

TOWN HALL

Approved

Opening:

Presiding: Mayor Ronald Allred

Present from the Town Council: Ronald Allred, Joanna Covington, Lucy Gold, Andrew Aagard, and Bethany Sturgeon.

Present from the Town Staff: Marilyn Bronson, Rachel Bronson, Terry Allred, Benjamin Allred, Lane Allred, and Casey Reynolds.

Others Present: Kimberlee Jenson, Shannon Allred, Brian Jenson, Christopher Allred, Brian Lewis, Scott Mangels, Maralynn Kool, and Katie Allred.

Invocation was given.

Meeting was called to order at 7:32 p.m.

MINUTES: Approval of May 15th Minutes. Council Member Lucy Gold noted a minor amendment regarding a repeated paragraph on the approval of the May 2nd minutes. Council Member Andrew Aagard motioned to accept the minutes as amended and Council Member Lucy Gold seconded the motion; all others voted in favor.

NEW BUSINESS: GENERAL SESSION

1. Safety Concerns on Hillside Drive; Motorcycles:

Mayor Allred gave Kimberlee Jenson the floor. The discussion's focus addressed speeding and improving safety for pedestrians, particularly children. Kimberlee expressed safety concerns regarding Hillside Drive, particularly involving speeding motorbikes. Brian Jenson voiced his concerns extending to cars and minivans speeding through the area, with calls for better enforcement of traffic laws. Fines and consequences for violators regarding said safety concerns was discussed. Suggestions were made which included installing speed limit signs and utilizing the County's ATV training program for educating young riders. Mayor Allred expressed that he would discuss the issues with the Sheriff to enhance enforcement. Other avenues regarding the above safety concerns included announcements at general meetings, and issuing regular reminders about speed limits and safety to the community for both motorbikes, ATV's, cars, minivans, etc.

2. Animal Control Officer Designation and Duties:

Mayor Allred designated Scott Mangels as the new animal control officer, marking the fourth or fifth attempt to fill this position. Scott addressed his responsibilities in accordance with the Town's municipal code, which outlines the handling of animal control matters. The Council emphasized the need to adhere to state laws regarding impound and euthanasia procedures, highlighting the importance of humane treatment and proper documentation.

Suggestions for Scott's role included taking photos of detained animals and posting them at the post office or on the community phone tree for identification. Detailed record-keeping of all actions taken was also recommended. An \$800 budget has been allocated for animal control, and Scott noted he may need additional resources for a storage building for supplies.

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3. Change in Park Supervisor Roles:

Benjamin Allred has been designated as the new Park Supervisor, taking over Lane Allred's position. This decision was discussed with department heads. Benjamin has agreed to take on the responsibility. Lane expressed mixed emotions, noting his enjoyment of the role but also his readiness to transition responsibilities to Benjamin. Lane will continue to finish existing projects in the Park. Lane will assist Benjamin with managing the park budget and educate Benjamin with budget requests for the future. Additionally, Lane, Terry, and Casey have agreed to mentor and assist Benjamin as needed to ensure the park's successful management.

4. Sports Courts; Bid Disclosures and Contract Award Disclosure:

The discussion centered on the Town's responsibility to adhere to proper procurement policies and procedures as outlined by both the Town's and State Code. Town Clerk/Recorder Marilyn Bronson disclosed that the bid process should have included public meeting discussions, Council review, and sealed bids for amounts exceeding \$40,000. Due to the bid process for the Sports Courts not complying with these policies, the Town sought to rectifying this by publicly disclosing the bids. The excavation contract was awarded to K&B Lewis, with representatives from both K&B Lewis and Quality Craft (fund donor) present for questions.

Lane clarified that there are exceptions in the bidding process, such as single donor qualifications, but emphasized the need for transparency and future adherence to the stated policies and procedures. Council Member Lucy Gold noted that the lowest bid was accepted and documented, minimizing concerns. Moving forward, the Town will ensure stricter compliance with procurement policies and procedures to maintain legality and transparency.

NEW BUSINESS: PUBLIC HEARING

1. Approval to the Amendments to Fiscal Year 2023-2024 Budget:

Mayor Allred opened the Public Hearing on approving amendments to the 2023-2024 Budget. Several key items related to budget amendments for fiscal years 2023 ~~and~~ 2024 were addressed. The session began with a clarification that the amendments included reinstating funding for an Animal Control Officer, which had been omitted in previous meetings due to a long-standing vacancy. It was emphasized that this position was now budgeted for both the past and upcoming fiscal years.

The Council proceeded to discuss detailed financial figures and adjustments, as outlined in the Council packet. These amendments had been thoroughly reviewed in a prior work session, ensuring transparency and allowing for Council Members to ask questions and seek clarifications during the Public Hearing. The Council also ensured that budget details were displayed in the meeting on large screens for public viewing as well as on printed copies available to the Public.

Specific budget allocations for Road improvements were raised, with concerns about the condition of certain roads in the community. The Council confirmed a \$20,000 allocation for road base and also acknowledged challenges in implementation due to resource constraints within the road department.

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Following discussions and clarifications, the Mayor Allred asked if there were any questions from the Public. No comment. The Council conducted a Roll Call Vote to approve the amendments outlined, with one abstention noted.

	Aye	Nay	Absent	Abstain
Mayor Ronald Allred	<u>X</u>	_____	_____	_____
Joanna Covington	<u>X</u>	_____	_____	_____
Lucy Gold	<u>X</u>	_____	_____	_____
Bethany Sturgeon	<u>X</u>	_____	_____	_____
Andrew Aagard	_____	_____	_____	<u>X</u>

2. Approval for the Final Budget for Fiscal Year 2024-2025:

Mayor Allred opened the Public Hearing to approve the Final Budget for the 2024-2025 Fiscal Year. The session highlighted adjustments including a \$50,000 donation for the Sports Courts as well as \$5,500 earmarked for Rocky Ridge Days. There was a line item for EMS Employee Benefits that had been omitted. It will be added to the budget by the Town's accounting software – Pelorus.

Mayor Allred asked if there were any questions from the Public. No comment. The Council conducted a Roll Call Vote was conducted to approve the Budget for the 2024-2025 Fiscal Year, with one abstention noted.

	Aye	Nay	Absent	Abstain
Mayor Ronald Allred	<u>X</u>	_____	_____	_____
Joanna Covington	<u>X</u>	_____	_____	_____
Lucy Gold	<u>X</u>	_____	_____	_____
Bethany Sturgeon	<u>X</u>	_____	_____	_____
Andrew Aagard	_____	_____	_____	<u>X</u>

3. Fraud Risk Assessment:

Mayor Allred granted Marilyn the opportunity to lead the discussion on the annual Fraud Risk Assessment. The Council was informed that this assessment is a standard practice conducted by the Town Council with Administrative assistance each year. The assessment had been emailed last month and again last week for review prior to the meeting. Council Members discuss various points from the assessment, clarifying that it's intended for collective discussion rather than individual submission. The Council reviewed questions related to basic separation of duties, ensuring clarity on roles such as receiving cash, making ledger entries, and handling checks. They also confirmed policies such as conflict of interest and ethical behavior, noting updates needed in procurement policies. The Council discussed the promotion of a fraud hotline on the Town's website and acknowledged the absence of an updated cash receiving and deposits policy, which Rachel was working on. Though the Fraud Risk Assessment is not mandatory the importance of the assessment was emphasized for maintaining transparency and compliance.

DEPARTMENTAL UPDATES:

- 1. EMS/CERT: EMS:** Two additional EMT's are finishing their advanced training. **CERT:** None.

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2. Water: Efforts to bring a well online, which involved epoxy-coating old pipes, faced delays but are scheduled for completion within the coming week. A significant achievement was the successful transfer of 24.5 acre-feet of water rights into the town, ensuring current water usage aligns with allocated rights. The discussion also focused on the process required for acquiring additional water rights, emphasizing the complex steps involving property owner actions and regulatory approvals. In infrastructure management, efforts to map and repair the water system's valves were highlighted, anticipating potential budget implications for maintenance in the upcoming fiscal year. Despite changes in state rules, the Town remains committed to fulfilling previously issued permits.

3. Road: Several financial matters related to equipment and budget allocation were addressed. It was noted that while Terry was on vacation, the compactor malfunctioned, and repairs costing approximately \$8,000 were undertaken by K&B Lewis. Terry proposed that K&B Lewis be reimbursed accordingly. Additionally, discussions centered on the road-based budget, with considerations to haul materials before the end of June to ensure expenditures are accounted for in the current fiscal year. There was consensus to invoice these expenses promptly. Usage and maintenance costs of equipment owned by the Land Owner but maintained by the Town, particularly clarifying responsibilities and financial arrangements. The value of owning such equipment was emphasized, given significant cost savings compared to rental fees.

4. P & Z: None

5. Administration: Monthly Expenditures: Monthly Expenditures were reviewed. Neither the Council nor the Public had any questions. Update on CIB List/Section 130 Funds: Updates were provided on the Town's efforts to secure funding through the Community Impact Board (CIB) and Section 130 funds. It was noted that while the Town is on the CIB list for potential State funds, eligibility for certain projects, particularly those involving the railroad crossing, is outside Town boundaries but within County jurisdiction, and due to this, funds may be limited in regard to CIB. It was suggested by Marilyn that the Town proceed with applying for funds previously accessed through UDOT, which is supported by the County's cooperation. A letter of support for the grant application was obtained last year when applying for this same grant. This approach aligned with previous successful funding efforts and avoids potential complications with CIB eligibility criteria.

Additionally, Marilyn gave an update was given on the Town Hall project finances. The CIB provided a 50/50 Grant/Loan combination for the project, amounting to over \$2 million. However, the actual project cost was less than the updated estimate retrieved in January 2023, resulting in a larger loan burden for the Town, as the Town Hall is currently about \$1.6 million with the loan agreement being \$1,145,000 that the Town is responsible for. The rest of the expense will be covered by CIB Funds. Exterior signage for the building as well as furnishing reimbursements will be submitted for reimbursement. Despite these financial nuances, the Council acknowledged the favorable loan terms secured.

Marilyn reported that, following a request from the Mayor and feedback from Casey, she researched tools for the Town's minutes. She identified TurboScribe as a preferable alternative to Otter AI, priced at \$20 per month or \$120 per year, and subscribed personally to evaluate it. She found TurboScribe easy to use and proposed that the Town consider the annual \$120 expense for it, also seeking reimbursement for her initial \$20 expenditure. The Council supported her proposal, noting it was significantly cheaper than her original query about subscribing to ClerkMinutes, which cost \$1,000 per year.

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6. Park: Mayor Allred inquired about the status of repairing roof damage at the north end of the Park, suggesting alternative contractors if repairs are not forthcoming. Discussion about Park use issues; the Council acknowledged increased upkeep expenses due to more frequent fertilization. There was consideration of instituting a fee for high levels of Park use.

7. Library: None.

***OPEN FLOOR:**

1. Citizen Items: Katie Allred proposed that she receive a Town credit card as a volunteer under Terry, in beautifying the Cemetery. Various viewpoints were shared by Town Council as well as Town Staff: some supported issuing her a card, citing practical benefits and accountability measures already in place, while others expressed concerns about increasing the number of cards, emphasizing the need for financial prudence and clear accounting practices. Issuing a card to Recreation Director, Tim Allred was discussed briefly. The decision was deferred to next month's meeting due to procedural constraints, (the item not being on the agenda, therefore, no action could be taken) with a plan to revisit the issue with more structured considerations.

2. Town Council Items: Further discussion on clarifying the responsibilities of the Animal Control officer; the primary focus was on whether Scott's duties primarily involve picking up strays only upon receiving complaints or proactively when encountering stray animals. The Council emphasized using discretion, acting on complaints primarily, but also addressing immediate threats or obvious violations of animal control policies, such as aggressive behavior or animals not under owners' control. They agreed on communicating policies clearly to the community, the owner's using tags to help identify and manage pets effectively. The Council suggested periodic updates to keep residents informed.

Adjournment:

Council Member Bethany Sturgeon moved to adjourn the meeting. Council Member Joanna Covington seconded the motion; all others voted in favor. The meeting was adjourned at 9:22 p.m.

/s/ Marilyn Bronson

Approved by Town Clerk/Recorder

Marilyn Bronson; UCC, CMC