

# SOUTH WEBER CITY COUNCIL MEETING/WORK MEETING

**DATE OF MEETING:** 20 January 2015

**TIME COMMENCED:** 5:30 p.m.

**PRESENT: MAYOR:**

**Tammy Long**

**COUNCILMEMBERS:**

**Scott Casas  
Randy Hilton  
Michael Poff  
Marlene Poore  
David Thomas (excused)**

**CITY MANAGER:**

**Duncan Murray**

**CITY RECORDER:**

**Tom Smith**

**Transcriber:** Minutes transcribed by Michelle Clark

**VISITORS:** Tim Rees, Ron Stewart, Paul Laprevote, and Mark McRae.

**Mayor Long excused Council Member Thomas from tonight's meeting.**

**Annual Financial Audit Report by Tim Rees and Auditors (and motion to accept by Council):** Tim Rees, of Karren, Hendrix, Stagg & Allen Company presented the financial audit report and stated everything came out good this year. He said there will be funds transferred from the General Fund to the Capital Improvement Funds. Ron Stewart of Gilbert & Stewart said they have been auditing for South Weber City for a number of years. He explained that he and Paul Laprevote, City Treasurer, have gone through the accounts very extensively and fixed a few items. The audit has been reviewed by the audit committee which includes a couple of members from the Council and city staff. Council Member Poore would like to know what to look at to see the trail for the transfer of funds. Tim explained where in the report to locate that information. Tim reviewed the fund balances for the various accounts. Tim recommended spending the restricted money before the general fund. Discussion took place regarding Class C roads. Council Member Poff asked Council Member Poore if she still has as many concerns as when she first took office. She said she doesn't have a full year's balance sheet yet to compare. Council Member Poff asked if she is comfortable with the audit report. Mark McRae, temporary City Treasurer, said the figures in the audit report come from the city's books. He said there will be a lot of things that happen in a June report and revenues that come in August that get moved back into June. He said the auditors reformat that information into the audit report. He said every figure will tie into the city's accounting software. Council Member Casas questioned the enterprise funds. Tim said we do a lot of analysis and research. Council Member Casas said he hasn't approved the last couple of check registers because of discrepancies that he has found. For instance, Council Member Casas questioned why diesel for the trucks would be put through the water department as well as snow plow repairs being charged to the water department. He questioned why a water meter installation in the Family Activity Center goes through the water department. He questions the numbers given him. He said if we don't get the categories correct,

the numbers won't be correct. Mark McRae, temporary City Treasurer, said part of it comes from where it was budgeted in the past. He explained that in the future, when it comes time to go through the budget process, the city may want to move the classification. Mark explained that several cities that he has worked with have water meters coming out of the water department. Paul Laprevote said you need to be careful if you over complicate because it can spider web. Council Member Casas questioned why there is 24% of extra money in the Enterprise Fund. Council Member Poff said the council needs to decide what percentage we want in that fund. Mark said you have to decide how much money you want to set aside for the future as your infrastructure starts to wear out. Duncan explained that the city doesn't have a fully detailed Capital Improvement Fund. He said we need to look at those projects and the cost. He said we don't know if we are charging too much or too little in the Enterprise Fund because we haven't itemized the big projects. Mark said he will be making a presentation at the retreat where they can look at the big picture and put together a plan. He said the issue tonight is the approval of the audit report. He said the figures are accurate and correct, but it does need the City Council's approval. Council Member Casas suggested in the future, the council have the opportunity to review the report at least a week in advance. Tim said this year we were under pressure to get it done. Council Member Poff said he has always been confident in the audit report and thanked those who completed it. Tim said as the Council reviews the report, and if they have any more questions, he is willing to discuss them further.

**Council Member Poff moved to approve the financial audit report. Council Member Hilton seconded. Tom called for a roll call vote. Council Members Hilton, Poff, and Poore voted yes. Council Member Casas abstained. The motion carried.**

#### **Matching funding for cameras for Court Security**

Duncan said Laurie Sorenson applied for a \$2,000 grant for cameras for court security for this building. She has been researching different camera systems. He said after the city received two bids from (Stone Security \$7,355.50) and (The Bodily Works (\$8,704.75)). He said there is a possibility of the Public Works Department doing the installation which would save the city some money. He said we are looking at \$3,000 to \$4,000 to complete the project with the \$2,000 grant. He said this would come out of the general fund or a capital improvement fund item. He said it protects the City insurance wise. Council Member Poore said sometimes the insurance company may give a deduction. Council Member Poff isn't opposed to having this installed by the company. He said if we are going this route, he would be concerned about what is GRAMA request able via these tapes. Council Member Poore suggested it come out of the General Fund. Council Member Poff suggested it come out of the Public Safety Fund.

**Council Member Poff moved to direct the city staff to make a presentation next week. Council Member Poore seconded. Tom called for a roll call vote. Council Members Casas, Hilton, Poff, and Poore voted yes. The motion carried.**

**Summit Event for Friday Evening:** Duncan said this will take place on Friday and Saturday. Duncan asked the council if they would like a dinner scheduled for Friday evening. He said sometimes it is nice to get to know each other in a different setting. Council Member Poff agreed. Council Member Hilton said he doesn't need to spend the night. The Council agreed. Mayor Long will check into canceling the rooms.

**Disposal of City property:** Paul Laprevote reviewed the city's disposal of city property policy. Duncan said we would like to get everything on a long term rotating plan. Paul said the procedure for obtaining property is the same for surplus. He said the city is required to use public auction. Paul said an appraisal is required for the sale of land. All property must be disposed of according to State law. Council Member Poff asked about real property. Council Member Casas would like to know where all the city vehicles went as of October 2014. He is concerned that these vehicles were sold without going through this process. Tom said we are still researching this information. Paul said he will look into that. Council Member Casas said he would like to see any documentation on the vehicles because he hasn't seen any public record. He said the accounting process should show what happened to the vehicles. Council Member Casas would like to see a list of assets from a year ago versus today. Paul reviewed the list of assets on page 26. Paul will research the details of this deletion. Council Member Poore discussed when something goes into auction and if it still has a minimum bid requirement. Paul said "yes" there is a minimum bid.

### **OTHER BUSINESS:**

**Mileage Reimbursement:** Mayor Long asked Council Member Poff about something he referenced at the last meeting. Council Member Poff said it is a resolved issue but what created the problem is when accusations are made about other people and then a similar accusation is made. Council Member Poff said he didn't really want to get into it tonight, but stated it was concerning questions the Mayor made to the County Attorney concerning travel.

Mayor Long said Council Member Poff and Council Member Hilton are paid for attending meetings outside of the city. Council Member Poff said there are certain boards that pay, but there are also assignments that he serves on (Youth Council) that he doesn't get paid for. Duncan said, for the record, the Mayor did reimburse the city approximately \$500 for a recent travel reimbursement.

**Tree City USA:** Council Member Casas would like to talk more about it in the future. This item will be discussed further in a work session.

**Parking of Vehicles on Lawns:** Council Member Hilton asked if there is an ordinance in place concerning parking vehicles on lawns. He has received a complaint from a citizen.

**Packet Information:** Tom discussed trying to eliminate passing out paper work at the meeting so that all materials are given to the citizens as well as the city staff. He suggested emailing information to him so that he can put it on the city web-site. Duncan said this information allows for transparency for the city.

**Mosquito Abatement Board:** Council Member Poff suggested Mayor Long serve on the Mosquito Abatement Board.

**Cottonwood Cove Subdivision:** Council Member Casas reported that there is a lot of construction debris from construction in this subdivision.

**Daughters of Utah Pioneer Monument:** Council Member Poff reported that this monument needs to be repaired. Council Member Casas will follow up.

Council Member Casas moved to adjourn the City Council meeting at 7:44 p.m. Council Member Poore seconded. Tom called for a roll call vote. Council Members Casas, Hilton, Poff, and Poore voted yes. The motion carried.

**APPROVED:** \_\_\_\_\_ **Date**

**Mayor: Tammy Long**

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**Transcriber: Michelle Clark**

**Attest:**

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**City Recorder: Tom Smith**

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