

Minutes of the Altamont Town Council Meeting
January 14, 2021

Present:

Clyde Watkins
Brent "Ole" Olsen
Glen Jessen
Sommer Arnold
Melba Markham, Town Clerk
Craig Kettle, Town Employee
Josh Phillips, Altamont Fire Chief
Cameron Olsen, Aycock, Miles and Associates

Also present was Kimberly Layton, taking minutes.

Clyde Watkins called the meeting to order at 7:00 p.m.

Minutes Approved (7:02 p.m.)

A Motion was made by Glen Jessen to approve the minutes of November 12, 2020 as written. Motion seconded by Ole Olsen. Motion carried unanimously.

2019-2020 Audit (7:03 p.m.)

Cameron Olsen of Aycock, Miles and Associates reviewed the audit with the council. He reported that the audit went well and there were no findings. The Town's internal control looked good. Mr. Olsen stated that the Town had an increase of about \$22,000 in sales tax, and the overall revenue had an excess of \$96,177 which increased the balance of the general fund. The Town stayed within budgeted amounts. Income statement for sewer and irrigation fund. Charges for services were similar, \$41,000 for sewer and \$22,00 for irrigation. Expenses were also similar to last year, \$96,544. The change in net position in the utility fund was a negative \$30,231. The net increase in cash in the utility fund was \$2,117.

With regards to assets, the Town did not have an increase or decrease in equipment. The only activity was normal depreciation. Cash as a whole at the end of the year was \$952,005 and \$52,413 of that is restricted.

The town had \$562,000 of long term debt and a payment of \$26,000 was made, so the total long term debt is currently \$536,000. The payment will remain at \$26,000 per year.

Necessary paperwork was signed by Mayor Watkins and Melba.
Cameron Olsen left the meeting.

Fire Department (7:15 p.m.)

Chief Phillips reported that they had 38 total calls in 2020 which included eight structures and one extrication. The remaining calls were all wildland fires. The department logged about 36 days solid of firefighting on the east fork fire and should earn \$55,000 from the state for that fire. The department did not report any injuries. There were some

breakdowns, but nothing out of the ordinary. The department acquired the 157 truck in 2020 and when the state funds come in, they will make some upgrades to that truck.

The department had an average of six firefighters on calls all year long. They generally have over nine show up for structure fires and have had up to 16 on some calls. The department's challenge this year is to keep the department healthy, safe, and happy.

The Dodge is ready for sale and they have had some phone calls on it from locals. Mayor Watkins stated that the council will discuss it as an agenda item. The truck must be offered up as a sealed bid.

Chief Phillips reported that December was busy with structure fires. They are preparing for pack tests. March 28 is the deadline. The department is losing a couple of the younger firefighters who are moving out of the area.

The department has had a leak on the add-on. Chief Phillips is going to have Bulldog Insulation look at it and see if they can seal it up. He will obtain a bid from them.

Chief Phillips left the meeting.

Capital Improvement List (7:28 p.m.)

Melba stated that the following projects are on the Town's Capital Improvement list:

1-year projects

Street Improvement, \$250,000

Equipment Maintenance Building, \$150,000

2-5 year projects

Fire Truck, \$280,000

Chip & Seal Streets, \$125,000

Cemetery Improvements, \$30,000

Glen suggested moving the Chip & Seal up to the one-year list and increasing Street Improvements to \$400,000. Our budget is about \$24,000 a year. We can request a 75/25 split. Glen stated that grant money for collector streets may become available. CIVCO is keeping us in mind for this grant if it ever becomes available.

Discussion about surplus equipment (7:36 p.m.)

The Town has an old dump truck, and the fire department has a Dodge truck which can be put up for bid or otherwise disposed of. Sommer will look into scrap yards to see what we could get out of the dump truck. Melba will advertise the trucks for bids to be due at next month's council meeting.

Fraud Risk Resolution (7:43 p.m.)

Mayor Watkins stated that the point of fraud risk is to ensure that the council is informed of things in the policy and what the state auditors are encouraging entities to do. The Council can decide what items would benefit the Town at this time.

Ethical Behavior Pledge: Council members reviewed and completed an Ethical Behavior Pledge.

Conflict of Interest Disclosure: Council members reviewed the completed a Conflict of Interest Disclosure.

IT & Computer Security Policy: Council members reviewed the IT & Computer Security Policy and agree to adopt it.

Personal use of Entity Assets Policy: Council members reviewed the Personal Use of Entity Assets Policy and agree to adopt it.

A Motion was made by Glen Jessen to pass the Fraud Risk Resolution. Motion seconded by Sommer Arnold. Motion carried unanimously.

Discussion on Procurement Policy: Melba stated that she had questions on this policy. This policy would require the Town to require bids on anything over a certain amount and would also require purchase orders on most purchases. Melba was not sure if this was something that would benefit the Town. Mayor Watkins stated that if the Town requests grants, they will likely ask if the Town has a procurement policy, and if they are following it. That is where it would become beneficial. The council will discuss options and review different policies. This item will be discussed at next month's council meeting.

Utilities (8:07 p.m.)

Mayor Watkins stated that the Town is required to do certain things throughout the year on utilities. If we need to camera our sewer lines, the council should make sure to discuss that and other items to ensure we are completing all requirements. It is also important to make sure we document what is being done with utilities.

Miscellaneous:

Glen stated that Vicky Jessen is interested in sitting on the board for the Recreation District. The Town Council could appoint her to that position.

The next Town Council meeting will be held on February 11, 2021 at 7:00 p.m.

A Motion was made by Sommer Arnold to adjourn the meeting at 8:11 p.m. Motion seconded by Glen Jessen. Motion carried unanimously.

Read and approved this 11th day of February, 2021.

e-mailed to

altamonttown@gmail.com

January 30, 2021