A Meeting of the Nibley City Council, conducting using Zoom and held at Nibley City Hall, 455 West 3200 South, Nibley, Utah, on Monday, November 15, 2021.

The following actions were made during the meeting:

**Councilmember Sweeten moved to accept and approve the 2021 Nibley City Audit as certified by Larson Certified Public Accountants. Councilmember Larsen seconded the motion. The motion passed unanimously 5-0; with Councilmember Sweeten, Councilmember Larsen, Councilmember Beus, Councilmember Bernhardt, and Councilmember Laursen all in favor.**

**Councilmember Bernhardt moved to accept the Canvass of the November 2, 2021, Nibley City General Election. Councilmember Laursen seconded the motion. The motion passed unanimously 5-0; with Councilmember Bernhardt, Councilmember Laursen, Councilmember Beus, Councilmember Larsen, and Councilmember Sweeten all in favor.**

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OFFICIAL MINUTES OF THE MEETING
Deputy City Recorder Cheryl Bodily took minutes

**Call to Order and Roll Call**
Mayor Pro Tem Kathryn Beus called the Monday, November 15, 2021, Nibley City Council meeting to order at 12:04 p.m. Those in attendance included Mayor Pro Tem Kathryn Beus, Councilmember Tom Bernhardt, Councilmember Norman Larsen, Councilmember Nathan Laursen and Councilmember Kay Sweeten. Justin Maughan, Nibley City Manager and Amy Johnson, Nibley City Treasurer was also present.

**Approval of the October 28, 2021, Meeting Minutes and Executive Session Meeting Minutes and the Current Agenda**
Councilmember Norman Larsen moved to approve the agenda for the meeting. Councilmember Sweeten seconded the motion. The motion passed unanimously 5-0; with Councilmember Larsen, Councilmember Sweeten, Councilmember Beus, Councilmember Bernhardt, and Councilmember Laursen all in favor. David Sanderson, Nibley City's Accountant was also participating.

**Presentation, Discussion & Consideration – Nibley City Audit by Larson Certified Public Accountants**
Jon Haderlie, a CPA with Larson Certified Public Accountants was present at the meeting and led the presentation.

Mr. Haderlie discussed the Management Letter that Larsen Certified Public Accountants provided as part of the audit. He said it was management's responsibility to know and understand what the accounting principals were and to apply them accurately. Mr.

Haderlie described that the only risk they'd encountered in performing the audit was the changeover in staff. He said it was important that they had Mr. Sanderson involved. He had kept everything up-to-date, and they'd encountered no difficulty in performing their procedures. Mr. Haderlie reported that the only misstatement they'd had was as difference in the property tax that was reported in the books versus what had been reported to the County. There was a difference because of a timing issue. Mr. Haderlie reported that there were no disagreements with management and management representation was forthcoming.

Mr. Haderlie described the option for third party consultation. He said if Nibley City encountered questions with the audit, they could consult with a third party with the stipulation that their accounting firm was also allowed access to the third party so all parties could come together and work out any issues.

Mr. Haderlie discussed the audit findings. He said there were no internal control findings or state compliance findings again in this year. There were no findings in the current year or in the last year. He said with staff change over it showed that staff had hit the ground running and stayed up-to-date on everything that was happening.

Mr. Haderlie summarized the Annual Audit Report. He said he financial statements were the responsibility of the city. The CPA's responsibilities were to take the financial statement and test all the balances and not disclosures to make sure they were materially correct. He said it was the opinion of the audit that they hadn't found anything in the account balances or disclosures that were immaterially incorrect or needed to be adjusted.

Mr. Haderlie suggested the City Council read through the Management Discussion Analysis and look to see where they city was at in terms of the prior year. Then he reviewed the Statement of Net, which was typically a balance sheet in the private sector. Mr. Haderlie reviewed the Income Statement followed by the Balance Sheet of Funds Statements. He noted that there were not long-term assets or long-term debt on the statement. He also noted that all Nibley City general fund departments were within the budget appropriations. Mr. Haderlie reported that they didn't given an opinion on Nibley City's internal controls but did make sure there were processes in place and that controls exist and are functioning the way they should. If they found a control that was lacking that affected the financial reporting it had to be disclosed in the audit.

Mr. Haderlie reported on the report that must be issued for the State Auditor. They were required to look at cash management, enterprise funds transfers, impact fees, treasurer's bonds, and URS. He said there were no issues with any of these areas. Mr. Haderlie expressed his opinion of the State's required Fraud Risk Assessment. He said areas of risk were identified in their audit and every entity was different. The City Council should work with management to identify which risks were applicable to Nibley City and then address those risks and mitigate them by putting additional control in place or some other process to protect the city and the employees. He felt by publishing the risk assessment, the State was setting entities up to have fraud occur. He suggested Nibley City use the fraud risk assessment as an internal document to identify risks and make changes to mitigate risk. Mr. Haderlie said they hadn't identified any controls that needed to be changed immediately to address risk; otherwise, there would have been internal control findings.

Mr. Haderlie discussed Governmental Fees. He said any fees that were imposed needed to be justified and the people paying the fee had to have a service in return for the fee. Mr. Haderlie said Nibley City had no State compliance issues to report.

Mr. Maughan said he appreciated Larson CPA for completing the audit and thanked Ms. Johnson and Mr. Sanderson for their efforts.

Councilmember Sweeten moved to accept and approve the 2021 Nibley City Audit as certified by Larson Certified Public Accountants. Councilmember Larsen seconded the motion. The motion passed unanimously 5-0; with Councilmember Sweeten, Councilmember Larsen, Councilmember Beus, Councilmember Bernhardt, and Councilmember Laursen all in favor.

**Adoption of the Canvas of the November 2, 2021, Nibley City General Election**
Ms. Bodily discussed the 38.56% voter turnout and summarized the poll results for mayor-elect Larry Jacobsen and Kathryn Beus and Norman Larsen.

Councilmember Bernhardt moved to accept the Canvass of the November 2, 2021, Nibley City General Election. Councilmember Laursen seconded the motion.

The City Council and Ms. Bodily discussed feedback regarding the Ranked Choice Voting process. Councilmember Laursen reported that residents had expressed they the quicker election process time and less campaigning and had heard concerns regarding not understanding how to just pick one candidate. Councilmember Sweeten said she'd had residents reach out asking how to vote. She said it was tricky to show them how to vote and make certain she was not telling them what to vote for. She said a little more education to better understand the process and experience helped them to understand the process and how the voting worked. She'd had a few residents who still didn't understand how the votes were counted.

The motion passed unanimously 5-0; with Councilmember Bernhardt, Councilmember Laursen, Councilmember Beus, Councilmember Larsen, and Councilmember Sweeten all in favor.

**Council and Staff Report**
Councilmember Bernhardt reported that he'd been receiving some spam email and felt staff should be given a reminder to be aware of these solicitations.

The meeting was adjourned at 12:51 p.m.

Attest: ______________________________
City Recorder