

MINUTES OF THE TOWN COUNCIL
MEETING
OF THE TOWN OF CLARKSTON

January 18, 2022
7:00 P.M.

Town Council Meeting held at the Clarkston Town Hall, 50 South Main, Clarkston, UT

Attendance: Mayor N. Craig Hidalgo

Councilmembers: Mylind Fawcett, Dan Smith,
McCall Stephensen

Town Clerk: Kristi Hidalgo

Public Attendance: Matthew Regen - CPA

1. CALL TO ORDER

Mayor Hidalgo called the Clarkston Town Council to order at 6:00 p.m. Mayor Hidalgo led the Pledge of Allegiance and offered Reverence to begin the meeting.

Mayor Hidalgo addressed the minutes of the Clarkston Town Council Meeting held January 4, 2022. Councilmember M. Fawcett motioned for the Clarkston Town Council to approve and adopt the minutes of January 4, 2022. Councilmember M. Stephensen seconded the motion. All in favor "Aye". Motion carried

2. NEW BUSINESS

Town Hall Initiative – Mayor Hidalgo handed out draft plans to remodel the community center into a town hall. See Attachment A Mayor Hidalgo stated that the Council approved moving forward to modify the community center into a town hall. Mayor Hidalgo explained the plans. The top level will be the town hall and the bottom level will be the community center with two separate areas for the public to use. There will be a closet between the two rooms where the tables and chairs will be stored. Mayor Hidalgo noted that the architect left off the kitchenettes in both rooms. They will be added to the final plans. Mayor Hidalgo explained the plans for the Town Hall. There will be a Council Room with a seven-seat rostrum, a Council Chambers, a kitchenette, men's and women's restrooms, two clerk offices, a city manager office and a mayor's office. Mayor Hidalgo mentioned that all exits to the building would be covered and enclosed and the restrooms and building would all be ADA Compliant. The outside of the building would be similar in appearance to what it is now. Mayor Hidalgo asked the Council to review the plans and email him any questions, concerns or suggestions they may have. Mayor Hidalgo will have the architect firm up the plans, send the final plans to Sunrise Engineering for review and then go before LUDMA and get a building permit approved for the project. Mayor Hidalgo stated that he would like to put the project out to bid by March 2022. Councilmember D. Smith stated that his only concern so far was that the furnaces would not be large enough for the increased capacity. They might need to be upgraded or another furnace added to the building. Mayor Hidalgo said that the architect

did point that out and it is in the plans. Mayor Hidalgo concluded that he is excited about the building and wants to make it the best building that he can. The building is designed for the future needs of the town.

Annual Open and Public Meeting Act Training - Mayor Hidalgo informed the Council that Utah State Law requires Mayors of cities and towns to train Councilmembers annually on the Open and Public Meetings Act. (Utah Code ANN. 52-4-101) Mayor Hidalgo stated that in the past the Open and Public Meetings Act has been read and discussed in a Town Council Meeting. It is quite lengthy and rather than take up time in a Town Council Meeting for that annual training Mayor Hidalgo asked the Council to do the Open and Public Meeting Act Training online again this year. The Council should go to the following website: <https://training.auditor.utah.gov/>, register, review the information, take the quiz, and print off the Certificate of Completion. The Certificate of Completion should be turned in to the Town Clerk Kristi Hidalgo as proof of completing the training for 2022. The Town Clerk will keep it on file for the Annual Financial Audit. The training should be completed by the end of February.

Matthew Regen – FY 2021 Financial Statement Review – Mr. Regen gave the Councilmembers copies of the Clarkston Town Compiled Financial Statements for the Year Ending June 30, 2021 and the Independent Accountant's Report on Applying Agreed-Upon Procedures.

Mr. Regen stated that every year the State of Utah requires that a formal financial statement be prepared to ensure that there is good accountability over public funds and to see where the money was spent. Mr. Regen stated that he not only reports to the state of Utah but to the public as well because the financial statement is a public record.

Mr. Regen referenced the Independent Accountant's Report on Applying Agreed-Upon Procedures See Attachment B and stated that there are 23 procedures, mandated by the State of Utah, which Certified Public Accountants are required to check and report on. The following are some of the procedures the Utah State Auditor requires Mr. Regen to check and report on:

- That proper notice is given of meetings.
- That the Town Clerk is doing the quarterly transparency reporting.
- That the meeting minutes are uploaded to the Public Notice Website.
- That a public hearing was held before the budget was approved.
- That the agenda was reasonably specific to enable persons to understand the topics to be discussed.
- That the internal check book reconciliation matches the balance on the bank statement and check the accuracy of the reconciliation by looking at five deposits and five disbursements to make sure that they have proper documentation, that transactions are coded properly, and that there was proper authorization.
- That the Council had training on the Open and Public Meeting Act.
- That there are adequate controls in place to safeguard town property.

- That the Records Officer has completed the Annual Training for the Government Records Access and Management Act (GRAMMA).
- Fraud Risk Assessment has been completed.
- That the clerks and Treasurer was bonded or insured in accordance with the Money Management ACT Council Rule R628-4-4.

Mr. Regen declared that there were no exceptions found as a result of any of the procedures he conducted on behalf of the Town of Clarkston. There were no findings related to compliance with the Agreed-Upon Procedures. Mr. Regen concluded that the Town Council and Town Clerk Kristi Hidalgo were compliant with everything the State of Utah requires them to do.

Mr. Regen invited the Council to look at the Clarkston Town Compiled Financial Statements for the Year Ending June 30, 2021. See Attachment C Mr. Regen referenced page 10 Balance Sheet-Governmental Funds and stated that this page shows the Assets and Liabilities of the General Fund, Perpetual Care Fund, and the Capital Projects Fund. Mr. Regen explained that as of the end of the fiscal year this report shows how much cash had been accumulated for each of the funds. The General Fund shows Pooled cash and cash equivalents to be - \$24,245 plus Receivables (road money, sales tax, and property tax) in the amount of \$88,718. Total assets for the General Fund were \$112,963. The Perpetual Care Fund shows pooled cash and cash equivalents to be \$39,866 and the Capital Projects Fund shows \$200,000. Mr. Regen informed the Council that the General Fund liabilities shown in the amount of \$56,208 are operational items. The General Fund does not have any debt. The Perpetual Care Fund and the Capital Projects Funds did not have any liabilities. Mr. Regen stated that the Fund Balance shows the reserves or equity of each fund and summarized that the three funds had a total of \$352,829 in surplus or equity as of June 30, 2021.

Mr. Regen referenced page 12 Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds and said that this page is a summary of the revenues and expenses for the General Fund, the Perpetual Care Fund and the Capital Projects Fund. This page shows where the money is coming from and where it is going. The General Fund received \$397,528 in revenue and expended \$338,191. The Perpetual Care Fund received \$18,956 in revenue and expended \$28,537. There was \$72,000 that was transferred into the Capital Projects Fund from the General Fund. Total revenues received for FY 2021 was \$416,484 and total expenses were \$366,728.

Mr. Regen referenced page 14 Statement of Net Position-Proprietary Fund and stated that this report gives an account of the Water Utility Fund for FY 2021. The pooled cash and cash equivalents were \$346,242 plus receivables (unpaid utility payments) in the amount of 3,661 and fixed assets (the amount of money spent on the water system) in the amount of 1,136,372. Total assets for the Water Utility Fund were

\$1,486,275. Mr. Regen explained that the liabilities represent long term debt. The liability section shows the water utility bond and when it is due.

Mr. Regen referenced page 28 Notes to Financial Statements and stated that this page shows the long-term liability transactions for FY 2021. The Beginning Balance of the Water Utility Bond was \$329,000. An annual payment of \$37,000 was made leaving an Ending Balance of \$292,000. Mr. Regen informed the Council that the \$705,000 Water Utility Bond would be paid off January 2028.

Mr. Regen referenced page 15 – Statement of Revenues, Expenses and Changes in Net Position-Proprietary Fund and stated that this page gives a more detailed account of revenues and expenditures for the Water Utility Fund for FY 2021. The total operating revenue was \$126,607 and operating expenses were \$83,235. The total Change in Net Position was \$25,564, which is the excess revenue over expense or net income for the year.

Mr. Regen concluded that it was great year for Clarkston Town financially and also with being in complete compliance with the Agreed-Upon Procedures required by the State of Utah. Mayor Hidalgo thanked Mr. Regen for coming.

4. RELEVANT BUSINESS

Next Meeting – The next Town Council Meeting will be held on Tuesday February 1, 2022 at 7:00 pm.

5. ADJOURN

There being no further business to come before the Council, Councilmember M. Stephensen motioned that the Clarkston Town Council Meeting adjourn. Councilmember D. Smith seconded the motion. All members present voted “Aye”. Motion carried. The meeting adjourned at 6:40 p.m.

Kristi Hidalgo
Clarkston Town Clerk

