

MINUTES OF THE EPHRAIM CITY COUNCIL MEETING
EPHRAIM CITY BUILDING
5 S. MAIN
WEDNESDAY, JANUARY 5, 2011
7:00 PM

The Ephraim City Council convened in a regular meeting on Wednesday, January 5, 2011, at 7:00 p.m., in the Ephraim City Council Room.

MEMBERS PRESENT

David Parrish, Mayor
Kim Cragun, Mayor Pro Tem
Greg Dart
Terry Lund
Don Olson
Richard Squire

STAFF PRESENT

Regan Bolli, City Manager
Bryan Kimball, City Planner
Leigh Ann Warnock, City Recorder
Ron Rasmussen, Police Chief
Alma Lund, Power Superintendent
Cory Daniels, Power Department
Brian Thomson, Power Department
Jason Larsen, Power Department
Glade Bown, Power Department

OTHERS IN ATTENDANCE

See attached.

Mayor Parrish called the meeting to order at 7:00 p.m. Councilmember Cragun offered an opening prayer. Councilmember Squire led the audience in the Pledge of Allegiance.

PUBLIC SESSION

APPROVAL OF MINUTES

The Council reviewed the minutes of the December 1, 2010 City Council meeting.

Councilmember Squire moved to approve the minutes of the December 1, 2010 City Council meeting with the addition of the time of adjournment. The motion was seconded by Councilmember Cragun. A roll call vote was taken: voting “yes” Councilmembers Dart, Lund, Olson, Cragun, and Squire. The vote was unanimous. The motion carried.

APPROVAL OF WARRANT REGISTER

The Council reviewed the Warrant Register of November 31, 2010.

Councilmember Olson moved to approve the warrant register of November 31, 2010 as presented. The motion was seconded by Councilmember Lund. A roll call vote was taken: voting “yes” Councilmembers Dart, Lund, Olson, Cragun, and Squire. The vote was unanimous. The motion carried.

PUBLIC COMMENT

Abraham Hundepool expressed concern regarding diminished parking on most streets and side streets due to plowed snow and piled snow in front of driveways. He suggested considering a city-wide assessment such as that done for mosquito abatement to hire someone to clear the snow in front of driveways so people can get out. The Mayor assured Mr. Hundepool the possibility would be discussed to determine feasibility.

Rob Walsh commented that the snow was plowed right up to the curb and the snow got on his sidewalks.

Randy Keisel commented that 300 East doesn't get plowed. He is also concerned that where that road is 20 feet wide, it makes it hard to pass. He suggested lowering the speed limit from 35 mph to make things safer. Mayor Parrish asked the chief to look into that possibility.

PUBLIC COMMENT REGARDING POWER OUTAGES

The Floor was turned over the Alma Lund, Power Superintendent. He explained that the City does not purchase power from Rocky Mountain Power. It is purchased from IPP, wind power from Evanston WY, the Hunter II Plant in Price, and the Hoover Dam. Rocky Mountain Power does wheel Ephraim's power to this location. Mr. Lund defined "Brown Out" and explained that as soon as a problem is noticed, someone in the Power Department runs to shut things down. A new box has been installed that will shut everything down at the first sign of a brown out. Mr. Lund presented a map for perusal showing the power lines serving the City.

Cory Daniels, Ephraim's Substation Technician, explained reclosures, the micro processor monitor, voltage amperage, and fault current. A spreadsheet was presented showing all vaults and outages with causes, times and feeder lines.

It was asked why Feeder Two, which is the smallest line, has the most problems. Mr. Daniels attributed that to the tremendous amount of growth that has occurred at the end of that line. Snow College is also connected to Feeder Two.

Many comments were made by various members of the community regarding the frequency of power bumps, brown outs, and outages. Mayor Parrish reiterated that many of those problems are the fault of Rocky Mountain Power and that the City has been aggressive and is currently in negotiation with them; they are aware of the problems the City has been experiencing.

Many in the audience expressed appreciation for the Power Department and the hours of work that have been put in to try to fix the problem. Others protested that those in the Power Department and in the Administrative Office have not handled things in the best possible manner.

Questions were asked and answered regarding transformers and breakers. Mr. Daniels explained that the fuses did their job in that they blew the meters instead of causing fires and personal injury.

Another major concern of those in the audience was the issue of restitution for appliances and other lost property. Mayor Parrish explained that the City has been in contact with their insurance company to make them aware of the issue, and letters were sent out to the homeowners asking them to call the City's insurance company as well as their own homeowner's insurance so they can work things out together.

Ted Meikle took the podium to thank City employees who are dedicated people and work hard to take care of the community. Mr. Meikle has contacted several insurance companies, interviewed citizens in the city that have been affected by the brownouts, and suggests the City Council step back and make plans to do something structurally as the city grows. A poor reputation could forestall economic development. He expressed appreciation for the City's efforts and responsiveness.

Mr. Daniels explained that an outside Electrical Engineering Firm was hired to come to Ephraim and check out the lines to see if Ephraim had any fault in the problem. All lines were found to be sound and within the standards required by code. Some in the audience suggested the engineer interview people in town, not just check out the power lines.

Theresa Alder asked if the City had plans to help those who do not have adequate funds or insurance coverage for repairs. Mayor Parrish promised the issue would be discussed to see what can be done.

Installing a dedicated phone line for power outages was also suggested. People were reminded to call dispatch if outages occur during off-business hours.

The following are the things the Mayor has committed to look into:

1. Helping with restitution
2. A communication system during outages
3. Public interviews by the electrical engineer
4. Forms made available for documentation of loss
5. An independent audit on the entire power system

City Manager Regan Bolli looked into purchasing surge protectors in bulk to sell back to residents at a reduced rate. That possibility will be discussed as well.

Councilmember Olson left the meeting at 9:19 p.m. due to an emergency.

AUDIT REPORT

A representative from the auditing firm of Larson & Rosenberger presented the Audit Report for the fiscal year ending June 30, 2010. It was a relatively clean audit, with findings as follows:

Internal Control Findings

Segregation of Duties—Significant Deficiency

Finding:

Proper segregation of duties is a key effective internal control because it can aid in reducing the risk of mistakes and inappropriate actions, and can help fight fraud through discouraging collusion. It can also help with the detection of misstatements in the financial reporting. We noted during our audit that the City lacks proper segregation of duties which results in a weakness in internal controls.

Recommendation:

We recommend that to the extent possible, the City continue to segregate duties to serve as a check and balance to maintain the best control system possible with available resources. We also recommend that the Mayor and Council provide oversight on the financial operations of the City by continuing to review and approve expenditures and other transactions.

Client Response:

The size of the staff is insufficient to properly segregate all duties that would be separated in an ideal situation. In order to mitigate this deficiency, where possible, duties are separated and the Council and Mayor take extra care in reviewing transactions during regular city council meetings.

State Compliance Findings

Documentation of Court Dockets

Finding:

Good internal controls and proper record keeping recommend that all documentation agree from the inception to the conclusion of the transaction. It was noted during our test work that the documentation of court dockets do not tie to the original citation dates and the date the payments were received. The dockets are entered into Caselle after the individual has paid the fine and it has been deposited. The majority of the issues are related to parking tickets.

Recommendation:

It is recommended that management and staff begin and continue to maintain accurate and proper records, in particular, with regards to the justice court documentation.

Client Response:

Staff usually enters the docket information after the fine has been paid and the docket closed. Staff has been using the default date set by Caselle as the date of the docket and the date of payment. Staff will begin using the actual dates that each event and transaction took place.

Cash Deposits

Finding:

All public funds shall be deposited daily, whenever practicable, but no later than three business days after receipt. Due to time constraints and lack of priority, deposits have not been getting made within at least the three day time period. It was noted that 5 out of 10 justice court deposits tested were not deposited within the three day maximum set by Utah Code, the result of which is noncompliance with State regulations and requirements, as well as greater exposure for the possibility of misappropriation of funds and lack on internal controls.

Recommendation:

It is recommended that the City make the deposit of daily receipts a priority. It is recommended that all funds received by deposited daily, whenever practicable, but not later than three business days after receipt.

Client Response:

Staff is aware of the Utah Code and their lack of compliance. They will make a concerted effort to make the depositing of receipts a daily priority.

Budgetary Compliance

Finding:

Officers and employees of the entity shall not incur expenditures or encumbrances in excel of the total appropriation for any department of fund. It was noted that the Airport fund was in excess of budgeted expenditures.

Recommendation:

It is recommended that the City monitor expenditures more closely, and make appropriate adjustments to budgets to maintain budgetary integrity.

Client Response:

This was an oversight on the part of management due to changes in staff and responsibilities. The City will monitor the expenditures closer in the future to avoid being over-budget in the future.

There were no State compliance findings.

APPOINTMENT OF KERRY STECK AS FIRE CHIEF

City Manager Regan Bolli re-wrote the by-laws for the Fire Department in October and November with lots of input from the Fire Department. Kerry Steck was elected by the Department to serve another four-year term.

Councilmember Cragun moved to Kerry Steck as Fire Chief for a four year term. The motion was seconded by Councilmember Lund. A roll call vote was taken: voting “yes” Councilmembers Dart, Lund, Cragun, and Squire. Councilmember Olson was absent. The vote was unanimous. The motion carried.

DISCUSSION OF SKATE PARK

Public Works Director Chad Parry informed the council that since installation, the skate park has not been maintained or repaired and is an incredible liability to the City. Manager Bolli’s recommendation is to totally remove the park from behind the ambulance building. Mayor Parrish is concerned about the placement of the park behind buildings. There is no security, it is dilapidated, and people might get hurt.

Councilmember Dart moved to remove the skate park. The motion was seconded by Councilmember Squire. A roll call vote was taken: voting “yes” Councilmembers Dart, Lund, Cragun, and Squire. Councilmember Olson was absent. The vote was unanimous. The motion carried.

COUNCIL REPORTS AND UNFINISHED BUSINESS

Terry Lund

ECHA—The Housing Authority has finished their Timberline home. They are now in the process of trying to get federal financing; it is a slow process, but there is a buyer. The Layton home is coming along and the Snow College home is coming along as their schedule permits throughout the year.

Links Council and Piñata Festival—The Chairman was pleased with the Festival this year; attendance was double the number of last year.

Kim Cragun

Tree Committee— The Tree City application is in; there are no further e-mails for requests or changes to the application.

Richard Squire

Rec Board— Basketball teams are practicing and will begin games on Saturday.

Greg Dart

Fire Department—Councilmember Dart met with the Fire Department and discussed repair of the compressor.

Bryan Kimball

Historical Committee—More people are needed for the Historical Committee. Councilmember Lund will talk to some people about that.

Planning Commission – The Commission is looking at some planning and goal setting for the year; there will be upcoming discussions on that. The goals will include renewing the General Plan. The Mayor would like input from community.

Mayor Parrish

Fire Department—The Mayor attended a BBQ at the fire station and observed as the volunteers did some training. He was amazed at the requirements these guys have to do.

Power Issue—“The last two weeks have been very stressful and frustrating. We are going to fix the problem. I don’t know how today, but we will find a solution.” He Commended Chad and his department for moving snow; they did a phenomenal job.

CLOSED MEETING

Councilmember Dart moved the Council adjourn into a closed session pursuant to the provisions of section 52-4-205(a) for the purpose of discussing the character, professional competence, or physical or mental health of an individual. The motion was seconded by Councilmember Lund. The vote was unanimous. The motion carried.

Councilmember Cragun moved the Council adjourn the closed session and reopen the public meeting. The motion was seconded by Councilmember Lund. The vote was unanimous. The motion carried.

ADJOURN

There being no further business to come before the Council for consideration, Councilmember Cragun moved the meeting adjourn at p.m. The motion was seconded by Councilmember Lund. The vote was unanimous. The motion carried.

The next meeting is scheduled to be held on January 19, 2011, starting at 7:00 p.m. in the Ephraim City Council room.

MINUTES APPROVED:

Mayor

Date

ATTEST:

City Recorder

Date