

January 19th, 2021

REGULAR MEETING

The Regular meeting of the Loyalton City Council was called to order by Mayor Brooks Mitchell on January 19th, 2021 at 6:00 p.m. Loyalton City Auditorium

COUNCIL MEMBERS PRESENT

Mayor Mitchell, S. Jackson, N. Rogers, J. Markum, D. Riede,

COUNCIL MEMBERS ABSENT

STAFF PRESENT

City Clerk- Kathy LeBlanc, Bookkeeper- Jamie Stockdale

GUESTS PRESENT

J. Mertton, J. Buck, H. Wilds, P. DeMartini,

APPROVAL OF AGENDA

It was moved by J. Markum, seconded by S. Jackson to approve the agenda as presented. Motion unanimously carried.

ANNOUNCEMENTS

1. Councilmember Riede announced that our new WWTP Operator will begin work tomorrow.

APPROVAL OF MINUTES

1. It was moved by J. Markum, seconded by D. Riede to approve the minutes of the Regular Meeting of December 15th, 2020. Motion unanimously carried.

STAFF REPORTS/WRITTEN COMMUNICATIONS

1. City Clerk K. Leblanc announced that water rates will increase from \$117.63 to \$118.64 it is the annual increase.
2. Vice-Mayor Jackson gave a report on the COVID Virus. She reported on the Cares Act funds remaining in our account which are approximately \$4,400. She stated that the County is now giving vaccines according to a tier system.

PUBLIC COMMENT

1. Henry Wilds gave a report on Broadband services for the City of Loyalton. Mayor Mitchell asked Mr. Wilds to bring back something for the council and it will be put on the February Agenda.

FIRE DEPARTMENT REPORT

No Fire Department report was given.

DISCUSSION AND POSSIBLE ACTION:

1. It was moved by S. Jackson, seconded by J. Markum to approve the procedure of transferring the entire net income from the Fire Department Budget into the Fire Department reserve account after the Council accepts the Final Audit each year. Motion unanimously carried.
2. It was moved by S. Jackson, seconded by J. Markum to approve the completing of the transfer of the City's contribution (the \$10,000 annual amount to the Fire Department from the General Fund) to the Fire Department Budget on July 1st (or the first business day of July) of each Fiscal year. Motion unanimously carried.
3. It was moved by S. Jackson, seconded by J. Markum to approve the procedure of coding personnel hours (bookkeeping staff) to the Fire Department as part of their annual operating budget. Motion unanimously carried.
4. It was moved by S. Jackson, seconded by J. Markum to approve the transfer of \$4,100 clerical cost from General Fund to Fire department budget for 2020. Motion unanimously carried.
5. It was moved by S. Jackson, seconded by J. Markum to approve moving forward from 1/1/21 hours spent by bookkeeping staff directly relating to the Fire Department only be classified as personnel expense on the Fire Department operating budget. Motion unanimously carried.
6. After a brief discussion, It was moved by J. Markum to approve procedure that when the Fire Department equipment is surplussed the revenues will be recorded to the Fire Department Budget as "Other Income" and will be available to be transferred to the Fire Department reserve if there is Net Income after the FY Audit is completed. Motion failed due to lack of second. After more discussion on this it was moved by S. Jackson, seconded by J. Markum to approve procedure that when the Fire Department equipment is surplussed the revenues will be recorded to the Fire Department Budget as "Other Income" and will be available to be transferred to the Fire Department reserve if there is Net Income after the FY Audit is completed. Roll Call: S. Jackson-Aye, J. Markum-Aye, N. Rogers-Aye, D. Reide-Aye, Mayor Mitchell-No. Motion carried.
7. After a discussion the item for approval of the updated Financial Policy will be added to the next agenda.

FINANCIAL COMMITTEE REPORT/UPDATE

S. Jackson reported that the Finance Committee met with the Fire Department and Bookkeeping Staff and scheduled a Finance Meeting for the second Tuesday of every month.

1. It was moved by S. Jackson, seconded by D. Riede to approve the reconciled Accounts for December 2020. Motion unanimously carried.
2. After a brief discussion, It was moved by S. Jackson, seconded by D. Riede to approve the bill sheet for December 2020 not to exceed \$234,452.09. Motion unanimously carried.

ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS

1. It was moved by D. Riede, seconded by N. Rogers to approve the fund transfer from General 1956 to Enterprise MM 0559 not to exceed \$24,000. Motion unanimously carried.
2. It was moved by S. Jackson, seconded by J. Markum to approved transfer from WWTP Settlement 4387 to General 1956 for Farr West Clean-Up and Abatement Order-Phase 2 #5 not to exceed \$4,746.75. Motion unanimously carried.
3. It was moved by J. Markum, seconded by S. Jackson to approve fund transfer from LAIF account 496 to General 1956 interest to cover retiree pay not to exceed \$30,700.00. Motion unanimously carried.

REIMBURSEMENT FOR USDA

None

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

1. Councilmember Markum inquired about the status of the pool. City Clerk will contact insurance company to check on status of insurance claim.
2. Councilmember Rogers reported that the maintenance crew have scheduled several training sessions for their water certification.

OTHER COMMITTEE REPORTS

DISCUSSION AND POSSIBLE ACTION ITEMS

1. After a brief discussion it was moved by D. Reide, seconded by N. Rogers to approve the hire of Phil Wall for WWTP Operator for 3 days a week, 12 hour days with a year probation period. Motion unanimously carried.
2. Mayor Mitchell reported that 2 bids were received for the John Deere Backhoe. It was moved by S. Jackson, seconded by D. Riede to accept the bid from Eimen Grandi in the amount of \$12,750. Motion unanimously carried. City Clerk will contact Mr. Grandi with the results of the bid opening.
3. Vice-Mayor Jackson reported to the Council on the use of the Social Hall for COVID related issues. It was moved by J. Markum, seconded by S. Jackson to use the Social Hall for COVID until the County and City COVID order is lifted. Motion unanimously carried.
4. After a brief discussion it was moved by S. Jackson, seconded by D. Riede to approve purchase of heater for the Social Hall with left over COVID funds. Motion unanimously carried.
5. It was moved by S. Jackson, seconded by D. Riede to approval to solicit bids from other propane company's. Motion unanimously carried.
6. It was moved by S. Jackson, seconded by J. Markum to approve Business License for Bob Feeny-Timber Café. Motion unanimously carried.

INPUT FOR UPCOMING MEETINGS

1. Broadband for Loyalto
2. Richard Meder Award nominees.
3. Financial Policy for the Fire Department
4. Closed Session Employee Evaluation

CLOSING REMARKS

None

Meeting Adjourned

ATTEST:



Kathy LeBlanc, City Clerk

APPROVED:



Mayor Brooks Mitchell