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**Minutes of the North Logan City
City Council
Held on November 4, 2009
At the North Logan City Library, North Logan, Utah**

The City Council meeting was called to order by Mayor Watkins at 6:01 P.M.

Mayor Watkins congratulated the new Mayor Elect, current Councilman Lloyd Berentzen, as well as Nancy Potter and John Bailey, who have been elected to the next seated City Council and who were in attendance.

Council members present were: Kevin Dustin, Lloyd Berentzen, Al Moser, Steve Soulier and Elaine Nelson.

Others present were: Kaylee Pugh, Jazmyn Malden, Kyli Roberts, Kyler Carlsen, Linda Lein, Nancy Potter, Lucy Watkins, Ashley Lee, Diana Cannell, McKay Morrison, Jake Thomas, Nicole Hanks, Clayton Richardson, Laura Mortenson, Allan Collins, Lydia Embry, Jeff Jorgensen, Scott Bennett and Marie Wilhelm.

The Pledge of Allegiance was led by Mayor Watkins.
An invocation was given by Kevin Dustin.

Adoption of Agenda

Steve Soulier made a motion to adopt the agenda as presented. Al Moser seconded the motion. A vote was called and the motion passed unanimously with Lloyd Berentzen, Kevin Dustin, Al Moser, Elaine Nelson and Steve Soulier voting in favor.

Approval and Follow-up of Minutes for October 21, 2009 City Council Meeting

Kevin Dustin clarified when he arrived at the meeting.

Steve Soulier made a motion to approve the minutes as amended. Al Moser seconded the motion. A vote was called and the motion passed unanimously with Lloyd Berentzen, Kevin Dustin, Al Moser, Elaine Nelson and Steve Soulier voting in favor.

Follow-up

Nothing at this time.

Review of Action Items

He reviewed various items on the list and gave their status.

New Business

Open Public Input Forum (Citizens are invited to schedule one of two five-minute times through the City Recorder.)

Alan Collins expressed his concern regarding a City employee "trespassing on his private property" that day, while the employee was surveying for the City. Mr. Collins said the employee did so without getting permission from him. Mr. Collins said he spoke to the employee and told him he was on private property. Mr. Collins said that the employee agreed to leave, and did so while continuing to make measurements as he left. Mr. Collins said he then filed a trespassing report with the North Logan Police Department. Via an email he wrote that day to Jeff Jorgensen, Mr. Collins asked that if the City has the right to travel on citizen's property, that the City provide information to him reflecting that. Mr. Collins asked that in the future, the City could notify citizens when and if City employees are going to be working on private property.

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57 Annual report from independent auditors regarding fiscal year 2009

58 Diana Cannell from the accounting firm of Allred Jackson reviewed some of the main points of the
59 independent audit report done for North Logan City for 2009. She thanked the City staff for their
60 efforts, and their hard work, year-round, to ensure that things are in good order when the audit is
61 performed each year. She said even in an economy that wasn't ideal, the City was still invested
62 in, and very well maintained. She said she has audited a lot of cities, and that North Logan City
63 has done very well in keeping their City in good financial condition. Per a question from Lloyd
64 Berentzen regarding designating the unrestricted fund balance, Diana said a city can elect to
65 designate the funds but she does *not* see a lot of smaller communities doing that. Jeff Jorgensen
66 said those funds are usually built into the next year's budget; in part, to help bring that fund down
67 from 19%. Diana said a better way to reduce the unrestricted funds balance would be to do a
68 transfer to a capital projects fund. She said that would be an easier mechanism to move the
69 funds. She said she would much rather the City have a 19% fund balance than a 5% balance.
70 Mayor Watkins asked what the anticipated fund balance was in the final budget; and Jeff
71 Jorgensen said we were budgeted to come in around 16% but that some of the revenues were
72 higher than anticipated, and some of the expenditures had not occurred until later. Diana
73 commented that it can indeed be very difficult to adjust things at the end of the year. She went on
74 to say that she was not concerned about the City's fund balance being slightly higher than
75 allowed. She said the City can do a transfer in the future, if they would like.

76 The City Council continued to discuss various points with Diana. Jeff said he wanted to discuss
77 with Diana an issue of funds coming in from the university, and how that was listed in the budget;
78 potentially incorrectly. Diana then read the "Management Letter" and reviewed the items listed
79 within that letter, and said there weren't any items she was really concerned about. She referred
80 to a deficit in the sewer fund and explained that Logan City has charged a higher, and according
81 to City staff, an incorrect amount for sewer flow, which caused the sewer fund to go into a deficit.
82 She said Logan City and North Logan are jointly reviewing the cause for this. She added that it is
83 possible that North Logan City might need to look at increasing its monthly sewer fees, if there is
84 a problem after the sewer flow issue has been resolved with Logan City.

85 Lloyd Berentzen asked Diana about the software the City is using, particularly for fixed-assets
86 tracking. Diana said we could be using a much better program, such as purchasing an add-on to
87 the Caselle program the City is already using. She said that most of any problems that were
88 found were issues of formulas not being updated, changes not being input, etc. Jeff Jorgensen
89 said part of the problem has been staff transition, and that the City is in fact looking at updating
90 that system. He said it will require some cost to do so.

91 Diana also mentioned that this is the last year of Allred Jackson's three-year contract with North
92 Logan City, and that their fees will likely go up somewhat, as they were frozen for the previous
93 three years, and there is now more work required. She said she will be bringing in a new contract
94 for renewal for the City's review shortly after the first of the year.

95

96 Reports from city officers, boards, and committees

97 Cordell Batt said he received a letter from Envision Cache Valley (which he gave a copy of to the
98 City Council). He said they have gone through their workshop process, received public input,
99 etc., and are putting together a forum for local officials which will be on Tuesday, November 17th,
100 at 7:00 p.m., at Bridgerland Applied Technology College (BATC). He said they asked him to
101 attend the meeting, and also asked him for volunteers from North Logan City, specifically two
102 representatives from the City Council, two from the Planning Commission, as well as the City
103 Mayor. Cordell said he feels North Logan City representation is very important. Mayor Watkins
104 said he would not be available to attend the meeting.

105

106 Elaine Nelson mentioned that she will not be in attendance for the next City Council meeting.

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108 Steve Soulier asked what the status is of the Transportation Element. Cordell said the Planning
109 Commission is reviewing the final draft, have included the public comments, and will likely
110 recommend it on to the City Council at the following evening's Planning Commission meeting.

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Scott Bennett said he would like to have the official election canvas on Tuesday, November 10th at approximately 4:00 P.M., and said he would send an email to the City Council to remind them.

Jeff Jorgensen mentioned that the City did not have the summer employee picnic, as planned, and asked the City Council if they might be interested in having some sort of Christmas activity instead. The council was in agreement for having a Christmas party. Jeff said he and Marie would put some information together.


The meeting adjourned at: 6:37 P.M.

Approved by City Council:

November 18, 2009

Transcribed by Marie Wilhelm

Recorded by



Scott Bennett/City Recorder

** Due to the fact that there is other documentation related to this agenda item that may not be included in the official minutes of this meeting, the following repositories, cross referenced to applicable agenda items within these minutes, shall indicate where additional documentation can be found for future reference for that agenda item:*

1. Annual City Council meeting binders in the Office of the City Recorder
2. Budget folders in the Office of the City Recorder
3. Special Project folders in the Office of the City Administrator
4. Subdivision Folders in the Office in the City Engineer