

PUBLIC NOTICE

TOWN OF LEEDS TOWN COUNCIL MEETING

The Town Council of Leeds will hold a Meeting on
Wednesday, January 11, 2012, 7:00 p.m.
At Leeds Town Hall, 218 North Main Street
Public is welcome to attend

AGENDA

Up to two Town Council Members may participate in the meeting by telephone or video conferencing (Ord 2006-08)

NOTE: IF YOU WISH TO SPEAK DURING CITIZEN COMMENT, PLEASE SIGN IN WITH THE CLERK/RECORDER BY 6:55 P.M.

BUSINESS SESSION:

1. Call to Order
2. Swearing in of new Town Council Members Joe Allen and Nate Blake, Clerk/Recorder Sharon Martin, and Deputy Clerk/Recorder Fran Rex
3. Pledge of Allegiance
4. Roll Call
5. Declaration of Abstentions and Conflicts by Council Members, if any
6. Consent Agenda:
 - a. Tonight's Agenda
 - b. Minutes of Meetings from December 14, 2011 Town Council Meeting
7. Financial Reports for December, 2011
8. Announcements:
9. Citizen Comment: (No action may be taken on a matter raised under this agenda item). *Please Note: In order to be considerate of everyone attending the meeting and to more closely follow the published agenda, public comments will be limited to 3 minutes per person per item. A spokesperson representing a group to summarize their concerns will be allowed 5 minutes to speak. Repetitious commentary will not be allowed. If you need additional time, please request agenda time with Fran Rex in writing before 1:00 p.m. on the Wednesday one week before the Council meeting.*

WORK SESSION:

DISCUSSION ITEMS:

10. Treasurer report on Audit
11. Training

UPDATES BY STAFF:

- 12.

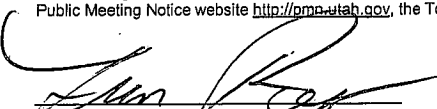
CLOSED MEETING – A Closed Meeting may be held for the discussion of the character, professional competence, or physical or mental health of an individual as allowed by Utah State Law 52-4-205(1)(a). OR A Closed Meeting may be held for the discussion pending or reasonably imminent litigation; as allowed by Utah State Law (52-4-205) (1) (c).

13. Adjournment

In compliance with the Americans with Disabilities Act, the Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Town Hall at 879-2447 at least 24 hours prior to the meeting.

Certificate of Posting

The undersigned Clerk/Recorder does hereby certify that the above notice was posted January 9, 2012. These public places being at Leeds Town Hall, Leeds Post Office, the Utah Public Meeting Notice website <http://pmp.utah.gov>, the Town of Leeds Website www.leedstown.org, and Spectrum Newspaper


Fran Rex, Clerk / Recorder

TOWN OF LEEDS TOWN COUNCIL MEETING

January 11, 2012

MINUTES

BUSINESS SESSION:

1. **Call to Order** – At 7:10 p.m. by Mayor Roberts.
2. **Swearing in** - of new Town Council Member Joe Allen, Clerk/Recorder Sharon Martin, and Deputy Clerk/Recorder Fran Rex.
3. **Pledge of Allegiance** - was led by Frank Lojko.
4. **Roll Call** - Present was Mayor Alan Roberts and Council Members, Frank Lojko, Angela Rohr and Joe Allen. Also in attendance were Clerk/Recorder Sharon Martin, Deputy Clerk/Recorder Fran Rex, and Treasurer Jean Beal. Nate Blake not present (will be sworn in, in the near future).
5. **Declaration of Abstentions and Conflicts by Council Members** – None
6. **A Motion** was made by Angela Rohr with a **second** by Frank Lojko to **Approve Tonight's Agenda including Minutes** of Town Council Meetings from **December 14, 2011**, which were also provided in advance to newly sworn in Council Member Joe Allen. An **Aye** vote was **Unanimous**.
7. **Financial Reports for December, 2011** – The council reviewed and discussed. No Comment.
8. **Announcements** – Mayor Roberts reminded Town Council of previous announcement of an opening for a Planning Commission Member and Alternate Member.
9. **Citizen Comment** – Boy Scout, Austin Anderson, presented an Eagle Scout project to the Town Council. He said the project would entail pouring concrete behind the baseball backstop, as well as pouring a concrete pad behind the backstop, which would extend to the sidewalk toward the benches. Mayor Roberts asked Anderson what benefit(s) this project would have on the community. Anderson responded that it would make parking more accessible and in the future it would help with the Little Leagues, in that, it would give a place for the parents to sit. Anderson said that the donations would be provided by various people, including Western Rock. Mayor Roberts questioned the cost of the project and was told it would cost between \$600.00 to \$700.00. Mayor Roberts responded that he is in support of Eagle projects staying in town, stating that the youth then feel vested in their town and have more of a desire to see that things are taken care of, in regards to the project. Mayor Roberts stated that he felt this would be positive for the town, and then asked if anyone had any comments. Council Member Frank Lojko commended Anderson's efforts and then asked how many yards of concrete would be poured. Anderson stated 5 yards would be poured. Council Member Angela Rohr asked if there was a drawing of what was being proposed, and was told not at this time. She later commented that she would like to see a drawing of the proposal and was told that once and if the project gets approved a drawing would be provided. Council Member Frank Lojko asked Anderson if there would be any help needed on this project from the town and was told no, stating that they will recruit more boys and his father would get help from his co-workers.

Mayor Roberts asked if there were any further citizen comments. There were none.

WORK SESSION:

DISCUSSION ITEMS:

- 10. Treasurer report on Audit.** – Treasurer Jean Beal presented the 2011 Audit to the Town Council and answered questions regarding the financial reports. Beal stated that the 2011 Audit for the Town of Leeds is done and is in compliance, required by the State of Utah Legal Compliance Audit Guide. She recently met with Accountant for Town of Leeds, Steve Palmer. Palmer made the following suggestions: He would like the Mayor to sit with the Treasurer and sign all bank statements and date them. He noted that there were no material weaknesses. He further suggested that all financial documentation be reviewed with the Mayor, dated and signed by the Mayor and Treasurer. He said all building permit surcharges should be submitted no later than 30 days, following the end of the quarter. Palmer stated that the expenditures in the General Fund were in excess of the budgeted amounts. Beal commented that State Law required that expenditures be limited to the budgeted amount. Beal said that Palmer stated that the Town needs to continue to closely monitor budgets and make adjustments as necessary to ensure compliance with the State Law. Palmer suggested that the Town Council Members be more involved in the Financials. Beal has since requested that Council Member Angela Rohr go through the Financial Statements and Checks and then sign them and return to Beal. She will then add them to Bank Statements so they will be available next year. Palmer had a concern regarding the Building Permit Surcharge, that it hasn't been submitted on time in the past. Timeliness on this issue has been resolved, and going forward it will not be an issue. Beal reiterated that because the expenditures in the General Fund had exceeded what was in the budget, we need to watch it more closely. She further stated that when we do go over budget we need to reopen the budget and fix it so we don't go over budget. She then discussed Impact Fees. She said Palmer told her regarding the Safety Impact Fees, we need to go into the Ordinance and review it to see if it states whether it is just for the Police Department's use. If that's not the case, the Town can use it for Public Safety, such as projects dealing with cement usage, etc. Palmer explained that in order to use these fees you set a date and must have the project completed within that certain time frame or you have to return the money. There were only two issues Palmer was concerned about; 1) Public Safety and, 2) Curb and Gutter. Beal reported that we are up to \$165,000 in our General Fund, and that our Road Account is looking really good. She said a letter needs to be written to the State regarding our status with Public Safety and Curb and Gutter and then we will be in compliance.

Treasurer Jean Beal prepared a copy of the 2011 Audit for the Town Council Members, which they are to return to her after they have reviewed them.

- 11. Training** – Mayor Roberts expressed his encouragement that town representatives, whether elected or hired, should be given proper training so they understand what their duties are and can properly serve the community. Mayor Roberts led an informal training session and gave a presentation on the Utah Open Public Meetings Act (UOPMA). The Mayor stressed the importance of following all guidelines of the UOPMA and stated that there can be legal action if the guidelines are not adhered to.

Mayor Roberts stated that he will be doing more in house training with the Town Council Members at a later date having to do with land use issues and what our role is when it comes to dealing with land use issues, what the Planning Commission's role is, and where government sits, as far as dealing with land use issues.

UPDATES BY STAFF:

- 12.** Council Member Angela Rohr announced that there will be a meeting next Wednesday, January 18, 2012, at the Washington Community Center on ERMC, having to do with risk management. A discussion ensued on who should attend this meeting. Mayor Roberts stated to the Town

Council Members that he wanted each of them to be active in the following areas: Council Member Frank Lojko on Roads issues, Council Member Angela Rohr on Parks and Recreation, and Council Member Joe Allen on Historical Committee and Trails, with a crossover on CCC.

Council Member Angela Rohr reminded Town Council of last month's TC meeting discussion regarding the assignment of the representative from Army Families Retirement to prepare a resolution for the Town Council's approval. Rohr expressed that this resolution was needed so if she is no longer with the Town Council or not available, that the town knows its responsibility to keep it going. Mayor Roberts interjected that this is where a resolution would lock it in. Rohr will follow up and have the resolution ready for the next TC meeting.

Deputy Clerk/Recorder Fran Rex announced that there will be a meeting dealing with Emergency Planning on February 2, 2012, held in Cedar City, dealing with local (Washington County) emergencies, such as, where to take people in the case that hospitals are not able to take more people, etc. Rex also commented on a HISTORICAL HIKE, which is listed on our Leeds Town website. It was held on January 10, 2012, and was a follow up tour of the Adams house and Silver Reef. Jim Kemple, grandson of the man who discovered silver at Silver Reef was the tour guide.

CLOSED MEETING – A Closed Meeting was not held

13. Adjournment – by Mayor Alan Roberts at **8:30 p.m.**

APPROVED ON THIS 24 DAY OF January, 2012.

Alan Roberts
Mayor Alan Roberts

Attest:

Sharon Martin
Clerk/Recorder Sharon Martin