



Town of Stockton Town Council Meeting Sept. 13th, 2018



TOWN OF STOCKTON



18 North Johnson Street
P.O. Box 240
Stockton, Utah 84071

Phone: (435) 882-3877

Fax: (435) 833-9031

Notice is given that the Stockton Town Council will hold a regular meeting as identified below in the Town Council Chambers at the Stockton Town Hall 18 N. Johnson Street, Stockton, Utah. In compliance with the American Disabilities Act, any individual who may need special accommodations including auxiliary communicative and services during this meeting shall notify the Town Clerk at (435) 882-3877 at least 24 hours prior to the meeting. The order of Agenda Items may be changed if deemed appropriate by the Mayor or Town Council. Time limits, if any listed for Agenda items are approximate and may be accelerated or delayed.

TOWN COUNCIL MEETING AGENDA

DATE: September 13th, 2018

TIME: 7:00 pm

Call to order – Please turn off electronic devices

1. Pledge of Allegiance

2. Roll Call

Thomas Karjola-Mayor
Judy Bori-Councilwoman
Vicki Nash-Councilwoman
Nando Meli-Councilman
David Nutzman-Councilman

3. Public Comments

4. Tooele County Sheriff Department-Sheriff Wimmer

5. Tom Daniels Utah DEQ update on OU2 update

6. Mike Kennedy-Quantum Recovery Solutions

7. Consent Agenda

8. Department Reports

- a. Stockton Police Department-Chief Romney-See attached
 - (1) Police vehicle discussion/decision
- b. Stockton Fire Department-Chief Huffman/Assistant Chief Thatcher
- c. Recreation (Parks)
- d. Roads and Grounds
- e. Solid Waste
- f. Water
- e. Sewer

9. Mayor's Report:

10. Town Council Report:

- a. Councilwoman Bori
- b. Councilman Meli
- c. Councilwoman Nash
- d. Councilman Nutzman

11. Planning Commission Report

12. Ulrich and Associates Audit Engagement letter

13. Resolution 2018-09-13a Council Meeting Rules and Procedures

14. Resolution 2018-09-13b Credit Card Policy

15. Sod Farm lease discussion/decision

16. Unfinished Business

17. Adjourn

By: Ashlee Wanlass
Town Clerk/Recorder

Posting: Stockton Town Hall; Stockton Town Post Office; Stockton Town Web Site; Tooele Transcript for information only; Utah Public Notice Web Site

QUANTUM RECOVERY SOLUTIONS, LLC

Collection Agreement

In furtherance of this Collection Agreement, _____ (Client) hereby assigns all rights and remedies associated with any account forwarded to Quantum Recovery Solutions, LLC (QRS) and thereby authorizes QRS to take such steps on behalf of Client as QRS deems appropriate, including instituting appropriate legal proceedings in the name of QRS in order to collect on all accounts forwarded to QRS by Client. Client authorizes QRS to negotiate terms of settlement or compromise on behalf of Client.

NO RECOVERY NO FEE

As a fee, Client agrees and authorizes QRS to retain 25 % of monies recovered on any file or account sent to QRS by Client from any money or property received or recovered, or benefit conferred, whether received by QRS or Client, from any amounts from settlement, suit or judgment awarded. **In the event there is no recovery, Client shall owe NO fee.** Any attorneys fees attached to any claim shall be entirely retained by the law firm litigating any claim. Any interest accrued after a file has been referred to QRS by Client shall be entirely retained by QRS. Once an account has been sent to QRS by Client, QRS's law firm shall maintain an attorney's lien and security interest on all attorney fees, awarded without regard to who recovers said attorney fees.

Costs incurred for court filing fees, service of process costs and related litigation expenses shall be paid by QRS, and to repay those fees, those fees shall be withheld and payable to QRS from the first funds recovered or collected on any file upon which such costs or expenses are incurred.

Should Client receive any payments after referral of an account QRS, Client shall immediately forward QRS the attorney fees, contingent fee, interest and court costs owed on that account. QRS shall have a lien and security interest on all Client's claims, causes of action, any proceeds, and any judgments to the extent of the attorneys fees, contingent fees, interest and court costs owed as herein provided, and Client expressly assigns that amount to QRS. QRS may therefore retain that amount from monies owed by QRS to Client from any source.

CLIENT MAY TERMINATE

Client or QRS may terminate this agreement at any time, subject to QRS's lien and claim for fees. In the event Client terminates, QRS shall have an lien and security interest on all Client's claims, causes of action, any proceeds, and any judgments to the extent of the attorneys fees, contingent fees, interest and costs, owed as herein provided, which shall be applicable to any and all accounts or files forwarded to QRS by Client, and Client expressly assigns that amount to QRS. QRS may therefore retain that amount from any settlements, suit, judgments or otherwise from any file forwarded to QRS by Client.

DATE: _____

CLIENT SIGNATURE: _____

CLIENT NAME: _____

PRINTED NAME: _____

ADDRESS: _____

QRS EXECUTIVE: _____

Michael Hernandez

EMAIL: _____

SPECIAL

PHONE: _____

NOTES: _____

FAX: _____

Client Services: 1(833) 409-8400



TOWN OF STOCKTON

18 North Johnson Street

P.O. Box 240

Stockton, Utah 84071

Phone: (435) 882-3877

Fax: (435) 833-9031

Notice is given that the Stockton Town Council will hold a regular meeting as identified below in the Town Council Chambers at the Stockton Town Hall 18 N. Johnson Street, Stockton, Utah. In compliance with the American Disabilities Act, any individual who may need special accommodations including auxiliary communicative and services during this meeting shall notify the Town Clerk at (435) 882-3877 at least 24 hours prior to the meeting. The order of Agenda Items may be changed if deemed appropriate by the Mayor or Town Council. Time limits, if any listed for Agenda items are approximate and may be accelerated or delayed.

TOWN COUNCIL MEETING MINUTES

DATE: August 9, 2018

TIME: 7:00 pm

Call to order- 7:00pm

1. Pledge of Allegiance

2. Roll Call

Thomas Karjola-Mayor- Present

Judy Bori-Councilwoman- Present

Vicki Nash-Councilwoman- Present

Nando Meli-Councilman- Present

David Nutzman-Councilman- Present

Others in attendance

Paul and Julie

Kent Baker

Kathleen Memmott

Dan Walton

Clifford Voss

Mark Bell

3. Public Comments

Dan Walton- Came by to collect a signature on a financial statement for Wildland Fire Program participation commitment between Utah Division of Forestry, Fire and State Lands this year. This is not a renewal of the agreement; it's a formality stating that we understand our financial obligation for the Town of Stockton. We are required to spend \$2,680 in resources for fire prevention.

Motion to approve- Councilman Meli

Seconded- Councilwoman Nash

Unanimous approval

Motion passed

4. Tooele County Sheriff Department- Ray Clinton- Lieutenant

We had 1 incident in May, 2 in June and 4 in July. No significant incidents.

5. Confirmation of Ashlee Wanlass as Town of Stockton Clerk/Recorder

Motion to approve Ashlee Wanlass- Councilman Meli

Seconded- Councilwoman Bori

Unanimous approval

Motion passed

Roll call vote:

Mayor Karjola- Yes

Councilwoman Nash- Yes

Councilwoman Bori- Yes

Councilman Nutzman- Yes

Councilman Meli- Yes

6. Consent Agenda

This is our first time doing a consent agenda; this included our bills over a thousand, our check register, and our approval of last month's minutes. We are approving all of these at once. We do have everything on our website so the public can still see what we are doing under the consent agenda.

a. Invoice number 180901 for \$1,100.00

b. May 14th special meeting minutes

c. July 12th meeting minutes

Motion to approve consent agenda- Councilwoman Nash

Seconded- Councilman Nutzman

Unanimous approval

Motion passed

7. Department Reports

a. Stockton Police Department- Chief Romney- See attached
63 traffic stops, 49 cases and 15 call outs last month.

Enforcement action: Road rage incident, a male thought he had been cut off by a four wheeler, there was a man and child on the four wheeler, the man in the car pulled up to the four wheeler after they had stopped and pointed a loaded weapon at them. Vehicle was located and the man who brandished the weapon was arrested.

Disorderly: Two men, both intoxicated, got into a fight at the gas station. One man was cited for disorderly/intoxication and was released into his wife's care. The other who tried to leave the scene as we arrived was charged with DUI.

Stopped a vehicle for a tail light out. During the course of the stop, methamphetamine and marijuana were located. The male was arrested.

Use of force incidents: On a DUI after being informed he was under arrest, the subject and passenger decided to resist, forcing officers to employ defensive tactics and arrest control holds to take the individuals into custody. Per department policy a use of force report was filled out and reviewed. The officers acted within policy.

Awards/Recognition: Officer Romney and Officer Madrigal received recognition pins from Adult Probations and Parole for the apprehension of an escaped fugitive from a half-way house at the end of June.

After receiving complaints about speeders on Walk and Don't Walk St. we proceeded to do some extra enforcement including placing our radar trailer in the area. As we set it up, several kids from the neighborhood came to see what we were doing and get stickers. After Chief Romney set up the trailer, he had the kids race their bikes past the trailer to make sure it was working properly. Someone filmed this and put it on our page as a reminder for people to slow down in the neighborhoods. The video caught a lot of attention, including KSL news who interviewed us and complimented us on our community outreach.

b. Stockton Fire Department-Chief Huffman/Assistant Chief Thatcher

Last month we had 32 calls for service, 5 in town, 8 rescues, 4 medicals, and 20 fires. The way our paging system works, is we get pages throughout all south end of the County, which is Stockton, Rush Valley, Vernon and Terra. A lot of those fires were on the Terra side which we wouldn't usually respond to unless it was really bad. It has been very quiet on our side.

Amy Lyman is done with her Fire One and Fire Two. We voted to make her a full member of the Stockton Fire and she turned in her probationary helmet and got her official fire helmet. Chief Huffman stated the Fire Department is very happy to have her; she works really hard for the Fire Department.

We are preparing for the 5K this weekend for Stockton Days. Kathleen Memmott is going to follow up and make sure everyone finishes the race safely. Also, we are going to be having our Fire Department dinner on Saturday at 4:00 pm. Serving hot dogs, chips, and drinks for our fundraiser at \$5.00 per plate. We had a resident come to us at our meeting and he wanted to donate the hot dogs for the cook out, he donated over 200 hotdogs for us.

c. Recreation (Parks)

Mayor Karjola: Saturday, 8:00 am we are having a 5K, you can register for \$10.00. After that we are going to be playing horseshoes and bingo as well. 4:00 pm is the Fire Department dinner, and 9:00 pm is movie night at the ball park.

We are looking at completing the ball park two weeks from now. We are still working on getting the score board to work.

d. Roads and Grounds

David Wright has been doing a lot of mowing trying to keep the weeds cut.

e. Solid Waste

Mayor Karjola: We tried something, but not quite sure if it is working for our recycling. At the prices we originally started with on the recycling it was going to be a great thing, however, the prices have gone up and as of August 1st due to the growing amount of contaminated materials placed in the recycling containers. Republic is instituting a new recycling processing charge. For us that is \$43.33 a month. If any customer on the recycling route puts contaminated materials in the dumpster the whole truck goes to the land field. Our total now is \$221.22 a month and we do not know if the materials are being recycled.

Councilwoman Bori: On the bill it says if services are cancelled during a billing cycle you will remain responsible for all charges. We have been billed through August 31st. We should cancel August 31st. It would give us plenty of time to notify the people in the newsletter that we are no longer going to be recycling.

Motion to cancel- Councilman Meli
Seconded- Councilman Nutzman
Unanimous approval
Motion approval

f. Water

Water master Rod Wheeler: The generator is fixed and the well is back up and running. The water coming over the weir dropped a quarter of an inch. We had a problem with the generator overheating last month which melted one of the sensors in it. We did get those changed and it is now up and running.

e. Sewer

Nothing to report.

8. Mayor's Report:

Mayor Karjola: For the policy project we have gone through a lot of the Town Clerks files, and they are a complete mess. The Town Clerk and I have gone through month by month and year by year straightening out the files just for the meeting minutes so we can pull out policies, ordinances and resolutions. Councilwoman Bori has come in and started compiling our policies, ordinances and resolutions. With that said, it is progressing and it is going to take time. One thing we have come across is there have been quite a few resolutions that have been passed by the Council but are missing signatures.

9. Town Council Report:

a. Councilwoman Bori

"It has come to my attention that all Council members are not reading their packets, meaning you are not prepared to make responsible decisions for the Town, at the same time telling out sitting Mayor telling him to do his job. Let me finish by asking, are you doing your job?"

b. Councilman Meli

Nothing to report

c. Councilwoman Nash

Come play bingo on Saturday, we will have lots of prizes and a \$100.00 visa card for our raffle.

d. Councilman Nutzman

He wants to dispel the rumor that he is running for Mayor in the next election. He also has concerns that Council isn't getting enough information. Mayor Karjola said that his door is always open and that Council can always come ask for more information.

10. Planning Commission Report

Nothing to report

11. Truth in Taxation Public Hearing

Motion to open Truth in Taxation Public Hearing- Councilwoman Bori

Seconded- Councilwoman Nash

Mayor Karjola: The Town Treasurer and I worked hard on getting the budget together. We have had a couple of public hearings already about the budget and this is going to be our last public hearing. This is for the public to speak and talk about the tax increase.

No response from public.

Motion to close Truth in Taxation public hearing- Councilwoman Nash

Seconded- Councilwoman Bori

Unanimous approval

Motion passed

12. Resolution Adopting Final FY 2018-2019 budget and certified tax rate

Mayor Karjola: Form PT800- This moves our property tax revenue to \$88,802. Our certified tax rate is 0.003705. This is a resolution adopting final tax rate and budget.

Motion to adopt Resolution- Councilwoman Nash

Seconded- Councilwoman Bori

Unanimous approval

Motion passed

Roll call vote:

Mayor Karjola- Yes

Councilwoman Nash- Yes

Councilwoman Bori-Yes

Councilman Nutzman- Yes

Councilman Meli- Yes

13. Resolution 2018-08-xx Credit Card Policy

Mayor Karjola: Resolution 2018-08-01. The Fire Department and the Police Department have credit cards.

Councilman Meli: Had concerns about the resolution saying it's for all departments heads. This should say Fire Department and Police Department only. There needs to be something in the Resolution stating that the budget is for both departments.

Town Attorney: The Town needs to have a very little spending limit on the credit cards. These need to be used for only when the Town Treasurer is not available.

Chief Huffman: Would like to comment that these cards are used for emergencies only.

Motion to table Resolution- Councilman Meli

Seconded- Councilwoman Bori

Unanimous approval

Motion tabled until next month

14. Resolution 2018-08-09 Missing Signatures

Mayor Karjola: Resolution 2018-08-09. Going through all of the Town Clerk's files we have noticed there are a lot of missing signatures on Resolutions, Ordinances, and Policies. This Resolution is to let The Town Clerk and I sign these Resolutions and Ordinances that do not have signatures. We do need to report to the Council when we do come across anything that needs a signature.

Motion to adopt Resolution 2018-08-09- Councilman Meli

Seconded- Councilwoman Nash

Unanimous approval

Motion passed

15. Watering schedule discussion/ decision

Mayor Karjola: Wanted to collect some data on how much this is really costing us to run the generator. It costs us about \$11.00 an hour to run the generator. We are running it about every 2 to 3 days for about 12 hours. If we don't run the generator we would have to restrict watering a lot more than what it is now. We are leaving the watering schedule the way it is for now.

16. Unfinished Business

Nothing to report

17. Adjourn

Motion to adjourn- Councilman Nutzman

Seconded- Councilwoman Nash

Unanimous approval

Motion passed

By: Ashlee Wanlass

Town Clerk/Recorder

Posting: Stockton Town Hall; Stockton Town Post Office; Stockton Town Web Site; Tooele Transcript for information only; Utah Public Notice Web Site

DRAFT

TOWN OF STOCKTON
Check Register
Checking MACU - 08/01/2018 to 08/31/2018

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
AUFDEMORTE, FRANK	21323	19RC47	08/30/2018	60.00	6 HRS FOR BALLPARK AND SOLAR PANELS	104510.460 - Recreation CONTRAC
AUFDEMORTE, FRANK	21323	19WD048	08/30/2018	200.00	METER READS	516660.460 - Water CONTRACT LA
AUFDEMORTE, FRANK	21323	19WD049	08/30/2018	8.01	FUEL FOR METER READING	516660.260 - Water FUEL
				\$268.01		
BERKADIA G	21299	110 - 1980A Wat	08/15/2018	35.43	Interest - 1980A Water Revenue	516660.820 - Water INTEREST EXP
BERKADIA G	21299	110 - 1980A Wat	08/15/2018	719.57	Principal - 1980A Water Revenue	512510.2 - 1980A Water Revenue re
				\$755.00		
BLUE STAKES OF UTAH	21289	UT201802475	08/02/2018	27.90	EMAIL NOTIFICATIONS	516660.310 - Water PROF & TECH
CAL RANCH	21311	11120/10	08/24/2018	150.46	fan and supplies for well room	516660.270 - Water BLDG & GRND
CENTURY LINK	21290	AUG 435882387	08/02/2018	157.81	PHONE	104140.290 - Admin TELEPHONE
CENTURY LINK	21290	AUG 76866374	08/02/2018	12.59	FAX	104140.290 - Admin TELEPHONE
CENTURY LINK	21300	AUG 435882163	08/15/2018	75.89	FIRE DEPT PHONE/INTERNET	104220.290 - Fire TELEPHONE
				\$246.29		
CHEMTECH-FORD	21291	18G0141	08/02/2018	45.00	CHLORINE, COLILERT AP, QHR	516660.420 - Water PURIFICATION
CHEMTECH-FORD	21291	18G0878	08/02/2018	21.00	NITRATE	516660.420 - Water PURIFICATION
CHEMTECH-FORD	21310	18F0998	08/21/2018	25.00	QUANTITRAY-ECOLI	516660.310 - Water PROF & TECH
CHEMTECH-FORD	21310	18H0249	08/21/2018	20.00	COLILERT AP	516660.310 - Water PROF & TECH
CHEMTECH-FORD	21310	18H0249	08/21/2018	25.00	QUANTITRAY-ECOLI	516660.310 - Water PROF & TECH
				\$136.00		
COSTCO	CC	3227	08/21/2018	202.06	BBQ SUPPLIES FOR STOCKTON DAYS	104220.610 - Fire MISCELLANEOU
DOMINION ENERGY	21312	AUG 2018	08/24/2018	7.09	COMMERCIAL GAS TOWN HALL	104140.280 - Admin UTILITIES
DOMINION ENERGY	21312	AUG 2018	08/24/2018	7.09	COMMERCIAL GAS TOWN SHOP	104410.280 - Streets UTILITIES
DOMINION ENERGY	21312	AUG 2018	08/24/2018	11.91	COMMERCIAL GAS	104220.280 - Fire UTILITIES
				\$26.09		
EMERGENCY REPORTING	21301	2018_5284	08/15/2018	181.33	FIRE AND EMS PACKAGE AUG	104220.470 - Fire PROF & TECHNIC
GALLS INCORPORATED	CC	19FD11	08/02/2018	720.58	BADGES	104210.250 - Police EQUIP SUPPLI
GODFREY, JEREMY	21324	19PD045	08/30/2018	149.50	DUI SHIFT REIMBURSEMENT	104210.740 - Police DUI GRANT REI
HAYES GODFREY BELL, P.C.	21302	8831	08/15/2018	212.50	FIRE PROTECTION MATTER RESOLUTION A	104220.470 - Fire PROF & TECHNIC
HAYES GODFREY BELL, P.C.	21302	8831	08/15/2018	412.50	POLICE DEPT POLICY REVIEW/CALL	104210.310 - Police PROF & TECHN
HAYES GODFREY BELL, P.C.	21302	8831	08/15/2018	800.00	PHONE CALLS/PREPARING FOR MIN./SEWE	104111.310 - Council PROF & TECH
				\$1,425.00		
ILLINOIS FIRE AND POLICE EQUIP	CC	23428	08/09/2018	348.50	HELMET FOR AMY LYMAN	104220.250 - Fire EQUIPMENT-SUP
JUSTIN HUFFMAN	21313	8660	08/24/2018	20.21	primer bulb purchased at walmart	104220.255 - Fire VEHICLE REPAIR
KARTCHNER, GLEN	21296	19WD020	08/07/2018	220.00	HELP FIX WATER LEAKS	516660.460 - Water CONTRACT LA
LEGION TECHNOLOGY, LLC	21292	1293	08/02/2018	71.25	COMPUTER/WEBSITE SUPPORT	104190.610 - Prof & Tech Service MI
LEGION TECHNOLOGY, LLC	21303	1295	08/15/2018	93.75	AUG RECYCLING	104190.610 - Prof & Tech Service MI
				\$165.00		
MACEYS	21314	02-904193	08/24/2018	51.60	4th of July bbq	413334 - Local Fire Reimbursements
NASH, VICKI	21325	031016196	08/30/2018	61.88	SODA FOR STOCKTON DAYS	104510.615 - Recreation STOCKTO

TOWN OF STOCKTON
Check Register
Checking MACU - 08/01/2018 to 08/31/2018

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
OFFICE DEPOT, INC	21315	180116064001	08/24/2018	54.45	OFFICE SUPPLIES	104140.240 - Admin OFFICE SUPPL
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104111.310 - Council PROF & TECH
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104121.310 - Court PROF & TECHNI
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104180.310 - P&Z PROF & TECHNI
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104190.610 - Prof & Tech Service MI
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104210.310 - Police PROF & TECHNI
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104220.470 - Fire PROF & TECHNIC
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104410.310 - Streets PROF & TECH
PELORUS METHODS	21316	180901	08/24/2018	62.50	ACCOUNTING SOFTWARE QTR 9/1/18	104510.310 - Recreation PROF & T
PELORUS METHODS	21316	180901	08/24/2018	200.00	ACCOUNTING SOFTWARE QTR 9/1/18	516660.310 - Water PROF & TECH
PELORUS METHODS	21316	180901	08/24/2018	200.00	ACCOUNTING SOFTWARE QTR 9/1/18	526260.290 - Sewer TELEPHONE
PELORUS METHODS	21316	180901	08/24/2018	200.00	ACCOUNTING SOFTWARE QTR 9/1/18	536360.310 - Solid Waste PROF & T
				\$1,100.00		
QUARTERMASTER ON-LINE	CC	10572089	08/21/2018	385.04	SHIRTS & PANTS UNIFORM	104210.615 - Police UNIFORMS
REPUBLIC SERVICES	21304	0864-001250291	08/15/2018	221.22	AUG RECYCLING	104140.610 - Admin MISCELLANEO
RICK HALL AUTO BODY INC	21326	082318	08/30/2018	442.00	REPAIRS TO TY MOHR'S TRUCK	104410.310 - Streets PROF & TECH
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	5.95	RICHO AUG-NOV	104210.240 - Police OFFICE SUPPL
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	6.01	RICHO AUG-NOV	104220.240 - Fire OFFICE SUPPLIE
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	8.97	RICHO AUG-NOV	104121.240 - Court OFFICE SUPPLI
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	23.92	RICHO AUG-NOV	104180.240 - P&Z OFFICE SUPPLIE
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	29.90	RICHO AUG-NOV	104111.240 - Council OFFICE SUPPL
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	44.84	RICHO AUG-NOV	516660.240 - Water OFFICE SUPPL
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	44.84	RICHO AUG-NOV	526260.240 - Sewer OFFICE SUPPL
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	44.84	RICHO AUG-NOV	536360.240 - Solid Waste OFFICE S
RICOH COMPANY - AUTOMATED B	21317	5054176756	08/24/2018	89.69	RICHO AUG-NOV	104140.240 - Admin OFFICE SUPPL
				\$298.96		
RISE BROADBAND	21318	082618-092518	08/24/2018	81.02	TOWN HALL INTERNET	104140.280 - Admin UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	10.96	UTILITIES WATER	516660.280 - Water UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	11.84	UTILITIES WATER TANK	516660.280 - Water UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	16.78	UTILITIES MEM. PARK	104510.280 - Recreation UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	26.72	UTILITIES SHOPS	104410.270 - Streets LIGHTS
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	52.08	UTILITIES REC	526260.280 - Sewer UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	71.50	UTILITIES	104510.280 - Recreation UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	87.27	UTILITIES TOWN HALL	104220.280 - Fire UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	143.04	UTILITIES STREETS	104140.280 - Admin UTILITIES
ROCKY MOUNTAIN POWER	21293	JULY 2018	08/02/2018	643.38	UTILITIES WATER	104410.270 - Streets LIGHTS
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	10.61	UTILITIES WATER TANK	516660.280 - Water UTILITIES
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	11.62	UTILITIES WATER TANK	516660.280 - Water UTILITIES
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	17.15	UTILITIES MEMORIAL PARK	104510.280 - Recreation UTILITIES
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	31.29	UTILITIES SHOP	104410.280 - Streets UTILITIES
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	53.39	UTILITIES SEWER	526260.280 - Sewer UTILITIES
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	74.88	UTILITIES FIRE DEPT	104220.280 - Fire UTILITIES
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	87.03	UTILITIES REC	104510.280 - Recreation UTILITIES
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	191.06	TOWN HALL	104140.280 - Admin UTILITIES

TOWN OF STOCKTON
Check Register
Checking MACU - 08/01/2018 to 08/31/2018

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
ROCKY MOUNTAIN POWER	21327	AUG 2018	08/30/2018	637.01 \$2,177.61	UTILITIES STREETS	104410.280 - Streets UTILITIES
SEARLE, GARY	21328	AUG 2018	08/30/2018	300.00	JULY/AUG RETAINER AND COURT 8/23/2018	104121.310 - Court PROF & TECHN
SMITH POWER PRODUCTS INC	21319	445682	08/24/2018	1,068.33	REPAIR GENERATOR AT EMERGENCY WELL	516660.250 - Water EQUIPMENT S
SOLDIER CANYON WATER COMPA	21294	AUG 2018	08/02/2018	1,140.00	AUG SHARE ASSESSMENT	104766.520 - Farm IRRIGATION AS
STATE OF UTAH GASCARD	21320	NP53915398	08/24/2018	75.13	AUG 2018	536360.252 - Solid Waste FUEL
STATE OF UTAH GASCARD	21320	NP53915398	08/24/2018	75.14	AUG 2018	104410.260 - Streets FUEL
STATE OF UTAH GASCARD	21320	NP53915398	08/24/2018	139.53	AUG 2018	104510.260 - Recreation FUEL
STATE OF UTAH GASCARD	21320	NP53915398	08/24/2018	173.70	AUG 2018	516660.260 - Water FUEL
STATE OF UTAH GASCARD	21320	NP53915398	08/24/2018	173.71	AUG 2018	526260.260 - Sewer FUEL
STATE OF UTAH GASCARD	21320	NP53915398	08/24/2018	363.01	AUG 2018	104210.256 - Police FUEL - MOTOR
STATE OF UTAH GASCARD	21320	NP53915398	08/24/2018	493.33	AUG 2018	104220.251 - Fire FUEL
				<u>\$1,493.55</u>		
TANNER, RICHARD	21305	AUG 2018	08/15/2018	100.00	PUBLIC DEFENDER	104121.310 - Court PROF & TECHN
TOOELE CO SOLID WASTE FACILI	21306	6374	08/15/2018	846.68	JULY LANDFILL FEES	536360.410 - Solid Waste LANDFILL
TOOELE COUNTY HEALTH DEPT.	CC	080718	08/07/2018	20.00	TEMP FOOD PERMIT FOR STOCKTON DAYS	104510.615 - Recreation STOCKTO
TOOELE COUNTY SHERIFF'S OFFI	21295	18-3953	08/02/2018	3,320.25	JULY 2018 - SEPT 2018 DISPATCH FEES	104210.450 - Police DISPATCH
TOWN OF STOCKTON UTILITIES	21307	JULY 2018	08/15/2018	95.50	UTILITIES	104140.280 - Admin UTILITIES
USDA RURAL WATER	999999	112 - 2007 Rural	08/09/2018	1,185.62	Principal - 2007 Rural Utilities	512520.2 - 2007 Rural Utilities repaid
USDA RURAL WATER	999999	112 - 2007 Rural	08/09/2018	2,586.38	Interest - 2007 Rural Utilities	516660.820 - Water INTEREST EXP
				<u>\$3,772.00</u>		
UTAH CHIEFS OF POLICE ASSOC.	21322	001-2018	08/24/2018	200.00	UCOPA MEMBERSHIP DUES 2018-2019	104210.210 - Police BOOKS & MEM
UTAH DEPT WORKFORCE SERVIC	21308	R29102710-JUL	08/15/2018	680.00	UNEMPLOYMENT FOR DIANA MARKS	104140.130 - Admin EMPLOYEE BE
UTAH LEAGUE OF CITIES & TOWN	CC	36Y	08/21/2018	75.00	ULCT MAYORS SUMMIT EVENT	104140.230 - Admin TRAVEL & TRAI
UTAH RETIREMENT SYSTEMS	999999	PR081018-692	08/10/2018	641.52	State Retirement	102224 - Retirement Payable
UTAH RETIREMENT SYSTEMS	999999	PR072718-692	08/01/2018	641.52	State Retirement	102224 - Retirement Payable
UTAH RETIREMENT SYSTEMS	999999	PR082418-692	08/24/2018	641.52	State Retirement	102224 - Retirement Payable
				<u>\$1,924.56</u>		
UTAH STATE TAX COMMISSION	21329	TC790-0827201	08/30/2018	14.61	TAXES FOR STOCKTON DAYS 2018	104510.615 - Recreation STOCKTO
UTAH VALLEY UNIVERSITY	21309	A25158	08/15/2018	25.00	RED CARD JUSTIN, KATHLEEN, SPENCER, J	104220.230 - Fire TRAVEL & TRAINI
VERIZON	21321	9812455073	08/24/2018	120.03	AIR CARDS	104210.290 - Police TELEPHONE
VERIZON	21321	9812455074	08/24/2018	147.59	CELL PHONES	104210.290 - Police TELEPHONE
				<u>\$267.62</u>		
WHEELER, ROD	21297	19RD021	08/07/2018	35.63	FIX BACKHOE TIRE	104410.250 - Streets EQUIP SUPPL
WRIGHT, DAVID	21298	19sc023	08/07/2018	91.00	annual DOT physical	536360.610 - Solid Waste MISC.
				<u>\$25,385.44</u>		

Hayes Godfrey Bell, P.C.

2118 East 3900 South, Suite 300
Salt Lake City, UT 84124-1725

Ph: 801-272-8998

Fax: 801-272-1551

Town of Stockton
18 North Johnson Street
P.O. Box 240
Stockton, UT 84071

Invoice #:
8831

Invoice Date:
7/31/2018

RE: 590-001 - Town of Stockton

DATE	LAWYER	DESCRIPTION	HOURS	AMOUNT
7/10/2018	MB-125	Telephone conference with Mayor on pending matters and matters for meeting of Town Council.	0.5	62.50
7/11/2018	MB-125	Telephone conference with Chief Romney on pending matters; prepare for meeting of Council; review minutes from recent meetings of Council.	1	125.00
7/12/2018	MB-125	E-mail exchanges with Ashlee on agenda and related matters; prepare for and attend meeting of Town Council.	2.6	325.00
7/16/2018	MB-125	Telephone conference with Mayor on issues for sewer connection and open/closed meetings.	0.6	75.00
7/19/2018	MB-125	Telephone conference with Mayor regarding police department policies, resolutions adopted by Town and other pending matters.	0.3	37.50
7/21/2018	MB-125	General review and initial revisions to Police Department policies.	3	375.00
7/25/2018	MB-125	Work on Police Department policies; conference with Mayor on unsigned resolutions and ordinances; e-mail to Mayor on same; legal research.	1.4	175.00
7/27/2018	MB-125	Receive and review Mayor's draft of resolution on fire protection matters; legal research and code review on same; exchange e-mails with Mayor.	1.7	212.50
7/30/2018	MB-125	Receive and review proposed resolution on missing signatures.	0.3	37.50

Total \$1,425.00

Payments/Credits \$0.00

Balance Due \$1,425.00

Total Balance Due \$1,475.00

Aug 9th T.C

Pelorus Methods, Inc.
195 S Orem Blvd Ste 3
Orem, Utah 84058



BILL TO:

Stockton Town
P.O. Box 240
Stockton, UT 84071

INVOICE	Invoice No.	180901
	Account No.	148
	Bill Date	08/01/2018
	Balance Due	\$1,100.00
	Due Date	08/31/2018
	For the Quarter Beginning	09/01/2018

DESCRIPTION	AMOUNT
Balance Forward	\$0.00
Software & Support	\$1,100.00
<i>Council</i> <i>Court</i> <i>P&Z</i> <i>Admin</i> <i>Police</i> <i>Fire</i> <i>of</i> <i>Rec</i>	<i>62,500</i>
<i>Water</i> <i>sewer</i> <i>solid waste</i>	<i>200</i>
BALANCE DUE: \$1,100.00	

MESSAGE

Empty message box

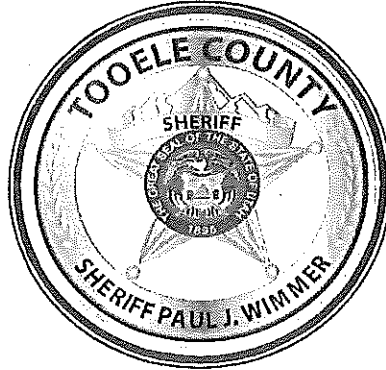
QUARTERLY

- All Software & Services payments include:
- All standard upgrades and future versions of the governmental accounting program.
 - Training scheduled at our office in Orem, Utah at any time for any of your personnel, including council or board members.
 - Telephone and online support during regular office hours.
 - Off-site backup of your Pelorus database.
 - A quarterly review of your database data verifying that the bank accounts balance, the bank reconciliations were finalized for each month and that the aging, payables and general ledger all balance.

TOOELE COUNTY SHERIFF'S OFFICE

1960 South Main Street
Tooele, Utah 84074

INVOICE



DATE:
INVOICE #

July 25, 2018
18-3953

Bill To:

Town of Stockton

Attn: Mayor Karjola
PO Box 240
Stockton, Utah 84071
tkarjola@stocktontown.org

DESCRIPTION	AMOUNT
2018-2019 Tooele County Dispatch Fees	
1st quarter fees- July 2018 - Sept 2018	\$3,320.25
Please remit payment to Tooele County Sheriff's Office at the address below.	
Previous Balance	\$0.00
TOTAL	\$3,320.25

Please make all checks payable to the Tooele County Sheriff's Office

Attn: Sabrina Fawson, 1960 S. Main St., Tooele, Utah 84074

Please include a copy of this invoice with your check.

If you have any questions concerning this invoice, please contact:

Sabrina Fawson 435-843-3353 / Fax: 435-843-3330 / Email: sfawson@tooeleco.org

THANK YOU FOR YOUR BUSINESS!

Fuelman
4120 State Office Building
Salt Lake City, UT 84114

FLEET MANAGEMENT REPORT

Account # **BG219447**
FLEET # **230420**
Name: **STOCKTON TOWN**
MATCHING STATEMENT # **NP53915398**
Page: **1 of 7**

Provided By:
State of Utah Gascard
(800) 678-3440

STOCKTON
18 N JOHNSON ST
PO BOX 240
STOCKTON UT 84071

FLEET MANAGEMENT REPORT FOR 7/1/2018 -- 7/31/2018
SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT	QUANTITY	BASE PRICE	FEDERAL	STATE	OTHER	TOTAL
JNL	371.856	\$977.95				
JDSL*	164.415	\$462.35	\$1.15	\$111.75	\$0.00	\$1,090.85
total	536.271	\$1,440.30	\$0.51	\$49.43	\$0.00	\$512.29
			\$1.66	\$161.18	\$0.00	\$1,603.14
					3% Service Fee	\$48.09
					Excise Tax Credit	-\$157.68
					Report Total	\$1,493.55

This report is for information only.
Please see remittance copy on the statement for the total payment amount.

TOTAL MILES: 1,910

*This diesel fuel does not contain visible evidence of dye.

DEPARTMENTAL SUMMARIES

DEPARTMENT NAME	DEPT NUM	QTY	BASE PRICE	FED TAXES	STATE TAXES	LOCAL TAXES	MAINT/QTH (Non-Fuel)	EXTENDED TOTAL	EXCEPT COUNT
ADMINISTRATION	124650	44.222	119.51	0.14	13.29	0.00	0.00	132.94	0
RE DEPARTMENT	124646	165.640	458.69	0.51	49.79	0.00	0.00	508.99	0
ARBAGE	124648	60.100	163.33	0.19	18.06	0.00	0.00	181.58	0
POLICE DEPARTMENT	124647	82.019	220.83	0.26	24.64	0.00	0.00	245.73	2
CREATION	1115868	53.727	138.87	0.17	16.15	0.00	0.00	155.19	2
ATER	124649	130.563	339.07	0.39	39.25	0.00	0.00	378.71	1

EXCEPTION CODES:

1 Odometer entry is out of sequence

Fuelman
4120 State Office Building
Salt Lake City, UT 84114

FLEET MANAGEMENT REPORT

Account #

BG219447

FLEET #

230420

Provided By:

TOTAL COST	\$1,603.14
3% SERVICE FEE	\$48.09
EXCISE TAX	-\$157.68

REPORT TOTAL DUE	\$1,493.55
------------------	------------

				AMT	ACCT
RECREATION	\$155.19	\$6.87	-\$22.53	\$139.53	4140.230
FIRE DEPARTMENT	\$508.99	\$6.87	-\$22.53	\$493.33	4220.251
POLICE DEPARTMENT	\$378.67	\$6.87	-\$22.53	\$363.01	4210.256
STREETS	\$90.79	\$6.87	-\$22.52	\$75.14	4410.260
GARBAGE	\$90.79	\$6.87	-\$22.53	\$75.13	6360.252
SEWER DEPARTMENT	\$189.36	\$6.87	-\$22.52	\$173.71	6260.260
WATER DEPARTMENT	\$189.35	\$6.87	-\$22.52	\$173.70	6660.260
	\$1,603.14	\$48.09	-\$157.68	\$1,493.55	

Odometer entry is out of sequence

2018 Traffic Stop Totals

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
SCPD	8	6	7	26	44	39	63	

Sep	Oct	Nov	Dec	TOTAL
				193

09/04/18

TOOELE COUNTY SHERIFF'S OFFICE

530

17:00 Fire Incident Address History, by Date, Time
reporte Page: 1

Inc. No.	Reported	Nature	Address
-----	-----	-----	-----
18S000095	22:58:18 08/01/18	SICK PERSON	2473 W RIM ROCK
DR, TOOELE SCFD	ACT		
18S000096	04:21:15 08/02/18	TRAFFIC INCIDEN	6 MORMON TRAIL,
TOOELE COU RVFD			
18S000097	18:48:25 08/02/18	FIRE-OUTSIDE	4 SR73 HWY,
TOOELE COUNTY SCFD	ACT		
18S000098	12:31:22 08/03/18	HEMORRHAGE	1017 N CHURCH
ST, RUSH VAL RVFD	ACT		
18S000099	16:56:29 08/07/18	TRAFFIC INCIDEN	1030 W SR199
HWY, RUSH VAL RVFD			
18S000100	18:49:21 08/10/18	FIRE-OUTSIDE	53 SR36 HWY,
TOOELE TCFD			
18S000101	02:57:58 08/13/18	FIRE-OUTSIDE	2830 W BAUER
RD; TOOELE CO SCFD	ACT		
18S000102	20:38:17 08/13/18	FIRE-OUTSIDE	45 SR36 HWY,
TOOELE COUNTY SCFD	ACT		
18S000103	00:10:58 08/17/18	FALLS	213 S CONNOR
AVE, STOCKTON SCFD	ACT		
18S000104	20:04:46 08/17/18	FIRE-OUTSIDE	49 SR36 HWY;
STOCKTON GRAV SCFD	ACT		
18S000105	20:07:16 08/17/18	LIGHTNING STRIK	1973 W RIM ROCK
DR, TOOELE SCFD	ACT		
18S000106	06:41:38 08/18/18	FIRE-OUTSIDE	6 MORMON TRAIL,
TOOELE COU RVFD			
18S000107	16:56:28 08/18/18	TRAFFIC INCIDEN	-112.257400,
40.407811,	ACT		
18S000108	13:15:53 08/19/18	FIRE-OUTSIDE	29 E STOOKEY
SPRING RD, TO RVFD			
18S000109	00:37:22 08/22/18	SUSPICIOUS PER	18 N JOHNSON
ST; STOCKTON SCFD			

Ulrich & Associates, PC

Certified Public Accountants

AUDIT ENGAGEMENT LETTER

August 7, 2018

Mayor Thomas Karjola and Town Council
Town of Stockton
Stockton, Utah

We are pleased to confirm our understanding of the services we are to provide Town of Stockton. This letter will confirm the nature and limitations of the services we will provide and the various responsibilities and other terms of the engagement.

Audit Requested Procedures and Responsibilities

We will apply the agreed-upon procedures to Town of Stockton's accounting records, Financial Survey, and compliance with applicable state laws for the year ended June 30, 2018, in accordance with Utah Code 51-2a-201 and as enumerated in the Guide for Agreed-Upon Procedures Engagements for Local Governments Entities with Annual Revenues or Expenditures Greater Than \$350,000 and Less Than \$1 million, issued by the Office of the State Auditor. These procedures will be applied for the purpose of reporting our findings as a result of the procedures performed. The procedures we will perform have been agreed to by the specified parties to this engagement, which are Town Council and the Office of the State Auditor.

Applicable standards

Our engagement to apply agreed-upon procedures will be conducted in accordance with the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States (which standards incorporate by reference the American Institute of Certified Public Accountants general attestation standard on criteria, the field work and reporting attestation standards, and the corresponding statements on standards for attestation engagements). The sufficiency of the procedures is solely the responsibility of the specified parties listed above. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Reporting on Agreed-upon Procedures

The agreed-upon procedures listed in the attached schedule are not designed to constitute an audit or review of the Town of Stockton's accounting records or the Financial Survey. Also, the agreed-upon procedures are not designed to constitute an examination or review of the Town of Stockton's compliance with applicable state laws. Therefore, we will not express an opinion or conclusion on these matters. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

Report Distribution

We will present a written report listing the procedures performed and our findings. This report is intended solely for the use of the specified parties as identified above and should not be used by anyone other than

Members of Utah Association of CPAs | American Institute of CPAs

Charles E. Ulrich, CPA | Michael E. Ulrich, CPA
Heather Christopherson, CPA
Kaela Cornwell, CPA

4991 South Harrison | Ogden, Utah 84403
Tel| 801.627.2100 | Fax| 801.475.6548
website| www.ulrichcpa.com

these specified parties. In accordance with Government Auditing Standards, we are required to report significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that come to our attention during our agreed-upon procedures that warrant your attention. Additionally, we will report on any matter that comes to our attention that causes us to believe that amounts reported on the Financial Survey should be adjusted by more than \$40,000 (5% of revenues based on June 30, 2017 amounts reported).

Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. You will be given the opportunity to review a draft of the report and prepare a corrective action plan in response to identified internal control deficiencies and noncompliance matters.

Documentation Ownership and Retention

The attest documentation for this engagement is the property of Ulrich & Associates, PC and constitutes confidential information. However, we may be requested to make certain attest documentation available to the Office of the Utah State Auditor pursuant to authority given to it by law or regulation. If requested, access to such attest documentation will be provided under the supervision of Ulrich & Associates, PC personnel. Furthermore, upon request, we may provide copies of selected attest documentation to the Office of the Utah State Auditor who may intend, or decide, to distribute copies of information contained therein to others, including other governmental agencies.

We agree to retain our attest documentation for a period of at least five years from the date of our report.

Peer Review Report

In accordance with the requirements of Government Auditing Standards, we have attached a copy of the latest external peer review report of our firm for your consideration and files.

Management

• Responsibilities

Our engagement will be conducted on the basis that the Town of Stockton's management acknowledge and understand that they have responsibility for:

- Designing, implementing, and maintaining internal control relevant to the Town of Stockton's accounting records, accuracy and completeness of the Financial Survey, and compliance with applicable state laws;
- Selecting and determining the suitability and appropriateness of the criteria upon which the accounting records and the Financial Survey will be evaluated;
- Compliance with applicable state laws;
- Providing us with:
 - Access to all information of which management is aware that is relevant to the Town of Stockton's accounting records, Financial Survey, and compliance, such as records, documentation, and other matters (management is responsible for the accuracy and completeness of such information);

- Additional information that we may request from management for the purpose of performing the agreed-upon procedures; and
- Unrestricted access to persons within the entity from whom we determine it necessary to obtain attest evidence.

- Submitting our report to the Office of the Utah State Auditor.

• Representations

At the conclusion of our engagement, we will require from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the agreed-upon procedures.

Engagement Administration and Fees

Our engagement is scheduled for performance during [Insert time frame] and, unless unforeseeable problems are encountered, the engagement should be completed by [Insert anticipated completion date].

Heather Christopherson, CPA, is the engagement partner for the services specified in this letter and is responsible for supervising the engagement and signing the report.

Our fee for this engagement will be between \$4,500 and \$5,000 (which includes travel and other out-of-pocket expenses) and is payable when invoiced at the completion of this engagement. Finance charges will be assessed on unpaid balances over 30 days old.

If any difference arises between the Town of Stockton and our firm related to services performed by us that cannot be resolved, you and we agree first to try in good faith to settle the difference by mediation. Costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return a copy to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,



Heather Christopherson, CPA

Ulrich & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Town of Stockton.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Evans Poulsen & Catmull PA

Certified Public Accountants

Members of the American Institute of CPA's
and the Idaho Society of CPA's
Edward G. Evans, CPA
Jeffrey D. Poulsen, CPA
Jacob H. Catmull, CPA

System Review Report

July 19, 2016

To the Owners of Ulrich & Associates, PC
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Ulrich & Associates, PC (the firm) in effect for the year ended December 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Ulrich & Associates, PC in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Ulrich & Associates, PC has received a peer review rating of *pass*.

Evans Poulsen & Catmull
Evans Poulsen & Catmull, PA

TOWN OF STOCKTON



18 North Johnson Street
P.O. Box 240
Stockton, Utah 84071
Phone: (435) 882-3877
Fax: (435) 833-9031

RESOLUTION 2018-9-13

A RESOLUTION OF THE TOWN OF STOCKTON ADOPTING RULES OF PROCEDURE AND ORDER

RECITALS

- A. The Town of Stockton is required to establish rules of procedure and order for meetings of its Town Council and Planning Commission.
- B. The Town Council desires to adopt said rules governing its public meetings.

RESOLUTION

BE IT RESOLVED AS FOLLOWS:

1. Attached hereto as Exhibit "A" is a document entitled "The Town of Stockton Rules of Order and Procedure. Said rules are adopted by the Town and shall govern the order and procedure of all meetings of the Town Council and Planning Commission.
2. This resolution shall become effective immediately upon its passage.

DATED: September ___, 2018.

THE TOWN OF STOCKTON, UTAH

Thomas Karjola
Mayor

Attest:

City Recorder

Seal:

EXHIBIT "A"

TOWN OF STOCKTON RULES OF ORDER AND PROCEDURE

THE TOWN OF STOCKTON, UTAH RULES OF PROCEDURE AND ORDER

Pursuant to Utah Code 10-3-606 the City hereby adopts the following rules of order and procedure to govern the meetings of the City Council. As used herein, the word "chair" shall mean and refer to the mayor (or designee). As used herein, the word "member" shall mean a member of the city council.

RULE NO. 1.

The City shall comply with the all required procedures contained in Utah Code including the following Sections:

10-3-502. Regular and special council meetings.

(1) The council of each municipality shall:

(a) by ordinance prescribe the time and place for holding its regular meeting, subject to Subsection (1)(b); and

(b) hold a regular meeting at least once each month.

(2) (a) The mayor of a municipality or two council members may order the convening of a special meeting of the council.

(b) Each order convening a special meeting of the council shall:

(i) be entered in the minutes of the council; and

(ii) provide at least three hours' notice of the special meeting.

(c) The municipal recorder or clerk shall serve notice of the special meeting on each council member who did not sign the order by delivering the notice personally or by leaving it at the member's usual place of abode.

(d) The personal appearance by a council member at a special meeting of the council constitutes a waiver of the notice required under Subsection (2)(c).

10-3-504. Quorum defined.

The number of council members necessary to constitute a quorum is:

(1) in a municipality with a seven-member council, four;

(2) in a municipality with a five-member council, three; and

(3) in a municipality operating under a six-member council form of government, three, excluding the mayor.

10-3-505. Compelling attendance at meetings of legislative body.

The legislative body of a municipality may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance.

10-3-506. How the vote is taken.

A roll call vote shall be taken and recorded for all ordinances, resolutions, and any action which would create a liability against the municipality and in any other case at the request of any member of the governing body by a "yes" or a "no" vote and shall be recorded. Every resolution or ordinance shall be in writing before the vote is taken.

10-3-507. Minimum vote required.

(1) The minimum number of yes votes required to pass any ordinance or resolution, or to take any action by the council, unless otherwise prescribed by law, is a majority of the voting members of the council, without considering any vacancy in the council.

(2) (a) Any ordinance, resolution, or motion of the council having fewer favorable votes than required in this section is defeated and invalid.

(b) Notwithstanding Subsection (2)(a), a council meeting may be adjourned to a specific time by a majority vote of the council even though the majority vote is less than that required in this section.

(3) A majority of the council members, regardless of number, may fill any vacancy in the council as provided under Section 20A-1-510.

10-3-508. Reconsideration.

Any action taken by the governing body may not be reconsidered or rescinded at any special meeting unless the number of members of the governing body present at the special meeting is equal to or greater than the number of members present at the meeting when the action was approved.

10-3-601. Business of governing body conducted only in open meeting.

All meetings of the governing body of each municipality shall be held in compliance with the provisions of Title 52, Chapter 4, Open and Public Meetings Act.

10-3-607. Rules of conduct for members of the governing body.

The governing body of each municipality may fine or expel any member for disorderly conduct on a two-thirds vote of the members of the governing body.

10-3-608. Rules of conduct for the public.

The governing body on a two-thirds vote may expel any person who is disorderly during the meeting of the governing body. This section or any action taken by the governing body pursuant hereto does not preclude prosecution under any other provision of law.

RULE NO. 2.

The agenda for the meeting will be the guide to the meeting. Items may only be placed on the agenda by either the chair or any two members. Except in the case of an emergency, a member shall notify the chair and town staff of an agenda item and provide a copy of all documents to be considered no later than the Monday before a regular meeting. While matters not on the agenda may at times come up for discussion, no final action can be taken on any matter not on the agenda.

RULE NO. 3

The chair shall open and introduce an item on the agenda in order, unless the chair feels like there is a good reason to go out of order. If the item is one that requires discussion the members can consider the item in a polite, civil, free-for- all type exchange of ideas for as long as they feel necessary. The chair may or may not, at his or her discretion, allow the public or staff to participate in the discussion. When the chair thinks the discussion has gone on long enough, and the item is one that requires a decision, the chair can ask for vote on the matter. Any member who has had enough of the discussion, can at any time also ask the chair to either move on to the next item or call for a vote on the item. If a majority of the other members agree, the chair shall call for a vote or move on to the next item as appropriate. No formal motions or seconds are required or necessary.

RULE NO. 4.

The chair and members shall treat each with respect and act at all times during the meeting in a civil and courteous manner to each other and the public.

RULE NO. 5.

On each agenda, there shall be an item entitled "public comments." Each person who speaks shall state his/her full name and address. The purpose of this part of the meeting is to allow the public to speak on any item not on the agenda, and to express any idea, question, or view point without limitation except for time and the manner of the presentation. All public comments shall be civil and orderly and limited to three (3) minutes. Members should not interrupt, argue with, or otherwise interfere with any public comment. The chair and members may ask clarifying questions of the person making a presentation; at the discretion of the chair, other members of the public may ask clarifying questions of the presenter.

Elisa Canon

From: Curtis Tonks <curtis@utahtrust.gov>
Sent: Tuesday, September 04, 2018 8:38 AM
To: Elisa Canon
Subject: Coverage Question

Elisa,

There are many nuances to claims that can impact how they can be covered. With that said, I've taken a screenshot of the Trust's crime policy (Stockton has this crime coverage) and attached it below. If you'd like more information, we can send you a full copy of the insurance policy. I hope this helps! Touch base if you have any questions at all.

Thanks,
Curtis

CURTIS S. TONKS Account Executive, Marketing
m 801.458.1618 curtis@utahtrust.gov

UTAH LOCAL GOVERNMENTS TRUST
55 South Highway 89, North Salt Lake, UT 84054
o 801.936.6400 t 800.748.4440 f 801.936.0300 www.utahtrust.gov

Training & Events

CONFIDENTIALITY NOTE: This email and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this email or any attachment is prohibited. If you receive this email in error, please notify us immediately by returning it to sender and delete this copy from your system.

1. Employee Theft - Per Loss Coverage

We will pay for loss of or damage to "money", "securities" and "other property" resulting directly from "theft" committed by an "employee", whether identified or not, acting alone or in collusion with other persons.

For the purposes of this Insuring Agreement, "theft" shall also include forgery.

TOWN OF STOCKTON



18 North Johnson Street
P.O. Box 240
Stockton, Utah 84071

Phone: (435) 882-3877
Fax: (435) 833-9031

RESOLUTION 2018-09-13b

TOWN OF STOCKTON, UTAH

A RESOLUTION AMENDING TOWN OF STOCKTON PERSONNEL POLICIES AND PROCEDURES SECTION 11 F

RECITALS

- A. The Mayor may authorize the issuance of a Town sponsored credit/debit card for any employee to use for Town purposes.
- B. The Mayor and Town Staff have determined that current credit card policy is inadequate.

RESOLUTION

Be it resolved by the Town Council of Stockton, Utah as follows:

1. Amendment of Policy. The following policy, set forth as Exhibit "A", is amended and shall be followed for the orderly business of the Town.

Town of Stockton Personnel Policies and Procedures Section 11 F. Credit Cards

PASSED AND ADOPTED, by the Town Council of the Town of Stockton this _____ day of _____, 2018.

Thomas Karjola

MAYOR

Ashlee Wanlass

ATTEST

Posting Date:

EXHIBIT "A"

Credit/Debit Card Policy and Procedures

By requesting a Town of Stockton Credit/Debit Card, each applicant acknowledges that they have read and understand the Town's Policy and Procedures, in its entirety. These procedures provide information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

1. To Obtain a Card:

Complete a Town of Stockton Credit/Debit Card Acceptance Agreement (Appendix A). All requests will be processed through the Town Treasurer with final approval by the Mayor. The cardholder's signature on the Acceptance Agreement (Appendix A) indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines established for Credit/Debit Card Policy and Procedures.

Upon receipt of an approved credit/debit card, it is the responsibility of the cardholder to sign the back of the issued card. Applicants are responsible for the security of the card issued and the transactions made with the card. The credit/debit card is issued in the name of the applicant and it will be assumed that any purchases made with the card will have been made by the applicant. **The cardholder is the only person entitled to use the card issued.** Failure to comply with the guidelines established for the program may result in severe consequences, up to and including termination of employment.

2. Card Holder Responsibilities:

It is the responsibility of the cardholder to:

- (a) Read and understand the Town of Stockton Credit/Debit Card Policies and Procedures.
- (b) Sign the Town of Stockton Credit/Debit Card Acceptance Agreement. (See Appendix A)
- (c) Make only authorized purchases as prescribed by the Town of Stockton Purchasing Policy and approved departmental budget.
- (d) Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder and the Town Treasurer or Mayor. (See Appendix B)
- (e) Keep the credit/debit card and the corresponding account information secure. Immediately report any lost or stolen credit/debit card to the Town Treasurer.
- (f) Report fraudulent charges or any discrepancies in the credit/debit card statement in a timely manner to the Town Treasurer.

2. Town Treasurer Responsibilities

It is the responsibility of the Town Treasurer to:

- (a) Request and oversee the issuance of new cards, through the Treasurer's Office. The credit limit will be determined at the discretion of the Treasurer and the Mayor.
- (b) Inform the Mayor when limit changes or cancellations are needed due to personnel changes.
- (c) Payment on Credit/Debit Cards is to be done immediately upon receipt.
- (d) Credit/Debit Card reconciliations are to be completed within 15 days of payment due date.
- (e) Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with Town of Stockton policies and procedures.
- (f) Address the cardholder about questionable transactions for clarification purposes.
- (g) Report any misuses of credit/debit cards immediately to the Mayor.
- (h) Sign the Acceptance Agreement form for each cardholder.

3. Approved Credit Card Purchases:

- (a) Business related uses, subscriptions, seminars, dues, books.
- (b) Office supplies, furniture.
- (c) Small tools (purchase/rental), electrical, safety and building maintenance supplies.
- (d) Vehicle maintenance supplies.
- (e) Certain allowable travel expenditures:
 - (1) Conference registrations or seminar rooms.
 - (2) Entity sponsored group gatherings.
 - (3) Hotel rooms.
 - (4) Travel Expenses.

4. Prohibited Credit Card Purchases:

The following purchases are strictly prohibited from being purchased by using a Town of Stockton credit/debit card:

- (a) Any merchant, product, or service normally considered to be inappropriate use of Town of Stockton funds.
- (b) Purchase of items for personal use or consumption.
- (c) Purchasing in violation of the Town of Stockton Purchasing Policy.

- (d) Capital equipment purchases/repair.
- (e) Gift cards/certificates.
- (f) Alcohol.
- (g) Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.
- (h) Splitting a purchase to remain under purchasing policy limits.
- (i) Consultants:
 - (1) Architects.
 - (2) Engineers.
 - (3) Attorneys and Attorney's fees.
 - (4) Medical, including hospital/doctor visits.

5. Built-In Restrictions:

Each card is assigned a limit determined by the Mayor and Treasurer. If you find over time that this limit is too low to accommodate your monthly requirements, please discuss this with the Treasurer in conjunction with the Mayor. The Town has the ability to block, if necessary, certain supplier's Merchant Category Codes. If the Town chooses to block a Merchant the card will be declined. Please refer to the Town Treasurer regarding issues with a possible blocked card.

6. Reconciliation and Payment:

A. The Town of Stockton Credit/Debit Card Program carries Entity, not individual, liability. Credit/Debit Card Invoices will be paid by the Town Treasurer. The cardholder will not be required to pay the monthly statement using personal funds. The program does not impact the cardholder's personal credit rating in any way.

B. The cardholder is required to obtain and retain all receipts for goods and services purchased when using the credit card. If purchases are made via phone, mail, e-mail or other electronic means, ask the supplier to include an itemized receipt with the goods when the product is shipped to you. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

C. Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The statement must be reconciled against the receipts for accuracy. The cardholder's activity may be audited at any time.

7. Disputed Transactions:

A. The cardholder is responsible to identify possible disputed or fraudulent transactions on the monthly statement provided to them for reconciliation. If an audit is conducted on the cardholder's account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

B. It is the cardholder's responsibility to notify the Town Treasurer immediately if there is a possible dispute on an issued credit/debit card.

8. Employee Termination:

Upon notice of a cardholder terminating their current employment, the cardholder's supervisor is responsible to take possession of the card and any outstanding original receipts. The supervisor should immediately notify the Town Treasurer so they can notify the card issuer and close the account.

Appendix A

CREDIT/DEBIT CARD HOLDER ACCEPTANCE AGREEMENT

The following Credit/Debit Card Acceptance Agreement must be signed by all authorized employees of the Town of Stockton with access to a credit/debit card.

I understand that Town of Stockton has authorized my use of a credit/debit card for authorized expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy the needs of my department and the Town of Stockton.
- I will not use the card to obtain cash advances.
- I understand that I **am the only authorized card user** and accept the responsibility and accountability for the protection and proper use of the card.
- I will not use the card for personal use or for any other non-Entity purposes.
- I understand that as per Utah Title 11-57-101 I will remit an administrative penalty in an amount equal to 50% of the personal use expenditure to the Town of Stockton if I use the card for personal use.
- I understand that all purchases shall be made in accordance with applicable purchasing and credit/debit card policy and procedures approved by the Town Council.
- I understand that I will be responsible for the timely reconciliation of all credit/debit card transactions charged to my assigned card.
- I understand that I am responsible to provide appropriate documentation/receipts for credit/debit card transactions charged to my assigned card.
- I will surrender my assigned card to the Town Treasurer in the event of my separation from the Town.
- I understand that any charges against my assigned card that are not properly identified or not allowed by the Town shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Town Treasurer or the Mayor.
- I understand that misuse of the card constitutes felony fraud as per Utah Title 76-6-5
- I will immediately report any stolen or lost card to the Treasurer.

I understand that any variance and/or violation of the above conditions will result in cancellation of my assigned credit/debit card. Misuse of the card could result in disciplinary action and/or personal liability

for unapproved charges. All Town of Stockton credit/debit cards are subject to examination by external and internal auditors.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS.

Name: _____ Department: _____

Signature: _____ Credit Card #: _____

Treasurer: _____ Date: _____

Mayor: _____ Date: _____

ENTITY CREDIT CARD MISSING RECEIPT FORM

This form is to be used as documentation only if the actual receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on a Entity Credit Card. It will be allowed only as a rare circumstance. **It must be filled out COMPLETELY and signed by the Treasurer and the Mayor.**

*Cardholder Information

Cardholder Name:		Account #:	
Department:		Extension:	

*Why is the original receipt, packing list, invoice, or other appropriate substitute missing?

*Supplier Information

Supplier Name:	Phone #:
City and State:	
Date of Purchase:	
Order placed with (name of supplier's representative):	

*Item Description	Quantity	Unit Price	Amount
-------------------	----------	------------	--------

*** Order Total**

The Entity is exempt from sales tax in most instances. Tax Exempt #:

*Cardholder Signature: _____

Date: _____

*Treasurer: _____

Date: _____

*Mayor: _____

Date: _____

** = Required Information*

NOTE: Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the Credit Card or other disciplinary action may be taken.