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57 2. ACCESSORY APARTMENT AMENDMENT

58 Mayor Ellis stated this is a draft of the accessory apartment with a few changes. This will go to Planning
59 Commission Nov. 4th for their recommendation. Discussion ensued on existing apartment grandfathered
60 in for 1 parking space and whether the parking behind house frontage needed to be revised and access
61 building setbacks. Council will review the amendment and send feed back for revisions before it is sent
62 to Planning Commission.
63

64 3. EMPLOYMENT AMENDMENT

65 Mayor Ellis stated this is a change in the of mayor duties and powers for careful consideration. The
66 mayor and a majority of the council or the unanimous support of the council is needed to change the
67 powers and duties of the mayor. There are pros and cons to this; review it carefully for next council.
68

69 4. FRAUD ASSESSMENT

70 Mayor Ellis stated that this is a mandated annual report the city is required to do. Elk Ridge has a
71 moderate rating. There are some things that could be improved upon but there are no actions that need
72 to be taken from a state perspective. Most items can easily be approved upon with a written posily. The
73 city has protocol in place, but it needs to be an official written policy. This will be part of the city audit
74 and turned into the state. The council needs to accept the assessment as presented.
75

76 CORY THOMPSON MOTIONED TO ACCEPT THE FRAUD RISK ASSESSMENT FROM THE
77 OFFICE OF THE STATE AUDITOR WITH THE REVISION DATE MARCH 2020 AS
78 PRESENTED JIM CHASE SECONDED
79

80 VOTE: AYE (5) NAY (0) APPROVED
81

82 5. WRITEOFF; UNCOLLECTABLE CLOSED UTILITY ACCOUNTS

83 Mayor Ellis stated these accounts are residents who moved away and did not settle their final bill.
84 They have been in collections for a long time, and they have not been able to collect or in bankruptcy .
85 Some of these accounts go back to 2015 and is a very small list of 11 accounts, and the city has not
86 written off any accounts for at over 7 years. This was recommended by the city accountant Curtis
87 Richards.
88

89 JARED PETERSON MOTIONED TO APPROVE THE WRITE OFF OF THE UNCOLLECTABLE
90 CLOSED UTILITY ACCOUNTS IN THE AMOUNT OF \$3,642.80 PER CURTIS ROBERTS
91 GUIDANCE AS PRESENTED CORY THOMPSON SECONDED

92 VOTE: AYE (5) NAY (0) APPROVED
93

94 6. FINANCIAL REVIEW

95 Mayor Ellis pointed out an error that was from a software glitch. The correct amount is in the register
96 was correct, but it had doubled the July revenue on water sales. This has been rectified with the
97 software company. There were no other questions or concerns.
98

99 7. APPROVE MINUTES FROM CITY COUNCIL MEETING FROM OCT. 12, 2021

100
101 NELSON ABBOTT MOTIONED TO APPROVE THE OCT. 12, 2021, MINUTES AS
102 PRESENTED TRICIA THOMAS SECONDED

103 VOTE: AYE (4) NAY (0) APPROVED Abstain 1-Jim Chase
104
105 MOTION TO ADJOURN: NELSON ABBOTT MOTIONED TO ADJOURN THE REGULAR
106 CITY COUNCIL MEETING CORY THOMPSON SECONDED.

107
108 VOTE: AYE (5) NAY (0) APPROVED
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111
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Laura Oliver, Deputy Recorder