

Minutes of the Altamont Town Council Meeting
September 14, 2023

Present:

Clyde Watkins
Sommer Arnold arrived @ 7:59, left @ 8:48
Glen Jessen
Russell Sorensen
Craig Kettle, Town Employee
Amanda "Mandy" Gardner Town Clerk

Public:

Scott Allen
Troy Ostler CIVCO left meeting @ 7:15
Nate Zillies UBAG left meeting @ 8:03
Carl Conrad UBAG left meeting @ 8:03
Kevin Yack UBAG left meeting @ 8:03
Laurie Brummond UBAG left meeting @ 8:03

Clyde Watkins called the meeting to order at 7:04 p.m.

CIVCO-Sidewalk Project 7:05

Troy Ostler reported that the sidewalk project the Town applied for last January was approved for \$556,000.00. \$518,359.00 is federal grant, and the Town match is 37,641.00. The grant is 93% and the town match is 7%. Funds for the project will be available the first of October. Glen, as the town representative will need to contact Larry Montoya, and let him know the Town wants to move forward with the project. The plan is to get a contract in place mid-October, and have the project designed by January. February the project would go out to bids and construction start in the spring.

There was about 4.5 million dollars left on the table last January in the category of non-Urban Tap. Funding was awarded to everyone that applied, and there was still money left. In January the Town can apply for phase 3 of the sidewalk project with the same match of 93% Federal grant and 7% local match. If the Town is awarded money for phase three, the money would not be available for two years.

Phase one of the sidewalk project, was located by the park subdivision. Phase two will be to the east of phase one, the South East quadrant of town. The third phase will include the North end of town, north of Highway 87.

In the non-urban category, there are also grants available for non-collector roads. The state can fund up to 15% of money awarded annually which is about five million in grants. The Town can put in for a grant of \$750,000. The match is the same as the sidewalk project 93% grant and 7% from the town. This a new program, the application is due the same time as the sidewalk project, the second Friday of January by 5:00 p.m. This is another program for the town to consider.

Troy Ostler left meeting (7:15 p.m.)

Nate Zilles UBAG-LAA Program Presentation/Survey Results (7:17p.m.)

Nate Zilles work for UBAG with the Local Administrative Advisor program (LLA). The LLA is through Utah League of Cities and Towns, which Altamont is a member of, and in good standing. The program is to help local governments with limited staff, the program is free to the town. This program funds administrative assistance to 140 towns and cities throughout the state. In the Tri-County area there are seven Cities and Towns that have been identified to use the program.

Qualifications for the program are, to have less than 10,000 residents, UBAG is focusing on areas with less than 5,000 residents. Another requirement is that the town not have a paid manager. The program allows UBAG to act as a floating town manager, to assist with ordinances, compliance with state code or legislation. To help prepare budgets, and financial documents. It also helps with training. This program is designed to help the town. The town goes to UBAG with projects, UBAG does not tell the town what needs to be done. UBAG may advise the council of different opportunities and grants as they become available, then the council can decide if they want to pursue the opportunities. Once the council is full, UBAG can come and provide training to the council.

Mr. Zilles reviewed a survey submitted to UBAG back in September 2022 to review area's the town could use help. The Town needs a town map and an updated zoning map. UBAG found a master general plan from 1952 in the archives.

To go forward with the program, UBAG needs approval from the council, and a contact person. The contact person will work with Mr. Zilles to set up goals and objectives for the Town. Mayor Watkins and Glen Jessen will act as contacts for the program right now, when the council is full and new assignment are made, the Town will let UBAG know if the contact persons changes.

Current needs to start working on are: a town map, that can lead to a zoning map, GRAMA fees, and clarification between the Town and the recreation districts concerning the park.

Sommer entered the meeting (7:59 p.m.)

A Motion was made by Glen Jessen to accept assistance from the Local Administrative Advisor program run through UBAG. Motion seconded by Sommer Arnold. Motion carried unanimously.

UBAG Members left meeting (8:03 p.m.)

Oath of Office (8:05)

The oath of Office was given to Russell Sorensen by Mandy Gardner.

Minutes Approved (8:15 p.m.)

A Motion was made by Glen Jessen to approve the minutes of January 12, 2022 as written. Motion seconded by Sommer Arnold. Motion carried unanimously.

Council Position (8:17)

Mayor Watkins asked if there are other interested individuals to fill the council position. Scott Allen who was in attendance is interested. Glen stated that Oliver Burt had expressed an interest, and Vickie Jessen will if no one else want the position, and we needed someone to have a quorum. Mike Foy also had expressed an interest to Glen.

Mayor Watkins asked Scott Allen how serious he was about joining. Scott Allen replied he would like to join. Mayor Watkins then asked if the other interested parties had been invited to the town council meetings. Glen stated that had extended the invitation to Mr. Burt for the last couple of meetings. Mayor Watkins explained that when more than one person wants to fill a vacancy, the council then interviews each individual and then vote on who fills the seat. Mr. Burt

and Mr. Foy have not attended any meeting, and have not submitted a letter of interest, the council will accept a letter interest from Scott, and next month Scott be given the oath of office.

Fire Department (8:20 p.m.)

Chief Phillips was not in attendance, as the firefighters had extrication training with EMS.

Crossing Guard (8:21 p.m.)

Mayor Watkins stated that to position of crossing guard is critical to the community. In the past between Melba and Ole the position was taken care of. Mandy is not able help with crossing the children, with her responsibilities at her other job. There is need of a new crossing guard, the current one is willing to fill the position until someone else can take over. The question of who is over the crossing guard has come up, who is held liable. Mayor Watkins stated that he talked with Dee Miles from the school district, and Mr. Miles stated he did not think the responsibility fell on the school district. Mandy read from the crossing guard manual, "In Utah, crossing guards are employed by local law enforcement agencies." Duchesne County Sherriff's Office is our local law enforcement agency.

Scott asked if the town paid the sheriff's office for any services, the town pays for dog control. The county is over sheriff's office.

Mandy emailed UDOT for clarification for the liability aspect, and did not receive a reply by the start of this meeting.

Mayor Watkins stated that he has nothing against paying for the crossing guard, but would like to know who is responsible and liable. If the Sherriff's office is over the crossing guard, Mayor Watkins would like this to be a joint effort, between the Town, School District, and the Sherriff's Office. Mayor Watkins added that if the Sherriff's office is over the crossing guard, then the sheriff's office could charge the town to cover it. Russell stated that it would be worth the cost to have the Sherriff's office be over the crossing guard.

The town reached out to the elementary aides to see if any of them would like the job, one individual expressed interested, but decided that it would not work their current work schedule.

Park (8:34)

Summary of last meeting, the town is looking at putting together a form for the park reservations. This year there had been some miss understanding over what amenities the Town offer, specifically the speaker at the park. The speaker are not the towns, and the town does not have access to them. Mandy used Duchesne's form as a guide and typed up one similar that would apply to Altamont. Mandy listed everything she could think of that is currently at the park, including the amphitheater. The council will want to review the list to see if there are any changes need. The first page is what individuals fill out, and the back list the rules and regulations.

Shortly after the last meeting the Town received a letter from Tri-County Health concerning temporary mass gathering permits. On the form Mandy added that individuals are responsible to work with Tri-County to see if a permit is needed. While unlocking the gate may seem like a simple request, at the last minute it is hard to accommodate. Criag stated that water is hard to accommodate, there is only one spot to hook up a hose to culinary water. There used to be a water bib outside the old concession building, but it was destroyed.

Glen pointed out that the town does not provide cleaning services during events. Russell suggested that for large groups, the town close the bathrooms and require the group to bring in porta potties. Family reunions may have between 100 and 150 people in attendance, that size of group would not cause any issues with the bathrooms. When a large organization comes in, that is when the issues with the bathrooms begin.

The council discussed changing the rental fee to include a cleaning and damage deposit, with the understanding that the deposit needs to be high enough that people will want to clean up after themselves to get the deposit back. The council also discussed having different rates for different sizes of groups.

Utilities (9:00)

Currently there is not a council member over utilities, Ole was the council member over utilities. Utilities include the sewer and secondary water.

The sewer required parts this last month. Mayor Watkins asked Craig if the town was waiting on parts. Craig replied that the parts arrived yesterday.

BIA water turns end Sunday September 17, 2023, the pond is full, there will be secondary water until the pond is emptied.

The pump at the Altonah Cemetery is not working properly, the pump needs to be removed and examined to see if it can be repaired, or if it needs to be replaced.

The next council meeting, October 9, 2023 at 7:00 p.m.

A Motion was made by Glen Jessen to end the meeting at 9:14 p.m. Motion seconded by Russell Sorensen. Motion carried unanimously.

Read and approved this 12 day of October, 2023.
Minutes of the meeting prepared by Amanda Gardner Town Clerk