

ROCKY RIDGE PUBLIC HEARING

- Increase of Building Permit Fees

& TOWN MEETING

September 20, 2023

7:30 pm

M.L.A. Building

Draft

Opening:

Presiding: Mayor Ronald Allred

Present from the Town Council: Ronald Allred, Shannon Allred, and Andrew Aagard.

Present from the Town Staff: Rachel Bronson, Terry Allred, and Lane Allred.

Others Present: Casey Reynolds, Chase Bronson, Katie Allred, Madeline Allred, and Nephi Laub.

Invocation was given.

Meeting was called to order at 7:27 p.m.

Visitor: Six County Representative, Shay Morrison

1. Railroad Safety Grant Opportunity

Mayor Allred gave Shay Morrison the floor to speak on the subjects below.

A funding opportunity for the US Dept of Transportation – Railroad Elimination Grant Program that was presented. The catch with this funding is that this is a Federal Grant with a 20% match. Example: If your project is a million dollars, the Town of Rocky Ridge will need to put up \$200,000. Mayor Allred expressed that the Town was really strapped in regards to providing funding for this project. Shay offered the option of applying for State funding through CIB in order to receive the required matching funds, if this funding opportunity was one that the Town was interested in pursuing. (Federal to Federal cannot be used as matching funding. However, Federal to State can be matched). Additional funding from a Utah Railroad Safety Grant – available through UDOT was discussed. This funding opportunity does not require a match.

Shay spoke to someone in Fayette this morning about how they received funds through some kind of Emergency Funding. A Truck Drivers petition was turned in as part of that funding. This may be something that the Town of Rocky Ridge could apply for. If that was something they were interested in Shay offered to do some more research into it. Mayor Allred expressed that the Town could likely get a petition in regards to how dangerous the crossing in Rocky Ridge is.

2. Duties reassigned due to Office Manager's resignation

Shay drafted two Resolutions in regards to the Town of Rocky Ridge's Town Clerk/Recorder duties & Treasurer duties. Those duties are outlined in Chapter 12 of the Town's Municipal Code. Due to the Office Manager's resignation Shay offered a sample Resolution to reassign those duties out to the Town Clerk/Recorder & Treasurer. Shay expressed that the duties outlined in the Town's Code were broken out into separate points in this Resolution and then added additional responsibilities, mainly to the Town Clerk/Recorder duties. Two points that were added to the Clerk: (1) Oversee the collection & upkeep of Employee Information; 1099's, W9's & file forms, when necessary, with both State & Federal authorities. (2) Collaborate with the Town Treasurer in all Financial matters; budgeting, processes, financial reports & money transfers to ensure a system of checks and balances. That was added to ensure that there were multiple eyes on the money – it is good practice. Mayor Allred voiced that he was in agreement. Another point was

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later added in regards to charges & credits. This was due to Treasurer, Rachel Bronson's duties regarding billing. In order to retain those same checks and balances, Town Clerk/Recorder, Marilyn Bronson would be over those duties as well.

Shay suggested that the Town of Rocky Ridge employ an attorney for legal advice as well as to review all Resolutions & Ordinances for compliance.

Rachel related information regarding questions on how it is determined who does the Budgeting in a Town/City. If you have limited staff then you do the best you can. One Treasurer reported to Rachel that it was not advisable for the Treasurer to be over the Budget if she was over the Bank Accounts. Mayor Allred expressed that this was one area of concern that he had due to Office Manager, Cathy Lummus' resignation. Rachel informed the Town Council that Pelorus (the accounting software that the Town currently uses) has training workshops/videos for Budgeting. Shay also expressed that Six County's CFO has gone out and done additional trainings for this. They use the same accounting program. Shay mentioned a Six County part-time Employee in Nephi that would be a resource for the Town as well. Mayor Allred expressed that he would like to move in that direction for help in this area in order to have our staff adequately trained. Mayor Allred asked Rachel in the loop on what is discussed with Shay. It was suggested by Council Member Andrew Aagard that Shay could CC Mayor Allred on all the emails. Mayor Allred expressed that he did not check his email often and would like Rachel to communicate directly with him in regards to this.

UNFINISHED BUSINESS:

1. Opening of a Full Time Employee position – Discussion

Mayor Allred expressed that he wanted this item to be publicly noticed - that the Town of Rocky Ridge is looking for another Full-time Employee to be under the direction of Road Dept. Head, Terry Allred – trained for both Water & Road responsibilities. The hiring of another Park Superintendent will be done in conjunction with this Full-time job and will be under the direction of Park Superintendent, Lane Allred, until such time as said Employee can take over Park duties. Wages – TBD. Mayor Allred gave Madeline Allred the floor.

Madeline expressed that past history indicated that there is not a clear understanding of the duties of the job as Park Superintendent. She asked the Town Council if there were rules/duties/responsibilities in regards to that job specifically. Mayor Allred expressed that this would be addressed. Mayor Allred further expressed that he would personally be making several announcements about this.

NEW BUSINESS:

1. Ordinance Proposal 2023-03; Adoption & Increase of Building Permit Fees

Park Dept. Head Lane Allred wanted it noted that he had nothing to do with this – as this was a proposal made by the Planning & Zoning Commission. The above proposal from the Planning & Zoning Commission was made to the Town Council for review and approval. Mayor Allred read the proposal.

The Town has paid for Lane's College education due to the Town's need for an Inspector with the understanding that Inspection services would be done at no cost to the Town. Mayor Allred asked for clarification regarding this understanding. Lane ensured the Mayor that the

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cost for Lane's continued education would no longer be paid for by the Town with the approval of paying him as Town Inspector in accordance with the fees lined out in the Proposal. Lane added that the fees for Rocky Ridge are not the same as Nephi, Levan and the county – it is much lower; the Inspection fees are the same but the Plan check fees are much less.

Town Council Member Andrew Aagard expressed that other Municipality fees are a lot more than what is lined out here in the Proposal. He added that we are not like other Town's and do not want to be – however, the fees are thousands of dollars other places. Council Member Andrew Aagard also expressed that if this is the direction that we, as a Town, are going that this ought to be conditional. He requested that the Town implement a Building Dept. that has a Budget because as of now, the Town does not know where the money would be coming from to fund this expenditure. If this is set up then the Town Council can see over time, whether the Building Dept. is covering its own costs.

Lane approved of a move like this and encouraged that the Town establish a Building Dept. and added that these fees (as stated in the Proposal) would cover Rachel's time to take care of the Town's side of things in regards to Building Permits.

Mayor Allred asked what it would take to establish another Dept. Water Dept. Head, Casey Reynolds responded that it was a matter of how Budgeting is done and how you break up your departments. Mayor Allred agreed with Town Council Member Andrew Aagard and felt that a move in this direction would be wise.

Treasurer, Rachel Bronson expressed that this area (Building Permits) fluctuates so much that it hard to establish how many Building Permits we have go through annually. Due to this fact, she felt it would be wise to look at data over the last 5 years in order to establish what would be in the best interest of the Town. Town Council Member Andrew Aagard asked Rachel if she had that data available to establish what a realistic budget would look like. Rachel responded in the affirmative and further added that it could be broken up into what came in for Building Permits, Inspection fees, Plan checks, etc. She strongly encouraged the Town Council to make an informed decision in regards to the issue.

Mayor Allred asked for clarification on whether Rachel was expressing that the Proposal on the table currently in review was in question. He asked Rachel if she felt that this decision could not be made without further historical context. Town Council Member Andrew Aagard felt that the expression was in regards to establishing a Building Dept. without historical context – which was deemed unwise. Rachel agreed.

Lane informed the Town Council that they did not need a fixed budget – this information is based on the number of permits coming through.

Casey expressed that this issue is the same as the Water Dept. The needs there fluctuate as well, depending on whether we have a hot or dry year (more water is used) or whether we have a wet year (little water use). Each year when you redo your budget you take the most current and most precise information that you have – that is then reflected in the budget amount allotted for that year. We hope that those funds come in. At the end of the year, you may need to adjust. You would do this same thing with the Building Department. Casey agreed with Rachel, that historical context is a huge factor in establishing those needs. Casey further warned that if this process starts right now, in context with paying Lane as Town Inspector, that this money would have to come from somewhere else in the budget, as a

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budget for Inspections has not been established. This would happen anyway, because there is no budget set aside for Inspections. Casey further added that Building Permit fees are still coming in and would offset this expenditure. Casey encouraged that before establishing next year's budget, more data should be collected to support future expenses in order to put together the best budget you can to balance your income and output. The Town will want to cover their costs in order to operate in the black.

Lane gave additional information regarding the last Planning & Zoning Meeting and how those prices were determined as well as other Town's/Cities fees.

Brian Lewis was given the floor. He expressed that the increase being proposed was small.

Rachel asked if the permit fee went towards development. Lane responded that the money accrued in that specific case was for the Town to use as they saw fit. Casey also responded that, historically, the square footage was calculated to cover the cost incurred by the Town to process the Building permit & Inspection fees. The intent is for the person building the home to pay the actual cost of the Town to facilitate growth.

Mayor Allred asked for a motion to accept the Building Permit fee increase as proposed.

Town Council Member Shannon Allred motioned to accept the increased fees as presented,

Town Council Member Andrew Aagard seconded the motion; all others voted in favor. Town Council Member Lucy Gold was absent due to sickness and Town Council Member Bethany Sturgeon was absent due to a prior legal commitment.

2. Land by Jeff Baird's – Level off park equipment (Brian Lewis)

Brian explained that there is a small corner by Jeff Baird's home, on the north side where the road curves around by the old cemetery. He proposed to level that area off and gravel it in order to park some of his equipment there. Town equipment and funeral parking could use this area as well, as needed, when funerals occur in that area. Casey encouraged the proposal. He felt it would improve the area. Terry informed the Town Council that there are two power poles there. The area there is unusable land. Town Council Member Andrew Aagard motioned to accept Brian's proposal with the understanding that Brian would move his equipment from the area in the event of a funeral. Town Council Member Shannon Allred seconded; all others voted in favor. Town Council Member Lucy Gold was absent due to sickness and Town Council Member Bethany Sturgeon was absent due to a prior legal commitment. A conditional use permit was discussed in conjunction with allowing Brian to use this area. This can be applied for through the Planning & Zoning commission.

DEPARTMENTAL UPDATES:

- 1. EMS/CERT:** EMS: Basic EMT classes are starting. A lot of young people have shown interest in the CERT Program. CERT: none.
- 2. Water:** None
- 3. Road:** Terry expressed that he had a contract for asphalt on Mountain Ridge for the end of October. A change order to pave the road on Mountain Ridge from the Fire Station to the Town Hall is in place – a quarter of this has already been approved as part of the Town Hall project.
- 4. P & Z:** None
- 5. Admin: Monthly Expenditures** were reviewed. Mayor Allred had a question regarding monies paid to Joanna Covington for her services of Undeliverable/Oversized packages.

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Rachel expressed that Joanna approached the Town and offered to do this for \$50 a week. Casey informed those present that any other Town/City need to go to the Post Office. There should be an additional Town fee charged for this service. This expense is coming out of everyone's fees. Those using the service need to cover that cost. Town Council Member Andrew Aagard expressed that the expense would only be a couple of dollars per resident and he would be willing to do this in order to have this service. The Mayor expressed that the recipients should be paying Joanna, not the Town. Rachel informed the Town Council that fees were raised this year from \$10 to \$30. Further clarification was needed by Mayor Allred in regards to who made this decision. Rachel was informed that Mayor Allred made this decision in behalf of the Town.

Contract with Lane for Building Inspector: Rachel clarified that this is where she strongly encouraged the Town to put together a history, perhaps 5 years, and gather data in order to make an informed decision in the best interest of the Town. Mayor Allred asked Rachel if she was proposing that the Town Council wait until an analysis is done before signing this contract. Rachel affirmed that this would be wise. Town Council Member Andrew Aagard expressed that this contract is an agreement per inspection. Due to the Permit & Inspection fees previously paid by residents when obtaining a Building Permit, Lane, as Town Inspector would bill the Town. The Town would then cut a check to Lane. Rachel expressed that she misunderstood the contract presented – she thought that this fee was an annual flat rate. The Contract proposed was signed by Mayor Allred, Lane Allred and attested by Town Treasurer, Rachel Bronson. Town Council Member Shannon Allred asked how long the term of this contract was. Town Council Member Andrew Aagard responded that the contract was for one year. Lane affirmed.

6. **Park:** The Multi-courts (Pickleball) are being bid on. Quality Craft is pulling together the remaining funds. Lane will be doing the General Contract work.
7. **Library:** None

***OPEN FLOOR:**

1. **Citizen Items:** Katie Allred had a question regarding the pouring of the pad outside the temporary office. Terry informed her that this was required for ADA Compliance.
2. **Town Council Items:** Town Council Shannon Allred readdressed the specific duties regarding the Park Superintendent job. Lane responded that this information was given to the Town Council when Lane proposed to contract with the Town last year (2022) and was given to the Town Council to review. This would be used in the interview process.

Adjournment:

Council Member Shannon Allred moved to adjourn the meeting. Council Member Andrew Aagard seconded the motion; all others voted in favor. The meeting was adjourned at 8:36 p.m.

Approved by Town Clerk