

## ROCKY RIDGE TOWN MONTHLY MEETING

October 18, 2023

7:30 PM

MLA Building

Draft – Awaiting Approval

### **Opening:**

Presiding: Mayor Ronald Allred

Present from the Town Council: Lucy Gold, Shannon Allred, and Andrew Aagard. Ron Allred and Bethany Sturgeon were absent and asked to be excused.

Present from the Town Staff: Marilyn Bronson, Rachel Bronson, Terry Allred and Casey Reynolds.

Others Present: Alvin Jenson, LaNae Lewis, Wendy Allred, Madeline Allred, Mary Allred, JoAnna Covington, Nephi Laub, Forrest Lewis, Rosy Lewis, Shauna Allred, Chuck Todd, Sarah Ann Bunker, Tim Allred, Katie Allred, Christopher Allred and Shaun Allred.

Invocation was given.

Meeting was called to order at 7:31 p.m.

### **Approval of Minutes:**

Minutes could not be approved due to a lack of a quorum present from August and September's Meetings.

### **Visitor: Shay Morrison:**

#### **1. UDOT Application – Railroad Funding Update**

During Town Council meeting, Shay Morrison, Six County Representative and Town Clerk/Recorder Marilyn Bronson reported on the status of the UDOT application, indicating that they were awaiting the engineering estimate to proceed with the application process. The town aimed to secure the UDOT Grant and explore additional funding sources to cover remaining costs, considering that another federal funding opportunity wouldn't be available for a few years.

Marilyn provided an update on a recent meeting involving Road Department Head Terry Allred, Water Department Head Casey Reynolds, UDOT Representative Clint Allen, Juab County Superintendent Blaine Ingram, and a Railroad representative. Marilyn expressed satisfaction with the meeting, a sentiment echoed by Terry and Casey. Casey informed the Council that USDOT would recommend this project for a 100% federally covered grant focused on railroad safety projects. USDOT would handle the application process and guide the town, though the funds might be not be available for two (2) years.

The Town was considering three (3) potential funding opportunities for this project: USDOT (currently in progress), the UDOT Grant (application due by the 22nd), and the Railroad Elimination Grant requiring a 20% match. The Town intended to apply for the UDOT Grant and use those funds as the 20% match for the Railroad Elimination Grant. Council Member Lucy Gold and Council Member Andrew Aagard expressed satisfaction with the meeting's outcomes and expressed their gratification in proceeding with the project.

*Shay presented other grant opportunities as listed:*

The Rural Communities Opportunity Grant (RCOG) is a State Grant, available through the Governor's office of Economic Opportunity. This could be used for Rodeo Grounds, Concession Stands, Industrial Park Roads, etc. The focus of the Grant is to provide an Economic Development boost. There is \$600,000 available and the Grant has a match requirement. The Application is open from October 16<sup>th</sup> to the 17<sup>th</sup> of November.

## ROCKY RIDGE TOWN MONTHLY MEETING

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UDOT TBA Gran that opens this month and closes in December. This grant is Transportation Plans, General Plans, etc.

An update was provided regarding new legislation affecting subdivisions. The Legislative Body was informed that, as of December 2024, they would no longer have authority over subdivisions, with the new laws reflecting a developer-driven approach. In response to this change, it was emphasized that the Town needed to revise its Municipal Code to align with the updated regulations by the specified deadline.

### **2. OPMA Training:**

A reminder to the Council about various aspects of government procedures was given. Topics covered included the approval of minutes, handling absences/vacancies, and the process for taking votes. Shay specifically updated the Council on the requirements for Roll-Call votes, emphasizing that any action with the potential to create liability for the town should be subjected to a Roll-Call vote.

The discussion underscored the importance of aligning with the updated protocols to enhance transparency and accountability in the decision-making process.

### **3. Policy & Procedures: General permission to go over Town of Rocky Ridge Municipal Code.**

It was suggested that the Town go through their Municipal Code and Policies & Procedures in order that this be more properly structured to systematically review the Town's Municipal Code and Policies & Procedures for a more appropriate and structured organization. The proposal aimed to identify items in the Town's Policies that would be better suited for inclusion in the Municipal Code and vice versa. Shay offered his assistance with the necessary amendments and updates, and Marilyn would collaborate on this initiative.

The Council granted permission to proceed with the project, indicating a collective agreement to enhance the organization and coherence of the Town's regulatory framework.

Council Member Andrew Aagard sought clarification on the process for proposing amendments/updates to the Town Council before making changes to the Municipal Code or Policies. Marilyn and Shay provided assurance that presenting proposed changes/updates to the Council before implementation was the correct procedure, and they affirmed their commitment to following this protocol.

In concluding the meeting, Shay informed the Town Council about a requirement for all emails and websites to end with .gov. Tim Allred, the Town's Website manager, expressed willingness to assist with this transition, offering his expertise in managing the Town's website.

### **UNFINISHED BUSINESS:**

#### **1. Cemetery – Katie Allred (previously on the Agenda in August)**

Katie Allred approached the Town Council seeking permission to manage the Cemetery under the direction of Terry Allred, streamlining the process instead of seeking approval for individual tasks. Following a thorough discussion, it was decided that the current Sexton would be consulted to gather insights on this proposal. It was requested that Katie return to the Town Council the following month, with her committee members and a written proposal for consideration. The decision reflected a collaborative approach to cemetery management, ensuring that all relevant stakeholders had an opportunity to provide input before finalizing the arrangement.

## ROCKY RIDGE TOWN MONTHLY MEETING

October 18, 2023

7:30 PM

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### **2. Lark Ridge Road Safety Concerns – signs or precautions**

LaNae Lewis attended the meeting to express her concern with hard of hearing children living along Lark Ridge Road and asked if there was some precautionary signage that could be placed there. In response to her concern, Council Member Andrew Aagard sought input from Terry on potential actions. Terry expressed that the Town currently had signs that could be placed and would get this done before next Town Meeting.

### **3. Protocol for Town Messages – Ordinance regarding Shooting within Town limits**

Marilyn raised concerns about a message regarding a supposed Town Ordinance on a "No shooting law within City/Town limits." Though the message was approved by the Mayor to go out, upon further inquiry by the Mayor into the Ordinance by reviewing the Municipal Code, it was discovered that such an ordinance could not be found. The Mayor suggested to Marilyn that the Town implement an Ordinance addressing the issue.

Marilyn emphasized the importance of messages related to Municipal Codes/Ordinances citing the specific Code/Ordinance to inform community members accurately. She asserted that only Town Officials or Town Staff should be the messengers to ensure the distribution of accurate information.

Council Member Lucy Gold clarified that the specific law related to no shooting within City/Town limits is outlined in **State Code 76-10-508**.

Council Member Andrew Aagard expressed that it would be beneficial to reference the State Code in the Municipal Code to provide clarity on this particular concern.

## **NEW BUSINESS:**

### **1. Undeliverable Mail & Packages Update – Joanna Covington**

JoAnna raised concerns about confusion regarding the agreement between the Town and herself, which had the approval of the Mayor, as mentioned above. The situation was clarified by explaining the process for handling undeliverable mail and packages. It was further clarified that the agreement for the funds paid to her was in exchange for labor and hours worked one day a week. This arrangement aimed to alleviate pressure on JoAnna for taking time off from her regular work to ensure proper package retrieval. Additionally, the compensation was intended to cover the costs of gas associated with providing this service to the Town.

Additional concerns were raised by the public regarding the delivery accuracy of USPS, Amazon, and other mail carriers. In response to the ongoing discussion, Town Council Member Andrew Aagard proposed moving on to other items on the agenda due to the substantial time already dedicated to this issue. He emphasized that finding solutions would require further consideration and could not be resolved during the current meeting.

### **2. Care & Maintenance of CBU (Community Box Units) – Joanna Covington**

JoAnna raised concerns about significant miscommunication between mail delivery personnel and the Town regarding the care and maintenance of the CBU Units. The highlighted care and maintenance needs for the building included the following:

- Snow shoveling and salt distribution during winter months
- Spraying for Bugs/Spiders
- Skylight fixed (weather proofing & upkeep)

## ROCKY RIDGE TOWN MONTHLY MEETING

October 18, 2023

7:30 PM

MLA Building

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- Sweeping around outside to keep clear of debris
- Lighting installation
- Changing Locks
- Boxes Upkeep

The Town Council expressed unanimous support for addressing these care and maintenance needs. Town Treasurer Rachel Bronson committed to reaching out to the necessary individuals to initiate the required actions and ensure the well-being of the CBU Units area. This collaborative effort aimed to improve communication and address the maintenance concerns raised by JoAnna.

**BUDGET REPORT & FINANCIAL STATEMENT:** Presented by Town Clerk/Recorder, Marilyn Bronson & Town Treasurer, Rachel Bronson for the Town Council's review.

Marilyn presented specific information regarding expenses currently paid to the Town Inspector, due to recent change in expenditures in this area. She emphasized the importance of transparency, therefore adding separate lines for both Inspector Fees and Baseball Field Expenses to the budget. Miscellaneous Expenses are currently being used for Park Landscaping purposes at this time. Due to a \$10,000 discrepancy in the budget, Marilyn asked the Town Council whether they would like this money moved to Road Reserve or placed in Miscellaneous due to an expense of over \$25,000 from Pioneer Farms Nursery – of which only half of the money has been paid. It was decided that the \$10,000 would be moved to where the remaining landscaping expenses were to be put.

Marilyn also shared information about a discrepancy related to the Road Reserve. Before the resignation of the Office Manager, Cathy Lummus, Marilyn was informed that there was \$40,000 in the Road Reserve, though it was not reflected in the budget. Cathy had indicated that she would contact Pelorus to address the issue. Marilyn, following up on this, discovered that the problem couldn't be fixed as the money had been moved at some point by someone and used elsewhere in the budget.

In response to Town Council Member Lucy Gold's inquiry about a past decision to allocate \$10,000 annually for road maintenance, Marilyn clarified that the money was still there but had been relocated. When asked about the whereabouts of the funds, Marilyn explained that \$20,000 had been moved to Capital Improvements for the Park. The discussion highlighted concerns about budget transparency and the need for clarity regarding fund movements within the budget.

It was disclosed that a \$1,200 expenditure for Admin Mailboxes covered JoAnna's services from December until the present. Additionally, there is \$10,000 allocated for the care and maintenance of the mailboxes. Terry clarified that these funds were originally intended for replacing the mailboxes on the South end of the building.

Given this information, it was acknowledged that a revision of the budget would be necessary to align it with the intended purpose of the funds for replacing the mailboxes.

Rachel conveyed information from Seth Atkinson, indicating that items in Capital Improvements should have their own line item. The purpose of this recommendation is to ensure that the funds allocated for Capital Improvements are used for their intended purpose, promoting transparency in the expenditure of these funds. This suggestion emphasizes the importance of clear financial tracking and accountability in managing Capital Improvement projects within the Town's budget.

## ROCKY RIDGE TOWN MONTHLY MEETING

October 18, 2023

7:30 PM

MLA Building

Draft – Awaiting Approval

Rachel informed the Town Council about the financing of the Water Bond. Up until now, the Town had been using donations made to the Town, initially placed in a Well Fund, to pay off the Water Bond. Rachel disclosed that \$505,526.09 had been donated specifically for the Well from December 2012 to the present. However, this fund, held in the Treasurer's investment pool, had recently depleted.

To address this, Rachel reached out to the Town's attorney, emphasizing the need for compliance. She explained that the water rates should cover the operation and expenses of the water system, including wages and day-to-day maintenance, as well as the annual principal and interest payment. Additionally, compliance requires maintaining a Reserve Fund equal to one annual payment (approximately \$43,000) and a CFRF Fund (Capital Facilities Reserve Fund) equal to half of the annual payment (over \$20,000). Currently, there is \$71,000 in the CFRF Fund, and it needs to be moved to the Well Fund.

Rachel reiterated that the CFRF Fund could only be used for Capital Improvements, like a water pump, and emphasized the need to notify the Water Board if these funds were to be utilized. She clarified that the water fees should be sufficient to cover the Operation & Expenses fees, plus an additional \$54,000, approximately.

Casey expressed the importance of closely monitoring the Town's water rates in the upcoming year to ensure compliance with the financial requirements.

Rachel further clarified that the Town had initially agreed that any revenue from utilities should have been transferred to the Well Fund. However, over the past six years, this hadn't occurred. After calculating the Operation & Expenses and the annual payment, the Well Fund should have had over \$300,000, but it fell short. Casey concurred with Rachel's figures.

To address this, Rachel proposed, with the support of the Town attorney, that the Town Council receive regular reports, either monthly or quarterly, detailing the incoming water fees. This reporting system would ensure that the funds move into the Public Treasurer's Investment Fund (PTIF) and then into the Well Fund.

Town Council Member Lucy Gold expressed agreement with this solution, emphasizing the benefits of accruing interest and maintaining transparency in the management of the Town's funds.

Marilyn provided a detailed breakdown of expenses related to the construction of the Town Hall. The grant allocated for the project was approximately \$2.3 million, and just over \$983,000 had been spent thus far. The initial bid for the construction of the Town Hall was \$1,575,000, with additional costs of \$30,000 approved through change orders.

Casey emphasized that there would be further expenses for furnishing the Town Hall, even though there wouldn't be a contractor doing the work.

### **DEPARTMENTAL UPDATES:**

1. **EMS/CERT:** CERT: October 27<sup>th</sup>, 28<sup>th</sup> and November 3<sup>rd</sup>, 4<sup>th</sup> will be when CERT Classes will begin. EMS: still working on getting EMT's trained in the Advanced Class.
2. **Water:** Casey informed Marilyn that the water meter put in for the Town Hall can be paid for by the Grant money. We are down to using only Well#1 and Well #2. Well #3 is having some problems pumping silicon sand. This will be repaired as soon as possible. Rachel expressed that this expense could be paid for with the CFRF Fund. Sunrise Engineering will be meeting

## ROCKY RIDGE TOWN MONTHLY MEETING

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with the Town to take care of the Lead/Copper State requirement – Funding was approved through EPA to cover this cost.

3. **Road:** The Town is still on schedule for patching asphalt on Mountain Ridge and will be patching the pothole by the fire station (almost 50 feet long) He bought a saw for \$3,000 as the expense was overall cheaper than amount of money to have someone else do the work.

4. **P & Z: Inspection rechecks - regarding new fees for Building Permits – Rachel Bronson**

Rachel highlighted an important point concerning building permits. She emphasized that re-checks were not included when a building permit is issued, indicating that the expense for re-checks is currently borne by the Town and is not covered by those obtaining permits. Rachel expressed the need for a re-evaluation of this arrangement before renewing this contract in the future. Marilyn encouraged Town Council Members to conduct thorough research and analysis when contracts are proposed. She emphasized the importance of reviewing contracts in detail before approval, suggesting that such diligence in the initial stages could help prevent potential problems or misunderstandings down the line. This approach would ensure that contracts are well-understood and aligned with the best interest of the Town.

Town Council Member Andrew Aagard expressed there was not a lot of time to look over the contract.

5. **Admin: Monthly Expenditures**

Town Council Member Lucy Gold asked for an update regarding services rendered by Domingo Hernandez and making that legal. Marilyn informed the Town Council that due to the close of the contract with Domingo for his services (in September), the Mayor felt to drop the matter there. Due to the opening of the current Full-time position, current Park Supervisor Lane will be stepping down as soon as this new Full-time Employee is trained. Pickleball Courts, Restrooms & the Baseball Field work will be finished by Lane.

Intellipay implementation – Rachel Bronson

There is no cost to implement a platform where online fees can be paid (Intellipay) Rachel asked if the Town Council approves of this, as it is no cost to the Town. The platform is secure. The Town Council agreed with this move for convenience of the residents.

AUP/Audit: The Town will have an audit this year due to the large amounts of donations as well as the Grant that was awarded in February.

6. **Park:** None

7. **Library:** Library fees should be going into the revenue. Rachel & Marilyn will communicate with Sarah Bronson.

### **\*OPEN FLOOR:**

1. **Citizen Items:** None
2. **Town Council Items:** Town Council Member Andrew Aagard asked about the implementation of a Building Department. Marilyn said she would look into this.

### **Adjournment:**

Council Member Lucy Gold moved to adjourn the meeting. Council Member Shannon Jenson seconded the motion, all others voted in favor, and the meeting was adjourned at 9:43p.m.

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Approved by Town Clerk/Recorder