

STERLING TOWN PLANNING & ZONING COMMISSION MEETING MINUTES

Tuesday Oct 18, 2023

1. Pledge of Allegiance.

Town Council, staff and community present stand and recite the pledge of allegiance.

2. Roll Call.

Justin Alder, present; Yvonne Larsen, present; Heather Myers, present; Tami Privett, present; Mayor Pearson, present.

Staff present: Kristina Winkel, Jim Egner

Community present: Kurt Marchant, Lance Burton, Shane Burton.

Mayor asks if there is any section anyone present would like to go over first. No reply.

Mayor explains that Kris sends out the minutes to the council prior to the meeting and it would save time, if council would read the minutes before attending council meeting.

Kris and Tami explain the annual training and reading has been emailed out to each council member and these documents need to be read and some signed by the end of November.

Mayor states that Zeb will be at the Candidates Meet and Greet on the 19th via facetime as he will be on vacation with his family.

3. Reading of Minutes from Previous Meeting.

Council reviews minutes from the previous meeting.

4. Approval of Minutes from Previous Meeting.

Tami makes a motion to approve minutes as presented. Heather seconds the motion. All those in favor: Justin, aye; Yvonne, aye; Heather, aye, Tami, aye. Motion passes.

5. Discussion and Vote on X-Raying Sterling Town Cemetery

Heather makes a motion to table this item indefinitely. Heather is working on obtaining a grant to save the town money. Justin seconds the motion. All those in favor of tabling this item: Justin, aye; Yvonne, aye; Heather, aye; Tami, aye. Motion passes.

6. Discussion and Vote on Sterling Town Cemetery Plot Costs.

Heather provides the current code for costs for plots and closing costs. The purchase of a plot includes perpetual care. Perpetual care is not clearly defined.

- ❖ Sterling Resident lot purchase is \$300 per plot and non-residents is \$750 per a grave. Heather suggests increasing the cost for residents to \$400 and non-residents to \$2000.
- ❖ Opening and closing costs for residents is \$300 and non-residents are \$400.
- ❖ Cremation plot costs for residents is \$150 and non-residents are \$375.

Council discusses ongoing; perpetual care, initial costs, closing costs and if it's all inclusive or some of it separate. Heather states that many cemeteries have all costs inclusive so families don't have added expenses at the time of burial.

Yvonne reviews Mayfields costs and that there is an additional cost on weekends and different costs for infant burials.

Council discusses perpetual care, definition and long term costs.

Heather invites the community present to comment. Lance states that it depends on how it is currently being broken down. He asks how do we make sure that the money is there long term to take care of the cemetery and to account for costs later. He states that the costs should be separated.

Continued discussion regarding costs and budgeting.

Shane Burton asks how many lots are in the cemetery. Heather states 1500 and currently there are 400 sold and she does not plan on selling more until the mapping is completed. Shane thanks Heather for asking the community present for their input.

Discussion on defining what is resident and non-resident as far as costs. Kris states that not too long ago the council had discussed those in the buffer zone would be considered residents when purchasing a cemetery lot. Heather will consider this when preparing her proposal.

Heather will continue to investigate costs and make a recommendation to the council and break down each cost including perpetual care and present it to the council for further discussion and approval.

Heather makes a motion to table this item until November. Justin seconds the motion. All those in favor: Justin, aye; Yvonne, aye; Heather, aye; Tami, aye. Motion passes.

7. Discussion on Troy Manwill Storage containers on highway 89 that have exceeded the year.

Justin states on the way to the council meeting tonight, it looked like he was taking the roof down.

Heather makes a motion to table the discussion on Troy Manwills storage containers on highway 89 that have exceeded the year. Justin seconds the motion. All those in favor: Justin, aye; Yvonne, aye; Heather, aye, Tami, aye. Motion passes.

8. Discussion on Grama Received by Laurie Allen

Tami states that Laurie Allen has requested a Grama for specific dates. Tami has not been able to find any hard copy of minutes from July 2019-July 2022. Tami has not been able to find uploaded recordings of meetings prior to April 2021.

Tami reviews the regulations regarding GRAMAs and suggests finding out if we can get someone to come train us on Records Retention. Kris reviews where each of the council members can find the current minutes and agendas books for Town Council and Planning & Zoning that have hard copies of the agendas, minutes and other pertinent info and that all agendas, minutes and recordings are uploaded the public notice website per code since she has been in the clerk/recorder position from August 2022 to present.

Kris and Tami on several occasions have searched the office and basement for records prior to August 2022 and have not found anything.

9. Discussion on increase in property taxes and sales tax.

Tami provides a sheet with the current and past tax rates. She explains the process of what happens if the town does not increase their tax rate and the process required in order to increase the tax rate including a public hearing with proper notices.

Shane asks how a tax increase will affect them and shares concern for those on a fixed income. Tami states that the elderly can get an abatement.

Discussion continued.

Mayor Pearson explains that we are very lucky to have Jim as a Water Master at the cost we can provide.

Tami brings up sales tax. She states that 60% of our budget comes from online sales. Our sales tax rate is the same as Sanpete County. There are no restrictions to raising our sales tax rate .0015%. Tami shares what adjoining towns tax rate is. Justin calculates the numbers and shares that if they increase the sales tax by 1%, we would get an additional \$22,000 a year.

Mayor brings up annexation and increasing commercial areas and how this would improve tax revenue.

Continued discussion on taxes and tax laws including protocol for charging/increasing taxes on Airbnb. Tami explains that if we had a transient tax, then the Airbnb's would have to pay it.

Kurt Marchant asks about the T&R Tax. Tami answers that it is the Transient Room tax. He asks if there is a tourism tax. Kurt explains many towns have tourism and tax accordingly. Kurt also does septic design and the state has a program that depending on your household income you can have the septic system replaced. Kris will add this contact information to the next newsletter.

Shane shares that she understands the costs the town has to maintain the town and appreciates all the work the staff and council does and she just doesn't want any elderly with fixed incomes to get lost in the shuffle.

Kris shares some programs that are available for elderly and will put that in the next newsletter as well.

10. Discussion on Budget

Tami explains the law and how to move monetary items. She states we should have a budget hearing in January to move some money since we did not get the anticipated money from fires this year. Tami explains that we can't change the bottom line but we can move some money around, prior to a public hearing to change the budget.

11. Report of Officers–Board–Committees

JUSTIN–WATER–ROADS–Justin thanks Jim and Scott for fixing the recent meter leak at one of the springs that was blocking water from coming down. Mayor states that Scott states that Jim knows more about plumbing and hooking things up than Scott does. We really appreciate Jim. Jim states he likes the job and he is having fun and feels good about what is going on.

Justin states that we are hitting overflow more during the day than ever, this is great. We are in good shape.

We do have another leak and we may just replace that whole section. Brent will dig after Thursday.

Justin brings up the pot holes in the roads and feels they should be filled so they don't get larger. The bags of asphalt work well and we need to put them out before it gets cold. Justin asks if we can use Jim to do this and winterize the sprinkler system at the park and cemetery ASAP.

Council discusses other things that need to be winterized.

YVONNE-TREASURY/BUILDING–Yvonne will be ordering nuts and candy and organizing Santa Clauses for Christmas Eve. Possibly Ron Johnson and Stephen Kent.

Yvonne will be ordering some flags for the highway; two for here and two for the cemetery. We need a new state flag and they are \$80-100. The total will come to \$300-400.

HEATHER-CEMETERY/PARKS/FIRE–Heather states everything has been covered above and she will prepare a breakdown and recommendation for the cemetery.

TAMI-STEERING COMMITTEE/BUDGET/DEPUTY CLERK–Tami brings up the September bank statement. She explains that the bank deposited and cashed a check for far less than it was. Mountain America has not communicated to Zions yet. Tami explains how she will be able to reconcile the bank statements.

MAYOR PEARSON-PLANNING & ZONING–Thanks to Sam Maestas he provided a large map and plexiglass. We have been mapping out the zones and after the next Planning and Zoning meeting we will have a plan to present to the county.

12. Approval of Payments

Bills Paid on 10/17/2023

Badger Meter	\$77.43	Monthly water meter service
CUHD	\$20.00	Monthly water sample test
CURTIS Tools for Heros	\$1089.00	Annual water flow test
Delco Western	\$1,845.00	Cleaning and testing/Water inspection
Dominion Energy	\$158.36	Fire Dept and Adm building fuel
Jim Egner	\$20.00	Mileage Reimbursement for Sept paid 10/9/23 49.08 ink for printing reports paid 10/17/2023
Ephraim Tire Pros & Services	\$105.89	Chains for Fire Dept
Gunnison Implement Co	\$56.16	U Clamp and fuel stabilizer/Blades for mower
Hinton Burdick CPAs & Advisors	\$1512.38	Annual Audit
Hydro Specialties Company	\$22.00	Badger meter service, micro connector.

Scott Johnson	\$66.25	Mileage reimbursement for Sept
Yvonne Larsen	\$617.81	Lodging for Jim Egner for Water Master Training
Manti Telephone	\$105.81	Telephone bill for Sept
Mountainland Supply Company	\$1505.22	1" meter install/meter by pass/Marks meter install
N. Sanpete Disposal	\$75.03	Fuel for Adm Building
Tami Privett	\$120.05	Printer and ink cartridges for printing water bills
Rocky Mountain Power	\$848.88	Electricity/water and Street lights
Sanpete County Fire District#2	\$560.06	Fire Fee Expense
Sanpete Sanitary Landfill Cooperative	\$403.20	Landfill fee expense
Sanpete Trade Association	\$200.00	Sound system purchase
Valley Builders Inc	\$43.16	NS General Purpose Grout
Zions Bank	\$131.48	Building supplies, TP, paper towels, garbage bags.

Payroll Period 09/01/2023-9/31/2023. Paid on 10/7/2023

James Egner	\$1,841.04
Scott Johnson	\$591.04
Heather Myers	\$524.08
Tamra Privett	\$162.76
Kristin Winkel	\$516.01

Tami makes a motion to pay bills as presented. Heather seconds the motion. All those in favor: Justin, aye, Yvonne, aye; Heather, aye; Tami, aye. Motion passes.

13. Adjournment.

Heather makes a motion to adjourn the meeting. Yvonne seconds the motion. All those in favor: Justin, aye, Yvonne, aye; Heather, aye, Tami, aye. Motion passes.

Meeting adjourned at 9:15