

STERLING TOWN COUNCIL MINUTES

Tuesday November 21, 2023

1. Pledge of Allegiance.

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

2. Roll Call.

Justin, present; Yvonne, present; Heather, present; Tami, present; Mayor Pearson, excused.

Staff present: Kristina Winkel, Jim Egner.

Community present: Cade Penny, Loretta Denton, Scott Johnson.

Justin calls the meeting to order at 7:03.

3. Reading and approval of minutes from the previous meeting(s).

Tami has a clarification on item #8 from the previous meeting that we don't have any recordings of minutes prior to April 2021 and no hard copies of minutes prior to July 2022. Yvonne asks for clarification. Tami restates the time period that hard copies of the minutes and audio are missing.

Yvonne states that there is a box of loose leaves full of minutes in Kris' office. Yvonne insists that the two boxes in Kris' office have been there the whole time and contain loose leaves full of minutes. Tami replies that those boxes did not have any minutes in them, and that one of the boxes had old checks in it. Yvonne insists that the bottom box in Kris' office is full of minutes. Tami states that a couple of weeks prior, she and Kris searched her office and the basement and there are no hard copies of minutes during the time period in question. Yvonne continues to insist that the bottom box in Kris' office is full of minutes and she specifically saw Kris open the box and remove minutes and put them in a different loose leaf when she started employment in August of 2022.

Kris states that that didn't happen and she has not come across any evidence of minutes prior to July of 2022 and those boxes have been empty in her office ever since she started. Yvonne continues questioning Tami and Kris if they searched all the boxes and files in her office and they both replied, Yes! Yvonne again insists that the minutes are in Kris' office, Kris invites Yvonne to locate them. Kris adds that she has been shocked at the lack of documentation she could not find since working here. Tami adds that she and Kris searched everywhere before they brought this up at the last meeting and could not find the minutes in question.

Justin asks if anyone has followed up with Stacy Lyon (previous clerk/recorder) about previous hard copy minutes and audio. Tami answers that Keenen was going to reach

out to her and Tami has not heard back from Mayor Pearson yet.

Tami has one more correction to the minutes on item #10 of the last sentence. "Tami explains that we can't change the bottom line, but we can move some money around". Tami agrees this is correct, but it would be prior to a public hearing to make those changes. Please add "prior to a public hearing."

4. Approval of Minutes from Previous Meeting

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

5. Discussion and vote on Sterling Town Cemetery Plot Costs

Heather reviews current fees for resident and non-resident plots that previously included perpetual care. Heather presents proposed fee increases for residents and non-residents that would be put into effect January 2024. Council discusses whether or not to have perpetual care included or separated out of the plot cost and considers the accounting aspects. Tami states that for perpetual care, we would need to have an ordinance stating what perpetual care would include and discusses the accounting. Heather replies that perpetual care includes; stone cleaning, mowing, water, road maintenance, everything. Previous fees included perpetual care and new proposed fees separate the perpetual care costs from the plot cost. Council agrees to not break out/separate the perpetual care from the plot cost for simplicity and accounting ease.

Difficult to HEAR both Justin and Yvonne's comments.

Council discusses the boundaries of those who will be considered to be able to get the resident plot costs; those who have a Sterling PO Box and live as far NORTH as Ken Larson's or as far SOUTH as Clair & Arla Otten's, or as far WEST as the Reservoir or as far EAST as the Manti Dump Road for year round residents.

Kris brings out the area map of Sterling and the council discusses the boundaries.

Council agrees on the above mentioned resident plot cost boundaries. Council agrees that the resident plot cost including perpetual care is \$500, cremation \$350, children age 0-18 \$300. For non-resident the plot will be \$2000 which includes perpetual care, cremation \$700 and child age 0-18 \$800. All the opening and closing fees will remain the same. The council debated the Disinterment fee and agreed for \$4000 for un-vaulted and \$1500 for vaulted.

Heather makes a motion to table the town of Sterling Cemetery plot costs until next month where we can update the prices with a resolution. Tami seconds the motion. All those in favor: Justin, aye; Yvonne, aye; Heather, aye; Tami, aye. Motion passes.

Loretta adds that she loves how the cemetery looks. Council discusses gophers. Jim

states he has something that will help with that.

6. Cade Penney from 6 County newly appointed Community Advisor.

Kade Penny with Six Counties Association of Governments explains that he is available to assist the Town of Sterling with ordinances, grants and anything else we may need. He explains that there are five individuals and he is assigned to cover Sanpete County. He grew up in Richfield and worked for Christensen Arms and has been working with Six Counties since August. He lives in Richfield, is married and has three kids between the ages of 10 and 16.

Kade provides a Six Counties Update on grants and new codes:

- Six Counties is applying for a grant through the USDOT called the Thriving Communities Regional Pilot Program. The grant funds a portion of what we do and it allows us for a contract for 1-2 years for up to \$2 million. If awarded, we can allocate up to 20% of that back to the communities that we serve. Kade leaves a document that Keenen will need to sign. To be able to apply, we do need all of our communities to sign the document and email it back to me.
- The state passed a bill in 2023, the SB174 which is for subdivision ordinances. They have released a list of 5 individuals that can assist your community with updating your subdivision ordinances to be up to code. One of the individuals on the list is Mike Hansen. He can help update it and get reimbursed through the state so that it does not cost you anything.
- There is a Utah Outdoor Recreation Grant. They actually have a meeting next week in Sterling on Nov 28th from 2-4 PM. There are quite a few projects they can fund such as bicycle trails, ATV trails and a pump track, etc.
- The UDOT Technical Planning. It closes on Dec 7th and they will reach out to us after the Thanksgiving Holiday to go over some of the details. It's a planning grant for general plans, corridor plans, transportation plans, zoning codes and things like that.
- Safe Routes to School, this just came across my radar and I don't have many details on this yet. It is for crosswalks and things like that.

7. Report of Officers:

JUSTIN-WATER-ROADS—We did meet with Jones and Demille and had a good meeting regarding the water master plan. Justin talks about the hydraulic model system. Because of the tightening up of laws with water, we are likely going to need a meter to the water going into the springs and a meter going out. The meter out of the tank is important and this helps determine our peak use during the day. If we don't have that information, then it is an estimation. There's going to be some things we will need to update immediately. We have an application to convert the well water to culinary and it lapsed and so we do need to reapply. We are starting that application again so that can be used for culinary municipal use. Scott explains that it was clear back in 2017 and a letter was sent to Randel, it must have slipped through the cracks. He states it's very important to get the water rights transferred over. Scott stresses it is

really well worth it. Jones and Demille have agreed to do this for us and they feel they can fix this for us.

Justin continues, this plan is for what we need and what we are going to need. An assessment will be done and they will recommend what our water billing should be. We had a scare regarding another water leak, but it appears to have been a water run-off.

Jim states that by next year we have to have our system checked for lead. Scott states that the Feds are making all communities check for lead leakage. Sunrise Engineering has a grant for our area and the Government will pay them to come in and do it. Jim is working to get on the list and states that we have until next Nov/December to complete it.

YVONNE-TREASURY/BUILDING—Yvonne asks if we should consider doing things differently due to Christmas Eve being on a Sunday this year. Council discusses pros and cons of having one Santa here at the Town Hall or several Santa's that deliver on Christmas Eve. Council discuss and agrees to keep the current tradition of Christmas Eve santa visits to the homes.

There are left over canned drinks from the 24th that should go to the fire department.

Council discuss patching up some holes with road base before the roads get permanently wet.

HEATHER-CEMETERY/PARKS/FIRE—Fire department is good. Christmas party is on Dec 4th. Our Jackets are getting embroidered. The wildland payments are ready to go out. We have winter fire school and sign ups are coming up in December and January. Heather states they usually send four.

TAMI-STEERING COMMITTEE/BUDGET/DEPUTY CLERK—We have tried with the hand held microphones and during last P&Z meeting they were looking for some, so that we can order some more microphones.

Scott Johnson states that when the sound system was put in, they were very knowledgeable and recommends contacting the same company that installed the system and the contact information should be on the system in the back.

Tami reviews an old fee schedule/resolution that Yvonne presented to her that is not dated or stamped with no signature pages on it. If the CPA requires something more

official, we may have to have it on the meeting Agenda to vote and re-apply what is already there. Further discussions regarding past/present resolutions continued.

They are supposed to have a tally on the election between Nov 28th and the 30th. Council discusses when to have a meeting to approve the election and agree on Monday Dec 4th at 5:00.

Discussion on Jones and Demille contract and that Keenan received an email that the contract is up. Council discusses how J&D continually told them to take their time. Tami has tried to reach out to Mike Hansen and has not gotten a response. Kade will reach out to Mike Hansen.

MAYOR PEARSON–PLANNING & ZONING– Excused.

8. Approval and Payment of Bills:

Bills Paid on 11/21/23

Badger Meter	\$77.43	Monthly meter service
CUHD	\$20.00	Water testing
Delco Western	\$499.10	Chlorinator kits
Dominion Energy	\$177.86	Gas for Fire Station, Adm and shop
EcoLife	\$175.00	Fire Dept Pest Service
Jim Egner	\$126.25	Travel reimbursement for Oct
Gunnison Implement Co	\$7.75	Rubber gloves
Hinton Burdick CPAs & Advisors	\$358.84	CPA services
Hydrop Specialities Co	\$449.80	Badger series meter with digital register
Jensen Excavating	\$1564.00	Larsen Grave and Doug Marx digging
Scott Johnson	\$51.17	Oct Mileage reimbursement
Manti Telephone	\$104.90	Phone service for Oct
Mountain Supply Co	\$30.67	Chlorinator

N. Sanpete Disposal	\$75.03	Oct fuel charge and dumpster
Pelorus Methods	\$800.00	Quarterly software support
Tami Privett	\$144.01	Postage for mailing and printer
Rasmussen Ace	\$11.99	Weather strip for lower tanks
Rocky Mtn Power	\$823.82	Electricity six mile creek and streetlights
Sanpete Sanitary Landfill	\$508.20	Landfill fee expense
Sanpete county Fire District #2	\$660.25	Oct landfill fee and late fee from May
Scholzen Products Co	\$319.00	Chlorine 150# tank
Valley builders Inc	\$116.01	Kabota windshield, plumbing parts to winterize irrigation sys
Willowwood Turf	\$224.00	SOD for cemetery
Zions Visa	\$2845.24	Late fee, fire subscriptions, stamps and fireman jackets
24 bills totaling	\$ 10,171.32	

Payroll Paid on 11/08/2023 for pay period 10/01/23-10/31/2023

James C Egner	\$2,174.47
Scott Johnson	\$129.29
Yvonne V. Larsen	\$431.73
Heather H Myers	\$517.16
Tamra D Privett	\$138.52
Kristina K Winkel	\$405.19

Yvonne questions the amount being paid to Delco Wester, that it should be more. Yvonne explains that she gave the correct invoice and amount to Kris by sliding it under her office door and had previously spoken to Kris about it. Kris agrees that she did find the new invoice and discarded it because she had already processed it and apologizes that she did not notice the increased invoice amount on the more recent one that Yvonne had provided. It's hard to remember every invoice amount. Kris stresses the

importance that ALL invoices must come directly to the clerk and not go through the treasurer.

Wildland Fires Paid on 11/18/2023

Jashua C Allsop	\$193.93
Jentrie C Allsop	\$110.82
John C Allsop	\$110.82
Boston B Bown	\$110.82
Clinton L Conover	\$110.82
Gedeon C Jarvis	\$83.11
Parry A Payton	\$110.82
Emily Quayle	\$83.11
Brad L Wilson	\$83.11
Jace R Wilson	\$110.82

Kris states that there will be two additional wildland checks prepared next month for Heather Myers and Nick Lyon due to Heather having already received payroll this month and awaiting Nick's employee paperwork.

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

9. Meeting Adjournment.

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

Meeting adjourned at 8:34PM.