

ROCKY RIDGE TOWN MEETING

November 15, 2023

7:30 pm

M.L.A. Building

MINUTES: Approval of August & September Minutes: Special Meeting – Canvass Election & Town Meeting

Visitor: Shay Morrison, Six County Representative

- Subdivision Assistance List Released
- Rural Communities Opportunity Grant Application
- Thriving Communities Application
- Guiding our Growth Survey Results
- Procurement Policy
- Community Advisor Program Update

NEW BUSINESS:

1. Email from UDOT – Brad Palmer

DEPARTMENTAL UPDATES:

1. **EMS/CERT:** ***
2. **Water:** ***
3. **Road:** Lark Ridge safety signs
4. **P & Z:** ***
5. **Admin:** Monthly Expenditures, Letter of Engagement; Town Attorney, Town Hall sign.
6. **Park:** ***
7. **Library:** ***

***OPEN FLOOR:**

1. Citizen Items:
2. Town Council Items:

/s/ Marilyn Bronson

Town Clerk/Recorder Posted: 11/14/2023

* Please contact Mayor Ronald Allred or Town Clerk Marilyn Bronson to place items on the agenda.

* Supported documentation for this Agenda is posted on the Town's Website at rockyridgetown.com

* The Open Floor session of Town Meeting is an open forum for our Citizens to present concerns or ideas to the Town Council. This session is limited to the time available. No formal action can be taken on these items

* All Town Meetings are recorded according to State statute and are available to any Citizen requesting a copy.

* In compliance with the Americans with Disabilities Act, Rocky Ridge Town will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the Town Clerk Marilyn Bronson at (435) 610-0395 at least 48 hours in advance of the meeting.

* A closed session may be called to order pursuant to Utah State Code 54-4-204 & 54-4-205.

* The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.

- *Subdivision Assistance List Released*

SB 174 requirements that were passed this year will likely need to be dealt with by Rocky Ridge prior to December of 2024. The state released an RFP for assistance with those mandated changes. The Town can now apply for assistance. I will be talking through that process.

- *Rural Communities Opportunity Grant Application*

Discussed the Rural Communities Opportunity Grant in the past. Check-in on this topic, as the Deadline is the 17th of this month.

- *Thriving Communities Application*

Thriving Communities is an application the AOG is doing to hopefully get more funding to provide more planning services. This application may also help communities with some of the awarded funds. I will bring a support letter to be signed by the mayor if it is approved.

- *Guiding our Growth Survey Results*

The state put out a survey about growth and I would like to share those results.

- *Procurement Policy*

Covering procurement with all communities over the next month or so. This is simply to make sure everyone has a policy in place and knows how to use it.

- *Community Advisor Program Update*

List of activities provided to assist communities so that our scope of work is clear.

From: **Brad Palmer** <bgpalmer@utah.gov>
Date: Thu, Nov 9, 2023 at 10:10 AM
Subject: UDOT Rail Division
To: Brad Palmer <bgpalmer@utah.gov>

Good Morning,

We wanted to reach out to our Local Government partners that UDOT recently created a new Rail Division to provide more resources to help coordinate any railroad related impacts or issues throughout the State. Here is a link to the [Rail Division website](#).

UDOT's Statewide Railroad Engineer, Megan Leonard, can help coordinate any City or County project related issues that impact a railroad facility. Please feel free to reach out even if your project is not on a State Route. She can be contacted at mleonard@utah.gov or 801-965-4923.

Our group will also be handling any Diagnostic reviews for all at-grade crossings as outlined in [Administrative Code R930-5](#). A Diagnostic review is required for any proposed development within 1000' of an existing public crossing, any new public crossings, any new access within 250' of an existing public crossing, or any modifications to existing public crossings. These reviews can be requested through Tyler Schmidt, UDOT's Diagnostic Engineer, at tylerschmidt@utah.gov or 801-965-4924.

Please feel free to reach out to me with any other inquiries.



Brad Palmer, P.E.
Rail Division Leader
Utah Department of Transportation
4501 South 2700 West • Taylorsville, UT 84129
office: (801) 965-4535
email: bgpalmer@utah.gov

Town of Rocky Ridge
Check Register
Zions Checking - General - 10/01/2023 to 10/31/2023

Payee Name	Reference Number	Invoice Number	Invoice Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Brothers Sprinkler Repair	1176	1744	10/18/2023	10/18/2023	2,224.75	Trenching for wire & new zone - Baseball Field	404510.750 - Miscellaneous Expense	
					\$2,224.75			
LA	1164	1589	10/09/2023	10/09/2023	7,420.00	Cement Work	404510.746 - Baseball Field Expenses	
LA	1194	103123	10/31/2023	10/31/2023	3,832.50	Park: Sidewalk by South Restrooms; Restroom floor	404510.741 - Restroom Expenditures	
					\$11,252.50			
Allred, Alma Lane	1153	083123	09/13/2023	10/02/2023	136.74	Travel (mileage) for supplies & Reimbursement for s	104510.250 - Park Upkeep	
Allred, Alma Lane	1165	100123	10/09/2023	10/09/2023	903.60	Inspections - Lane Allred	104170.741 - Building Inspections	
Allred, Alma Lane	1195	103123	10/31/2023	10/31/2023	280.95	Reimbursement - Travel & Park Supplies	104140.230 - Admin Travel	
					\$1,321.29			
Allred, Terry A	1152	093023	10/02/2023	10/02/2023	63.86	Mileage Reimbursement - Parts-Saw & Tools	104140.230 - Admin Travel	
Allred, Terry A	1168	092623	10/09/2023	10/09/2023	3,200.00	Floor Saw	104410.250 - Supplies and Equipment	
					\$3,263.86			
Association of Public Treasurers of t	1154	27121	09/28/2023	10/02/2023	159.00	Membership - Treasurers Renewal	104140.210 - Admin Dues & Subscripti	
					\$159.00			
Bronson, Marilyn	1155	092823	09/28/2023	10/02/2023	5.32	Reimbursement - Meal expenses	104140.235 - Admin Training Expense	
Bronson, Marilyn	1177	101823	10/18/2023	10/18/2023	5.95	USPS - Travel for Stamps	104140.230 - Admin Travel	
Bronson, Marilyn	1177	101823-2	10/18/2023	10/18/2023	66.15	Travel: Tile, Countertop, Quartz options - New Town	104140.230 - Admin Travel	
					\$72.10			
Bronson, Marilyn	1187	102323	10/30/2023	10/30/2023	42.16	Return Tilw & Solid Surface samples to Daitile & Qui	104140.230 - Admin Travel	
Bronson, Marilyn	1193	103123	10/31/2023	10/31/2023	40.67	Quinn Solid Surface - return remaining samples	104140.230 - Admin Travel	
					\$160.25			
Bronson, Rachel	1156	092023	09/13/2023	10/02/2023	44.63	Bank deposits	104140.230 - Admin Travel	
Bronson, Rachel	1156	092623	10/02/2023	10/02/2023	61.64	Rachel travel to bank - deposits	104140.230 - Admin Travel	
					\$106.27			
Bronson, Rachel	1178	100623	10/18/2023	10/18/2023	13.00	Reimbursement for Stamps - Rachel Bronson	104140.245 - Admin Postage & Deliver	
Bronson, Rachel	1196	103123-1	10/31/2023	10/31/2023	19.35	Bank deposits	104140.230 - Admin Travel	
					\$138.62			
Central Valley Medical Center	1179	093023	10/18/2023	10/18/2023	83.92	Pharmacy Supplies	104220.150 - EMS Supplies	
					\$83.92			
CenturyLink	1157	092623	09/13/2023	10/02/2023	46.16	Phone Bill	104140.290 - Admin Telephone	
CenturyLink	1188	100223	10/30/2023	10/30/2023	31.44	Office Phone	104140.290 - Admin Telephone	
					\$77.60			
Chemtech-Ford	1158	2310768	09/28/2023	10/02/2023	75.00	Colliert AP	516340.420 - Contract Services-Water	
Chemtech-Ford	1189	23J1348	10/30/2023	10/30/2023	75.00	Colliert AP	516340.420 - Contract Services-Water	
					\$150.00			
Christiansen Oil Company	1180	12179	10/18/2023	10/18/2023	144.38	Oil for Well #3	516340.450 - System Repairs & Mainte	
					\$144.38			

Town of Rocky Ridge
Check Register
Zions Checking - General - 10/01/2023 to 10/31/2023

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
ington, Joanna	1181	093023	10/18/2023	10/18/2023	200.00	Oversize and Undeliverable packages & mail	104140.640 - Admin CO Mailboxes	
artment of Health and Human Se	1190	24EM000039	10/30/2023	10/30/2023	\$200.00	EMS Quality Assurance Review Fee	104220.175 - EMS Administrative	
PL	1163	100223	10/02/2023	10/02/2023	60.36	Building Permit Fee - Building Standards Ed Fund	104140.312 - Admin Accounting & Audit	
					\$60.36			
PS	EFT	PR083123-129	09/05/2023	10/02/2023	47.19	Federal Income Tax	102221 - Accrued SS, MC & FIT payabl	
PS	EFT	PR083123-129	09/05/2023	10/02/2023	97.66	Medicare Tax	102221 - Accrued SS, MC & FIT payabl	
PS	EFT	PR083123-129	09/05/2023	10/02/2023	417.60	Social Security Tax	102221 - Accrued SS, MC & FIT payabl	
PS	EFT	PR083123-129	09/06/2023	10/02/2023	13.64	Medicare Tax	102221 - Accrued SS, MC & FIT payabl	
PS	EFT	PR083123-129	09/06/2023	10/02/2023	58.36	Social Security Tax	102221 - Accrued SS, MC & FIT payabl	
PS	EFT	PR091523-129	09/18/2023	10/02/2023	15.68	Federal Income Tax	102221 - Accrued SS, MC & FIT payabl	
PS	EFT	PR091523-129	09/18/2023	10/02/2023	97.94	Medicare Tax	102221 - Accrued SS, MC & FIT payabl	
PS	EFT	PR091523-129	09/18/2023	10/02/2023	418.82	Social Security Tax	102221 - Accrued SS, MC & FIT payabl	
					\$1,166.89			
guson Watenworks #1616	1182	1224616	10/18/2023	10/18/2023	\$1,166.89	Water Valve cap	516340.250 - Equipment Repairs & Mai	
mandez, Domingo	1161	071223	10/02/2023	10/02/2023	16.64			
					\$16.64			
/ Mecham's Country Garbage	1183	233164	10/18/2023	10/18/2023	1,200.00	Mowing, Weed Control, Weed Wacking (9/15-9/29)	104510.110 - Parks Wages	
					\$1,200.00			
DA Landfill	1184	101823	10/18/2023	10/18/2023	1,863.00	Garbage Bill	104420.410 - Sanitation-Garbage Colle	
					\$1,863.00			
					1,147.00	JRDA Landfill Payment	104420.411 - JRDA Landfill	
					\$1,147.00			
e-Assist, Inc.	1160	1363397	09/13/2023	10/02/2023	333.45	Supplies: Sterile pads, Gauze, Exam Gloves, IV Ar	104220.150 - EMS Supplies	
e-Assist, Inc.	1160	1363503	09/28/2023	10/02/2023	121.92	Supplies: Exam Gloves, Conrmed Positrac	104220.150 - EMS Supplies	
					\$455.37			
					\$455.37			
untain Valley Plumbing, Inc.	1166	100323	10/09/2023	10/09/2023	4,800.00	New water lines, Concrete cutting, replace parts, ad	404510.741 - Restroom Expenditures	
					\$4,800.00			
itional Registry of Emergency Med	1185	759373	10/18/2023	10/18/2023	104.00	Four (4) Recerts	104220.175 - EMS Administrative	
					\$104.00			
aphi City Corporation	1186	102523	10/18/2023	10/18/2023	7.96	Utility Bill - Temporary Trailer	104140.280 - Admin Utilities	
					\$7.96			
oneer Nursery	1167	090523	10/09/2023	10/09/2023	12,625.00	Landscaping - South Field	404510.750 - Miscellaneous Expense	
					\$12,625.00			
ocky Mountain Power	1191	102523	10/30/2023	10/30/2023	70.65	Temporary Office Trailer - Utilities	104170.740 - Admin New Office Buildin	
					\$70.65			
on Nichols	1169	100923	10/09/2023	10/09/2023	1,492.75	Advanced EMT Course - Jonathan Kool	104220.200 - EMS Training	
					\$1,492.75			

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te Tax Commission	EFTPS	PR063023-130	07/05/2023	10/02/2023	112.65	State Income Tax	102222 - Accrued state withholding pay	
te Tax Commission	EFTPS	PR071523-130	07/17/2023	10/02/2023	94.54	State Income Tax	102222 - Accrued state withholding pay	
te Tax Commission	EFTPS	PR073123-130	08/04/2023	10/02/2023	93.99	State Income Tax	102222 - Accrued state withholding pay	
te Tax Commission	EFTPS	PR081523-130	08/18/2023	10/02/2023	113.67	State Income Tax	102222 - Accrued state withholding pay	
te Tax Commission	EFTPS	PR083123-130	09/05/2023	10/02/2023	113.24	State Income Tax	102222 - Accrued state withholding pay	
te Tax Commission	EFTPS	PR091523-130	09/18/2023	10/02/2023	86.96	State Income Tax	102222 - Accrued state withholding pay	
					<u>\$615.05</u>			
					<u>\$615.05</u>			
a Times-News Publishing Compan	1192	15044	10/30/2023	10/30/2023	18.00	Special Mtg Notice - Proposal of new fees (P&Z)	104140.530 - Admin Publishing	
a Times-News Publishing Compan	1192	15045	10/30/2023	10/30/2023	13.80	Public Notice - Town Mtg New Building Permit fees	104140.530 - Admin Publishing	
					<u>\$31.80</u>			
					<u>\$31.80</u>			
amer & Associates Construction	1170	101023	10/10/2023	10/10/2023	243,782.64	New Town Hall	104170.740 - Admin New Office Buildin	
					<u>\$243,782.64</u>			
PA Architecture	1171	101023	10/10/2023	10/10/2023	1,044.00	Construction Admin - New Town Hall	104170.740 - Admin New Office Buildin	
					<u>\$1,044.00</u>			
					<u>\$289,764.28</u>			



**WADDINGHAM
& ASSOCIATES, P.C.**

362 WEST MAIN
DELTA, UTAH 84624
TEL: (435) 864-2748
FAX: (435) 864-2740

October 23, 2023

Mayor Ron Allred
Rocky Ridge Town
HC 60 Box 217280 North Larkridge Road
Rocky Ridge, UT 84645

RE: Engagement Letter

Dear Mayor Allred:

The Utah State Bar strongly recommends that the arrangements between a client and an attorney be confirmed in a written agreement. Unless you prefer a more formal agreement, I propose that this letter serve as the agreement between you and our law firm. This letter is to confirm that you have retained our office to assist Rocky Ridge Town with review, revision, drafting, research or other general advice on ordinances and resolutions, as requested, and advice regarding other municipal issues. If advice is requested regarding other municipal issues, a conversation will be had regarding the scope of each issue so the parties have a clear expectation regarding the work to be completed and the estimated cost to complete such work.

If certain legal work can be foreseen, such as ordinance or resolution drafting, it would be appreciated if the information be sent as far in advance as possible.

We will bill at our usual hourly rate for these services. The attorney hourly rate is \$150.00 per hour; the legal assistant's rate is \$80.00. We change our billing rates from time to time. Other legal assistants and attorneys in our office may be consulted or help to accomplish your work, but you will be billed for their time only if it advances your work.

The hourly time charges include, but are not limited to, telephone conferences, office conferences, legal research, review of file materials and documents sent or received, preparation for and attendance at conferences and hearings, travel time, drafting documents, correspondence, and office memoranda. If it will help advance your work, we may disburse minor cost items on your behalf such as filing fees, travel expenses (excluding automobile mileage), etc., and we will bill these to you as expenses. Other expenses specific to your work such as investigation expenses, photocopying costs, mailing costs, etc. will also be billed to you as expense items.

We will bill fees and expenses monthly. Our billing statement contains an explanation of the services provided and expenses charged to your account. If there are problems or questions with any billing that we send you, I ask that you contact Leann Hepworth to work out any problems before the bill is paid. We want to resolve any billing questions before you make payment. We

Mayor Ron Allred
Rocky Ridge Town
Page 2
October 23, 2023

reserve the right to charge interest up to eighteen percent (18%) per annum on any balance outstanding over 30 days. All payments shall be applied first to accrued interest, if any, then to costs incurred, and finally to fees for services rendered. If collection procedures become necessary, we will be entitled to the costs of collection, including, but not limited to, attorneys fees and costs.

We retain the right to withdraw from representation at any time, although we will let you know of our reasons for doing so prior to withdrawal. Any work prepared by our firm during representation will be made available to you, subject to our attorneys' lien if you have any unpaid accounts with us. Likewise, you have the right to terminate our services at any time.

It will serve both of us to maintain close communication on this case. Any work done by our office will be communicated to you by copies of correspondence or documents or telephone calls. Less urgent items may be reported by activity description in your billing statement. If there are questions, it often helps to set up an appointment for a telephone call.

If you have questions, please feel free to contact me. If these terms are acceptable to you, please sign the enclosed copy of this letter and return it to me in the enclosed envelope. The original is for your files.

Thank you for this opportunity to be of service. We look forward to assisting you.

Sincerely yours,

WADDINGHAM & ASSOCIATES, P.C.

Elise Harris

EH/lh

Enclosures

TOWN OF ROCKY RIDGE, UTAH

10/31/2023
Date

By: 
Mayor

Challenges:

The Cemetery could reflect our values more perfectly if someone who cared passionately about the cemetery aesthetics was delegated the responsibility.

- Those currently caring for the cemetery are doing a wonderful job with the process of burials and state requirements.
- Aesthetic improvements are not a priority for the Sexton or Town because they hold too many other responsibilities.
- Those who want Aesthetic improvements make small sporadic changes resulting in a design that does not properly reflect the values of our community.
 - These improvements are based on personal requests that do not account for the entire community.
 - Random Furniture
 - Old Flowers
 - Trees planted over plots
 - Headstone standard changes on request

PROPOSAL**Appoint a Rocky Ridge Cemetery Caretaker****GOALS:**

- To improve our cemetery to better reflect our town's heritage and celebrate our values.
 - Hope in Life after Death
 - Remembering Our Ancestors
 - Cleanliness
 - Beauty

Responsibilities:

1. Oversee the aesthetic maintenance and improvements of the Rocky Ridge Cemetery.
 - a. Watering
 - b. Mowing
 - c. Cleaning
 - d. Landscaping & Design as approved by Sexton
 - e. Fund Raising
 - f. Purchasing and Accounting to Town for Town Contributions invested.
2. Propose improvements to the community for approval via surveys, petitions and polls.
3. Propose results of community feedback to town council for approval.

Exclusions:

1. Plot Assignments
2. Plot Digging
3. Roads
4. State Records

Our Recommendation for this position: **Katie M Allred** to solicit support from town members as she deems necessary.

Signed:

NOT PART OF THE PROPOSAL
BUT TO BE CONSIDERED:

Yearly Budget:

1. As approved by town during fiscal year budgeting.
 - a. Currently requesting 10k/Annually

Rocky Ridge Cemetery

Policies and Procedures

➤ Cemetery Committee

- The sexton will be appointed by the town council.
- ~~This~~ committee will be appointed by the town council.
- This committee will be responsible for the Cemetery grounds.
- There will be no digging in the cemetery without permission.
- No Plants or Trees will be allowed to be planted within the cemetery without conforming to cemetery policy. *what policy/where is it?*
- Items left at grave site may be cleared weekly and according to cemetery policy.

➤ Plots

Purchase = Right to Bury & Open and Closing fees

- Purchases will be purchased through the Town of Rocky Ridge.
- A record of the purchase as well as the Interment will be filed by the Town.
- A plot size equals four feet by eight feet.
- An infant half lot is four feet by four feet, but is only to be sold as a whole plot.
- A fee of **\$350.00 to residents** of the Town of Rocky Ridge for opening and closing the graves will be assessed unless special arrangements are made by the Sexton.
- A fee of **\$500.00 to non residents** of the Town of Rocky Ridge for opening and closing the graves will be assessed unless special arrangements are made by the Sexton.
- Adult graves are approximately five to six feet deep.
- Youth and Infant are approximately four to five feet deep.
- An **approved vault** will be required for all burials.
- Only one grave per plot or half lot, there is no double stacking grave.

➤ Headstones

- All burial graves must have a **headstone within one year** of the Interment date.
- A headstone may not exceed four feet by four feet over all dimensions.
- **Infant half lots will be required to have flat head stones.**
- All head stones should be placed in a cement base with **four inches** of cement on all sides.
- It may be necessary for headstones to be removed when an adjacent grave is opened and closed. The headstone will then be replaced after the service.

Cemetery Committee

Derek Andra (801)450-6865

Terry Allred (435)660-1423

Please Keep For Your Files