

ROCKY RIDGE PUBLIC HEARING

- Increase of Building Permit Fees

& TOWN MEETING

September 20, 2023

7:30 pm

M.L.A. Building

Draft – awaiting approval

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, Nephi Laub and Brian Lewis.

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 through the US Department of Transportation's Railroad Elimination Grant Program was presented to the Town Council. However, it was noted that this federal grant comes with a 20% match requirement. Mayor Allred expressed concern about the town's financial constraints in providing the necessary matching funds. Shay suggested the option of applying for state funding through CIB (Community Impact Board) to secure the required matching funds, as federal-to-state funding can be used as a match.

Discussion also touched upon additional funding possibilities, including a Utah Railroad Safety Grant available through UDOT, which doesn't require a match. Shay mentioned Fayette's success in obtaining emergency funding through a Truck Drivers petition and suggested that the Town of Rocky Ridge could explore a similar avenue. Mayor Allred expressed interest in pursuing a petition highlighting the dangerous nature of the railroad crossing in Rocky Ridge. Shay offered to conduct further research into this potential funding source.

2. Duties reassigned due to Office Manager's resignation

Shay presented two Resolutions concerning the Town of Rocky Ridge's Town Clerk/Recorder and Treasurer duties, referring to Chapter 12 of the Town's Municipal Code. Due to the resignation of the Office Manager, Shay proposed a Resolution redistributing responsibilities to the Town Clerk/Recorder and Treasurer. The Resolutions detailed separate points for each role and added responsibilities, particularly enhancing the Town Clerk/Recorder's duties to include overseeing employee information and collaborating with the Town Treasurer on financial matters for checks and balances. Mayor Allred expressed agreement, and additional points were later added to address charges and credits, related to Treasurer Rachel Bronson's billing responsibilities.

Shay recommended hiring an attorney for legal advice and compliance reviews of Resolutions and Ordinances.

ROCKY RIDGE PUBLIC HEARING

- Increase of Building Permit Fees

& TOWN MEETING

September 20, 2023

7:30 pm

M.L.A. Building

Draft – awaiting approval

Rachel addressed questions about budgeting in a town/city with limited staff. One Treasurer advised against having the Treasurer oversee the budget if they managed bank accounts. Mayor Allred expressed concern about this due to the resignation of Office Manager Cathy Lummus. Rachel mentioned that Pelorus, the town's accounting software, offered budgeting workshops, and Shay highlighted additional training provided by Six County's CFO. Shay suggested utilizing a part-time employee from Six County in Nephi as a resource. Mayor Allred expressed the need for staff training and requested Rachel to keep him informed about discussions with Shay.

UNFINISHED BUSINESS:

1. Opening of a Full Time Employee position – Discussion

Mayor Allred publicly announced the Town of Rocky Ridge's search for a new full-time employee to work under Road Department Head, Terry Allred. This individual will receive training for both water and road responsibilities. The hiring of another Park Superintendent will be coordinated with this full-time position and will initially be under the supervision of Park Superintendent, Lane Allred, until they can assume park duties independently. The wages for these positions are yet to be determined. Mayor Allred then granted Madeline Allred the floor.

Madeline raised concerns about the lack of clarity regarding the duties of the Park Superintendent position based on past history. She inquired about specific rules, duties, and responsibilities associated with the role. Mayor Allred acknowledged the need to address this issue.

NEW BUSINESS:

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

During the city council meeting, Park Department Head Lane Allred clarified that the proposal for the Adoption & Increase of Building Permit Fees originated from the Planning & Zoning Commission and was presented to the Town Council for review. Mayor Allred, while going through the proposal, addressed the town's past coverage of Lane's college education, expecting inspection services to be provided without cost.

Mayor Allred sought clarification on whether the town would continue covering Lane's education costs if he were approved as the Town Inspector with the proposed fees. Lane affirmed that the Town would no longer fund his education and highlighted the variance in fees for Rocky Ridge compared to other municipalities.

Council Member Andrew Aagard expressed concerns about the proposed fees, suggesting a conditional approach and advocating for the establishment of a Building Department with a budget. Lane supported this suggestion, asserting that the proposed fees would cover Rachel's time for handling building permits on the Town's side.

Mayor Allred inquired about the process of establishing another department. Water Department Head Casey Reynolds explained that it involved budgeting and departmental structuring. Town Treasurer, Rachel Bronson, emphasized the fluctuating nature of building permits, recommending a thorough examination of data from the last five years to inform decision-making.

ROCKY RIDGE PUBLIC HEARING

- Increase of Building Permit Fees

& TOWN MEETING

September 20, 2023

7:30 pm

M.L.A. Building

Draft – awaiting approval

Water Department Head, Casey Reynolds, drew parallels with the Water Department, emphasizing the need for historical context in determining departmental needs. Casey cautioned that if the process commenced immediately, the funds for Lane's role as Town Inspector would need to be reallocated from the existing budget, as no budget was set aside for inspections. Lane provided additional information about the last Planning & Zoning Meeting and explained how the proposed prices were determined.

Brian Lewis expressed that the proposed fee increase was minimal. Rachel inquired if the permit fee contributed to development, and Lane clarified that the money accrued was for the Town's discretionary use. Casey explained the historical calculation of square footage to cover the town's processing costs for building permits and inspection fees, intending for builders to pay the actual cost of facilitating growth.

Mayor Allred called for a motion to accept the building permit fee increase. Council Member Shannon Allred motioned to accept, seconded by Council Member Andrew Agard, with unanimous approval. It's noted that Council Members Lucy Gold and Bethany Sturgeon were absent due to sickness and a prior legal commitment, respectively.

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

Brian presented a proposal concerning a small corner near Jeff Baird's home, situated on the north side where the road curves around by the old cemetery. The proposal aimed to level the area and gravel it to serve as parking for some of Brian's equipment. Additionally, the space could be utilized by town equipment and for funeral parking when needed in that vicinity.

Casey expressed support for the proposal, believing it would enhance the area. Terry informed the Town Council about the presence of two power poles in the area, describing it as unusable land. Council Member Andrew Agard made a motion to accept Brian's proposal, contingent on him relocating his equipment during funerals and obtaining a conditional use permit. Council Member Shannon Allred seconded the motion, and all present members voted in favor. Council Members Lucy Gold and Bethany Sturgeon were absent due to sickness and a prior legal commitment.

DEPARTMENTAL UPDATES:

- 1. EMS/CERT:** EMS: Basic EMT classes are starting. A lot of young people have shown interest in the CERT Program.
- 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 sought clarification on payments made to Joanna Covington for handling Undeliverable/Oversized packages. Rachel explained that Joanna had offered to provide this service to the Town for \$50 per week. Casey noted that other towns or cities typically direct residents to the Post Office for such matters, and there should be an additional town fee for this service to cover the cost. The expense was currently being covered by everyone's fees, and those utilizing the service should bear the cost.

ROCKY RIDGE PUBLIC HEARING

- Increase of Building Permit Fees

& TOWN MEETING

September 20, 2023

7:30 pm

M.L.A. Building

Draft – awaiting approval

Council Member Andrew Aagard expressed willingness to cover the additional cost, estimating it to be a few dollars per resident. However, Mayor Allred emphasized that the recipients of the service should be the ones paying Joanna, not the Town. Rachel informed the Town Council that fees had been increased from \$10 to \$30 this year and should cover the expense,

Mayor Allred sought further clarification on who made this decision, to which Rachel responded that Mayor Allred had made this decision on behalf of the Town.

Contract with Lane for Building Inspector:

Rachel emphasized the importance of the Town assembling a historical record, spanning about five years, to gather data for making an informed decision in the Town's best interest. Mayor Allred inquired if Rachel was suggesting that the Town Council postpone signing the contract until an analysis is completed. Rachel agreed, stating that this would be a prudent approach.

Council Member Andrew Aagard clarified that the contract was an agreement per inspection, meaning Lane, as Town Inspector, would bill the Town for inspections conducted. The Town would then issue a check to Lane. Rachel acknowledged her misunderstanding, thinking that it involved an annual flat rate. The contract was signed by Mayor Allred, Lane Allred, and attested by Town Treasurer Rachel Bronson. Council Member Shannon Allred sought clarification on the contract's duration, and Council Member Andrew Aagard confirmed that it was a one-year contract, which 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.

/s/ Marilyn Bronson

Approved by Town Clerk/Recorder