

WALLSBURG TOWN COUNCIL MEETING AGENDA

February 1, 2024 - 7 pm

MINUTES

1. Call to Order 7:00pm

- a. Pledge of Allegiance - Completed
- b. Prayer – Mary Piscitelli

c. Roll Call – Troy Thompson, Celeni Richins, Terri Eisel, Mary Piscitelli, Alisha O'Driscoll, Troy Ostler, Darell Bigelow, Christine Bigelow, Steve Jaques, Erin Hicken, Sam Hicken, Zach Hicken, Scott Larsen 7:10pm, Clint Allen 7:20pm

2. Consent Calendar: Be it hereby moved that the following consent calendar items stand approved:

- a. Agenda of the February 1, 2024 Town Council Meeting
- b. Minutes of the January 4, 2024 Town Council Meeting

Items Stand Approved

3. Approve Budget

- a. January Budget and check register
- b. January Budget and check register questions

Mary Piscitelli asked about the SCADA batteries on the check register. Troy Thompson explained there are two batteries at the tank and two batteries at the PRV, they all went out at the same time and were replaced.

Terri Eisel asked about the UDOT grant match invoice being on the check register again. Alisha O'Driscoll confirmed it was the same payment made last month, just reprinted on this months register- must be the way the report is pulled by the accounting office and the dates overlapped.

Motion: Troy Thompson moves to accept the January 2024 Budget and Check Register

Second: Terri Eisel Vote: Unanimous

4. Public Comment (5 minutes): This is the public's opportunity to comment on items that are NOT on the agenda. Please come up to the table, state your name and address before making a comment, and speak loudly to assure comments are recorded properly. If you have specific questions or comments regarding items that ARE on the agenda, please contact the Wallsburg Town Council or Clerk after the meeting has adjourned.

Zach Hicken (75 South Center Street) Comment on the spring creek park upgrades. Does the Town own any land west of center street that we can put money towards? Noticed a BBQ pit that was put down there and wondering if we could put more down below it. Also spring creek hasn't been upkeep in 25 years and to put asphalt in will be long overdue before it ever gets upgraded again, gravel will be his vote. Also the wooden bridge needs to be repaired, replaced. Terri Eisel commented that it is all addressed in the proposed trail plan and will be talked about on the first agenda item. Celeni Richins reminded the public of the nature of the public comment period and not being a Q&A session or discussing things on the agenda.

5. Agenda Items:

a. Park Trail Grant Projects Update – Action Item

- i. Troy Ostler will discuss status of grant projects for Wallsburg Town Park and Spring Creek trails.
- ii. Vote to approve signing proposal to UDOT for Wallsburg Town Park Trail or continue for further discussion.

Troy Ostler explained the action item part of this agenda item is the contract from UDOT, should be emailed to mayor Celeni Richins and council member Terri Eisel. Once that is approved, it will be off and running for the project in the city park. Met with project manager, will be getting with Terri Eisel and Celeni Richins to do a kick off meeting with UDOT and notice to proceed. On the spring creek park trail, funding meeting will be held March 6th at 10:00am. The mayor should have received an email on it. The meeting will be held at UDOT conference complex in SLC. Talked to board members to see how things stand, with the fund- there is \$4.8 million to allocate to trails, they received \$9 million in applications, more competitive than last year. We will be prepared to address that with the board and should know by noon that day how we stand. They group applications by small/non urban areas. No guarantees, but we stand a good chance. There are a couple of really large projects and he doesn't think they'll allocate all of the money to one or two projects. They rank the projects and tabulate by board member ranking, it will be based upon what the board members think. Funding will come in 2025-2027 depending on where the project falls in the ranking. We can apply every year, they get about \$1.5 million each year.

Scott Larsen asked about an update on the Main Canyon Road project. Troy Ostler said lets address the rest of the park trail questions and then do an update on the Main Canyon Road project.

Erin Hicken asked how much Wallsburg Town is paying into this project. Troy Ostler explained there is a 93% federal grant with a 7% match that the Wasatch County TAP fund is going to pay, so the Town will not pay. The match is about \$43,000.

Terri Eisel explained the County TAP board has funds to help with park and trails maintenance that they are hoping to utilize to maintain. Zack Hicken asked if we are planning to use asphalt. Troy Ostler explained that the proposal asks for asphalt, but that will all be determined with what is allocated. Request is to update the BBQ grills, decking on the bridges, the trail. Troy Ostler confirmed with Zack Hicken that the bridges will be updated, but not torn out. Zack Hicken asked again about going west across center street, where the BBQ grill is over by Scott Larsen. Terri Eisel said they are hoping to do another phase that will address that section in the future so the Town doesn't get in over their heads with cost and maintenance. Confirmed adding different gates to keep vehicle traffic out and make maintenance easier. Zack Hicken asked if the pond can be dug deeper to put fish in. Town Council and members of the public confirmed that would not be possible.

Motion: Scott Larsen moves to give Celeni Richins, mayor, permission to sign the contract with UDOT for the Wallsburg Town Park Trail **Second: Terri Eisel** **Vote: Unanimous**

Main Canyon Road Project Update: Surveyors are out doing research, project is in process. Picked up problems by Fords corner and where the asphalt is going bad by the mayors house so that is all going to be included. Will put together preliminary alignment. Need to have a kick off meeting with UDOT on that, will email Scott Larsen to get that scheduled (one hour zoom meeting). Next step will be to go out and spend a few hours looking at the road and make sure everything is being included. Will also do the same thing at the Town park to measure and be sure everything is aligned and will work. Troy Ostler called for additional questions or comments. Hearing none, he left the meeting at 7:30pm.

b. Lot Of Record Determination Letter – Action Item

- i. Wallsburg Town Planning Commission has reviewed and determined that Parcel 00-0006-858 owned by Darell and Christine Bigelow meets the requirements consistent with Wallsburg Town, Wasatch County, and Utah State codes to be considered a lot of record and hereby recommends to the Wallsburg Town Council that a letter confirming such be issued.
- ii. Vote to accept Planning Commission recommendation and issue Lot of Record Determination letter or continue for further discussion.

Celeni Richins read the description for this agenda item.

Motion: Scott Larsen moves to grant the lot of record determination letter to Darell and Christine Bigelow

Second: Troy Thompson **Vote: Unanimous**

Upon approval, Celeni Richins signed the letter, Alisha O'Driscoll notarized. Alisha O'Driscoll will scan the document and get a copy to Darell and Christine Bigelow.

c. Wallsburg Town Cemetery Sexton and Assistant Sexton – Action Item

- i. Vote to Appoint Mary Piscitelli, Wallsburg Town Councilmember, as the sexton and Alisha O'Driscoll, Wallsburg Town Clerk, as assistant sexton of the Wallsburg Town Cemetery.

Celeni Richins read the description for this agenda item and explained that this is for the State to recognize the positions.

Motion: Terri Eisel moves to appoint Mary Piscitelli as the Wallsburg Town Cemetery sexton and Alisha O'Driscoll as the assistant cemetery sexton. **Second: Scott Larsen** **Vote: Unanimous**

d. Property Insurance Annual Renewal – Action Item

- i. Vote to approve property insurance renewal for 2024-2025 year or continue for further discussion.

Celeni Richins read the description for this agenda item and explained that this is the best estimate of building value and we generally trust the information the insurance company provides as they are more familiar with appraisals and values.

Motion: Terri Eisel moves to approve property insurance approval for 2024-2025 year

Second: Mary Piscitelli **Vote: Unanimous**

e. Lawnmower Repair and Replacement – Action Item

- i. Discuss status of repairing and replacing the Wallsburg Town lawnmower.
- ii. Vote to move forward with repair/purchase or continue for further discussion.

Terri Eisel explained that she has received quote from Grasshopper and although they have great reviews, they are very very expensive. A 61" used mower is \$9000, a new one that is even smaller will cost more. The bobcat quote \$4700 from the last meeting will be honored. Terri Eisel has looked around at Toro and others, they are all willing to negotiate. Scott Larsen said that Rick Sabey will be able to get an engine for the old mower for \$1800, with parts and labor it will be more- no ballpark. He would guess it won't be too exorbitant, not more than \$500. Terri Eisel talked to Gordy to see if the one we have been using will be enough, he was out of Town and not available to talk in too much detail. Terri Eisel doesn't feel good about the expense of a new one at this time. Mary Piscitelli asked about the one that needs to be repaired, is it what has always been used for both Cemetery and Park? Yes. Scott Larsen confirmed having a backup would be nice. Terri Eisel supports repairing the broken one and continuing the discussion of getting a new one at a later time after consulting with Gordy who mows the

lawns. Terri Eisel is willing to talk with Cutlers and Toro and other companies, just not sure how to proceed. Celeni Richins mirrored Terri Eisel comments. Mary Piscitelli agreed it wouldn't hurt to talk to other companies.

Motion: Terri Eisel moves to move forward with the repair of the broken lawnmower.

Second: Mary Piscitelli

Vote: Unanimous

Scott Larsen asked how long do we dare wait? Terri Eisel will start looking into other options tomorrow, and get it done before Monday. Celeni Richins asked what the ceiling is on a new one? \$4700 seems reasonable compared to other bids received. Mary Piscitelli commented that we need to be sure that it is the right mower for the Town. Terri Eisel reiterated that she would like to keep the cost reasonable to not have to go into savings.

Motion: Scott Larsen moves that for a new lawnmower, we grant Terri Eisel the authority to decide between the Bobcat quote and other quotes found this weekend, or none at all- so that we can take advantage of the discount from Bobcat before it expires. Up to \$5,000.

Second: Troy Thompson

Vote: Unanimous

Mary Piscitelli confirmed that Terri Eisel will check with Gordy and be sure it is the right lawnmower for the Town.

f. Water System Improvement Project Update – Information and Discussion Only

i. Discuss status of Water System improvement project.

Troy Thompson has been talking with Derek Anderson. The DDW provided comments to the design, we will have a response to them by the end of the week. Once they provide an approval letter, we can advertise the plans for bidding. Invitation to bid has been prepared. Bidding documents and plans will be available by the end of next week. End of February 29th at 3:00pm at the Wallsburg Town Hall. Pre-Bid meeting Tuesday February 20th at 3:00pm at the Wallsburg Town Hall. Celeni Richins asked Alisha O'Driscoll to work with Wasatch Wave to meet publishing requirements. Troy Thompson expressed hopes that he could have had more time to get familiar with the project before the project going to bid. Clint Allen commented that its been in the works for over a year. Troy Thompson has a concern that the project will exceed the \$6 million proposed and wondering what it will cut out if so. Clint Allen said there are some contingencies that can be cut out to meet price. Troy Thompson will get more involved in the next couple of weeks, just wished for more time. Clint Allen explained that going to bid earlier will get better pricing and scheduling from contractors. Alisha O'Driscoll will get plans from Sunrise Engineering and forward to Mary. Troy Thompson asked about bid docs and Clint Allen confirmed that only the 90% bid docs have been received to date and those were sent to the state with comments and Derek Anderson will have the most current plans and send them as soon as the state approves them. Alisha O'Driscoll and Troy Thompson will contact Sunrise Engineering and see what steps need to be taken and follow back up with the Town Council.

g. Fiber Internet Grant Project Update – Information and Discussion Only

i. Discuss status of grant project for Fiber Internet project.

Scott Larsen talked with Steve McGee president of Utah Broadband last week. They are in the process of negotiating ownership of fiber in Wallsburg from Wasatch County School District to UBB. The school district isn't coming up with the documents. They had to put in 3 new poles to hang fiber and the question of who owns those poles has come up. Scott Larsen has records showing some of the transactions, he has forwarded them and hasn't heard back yet. Wants to make sure the line to the new tank includes a data conduit and a power conduit. Clint Allen confirmed that was added to the 90% plan comments when the water plans were reviewed. Scott Larsen needs to get final plans to UBB for the water project as soon as they can.

6. Department Reports

a. To discuss continued agenda items, assignments

i. Buildings (Scott Larsen) Going through a lot of propane. Filled a month ago and it's probably due again. that's the main expense of the Town Hall. We are using the best discount we can by having a credit card on file.

ii. Roads (Scott Larsen) Nothing to add other than what Troy Ostler talked about. Once main canyon road project gets going, hoping to use the same grant fund for residential roads in the future with the 7% match. We can't apply for it until the current project is in process. Once we get to that point, we will request \$1 million and do the roads by priority and start working on the roto mill roads that aren't even asphalt. Mary Piscitelli asked about road signs for dead end roads and no services signs on the highway. Wondering if those have been ordered, Scott Larsen confirmed they have not been ordered yet. Scott Larsen asked about the solar speed limit signs that were just installed in the county. Mary Piscitelli commented that they don't work during the snow. Scott Larsen commented that depending on the pricing, we could potentially install some of them. Terri Eisel commented that UDOT would need to add the no services sign on the highway. Scott Larsen asked how many speed limit signs we need along main canyon road. Terri Eisel said one above her house as you approach the corner would be nice. Scott Larsen said there is one ¼ mile up past that. Mary Piscitelli asked Scott Larsen to get pricing. Scott Larsen said each sign is around \$300 for material and labor. Scott Larsen will report at the work meeting.

iii. Cemetery (Mary Piscitelli) Discussing lawnmower with Terri Eisel. Celeni Richins said someone asked about the walk in gate, that it is broken and needs to be repaired before the summertime. Mary Piscitelli will look into that. Terri Eisel will work with Mary Piscitelli to get signs repaired and replaced in that area including the cleanup banner. Get them all taken care of at once.

iv. Park (Terri Eisel) Talked to Nancy OToole last week who writes grants. Wants to talk with Scott Larsen About the grant they applied for the Town Hall last year and has learned a lot and would like to reapply again this year. Scott Larsen explained that when we applied last year, we didn't get it due to small business and commercial growth. Terri Eisel said that Nancy has learned a lot and would like to meet to apply again. Nancy O'Toole brought another grant to Terri Eisel for Spring Creek that could be up to \$250,000 for restoration of historical sites. Terri Eisel is going to work with her for anything we can get. TAP board is ready to open up applications for the Spring Creek trail match money. The match portion of the Town Park trail project is done, once the contract is finalized- the county will fund the match. The plan is to do the same thing with Spring Creek trail.

v. Water (Troy Thompson) Got ahold of the Rural Water Association in Vernal to see what he needs to do to Get his certifications. Going to attend in St George to work on those certifications. Celeni Richins confirmed that the Town will pay for those certifications.

vi. Mayor (Celeni Richins) Nothing to report that hasn't been discussed

vii. Clerk (Alisha O'Driscoll) Sent business license letters. Legal descriptions for road vacate are complete and will be recorded with the county. Credit cards are in the works for Troy Thompson and Mary Piscitelli. All council members will sign the authorized use agreement.

b. Call for Agenda items for February Town Council Work Meeting (Expected February 15, 2024)
Scott Larsen suggested the pre bid meeting for the Water Project in place of the work meeting. Decided against that. Tri Ward auction funds discussion would be great to have. Alisha Odriscoll will check with the wards to set that up. Terri Eisel suggested updating the projects list for maintenance of the Town Hall. Possibly final plans for the Water Project.

c. Call for Agenda items for March Town Council Meeting (Expected March 7, 2024)
Planning Commission Revisions. Water Project Update. Fiber Project Update. Lawnmower Update.

7. Items Continued To Future Monthly Town Council Meetings

a. b. c. d.

Motion: Terri Eisel moves to adjourn the public portion of the meeting to move into closed session.

Second: Mary Piscitelli

Vote: Unanimous

Time: 8:18pm

CLOSED SESSION to discuss personnel and/or pending or reasonably imminent litigation.

Call to Order 8:26PM

Roll Call: Scott Larsen, Troy Thompson, Celeni Richins, Terri Eisel, Mary Piscitelli, Alisha O'Driscoll

Adjourn

Motion: Scott Larsen moves to adjourn the closed session

Second: Mary Piscitelli

Vote: Unanimous

Time: 8:54pm

Resumed regular town council meeting 8:54pm following closed session.

Motion: Scott Larsen moves to adjourn regular Town Council Meeting

Second: Troy Thompson

Vote: Unanimous

Time: 8:54pm