

ROCKY RIDGE

PUBLIC HEARING & TOWN MEETING

April 17, 2024

7:30 pm

TOWN HALL

MINUTES: Approval of January and February's Minutes

UNFINISHED BUSINESS:

1. Prior Town Office trailer
2. Adoption & Approval of Resolution 2024-01 & 2024-02; Clerk/Recorder & Treasurer Responsibilities

NEW BUSINESS:

1. Hiring of a Water Director
2. Paying Loan on Well #3

DEPARTMENTAL UPDATES:

1. **EMS/CERT:** ***
2. **Water:** ***
3. **Road:** Trade agreement between Arrow Builders and Quonset Hut update
4. **P & Z:** ***
5. **Admin:** Monthly Expenditures
6. **Park:** ***
7. **Library:** ***

***OPEN FLOOR:**

1. Citizen Items:
2. Town Council Items:

/s/ Marilyn Bronson

Town Clerk/Recorder Posted: 4/16/2024

* 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

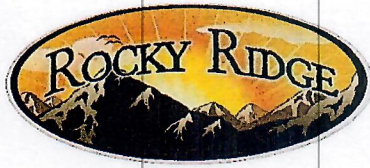
* The Open Floor session of Town Meeting is an open forum for our Citizens to present concerns or ideas to the Town Council. This session is limited to the time available. No formal action can be taken on these items

* 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.



Rocky Ridge Town Hall Rental Form

Today's Date

Renter Name

Address

Phone Number

Type of Event

Date of Event

Set up Time

Start of Event

End of Event

Take down Time

Expected number of attendees

Fees	Resident	Non Resident	Collected	\$
Damage/Cleaning Deposit	\$ 100.00	\$ 150.00		
4 hours	\$ 50.00	\$ 100.00	Returned	\$
8 hours	\$ 100.00	\$ 150.00		

Expectations

Please respect our facility by leaving it as good or better then you found it, inside and outside.

All items used will be put away where they were found.

The cleaning check list is completed.

Building decor is to be left alone.

No Smoking, Vaping, Drugs, Alcohol, or Tobacco allowed in the building.

No Thumbtacks, Pins, Nails, Screws, Staples, etc. in walls, floors, or ceiling.

No tape except **Blue Painters** tape is allowed

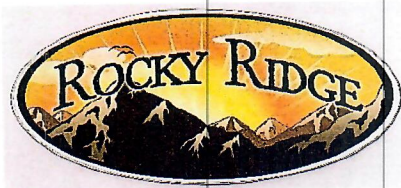
No animals allowed in the building unless cleared by Rocky Ridge Staff prior to the event.

Deposit can be refunded after an inspection of building is made.

Deposit will not be returned if building is left unlocked upon leaving or key is missing.

Renter agrees to terms

Approved by



Cleaning Check List

Hall & Entry

- ☐ Sweep and spot mop floors as needed
- ☐ Glass on doors shined
- ☐ Drinking Fountains wiped down and dried
- ☐ Floor around drinking fountains spot moped

Senior Citizen Center

- ☐ Garbage can emptied
- ☐ Floor swept
- ☐ Glass Shined on doors and windows
- ☐ Tables and chairs cleaned as needed
- ☐ Tables and chairs put away
- ☐ If no food served, spot mop floor
- ☐ If food served, mop floor

Decorating

- ✦ No Thumbtacks, Pins, Nails, Staples, ect. in the walls, floors, or ceiling.
- ✦ No tape except **Blue Painters** tape allowed
- ✦ Please remove all tape and decorations from the building when finished.

Notes and Comments

If an item is not checked please explain why?

Bathrooms

- ☐ Toilets Flushed
- ☐ Counters wiped down and dried
- ☐ Sink and faucets wiped down and dried
- ☐ Mirrors shined
- ☐ Floors swept and spot mopped
- ☐ Trash cans emptied and re-lined

Kitchen (if used)

- ☐ Sweep and Mop Floor
- ☐ Counters Wiped down and Dried
- ☐ Sink and Faucet Wiped down and Dried
- ☐ Fridges Emptied
- ☐ ~~Warming Ovens Emptied and turned off~~
- ☐ Garbage can emptied
- ☐ Used dish rags and towels deposited in the gray bin under the sink

Expectations

- ✦ All used cleaning rags go in the dirty rag bin in the kitchen where the cleaning supplies are found
- ✦ All Trash is to be removed to the outside receptical on the east side of the building,
- ✦ Bathroom trash can liners are in the cans.
- ✦ Cleaning supplies are found in the kitchen.
- ✦ Key and Cleaning check list is to be left on the counter in the kitchen or deposit is not returned.
- ✦ Building is to be locked upon leaving or deposit will not be returned.

Questions?

Call or Text Terry (435-660-1423)

Arrow Building Trade

Date	Work/Supplies/Equipment	Man hours 16.5+7.1%	Hours	Equipment Hours @\$50	Cost	
7/20/2012	Grub off Lot	\$ 35.34	2	\$ 100.00		
8/24/2012	Southgate/Cement mix				\$ 119.23	
8/24/2012	Ferguson/ Water Main				\$ 11,042.08	
9/21/2012	Royal Wholesale/Electrical				\$ 294.45	
9/24/2012	Royal Wholesale/Electrical				\$ 120.78	
9/25/2012	Royal Wholesale/Electrical				\$ 2,288.95	
9/28/2012	Ferguson/ Water Service				\$ 743.78	
9/30/2012	Power/Water Service	\$ 2,686.07	152	\$ 7,600.00		
2012	Total costs incurred	\$ 2,721.41	154	\$ 7,700.00	\$ 14,609.27	
						2012 Total \$ 25,030.68
7/9/2013	Building Grade	\$ 432.95	24.5	\$ 1,225.00		
9/3/2013	Sunroc/Gravel	\$ 35.34	2	\$ 100.00	\$ 467.35	
9/4/2013	Ferguson/Sewer				\$ 114.16	
9/17/2013	Sunroc/Sand	\$ 70.68	4	\$ 200.00	\$ 152.52	
9/23/2013	Gas/Service	\$ 141.37	8	\$ 400.00		
11/18/2013	Road	\$ 220.89	12.5	\$ 625.00		
2013	Total cost incurred	\$ 901.23	51	\$ 2,550.00	\$ 734.03	
						2013 Total \$ 4,185.26
1/14/2014	Meter set	\$ 17.67	1			
9/3/2014	Westroc/Gravel	\$ 106.02	6	\$ 300.00	\$ 1,054.61	
10/14/2014	Backrun	\$ 583.16	33	\$ 1,650.00		
10/23/2014	4" minus	\$ 441.78	25	\$ 1,250.00		
2014	Total cost incurred	\$ 1,148.63	65	\$ 3,200.00	\$ 1,054.61	
						2014 Total \$ 5,403.24
6/6/2021	Spec House Santaquin	\$ 141.37	8	\$ 400.00		
7/7/2021	Compactor		80	\$ 2,800.00		
8/26/2021	Spec House Lyman	\$ 229.72	13	\$ 650.00		
9/3/2021	Spec House Santaquin	\$ 35.34	2	\$ 100.00		
2021	Total cost incurred	\$ 406.43	103	\$ 3,950.00		
						2021 Total \$ 4,356.43
	Shop Value					
	Steel Building	\$ 16,000.00				
	Concrete	\$ 2,800.00				
	Steel and wire mesh	\$ 1,104.00				
	Electrical	\$ 5,600.00				
	Garage Doors and operer	\$ 3,787.00				
	Labor to build, 8 men, 9 days, 8hrs per day at \$16 per day	\$ 9,216.00				
	Total	\$ 38,507.00				
					Total	\$ 38,975.61

ROCKY RIDGE TOWN, UTAH

RESOLUTION 2024-01

A RESOLUTION IMPLEMENTING A TOWN CLERK/RECORDER JOB DESCRIPTION FOR THE TOWN OF ROCKY RIDGE

WHEREAS, Rocky Ridge is a municipal corporation duly organized and existing under the laws of State of Utah;

WHEREAS, the Rocky Ridge Town Council finds the governing body may exercise all administrative and legislative powers by resolution and ordinance, in accordance with Utah State law;

WHEREAS, the Rocky Ridge Town Council finds it is in the public interest for the municipality to adopt a Resolution implementing a Town Clerk/Recorder job description for the Town of Rocky Ridge and the adoption of this resolution will serve that purpose; and

WHEREAS, the Rocky Ridge Town Council finds the public safety, health, and welfare of the Town of Rocky Ridge will be better served by the adoption of this ordinance.

NOW THEREFORE,

The Rocky Ridge Town Council hereby ordains as follows:

That a Resolution implementing a Town Clerk/Recorder job description is established and adopted as follows:

SECTION 1: GENERAL PURPOSE:

Performs various duties and assignments as assigned to ensure compliance with Utah State Code and Rocky Ridge Town's Ordinances.

SECTION 2: SUPERVISION:

Works under the general supervision of the Mayor and in coordination with the Legislative Body and Planning Commission.

SECTION 3: ESSENTIAL FUNCTIONS:

- A. Meeting administration and planning of Town Meetings, including the Planning and Zoning Commission.
- B. Attending and keeping a record of the proceedings of the governing body.
- C. Preparing and distributing legal notices.
- C. Countersigning contracts made on behalf of the Town.
- D. Holding the Town Seal and managing By-Laws, Articles of Incorporation, Ordinances, Resolutions, or other legal instruments.

- E. Assisting in planning and administering Town elections, including tasks such as preparing legal notices, processing ballots, and recording and distributing results.
- F. Serving as the Purchasing Officer.
- G. Keeping accounts with all receiving and disbursing officers of the Town.
- H. Pre-auditing all claims and demands against the Town before they are allowed and preparing the necessary checks for payment.
- I. Preparing and distributing monthly and quarterly reports to Federal, State, and Town entities to meet legal requirements.
- J. Prepares periodic financial reports and statements, highlighting the financial position and performance of the Town.
- K. Preparing necessary information for an annual AUP (Agreed Upon Procedures) report.
- L. Distributing copies of the audit report furnished by the auditor.
- M. Oversee the collection and upkeep of employee information, including W-9s and 1099s, and file these forms, when necessary, with both state and federal authorities.
- N. Collaborate with the Town Treasurer in all financial matters, encompassing budgeting processes, financial reports, and money transfers, to ensure a robust system of checks and balances.
- O. Ensure accurate crediting and meticulous management of charges on all accounts, maintaining precise financial records for the municipality.

SECTION 4: SAVING CLAUSE

If any provision(s) of this ordinance shall be held or deemed to be invalid, inoperable, or unenforceable for any reason, such shall not have the effect of rendering any other provision(s) invalid, inoperable, or unenforceable to any extent. The remainder of the provisions herein shall be deemed to be separate, independent, and severable acts of Rocky Ridge Town.

SECTION 5: EFFECTIVE DATE

This resolution shall become effective upon passage.

PASSED this 20th day of March, 2024.

ROCKY RIDGE TOWN:


Ron Allred, Mayor

ATTEST:


Marilyn Bronson, Recorder



ROCKY RIDGE TOWN, UTAH

RESOLUTION 2024-02

A RESOLUTION IMPLEMENTING A TOWN TREASURER JOB DESCRIPTION FOR THE TOWN OF ROCKY RIDGE

WHEREAS, Rocky Ridge is a municipal corporation duly organized and existing under the laws of State of Utah;

WHEREAS, the Rocky Ridge Town Council finds the governing body may exercise all administrative and legislative powers by resolution and ordinance, in accordance with Utah State law;

WHEREAS, the Rocky Ridge Town Council finds it is in the public interest for the municipality to adopt a Resolution implementing a Town Treasurer job description for the Town of Rocky Ridge and the adoption of this resolution will serve that purpose; and

WHEREAS, the Rocky Ridge Town Council finds the public safety, health, and welfare of the Town of Rocky Ridge will be better served by the adoption of this ordinance.

NOW THEREFORE, The Rocky Ridge Town Council hereby ordains as follows:
That a Resolution implementing a Town Treasurer job description is established and adopted as follows:

SECTION 1: GENERAL PURPOSE:

Performs various duties and assignments as assigned to ensure compliance with Utah State Code and Rocky Ridge Town's Ordinances.

SECTION 2: SUPERVISION:

Works under the general supervision of the Mayor and in coordination with the Legislative Body and Planning Commission.

SECTION 3: ESSENTIAL FUNCTIONS:

- A. Custodian of all money, or other securities of the town, ensuring their safekeeping and proper management.
- B. Receives all public funds and money payable to the Town, which may include taxes, licenses, fees, fines, and intergovernmental revenue.
- C. Countersigns all checks payable, providing an additional layer of financial oversight and accountability.
- D. Provides Building Permit Applications and Applications for Variance, assisting in the processing of these documents as required.
- E. Keeps an accurate and detailed account of all money received, in accordance with the directives of the legislative body of the Town, as outlined in Ordinances or Resolutions.
- F. Determines the cash requirements of the Town, effectively managing the liquidity needed for day-to-day operations.

G. Provides for the investment of all money by following the established procedures and requirements of the State Management Act, ensuring responsible and prudent financial management.

H. Monitors and manages any outstanding debts or loans owed by the Town, ensuring timely payments and compliance with financial obligations.

I. Collaborates with relevant departments and stakeholders to maintain transparency and accuracy in financial transactions and reporting.

J. Participates in the budgeting process, providing insights and recommendations based on a thorough understanding of the Town's financial resources and obligations.

K. Adheres to relevant financial regulations, laws, and best practices, ensuring compliance and minimizing financial risks.

L. Collaborates with external auditors during the auditing process, providing necessary documentation and explanations to facilitate a comprehensive and accurate audit.

M. Provides financial guidance and support to Town officials, assisting in decision-making processes that have financial implications.

N. Keeps abreast of changes in financial laws, regulations, and industry best practices, ensuring the Town's financial practices remain current and compliant.

SECTION 4: SAVING CLAUSE

If any provision(s) of this ordinance shall be held or deemed to be invalid, inoperable, or unenforceable for any reason, such shall not have the effect of rendering any other provision(s) invalid, inoperable, or unenforceable to any extent. The remainder of the provisions herein shall be deemed to be separate, independent, and severable acts of Rocky Ridge Town.

SECTION 5: EFFECTIVE DATE

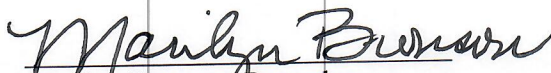
This resolution shall become effective upon passage.

PASSED this 20th day of March, 2024.

ROCKY RIDGE TOWN:

 *Ron Allred* April 17, 2024
Ron Allred, Mayor

ATTEST:


Marilyn Bronson, Recorder

