

AGENDA

SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING

SECOND PUBLIC HEARING FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PUBLIC HEARING ON THE SECOND AMENDED FY 2024 BUDGET AND THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, MAY 15th, 2024 AT 6:30 P.M.

CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

This meeting will be a hybrid meeting held electronically by Zoom and also in person at the anchor site the Town Building . If you have comments or concerns for the Council please attend or email them prior to the Meeting: townclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!

PLEASE NOTE: ** HOW TO JOIN THE ZOOM CONFERENCE CALL**

Meeting ID: 660 541 0108 Passcode: 84532

Option 1 Dial-in phone number (US): (253) 215-8782 follow prompts.

Option 2 Join the online meeting (must have computer speakers and microphone):

<https://zoom.us/j/6605410108?pwd=Q05sYm5qQ0lpNIY5TVp2bTU5VnZjQT09>

Call to order and Roll Call

SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING

1. Appointing new Municipal Building Authority Board Members Gibson and Hill.
2. Installation of Treasurer for the MBA.
3. Authorization of annual Town Building CIB loan payment for \$6625.00.

PUBLIC HEARINGS

Public Hearing to discuss the Placer Creek North Low Water Crossing Alternate A Construction project determined to be applied for in the CDBG Small Cities Program in Program Year 2024.

Public Comment:

Public Hearing on the Amended Budget for FY 2024

Public Comment:

Regular Town Meeting

1. Open Public Comment:
2. Approval of Minutes: Regular Town Council Meeting April 17, 2024.

3. Executive Reports:

*Water Agent and Water Committee Report - John Groo/ CM O'Brien

*Road Department Report- Honer

*Planning & Land Use Commission- Colleen Thompson

*Utah Renewable Communities-CM Gibson

*Fire District-M Duncan /Chief Drake

4. Correspondence: Resident's email.

5. Administrative Matters & Procedures: Town letters, Faylene PLUC Clerk, 6/20 TC Meeting Date reminder.

NEW BUSINESS

6. Discussion and Possible Action re: Resolution 2024-3 Adopting the Amended FY 2024 Budget.
7. Discussion and Possible Action re: Resolution 2024-4 Adopting the Tentative FY 2025 Budget.
8. Discussion and Possible Action re: Payment of MBA CIB Loan for \$6625.00.
9. Discussion and Possible Action re: Purchase Order for Mower Hydraulic Lines for \$2000.
10. Discussion and Possible Action re: Purchase Order for a 525 Gallon Water Tank \$1399.99.

UNFINISHED BUSINESS -none

11 Closed Meeting (If necessary)

12. Payment of the bills.

ADJOURNMENT

For Meeting Packets go to: <https://www.utah.gov/pmn/index.html> Government: select "Cities"

Entity: select "Castle Valley" Body: select "Town of Castle Valley" Select this meeting and click on "Download attachments"

ATTACHMENTS A B

Castle Valley Budget / Actual2023, Adopted 2024, Amended 2024, Proposed 2025						
	Operating Budget	/	Actual 2023 Budget	Adopted 2024 Budget	2nd Amended 2024	Proposed 2025 Budget
Codes	Operating Income		\$ 321,162.59	\$ 272,180.00	\$ 359,787.25	\$ 315,725.00
	Tax Revenue		\$ 215,178.79	\$ 209,370.00	\$ 209,671.00	\$ 212,525.00
4110	Property Taxes		\$ 132,841.00	\$ 136,190.00	\$ 133,411.00	\$ 136,190.00
4111	Current		\$ 129,807.25	\$ 133,790.00	\$ 129,195.00	\$ 133,790.00
4112	Delinquent		\$ 3,033.75	\$ 2,400.00	\$ 4,216.00	\$ 2,400.00
4150	Sales Tax		\$ 75,592.30	\$ 68,000.00	\$ 68,000.00	\$ 68,000.00
4175	Misc Tax		\$ 6,745.49	\$ 5,180.00	\$ 8,260.00	\$ 8,335.00
4176	Motor Carrier		\$ 694.26	\$ 480.00	\$ 460.00	\$ 485.00
4177	Fee in Lieu		\$ 4,470.91	\$ 3,100.00	\$ 6,300.00	\$ 6,350.00
4199	Other		\$ 1,580.32	\$ 1,600.00	\$ 1,500.00	\$ 1,500.00
	Intergovernmental Revenue		\$ 70,946.24	\$ 43,600.00	\$ 100,041.25	\$ 68,000.00
4210	Class "C" Roads		\$ 43,067.18	\$ 38,000.00	\$ 66,000.00	\$ 63,000.00
4211	Add Road Tax		\$ 7,167.56	\$ 5,600.00	\$ 6,000.00	\$ 5,000.00
4220	Liquor Allotment Fund					
4230	Government Grants				\$ 28,041.25	CDBG 26700.
4299	Other / ARPA		\$ 20,711.50			GC 1341.25 Trans
4300	Permits and Fees		\$ 2,350.00	\$ 1,210.00	\$ 2,675.00	\$ 2,200.00
4310	Water Agreements		\$ 95.00	\$ 200.00	\$ 95.00	\$ 100.00
4320	Building Permits		\$ 1,535.00	\$ 500.00	\$ 1,400.00	\$ 1,000.00
4330	Business Lic/CUP		\$ 360.00	\$ 360.00	\$ 715.00	\$ 700.00
4340	Fines					
4350	School Bus Prkg		\$ -	\$ -	\$ -	\$ -
4399	Other Fees		\$ 360.00	\$ 150.00	\$ 465.00	\$ 400.00
4400	Donations/Private Grants		\$ 3,000.00	\$ 3,000.00	\$ 9,400.00	\$ 3,000.00
4420	Scholarship		\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
4499	Other	Rec Grant / RMP			\$ 6,400.00	
4500	Interest		\$ 29,687.56	\$ 15,000.00	\$ 38,000.00	\$ 30,000.00
	Sale of Fixed Assets					
	Transfer from Genl Fund Balance					
	Transfer From Capital Funds					

ATTACHMENTS A B

	Operating Expenses	\$ 307,224.13	\$ 272,180.00	\$ 359,787.25	\$ 315,725.00	
5100	Administration	\$ 64,185.39	\$ 100,794.00	\$ 77,650.00	\$ 93,750.00	
5110	Payroll & Taxes	\$ 40,120.87	\$ 42,094.00	\$ 43,950.00	\$ 44,800.00	
5111	Clerk	\$ 28,709.98	\$ 30,212.00	\$ 31,000.00	\$ 31,600.00	
5115	Mayor	\$ 11,410.89	\$ 11,882.00	\$ 12,950.00	\$ 13,200.00	
5119	Other					
5120	Office Expenses	\$ 3,239.40	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	
5125	Public Notice/ Website	\$ 1,388.25	\$ 2,200.00	\$ 2,000.00	\$ 3,000.00	
5130	Elections		\$ 12,000.00	\$ -	\$ -	
5135	Programs/Events	\$ 6,480.00	\$ 7,400.00	\$ 8,100.00	\$ 8,000.00	
5136	Scholarship	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
5137	Clean-Up	\$ 3,480.00	\$ 4,000.00	\$ 4,700.00	\$ 5,000.00	
5139	Other / CREP		\$ 400.00	\$ 400.00		
5150	Professional Services	\$ 2,256.00	\$ 16,500.00	\$ 5,900.00	\$ 16,850.00	
5151	Legal	\$ -	\$ 11,000.00	\$ 2,400.00	\$ 11,000.00	
5152	Appeal Authority	\$ 450.00	\$ 1,350.00	\$ -	\$ 1,350.00	
5153	Audit	\$ 1,456.00	\$ 2,150.00	\$ 900.00	\$ 2,000.00	
5154	Database	\$ 350.00	\$ 2,000.00	\$ 2,600.00	\$ 2,500.00	
5160	Dues/Memberships/ Training	\$ 673.38	\$ 2,500.00	\$ 1,000.00	\$ 2,500.00	
5165	Travel	\$ -	\$ 2,000.00	\$ 500.00	\$ 2,000.00	
5170	Telephone	\$ 2,133.43	\$ 2,600.00	\$ 2,200.00	\$ 2,600.00	
5175	Insurance/ Bonds	\$ 7,894.06	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
5180	Interlocal Services - Animal Control					
5199	Other					
5200	Community Bldg/Lot	\$ 24,236.56	\$ 28,340.00	\$ 23,632.25	\$ 28,775.00	
5210	Payroll & Taxes	\$ 3,943.88	\$ 6,000.00	\$ 4,000.00	\$ 6,000.00	
5260	Cemetery					
5261	Payroll					
5269	Other					
5220	Lease/MBA	\$ 6,749.99	\$ 6,625.00	\$ 6,625.00	\$ 7,500.00	
5230	Utilities	\$ 2,478.85	\$ 2,900.00	\$ 2,500.00	\$ 2,500.00	
5240	Maintenance Expenses	\$ 2,913.84	\$ 4,790.00	\$ 2,482.25	\$ 5,000.00	
5241	Equipment for Community Center	\$ -				
5250	ARPA Expenses					
5280	Road Shed Loan	\$ 8,150.00	\$ 8,025.00	\$ 8,025.00	\$ 7,775.00	
5299	Other	lot irrigation / reparian fuels				
5290	emr / Defribulator					
5295	Donation Expenses					

ATTACHMENTS A B

5300	Planning/ Land Use		\$ 11,446.00	\$ 9,800.00	\$ 14,400.00	
5310	Payroll & Taxes	\$ 5,373.65	\$ 11,446.00	\$ 9,800.00	\$ 12,400.00	
5311	Permit Agent	\$ 4,717.66	\$ 6,346.00	\$ 7,300.00	\$ 7,300.00	
5312	Clerk	\$ 655.99	\$ 5,100.00	\$ 2,500.00	\$ 5,100.00	
5320	Professional Services				\$ 2,000.00	
5330	Studies					
5399	Other					
5400	Water	\$ 45,477.66	\$ 22,800.00	\$ 24,300.00	\$ 18,800.00	
5410	Payroll & Taxes	\$ 2,800.38	\$ 3,300.00	\$ 4,800.00	\$ 4,800.00	
5420	Professional Services	\$ 876.50	\$ 2,000.00	\$ 2,000.00	\$ 8,000.00	
5422	Cemetery Well					
5421	Water Study	\$ 37,000.00	\$ 17,500.00	\$ 17,500.00		
5499	Other	Water monitoring/	\$ 4,800.78		\$ 6,000.00	
5500	Roads	\$ 83,324.52	\$ 108,800.00	\$ 94,405.00	\$ 110,000.00	
5510	Payroll & Taxes	\$ 37,220.88	\$ 46,500.00	\$ 35,405.00	\$ 47,500.00	
5511	Road Supervisor	\$ 24,827.45	\$ 29,340.00	\$ 22,005.00	\$ 30,000.00	
5512	Road Staff	\$ 12,393.43	\$ 17,160.00	\$ 13,400.00	\$ 17,500.00	
5513	Administrator					
5514	Training	\$ 917.47	\$ 2,500.00	\$ 500.00	\$ 2,500.00	
5521	Road Legal	\$ 500.00	\$ 2,000.00	\$ -	\$ 2,000.00	
5520						
5530	Road Equipment	\$ 35,953.05	\$ 41,500.00	\$ 39,500.00	\$ 41,500.00	
5531	Fuel Oil/ Supplies	\$ 12,021.60	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
5532	Maintenance/ Repa	\$ 10,225.11	\$ 11,000.00	\$ 9,000.00	\$ 11,000.00	
5533	Equipment/Tools	\$ 2,901.55	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
5534	Leased Equipment	\$ 10,804.79	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	
5540	Road Maintenance/ Repair	\$ 8,733.12	\$ 16,300.00	\$ 19,000.00	\$ 16,500.00	
5541	Contractors	\$ 665.80	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
5542	Weed Control					
	Other- seal equip					
5543	Castle Valley Drive					
5544	Shafer					
5549	other / gravel, tree	\$ 8,067.32	\$ 15,300.00	\$ 18,000.00	\$ 15,500.00	
5599	Other	CVD / chip sealing				
	Transfers	\$ 90,000.00	\$ -	\$ 130,000.00	\$ 50,000.00	
	To General Fund	\$ 25,000.00				
	To Capital Fund			\$ 30,000.00		
	To Capital Fund/Roads	\$ 65,000.00		\$ 100,000.00	\$ 50,000.00	
	SURPLUS	\$ 13,938.46	\$ -	\$ -	\$ -	

ATTACHMENTS A B

CAPITAL BUDGET						
Capital Projects Income	\$ 90,000.00	\$ -	\$ 422,400.00	\$ 240,000.00		
Transfers from Capital Fund	\$ 25,000.00			\$ 240,000.00	160k grader	
					50k equip	
Government Grants					30K up80	
Other/ Transfers from Operating Fun	\$ 65,000.00		\$ 442,400.00			
6000 Capital Projects Expenses	\$ 90,000.00	\$ -	\$ 422,400.00	\$ 240,000.00		
6100 Capital Roads	\$ 65,000.00	\$ -	\$ 422,400.00	\$ 240,000.00	292400 surplus	
6110					100k road	
6120 Equipment						30k general
6130 Materials	\$ 20,000.00				\$ 210,000.00	
6199 Other/ CV Drive/ 80 cross	\$ 45,000.00		\$ 422,400.00	\$ 30,000.00		
6200 Community Bldg/ Lot	\$ 25,000.00	\$ -	\$ -	\$ -		
6210 Payroll & Taxes						
6220 Equipment						
6230 Solar Panels						
6299 Other	\$ -	\$ -	\$ -	\$ -		
6250 Basketball Cour Pit Toilet	\$ 25,000.00	\$ -	\$ -	\$ -		
6300 Other Capital Projects						
7052 SURPLUS TO CAPITAL FUND	\$ -	\$ -	\$ -	\$ -		
7051 Surplus To General Fund						
GENERAL FUND TRANSFERS						
From Capital Funds To General Fu	\$ 25,000.00					
From General Funds To Capital Fu	\$ 65,000.00		\$ 442,400.00			
General fund balance transfers			\$ 442,400.00			

THE REGULAR TOWN COUNCIL MEETING DRAFT MINUTES

WEDNESDAY, APRIL 17th, 2024, AT 6:30 P.M.

CASTLE VALLEY TOWN BUILDING - 2 CASTLE VALLEY DRIVE

****This meeting was a hybrid meeting held electronically by Zoom and also in person at the anchor site of the Town Building.**

Council Members Present: Mayor Duncan, CM Gibson and CM O'Brien at the anchor site, Council Member Hill on Zoom.

Absent: CM Holland

Others Present at Anchor Site: Dorje Honer, Colleen Thompson, Russ Cooper, Norman and Peggy Llewelyn, Janie Tuft, and Ron Drake.

Others present on Zoom: John Groo, Ryan Anderson and 410-564-4758.

Regular Town Meeting

M Duncan called the Meeting to Order at 6:30 PM, Buck called role.

1. Open Public Comment:

M Duncan thanked everybody that attended the Water Workshop last night; she apologized to Alice Drogan for allowing Danny Pricket to interrupt the Workshop while M Duncan told Alice she couldn't ask her questions. M Duncan also thanked the Water Advisory Committee for all their work. CM Gibson updated that Utah Open Lands is open to replacing their signage so as to not encourage bicycle traffic on the trail/wash across from the Fire Station #1. Thompson added that she found the Water Workshop very interesting and encouraged others to attend the next one.

2. Approval of Minutes:

Public Hearing and Regular Town Council Meeting March 20, 2024.

CM Gibson had several corrections to include a name change for C-REP to Utah Renewable Communities (URC).

CM O'Brien moved to approve the Minutes with CM Gibson's corrections, CM Gibson seconded, motion passed unanimously.

Special Town Council Meeting April 1, 2024

CM Hill moved to approve the Minutes; CM O'Brien seconded motion passed unanimously.

3. Executive Reports:

*Water Agent and Water Committee Report - John Groo/ CM O'Brien

Groo reported April 1-2 Janae Wallace and the UGS team came out and took static level measurements in all the wells that were measured last fall plus they did some measurements and chemistry sampling up around Castleton. The Water Workshop video recording is available on YouTube. Groo supported the letter for Treasure Bailley Item #7. Adding he thought she did a really great job for the Town.

*Road Department Report- Dorje Honer - Reports and datasheets provided. Honer added the mower boom is not operational and he will be working on it in the next couple weeks.

*Planning & Land Use Commission- Colleen Thompson - Draft Minutes and updated Decommissioning Contract form provided.

*Community Renewable Energy Act-CM Gibson reported 2 more Communities have shown interest in joining URC.

*Fire District-Chief Drake- Nothing to report.

*Treasurers' Report -Tory Hill reported everything looks good and if there is anything to add to amending FY 2024, please let her know.

4. Correspondence: Residents email about the disreputable state of the Mailboxes and the Rocky Mountain Power Blue Sky certificate. CM Gibson and Hill agreed there is no reason residents can't complain directly to the Post Office. Duncan updated that she has spoken to the Post Office, and they are looking into repairs.

5. Administrative Matters & Procedures: No Town letters. Spring Clean Up was a success with 65 loads and one party had 4 extra loads. The Climber Camp is open again. CDBG has been approved for the Placer Creek North Low Water Crossing for \$220K, there is still a lot of work to complete the approval process before the contract is signed. CM Hill thanked Buck for all her work on the grant. The Dark Sky Community Sign has been installed up by the mailboxes.

NEW BUSINESS

6. Discussion and Possible Action re: Recommendation for Janie Tuft to be appointed to the Planning and Land Use Commission (PLUC).

M Duncan thanked Janie Tuft for interest in serving on the PLUC, Janie served on the PLUC and the Town Council in the 1980's M Duncan recommended Janie Tuft be appointed to the PLUC.

CM O'Brien moved to appoint Janie Tuft to the Planning Land Use Commission, CM Hill seconded motion passed unanimously.

7. Discussion and Possible Action re: Approval of letter to Treasure Bailley.

CM Hill moved to approve the letter to Treasure Bailley; CM O'Brien seconded motion passed unanimously.

8. Discussion and Possible Action re: Approval of letter regarding Emergency Alerts.

M Duncan explained this is a Draft letter for the County Emergency and IT Managers to use to help them present our lack of emergency communications issues to the State Legislature as well as service providers.

CM Gibson moved to approve the letter, CM O'Brien seconded, motion passed unanimously.

9. Discussion and Possible Action re: Adopting Resolution 2024-2 Fee Schedule.

M Duncan had Thompson explain the Fee Schedule updates/ additions related to the amendments to Ordinances 85-3 and 95-6 Items #16 and #17 Dirt Disturbance Permits processes. Other changes included renumbering, minor language correction changes such as Drainage reviews are now either Land Disturbance reviews or permits, Building permits are now Zoning permits also to include shipping container permit fees and increasing Zoning permits from \$25 to \$35 to match other permit fees. There was a lengthy discussion and agreement on increasing fees for electrical permits to \$25 and Solar permits to \$35.

CM O'Brien moved to approve Resolution 2024-2 Fee Schedule as amended; CM Gibson seconded motion passed unanimously.

10. Discussion and Possible Action re: Building Permit Agent (BPA) Standard Operating Procedures (SOP). M Duncan explained that we are continuing to build BPA SOPs. These proposals are coming from the PLUC regarding the BPA's process (flow chart) for uniformly handling unpermitted buildings.

CM Hill moved to approve the Unpermitted Building SOP as presented, CM O'Brien seconded motion passed unanimously.

11. Discussion and Possible Action re: Dirt Distribution Policy.

Honer explained they need a method for getting rid of excess dirt material, the majority of it coming from cleaning out ditches. Potentially the Town would deliver the materials, there would be a fee and a specific waiver would be required. Honer was looking for some direction from the Council as to how to proceed with this policy. CM Hill verified that the fee charged to the resident would cover Town employee costs and Honer stated this work would be a lower priority to other their road work responsibilities. Thompson commented that several loads of dirt delivered to a property could also require a dirt disturbance permit. Council agreed to have Honer continue work on this policy.

Item dropped. Council requested legal review for policy and waiver prior to this item coming back to them.

12. Discussion and Possible Action re: Road's Purchase Order for Backhoe tires for \$1603.98.

CM Hill moved to approve purchase of \$1603.98 for backhoe tires, CM O'Brien seconded, motion passed unanimously.

13. Discussion and Possible Action re: Grader purchase.

Honer explained that in considering a grader purchase he would recommend staying away from a John Deere because their parts become obsolete after several years, this has made getting parts for our grad-

er very difficult. Also, we need to take into consideration the ease and documentation of maintenance. The budget for an older model, preferably CAT grader with low hours could be around 150K. Honer is still doing research on types/costs of graders. CM Hill would add this purchase to the FY 2024 amended budget as a capital expense and it would rollover to the FY 2025 budget if it not purchased this year. Buck added that the grader budget will also need to include shipping costs which will be variable. Honer also wanted to look at military graders as they always have available parts and maintenance documents. CM Hill moved to approve up to \$150K from our Capital Roads Fund to purchase a grader, not to include shipping and to add that to the amended FY2024 budget, CM O'Brien seconded motion passed unanimously.

14. Discussion and Possible Action re: Website selection and contract.

M Duncan explained that the Revize bid includes a much better cost for the migration (\$1000) and then an annual charge of \$1000. Buck added the Newtek would be \$400 a year but Revize specializes in Government secure websites our Newtek site has been unsecured. Buck also added we have some work to do on updating information for our new website and on making it more "user" friendly. And we need to make the change right away before Newtek charges us for another year.

CM Hill moved to approve the service sale agreement with Revize, CM O'Brien seconded motion passed unanimously.

15. Discussion and Possible Action re: Changing 6/25 TC Meeting date again.

M Duncan explained last month we changed the Meeting date because it was on a Federal holiday, since, we have been reminded that we have to approve the Certified Tax Rate by June 22nd so we can't have the Meeting 6/25. Council discussed and agreed on 6/20.

CM O'Brien moved to have the June Meeting on Thursday the 20th, CM Gibson seconded motion passed unanimously.

UNFINISHED BUSINESS

CM Hill moved to table Items 16 and 17 in order, CM O'Brien seconded, motion passed unanimously.

16. Discussion and Possible Action re: Adopting Amendments to Ordinance 85-3.

M Duncan stated these are the amendments we have already reviewed on the dirt disturbance language and they have had legal review with no changes needed.

CM Hill moved to adopt the amendments to 85-3 as presented; CM Brien seconded motion passed unanimously.

17. Discussion and Possible Action re: Adopting Amendments to Ordinance 95-6.

Buck stated again for those not aware that these amendments have been seen by the Council when the PLUC was working on them, at last month's Council Meeting, and so tonight would be the third time they have come up.

CM Hill moved to adopt the amendments to 95-6 as presented, CM O'Brien seconded, motion passed unanimously.

18. Closed Meeting (if needed)

19. Payment of the bills.

CM Gibson motioned to pay the bills, CM O'Brien seconded, motion passed unanimously.

ADJOURNMENT

CM Gibson moved to adjourn, CM O'Brien seconded, motion passed unanimously.

M Duncan adjourned the Meeting at 8:05 PM

Approved:

Attested:

Jazmine Duncan, Mayor

Jocelyn Buck, Town Clerk

Town of Castle Valley
Road Department
Monthly Report April 2023

Dorje Honer
May 14, 2024

ROAD MAINTENANCE

- Mowing/Vegetation Mitigation will begin shortly as weather permits and vegetation growth requires it.
 - Has been delayed due to mower damage.
 - This may include grader/ditch work to improve drainage and/or to remove vegetation.
- Culvert clearing and drainage maintenance will continue over the coming months as weather and time permits.

PROJECTS

- Grading has begun and will occur when we have available moisture. Not all roads will be graded, and only problem spots will be graded.
- Mower Repair/Redesign (See Below).
- Tar Trailer Deconstruction/retrofit.

MATERIALS

- Large material in the easement is planned to be recovered for large washout incidents.

REQUISITIONS

- Mower Hydraulic Lines.
- 525 Gallon Water Tank.
- Possible auxiliary mower (3-point hitch).

ACQUISITIONS

- Rear Tire Replacements. (Backhoe)
- Various mower parts.
-

EQUIPMENT

- NOTE: Unlisted are operational, but may have issues.
- Mower
 - Hydraulic Oil Cooling System Required. (In progress).
 - Potential power steering leaks found, fixes planned.
 - Snapped main boom pin found.
 - Main boom to swivel connection bent.
 - Various bad hydraulic hoses.
 - Various structural changes planned.
- Crafco Tar Trailer
 - Removal of tank and auxiliaries to change trailer to a secondary water system.
- Loader
 - Seal replacement work In Progress.
 - Non-Operable (Under Repair)

FACILITIES

- Nothing to report at this time.

TRAINING

- Nothing to report at this time

BUDGET

- We are currently within our budget for the year.

INCIDENTS & ACCIDENTS

- Nothing to report at this time.

WORK SCHEDULE

- The road crew works a flexible schedule (usually Mondays & Tuesdays) based upon: resources available, prioritization of work, weather conditions, and the private schedule of its employees. The road crew currently does not work on Sundays except for emergencies.

Town of Castle Valley
Road Work - Roads Summary
Between 4/1/2024 and 4/30/2024

ROAD: 006 / Castle Creek Lane

Employee Total:	\$114.00
Equipment Total:	\$260.00
Castle Creek Lane Total:	\$374.00
Castle Creek Lane Percentage of ReportTotal:	11.63%

ROAD: 007 / Castle Valley Drive

Employee Total:	\$645.00
Equipment Total:	\$1,275.00
Material Total:	\$0.00
Castle Valley Drive Total:	\$1,920.00
Castle Valley Drive Percentage of ReportTotal:	59.72%

ROAD: 014 / Cliffview Drive

Employee Total:	\$114.00
Equipment Total:	\$260.00
Cliffview Drive Total:	\$374.00
Cliffview Drive Percentage of ReportTotal:	11.63%

ROAD: 049 / All Roads

Employee Total:	\$217.00
Equipment Total:	\$330.00
All Roads Total:	\$547.00
All Roads Percentage of ReportTotal:	17.01%
Report Total:	\$3,215.00

RECEIVED
4/30/2024

Town of Castle Valley

Road Work - Employee Summary

Between 4/1/2024 and 4/30/2024

EMPLOYEE: 004 / Mike Souza

Patching Total Hours:	9	
Mowing Total Hours:	4	
Reclamation Total Hours:	4	
Equipment Maintenance Total Hours:	7	
Grounds Maintenance Total Hours:	2	
Equipment Repair Total Hours:	8.5	
Parts / Supplies Travel Total Hours:	3	
Spring Cleanup Total Hours:	8.5	
Administration Total Hours:	1	
Mike Souza Total	47	\$1,175.00

EMPLOYEE: 012 / Dorje Honer

Drainage Maintenance Total Hours:	1	
Patching Total Hours:	1	
Signing Total Hours:	0.5	
Culverts Total Hours:	6	
Flood Control Total Hours:	6.5	
Reclamation Total Hours:	1	
Equipment Maintenance Total Hours:	1	
Brush Removal Total Hours:	4	
Facilities Maintenance Total Hours:	3	
Equipment Repair Total Hours:	19	
Parts / Supplies Travel Total Hours:	3.5	
Spring Cleanup Total Hours:	9	
Dorje Honer Total	55.5	\$1,776.00

EMPLOYEE: 013 / Dorje Honer

Road Inspection Total Hours:	1	
Drainage Review Total Hours:	0.5	
Town Meeting Total Hours:	4	
Other Meeting Total Hours:	2	
Online Research Total Hours:	7.5	
Spring Cleanup Total Hours:	2	

Administration Total Hours: 61.5

Dorje Honer Total	78.5	\$1,962.50
Report Total	181	\$4,913.50

DRAFT MINUTES
REGULAR MEETING OF THE PLANNING AND LAND USE COMMISSION (PLUC)
TOWN OF CASTLE VALLEY
THURSDAY, MAY 2, 2024

Date: Thursday, May 2, 2024

Time: 6:34 P.M.

Place: #2 Castle Valley Drive—Castle Valley Community Center, and via Zoom.

Members Present: Chair Ryan Anderson and Dorje Honer in person; Marie Hawkins remotely.
Absent: Jeff Whitney and Janie Tuft.

Others Present: Mayor Jazmine Duncan in person; John Smith, Lesa Smith, and Millar Kelley remotely.

Clerk/Recorder: Colleen Thompson/Faylene Roth in person.

CALL TO ORDER REGULAR MEETING

Chair Ryan Anderson Called to Order the Regular Meeting of the Planning and Land Use Commission (PLUC) of Castle Valley (CV) on Thursday, May 2, 2024, at 6:34 P.M.

1. Adoption of Agenda.

Honer moved to adopt the Agenda as presented. Hawkins seconded the Motion. Honer, Hawkins, and Anderson voted aye. The Motion passed unanimously.

2. Open Public Comment - None.

3. Approval of Minutes: Regular PLUC Meeting April 4, 2024.

Hawkins moved to approve the Minutes of April 4, 2024 as presented. Honer seconded the Motion. Honer, Hawkins, and Anderson voted aye. The Motion passed unanimously.

4. Reports.

Correspondence - None.

Town Council (TC) Meeting of April 17, 2024 - Thompson (see packet). Thompson reported that the U.S. Postmistress has put in a request for new mailboxes at the entrance to Castle Valley but she is doubtful that the request will be approved. Mailboxes will be replaced as they break and the Postal Service will look into safety hazards. The Town does not own the mailboxes but may spray the bases with rustoleum. Sixty-five residents participated in the Town Spring Clean-up with four additional paid loads. The Town has received a Community Development Block Grant in the amount of \$220,000.00 to improve the north low-water crossing in the upper 80 section. A sign commemorating the Town's acceptance by the International Dark Sky Association as a Dark Sky Community is now installed at the Town entrance. Janie Tuft was approved as a new PLUC Member. She previously served from 1985-1989 and later served on the Town Council. The recent Grand County emergency test

for text message alerts revealed that residents using wi-fi calling did not receive the messages. The Town will send a letter to the County IT expert who will interface with the County and service providers to improve messaging. According to Mayor Duncan, there is no way to test whether landline alerts are working. She recommended that anyone with questions should ensure that they are signed up with the Grand County alert system. The TC approved the 2024-2 Fee Schedule (in packet) which included new fees governing Land Disturbance Activity and realignment of other fees to comport with current costs. The TC also approved new Standard Operating Procedures (see packet) for dealing with unpermitted buildings. The TC approved a contract with Revize Web Hosting, LLC, for a new Town website. Revize specializes in government websites. The June TC Meeting has been rescheduled to June 20, 2024. Proposed amendments to Ordinances 85-3 and 95-6 have passed legal review and were approved by the TC.

BPA Report - Thompson (see packet). Anderson asked for clarification regarding the permit on Lot #176. Thompson explained that only closet space was being added to the existing bedroom studio. She added that she will correct the spelling in the database of the business name for the Conditional Use Permit for Soaring Solutions LLC.

Administrative & Procedural Matters -

- Thompson reported that a copy of Resolution 2024-2: A Resolution to Adopt a Permit Application and Fee Schedule is included in the packet. It includes new fees for Land Disturbance Activity. No fee for a drainage review is charged if the review is part of the building permit process, but other dirt work requires a minimum \$35.00 permit if it exceeds specified thresholds. See Fee Schedule for details. Electrical and solar permit fees increased from \$15.00 to \$25.00 (electrical) and \$35.00 (solar). Other fees did not change.
- Chair Anderson requested that PLUC Members convene a workshop prior to the next PLUC Meeting to outline the work ahead for the next Town Survey. He will poll members to determine a date that works for everyone. Public Meeting rules will apply.

NEW BUSINESS

5. **Discussion and possible action regarding updates to land use application forms, in order to align them with changes in procedure and recent amendments to Ordinance 85-3 and 95-6.**
 - **Septic Permit Application** - Thompson presented the updated septic permit application form which now comports with Grand County/SE Utah Health Department (SEUHD) procedures for septic system installations. She explained that the building permit applicant is no longer required to personally obtain the SEUHD signature on their County application. The SEUHD now signs the County application digitally on the Grand County Building Department online permit database. SEUHD no longer designs septic systems; applicants are now required to hire an engineer to design their septic systems. Thompson noted that nothing in the CV ordinances restricts a lot to just one septic system. The SEUHD Environmental Health Officer inspects the systems upon completion. The CV permit requires that a plot plan be submitted to the BPA showing the number of bedrooms and potential bedrooms which SEUHD uses to determine the appropriate size of the system, a copy of the engineered design, and the proposed location and property line setbacks. SEUHD has told us they will honor CV zoning setbacks when possible. Plot plans are no longer required to be drawn "to scale" but all

measurements must be indicated. Land disturbance reviews are required as needed. Bathrooms added to existing buildings require any change-of-use for the building to be identified, which may require acknowledgement forms for One Dwelling per Lot and No Short-Term Rentals to be signed by the owner. Thompson has also added two signature lines to accommodate dual ownership. The fee amount was removed so that the form will not require revision if the fee is increased in the future. She added that the PLUC must approve the new forms and then inform the TC. No additional approval is required from the Council.

Honer moved to approve the septic system application form as presented. Hawkins seconded the Motion. Honer, Hawkins, and Anderson voted aye. The Motion passed unanimously.

- **Electric Permit Application** - Thompson explained that the revised Electric Permit Application form now comports with current Town/County procedures as well as the style used in other updated CV permit forms. As with building permits, only one set of plans is required since plans are now transmitted digitally to the Grand County Building Department. As with septic permits, plot plans do not need to be drawn to scale, but all measurements must be specified and the specific fee amount was dropped. Thompson said that she includes a copy of the current fee schedule with the permit forms. Two lines for owner signatures were also added. Road easement encroachments may require a Right of Way Encroachment Excavation Permit and Land Disturbance Activity Review. Electrical upgrades and repairs that do not require new service do not require a plot plan. As in the past, electrical permits expire in six months if a Grand County permit has not been issued. One six-month extension is allowed.

Hawkins moved to accept the Electric Permit Application form as amended. Honer seconded the Motion. Honer, Hawkins, and Anderson voted aye. The Motion passed unanimously.

The remaining forms are not yet ready for review:

- **Routine Solar Energy System (SES) Permit Application (update).**
- **Nonroutine Solar Energy System (SES) Permit Application (update).**
- **Building Permit Information Sheet (update).**
- **Land Disturbance Activity Review (new).**
- **Land Disturbance Activity Permit (new).**
- **Internal Accessory Dwelling Unit Permit Application (new).**

Honer moved to table Item 5 for later review. Hawkins seconded the Motion. Honer, Hawkins, and Anderson voted aye. The Motion passed unanimously.

6. Discussion regarding basement garages, which are not addressed in Ordinance 85-3.

Thompson presented details regarding an upcoming building permit application with plans for a basement garage, a situation not covered by Ordinance 85-3. She explained that the owner was requesting a basement garage to lower the visual impact on the flat lot which is located on lower Buchanan Lane near the intersection with Hooley Lane. Thompson noted that there is one house in CV with a basement garage—the dome house across from the Town Building, but it was constructed before 2008 when Ordinance 85-3 reduced building height from thirty (30) feet to twenty-five (25) feet above finished or natural grade (whichever lower). The height of the proposed house as designed with a standard garage height is somewhere between twenty-three (23) feet and twenty-five (25) feet above finished grade (in this case the garage floor). The owner, however, would like to add several feet of height to the garage in order to accommodate a Transit van which would lower finished grade and could result in a total height that exceeds twenty-five (25) feet above finished grade, although the height above pre-existing grade would not change. Thompson presented Illustrations A1, A2, C1, C2, D, and E from Ordinance 85-3. None of these illustrations are applicable to a basement

garage with a driveway entrance. She noted that Illustration D shows an exterior stairwell parallel to a side wall descending to a basement door. According to Ordinance 85-3, the width of the stairwell may not exceed eight (8) feet from the building wall. Thompson asked PLUC Members whether this might create an ambiguous situation that would allow the permit application to be submitted as a nonroutine application. She referred to Utah State Law that says ambiguous language in an ordinance must be interpreted to the advantage of the landowner. Mayor Duncan expressed her opinion that the language of the Ordinance in this situation is not ambiguous. Chair Anderson suggested that Thompson look at the plans for the dome house to see whether they shed any light on this situation.

UNFINISHED BUSINESS - None.

CLOSED MEETING - Not needed.

ADJOURNMENT

Hawkins moved to adjourn the Meeting. Honer seconded the Motion. Honer, Hawkins, and Anderson voted aye. The Motion passed unanimously.

Chair Anderson adjourned the Meeting at 7:24 P.M.

APPROVED:

Ryan Anderson, Chair

Date

ATTTESTED:

Faylene Roth, PLUC Clerk

Date

TOWN OF CASTLE VALLEY - Building Permits Report

Approval Date Between 3/1/2024 And 5/1/2024

Approval	Lot	Road	Owner	Type	Purpose	Description	Height	Sq Ft <=19	Sq Ft >19
3/7/2024	121	Pace Lane West	Mavroleon, Judy & G	Building	Workshop	Workshop w/bath	24	0	1800
3/13/2024	193	Shafer Lane East	Mitchell, Stephen & R	Building	Residence	3BR 2 BA res	23	0	2743
3/25/2024	339	Taylor Lane	Sensenbach, Max	Building	Garage	Garage w/bath	13.5	992	0
4/5/2024	252	Miller Lane West	Stark, Todd	Building	Residence A	Addition & basement	17	1017	0
4/8/2024	108	Pace Lane East	Metzker-Hansen, Reb	Building	Studio	Detached Bedroom	13	932	0
4/9/2024	284	Pope Lane West	Harris, David L & Meli	Building	Residence	1br 1 ba residence	18.75	1546	0
4/10/2024	176	Shafer Lane West	Carpenter, Catherine	Building	Residence A	BR addition + addn on s	17.5	749	0
4/16/2024	026	Rim Shadow Lane West	Kelley, Kristen Ann	Electrical	Residence	Initial elec svc	0	0	0
4/30/2024	344	Taylor Lane	Millin, Matthew & Ro	Electrical	Solar	3.7 kw off-grid ground	0	0	0

**Town of Castle Valley
Electrical Permit Application**

Lot # _____

Application date _____

Applicant _____

Mailing address _____

Email & phone _____

Contractor _____ Phone _____

Project Description (attach extra page if needed):

An Application will not be reviewed unless deemed complete by the Designated Land Use Authority with all required and applicable documents and information submitted.

This permit must be approved before installation begins.

If electrical installation will require encroachment on the Town road easement, a **Right of Way Encroachment Excavation Permit Application** must be completed and submitted to the Town Roads Manager for approval.

SUBMISSION REQUIREMENTS

Unless determined inapplicable by the Designated Land Use Authority, Applicant provides:

- a) Electrical plans as submitted to the Grand County Building Department.
- b) Plot plan (8.5x11 freehand drawings are acceptable), with all **dimensions and distances clearly noted and labeled**. For upgrades and repairs that do not require a new service entrance, a plot plan is not required. The plot plan shall include:
 1. Lot #, name, address, phone #, and signature of lot owner(s) and contractor
 2. Property lines, road easement lines and setback lines.
 3. Existing structures (designate use)
 4. Location of pre-existing electrical meter, if applicable.
 5. Location of proposed installation including any new lines or hookups.
- c) Right of Way Encroachment Excavation Permit Application, if applicable.
- d) Land Disturbance Activity Review/Permit signed by the Designated Land Use Authority, if applicable.
- e) Rocky Mountain power (RMP) work order # _____
- f) Electrical Permit fee per Fee Schedule (cash, or check payable to Town of Castle Valley).

g) If electricity is being installed or upgraded to supply an existing building for the first time, a statement of change of use may be required in addition to the Acknowledgment of One Dwelling Per Platted Lot and Acknowledgement of Short-Term Rentals Prohibited, if deemed relevant by the Designated Land Use Authority.

Description of new use (i.e. dwelling, studio, workshop):

APPROVAL

- The Grand County Building Permit Application form must be signed by the Designated Castle Valley Land Use Authority and then by the Grand County Building Department to be a complete and valid permit.
- Castle Valley zoning approval of an Electrical Permit Application will be revoked and become invalid if, within six months of receiving Town approval, the applicant has not received a completed Electrical Permit from the Grand County Building Department. If the Town's approval is revoked on this basis, the fee paid to the Town will not be refunded. If the applicant wishes to start the application process again, a new application must be submitted, including a new fee.
- If the County revokes a completed Electrical Permit Application for any reason, the Town's approval is also revoked. If the applicant wishes to revive such an application, the applicant must begin anew the application process with the Town. In such an instance, the original fee will not be refunded.
- The applicant may extend the Town's approval for an additional six months with no additional fee as long as: no changes have been made to the applicant's proposed electrical system; no changes have occurred in the Town's Land Use regulations since the applicant's original approval by the Town that would affect the application; the request is made before the expiration date of the permit; and the Town's approval has not been revoked. If any of the above has occurred, the applicant must begin anew the application process with the Town.
- Electrical Permits will not be approved that are not in compliance with Castle Valley Land Use regulations and other applicable laws.
- Electrical Permits issued on the basis of false or misleading information are void.
- Construction begun without an approved Electrical Permit may be subject to delays, fines and/or increased building permit fees.
- Substantive changes in plans (i.e., layout, use, location, or structural) after an Electrical Permit is issued require NEW approval by the Castle Valley Designated Land Use Authority and the Grand County Building Department.

I acknowledge and agree to comply with all requirements as stated on this Application.

Property Owner 1 signature: _____ Date _____

Property Owner 2 signature: _____ Date _____

Contractor signature: _____ Date _____

Building Permit Agent _____ Date _____

**Town of Castle Valley
Septic Permit Application**

Lot # _____

Application date _____

Applicant _____

Mailing address _____

Email & phone _____

Contractor _____ **Phone** _____

An Application will not be reviewed unless deemed complete by the Designated Land Use Authority with all required and applicable documents and information submitted.

This permit must be approved before construction of septic system begins.

1. CAPACITY & SETBACKS

Septic systems must be at least 50 feet from easements and property lines.

Septic systems must be a minimum of 100 feet from ALL neighbors' wells (200 feet is recommended).

Septic systems must be 100 feet from ALL neighbors' septic systems.

Capacity of system (by # of bedrooms as listed on SEUHD approved permit) _____

Proposed Setbacks: From road easement _____ From nearest property line(s) _____

2. SUBMISSION REQUIREMENTS

Unless determined inapplicable by the Designated Land Use Authority, Applicant provides:

- a) Plot plan (8.5x11 freehand drawings are acceptable), with ALL dimensions and distances clearly noted and labeled regarding:
 1. Lot #, name, address, phone, and signature of lot owner(s) and contractor.
 2. Property lines, road easement lines and minimum septic system setback lines.
 3. Location of well and any pre-existing septic system(s) and all connections, with setback distances.
 4. Location of wells and septic systems on adjacent properties with setback distances.
 5. Existing structures (designate use).
 6. Proposed septic system with setback distances.
- b) Land Disturbance Activity Review/Permit signed by the Designated Land Use Authority.
- c) Copy of South East Utah Health Department (SEUHD) pre-approved septic system design signed by SEUHD.
- d) Septic Permit fee per Fee Schedule (cash, or check payable to Town of Castle Valley).

If the septic system is being installed or upgraded to supply an existing building for the first time, a statement of change of use may be required in addition to the Acknowledgment of One Dwelling Per Platted Lot and Acknowledgement of Short-Term Rentals Prohibited, if deemed relevant by the Designated Land Use Authority.

Description of new use (i.e. dwelling, studio, workshop):

APPROVAL

- Septic Permits will not be approved that are not in compliance with Castle Valley Land Use Regulations and other applicable laws.
- Permits issued on the basis of false or misleading information are void.
- Construction begun without an approved Septic Permit may be subject to delays, fines and/or increased building permit fees.
- Substantive changes in plans (i.e., layout, use, location) after a Septic Permit is issued require NEW approval by the Castle Valley Designated Land Use Authority.

I acknowledge and agree to comply with all requirements as stated on this Application.

Property Owner 1 signature: _____ Date _____

Property Owner 2 signature: _____ Date _____

Contractor signature: _____ Date _____

Building Permit Agent _____ Date _____

Please Forward to the Town Council

Dear Castle Valley Town Council

There are some long term problems with our neighbor, Harold Saunders, on Lot 332, Taylor Lane.

1. For approximately two years Harold has used both sides of the road easement as his private parking lot for water tank trailers, equipment trailers, trucks, a large dumpster and most recently his Razor.

2. As you all may know he has been very rude to our Road Department Manager and it has been difficult for our Road Department to work on this part of the road where water runs across the road during a storm from the arroyo that goes through Lot 332.

3. Recently he has used his own equipment to push large piles of dirt on the opposite side of the road and has parked his Razor there on the top of the hill that he created. My wife, Laura Cameron, called him and politely asked him to park the Razor back on his property. He said that he did not have room for it on his own property. We can see that he does have room to park it and he has yet to do this.

We have never been rude to him and are disappointed that he seems to now have an antagonistic attitude towards his neighbors. He originally told us that he grew up in Castle Valley and did not appreciate it until he moved to Moab. We are concerned that once he completes his building project he will have the attitude that he can continue to park his equipment on the road easement and that it will continue to present an obstacle for the Road Department if they need to work on the road or possibly plough off snow for those of us that live above his property, or be an obstacle to the Fire Department.

I would like to suggest that the Town send him a letter notifying him that he is out of compliance with Town Ordinances and follow up if there is no cooperation or attempt on his part to mitigate the situation.

Thank you,
Michael Peck

Sent from my iPad

Resolution 2024-3
A RESOLUTION ADOPTING THE AMENDED
FISCAL YEAR 2024 BUDGET

BE IT RESOLVED by the Town Council, Town of Castle Valley that the attached amended budget for fiscal year 2024 (Attachment A) is the true and correct amended budget approved by the Town Council.

Passed, Adopted, and Approved by the Town Council, Town of Castle Valley in open session on the **15th day of May, 2024** by the following vote:

Those voting AYE:

Those voting NAY:

Absent:

APPROVED:

ATTESTED:

Jazmine Duncan, Mayor

Jocelyn Buck, Town Clerk

Resolution 2024-4

A RESOLUTION ADOPTING THE TENTATIVE FISCAL YEAR 2025 BUDGET

BE IT RESOLVED by the Town Council, Town of Castle Valley that the attached proposed budget for fiscal year 2025 (Attachment A) is the true and correct proposed budget approved by the Town Council.

Passed, Adopted, and Approved by the Town Council, Town of Castle Valley in open session on the **15th day of May, 2024** by the following vote:

Those voting AYE:

Those voting NAY:

Absent:

APPROVED:

Jazmine Duncan, Mayor

ATTTESTED:

Jocelyn Buck, Town Clerk

Town of Castle Valley
PURCHASE REQUISITION & PURCHASE ORDER

SUPPLIER				APPROVAL				
Name: <i>Napa Auto Parts</i>	Phone: <i>435-259-7195</i>	Fax:	PO #: <i>002-05072024</i>	Department: <i>Roads Dept.</i>	Requested By: <i>Dodge Honer</i>	Date: <i>05/07/24</i>	PO Issue Date: <i>05/07/24</i>	
Contact:	Required By Date: <i>05/13/24</i>	Approved By:				Date:		
Item / Quote / Part #	QTY	UOM	Acct #	Eqt #	DESCRIPTION	Unit Price	Extended	
Hydraulic Lines(3/8)	6	Ea			Replacement Hydraulic Lines (Mower)	<i><200\$</i>	<i><1200\$</i>	
Notes:						Total: <i><1200\$</i>		

Town of Castle Valley
PURCHASE REQUISITION & PURCHASE ORDER

SUPPLIER				APPROVAL				
Name: <i>Wheeler Cat</i>	Phone: <i>435-259-6976</i>	Fax:	PO #: <i>003-05072024</i>	Department: <i>Roads Dept.</i>	Requested By: <i>Dodge Honer</i>	Date: <i>05/07/24</i>	PO Issue Date: <i>05/07/24</i>	
Contact:	Required By Date:	Approved By:				Date:		
Item / Quote / Part #	QTY	UOM	Acct #	Eqt #	DESCRIPTION	UNIT PRICE	EXTENDED	
Hydraulic Lines	2				1 1/4" x 12' Hydraulic	<i>est 300</i>	<i>est 600</i>	
Hydraulic Lines	1				1 1/4" x 3' Hydraulic Line	<i>est 200</i>	<i>est 200</i>	
Notes:						Total: <i>est. 600</i>		

Town of Castle Valley
PURCHASE REQUISITION & PURCHASE ORDER

PURCHASE REQUISITION & PURCHASE ORDER							
SUPPLIER				APPROVAL			
Name: Tractor Supply Company		PO #: 004-05132024		PO Issue Date: 05/13/24			
Phone: 970-243-3015 Fax:		Department: Roads					
Contact:		Requested By: Dodge Honer ✓		Date: 05/13/24			
Required By Date: 05/31/24		Approved By:		Date:			
Item / Quote / Part #	QTY	UOM	Acct #	Eqt #	DESCRIPTION	UNIT PRICE	EXTENDED
525 gal Water Tank SKU: 212584899	1	Ea			Norwesco 525 gallon water tank.	399.99	1399.99
Notes:						Total: 1399.99	

Town of Castle Valley

5/14/2024 11:50 AM

Register: 1300 · General Accounts Unrestricted:Zions Operating

From 04/22/2024 through 05/17/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
04/29/2024	9927	Revize Software Syst...	2000 · Accounts Payable	Website	2,000.00		9,821.61
04/30/2024			5100 · Administration:...	Service Charge	87.33 X	Deposit	9,734.28
04/30/2024	eft	Zions Bank Liabilities	-split-	87-0483404 F...	2,225.76	Stips	7,508.52
04/30/2024	9928	Colleen R Thompson	-split-		1,239.84		6,268.68
04/30/2024	9929	Dorje Honer	-split-		2,930.65		3,338.03
04/30/2024	9930	Dyson Swift	-split-		183.64		3,154.39
04/30/2024	9931	Janet M Gregory	-split-		147.91		3,006.48
04/30/2024	9932	Jasmine A Duncan	-split-		907.50		2,098.98
04/30/2024	9933	Jocelyn F. Buck	-split-		1,967.26		131.72
04/30/2024	9934	Mike Souza *	-split-		1,143.67		-1,011.95
04/30/2024	9935	Zions Bank	2000 · Accounts Payable		182.27		-1,194.22
04/30/2024			1300 · General Accoun...	Funds Transfer		10,000.00	8,805.78
05/01/2024	9937	Emery Telcom	2000 · Accounts Payable		177.46		8,628.32
05/01/2024	9938	Grand Tire Pros	2000 · Accounts Payable	Backhoe tires	1,603.98		7,024.34
05/01/2024	9939	Jocelyn Buck*	2000 · Accounts Payable	CABG	57.50		6,966.84
05/01/2024	9940	Moab Times Independ...	2000 · Accounts Payable	PH's	269.20		6,697.64
05/01/2024	9941	Municipal Building ...	2000 · Accounts Payable	Building loan	6,625.00		72.64
05/01/2024	9942	Rocky Mountain Po...	2000 · Accounts Payable		66.82		5.82
05/01/2024	9943	Solid Waste Special ...	2000 · Accounts Payable	Clean Up	4,397.00		-4,391.18
05/01/2024	9944	Turner Lumber	2000 · Accounts Payable	3 Roads Sops	79.99		-4,471.17
05/01/2024	9945	Walker's True Hardw...	2000 · Accounts Payable		121.98		-4,593.15
05/01/2024			1300 · General Accoun...	Funds Transfer		10,000.00	5,406.85
05/06/2024			-split-	Deposit		90.00	5,496.85