

Sterling Town Council Minutes

Thursday May 23, 2024

6:30 PM

Council members attending:	Mayor Keenan Pearson, Yvonne Larsen, Tami Privett, Kim Killpack, Zeb Wignall.
Council members excused:	N/A
Staff attending:	Kristina Winkel, Jim Egner
Community attending:	Cade Penny, Loretta & Chris Denton, Judy Wadley, Laura Patton, Nick Lyon, Devan Fowles
Conducting:	Keenan Pearson, Mayor. Meeting called to order at: 7:16

Agenda item number	Discussion and action items	Result
1. Pledge of Allegiance	Council, staff and community present stand and recite the pledge of allegiance.	
2. Roll Call	See above for attendance.	
3. Reading of minutes from the previous meeting.	Council reads minutes.	
4. Approval of minutes from the previous meeting.	Yvonne found two spelling errors which were addressed and corrected.	Motion: Yvonne Second: Tami Vote: unanimous
5. Recognition for P&Z Commission members that exited	Mayor thanks Zeb Wignall and Loretta Denton for their service as members on the Planning & Zoning Commission. Yvonne presents a gift and certificate explaining they both served from 2017-2023, Zeb was the Zoning	

	Commissioner and the Town of Sterling really needed both of them. Kris took a picture to feature in the newsletter.	
6. Discussion and vote on extrication equipment for the fire department.	Nick explains that the current pump on the extrication equipment is old and in need of repairs. He explains the pump, cutter, spreader and RAM need to be replaced. He continues by explaining that the Fire Department would be in breach of the Fire Protection Agreement if the extrication equipment is not operational. BUDGET/COSTS: The pump used is \$34,628 and new starts at \$50,000. Yvonne asks if there is an opportunity to make payments. Nick will check with the vendors. Zeb asks if the used equipment carries a warranty. Nick will research this and get back to the council. There is about \$40,000 in the PTIF and Nick hopes to not drain it completely. Tami agrees the budget is tight but the needs of the fire department are important. Tami asks if some can be paid in this fiscal year and the remaining in the next fiscal year. Tami will work on the budget while Nick looks at payment options. LEGISLATION: Nick explains that he would like legislative action for grants for towns with less than 10,000 residents for the fire department. He states that many other states have. Nick explains that the fire department covers more unincorporated areas than incorporated. FIRE FEE: Tami brings up that the fire fee for the county will be coming on the Rocky Mountain utility bill instead of the Sterling Water bill. This will begin in July. Council discusses adding a small amount on the water bill for the Sterling Fire Department. Nick agrees stating this is very common in other towns. Tami makes a motion to approve the replacement of the extrication equipment up to \$45,000 pending a suitable warranty with some taken from the 2023-2024 budget and the rest from the 2024-2025 budget.	Motion: Tami Second: Zeb Vote: unanimous

7. Discussion and vote on the Fire Protection and vehicle extrication agreement and standard operating guidelines for the Fire Department	Nick explains this is the county agreeing to pay the town of Sterling some money for servicing the area outside of the incorporated area. Mayor Pearson and Nick sign the agreement. Kris will get it to the county clerk.	Motion: Tami Second: Zeb Vote: unanimous
8. Read the AUP from the annual Audit Review	Tami reads the annual audit item by item, see attached. Council looks over the Fraud Risk Assessment and discusses it. Tami reads each item line by line. See attached.	
9. All council and staff to complete the OPMA Training	This will stay on the Agenda until all have completed it. Kris will email the link to the council and commission.	
10. Discussion and vote on which consultant to use for the subdivision ordinance update.	Judy Wadley, Planning & Zoning Commissioner explains that smaller communities don't have the expertise to write subdivision ordinances and the State of Utah has passed a new subdivision ordinance SB174 and we have until December 2024 to write the new ordinance or the State of Utah will. The state will reimburse an engineering firm to write the plans. Cade Penny had provided a list of authorized consultants, see attached. The Planning & Zoning approved to go with Sunrise Engineering. Kris has provided a copy of all those engineering firms that are on the list Judy explains that during the last P&Z the commission discussed which firm they would like to go with which is Sunrise Engineering. She has reached out and talked with Devan Fowels who is present at the council meeting and familiar with SB174. Judy presents the contract to the Council. Devan explains the process and discusses the TPA grant.	Motion: Zeb Second: Yvonne Vote: Unanimous.

	Zeb makes a motion that they proceed with Sunrise Engineering. Mayor signs the copy of the contract that Judy and Devan present.	
11. Discussion and review of the Sterling General Plan	Judy explains the General Plan and explains that Cade Penny has put it together. It is an umbrella (not too many specifics) and explains that we need to grow and grow properly. Cade has been very thorough. Cade explains that the council should review it, have a public hearing and then the council will vote to pass it. Cade states that it looks good when you apply for grants when you have an updated general plan and updated ordinances. Council thanks the P&Z Commission and Cade Penny for all their work.	
12. Discussion and vote of property tax rate for Sterling.	Tami proposes that we do not raise the property tax and instead look at other sources of revenue. Tami is preparing to get the transient room tax, highway tax, sales tax. Zeb asks if we can have the public hearing for all three and Cade Penney states yes. Cade states for the transient room tax you would have to set an ordinance (this includes all short term rentals) that if it is not rented for a period of 30 days, it is required to do a business license. Discussion continued on proper protocol and notifying the public. Tami makes a motion that we do not raise property tax at this time, as directed by the county.	Motion: Tami Second: Yvonne Vote: unanimous
13. Approve proposed 2024-2025 budget	Council discusses loans and grants that can help with the budget. Cade Penny states that if you apply for a grant and you don't get it, there may be options for loans. Discussion on how to use the remaining PTIF in the fund. Zeb makes a motion to table this until next month. There will be a Public Hearing for review of the proposed budget and proposed additional fire fee June 18th at 6:30.	Motion: Zeb Second: Tami Vote: Unanimous

14. Discussion and vote on amending Resolution 12-19-2023–Setting Cemetery Fees.	Council discussed the original agreement on cemetery fees for the resolution from last December. Yvonne explains there must have been a typo when she prepared the resolution. Yvonne will listen to the minutes to determine what the cost was agreed upon for the item in question and add it to the agenda for a new resolution if it comes to that.	Motion: none Second: none Vote: none
15. Report of Officers, Boards and Committees. a. Kim Killpack: Water and roads. b. Yvonne Larsen: Treasury, Town building rental and cemetery. c. Zeb Wignall: Parks and Fire Depart. d. Tami Privett: Steering Committee, Budget, Taxes, Deputy Clerk. e. Mayor Pearson.	Jim Egner explains some things he is working on and needs to prevent the Rural Water Association adding “points” which is like a demerit. Yvonne and Tami bring up that Jim needs a new computer. Mayor has a chrome book that Jim will try. Mayor will get the drive formatted tonight. A. Zeb asks Jim if there were blue stakes added. Discussion on receiving emails from Blue Stakes and that they must be forwarded to Jim. Kris will forward all Blue Stake emails to Jim. Kim asks about an email regarding bids on lawn mower and if the funds are available. Tami explains that we are under budget for water, water income goes to water. B. Yvonne talks about someone who is interested in renting an office in the basement; it's a massage therapist. The council would like to look into compliance and the person interested should attend the council and make a proposal. Yvonne states the GIS \$552 is coming due in July. C. Jim states that the cemetery is looking good and reviews some improvements and repairs he has completed. Zeb states that Nick covered everything. D. Tami explains some struggles that she went through getting the W2s completed which resulted in a 4th quarter payroll tax late fee of \$70. Tami asks that opening up the 2023-2024 budget and amend it be added to the next agenda. E. Everything has been covered.	

16. Approve the payment of Bills	Payroll Period 4/1/20-4/30/24 Paid on 5/4/24 • James C Egner: \$1,584.1 + \$690.77 (<i>Kris missed some hours</i>) • Yvonne V. Larsen: \$247.27 • Heather H. Myers: \$823.82 • Tamra D Privett, \$131.59 • Ryan K Smith: \$965.54 • Kristina K. Winkel \$401.72 (<i>TC on 5/23/24, the payroll totals from March were read by mistake. These are the true totals for April Payroll</i>). Bills paid on 5/17/2024 • All American Sod: \$78.00 Cemetery • Badger Meter: \$489.60 Jan-April service/Water • CUHD: \$25.00 Monthly Water Sample • CURTIS Tools: \$150.00 Defense materials/Fire Dept • Dominion Energy: \$216.83 Heating Fire/Shop/Adm, Parks/Cem • Jim Egner: \$88.12 Mileage reimbursement for May. • Ephraim Tire Pros & Service: \$ 124.87, Fuel/chainsaws/Fire Dept • Gunnison Implement: \$ 38.10 Mower cleaner • Hermansen's Mill: \$220.40 Gas, oil. Supplies for Cemetery • Jensen Excavating: \$200.00 Young grave • Lantis Fireworks: \$2,850.00 Fireworks (half payment) • Manti Telephone: \$114.50 • N. Sanpete Disposal: \$75.03 Dumpstars and garbage • Pelorus: \$800.00 quarterly software and support • Rocky Mountain Power: \$978.88 Electricity Six mile creek and street lights/Water. • Sanpete County Fire Dist2: \$703.00 Fire district fee. • Sanpete Sanitary Landfill: \$540.00 Landfill fee. • Valley Builders: \$32.85 cemetery pipe repair. • Zions Bank Visa: \$351.65, Flags, batteries and fuel for fire trucks.	Motion: Tami Second: Yvonne Vote: Unanimous
17. Adjournment	Meeting adjourned at 10:15	Motion: Zeb Second: Tami Vote: Unanimous

The recorder was not working and attempts were made to record which did not work. It was later learned that the recorder needed a new tape and the appropriate supplies were ordered and the problem has been fixed. Special thanks to Tami Privett who resolved this issue.

Minutes Approval

By: _____ Date: _____ Attest: _____ Date: _____
Mayor Keenan Pearson Kris Winkel, Clerk/Recorder

Council Members Initials:

Yvonne Larsen: _____
Tami Privett: _____
Kim Killpack: _____
Zeb Wignall: _____