

**MINUTES**  
**ALTA TOWN COUNCIL MEETING**  
**Wednesday, May 8, 2024, 4:00 PM**

Alta Community Center, 10351 E. Highway 210, Alta, Utah

**PRESENT:** Mayor Roger Bourke (attended remotely)  
Councilmember Carolyn Anctil (attended remotely)  
Councilmember John Byrne  
Councilmember Elise Morgan  
Councilmember Dan Schilling

**STAFF PRESENT:** Chris Cawley, Town Manager  
Mike Morey, Town Marshal  
Jen Clancy, Town Clerk  
Molly Austin, Deputy Town Clerk  
Chris Otto, Assistant Town Manager  
Craig Heimark, Treasurer (attended remotely)

**ALSO PRESENT:** Cameron Platt, Legal Counsel (attended remotely)  
John Guldner, Cottonwood Lands Advisory (attended remotely)

**NOT PRESENT:** N/A (please see notes about specific councilmembers departing the meeting prior to it being adjourned)

**1. CALL THE MEETING TO ORDER**

00:00:00

Mayor Bourke called the May 8, 2024 Alta Town Council meeting to order.

**2. CITIZEN INPUT**

00:01:30

Margaret Bourke expressed gratitude to the town staff for their efforts in improving communication with the community and ensuring safety through various means such as the website, in-person communication, and formatting. They also thanked the town council for their collaboration and addressing both major and minor issues. Bourke encouraged the Town to consider CPR training for the community and raised concerns about the lack of updates regarding the UTA ski bus and town shuttle services. Additionally, they requested information from Alta Ski Area, General Manager Mike Maughan regarding lift company construction projects and potential impacts on roads and trails in the Town this coming summer.

**3. ALTA SKI AREA UPDATE, MIKE MAUGHAN**

00:04:30

Mike Maughan provided updates on various projects planned for the upcoming months. They mentioned ongoing snow plowing efforts due to recent snowfall and noted plans to open the ski area for uphill traffic. Maughan discussed delays in meetings with UTA regarding the ski bus and mentioned upcoming discussions with UDOT regarding transportation matters. They also reported on an upcoming meeting with Carlos Braceras as a result of the Red Snake Letter to which the town council was a signatory. They also detailed several construction projects, including an expansion of the Albion Day Lodge and construction of a new patrol building at the top of the Sugarloaf Lift. Maughan outlined timelines and logistics for each project, emphasizing efforts to minimize disruption and coordinate with relevant authorities. They mentioned additional projects such as terrain work (Germ Bowl Three, Ballroom Traverse, High Traverse, Sleepy Hollow, Catherine's Trailhead) and completing snowmaking line work above Alf's that was started last summer but not finished.

Chris Cawley raised concerns about the impact of the Rustler Lodge's expansion project on traffic circulation and mentioned potential roadwork this summer by Rocky Mountain Power.

#### **4. QUESTIONS REGARDING DEPARTMENTAL REPORTS**

00:17:52

Molly Austin noted a successful dog license drawing and that a few individuals had attended the dog license drawing in person which proved good luck as all in-person attendees were drawn.

#### **5. APPROVAL OF CONSENT AGENDA: APRIL 10, 2024, MEETING MINUTES, STAFF AND FINANCE REPORTS**

00:19:00

**MOTION:** Elise Morgan motioned to approve the consent agenda including the April 10, 2024 town council meeting minutes, and staff and finance reports. Dan Schilling seconded.

**VOTE:** All were in favor. The consent agenda including the April 10, 2024 meeting minutes, and staff and finance reports was approved.

**RESULT: APPROVED**

#### **6. MAYORS REPORT**

00:20:09

Mayor Bourke shared recent publications highlighting positive press for the Town, including an article in The New York Times about the one-room schoolhouse initiative. They also mentioned a Salt Lake Tribune article addressing the red snake letter. Additionally, Bourke summarized their attendance at the Utah League of Cities and Towns Mid-Year Conference with Chris Cawley, emphasizing the value of networking and learning from other municipalities. Mayor Bourke also mentioned that UTA's had issued a request for proposal (RFP) for supplementary bus service to restore the 953 route. Bourke concluded the report with an astronomy segment about Saturn's moon, Titan.

## **7. DISCUSSION AND POSSIBLE ACTION TO ADOPT THE MEETING SCHEDULE FOR FY 2024/25**

00:30:00

Jen Clancy presented the proposed meeting schedule for fiscal year 2025, noting that the 4pm timing seemed to work well for the current council. Clancy also mentioned that this schedule did not anticipate a truth in taxation meeting in August. John Byrne confirmed the plan to revisit truth in taxation the following year. Clancy highlighted the consistency in the start time throughout the year, regardless of season, which was deemed beneficial for both staff and council members. Byrne expressed agreement with the schedule as long as the hybrid meeting format remains in place. Mayor Bourke sought input from Carolyn Anctil and Elise Morgan, both of whom indicated satisfaction with the proposed schedule and the 4pm timing.

**MOTION:** John Byrne motioned to approve the meeting schedule. Dan Schilling seconded.

**VOTE:** All were in favor. The meeting schedule for FY 2024/25 was approved.

**RESULT: APPROVED**

## **8. PRESENTATION OF THE FY 2025 TENTATIVE BUDGET**

00:32:50

Chris Cawley presented the current iteration of the budget slide deck, highlighting the key components of the budget presentation. Cawley mentioned that there was no proposed property tax increase. Byrne clarified that we were really saying no increase in the property tax "rate" and noted that skipping the truth in taxation process this year likely wouldn't negatively impact the Town due to minimal property valuation appreciation and noted that there might be a small increase in property tax revenue due to new construction. Byrne also mentioned that Utah had experienced a significant decrease in property valuation appreciation compared to previous years.

Clancy provided a comparison of the FY24 budget to the proposed FY25 budget, focusing on revenue sources and expenses. Byrne expressed reservations about combining different funds whereas Elise Morgan noted the positive public feedback received since providing a high-level summary. Clancy reviewed the projection for sales tax revenue and explained they had used the same number as was budgeted in FY24 noting the figure was higher than what a three year average would be, yet still felt on the conservative side which was a preferred approach. Mayor Bourke commended Clancy's conservative approach to budgeting, emphasizing financial soundness.

Cawley outlined the changes in general fund expenses, particularly regarding compensation adjustments for Town of Alta employees based on the Worth of Work compensation benchmarking study. Cawley highlighted potential changes in the Marshal's Department, including the potential transition of sworn personnel into the public safety tier of the Utah Retirement System. Cawley also mentioned increases in the Town's contribution to the town shuttle program and the contribution to the capital projects fund. Concerns were raised about the increase in shuttle program expenses and potential future costs, with attention drawn to its proportion of the general fund budget.

Clancy presented projections for year-end balances, highlighting the development of a model to provide more accurate financial forecasts. Byrne commended the effort, emphasizing the importance of such projections for making informed decisions about capital expenditures. Dan Schilling expressed appreciation for the clarity and benchmarking provided by the projections over time. Craig Heimark and Byrne elaborated on the implications of the projected balances, noting a decrease in the general fund buffer due to anticipated capital expenses. Despite this, they affirmed the overall financial health of the Town and the effective use of funds. Schilling sought clarification on the continued soundness of the Town's financial footing, which was affirmed by the discussion participants.

Cawley provided an overview of adjustments made to the capital projects fund, emphasizing the scaling back of non-essential projects on old buildings and the reallocation of funds based on feasibility and strategic planning. Byrne and other participants discussed the implications of decreased contributions to the capital fund, noting that the current balances remain adequate for planned projects and emergencies. They also discussed the importance of strategic planning to prioritize capital expenditures and manage potential future expenses, particularly in regard to the water and sewer systems. Additionally, the ongoing partnership with ski area to address water infrastructure needs as noted. Clancy clarified the process of the year-end transfer from the general fund to the capital projects fund and hinted that they thought the required transfer would be larger than what is currently listed in the budget. Clancy also noted that funds due from the water fund to the general fund that had accumulated over numerous years would start in FY 2025 and did not include interest.

Next, Cawley presented plans for medium-term projects, focusing on hiring civil engineers to conduct a water and sewer master plan. Byrne praised the clarity of the plan and discussed the importance of prioritizing projects to meet state codes regarding fire flows and culinary water delivery. There was emphasis on the need to update the water model from 2014 to understand current conditions and ensure compliance with fire reserve capacity requirements. Jay Torgersen, referencing recent fires, highlighted the challenges faced due to water capacities and underscored the importance of meeting state code requirements for firefighting reserves. Cawley mentioned laying a pipe along the transfer tow to enhance water infrastructure and exploring a loop project in Hellgate to improve fire flows. Cawley also mentioned plans for remote meter installs and a facilities master plan. Cawley elaborated on prioritizing the conditions assessment of existing facilities, which is crucial for safety and decision-making. Byrne emphasized the need for a thorough physical assessment of existing buildings before proceeding with broader master planning, suggesting that this assessment should prioritize safety concerns and programming needs. The discussion highlighted the importance of community input and the expertise of architects and engineers, especially regarding local conditions like mountainous terrain and weather challenges. Schilling underscored the value of staff input throughout the process to ensure that the plan addresses practical needs effectively.

Cawley mentioned projects like updating the town's website and implementing online bill payment options, indicating a focus on improving services for residents. Additionally, there was talk about reassessing IT services to better meet the town's unique needs due to the justice court and police department.

Cawley then shifted to land use planning, calling out the value in guidance from John Guldner (Cottonwood Lands Advisory) and reporting that Guldner has agreed continue working with the Town

in this area. Cawley reported on the proposed project to make changes to land use ordinances to ensure compliance and clarify processes. They stated this project aligns with the broader goal of strategic planning, which also involves holding retreats and joint sessions to inform the budget process and ensure coordination between the town council and planning commission. The meeting continued with discussions on various topics, including the planning commission's workload, land use ordinances, and ongoing projects such as the building department's transition and the pursuit of a Department of Justice grant for a fifth deputy. Clancy explained how overtime is budgeted across different departments, highlighting historical practices and considerations for future expenses.

Clancy then provided an overview of the water and sewer fund budgets and rates. She explained how the annual operating cost is determined and how that in turn determines the rates. Clancy highlighted the proposed 13% increase in the water fund rate compared to an 11% increase the previous year. Clancy noted the \$70,000 budgeted as a contribution to future improvement projects. Similarly, she discussed a 24% increase in the sewer fund, mostly due to the passing forward of rate increases from the Cottonwood Improvement District. Byrne raised a point about the minimal contribution budgeted for future sewer improvements, and Clancy explained that it was the result of not wanting the increase the rates beyond 24%. They agreed that assessing this further when the sewer plan comes back and when capital improvement projects are clearer will be important, but for now, they were both comfortable with the budget as presented.

Cawley reflected on the budget presentation and on the dialogue around medium-term expense projections, particularly regarding wage growth and capital costs. He emphasized the need for transparency in decision-making, especially concerning future objectives. Byrne highlighted the importance of having a model for pay progression in financial planning, given its significant impact on expenses. The discussion then focused on the new town manager model and the evolution of the budgeting process, with Byrne expressing confidence in the budget officer. Byrne suggested a gradual transition to a more oversight-oriented role. Morgan praised the thoroughness of the budget presentation and expressed confidence in its improvement over previous years.

## **9. DISCUSSION AND POSSIBLE ACTION TO ADOPT A 2024-2025 TENTATIVE BUDGET**

02:11:20

**MOTION:** John Byrne motioned to adopt the 2024-2025 tentative budget. Elise Morgan seconded.

**ROLL CALL VOTE:** Councilmember Byrne – yes, Councilmember Schilling – yes, Councilmember Morgan – yes, Mayor Bourke – yes, and Councilmember Anctil – yes. The tentative budget for fiscal year 2025 was unanimously approved.

**RESULT: APPROVED**

Clancy stated they needed to set a date for the public hearing on the budget. She proposed starting the public hearings at 4 pm on June 20<sup>th</sup> instead of beginning the regular council meeting at that time and then backfilling the public hearings. John Byrne expresses agreement with this approach.

Cameron Platt confirmed that setting the date in this manner was sufficient for the purpose of the meeting.

**10. NEW BUSINESS**

02:15:00

Clancy said she wanted to give a preview of the next council meetings agenda since it's so large. She reported that there would be four public hearings arranged, followed by the consideration of routine items under the consent agenda. Clancy said the council would then discuss and potentially approve the 2024 Municipal Wastewater Planning Program and an update to the business license ordinance. She went on to say there would be approval of the year-end FY 2024 budget, and the FY 2025 budget, including the capital projects plan. Furthermore, she said there would be a public hearing and ordinance to address the compensation for elective and statutory officers, followed by resolutions to set water rates, sewer rates, and update fee schedule.

*(Carolyn Anctil left the meeting)*

**11. DISCUSSION AND POSSIBLE ACTION TO COMMENCE A CLOSED MEETING TO DISCUSS A MATTER AUTHORIZED BY UTAH CODE SECTION 52-4-205(1)(a)**

02:17:30

**MOTION:** John Byrne motioned to commence a closed meeting. Dan Schilling seconded.

**ROLL CALL VOTE:** Councilmember Schilling – yes, Councilmember Morgan – yes, Mayor Bourke – yes, and Councilmember Byrne – yes. The motion was approved.

**RESULT: APPROVED**

*(Roger Bourke left the meeting after the closed meeting)*

**12. MOTION TO ADJOURN**

*(Elise Morgan, Mayor Pro-tempore chaired the closing of the meeting)*

00:00:00 *(Second recording ie part 2)*

**MOTION:** Dan Schilling motioned to adjourn, and John Byrne seconded.

**VOTE:** All in favor. The meeting was unanimously adjourned.

**RESULT: APPROVED**

Passed this 20<sup>th</sup> day of June, 2024

 Jen Clancy, Town Clerk

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May 8, 2024