

Loa Town & Waterworks

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Mayor – Cody Grundy, Town Clerk – Michelle Brian ~ Town Treasurer – Jeanette Taylor

September 23, 2024, Meeting minutes

Mayor welcomes everyone to the meeting. Town board members present: Chris Olsen is present, Don Bone is present, Ryan Rees is present, Bart Brian is present, Michelle Brian is present, Jeanette Taylor is present, Matt Morgan is present.

Public in Attendance: None

Business Items:

The mayor says we are here to discuss Matt's job description because he has decided to leave us. Matt has come to help them come up with a description of his job so they can advertise and be prepared for the applicants. They all thank Matt for coming and helping with this. Bart asked Matt if there was anything they could do to make him stay. Matt said at this point he is happy with his decision to move on and feels like he has made the right decision for him and his family. Ryan says he wishes him the best and wishes he would stay but certainly understands his decision to go. Chris asks if he felt like the job was too much for one person. Matt said at times maybe and he was maybe being prideful and not asking for help, so he felt overwhelmed at times. He just had a lot going on not just with the job but with kids and travel, etc, so it just got to be more than he could deal with. Chris asked do we need to rethink this position, is it a two-person job? Matt said in some cases yes but not always. Chris said can you share with us what you mean? Matt said well just with the problems they've had with meters and just trying to get them to work and then having to stay caught up with other aspects of the job has been hard to get ahead or feel like there was progress being made. Sometimes everything else that just hit during the week and then always knowing that there were meters that needed to be worked on too but there just wasn't time to do it all. Chris asked, so did the mowing lawns put you over the top? Would it be better if someone was hired for that part so that you could work on the water stuff only? Or do we need two full-time people? One for water and the other for everything else? Chris said I just feel really bad that you have decided to leave and maybe if we had known that you needed help this could have been avoided. We don't want to make this a terrible job for someone else either. Matt said I should have spoken up more and communicated how I was feeling. The mayor said there is more to life than Loa Town and you have a life to live so we need to remember that and be mindful as we hire someone else of that. This job can be a lot, and I have thought a lot about it the last few days and just doing water meters and water leaks by yourself is pretty risky. We really should have two guys in those situations. A few years ago, Bicknell's town guy was hot tapping a line and the line split, and he was lucky to get out

alive, so we need to be careful about those situations. Chris said that is why I asked is this job enough to keep two people busy full-time or one full-time and one part. We just need to know so that we can hire the right number of people for it. Matt said, well when Charlie left that is when there was a pretty big transition to using more technology and the state started requiring more and they had to be submitted digitally not just paper anymore. So, my job just on the water side of things became more involved than when Charlie was here. Michelle said the only thing I wonder is if the winter would be busy enough for two people but maybe Matt can clarify because he knows. He said well the water project was taking a lot of time but now that it is over it took some of that extra work away. He said the upgrades have also helped with the water lines being more stable and less of a chance for leaks like before. He feels like we are good on service lines and that certainly makes the job less stressful. Ryan said we also need to remember maintenance on facilities, and we may add one more if the county sells us the civic center. They discussed that there are training courses that Matt goes to in February and March and maybe there are even others that they could go to in the winter as well if there was two people. Ryan thinks that there is enough to keep two people busy and it's safer to have two, especially with the water side. The mayor said that has probably been why Matt has felt overwhelmed because he has needed help. The mayor asked Matt if he would stay and just be the water guy? Matt said I will remain the water guy for you until you get someone hired and certified but that is all. Bart said would you consider being part time or as a back up so that if the new hire needed someone to help, they had you to call on? Like if we hire one person and you can help install a meter so there are two people or if the one person needs help or time off, that sort of thing. Matt said he would need to think about it. He said I will continue helping with the water right now like I said but that is all I can commit to until the person is trained and certified. Ryan suggests that if he is still here, even if only part time, that we continue to pay him what we have, and he keeps his benefits until he is done. That takes time to figure out with insurance. Ryan said we need Matt to be compensated just for the fact that he has a lot of contacts and valuable information that is worth a lot so paying him to train and stay on even if he's not working as much is still worth it. Ryan said the whole conversation last month about going hourly was really to benefit you Matt. We wanted to make sure that you were getting paid enough for the hours you put in. They all agreed that the discussion on salary verses hourly was not a bad thing. It was really to make sure he was getting paid for extra hours that he may have been putting in. They all agreed that there should have been more communication and better understanding from everyone involved.

Chris asked if our budget could handle two full-time people? Michelle said she would just have to look and ask Pelorus to go over it and see what they say. She said the insurance may have to be changed because it is expensive so having that many extras may be way too expensive. They may have to get some quotes and see what they can come up with on that. Bart said maybe we just need someone seasonal like Jeff, for instance someone that just wants a little part time something to keep them busy but maybe they don't want full time. So, they still have one full time and then a part time person for back up.

The mayor said well we can discuss that more later, let's list his job descriptions for now. They just started throwing things out and Michelle jotted them down. She will create a list from what was discussed and have Matt look at it. Then she will have it typed up for the applicant. The list of items they discussed were:

MUST be Self-Motivated

Have good communication and representation with public of Loa

Work with Michelle on projects, reports, cemetery and ordering

Must become a certified water operator

Must learn how to run the handheld for meters and understand the program

Must understand water systems

Irrigation: water, clean ponds, maintain pumps, leaks

Install meters and water lines

Perform water testing and send off to Chemtech and Utah Public Health

Keep track of all water data and usage reports due at the end of year

Computer literate to send off reports and data for water

Maintenance on town buildings

Small engine maintenance

Be able to run equipment and maneuver around cemetery

Dig graves

Run Cemetery program mark where headstones go for monument company

All road maintenance, install signs, potholes, shouldering roads, weed spraying, mowing side streets

All landscaping for parks, town office, and cemetery

Cleaning the park for rentals

Install flags at Veteran's Memorial and Cemetery

Plow streets and sidewalks for snow removal in the winter

Handle dog calls, trapping

Must be able to lift 50 lbs. or more

Any other odd jobs that happen to come up

(Person must have a valid driver's license and clean driving record, pass random drug testing)

They said they would start the person at \$20 at least and possibly more depending on experience. They would offer insurance and paid holidays and paid time off. The person would get one week of paid time off to start then adding a day each year up to three weeks total. They may discuss that further too. They will also investigate adding retirement as well.

The mayor told Matt that he would still like him to consider just doing the water and being the lead guy if you would. He said I would really like you to stick around. He said I appreciate what you do. The others thanked him as well and offered to give him a raise if he chose to stay. Matt didn't give them an answer but said he would think about it.

Action Items:

Michelle told them what Elise (attorney) had relayed that if they do an interview to hire a new person, they can do it as a council, but it must be in a public meeting if they do that. The hiring is not a legislative action, it is an administrative one so the mayor can hire the person without the council involved. The interview process can be done by the mayor and one other town council member and the person over human resources or however they

want to do it if the entire council isn't involved then it doesn't have to be in a public meeting setting. They just need to decide how they want to do it. They felt like it was intimidating to have them all there for the applicants and uncomfortable. It was also hard to know how far apart to set up the interviews between applicants in a meeting and technically they could sit in on each other's interviews in a public meeting too. That would make things awkward as well. They felt that it seemed a lot better to have the mayor and one other council member and Matt and Michelle be there for the interviews and then the mayor could decide on the who would get the job. Bart said he would pull out because he will be done by the end of the year. He thinks it will be better if someone else on the council helps interview that will be here for a while. Everyone else would be fine to help interview if needed. The mayor would only need one of them to do it. They will just see when the time comes who is available and go from there.

The mayor calls for a motion to approve or deny having the mayor do the hiring of the maintenance person. Don motions to approve having the mayor do the hiring of the maintenance person. Chris seconded the motion the motion to have the mayor do the hiring of the maintenance person. All others voted in favor.

The mayor calls for a motion to put the new hire the new maintenance person and Matt on an hourly wage instead of salary. Don motions to put the new hire and Matt on an hourly wage instead of salary. Bart seconded the motion to put the new hire and Matt on hourly instead of salary. All others voted in favor. Matt will keep track from here on out for as long as he works for the town.

Information Items:

The mayor asked for a motion to adjourn the meeting. Ryan motions to adjourn the meeting. Bart seconded the meeting. All others voted in favor.

Meeting adjourned.