

# WALLSBURG TOWN COUNCIL MEETING AGENDA

November 7, 2024 - 7 pm

MINUTES

## 1. Call to Order 7:00PM

- a. Pledge of Allegiance – Completed
- b. Prayer – Scott Larsen
- c. Roll Call: Scott Larsen, Troy Thompson, Celeni Richins, Terri Eisel, Mary Piscitelli, Alisha O’Driscoll,

Troy Ostler – Civco Engineering, Dennis and Luwanna Phillips, Steve Jaques, Mark Allen, Erin Hicken.

## 2. Consent Calendar: Be it hereby moved that the following consent calendar items stand approved:

- a. Agenda of the November 7, 2024 Town Council Meeting
- b. Minutes of the October 3, 2024 Town Council Meeting

Items stand approved.

## 3. Approve Budget

- a. October Budget and check register
- b. October Budget and check register questions

Questions: Terri Eisel asked if the payments to Kent Payne were for both mowers. Mary Piscitelli confirmed they were, but she isn’t sure they have been winterized, the receipt didn’t state if they were. Celeni Richins asked if the fuel on the check register was actually for August. Alisha O’Driscoll said she assumes it was for October or September and it’s a typo. Scott Larsen asked about the park power bill. Terri Eisel said that it is most likely from the water pump and it looks like that is on the park power bill. Troy Thompson said to get the meter information off of the pump and the park and he’ll look into it.

**Motion:** Scott Larsen moves to approve the October 2024 budget and check register with the power bills being looked into

**Second:** Mary Piscitelli                      **Vote:** Unanimous

## 4. Public Comment (5 minutes): This is the public’s opportunity to comment on items that are NOT on the agenda. Please come up to the table, state your name and address before making a comment, and speak loudly to assure comments are recorded properly. If you have specific questions or comments regarding items that ARE on the agenda, please contact the Wallsburg Town Council or Clerk after the meeting has adjourned.

Mark Allen: 1659 Little Hobble Creek Road, Wallsburg. Return and report. He invited senator Stratton and representative Kohler a couple of weeks ago. A good meeting, they love our little valley and will be watching out for us. At the meeting we shared some town issues. One of which would be to approach Wasatch County to help with the roads. Both candidates were open to that. Scott Larsen confirmed that there are a lot of widows in the valley. He thinks about those on fixed incomes and notices as he hits the bad part of the road and thinks of those who have the burden to pay it. We have pristine water in Wallsburg. The water in Charleston has antifreeze and if we have a problem upstream, everyone deals with it downstream. Think about watershed protection and quantity of water to stay in our valley as long as we can so that it doesn’t get snagged prematurely downstream. Keven would like to come up if you’d like to invite him for a meet and greet.

LuWanna Phillips: 290 S 100 E, Wallsburg. Wanted to give a thank you to the Town for the path at the park. It is awesome, it is used daily. Thank you! Town Council members agreed and expressed excitement.

## 5. Agenda Items:

- a. **Main Canyon Road Project, Park Trail Grant Projects Updates – Information and Discussion Only**
  - i. Troy Ostler will discuss status of Main Canyon Road Phase II and Park Trail Grant projects.

With the park trail, the project is finished- final paperwork is being done. Overall that project underrun from what was granted and gathered from other sources. Even with benches, tress, etc – we are really excited about how that turned out. He went over this afternoon and noticed that some people have driven on the trail. If we need to get some signs before the project is closed out, we can work with the contractor to do that. Terri Eisel commented that the county would also like a sign that the trail was partially funded by TAP funds. Terri Eisel will get sign information sent to Troy Ostler. Scott Larsen pointed out that the funding was also from UDOT. Terri Eisel and Troy Ostler will make sure both are mentioned. Asked for anything else that needs to be addressed. Terri Eisel commented that it has just been positive feedback, Halloween party was great. Celeni Richins asked if the sprinkler box has been raised, Troy Ostler confirmed it has been. Only positive feedback, everyone is very happy. Neighbors have volunteered to keep it clear of snow.

Switching over to Main Canyon Road Phase 2. Plan in hand review is setup for next Tuesday afternoon at 3:30pm. The question is if Scott Larsen will be able to attend. Scott Larsen will be able to attend. Review with UDOT will be here at the Town Hall. Alisha O'Driscoll will let the homeschool group know. Hold PS&E first part of December, advertise first part of January, construction next spring. Also allows to apply for funding for the Town streets. Came in and got photos for the application. There are a few areas that can benefit greatly. They have enough funding to fund 5 and a half projects. We can only apply for a half of a project, \$980,000. We should be in great shape to do that 'half' project. On Tuesday, the project manager will ask about project management, be prepared for that. Terri Eisel asked about the Joint Highway committee applications, Troy Ostler said yes but they aren't taking any trail projects. Troy Ostler knows of some other options for Spring Creek trail and will visit with Terri Eisel about that in the coming weeks.

**b. Town Clerk Pay Rate – Action Item**

- i. Discuss and vote on updating Town Clerk pay rate.

Discussed upping the clerks pay from \$750 per month after the closed meeting to discuss her performance and payrate. Discussed raising pay rate to \$1,250 per month effective January 1, 2025 so that the books are clean and line up. Terri Eisel commented action can be taken tonight for it to be effective and not have to be discussed again.

**Motion:** Scott Larsen moves to make the pay rate change effective January 1, 2025

**Second:** Terri Eisel      **Vote:** Unanimous

**c. Snow Plow Services Agreement- Action Item**

- i. Discuss and vote on Snow Plow services agreement for 2024.

Troy Thompson asked how the cost is metered to just pay for the Town services. Alisha O'Driscoll will check into and follow up. Terri Eisel scanned the agreement and that information isn't in there. Alisha O'Driscoll went to last years cost and it was about \$9000 for the season. Scott Larsen commented that there isn't another alternative. All agreed.

**Motion:** Scott Larsen moves to approve the snow plow agreement as stated, but would like answers to the questions.

**Second:** Troy Thompson      **Vote:** Unanimous

**d. CDBG Application Information – Information and Discussion Only**

- i. Celeni Richins will report on the opportunity to apply for CDBG funding to update bathrooms at the park, procuring engineering, and the process in general.

CDBG used to be used for water and sewer in the past, that is changing now. Fixing elderly driveways, etc things that can be fixed. CDBG is now granting funds for different things. Reached out to talk about remodeling the bathrooms at the park. It can be applied for, but not guaranteed to be awarded. Celeni Richins is on the rating and ranking committee and won't be able to vote on the issue, but attended the workshop to get more information. MAG has agreed to help with procurement engineering. The full project doesn't need to be ready to advertise for engineering, just the basic details about the project and our Town. MAG will help with advertising so that if we pick an engineer we have used before it doesn't look like we chose them because of that. It has to be done before December 15<sup>th</sup> so we will get on that quickly. We have used these funds quite a bit for water purposes in the past, and can apply again this time or in the future. It is very helpful. Scott Larsen asked if we can apply for more than one project at the time. Celeni Richins said she is not sure but she assumes that it needs to be one or the other to not be frowned upon. With the bathrooms, we will make them ADA accessible so that will help with the point system and with the addition of the trail that will help for ADA access also. Scott Larsen asked if the bathrooms will still only be open for rentals. Wallsburg has no public restrooms. Celeni Richins commented that nice restrooms get trashed by teenagers, it has happened a lot in this county. Terri Eisel commented that the county now locks theirs at night. Celeni Richins commented that we can discuss having them open during the day and locked at night. We have to be careful with tearing out and completely replacing because of the septic system. Want to look at that closely, shoot for the stars when planning. And then plan carefully when money is awarded. Terri Eisel commented that storm drainage issues are a bigger priority for CDBG grants than the bathroom at the park, if it applies. Celeni Richins commented that LMI surveying needs to be done and this is the perfect year for us to apply because ours is done. Scott Larsen said rather than having an extra meeting he'd rather have it with the December or January meeting. Celeni Richins confirmed it can be held in conjunction with a Town meeting, directly before. Celeni Richins will work with MAG to coordinate.

**e. Events Committee – Information and Discussion Only**

- i. Report on Halloween Trunk or Treat and plans for Christmas Celebration.

Alisha O’Driscoll reported on the cost for the Halloween trunk or treat activity and that it was successful and hopefully didn’t take away from trick or treating or Halloween for anyone. Plans for Christmas celebration are in the works. A lot of the same from years past, will use leftover hot chocolate mix. Assignments have been made, everything is in the works for the Santa celebration, should be a lot of fun.

**f. Waterway, Roadway, Right of Way Issues – Information and Discussion Only**

- i. Discuss waterway ditch issues, solutions for proper drainage

Scott Larsen and Terri Eisel met with MAG for funding opportunities to get some band aids in place to get things going for stormwater. Possibly apply for CDBG funding for that. Priority areas can be discussed at the work meeting. Scott Larsen said that Provo River Water Users will be asked for \$10,000 from the Department of Drinking Water for an immediate band aid. There is UDOT money available to do a master plan. Terri Eisel commented that it was a lot of good information to take action on areas that need to be dealt with now that should have been done before now. Funding opportunities through MAG will come in to help us with culverts, drains, etc. We need to come up with a plan to take care of emergency situation and big picture master plan to get the water off the roads and where it needs to go.

**g. Water System Improvement Project Update– Information and Discussion Only**

- i. Discuss status of Water System improvement project.

Tank is full, took a little over a month to fill. 20-25 gallons from the upper tank to the lower tank. Started leak test today, will end of Monday. Then BD Bush can backfill and clean up. New pump started Tuesday, chlorinated and flushed that out. Waiting for tests to come back. Control panel needs to be put on upper tank. Flow meter isn’t working, SKM will fix for the new system. Waiting for Rocky Mountain Power for the PRV connection by Delbert Jeppersons. Alisha O’Driscoll got the mail today and will send that to Troy Thompson. The PRV by Ashlee Acres needs to stay, but the valve to feed the lower tank needs to be removed. Need to decide what to do with the old tank. Celeni Richins said that the ditch companies have expressed interest in it. Troy Thompson commented that might open a can of worms and needs to be looked into. Getting close to completion. One sample test was failed while trying to fill the new tank, sediment was stirred up. It was a minor amount of coliform and was corrected quickly by a small amount of chlorine. Terri Eisel said he had someone call on an overage on a bill because of the filling of the tank and flushing the system. Troy Thompson confirmed we will work with them on that. A lot of meters need to be changed in the spring. Alisha O’Driscoll will follow up on those with higher usage to make sure they aren’t charged for that.

**6. Department Reports**

- a. To discuss continued agenda items, assignments

i. Buildings (Scott Larsen) – Talked to Marcia Potter about coming up with list of things that need to be done. She suggested that we get some chair storage carts because two are missing. Alisha O’Driscoll found some that are for vertical storage, can cut down the handles and modify to fit under the stage. Would be nice to find the horizontal storage- we’ll see what we can do. Mary Piscitelli asked about the broken windows and specifically one that is pushed out. Scott Larsen will look into them and that one in specific.

ii. Roads (Scott Larsen) The \$10,000 from Provo River Water Users will hopefully come in and help with the Master plan like we’ve been taking about. Terri Eisel commented that it needs to be done sooner rather than later.

iii. Cemetery (Mary Piscitelli) Cemetery cleanup is in process, Gordy Jepperson will finish that up tomorrow. People have a problem with the cemetery being cleaned, but they have been doing the best they can to notify. Cleaned up the shed today- wasps and spiders, etc. Found some paperwork and wanted to ask about some of the manuals that were in there. John Deere walking mower that is in the shed, etc. Terri Eisel said if it still runs, use it. Mary Piscitelli will store it for the winter and figure out in the spring. The rest of the paperwork is for equipment that is no longer owned and can be thrown out. Gordy Jepperson said that he uses his own weed eater and we need to get a leaf blower. In the spring we will get some equipment. Both of the mowers are in the shed behind the Town Hall, we will clean that out also. Scott Larsen was surprised that they fit without cleaning it out. Mary Piscitelli said it has been partially cleaned out and they will finish that and get them ready for winter with gas treatment, etc. to stabilize for winter. Working on the policy for unused cemetery lots for over 60 years, contacted Justin and he has not worked with that. Working on several transfers lately, nice to get paperwork cleaned up.

iv. Park (Terri Eisel) Cleaned out shed behind the bathrooms. Moved arena poles, drained the water, added antifreeze. Insulated the outside taps this year so hopefully they wont break like years past. Will address sprinklers first thing in the spring so the trees get watered and taken care of.

v. Water (Troy Thompson) Anyone that gets water complaints, give them Troy Thompsons number. He is a caller, not a texter but would like to have people sent his way.

vi. Mayor (Celeni Richins) Mark Allen wants to increase transparency of governments and wants to video record meetings and upload them. Wants the Town to video record and upload them on their own. He has been taking the recordings of the town and uploading them on his website. He is pushing for all public bodies to video record and upload them. He is creating a software for people to stay well informed. Erin Hicken asked If those videos would or could be live and that would be awesome and would have a lot more participation. Celeni Richins commented that live streaming would be difficult, but not something that can't be looked into. Mark Allen said it is really a good thing for the elderly and you can allow Q&A or comments. Celeni Richins said it will be looked into.

vii. Clerk (Alisha O'Driscoll) .gov transition, audit report next meeting, activities committee for winter months, Black Friday purchases for 24<sup>th</sup> and other purchases (freezer, tents, cotton candy machine, projector and screen),etc.

#### 7. Call for Agenda items:

a. November Town Council Work Meeting (Expected Thursday November 21, 2024)

CDBG project discussion, .gov transition, cemetery ordinance policy for lots over 60 years, stormwater plan discussions

b. December Town Council Meeting (Expected December 5, 2024)

Subdivision code, audit findings, revolving water reports, stormwater reports, etc.

#### Adjourn

**Motion:** Scott Larsen moves to adjourn    **Second:** Terri Eisel    **Vote:** Unanimous

Time: 8:23PM