

WALLSBURG TOWN COUNCIL MEETING TO FILL MID-TERM VACANCY

February 6, 2025 - 6 pm

MINUTES

1. Call to Order 6:08PM

a. Roll Call: Scott Larsen, Celeni Richins, Terri Eisel, Mary Piscitelli, Alisha O'Driscoll, Amanda Carlile, Justin Carlile, Brenda Richins, Yvonne Thompson. Rohn Hortin – Called In

2. Agenda Items:

a. Interview Applicants and Appoint A Town Council Member To fill the Mid-Term Vacancy – Action Item

- i. Wallsburg Town Council member Troy Thompson has resigned from his Wallsburg Town Council Member Office effective January 16, 2025. Wallsburg Town accepted applications to fill the mid-term vacancy until February 3, 2025. During this open and public meeting, applicants will be interviewed and a vote to fill the vacancy and appoint the new member of the Wallsburg Town Council will be taken immediately after. The individual with the majority vote will be appointed to fill the mid-term vacancy for the office of Town Council Member effective February 6, 2025 and will continue through December 31, 2025*, for the Town of Wallsburg, Utah. *Following the appointment to fill the mid-term vacancy, this seat will be on the ballot [for a two year term] during the 2025 Wallsburg Town Municipal Election. The elected individual will then take office January 1, 2026 and fill the unexpired term of the vacated office through December 31, 2027.

-Celeni Richins read the above description and explained that the applicant has had a medical emergency and is going to call in for the interview process. Rohn Hortin called in to the meeting and Celeni Richins started the interview process. Celeni Richins started the interview by explaining to Rohn Hortin that if selected, he will fill the vacancy until December 31, 2025 and can run in the election this fall.

Question 1: Please tell us a little bit about yourself and why you feel like you would be a good fit to work with and represent the residents of Wallsburg Town. **Answer:** I have time, because I am retired. I have 45 years of experience with water and pressures and know what I am doing in that area.

-Scott Larsen asked what kind of experiences he has had. Rohn Hortin explained that he was a plumber and has an understanding of water and how it all works. Scott Larsen asked how large of projects he has worked on. Rohn Hortin said that he took care of a \$27 million dollar project in the supervision aspect, but has taken part in many projects. Mary Piscitelli asked what that specific project was and he said the rebuilding of NuSkin over 5 years.

Question 2: Have you familiarized yourself with the duties and responsibilities of the Town Council Member over the Water System and feel that you are able to fulfill the duties and responsibilities? **Answer:** Yes, I have and yes, I do.

Question 3: Are you certified as a Small Systems Operator with the State of Utah? If no, are you willing to become certified within 90 days? Wallsburg Town will pay for associated material and testing costs.

Answer: No, he is not certified. Yes, he is willing to be certified within 90 days.

Question 4: Are you certified in Cross Connection Control with the State of Utah? If no, are you willing to become certified within 90 days? Wallsburg Town will pay for associated material and testing costs. **Answer:** No, he is not certified. No, because he doesn't believe you can become certified in 90 days. He will work towards being certified and become certified as soon as he can. He is familiar with the materials and the process, just isn't certified.

Question 5: Do you have any questions for the Mayor or Town Council Members? **Answer:** I really don't. Until I get into what we're doing. I kind of know what is going on, and what it is at this point. But until I really see what is going on, I don't have many questions.

-Scott Larsen wished Rohn Hortin well and that his medical emergency wasn't too serious. The other council members agreed.

-Terri Eisel clarified that the Town Council meets twice a month, the first and third Thursdays of each month at 7:00pm. Town Council meeting and work meeting the third. Rohn Hortin understood and agreed.

-Scott Larsen and Terri Eisel thanked him for applying. All agreed. He stated he is happy to take his turn.

-Celeni Richins left Rohn Hortin on the phone so he could hear the vote.

- ii. Vote to fill mid-term vacancy and appoint the individual with the majority vote as a Wallsburg Town Council member effective February 6, 2025 through December 31, 2025.

-Celeni Richins called for individual votes.

Scott Larsen	Yea	Terri Eisel	Yea
Mary Piscitelli	Yea	Celeni Richins	Yea

-The vote is unanimous, Rohn Hortin has been appointed as the Town Council Member over the Water System. Rohn Hortin will be sworn in at the March 6th 2025 meeting.

-Rohn Hortin thanked everyone for their support

3. Adjourn

Motion: Scott Larsen

Second: Terri Eisel

Vote: Unanimous

Time: 6:21PM

WALLSBURG TOWN COUNCIL MEETING AGENDA

February 6, 2025 – 7pm

1. Call to Order 7:05pm

- a. Pledge of Allegiance - Completed
- b. Prayer – Sam Hicken
- c. Roll Call – Scott Larsen, Celeni Richins, Terri Eisel, Mary Piscitelli, Derek Anderson, Caleb Dotten, Justin Carlile, Amanda Carlile, Doyle Graham, Tammy Graham, Trevor Pulham, Justin DeWitt, Sam Hicken, Erin Hicken, Brenda Richins, Yvonne Thompson

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

- a. Agenda of the February 6, 2025 Town Council Meeting
- b. Minutes of the January 2, 2025 Town Council Meeting

Items stand approved.

3. Approve Budget

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

Terri Eisel: When do we amend the budget to make the changes we need to? Celeni Richins: We can amend it anytime. Scott Larsen: We definitely need to adjust the water. Terri Eisel: Yes, and a few lines in the administrative. Celeni Richins: Let's discuss at the work meeting and put an amended budget on the agenda for march.

Motion: Scott Larsen moves to approve the budget with the plan of amending it before next month

Second: Terri Eisel

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.

Justin DeWitt (Provo, UT) we are in the process of creating a new subdivision off of Main Canyon Road 1145 East. Illegally subdivided and I ended up with one of the lots. Working on the building process with the county. I have a well right. Is there a precedent or an option for me to turn over my water rights to hook onto the city water system? Has 1.46 acre feet underground well water.

Terri Eisel – Did someone else trade water for the well permit? What property is it?

Justin DeWitt – Directly in front of Ryan Andra's. Talked to the state water guy and his comment was if the city will allow it. Scott Larsen commented that it depends on where the water came from. Celeni Richins and Terri Eisel commented that some research needs to be done to determine that the water is in Wallsburg. He will need to provide paperwork from the State to confirm that the water can be used in the Town Well and therefore into the distribution system. Tammy Graham said she thinks that water did come from Main Creek Irrigation. Brenda Richins asked if anyone up the road that wants to hook on can hook on. Terri Eisel and Celeni Richins commented that it will be case by case. Brenda Richins commented that she was under the understanding that the water system was for the Town. Terri Eisel commented that there are hookups clear up the valley that need to be maintained and it all goes case by case. Derek Anderson (Sunrise Engineering) commented that if you go online to the State water rights website it will show all of the information they need.

5. Agenda Items:

a. Swearing In, Oath of Office – Action Item

- i. In accordance with Utah State Code 10-3-827: the newly appointed officer shall take their Oath of Office before entering their duties, and Utah State Code 10-3-827: the Oath of Office will be administered by the Wallsburg Town Clerk. Upon completion of the Oath of Office, Wallsburg Town officially certifies and swears in the appointed official as a Wallsburg Town Council Member. The terms of office for the appointed official will begin February 6, 2025 and end December 31, 2025. Following the expiration of the appointment to fill this mid-term vacancy, this seat will be on the ballot [for a two year term] during the 2025 Wallsburg Town Municipal Election. The elected individual will then take office January 1, 2026 and fill the unexpired term of the vacated office through December 31, 2027. The Oath of Office will be witnessed and notarized by the Wallsburg Town Clerk and recorded with Wasatch County Clerks office.

The new council member, Rohn Hortin, cannot be sworn in tonight. He has had a medical emergency and will not be available to attend tonight. He will be sworn in March 6, 2024. Scott Larsen asked if he can function before he is sworn in. Terri Eisel and Celeni Richins commented that he cannot. Scott Larsen asked if it could be done at the work meeting. Celeni Richins declined.

b. Water System Improvement Project Wrap Up/Summary – Action Item

i. Derek Anderson (Sunrise Engineering) will give update on Water System Improvement Project.

Caleb Dotten (Sunrise Engineering) provided a budget summary of what has been spent and breakdown of where we are with the Water Project. Substantial Completion has been issued. New tank and lines are online as of Tuesday. Sunrise Engineering has done an inspection of the project and created a punch list for items that still need to be completed. Financial aspect of the project, budget summary. The original project cost was \$4,757,425 funded ½ by grant and ½ from zero interest loan from the government. Whatever the project cost ends up being, half will be paid on a zero interest loan and the other half \$2.3 million will not need to be paid back. The only addendum to the project was the line going down little valley road and crossing the stream. Another \$136,000 was in change orders that arose outside of the scope of the project- reviewed by Sunrise and the Town, bringing the total to \$5,218,696. – under budget by about \$473,000. Those funds were for roads they anticipated needed to be dug up, but the lines ended up being not under the road. The really good news is that the project was well under budget. It won't change the loan payment, but it will change the term of the loan. With the punch list, there were some items that were discussed that will require change orders. If the Town decides to do them, they are around \$88,000 – but does not cause a budget concern. Half of the amount would be grant and half would be loan, just as the rest. Concrete collars, manholes to protect valve covers from snow removal, etc and last longer. Justin Carlile asked if this is for new valves or old. It is for new. The next is for reseeding the scar on the hillside- topsoil, etc. Vegetation is sparse and it is very rocky up there. If the Town wants to pursue extra topsoil we can do that. Inside of the wellhouse, they discovered that the flowmeter and the pressure sensor were bad on the existing system. It is outside of the scope of the project, but the Town's system and the pump are running properly without them- but it helps to work as an emergency shut off. Which is unlikely, but a safety (\$8,300). Dig the existing valve drain line for the old tank- to drain the existing tank so it doesn't sit full of stagnant water. Scott Larsen asked how many gallons are in the tank. Approximately 110,000- and it would be emptied into the duck pond (Spring Creek). It would drain slowly and not all at once. Call for questions. None heard.

Mary Piscitelli asked about the concrete collars, will that be part of that Main Canyon Road Project? Derek Anderson said there are some in the road and some in the shoulder. He would recommend not to pour the ones in the road, because that would be done in the road project. Caleb Dotten said it could be re-worked to not include the ones in the road, they are about \$600 each. Terri Eisel asked about the cost – it was mentioned that the hydrants may be paid for by the county. Alisha confirmed that is in the works. Scott Larsen commented that he wasn't sure about bringing top soil in to a rocky hillside. Terri Eisel commented that the residents in that area are concerned about erosion. Hydroseed takes quickly and may help. Caleb Dotten confirmed. The steeper portion of the hill is covered in crushed rock and will help. The lower scar will take vegetation better. Celeni Richins commented that if she were to rework any of the other numbers, it would be the topsoil. Miscellaneous discussion that all of the other points make sense. Justin Carlile asked why the concrete collars weren't in the scope originally. No comments heard. Celeni Richins commented discussing the cement collars to rework which ones won't be needed. As for the rest of it, she is comfortable with it all except the top soil. Mary Piscitelli asked if the top soil will be needed anywhere else. Derek Anderson confirmed that there probably won't be any areas that need it. Alisha O'Driscoll asked about the park trail being damaged by the traffic in and out to the well house. Caleb Dotten confirmed that it is not on the punch list but they will add it. Terri Eisel asked about the drainage again, Derek Anderson commented that culverts and drainage are in place. Celeni Richins asked if the tank has been backfilled. Derek Anderson confirmed it has been backfilled to 1' of the top. Terri Eisel expressed her appreciation. Justin Carlile asked about the 'as-built' and if he can help with the creation of a good map through the surveyors office. Derek Anderson said the project has not been shot, but they can add that. Justin Carlile can help with the county to house the layer or MAG- so that the water operator can have the digital maps. All agreed. Call for additional questions/comments. None heard.

ii. Vote to accept or continue discussion of change order to add cement collars to valves on the project.

Motion: Terri Eisel moves to accept the change order to add concrete collars as needed, flow meter pressure sensor, dig up the old valve and empty the old tank.

Second: Mary Piscitelli

Vote: Unanimous

iii. Vote to accept or continue discussion of purchase of blue stakes locator from BD Bush Excavation.

Mary Piscitelli looked it up online and it's the same price to buy online and you can buy the same price online and get an extended warranty. We could purchase a brand new one for the same price. Terri Eisel commented that this is all but brand new. Mary Piscitelli commented that she is just bringing up what she saw today, whether we need a warranty or not.

Scott Larsen asked if the other lines in Town have trace wires. Celeni Richins confirmed that they do not.

Motion: Scott Larsen moves to buy the blue stakes locator from BD Bush

Second: Terri Eisel

Vote: Unanimous

c. Main Canyon Road Project, CDBG Application Updates – Information and Discussion Only

- i. Troy Ostler (CivCo Engineering) will discuss status of Main Canyon Road Phase II & 2025 CDBG applications.

No update on the roads. The CDBG applications have been submitted, waiting to hear from the state. The initial application was submitted and after the MAG review meeting, one of the projects didn't meet the requirements so they recommended to go in and apply for more. The first application was for the infrastructure and we submitted another application for the master plan. We are in the wait and see period.

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

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

Terri Eisel talked to Nancy O'Toole and she mentioned that if we have a Storm Water Drainage Plan in place, it opens the Town be eligible for more money with grants. Scott Larsen said that \$10,000 from Provo River Water Users has been approved towards the Stormwater Drainage project.

e. WattSmart Program – Action Item

- i. Vote to accept or continue discussion of upgrading the Town Hall interior and exterior lighting to LED through Rocky Mountain Power's WattSmart rebate program.

Motion: Scott Larsen moves to accept both the interior and exterior lighting upgrades

Second: Terri Eisel

Vote: Unanimous

f. Procurement Policy – Action Item

- i. Adopt by resolution a Procurement Policy.

Terri Eisel commented that this is a policy to outline purchases and procurement. Scott Larsen asked for a summary. Alisha O'Driscoll commented that it was given to them at the last work meeting to review and be ready for this meeting. Mary Piscitelli commented that in the document it covers purchases less than \$3,000, purchases between \$3,000 and \$12,000 and \$12,000 and above.

Motion: Terri Eisel moves to adopt the resolution 2025-01 of the Town Council of Wallsburg Town, Utah adopting a procurement policy for Town Officials and Employees.

Second: Mary Piscitelli

Vote: Scott Larsen – Aye, Terri Eisel – Aye, Mary Piscitelli – Aye, Celeni Richins – Aye

g. Elected Official and Employee Rental Benefits – Action Item

- i. Adopt by resolution an Elected Official and Employee Rental Benefit Policy.

Celeni Richins read the policy that Wallsburg Town Elected Officials, Appointed Officials, and Employees in good standing (regularly attending meetings, fulfilling duties), entitled to one Town Hall Rental or one Town Park Rental per calendar year. Rental reservations are first come first served, no preference or priority will be applied. Unused rentals will be forfeited and will not roll over to the next calendar year.

Wallsburg Town Elected Officials:

Wallsburg Town Mayor
 Wallsburg Town Council Member – Town Hall, Roads
 Wallsburg Town Council Member – Parks
 Wallsburg Town Council Member – Cemetery
 Wallsburg Town Council Member - Water

Wallsburg Town Appointed Officials:

Wallsburg Town Planning Commission Member – Voting
 Wallsburg Town Planning Commission Member – Alternate

Wallsburg Town Employees:

Wallsburg Town Clerk
 Wallsburg Town Rental Custodian(s)
 Wallsburg Town Maintenance Worker(s)

Terri Eisel asked if it was meant to say one Town Hall Rental OR one Town Park rental or if that should have said and. Celeni Richins commented that she felt better about it saying OR.

Motion: Terri Eisel moves to adopt the resolution 2025-02 of the Town Council of Wallsburg Town, Utah adopting a rental benefit policy for Town Officials and Employees.

Second: Mary Piscitelli

Vote: Scott Larsen – Aye, Terri Eisel – Aye, Mary Piscitelli – Aye, Celeni Richins – Aye

6. Department Reports

- a. To discuss continued agenda items, assignments
 - i. Buildings (Scott Larsen) – None other than the lighting upgrades.

ii. Roads (Scott Larsen) – Will check with Troy Ostler on the cement collars

iii. Cemetery (Mary Piscitelli) - Spoke with Midway sexton about unused plots after 60 years. Heber City does not have a policy but are looking into it. Midway has a policy in place, working with Gordon Law Group and sent the paperwork they have. They haven't actually taken back any yet, there is a lot of paperwork involved. When you look at state code, it is supposed to be noticed in the newspaper, etc. Not sure that's the way they want to go, but will consult with the lawyer and have something for the work meeting. The law office is sending out letters for Midway. Scott Larsen asked how they find the names? Mary Piscitelli agreed. We will have to do some sort of notification, for people who think they have rights to the plots to contact us. Celeni Richins said that a notice in the wave would be beneficial vs trying to contact everyone. More information to come in the following weeks. Also there will be one burial this week, he is a Batty that lived in Lindon. Joann Batty's brother in law. Also brought up potholes down by Celeni Richins house and up Main Canyon Road. Four months more of driving on that until the road project. Since it has been a low snow year and we haven't spent as much on snow removal, can we use some for repairing those potholes? It seems like there is quite a bit sitting in the budget for that. Scott Larsen will look into that.

iv. Park (Terri Eisel) - Something to think about before the work meeting. TAP grant applications are open until the end of the month. Remodeling the bathrooms, springy toys at the playground, sealing for the trail, etc. The construction company said it won't be necessary for some time because of the light traffic. Celeni Richins asked how much is available. Terri Eisel said it's set up kind of like CDBG, where matching funds get more points. Being on the board she described several projects that were funded last year. State parks, musical instruments, park improvements, etc. Celeni Richins asked about bleachers. Terri Eisel said it could. Wondered if bathrooms should be saved for CDBG applications next year. One other thought would be arena lights.

v. Water (Newly Appointed Town Council Member) NA

vi. Mayor – Will keep everyone updated on the CDBG Application. Clint Allen stepped in and has been covering the water system for the past month and will need to step in until the new water operator is sworn in. All agreed to pay Clint Allen for Troy Thompson's January and February pay.

vii. Clerk – Activities committee is putting together a kids paint night and hoping to have several monthly Activities in the future if all goes well.

a. Call for Agenda items for February Town Council Work Meeting (Expected February 20, 2025)
Budget Amendments (with Kyle?), Spencer Foster (misc policies, right of way encroachment), Cemetery ordinance, TAP grant funds, water costs on the fee schedule. Spencer Foster (MAG) OPMA – MARCH WORK MEETING

b. Call for Agenda items for March Town Council Meeting (Expected March 6, 2025)
Swearing In/Oath of Office Rohn Hortin, Amended Budget, Planning Commission (?)
Terri Eisel commented that we need to keep in touch with the water companies to be aware of their concerns and changes. All agreed. Celeni Richins commented implementing a letter that states water changes during the building process. Justin Carlile commented that he has been looking at this water and how it was changed – so it may be worth it to see what the State has on that. Doyle Graham commented that the Town needs to be smart enough to charge people to hook on. We need to pay for the Water System project back with people that want to hook on. Alisha O'Driscoll commented that there is a \$1,000 fee to hook on right now. Doyle Graham agrees that is not enough. We need to up the cost for the people that are out of Town. Add the water fee schedule to the work meeting. Alisha O'Driscoll commented that just for the record, the people that live in the county on Town water didn't do it to screw the Town and that they shouldn't have to pay all this extra money to use the same water.

7. Adjourn

Motion: Terri Eisel moves to adjourn

Second: Scott Larsen

Vote: Unanimous

Time: 8:39PM