

WALLSBURG TOWN COUNCIL MEETING AGENDA

April 10, 2025 – 7pm

1. Call to Order 7:00pm

- a. Pledge of Allegiance
- b. Prayer/Inspiration Thought
- c. Roll Call

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

- a. Agenda of the April 10, 2025 Town Council Meeting
- b. Minutes of the March 6, 2025 Town Council Meeting

3. Approve Budget

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

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.

5. Agenda Items:

a. 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

b. Spring Cleanup Activity – Action Item

- i. Vote to fund hotdog and fixings for community spring cleanup activity by RVLA or continue discussion

c. Policies and Procedures – Action Item

- i. Adopt by resolution a policy on Personal Use of Entity Assets
- ii. Adopt by resolution a policy on Cash Receipting and Deposit
- iii. Adopt by resolution a policy on IT and Computer Security

d. Development Code Updates – Action Item

- i. Vote to accept recommendation from Planning Commission following public hearing held April 25th 2025 to adopt Short Term Rental and Accessory Dwelling Unit policies of the Wallsburg Town Development Code or continue discussion.

e. Cemetery Ordinance Update – Action Item

- i. Adopt by resolution an updated Cemetery Ordinance

f. Fireworks Restrictions – Action Item

- i. Adopt Firework Restriction Resolution and Map

6. Department Reports

a. To discuss continued agenda items, assignments

- i. Buildings (Scott Larsen) *fiber internet update
- ii. Roads (Scott Larsen)
- iii. Cemetery (Mary Piscitelli)
- iv. Park (Terri Eisel)

v. Water (Rohn Hortin) *Water Project Update

vi. Mayor (Celeni Richins)

vii. Clerk (Alisha O'Driscoll)

b. Call for Agenda items for April Town Council Work Meeting (Expected April 17, 2025)

c. Call for Agenda items for May Town Council Meeting (Expected May 1, 2025)

7. Adjourn

- a. Time:

WALLSBURG TOWN COUNCIL MEETING AGENDA

March 6, 2025 – 7pm

MINUTES

1. Call to Order 7:01pm

- a. Pledge of Allegiance - Completed
- b. Prayer – Scott Larsen
- c. Roll Call – Scott Larsen, Rohn Hortin, Celeni Richins, Terri Eisel, Alisha O’Driscoll, Tike Allen, Millie, Blake, Amanda

Sherri Miner, John Miner, George Muir, Spencer Park, Lee Young, Paul Phelps, Timothy Phelps, Steve Jaques, Dennis Phillips, Luwanna Phillips, Isaac Rasmussen, Ali Rasmussen, Tom Hicken, Clint Allen

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

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

Items stand approved.

3. Approve Budget

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

Terri Eisel asked about the budget, Alisha ODriscoll clarified that this is the amended budget from the last work meeting. Terri Eisel asked about the park power bill, Alisha ODriscoll explained that the water pump and the park pavilion are on the same bill and it is split out on the check register. Terri Eisel asked about the M&I Water invoice, Alisha ODriscoll explained that it specifies “Reserves” and she isn’t sure what that means, but has reached out with a question and will let everyone know what she finds out.

Motion: Scott Larsen moves to approve

Second: Terri Eisel

Vote: Unanimous

2. **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.

None heard.

3. 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 Clerk’s office.

Completed. Rohn Hortin raised his right hand and repeated after Alisha O’Driscoll “I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity”.

b. 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.

Alisha O’Driscoll Read Troy Ostler’s emailed update: Main Canyon Road – Scott Larsen and I met with the Joint Highway Technical Subcommittee on February 26, 2025 and requested \$441,900 in additional federal funds for this project. The technical sub committee approved these funds for FY 2025. The next step is for the full Joint Highway Committee to approve these additional funds. The full Joint Highway Committee will be meeting on April 18, 2025 in St. George to approve the additional funds. The full Joint Highway Committee has never gone against the recommendation of the Technical Subcommittee. We are very confident that the funds will be approved and awarded at that meeting. The next step in the process is to request these additional funds be added to the current Statewide Transportation Improvement Program (STIP) by the Transportation Commission at their meeting on May 8, 2025. I have spoken to Kevin VanTassell a member of the committee and he is fully supportive of adding these funds. After the Transportation Commission has amended the STIP to add the funds, the project will be advertised.

CBDG Grant Application – Tasia and Alisha have been coordinating on amending the grant application. The last word that I received is that Heather with Mountain Lands indicated the final ranking will be taking place on March 26, 2025. After that date, the grant application will be opened up to us to make any corrections or additions as requested by Mountain Lands Association of Governments.

c. Utah Valley Marathon – Information and Discussion Only

- i. Isaac Rasmussen will report on marathon last year and discuss if any changes are needed this year.

Utah Valley marathon will be Saturday June 7th. Cleanup crew will follow the last runners down. The course will also be walked the next day to leave everything better than they found it. The barricade company will be the same as the past, one lane for vehicles and one lane for runners. Business as usual, assuming nothing different is needed this year. Celeni Richins confirmed that the Town is on the insurance and the payment will be sent to the same place as each year.

d. 100 West, Final Judgement – Information and Discussion Only

- i. Details of the final judgement regarding 100 West between Main Street and 100 South being a public road will be read into the minutes.

Celeni Richins stated that they have asked that the final judgement on 100 West be read on the record and into the minutes. She read the Wasatch County Recorders Office number 555594 Book 1504 Page 699-701 Recorded February 5, 2025
 “WHEREAS, by an Order dated December 5, 2024, the Court granted Plaintiff’s Motin for Partial Summary Judgement which resolved Plaintiff’s Timberridge Building, LLC’s (“Timberridge”) First Claim for Relief (Declaration Judgement – 100 West is Public Road) and Second Claim for Relief (Dedication to the Public Under Utah Code Ann. 72-5-104) in its favor and against all Defendants; and WHEREAS, Timberridge filed a Motion for Entry of Final Judgement; and WHEREAS, Timberridge is willing to dismiss without prejudice its remaining Third Claim for Relief (Permanent Injunction and Damages); WHEREAS there are no remaining claims or pending motions in this matter; THEREFORE, IT IS HEREBY ORDERED, ADJUGED AND DECREED AS FOLOWS: FINAL JUDGEMENT is hereby entered in this case in accordance with the Order entitled “Plaintiff’s Motion for Partial Summary Judgement (Amended)” entered on December 5, 2024 in this matter (the “Order”). The following legally described 66’ public right of way for 100 West between Main Street and 100 South is vested in the Town of Wallsburg: (legal survey description not read – available to the public by request to Wallsburg Town Clerk). LESS AND EXCEPTING (legal survey description not read – available to the public by request to Wallsburg Town Clerk). The Final Judgement may be recorded with the Office of the Wasatch County Recorder and shall be binding upon successors and assigns and shall run with the land. Timberridge’s Third Claim for Relief (Permanent Injunction and Damages) is dismissed without prejudice. All parties to bear their own attorney’s fees and costs. Pursuant to Rule 10(e) of the Utah Rules of Civil Procedure, this Final Judgement will be entered by the Court’s signature at the top of the first page. ***** END OF JUDGEMENT ***** Dated January 14, 2025 by District Court Judge Jennifer A Mabey.

e. Policies and Procedures – Action Item

- i. Adopt by resolution a policy on Ethical Behavior

Motion: Terri Eisel Second: Scott Larsen
Votes: Mayor – Aye, Scott Larsen – Aye, Terri Eisel – Aye, Mary Piscitelli – Aye, Rohn Hortin - Aye

- ii. Adopt by resolution a policy on Reporting Fraud and Abuse

Motion: Scott Larsen Second: Rohn Hortin
Votes: Mayor – Aye, Scott Larsen – Aye, Terri Eisel – Aye, Mary Piscitelli – Aye, Rohn Hortin - Aye

- iii. Adopt by resolution a policy on Travel

Motion: Mary Piscitelli Second: Terri Eisel
Votes: Mayor – Aye, Scott Larsen – Aye, Terri Eisel – Aye, Mary Piscitelli – Aye, Rohn Hortin - Aye

- iv. Adopt by resolution a policy on Credit Card/Purchasing

Motion: Scott Larsen Second: Mary Piscitelli
Votes: Mayor – Aye, Scott Larsen – Aye, Terri Eisel – Aye, Mary Piscitelli – Aye, Rohn Hortin - Aye

Wallsburg Town is going to adopt by resolution the above listed policies. The body of the resolutions are all the same except where the specific title of the Policy is written and referred to. Copies of the adopted policies and procedures are available for the public in the Wallsburg Town Clerks office.

WHEREAS, the Town Council of Wallsburg Town recognizes the importance of maintaining public trust and confidence in the integrity of the Town’s decision making process; and

WHEREAS, the Town Council desires to establish clear guidelines for Town officials and employees; and

WHEREAS, the adoption of a comprehensive policies that will promote transparency, accountability, and ethical conduct in Town government;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF WALLSBURG TOWN, UTAH, AS FOLLOWS:

Section 1. Adoption of policies. The Wallsburg Town policies, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted.

Section 2. Application. This policy shall apply to all elected officials, appointed officials, and employees of Wallsburg Town.

Section 3. Implementation. The Mayor is directed to implement this policy and ensure that all affected individuals receive appropriate guidance on its provisions.

Section 4. Review and Amendment. The Town Council shall review this policy annually and may amend it as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Section 5. Effective Date. This resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED by the Town Council of Wallsburg Town, Utah, this 6th day of March, 2025.

WALLSBURG TOWN, UTAH

f. Building Permit Application – Action Item

- i. Wallsburg Town Planning Commission has reviewed a building permit application from Blake Allen at 177 North Center Street and hereby recommends to the Wallsburg Town Council to issue a conditional approval based on: **1)** a letter of approval from State Water Engineer, **2)** no occupancy can happen until the water has been transferred, no water meter will be installed until transfer and/or **3)** a bond to the town in the amount that the town would need to purchase the water if the transfer doesn't happen. Also **4)** that impact fees are paid in a manner that is satisfactory to the Town Council.
- ii. Vote to accept the Planning Commission recommendation and issue a conditional building permit approval letter or continue this item to a future meeting for further consideration.

Terri Eisel asked if the discrepancies with Main Creek Irrigation water being transferred to the State has been resolved. Terri Eisel stated that she does not feel comfortable making a decision until that has been decided. George Muir, President of Main Creek Irrigation, stated that at this time they cannot approve the transfer because they are seeking further legal counsel on the matter. The concern is that it is being moved out of the historical boundary. Celeni Richins asked for clarification if it is because the home is out of the area. Scott Larsen clarified that it is being transferred to the Town Well, which is in the boundaries. George Muir restated that they cannot approve it until they seek legal counsel. Mary Piscitelli clarified that they are rescinding their approval, because it has already been signed. George Muir confirmed. Blake Allen asked how long this might take. George Muir said that they need to get a new lawyer and that it may take a month. Terri Eisel clarified that this is to make sure this doesn't come back on anyone. Terri Eisel also asked why the certificate was transferred in 2022. Blake Allen said that he has been working on this lot, the perc test and what not since then. Blake Allen stated that he has Town Ditch water to turn in if needed, he would rather not- but he didn't know that this was going to be an issue until tonight and asks that this not hold up the process. Celeni Richins commented that this would be a conditional approval that no meter would be set or occupancy would be granted until the water is resolved. Terri Eisel commented that there is not a representative from Town Ditch here, but they would need to be okay with all of this as well if it were to go that route. Mary Piscitelli and Celeni Richins commented that would be a new change application if the Main Creek Irrigation water transfer does not go through. Blake Allen confirmed. Terri Eisel commented that with this conditional approval, would it be the standard one year approval? Alisha O'Driscoll confirmed.

Motion: Rohn Hortin moves to issue the conditional building permit for Blake Allen as stated in the minutes.

Second: Scott Larsen Vote: Unanimous – none opposed, none abstaining

Celeni Richins stated that Alisha O'Driscoll will get the conditional approval letter to Blake Allen.

g. Culinary Hookup Requirements – Information and Discussion Only

- i. Discuss the need and plan to clarify Water Company approvals and requirements for trading water to Wallsburg Town for culinary use.
- ii. Discuss possibility of allowing out of Town limits culinary hookups and applicable fees.

Celeni Richins read the above descriptions and opened the discussion up for comment. For example, with Blake's situation it would be good to be familiar with the different water companies boundaries and bylaws so we can be familiar. It is up to the landowner and the water company, but it would be good to meet with the water companies or have them update us with changes regularly. As we go forward we are going to keep finding questions, and it would be good to get familiar with that. Opened up for discussion. Terri Eisel and Scott Larsen agreed. Terri Eisel commented that the Town pays assessments on those water so it would be good. Terri Eisel has lots of questions for the State Water Engineer. Celeni Richins agreed that it is up to the State Engineer for the final say.

Terri Eisel commented on the applicable fees for out of Town limits hookups, that each of the council members need to reach out for comparables. Celeni Richins commented that a lot of them don't have the same problems that we have, so it may not be too comparable. Scott Larsen commented that he'd like to see the new system work for a year or so to work out the kinks and glitches. Celeni Richins noted the new water operator and agreed. Scott Larsen commented that we can't pump water from the park up the canyon. It would have to be limited to what we have coming out of warm springs. Terri Eisel commented that we receive lots of messages from potential buyers to get water, etc. and we don't have the answers for them. Each situation is different depending on where they are located and what is for sale with the property, etc. It would be beneficial to have some guidance. Celeni Richins commented that it would be great to get updates from the different water companies as they meet. What we can do to help and make the process smoother and for the Town's benefit. Mary

Piscitelli commented that it needs to be on the planning commission checklist to not have this same issue happen. Alisha O’Driscoll confirmed that it is on there. April or May work meeting to have the water companies information via email.

h. Adopt Amended Budget – Action Item

- i. Following completion of a budget audit held February 27th, 2025 by the Wallsburg Town Council, it is hereby recommended that the amended budget be adopted.
- ii. Vote to adopt the amended budget or continue this item to a future meeting for further consideration.

Motion: Scott Larsen

Second: Terri Eisel

Vote: Unanimous

4. Department Reports

a. To discuss continued agenda items, assignments

- i. Buildings (Scott Larsen) Asked Alisha O’Driscoll to stay in contact with RMP for the Wattsmart Upgrade
- ii. Roads (Scott Larsen) Moving forward with Main Cyn Rd project. Stop sign repaired and done
- iii. Cemetery (Mary Piscitelli) Spencer Foster with MAG sent some cemetery information to reclaim

abandoned or unused cemetery plots. More at the work meeting. Wont be as involved as thought. Mail notice to last known address, newspaper and public notice website notice, town hall notice, 45 day response period. Then we will be able to reclaim them. Looked at the St George ordinance to set aside some for indigent use or just re sell them. Scott Larsen asked if we have any plans to verify if they are really unused. Mary Piscitelli said it will be difficult, we may not re sell some sections- that weren’t as well record kept. Will work with Alisha O’Driscoll on that process. Will work on thistle when it warms up.

iv. Park (Terri Eisel) Will coordinate with Mary on weed spraying. Criminal Mischief at the park. It comes back to disrespect. They need to be responsible. They are driving across the lawn, can’t keep out four wheelers and dirtbikes. This last week was a vehicle that was driving on the trail. Rohn Hortin commented that the propane truck came last week and it could have been them. Terri Eisel commented that it wasn’t in that area and wasn’t a big truck. Rohn Hortin commented that the gate should be locked. Terri Eisel agreed. Terri Eisel will check with Troy Ostler on the signs for the park to post no vehicle access. It needs to be posted for the Sheriff’s office to respond. Terri Eisel commented that this is not just the park, its others property and this time of year it does a lot of damage. There is a fine line between having fun and being responsible. Also working on the grant for the playground updates. More to come on that.

v. Water (Rohn Hortin) They are going to install a valve below Clint Allen’s where the PRV is to avoid the system becoming overpressured and causing damage again. The seeding on the hill will be done when the snow is gone. Everything on the water project is just about complete. Celeni Richins asked about the hydrants with the county. Alisha O’Driscoll commented that the invoice has been sent and Spencer Park commented that it was approved and the check is in the mail. Celeni Richins thanked him for his help on that. Scott Larsen asked about the old hydrants being removed. Alisha O’Driscoll commented that they have been removed – at least we have been billed for their removal. Rohn Hortin commented that the damaged water spouts at the park were already on the radar of the fire district (per Celeni Richins) and have been repaired.

vi. Mayor (Celeni Richins) Celeni Richins asked how the ceramics paint night went. Alisha O’Driscoll reported that about 45 signed up and about 40 came, it was successful. Lots of fun for the kids, not very expensive, and not as messy as she thought it would be. Talked about doing monthly activities and better advertising to keeping it going. Lots of good feedback.

vii. Clerk (Alisha O’Driscoll) Sent out letters after the valve malfunction caused damage to multiple homes last month. Received one reimbursement request so far. Peter and Coleen Nielsen spent \$1,294.31 to repair the main water line at Reed and Velma Ford’s house where Mike and Holli Rawle live. Mary Piscitelli asked where the reimbursement will come from in the budget. Alisha O’Driscoll explained that it will go to the unused funds from the water project. Celeni Richins agreed. Scott Larsen asked who paid for the repairs at Gary Youngs house. Alisha O’Driscoll said that Rick Sabey approached her about turning in receipts for that. Terri Eisel commented to keep a paper trail of the reimbursements for auditing purposes. Celeni Richins agreed.

a. Call for Agenda items for March Town Council Work Meeting (Expected March 20, 2025)

OPMA Training with Spencer Foster (MAG), Cemetery Ordinance Discussion, Fee Schedule in May

b. Call for Agenda items for March Town Council Meeting (Expected April 10, 2025)

(Note date change from the 1st Thursday in April to the 2nd Thursday in April, to observe Wasatch County School District Spring Break)

Water Project Update, Troy Ostler updates, Policies and Procedures, Etc.

5. Adjourn

Motion: Scott Larsen Moves to Adjourn

Second: Rohn Hortin

Vote: Unanimous

Time: 8:06PM

Wallsburg Town
Operational Budget Report
10 General - 07/01/2024 to 03/31/2025
75.00% of the fiscal year has expired

	Prior Year YTD	March Actual	Current Year YTD	Current Year Budget	2025 Remaining Budget	2025 % Earned/Used
Change In Net Position						
Revenue:						
Taxes						
3110 Property tax - current	67,194.30	828.98	74,841.03	69,389.00	(5,452.03)	107.86%
3120 Property tax (delinquent)	514.57	0.00	0.00	0.00	0.00	0.00%
3130 General sales and use tax	48,049.17	5,410.43	53,259.02	60,000.00	6,740.98	88.77%
Total Taxes	115,758.04	6,239.41	128,100.05	129,389.00	1,288.95	99.00%
Licenses and permits						
3210 Business Licenses	900.00	400.00	550.00	500.00	(50.00)	110.00%
3220 Planning Commission Rev	260.00	0.00	750.00	0.00	(750.00)	0.00%
Total Licenses and permits	1,160.00	400.00	1,300.00	500.00	(800.00)	260.00%
Intergovernmental revenue						
3356 Class C Road	27,681.31	0.00	26,961.63	30,000.00	3,038.37	89.87%
Total Intergovernmental revenue	27,681.31	0.00	26,961.63	30,000.00	3,038.37	89.87%
Charges for services						
3480 Cemetery revenue	26,800.00	4,800.00	5,275.00	5,000.00	(275.00)	105.50%
3491 Rec - July 24th Celebration	34,959.46	0.00	28,230.60	32,198.00	3,967.40	87.68%
3492 Activities Committee Revenue	0.00	0.00	295.00	0.00	(295.00)	0.00%
Total Charges for services	61,759.46	4,800.00	33,800.60	37,198.00	3,397.40	90.87%
Interest						
3610 Interest income	2,870.07	265.98	2,565.27	2,500.00	(65.27)	102.61%
3611 Interest Income Class C Roads	578.14	57.89	553.31	400.00	(153.31)	138.33%
Total Interest	3,448.21	323.87	3,118.58	2,900.00	(218.58)	107.54%
Miscellaneous revenue						
3620 Rents and concessions	4,861.00	300.00	4,645.00	5,200.00	555.00	89.33%
3681 Riding club donations	35.00	0.00	0.00	500.00	500.00	0.00%
3690 Sundry revenue	958.00	38.27	85.93	0.00	(85.93)	0.00%
Total Miscellaneous revenue	5,854.00	338.27	4,730.93	5,700.00	969.07	83.00%
Total Revenue:	215,661.02	12,101.55	198,011.79	205,687.00	7,675.21	96.27%
Expenditures:						
General government						
Administrative						
4111.110 Council wages	17,775.00	1,975.00	17,025.00	23,700.00	6,675.00	71.84%
4111.130 Council benefits	1,359.81	151.09	1,302.43	1,813.00	510.57	71.84%
4141.110 Adm wages	21,380.90	4,200.00	23,085.00	28,600.00	5,515.00	80.72%
4141.130 Adm benefits	1,685.72	206.56	1,651.32	2,190.00	538.68	75.40%
4141.210 Adm books, subs, membershi	223.17	677.22	1,357.06	1,400.00	42.94	96.93%
4141.220 Adm public notices	961.98	0.00	444.00	970.00	526.00	45.77%
4141.240 Adm office supplies and posta	2,364.49	380.41	2,751.81	3,000.00	248.19	91.73%
4141.250 Adm bldg maintenance and m	1,188.42	110.70	2,019.28	9,700.00	7,680.72	20.82%
4141.270 Adm utilities	7,886.94	364.09	4,622.37	9,000.00	4,377.63	51.36%
4141.275 Adm fuel	1,025.90	0.00	454.96	1,500.00	1,045.04	30.33%
4141.310 Adm professional and technic	7,126.00	0.00	13,718.43	14,500.00	781.57	94.61%
4141.510 Adm insurance	11,790.93	0.00	13,544.00	13,650.00	106.00	99.22%
4141.610 Adm misc matls and services	0.00	0.00	3.00	500.00	497.00	0.60%
4170.480 Elections	438.00	0.00	0.00	200.00	200.00	0.00%
Total Administrative	75,207.26	8,065.07	81,978.66	110,723.00	28,744.34	74.04%
Total General government	75,207.26	8,065.07	81,978.66	110,723.00	28,744.34	74.04%
Highways and public improvements						
Highways						
4410.270 Street Lights	2,728.19	292.40	2,346.04	3,550.00	1,203.96	66.09%
4410.420 Street repair and maintenance	21,913.54	1,929.19	3,420.19	40,000.00	36,579.81	8.55%
Total Highways	24,641.73	2,221.59	5,766.23	43,550.00	37,783.77	13.24%
Sanitation						
4420.250 Sanitation - garbage collection	2,217.00	287.50	2,566.50	3,500.00	933.50	73.33%
Total Sanitation	2,217.00	287.50	2,566.50	3,500.00	933.50	73.33%
Total Highways and public improvemen	26,858.73	2,509.09	8,332.73	47,050.00	38,717.27	17.71%
Parks, recreation, and public property						
Parks						

Wallsburg Town
Operational Budget Report
10 General - 07/01/2024 to 03/31/2025
75.00% of the fiscal year has expired

	Prior Year YTD	March Actual	Current Year YTD	Current Year Budget	2025 Remaining Budget	2025 % Earned/ Used
4510.480 Parks maintenance and suppli	1,518.70	0.00	172.95	7,400.00	7,227.05	2.34%
4510.481 Arena maintenance and suppl	2,015.03	0.00	0.00	2,000.00	2,000.00	0.00%
4510.482 Riding club expenditures	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
Total Parks	3,533.73	0.00	172.95	10,400.00	10,227.05	1.66%
Recreation						
4561.250 Rec - genl materials and supp	0.00	0.00	0.00	500.00	500.00	0.00%
4561.480 Rec - July 24th Celebration	14,097.80	0.00	12,374.08	14,100.00	1,725.92	87.76%
4561.485 Rec - Events committee	1,015.28	0.00	1,895.83	5,000.00	3,104.17	37.92%
Total Recreation	15,113.08	0.00	14,269.91	19,600.00	5,330.09	72.81%
Cemetery						
4590.480 G Cemetery maintenance and	2,657.24	0.00	3,542.55	11,400.00	7,857.45	31.08%
Total Cemetery	2,657.24	0.00	3,542.55	11,400.00	7,857.45	31.08%
Total Parks, recreation, and public prop	21,304.05	0.00	17,985.41	41,400.00	23,414.59	43.44%
Transfers						
4880 G Appropriated increase in fund bal	0.00	0.00	0.00	6,514.00	6,514.00	0.00%
Total Transfers	0.00	0.00	0.00	6,514.00	6,514.00	0.00%
Total Expenditures:	123,370.04	10,574.16	108,296.80	205,687.00	97,390.20	52.65%
Total Change In Net Position	92,290.98	1,527.39	89,714.99	0.00	(89,714.99)	0.00%

Wallsburg Town
Operational Budget Report
41 Capital Projects - 07/01/2024 to 03/31/2025
75.00% of the fiscal year has expired

	Prior Year YTD	March Actual	Current Year YTD	Current Year Budget	2025 Remaining Budget	2025 % Earned/ Used
Change In Net Position						
Revenue:						
Intergovernmental revenue						
3310 State grants	7,353.12	0.00	0.00	0.00	0.00	0.00%
Total Intergovernmental revenue	7,353.12	0.00	0.00	0.00	0.00	0.00%
Total Revenue:	7,353.12	0.00	0.00	0.00	0.00	0.00%
Expenditures:						
General government						
Administrative						
4141.741 Building Capital Outlay	16,103.12	0.00	0.00	0.00	0.00	0.00%
Total Administrative	16,103.12	0.00	0.00	0.00	0.00	0.00%
Total General government	16,103.12	0.00	0.00	0.00	0.00	0.00%
Total Expenditures:	16,103.12	0.00	0.00	0.00	0.00	0.00%
Total Change In Net Position	(8,750.00)	0.00	0.00	0.00	0.00	0.00%

Wallsburg Town
Operational Budget Report
51 Public Utility - 07/01/2024 to 03/31/2025
75.00% of the fiscal year has expired

	Prior Year YTD	March Actual	Current Year YTD	Current Year Budget	2025 Remaining Budget	2025 % Earned/ Used
Income or Expense						
Income From Operations:						
Operating income						
5111 Water sales revenue	92,058.89	9,693.14	96,157.32	126,000.00	29,842.68	76.32%
5112 Maintenance Fee	6,630.00	750.17	6,734.07	8,000.00	1,265.93	84.18%
5121 Late payment penalty	180.00	35.00	238.06	300.00	61.94	79.35%
5131 Connection fees	1,000.00	0.00	0.00	0.00	0.00	0.00%
Total Operating income	99,868.89	10,478.31	103,129.45	134,300.00	31,170.55	76.79%
Operating expense						
6110.6171 Adm labor	3,375.00	375.00	2,625.00	4,500.00	1,875.00	58.33%
6130.6171 Adm benefits	258.21	28.69	200.83	345.00	144.17	58.21%
6220.6171 Adm memberships & dues	650.00	0.00	361.00	650.00	289.00	55.54%
6242.6171 Adm billing expenses/postage	1,504.46	0.00	655.85	1,500.00	844.15	43.72%
6243.6171 Adm accounting support	1,050.00	0.00	1,100.00	1,600.00	500.00	68.75%
6410.6101 Opn water assessments and r	6,369.39	212.50	6,892.83	8,000.00	1,107.17	86.16%
6421.6131 Opn water tests	579.00	0.00	700.00	4,000.00	3,300.00	17.50%
6430.6101 Opn utilities	537.36	810.52	3,364.41	3,000.00	(364.41)	112.15%
6450.6131 Opn maintenance and materia	1,251.96	632.50	7,818.98	10,000.00	2,181.02	78.19%
6610.6171 Adm other administrative expe	450.00	0.00	150.00	750.00	600.00	20.00%
6710.6131 Depreciation expense	33,708.15	0.00	29,962.80	50,000.00	20,037.20	59.93%
Total Operating expense	49,733.53	2,059.21	53,831.70	84,345.00	30,513.30	63.82%
Total Income From Operations:	50,135.36	8,419.10	49,297.75	49,955.00	657.25	98.68%
Non-Operating Items:						
Non-operating income						
5150 DWB grant	70,010.00	49,875.00	3,043,875.00	0.00	(3,043,875.00)	0.00%
5160 Interest income	1,473.90	2,318.24	47,558.06	0.00	(47,558.06)	0.00%
Total Non-operating income	71,483.90	52,193.24	3,091,433.06	0.00	(3,091,433.06)	0.00%
Total Non-Operating Items:	71,483.90	52,193.24	3,091,433.06	0.00	(3,091,433.06)	0.00%
Total Income or Expense	121,619.26	60,612.34	3,140,730.81	49,955.00	(3,090,775.81)	6,287.12%

Wallsburg Town
Operational Budget Report
70 Cemetery - 07/01/2024 to 03/31/2025
75.00% of the fiscal year has expired

	Prior Year YTD	March Actual	Current Year YTD	Current Year Budget	2025 Remaining Budget	2025 % Earned/ Used
Change In Net Position						
Revenue:						
Interest						
3160 Cem Interest income	1,279.53	128.12	1,224.55	0.00	(1,224.55)	0.00%
Total Interest	1,279.53	128.12	1,224.55	0.00	(1,224.55)	0.00%
Total Revenue:	1,279.53	128.12	1,224.55	0.00	(1,224.55)	0.00%
Total Change In Net Position	1,279.53	128.12	1,224.55	0.00	(1,224.55)	0.00%

PROPOSED

**Wallsburg Town
Check Register
All Bank Accounts - 03/01/2025 to 04/10/2025**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Rural Water Assoc. of Utah	CC9040	03012025	03/01/2025	03/01/2025	100.00	2024 Water System Consumer Compliance Report	516410.6101 - Opn water assessments	
Freeway Propane	CC9040	03022025	03/02/2025	03/02/2025	491.01	Pump House Propane	516430.6101 - Opn utilities	
Google Suite	CC9040	03022025	03/02/2025	03/02/2025	77.22	.Gov Email Addresses	104141.210 - Adm books, subs, memb	
					\$568.23			
Allen, Clint	11411	03032025	03/03/2025	03/03/2025	1,500.00	Pay for filling in Troy Thompson for Jan and Feb	104141.110 - Adm wages	
Internal Revenue Service	EFT	PR022825-220	03/03/2025	03/06/2025	124.72	Medicare Tax	102221 - Payroll taxes payable	
Internal Revenue Service	EFT	PR022825-220	03/03/2025	03/06/2025	130.00	Federal Income Tax	102221 - Payroll taxes payable	
Internal Revenue Service	EFT	PR022825-220	03/03/2025	03/06/2025	533.20	Social Security Tax	102221 - Payroll taxes payable	
Scada Cloud Solutions LLC	11412	03012025	03/01/2025	03/06/2025	35.00	Monthly SCADA Hosting Fee	516450.6131 - Opn maintenance and	
Utah State Tax Commission	EFT	PR022825-224	03/03/2025	03/06/2025	54.48	State Income Tax	102221 - Payroll taxes payable	
Wasatch County Public Works Depar	11414	RD-022825	03/04/2025	03/06/2025	81.94	200 East Main Canyon Rd Stop Sign Repair	104410.420 - Street repair and mainten	
Wasatch County Public Works Depar	11414	WB-030425	03/04/2025	03/06/2025	1,847.25	February 2025 Snow Plowing	104410.420 - Street repair and mainten	
Wasatch County Special Service Are	11415	02252025	02/25/2025	03/06/2025	1,680.33	M&I Water OM&R and Reserves	516410.6101 - Opn water assessments	
					\$4,486.92			
Rocky Mountain Power	11416	03132025	03/13/2025	03/13/2025	11.82	58340626-001 3 Water Pump - "Wallsburg City" 235	516430.6101 - Opn utilities	
Rocky Mountain Power	11416	03132025	03/13/2025	03/13/2025	11.82	58340626-001 3 Water Pump - "Wallsburg City" 235	516430.6101 - Opn utilities	
Rocky Mountain Power	11416	03132025	03/13/2025	03/13/2025	50.24	58340626-001 3 Water Pump - "Wallsburg City" 235	516430.6101 - Opn utilities	
Rocky Mountain Power	11417	03132025A	03/13/2025	03/13/2025	248.86	58169896-001 9 Fire Station	104141.270 - Adm utilities	
Rocky Mountain Power	11418	03132025B	03/13/2025	03/13/2025	104.32	33049429-001 9 Town Hall	104141.270 - Adm utilities	
Rocky Mountain Power	11419	03132025C	03/13/2025	03/13/2025	292.40	57243656-001 3 Street Lights	104410.270 - Street Lights	
Rocky Mountain Power	11420	03132025D	03/13/2025	03/13/2025	10.91	57238756-001 2 Park	104141.270 - Adm utilities	
Rocky Mountain Power	11420	03132025D	03/13/2025	03/13/2025	245.63	57238756-001 2 Water Pump	516430.6101 - Opn utilities	
					\$976.00			
Nielsen, Peter & Coleen	11421	03102025	03/10/2025	03/17/2025	1,294.31	Valve Malfunction Cost to Repair	511601 - Work in process	
Wasatch County Solid Waste District	EFT	03182025	03/18/2025	03/18/2025	287.50	Monthly Solid Waste	104420.250 - Sanitation - garbage colle	
Home Depot	CC9200	45737	03/19/2025	03/19/2025	64.05	Town Hall Keys Copies	104141.250 - Adm bldg maintenance a	
Walmart	CC9040	45738	03/21/2025	03/21/2025	123.41	Clerk Printer Ink and Paper	104141.240 - Adm office supplies and p	
Main Creek Irrigation	11422	03102025	03/10/2025	03/24/2025	112.50	2025 Assessment (Main Creek Irrigation)	516410.6101 - Opn water assessments	
Utah League of Cities and Towns	11423	03192025	03/19/2025	03/24/2025	500.00	FY25-26 Membership Dues (League of Cities/Towns)	104141.210 - Adm books, subs, memb	
					\$612.50			
Walmart	CC9040	45743	03/26/2025	03/26/2025	9.10	Cut Off Wheels (Town Hall)	104141.250 - Adm bldg maintenance a	
B.D. Bush Excavation Inc.	11424	201260	02/24/2025	03/27/2025	-1,170.00	Construction Retention	512233 - Construction retainage	
B.D. Bush Excavation Inc.	11424	201260	02/24/2025	03/27/2025	23,400.00	2023 Water Improvement Project	511601 - Work in process	
Sunrise Engineering Inc	11425	ARIV1001343	03/17/2025	03/27/2025	18,327.50	2023 Water Improvements Projects through January	511601 - Work in process	
					\$40,557.50			
Cla-Val	11434	03112025	03/10/2025	04/02/2025	3,505.80	Valve Work at Wellhouse (Water System)	511601 - Work in process	
Internal Revenue Service	EFT	PR033125-220	04/02/2025	04/02/2025	130.00	Federal Income Tax	102221 - Payroll taxes payable	
Internal Revenue Service	EFT	PR033125-220	04/02/2025	04/02/2025	146.48	Medicare Tax	102221 - Payroll taxes payable	
Internal Revenue Service	EFT	PR033125-220	04/02/2025	04/02/2025	626.20	Social Security Tax	102221 - Payroll taxes payable	
Scada Cloud Solutions LLC	11435	00978	03/28/2025	04/02/2025	35.00	Monthly SCADA Hosting Fee	516450.6131 - Opn maintenance and	
Utah State Tax Commission	EFT	PR033125-224	04/02/2025	04/02/2025	54.48	State Income Tax	102221 - Payroll taxes payable	
Utah Water Users Assoc.	11437	03012025	03/01/2025	04/02/2025	100.00	2025 Membership Dues (Utah Water Users Associat	104141.210 - Adm books, subs, memb	
Wallsburg Irrigation Company	11438	2025-7	03/10/2025	04/02/2025	562.50	2025 Assessment (Wallsburg Irrigation)	516450.6131 - Opn maintenance and	
					\$5,160.46			
Timberline Ace Hardware	11440	183477	03/27/2025	04/09/2025	19.56	Cut Off Wheels (Town Hall)	104141.250 - Adm bldg maintenance a	
Timberline Ace Hardware	11440	183520	03/28/2025	04/09/2025	17.99	Wrench Pipe (Town Hall)	104141.250 - Adm bldg maintenance a	
					\$37.55			
					\$55,777.53			

A RESOLUTION OF THE TOWN COUNCIL OF WALLSBURG TOWN, UTAH, ADOPTING A PERSONAL USE OF ENTITY ASSETS POLICY FOR TOWN OFFICIALS AND EMPLOYEES

WHEREAS, the Town Council of Wallsburg Town recognizes the importance of maintaining public trust and confidence in the integrity of the Town’s decision making process; and

WHEREAS, the Town Council desires to establish clear guidelines for Personal Use of Entity Assets for Town officials and employees; and

WHEREAS, the adoption of a comprehensive Personal Use of Entity Assets policy will promote transparency, accountability, and ethical conduct in Town government;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF WALLSBURG TOWN, UTAH, AS FOLLOWS:

Section 1. Adoption of a Personal Use of Entity Assets Policy. The Wallsburg Town Personal Use of Entity Assets policy, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted.

Section 2. Application. This policy shall apply to all elected officials, appointed officials, and employees of Wallsburg Town.

Section 3. Implementation. The Mayor is directed to implement this policy and ensure that all affected individuals receive appropriate guidance on its provisions.

Section 4. Review and Amendment. The Town Council shall review this policy annually and may amend it as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Section 5. Effective Date. This resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED by the Town Council of Wallsburg Town, Utah, this ___ day of _____, 20__.

WALLSBURG TOWN, UTAH

By: _____
Celeni Richins, Mayor

Attest: _____
Alisha O’Driscoll, Town Clerk

<u>Vote</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mayor, Celeni Richins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Scott Larsen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Terri Eisel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Mary Piscitelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Rohn Hortin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Use of Entity Assets

Purpose

Wallsburg Town is committed to ensuring the appropriate use of entity assets, protecting public resources, and maintaining accountability in accordance with the Utah Code and best practices.

Policy

Entity assets are intended for official use in conducting the business of the Town. Limited personal use of certain assets may be allowed under specific conditions, as outlined below. Unauthorized use may result in disciplinary action, up to and including termination, recovery of funds, or legal consequences.

Definitions

1. **Entity Assets:** Includes but is not limited to office equipment (e.g. photocopiers, printers, telephones, and computers), vehicles, tools, heavy equipment, facilities, and supplies.
2. **Personal Use:** Any use of entity assets that is not directly related to official duties or the interests of the Town.

Allowable and Prohibited Uses

1. **Office Equipment:**
 - **Allowable:** Incidental personal use of office equipment (e.g., occasional person photocopies or phone calls) is permitted, provided it does not interfere with official business, incur excessive costs, or violate applicable laws. Reimbursement for extensive personal use (e.g. large print jobs) may be required at established rates.
 - **Prohibited:** Using office computers, email, or internet access for personal business, political activities, or any illegal, unethical, or inappropriate purposes.
2. **Vehicles and Heavy Equipment:**
 - **Allowable:** Use of entity vehicles and heavy equipment is strictly limited to official duties. Exceptions require prior written approval from the Mayor or their designated representative.
 - **Prohibited:** Personal use of entity vehicles and heavy equipment is not permitted without prior written approval.
3. **Facilities and Supplies:**
 - **Allowable:** Occasional use of meeting rooms for community or personal events may be permitted under established rental policies and fees.
 - **Prohibited:** Use of office supplies, tools, or other entity property for personal projects or external business activities without authorization.

Individual Accountability and Consequences for Noncompliance

Employees and officials are responsible for using entity assets appropriately and reporting any misuse. Unauthorized or excessive personal use may result in:

- Verbal or written warnings for minor infractions.
- Suspension or termination for repeated or significant violations.
- Recovery of funds for costs incurred due to unauthorized use.
- Legal action if misuse constitutes fraud, theft, or other violations of law.

Supervisors are responsible for ensuring compliance and may require employees to reimburse the entity for unauthorized use of assets.

Reporting and Enforcement

Any suspected misuse of entity assets should be reported to Mayor or their designated representative.

Violations will be investigated, and appropriate disciplinary action will be taken in accordance with entity policies and applicable laws.

Review and Updates

This policy shall be reviewed periodically and updated as necessary to reflect changes in laws, best practices, or operational needs.

A RESOLUTION OF THE TOWN COUNCIL OF WALLSBURG TOWN, UTAH, ADOPTING A CASH RECEIPTING AND DEPOSIT POLICY FOR TOWN OFFICIALS AND EMPLOYEES

WHEREAS, the Town Council of Wallsburg Town recognizes the importance of maintaining public trust and confidence in the integrity of the Town’s decision making process; and

WHEREAS, the Town Council desires to establish clear guidelines for Cash Receipting and Deposit for Town officials and employees; and

WHEREAS, the adoption of a comprehensive Cash Receipting and Deposit policy will promote transparency, accountability, and ethical conduct in Town government;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF WALLSBURG TOWN, UTAH, AS FOLLOWS:

Section 1. Adoption of a Cash Receipting and Deposit Policy. The Wallsburg Town Cash Receipting and Deposit policy, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted.

Section 2. Application. This policy shall apply to all elected officials, appointed officials, and employees of Wallsburg Town.

Section 3. Implementation. The Mayor is directed to implement this policy and ensure that all affected individuals receive appropriate guidance on its provisions.

Section 4. Review and Amendment. The Town Council shall review this policy annually and may amend it as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Section 5. Effective Date. This resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED by the Town Council of Wallsburg Town, Utah, this ___ day of _____, 20__.

WALLSBURG TOWN, UTAH

By: _____
Celeni Richins, Mayor

Attest: _____
Alisha O’Driscoll, Town Clerk

<u>Vote</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mayor, Celeni Richins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Scott Larsen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Terri Eisel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Mary Piscitelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Rohn Hortin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CASH RECEIPTING AND DEPOSIT

Receipt Entry Timeline

All cash, check, credit card, and ACH receipts must be entered into the Wallsburg Town accounting system within three (3) business day of receipt. Each transaction must be properly classified and include sufficient detail to identify the purpose of the payment for accounting, audit, and management review purposes.

Deposit Timeline and Requirements

All funds received by Wallsburg Town must be deposited in the designated Town bank account within three (3) business days, in compliance with the Utah Money Management Act. Deposits shall be made more frequently if funds exceed \$500 before the three-day limit.

Security of Funds Prior to Deposit

All cash and checks must be stored in a locked safe, vault, or other secure location until deposited. Only authorized personnel shall have access to the locked storage location. A log shall be maintained to track access to the storage location, including date, time, and individual accessing the funds.

Receipting Process

Upon request, customers will be provided with a system-generated or pre-numbered receipt for all transactions, regardless of the payment method. Receipts must include the date, amount, payer name, description of payment, and method of payment. A copy of each receipt must be retained for reconciliation, audit, and management review purposes.

Processing Credit Card and ACH Transactions

All credit card and ACH transactions must be entered into the accounting system within three (3) business day of receipt. Credit card receipts must be reconciled and included with the deposit records. ACH payments must be reviewed and recorded in the accounting system upon notification of deposit by the financial institution.

Separation of Duties

The individual receiving payments may be the same individual responsible for depositing funds, if staffing limitations exist. A second authorized individual must review and sign off on all deposit before submission. Bank deposit slips must be reviewed and reconciled by an individual not responsible for cash receipting.

Voiding or Altering Cash Receipts

Any voided or altered receipts must be documented, including the reason for the correction. A separate authorized individual, not responsible for the original transaction, must review and approve all voids or corrections. Voided receipts must be retained for audit and reconciliation purposes.

Review and Reconciliation of Deposits and Receipts

All cash deposits and receipts must be reconciled by an individual who is not responsible for receiving cash payments. System-generated or sequentially numbered receipts must be used to allow for completeness of review. Monthly reconciliations of receipts, deposits, and bank statements shall be conducted and reviewed by management to ensure accuracy and compliance with Town policies and audit requirements.

A RESOLUTION OF THE TOWN COUNCIL OF WALLSBURG TOWN, UTAH, ADOPTING A IT & COMPUTER SECURITY POLICY FOR TOWN OFFICIALS AND EMPLOYEES

WHEREAS, the Town Council of Wallsburg Town recognizes the importance of maintaining public trust and confidence in the integrity of the Town’s decision making process; and

WHEREAS, the Town Council desires to establish clear guidelines for IT & Computer Security for Town officials and employees; and

WHEREAS, the adoption of a comprehensive IT & Computer Security policy will promote transparency, accountability, and ethical conduct in Town government;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF WALLSBURG TOWN, UTAH, AS FOLLOWS:

Section 1. Adoption of a IT & Computer Security Policy. The Wallsburg Town IT & Computer Security policy, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted.

Section 2. Application. This policy shall apply to all elected officials, appointed officials, and employees of Wallsburg Town.

Section 3. Implementation. The Mayor is directed to implement this policy and ensure that all affected individuals receive appropriate guidance on its provisions.

Section 4. Review and Amendment. The Town Council shall review this policy annually and may amend it as necessary to ensure its effectiveness and compliance with applicable laws and regulations.

Section 5. Effective Date. This resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED by the Town Council of Wallsburg Town, Utah, this ___ day of _____, 20__.

WALLSBURG TOWN, UTAH

By: _____
Celeni Richins, Mayor

Attest: _____
Alisha O’Driscoll, Town Clerk

<u>Vote</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mayor, Celeni Richins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Scott Larsen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Terri Eisel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Mary Piscitelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Council Member, Rohn Hortin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IT & COMPUTER SECURITY POLICY

Purpose

The purpose of this policy is to establish guidelines for the acceptable use of Wallsburg Town information systems, computer equipment, and internet resources while ensuring compliance with applicable Utah State Code requirements and best security practices.

Scope

This policy applies to all employees, contractors, volunteers, and any other individuals who have access to the entity's IT resources.

Allowable Uses

1. Wallsburg Town's IT systems, including computers, networks, and internet access, are to be used for official business purposes only.
2. Incidental personal use is permitted, provided it does not interfere with job duties, consume excessive resources, or violate any laws or policies.
3. Users shall not engage in unauthorized access, distribution of confidential information, or activities that could harm system integrity or security.
4. Users must adhere to all software licensing agreements and copyright laws.

Monitoring and Limitation of Activities

The Town reserves the right to monitor, record, and inspect all activities on its IT systems to ensure compliance with this policy. Users have no expectation of privacy when using entity-provided IT resources, including emails, internet usage, and stored files. The Town may limit or revoke access to IT resources at any time if misuse is suspected or detected.

Individual Accountability and Compliance

Users are responsible for safeguarding their credentials, including passwords and authentication methods. Sharing login credentials or attempting to bypass security controls is strictly prohibited. Users must report any suspected security breaches or policy violations immediately to IT personnel or a designated authority. Noncompliance with this policy may result in disciplinary actions, including but not limited to:

- Suspension or revocation of IT access privileges.
- Employment disciplinary actions up to and including termination.
- Legal action and recovery of funds where applicable.

Review and Updates

This policy shall be reviewed periodically to ensure alignment with evolving security threats, technological advancements, and applicable legal requirements.

Dear Wallsburg Town Mayor and Council,

At the public hearing held on March 25, 2025 the Wallsburg Town Planning Commission voted to recommend the addition of the following ordinances to the Wallsburg Town Council for the Wallsburg Town Development Code. The Planning Commission has been working on these ordinances the past few weeks and have carefully reviewed and tailored them to benefit our small town and its citizens

The first ordinance is for Short Term Rentals. This ordinance stipulates that Short Term Rentals (think less than 30 days, AirBnB, Vacation Rentals, etc) are not allowed in Wallsburg Town Limits. We feel this is important to Wallsburg Town because short-term rentals can impact the character and safety of our residential neighborhoods, strain local infrastructure, and reduce the availability of long-term housing for residents. As a small, close-knit community, preserving our rural feel and ensuring that housing remains available for full-time residents is a priority.

The next ordinance is for Accessory Dwelling Units. This ordinance stipulates that INTERNAL Accessory Units (think basement apartments, over-the-attached-garage apartments, etc) are allowed (per state code), and that EXTERNAL (think detached, barn, or shed apartments, etc) are not allowed in Wallsburg Town Limits. We feel this is important to Wallsburg Town because limiting accessory dwelling units to INTERNAL units helps manage growth in a way that protects the town's rural character, minimizes potential impacts on roads, utilities, and services, and ensures that development aligns with state code and the capacity and vision of our community.

ZONING ORDINANCE

ACCESSORY DWELLING UNITS

TITLE

The regulations contained in this Ordinance shall be known and may be cited as “Accessory Dwelling Unit Regulations” of Wallsburg Town (the “Town”) and its Land Use and Development Code.

PURPOSES AND OBJECTIVES

For the purposes and objectives of this Ordinance, External Accessory Dwelling Units (“EADUs”) shall not currently be permitted within the Town. However, the Town recognizes that Internal Accessory Dwelling Units (“IADUs”) in zones that allow single-family residence can be an important tool in the overall housing plan for the Town. The purposes and objectives of this ordinance are to:

- A. Meet community demands and provide residential accommodation for extended family residents and long-term renters with reasonable limitations on their use and impact on neighboring properties and neighborhoods.
- B. Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages in life.
- C. Provide additional affordable housing opportunities.
- D. Preserve the character of single-family neighborhoods by providing standards governing the development of IADUs.

GENERAL REGULATIONS

Except as provided in this Ordinance, no IADU shall be erected, raised, moved, placed, reconstructed, extended, enlarged, or altered, except in conformity with the regulations specified herein in the zone in which it is located. All IADUs hereafter created in the Town shall comply with the current standards of the International Building Code and all other codes and ordinances adopted by the Town. All IADUs shall be maintained in good condition. No person may engage in erecting, altering, relocating, or constructing IADUs without a valid Utah contractor’s license and valid business license. EADUs are currently not allowed in the Town.

DEFINITIONS

External Accessory Dwelling Unit (EADU): An EADU is a self-contained dwelling unit located on an owner occupied property that is in a detached building which maintains complete independent living facilities for one or more people, including permanent provisions for living, sleeping, eating, cooking, and sanitation including a separate kitchen.

Internal Accessory Dwelling Unit (IADU): An IADU is a self-contained dwelling unit within or attached to a single-family residential building which maintains complete independent living facilities for one or more people and includes permanent provisions for living, sleeping, eating, cooking, and sanitation including a separate kitchen.

Owner Occupancy: When a property owner, as reflected in title records, makes his or her legal residence at the site as evidenced by adequate documentation such as voter registration, vehicle registration, driver’s license, county assessor’s records, or similar and approved means.

ZONING AND DEVELOPMENT STANDARDS

The following standards govern the development and use of IADUs in the Town:

- A. Currently, EADUs or detached dwelling units shall not be permitted in the Town. The dwelling unit must, at a minimum, share a substantial portion of a wall with the primary dwelling unit.
- B. IADUs shall be permitted uses in all Zones where single-family dwellings are permitted including R-1 - Residential Zone and RA – Residential Agricultural Zone.
- C. IADUs shall not be allowed on any parcel except those containing a single-family dwelling.
- D. A maximum of one IADU shall be allowed on any one parcel. This shall include basement rentals, caretaker apartments, and other units of similar nature.
- E. The property owner, which shall include titleholders and contract purchasers, must occupy either the

principal unit or IADU as their permanent residence. Applications for an IADU shall include evidence of owner occupancy as defined in this Ordinance.

- F. IADUs shall not be sold separately from the main unit and shall not be used as a short-term rental (for periods of less than thirty (30) days).
- G. The design and size of any IADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes.
- H. Any construction or remodeling shall conform with all applicable standards and necessary approvals in effect at the time of the construction or remodeling. This includes approval from the Wasatch County Health Department.
- I. Any home or dwelling unit that has been sectioned off so any occupant in the dwelling does not have access to any portion of the home, and contains separate living quarters and a kitchen, regardless of the relationship of the occupants, is prohibited unless it meets all the requirements of this section.
- J. Adequate off-street parking must be provided for the IADU.

LOCATION

An IADU may be created:

- A. Within a single-family residential building or attached garage through an internal conversion of the structure maintaining an internal connection between living areas; or
- B. By an addition to a single-family residential building which shares a wall between the IADU and the principal part of the dwelling unit.

UTILITIES

A single-family residential building with an IADU shall have no more than one meter for each water, electricity, and gas utility service, and each meter shall be in the property owner's name. The property owner shall be responsible for payment of all utilities provided by the Town.

OCCUPANCY

Either the primary dwelling unit or the IADU shall be occupied by a full-time resident property owner as shown on the Wasatch County tax assessment rolls. The occupancy requirement may also be met by a full-time resident who is a beneficiary of a trust or an estate that owns the property.

EXCEPTION TO OWNER OCCUPANCY

Owner occupancy shall not be required:

- A. When the owner has a bona fide, temporary absence of three (3) years or less for activities such as temporary job assignments, sabbaticals, military service or voluntary service (indefinite periods of absence from the dwelling shall not qualify for this exception);
- B. When the owner is living in a hospital, nursing home, assisted living facility, or other similar facility; or
- C. Within one year of the death of the owner of the property.

RECORDING

Property owners must report through an Affidavit and Notice that their home contains an IADU to the Town offices/Town clerk for recording. The Town may request evidence that the IADU complies with the purposes and requirements of the Town zoning ordinances. The Town's Building Official, or other designated and qualified representatives, may inspect the dwelling to ensure compliance. However, burden of proof shall be on the property owner to allow a primary residence to add or begin renting an IADU. Upon sale of the property, the new owner shall be required to sign and record a new Affidavit and Notice to the Town offices/Town clerk for recording.

AFFIDAVIT AND NOTICE OF INTERNAL ACCESSORY DWELLING UNITS AND RELATED REGULATIONS

(To Be Completed, Signed, and Recorded at Wallsburg Town by the Property Owner)

Property Owner(s) Name: _____ Phone: _____

Property Address(es): _____

Parcel Number(s): _____

Complete Legal Description(s): _____

I (we) _____, being duly sworn, depose and say that I (we) am (are) the current owner(s) of the property or properties listed above: that I (we) occupy the property or properties listed above. I (we) certify that the second dwelling unit on the property is an internal accessory dwelling unit and understand that a future purchaser of the property will be required to reauthorize the internal accessory dwelling unit to continue the use. I (we) also understand that any use of the internal accessory dwelling on the property or properties is contingent on the owner of the property or properties occupying either the principal or internal accessory dwelling and compliance with the provisions of the Wallsburg Town Code.

Owner's Signature

Owner's Signature (co-owner if any)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____

Wallsburg Town

Short Term Rental (STR) Ordinance

Purpose.

This ordinance is established to provide regulations for Short-Term Rentals (STRs) related to residential neighborhoods. These regulations seek to allow STRs in approved lodging facilities while also protecting the safety and general welfare of Wallsburg residents and preserving the residential character of neighborhoods. This ordinance also intends to stabilize neighborhoods by promoting home ownership and preserving long-term rental housing in the market.

Short-Term Rental (STR) Definition.

A Short-Term Rental (STR) is a residential unit or portion thereof rented for less than 30 consecutive days (per Utah Code §10-8-85.4). STRs are currently prohibited in Wallsburg in all residential dwellings and residential districts. The following are exempt and shall not be subject to the provisions of this ordinance:

1. A residential lease of 30 or more consecutive days.
2. Hotels, motels, RV parks, campgrounds, and bed-and-breakfast establishments licensed and zoned for transient occupancy.

General Standards and Requirements.

1. Permitted STR Locations:
 - a. As previously referenced, STR operations are allowed only in licensed hotels, motels, RV parks, campgrounds, and bed-and-breakfast establishments within commercial or designated lodging zones.
 - b. Any of the exempted STR operations above requesting approval for operation in zones not considered commercial or designated lodging must go through the Conditional Use process.
2. Zoning Enforcement:
 - a. Residential zones are strictly reserved for long-term occupancy. No business licenses for STRs will be issued in these areas unless a Conditional Use Permit is approved.
3. Transient Room Tax:
 - a. All STR operations are subject to any Transient Room Tax adopted by the Town and must pay these taxes according to Utah law.

Advertising.

This ordinance does not restrict or prevent individuals from advertising STR properties. Furthermore, advertising alone cannot be used as evidence of an STR violation. As provided later in this ordinance, additional data collection, public complaint mechanisms, and investigation processes shall determine non-compliance.

Enforcement Tools.

Wallsburg may use various methods to verify compliance with this ordinance. Upon a determination that a violation exists, the Code Enforcement Officer, Police Officer, or other qualified designee, will contact the owner of the property requiring said owner to halt, eradicate, remove, or otherwise cure the violation within 48 hours, or such later time the Officer, or qualified designee, may determine.

1. Data Collection:

- a. The Town may scrape public data from STR platforms to identify local properties being advertised for short-term stays.
 - b. While Utah law prohibits using advertising alone as evidence of a violation, this data can serve as a starting point for further investigations.
 - c. Staff may track booking trends, including occupancy rates and durations, to detect properties that may be operating as unauthorized STRs.
 - d. Staff may compare advertised amenities, locations, and images with known residential properties to flag potential matches.
 - e. The Town may cross-reference flagged properties with business license records, county tax records, and zoning approvals to confirm compliance or identify violations.
 - f. Staff may generate reports to help enforcement officers prioritize investigations and allocate resources efficiently.
2. Public Complaint Mechanisms:
 - a. User-friendly public reporting methods will empower residents to participate in ordinance enforcement.
 - b. The Town may maintain an accessible link on its website where residents can submit complaints about suspected illegal STR operations.
 - c. A dedicated phone number shall be made available for urgent complaints, ensuring rapid response when necessary.
 - d. Optional anonymity will be allowed for complainants to encourage reporting without fear of retaliation.
 3. Investigation Process:
 - a. Data collection and complaints will trigger initial reviews by the Code Enforcement Officer, Police Officer, or qualified designee.
 - b. Data collection and complaints may lead to property inspections, interviews with neighbors, and further data gathering.

Penalties for Non-Compliance

1. First Violation:
 - a. A written warning shall be given to the property owner accompanied by education on STR ordinance requirements.
2. Second Violation:
 - a. A \$500 fine will be issued on the property owner along with a requirement for immediate cessation of illegal STR activity; and
 - b. A pre-lien will be placed on the property.
3. Third and Subsequent Violations:
 - a. \$1,000 fine per day of continued violation.
 - b. Potential legal action, including court-ordered injunctions.
 - c. Attorney fees for any legal action shall be paid by violators of this ordinance.

Community Involvement

The Town may choose to conduct periodic workshops or public meetings to educate residents on how to recognize and report illegal STRs. Updates on enforcement may also be shared with the community at times to maintain transparency and build trust.

WALLSBURG TOWN CEMETERY ORDINANCE **Revised 03/20/2025**

Section 2.16.010 Conduct and Access

Section 2.16.020 Cemetery Sexton

Section 2.16.030 Burials

Section 2.16.040 Decorations and Flower Policy

Section 2.16.050 Headstone Policy

Section 2.16.060 Lot Ownership and Privileges

Section 2.16.070 Perpetual Care

Section 2.16.080 Miscellaneous

Section 2.16.010 Conduct and Access

- A. Conduct. Cemetery grounds are sacredly devoted to the interment and repose of the dead. Strict observance of decorum shall be required of all persons.
- B. Location and Access. The Wallsburg Town Cemetery is located at 100 East 200 North, Wallsburg, Utah. Access to the cemetery is restricted to daylight hours.
- C. Speed Limit. The speed limit is 10 miles per hour.
- D. Driving and Parking. Unauthorized persons are prohibited from driving any motor vehicle upon cemetery lots, backing over any grave, cutting corners, or driving off established roadways.
- E. Animals. No animals are permitted are permitted to run at large or trespass on the cemetery grounds.
- F. Off-Road Vehicles. Motorcycles and all-terrain vehicles are prohibited except for those involved in maintenance or funeral processions.

Section 2.16.020 Cemetery Sexton

- A. Appointment. The Town Council shall appoint a Cemetery Sexton, with the Town Clerk serving as the Assistant Sexton.
- B. Duties of the Sexton. It shall be the duty of the sexton to take charge of the Town cemetery under the supervision of the Council Member assigned to the cemetery. The sexton shall be responsible for care and improvement of the grounds. The sexton will dig or cause to be dug, all graves required for burial of the dead and keep a record of the same.

Section 2.16.030 Burials

- A. Only HUMAN remains shall be buried in the Wallsburg Town cemetery.

- B. Ordering a Grave Opening. By contacting the Sexton, arrangements for a new grave opening must be made by the funeral director or other responsible party at least 48 hours in advance of the burial. The required information is the name of the deceased, the place of the interment, authorization by the burial plot holder, the location, date and time of funeral services, and the name of the funeral director or mortuary.
- C. Errors. Wallsburg Town will not be responsible for any mistakes occurring from the lack of precise and complete instructions as to the proper space on the lot where interment is desired. When a grave on a lot cannot be opened where specified, the sexton may, at his/her discretion, open it in such location on the lot as he/she deems best and proper, so as not to delay the funeral and affect the interment.
- D. Burial Permits. The necessary information including a copy of the certified death certificate and fees shall be paid to the Town Clerk prior to interment.
- E. State Transit Permit: Remains sent from other states must also be accompanied by a transit permit to be filed with the Town Clerk.
- F. Hours when Burials Permitted. Burials are accepted between 9 a.m. and 4 p.m. daily at the cemetery. No burials will be accepted on Sundays and holidays. Additional charges will be made for internments on Saturdays.
- G. Burials per Grave. Only one interment shall be allowed in a casket except for a father or mother with an infant child, or two children buried at the same time. Not more than one full size or two infant caskets are allowed in one grave. One full-size and one cremation or two cremations are allowed in one grave.
- H. Vaults. Concrete vaults are required for all burials.
- I. Indigents: Indigent burial spaces MAY from time to time be designated by the Mayor and/or sexton with the consent of the Town Council and will be for the burial of indigent persons.
- J. Orientation of Graves. By convention, burial spaces are laid out in rows with the head of the grave to the west and the foot to the east. Individual graves measure four feet wide and eight feet long except on odd size lots. Traditional burial custom has the wife placed to the left of the husband; all exceptions must be made in writing. The sexton will assist in decisions as needed.
- K. Disinterment or Exhumations. Cemetery grounds are sacredly devoted to the interment or repose of the dead. In those circumstances where it is necessary to disinter or remove remains from the cemetery, all applicable laws must be complied with. The sexton will schedule and direct the exhumation after applicable fees have been paid. Consultation with a funeral director is required for this procedure.
- L. Cremations. Cremation will be treated as a regular burial including fees and services. Cremations require a sealable urn made of metal or other like material approved by the

Cemetery Sexton and must be buried in a 12 by 12-inch concrete vault. The vault must be buried at least 18 inches below the ground surface level. One full-size and one cremation or two cremations are allowed in one grave. However, opening and closing fees will be applied.

Section 2.16.040 Decorations and Flower Policy

- A. Flowers and New Graves. Decorations or flowers on new graves will be removed by the cemetery staff after seven days. Special flower mementos should be removed at the conclusion of services by family members. After the grave is closed the casket spray is placed at the center of the grave. Other flower containers and wreaths are laid down in an orderly fashion around the spray with the containers extending outward. Only the last row of containers is visible, the others being covered by each succeeding row of flowers. Flowers are laid down to prevent them from being blown around the cemetery.
- B. Flower Regulations. All flowers, real or artificial, must be placed in a container or attached to the monument or placed in a container that does not interfere with cemetery maintenance.
- C. Flower Containers. Permanent containers must be part of the marker or cast into the cement base. Glass containers are not allowed.
- D. Artificial Flowers/Fresh Cut Flowers and other Decorations. Artificial or fresh cut flowers and any other decorations will be permitted at any time provided they do not interfere with the upkeep of the cemetery such as grass mowing and edging.
- E. Holiday Decorations. All holiday decorations may be removed by the cemetery staff after seven days.
- F. Removal of Decorations. Artificial and fresh-cut floral pieces and other decorations will be removed without notice when they become unsightly.
- G. Planting of Flowers, Trees, and Shrubs. The planting of any trees, shrubs, or flowers or digging or disturbing the sod within the cemetery is prohibited. Tree donations or gifts will receive designated and appropriate planting sites.
- H. General Clean-up. All flowers and decorations not in permanent containers and those that are damaged or wilted in permanent containers will be removed from the cemetery during early spring and late fall weather dependent. All flowers and decorations picked up are put in the garbage for disposal.
- I. Memorial Day. Cemetery staff begin early in the spring to prepare for Memorial Day. Preparations include mowing, watering, edging, spraying, planting, and tree trimming, and require all spring to accomplish.
 - 1. The cemetery is prepared and ready for decorations by Friday afternoon before Memorial Day weekend. The sprinklers are turned off Friday morning through the end of Memorial Day to allow for the placement of decorations.

2. The removal of decorations will begin the Monday morning following Memorial Day. Anyone desirous of picking up their wreaths or decorations should do so prior to that Monday.

J. Town Responsibility. Flowers properly displayed add to the beauty and character of the cemetery. Wallsburg Town and the cemetery staff will not be responsible for flowers and other personal property left in the cemetery. Be aware that on occasion uncaring individuals have removed expensive flower arrangements without permission or staff knowledge.

Section 2.16.050 Headstone Policy

A. Ownership and Responsibilities. Headstones are personal property. All headstones within the cemetery are the property of the lot holder, their heirs, or the responsible party who ordered and placed them. All care and upkeep of the headstones is the responsibility of the owner. The cemetery is maintained by Town staff who exercise great care in keeping the grounds groomed. The Town will not be responsible for inadvertent scratches and chips that occur from routine maintenance. Such events are conditions that go with the privilege of placing markers in the cemetery. It shall be unlawful for any person to place or have placed any headstone upon any lot or lots in said cemetery except under the direction and supervision of the Cemetery Sexton. A soft stone such as sandstone is not recommended for headstones.

B. Specifications for Headstones. It shall be unlawful for any person to place or to have placed any monument on any lot in said cemetery not made of metal inlay, stone, or cement. Such monument shall be securely set in a cement foundation of at least 4 inches deep with a cement mow strip not less than six inches around said marker. The following are maximum headstone sizes: Maximum lengths are singles, 36 inches; doubles, 84 inches; and triples 132 inches. Maximum width is 30 inches. Maximum height is 36 inches. Any marker size that exceeds these dimensions requires written approval from the Cemetery Sexton. Headstone designs require written approval from the Cemetery Sexton, before installation, to ensure that the headstone will meet cemetery specifications.

1. Only one headstone per grave is permitted. Said headstone shall be at the head of the grave. Headstones will be placed in an orderly manner in pre-designated rows and as directed by the Cemetery Sexton.

2. Placement of permanent markers is encouraged to take place within one year after interment.

C. Vases. All permanent vases must be attached to the stone base or cast into the cement base with at least two inches from the edge of the cement base.

D. Obstructions. No metal ornaments, brackets, foot markers, flag poles, or other obstructions or installations, except a headstone or monument, will be permitted in the cemetery.

E. Modifications. If a monument is determined by the sexton to be oversized and interfering with the sprinkler irrigation system, the owner will pay for the necessary modifications.

F. Interference with Excavation. The owner or responsible party is responsible for the removal and replacement of a marker that must be moved for the excavation of a grave, or for the expenses of such services if contracted.

G. Recommendations. Consult with a monument manufacturer on monument materials suitable to handle conditions at the cemetery. Markers are subject to temperature extremes, snow, ice, sprinkler irrigation water, and occasional nicks and chips from mowing equipment. It is recommended that raised markers have a rough-nosed base or edge rather than a polished, smooth surface. Persons ordering headstones from a monument dealer should check, or cause to be checked, the restrictions first, to ensure that the stone will meet cemetery specifications.

H. Cemetery Supervision. All work in the cemetery, including but not limited to interments, disinterment, planting, landscaping, grading, record keeping, placement of grave markers, grounds keeping, construction, and all maintenance, improvements, and beautifying of the grounds shall be approved by and done under the supervision of the Cemetery Sexton.

Section 2.16.060 Lot Ownership and Privileges

A. Nature and Extent of Burial Rights. Only permissive burial rights are sold. The Town retains title to the cemetery property. A certificate/receipt of burial rights for each grave site in the cemetery will be issued to each purchaser after the applicable fees are paid in full. A burial right certificate may be used to bury only the owner of the right named in the certificate or a person related to that owner by blood, marriage, or adoption. The named owner of a certificate, or his or her legal heirs, must give written permission at the time of the burial for use by a specific deceased individual of the specific grave site identified in the certificate, subject to all applicable Town ordinances and policies. For all purchases of burial rights made after the effective date of this section, as revised, a person may own in his or her name at any given time no more than two grave site certificates for future burial. Any exception MUST be approved by the sexton and Town Council.

B. Record of Rights Conveyed. The cemetery master file is considered to be the correct record. Any discrepancy between the master file and the certificate of burial rights will be considered a clerical error. The Town reserves the right to recall, correct, and re-issue the correct certificate.

C. Transfer of Ownership of Certificate. Burial right certificates for a specific grave site may be transferred and re-issued to a different owner, in accordance with the standards contained in this Code, by written application to the Sexton or Assistant Sexton, by the certificate owner or his or her legal heirs. The sexton shall re-issue the certificate upon the applicant's payment of any required fees and compliance with all applicable standards and procedures. Wallsburg Town reserves the first right of purchase on resale of burial right certificates. Burial right certificates purchased prior to January 1, 2010, may be re-purchased by Wallsburg Town for a fee of \$100

per certificate. Burial right certificates purchased after January 1, 2010, may be re-purchased by Wallsburg Town for a fee equal to the original purchase price.

D. Unused Lots. Ownership of burial rights for grave sites that have been unused for 60 years or longer may revert to the Town in accordance with the following procedures and Utah Code.

1. Definitions.

- Cemetery Lot: A designated space within the Wallsburg Town Cemetery for the burial of human remains.
- Lot Owner: The individual(s) listed in the cemetery records as the purchaser of the burial plot.
- Abandoned Lot: A cemetery lot that has remained unused for burial purposes for 60 years or more, with no evidence of maintenance, interest, or claim by the owner or heirs.
- Reclamation: The legal process by which the Town reclaims ownership of an abandoned lot for future use.

2. Identification of Abandoned Lots. Any cemetery lot that remains unused for 60 years or more shall be presumed abandoned. The Town shall conduct periodic reviews of burial records to identify potentially abandoned lots. A reasonable effort shall be made to locate the original owner or their heirs using available contact information and public records.

3. Notice of Abandonment. If no owner or heir is found, the Town shall issue a Notice of Abandonment, which shall include:

- A description of the cemetery lot in question.
- The name of the last known owner.
- A statement that the lot will revert to the Town unless a valid claim is made within 30 days.

The notice shall be:

- Mailed to the last known address of the owner or heirs (if available).
- Published in a newspaper of general circulation and on the Utah Public Notice Website for two consecutive weeks (per Utah Code §8-5-3).
- Posted at Town Hall for public viewing.

4. Response Period. The owner or heir must submit a written claim to the Town within 30 days of the date of the final notice publication. If a claim is submitted, the claimant must provide:

- Proof of ownership or legal heirship.
- Payment of any outstanding fees or maintenance costs (if applicable).

5. Reclamation Process. If no valid claim is received within the specified time, the Town may proceed with reclaiming the lot. The Town Council shall pass a Resolution of

Reclamation, officially terminating the original owner's burial rights. The reclaimed lot shall be returned to the Town inventory and may be resold or designated for public use.

Section 2.16.070 Perpetual Care

A. Nature of Care. The care and upkeep of the cemetery provided by the Town includes, but is not limited to, mowing the grass at reasonable intervals, laying sod, reseeding, filling in sunken graves, sprinkler irrigation, trimming trees and shrubs when necessary, removing wilted flowers and decorations, edging around headstones, and other clean-up as needed. Perpetual care does not include repairing or replacing markers, monuments, or other personal property.

B. Perpetual Care Fees. This fee is collected and used for the general care, maintenance, and improvement of the cemetery. Unless otherwise specified, perpetual care fees are included in the charges for burial rights. Voluntary contributions to perpetual care costs will be graciously accepted.

Section 2.16.080 Miscellaneous

A. Office Records. The official cemetery records are kept by the sexton. All business pertaining to the cemetery is to be transacted with the sexton. All maps and records are on file at the Town office. All owners of lots or spaces are requested to notify the sexton of any change of address.

B. Powers of Sexton. The Cemetery Sexton, subject to the direction of the Town Council, is responsible for enforcing the policies and procedures of the cemetery. The sexton may take such actions as necessary to protect property, graves, lot holders, and the cemetery from injury; to preserve peace and good order; and to prevent injury to the appearance of the lots, graves, grounds, and buildings.

C. Cemetery Fees. Fees for services are set by resolution of the Town Board and are changed from time to time as needed and without notice. A copy of the current fees charged is available from the sexton or the Town clerk. Additional charges will be made for interment on Saturdays.

D. Contractors and Outside Workers. Contractors and others having work to perform in the cemetery must make their business known to the sexton before work starts.

E. Boundaries, Roads, and Waterlines. The right to enlarge, reduce, re-plat, or change the boundaries of the cemetery or of a section or sections from time to time, including the right to modify or change the locations of roads and drives, is hereby expressly reserved by Wallsburg Town. The right to maintain and operate pipelines or gutters for water supply or drainage is also expressly reserved.

F. Location of Documents. All maps, plats, records, and other documents pertaining to the Wallsburg Town Cemetery are on file with the Cemetery Sexton.

G. Liability of Cemetery. Wallsburg Town personnel will always exercise diligence and reasonable care in the protection of the rights and property of the lot holders but shall not be liable for any damage or loss.

H. Alteration and Repeal of Policies and Procedures. Wallsburg Town reserves the right to make, amend, and repeal the policies and procedures of the cemetery and to make exceptions thereto.

PROPOSED

RESOLUTION #001-2025

RESOLUTION FINDING HAZARDOUS ENVIRONMENTAL CONDITIONS AND
RESTRICTION OF FIREWORKS WITHIN
DESIGNATED PORTIONS OF WALLSBURG TOWN

WHEREAS, Utah Code §53-7-225, prohibits the discharge of Class C common state approved explosives (fireworks) except around certain holidays including beginning on July 2 and ending on July 5, and beginning on July 22 and ending on July 25;

WHEREAS, Utah Code § 15A-5-202.5(1)(b) allows municipalities to “close a defined area to the discharge of fireworks due to a historical hazardous environmental condition” if the “historical hazardous environmental condition has existed in the defined area before July 1 of at least two of the preceding five years;”

WHEREAS, WALLSBURG TOWN finds that existing hazardous environmental conditions have existed within the designated Wildland Urban Interface Area before July 1 of at least two of the preceding five years;

WHEREAS, WALLSBURG TOAN finds that the designated Wildland Urban Interface Area, contains innumerable mountainous, brush-covered, forest covered, and dry grass-covered areas which historically and, for at least two of the preceding five years before July 1st, are in an extremely flammable condition;

WHEREAS, if existing or historical hazardous environmental conditions exist within the boundaries of the designated Wildland Urban Interface Area , Utah Code §15A-5-202.5 allows the Council to prohibit the ignition and use of fireworks while these conditions exist in the following areas: (1) mountainous, brush- covered, forest covered, or dry grass-covered areas; (2) within 200 feet of waterways, trails, canyons, washes, ravines, or similar areas; (3) wildland urban interface area, which means the line, area, or zone where structures or other human development meet or intermingle with undeveloped wildland or land being used for an agricultural purpose; or (4) a limited area outside the hazardous areas;

WHEREAS, the Council finds that the Wildland Urban Interface consists of the above listed hazardous areas and a map is attached hereto as Exhibit A;

NOW, THEREFORE, BE IT ORDAINED BY WALLSBURG TOWN OF, UTAH,
THAT:

SECTION I: Pursuant to the provisions of Utah Code Ann. 15A-5-202.5, and based on the findings as noted above, the use of fireworks/pyrotechnics are hereby restricted in all areas of WALLSBURG TOWN as shown in the attached map in Exhibit A.

Section II: Effective Date. This resolution shall be effective upon receipt of the attached map (Exhibit A) by Wasatch County and publication of the Resolution by the WALLSBURG TOWN clerk.

PASSED AND APPROVED by WALLSBURG TOWN, Utah,
this _____ day of _____ in the year 202__.

WALLSBURG TOWN

Celeni Richins, Mayor

ATTEST:

Alisha O'Driscoll, Clerk

Exhibit A: Map of Restricted Areas Stage 1

