

# 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

Sherrri 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 7<sup>th</sup>. 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 27<sup>th</sup>, 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 1<sup>st</sup> Thursday in April to the 2<sup>nd</sup> 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