



Sterling Town Council Minutes
Tuesday June 17, 2025
7:00 PM

Council members attending:	Mayor Zeb Wignall, Yvonne Larsen, Kim Killpack, Tami Privett, Bryan Sullivan
Council members excused:	N/A
Staff attending:	Kris Winkel, Jim Egner
Community attending:	Diane Denton, Laura Patton, Julie Strickland, Arla Otten, Cade Penney.
Conducting:	Zeb Wignall, Mayor. Meeting called to order at 7:16 PM

Agenda item number	Discussion, Votes and Action Items
ITEM 1 Welcome by Mayor Zeb Wignall, Pledge of Allegiance and Roll Call.	Council, staff and community present stand and recite the pledge of allegiance. See roll call above.
ITEM 2 Discussion/Concerns brought up by community members or council not to be voted on.	<p>Arla Otten – Discussion on Replacement and Relocation of Headstones for Daniel Buckley Funk and Wives:</p> <p>Arla Otten addressed the Council regarding efforts to replace the deteriorating and unreadable headstones of Daniel Buckley Funk and his two wives, Mariah and Mary Jane, currently located in the Manti Cemetery. She has been fundraising to replace the three existing markers with a single headstone that includes the names of all three individuals, as well as the names of their children. Arla hopes to have the new headstone installed in the Manti Cemetery by Memorial Day of the coming year.</p> <p>Arla noted that Dollan Miller and Barbara Barton were scheduled to attend and support the discussion but were unable to be present.</p> <p>Dalton's Mortuary has expressed interest in relocating the original headstones to Sterling for preservation.</p>

	<p>They have proposed placing them on Main Street and providing a commemorative plaque. Arla is seeking input from the Council regarding the potential relocation site.</p> <p>Arla suggested that if the Town is involved, the most appropriate place for the original headstones would be within the Sterling Cemetery. Two possible locations within the cemetery were proposed:</p> <ul style="list-style-type: none"> • Near the Pettysville sign at the entrance. • Adjacent to the Army monument near the back fence. <p>She assured the Council that these locations would not interfere with existing plots or maintenance.</p> <p>Mayor Wignall expressed support for placing the original headstones at the cemetery, contingent on them being mounted on a concrete base with the accompanying plaque. He directed Arla to meet with Council Member Yvonne Larsen(Cemetery Committee Chair) and Jim Egnor (Cemetery Maintenance) and Heather Meyers to determine the most suitable location. A final decision and vote are to be made at the next Council meeting.</p> <p>Action Item:</p> <p>A discussion and vote on location for Daniel Buckely Funk and his wife's old monuments to be placed at the cemetery with a commemorative plaque has been added to the Town Council Agenda for July 15th.</p> <p>Diane Denton – Request for Culinary Water Hookup on Palisade Road Property:</p> <p>Diane Denton appeared before the Council to request a culinary water hookup for a recently purchased property located on Palisade Road. She explained that the property, acquired from the Dyreng family, had been occupied for over 20 years without access to municipal water, electricity, or plumbing. Although the property includes a private well, the water is high in sulfur content. While there may be a possibility of drilling deeper to obtain better water, Diane Denton holds a well permit valued at approximately \$25,000, which she is willing to transfer to the Town in exchange for a connection to the municipal water system.</p> <p>Diane noted that the town water line runs directly past her property and services neighboring residences. She also owns three shares of irrigation water, which she plans to use for landscaping and trees. Culinary water would be used for the home, which currently includes a kitchen and one bathroom. Plans also</p>
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include installing an outdoor kitchen (with one sink), as well as a toilet and shower facility. Additionally, the property will accommodate 8–10 RV sites and 10 permanent tent structures equipped with king-size beds.

Julie Strickland asked whether a single culinary hookup would suffice for the proposed use. Diane stated that the campground would operate seasonally from April 15 through October 15 and that water use would be limited to the two kitchens and the 10 RV hookups. She believes overall water usage would remain below that of a standard residential home.

Mayor Wignall acknowledged the offer to transfer the water right and clarified that Diane would also be required to pay the standard water impact and connection fees. He confirmed that she had already sent the water right documentation to him.

Cade Penney with R6 indicated that the next step would be to verify the water right. Council Member Tami suggested that the matter be added to the July Town Council meeting agenda, with the additional condition that Diane agrees to annex the property into the Town as part of the approval process.

Action Item:

A discussion and vote regarding Diane Denton's request to access the Town's culinary water system in exchange for transferring her water right and paying all applicable fees has been scheduled for the July 15th Town Council Meeting.

Jim Egner – Water Valve Issues at the Cemetery:

Jim Egner reported ongoing challenges with the irrigation system at the cemetery, specifically regarding the water valves. He stated that he is uncertain about the cause of the malfunctioning system, noting that he has received complaints regarding the condition of the cemetery grounds. Sprinklers are activated during the day while he is mowing, and he is unsure why this is occurring.

Jim indicated that although new batteries were recently installed, they are depleting unusually quickly. He discovered three valves with dead batteries. Upon testing, the replacement batteries—taken from the same package—initially read as functional but still discharged rapidly after installation. He also noted that a couple of the valves appeared to be wet on both sides, which is atypical.

Mayor Wignall inquired about the age of the valves. Council Member Tami confirmed they were installed

	<p>around 2023. Jim expressed doubt that the valves themselves were faulty but acknowledged the unusual battery performance. He also raised concerns about potential tampering.</p> <p>The Council discussed possible causes for the issue, including equipment failure or vandalism. It was confirmed that the valves were installed by McKay in 2023. Jim stated he would contact Travis, his representative, to check if the equipment is still under warranty and report back to the council with his findings.</p>
ITEM 3 Approval of Minutes from the previous meeting	<p>Motion: Tami makes a motion to approve the minutes from May 20, 2025 as presented. Bryan seconds the motion. Vote: The motion passed unanimously.</p>
ITEM 4 Discussion and vote on procedures for charging water shut off fees to customers	<p>The Council held a discussion regarding the procedures and fees associated with culinary water shut-offs for delinquent accounts.</p> <p>Council Member Tami inquired whether the fee structure should include separate charges for water shut-off and reconnection. Both Bryan and Mayor Wignall agreed that there should be a single, flat reconnection fee. The fee would account for both the disconnection and subsequent reconnection of service and administrative fees.</p> <p>Cade with R6 proposed that customers receive a minimum of two notices prior to a final shut-off notice. He emphasized that a shut-off should occur if no arrangements are made within the designated time frame. He also recommended that notice be given at least 10 days in advance and that exceptions be considered in special circumstances. Cade further stated that procedural details—including delivery of notices and thresholds for action—should be outlined in the formal policy.</p> <p>Yvonne noted that Town staff can deliver shut-off notices directly to a customer's door. Cade recommended that the policy also define a delinquency threshold, suggesting that if an account exceeds \$150 without any payment arrangements, water service should be shut off. He also raised the possibility of checking with Pelorus software to determine whether automatic notices can be generated.</p> <p>Mayor Wignall supported the proposed approach and stated that if a customer has not contacted the Town to make payment arrangements within 90 days, a shut-off should be enforced.</p> <p>Council also discussed the administrative and labor costs involved in the shut-off process, including time</p>

	<p>spent by Jim for fieldwork and Yvonne for administrative processing.</p> <p>Council discussed possible new shut off and noticing procedures would include the following:</p> <ul style="list-style-type: none"> • 30 Days the resident will be charged a late fee for no payment. • 60 Days the resident will receive the first notice of potential shut off if reasonable payment arrangements are not made. • 70 Days the resident will receive the final notice that the water will be shut off in 10 days if reasonable payment arrangements are not made. • 80 Days the water will be shut off at night. <p>Cade confirmed he is in the process of drafting a formal ordinance outlining the procedure and fee, which will be presented at a public hearing and voted on during the July Council meeting. He noted the ordinance will include a \$50 reconnection fee and conditions under which service may be shut off. Cade added that the council can vote on the \$50 reconnection fee tonight.</p> <p>Motion: Council Member Tami made a motion to establish a \$50 reconnection fee for culinary water service following proper notification procedures. Council Member Yvonne seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 5 Discussion and vote on subdivision irrigation water shares billing</p>	<p>The Council discussed the number of irrigation shares per home in the Sterling Subdivision. Following the discussion, it was concluded that each home in the subdivision will be billed \$27 for irrigation water for the year 2024.</p> <p>Motion: Council Member Tami made a motion to set the 2024 irrigation water fee for the Sterling Subdivision at \$27 per household. Council Member Bryan seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 6 Discussion and vote on purchasing playground equipment</p>	<p>Council Member Yvonne reported that she researched the cost of replacing the slide at the park and found that it would be very expensive. She suggested that Jim replace the seats on the teeter-totter with wood, and Jim agreed that he can do that.</p> <p>Mayor Wignall confirmed that playground equipment is indeed costly and noted that the school district is installing three playgrounds, with a total estimated cost of one million dollars.</p>

	<p>Yvonne proposed using the \$1,700 currently available in the separate park fund to make improvements. Mayor Wignall and Cade Penney from R6 agreed that the Town should make small improvements now and plan to apply for Community Impact Board (CIB) grants—one in October and another in March—for larger park projects. Mayor Wignall asked whether bids would be required for the grant process. Cade explained that he would email Yvonne next week requesting a list of residents to begin developing the methodology and survey. If the Town qualifies after the survey, it can proceed with the CIB application, and at that point, a bid would be required. Cade also noted that some council members may need to attend a grant training session.</p> <p>Yvonne also noted that new basketball nets are needed and found red, white, and blue ones online. Kris reminded the council that at the previous meeting, the council had agreed to purchase basketball and pickleball nets and to research the cost of a climbing net wall. The Council also discussed replacing a light and a door knob on the shop and park maintenance building.</p> <p>Motion: Council Member Yvonne made a motion to approve the use of \$500 from the park savings account at Zions Bank for the purchase of pickleball nets, basketball nets, and door knob for the park building in preparation for the 24th of July festivities. Council Member Bryan seconded the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 7 Discussion and vote on improving payscale for employees</p>	<p>Cade Penney suggested implementing a pay increase policy effective in July and noted that a formal policy would be provided for review. Mayor Wignall inquired whether the increase would be based on a Cost of Living Adjustment (COLA) or a performance/merit-based model. Cade explained that many cities use the COLA method, referencing the Consumer Price Index (CPI) website, where monthly percentages can be totaled to calculate a yearly cost of living increase. He offered to review policies from other communities and present examples at the next council meeting.</p> <p>Julie asked whether such increases would need to be supported by the budget. The Council agreed that any raises would depend on both budget availability and employee performance. Mayor Wignall expressed interest in incorporating both COLA and merit-based options, if applicable.</p> <p>Cade confirmed he would research policies and email examples to the Council ahead of the next meeting for consideration and potential vote.</p> <p>Mayor Wignall also emphasized the importance of staff clearly understanding expectations and conducting annual performance reviews. Cade stated that such reviews would be included as part of the proposed</p>

	<p>policy.</p> <p>Motion: Council Member Bryan made a motion to <i>table the item</i> until more information is available. Council Member Tami seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 8 Discussion and vote on Amended 2024-2025 Budget</p>	<p>Motion: Council Member Tami made a motion to approve the 2024–2025 budget as discussed during the budget hearing. Council Member Bryan seconded the motion. Vote: The motion passed unanimously.</p> <p>Motion – Tax Rate Approval: Council Member Tami made a motion to approve the 0.000.493 tax rate for the 2024–2025 fiscal year. Council Member Yvonne seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 9 Discussion and Vote on proposed Budget for 2025-2026</p>	<p>Motion: Tami makes a motion to approve the proposed budget for 2025-2026 as presented in the Budget hearing. Bryan seconds the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 10 Each council member and staff to complete the review of Policies and Procedures and sign the understanding and compliance form by July 31, 2025.</p>	<p>Kris explained that this item will remain on the agenda as a standing reminder to the Town Council, Planning and Zoning Commission, Fire Department, and all Sterling Town staff to complete all required policies and procedure training applicable to their respective roles. Individuals must sign the provided acknowledgment form and submit it to Kris no later than July 31, 2025.</p> <p>This training requirement will be conducted annually each January, and also upon hire or appointment, as applicable.</p>
<p>ITEM 11 All Elected officials and appropriate staff to complete the OPMA annual training by July 31st</p>	<p>As stated in ITEM 11. Kris will email the following link to all elected and appointed officials and pertinent staff.</p> <p>https://training.auditor.utah.gov/</p>
<p>ITEM 12</p>	<p><u>WATER & ROADS</u>–Kim asks if we got the CIB grant for the pipe upgrade. We did not but will be</p>

Report of Officers, Boards and Committees.

- **Kim Killpack**–Water and Roads
- **Bryan Sullivan**–IT Town website
- **Yvonne Larsen**–Treasurer, Building Rental, Cemetery, Park, Committee Chair 24th Celebration, Committee Chair Santa Sacks and delivery.
- **Tami Privett**–Deputy Clerk, Budget and Taxes, Steering Committee Chair
- **Mayor Zeb Wignall**–Fire Department

reapplying in Oct. Kim will get with Jim tomorrow regarding the sprinkling system

IT TOWN WEBSITE–Zeb asked when the Town is required to have a .gov email address in place. Cade responded that the deadline is **July 31, 2025**. He noted that information on how to request a .gov email was included in his most recent monthly email. The process begins by setting up the Town as a government entity, which requires selecting a domain—typically associated with a .gov website, although some towns proceed without a website.

Tami asked if the Town must choose a domain name. Cade confirmed that a domain must be selected, and someone from the Town must contact the appropriate agency to be provided with available options. Bryan confirmed that he has already initiated this process and will continue to investigate the next steps.

Cade emphasized that as long as the Town is actively working through the process, it typically moves quickly. Once established, all Town staff—including the Planning and Zoning Commission—should be notified and transition to the new emails.

Yvonne asked whether the new website would match the current email address (townofsterlingutah@gmail.com). It was clarified that the new email and potential website will be a **.gov domain**, not a Gmail address.

TREASURER–We used up the Main Auto credit

BUILDING RENTAL–N/A

CEMETERY–N/A

PARK & 24th CELEBRATION– **Grand Marshal:** Chris and Loretta Denton have been selected as the Grand Marshals. Emma, the oldest resident in Town, will also be honored if she is willing. If Emma declines, the honor will go to Thomas Henretty.

Supplies: The Town will proceed with ordering the pickleball nets, basketball nets, and door knobs as previously discussed.

Ticket Sales: Volunteers are needed to sell tickets. Kris volunteered to help with ticket sales.

Dunk Tank: A supervisor will be needed for the dunk tank. Zeb suggested picking it up a few days early to fill it in advance so the water isn't too cold. Zeb offered to handle the pickup.

Activities:

Bounce house, foam game – led by Celes Jarvis.
Tug of war, coloring contest, and pie-eating contest will be included
A wind tunnel will be featured.
Parade – Yvonne has secured candy for the Town Council to toss.
Entertainment – Line dancing and a performance by the Petterson family band.
A vendor will provide a table with trinkets to help fund the musical entertainment.

Food: Food trucks will be available. Zeb has secured at least one food truck for the event.

Apparel: Yvonne has arranged for T-shirts for Council members and the Fire Department to wear during the parade and park celebration.

Raffle: A quilt has been donated for the raffle by Fran Smith. Kris took a photo of it to include in the Town newsletter.

Setup: Set-up will begin in the late afternoon of **July 23rd**. Volunteers are encouraged to assist.

Water Needs: Foam machines will require access to water. Attendees with extra hoses are encouraged to bring them. Tami noted that IFA has high-quality red hoses with nozzles. Mayor Wignall agreed to purchase two hoses if they are reasonably priced.

MISC–Robyn G. contacted the Town to ask whether the snow cone machine could be borrowed for an upcoming activity in Gunnison. Mayor Wignall inquired whether the request was for a church-related event, and Yvonne clarified that it was connected to the school.

Mayor Wignall expressed support for allowing the use of the machine but suggested charging a rental fee to encourage responsible care. Julie asked how long the Town has owned the machine, and Yvonne estimated it has been approximately 20 years.

Tami raised a concern about setting a precedent, noting that if the machine is rented to one group, it should be available to all, and currently there is no policy in place. The Council also discussed potential liability issues due to the age of the machine and the absence of a formal rental policy.

No action was taken, and the item may be revisited pending further discussion or policy development

SANTA SACKS–N/A

	<p><u>BUDGET</u>–As stated above</p> <p><u>TAXES</u>–As stated above</p> <p><u>FIRE DEPARTMENT</u>–N/A</p>
<p>ITEM 13 Payment of bills</p>	<p>Payroll for the month of May paid in June</p> <ul style="list-style-type: none"> James C. Egner (Water Operator, Town Maint) \$2,212.40 Yvonne V Larsen (Treasurer) \$176.62 Heather H Myers (Sexton) \$135.52 Tamra D Privett (Deputy Clerk) \$138.42 Ryan K Smith (Town Maint) \$1271.66 Kristina K. Winkel (Clerk/Recorder) \$370.55 <p><i>Total paid in payroll for May \$ 4,887.50</i></p> <p>Bills paid on 5/20/2025</p> <ul style="list-style-type: none"> Ace Hardware Ephraim; Post Hole Digger \$59.99 Badger meter; cellular service for water meters. \$131.04 CentraCom; telephone and cell service. \$104.92 CUHD; monthly water sample/testing \$25.00 Drake's Diesel Repair; Fire Truck Inspection \$160.00 Jim Egnar; mileage reimbursement and/or tools rental reimbursement. \$162.00 Enbridge Gas; gas/heating for Fire/shop/ADM \$88.86 Ephraim Tire Pros & Services; Motomix 1 gal case of four fire dept \$139.99 LES Olsen IT; printing ink for ADM/Water \$59.11 MAVERIK; Fire Truck gas. \$206.32 N. Sanpete Disposal: dumpsters and 2 garbage cans \$73.50 Rocky Mtn Power: Six Mile and Street Lights \$673.38 Sanpete Sanitary Landfill Coop landfill expense fee \$597.60 Sterling MART; Fuel for Kubota Parks/Cemetery \$102.21 Valley Builders Inc;Work bench \$34.51 Zions Bank Visa; cleaning supplies, office supplies, park signs, funeral flowers, Amazon annual business fee. \$502.22 <p>Total paid \$ 5,618.20</p>

	<p>Motion: Tami makes a motion to approve payment of bills as presented. Yvonne seconds the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 14 Adjournment</p>	<p>Motion: Tami makes a motion to adjourn the meeting. Bryan seconds the motion. Vote: The motion passed unanimously.</p> <p>Meeting adjourned at 10:05PM.</p>

Minutes Approval

By: _____ Date: _____ Attest: _____ Date: _____
Mayor Zeb Wignall Kris Winkel, Clerk/Recorder

Council Members Initials:

Yvonne Larsen: _____, Tami Privett: _____, Kim Killpack: _____, Bryan Sullivan: _____

