



Sterling Town Council Minutes
Tuesday July 15, 2025
7:00 PM

Council members attending:	Mayor Zeb Wignall, Yvonne Larsen, Kim Killpack, Tami Privett
Council members excused:	Bryan Sullivan
Staff attending:	Kris Winkel, Jim Egner
Community attending:	Cade Penney with R6, Laura Patton, Randall Cox, Nick Lyon, Arla Otten, Dexter Otten, Julie Strickland, Sam Maestas.
Conducting:	Zeb Wignall, Mayor. Meeting called to order at 7:00 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><u>Discussion: Reallocation of Donation – Arla Otten</u> Arla Otten addressed the Council on behalf of a relative who had previously donated \$500 to the Sterling Cemetery Veterans Monument fund. Arla explained that the donor was under the impression that the Veterans Monument would have been completed by now. As it has not, the donor has requested that the original \$500 contribution be withdrawn and reallocated to the new Daniel Buckley Funk monument fundraising effort for the Manti Cemetery.</p> <p>Arla noted that she contacted Kris regarding the status of the funds, who then referred the matter to Tami, who oversees the Town budget. Tami confirmed the existence of a Veterans Monument fund. Yvonne also confirmed that the Sterling Cemetery Veterans fund currently contains \$6,700.</p> <p>Mayor Wignall asked Cade Penney whether donated funds could legally be reallocated from one fund to</p>

	<p>another. During the discussion, Tami suggested that the donor may have believed the funds had been lost. She reassured Arla that the donation is secure, accounted for, and remains in the Veterans fund.</p> <p>Cade later reported that under current regulations, once a donation has been made, it cannot be rescinded or reallocated unless specific provisions allowing for such an action were included in the original donation agreement.</p> <p><u>Public Comment – Keenan Pearson: Appreciation for Town Staff</u></p> <p>Keenan Pearson addressed the Council to express his appreciation for the dedication and professionalism of the Town staff, particularly noting that, with this being an election year and the likelihood of at least one new council member, he wanted to take a moment to recognize their efforts.</p> <p>He commended Kris for her professionalism and the excellent work she has done. Keenan encouraged the Council to continue supporting and taking care of Town staff, recognizing that while personality conflicts may occasionally arise, the contributions of the staff remain invaluable.</p> <p>He gave special acknowledgment to Jim, highlighting his reliability, professionalism, and commitment to the community. Keenan shared a personal example where Jim promptly responded to a request to shut off water at his residence and noted that Jim is frequently out in the community building relationships. He further stated that Jim exhibits high integrity, referencing a time when Jim and his children installed flooring in his home and required encouragement to accept additional compensation for the unexpectedly difficult work.</p> <p>Keenan acknowledged that staff members like Jim may sometimes face criticism at council meetings, but emphasized that Jim handles public interaction with professionalism. He also recalled that Scott Johnson, a former water master, had remarked on his first day that he was learning from Jim—a testament to Jim’s knowledge and leadership.</p> <p>In closing, Keenan expressed his gratitude to the entire staff and urged the Council to do what they can to retain Kris and Jim, stating that they have made significant contributions to the Town’s progress and success.</p>
<p>ITEM 3 Approval of Minutes from the previous meeting</p>	<p>As Council Member Tami initiated a motion to approve the minutes for the two previous public hearings and the regular Town Council meeting, Council Member Yvonne approached and presented a list to Kris identifying corrections to names, including misspellings and the omission of the name Heather Meyers.</p> <p>Kris inquired about the relevance of Heather Meyers' name, as she was not present at the referenced</p>

	<p>council meeting. Yvonne stated that Heather's name was mentioned in the audio recording, though it was not reflected in the minutes. Kris clarified that the minutes serve as a general summary and are not intended to capture every detail verbatim. She further explained that adding Heather's name would not enhance the clarity or intent of the summary. Mayor Wignall assisted Kris in identifying where Heather Meyers' name could be included.</p> <p>Kris expressed visible frustration during the discussion and later offered an apology for her tone, acknowledging it was unprofessional. She also noted that accurately transcribing names from handwritten sign-in sheets can be challenging and that while name misspellings may occur, they do not alter the intent or meaning of the meeting summary. She emphasized that the official audio recording serves as the complete and detailed record.</p> <p>Motions and Votes</p> <p>Motion 1: Council Member Tami made a motion to approve the minutes from the <i>Public Hearing on the Policy for Implementing Irrigation Fees</i>, held on June 17, 2025, with corrections to name spellings. Council Member Kim seconded the motion. Vote: Motion passed unanimously.</p> <p>Motion 2: Council Member Tami made a motion to approve the minutes from the <i>Public Budget Hearing</i> on June 17, 2025, with corrections to name spellings. Council Member Kim seconded the motion. Vote: Motion passed unanimously.</p> <p>Motion 3: Council Member Tami made a motion to approve the minutes from the <i>Town Council Meeting</i> on June 17, 2025, with corrections to name spellings and the addition of Heather Meyers' name. Council Member Kim seconded the motion. Vote: Motion passed unanimously.</p>
<p>ITEM 4 Discussion and vote on procedures for charging water shut off fees to customers.</p>	<p>Motion: Council Member Tami made a motion to pass Sterling Town Water Service ordinance. Council Member Kim seconded the motion. Vote: The motion passed unanimous.</p>

<p>ITEM 5 Discussion and vote on adding a \$3 processing fee to utility bills that are mailed out.</p>	<p>Discussion and Motion: \$3 Mailing Fee for Water Bills It was noted that during the Public Hearing held the previous month, the Council agreed to implement a \$3 processing fee for mailed water bills; however, a formal vote was not included on the agenda following the hearing.</p> <p>Council Member Yvonne reported that she had consulted with the Town of Mayfield regarding their billing practices. Mayfield sends monthly water bill postcards by mail, which is a more cost-effective method. She also inquired about their credit card payment process. Council Member Tami clarified that accepting credit card payments would require the Town to adopt a formal policy, establish a secure .gov website, and implement several procedural steps.</p> <p>Mayor Wignall expressed confidence that most residents would be willing to transition to receiving bills via email. For those without email access, the Town could provide a mailed postcard as an alternative on a case-by-case basis.</p> <p>During the discussion, Laura inquired whether online payments would be secure and Tami assured her they would.</p> <p>Motion Council Member Tami made a motion to approve the implementation of a \$3 fee for water bills that are mailed out. Council Member Yvonne seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 6 Discussion and vote on purchasing playground equipment</p>	<p>Motion: Council Member tami makes a motion to remove this item from the agenda. Council Member Yvonne seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 7 Discussion and vote on improving payscale for employees</p>	<p>Council has received the draft from Cade Penney and will continue to review it.</p> <p>Motion: Council Member Yvonne made a motion to <i>table this item until next month for further discussion.</i> Council Member Tami seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 8</p>	<p>Discussion: Daniel Buckley Funk Monument – Arla Otten</p>

<p>Discussion and vote on location for Daniel Buckley Funk and wives old monuments to be placed at the Sterling Cemetery with a commemorative plaque.</p>	<p>Arla Otten provided an update regarding the headstone of Daniel Buckley Funk. She stated that the monument will most likely be placed at Palisade State Park rather than in the Sterling Cemetery, as the park has expressed interest in receiving it. Arla noted that the headstones of his two wives are too worn and damaged to be relocated. She requested that the matter be placed on hold until final confirmation is received from Palisade State Park.</p> <p>Motion Council Member Tami made a motion to remove this item until Arla Otten and the Cemetery Committee receive final confirmation regarding the monument's placement at Palisade State Park. The motion was seconded by Council Member Yvonne.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 9 Discussion and Vote on Diane Denton's property on Palisade road accessing town water in exchange for a water share and paying water impact and hookup fees.</p>	<p>Sam stated that the county would be receiving the tax revenue from Diane Denton's proposed glamping site on Palisade Road. Mayor Wignall noted that allowing Diane to access town water would not result in any added expense to the town. Sam also reminded the council of the potential risk of the town becoming landlocked due to his proposed development.</p> <p>Motion: Tami makes a motion to approve Diane Denton's property accessing town water in exchange for a water share and paying water impact and hookup fees. Kim seconds the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 10 Discussion and Vote on approval on CIB grant submission</p>	<p>Laura Patton from the Planning & Zoning Commission reads a letter on behalf of the P&Z Commission.</p> <p><i>Members of the Town Council, Dear Mayor and Members of the Town Council, The Sterling Planning and Zoning Commission would like to formally express its support for the Town's continued pursuit of funding and development of the proposed water infrastructure improvements through the Community Impact Board (CIB). Reliable and expanded water infrastructure is essential to maintaining the quality of life for current residents and preparing for responsible future growth. We commend the Town's leadership in taking proactive steps to secure resources for this vital project.</i></p> <p><i>Additionally, the Commission would like to recognize and express appreciation for the proposal submitted by Sam Maestas regarding his willingness to work collaboratively with the Town on a</i></p>

potential future annexation. The location, scale, and intent of his proposal align with the vision and direction outlined in Sterling's long-term growth planning efforts. His cooperative approach has the potential to provide both planning consistency and financial benefit to the Town. The Commission sees both initiatives—the water project and this future annexation—as complementary pieces in shaping a stronger, more resilient Sterling. We encourage the Council to continue forward with the water infrastructure project and to remain open to opportunities like Sam's proposal that supports smart and sustainable growth.

*Sincerely,
Town of Sterling Planning and Zoning Commission*

Proposal Discussion – Sam Maestas

Sam Maestas presented a proposal for the Town of Sterling to apply for a Critical Infrastructure Grant to upgrade the town's water system so that the system can be extended to his property. He stated that the county commissioners have placed the town high on their list of priorities and expressed his willingness to donate \$10,000 toward the project to help increase its ranking. Sam reported that he has worked with neighbors, including Cox, Gibbs, Hill, and Lyle Young, and together they have developed a plan to loop the water system. He acknowledged that the town water lines would need to be upgraded before any of his development could proceed but expressed his willingness to wait if the town commits to applying for the grant.

Tami asked Sam if he understood that the project would likely be several years down the road. Sam responded that he is willing to wait if he knows the town is taking action. Cade Penney informed the council that the CIB application has been approved by the commission and explained that if the town applies in October, the earliest approval would be in January with potential for construction to begin in the spring. Cade offered to help write the application and recommended involving Garrick Wilden from Jones & DeMille Engineering. He noted that while there is no guarantee of funding, it is beneficial to apply and remain on the list.

Sam stated that CIB ranks projects based on master plans, and while the town's current plan is focused on roads, he believes the town is already on the list for water infrastructure. He noted that his water shares have been approved for a well but that he would prefer to incorporate the project into the town's system. He emphasized that this may be the last time he comes forward with this type of offer and that he is willing to hold off on his own projects if the council agrees to apply.

	<p>Mayor Wignall clarified that the grant would not cover the cost of piping to Sam's property. Cade explained that the full project could be submitted in the application and then broken into phases as needed. Sam said he is open to phased implementation if it means collaborating with the town. Cade added that if the total project is estimated at \$6 million, the town should apply for the full amount and then proceed in phases as funding allows.</p> <p>Arla asked which property was being discussed. Sam explained that it is located on the other side of the creek and that he is trying to prevent the town from being landlocked. Arla asked how the project benefits the town. Sam and Tami explained that the town would receive water shares and potential income from the operation of an AirB&B on the property. Sam added that the county is supportive of his plans and is motivated to bring business into the area. He also mentioned that Dale Cox, who builds water tanks, is interested in contributing to the project. Even if the grant is not awarded immediately, Sam stated the town would remain on the list for future consideration.</p> <p>Tami commented on the risk of existing pipes bursting in the event of a fire and reiterated the need to improve the town's water infrastructure. Mayor Wignall stated that the council would need to meet with Garrick Wilden before making any decisions. Sam requested that this meeting happen prior to the next council meeting. The council agreed to keep the item on the agenda for continued discussion.</p> <p>Motion: Tami makes a motion to table this item until the next council meeting allowing Mayor Wignall the opportunity to meet with Garrick Wilden with Jones & DeMille Engineering. Yvonne seconds the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 11 Each council member and staff to complete the review of Policies and Procedures and sign the understanding and compliance form by July 31st.</p>	<p>Training Compliance Update Most council members and staff have completed the required training. Kris asked Fire Chief Nick Lyon if his firefighters had begun the training. Chief Lyon requested that Kris meet with the firefighters to go through the training with them.</p> <p>Kris will meet with the Fire Department and any remaining staff on Wednesday, July 30th at 7:00 PM at the Town Hall to complete the training.</p>
<p>ITEM 12 Discussion and vote on GIS Annual Subscription for ESRI</p>	<p>Jim Egner reported that he is able to access the GIS application on his phone, which displays all relevant infrastructure, including meters, hydrants, wells, springs, and valves. He stated that the application allows him to mark the locations of completed repairs, making it easier to locate and track work that has been done. He emphasized the value of the tool, noting that it records each repair and indicates which houses</p>

	<p>do or do not have check valves.</p> <p>Cade Penney noted that the county approved the use of the GIS application for their own operations earlier that day. Yvonne added that the GIS system was originally included with Jones & DeMille Engineering services.</p> <p>Tami asked whether the council needs to approve the use of the application annually or only once. The council agreed that a one-time approval is sufficient.</p> <p>Motion: Yvonne makes a motion to approve paying the annual subscription for ESRI. Tami seconds the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 13 Discussion and Vote on CPA Audit Review</p>	<p>Audit Frequency Discussion Tami explained that while the town is not legally required to conduct audits annually, it should not go too long between audits. Mayor Wignall suggested scheduling audits every three years, contingent on the budget. Tami reminded the Mayor that he was going to contact the Town of Fayette to learn about their audit practices. She also noted that having all records in digital format significantly reduces the time and cost associated with an audit.</p> <p>The council discussed whether a formal ordinance was needed. Mayor Wignall stated that a written policy would be sufficient, proposing that audits be conducted every three years unless the town's annual budget exceeds \$350,000, in which case a CPA audit would be required annually. Cade offered to draft the proposed policy.</p> <p>Motion: Tami made a motion to table the item until the August meeting to allow time for a policy to be written. Kim seconded the motion. Vote: The motion passed unanimously.</p>
<p>ITEM 14 Discussion and vote on Templar Booster Donation</p>	<p>Templar Donation Discussion Yvonne presented the cost options for a potential donation to the Templars, stating that there are two pricing tiers—\$500 and \$800. Cade Penney informed the council that taxpayer money cannot be used for donations unless it is specifically allocated for advertising and is part of the planned budget. He explained that any such expenditure must be justified as advertising rather than a charitable contribution.</p>

	<p>Yvonne suggested that the donation could be presented as advertising under the banner, “Sterling Town supports the future Templars.” She then asked how the town could create a designated line item for advertising in the budget.</p> <p>Julie Strickland expressed concern, noting that townspeople are already being asked for donations and then expect the town to contribute as well. She pointed out that the town is already facing budget constraints.</p> <p>Motion: Tami makes a motion to not vote on the item and remove it from the agenda. Yvonne seconds the motion. Vote: Motion passes to decline the donation.</p>
<p>ITEM 15 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 Report of Officers, Boards and Committees.</p> <ul style="list-style-type: none"> • 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 	<p><u>WATER & ROADS</u>–Road Repair and Cemetery Maintenance Update. Kim stated that the council will begin reviewing road repair needs following the 24th of July celebration. Mayor Wignall reported that he is currently searching for an asphalt grinder. Although he has not yet located one, he will continue to look.</p> <p>Yvonne inquired about the situation at the cemetery. Jim responded that he removed the malfunctioning timers, took out the batteries, allowed the units to sit in the sun, and then reset the timers. Since drying them out, the timers have been functioning properly. He also reported that he is watering the trees on a regular schedule.</p> <p>Regarding the leak in the culinary water line, Jim noted that repairs will be postponed until after the 24th. He has spoken with Zeb, and they have developed a plan for addressing the issue. In the meantime, Jim shuts off the water after each tree watering session to minimize the effects of the leak. Mayor Wignall stated that the line will be capped temporarily, and a new line will be installed to resolve the problem.</p> <p>Zeb added that the irrigation system will be operated on a rotating schedule—turned on for one week, then off the following week.</p> <p><u>IT TOWN WEBSITE</u>–N/A <u>TREASURER</u>–N/A <u>BUILDING RENTAL</u>–N/A</p>

CEMETERY–N/A

PARK & 24th CELEBRATION–Park and 24th of July Celebration Planning Yvonne provided the council with a waiver form to be completed by those participating in the parade. Kris will be assisting ticket sales at the event. The council discussed the need to establish rules for the dunk tank and to identify volunteers willing to participate. Mayor Wignall suggested Fire Chief Nick Lyon as a volunteer; however, Nick declined and instead recommended that members of the council take a turn being dumped. He did volunteer his son, Rafe Lyon. Yvonne suggested inviting members of the local Bishopric as possible participants.

Yvonne also asked if the provided t-shirts fit properly and requested that any sizing issues be reported to her. The event committee will ride on a horse-drawn wagon in the parade, which will be provided by Scott Johnson, who has offered both his truck and wagon for use in the event. The local store plans to participate in the parade and will also have a booth at the park with a giveaway. Diane Denton will also be present during the event.

Entertainment will last approximately an hour and a half and will be set up near the bowery, off the kitchen area, to allow access to electricity and provide a cooler environment for performers. There will be wristbands for event activities and separate wristbands for bingo. Yvonne and Tami discussed methods for distinguishing between the two wristbands.

An auction will be held, featuring a rifle, quilt, and other items. The town has also received several monetary donations. The council discussed how donors should be acknowledged in event materials. Some of the confirmed donors include State Bank, Copy Station, Jones & DeMille Engineering, and Rocky Mountain Power.

Yvonne reported that one of the park lights is not working. Jim will inspect and address the issue.

Julie Strickland inquired about whether fireworks will be part of the celebration. Nick Lyon responded that he is unsure, noting that there is no suitable location within town limits and that shooting fireworks outside of town has been strongly discouraged. The fireworks are currently stored in a secure bunker in Sigurd and must remain there. Nick suggested that a New Year's fireworks show might be a more feasible option. He also mentioned that he has not had much success in obtaining refunds for purchased fireworks. Mayor Wignall supported the idea of moving the fireworks show to New Year's Eve. Nick noted that the cemetery may be the only viable location within town, though it is not ideal.

Yvonne concluded the discussion by announcing that the Fire Department received a \$500 donation from Broken Arrow Ranch along with a thank-you card for the department's quick response to a recent fire incident.

SANTA SACKS–N/A

BUDGET–Financial and Connectivity Updates Tami reported that there is one outstanding check that has not yet

	<p>cleared. She noted the importance of clearing all checks by the end of the fiscal year and stated that it may be necessary to void and reissue the check if it does not clear soon. She added that placing a stop payment would cost \$15. Yvonne informed the council that she has ordered a stamp that reads "Void after 60 days" to help manage future check issues.</p> <p>Tami proposed increasing the credit card limits for both Yvonne and Kris to \$1,000 to avoid the need for personal out-of-pocket expenses. Mayor Wignall agreed and added that the credit limit for the Fire Department may also need to be increased. The council discussed the daily expenses being incurred by the firefighters and proposed raising the Fire Department's limit to \$2,000. Mayor Wignall agreed to contact the bank to arrange for the limit increases. Tami also reminded the council that if there is a risk of reaching the card limit, the Zions Bank bill should be paid early to avoid interruption in card use.</p> <p>Tami asked if the Wi-Fi at the Fire Department could be improved so that Jim Egner could access it from the maintenance shop. Nick stated that Jim is welcome to use the network and provided the password, but explained that the metal construction of the buildings makes signal strength difficult. Mayor Wignall asked where the internet wiring had been installed and whether it would be possible to drop fiber service into the shop. Nick responded that fiber is already present at the Fire Department, but adding internet access for the maintenance side would incur an additional cost. He agreed to look into possible solutions</p> <p><u>TAXES</u>—N/A</p> <p><u>FIRE DEPARTMENT</u>—Fire Deployment and Payroll Discussion Gedon Jarvis and Jordan Allsop are currently on a fire assignment along with two individuals from Spring City. The council discussed whether compensation should be provided only to Sterling personnel or to both Sterling and Spring City individuals. Nick Lyon stated that there may be a personnel swap involving himself and his son, Rafe Lyon.</p> <p>The council discussed how billing for the deployment will be handled, and Nick noted that the current fire activity may require the town to open the budget at a future date to accommodate fire payroll expenses.</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) \$2,027.71 ● Yvonne V Larsen (Treasurer) \$188.39 ● Heather H Myers (Sexton) \$0 ● Tamra D Privett (Deputy Clerk) \$0 ● Ryan K Smith (Town Maint) \$1,217.63 ● Kristina K. Winkel (Clerk/Recorder) \$502.16 <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"> • Badger meter; cellular service for water meters. \$128.31 • Blue Stakes of Utah. Annual Membership\$107.96 • CentraCom; telephone and cell service. \$108.37 • Enbridge Gas; gas/heating for Fire/shop/ADM \$78.38 • ESRI Environmental Sys. Annual Subscription \$702.00 • IFA. Supplies \$39.99 • Lantis Fireworks \$2,500.00 • Yvonne Larsen. 24th Celebration Reimbursement. \$904.45 • LES Olsen Printing/Copy Machine. \$71.71 • MAVERIK; Fire Truck gas. \$224.30 • Mountainland Supply Co. \$3,716.06 • N. Sanpete Disposal: dumpsters and 2 garbage cans \$81.55 • Rasmussen Ace. Basketball. \$36.98 • Rocky Mtn Power: Six Mile and Street Lights \$817.27 • Sanpete Sanitary Landfill Coop landfill expense fee \$475.20 • Zions Bank Visa. Supplies. \$31.09 <p>Total paid \$ 12,421.17</p> <p>Cade states that if purchases are being made for the town on Amazon, then you should set up a business account.</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. Yonne seconds the motion. Vote: The motion passed unanimously.</p> <p>The meeting adjourned at 9:20 PM.</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: _____

