

Sterling Town Council Minutes  
Tuesday October 21, 2025  
7:00 PM



<b>Council members attending:</b>	<b>Mayor Zeb Wignall, Yvonne Larsen, Kim Killpack, Tami Privett, Bryan Sullivan</b>
<b>Council members excused:</b>	<b>N/A</b>
<b>Staff attending:</b>	<b>Kris Winkel, Jim Egner</b>
<b>Community attending:</b>	<b>Cade Penney, Brad Wilson</b>
<b>Conducting:</b>	<b>Zeb Wignall, Mayor. Meeting called to order at 7:01 PM</b>

<b>Agenda item number</b>	<b>Discussion and Action Items</b>	<b>Result</b>
<b>ITEM 1</b> 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.	N/A
<b>ITEM 2</b> <b>Discussions/Concerns brought up by the community members or council not to be voted on.</b>	<p>The mayor asks if there are any concerns that anyone would like to bring up.</p> <p><b>Fraud Risk Assessment:</b> Tami asked Kris to add the Fraud Risk Assessment questionnaire to the next agenda. The council will arrive at 6:30 to review it before the meeting.</p> <p><b>Speeding 4-Wheelers</b> Tami stated that 4-wheelers frequently speed past her house, especially around the dirt curve. She suggested adding another ATV 15 MPH sign in orange, consistent with existing ordinances. Tami noted that the lower section of the road currently has a 20 MPH sign and another farther along. Kim recommended obtaining prices for additional signs and posting them as needed.</p>	N/A

<p><b>ITEM 3</b> <b>Approval of Minutes from the previous meeting</b></p>	<p><b>MOTION</b> Tami makes a motion to pass minutes from the Public Hearing on 9/16/25 as presented. Kim Seconds the motion.</p> <p><b>VOTE:</b> The motion passed unanimously.</p> <p><b>MOTION</b> Bryan makes a motion to pass the Town Council minutes from 9/16/2025 as presented. Kim Seconds the motion.</p> <p><b>VOTE:</b> The motion passed unanimously.</p>	<p>Motion: <i>Tami.</i> Second: <i>Kimi.</i> Vote: Unanimous</p> <p>Motion: Bryan Second: Kim Vote: Unanimous</p>
<p><b>ITEM 4</b> <b>Cade Penney from R6 to update regarding the CDBG Grant and Process</b></p>	<p><b>CDBG (Community Development Block Grant) Update</b> Cade Penney was present to provide an update on the Community Development Block Grant (CDBG). The grant offers up to \$250,000 in funding. Cade explained that if the Town contributes financially to the project, it will result in a higher application score. Last year there were seven applicants. Approximately \$850,000 is available for the region, with \$100,000 allocated for housing and another \$100,000 for administration. Cade asked the Council if there was a project they would like to move forward with.</p> <p>Yvonne expressed interest in constructing restrooms in a separate building. Cade stated that bids will be needed and noted that the state has a list of approved contractors, which he will provide to the Council.</p> <p>Tami asked if the Town could still apply without matching funds. Cade confirmed that it could.</p> <p>Mayor Wignall asked whether, if the Town purchased the equipment, Jim could handle the installation. Cade replied yes.</p> <p>Yvonne added that she would like to see a stage with lights and power included. Mayor Wignall stated that the Town already has the power and lighting capabilities and could cover that portion of the cost.</p> <p>Tami suggested restructuring the park layout, including moving the playground farther inside the park rather than near the road, and possibly adding a walkway to the cemetery in the future.</p> <p>Mayor Wignall suggested adding a tarp-like structure over the playground to provide protection from rain, which Cade noted would also help reduce heat.</p> <p>Cade further explained that recipients from the previous year have not yet been funded, so there is typically an</p>	<p>N/A</p>

	<p>18-month to 2-year timeline before funding and construction begin. The application deadline is January 31, 2026. If awarded, the Town will also be required to complete an environmental review, which Cade can assist with. He cautioned that inflation could affect project costs, requiring possible adjustments, and noted that the number of projects funded depends on the number and size of applications received.</p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>The Council will obtain three bids and document the process. The bids will be sent to three approved organizations, and even if no response is received, documentation must show that outreach was made. Cade reiterated that last year's awarded projects have not yet been funded, emphasizing the importance of planning ahead for potential delays.</li> </ul> <p><b>TPA (Technical Planning Assistance) Grant</b> Cade talks about the TPA grant and the council agrees they would like to apply for this grant.</p> <p><b>R6 Weatherization Program</b> Cade discussed the R6 Weatherization Program, noting that residents in the community who need assistance can contact Kimberly at R6 for help. Kris mentioned that information about the weatherization program was included in the October Newsletter and will be in the November Newsletter.</p>	
<p><b>ITEM 5</b> <b>Discussion and Vote on Annexation Policy</b></p>	<p>Cade states that those who would like to annex into the Town of Sterling would need to sign a petition to annex, this would need to be started by the applicant building and not the Town Council. It's ideal that when you annex, to get as many as possible.</p> <p>Tami brings up the cost of the land survey. Cade states that generally the person that wants to annex in, would pay the cost of the annexation survey. This is indicated in the annexation policy.</p> <p>Cade adds that the annexation would need to go along with how the Town wants the town to grow.</p> <p>Mayor Wignall states that the irrigation Co will not split irrigation water shares. The mayor states that the town can split shares but not the irrigation Co. Kris changed the wording to reflect that the irrigation water shares will be turned over to the town who will then allocate the water shares</p> <p>Mayor Wignall asks if we need to put something in regarding the roads off of Palisade road that are in bad shape. Can we ask those roads to be up to par before annexation? Council reviews the policy and this is already addressed.</p> <p>Kim asks if we need to change the term lot on number 8. Council discussed and decided that if it were a subdivision that would be addressed before the contractor sold lots and if it was an individual build, that homeowner would be responsible for all of it.</p>	<p>Motion: Tami</p> <p>Second: Yvonne</p> <p>Vote: Unanimous</p>

	<p>Mayor Wignall wonders if we should add a water meter for irrigation for those annexation in, Cade agrees this is a good idea and it would be in the subdivision ordinance or in the building code and not in the annexation policy. Cade agrees this can be a required item on the building checklist.</p> <p>Bryan asks about item b on page three. “Represent an area contiguous to the existing corporate limits of Sterling Town and shown to be within the areas designated for the annexation in the annexation policy plant of Sterling Town” Bryan asks where that is at. Cade states that is in the Sterling General Plan.</p> <p><b>MOTION:</b> Tami makes a motion to pass the Annexation Policy as amended. Yvonne seconds the motion.</p> <p><b>VOTE:</b> The motion passed unanimously.</p>	
<p><b>ITEM 6</b> <b>Discussion and vote on Adequate Public Facilities Ordinance (APFO)</b></p>	<p>The Town Council reviews the APFO.</p> <p><b>MOTION:</b> Yvonne makes a motion to pass the APFO as presented. Bryan Seconds the motion.</p> <p><b>VOTE:</b> The motion passed unanimously.</p>	<p>Motion: Yvonne</p> <p>Second: <i>Bryan</i></p> <p>Vote: Unanimous</p>
<p><b>ITEM 7</b> <b>Initiation of the Privacy Policy Report</b></p>	<p>Cade explained that the initiation of the Privacy Policy is a process that must be completed by December 31, 2025, and must be initiated by the Chief Administrative Officer (CAO), which is the Mayor. Cade stated that the policy review involves completing a report and checking the required boxes, which officially initiates the process. He recommended that the Mayor assign someone to oversee the review.</p> <p>Mayor Wignall assigned Tami to oversee the review. This item will remain on the agenda for continued discussion and progress updates.</p>	N/A
<p><b>ITEM 8</b> <b>Discussion and Vote on the Audit Policy</b></p>	<p><b>Audit Policy</b> Tami discussed the Audit Policy that she and Cade prepared and presented the policy for Council review. The Council discussed the criteria for when an audit is required.</p> <p>The Town of Sterling shall undergo a full financial audit every three years as required for towns whose annual revenues or expenditures do not exceed \$350,000, per Utah Code 51-2a-202(2)(b)(ii). If the Town’s total revenues or expenditures exceed \$350,000 in any fiscal year—including the receipt of grants,</p>	<p>Motion: Tami</p> <p>Second Bryan</p> <p>Vote: Unanimous</p>

	<p>intergovernmental transfers, or one-time funds—a full audit shall be conducted for that fiscal year, per Utah Code 51-2a-202(2)(a)(i).</p> <p><b>MOTION:</b> Tami made a motion to approve the Audit Policy as presented. Bryan seconded the motion.</p> <p><b>VOTE:</b> The motion passed unanimously.</p>	
<p><b>ITEM 9</b> <b>Discussion and Vote on the Personnel Policy</b></p>	<p>During discussion of the Personnel Policy, the Council reviewed the policy in detail, and Cade made several <b>minor changes</b> as they went through the final draft.</p> <p><b>MOTION:</b> Tami makes a motion to pass the personnel policy as amended. Bryan seconds the motion.</p> <p><b>VOTE:</b> Motion passed unanimously</p>	<p>Motion: Tami</p> <p>Second: <i>Bryan</i></p> <p>Vote: Unanimous</p>
<p><b>ITEM 10</b> <b>Discussion and vote on changing banks from the State Bank of Southern Utah</b></p>	<p><b>Banking Transition</b> Tami provided a brief overview of the benefits of switching from Zions Bank to State Bank of Southern Utah. She highlighted the ease of administration and the competitive interest rate of 3.5% on funds held in the account. Additional benefits include:</p> <ul style="list-style-type: none"> <li>• Bill Pay service availability</li> <li>• Option to add a “Pay Now” button to the Town’s website once it is operational</li> <li>• Check scanner capability, eliminating the need to physically take checks to the bank</li> </ul> <p><b>MOTION:</b> Tami made a motion to change banks from Zions Bank to State Bank of Southern Utah for the administrative benefits and competitive interest rate. Bryan seconded the motion.</p> <p><b>VOTE:</b> The motion passed unanimously.</p>	<p>Motion: Tami</p> <p>Second: <i>Bryan</i></p> <p>Vote: Unanimous</p>
<p><b>ITEM 11</b> <b>Report of Officers, Boards and Committees</b></p>	<p><b>a. Water / Roads</b> Jim brought up the reddish-yellow rocks and asked where they should be placed. Mayor Wignall suggested placing them at the cemetery on the dirt, not on the asphalt, for now. Discussion followed</p>	N/A

<p><b>Kim Killpack:</b> a. <b>Water and roads.</b></p> <p><b>Bryan Sullivan:</b> b. <b>IT for town website</b></p> <p><b>Yvonne Larsen:</b> c. <b>Treasury, Town building rental, Cemetery, Parks, 24th July Celebration and Annual Santa Deliveries</b></p> <p><b>Zeb Wignall:</b> d. <b>Parks and Fire Depart.</b></p> <p><b>Tami Privett:</b> e. <b>Steering Committee, Budget, Taxes, Deputy Clerk</b></p>	<p>regarding appropriate placement of the rocks, noting they should not be located where the septic tank is behind the Fire Department.</p> <p>Yvonne asked if Jim had found a light for the flag. Jim stated that he had located one and that white LED lights will be installed for one of the flags, but not both at this time.</p> <p>The Council discussed a recent water line leak that has since been repaired. Mayor Wignall provided a map of the roads and led discussion on road maintenance and planning.</p> <p>Yvonne brought up the water meter at Cedar Crest, noting that it currently has three hookups but only one residence is occupied. She suggested charging for one location instead of three, effective October 1st.</p> <p>Yvonne also discussed church boundaries in relation to cemetery and facility rental fees, recommending that rental fees apply within ward boundaries. The Council agreed with this recommendation.</p> <p>Further discussion was held on replacing the carpet and the Town Hall. The Council agreed to work within the budget to plan for that improvement in the future.</p> <p>b. <b>IT:</b> c. <b>TREASURY/PARK RENTALS/CEMETERY/24th July Celebration, Santa Sacks.</b> Yvonne is working on the Santa home visits for this year. Easter Egg Hunt: Kris volunteers to spearhead this. d. <b>FIRE DEPT:</b> e. <b>STEERING COMMITTEE/BUDGET &amp; TAXES/DEPUTY CLERK:</b></p>	
<p><b>ITEM 12</b> <b>Payment of Bills</b></p>	<p><b>Payroll for the month of April</b></p> <ul style="list-style-type: none"> <li>James C. Egner \$2,232.72</li> <li>Yvonne V Larsen \$109.89</li> <li>Heather H Myers, \$221.64</li> <li>Tamra D Privett \$69.26</li> <li>Ryan K Smith \$482.07</li> </ul>	<p>Motion: Tami . Second: Yvonne . Vote:</p>

	<ul style="list-style-type: none"> <li>• Kristina K. Winkel \$460.60</li> </ul> <p><b>FireFighters Payroll</b></p> <ul style="list-style-type: none"> <li>• Joshua Allsop \$259.04</li> <li>• Jaxon Anderson \$259.04</li> <li>• Gedeon Jarvic \$124.45</li> <li>• Nicholas Lyon \$177.77</li> <li>• Rafe Lyon \$152.38</li> <li>• Parry Payton \$259.04</li> <li>• Brad Wilson \$152.38</li> <li>• Jace Wilson \$259.04</li> </ul> <p><b><i>Total paid in payroll \$5,874.00</i></b></p> <p><b>Bills paid on 5/20/2025</b></p> <ul style="list-style-type: none"> <li>• Badger meter; cellular service for water meters. \$131.04</li> <li>• CentraCom; telephone and cell service. \$102.75</li> <li>• CUHD; water sample \$50.00</li> <li>• Delco Western: Water supplies. \$403.73</li> <li>• Dell Technologies: Computer for water operator. \$500.00</li> <li>• Jim Egnar; mileage reimbursement and/or tools rental reimbursement. \$97.30</li> <li>• Enbridge Gas ' gas/heating for Fire/shop/ADM \$80.07</li> <li>• Gunnison Implement: Supplies; \$29.95</li> <li>• Hermansen's Company, Inc; various supplies; chain, nuts and bolts. \$85.14</li> <li>• LES Olsen IT; printing ink for ADM/Water \$97.50</li> <li>• MAVERIK; Fire Truck gas and Town lawnmower and Kubota gas. \$79.95</li> <li>• Mountainland Supply: Water supplies. \$490.84</li> <li>• N. Sanpete Disposal: dumpsters and 2 garbage cans \$73.50</li> <li>• Peterson Refrigeration: Beaker. \$61.38</li> <li>• Risk Managers; Mayor and Treasure Bond. \$226.00</li> <li>• Rocky Mtn Power: Six Mile and Street Lights \$700.39</li> <li>• Sanpete Sanitary Landfill Coop landfill expense fee \$579.60</li> <li>• Valley Builders: Mower parts and repair. \$30.14</li> <li>• Zions Bank Visa; Office supplies, Fire Dept supplies and stamps. \$578.90</li> </ul> <p><b><i>Total bills paid \$ 8,563.04</i></b></p>	Unanimous
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	<p><b>MOTION:</b> Tami makes a motion to pay bills as presented. Yvonne seconds the motion.</p> <p><b>VOTE:</b> Motion passes unanimously.</p>	
<p><b>ITEM 13</b> <b>Adjournment</b></p>	<p><b>MOTION:</b> Bryan makes a motion to adjourn the meeting. Tami seconds the motion.</p> <p><b>VOTE:</b> Motion passes unanimously</p> <p>Meeting adjourned at 9:34</p>	<p>Motion: Bryan</p> <p>Second: <i>Tami</i></p> <p>Vote: Unanimous</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: \_\_\_\_\_

