



Sterling Town Council Minutes  
Tuesday November 18, 2025  
7:00 PM

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| <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,</b>   |
| <b>Community attending:</b>       | <b>Cade Penney, Brad Wilson, Markell Wilson, Jace Wilson, Nick Lyon, Thomas Peterson, Jordan Allsop, Kathy Davies, Keenan Pearson</b> |
| <b>Conducting:</b>                | <b>Zeb Wignall, Mayor. Meeting called to order at 7:00 PM</b>   |

| <b>Agenda item number</b>  | <b>Discussion and Action Items</b>   |
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| <b>ITEM 1</b><br><b>Welcome by Mayor Zeb Wignall, Pledge of Allegiance and Roll Call.</b>              | Council, staff and community present stand and recite the pledge of allegiance. See roll call above.   |
| <b>ITEM 2</b><br><b>Discussion/Concerns brought up by community members or council not be voted on</b> | No concerns brought up   |
| <b>ITEM 3</b><br><b>Canvass of the 2025 Municipal General Election Results</b>                         | <p>Canvass of the 2025 Municipal General Election results read by Kris.</p> <p><b>Motion:</b><br/>Tami makes a motion to pass the Canvass 2025 Municipal General Election Results. Kim seconds the motion.</p> <p><b>Vote:</b><br/>The motion passes unanimously</p> |

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| <p><b>ITEM 4</b><br/> <b>Cade Penney with R6 to give updates and CiviclinQ overview</b></p>               | <p><b>CivicLQ Presentation – Cade Penney R6</b><br/> Cade presented the CivicLinq website to the Council. CivicLinq is a municipal code–hosting platform designed to make public information easily accessible and to support community development. Sterling is contracted to use the program from September to September. The platform, developed by Jones &amp; DeMille, can host municipal codes, policies and procedures, annexation documents, the general plan, and more. It also includes a grant-finder tool. Cade noted that while CivicLinq is one option, other code-hosting platforms also exist.</p> <p>Using a PowerPoint presentation, Cade demonstrated how users can select the town and navigate various categories, each organized into clear sections. The platform is free to the Town until September. Tami asked about future costs; Cade explained that pricing is still being finalized and that additional software options will be available. He added that a separate company offers website assistance specifically for smaller municipalities.</p> <p>Brian asked how CivicLinq differs from using Google Drive. Cade explained that CivicLinq organizes information in ways Google Drive cannot and, importantly, provides public access—whereas the public cannot access the Town’s Google Drive. The platform allows residents to easily view codes and other documents online.</p> <p>Cade continued navigating the platform and invited any questions or comments. He offered to provide a more in-depth presentation at a later time if needed</p> |
| <p><b>ITEM 5</b><br/> <b>Discussion on the Community Development Block Grant for the park project</b></p> | <p><b>Community Development Block Grant (CDBG) Update – Cade Penney R6</b><br/> Cade reported that the Town is moving forward with the park improvement project. He previously emailed a draft scope of work that can be sent to general contractors. The scope needs to be finalized so it can be sent to at least three contractors to obtain the required quotes by the December 15th deadline. So far, the Town has received one quote and still needs two more.</p> <p>The first quote was provided by Big T Recreation. Cade reviewed their proposal and the various playground design options included. After discussion, the Council selected the option featuring a zip line and a wider slide. The quote for this option is \$130,325.00, while the CDBG grant allows for funding up to \$250,000.00. Mayor Wignall noted that the Town can perform some of the preliminary work, such as removing the old equipment, since the new playground will be located in a different area. He added that the Town may also be able to assist with partial installation depending on complexity. The Mayor also mentioned that a canvas shade structure would be a valuable addition.</p>   |

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|  | <p>Cade reiterated the need to obtain quotes from two additional contractors before the December 15th deadline and emphasized the importance of defining the project area and its desired improvements. Zeb pulled up a map of the park, and the Council discussed potential placement of the new playground. They agreed to move it south of the tennis courts and convert the current play area into additional parking. Council members also discussed installing a walking path around the park in phases and expressed interest in a future splash pad.</p> <p>Cade summarized: the project at the new location will include playground equipment, wood chips, and a canvas shade structure. The Council reaffirmed their preference for the option with the zip line and wide slide. The goal is to have all quotes submitted by December 5th.</p> <p>Cade explained that one scoring criterion for the CDBG application is a Town financial contribution. Labor donations cannot be counted. While the Town currently has \$1,700 in the park fund, Zeb suggested contributing a larger amount. Cade noted that for a project around \$140,000, a contribution of \$20,000–\$30,000 would be ideal; however, if they can't contribute that, to still go ahead with the applications. He added that there are additional grants available for future park improvements.</p> <p>No further questions were presented</p> |
| <p><b>ITEM 6</b><br/> <b>Discussion with Nick Lyon and Thomas Peterson concerning the Wildland Urban Interface (WUI) House Bill 48</b></p> | <p><b>House Bill 48 (HB 48) – Wildland Urban Interface Modifications (WUI)</b><br/> House Bill 48, passed during the 2025 Utah General Legislative Session, aims to increase awareness of wildfire risk and encourage property owners to share responsibility in reducing hazards within the Wildland Urban Interface (WUI). The bill requires individual lot assessments in high-risk WUI areas, with each assessment providing personalized risk-mitigation strategies to property owners. A property fee will help fund these assessments.</p> <p>HB 48 also requires property insurers to use the State's designated high-risk WUI boundary when evaluating wildfire risk. If an insurer raises rates by 20% or more or drops coverage, they must provide justification if the property owner appeals the decision.</p> <p>Fire Chief Nick Lyon explained that the Town of Sterling must adopt the State's 2026 WUI Code before the end of 2025. Within Sterling's incorporated boundaries, wildfire risk is relatively low, with the creek bottom identified as the highest-risk area. High-risk areas outside the Town limits will be assessed by Sanpete County. Sterling will need to produce a map identifying its own high-risk zones. Failure to adopt the code would remove Sterling from the Community Wildfire System (CWS), meaning the Town would be fully responsible for fire suppression costs</p>        |

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|   | <p>for any wildfire originating in or entering Sterling. Nick emphasized that all Utah municipalities must comply.</p> <p>He provided additional context, noting that states like California are experiencing insurance withdrawals due to wildfire risk. Under Utah's new structure, homes designated as high-risk could be assessed a fee of \$0.25 per square foot starting in 2028. Once the system is fully implemented, homeowners will be able to look up their wildfire-risk status online. Sterling's incorporated area is largely low risk; higher-risk areas in the unincorporated zone fall under County and State responsibility unless the Town chooses to assume that responsibility for a fee. The bill is expected to encourage residents to maintain defensible space around their homes.</p> <p>Nick reviewed Sterling's current CWS participation. As long as the Town continues wildfire-risk-reduction activities—such as controlled burns, community education, and roadside clearing—the State will cover wildfire suppression costs. These efforts have significantly reduced Sterling's overall risk score.</p> <p>Thomas Peterson with CWS noted that while Sterling's WUI risk is generally low, residents in the Palisade and canyon areas may be affected. Beginning in 2028, high-risk properties may be subject to additional fees. He encouraged the Town to address mapping and adoption early and offered assistance in identifying and mapping high-risk areas. Thomas added that, as someone involved in CWS eligibility decisions, he can work with Sterling to ensure compliance if the Town is actively progressing and needs additional time past the end of the year.</p> <p>This item will be placed on the December agenda for a vote. Cade will determine whether a public hearing is required beforehand.</p> |
| <b>ITEM 7</b><br><b>Update on Privacy Policy Report</b>       | <p><b>Update on Privacy Policy Report</b></p> <p>Tami provided printed copies of the privacy policy. Cade reviewed several of the questions with the Mayor to complete portions of the report. Tami will finish answering the remaining questions and share the completed draft with the Council. All members should review the document by December 16 and it will be filed.</p>   |
| <b>ITEM 8</b><br><b>Review the Fraud Risk Assessment</b>      | <p><b>Fraud Risk Assessment</b></p> <p>Tami will send the assessment to the Council for review. Members should look it over and bring any questions to the next Council meeting</p>   |
| <b>ITEM 9</b><br><b>Approval of Minutes from the previous</b> | <p>Approval of minutes from October 21, 2025; Public Hearing on CDBG, Public Hearing on proposed APFO Ordinance and Town Council.</p>   |

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| <p>meeting</p>   | <p><b>Motion:</b><br/>Brian makes a motion to pass the minutes as presented from the Public Hearing for the Community Development Block Grant on October 21, 2025. Tami seconds the motion.</p> <p><b>Vote:</b><br/>The motion passed unanimously.</p> <p><b>Motion:</b><br/>Brian makes a motion to pass the minutes as presented from the Public Hearing on the proposed Adequate Public Facilities Ordinance on October 21, 2025. Yvonne seconds the motion.</p> <p><b>Vote:</b><br/>The motion passed unanimously.</p> <p><b>Motion:</b><br/>Bryan makes a motion to pass the minutes as presented from the Town Council Meeting on October 21, 2025. Tami seconds the motion.</p> <p><b>Vote:</b><br/>The motion passed unanimously.</p>   |
| <p><b>ITEM 10</b><br/><b>Report of Officers, Boards and Committees</b></p> <p><b>Kim Killpack:</b><br/>a. Water and roads.</p> <p><b>Bryan Sullivan:</b><br/>b. IT for town website</p> <p><b>Yvonne Larsen:</b><br/>c. Treasury, Town building rental, Cemetery, Parks, 24th July Celebration and Annual Santa Deliveries</p> | <p>a. <b>WATER/ROADS:</b></p> <ul style="list-style-type: none"> <li>i. <b>Water:</b> Kim states that Jim has taken care of the “Water Letter” and it has been resolved.</li> <li>ii. <b>Roads:</b> Kim states that Jim has patched several things on the asphalt. Kim asks if we want to get going on the crack seal, around Feb/March. Zeb has submitted a map for road funds and that should give us some more money to come in from the B&amp;C Road Funds.</li> </ul> <p>b. <b>IT:</b></p> <ul style="list-style-type: none"> <li>i. <b>Website Update:</b> Bryan got an email from Jordan at Jones &amp; DeMille. He suggested that we go with a .utah.gov domain and not the .gov domain. Bryan replied that we already got the .gov domain approved and he has not gotten back with him yet. The nice thing about the utah.gov domain also offers email hosting but the .gov does not. Zeb states that we do need the emails. Bryan will forward the email to the council. This is where we are at for the moment for the website.</li> </ul> <p>c. <b>TREASURY/PARK RENTALS/CEMETERY/24th July Celebration, Santa Sacks.</b></p> <ul style="list-style-type: none"> <li>i. <b>Santa Visits:</b> Yvonne has ordered the candy for the Santa visits. I have most of the Santas and drivers lined up. There will be 5. Council agreed to meet a different night to fill the sacks due to the council dinner being after the council meeting on the 16th. They tentatively decided on Fri or Sat following the council meeting.</li> <li>ii. <b>Dead animal on road:</b> There have been a couple of occasions where there has been a dead animal in town. Is this something that Jim needs to clean up if it sits there for a period of time? Council agrees that if a dead animal is on the road for a long time, then we can take care of it.</li> <li>iii. <b>Highway Flags:</b> Yvonne brings up how long flags should stay up when holidays are so close together. For instance 4th of July and 24 of July. Council agrees that if the holidays are close, leave the flags up. For instance from Memorial through July for the patriotic flags.</li> </ul> |

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| <p><b>Zeb Wignall:</b></p> <p>d. <b>Parks and Fire Depart.</b></p> <p><b>Tami Privett:</b></p> <p>e. <b>Steering Committee, Budget, Taxes, Deputy Clerk</b></p> | <p>iv. <b>Light Bulbs.</b> Yvonne talked about some light bulbs that need to be replaced.</p> <p>v. <b>Winterizing the Park:</b> Yvonne will have the pickle ball nets put away for the winter.</p> <p>d. <b>FIRE DEPT:</b> As reviewed above.</p> <p>e. <b>STEERING COMMITTEE/BUDGET &amp; TAXES/DEPUTY CLERK:</b> Tami states she needs to know the percentage of employees that have taken the privacy and policy training. This includes all employees, confirmed by Cade.</p>  |
| <p><b>ITEM 11</b></p> <p><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 \$2,089.21</li> <li>● Yvonne V Larsen \$149.15</li> <li>● Heather H Myers, \$198.55</li> <li>● Tamra D Privett \$20.77</li> <li>● Ryan K Smith \$357.40</li> <li>● Kristina K. Winkel \$412.11</li> </ul> <p><b><i>Total paid in payroll \$ 3,679.75</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. \$100.54</li> <li>● Central Electric Supply, lights for Adm building \$35.82</li> <li>● CUHD water sample \$25.00</li> <li>● Curtis Tools: annual water flow test \$1,326.90</li> <li>● EcoLife outdoor treatment \$175.00</li> <li>● Jim Egnar; mileage reimbursement and/or tools rental reimbursement. \$176.80</li> <li>● Enbridge Gas ' gas/heating for Fire/shop/ADM \$68.76</li> <li>● Gunnison Implement Co, belt for mower \$54.99</li> <li>● Hales Sand &amp; Gravel, Asphalt. \$533.12</li> <li>● LES Olsen IT; printing ink for ADM/Water \$53.00</li> <li>● MAVERIK; gas for Kubota. \$49.71</li> </ul> |

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|                                | <ul style="list-style-type: none"> <li>• N. Sanpete Disposal: dumpsters and 2 garbage cans \$130.80 (includes May)</li> <li>• Pelorus Methods, quarterly subscription for software support. \$800.00</li> <li>• Rocky Mtn Power: Six Mile and Street Lights \$903.48</li> <li>• Sanpete Sanitary Landfill Coop landfill expense fee \$406.80</li> <li>• Scholzen Products, chlorine water test. \$89.60</li> <li>• State Bank of Southern Utah, initial account set up. \$100.00</li> <li>• Ut Dep of Workforce Service. Unemployment for JWilson \$29.08</li> <li>• Valley Builders Inc, paint for blue steaks. \$52.36</li> <li>• Zions Bank Visa; paper towels, postage and Ai subscription. \$163.88</li> </ul> <p style="text-align: right;">\$</p> <p><b>Total bills paid \$5,406.68.</b></p> <p><b>Motion:</b><br/>Tami makes a motion to pay bills as presented. Yvonne seconds the motion.</p> <p><b>Vote:</b><br/>The motion passed unanimously</p> |
| <b>ITEM 12<br/>Adjournment</b> | <p><b>Motion:</b><br/>Tami makes a motion to adjourn the council meeting. Bryan seconds the motion.</p> <p><b>Vote:</b><br/>The motion passed unanimously</p> <p>Meeting adjourned at 8:54</p>  |

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| <b>Minutes Approval</b>   |             |  |             |
| By: _____<br>Mayor Zeb Wignall  | Date: _____ | Attest: _____<br>Kris Winkel, Clerk/Recorder | Date: _____ |
| Council Members Initials:   |             |  |             |
| Yvonne Larsen: _____, Tami Privett: _____, Kim Killpack: _____, Bryan Sullivan: _____ |             |  |             |