



Sterling Town Council Minutes
Tuesday December 16, 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:	Laura Patton, Randall Cox, Cade Penney, Brad Wilson, Shaelyn Willson, Ruth Killpack, Heather Meyers
Conducting:	Zeb Wignall, Mayor. Meeting called to order at 7:00 PM

Agenda item number	Discussion 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 Discussions/Concerns brought up by community members or council not to be voted on	<p>Other Business / Concerns: The Mayor asked if there were any concerns.</p> <p>Kris noted that the recorder was on at 7:00 p.m., but when checked at 7:11 p.m., it was not functioning. The recorder is currently working properly.</p> <p>It was reported that the TPA grant has been submitted.</p> <p>Cade provided an update on the UDOT sidewalk project for Main Street. He stated that, typically, funds are not received until two years after the application is submitted. Devan Fowles with Jones & DeMille is currently reviewing the project.</p>

<p>ITEM 3 Discussion and vote on adopting house Bill 48 (Wildland Urban Interface)</p>	<p>House Bill 48 (Wildland Urban Interface) The Mayor invited Nick, Fire Chief to provide additional information regarding House Bill 48. Nick emphasized the importance of adopting the bill, stating that participation in the Community Wildfire System (CWS) is contingent upon adoption of House Bill 48 and its associated code. He explained that if the Town does not adopt House Bill 48, Sterling would be removed from the CWS, which could result in the Town being financially responsible for wildfire suppression costs, including fires originating within the Town that spread beyond town limits or fires that originate outside the Town and spread into Sterling.</p> <p>Nick stated that he will coordinate with the Planning & Zoning Commission and the County Fire Warden to develop a map identifying high-risk wildfire areas within the Town. He further noted that properties located in the buffer zone outside town limits fall under County jurisdiction and will be assessed by the County. Nick also shared that Centerfield is not adopting House Bill 48 due to the extensive agricultural land surrounding the community, resulting in lower wildfire risk. He added that while Manti may also qualify for non-adoption, he recommended adoption for other towns in the County due to higher wildfire risk areas.</p> <p>Motion: Tami makes a motion to adopt House Bill 48 (Wildland Urban Interface). Yvonne seconds the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 4 Discussion/Updates on the CDBG for the Park Project.</p>	<p>Community Development Block Grant (CDBG) – Park Project Update Cade reported that the CDBG application for the Park Project was submitted on Monday. He stated that 11 applications were received in the region, including three R6 applications for administrative costs and low-income housing, resulting in eight eligible applications. Four of the eligible applications are park projects from Sanpete County. Cade noted that if surrounding regions do not use their allocated funds, policy allows those funds to be used within the region. He added that the AOG will review the application over the next few weeks, with the application reopening in January for any required revisions. The final application will be submitted on January 30, 2026.</p>
<p>ITEM 5 Update on Privacy Policy Report</p>	<p>Privacy Policy Councilmember Tami reported that a copy of the completed Privacy Policy report was emailed to all Council members. Cade Penney, representing R6, stated that the report should be filed and made available upon request. This matter was deemed resolved and removed from the agenda.</p>
<p>ITEM 6 Review the Fraud Risk Assessment</p>	<p>Fraud Risk Assessment The Mayor and Clerk will review the Fraud Risk Assessment. Completion of the review is expected in January or February 2026.</p>
<p>ITEM 8 Approval of Minutes from Previous Meeting</p>	<p>Approval of minutes from November 18, 2025 Town Council. .</p> <p>Motion:</p>

	<p>Yvonne makes a motion to pass the minutes as presented from November 18, 2025. Bryan seconds the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 9 Report of Officers, Boards & Committees</p> <p>Water & Roads</p> <ul style="list-style-type: none"> ➤ Council member Kim Killpack <p>Information Technology</p> <ul style="list-style-type: none"> ➤ Council member Bryan Sullivan <p>Treasury, Town building rental, Cemetery, Parks, 24th July Celebration and Annual Santa Deliveries</p> <ul style="list-style-type: none"> ➤ Council Member Yvonne Larsen <p>Parks and Fire Depart</p> <ul style="list-style-type: none"> ➤ Mayor Zeb Wignall <p>Steering Committee, Budget, Taxes, Deputy Clerk</p> <ul style="list-style-type: none"> ➤ Council Member Tami Privett 	<p>Report of Officers</p> <p>Water/Roads: Jim reported that he needs to verify two invoices. He ordered a replacement chlorinator for a damaged unit; a new one has been received, but he has not yet received instructions regarding return of the original item. Jim will contact the vendor and coordinate with Kris.</p> <p>Information Technology (IT): Bryan reported that he is awaiting updates from the Utah Cyber Center regarding the Sterling subdomain; he has not heard from them since December 9. The Cyber Center also recommended no-cost cybersecurity projects for website security and monitoring. Bryan will schedule a 30-minute call to review their offerings. Jim noted that he has received cybersecurity notifications for the water system software, which may relate to these projects. Cade stated that cybersecurity is a significant concern for towns, and the Mayor agreed that a meeting should be scheduled.</p> <p>Treasury/Park Rentals/Cemetery/Events (24th of July Celebration, Santa Sacks): Jim noted that portions of the park are earmarked for upgrades, including the community garden area, so sprinkler work should avoid those areas.</p> <p>Yvonne reported that all Santa drivers have been coordinated, and candy will be bagged on Thursday. She also reported a water usage issue of 3,900 gallons; the Council agreed to charge the normal monthly contract rate.</p> <p>Regarding cemetery plots, some owners wish to sell back plots but do not have certificates. The Council agreed to honor the original purchase prices and requested that Heather update the resolution to state that plots without certificates are null and void. If plots are sold back, reimbursement will only reflect in-town rates. Jim has coordinated with Heather and will use his tools to prepare the grass area before digging graves.</p> <p>For opening and closing fees, Yvonne requested that the Beckstead funeral be charged the weekday rate instead of the weekend rate. the Council agreed. Tami inquired about allowing payments, and the Council approved.</p> <p>Fire Department: Jim asked Nick about responsibility for exercising fire hydrants. Nick stated that this is typically the Town's responsibility, with assistance from the Fire Department; it has been over three years since the last exercise. Jim noted a hydrant on the west side near Denton Lane that is not draining properly. Nick recommended starting exercises at 6:00 a.m. on a Saturday; the Council agreed to schedule the first Saturday in May. Kris will include this in the newsletter, noting that it may cause</p>

	<p>temporary cloudy water and advising residents to run water until clear. Kim will assist with the exercise.</p> <p>Steering Committee/Budget & Taxes/Deputy Clerk: As discussed above.</p>
<p>ITEM 11 Payment of Bills</p>	<p>Payroll for the month of December 2025</p> <ul style="list-style-type: none"> • Brewer, Terry K \$203.17 • Egner, James C \$2,245.03 • Hanks, Kaden U \$184.70 • Killpack, Kim W \$332.46 • Larsen, Yvonne V \$501.23 • Lyon, Nicholas A \$2,216.40 • Myers, Heather H \$ 295.52 • Patton, Laura M. \$184.70 • Privett, Tamra D \$408.64 • Smith, Ryan K \$182.85 • Sullivan, Bryan \$332.46 • Wadley, Judy \$203.17 • Wignall, Michael Z \$1,108.20 • Winkel, Kristina K.\$304.75 <p><i>Total paid in payroll \$9,649.75 December 2025</i></p> <ul style="list-style-type: none"> • Badger meter; cellular service for water meters. \$131.04 • CentraCom; telephone and cell service. \$110.49 • CUHD; water sample \$50.00 • Copy Station. Copy Meet the Candidates poster \$1.99 • Jim Egnar; mileage reimbursement \$126.00 • Enbridge Gas ' gas/heating for Fire/shop/ADM \$243.74 • Hales Sand & Gravel Road resurfacing \$533.12 • Hermansen's Co Inc Gloves and Rescue Triage for Fire \$947.95 • Hermansen's Mill supplies for Park and Cemetery \$118.32 • LES Olsen IT; printing ink for ADM/Water \$31.87 • MAVERIK; Fire Truck gas. \$277.95 • Mountainland Supply; Chlorinator and parts for water \$313.79

	<ul style="list-style-type: none"> • Rocky Mtn Power: Six Mile and Street Lights \$1,040.83 • Sanpete County Clerk; Elections. \$402.75 • Sanpete Sanitary Landfill Coop landfill expense fee \$464.40 <p>Motion: Tami makes a motion to pay bills as presented. Bryan seconds the motion.</p> <p>Vote: The motion passed unanimously.</p>
ITEM 12 Adjournment	<p>Motion: Tami makes a motion to adjourn the meeting. Kim seconds the motion. Motion passes.</p> <p>Vote: The motion passed unanimously.</p> <p>Meeting adjourned at 7:51</p>

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