

## Altamont Town Council Meeting Minutes March 11, 2026 7pm 15588 W 4000 W

### 1. Call to Order and Administrative Preliminaries

#### Roll Call

##### Town Council

- Mayor Scott Allen
- Councilman Russell Sorensen
- Councilman Mike Foy
- Councilman Chris Baca (also known as "Porter" Baca)
- Councilman James Hems (Arrived at 7:16 p.m.)

##### Town Staff

- Amanda Gardner, Town Clerk
- Craig Kettle, Maintenance
- Brandon Peck, Fire Chief (Departed at 7:44 p.m.)

#### Public and Guests

- Nate Ziles, UBAG (Departed at 7:26 p.m.)
- Shelby Thayne, UCRD (Departed at 7:50 p.m.)
- Annissa (Ana) Maxfield, UCRD (Arrived at 7:08 p.m., Departed at 7:59 p.m.)
- Luke Tew, National Honor Society Student (Arrived at 7:05 p.m., Departed at 7:36 p.m.)
- Porter Whitting, National Honor Society Student (Arrived at 7:05 p.m., Departed at 7:36 p.m.)
- Caitlyn Allen

### Approval of Minutes

The minutes of the February meeting were presented for review. Russell Sorensen moved to approve the minutes as drafted. Mike Foy provided the second. The motion was carried unanimously.

### Oath of Office

The formal Oath of Office to Chris Baca.

### 2. Ordinance Update Initiative and Jurisdictional Analysis

The town council conferred with Nate Ziles regarding methods to update several town ordinances.

#### Proposed Changes to Trailer and Mobile Home Ordinances

The Council appraised recommendations to modernize the current regulatory framework for mobile and manufactured housing:

- **Age Limits:** Proposing a shift from the 1976 standard to a 1995 age limit for any unit being moved into Town limits.
- **Roof Pitch:** A mandate for a 4/12 roof pitch to align with modern aesthetic standards and regional snow-load requirements.
- **Title Requirements:** A requirement for current titles to be filed with both the County and the Town to address historic issues regarding property tax accountability and ownership verification.

#### Enforcement Strategy and the "Grandfather Clause"

A critical debate occurred regarding the limitations of land-use "grandfathering" for non-compliant properties. The Council evaluated a strategic shift toward utilizing the Fire Code as the primary enforcement mechanism. As demonstrated by precedents in Duchesne City, fire safety regulations provide a superior legal pathway for managing non-compliant additions and hazardous conditions because safety codes generally bypass land-use grandfathering protections when active life-safety risks are present.

**Building Permit Jurisdictional Analysis**

**Sidebar: Recapturing Local Oversight and Revenue** the Council identified significant friction regarding building permit jurisdiction. Currently, residents seek permits through Duchesne County, despite the Town having no formal contract with the County for these services. Town staff reported that County inspectors have expressed a lack of interest in enforcing Altamont-specific codes due to their current workload. Mayor Allen directed the Town to investigate bringing permitting "in-house." By contracting with a certified inspector—such as those used by Vernal or Duchesne City—the Town can ensure local standards are met while recapturing permit revenue that is currently lost to the County.

**3. Fee Schedule Adoption and Infrastructure Protection**

**Infrastructure Bonds and Performance Standards**

The Council evaluated increasing the Road Crossing and Sidewalk bonds to \$2,500. This is designed as a "performance bond" rather than a mere fee. The high bond amount provides a financial incentive for contractors to restore public infrastructure to industry standards, specifically regarding soil compaction and materials (e.g., Montre base course for the top foot). This prevents the long-term liability of potholes and structural failures on town-owned roads.

**Motion to Approve**

The Council moved to approve the current fee schedule as presented, with a second by James Hems. The vote was unanimous. The Council noted that the proposed \$2,500 bond increases will require a subsequent public hearing before formal adoption into the schedule.

**Fee Discussion Summary**

Category	Status/Strategic Context
<b>BIA Fees</b>	Pending; assessment delayed due to internal board changes within the BIA.
<b>Dog Licenses</b>	Maintained at \$20; Council noted only 5 residents registered in the prior year.
<b>Cemetery Plots</b>	Identified as undervalued compared to urban markets;
<b>Sewer/Garbage</b>	Rates remain tied to K&K service increases to maintain enterprise fund status.

**4. Public Safety: Fire Department Operations and Grant Funding**

**Grant Procurement and CIB Review**

Chief Brandon Peck provided an update on the "Type 3" fire truck acquisition. A critical review is scheduled for **April 2nd at the Workforce Service Building on State Street in Salt Lake City**. Mayor Allen and Chief Peck will argue for the inclusion of "fall-off equipment" (hoses, tools, and digital radios) in the grant. While the CIB board typically prefers permanently affixed hardware, the Town's argument centers on the \$14,000 cost of these items being a necessity for the truck's operational certification under state forestry contracts.

## Equipment and Operational Summary

- **Infrastructure Needs:** The department faces a critical shortage of digital portable radios (4 units for 20 firefighters). Additionally, turnouts must be replaced every 10 years at a cost of \$5,000 per set; the department requires two sets annually to maintain compliance.
- **Maintenance:** The pump motor on the 155, brush truck, requires replacement (estimated 3,000–5,000).
- **Recent Activity:** The department responded to a school dumpster fire and a 1-acre brush fire near the gas plant. The latter was determined to be human-caused.

## 5. Community Recreation and Park Maintenance (UCRD)

### Organizational Sustainability

Ana Maxfield and Shelby Thayne presented a plan for organizational restructuring. The UCRD proposed splitting groundkeeper duties (mowing/edging) from custodial duties (restrooms/reservations). This strategic division is intended to make the roles more manageable and sustainable by hiring a local custodian who lives near the park to manage keys and daily restroom maintenance, thereby reducing the logistical burden on the groundskeeping contractor.

### Community Engagement and Policies

- **Easter Egg Hunt:** The Council approved the National Honor Society's request for the community hunt on Saturday, April 4th, at 9:00 a.m.
- **Alcohol Policy Constraint:** The UCRD addressed inquiries regarding alcohol sales at the rodeo grounds. The Clerk stated that the rodeo grounds is under county jurisdiction, and the town has no input on a license. The Clerk explained that there is also a state required liquor license.
- The Clerk clarified a significant local regulatory constraint regarding the consumption of alcohol in the park: Town ordinances currently restrict the town to only one active alcohol license.

## 6. Budget Preparations and Fiscal Forecasting

### Fiscal Oversight and Sales Tax Volatility

The Clerk emphasized the risks of the "Truth in Taxation" process, noting that clerical errors in this process have caused other Utah municipalities to lose significant revenue. Sales tax remains a highly volatile revenue source, fluctuating between \$9,000 and \$18,000 monthly.

### Enterprise Fund and Budget Analysis

Fund	Current Status (Income vs. Expense)	Strategic Projection Gap
Fire	+\$29,232 (Current Surplus)	\$81,000 (Budgeted Projection Gap)
Sewer	Enterprise Stability	Aiming for a break-even point with contingency.

<b>Garbage</b>	Pass-through Status	Managed via K&K rate tracking.
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## 7. Old Business: Town Branding and Altamont Days Planning

### "Welcome to Altamont" Signage

The Council discussed installing new welcome signs featuring a CNC-cut metal silhouette of the "Sleeping Beauty" mountain range. The Council emphasized that the design must be "done right"—utilizing high-quality metalwork rather than a "cartoonish" aesthetic—to reflect the dignity of the community. Potential sites include near Country Flair or a corner of Kevin Rolley's property, pending right-of-way and landowner approvals.

### Altamont Days Parade Safety Resolution

To address the constrained nature of the parade route's corridor, the recreation district is proposing a "No Parking" designation on Main Street, which may necessitate the town passing a formal resolution.

- **Safety Rationale:** Parked vehicles on the parade route create child-safety hazards and impede large floats.
- **Mitigation:** To assist elderly residents and those parking at the church or school, the Council discussed utilizing Basin Transit Authority buses as a free-of-charge shuttle service.
- **Enforcement:** The Council acknowledged that this change will require clear signage and potentially towing enforcement to break historical parking habits.

## 8. Closing and Adjournment

### Next Meeting Notice

The next Town Council meeting is rescheduled for **April 15, 2026, at 7:00 p.m.** to accommodate the local spring break schedule.

### Adjournment

Russell Sorensen moved to adjourn the meeting, seconded by Councilman Chris (Porter) Baca. The motion was carried unanimously.

Read and approved this 15 day of April, 2026.  
Minutes of the meeting prepared by Amanda Gardner Town Clerk