



Sterling Town Council Minutes
 Wednesday March 18, 2026
 7:00 PM

Council members attending:	Mayor Zeb Wignall, Yvonne Larsen, Kim Killpack, Brad Wilson and Nick Lyon
Council members excused:	N/A
Staff attending:	Kris Winkel, Jim Egnar
Community attending:	Cade Penney, Shae Wilson, Julie Strickland, Curt Ludvigson
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>Planning & Zoning: Commission Chair Judy Wadley The Planning & Zoning Commission Chair stated that this would be her final presentation to the Council on behalf of the Commission. She announced that she has resigned from her position as Chair and has submitted a written letter of resignation. She indicated that she will return her key and computer.</p> <p>The Planning & Zoning Commission requested to attend the May R6 Council meeting in lieu of holding a regular Planning & Zoning meeting for that month.</p> <p>The Mayor expressed appreciation to Judy for her service and contributions to the Planning & Zoning Commission.</p>

Cade Penney with R6 Updates:

- **R6 Regional Growth Summit:** Registration is now open for the Regional Growth Summit. Kris provided each Council Member with a flyer and encouraged registration. Dinner will be served at 5:00 p.m. The summit was noted as a valuable opportunity to learn more about current legislation.
- **Community Block Development Grant Update:** Sterling is currently ranked fourth for funding consideration for the park project; however, the project will not be funded during this grant cycle. It was noted that the application includes language indicating that if other municipalities do not utilize their allocated funds, Sterling may become eligible to receive those funds. Cade shared information regarding an additional grant opportunity through the Utah Office of Outdoor Recreation. He noted that the program is highly competitive, with approximately 150 applications submitted. The Council expressed its intent to continue pursuing grant opportunities for the park project.
- **UPP (Utah Project Portal) Update:** Cade explained that the Utah Project Portal (UPP) is the system used to submit projects to the Community Impact Board (CIB) for the upcoming year. He noted that the CIB has transitioned to this new software platform. Cade reported that the water project has already been entered into the system. He will coordinate with the Mayor prior to April 30 to ensure that additional projects are added to the portal.

Christensen Ready Mix

The Mayor reported that he has been in contact with Christensen Ready Mix, who offered a favorable rate of approximately \$4 per square yard. The company prefers that Sterling purchase a full tanker; however, the Mayor expressed concern that this may exceed the town's needs and suggested the possibility of sharing the tanker with other parties. The Mayor will obtain measurements for the project and request a few additional quotes before moving forward.

Clerk Position Applications

The Mayor reported that the application period for the Clerk position closed last night, with applications received via Zeb's email. Two applicants were noted: Jeff Patterson and Ramsey Quarenburg. Zeb will coordinate with Workforce Services to schedule interviews.

Kris added that she is available during the first week of April to assist with processing and printing/emailing water bills and completing payroll.

Planning & Zoning Commission Openings

Mayor Wignall announced that Kurt Ludvigson has volunteered to serve on the Planning & Zoning Commission. Kurt expressed concern regarding recent actions of the Commission, noting that some ordinances presented appeared to conflict with existing ordinances. He emphasized that if ordinances are not enforced, their purpose is undermined.

	<p>Cade explained that the Planning & Zoning Commission's role is to draft and update ordinances that are in the best interest of the Town. Recent state legislation has required certain updates to ensure compliance. Cade noted that the Commission's goals remain aligned with maintaining Sterling as a community of single-family homes, while also adhering to mandated changes.</p> <p>Zeb raised the challenges associated with enforcing ordinances. Kurt suggested that in the past, certified letters including relevant ordinance sections were sent to address violations. Zeb noted difficulties in enforcement, citing a recent issue involving a box trailer and lack of assistance from the county.</p> <p>Nick suggested the possibility of appointing a nuisance officer, while Kris questioned how such a position would be funded. Julie raised concerns regarding residents living in trailers and associated sanitation issues.</p> <p>The Council and community engaged in a discussion regarding past ordinances, pending ordinances, and strategies for enforcement.</p> <p>Sound System Update Zeb reported that he has obtained a quote to upgrade the town's sound system. The total estimated cost is \$4,000, approximately half of which is attributed to labor.</p> <p>911 Fee Transferring to Towns The Council was advised that there is a proposal to transfer responsibility for the 911 fee to towns. No additional details are available at this time.</p>
<p>ITEM 3 Discussion and vote on Adopting an ordinance regulating Accessory Dwelling Units (ADUs)</p>	<p>Accessory Dwelling Unit (ADU) Discussion Judy reported that a public hearing was held on March 10th regarding proposed ordinances for Accessory Dwelling Units (ADUs); no members of the public attended. She explained that an ADU is a dwelling unit separate from the primary dwelling, with a minimum size of 800 square feet. No amendments or changes were proposed, and the ordinances were previously emailed to the Council for review.</p> <p>Yvonne asked about multiple families living in a single house. Zeb clarified that while most residences are single-family, up to 15 multi-units are possible. Cade added that a single lot may contain a primary dwelling with one accessory dwelling, and that the number of occupants is not the limiting factor.</p> <p>Kurt Ludvigson inquired about the 1995 ordinance, noting that it prohibited accessory dwellings. Zeb explained that the proposed ordinance is an addition to the 1995 ordinance. Cade noted that state law now requires municipalities to allow accessory dwellings within the footprint of the primary residence.</p>

	<p>Cade further stated that enforcement of certain ordinances is limited. He referenced California wildfires, where properties with multiple stacked units were common, highlighting the state’s effort to regulate multiple accessory dwelling units.</p> <p>Zeb clarified that a home is considered a structure on a foundation, whereas a trailer is movable, and that some residents have limited housing options. Questions were raised regarding enforcement, with Kurt noting that the sheriff’s department is responsible. Zeb invited suggestions or options from the Council.</p> <p>Shae asked whether trailers may be placed adjacent to property fences. Zeb responded that trailers should be at least two feet from the fence. Cade noted that employing a code enforcer would require retaining a city attorney, and Nick suggested that the town does need one. Cade recommended contacting Mayfield, which recently hired a city attorney.</p> <p>Motion: Nick made a motion to table Items 3 and 4 until the Council has had the opportunity to review the pending ordinances more thoroughly. Yvonne seconded the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 4 Discussion and vote on adopting an ordinance regulating Short Term Rentals (STRs)</p>	<p>Short Term Rental (STR) Discussion</p> <p>Judy explained that short-term rentals (STRs) are typically rental properties listed on platforms such as Airbnb for stays of less than 30 days. The Town currently has 10 licensed STRs, with a maximum limit of 15. All STR operators are required to obtain a business license, and a fee applies for noncompliance. Zeb confirmed that this licensing requirement falls under the Town’s business license regulations, which Judy affirmed.</p> <p>Motion: Nick made a motion to table Items 3 and 4 until the Council has had the opportunity to review the pending ordinances more thoroughly. Yvonne seconded the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 5 Update on Community Development Block</p>	<p>Community Development Block Grant (CDBG) Park Project Update</p> <p>Sterling ranked fourth for funding consideration and was not awarded funding in this grant cycle. For further discussion, see ITEM 2: R6 Updates presented by Cade Penney.</p>

<p>Grant (CDBG) park project</p>	
<p>ITEM 5 Approval of Minutes from Previous Meeting(s)</p>	<p>Approval of minutes from February 17, 2026.</p> <p>Motion: Yvonne makes a motion to pass the minutes as presented from the Town Council Meeting on February 17, 2026. Nick seconds the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 6 Report of Officers, Boards and Committees</p> <p>Fire Department, Water & Roads</p> <ul style="list-style-type: none"> ➤ Council member Kim Killpack <p>Maintenance on Park, Cemetery and Roads</p> <ul style="list-style-type: none"> ➤ Council Member Brad Wilson <p>Information Technology</p> <ul style="list-style-type: none"> ➤ Council Member Nick Lyon <p>Treasury, Town building rental, Cemetery, Parks, 24th July Celebration and Annual Santa Deliveries</p>	<p>REPORT OF OFFICERS:</p> <p>FIRE DEPARTMENT: Kim Killpack Nick Lyon, Fire Chief, reported that the new fire truck is expected to arrive in April. He stated that the cost for two firefighters to travel for the final inspection of the truck is \$1,600 per person, which includes airfare, lodging, and meals.</p> <p>Zeb recommended approving the travel, noting that the firefighters contribute significant volunteer time to the Town. He also stated that the expense can be covered within the Fire Department budget.</p> <p>The item will be placed on the next agenda for Discussion and Vote: authorization for two firefighters to travel to conduct the final inspection of the new fire truck at an estimated cost of \$1,600 per firefighter, including airfare, lodging, and meals.</p> <p>Nick also provided an update on upcoming training and expressed concern that the weather conditions indicate a likely active fire season this year.</p> <p>WATER: Kim Killpack Water – Rural Water Apprenticeship Mayor Wignal brings up the Rural Water Apprenticeship program. Zeb explained that the Town is considering participation in this federal program, which provides funding to train individuals to become certified water operators. The program could provide approximately \$20,000 toward training costs.</p> <p>Kurt noted that some details are still unclear and subject to change. A representative named Jenny is expected to follow up with Zeb. Kurt will contact her to arrange a presentation at a future Council meeting.</p> <p>Zeb noted that a mentor is required for the program. Nick suggested holding a public work meeting to discuss the program.</p>

<p>➤ Council Member Yvonne Larsen</p> <p>Steering Committee, Budget, Taxes</p> <p>➤ Council Member <i>Pending</i></p>	<p>Mayor Wignall emphasized the importance of providing clear and fair direction to all participants.</p> <p>MAINTENANCE PARKS, CEMETERY, ROADS: Brad Wilson. Jim Egner (Town Maintenance) reported that he will be burning weeds at the cemetery this coming Friday. He asked whether the Council plans to begin road asphalt work in April and which road edges they would like cleaned up first. He also asked whether the Council intends to complete the roads with full asphalt or with chip sealing.</p> <p>Zeb stated that he has been working on this matter, is currently waiting for bids, and will follow up with additional information.</p> <p>Jim reported that he has several projects at the cemetery and park and would like to meet with Brad Wilson (Council Member over maintenance of the park, cemetery, and roads) to discuss them. Brad stated that he has a couple of hours available this week or next week and will meet with Jim.</p> <p>Brad added that some town residents have expressed concern about sprinklers that had been running despite irrigation not yet being turned on due to the dry conditions.</p> <p>Jim stated that he needs another flag for the cemetery and explained that the down cord on the current flagpole was not working properly. Julie asked whether the flags could be washed, and Yvonne confirmed that they can be washed. Jim will look into this matter.</p> <p>Brad asked whether there is room to park the backhoe in the maintenance shed, noting that children have been climbing on the equipment, which presents a safety concern. He added that the backhoe had been parked in the shed in previous years and that it did fit. Jim stated that it is currently parked behind the building under a tree but will look into parking it in the shed. Jim and Brad will meet on Friday. Brad later expressed a desire to take an inventory of the Town's tools and equipment to ensure that Jim has access to the necessary tools and does not need to use his personal equipment.</p> <p>Parks and Cemetery – General Updates: Yvonne Larsen Yvonne Larsen reported that the community garden requires cleanup of leftover materials from the previous season.</p> <p>She also noted the upcoming Easter Egg Event March 28th.</p> <p>Yvonne shared ideas for an address sign for the Van Horn driveway. The Council agreed and requested that Brent</p>
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	<p>install a sign for his mother-in-law's property.</p> <p>Yvonne reported that the Town received a check from Magelby, but the purpose is unclear. She has contacted them and learned that the amount sent was in excess. Yvonne will obtain an invoice to clarify the payment.</p> <p>Employee Expectations & Training: Mayor Wignall Mayor Wignall expressed a desire to clarify expectations for Town maintenance and the Water Master positions.</p> <p>Kurt stated that 20 hours per week is sufficient for water and general maintenance duties. The Council discussed the appropriate number of hours needed for the Water Operator on a weekly and monthly basis, as well as how town maintenance duties could be divided between water and general maintenance responsibilities.</p> <p>Zeb emphasized the importance of establishing clear expectations for employees. Kurt noted that some tasks, such as use of the weed blower, may be unnecessary. Mayor Wignall acknowledged that some of the issues may be due to a lack of direction. Nick added that Jim may require additional guidance and follow-up to ensure tasks are completed effectively.</p>
<p>ITEM 7 Payment of Bills</p>	<p>Payroll for the month of January 2026</p> <ul style="list-style-type: none"> ● James C. Egner \$2,129.72 ● Yvonne V Larsen \$164.84 ● Heather H Myers \$120.05 ● Tamra D Privett \$124.67 ● Ryan K Smith \$236.88 ● Kristina Wiinkel \$425.96 <p>Total paid in payroll \$3,647.25</p> <p>Bills paid on March 18, 2026.</p> <ul style="list-style-type: none"> ● CentraCom; telephone and cell service. \$108.97 ● Central Utah Health Dept. Water sample. \$25.00 ● Jim Egner Mileage Reimbursement and equipment rental. \$122.80 ● Enbridge Gas/heating for Fire/shop/ADM \$427.63 ● Jensen Excavating Conover Grave and Water Leak \$2,120.00 ● Kim Killpack, pay check correction \$9.00 ● LES Olsen IT; printing ink for ADM/Water \$37.04

	<ul style="list-style-type: none"> ● MAVERIK; Fire Truck gas. \$252.94 ● N. Sanpete Disposal: dumpsters and 2 garbage cans \$73.50 ● Pelorus Methods, Quarterly software support fee \$900.00 ● Rocky Mtn Power: Six Mile and Street Lights \$421.19 ● Sanpete Sanitary Landfill Coop landfill expense fee \$392.40 ● State Bank of Utah Town Visa Yvonne, Kris and Nick. \$66.28 ● Carolyn Thomas cemetery plot buy back. \$500.00 ● Zions Bank Visa; Yvonne/Nick/Kris: \$18.14 <p>Total bills paid \$5,931.91</p> <p>Motion: Yvonne makes a motion to pay bills as presented. Brad seconds the motion.</p> <p>Vote: The motion passed unanimously.</p>
<p>ITEM 8 Adjournment</p>	<p>Motion: Yvonne makes a motion to adjourn the council meeting. Brad seconds the motion.</p> <p>Vote: The motion passed unanimously.</p> <p>The meeting adjourned at 8:15</p>

Minutes Approval			
By: _____	Date: _____	Attest: _____	Date: _____
Mayor Zeb Wignall	 Clerk/Recorder	
Council Members Initials:			
Yvonne Larsen: _____	Kim Killpack: _____	Nick Lyon: _____	Brad Wilson: _____