



## MINUTES

### SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING, PUBLIC HEARING ON THE AMENDED BUDGET FOR FY 2016 & REGULAR TOWN COUNCIL MEETING WEDNESDAY, MAY 18<sup>TH</sup>, 2016, AT 6:30 P.M.

CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

**Council Members Present:** Mayor Erley, Council Duncan, Drogin, and O'Brien

**Electronic Attendee:** Council Member Hill attended the meeting electronically, with 2 Castle Valley Dr. as the established anchor site.

**Absent:** None

**Others Present:** Ron Drake, Russ Cooper, Marybeth Fitzburgh, Jocelyn Buck

**Acting Clerk/Recorder:** Faylene Roth

#### SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING OF THE TOWN OF CASTLE VALLEY

Mayor Erley called the Special Municipal Building Authority Meeting to order at t 6:35 PM

1. New Municipal Building Authority ("MBA") Board Member: CMs Duncan, Hill, O'Brien and Drogin.  
were sworn in by Mayor Erley on this 18<sup>th</sup> day of May 2016.

2. Installation of new Secretary/Treasurer for Municipal Building Authority.

Council Member Hill moved to nominate the clerk/or acting clerk of the Town of Castle Valley as the Treasurer of the MBA, Council Member Duncan seconded, Motion passed unanimously.

3. Authorization of Invoices and Payment of Bills.

Council Member Duncan moved to authorize the invoices and pay the bills. Council Member Drogin seconded, Motion passed unanimously.

#### ADJOURNMENT

Council Member Drogin moved to adjourn, Council Member O'Brien seconded, Motion passed unanimously.

**Adjournment at 6:37 PM**

#### Mayor Erley called the Public Hearing to order at 6:39 PM

##### **1. Public Hearing on the Amended Budget for the fiscal Year 2016**

CM Drogin reaffirmed that the big change is the \$10,000.00 that was added for the well easement.

CM Hill gave a briefing of budget changes stating the bank stabilization and the playground are moved from this year to next year's capitol expenses; a \$6000.00 transfer from the General Fund for an addition error from Roads-Legal; a \$15,000.00 transfer from Town of Castle Valley to Capitol Fund- General; and \$37,000.00 saved from leasing equipment moved to Roads Capital fund.

Dave Erley stated first phase of water study has been paid \$15000.00 and the next phase will be deferred to next year.

CM Hill there is an increase for water professional services at the request of John Groo for legal reviews of the new water-user agreements. There is also an increase in water monitoring fees to \$3400.00 and there is an increased road payroll budget due to extra work in getting ready for re-paving of Castle Valley drive.

No public comments were made.

#### Mayor Erley closed Public Hearing at 6:47 PM

#### Mayor Erley called the Regular Town Council to order at 6:47PM

##### **2. Open public comment.**

Russ Cooper stated that the Town Council was doing an "awesome job".

### 3. Approval of Minutes

\* Regular Town Council Meeting for April 20<sup>th</sup>, 2016.

CM Duncan motion to approve minutes, seconded by CM Drogin, motion passed exception CM O'Brien abstained as he was absent from April meeting

\* Special Town Council Meeting for May 4<sup>th</sup>, 2016

CM Duncan motioned to approve, seconded by CM O'Brien

CM Duncan move to approve change of CM Drogin's vote to nay; CM Drogin seconded motion passed unanimously

### 4. Executive Reports

\* Road Committee – Mingo Gritts

No report. Per Mayor Erley roads crew finished OSHA training today. There had been a request to bring Duke out for training but after Gritts watched three videos, they will apply that knowledge. This October there will be a Level 2 class in San Juan County for two of our operators; in the meantime they are trying to get their level 1 training. Cooper said Placer crossing will be taken care of tomorrow; Erley cleared draining on Pope yesterday.

\* Planning & Land Use Commission – Marybeth Fitzburgh

Marybeth Fitzburgh asked for input from the TC regarding Erley's request that town write a letter to County about Resource Management Plan. The PLUC would like direct input from TC about what topics and resources to comment on.

Erley said he forgot to put this item on the Agenda and has talked with Rau about this. He said Fitzburgh has worked extensively on a section on water.

Fitzburgh stated the legislatures has extended the deadline and have moved categories around and added more subcategories. She has talked to Rau to have the PLUC look at other categories. Twenty-one issues have been identified and Rau will talk with Levine about appropriate categories. We should look at issues that affect CV.

Erley stated the County will hire a planner and Rau and O'Brien are on the hiring committee.

CM Duncan let us look at list then compare it to the General Plan and Hazard Mitigation Plan.

Fitzburgh asked about the deadline for getting the letter to the County. She said it looked like water as a resource no longer had such an important place.

Erley said he will write something that links water rights to water quality.

CM O'Brien will find out about deadlines. He believes County wants draft in six months and will get an email to us.

Erley stated the sooner we know will allow our input to be considered in time. He said it will depend on consultant. Erley will look at the list.

Fitzburgh clarified that the PLUC will look at list as soon as it is available.

CM O'Brien will get list and timeline for the TC and see how Town and County can interact most efficiently.

\* Water Agent Report – John Groo No report. Water Study Report last night.

### 5. Correspondence

(1) Dave Erley reported the Community Cleanup had at least 65-70 lots participate. He acknowledged Warren Egbert for his help for a long period and Russ Cooper for doing a good community relations job. Erley was concerned they will have to consider the volume in horse trailers that can bring lots of material and are hard to clean out. He said they may have to establish a fee of \$50-100 for horse trailers.

CM Hill said the Town paid \$1600 for 70 people at \$23 dollars a load, so their estimate to charge \$25 for extra loads was right on. She recommends they continue with the first load for free and \$25 for each extra load next year. There is money in the budget for this.

(2) Erley read letter from Johnny Akin president of Atlas Tree Service to Ron Drake to follow up on historic cottonwood. There are significant dead branches throughout the upper canopy and he recommends pruning for health of tree and safety of traffic. It could live another 100 years with proper care. They would be honored to provide care for the tree. The community should know tree care is like dental care, dead wood harboring ant impacts health of tree. He would estimate to prune, clean up and haul away debris would be \$3300. Erley stated it is in a road easement and is our responsibility. And at that cost we would need to put tree care out for bid.

CM Hill pruning would last 30 years and we have an obligation to invest in the tree.

CM Drogin that pruning will probably not last 30 years.

Erley will follow up with Atlas regarding bid process.

CM Hill should pruning happen before paving because branches will drop on road.

Erley said Atlas did a great job; they caught and pulled all branches off road.

CM Drogin wondered would the State be willing to take on tree maintenance cost or perhaps the State arborist and/or historical society. Drogin will research.

CM O'Brien stated town should do it if no one else does; really not a town issue but is a State issue so likely some groups would contribute.

CM Hill if no one else does then the town should.

3) Erley read letter to find enclosed funds for the 2016 Castle Valley Scholarship. Erley asked Ron Drake to put it in newspaper and clerk to put on website. Erley emphasized preferences for town members over non town members.

4) Erley read a letter from B Lippman regarding goals and process of setting up internet committee. He is willing to act as chair or co-chair of committee

6. Administrative Matters & Procedures – none.

#### **NEW BUSINESS**

7. Discussion and Possible Action re: Authorizing the annual payment for the Town Hall to the Municipal Building Authority.

CM Duncan moved to pay the annual payment for the Town Hall to the Municipal Building Authority. CM O'Brien seconded, the Motion passed unanimously.

8. Discussion and Possible Action re: A Resolution to adopt the amended FY 2016 Budget.

CM O'Brien moved to adopt the amended FY 2016 Budget, CM Duncan seconded, the Motion passed unanimously.

9. Discussion and Possible Action re: A Resolution to adopt the Tentative FY 2017 Budget & announce the Public Hearing in June regarding it.

CM Duncan moved to adopt the Resolution to adopt the Tentative FY 2017 Budget and to announce to Public Hearing on June 15 regarding it, CM O'Brien, seconded, the Motion passed unanimously.

10. Discussion and Possible Action re: A Resolution to form a Fiber Optics Internet Research Committee.

CM Duncan moved to form a Fiber Optics Internet Research Committee. CM Drogin seconded, the Motion passed unanimously.

In discussion, Mayor Erley said that CM Drogin will chair the Committee in response to community concern that the chair be unbiased and suggested that five to seven members be recruited. Erley presented a proposed Committee agenda suggested by Bob Lippman and requested that the Committee members consider the appropriate extent and depth for their research. CM O'Brien offered to serve on the Committee if needed. The Committee will make its recommendations to the Town Council.

11. Discussion and Possible Action re: A Resolution to adopt the Utility Accommodation Application & Permit.

Erley reported concern that the Utility Accommodation Application & Permit focused only on Rocky Mountain Power (RMP). He questioned whether it should include all potential utilities—including Frontier Communications or a different power utility. He told Council Members that he began to modify the form by replacing “RMP” with “all utilities” but worried that it might change the legal language provided by Attorney Christina Sloan. Council Members agreed that inclusion of other utilities was a good idea. After discussion, Erley proposed approval of the current permit in order to establish the process and to then contact Sloan about how the proposed changes would affect the legal language.

CM Duncan moved to adopt the Resolution to adopt the Utility Accommodation Application & Permit, CM Hill seconded, the Motion passed unanimously.

12. Discussion and Possible Action re: Select a proposal for the Castle Valley Drive chip seal project.

Erley reported that the Town received two bids for the CV Drive chip seal project. One of the bids was for striping only and came from an out of town company; the other bid—from LeGrand Johnson—was for the chip seal plus striping. Erley said he thought the small size of the project was the likely reason that no more bids came in. Both bids came in under the \$150,000.00 that Southern Paving (Division of LeGrand Johnson) had suggested they budget for the project. The LeGrand bid came in at \$113,740.00 including \$7,920.00 for striping.

Council Members discussed accepting the apparently lower bid for striping and the chip seal bid from the other bidder and to *apply just one coat of paint*. CM O'Brien noted that a second coat of paint can be applied four or five years later when it is needed, as CM Duncan stated. After examination of the striping bid, which came from an out of town company, they concluded that the final cost could end up being as high or higher than the striping portion of the whole project bid. Council Members decided to accept the bid for the entire project from LeGrand since they are a *local company and would provide continuity over the whole project*.

CM Hill moved to accept the bid from Southern Paving, CM Duncan seconded the Motion, the Motion passed unanimously.

*Erley will contact Southern Paving tomorrow and get the contract signed. The Council expects the project to begin late August/early September.*

13. Discussion and Possible Action re: Posting Community messages on the town WEBSITE.

Mayor Erley reported that a CV citizen had requested that an announcement be placed on the Town website to inform residents that Royce's Electronics was currently accepting applications for his River Canyon Wireless (RCW) internet service. According to Erley, he and CM Hill discussed it and both had reservations about showing support for a commercial enterprise. He noted his concern for those in the Valley who cannot currently get internet service because Frontier has oversold their service. CM Hill

said that she learned applications were available at Royce's store and that many people were taking them, so it is unknown whether or not they need more applicants to launch their service. Fitzburgh suggested that the information be posted on the community bulletin board. CM Hill said this option was suggested along with posting on the Castle Valley Community Facebook page.

CM Duncan suggested changing the PSA on the Town website to inform residents that both Frontier and RCW can provide internet service. CM Drogin suggested saying the both RCW and Frontier are potential providers. Erley confirmed that this would be an administrative act which would not require a Motion.

14. Discussion and Possible Action re: Announcing the Castle Valley Scholarship.

Erley announced that the Castle Valley Scholarship was available again this year. He asked Ron Drake to announce the scholarship in his Castle Valley Comments and said that the Town Clerk will add an announcement to the Town website. Council Members agreed that applications must be received by the Town by Tuesday, June 14.

15. Discussion and Possible Action re: Appointing a new Town Clerk.

CM Hill moved to appoint Jocelyn Buck as the new Town Clerk. CM Drogin seconded, the Motion passed unanimously.

In discussion, Erley said that Buck will have to resign from the PLUC. He thanked the hiring committee and all the candidates. He said there were initially five applicants, three of whom were interviewed. CM Drogin suggested some applicants might be interested in the PLUC openings. Fitzburgh added her request that everyone help to recruit additional PLUC Members since the PLUC will now have only three members.

#### UNFINISHED BUSINESS

16. Discussion and Possible Action re: The Building/Landscaping Caretaker Job Description. [Tabled]

17. Payment of the bills

CM O'Brien moved to pay the bills. CM Duncan, seconded, the Motion passed unanimously.

18. Closed Meeting- None.

#### ADJOURNMENT

CM Duncan moved to adjourn, CM Drogin seconded, the Motion passed unanimously.

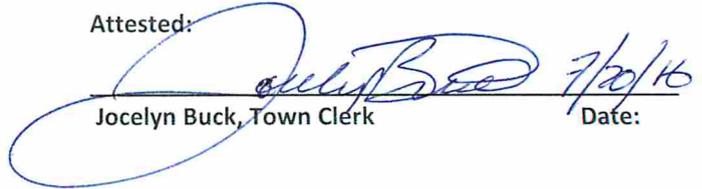
Mayor Erley adjourned the Meeting at 7:41 P.M.

Approved:

  
\_\_\_\_\_  
Dave Erley, Mayor

Date: 8/20/16

Attested:

  
\_\_\_\_\_  
Jocelyn Buck, Town Clerk

Date: 7/20/16