

Minutes of the Altamont Town Council Meeting
January 10, 2019

Present:

Mayor Clyde Watkins
Brent "Ole" Olsen
Sommer Arnold
Derek Mecham
Melba Markham, Town Clerk
Shawn Keel, Town Employee
Kimberly Layton, Taking Minutes

Public Attending:

Erin Phillips, Hunter Phillips, Cameron Olsen,
Chancy Moon, Greg Buxton, Josh Phillips,
Cody Phillips, Thomas Phillips, Greg Miles

Mayor Watkins called the meeting to order at 7:00 p.m.

Minutes Approved (7:03 p.m.)

Motion was made by Glen Jessen to approve the minutes of November 8, 2018. Motion seconded by Derek Mecham. Motion carried unanimously.

2018 Audit – Aycock, Miles & Associates (7:03 p.m.)

Cameron Olson reviewed the audit with the council. He reported that there was a slight increase in tax revenue and expenditures were very similar to last year. Overall, there was a positive increase in the general fund.

Mr. Olson informed the council that the books show an operating transfer of \$142,000 which moved money from the general fund to the capital projects fund. That was purely a bookkeeping transaction which is necessary because the State only allows a certain limitation in the general fund. The capital projects fund acts like a savings account.

There was an operating loss in the Utility Fund of \$24,197. Depreciation expenses account for \$58,000 of the expenses in that fund.

The Town had a net increase in cash, including debt payments, of \$8,224. Additionally, the Town holds slightly over \$163,000 in deposit accounts, \$315,000 in CDs and \$275,000 in the state PTIF account.

The Town's debt currently sits at \$614,000 with regularly scheduled payments of \$26,000 principal.

Mr. Olson stated that the Town has proper approvals and signatures in place, but did have a couple of findings. The Town Council did not receive proper training in regards to the open and public meetings act. That training needs to take place each year, and it must be mentioned in the minutes. The second finding was a budget finding because of the large transfer from the general fund. That transfer was necessary to keep the budget in compliance. Mr. Olson recommended budgeting a transfer each year of \$30,000 to avoid that finding. They only allow the Town to carry 75% of the revenue in the general fund. If the Town had extra activity, it would be worth calling the accountants to see if we should amend the amount. For now, he suggested amending the budget to include the transfer. There were no other findings.

Engagement and Representation letters were signed.

A Motion was made by Glen Jessen to accept the audit as presented. Motion seconded by Derek Mecham. Motion carried unanimously.

Fire Department – positions within the department (7:24 p.m.)

Josh Phillips came before the council to be called to the position of Fire Chief. One of the hardest challenges will be the budget.

Mr. Phillips stated that he would like to call Brandon Peck as the Assistant Chief and Morant Harrison as the Captain. Mr. Harrison is doing some training for fire investigation through Roosevelt Police which will be a nice bonus for the fire department. Mr. Phillips would like to have Greg Miles serve over safety.

Josh stated that he is honored to be recommended for the job of fire chief. He takes the job seriously and takes the firefighters and their safety seriously as well.

He will create an e-mail account for the fire department.

Greg Miles will assist with questions regarding finances and assist with this transition.

A Motion was made by Glen Jessen to accept Josh Phillips as Chief of the Altamont Fire Department. Motion seconded by Derek Mecham. Motion carried unanimously.

Greg Miles reported that he recently ordered a spill kit, so Melba will be receiving an invoice for that.

Flood Control Funding – storm drain project (7:42 p.m.)

Chancy Moon of Jones and DeMille informed the council that they are interested in assisting the Town with the storm water project. They have not prepared a proposal, but they would love to assist the Town in obtaining funding, preparing a design and master plan, as well as help with storm drain issues in front of the high school. Mayor Watkins stated that this project got started from DCWCD water conservation plan funding. As part of that, the Town put in to do some potential flood control. The Town needs to make sure we meet those requirements to move forward with the project. Mayor Watkins will be meeting with Brett at NRCS in a week and a half. If the Town needs to invest a certain amount to determine what the potential is to get the plan done, we need to know that. Mayor Watkins recommended that Mr. Moon meet with Shawn and then let the council know what the Town needs to do. Mr. Moon stated that with regards to the storm drain concerns in front of the high school, they are looking at approaching UDOT to ask about putting larger culverts in along with their project. There could be a significant amount of work to make that all happen.

Glen and Shawn both stated that a lot of the storm drain issues come from the school. Shawn stated that the culvert that goes across the highway doesn't handle all of the water, so the water puddles up back on the school lot.

Mayor Watkins stated that the Town is willing to spend some money to see if this is really something that the Town can fit into the PL566 project, but cannot afford to spend a lot.

Shawn stated that there are other issues in Town as well that he can discuss with Mr. Moon.

Sidewalk project (7:55 p.m.)

Glen reported that the engineers want to be included on the agenda beginning next month and they will be a part of the agenda each month until the project is done. It may be

necessary to have some open meetings for the public during this project. They will bring information to the February meeting. Brett Reynolds is the engineer that will be taking it over. They are working with the Church to see if they will do their side while the Town is doing this project so it can all be done at the same time.

Shawn stated that we may want to let the State know because they are coming through and rototilling the main roads and it would be nice to obtain some of that material if possible. Glen stated that the Town may be able to get some of that material.

Glen stated that we also need to look at changes to the plan because the original plan brought the sidewalk up to the main highway, but he is unsure if we should have the school children walking down the main highway, or if we should keep the sidewalks closer to the subdivision. Shawn stated that there is also a utility right-of-way that needs to be considered for this project.

Mayor Watkins encouraged the council to hold meetings and provide information prior to council meetings so that every meeting does not turn into a work meeting. The council can utilize Shawn and Brenda as much as possible so that they can get things done during the week.

Glen stated that they have received a portion of the engineering money, so the funding is coming through.

Discussion on updating Town Ordinances (8:04 p.m.)

Mayor Watkins stated that the Town has received a book back from Mr. McKeachnie, the Town's legal counsel. The Mayor suggested reviewing portions of the book each month. The council can still make adjustments to the ordinances as necessary.

PCIB Capital Improvements List (8:07 p.m.)

Melba stated that the following items are currently on the PCIB Capital Improvements List:

1 year: Street Improvements, \$250,000.

2-5 year: Fire Truck, \$250,000, Streets chipped and sealed, \$125,000 and cemetery improvements, \$30,000.

Shawn stated that the pumps used for irrigating the cemetery are aging and will be expensive to replace. The Town may need to make some adjustments on the cemetery improvement list. Mayor Watkins stated that it is sometimes difficult to obtain funding on cemeteries. We would be required to obtain a bond, so we would need to weigh whether it would be worth the bond expenses. The Altamont Cemetery needs a survey, new irrigation lines, and other things associated with expansion.

Glen stated that we should add an equipment shed for the new snow truck. Glen and Shawn will get some measurements and come up with a figure to include for this item. Glen recommended including this item on the 2-5 year list. The fire truck should be moved to the 1-year list.

The meeting to present this list will be held on February 11 at 2:00 p.m. There must be a Town representative at this meeting. Mayor Watkins will be there for other reasons and could represent the Town, but if something happens and he is unable to make it, there needs to be another representative there.

Mayor Watkins suggested meeting with Jones and DeMille to obtain a cost estimate on the storm drain master plan. If that cost is \$40,000 or more, we may want to add that to the list as well.

A Motion was made by Glen Jessen to accept the PCIB Capital Improvements List with the addition of the equipment shed and the storm drain master plan as discussed. Motion seconded by Sommer Arnold. Motion carried unanimously.

Cemeteries (8:23 p.m.)

Mayor Watkins stated that the council may want to consider adjusting a few ordinances with regards to the cemetery. Roosevelt and Vernal have ordinances with regards to burial times. Roosevelt requires the casket to arrive by 2:30 p.m. or they will not cover the grave that day. Vernal requires the casket to be there by 4:30 p.m. Also, the council may want to consider raising rates for Saturdays and Holidays. Currently, the Town charges an additional \$100 for Saturday funerals, and an extra \$200 for holidays. Right now, Shawn is ok covering the graves on Saturdays, but that may not always be the case. The Town could also include an ordinance stating that we do not do burials on certain holidays, like Memorial Day for instance. Roosevelt and Vernal both refuse Sundays and Holidays. Sommer stated that if the funeral is outside regular working hours, the price should increase.

Shawn also recommended implementing an ordinance prohibiting pavilions or awnings at the cemetery for burials. He stated that a 4-inch line was hit with a stake from one of the awnings. Glen suggested allowing them with surface weights only.

Glen asked if families ever ask to dig their own grave. Shawn said they ask but the Town does not allow that.

Derek Mecham asked what the council would like to see on the tree plan? Mayor Watkins stated he would just like to see a timeline, and what would happen with each tree. Mayor Watkins stated that the plan can be changed according to finances. Shawn stated that with regards to the new portion of the cemetery, irrigation lines will need to be installed before trees can be planted. Glen Jessen stated having an open meeting to present and pass the plan so that the public cannot complain when trees are taken out.

Miscellaneous (8:51 p.m.)

Mayor Watkins state that if council members would like to attend meetings or training sessions, he encourages them to attend. He will try to remind them of upcoming meetings. The Water Summit meeting will be held in Vernal next week. The Rural Water Conference will be in St. George.

The next council meeting will be held on February 14 at 7:00 p.m.

A Motion to adjourn the meeting was made by Glen Jessen at 9:00 p.m. Motion seconded by Ole Olsen. Motion carried unanimously.

Read and approved this 14th day of February, 2018.
e-mailed to

altamonttown@gmail.com

Date: February 7, 2019