



AGENDA

PUBLIC HEARING ON THE TENTATIVE BUDGET FOR FY 2021 & THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, JUNE 17th, 2020 AT 6:30 P.M.

CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

****Due to concerns regarding the potential spread of COVID-19 this meeting will be held electronically by Conference Call. The Anchor site will be 2 Castle Valley Dr. If you have comments or concerns for the Council please email them prior to the Meeting: townclerk@castlevalleyutah.com or call 259-9828 M-W 9AM-1PM. Thank you!**

**** HOW TO JOIN THE CONFERENCE CALL ***

Option 1 Dial-in phone number (US): (978) 990-5000 follow prompts

Access code: 895972#

Option -2 Join the online meeting (must have computer speakers and microphone):

<https://join.freeconferencecall.com/townclerk58> Online meeting ID: townclerk58

*After callers login into the Meeting press *5 to mute, the call Host will unmute the Council when the meeting is to begin and unmute when the Mayor will roll call for Public for Comments.

Call to order/ roll call

Public Hearing

Public Hearing on the Tentative Budget for FY 2021

1. Open Public Comment

Regular Town Meeting

1. Open Public Comment

2. Approval of Minutes:

* Regular Town Council Meeting May 20 15th, 2020.

3. Executive Reports:

*Roads Committee- M Duncan

*Planning & Land Use Commission-Colleen Thompson

*Community Renewable Energy Act.-CM Gibson.

*Solid Waste District- Diane Ackerman

*Water Agent and Water Committee Report - John Groo

*Hazard Mitigation Committee- M Duncan

*EMS District- Ed Weeks

*Fire District-M Duncan /Chief Drake

*Housing Task Force- M Duncan

4. Correspondence: TBA

5. Administrative Matters & Procedures:

Free Conference Call contribution

General Plan Public Hearing-July

Manti LaSal National Forest Cooperating Agency Status Scoping Period Update - CM O'Brien

Town letters

NEW BUSINESS

6. Discussion and Possible Action re: Resolution 2020-6 Adopting the Final FY 2021 Budget.

7. Discussion and Possible Action re: Resolution 2020-7 Approval of the FY2021 Tax Rate.

8. Discussion and Possible Action re: Appointment to the Economic Development Advisory Board.

9. Discussion and Possible Action re: Selection of the 2020 Castle Valley Scholarship recipient.

10. Discussion and Possible Action re: Appointment to the Planning and Land Use Commission (1).

11. Discussion and Possible Action re: Appointment to the Planning and Land Use Commission (2).
12. Discussion and Possible Action re: Adopt Ordinance 2000-1 Regulating Excavation and Construction within, and prohibiting the obstruction of, blocking, or interference with, the Public right of way within the Town.

UNFINISHED BUSINESS

13. Discussion and Possible Action re: Approval of amendments to the Employee Policy manual. (tabled)
14. Closed Meeting (If necessary).
15. Payment of the bills.

ADJOURNMENT

ATTACHMENTS A B

Castle Valley Budget / Actual 2018, Adopted 2019, Ammended 2019 and Adopted 2020 Actual 2019						
Codes	Operating Budget	Actual 2019 Budget	Adopted 2020 Budget	Amended 2020 Budget	PROPOSED 2021 Budget	
	Operating Income	\$ 258,679.70	\$ 242,346.00	\$ 242,271.65	\$ 184,115.00	
	Tax Revenue	\$ 187,587.97	\$ 178,376.00	\$ 184,439.25	\$ 120,350.00	
4110	Property Taxes	\$ 132,741.42	\$ 124,776.00	\$ 128,113.75	\$ 92,500.00	
4111	Current	\$ 127,934.32	\$ 120,776.00	\$ 125,349.71	\$ 90,000.00	
4112	Delinquent	\$ 4,807.10	\$ 4,000.00	\$ 2,764.04	\$ 2,500.00	
4150	Sales Tax	\$ 48,574.69	\$ 48,000.00	\$ 51,212.17	\$ 25,000.00	
4175	Misc Tax	\$ 6,271.86	\$ 5,600.00	\$ 5,113.33	\$ 2,850.00	
4176	Motor Carrier	\$ 633.95	\$ 800.00	\$ 755.12	\$ 500.00	
4177	Fee in Lieu	\$ 4,285.25	\$ 3,500.00	\$ 2,780.71	\$ 1,900.00	
4199	Other	\$ 1,352.66	\$ 1,300.00	\$ 1,577.50	\$ 450.00	
	Intergovernmental Revenue	\$ 46,038.73	\$ 38,600.00	\$ 41,705.54	\$ 20,500.00	
4210	Class "C" Roads	\$ 42,184.18	\$ 35,000.00	\$ 36,963.55	\$ 18,000.00	
4211	Add Road Tax	\$ 3,854.55	\$ 3,600.00	\$ 4,741.99	\$ 2,500.00	
4220	Liquor Allotment Fund	\$ -	\$ -	\$ -	\$ -	
4230	Government Grants					
4299	Cemetery					
	Other					
4300	Permits and Fees	\$ 2,535.57	\$ 1,870.00	\$ 3,100.00	\$ 1,900.00	
4310	Water Agreements	\$ 190.00	\$ 190.00	\$ 1,045.00	\$ 500.00	
4320	Building Permits	\$ 1,145.00	\$ 600.00	\$ 885.00	\$ 500.00	
4330	Business Lic/CUP	\$ 235.00	\$ 280.00	\$ 200.00	\$ 200.00	
4340	Fines			\$ -	\$ -	
4350	School Bus Prkg	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	
4399	Other Fees	\$ 665.57	\$ 500.00	\$ 670.00	\$ 400.00	
4400	Donations/Private Grants	\$ 7,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	
4420	Scholarship	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
4499	Other	\$ 5,000.00		\$ 2,500.00		
4500	Interest	\$ 10,017.43	\$ 6,000.00	\$ 8,026.86	\$ 6,000.00	
	Sale of Fixed Assets					
	Transfer from Genl Fund Balance	\$ 5,000.00	\$ 5,000.00		\$ 32,865.00	
	Transfer From Capital Funds		\$ 10,000.00			

ATTACHMENTS A B

Operating Expenses		\$	225,702.66	\$	242,346.00	\$	190,130.00	\$	184,115.00
5100 Administration		\$	57,998.64	\$	77,845.00	\$	59,355.00	\$	67,265.00
5110 Payroll & Taxes		\$	28,933.46	\$	32,500.00	\$	32,500.00	\$	33,100.00
5111	Clerk	\$	22,474.46	\$	26,000.00	\$	26,000.00	\$	26,600.00
5115	Mayor	\$	6,459.00	\$	6,500.00	\$	6,500.00	\$	6,500.00
5119	Other								
5120	Office Expenses	\$	3,966.11	\$	3,000.00	\$	2,000.00	\$	2,000.00
5125	Public Notice/ Website	\$	602.50	\$	1,545.00	\$	1,500.00	\$	1,600.00
5130	Elections	\$	-	\$	2,000.00				
5135 Programs/Events		\$	4,165.00	\$	4,500.00	\$	2,500.00	\$	5,000.00
5136	Scholarship	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	2,500.00
5137	Clean-Up	\$	1,665.00	\$	2,000.00	\$	-	\$	2,500.00
5139	Other								
5150 Professional Services		\$	7,106.50	\$	14,200.00	\$	5,055.00	\$	7,465.00
5151	Legal	\$	5,296.50	\$	8,000.00	\$	1,500.00	\$	2,000.00
5152	Appeal Authority	\$	-	\$	1,350.00	\$	-	\$	1,350.00
5153	Audit	\$	1,810.00	\$	1,850.00	\$	2,115.00	\$	2,115.00
5154	Database	\$	-	\$	1,000.00	\$	540.00	\$	1,000.00
5160	Dues/Memberships/ Training	\$	995.46	\$	2,000.00	\$	900.00	\$	1,000.00
5165	Travel	\$	122.63	\$	800.00	\$	800.00	\$	800.00
5170	Telephone	\$	2,977.59	\$	4,300.00	\$	4,100.00	\$	4,300.00
5175	Insurance/ Bonds	\$	9,129.39	\$	12,000.00	\$	10,000.00	\$	12,000.00
5180	Interlocal Services - Animal Control			\$	1,000.00	\$	-		
5199	Other								
5200 Community Bldg/Lot		\$	32,375.36	\$	28,600.00	\$	23,775.00	\$	21,550.00
5210	Payroll & Taxes	\$	3,314.12	\$	8,000.00	\$	6,000.00	\$	4,000.00
5260	Cemetery	\$	-						
5261	Payroll								
5269	Other								
5220	Lease/MBA	\$	7,250.00	\$	7,125.00	\$	7,125.00	\$	7,000.00
5230	Utilities	\$	1,925.68	\$	2,000.00	\$	2,000.00	\$	2,000.00
5240	Maintenance Expenses	\$	1,856.24	\$	3,000.00	\$	1,200.00	\$	1,200.00
5241	Equipment for Community Center	\$	3,857.82	\$	-	\$	-	\$	-
5280	Road Shed Loan	\$	7,575.00	\$	7,475.00	\$	7,450.00	\$	7,350.00
5299	Other	\$	5,222.50	\$		\$	-	\$	
5290	lot irrigation / re emr / Defribulatd	\$	1,374.00	\$	1,000.00	\$	-	\$	

ATTACHMENTS A B

5300 Planning/ Land Use		\$	11,791.50	\$	14,000.00	\$	9,600.00	\$	5,700.00
5310 Payroll & Taxes		\$	11,791.50	\$	13,500.00	\$	9,600.00	\$	5,200.00
5311	Permit Agent	\$	4,088.64	\$	5,500.00	\$	3,200.00	\$	3,200.00
5312	Clerk	\$	7,702.86	\$	8,000.00	\$	6,400.00	\$	2,000.00
5320	Professional Services			\$	500.00	\$	-	\$	500.00
5330	Studies								
5399	Other								
5400 Water		\$	5,914.11	\$	17,500.00	\$	14,500.00	\$	8,500.00
5410	Payroll & Taxes	\$	1,191.25	\$	2,000.00	\$	2,000.00	\$	2,000.00
5420	Professional Services			\$	1,000.00	\$	3,000.00	\$	2,000.00
5422	Cemetery Well	\$	-	\$	-				
5421	Water Study	\$	-	\$	10,000.00	\$	5,000.00	\$	-
5499	Other	\$	4,722.86	\$	4,500.00	\$	4,500.00	\$	4,500.00
5500 Roads		\$	82,623.05	\$	101,401.00	\$	82,900.00	\$	81,100.00
5510 Payroll & Taxes		\$	41,639.15	\$	39,100.00	\$	39,100.00	\$	39,600.00
5511	Road Supervisor	\$	23,826.45	\$	24,500.00	\$	24,500.00	\$	25,000.00
5512	Road Staff	\$	17,812.70	\$	14,600.00	\$	14,600.00	\$	14,600.00
5513	Administrator								
5514	Training	\$	-	\$	2,000.00	\$	-		1,000.00
5521	Road Legal	\$	-	\$	1,000.00	\$	1,500.00	\$	
5520									
5530 Road Equipment		\$	36,472.05	\$	52,301.00	\$	38,200.00	\$	40,000.00
5531	Fuel Oil/ Supplies	\$	9,192.90	\$	10,000.00	\$	10,000.00	\$	10,000.00
5532	Maintenance/ Re	\$	9,702.22	\$	13,000.00	\$	11,000.00	\$	11,000.00
5533	Equipment/Tools	\$	3,491.42	\$	10,000.00	\$	3,200.00	\$	5,000.00
5534	Leased Equipment	\$	14,085.51	\$	19,301.00	\$	14,000.00	\$	14,000.00
5540 Road Maintenance/ Repair		\$	4,511.85	\$	7,000.00	\$	4,100.00	\$	500.00
5541	Contractors	\$	738.72	\$	2,000.00	\$	300.00	\$	500.00
5542	Weed Control								
	Other- seal equip								
5543	Castle Valley Drive								
5544	Shafer	\$	3,609.08					\$	-
5549	other / shafer	\$	164.05	\$	5,000.00	\$	3,800.00	\$	-
5599	CVD / chip sealing								
Transfers		\$	35,000.00	\$	3,000.00	\$	-	\$	-
To General Fund									
To Capital Fund		\$	15,000.00	\$	3,000.00				
To Capital Fund/Roads		\$	20,000.00						
SURPLUS		\$	32,977.04	\$	-	\$	52,141.65	\$	-

[illegible]

DRAFT MINUTES

SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING, PUBLIC HEARING ON THE AMENDED BUDGET FOR FY 2020 & THE REGULAR TOWN COUNCIL MEETING

WEDNESDAY, MAY 20th, 2020 AT 6:30 P.M.

CASTLE VALLEY COMMUNITY CENTER – 2 CASTLE VALLEY DRIVE

*** Due to concerns regarding the potential spread of COVID-19 this meeting was held electronically by Conference Call. The Anchor site was 2 Castle Valley Drive.**

Council Members Present: Mayor Duncan and Council Members: Gibson, Hill, Holland and O'Brien.

Absent: None.

Others Present: Ron Drake and Colleen Thompson.

Clerk: Jocelyn Buck

SPECIAL MUNICIPAL BUILDING AUTHORITY (MBA) MEETING

1. M Duncan called the Meeting to order at 6:32 PM.

2 Council Role Call -all present

3 Municipal Building Authority new Board Members Gibson and Hill sworn in.

4. Installation of Treasurer for MBA.

CM Holland nominated CM Hill as the Treasurer for the Municipal Building Authority, CM O'Brien seconded and the motion passed unanimously.

5. Authorization of annual Town Building CIB loan payment for \$7125.00.

CM Hill motioned to pay the \$7125.00 annual CIB loan for the Town Building, CM O'Brien seconded and the motion passed unanimously.

REGULAR TOWN COUNCIL MEETING

M Duncan called the Meeting to order at 6:35 PM.

PUBLIC HEARING

Public Hearing on the Amended Budget for FY 2020

1. Open Public Comment

Thompson asked if the Federal or State Governments are doing anything to help fund Municipalities considering the COVID circumstances.

CM Holland reported that the original CARES Act money was to be used for COVID related expenses not to help with COVID related lost revenue. Another bill is held up in Congress that could help with lost revenue and General Funds.

M Duncan added that there may be some changes in State regulations that would allow us to use General Fund money carry over to help in FY 2021.

Thompson's concern was that the Town was staying on top of information on the possibilities for financial help.

M Duncan stated she was keeping track of what was going on but she was not counting on receiving any funding. She added that we have to take our own fiscal responsibilities and work through this.

Regular Town Meeting

1. Open Public Comment

Thompson asked if the Hazard Mitigation Committee has taken into consideration the potential for severe quarantine situations.

M Duncan responded that the Hazard Mitigation Committee is in the process of adding a new section on Biological Hazards to the Plan.

2. Approval of Minutes:

*Special Joint Council Meeting February 18th, 2020.

CM Hill motioned to approve the minutes from the Special Joint Council Meeting February 18th, 2020 as presented, CM Gibson seconded motion passed unanimously.

* Regular Town Council Meeting April 15th, 2020.

CM Hill motioned to approve the minutes from the Town Council Meeting April 15th, 2020 as amended; CM Holland seconded motion passed unanimously.

* Special Town Council Meeting April 23rd, 2020.

CM Hill motioned to approve the minutes from Special Town Council Meeting April 23rd, 2020 as amended; CM Gibson seconded motion passed unanimously.

3. Executive Reports:

*EMS District- Ed Weeks- not present

*Roads Committee- M Duncan- minutes provided

*Planning & Land Use Commission-Colleen Thompson- no Meeting in May

*Housing Task Force- M Duncan- Minutes provided. M Duncan reported the housing relief fund has been very successful.

*Water Agent and Water Committee Report – John Groo- not present

CM O'Brien reported the Manti LaSal National Forest Service management Plan final draft will be ready in a month and then the Public comment period should start.

*Fire District-M Duncan – nothing to report

* Hazard Mitigation Committee- M Duncan reported the Committee is still working on the Plan update

*Landscaping Report- Will be removed from the future agendas until needed.

*Solid Waste District- Diane Ackerman- Recycle letter will be sent out to the Council for input and then it will be posted on the Town website.

4. Correspondence: None

5. Administrative Matters & Procedures:

Manti LaSal National Forest Cooperating Agency Status Scoping Period Update – CM O'Brien updated in Water Committee report.

Town letters in progress- None.

Update on HB411 Community Renewable Energy Act.-CM Gibson.

CM Gibson reported the Committee is still working on the language for the contract. There are rough numbers for initial costs of \$900K, our share could be .01% it would be based on energy load and population size.

M Duncan asked if the group has discussed the impacts of COVID on their ability to fund this program. CM Gibson responded that so far no parties seemed very concerned about funding; most of the funding will come from the big cities that have a lot of revenue.

Buck reported we have received one application for the PLUC position and no applications for the Scholarship. She will re-post the Scholarship, the deadline is June 1st. We may have to roll it over until next year if we have no applicants.

NEW BUSINESS

6. Discussion and Possible Action re: Resolution 2020-3 Delegating Authority in the Absence or Vacancy of the Mayor.

CM Hill motioned to approve Resolution 2020-3 Delegating Authority in the Absence or Vacancy of the Mayor as presented, CM Holland seconded, motion passed unanimously.

7. Discussion and Possible Action re: Resolution 2020-4 Adopting the Amended 2020FY Budget.

CM O'Brien motioned to adopt Resolution 2020-4 Adopting the Amended 2020FY Budget, CM Holland seconded, motion passed unanimously.

Items 7/8 were discussed together: M Duncan reported that all the money budgeted for road materials this year will not be used and instead will be used to pad the FY2021 budget. And going forward any extra money should be used for road material.

CM Hill stated the effects of COVID on our revenue for FY2021 are still unknown so we cut everything we could out of this year's budget to pad our General Fund for next year.

M Duncan stated that as yet we don't know how much of the General Fund money we will be allowed to rollover. CM Hill agreed we don't know but if there is a limit we would still be able to put any excess into our Capital Funds account however it is illegal to run the Town on Capitol Funds. M Duncan asked if we could use Capital funds to buy road materials. CM Hill stated yes that is a major expense for us and if we can use that money to repave Castle Valley Drive then why couldn't we use it to buy gravel for the side roads.

CM Hill continued they have found/set aside a surplus in FY2020 of approximately \$52,000 of which approximately \$33,000 will be used to cover our bare bones budget for FY2021. The extra \$19,000 could be put in Capital Fund that is if we get the income we have projected, and that is the variable we don't know. That \$19,000 will stay as General Fund padding in case we do not get the tax revenue projected. We can always amend the budget during the year as needed. CM Hill brought to the record that a mistake Budget posted had a \$4400 surplus for FY2020 that has been corrected into a General Fund Balance transfer from \$37,265 to \$32,865. Council was optimistic that because our operating revenue is mostly derived from property taxes and hopefully people will most likely pay that tax we should get through FY2021 with the projected 30% reduction in revenue.

8. Discussion and Possible Action re: Resolution 2020-5 Adopting the Tentative FY 2021 Budget.

M Duncan stated that it is really important to get through this without using more than we need to; right now we are in a good place to weather the effects of COVID on our revenue. We are not doing our Country any favors accepting handouts that are not even real money and will make the Country even more in debt. CM O'Brien has happy to see how well we were able to save \$32000 from FY2020. The Council agreed we have done an awesome job of working within our means.

CM O'Brien motioned to adopt Resolution 2020-5 Adopting the Tentative FY 2021 Budget, CM Holland seconded, motion passed unanimously.

9. Discussion and Possible Action re: Nomination appointment of CM Gibson to the Road Committee.

M Duncan stated the Road Committee has unanimously recommended that we appoint CM Gibson to the Road Committee.

CM Holland motioned to nominate CM Gibson to the Road Committee, CM O'Brien seconded, motion passed unanimously.

The Council thanked CM Gibson for her service to the Town.

10. Discussion and Possible Action re: Road Committee's proposal re: the potential Quaky gravel pit.

M Duncan stated the Road Committee did unanimously recommend to the Council that the Quaky pit was a good option for road material for the Town. Committee member Erley took Council members on field trips out to the Professor valley and Quaky pits, to give them some insight and get their perspectives. M Duncan's perspective was that we will always need material, it is expensive and she felt strongly that it says a lot to take these issues and own them. If we have reservations about mining in our own watershed we should have those same reservations about buying material out of someone else's watershed.

CM Hill disagreed because the LeGrand pit is already an established pit and using the Quaky will interfere with a tranquil pond that has been sanctuary for animals and people. In addition the material from the Quaky pit would still need a lot of digging and processing and she felt there was not even a good deposit of gravel only cobble.

M Duncan continued a sustainable community does include looking at alternatives here in our own backyard.

CM Holland agreed with M Duncan that we should be responsible for our own gravel if residents want good roads but there are a lot of good points on the environmental impacts. He asked if there would be any environmental standards we would need to meet for the BLM permit?

M Duncan explained that we could get this BLM permit because we have proof of prior use. She suggested we could use this pit only on a limited scale for the pit run material needed to build up boggy or low areas and then top that with other better materials.

CM Hill questioned if the two part time people in the Road Department can run a gravel pit and maintain the roads at the same time. When they were working on the Shafer extension all other road work in the rest of the Valley stopped. She added that the costs for wear and tear on equipment on the Shafer project were extensive.

CM O'Brien asked if with the labor costs and wear and tear on equipment it makes economic sense to use gravel from the Quaky pit or to just buy material from LeGrand Johnson.

CM Hill stated after doing the books and seeing the repair bills for the Shafer project it does not, in addition while the crew were doing that the rest of the Valley suffered because they weren't grading.

Council agreed that there was a lot of discrepancy in the costs to buy from Legrand Johnson depending on how many roads were to be re-surfaced etc.

CM Hill stated comparing costs still won't make any difference because we will still need road base the quaky pit won't be crunching material and making real road base only cobble rock.

CM Gibson questioned if this pit is economically viable, she pointed out that in the 2019 General Plan survey people were asked what they most valued in the Town answers given were serenity, quiet, nature, beauty. Better roads were not high on the results.

M Duncan added the point is that we need to economically get materials to fix bad spots and that as a town we take on the responsibility of public safety and that entails putting money into maintaining our Roads.

Council agreed that they would like to see more money in the budget for road material but with the COVID situation revenue for FY2021 is unknown.

M Duncan pointed out that the Road Department did a really good job staying within their budget this year. And that we should commend Gritts for all his work trying to get the Ida Gulch back. He met with several Government Officials and really tried to get Ida Gulch back so we did not have to look at these other options. Council agreed and thanked Gritts for his work.

Thompson added that a lot of the problem with equipment breakdown was because they were having to haul it up over Pace hill. And if the material used from the Quaky would be limited to the bad spots the pit would only be used intermittently.

Discussion continued on the Road Department/ Committee's displeasure with the Council's financial support. It was agreed it all comes down to what funds the Town gets to budget. CM Hill stated that maybe we should have a public hearing to raise taxes for the roads. M Duncan stated that most residents are fine with the roads and do not want a tax increase they just want basic road maintenance. Thompson added the General Plan survey results supported that. Buck stated that she felt the public would be happy to get their roads graded once a year and the trouble spots worked on.

M Duncan asked if the Council wanted to drop this item and commit to finding future money for road material. CM Holland wanted to communicate to the Road Committee that the Council is really trying to find money for road material and the Council appreciates all their work on trying to find a pit.

CM Hill motioned to say no to the Quaky pit but will commit to spending as much money as we can each year for road material, CM Gibson seconded. Motion Dropped. CM O'Brien wanted to put in a real amount of money into the budget for material. CM Hill agreed but added with COVID it is going to be difficult. Also every year we need to put some money in the Capital Road Fund saving up for repaving Castle Drive. Buck added that Castle Valley Drive is getting a lot more traffic than it used to so it may need to be repaved more often and therefore we may have to set aside more money. She suggested looking at amending the budget mid-year after the effects of COVID on our revenue will be felt and then if there is extra money it could go to road material.

CM Holland will follow up with a letter to the Road Committee to explain the Council's position.

CM Hill motioned to say no to the Quaky pit, CM Gibson seconded, motioned passed 4-1 with CMs Hill, Gibson, Holland and O'Brien aye and M Duncan nay.

11. Discussion and Possible Action re: Approval of amendments to the Employee Policy manual.

CM Hill explained that this has come up because with the impacts COVID probably will have on our budget we may not be able to offer the employees their 2% annual cost of living raise.

CM Holland disagreed with cutting out the employee's cost of living raise, unless there is a dramatic decrease in tax revenue.

CM Hill offered the parameter that if our projected income comes in 30% less than the anticipated and accounted for in the FY2021 budget then the Town reserves the right to withhold the 2% increase.

CM O'Brien was concerned that withholding the annual raises negatively affects the employees long-term career earnings when we are really only worried about potentially temporary budget constraints. If we did have to do this then maybe we should make up the difference with a 4% raise the next year.

CM Hill motioned to table and work on amended language for next month, CM O'Brien

seconded motion passed unanimously.

Buck added that we also need to add language for #22 use of Town equipment to include road equipment.

UNFINISHED BUSINESS

12. Discussion and Possible Action re: Roto mill Town Parking Lot Proposal. (tabled)

CM Holland motioned to un-table; CM O'Brien seconded motion passed unanimously.

CM Gibson had done research and presented a study on the Environmental Impacts of Reclaimed Asphalt Pavement (RAP) Findings were RAP should not be used in landfills with acidic conditions, regular rainfall did not cause leaching. VOCs are not emitted in significant amounts. Unbound RAP had beneficial uses for parking lots, pathways, roads and sub bases for new roads.

CM Holland recommended just using gravel / road base for the Town Building parking lot.

The Council agreed that when funds are available we should add road base to the muddy areas of the Town parking lot. M Duncan stated that the money for that project should come out of the Community Building budget not the Road's budget.

CM Hill was still really concerned about the environmental effects of RAP and suggested the Community should weigh in on its use in the Valley. CM Holland suggested doing an online survey like they for the Hunting Ordinance. The questions to be addressed could be do residents want RAP used on their neighbor's driveways and Town roads. The Council dropped this item and will consider Survey questions.

13. Closed Meeting (If necessary).

14. Payment of the bills.

CM Holland motioned to pay the bills; CM O'Brien seconded motion passed unanimously.

ADJOURNMENT

CM Hill motioned to adjourn, CM O'Brien seconded, motion passed unanimously.

M Duncan adjourned the Meeting at 8:26PM

Approved:

Attested:

Jazmine Duncan, Mayor

Jocelyn Buck, Town Clerk

Date:

Date:

DRAFT MINUTES
CASTLE VALLEY ROADS COMMITTEE MEETING
TUESDAY, MAY 19th, 2020 at 4:30 P.M.
CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

****Due to concerns regarding the potential spread of COVID-19 this meeting will be held electronically by Conference Call. The Anchor site was 2 Castle Valley Dr.**

Members Present: Merrill Brady, Jazmine Duncan, Dave Erley and Glen Wilson.

Members Absent: None.

Recorder: Jocelyn Buck.

Public Present: Colleen Thompson, Pamela Gibson and Russ Cooper.

Roads Department: Mingo at 4:38PM

Brady called Meeting to order at 4:30PM

Committee role call

1. Open Public Comment:

2. Approval of Minutes of Roads Meeting April 14th 2020.

Erley motioned to approve Roads Meeting Minutes, Duncan seconded, motion passed unanimously.

3. Executive Report:

Monthly Road Report-Mingo Gritts

Gritts reported they have replaced the starter on the Ford Dump truck. And the Grader is fixed and they will start grading the Upper Eighty.

4. Correspondence: None

5. Administrative: Road Committee's proposal to the Council regarding the Quaky gravel pit.

Erley reported back on the field trips he took with Town Council members. He got feedback that mining the gravel would cost too much in time and repair bills on equipment. There were further environmental concerns specific to the quaky pit regarding noise, dust and protection of the aquifer. The Town has a long history of contesting any mining operations adjacent to the Town boundaries, the Town has gone out of it way to tell people not to mess with our aquifer and some of the Council don't feel they can be hypocritical. Erley has asked the Council for direction one of their options could be to buy material from LeGrand Johnson and have the Roads crew spread it. Erley also brought up to the Council members that some of the problem roads will need to be built up with the bigger "rip rap" material prior to topping with road base.

Brady stated that the best option for the Town is the Quaky pit. It is the easiest on the equipment because they would go uphill empty and downhill loaded. He was concerned that if we pass up the opportunity to get the quaky pit we may not get the opportunity again. He added that we need the bigger pit run material we could get from that pit to fix the real bad areas.

Duncan added that we need material and there is a lot to be said for owning our own issues.

Brady concluded the Council will have to decide what they want and come up with the funds to do it.

6. Standard Operating Procedures: Gritts has updated the existing SOPs into the required format and will send them out to the Committee. Duncan wants to get the SOPs we have approved and get them in use.

New Business

7. Discussion and Possible Action re: Amended FY 2020 Budget and Tentative FY 2021 Budget.
Duncan asked to have Gritts look at the Amended budget ASAP for any changes.

8. Discussion and Possible Action re: Recommendation to the Council to appoint CM Gibson to the Road Committee.

Duncan motioned to recommend to the Council appoint CM Gibson to the Road Committee, Erley seconded, motion passed unanimously.

9. Discussion and Possible Action re: Mowing

Gritts reported that Mike Souza is back to work and will start mowing when the grading is done. Gritts will evaluate what is left in the FY2020 payroll budget along with when and where we need to start mowing.

Unfinished Business

10. Discussion and Possible Action re: Perpetual and Emergency waiver/ easements (tabled)

11. Road's Budget

The professional fees line item is slightly over budget due to the survey work on CV Drive and three cul de sac surveys. Duncan stated that our overall budget looks good; we need to keep it that way heading into next year with the as yet unknown effects of COVID on our tax revenue.

12. Emergency Planning- Evacuation Planning

13. Closed session (if needed)

Adjournment

Erley motioned to adjourn; Wilson seconded, the motion passed unanimously.

Brady adjourned the meeting at 4:49 PM.

Brady asked that the next meeting in June be held at the Town Pavilion.

Approved:

Merrill Brady (Date)

Attested: _____
Jocelyn Buck, Town Clerk (Date)

**WORKING DRAFT (2) MINUTES
REGULAR MEETING
OF THE PLANNING AND LAND USE COMMISSION**

Date: Wednesday, June 3, 2020

Time: 6:30 PM

Place: Conference Call

Present: Ryan Anderson, Marie Hawkins, Bill Rau, Colleen Thompson

Absent: None

Others Present: Jack Campbell, Stephen Curtis, Jazmine Duncan

Clerk/Recorder: Susan Curtis

CALL TO ORDER REGULAR MEETING

Rau called the Public Hearing to Order at 6:30 P.M.

1. Open Public Comment – None.

2. Approval of Minutes.

Public Hearing and Regular Meeting of March 4, 2020

Thompson moved to approve the Minutes as presented. Anderson seconded the Motion. Anderson, Hawkins, Rau, and Thompson approved the Motion. The Motion passed unanimously.

3. Correspondence – None.

4. Town Council Meeting Report - Due to Covid-19 4 reports were delivered to PLUC on June 3, 2020

- **2/18/20 Grand County Council Special Meeting**
Joint Meeting With Moab City And Town Of Castle Valley Councils. Adopting proposed joint resolution between Grand County and Moab City in support of the State Legislature's ratification of the Equal Rights Amendment during the 2020 Legislative Session. Passed unanimously with County Council motion carries 6-0, Moab Council motion carries 4-0, and Town of Castle Valley motion carries 4-0.
- **4/15/2020 Town Council Meeting**
Executive Reports: BPA was asked about new construction on Miller. This is being done under a 2007 building permit before the Town put expirations or square footage caps into effect. There are some other rumored "pocket permits".
Administrative Matters & Procedures: regarding the Council's Top 5 Ordinance Priorities – project on hold due to potential reductions in revenues from the effects of COVID-19.
New Business: There was discussion about Congressional aid via the CARES Act (all cities in Utah, including SLC, are too small to qualify but ULCT is pursuing a change). There was discussion about whether or not to hire a PLUC clerk; the Council decided to go ahead and advertise the position.
- **4/23/20 Special Town Council Meeting**
Recommendation and Approval to hire Susan Curtis for the position of Planning and Land Use Commission Clerk.
- **5/20/2020 Town Council Meeting**
Administrative Matters & Procedures: Lee Stoddard has resigned from the PLUC to pursue other activities. Jocelyn reports we have one good applicant for the vacancy, so far.
New Business: Council passed Resolution 2020-3 Delegating Authority In The Absence Or Vacancy of the Mayor. Budget discussions for FY 2020 & FY 2021. No doubt the budget will undergo amendments in the next fiscal year depending on effects of COVID-19. Pamela Gibson was nominated to fill a vacancy on the Roads Committee, and was appointed.
- **PLUC Discussion on Town Council Reports:** Anderson asked how to find out about older permits that are still active? Thomson responded it would require manually looking through files

and added the county archive process does result in deletion of some older documents.

5. Building Permit Agent Report

- **Permit Activity:**

March

3/16	#116 Honeyman/Schroeder	electric permit
3/16	#116 Honeyman/Schroeder	septic permit
3/16	#298 Bonny/All Smiles	TDP renewal (late)

April

4/7/20	#046 Hutchinson	electrical service installation
4/7/20	#116 Honeyman	residence building permit
4/18/20	#322 Shotwell	CO for garage

May

5/15	#046 Kline*/Patrick/Stace	septic permit
5/30	#116 Sherwood/Cathy/P	building permit

*Kline is no longer owner. Corey Shurtleff became owner last year, then in fall of 2019 was sold to Neil Hutchinson; Grand County database not updated yet.

- **Updates on Recent Applications - None.**

6. Procedural Matters

- **Discuss items to address in coming months regarding amendments to existing ordinances based on survey input, PLUC and TC input and other criteria.**

Items Presented: Thompson provided a table of ordinances with difficulty rating on each ordinance. Anderson read his email input on ordinances he recommended for review.

Discussion:

Livestock Limits: Hawkins started discussion stating revised language level of effort is difficult and should not wait for budget to start working on revised language. Rau and Thompson agreed and Thompson suggested a small committee of 2 PLUC and 1 public person come up with revised animal numbers and present at July PLUC meeting as a discussion starter. Hawkins, Thompson, and Campbell will serve on the committee with Thompson as lead.

Aging in Place: Rau reported a group had already been working on aging in place and perhaps could expand the group; recommended local group do informal work outside PLUC until more substantial plans and/or would impact ordinances.

Dark Sky: Rau commented Town Council was reviewing and not sure of current status of review

Fencing Ordinance: Rau commented should begin work on revised wording for July PLUC meeting and volunteered to work on revised language to eliminate references to commercial agriculture, and related references in 85-3.

Rentals: Rau, Anderson, Thompson, Duncan, and Hawkins group discussion on current activity seen and effect of COVID-19. Duncan commented no complaints have been coming in and not much in violations seen by residents at this time. Anderson suggested to raise minimum rental period to 3 months; Duncan commented survey showed most ok with 25 days and offenders would continue even if raised to 3 months. Anderson suggested developing another way to handle violations rather than having mayor responsible for all follow-up

Conditional Use Permits (CUPs): Rau commented ordinance is complicated and to change ordinance would require legal review, state assistance might be available, perhaps need to tighten ordinance or get rid of it. Thompson commented that a lot of paperwork is required by applicants, recommendations at land use conference last year indicated if standards were added to ordinance, might not need as many CUPs. Discussion continued on home-based businesses and impact on infrastructure and traffic. Rau commented there was enough interest to start work on revised language. Group will share ideas via email and discuss again at July meeting.

Shipping Containers: Thompson recently had questions from public on shipping containers, and will ask County if they could be considered a portable shed, which are covered in County

language. County has separate process for containers converted to dwelling. Thompson will work on revised wording for ordinance.

Summary/Action Items for July PLUC Meeting:

1. Thompson/Team - Livestock Limits: small committee of 2 PLUC and 1 public person come up with revised wording. Hawkins, Thompson, and Campbell will serve on the committee with Thompson as lead.
 2. Rau - Fencing Ordinance: Rau volunteered to work on revised language.
 3. PLUC - Conditional Use Permits (CUPs): PLUC will share ideas via email on revised ordinance wording.
 4. Thompson - Shipping Containers: Thompson will work on revised wording for ordinance.
- **Discuss participation in Utah Land Use Legislative Update Webinar on June 4**
Discussion: Rau, Thompson, Anderson plan to attend. Campbell asked if public could attend and Thompson offered to forward email with information for Campbell to try to attend.

NEW BUSINESS

7. Discussion and possible action re: Master Draft of the 2020 General Plan Update.

Rau requested approval for master draft with a few small edits, asked PLUC if any issues with current master draft, and none were presented. Anderson made motion to send to Town Council and Thompson seconded, all voted in favor and motion passed unanimously.

UNFINISHED BUSINESS – None.

CLOSED MEETING – None.

ADJOURNMENT

Thompson moved to adjourn the Meeting. Hawkins seconded the Motion. Anderson, Hawkins, Rau, and Thompson approved the Motion. The Motion passed unanimously.

Rau adjourned the Meeting at 7:29 P.M.

MINUTES
HAZARD MITIGATION COMMITTEE MEETING
WEDNESDAY MAY 13th 2020 AT 6:00 P.M.
TOWN BUILDING - 2 CASTLE VALLEY DR.

Committee Members Present: Mayor Duncan Town of Castle Valley, Bill Rau- Planning and Land Use, Ron Drake and Leta Vaughn- Fire District. Dave Erley joined the meeting at 6:15PM
Members Absent: David Smith, Mingo Gritts Road Department
Recorder: Jocelyn Buck

CALL TO ORDER

Mayor Duncan called the Meeting to order at 6:00PM

1. Open Public Comment: None

2. Approval of the Meeting Minutes from February 12, 2020

Vaughn motioned to approve the Minutes from February 12, 2020, Drake seconded, motion passed with Bill Rau abstaining.

Approval of the Meeting Minutes from March 11, 2020

Vaughn motioned to approve the Minutes from March 11, 2020, Drake seconded, motion passed with Bill Rau abstaining.

3. Review and Discussion on progress, section reassignments and appendix.

Duncan reported that Lee Stoddard had step aside from the Committee. He had been assigned Earthquakes and Biological Hazards. Erley was already working on the Earthquake section. Duncan will try to do some work on the Biological Hazard section but asked the whole group to start thinking of mitigation strategies for that section. Rau added that we are experiencing this with COVID and a good beginning could be to add what we have done so far such as closing access to the Town Building, the Community support such as Leta and Mary Beth doing grocery deliveries and another group is making masks. Duncan added that mitigations to resource scarcity relates to this section so we can have the Community prepared for such situations with supplies and local resources.

Hazard Mitigation strategies review continued.

Rock fall

The Committee agreed to the existing strategy parameters and had no changes or new strategies.

Drought

Erley wanted to add into record for future decision making a Study on Climate change's contribution to our current drought. The 1980-2000, twenty year period which is when our first water study and land use and water use decisions were made was the wettest period in 1200 years. We should expect drier times ahead.

Erley will add a reference to that study to this section and Rau will forward his additional comments to the group.

Strategies #2 implementing a Drought Management Plan the financial viability was reduce to a 3 with the formation of the volunteer Water Committee and Political viability was reduced to a 2.

Strategy #4 Rau suggested language was changed to the Town would support and encourage individual property owners and adjacent land management agencies to install water catchment systems.

Other strategies parameters remained the same.

Strategy # 5 was added- The Town will continue to analyze the impacts of Climate Change on the availability of water. Potential benefit- high, financial viability -2, Political viability- 2. And the fore mentioned drought study will be added to the Analysis Used.

Water Contamination

Rau asked if there were any studies on Nitrogen contamination specific to agricultural practices that should be included. Erley verified that nutrients nitrogen and phosphorus are included in our Utah Geological Survey water testing program. Septic contamination is monitored by the presence of phosphates, nitrogen is more of an agricultural contaminate.

Strategy #3 language change eliminating "Commercial" and replacing it with "livestock" operators.

Strategy #4 was problematic because the Town has no legal right to regulate septic tank placement, language change eliminating “regulate” to “monitor”.

Strategy #5 language change eliminating “regulate” to “monitor”.

Strategy #6 language change eliminating “appropriate regulations” and replace it with “appropriate mechanism to” and eliminate “Commercial” replacing it with “town regulated business activities”.

Strategy #8 split Community Water system and Sewer System.

The Committee agreed to the existing strategy parameters and had no further changes.

Strategy #10 language replaced with “Train Town staff to respond appropriately to environmental incidents”.

Strategy #11 Erley will follow up with Orion Rogers with the Health Department for more information on viability and legality of composting toilets.

Strategy #12 “Acquire and maintain” above ground water storage... Potential benefit- high, financial viability -5, Political viability- 2.

Subsidence- no changes to Background- Goals

Strategy #2 Potential benefit- high, financial viability -3, Political viability-1.

Strategy #4 replace “inhibit” with “prevent”.

Earthquake

Erley pointed out the text links to references do not work. He will update the links and incidents.

Strategy #2 Political viability-1.

Strategy #3 add San Juan County

4. Discussion on adding Sustainability /Resource Scarcity section.

Duncan thought Sustainability /Resource Scarcity are mitigation strategies not hazards. The Committee was encouraged to think of some to add to the different hazards.

Rau wanted to use “resilience” in place of “sustainability”.

Duncan stated we will have one more Meeting before the July Public Hearing.

Drake will add a reference to the Fire Plan appendix in the Plan Fire section. Erley will work on fine tuning the Drought and Earthquake sections. Duncan will work on the Biological Hazard section and the Committee will come up with some strategies for that section and resilience strategies for all hazards.

ADJOURNMENT

Drake motioned to adjourn, Rau seconded motion passed unanimously

M Duncan adjourned meeting at 7:27 PM

Approved:

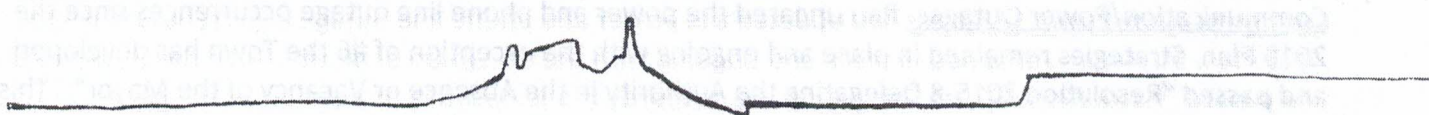
Attested:

Jazmine Duncan, Committee Chair

Date:

Jocelyn Buck, Town Clerk

Date:



MINUTES

HAZARD MITIGATION COMMITTEE MEETING

WEDNESDAY MARCH 11th 2020 AT 6:00 P.M.

TOWN BUILDING - 2 CASTLE VALLEY DR.

Committee Members Present: Mayor Duncan Town of Castle Valley, Ron Drake Fire District, Leta Vaughn and Dave Erley.

Members Absent: Bill Rau- Planning and Land Use, David Smith, Mingo Gritts Road Department, Lee Stoddard- Planning and Land Use Commission

Recorder: Jocelyn Buck

CALL TO ORDER

Mayor Duncan called the Meeting to order at 6:07PM

1. Open Public Comment-None
2. Review of the updated and prioritized 2020 Goals and objectives.

Committee accepted the edits to the 2020 Goals and objectives.

3. Discussion and review of updated Hazard Mitigation Plan pages 1-35.

Erley explained and reviewed his updates to the Background section (pages 1-9). Instead of using updating FEMA hourly rates for volunteers and the Town clerk every review it was decide to just use "current FEMA Rate" in place of any dollar value. And as 2020 is a census year there was no new census data since the 2015 Plan. Note added to the Plan the 2020 Census data will be added when available.

In the Water section Erley will add a reference to the Water Studies and in the Risk Assessment and Mitigation Strategies: Water Contamination the Water studies will be referenced and added as addendums. In the Fire Protection and Emergency Preparedness section the Grand County EMS is now updated to the Grand County Emergency Medical Special Service District.

A new 2020 Section was added as step 4 to the "Planning Process" to reflect the processes we are going through to review and update the 2015 Plan. The Riparian Plan was added to Resources. Erley asked how we evaluate the 2015 Planning results. M Duncan explained that is covered by our review of the ten "Potential Hazards with Risk assessment and Mitigation Strategies: Fire through Biological Hazards". As we go through them we re-evaluate risk priorities and mitigation effectiveness. The Town and Fire District equipment resources and MOU list were also updated.

Risk Assessment and Mitigation Strategies Reviews:

Fire- Chief Drake updated the Fire District call history since the 2015 Plan and he also added information on securing the CIB grant for the purchase of Lot 13 for its large volume well. In the Fire Probability Analysis the fire season was increased to from March thru November. Mitigation Strategies updated and re-numbered. #4 "Small controlled burning on private property" was replaced by to "Reduce fuel around power poles and ground transformers; get in touch with Rocky Mountain Power" And reference the Fire Plan was added in #5. The two old #15 strategies were combined into #13. And a #14 was added "Public Notices to Educate the Public on Fire wise behavior.

Flood- Gritts updated flood occurrences since 2015. In Analysis the duration of flood clean-up was increased from days to months. Strategies remained in place and ongoing with the exception of strategy #5 "design and build prefabricated bridges", bridges was changed to "structures".

Severe Weather- Duncan updated incidents of severe weather since the 2015 Plan and added a link to NOAA storm events. Strategies remained in place and ongoing with the exception Strategies #5 "reverse 911" was changed to "Alert Sense". Grand County does not use Reverse 911 anymore.

Communication/Power Outages- Rau updated the power and phone line outage occurrences since the 2015 Plan. Strategies remained in place and ongoing with the exception of #6 the Town has developed and passed "Resolution 2015-8 Delegating the Authority in the Absence or Vacancy of the Mayor". This Resolution will be amended/ updated in Spring of 2020 to reflect current personnel. In addition the Town radio system should be added to this section.

Rock fall- Vaughn changed the analysis to the potential magnitude of a rock fall event would be negligible in Town and critical on SR 128. Strategies remained in place and ongoing.

April Meeting:

Drought-David Smith

Water Communication-David Erley

Susidence- Randy Ward

Earthquake- Lee

Biological Hazard- Lee

Erley added that we may want to add more to the Resources List so everyone should look at that list.

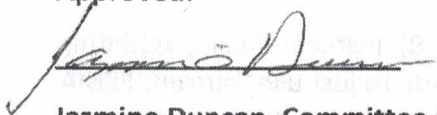
It was agreed for members to work on their sections and use track changes or highlighting changes and forward draft to Buck.

ADJOURNMENT

Vaughn motioned to adjourn, Erley seconded motion passed unanimously

M Duncan adjourned meeting at 7:29 PM

Approved:

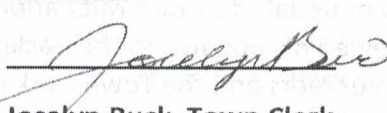


Jazmine Duncan, Committee Chair

5/21/2020

Date:

Attested:



Jocelyn Buck, Town Clerk

5/21/2020

Date:

Moab Area Housing Task Force

May 2020 Meeting Minutes

Thursday, May 7th, 2020 at 11:00AM

Join Zoom Meeting: <https://us02web.zoom.us/j/81010689425>

Type of Meeting: Monthly MAHTF Meeting

Meeting Facilitator: Jenna Whetzel, Chair

1. Jenna called the meeting to order at 11:02.
2. Kalen Jones motioned to approve the minutes from the April 2 meeting. Jazmine Duncan seconded the motion, and without further discussion, the motion carried unanimously.
3. Agency Updates
 - a) Moab City Update
 - i. The City Council approved the contract for Walnut Lane master planning services between the City and Architectural Squared.
 - ii. Nora is starting to work on updating the City's ADU ordinance.
 - iii. The Incremental Development Alliance has rescheduled its presentation to elected officials, likely to the City's May 26 meeting. The presentation will focus on small scale development in the City and how the Council can help to improve the PAD and other development ordinances.
 - b) Grand County Update
 - i. CED is still moving forward with the approval of HDHO applications. They have 22 HDHO units left to allocate; they have one in the approval process for 3 units and one for CR they are processing for 2 units.
 - ii. Some HDHO projects are getting close to final plat approval; the County will have to wait a couple of years before seeing approved project build out. Mila anticipates some of the smaller projects will be built out quicker and may see them built out in the next six months or so.
 - iii. Arroyo Crossing is in the process of renaming Budweiser/Plateau to Bonnie Lane.
 - c) Grand County Covid-19 Task Force Update
 - i. The Housing Relief Fund just gave away almost \$10k in the first round of allocations.
 - ii. Other members of the Task Force have delivered about 200 meals to those in need, providing shelter, etc.
 - d) Advocacy Committee Update
 - i. No updates

e) Public Outreach Committee Update

- i. No updates

f) Local Housing Agency Updates

- i. HASU

1. HASU broke ground on Wingate Village's self-help homes with 6 lots, looking to close on 5 more; Ben is working on closing financing for MFH.
2. MAPS is looking to finish construction and get CO at the end of this month, looking to lease up in June or early July. The group discussed helping with public outreach to get more applicants, including sharing the MAPS flyer with networks and on social media pages. Jazmine said some people who were approved said they did not want to pay that much for an apartment, and they still need 26 applicants. Group discussed targeting the seniors closer to 55 who are still in the workforce because MAPS rent is too high for those who are not just on SSI.
3. HASU issued some new vouchers this week, but still have 2 HUD-VASH available.

- ii. MACLT

1. MACLT granted CR lots to develop at Arroyo Crossing.

4. Education and Outreach-Rescheduling/Scheduling workshops

- a) Financial Literacy Workshop: This was one of the big goals for the HTF this year before COVID-19; members discussed revamping them as webinars with Alex and Olivia taking the lead on organizing a financial literacy webinar to replace the USDA one they were planning in April.
- b) Deed Restriction Workshop targeted towards Property Owners: Put this session on the back burner because of economic uncertainty with COVID-19
- c) Moab Affordable Housing Plan Revisions Workshop: Put on the back burner til 2021
- d) CARES Act Workshop for renters/homeowners: Design a webinar to cover the same materials in the landlord guide/unemployment guide
- e) Mila suggests creating a step-by-step guide to the development process/making affordable housing, including how to get a survey, how to do a subdivision, etc. Webinars would be produced in 10-15 min chunks. HASU has a road map and will scan/send to the group so we can start figuring out how to design this series.
- f) Discussed a webinar about "side hustles" and how to earn some money from home while unemployed, which would be a good partnership with GAIN.

- g) IncDev presentation will be rescheduled for elected officials and will host one-on-one consultation sessions with interested developers.

5. Affordable Housing Plan Updates

a) Employer Survey-Status and Next Steps

- i. Members discussed adding questions about pre-COVID numbers and add a section about post-COVID response/changes to see impacts on resiliency in community.
- ii. Jenna will work with olivia on updates and plan to circulate survey in August.

b) Action Plan-Possible Adoption

- i. Table for now, adjust in the future in light of COVID-19 response.

6. Adjournment at 11:51

Resolution 2020-6

A RESOLUTION ADOPTING THE FINAL FISCAL YEAR 2021 BUDGET

BE IT RESOLVED by the Town Council, Town of Castle Valley that the attached Final Budget for fiscal year 2021 (attachment A and B) is the true and correct proposed budget approved by the Town Council.

Passed, Adopted, and Approved by the Town Council, Town of Castle Valley in open session on the **17th day of June, 2020** by the following vote:

Those voting AYE:

Those voting NAY:

Absent:

APPROVED:

ATTESTED:

Jazmine Duncan, Mayor

Jocelyn Buck, Town Clerk

Utah State Tax Commission - Property Tax Division Tax Rate Summary (693) ENTITY: 3010 CASTLE VALLEY TOWN	Form PT-693 Rev. 2/15
---	---------------------------------

GRAND COUNTY

Tax Year: 2020

The Board of Trustees for the above special district has set the current year's tax rates as follows:

Purpose of Tax Rate (Code from Utah Code Annotated)	Auditor's Tax Rate	Proposed Tax Rate	Maximum By Law	Budgeted Revenue
10 General Operations §10-5-112	0.001812	0.001812	.007	127,032
Total Tax Rate	0.001812	0.001812	Total Revenue	\$127,032

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

Grand County Economic Development Advisory Board

Meeting Minutes

June 10, 2020

Officer Elections:

Rob Walker moves to elect Grand County Community and Economic Development Director (Zacharia Levine) to serve as the Board Chair. Curtis Wells seconds the motion. Vote: unanimous.

Emily Niehaus moves to elect the Grand County Council representative (Curtis Wells) to serve as Vice-Chair. Rob Walker seconds the motion. Vote: unanimous.

Curtis Wells moves to elect Rob Walker as the Board Secretary. Brad Bertoch seconds the motion. Vote: Unanimous.

Zacharia gave an overview of SB-95. We can now proceed to apply for funds through this program. There are two pots of money. Pot A is guaranteed, up to \$200,000. Pot B is a competitive pot of up to \$600,000. Pot B requires a 20% match, but allows for in-kind contributions including staff time. But the amount of hard dollars in the match increases the chances of getting money from Pot B. There is no hard deadline but there is a soft deadline of June 19.

Rural County Grant (RCG) Application and Broader GCED Board Efforts

- Our application should establish buckets for various categories
 - Business Recruitment
 - Business Retention
 - Homegrown business development
 - Infrastructure
 - Workforce development
 - Events
 - Co-working
 - Revolving loan funds
 - Funding our local Economic Development office
- Priorities
 - Clear identification of target clusters
 - How can we leverage what Moab has and what it's doing to diversify our economy (e.g. Healthcare, Wellness/Health-tourism)
 - Trainings/seminars
 - Canyonlands Business Summit
 - Workforce development and remote work opportunities
 - Scholarships
 - Coding schools (Emily is working with Impact Hub in SLC to see if they will setup a location in Moab)
 - Mechanics (Bikes, vehicles, outdoor gear)
 - Advertise the attractiveness of working remotely from Moab (Travel Council ad)

- Funding for Entrepreneurs/small business growth (Business Incentive Program)
 - Revolving loan funds (for businesses and housing)
 - Public/private venture funding, pitch competitions
- Attracting context-appropriate subunits of larger corporations to the Moab Area
 - How can we target and attract women- and minority-owned businesses to our Area through incentives. This includes supporting existing minority residents starting businesses.
- Co-working and maker space
 - Wabi already has a proposal (reach out to other interested parties)
- What are our blind spots, and what are we lacking?
 - Infrastructure
 - Fiber
 - Education
- Revisit Economic Development Plan
 - Establishing our priority indicators! Perhaps gross tax receipts per visitor (using Arches visitation as a proxy)
- Revisit Community Reinvestment Area (CRA): leveraging Opportunity Zones

*Brad Bertoch referenced a Val Hale comment that Moab represents \$1.2B in revenue for tourism in the State (about 10% of State tourism revenue)

Next meeting: Wednesday 6/17 at 12pm.

Homework:

1. CW and ZL: How much money should go to the GC Economic Development Office?
2. All: Read the draft ED plan. How should we translate that to our RCG funding priorities? How does COVID-19 affect our investment priorities in the short-term?
3. ZL: What's my wish list?

TOWN OF CASTLE VALLEY, UTAH

DRAFT ORDINANCE 2020-1

Comment [CS1]: I'm way more up to speed these days on amending ordinances versus repealing/replacing. I think the best way to do this is to give this Ordinance a new number, and repeal and replace 00-1. I've made these changes accordingly, but feel free to reject if too inconsistent with prior history.

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AN ORDINANCE REGULATING EXCAVATION AND CONSTRUCTION WITHIN, AND PROHIBITING THE OBSTRUCTION OF, BLOCKING, OR INTERFERENCE WITH, THE PUBLIC RIGHT-OF-WAY WITHIN THE TOWN, AND REPEALING AND REPLACING ORDINANCE 00-1

(This Ordinance 2000-1 dated _____, 2020 supersedes any earlier dated Ordinance 00-1)

WHEREAS, Utah Code § 10-8-11 permits the Town to regulate the use of streets, alleys, and avenues; and

WHEREAS, the Town Council of the Town of Castle Valley finds that all persons are entitled to access using along and over the public rights-of-way within the Town; and

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WHEREAS, that unregulated interference with access to public rights-of-way should be prohibited; and

WHEREAS, that construction activity using the public rights-of-way or improving portions of properties within public rights-of-way should be subject to regulation by the Town to protect emergency vehicle ingress and egress and the rights of the public to use the public rights-of-way.

NOW THEREFORE BE IT ORDAINED BY THE TOWN OF CASTLE VALLEY, UTAH:

1. **OBSTRUCTIONS:**

A. Subject to permit, a public right-of-way shall may be maintained by the an adjacent property owner; provided, however, that but no Improvements structures (i.e. Fences), plantings or other materials shall be placed or permitted to remain in the right-of-ways that could interfere with the Town's maintenance of or access to utilities, drainage channels or regular maintenance and general right-of-way. The Town shall not be held liable or responsible for any Improvements placed by an adjacent property owner in a public right-of-way, regardless of approval by permit.

B. It shall be unlawful to obstruct, block, interfere with public access, or install, construct, or place any Improvement on, to perform excavation, construction, or improvement activities through, across, or within all any public rights-of-way, or otherwise obstruct, block, interfere with any public right-of-way within the Town of Castle Valley, whether the right-of-way is established by plat or otherwise, without having first obtained a Right-of-Way Encroachment Permit from the Town.

C. As used herein, Improvement shall mean structures of any kind, whether permanent or temporary, including fencing, solar collectors and related facilities, antennas and related facilities and utilities and related facilities; landscaping of any kind, including vegetation, trees, hedges, shrubs, bushes, and rock work; excavation, fill, ditch, diversion dam or any other device which affects or alters the natural flow of surface or subsurface water from upon, under, or across any portion of the Property; and other materials.

Comment [CS2]: The Town has the obligation to maintain public ROWs. I assume you are trying to also give property owners the right to additional maintenance? If so, use "may" not "shall."

Comment [CS3]: Do we want to define maintenance? Are we really just talking about landscaping? Or can an owner grade the ROW, install drainage, etc.?

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Comment [CS4]: Feel free to revise to make consistent with permit application.

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2. **PERMIT REQUIREMENTS:**

A. Every application for a Right-of-Way Encroachment Permit to partially or totally obstruct, interfere with, or block a public right-of-way by any means, including but not limited to

Comment [CS5]: Language cut b/c mostly duplicative (but less exhaustive) than language in Section I.

excavation, construction, or materials staging, shall be submitted to either the Town Clerk or Building Permit Agent on an application form to be provided by the Town, with a required application and processing review fee of \$50.00. No application shall be deemed filed in completed form until signed by the Town Road Department Manager. No application shall be deemed filed in completed form until signed by the Town Road Department Manager.

Comment [CS6]: Why is it either? I recommend designating one agent.

Comment [CS7]: If you include the fee amount here, you have to amend the ordinance to increase it. Does the Town adopt a consolidate fee ordinance every year? I recommend that approach rather than including fees in individual ordinances.

Comment [CS8]: Does this occur before or after submission by the owner? I recommend we flush out this process.

Comment [CS9]: Unless this signature is the owner's responsibility and occurs prior to/at application, this is not legal per Hollings Ombudsman review. The application is complete when submitted in a form which complies with the published requirements - here, Section B.

- B. Every applicant for a Right of Way Encroachment Permit shall provide, with the permit application, a Temporary Traffic Control Plan in writing which demonstrates that emergency access to all properties and structures along the public right-of-way will not be impaired or obstructed by the applicant's proposed activity and that all property owners shall have reasonable access to each lot at all times during the applicant's proposed activity.

~~C.A. Each permit application shall be reviewed as directed by the Mayor or the Road Department Manager to assure that the activity described therein and the Temporary Traffic Control Plan proposed by the applicant meet the requirements of this Ordinance, State and Federal law, and the need of public safety. The Mayor or Road Department Manager may request review of the application by other personnel of the Town to assure that the public interest will be protected if the application is granted.~~

- C. Each application for an excavation or construction within a public right-of-way in the Town shall be accompanied by a cash or surety bond, if deemed necessary by the Town, to assure the restoration of the right-of-way to its pre-excavation activity status with a portion of the bond held for a period of six (6) months to assure the Town that adequate security is provided to repair any settling or other residual damages to the right-of-way and is repaired in a timely manner. The amount of the cash or surety bond shall be set by the Mayor after consultation with appropriate personnel with knowledge of the cost of potential repairs to restore the right-of-way to its pre-excavation condition.

Comment [CS10]: This is fine, but puts more work on the Town. Typically the burden is on the applicant to provide a cost estimate for the work, and then a bond is set based on that amount (125%, for example).

~~Each permit application shall be reviewed as directed by the Mayor or the Road Department Manager to assure that the activity described therein and the Temporary Traffic Control Plan proposed by the applicant meet the requirements of this Ordinance, State and Federal law, and the need of public safety. The Mayor or Road Department Manager may request review of the application by other personnel of the Town to assure that the public interest will be protected if the application is granted.~~

D.

3. TOWN RESOURCES:

- A. The Town may at its discretion and according to its terms make available to the permittee the temporary use of the Town's traffic control devices and personnel. The Town reserves the right to reimbursement from the permittee for charge use fees as said use at actual costs established by ordinance by the Town.

Comment [CS11]: I wouldn't limit you to actual costs - harder to get administrative fees or partial reimbursement for initial cost that way.

4. PENALTIES AND FINES:

- A. Criminal Penalty and Imprisonment: every person who violates this Ordinance is guilty of a Class B misdemeanor and may be punished by a criminal penalty not to exceed the maximum Class B misdemeanor fine under Utah Code § 76-3-301 or a term of imprisonment of up to six (6) months, or both. Each infraction shall constitute a separate violation, subject to Utah Code § 10-3-703.

B. Civil Penalty: Alternatively the Town Council may impose a ~~n appropriate~~ civil penalty for each violation of this Ordinance by a fine ~~not to exceed~~ equal to the maximum Class B misdemeanor fine under Utah Code 76-3-301, ~~which civil penalties the town shall specify and adopt under its authority herein and as granted by law with a minimum fine established by resolution.~~

Comment [CS12]: I recommend you so set that penalty here by this language rather than requiring a further step. See 10-3-703.

5. SAVINGS CLAUSE:

6. A. Ordinance No. 00-1 is hereby repealed and replaced in its entirety by this Ordinance: provided, however, that Ordinance No. 00-1 shall remain in full force and effect to discipline a person who violated Ordinance No. 00-1 prior to the effective date of this Ordinance.

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5.7. EFFECTIVE DATE:

A. This Ordinance will become effective immediately upon passage by the Town Council of the Town of Castle Valley, Utah with regard to all existing and future encroachments.

Passed, Adopted and Approved by the Town Council of the Town of Castle Valley, Utah this _____, 2020.

Those voting aye: _____

Those voting nay: _____

Those Absent: _____

APPROVED:

Jazmine Duncan, Mayor

ATTESTED:

Jocelyn Buck, Town Clerk

Item #13 Changes to Employee Policy Manual

Section 19. **Employee Pay Raise Policy** Upon each anniversary of an employee's employment start date, the Town shall pay said employee a 2% pay increase. The 2% pay increase shall be applied each year during the anniversary month of their original hire date.

22. Use of Town Equipment

All e-mails and files created, accessed or stored on a Town computer are Town property. Employees are advised that there is no right to privacy when using a Town computer.

Employees should use the internet for only work purposes. Employees who use Town computers to visit sites with offensive material (e.g. sites with sexual, racist or violent content) may be disciplined. Employees should use discretion in making local calls with Town telephones or doing personal e-mailing on Town computers, i.e. no more than 10 minutes per day. Personal long-distance and toll-calling is prohibited.

Personal use of Town printers/copiers is prohibited unless employees pay the same fee for use as other citizens. Personal use of Town office supplies is prohibited.