

**Minutes Of the Regular Meeting of The Mayor and Town Council
Central Valley Town, Sevier County, Utah
September 15th, 2021**

A regular meeting of the Mayor and Town Council of Central Valley Town was held on Wednesday, September 15th, 2021 at the Central Valley Town Hall, 50 West Center Street, Central Valley, Utah at the hour of 7:30 pm after due and timely notice had been provided pursuant to Section 52-4-6, UCA, 1953 as amended.

MAYOR & COUNCIL MEMBERS PRESENT:

Mayor Susan Outzen, David Nielson, Gary Barney, Charles Evans, Kody Winkel

STAFF MEMBERS PRESENT:

Town Clerk: Sheyenne Tenney

Treasurer: Shelley Brown

PUBLIC PRESENT:

N/A

AGENDA:

1. **Pledge of Allegiance** was led by Mayor Outzen. Opening remarks were made by Mayor Outzen. Meeting called to order and roll call. Mayor Outzen welcome those in attendance. Prayer was given by Shelley Brown.
2. **Approval of minutes: Date: August 18, 2021**
Minutes were presented for review and approval. No changes or updates were needed. David Nielson made a motion to approve the Minutes. Gary Barney second the motion. Voting: David Nielson voted aye; Gary Barney voted aye; Kody Winkel voted aye and Charles Evans voted aye. Motion carried. Minutes were approved.
3. **Review and approval of monthly expenditures**
The bank reconciliation, Budget analysis and PTIF accounts for August were reviewed by the town council. Mayor, Susan Outzen, explained the Operational Budget Analysis and went over the PTIF accounts and explained what money was transferred and that the large portion was to pay the annual road bond. The bank reconciliation will be reviewed against the bank statement next month. A motion was made by Charles Evans to approve the monthly expenditures. Dave Nielson seconded the motion. Voting: David Nielson voted aye; Gary Barney voted aye; Charles Evans voted aye and Kody Winkel

voted aye. Motion Carried. Monthly Expenditures were approved with the exception of the bank reconciliation.

4. Adoption of Resolution 2008-002; Amended September 2021: Consolidated Fee Schedule

Charles Evans was assigned to compile a price list comparing high vs. low installation of water meters. He presented a breakdown of what the highest installation of a 5/8-inch water meter cost the town and what the average 5/8-inch water meter cost. The goal with that breakdown was to establish a set price for water meter hookups for the consolidated fee schedule. On that breakdown list Charlie explained that most homes use to do 5/8" meter which cost less. The bigger homes being built are now using 1" meters. The town council and mayor decided that they needed to offer two options with two different prices. There will now be two difference prices for water/meter hookups; 5/8" will be \$3,000.00 and 1" will be \$4,000.00. David Nielson made a motion to amend changes to Resolution 2008-002: Consolidated Fee Schedule. Charles Evans second the motion. Voting: David Nielson voted aye; Gary Barney voted aye; Charles Evans voted aye and Kody Winkel voted aye. Motion Carried. Resolution 2008-002: Consolidated Fee Schedule was approved and amended September 15th 2021.

5. Resolution 2021-005: Election Cancellation

Mayor Outzen presented the resolution for the town's election cancellation. She explained that because we only had three seats at large and only one candidate filed for each seat, hence no need for an election and therefore, it will be cancelled. David Nielson made the motion to pass the resolution to cancel Central Valley Town's Election for 2021. Gary Barney second the motion. Voting: David Nielson voted aye; Gary Barney voted aye; Charles Evans voted aye and Kody Winkel voted aye. Motion Carried. Resolution 2021-005: Election Cancellation was approved and passed. Notice will be sent to the Lt. Governor's Office and to Barbara Crowther at the Sevier County Building. It will be published in the Richfield Reaper the weeks of September 22nd & 29th, on the Public Notice Website as well as at the Community Center in Central Valley.

6. Audit Preparation

a. Organizational Chart

The clerk, Sheyenne Tenney and the Mayor, Susan Outzen worked to put together an organizational chart of duties for town council, appointed officials and employees. Mayor Outzen explained that it will be useful to review so that everyone is aware of what their duties and other's duties are. The finalized one will be hung in the office.

b. GRAMA Request and Denial Forms

Mayor Outzen explained the Grama Request and Denial Forms are part of the audit preparation checklist and GRAMA (Government Records Access and Management Act) Policy which is part of what we are audited on. She also explained that they are required to have in our office for citizens to use so that we are in compliance with GRAMA Policies and the Utah code 63G-2.

c. **Fraud Risk Assessment Approval**

The Fraud Risk Assessment was explained to the town council by the mayor. She stated that our score will be higher this year because of trainings the town council, clerk, treasurer and mayor completed. Also, because of the policies the town adopted a couple months ago. It brought our score to 355/395 which puts our fraud risk level at "very low".

7. Website and Xpress Bill Pay

The Clerk for the town, Sheyenne Tenney, was given time to go over her work she has been doing for the past month. She has been looking into information and quotes for the town to get a website set up and to switch over to Xpress Bill Pay which is for taking credit card payments from residents. She explained the pros and cons of each option, the options it would give the town as well as pricing. Tenney stated that a lot of time and money would be saved by switching over to Xpress Bill Pay and eventually getting our own website. She also went over the benefits of progressing in this direction and stated that she understood not everyone would use it right away but eventually everyone would after a decade or less. After giving the information she left them with the message to start thinking about the possibilities and options of having a more efficient and less expensive way to take and receive payments from the residents.

8. Department concerns and council member reports

David Neilson reported he attended a meeting with Utah Department of Transportation, Region 4 Headquarters on September 8th. He handed out the minutes to the council members and explained that the meeting was about future road projects in the area. WCG (Wall Consultant Group) was also present at the meeting. They provided the project over view and meeting minutes. Some projects include SR118 and SR 258 Corridor, Elsinore Main Street and adj streets between Elsinore, Richfield, Monroe and Central Valley.

Gary Barney reported that the splash pad was closed last Friday, September 10th. It still needs winterized. He also reported that the lawn mower was not running well last time it was used and now is broken. After further discussion, the mower will be taken to someone to get fixed instead of purchasing a new one.

Kody Winkel reported that Section 1700 Ordinance has been proofed by Central Valley Town Council and can now be sent to Planning and Zoning. They will have a meeting on October 13, 2021.

Charles Evans reported that he sent in water samples but has not received the results back yet. He will be doing the chlorine residuals going forward. He also stated that he will re-sensor the meters soon.

Susan Outzen reported:

- 1) Kody Winkel will be helping read meters for now.
- 2) Six County is willing to help pay water bills for residents who need assistance.
- 3) Charlie & Kody will be attending the Rural Water Training this month in Richfield.
- 4) A job opening for a Maintenance worker/ Water Assistant should be posted asap. The description and details will be posted in the Richfield Reaper, Central Valley Town's Facebook page, Rural Water Association of Utah's Website and Workforce Services website. Job will be negotiable in pay and will be open until filled.

9. Other business as needed

N/A

10. Adjournment

Kody Winkel made a motion to adjourn. Charles Evans second the motion. Voting: David Nielson voted aye; Gary Barney voted aye; Kody Winkel voted aye; Charles Evans voted aye. Motion Carried. Meeting Adjourned.

Next town council meeting: October 20th, 2021.

Minutes prepared by Town Clerk; Sheyenne Tenney



Mayor Susan Outzen

Attest:



Sheyenne Tenney, Town Clerk

Date approved by Town Council October 20, 2021

