

## WALLSBURG TOWN COUNCIL MEETING MINUTES

December 1, 2022 - 7 pm

### 1. Call to Order 7:16pm

- a. Pledge of Allegiance - Completed
- b. Prayer – Scott Larsen
- c. Roll Call – Scott Larsen, Celeni Richins, Clint Allen, Terri Eisel, Alisha O’Driscoll, Si Hutt, Amy Tuddenham, Mary Piscitelli, Lucille O’Driscoll, Tammy Graham, Doyle Graham, Steve Jaques

### 2. Consent Calendar: Be it hereby moved that the following consent calendar items stand approved:

- a. Agenda of the December 1, 2022 Town Council Meeting
- b. Minutes of the November 3, 2022 Town Council Meeting

**Motion: Scott Larsen moves to approve the November 3<sup>rd</sup> minutes**

**Second: Clint Allen**

**Vote: Unanimous**

### 3. Approve Budget

- a. November Budget and check register

Wrong dates for budget and check register, Pelorus sent October instead of November.

Alisha will get November budget for next meeting

- b. November Budget and check register questions

Scott: Where is revenue? Alisha: We need to do an audit to receive funds. Scott: Why is it taking so long? Alisha: I will follow up again. Clint: Is this every year? All: Yes, years federal funds are received.

Scott: Why is Town Hall Power bill so high? All: Talked back and forth about possible reasons. Alisha will call Rocky Mountain Power to see if we can track down high bill.

Clint: question about SAM renewal on check register. Celeni: Unique identifier number for federal funding applications.

**Motion: Clint Allen moves to approve the November credit card register and hold off on check register until next month**

**Second: Scott Larsen**

**Vote: Unanimous**

### 4. Public Comment (5 minutes): This is the public’s opportunity to comment on items that are NOT on the agenda.

Please come up to the table, state your name and address before making a comment, and speak loudly to assure comments are recorded properly.

No public comment noted.

### 5. Agenda Items:

- a. Heber Valley Hospital – Information and Discussion Only

- i. Amy Tuddenham and Si Hutt, discuss healthcare and learn how they can better serve the community

Si Hutt, administrator presented a review of the Heber Valley Hospital.

Changes that have been made and services that have been upgraded, things that are offered at the hospital.

- b. Department of Drinking Water Loan Authorization – Action Item

- i. Signed at Wallsburg Town Council Work Meeting November 17, 2022

Authorization was signed at November 17<sup>th</sup> work meeting. Need to vote and put on record at Town Council meeting.

**Motion: Scott Larsen moves to approve the signing of the approval letter**

**Second: Clint Allen**

**Vote: Unanimous**

- c. Snow Plow Agreement – Action Item

- i. Review and approve Snow Plow agreement with Wasatch County

Services are the same as last year, fees have changed- hourly rate and salt per yard have gone up. Added sign replacement to contract. Celeni Richins read over agreement and signed the document.

Scott Larsen asked about adding speed limit signs up in front of Town Hall. Terri Eisel asked to have more patrol during school bus times. Mary Piscitelli noted the last speed limit sign from the town line until the next sign is quite a while. Speed limit signs

are a good reminder, maybe a bus loading zone sign. All: Discussed need for more signage and options for patrol , etc. Tammy Graham: Ask for speed radar trailer to be brought over. Celeni Richins: Let's make a note of that and see what can be done.

**Motion: Terri Eisel moves to approve the agreement with Wasatch County for snow plow services**

**Second: Scott Larsen**

**Vote: Unanimous**

**d. Activities Committee– Information and Discussion only**

**i. Report on plans for Christmas Event**

Lucille O'Driscoll reported on Christmas Social coming up. Monday December 5<sup>th</sup> from 6-8pm at the Town Hall. Tree lighting, citizens of the year Roy and Leslie Smith. Rocky Mountain Power put lights on tree. Cost Wise (approximately) \$20 tree, \$150 lighting, \$50 Santa, Dale and Rhea. Santa will arrive on a Stage Coach donated and driven by Dale and Carrie Mecham. Santa will give out oranges to the kids. Pictures with Santa: Each kid will get a polaroid picture (cost \$135) and then can go decorate an ornament (Cost \$135). Music inside and out, speakers for atmosphere. Gingerbread house contest for public to enter, prizes for age groups 0-8, 9-15, 16+. Prizes: Soldier Hollow Tubing, Ice Skating, Ice Castles and gift baskets. Chocolate Milk Cartons (Cost \$.50/each, planning 200-250) and Donuts for refreshments. Lees \$10/Dozen, Walmart \$5/Dozen. Advertising on school bus, facebook, town hall, etc. We are very excited.

**e. New Water System Connections – Action Item**

**i. Review and discuss process for water system connections for customers outside of Town Limits**

Clint Allen: Private spring went dry, 5 customers effected that can't stay on that. Asked about hooking on to our system. A few issues with state special permitting, wouldn't be able to provide pressure. Need booster pump or something.

Scott Larsen: Who? How far up the valley?

Clint Allen: Youngs at the top of Main Canyon Road. We all drink out of the same Aquaphor. We need to discuss if we'll allow out of town connections. I've talked to several depts at the state this week. More people hooked on will help keep bills lower. They would need to trade water for hookup and pay fees, held to the same standard as others. We currently have 27 out of town limits on the system, adding 5 more is a benefit in my mind. There will be special requirements and permitting process through the state- tanks, pumps, no contamination, etc.

Terri Eisel: Will the new water project help solve their pressure issue?

Clint Allen: No, because of the elevations, the upper tank is already established.

Celeni Richins: Are they all aware of that?

Clint Allen: Yes. Just wanted to bring it up to the board and see if we are open to outside connections. If we are as a group, we can work through the it with no issues to The Town it would be better for our community in the big picture. Same requirements and fees as everyone else.

Celeni Richins: I don't see a problem with it if they are bringing water in

Terri Eisel: And held to the same standards as everyone else

Celeni Richins: Where is the policy stating no hookups out of town?

Clint Allen: We will need to look that up. I know in the past they have discouraged it, we will need to look it up and change it.

Scott Larsen: Doyle, do you remember anything about that when you were on Town Board?

Doyle Graham: Engineers highly discouraged it back in the day

Clint Allen: I have talked to Scott Kettle and Sunrise Engineers and they don't see an issue except meeting state requirements. It will be a benefit to generate more revenue. The big picture, we all have the same water underground. I wanted to see if the board had any concerns or if we can work forward and move through the process of doing that. It isn't going to happen overnight.

Terri Eisel, Clint Allen, Celeni Richins talked back and forth, summary is that it will be the home owners responsibility to meet state requirements, not the Town responsibility.

**Motion: Scott Larsen moves to start the process of allowing them to connect to the water system, including researching or changing current policy**

**Second: Clint Allen**

**Vote: Unanimous**

**f. Workers Compensation Policy Renewal – Action Item**

- i. Review and approve Workers Compensation policy renewal 12/4/22-12/4/23

Workers compensation policy for employees, not town council members. Goes by hours overall, changes are ~\$50 and expected with more employees, more hours. Alisha emailed copy to all council members for reference.

**Motion: Terri Eisel moves to accept and approve workers compensation policy renewal for the upcoming year**

**Second: Scott Larsen**      **Vote: Unanimous**

Celeni Richins: Is the insurance not on here too, Alisha? That comes up in January as well, talked to Teran and will continue before it is signed in January. Clint Allen: What is that for? Celeni Richins: For building damage/replacement should we need to. Scott Larsen: Problem is insurance company sets the value, and can be incorrect. Celeni Richins: That's something we've talked about and will make sure it is correct and accurate moving forward

**g. Scout Troop Town Hall Use – Information and Discussion Only**

- i. Review request for Cub Scout/Scout Troop use of Town Hall

Scott Larsen: Non denominational group in heber looking for indoor place to hold meetings 4-8pm on Monday evenings.

Clint Allen: How come Heber kids don't find a Heber location?

Celeni Richins: Who approached you? Scott Larsen: My son/grandson.

Celeni Richins: what rooms? classroom? Scott Larsen: Multi purpose room down the hall would be adequate

Celeni Richins: Can move if needed? Scott Larsen: Yes, that's right

Celeni Richins: I don't have a problem if everyone else is good?

Clint Allen: Other than our town hall should be for wallsburg. Why do we have to facilitate heber kids?

Terri Eisel: Would they be open to recruitment for local kids? Need to schedule ahead of time to avoid issues

Scott Larsen: How much would it cost? Terri Eisel: If they aren't making money, they don't need pay.

Celeni Richins: Will you be available to let them in?

Alisha O'Driscoll: I'm here from 4-6 on Mondays.

Clint Allen: They can help with service projects in lieu of rent. What age group? Scott Larsen: 8-18

Mary Piscitelli: I don't know how long that will last with parents having to drive their kids over here.

**h. Updated Fee Schedule – Action Item**

- i. Review and approve updated fee schedule to be adopted January 2023

Celeni Richins: We won't nail it all down tonight, lets just spend a little time tweaking it.

Terri Eisel: I have looked into several business license applications, all are so different. Some go by traffic, employees, construction, storefront, etc. Clint Allen: Encourage businesses in our community

All: Discussed several details of current businesses and future businesses. Decided on:

"Small Business (Less Than 5 Employees) \$50" "Commercial Business (Off Site Location, Warehouse, Storefront, etc) \$100"

"Special Event (With Council Approval) \$100 Per Event"

Celeni Richins: Anybody have anything else to discuss?

Terri Eisel: Fee reduction waiver needs to be in writing, so we all have the same story. Email or form is fine, but needs to be in writing- what is taking place and why, story can't change as it goes through approval/denial. All agreed. 30 days beforehand.

All: Reviewed rental rules that were updated, agreed to checklist- create signature form for renters.

Clint Allen: Need to have work meeting to discuss overage/usage rates further.

**Motion: Terri Eisel moves to continue the fee schedule update to the January 2023 meeting to do more research**

**Second: Scott Larsen**      **Vote: Unanimous**

**i. Employee Raises – Action Item**

- i. Town Council Members  
ii. Maintenance Workers

Clint Allen: Did we get everyone else squared away?

Alisha O'Driscoll: All except Town Council and Maintenance Workers.

Celeni Richins: We'd like to increase to help make people want to run

Clint Allen: Everyone deserves a raise, no one understands the time each position entails. Need to check with Pelorus to see what we have to do increases. Terri Eisel: What we can afford with budget and tax changes.

Celeni Richins: The budget needs to be changed to include raises.

Tammy Graham: Why doesn't the planning commission get paid?

Terri Eisel: They should, they've got a lot of work ahead of them

Doyle Graham: Town Board was \$3/month when I was first elected

Celeni Richins/Scott Larsen: Has never been changed since I've been in.

Celeni Richins: Need to call down to Pelorus and let them know, there is room in the budget.

Scott Larsen: Wallsburg Town gets the least amount of property taxes out of the whole county.

Celeni Richins/Clint Allen: Add to January work meeting agenda

**Motion: Terri Eisel moves to continue the employee raises item to the January 2023 work meeting**

**Second: Clint Allen      Vote: Unanimous**

**j. Development Code Violation – Information and Discussion Only**

- i. Refer to Special Work Meeting held October 27, 2022 (Ashlee Acres Subdivision, Lot 2- Hyrum Nielsen)

Celeni Richins: They are roofing, putting in windows, they were told not to work on their house.

Terri Eisel: They have until the 7<sup>th</sup> to ask for an extension or bring into compliance. Tentatively scheduled hearing for the 15<sup>th</sup> to have them come plead their case or put stop work order.

Celeni Richins: Unavailable Dec 15<sup>th</sup>.

All: Reviewed schedules and set administrative hearing for Tuesday December 13<sup>th</sup> 7:30pm. Set as hearing and notice, can make decision at the meeting instead of a work meeting.

**k. Schedule upcoming January meetings – Information and discussion only**

- i. Council Work meeting, expected January 19, 2023
- ii. Planning Commission meeting, expected January 19, 2023

Regular meeting schedule for January 5<sup>th</sup>, 2023.

**6. Department Reports**

- a. To discuss continued agenda items, assignments
  - i. Buildings (Scott Larsen)

Waiting to hear back on grant application for Town Hall, still being reviewed.

- ii. Roads (Scott Larsen)

Talked to Troy Ostler about trail project. Along spring creek, going to look at possibilities. Open to input- head of spring creek by playground to 100 west through here. Terri Eisel suggested to put around park if not.

Grant for \$1 million road project moved from 2025 to 2023 possibly.

- iii. Cemetery (Justin Carlile) - excused
- iv. Park (Terri Eisel)

We need 3-5 planning commission members. Keep 2 and open up to others to keep terms staggered. Going to start reaching out to people to see if they are interested. Need to get started on redoing code. Once a month, same night as work meetings.

- v. Water (Clint Allen)

Sunrise is working on engineering for water project. Need to keep in process, things are in motion.

CDBG were supposed to show up by yesterday, still haven't seen them. Replacing line from Doyle Grahams up towards Brian Olsens. Talked to them multiple times, will lose CDBG money if not spent by December 31<sup>st</sup>. We've never been in this situation before, I've tried for months to get them here.

- vi. Mayor (Celeni Richins) – nothing to report

**vii. Clerk (Alisha O’Driscoll)**

Business license application requests will be put on facebook, etc. County will request information for businesses.

Delinquent water account letters need to be drafted and sent out. Should have been done earlier, sooner is better. Clint Allen will send copy of letter that was previously sent out for Alisha to use.

**b. Call for Agenda items for January Town Council Meeting**

Clint Allen CDBG construction project discussion

Clerk performance review

Fee Schedule – Action Item (Justin, Cemetery Fees – Clint, Overage and Usage Fees)

**c. Call for Agenda items for January Work Meeting**

Paul Jacobsen – Formal Annexation Proposal

Planning Commission Members

Fee Schedule if needed

**7. CLOSED SESSION to discuss personnel and/or pending or reasonably imminent litigation.**

**Motion: Scott Larsen moves to close the main session of the Town Council meeting**

**Second: Clint Allen      Vote: Unanimous**

**8. Adjourn Time: 9:24pm**