

WALLSBURG TOWN COUNCIL MEETING

May 4, 2023 - 7 pm

1. Call to Order 7:05PM

- a. Pledge of Allegiance - Completed
- b. Prayer – Justin Carlile
- c. Roll Call – Scott Larsen, Justin Carlile, Celeni Richins, Clint Allen, Terri Eisel, Alisha O’Driscoll
Steve Jaques, Lucille O’Driscoll

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

- a. Agenda of the May 4, 2023 Town Council Meeting
- b. Minutes of the April 13, 2023 Town Council Meeting

These items stand approved and do not have to be voted on. Minutes are available on the public notice website.

3. Approve Budget

- a. April Budget and check register
- b. April Budget and check register questions

Justin Carlile has two questions on the budget and will ask Kyle Walker (Pelorus) at budget review meeting. 58% of Class C road funds. Terri Eisel looked into that, they are on a schedule and paid throughout the year, the last ones will come before the end of the year. 2nd question is transfer to capital funds section on the budget. Will clarify that at budget review meeting. Justin asked Alisha if the receipts Gordy turned in for Ace Hardware were coded correctly because he has been working at the cemetery. Alisha will check with Gordy but is pretty sure that since the charges on this check register are from April they are correct and the next statement will have the charges that were made on the cemetery account this month.

Motion: Justin Carlile moves to accept the budget and check register **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. CDBG Project Update – Information and Discussion Only

i. Review status of Main Canyon Water Project

Clint Allen: They had a pre construction meeting to go over state requirements and get funds squared away. Start around Doyle’s next week and should take about 3 weeks. While they are there, they will install water service for Karma Ford across the road from the milk barn (as agreed in exchange for the deed for the land that the water tank is on the hill that was negotiated between the town council and Karma Ford family back in the 90’s). Will get a letter of agreement made between the Town and Karma Ford to be recorded- both for this exchange and for the new water project easement. Also going to fix the existing leak by the milk barn that has been leaking for a long time. A few long time problems should be fixed by this little project. One other thing is that there is some patching that needs to be done along the road up by Rose Mecham’s that wasn’t done before because it was too wet. JB Gordon may do that while they are already doing their patches. They’ll be added on as a line item and we’d have to pay for them either way so it’s good to get them done while they are already doing patches.

b. Budget Review Update – Information and Discussion Only

i. Discuss updates to budget following completion of FY2022 and FY2023 review

Alisha O’Driscoll: Kyle Walker (Pelorus) is out of the office today and won’t be back until tomorrow, so I haven’t heard on rescheduling that. It was supposed to be on Tuesday but he wasn’t able to make it due to family issues. The council members still met and identified questions and potential changes, so hopefully we can get that rescheduled for next week and get those questions answered and changes made as soon as we can.

c. General Plan Update Timeline – Information and Discussion Only

- i. Discuss upcoming important dates for adoption of updated Wallsburg Town General Plan

Thursday May 18th: Work Meeting. Bob Allen will help Town Council and Planning Commission finalize plan and maps

Tuesday May 23rd: Planning Commission will hold their public hearing. Notice is running in the newspaper

Thursday June 1st: Planning Commission will make recommendation to Town Council and Town Council will adopt updated General Plan and have that be the plan moving forward. As changes need to be made further on we can make them each year until we have what we want. Any questions? Scott Larsen: Does the Town Council need to attend the Planning Commission public hearing? Celeni Richins: No. Everyone is welcome, but I just meant that the Planning Commission all need to attend to have a quorum and make the recommendation to the Town Council.

d. Election Update – Information and Discussion Only

- i. Discuss Municipal Election timeline and preparations needed

Alisha O'Driscoll: Notice of the election has been posted, banner is hung up at the Town Hall. Mayor and two Council positions are officially open. Filing forms and instructions are available on the website, filing period is June 1 – June 7

6. Department Reports

- a. To discuss continued agenda items, assignments

- i. Buildings (Scott Larsen)

Emily Allen with homeschool group is ready to do their spring service project. Yard cleanup around the Town Hall. Clint Allen offered use of his dump trailer and recycling yard for the broken up asphalt.

- ii. Roads (Scott Larsen)

We need to see what we can do about the potholes and road issues that are coming up. Clint Allen mentioned we need to control the water to keep future issues from happening. Eric Anderson has a big hole up by his house that needs to be filled in. Blake Allen came and filled some in and some potholes around town, but that is temporary patch. They need to be fixed with permanent asphalt when it warms back up.

- iii. Cemetery (Justin Carlile)

Rebar and caps are coming to mark out the new section of the cemetery. Will get with Gordy to get that completed in the next two weeks or so. Need to get with the wards to see if they're interested in the firewood from the fallen trees at the cemetery.

- iv. Park (Terri Eisel)

Will work with Gordy to get the sprinklers worked out as water turns are starting. Alisha O'Driscoll has the water tickets and will get that to Gordy. Wallsburg is getting close to having enough shares to use at the cemetery too, that's the long term goal. Clint Allen talked to Ryker Sweat about setting the poles at the park and he will get those done soon. Are they marked out? Terri Eisel: Yes I can go put flags or paint. Clint Allen: Are you still good with where those are at and we can drill them and get them poured and everything? Terri Eisel: Yeah. Celeni Richins: Do you need help with stakes or anything for that? Terri Eisel: I'll just get some paint and Justin and I can get them marked again. Clint Allen: I won't be here next week, but the following week I can call him to get them done. What size and depth and all that stuff? Justin Carlile: Go off of schedule for pole height, he will know better than I will on that. Clint Allen: Did we ever get rebar or cages for that? Terri Eisel: No, we never got that far in the plan. We didn't even get anything on schedule to get it done last fall. Clint Allen: I don't want to drill until we are ready to pour so lets get thinking about that. Terri Eisel: You guys know better whats needed so tell me and lets get it orderd and paid for. Celeni Richins: How many poles?? Terri : 4. Clint Allen: We'll get that figured out, what size sauna tubes and get cages made. Justin: I called WW Clyde and Josh Richins said he would bring them up for the rings. We can check that he is still willing to do that. Clint Allen: Do you guys want an outlet with a box on each pole so speakers and whatnot can be plugged in? Justin/Terri: At least two of them would be good to run power while we are already doing that. We talked about having a disconnect box on that first pole or something to turn them on or off manually. Talked back and forth about the different scenarios and options for lights/power, breakers, etc.

- v. Water (Clint Allen)

Reported status of JB Gordon project above, nothing further noted

vi. Mayor (Celeni Richins)

Celeni Richins: Have we heard from the wards about the 24th committee? Alisha O'Driscoll: Not yet, but I heard from the Round Valley ward that they released who they had and Pete Nielsen may be a good fit for the committee that Jay Hortin came to talk about for the 24th funds. Celeni Richins: How many did they want? Alisha O'Driscoll: 1 from each ward, 2 from town council, 2 citizens. You can choose whoever you want, just a thought I had. Celeni Richins/Justin Carlile: Talk to him and see if he is interested. Alisha will follow up with wards to get committee going on 24th of July plans.

vii. Clerk (Alisha O'Driscoll)

Has been talking with Xpress billpay about taking non utility credit card payments, no extra costs besides transaction fees. Might make things a little easier with rentals and other payments. Scott Larsen: Will you give an update on the broadband grant and the surveys, etc. Alisha O'Driscoll: On the last call they said we needed to have all of the survey data turned in by tomorrow so we made a push to get responses for those. Then today they sent out a package with social media advertisements and flyer to use, which I thought that deadline was up so they said we can collect data through August. I think we might be done gathering information as people keep taking down the flyers and taking the surveys and not returning them. We will leave the social media links up for people to use. We will send data report of what we have so far so they can get the draft put together of the plan.

b. Call for Agenda items for May Work Meeting (Expected May 18, 2023)

Bob Allen coming to finalize general plan. Ombudsman's office coming for property rights training. Bob Allen come at 6:30pm and Ombudsman at 7:00pm. Alisha O'Driscoll will talk to Bob Allen, Justin Carlile will talk to Ombudsman. Celeni Richins: That night is High School graduation, so I won't be to the work meeting.

c. Call for Agenda items for June Town Council Meeting (Expected June 1, 2023)

Adopt General Plan. Budget Public Hearing. Adopt Budget. Election update. CDBG Project Update. Alisha O'Driscoll will not be able to make the June 1st meeting, but will still help prepare paperwork and set up recording.

7. Items Continued To Future Monthly Town Council Meetings

a. Cemetery Road Vacate

Clint Allen: Can we give a quick update on the delinquent water bill letters that were sent out. Detailed names and amounts that need further discussion will be done in closed session. Alisha O'Driscoll: We sent out 10 letters, 1 full payment has been received. 6 partial payments have been made. There are 2 that we have not received response from, and the last 2 have said they will make payments but haven't started yet. A bunch of them have PO Boxes, so the certified letters weren't delivered correctly, they get held at the post office and then returned if they don't come during post office hours to get them. We need to hand deliver future letters or send them without being certified. Everyone that has verified receipt has contacted me to make arrangements. Clint Allen: Let's hang tight this month and see where we are at next month and consider shut offs at that point. Right now they don't even know they've got a shut off notice because of the certified mailing/post office schedule.

8. Adjourn

Motion: Justin Carlile moves to adjourn this meeting and move into closed session **Second:** Scott Larsen

Vote: Unanimous

Time: 7:49PM

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