

# **ORDINANCE 2008 – 3**

(This Ordinance 2008-3 dated October 16<sup>th</sup>, 2013 supersedes any earlier dated 2008-3)

## **AN ORDINANCE ESTABLISHING A CASTLE VALLEY ROAD COMMITTEE**

WHEREAS, maintaining and repairing the Town’s roads and related drainages is a critical public service, and

WHEREAS, significant taxpayer money is spent on these activities, and

WHEREAS, there should be citizen/taxpayer involvement in setting priorities and monitoring the quality of the work performed, and

WHEREAS, there may be citizens/taxpayers with expertise and/or interest in road and/or drainage matters who wish to participate in managing these activities, and

WHEREAS, the burden of managing the Road Department of the Town should not fall solely to the Mayor but should be shared among interested citizens, and

WHEREAS, the Town Council has the authority under Utah Code 10-3b-403 to assign administrative duties

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

1. The Road Committee (hereinafter referred to as “Committee”) will be an official committee of the Town of Castle Valley. Its purpose will be to provide direction and support to the Road Department in areas outlined below.
2. Formation and composition of the Committee:
  - A. The Committee will consist of four members who are appointed by the Town Council, based on those people who offer to serve on the Committee after public notice of vacancies;
  - B. Each member will serve a three-year term. Terms will be staggered, as determined by the Committee;
  - C. Committee members will meet at least once per quarter. Meetings will be governed by the Open Meetings Act and will be governed by and conducted in accordance with the current edition of Robert’s Rules of Order. Agendas and minutes will be posted and supplied to the Town Council. Records will be kept on file at the Town Office;
  - D. A quorum will consist of three members;
  - E. Up to two members may be members of the Town Council; and
  - F. The Committee will elect its Chairperson.
3. Duties of the Committee:

- A. The Committee will create and periodically review the job description for the Road Department Manager;
- B. The Committee must approve all major personnel actions regarding the Road Department Manager (i.e., hiring, firing, raises, etc.), and must participate in the Personnel Evaluation of the Road Department Manager;
- C. The Committee will create and keep an updated a list of priority projects for road repair and construction;
- D. The Committee will give the Road Department Manager overall direction for road priorities and allocation of resources;
- E. The Committee will establish a general yearly maintenance policy;
- F. The Committee will regularly review the quality and completeness of the work of the Road Department;
- G. The Committee will develop other policies as needed (e.g., driveway culvert policy, etc.) and recommend them to the Town Council;
- H. The Committee will work with the Road Department Manager on C., D. and E. above, including periodic meetings in person or via email and phone calls;
- I. The Chairperson, along with the Road Department Manager, will report relevant information at the monthly Town Council meetings, as needed;
- J. The Committee, along with the Road Department Manager, will be responsible for tracking the Road budget:
  - 1) The Road Department Manager will inform the Committee Chairperson of anticipated expenditures that would require Town Council approval. The Committee Chairperson or other available Committee member will inform the Town Council or Mayor so that the item appears on the agenda;
  - 2) The Committee, with the Road Department Manager, will establish a pay scale for Road staff, with Town Council approval; and
  - 3) The Committee Chairperson will receive from the Town Clerk prior to every Town Council meeting a report on Road Department expenditures-to-date and Road Department bills to be approved by the Council at the meeting.
- K. The Committee will interface with residents and property owners on Road issues as needed. The Road Department Manager will keep the Committee informed of such issues;
- L. The Committee will assist the Road Department Manager with special projects, such as acquiring drainage easements, as needed; and

M. The Town Clerk will assist on relevant paperwork, etc. for the Committee.

Passed & approved by the Town Council, Town of Castle Valley, in open session this 16<sup>th</sup> day of October, 2013 by the following vote:

Aye: Mayor Erley, Council Members: Drogin, Duncan & Hill.

Nay: None.

Absent: Council Member Williams

**APPROVED:**

**ATTESTED:**

\_\_\_\_\_  
**David D. Erley, Mayor** **Date**

\_\_\_\_\_  
**Alison Fuller, Town Clerk** **Date**