



MINUTES
REGULAR TOWN COUNCIL MEETING
WEDNESDAY, JANUARY 20TH, 2016 AT 6:30 P.M.
CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

Council Members Present: Mayor Erley, Council Members: Duncan, Hill & O'Brien

Council Members Absent: Council Member Drogin

Others Present: Ron Drake, Mary Beth Fitzburgh, Leta Vaughn, Greg Halliday, Faylene Roth, Wayne Newton, John Groo, Jocelyn Buck

Recorder: Alison Fuller

REGULAR TOWN COUNCIL MEETING

CALL TO ORDER

Mayor Erley called the meeting to order at 6:31 p.m.

1. Open Public Comment

CM Hill stated that at the CIB meeting she attended they wanted to make sure the community was aware of the heat assistance program. She also announced a gas line pipeline awareness training in Moab and would leave information for both things with the Town Clerk.

CM O'Brien stated that Zacharia Levine came to the Moab Area Watershed Partnership meeting concerning the county's Resource Management Plan. He wanted to make sure all interested parties had input in the upcoming plan.

Mayor Erley stated that Grand County and Moab had their general plans reviewed for input in the Resource Management Plan and that CV should submit theirs and other comments by April.

Chrissy Applegate stated that she came to support the playground project. The community had been trying to get one for the past few years and she thought it would be nice for the kids in the valley and be welcoming to more.

Jason Graham stated that he would love to see a playground in the community.

CM Hill stated that she told Applegate to come early to speak about the playground since she had her kids with her. The Town did get the \$1000 grant from the Grand County Recreation Board and would discuss it in detail during the agenda item.

CM Duncan stated that she had an update from the Forest Fire & State Lands who had money to remove more fuel from Castle Creek. She had hand outs from the catastrophic fire group she would share electronically via the town clerk. She hoped to have another chipping day around the same time as the Spring Clean up when they find out when that will happen. She stated that she spoke with Rick Bailey the County's Emergency Manager, about the Emergency Operations plan and reviewed individuals who would be able to contribute to the planning process including local emergency heads and county emergency employees.

Mayor Erley stated that there is a meeting with the Conservation District who decide where grants from the NRCS should be given in the county. He would attend the meeting in regards to the noxious weeds that also affect the water quantity in the valley, specifically the creeks.

2. Approval of Minutes

*** Regular Town Council Meeting for December 16th, 2015.**

Mayor Erley noted typos, on pg. 2 halfway down an "a" was removed, Item 12, 3rd line, 'has' was replaced with 'as'.

CM Hill moved to accept the minutes with the noted changes, CM O'Brien seconded, the Motion passed unanimously.

3. Executive Reports

*** Road Committee**

CM Hill asked if Brady was being compensated for the work he performed with Halliday.

Halliday stated that to the best of his knowledge Brady had been volunteering but was insured. He had removed a very large rock from Keogh Lane and had been keeping track of the snow plowing done by the county.

Mayor Erley stated that the Road Committee would be presenting projects in the near future and have been working on the easements for the Castle Creek and CV Dr. maintenance area.

*** Planning & Land Use Commission – Marybeth Fitzburgh**

CM Hill really liked the idea of having the septic checked upon the sale of a lot. She was surprised by some of the details the PLUC requested from the CUP applicant. She questioned what the boundary was for the PLUC to routinely question Home Occupation businesses and what kind of products those businesses sell.

Fitzburgh thought that the questions that were asked were to clarify what kind business the applicant was applying for and what their products were used for.

There was discussion around where the line would be drawn as far as what the PLUC routinely asked applicants regarding their businesses and not trying to control what business sell.

Wayne Newton read the application that gave an accurate brief description of the business he runs and did not understand the discrepancy.

The council agreed that it should not matter to the town what claims home occupations make on their products, and the important piece is what is being made as far as safety for the valley and that the material can be stored properly.

CM Hill thanked the PLUC for the 'key zoning rules' and 'Don't Flush Guidelines' and thought they were awesome.

*** Water Agent Report – John Groo**

Groo stated that he had been working on the annual water report for the State and would be completing it shortly.

He had been contacted by a property owner with 3 lots on Miller Lane who had been adjudicating current rights but would like to abandon those rights and apply for rights with the Town so he could have more senior rights.

*** Housing Task Force – Jazmine Duncan**

CM Duncan stated that the group meets the first Monday of each month. She relayed that City Market has a cash match contribution program for the food bank. She stated that the Land Trust is still looking for board members.

*** Treasurers Quarterly Report**

CM Hill stated that almost everything is under budget especially the road department since they have not had to lease a grader and got such a good deal on the backhoe lease. She hoped to put the excess funds into repaving CV Dr.

She stated that there is money in the database budget that could go towards a new clerk computer. She spoke with the Cemetery Sexton who sounded willing to have his crew come out and maintain the CV Cemetery with their equipment and crew and not use herbicides. She met with the CDBG who recommended lumping many of the town's projects such as the 4-season emergency access, a back-up generator, the CV Dr./ Castle Creek culvert project in one and labeling the proposed grant as an emergency services grant.

Mayor Erley discussed keeping track of the work that had been done and to keep track of how the work they do before hand would integrate with a grant proposal.

CM Hill stated that the representative said that the group had not been giving out many grants and the project in Oakland was not likely to go through.

4. Correspondences

Mayor Erley read a letter from the BLM regarding acquiring the Golden Stairs parcel from the Nature Conservancy, and also received funding to purchase the Ida Gulch and Onion Hill parcels. The Pace Hill parcel did not receive funding. Also, Royce's had applied for a right-of-way permit through the BLM to provide high speed internet to Castle Valley. There will be press release for the scoping of the project.

Fitzburgh asked if it was just an internet tower or if was a cell tower as well.

There was discussion around what type of infrastructure would be installed for the internet and that it seemed like service would be improved.

Mayor Erley noted a survey that he received from USU that would be good to send to the Town's e-mail list.

5. Administrative Matters & Procedures - None

NEW BUSINESS

6. Discussion and Possible Action re: A recommendation to the Town Council regarding a lot line adjustment between lots 373 & 389.

CM Hill asked Randy Jorgen if both of the lots would still be 5 acres.

Jorgen said that both lots would be. Jorgen's survey confirmed that the 5 acre minimum would be met on both lots.

CM Hill moved to approve the lot line adjustment, CM Duncan seconded, the Motion passed unanimously.

7. Discussion and Possible Action re: A possible culinary/fill-up water system.

Mayor Erley had spoken to the Sanitarian who had recommended the he talk to Daystar Academy who is currently developing their facilities, and for the amount of water needed, it would make sense for the system to service the entire community.

There was discussion around water rights being used where they were intended to be used and using the same point of diversion.

Mayor Erley informed the council that discussion had gone on and Daystar was willing to talk to the Town about the possibilities. He wanted to know if he had the council's support to continue in the same direction.

CM Hill asked what something like that would look like.

Mayor Erley stated that he thought having a small pump that filled a container that could be brought to the town building where residents could fill up was one idea.

CM Hill asked why a regular frost free valve would not work and why water couldn't be pumped directly from the ground.

Wayne Newton stated that he had volunteered and worked at Daystar for a couple of years and was familiar with the water there. He stated that they have 2 artesian wells that continually flow and one of them is above grade from the town and a gravity fed line to the town building could be a possibility.

The council agreed that it would be good to talk to Daystar and the details can be sorted in the future.

8. Discussion and Possible Action re: Grand County Recreation Board playground grant award & additional funding.

CM Hill stated that the Town received a \$1,000 grant from the Rec. board and Moab City was going to give the Town the old swing set and monkey bars from Red Rock Elementary School. The Town would need to write a letter stating that the equipment will be brought up to safety standards. She stated that playgrounds are incredibly expensive, and just a plastic tube slide is close to \$15,000. She hoped that the council would approve up to \$6,000 for the playground and that \$3000 was ear marked for town building/lot improvements and has been sitting in the account since the Town Hall was built. She stated that railroad ties, big timber, paint, wood chips, concrete etc. will all be needed and hoped to get donations and volunteers to help bring the project into fruition.

The council discussed installing the equipment that is going to be donated by the School District and see how far the money will go.

CM Hill stated that a \$1,000 will not go very far in creating a playground and the topic has been brought to the council multiple times over the years and she felt it was time to do something about it.

Groo stated that it seemed that the GC Recreation Board should give more to Castle Valley since there have been so few projects in CV.

The Council discussed funding the playground and ensuring that the playground meets safety standards.

Mayor Erley stated that Groo is correct and it seems CV should be getting more from the special service district.

CM O'Brien moved to approve \$3,000 from the Town's capital account earmarked for the Town building improvements, CM Hill seconded, the Motion passed unanimously.

9. Discussion and Possible Action re: Appointing a Castle Valley representative to the Grand County Recreation Board.

Kristin Millis was not present at the meeting but the Recreation Board had indicated that Kristin was an asset and would serve again.

CM Duncan moved to appoint Kristin Millis to the Grand County Recreation Board if she is willing to serve, CM O'Brien seconded, the Motion passed unanimously.

10. Discussion and Possible Action re: Appointing a representative to the Boundary Commission.

CM Hill was the previous representative, but her term ended with the Boundary commission when her Town Council term ended and she was willing to serve again through her current term.

The Council discussed that CM Hill would represent the Town when there is a boundary dispute.

CM Duncan moved to appoint CM Hill to the Boundary Commission, CM O'Brien seconded, the Motion passed unanimously.

11. Discussion and Possible Action re: The Clerk's computer solution and other computer upgrades.

The 'Clerk computer' drivers have not been working so printing and scanning have not been possible. The computer needs to be wiped clean and uploaded with all of the software again. The town's tech specialist would get a new computer if it was him, since the Clerk computer is 6 years old and may need to be replaced soon anyway.

All of the town files have multiple back-ups and are not at risk of being lost if any of the computer equipment fails.

Mayor Erley discussed being ready to replace computer equipment and budget for it in the future as the county library replaces all their computers every 5 years & although they see much more use, it would be good for the town keep this in mind in future budgets.

The Town's laptop is 12 years old and has some issues with power but otherwise works for its primary purpose, taking minutes.

There was discussion around Windows 7 & 10 and what would be best to use on the town computers and what is compatible with Quickbooks.

There was discussion around how long it will take to upload all the software on the new computer and if the Clerk would be able to do it.

CM Hill moved to get a new computer for the clerk and budget for a new laptop next year, CM Duncan seconded, the Motion passed unanimously.

12. Discussion and Possible Action re: The Town Clerk position and office hours.

CM Hill thanked the Clerk for re-considering staying with the Town, and would vote that the Town accept her proposal for 9am-5pm Monday – Tuesday with an hour lunch break, and taking minutes for the Town Council once a month and coming into the office the day after the meeting to wrap up billing, resolutions, posting minutes and other pertinent actions following the Town Council meeting.

CM Duncan thanked the clerk as well and was not sure if the proposal was fair to the community and was concerned about the office only being open 2 days a week.

There was discussion around the community being happy with the Town office being open for a shortened period of time and if there are complaints a new direction can be taken at the end of April.

CM O'Brien considered all parties that would be affected by the office only being open 2 days a week.

Faylene Roth stated that she is in the office for her PLUC Clerk position and comes in on Thursday's for the library and could check messages and e-mails.

There was discussion around a shorter trial period however the clerks outside work load, that she is already committed to, is going to really pick up in March & April and she will have a better idea if the schedule will work after that.

CM Hill stated that the training process is so extensive for a new clerk and she has been very happy with the clerk's work. She knows that a job can be completed in less time after being at the position for a while and she is willing to pay for the job the clerk is performing.

Mayor Erley stated that it would be good to change the Town Clerk job description if they accept the clerks' proposal so they will be compatible.

CM Hill moved to change the Town Clerk Position to say 15-24 hours a week and remove the office hours in the job description, and with that accept the clerks proposal to work 2, 7 hour days a week with the additional work in the 3rd

week of the month, for a 3 month trial period Feb.-April, CM O'Brien seconded, the Motion passed unanimously.

UNFINISHED BUSINESS

13. Discussion and Possible Action re: The Request for Proposal for the Castle Creek & Castle Valley Dr. culvert reconstruction. [Tabled]

14. Discussion and Possible Action re: Review Resolution 2013-1 to see if the fees are still appropriate. [Tabled]

CM Hill moved to untable Item 14, CM Duncan seconded the Motion passed unanimously.

Roth composed 2 different recommendations for fee increases that the council discussed.

The fees were increased in 2013 for the Conditional Use Permits but they had not yet been implemented.

Roth reminded the council that the building permit fees have drainage reviews that are handled by the Road Manager and those wages would need to be covered as well. She reviewed different scenarios where building permits may take a lot more time than others.

Fitzburgh stated that the State has a couple different equations that could be used to get fee amounts for permits. There was discussion around charging hourly or by complexity of building plans and if they are routine or non-routine. They discussed the building permit agent's pay being completely covered by the permits and that the chief job of the permit agent is issuing permits.

Roth stated that there are several other small jobs that the agent does that may not directly correlate with issuing a permit such as, e-mail maintenance, database maintenance, etc.

CM Hill suggested increasing the building permit fees to \$40, \$75, & \$100, permits for electric \$15, septic \$15 and temporary dwellings \$30, and see how the numbers workout at the end of the year.

Roth suggested not increasing the smallest building permit fee as the county does not even require a building permit for less than 200 sq. ft.

The council agreed with CM Hill and Roth's suggestions.

CM Hill moved to adopt the discussed changes and look at it again in a year, CM Duncan seconded the Motion passed unanimously.

15. Discussion and Possible Action re: The Town lot landscaping. [Tabled]

CM Hill moved to untable Item 15, CM O'Brien seconded, the Motion passed unanimously.

CM Hill stated that she reviewed the costs of landscaping and the Town was better off using the contactor for landscaping over the town employee.

There was discussion around what the groundskeeper job description currently states and what the groundskeeper is actually able to do at this time. The council discussed putting the job description on the next Town Council agenda since they are not able to amend it under the current agenda item.

CM Duncan moved to have Castle Rock Property Management continue the landscaping for the Town next year, CM Hill seconded, the Motion passed unanimously.

16. Payment of the bills

CM Duncan moved to pay the bills, CM O'Brien seconded, the Motion passed unanimously.

CM Duncan moved to adjourn, CM O'Brien seconded, the Motion passed unanimously.

Mayor Erley adjourned the meeting at 8:58 p.m.

ADJOURNMENT

Approved:



Dave Erley, Mayor

Date:

Attested:



Alison Fuller, Town Clerk

2.17.16

Date:

RESOLUTION 2013-1

(This Resolution 2013-1 dated February 17th, 2016 supersedes any earlier dated Res. 2013-1)

A RESOLUTION TO ADOPT A PERMIT APPLICATION AND FEE SCHEDULE

Whereas, upon public hearing, the Town of Castle Valley has determined that it is in the best interests of the citizens of Castle Valley that the Town accurately charge permit & application fees as well as fair penalties for violations of Town ordinances.

Whereas, the Town has determined that periodic review of the permit and application fee schedule is necessary to confirm that it reflects the cost of administering permits and enforcing violations.

Whereas, the Town Council will annually review and update the Permit Application and Fee Schedule to ensure that the fees and penalties accurately reflect the cost of providing such services.

NOW, THEREFORE, BE IT RESOLVED THAT RESOLUTION 2013-1 SHALL BE ENACTED ADOPTING THE PERMIT AND APPLICATION FEE SCHEDULE FOR THE TOWN OF CASTLE VALLEY AS FOLLOWS:

TOWN OF CASTLE VALLEY PERMIT APPLICATION AND FEE SCHEDULE

**Contact: Faylene Roth - Building Permit Agent, John Groo - Water Rights Agent
435-259-9828, Fax 435-259-9846**

- 1) Castle Valley Building Permits are required for all construction and alterations, including setting up or moving in a mobile, modular, or manufactured home; additions to external perimeter of existing structures; removal of part of a building; moving of walls; remodeling that changes the use of the building; re-roofing; fences higher than six feet (see also item 6 below); decks and porches 30" above grade, covered, or attached to a structure; and retaining walls over 4 feet or that support a structure, and other structures that require a Grand County Building Permit.
 - a. Construction/Alterations greater than 120 sq. ft but less than 201 sq. ft. **\$30**
 - b. Construction/Alterations greater than 200 sq ft. but less than 3501 sq. ft., **\$75**
 - c. Construction/Alterations greater than 3500 sq. ft. but less than 7000 sq. ft. **\$100**(Note: Fee includes the cost of plan review, drainage review, electrical permit (see also #3), final site review and signing of certificate of occupancy.)

- 2) Certificate of Land Use Compliance **No Fee**
Required to show that agricultural buildings, including greenhouses, adhere to Town of Castle Valley zoning ordinances regarding setbacks, height, and square footage.

- 3) Electrical service permit: **\$15**
Submit a plot plan to show that setbacks adhere to CV zoning requirements for: existing structures, new structures, well service, solar installations, upgrades or changes of electrical meter, new or replaced furnaces, water heaters and other mechanical installations that require a Grand County Building Department Permit
*Fee of \$10 is charged if utilities are needed prior to building, for solar installations, or for upgrades.

Amended Feb.17, 2016

- 4) Septic permit: \$15
 Castle Valley septic permit must be approved prior to obtaining Health Department approval and Grand County septic permit.

- 5) Temporary Dwelling Permits: \$30
 Required for all motor homes, travel trailers, campers, etc., used as occasional housing, temporary housing, or during construction.

- 6) Conditional Use / Home Occupation / Premise Occupation Permits \$35
 Required for all home businesses, public buildings, daycare nurseries or centers, foster care homes, botanical nurseries, livestock in excess of permitted use, schools, churches, water reservoirs, ponds, dams, windmills, fences higher than four feet that enclose more than an acre of land. Note: Fee includes first year Business License.

- 7) Business License Renewal \$10

- 8) Wells / Water rights: Water user agreement required \$95

- 9) Land Use Ordinance Violation

| | |
|---------------------------------|-------------|
| 1 st Offense | \$250/day |
| 2 nd Offense | \$500/day |
| 3 rd Offense | \$750/day |
| 4 th Offense or more | \$1,000/day |

The Mayor and staff for the Town of Castle Valley is hereby directed to take all administrative actions necessary to enforce this Resolution.

Any fee inconsistent with this Resolution shall be void and superseded, to the extent of the conflict herewith.

The fees and penalties established herein shall be effective on _____, unless otherwise described herein, and shall remain in full force and effect unless amended by the Town Council of the Town of Castle Valley.

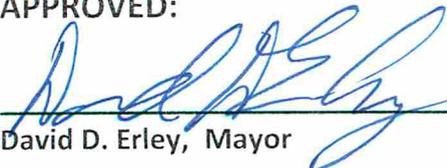
ADOPTED by the Town Council of the Town of Castle Valley after Public Hearing and a majority vote on this ____ day of _____ 2016.

AYE: Mayor Erley, Council Members: Drogin, Duncan, Hill & O'Brien.

NAY: None

ABSENT: None

APPROVED:



 David D. Erley, Mayor Date 2/17/16

ATTESTED:



 Alison Fuller, Town Clerk Date 2.17.16