MINUTES
REGULAR TOWN COUNCIL MEETING
WEDNESDAY, DECEMBER 16TH, 2015 AT 6:30 P.M.
CASTLE VALLEY COMMUNITY CENTER - 2 CASTLE VALLEY DRIVE

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

Council Members Absent: None

Others Present: Ron Drake, Mary Beth Fitzburgh, Leta Vaughn, Greg Halliday, David Harris, Faylene Roth, Robert Buckingham, Deborah A. Barton, Don & Bonnie Kirkpatrick, Pam Hackley, Jocelyn Buck

Recorder: Alison Fuller

REGULAR TOWN COUNCIL MEETING

Mayor Erley called the meeting to order at 6:30 p.m.

CALL TO ORDER

1. Oaths of Office - Swearing in newly elected Town Council Members from the 2015 Municipal Election.

Council Members Hill and Drogin were sworn into office for 4 year terms.
Council Member O'Brien was sworn into office for a 2 year term.

2. Open Public Comment

3. Approval of Minutes

*** Special Town Council Meeting for November 2nd, 2015.**

CM Hill moved to approve the minutes as presented, CM O'Brien seconded, the Motion passed unanimously.

*** Regular Town Council Meeting for November 18th, 2015.**

CM Hill moved to approve the minutes as presented, CM Duncan seconded, the Motion passed unanimously.

4. Executive Reports

*** Road Committee**

CM Hill asked if the road shed was heated and if the school bus was parked inside and left any town equipment outside. Halliday stated that the road shed is not heated but the bus gets plugged in. At this time no town equipment was outside however the town is waiting for the arrival of the new backhoe which should be in the next 10 days.
The council thanked Halliday for all the plowing he had done in the last couple days.
There was discussion around more support from the road department with plowing.

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

Fitzburgh stated that the PLUC has created a condensed version of the key zoning rules and would like the town to send out the key zoning rules to new residents and obtain a new property owner list periodically from the County.
The council liked the Key Zoning rules write up and agreed that sending it to new property owners would be great.

*** Water Agent Report – John Groo**

*** Housing Task Force – Jazmine Duncan**

CM Duncan stated that most of the task force had been discussing infrastructure and a way for Castle Valley to possibly contribute to the housing problem would be to allow for the mother in-law type housing if it would not put the valley's water source in jeopardy.

Fitzburgh stated that to allow a mother in law home would open the town up to second dwellings and the community would most likely resist that, however there could be a number of stipulations on those types of dwellings.

5. Correspondences

6. Administrative Matters & Procedures – BLM Travel Plan, Employee matters.

Clerk Fuller reported that the Hazard Mitigation Plan had been approved by the State and is now being reviewed by FEMA.

Mayor Erley stated that the BLM Travel Plan is beginning to be implemented and residents should expect to see those changes. He told the council that Halliday had received a raise and had been retro paid since he had taken over the duties of the roads manager.

NEW BUSINESS

7. Discussion and Possible Action re: The Spring Clean-up and the entities involved to make it possible.

Deb Barton from the Solid Waste District stated that Bob's Sanitation had been sold and the new owners, 'Monument Waste' had come to the meeting since the clean-up involves both parties. Monument Waste hauls the waste to Moab and the Solid Waste disposes of it. She stated that the fee has gone up at the Solid Waste District to a flat $9 a cubic yard.

There was discussion around the Town not paying a fee in the past for the clean-up program and that it was done in place of the voucher program held in Moab. They discussed how many dumpsters the town filled during the annual spring clean-up.

Barton stated that the Solid Waste had taken a lot of the expenses in the past and the voucher program/spring clean-up had been abused and some things would have to change and the event simply is not free.

The entities discussed the best way to execute the clean-up with the current budgets that are set and moving forward in the future. The entities will continue to work through the details together and find the best scenario for everyone.

8. Discussion and Possible Action re: Castle Valley Cemetery maintenance and a new Interlocal agreement.

Bob Buckingham introduced himself as the new County Cemetery Sexton and stated that the Interlocal agreement with CV expires in January. Going forward he would like to know what CV would like from the Cemetery district. He has seen a lot of changes in the last 10 years and would like to know what CV has been doing for cemetery maintenance and what they need from the district. He did not expect them to come up with a new Interlocal agreement at the meeting but wanted to start the discussion.

The Town had been hand pulling weeds and using personnel equipment for maintenance. A mower, a gas weed eater, and a little more money to pay workers to maintain the cemetery would be welcome from the cemetery district.

The County Cemetery District's legal jurisdiction in the town only includes the 5 acre Castle Valley Cemetery on CV Dr.

Buckingham wanted to figure out a dollar amount CV would like from the cemetery district and stated that he had ~~a~~ gotten a tax increase from the county and was working on a five year plan and would like to make sure CV is properly worked into the plan. He suggested a locking shed to hold the maintenance and cemetery equipment on the Cemetery or Town property.

Mayor Erley hoped that the shed could blend in with the surroundings and welcomed a proposal from Buckingham.

The council would like to continue maintaining the cemetery without the use of herbicides but had been using mostly volunteer labor to do so. They thanked Buckingham for coming out to their meeting and for the new cemetery sign.

9. Discussion and Possible Action re: Appointing a new member to the Planning and Land Use Commission.

Mayor Erley stated that he had interviewed David Harris and would recommend him to the vacant position that ends in 6 months and he can re-evaluate his position at that time.

CM Drogin moved to appoint David Harris to the vacant Planning and Land Use commission seat with the term ending in 6 months, CM O'Brien seconded, the Motion passed unanimously.

10. Discussion and Possible Action re: A Public Water System.

Mayor Erley stated that he put this on the agenda for the next item and possibly adding it to the CIB list. He thought it

would be good to have this on the CIB list as a place holder valued for around $35,000-50,000.

11. Discussion and Possible Action re: Revision of the Castle Valley CIB requests for the County- wide project list.
The council discussed CM Hill attending the upcoming meeting with a CIB, Community Development Block Grant and Rural Development representative.
They did not feel the water system would be a priority project but wanted to have a contingency plan on the books.
CM O'Brien moved to add the water system to the CIB list with an estimated $35,000-50,000, CM Duncan seconded, the Motion passed unanimously.

12. Discussion and Possible Action re: Review Resolution 2013-1 to see if the fees are still appropriate.
The council discussed the fees being pretty close to the amount spent actually issuing the fees but there is a lot work done handling phone calls, and questions, and compiling building permit packets, filing etc. that maybe should be considered has part of the work for a permit.
Faylene Roth the building permit agent stated that in the last year there had not been any large building plans that take up a lot more time to review. She stated that some parties are needier than others, and sometimes a permit is not even requested after hours of help. She felt that the actual time to issue the permits was covered by the costs but the back work to get to that point was not.
There was discussion around the town's fees being very reasonable and compared the rates to the county which go over a great deal more detail in their permitting process.
Fitzburgh stated that according to state law the Town could not make a profit on fees and the cost of the fees needs to be justified by the work it takes to issue them, she felt this would be justified.
There was discussion around different tiers of building permit fees based on size and complexity of the building plans.
CM O'Brien asked if Faylene Roth could be tasked with coming back with suggestions for what the fees should be.
Roth also suggested a small increase in the Conditional Use Permit application and agreed.
CM Hill moved to table Item 12, CM O'Brien seconded, the Motion passed unanimously.

13. Discussion and Possible Action re: Holiday Office hours.
The Town office will be closed the last 2 weeks of December and the first week of January for the holidays & the clerks' honeymoon.

14. Discussion and Possible Action re: Approval of 2016 Conditional Use Permit (CUP) & business license renewals.
CM Hill moved to approve the permits and license renewals as presented, CM Duncan seconded, the Motion passed unanimously.

15. Discussion and Possible Action re: Adopting a Resolution to delegate power in the absence or vacancy of the Mayor.
The Resolution would be adopted in the immediate with amendments that will be made after the "Operations Plan" is completed and adopted.
CM Tory Hill volunteered to be in the #1 position followed by CM Duncan, CM Drogin, and with the addition of a 4th position for CM O'Brien.
CM Hill moved to pass Resolution 2015-8 with the addition, CM Duncan seconded, the Motion passed unanimously.

16. Discussion and Possible Action re: The Town Clerk position.
Clerk Fuller stated that she had been seriously considering leaving the town clerk position and stated that the only way she could stay on would require her time be condensed into two days and stated that there is not a minimum limit of office hours according to State code. Other opportunities with higher pay and less stress as well as growing her business have all made leaving the town a real possibility. The Clerk is going to come back to the Council after the holiday break and propose what would work best with her future.

17. Discussion and Possible Action re: Approving a survey to be done for the Castle Valley Dr. /Castle Creek culvert

easement.

The Council had approved getting the survey done last February but did not get an estimate and the cost exceeded their expectations.

18. Discussion and Possible Action re: The Town lot landscaping.

Mayor Erley stated that Castle Rock Property Management had inquired about what kind of time the Town would like reserved for maintenance.

The Council discussed the landscaping/grounds keeper position being reviewed and possibly rolling the Cemetery maintenance into it as well or a contractor.

CM Hill would look at the expenses and come back to the Council with a proposal.

CM O'Brien moved to table Item 8, CM Drogin seconded, the Motion passed unanimously.

19. Discussion and Possible Action re: Appointing the Town of Castle Valley Treasurer & Deputy Treasurer.

CM Duncan moved to appoint CM Tory Hill as Treasurer and CM Alice Drogin as Deputy Treasurer, CM O'Brien seconded, the Motion passed unanimously.

UNFINISHED BUSINESS

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

21. Payment of the bills

CM Duncan moved to pay the bills, CM Hill seconded, the Motion passed unanimously.

CM Duncan moved to adjourn, CM Hill seconded, the Motion passed unanimously.

Mayor Erley adjourned the meeting at 8:04 p.m.

ADJOURNMENT

Approved: **Attested:**

1/20/16 1.20.16

Dave Erley, Mayor **Date:** **Alison Fuller, Town Clerk** **Date:**