

**MINUTES**  
**TOWN OF CASTLE VALLEY**  
**TOWN COUNCIL SPECIAL MBA MEETING, PUBLIC HEARINGS, AND TOWN COUNCIL**  
**REGULAR MEETING**  
**MONDAY, MAY 16, 2011 At 6:30 P.M.**  
**CASTLE VALLEY COMMUNITY CENTER**  
**2 CASTLE VALLEY DRIVE**

**Town Council Members Present:** Dave Erley, Aaron Davies, Tory Hill, Brooke Williams.  
**Absent:** None.

**Others Present:** Joan Sangree, Greg Halliday, Mary Beth Fitzburgh, Leta Vaughn, Ron Drake.

**Special MBA Meeting.**

1. Call to Order: 6:34 P.M.
2. Authorization of Invoices and Payment of Bills:

The MBA Secretary, Town Clerk Denise Lucas, submitted an invoice from the Municipal Building Authority of Castle Valley to the Town Council in the amount of \$7,150.00 to cover the annual mortgage payment on the Town Building.

Aaron moved to remit the sum of \$7,150.00 to the Municipal Building Authority of Castle Valley. Tory seconded the Motion. Dave, Tory, Aaron and Brooke approved the Motion. The motion passed unanimously.

Tory moved to adjourn, Brooke seconded. Dave, Aaron, Tory and Brooke all approved the Motion. The Motion passed unanimously.

**Adjournment at 6:35 P.M.**

**A Public Hearing on the Financial Implications of a Pending Application for a CIB Loan/Grant for a Castle Valley Road Shed.**

1. Call to Order: 6:35 P.M.
2. Open Public Comment.

The Mayor provided architectural drawings of the proposed road shed, and said that the due date for CIB loan/grant applications is June 1, 2011. We are applying for a 100 percent grant. The CIB will meet in July, 2011, to review and approve the June 1, 2011, grant applications.

A Town Council Member asked for clarification on our fallback position. The Mayor responded that, if we are denied the 100 percent grant, we will then try for a 50 percent grant and 50 percent zero interest loan. As a worst case scenario, we would be looking at a 100% (i.e., \$200,000) loan at zero interest for a term of 20 years. This would mean an additional expense to the Town of

\$10,000 per year. The Mayor and the Treasurer went over the Town budget for the next fiscal year and beyond in depth. In their opinion, this worst case scenario (\$200,000) could be funded without raising taxes. If we are approved for a loan instead of a grant, we would also need to be bonded. The cost of bonding is estimated to be between \$10,000 to \$15,000.

The Mayor and the Treasurer believe the Town can comfortably put down \$20,000 as a down payment (i.e., approximately ten percent) on the CIB loan/grant. The Mayor was told by Representative John Mathis (who also sent us a letter of support) that we should definitely apply for the 100 percent grant and that we should emphasize our position as a small town that has just taken over maintenance on Castle Valley Drive from Grand County, and that is fiscally prudent. Representative Mathis felt that the CIB would be very receptive to the fact that we are putting down a substantial down payment, as well as setting money aside for future projects such as Castle Valley Drive, etc.

Joan mentioned that it might be helpful to include a written list of things that we have done on our roads and on our Road Shed Project (i.e., Greg's Road Equipment Shed Report of April 8, 2011, Leta's drawings, maintenance schedule for equipment, etc.).

Ron Drake said that the CIB is more anxious to push loans than grants, but he believes we have a legitimate need for a grant and we should pursue the grant first.

3. Discussion and Possible Action re: The Financial Implications of a Pending Application for a CIB Loan/Grant for a Castle Valley Road Shed.

All of the meeting attendees (i.e., Greg Halliday, Joan Sangree, Mary Beth Fitzburgh, Leta Vaughn and Ron Drake) voiced unanimous support for going forward with the CIB loan/grant application as discussed in the Open Public Comment portion of the Public Hearing.

Tory motioned to adjourn the Public Hearing. Aaron seconded the Motion. Dave, Aaron, Tory and Brooke all approved the Motion. The Motion passed unanimously.

**Adjournment: 6:51 P.M.**

**A Public Hearing on the Amended Budget for FY2011.**

1. Call to Order: 6:52 P.M.
2. Open Public Comment.

The Mayor reported that the Town is doing well financially. We are in a position to transfer \$20,000 to the Castle Valley Drive Account, and to transfer an additional \$20,000 for a down payment on the CIB grant/loan.

The Treasurer mentioned that we are currently under budget for the Roads Department and that we have only one month remaining in this fiscal year.

Joan said that in a conversation with Jim Lindheim she had mentioned that the Roads Department would come in under budget for this fiscal year due to investments made in the roads in the previous years.

Mary Beth Fitzburgh questioned the General Ledger line item 5280 (i.e., Road Shed Loan), and the fact that there is nothing budgeted for this line item in the Amended Budget for 2011. The Treasurer replied that nothing has been budgeted this year, as the CIB will not review the applications until July, 2011. July 1, 2011 represents a new fiscal year for us, and she has accounted for a \$10,000 CIB payment in the new fiscal year. The Treasurer also said that, if we had to, we could pay this as an annual loan payment.

Mary Beth commented to the Town Council that Faylene has been very efficient with her time and keeps the costs well within budget -- that is why her staff budget is lower this fiscal year.

Brooke motioned to accept the Amended Budget for 2011 (i.e., FY2010). Aaron seconded the Motion. Dave, Tory, Brooke and Aaron all approved the Motion. The Motion passed unanimously.

Aaron motioned to adjourn the Public Hearing. Tory seconded the Motion. Dave, Aaron, Tory and Brooke all approved the Motion. The Motion passed unanimously.

**Adjournment: 7:07 P.M.**

**Regular Meeting of the Town Council, Town of Castle Valley.**

1. Call to Order: 7:12 P.M.

2. Open Public Comment.

None.

3. Approval of Minutes:

- Approval of Minutes: April 4, 2011 Special Town Council Meeting.

Brooke motioned to accept the Minutes as presented. Tory seconded the Motion. Dave, Aaron, Tory and Brooke all approved the Motion. The Motion passed unanimously.

- Approval of Minutes: April 20, 2011 Regular Town Council Meeting.

Brooke motioned to accept the Minutes as presented. Tory seconded the Motion. Dave, Tory and Brooke all approved the Motion. Aaron voted nay. The Motion passed with three in favor, one opposed.

4. Reports:

- Roads (Roads Manager and Roads Committee Chairperson).

The Roads Manager provided a Roads Report for May, 2011, for the Red Books.

The Treasurer asked for clarification of the term “water bar” as shown on Page 2, Item 4 under Projected Actions and Recommendations of the abovementioned report. The Roads Manager replied that water bars are road construction features that are used to prevent erosion on sloping roads. They are diagonal bumps across the road surface that divert surface water, which would otherwise flow down the road, into a stable drainage.

There were no other questions on the Roads Report.

PLUC (PLUC Chairperson).

The PLUC Chairperson provided a written report for the Red Book. She said that, at the Mayor's request, the PLUC is taking a close look at permit fees and costs due to the wear and tear on the roads resulting from construction. She said that State law requires that actual costs be assessed as impact fees.

There was some question as to whether the impact fees should be assessed at the beginning or end of construction. The PLUC Chairperson said that she will look into this. In the meantime, the PLUC is investigating how other small communities in our area assess and apply impact fees.

The Roads Committee Chairperson suggested that the Roads Manager keep track of extra road costs due to construction. She also said that his time for drainage inspections should be included in the costs.

Another Town Council Member asked for clarification on the code for shielding gas fuel tanks. The PLUC Chairperson replied that under Section 8.3 of Ordinance 85-3 (our Zoning Ordinance, dated February 28, 2011) every tank for the storage of fuel shall be approved by the Castle Valley Fire District, installed outside of any building and shall be either buried below the surface of the ground or screened from public view by fencing or shrubbery.

Amerigas, the propane company which customarily rents the propane tanks to residents, should handle and approve the installation of these tanks. In conversation with the Amerigas representative, the PLUC Chairperson said that they recommend a 5 foot clearance on all sides of the tank and 1 foot on the bottom.

**New Business:**

5. Discussion and Possible Action re: Changing the June Meeting to June 22, versus June 15, 2011.

Aaron motioned to change the date of the June Meeting from June 15 to June 22, 2011. Brooke seconded the Motion. Dave, Tory, Aaron and Brooke all approved the Motion. The Motion passed unanimously.

The Treasurer asked the Town Clerk to notify all Town employees that paychecks will be a week late due to the change in the meeting schedule. The Treasurer also said that if this delay causes undue hardship for anyone, she will cut a check separately from the monthly checks so that it is available by June 15.

6. Discussion and Possible Action re: Resolution 2011-3 – A Resolution Authorizing the Town Council, Town of Castle Valley to Proceed with the Pending Application for a CIB Grant/Loan for a Castle Valley Road Shed.

Brooke motioned to adopt Resolution 2011-3 as presented. Tory seconded the Motion. Dave, Tory, Aaron and Brooke all approved the Motion. The Motion passed unanimously.

**Old Business:**

7. Discussion and Possible Action re: Castle Valley Noxious Weeds Investigator Duties and Funding (continued from last month under Week Czar).

Councilmember Davies commented that, while he feels strongly that this is a valid issue for the Town, it is not a valid reason to hire an employee since part of the position's duties will be to identify knapweed outside the Town boundaries.

Councilmember Williams suggested that the Investigator simply identify and report the location of the knapweed outside of the Town boundaries. The Mayor commented that once the knapweed is identified and the location reported, we can arrange for a group of volunteers to actually remove the knapweed. He also said that, while a lot of the knapweed is outside of our Town boundaries, it is definitely affecting our watershed.

It was agreed that the Mayor will draft some guidelines for the position (i.e., what are and are not the duties of this position) for discussion at the June 22, 2011, Regular Town Council Meeting.

8. Discussion and Possible Action re: Database.

The Mayor and the Water Agent met with John Groo this afternoon.

It was agreed that John will create a form for road maintenance, breaking down the streets to east Pace, west Pace, etc. Once this is done, John will meet with the Roads Manager again to go over the Roads portion of the database.

The Mayor said that John does not supply servers, and that we will need to put the hardware configuration out to bid. The hardware involved will be a new server, a new router and, possibly, two new computers.

John said he will have a hardware list to the Mayor by Friday.

The Mayor will invite John to attend the June 22 meeting to explain all of the facets involved in the database and to answer questions.

9. Discussion and Possible Action re: Ordinance 2004-4 – An Ordinance Prohibiting the Take-off, Landing, and Flight of Powered Ultralights and Other Aircraft in Castle Valley, Utah (tabled).

Left tabled.

10. Payment of Bills.

Brooke motioned to pay the bills as presented. Aaron seconded the Motion. Dave, Tory, Aaron and Brooke all approved the Motion. The Motion passed unanimously.

11. Closed Meeting (if needed).

None required.

Aaron motioned to adjourn the Regular Town Council Meeting. Tory seconded the Motion. Dave,

Aaron, Tory and Brooke all approved the Motion. The Motion passed unanimously.

**Adjournment: 8:39 P.M.**

**APPROVED:**

**ATTESTED:**

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**David D. Erley, Mayor**

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**Denise Lucas, Town Clerk**