Emery town council

Dec.11th 2024 6:00pm

# Meeting minutes

## Call to Order

Mayor Jack Funk called the meeting to order at 6:08 PM on December 11, 2024.

## Pledge of Allegiance

The Pledge of Allegiance was recited.

## Approve Minutes for Nov. town council, Nov. Planning & Zoning meeting & Hearing CDBG hearing

Motion: Kim Hansen moved to approve the minutes. Pat seconded the motion.

Mayor Funk called for a vote, and the motion passed unanimously.

## Invoice Report

Kim Hansen reported that everything looked good on the invoice report, and she didn't have any questions.

## Town Maintenance

No discussion was recorded for this agenda item.

## Fire Department - Chief's Report

### 10k County fire dept. Retention & Recruiting funds

Fire Chief Scott reported on the allocation of the $10,000 received from the county for firefighter retention and recruiting. He outlined the following payment structure:

* $15 per call
* $20 per training
* $50 for every certification
* $200 for being red carded
* $200 sign-on bonus for all current and new firefighters (after 6 months for new hires)

The total payout comes to $8,970, leaving some funds for additional sign-on bonuses or special items like jackets for top performers.

Kim Hansen sought clarification that the payment structure was contingent on receiving the county funds each year, which Scott confirmed.

### Burn permit guidelines and implications

Scott raised concerns about individuals in town ignoring burn permit guidelines and burning structures outside of permitted seasons. He requested the council establish a fine schedule to address violations, citing potential EPA fines of up to $35,000 that he could personally face.

Mayor Funk suggested educating the public about the state-mandated burn policies before implementing fines. He proposed announcing the policy in the town newsletter and allowing time for people to become aware of the rules.

The council agreed to have Scott create a proposed fine schedule to present at the next meeting, along with plans to educate residents about the burn permit guidelines.

Scott also mentioned that the BLM is offering donated wildland fire trucks. He requested permission to put the town's name on the list for one of these trucks, noting it would require the town to pay for licensing and insurance. The council asked for more information on potential costs before making a decision.

## Councilperson Melissa Durfey

### Town Beautification - consolidating town decorations

Melissa Durfey reported issues with Christmas lights not staying in place or functioning properly. She mentioned that some decorations, including stars and a snowman, had been blown away in the wind.

### Old church update

Durfey provided an update on the old church project. She reported that banisters had been approved and should be installed in the next couple of weeks. Siding work may begin soon, depending on weather conditions. She also mentioned that there was a request to clean up or organize wood and debris around the site in the spring to improve its appearance and address safety concerns for children in the area.

## Councilperson Patrick Sundstrom

### Animal Control - notice served

Sundstrom reported that a letter regarding an animal control issue had been sent that day. He expressed hope that the situation would be resolved without further action but acknowledged that steps needed to be taken to address the problem.

### CVSSD

Sundstrom mentioned a meeting with Justin Truman about getting a private driveway recognized. He suggested putting this item on next month's agenda to vote on recognizing it as a private driveway and sending a letter to have the map changed.

## Councilperson Mike Christensen

### Planning and Zoning

Mike reported on updates to the subdivision ordinance and building permit process. He mentioned that slight changes had been made to the subdivision ordinance, which he believed were necessary to protect the town. An updated version of the zoning clearance form was also created, which looked more professional and included additional necessary information.

Motion: Mike moved to approve the new slight changes to the subdivision ordinance policy and the clarified planning and zoning application. Pat seconded the motion.

The motion passed unanimously.

## Councilperson Kim Hansen

### Town Celebrations

Kim Hansen announced that the kids' Christmas party would be held at the rec center the following Wednesday from 5 to 7 PM, followed by bingo.

### Mid- year Budget review

Kim Hansen reported receiving a copy of the current budget from Chris. She stated she would review it and discuss any necessary amendments with Chris, potentially adding budget amendments to next month's agenda if needed.

### 40yr lease due by 1-7-25

Kim Hansen reported that the 40-year lease was completed and submitted to the state before the deadline. She mentioned that they should be receiving a bill from Jones and DeMille for this work.

## Mayor Jack Funk

### Mayor's Report

Mayor Funk reported on a recent meeting regarding the reservoir project. He expressed optimism about the project's feasibility, noting that while it would likely take 4-5 years to begin, the meeting had positive support from authoritative figures. He emphasized the need for ongoing collaboration between the town, canal company, and engineers to keep the project moving forward.

### 1% Transient room tax (hotel/motel tax)

Mayor Funk presented an ordinance to levy a 1% room tax on temporary lodging within Emery town limits to fund activities and promote tourism and recreation development. The council discussed that this would apply to all rentals, including Airbnb, and would take effect on April 1, 2025.

Motion: Jack moved to accept the town ordinance for a 1% transient room tax in Emery. The council seconded the motion.

The motion passed unanimously.

### Town Employment Contracts/CC rewards

The council discussed new employment contracts for town employees, which included wage adjustments and 4-year agreements.

Motion: Patrick Sundstrom moved to adopt the contracts for the town employees. Kim seconded the motion.

The motion passed unanimously.

### Kimball & Roberts financial statements & agreed upon procedures

Mayor Funk mentioned the receipt of financial statements and agreed-upon procedures report from Kimball & Roberts for the year ending in June. No further discussion was recorded on this item.

Kim also brought up an excess fund balance of $56,523 identified in the audit. She recommended moving this money to a capital project fund, specifically for the potential restroom and concession project at the park. Motion: To move the excess fund balance of $56,523 to a capital project fund for the potential restroom and concession project at the park. Made by: Patrick Sundstrom Seconded by: Kim Hansen

The motion passed unanimously.

## Open Agenda - Old Business

The council discussed a grant application for a restroom and concession project at the park. They reviewed the current plans and cost estimates, which were higher than initially anticipated. The council considered ways to reduce the project's scope, such as reducing the number of bathroom stalls and eliminating unnecessary storage space. They also discussed various grant opportunities to help fund the project, including CDBG, outdoor recreation grants, and potentially CIB funding.

An update was provided on the water master plan, which had been submitted to the state earlier in the month. It was mentioned that they hope to see funds for the water master plan, estimated at around $40,000, by the end of January.

## Adjournment

Motion: Kim moved to adjourn the meeting. Pat seconded the motion.

The meeting was adjourned. The council members were reminded of the Christmas party scheduled to begin in 30 minutes at the rec center.