

MINUTES TO BE APPROVED AT JANUARY TOWN COUNCIL MEETING

Boulder Town Council Regular Meeting

October 18, 2023 7:00 PM

Meeting Minutes

Town Council Members present- Mayor Judy Drain, Jim Catmull, Gladys LeFevre, Elizabeth Julian

Town staff present or on Zoom- Town Clerk Jessica LeFevre, Zoning Administrator April O'Neal, Planning Commission Clerk Peg Smith

Meeting was called to order at 7:01pm The Pledge of Allegiance is spoken

**Approve agenda-** Mayor Drain stated that agenda item number 17 would be postponed and mentioned the date on the agenda needed to be changed. Councilmember Julian suggested having public comment after department reports. It was decided to move the public comment section from 19 to after item number 5.

Motion to approve the agenda with the correction of the date, moving the public comment to after item number five, and omitting item number 17 made by Councilmember LeFevre. Seconded by Councilmember Catmull. All voted Aye. Motion passed unanimously.

**TC conflict of interest disclosure-** Councilmember Catmull recused himself from the Boulder Farmstead Contract vote.

**Approve April, June, July, and August 2023 Minutes-** Motion made to approve the April minutes with the suggested corrections made by Councilmember LeFevre.

Seconded by Councilmember Catmull. All voted Aye. Motion passed unanimously.

Motion to approve the June minutes made by Councilmember LeFevre. Seconded by Councilmember Catmull. All voted Aye. Motion passed unanimously.

Motion to approve the July minutes made by Councilmember LeFevre. Seconded by Councilmember Catmull. All voted Aye. Motion passed unanimously.

Motion to approve the August minutes with the grammatical corrections suggested made by Councilmember LeFevre. Seconded by Councilmember Catmull. All voted Aye. Motion passed unanimously.

**Department report, council and administrators-** Councilmember Catmull reported on the dump, the fire truck, and the trees that need trimming on 500 N.

Councilmember Julian reported on the library hours, the Boulder Arts Council, and Boulder Wellness.

Councilmember LeFevre reported on the Travel Council meeting and Transient Tax and the status of the funding for the Boulder Town signs. It was decided to approach the Arts Council to spearhead the project for the design of the sign that needed to be submitted before Christmas.

Clerk LeFevre reported on the Harvest Festival, signs for the public bathrooms along Highway 12, signs for the blind hill, and the Transient Tax figures from the state.

Zoning Administrator O'Neal reported on the proposal for Town roads

Mayor Drain reported on the events planned for Halloween, the results of the Eclipse weekend, the Burr Trail trees, and the Mayors' Meeting she attended in Cedar City.

**Public Comments**– Randy Catmull made a public comment.

Ashley Coombs made a public comment.

Jeff Sanders made a public comment.

Blake Spalding made a public comment.

**Zoning Administrator Position**–Erin Smith, applicant, provided her background and qualifications for the position. Clerk LeFevre expressed her support for Ms. Smith because of prior work experiences with Ms. Smith.

**Executive Session for Zoning admin**– Mayor Drain moved the meeting out of Public Session and into an Executive Session. Councilmember Catmull seconded. All voted Aye. Motion passed unanimously.

Mayor Drain moved to exit the Executive Session and return to the Public Section. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

Mayor Drain made a motion to hire Erin Smith as the Town Zoning Administrator starting November 1. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

It was decided current Zoning Administrator O'Neal would stay on until December 1 to assist in the training of Ms. Smith as the new Zoning Administrator.

**Wildfire Council presented by Judith Geil**– Ms. Geil presented the proposed items from the Wildfire Council meeting contained in the packet available on the town website. She discussed potential siren system models and a call system. There was discussion about the chain of

command and the clarification that Mayor Drain had the authority to issue mandatory evacuations for people within the town limits but was only able to issue an advisory warning to those in the immediate surrounding areas.

Ms. Geil stated the recommendation of the Wildfire Council was to not get a siren system and to look into acquiring a communication call system.

**Housekeeping ordinance changes, presented by John Veranth and Tina Karlsson–** John Veranth presented the two ordinances that would be presented to Council in the following months and discussed the highlights of the housekeeping ordinance. He stated this was an interim measure to comply with new state laws and would be superseded by more comprehensive changes related to the subdivision and zoning chapters of the state law. Councilmember LeFevre asked if these changes were necessary now or if they could wait. Mr. Veranth replied that the changes were necessary now and the Planning Commission recommended a Public Hearing on these ordinances on the agenda for the November meeting.

**An ordinance changing lot size requirement, presented by John Veranth and Tina Karlsson–** Mr. Veranth presented the proposed ordinance for lot size requirement.

Mayor Drain commented they were having their attorney take a good look at this one to protect themselves down the line. Zoning Administrator O'Neal commented that a lot of other cities had ordinances like this and it should not be a problem and she could help the attorney look into it. Attorney Michael Wynn stated he could have a review submitted to them by the November meeting if need be.

Ms. Karlsson requested a direct line of communication with the attorney in order to address legal issues before presenting items to Council. Councilmember Julian asked if Mr. Wynn had been attending Planning Commission meetings so he could give immediate feedback. Mr. Wynn replied that he had been at the Planning Commission meeting where these two ordinances had been discussed and explained how he made an analysis regarding an ordinance.

**EMT training incentives–** Councilmember Catmull presented this item and provided information on the logistics of the EMT classes. He stated the requirements of the PHP health insurance incentive for volunteer EMTs. There was discussion about determining a point contact person for the PHP insurance. Councilmember Julian offered suggestions for other incentives.

Mayor Drain suggested a special meeting to discuss the EMT situation. Councilmember Catmull stated the classes started in January.

**Wildfire ban extension/ending (Ends Oct. 31 as it is) –** It was decided to not extend the wildfire ban.

**Contract with Water Company–** Councilmember Catmull recused himself from this item. Mayor Drain stated this would be a 5 year contract with the option to auto-renew for another two years and would go into effect with the approval of Council. She read more details from the contract. Randy, water company representative, presented the fee increases and the water company's role in maintaining the water facilities in town.

There was discussion about the process of incident reports and submission of reports to the water company regarding fires and maintenance. It was decided to add asking for an annual report into the contract and submit that to the attorney for review. Attorney Wynn commented he had received a copy of this and had initially approved it but there were still some outstanding concerns that needed to be addressed regarding liability and insurability. It was decided the contract would be further reviewed by Attorney Wynn and resubmitted to the water company for finalization.

Item was tabled for further action.

**Outline for a deputy clerk job–** Clerk LeFevre provided a brief overview of the creation of the deputy clerk job and described the role and job responsibilities of the position.

There was discussion about the language that would be used in the job posting for the position.

**Staff pay scale–** There was discussion about the relative wages of the Town Clerk and the Deputy Clerk. Clerk LeFevre thought there should be a two dollar difference between the two positions because of the legal responsibilities that the Town Clerk took on and that the Zoning Administrator should make as much as the Town Clerk for the same reason.

Councilmember Julian suggested reviews for these positions every six months.

Councilmember LeFevre made a motion to approve the employee pay scale schedule as presented. Councilmember Catmull seconded. Councilmember Julian voted nay. All others voted yes. Motion passed.

**Jessica's job description–** Clerk LeFevre provided an overview of what her job responsibilities were and the duties she performed. She stated she was keeping track of the tasks she had performed in order to compile a future training manual.

**Approval for September checks issued–** Councilmember Catmull made a motion to approve the September checks. Councilmember Lefevre seconded. All voted Aye.

Motion passed unanimously.

**Upcoming business for November–** Councilmember Julian suggested a discussion on the expectations and job responsibilities for town employees and job performance reviews. Clerk LeFevre suggested an employee manual for accountability.

Councilmember LeFevre suggested reviewing Robert's Rules at the beginning of each meeting.

There was discussion on where to put Public Comment on the agenda.

The EMT incentives, public hearing for the housekeeping and subdivision ordinances, the Boulder Town sign, purchasing equipment for maintaining the roads discussion, the contract for the water company, and water company maintenance invoices were added to November business.

**Adjourn–** Mayor Drain made the motion to adjourn the meeting. Councilmember LeFevre seconded. All voted Aye. Motion passed unanimously.

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Minutes prepared by Jessica LeFevre, Town Clerk

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Date