

MINUTES TO BE APPROVED AT DECEMBER TOWN COUNCIL MEETING

Boulder Town Council Regular Meeting

October 03, 2024 7:00 PM

Meeting Minutes

Town Council Members present- Mayor Judy Drain, Josh Ellis, Ray Gardner, Gladys LeFevre, John Veranth

Town staff present or on Zoom- Town Clerk Jessica LeFevre

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**MOTION SUMMARY:**

Here is a summary of all motions made during the Boulder Town Council meeting, including the movers, seconders, and results of the votes.

Motion to approve the agenda with the deletion of item 13. [0:00:00 - 0:01:31]

- Made by: Councilmember LeFevre
- Seconded by: Josh Ellis
- Vote: Unanimous approval

Motion to approve the July 2 and July 25 meeting minutes as amended. [0:02:00 - 0:07:12]

- Made by: Councilmember LeFevre
- Seconded by: Josh Ellis
- Vote: Unanimous approval

Motion to schedule a call with the auditor before October 17th to discuss recent financial issues. [0:58:57 - 1:10:56]

- Made by: Josh Ellis
- Seconded by: Councilmember Veranth
- Vote: Unanimous approval

Motion to approve the parks and building maintenance job description, with the amendment to change "Virgin, Utah" to "Boulder, Utah". [1:53:02 - 1:56:00]

- Made by: Josh Ellis
- Seconded by: Councilmember Veranth
- Vote: Unanimous approval

Motion to approve the August and September check registers. [2:20:27 - 2:20:45]

- Made by: Councilmember Veranth
- Seconded by: Unknown
- Vote: Unanimous approval

Motion to utilize the otter.ai summary as the basis for the meeting minutes for the current meeting. [1:43:02 - 1:51:52]

- Made by: Josh Ellis
- Seconded by: Gladys LeFevre
- Vote: Unanimous approval

Motion to appoint Darryl Fuller as the full-time planning commission member. [0:58:57 - 1:06:12]

- Made by: Josh Ellis
- Seconded by: Gladys LeFevre
- Vote: Unanimous approval

Motion to defer the discussion on the fee schedule for facility rentals to the next meeting. [1:51:56 - 2:00:00]

- Made by: Josh Ellis
- Seconded by: Gladys LeFevre
- Vote: Unanimous approval

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The following is a time-stamped summary of the meeting with reference to topics discussed. A recording of the meeting is essential to interpret and make use of these minutes.

**Agenda Adjustments [0:00:00 - 0:01:31]:**

Mayor Drain opened the meeting and welcomed everyone. She postponed agenda item 13 regarding adjusting the pay schedule for inflation to the next month's meeting.

Councilmember Veranth raised concerns about missing documents in the meeting materials and the inability to add items to the pending items list. The council discussed the need for better preparation and ensuring substantive conversations at future meetings.

A motion was made by Councilmember LeFevre, seconded by Councilmember Ellis, to approve the agenda with the deletion of item 13. The motion passed unanimously.

**Approval of Previous Meeting Minutes [0:02:00 - 0:07:12]:**

Councilmember Veranth provided several corrections to the July 2 meeting minutes, including fixing spelling errors and adding clarification about the meeting's openness and compliance with state law.

For the July 25 meeting minutes, Veranth noted that Councilmember Ellis was missing from the roll call but had participated in the meeting. Veranth also added details about the closed session discussion to ensure compliance with state law.

Regarding the September 5 meeting minutes, Veranth suggested adding a summary of the extensive financial discussions that took place, as the minutes only briefly mentioned the topic. Approval postponed until next month.

A motion was made by Councilmember LeFevre, seconded by Councilmember Ellis, to approve the July 2 and July 25 meeting minutes as amended. The motion passed unanimously.

### **Department Reports [0:08:07 - 0:19:04]:**

Councilmember Ellis provided updates on the fire department, including a new EMT named Daria joining the team and the department's response to deficiencies identified by the state at the landfill. Ellis also mentioned coordinating with Dodds on metal disposal options.

Councilmember LeFevre reported on the travel council and the need for road maintenance, particularly small patches using cold mix asphalt.

Councilmember Veranth had nothing to report on the Arts Council. He reported about County assistance for the town roads in a recent conversation with Dave Dodds. Chip Seal and Asphalt for extensive patching is not available. He is looking at the roads to get an idea of what work needs to be done.

Mayor Drain mentioned the county's recent approval of a short-term rental ordinance and a zone change for a lumber mill project north of Panguitch.

### **Public Comments [0:23:48 - 0:35:35]:**

Jessica provided updates on the upcoming Halloween trunk-or-treating event and the continued high usage of the park restrooms, which has required frequent maintenance by Corry.

Donna Owen commented on the subdivision ordinance, highlighting the need for a board to be established and her concerns about the feasibility of the proposed small lot sizes.

Judith Geil from the Boulder Wildfire Council announced an open public meeting on October 11th to discuss wildfire mitigation efforts and emergency communication plans.

### **Lower Boulder Road and Subdivision Ordinance [0:40:41 - 0:58:52]:**

Councilmember Veranth suggested holding a stakeholder meeting on November 14th to gather input and identify goals for future improvements to Lower Boulder Road.

The council recapped their joint meeting on the subdivision ordinance, discussing the need for a simplified path for one-lot subdivisions and the requirement for fire protection plans.

Veranth outlined the schedule for passing necessary ordinances, including repealing and replacing the existing Chapter 152 subdivision ordinance.

#### **Planning Commission Vacancy and Financial Review [0:58:57 - 1:20:56]:**

Mayor Drain announced the appointment of Darryl Fuller as the full-time planning commission member, with a motion made by Councilmember Ellis and seconded by Councilmember LeFevre.

The council discussed the need for a detailed audit of the town's financials and the importance of providing training for the treasurer and town clerk roles.

The council agreed, on a motion by Councilmember Ellis seconded by Councilmember Veranth, to schedule a call with the auditor before October 17th to address concerns about missed audits and potential errors.

#### **Facility Rental Fees [1:18:30 - 1:30:40]:**

Councilmember Ellis suggested deferring this item to the next meeting to allow more time for review and discussion.

Councilmember LeFevre noted that the council had previously discussed potentially having different fee structures for local non-profit use versus commercial/out-of-town rentals.

Jessica raised concerns about the need to address issues like unattended thermostats causing high propane usage and the lack of clear rules/guidelines for facility use.

The council agreed to table the fee schedule discussion until the next meeting to allow for further review and development of policies.

#### **4th of July Planning [1:33:21 - 1:37:10]:**

The council acknowledged the significant role the Business Association had taken on in planning the 4th of July event this past year and discussed the need to assign responsibility for the 2025 event.

The council agreed to put out a request for volunteers to form a new 4th of July committee.

#### **Meeting Minutes Process Discussion [1:38:11 - 1:52:37]**

Josh Ellis proposed utilizing an AI-based transcription service, specifically otter.ai, to generate a summary of the meeting discussions as the basis for the meeting minutes, rather than a full verbatim transcript.

Ellis explained that the AI-generated summary would provide timestamps and links to the audio recording, allowing the public to easily navigate to specific discussion topics.

Councilmember Veranth was supportive of the change, noting it would significantly simplify the minutes and reduce the burden on staff to produce detailed verbatim minutes.

However, Jessica and Lacey raised concerns about the accuracy of the AI transcription and the need to ensure the minutes still capture the intent and wording of motions and actions taken.

The council agreed that Lacey would still need to review the AI summary and make any necessary edits to ensure compliance with state requirements for meeting minutes.

Josh Ellis offered to work with Jessica and Lacey to develop a template document and clarify Lacey's role and expectations in the new process.

The council decided to use the AI-generated summary as a trial run for the current meeting, with the intention of further discussing the new process and soliciting public feedback at the next meeting.

The motion to utilize the otter.ai summary as the basis for the meeting minutes for this meeting was made by Josh Ellis and seconded by Gladys LeFevre. The motion passed unanimously.

### **Parks and Maintenance Job Description [1:53:02 - 1:56:00]**

Josh Ellis stated that he had found a job description that seemed to capture Corey's roles and responsibilities as the parks and building maintenance employee quite well.

Ellis mentioned that he had reviewed the job description with Corey, and Corey felt it accurately reflected his duties.

There was some initial confusion, as the job description had the town listed as "Virgin, Utah" instead of Boulder. This was noted as a mistake that needed to be corrected.

Councilmember Veranth reviewed the job description and confirmed that it appeared to be comprehensive and appropriate for Corey's position.

Josh Ellis made a motion to approve the parks and building maintenance job description as presented, with the amendment to change "Virgin, Utah" to "Boulder, Utah" or simply remove the location reference.

Councilmember Veranth seconded the motion.

The council held a brief discussion to ensure everyone was comfortable with the job description and the proposed amendment.

With no further discussion, the council voted unanimously to approve the parks and building maintenance job description, with the change to the location reference.

### **Staff Upcoming Work and Priorities [1:57:13 - 2:19:09]**

#### **Town Clerk Lefevre provided updates on several ongoing staff priorities and projects:**

##### **Website Launch:**

Jessica reported that she is working on the final steps to get the new town website publicly launched, which primarily involves integrating the town's cloud app.

She noted that the new website will replace the old one, but the old content will not be directly accessible to the public going forward. However, the town will maintain an archive of the old website.

The council discussed options for providing access to the historical content on the old website, such as hosting it on a separate URL.

##### **Employee Time Sheets:**

Jessica acknowledged that she has been inconsistent in uploading employee time sheets to Google Drive, as the formats vary (e.g. Corey uses a notebook, Cindy texts hers).

She committed to getting all the time sheets uploaded to Google Drive by the next day so the council can access them.

The council discussed potentially providing a standardized time sheet form to help streamline the process.

##### **Financial Oversight:**

Josh Ellis raised concerns about the lack of oversight on employee time sheets and the need for the council to review them prior to approving payroll.

The council agreed that they should be reviewing the time sheets as part of their financial oversight responsibilities.

Councilmember Veranth and Councilmember Ellis raised concerns about the limited access council members have to certain Google Drive folders, such as those for the planning commission.

Jessica explained that the access restrictions were intended to prevent unauthorized edits and changes to documents, as some individuals had been making edits without proper oversight.

However, Veranth and Ellis argued that as the governing body, the council should have read-only access to all town documents and records, rather than having to request access each time.

The council agreed that this was an important policy issue that needed to be addressed. They decided to have Councilmember Ellis and Councilmember Veranth develop a formal policy proposal for the council to consider at a future meeting.

**Approval of Checks [2:20:27 - 2:20:45]:**

Councilmember Veranth moved to approve the August and September check registers, which was seconded.

The motion passed unanimously.

**Upcoming Agenda Items [2:20:58 - 2:22:43]:**

The council discussed items to be included on the upcoming meeting agendas, including:

- Approving the September 15 and September 5 meeting minutes
- Discussing the proposed IT policy
- Holding public hearings on the ordinance revisions (Chapters 151, 152, 153)
- Reviewing upcoming resolutions for November/December adoption

**Adjourn**

Mayor Drain adjourned the meeting at 9:15 PM.