

Tropic Town Council Meeting

Minutes of the Tropic Town Board Meeting
Held January 9, 2014 at 4:00 p.m. in the Tropic Town Heritage Center

PRESENT: Mayor WaLon Brinkerhoff **BOARD MEMBERS:** Shilo Richards, Mike Burbidge, Jason Bybee and Travis LeFevre. Marie Niemann – Tropic Town Clerk & Sydney Syrett – Tropic Town Treasurer.

OTHERS: Gaia Greenhalgh, Brett Chynoweth, Jim England, Reed LeFevre, Kathy Shakespeare, Krisette Roberts, Whitney Roberts, Dixie Burbidge, Echelle Pollock, and Cary Deccio.

CALL TO ORDER: Mayor WaLon Brinkerhoff

PLEDGE: Cary Deccio

APPROVAL OF MINTUES: A motion was made by Shilo Richards to approve the minutes of the Tropic Town Board Meeting held November 14, 2013. Second by Mike Burbidge - Motion carried.

APPROVAL OF THE AGENDA: A motion was made by Shilo Richards to approve the agenda. Second by Mike Burbidge - Motion carried.

THE COMMUNITY

No Report

PLANNING COMMISSION

Krisette Roberts: A building permit application for a modular home has been reviewed by the Planning Commission. A number of items were reviewed by the Commission which included: amount of acreage needed, due to an additional structure (single wide trailer) currently located on the property and its removal, water/sewer, access the home. All was found to be in order and a recommendation to approve the project was forwarded to the Town Council. Krisette reported a change was made in the direction the home faces, which does not affect the approval of the project. She also reported that the single-wide trailer will be removed once they are settled and go through it. A motion was made by Mike Burbidge to approve a building permit for Krisette Roberts – Second by Jason Bybee * Motion carried.

CULINARY/SEWER

After the auditor's review of the water/sewer funds prior to Town Board meeting, Brett expressed and commented on the increase in expenditures, stating the cost of materials have increased, water testing/requirements, etc. All utilities and services have increased, leaving the Town's w/s financials high that in past years. Council discussed the possibility of water rates as Ken Hinton suggested; more research and discussion in upcoming meetings.

Delinquent water bills were discussed, two of which have been vacated without payment; notices have been sent to CCCH and to prior owner/renters with no response. Sydney was directed to create a "delinquent log" to keep track of these and other disconnected meters that may want water/sewer services restored; which they will need to pay the past due amount before water is restored. Owner/renter agreements have been made with CCCH and other tenants to assure payment when these residences are occupied, but they have not followed through.

Sewer Video: Brett viewed the video of the sewer lines and was able to identify problems and their causes; this project has greatly benefited the Town is maintaining its sewer system. There is much work to be done!

ROADS/STREETS

Street Signs: Dixie Burbidge approached the Council requested three street signs to identify her residence and place of business, as well as Nathan Crowther's subdivision; which are connected. Three signs will be ordered: Southerland Court, Stone Canyon Lane, and Under the Rim Road; the latter is owned by Nate Crowther, which has never been deeded even though much discussion has been done regarding this with Nate. Mike will follow up with Nate to find out why the delay.

Entrance Signs: Echelle is following up, will report next meeting

PARKS/RECREATION

Bryce Community Foundation would like to make a \$13,000 financial contribution toward the splash pad water feature at the Town's park; with the understanding the Town has matching funds and go after a grant. Thanks and appreciation was given to Dixie and the committee. Time frame: Spring

FIRE DEPARTMENT

Fire Department is in need of a new fire truck; it was asked that a meeting be arranged to discuss funding and possible resources.

FINANCIAL/WARRANTS

Approval of 2012/2013: A motion was made by Shilo Richards to accept the findings provided by Ken Hinton Auditor. Second by Travis LeFevre – Motion Carried.

Retain to Hinton and Burdick: A motion was made by Mike Burbidge to retain Hinton and Burdick at the Town's Auditor – Second by Travis LeFevre – Motion Carried.

Approval of Warrants: Sydney reviewed warrants for December 2013 and January 2014. Sydney reported that an invoice from Garfield County News for publishing the notice for AA has not been received; Marie will follow up – All other items were found to be in order.

A motion was made by Shilo Richard to approve the warrants of December 2013 Second by Jason Bybee – Motion carried. A motion was made by Mike Burbidge to approve the warrants of January 2014 – Second by Travis LeFevre – Motion carried.

Bank Accounts: Mayor Brinkerhoff and Sydney Syrett have authorization on all accounts, additional signatures are needed, the following signatures will added: Mike Burbidge will be on the general checking account, Shilo Richards on the Water/Sewer accounts, Jason Bybee on the Road/Streets account. Sydney encouraged Travis and Jason to meet with her to go over the financials, budgeting, and their department accounts; as to understand the procedures and requirements associated there with.

Travis asked what the Town's procedure(s) is for making purchases; it was explained that there is no written documentation, but the matter had been discussed in Town Board meetings, which directed any purchase over \$50 requires a purchase order. Council discussed a number of items including the use of emails when an action on a particular issue needed to be addressed ASAP; and increasing the use of purchase order amount to \$100. Travis felt that a written to document should be in place of how purchases are processed, filed, etc. A resolution will be prepared for review and approval in February's meeting.

EMPLOYEE REPORT

State requires drug testing for a D-O-T number; Brett currently is an authorized vehicle drivers at Ruby's Inn and has been drug tested through their program. It was reported this arrangement can qualify. A motion was made by Shilo Richards to approve the drug testing for Brett Chynoweth through Ruby's Inn; charge is \$20/\$30. Second by Jason Bybee – Motion carried.

MAYOR'S REPORT

Mayor Brinkerhoff made the following assignments for the Governing Body of Tropic Town:

Employees * Mayor Brinkerhoff

Fire Department/Town Park/Scout House * Travis LeFevre

Planning Commission Lesion/ Roads & Streets * Jason Bybee

Water/Sewer/Maintenance * Shilo Richards

Heritage Center/Baseball Complex/Travel Council Lesion * Mike Burbidge

Meeting Schedule: State Code requires publication of the Town's meetings * Currently the meeting time is at 4:00 p.m. Members of the Council felt changing the meeting time would be a more appropriate time to hold a meeting due to everyone's work schedule and other activities. A motion was made by Mike to change the meeting time to 6 p.m. – Second by Travis LeFevre – Motion carried. A Resolution will be prepared for approval in February's meeting.

Planning Commission Meetings will be held on the 1st Thursday of each month @ 6 p.m.

Town Board Meetings will be held on the 2nd Thursday of each month @ 6 p.m.

Garfield County Travel Council: Cary Deccio was in attendance to encourage input from the Town and its residents in creating activities and events to increase visitation; advertising Tropic as a destination not just a stopping point when visiting Bryce Canyon National Park. Need to focus on those events and activities already in place, such as the Half Marathon, Bear Festival, etc., The Tour De' Utah was a huge success and there is plans for it again. Continuing, Cary reported that 80% of the route revenue is from Bryce Canyon through Bryce Valley. The 2014 Garfield County Event Funding Application is due on the 18th of January, Cary asked for feedback to present to the committee for funding. Many ideas and suggestions were discussed, one particular was the Farmer's Market; will begin now to advertise and get locals to participate in selling their goods, crafts; having music, dance, food, etc. Need participation from local businesses giving incentives to stay an extra night/day. Carry will follow up and report back on the decisions from the Travel Council.

Approved this 13th Day of February 2014

Marie H. Niemann – Town Clerk/Recorder