

Minutes of the Altamont Town Council Meeting
April 15, 2026

1. CALL TO ORDER AND ATTENDANCE

Mayor Scott Allen called the meeting to order at 7:00 P.M. at the Altamont Town Office, located at 15588 West 4000 North, Altamont, Utah.

Present:

- **Scott Allen:** Mayor
- **James Helms:** Council Member
- **Mike Foy:** Council Member
- **Russell Sorensen:** Council Member
- **Chris Baca:** Council Member (referred to as "Porter" for the duration of the proceedings)
- **Amanda (Mandy) Gardner:** Town Clerk
- **Craig Kettle:** Maintenance

Visitors:

- No visitors were in attendance.

2. APPROVAL OF PREVIOUS MINUTES

The Council reviewed the formal minutes of the meeting held on March 11, 2026.

- **Motion:** Council Member Sorensen moved to approve the minutes of the March 11, 2026, meeting as presented.
- **Second:** Council Member Helms.
- **Vote:** Motion Carried.

3. PUBLIC HEARING: INFRASTRUCTURE & FEE SCHEDULE

Procedural Action: Council Member Sorensen moved to exit the regular session and enter a Public Hearing to discuss the municipal fee schedule; the motion was seconded by Council Member Baca (Porter).

Fee Amendments: The Council reviewed proposed increases to encroachment permits intended to protect Town infrastructure and ensure proper restoration of public rights-of-way. The following fee schedule was formally established:

Fee Type	Bond Fee (Refundable)	Permit Fee (Non- Refundable)	Total Cost per Encroachment
Road Crossing	\$2,400.00	\$100.00	\$2,600.00
Sidewalk Crossing	\$2,400.00	\$100.00	\$2,600.00

Note: The \$2,400 bond is refundable to the applicant upon successful inspection and verification that the work adheres to Town and UDOT standards.

Technical Requirements: The Council mandated that all encroachment work must comply with UDOT specifications, specifically regarding compaction standards. The Town office will maintain a copy of UDOT specifications for public reference. Contractors are required to submit documentation of compaction tests (e.g., QC testing) for inclusion in the Town's permanent files.

Closure of Hearing: Council Member Sorensen moved to exit the Public Hearing and return to the regular municipal session. The motion was seconded by Council Member Foy and approved unanimously.

Final Adoption: Council Member Sorensen moved to formally adopt the new bonding amounts and permit fees as discussed. The motion was seconded by Council Member Baca (Porter) and approved unanimously.

4. FIRE DEPARTMENT & PUBLIC SAFETY

Operational Updates: The Mayor reported on the Rola Dugway fire, noting it was a human-caused incident requiring an "all hands on deck" response from Altamont, Duchesne, Fruitland, and Roosevelt. A county track hoe was utilized to manage the haystack fire.

Equipment Maintenance: A bid for a new aluminum bed and storage boxes for brush truck 157 is currently pending, awaiting Brandon's return with the finalized quote.

CIB Grant Update: The Town has received provisional approval for a \$658,000 full grant for a new fire truck. A final determination meeting is scheduled for June 4th in Bryce Canyon. While the primary goal is full grant funding, the Council discussed a contingency plan involving a potential 0.5% to 2.5% interest loan if the full grant is not secured. It was noted that new EPA standards may increase equipment costs by \$80,000 to \$100,000 if the purchase is delayed.

County Burn Policy: The Council reviewed the County's decision to lift the burn ban for weeds and grass (piles remain restricted until May 30th).

- **Motion:** Council Member Sorensen moved to adopt the County's current burn restrictions for the Town of Altamont.
- **Second:** Council Member Foy.
- **Vote:** Unanimous approval.

5. WATER & INFRASTRUCTURE

Secondary Water Restrictions: The Council evaluated the current water supply, noting the "use it or lose it" nature of the current flow while the pond is at full duty.

- **Demographic Context:** The Council noted that the North side of town consists of only approximately a dozen residences, whereas the South side contains the vast majority of usage.
- **Monitoring:** Levels will be monitored month-to-month. Future restrictions may include odd/even watering days and a ban on watering between 10:00 AM and 5:00 PM to mitigate evaporation.

Metering & Infrastructure: Installing secondary water meters was deemed cost-prohibitive at this time, with estimates ranging from \$8,000 to \$10,000 per meter.

Sewer System Maintenance: Maintenance personnel Craig Kettle reported that the macerator/grinder is growling and exhibiting a high-pitched whine. It is believed that a shaft is worn, causing uneven wear on the teeth. A rebuild of the bottom half and shaft will be required once the current high-water and mowing season subsides.

Sewer Survey Results: Clerk Gardner confirmed the submission of the annual report to the Division of Water Quality.

- **Motion:** Council Member Helms moved to approve the data as submitted.
- **Second:** Council Member Baca (Porter).
- **Vote:** Unanimous approval.
- **Certification:** Council Member Baca (Porter) committed to pursuing the necessary wastewater certification by December 2026.

6. FINANCIAL & POLICY BUSINESS

Budget Preparations: The Clerk presented a preliminary budget. The Council adopted a conservative fiscal strategy of under-estimating revenue and over-estimating expenses to ensure a safety margin.

Specific Proposed Expenditures:

- **Fire Safety:** \$30,000 for three new SCBA units and \$15,000 for wildland fire gear.
- **Cemetery:** sprinkler system piping for the new section at the Altamont Cemetery.
- **Roads:** The chip-sealing project for the roads on the north end of town is **officially delayed/contingent** upon the school district completing its road work to avoid redundant labor. The Park Road remains a priority for potential grant funding or county collaboration.

Town Digital Sign: The Council reviewed a \$17,000 quote for a high-resolution digital sign (approx. \$25,000 total with installation). The sign is rated for 120 mph winds and requires a 120v power source.

- **Branding:** The Council discussed using a "Sleeping Lady" graphic for the digital display to represent the town's geography and branding.

Cemetery Matters: The Council addressed the removal of the Altonah cemetery outhouse by community members, and the possibility of adding restroom facilities to the cemetery. The Council discussed the removal of the Altonah cemetery outhouse by community members, and explored the feasibility of adding permanent restroom facilities to the cemetery.

- **Decision:** The Council formally stated that the Town was not responsible for the removal of the original donated Forest Service structures and will not be responsible for providing replacements or funding portable toilets (porta-potties) for Memorial Day.

7. ORDINANCE UPDATES & CODE ENFORCEMENT

Joint Enforcement: The Council is exploring a preliminary plan to share a code enforcement officer with Duchesne, Tabiona, and Myton. This would involve a uniform set of ordinances across the municipalities to streamline enforcement and share costs.

Nuisance Issues: Public nuisance concerns involving garbage accumulation at specific properties were discussed. The Mayor noted that while formal fines are not yet in the code, he will personally engage in outreach, potentially accompanied by law enforcement or health department officials if necessary.

8. REQUIRED ANNUAL TRAINING

Open and Public Meetings Act (OPMA): The Council viewed the mandatory 8-minute training video. Key parliamentary requirements reviewed included:

- 24-hour notice requirements for agendas.
- The prohibition of final action on items not listed on the agenda.

- The strict 2/3 vote requirement (4 out of 5 members) to enter a closed session.

Fraud Risk Assessment: The Council completed its annual self-assessment of internal financial controls.

- **Mitigating Controls:** The Council explicitly noted that while "Separation of Duties" is limited due to the small size of the municipal office (single Clerk), the Town utilizes mitigating controls, such as requiring two signatures on all checks and independent review of bank statements by the Mayor/Board.

Final Fraud Risk Level: Moderate Total Score: 280 Points

9. CLOSING BUSINESS & ADJOURNMENT

Action Items:

- **Firehouse Maintenance:** The Council approved a bid from Basin Overhead Doors (\$2,700+) for firehouse door remotes, weather seals, and essential spring maintenance for the 1995-era doors.

Community Event:

- The Town Barbecue and "Meet-and-Greet" is scheduled for **May 16th** at the Park from 5:00 PM to 8:00 PM. County Commissioners will be invited to participate.

Adjournment:

- **Motion:** Council Member Helms moved to adjourn.
- **Second:** Council Member Foy.
- **Vote:** Unanimous approval.

Next Meeting: May 13, 2026.

Read and approved this 13 day of May, 2026.

Minutes of the meeting prepared by Amanda Gardner Town Clerk