

Altamont Town Council Meeting Minutes: November 13, 2025

Meeting Date: Thursday, November 13, 2025 Meeting Time: 7:00 PM Location: Altamont Town Office, 15588 West 4000 North, Altamont, Utah Presiding Officer: Clyde Watkins Mayor Minutes Recorded By: Municipal Clerk Amanda Gardner

1.0 Call to Order & Attendance

The regular meeting of the Altamont Town Council was called to order at 7:04 PM by Clyde Watkins.

Council Members Present

- Russell Sorensen
- Clyde Watkins
- Vickie Jessen
- Scott Allen
- Glen Jessen

Town Employees Present

Craig Kettle
Amanda Gardner

Public

Shane Rowley

2.0 Approval of Minutes

The first order of business was the review and approval of the official record from the October 2025 session. This procedural step ensures the creation of an accurate and reliable historical record of the Town Council's deliberations and decisions.

The council members reviewed the draft minutes from the October town council meeting. No discussion was held, and no corrections or amendments were proposed. A motion was made by Vickie Jessen to approve the minutes of the October 2025 meeting as written. The motion was seconded by Russell Sorenson. The motion, following a voice vote, was unanimously approved.

3.0 Fire Department Report

The council next received an update from the Fire Department. This regular report provides the council and the public with critical insight into public safety operations, equipment status, and personnel matters within the department.

Key points from the report were as follows:

- **CIB Grant Application:** The department has initiated the process to apply for a Community Impact Board (CIB) grant. The funds would be used to purchase a new Type 3 wildland truck, with an estimated cost ranging from \$500,000 to \$515,000. The department is targeting a submission date of February 1st for the grant application.
- **Fire Season Status:** The 2025 fire season has significantly slowed. Recent calls for service have been primarily medical in nature.

- **Recent Incident:** The department responded to a grass fire in Talmage, which was started accidentally during a trash burn. The fire was successfully contained to an area of less than one acre.
- **Personnel Payments:** In accordance with the firefighters' preference for a single annual payment, the department was in the process of distributing the yearly incentive payments to its members on the night of the meeting.

4.0 Cemetery Property Line Adjustment

The council addressed a long-standing property matter concerning the town cemetery. The discussion represented a crucial step toward finalizing a land trade designed to optimize the cemetery's layout and secure necessary access rights for town infrastructure.

The council reviewed a proposed property line adjustment with Shane, a local landowner. The agreement involves a land trade that realigns property boundaries to provide the town with ownership of "the whole top of the hill" adjacent to the cemetery. Concurrently, the agreement finalizes a right-of-way for a pond and associated pipeline. A prerequisite for completing the trade is the formal release of the property parcel by Western Ag.

To provide the necessary authorization to finalize this agreement, the council passed two distinct motions.

Motion 1: Authorization to Finalize Property Adjustment

A motion was made by Russell Sorensen to authorize the mayor to sign off on the cemetery property adjustment agreement once Western Ag completes its required actions to release the property for Shane. The motion was seconded by Vickie Jessen. A roll-call vote was taken with the following result:

Vickie Jessen Aye, Scott Allen, Aye, Glen Jessen Aye, Russell Sorensen Aye. Motion carried and passed unanimously.

Motion 2: Authorization to Sign Pond Access Agreement

A motion was made by Russell Sorensen to authorize the signing of the pond right-of-way access agreement concurrently with the other property documents, to be executed in front of a notary. The motion was seconded by Glen Jessen and passed unanimously.

With these approvals, the property exchange is now on a clear path to resolution pending the final actions by Western Ag.

5.0 UDOT Transportation Alternatives Program (TAP) Grant

The council discussed an opportunity to secure external funding for a strategic planning initiative that would otherwise rely on the municipal budget. The item concerned a potential application to the Utah Department of Transportation's (UDOT) Transportation Alternatives Program (TAP) grant.

The following key details of the grant opportunity were discussed:

- Program Context: The town had previously applied for this grant but was not selected for funding. The council expressed interest in resubmitting a revised application.
- Proposed Use: The primary purpose of the grant funds would be to finance a comprehensive update of the town's general plan, which has not been formally updated since 1979.
- Financial Details: The grant requires a local match of 6.77% of the total project cost.
- Deadline: The application must be submitted to UDOT by December 11, 2025.

A motion was made by Scott Allen to proceed with applying for the UDOT TAP grant. The motion was seconded by Russell Sorencen and, following a voice vote, passed unanimously.

6.0 Canvass of 2025 Municipal General Election Results

The council fulfilled its legal responsibility to canvass the results of the 2025 Municipal General Election. This formal process serves to validate the vote count and officially certify the outcome, ensuring the integrity of the local democratic process.

The official canvass report presented the following key statistics:

- Voter Turnout: Of 117 registered voters in Altamont, 55 ballots were cast, resulting in a voter turnout of 47.86%.
- Contested Race Outcome: In the contested race for a town council seat, Russell received 44 votes, and Chris received 11 votes. Russell was declared the winner.
- Uncounted Ballot: One ballot was not counted due to a signature mismatch. The voter was contacted via multiple methods to cure the ballot but did not do so.

A motion was made by Glen Jessen to accept the official canvass report for the 2025 Municipal General Election. The motion was seconded by Russell Sorensen and passed unanimously.

Following the vote, the council members signed the official canvass report, thereby completing their statutory duty and concluding the official election process.

7.0 New Business and Administrative Matters

After the conclusion of the formal agenda, the council addressed several administrative and forward-looking items essential for the continuity of town governance and operations.

7.1 Cancellation of December 2025 Meeting

The council reached a consensus to forego the regularly scheduled December meeting. This decision was based on prior planning and publication schedules. The council will only convene in December if an urgent matter arises that requires immediate attention.

7.2 Adoption of 2026 Meeting Schedule

The council discussed and approved a change to its regular meeting schedule for the 2026 calendar year. The council determined that moving the meeting night would help avoid scheduling conflicts with school functions, fire department meetings, and other community activities. The new schedule will be the second Wednesday of each month at 7:00 PM.

A motion was made by Russell Sorenson to adopt the new meeting schedule for 2026 and to publish the schedule in accordance with legal requirements. The motion was seconded by Scott Allen and passed unanimously.

7.3 Council Member Resignation and Board Appointments

Council Member Glen Jessen announced that he would be resigning from his position on the Town Council. The resignation is due to his family moving outside of the official town limits. He will formally submit a letter of resignation, with his departure to be effective after the January 2026 meeting.

A discussion followed regarding Glen Jessen appointed role on the Mosquito Abatement, and Clyde Watkins appointed Role on the Upper Country Water boards. To ensure continuity and a smooth transition, the council reached a consensus that Glen and Clyde should continue serving in these appointed positions until the new council has an opportunity to make new appointments. No formal motion was made, but a clear agreement was reached by all members present.

7.4 Acknowledgment of Service

The council members formally expressed their gratitude to Clyde Watkins for his years of dedicated service to the Town of Altamont.

8.0 Adjournment

With all business concluded, a motion was made at 7:33 by Glen Jessen and seconded by Vickie Jessen to adjourn the meeting. The motion passed, and the meeting was officially adjourned.

Next meeting January 14, 2026 7pm.

Read and approved this 14 day of January, 2026