

Minutes of the Altamont Town Council Meeting
September 11 2025

Present:

Clyde Watkins

Scott Allen

Glen Jessen

Russell Sorensen

Vickie Jessen

Craig Kettle, Town Employee

Amanda (Mandy) Gardner, Town Clerk

Brandon Peck Fire Chief arrived 7:07 Left 7:16

Public:

Shane Rowley left 7:08

Clyde Watkins called the meeting to order at 7:00 p.m.

Approval of Minutes

The minutes from the August 14th 2025 Town Council meeting were approved, subject to one correction. The estimated revenue from the Monroe Canyon fire was revised from \$1,000 to \$100,000. A more realistic estimate of \$60,000.

A motion to approve the August 14 2025 minutes with the correction was made by Russell Sorensen, seconded by Scott Allen, and carried unanimously.

The council agreed to move cemeteries up in the agenda.

Cemeteries

- **Easement Agreement:**

- **Status:** A proposed draft agreement concerning a property exchange was reviewed. Council members expressed their satisfaction with the draft.
- **Next Steps:** The agreement will be signed, notarized, and recorded, specifically linked to the designated parcel. A survey is requisite, followed by discussions with Western A and the county. The county prefers to adjust boundaries rather than assign new parcel numbers to maintain cleaner record-keeping. The objective is to finalize this by November or within the current calendar year.

- **Altamont Cemetery:**

- **Status:** Substantial work is necessary, but funding represents a significant constraint. There is a potential opportunity to acquire additional topsoil from a school construction project should a surplus exist.

- **Cemetery Roads:** The council discussed the recent oiling of cemetery roads, which was deemed successful and visibly enhanced their appearance.

Altonah Cemetery Oil Lease:

- **Issue:** The previously approved oil and gas lease for the Altonah Cemetery necessitated re-signing due to an erroneous name (Melba's name instead of Mandy Gardner's).
- **Action:** A motion was unanimously approved to authorize the oil and gas lease with the aforementioned signature correction.
- *A Motion was made by Russell Sorensen to authorize the oil and gas lease for the Altonah cemetery, with corrections to the town clerk name. Motion seconded by Glen Jessen. Vote Glen Jessen AYE Russell Sorensen AYE Scott Allen AYE Vickie Jessen AYE.*

Fire Department

- **Personnel & Operations:**
 - **Wildland Firefighters:** Max and Eli Money returned from a 3-day, 24-hour shift assignment in California, they did 3 days of 24-hour shift. Ethan Money is currently deployed to Oregon with a task force.
 - **Monroe Fire:** The fire tender was deployed for nearly 1.5 months on the Monroe fire, anticipating a reimbursement. However, a current lack of available drivers renders the tender unusable for fire incidents for a bit.
 - **Lightning Strikes:** The area is experiencing lightning strikes nonstop, and residents are advised to contact 911 for emergencies.
- **Burn Permits & Restrictions:**
 - **Burn Permit Season:** September 15th to October 31st. Permits are now accessible online.
 - **Fire Restrictions:** Restrictions remain in effect, a point of frustration for Brandon, who stated they keep the honest people home. The other ones don't care.
- **Equipment & Grants:**
 - **New Type 3 Engine:** Collaboration with Commissioner Greg Miles is underway regarding a CIB grant that could potentially cover a majority of the funding for a new half-million-dollar Type 3 engine.
 - **Wildland Inspection Equipment:** Alpha mutants experienced failure, necessitating the procurement of additional hose and fittings to comply with state agreement standards.
 - **Extrication Equipment:** Consideration is being given to purchasing new, lightweight electric extrication equipment at an approximate cost of \$23,000, as current equipment is deemed outdated and unreliable.

Elections

- **Ballots & Early Voting:**
 - **Status:** Ballots are currently undergoing the printing process.
 - **Early Voting:** A minimum of four days of early voting is mandated, with at least four hours on October 31st (Halloween). Proposed early voting dates are October 23rd, 29th, 30th, and 31st.
- **Poll Workers:**
 - **Requirement:** Three poll workers plus an alternate are required for each day of voting.
 - **Challenge:** Workers cannot be related to any individual listed on the ballot, which presents a challenge in a small town. Small town. Everyone's related to everybody. The clerk will seek clarification on whether county-registered voters are eligible to serve as municipal poll workers.
- **Ballot Security:**
 - **Ballot Box:** An internal ballot box is required, in addition to any existing external options.
 - **Surveillance:** Ballot processing centers and counting areas must be monitored by cameras.

- **Mail-in Ballots:** Two individuals are required to retrieve mail-in ballots, and all activities must be logged. Batches of 20 mail-in ballots will be dispatched to the county for signature verification.
- **New Laws:** A new law, effective November 5th, will necessitate the inclusion of the last four digits of social security numbers on mail-in ballots.
- **Proofing:** Ballots require proofing by September 19th for accuracy in spelling and spacing. Multiple individuals will review to prevent recurrence of past election issues.
- **Canvass Board:** A canvass board will be required to certify the election results, and clarification regarding the composition of this board is needed.
- **Historical Context:** The last election for which Altamont bore the expense was in 2013.

Fee Schedule

- **Road Crossing Permit & Bond:**
 - **Discussion:** The current \$100 permit fee and \$1,000 bond for road crossings are considered insufficient given concrete prices and previous issues with substandard work.
 - **Proposed Action:** Increase the road crossing bond to \$2,000.
- **Sidewalk Permit & Bond:**
 - **New Fee Proposed:** The necessity for a distinct sidewalk permit and bond was identified, as sidewalks are not presently encompassed under road crossings.
 - **Proposed Action:** Implement a sidewalk policy and a corresponding bond, likely set at the proposed \$2,000 for road crossings.
- **Contractor Registration Fee:**
 - **Proposed Action:** Institute a contractor registration fee (e.g., \$30 annually) to track individuals and entities undertaking work within city limits and ensure accountability for licensed and bonded contractors. This would also allow for potentially differentiated rates for private individuals versus registered contractors.

Roads

- **B and C Funding & Mileage Certification:**
 - **Issue:** Altamont has not submitted road mileage for B and C (state funding) since 1998, potentially resulting in foregone funds.
 - **Action Needed:** The town is required to review UDOT's current mileage records and submit updated forms. A survey with a specific scale map (1 inch equaling 800 feet) is mandatory.
 - **Challenge:** Ascertaining which roads are officially town roads, particularly Main Street and 15500 West, and certain lateral roads that may have been given to the people rather than formally deeded to the town, or the property owners.
 - **Next Steps:** Contact Brett at cisco to ascertain if existing survey data can be utilized to generate the requisite map. Clarify ownership of various roads, especially 15500 West.

Annexation

- **Plot Map Signatures:**
 - **Issue:** The state has rejected the annexation paperwork due to the absence of necessary signatures on the plot map, including those of the town attorney, planning commission chairperson, mayor, and clerk.

- **Action Needed:** The council must procure these signatures, commencing with the town attorney to ensure all legal aspects are adequately addressed.
- It would be beneficial to have an attorney confirm approval, as it would simplify the process if any additions are needed for the town's benefit.
- **Logistics:** The clerk will contact Clark Allred to review the plat and look into options for scanning the large plot map.

Utilities

- **Pond Water Levels:** The pond is approximately half full and is not replenishing rapidly. The irrigation system is likely to remain operational until at least October 15th, but concerns regarding water pressure are noted, and the imperative for sufficient snowfall this winter is underscored.

Next Meeting

- **Date:** October 9th.
- **Contingency:** The date may be adjusted if multiple council members are unavailable due to hunting season or other commitments.

A Motion was made by Glen Jessen to end the meeting at 8:20 p.m. Motion seconded by Russell Sorensen . Motion carried unanimously.

Read and approved this 9 day of October, 2025.
 Minuets of the meeting prepared by Amanda Gardner Town Clerk