
Minutes
Levan Town Council Work Session
March 9, 2022
5:30 PM

Town Officials present:

Mayor Bruce Rowley and Councilmembers, Taryn Brooks, Chris Webb, and Amy Lowe were present. Councilmember Ray Evans came at 6:00

Town Staff present: Town Clerk Heather Poulsen and Deputy Treasurer Jessica Shepherd were present. Utilities Supervisor Jason Worwood joined by phone call for part of the meeting

Others present: None

Welcome:

Mayor Bruce Rowley opened the meeting and welcomed all present at 5:36 PM.

Approval of Minutes: TC Work Session- February 9, 2022

Councilmember Taryn Brooks made the motion to approve the minutes from February 9, 2022. The motion was seconded by councilmember Chris Webb. All were in Favor. Motion Carried.

Discussion Items:

1. CIB Interests and needs:

The Town will meet with Six Counties to work on our CIB (Community Impact Board) funding list on Wednesday March 16th and needed the councils input on things they felt the town would need.

Utilities Manager Jason Worwood joined by phone call to discuss the CIB needs of the town. Jason explained that if we are thinking about putting something on the CIB list now is the time to do it. He felt that water rights, water systems improvements, and road improvements should be on the list.

Councilmember Taryn Brooks asked that park improvements and rodeo ground improvements be added to the list.

Mayor Rowley asked if we were in need a new garbage truck or any other equipment. Jason didn't know what they would do for that but it could be discussed and we could see what they would do.

Taryn asked if the cemetery needed anything and Jason explained that there is a road that is cracking and that it will need to be redone. He thought that might be able to go under road improvements.

Mayor Rowley said he would see what he could find out about any infrastructure money from the government.

2. Training

Town Clerk Heather Poulsen asked when they would like do the Town Councils yearly training. They suggested that she just text them some dates and they will make one work.

3. Animal Control

Deputy Treasurer Jessica Shepherd explained that she had a couple people with animal citations who have not paid. She talk to the county attorney and they said they don't deal with nuisance issues so it would have to be turned over to our attorney and he would have to start the legal process. She wondered what the council wanted to do as far as penalty fees and when to turn it over to the attorney. The council felt a 3-strike method was a good idea. They get the ticket and if they don't pay then 14 days later, they get a letter with a late fee of \$25 attached to the original ticket fee. If they still don't pay after another 14 days they get another letter with another late fee and a statement that it will be turned over to our attorney if not paid.

The Town Council also felt it would be a good idea to have a statement added to any citation that stated if the offender does not pay the ticket and it goes to our attorney the owner of the animal would be responsible for all legal fees.

Town Clerk Heather Poulsen said she would get something written up for the council to vote on next month.

4. Rodeo

Jessica reported that Tate Shepherd was glad to do the Levan Town Rodeo again this year but that his stock was already booked for July so the date would have to be changed. The council decided to hold the Rodeo on June 25th.

5. Splash Pad Rules

The Town Council said they would read the splash pad rules that were in their packet and talk about them next month.

6. Park Rules

The council decided to think about whether to allow dogs and overnight camping in the park and discuss it next month.

7. Conference Dinners

Mayor Rowley wondered if when councilmembers or employees have to attend conference's if the town should be paying for their spouse to have 2 lunches and 2 dinners if they attend the conference with them. Right now, the town just pays per diem to the attendee for any meal not included in the conference. Hotel and mileage are also paid.

The council decided to leave thing as they are.

8. Building Permit Fees

Heather explained that since we have changed building inspectors, we are losing money on some of the smaller building permits. Some of the smaller permits we only charge \$42 for but they require 1-2 inspections and those inspections cost \$50 each. Those inspections by state code have to be built into the building permit fee. She said some of those fees need to be redone.

She also explained that the new inspector charges a plan review fee and that fee can be just passed onto the applicant. However, right now that plan review fee it is not collected until they pay for their building permit. So, if someone comes in and has the plans reviewed but changes their mind and decides not to purchase the building permit the town would be eating that cost. She suggested that they start charging a building permit application fee.

Councilmembers asked Heather to do some research and present them with some new numbers for smaller building permit fees and application fees.

Adjournment:

Councilmember Ray Evans made the motion, seconded by Councilmember Taryn Brooks, to adjourn. All members present were in favor. Meeting adjourned at 6:34 pm.

Heather Poulsen, Town Clerk