
Minutes
Levan Town Council Work Session
May 11, 2022
5:30 PM

Town Officials present:

Mayor Bruce Rowley and Councilmembers, Taryn Brooks, and Chris Webb.
Councilmember Ray Evans arrived at 6:12

Absent: Councilmember Amy Lowe

Town Staff present: Town Clerk Heather Poulsen

-Deputy Treasurer Jessica Shepherd presented to the council about animal
Claims and then left.

Others present: None

Welcome:

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

Approval of Minutes: TC Work Session- April 13, 2022

Councilmember Taryn Brooks made the motion to approve the minutes from
April 13, 2022. The motion was seconded by councilmember Chris Webb.
Mayor Bruce Rowley and Councilmembers Taryn Brooks and Chris Webb
voted in favor. Councilmembers Amy Lowe and Ray Evans were absent.
Motion Carried.

Discussion Items:

1. Budget-Schedule Work Sessions

The Town Council decided to schedule work sessions for the 2023 budget on
May 24th and June 8th at 7p.m.

2. Animal Claims

Deputy Treasurer Jessica Shepherd asked the Town Council how they want to
proceed with animal claims. The county attorney forwarded a dog bite
incident on to the town and the attorney needed to know if the town wanted
to prosecute the case. It was over a year old and the people involved in the
incident did not have any issues with each other or complaints about the
incident. The council decided not to move forward with prosecuting the case.

Jessica also wanted to know how the council would like to proceed with collecting animal fines. She explained that if someone gets a ticket from the animal control officer and they come into the town to pay it, according to Levan Town's lawyer, if we accept the payment, it is an admission of guilt. Then if the citizens involved in the incident want to press any charges, they can take it to small claims court and it no longer involves Levan Town. If the town does not accept the payment, then the town can process the citizens' complaints and it is the town responsibility to pay the legal fees for them to go to court. The town council felt like if the animal control officer issues a ticket and the citizen pay the ticket the town has fulfilled its responsibilities and if the people involved want to process it any further it is their responsibility.

3. Snow Plow and Dump Truck

Mayor Rowley explained that the town received a grant/loan offer from CIB for a new snow plow/dump truck. CIB is willing to give the town \$116,000 loan for 15 years @ .5% interest rate. The grant would be for \$84,000 with the town paying \$79,387 in cash.

Clerk Heather Poulsen explained that the town could pay off the loan early but that if they paid extra at the beginning in order to have a smaller loan amount then they would get a smaller grant amount. The grant would go down proportionately to what we pay in cash.

Mayor Rowley explained that Travis was able to get a bid from Peterbilt and we could get the truck later this year if we put the order in now. The bid was for the truck with chassis and would cost \$151,992 and then a different contractor would put on the plow, bed, and lights for \$130,000.

4. Park Rules and Town Hall Rental

Last month the town council decided to not allow overnight camping at the park and to not allow the town hall to be rented out to non-residents. The town council wanted to move forward with those decisions. Councilmember Taryn Brooks wanted a few things changed on the rules for the park before they were adopted. She asked that instead of the rules stating no guns that it state, No discharge of weapons. She also wanted to change the rule from saying that there are no electrical or water hookups available for trailers that it states trailers are not allowed to hookup to electrical or water.

5. Rodeo-Shipping Container

Councilmember Brooks explained that the shipping container they had discussed purchasing for the rodeo was now going to cost \$4300. The plan was to then put a railing on top and stairs going up to it so they could use it as an announcement box. Then turn the bottom into an office with windows. She wasn't sure if the town wanted to invest that much money into a

container if the rodeo was not something that was for sure going to happen each year.

Councilmember Brooks also wanted to know what category the rodeo fell under because right now it is kind of a no-mans land. Is it part of the 24th celebration, is it part of the activities committee's responsibilities, or is it its own entity?

The council felt like it should be its own entity and should have its own committee. They decided to survey the residents and find out if anyone would be willing to be on the committee. Taryn said she would put together an on-line survey.

6. Garbage

Mayor Rowley explained that the town was presented with a bid from Jay Meham at Country Garbage to take over the town's garbage collection. He reported that off the garbage collection the town makes about \$30,000 a year to help pay town employee's wages. If you contract that out to someone, we lose that income but we then have Travis available to work 10 hours a week doing other things. Another option is to hire someone to run the garbage truck one day a week. The council agreed to look at numbers and different scenarios during the budget process and make a decision at that time.

7. Building Permit Fees

Clerk Heather Poulsen explained that with a new building inspector the costs of a permit have gone up for the town. It now costs the town \$50 an inspection. According to code those fees have to be built into the building permit fees. Plan review Fees can be passed onto the customer but inspection fees have to be built in to the cost. Right now, the fee for Electrical updates, plumbing updates, mechanical updates, patios with roofs or covered decks, carports, and large signs have cost \$42. However, each of those should have an inspection so the town is not covering the inspection cost or the cost of the towns expenses to issue that permit. She recommended adjusting those costs to \$100 in order to cover the costs the town was incurring. She also recommended raising the cost of a siding permit from \$15 to \$65 for the same reasons. Heather recommended that the town adopt an application processing fee for new homes of \$1000. When someone applies for a new home building permit, they have to get the plans reviewed by the building inspector. He charges the town 65% of the building permit fee. That fee is passed onto the customer and collected when they pay for their building permit. In the past there have been a few times that the person has changed their mind and not built the house. If that happens the town is still billed for the plan review fee. She suggested charging the \$1000 application fee and

then just applying that fee towards their total plan review and building permit costs. The council agreed the price adjustments would be a good idea.

8. GRAMA Fees

Clerk Heather Poulsen explained that according to Utah State Code the town could charge for GRAMA, Government Records Access and Management Act, requests after the first 15 minutes. The State also says you have to have a fee schedule in order to charge someone after the first 15 minutes. Levan Town does not have a fee schedule for GRAMA requests. She suggested that the town follow the state guide lines that they can only charge the customer an hourly rate that may not exceed the salary of the lowest paid employee who has the skill and training to perform the request. The council agreed it would be a good thing to get in place.

9. Concerned Citizen Letter

Mayor Rowley read a letter that was turned into the town. Residents Alan Kendall, Sue Kendall, and Ruby Bauer filed a complaint about the dust and noise that four wheelers are kicking up when they cut the southwest corner of Center Street and First East. They are asking that the town put up obstacles in the path to prevent it's use and decrease the noise and dust.

Mayor Rowley stated that he had spoken to the Sheriffs office and they agreed to come out and do a safety class on off road vehicles.

10. 3rd West Road

Heather explained that the town owns part of 3rd west but it is not in town limits. Someone wants to build on their property that faces 3rd west. The Planning Commission is looking at what to require in order for the people to build. Utilities Manager Jason Worwood just wanted the town council to know what was going.

Adjournment:

Councilmember Taryn Brooks made the motion, seconded by Councilmember Ray Evans, to adjourn. Mayor Bruce Rowley and Councilmembers Ray Evans, Taryn Brooks, and Chris Webb all voted in favor. Councilmember Amy Lowe was absent. Motion Carried. Meeting adjourned at 6:45 pm.

Heather Poulsen, Town Clerk