

Minutes

Levan Town Council Regular Meeting

January 11, 2024

7pm

Opening Ceremonies:

Welcome: Mayor Bruce Rowley

Invocation: Chris Chipping

Pledge of Allegiance: Rachel Goates

Meeting Began at 7:01 pm

In Attendance: Mayor Bruce Rowley

Councilmembers: Rachel Goates, Ray Evans, Chris

Chipping, Bre Aagard

Meeting Recorders: Christine Carrigan, Chantal Rowley

Also present: Rebecca Dopp (Times-News), Lynden

Chipping, Barbara Anderson, Rust Finlinson, Hon.

Barbara Finlinson, Shay Morrison (Six County), Carol

Bennett

Local Building Authority: No items

Regular Town Council Agenda:

Discussion items:

- 1. Auditor Report - Greg Ogden, CPA (via Zoom)** presented his Annual Financial Report for the Town. There were two minor findings. The first was that the town overspent its budgeted amount in the water and gas categories. The town did not go into the red in those categories, but the budgeted amount is the legal limit for spending. This is a new rule that was unknown to the office staff. In the future the Town would need to amend the budget if the amount spent exceeds the budgeted amount. The second finding was that the new appointed councilmembers did not complete the annual open meeting training at the time of the audit. Mr. Ogden suggested that training be scheduled annually at the beginning of the year to avoid this issue in the future.

The Auditor said financially the Town was in good shape and increased its net position by \$335,000. He reiterated that this was a “really good increase”. He thanked the Council, Mayor and office staff for their help and cooperation.

- 2. New Council Member Oaths of Office - The Honorable Judge Barbar Finlinson** swore in the newly elected Council Members; Rachel Goates, Bre Aagard and Christopher Chipping.
- 3. Appreciation for Barbara Anderson’s Service on the Planning Commission - The Mayor and Council Members** thanked Barbara Anderson for her ten years of service on the Planning

Commission. She is retiring from her role as a commissioner. Mayor Rowley presented her with a plaque.

4. **Six County Updates – Shay Morrison**, shared information from the Six County group. Items covered included information about the upcoming Regional Growth Summit on May 21st in Richfield. He also covered the CIB list details and the Hazard Mitigation Plan that is in progress now through 2025. Shay said that he will continue to work with the Town on the CDBG application. The application needs to be resubmitted by January 31st with the new proposal numbers. The Town should know by April if it has been approved for the grant.

The last item he covered was about the penalty codes for the Town's ordinances. Shay is working with the Town to clarify the penalties for violation of the ordinances. These would outline the different misdemeanors and associated fees and penalties.

5. **Mobile Home Parks – Mayor Rowley** said that business licenses are not transferable and that both mobile home parks in town have changed ownership recently. This will require both mobile home parks to go through the business application process from the beginning. The building inspector will do an inspection of the properties and will share his findings with the mobile home park owners and the Council. A business license will be issued when each park meets the requirements of the ordinances and licensing process.

Action Items:

Meeting Schedule – Council Members agreed to continue meeting on the second Thursday of each month at 7pm. Motion to approve the schedule made by Rachel Goates. Seconded by Chris Chipping. All in favor. Schedule approved.

Appointment of New Planning Commissioner – Mayor Rowley said that Nathan Washer was willing to serve on the Planning Commission. Ray Evans made the motion to approve Nathan Washer as a new Planning Commissioner. Seconded by Rachel Goates. All in favor. Nathan Washer approved as a new Planning Commissioner.

6. Mayor/Councilmember/Department/Committee Reports:

Opening of Competitive Sealed Proposal – January 11th was the deadline for submissions of the Competitive Sealed Proposals for Levan Town Park Improvements. One proposal was submitted. The submission was from Jones and DeMille Engineering. They projected the probable cost at \$139,475.00. This cost estimate will be used to amend the CDBG grant application.

Council Assignments and Responsibilities – Mayor Rowley went over the assignments and requirements with the council members.

7. Council Business:

Approval of Minutes for the:

December 5th, 2023, Regular Meeting Motion to approve the minutes made by Rachel Goates
Motion seconded by Ray Evans. All in favor. Minutes approved.

Approval of Claims (12-1-2023 to 12-31-2023)

Approval of Payroll Comparison Report (11-1-2023 to 12-31-2023)

Approval of Final Cash Receipts Report (11-1-2023 to 11-30-2023)

Motion: Ray Evans

2nd: Rachel Goates

All were in favor. All financial reports were approved.

8. Public Comment: None

9. Convene into Executive Session: The Mayor and council members moved into a closed session to discuss pending litigation. Motion to move into closed session made by Ray Evans, seconded by Rachel Goates. All were in favor. Meeting moved into closed session.

Regular meeting resumed at 9:11pm

10. Adjournment of regular meeting:

Motion was made to adjourn the meeting.

Motion: Ray Evans

2nd: Rachel Goates

All were in favor. Motion Approved

Meeting was adjourned at 9:11 pm

Christine Carrigan, Clerk

