

Town Council Meeting

Meeting minutes
January 16, 2025
7:00 P.M.

Present at Meeting: Mayor Bruce Rowley. Council Members Belle Brough, Rachel Goates, Ray Evans. **Absent:** Chris Chipping

Meeting Recorders: Chantal Rowley, Elaina Jenson **Clerk:** Christine Carrigan

Also Present: Carol Bennett, Judy Smith, Celia Newell, Rebecca Dopp (Times-News)

Opening Ceremonies

Mayor Bruce Rowley opened the meeting at 7:04 pm and welcomed everyone to the regular town meeting for Thursday, January 16th 2025. He noted that the meeting was off by a week due to sickness in the council.

Mayor Bruce gave the invocation, expressing gratitude for the opportunity to meet and asking for guidance in decision-making. Christine led the Pledge of Allegiance.

Local Building Authority

There was no business for the Local Building Authority.

Discussion Items/Action Items

Presentation to Judy Smith

Mayor Rowley presented a plaque to Judy Smith in appreciation for her service to Levan Town. The plaque read, "In appreciation, Judy Smith. Thank you for your service to Levan Town with sincere appreciation. Levan town council and mayor." Judy expressed her gratitude and mentioned that she missed everyone. Council members thanked Judy for her service, especially during difficult times.

Schedule for 2025 Meetings

Mayor Rowley introduced the schedule for 2025 meetings, noting that it maintained the same second Thursday of the month pattern as before. There was a brief discussion about potential conflicts with holidays, particularly September 11th. It was clarified that the office would be open on that day.

Rachel Goates made a motion to accept the 2025 meeting schedule as outlined. Belle Brough seconded the motion. The motion carried unanimously.

Metered Overhead Water Fill

Mayor Rowley explained the need for a metered overhead water fill for cattle owners and construction companies. He described the proposed system, which would be located near the cemetery and would be locked and metered. Users would have access to a key and would pay for the water they use. The mayor emphasized that water would only be sold if available and that it could also benefit the fire department.

Council members discussed the potential benefits and logistics of the system. There were questions about the cost of setup and the existing infrastructure. The mayor clarified that some modifications would be needed to ensure the system doesn't freeze in winter.

Belle Brough moved to move forward with the metered overhead water fill. Ray Evans seconded the motion. The motion carried unanimously.

Fence

Mayor Rowley updated the council on the fence issue, stating that multiple surveys had confirmed the fence was built on someone else's property. He reminded the council that they had previously voted to move forward with legal action. The mayor opened the floor for any new motions or discussions on the matter.

Council members expressed their agreement with moving forward, citing safety concerns due to the fence's lack of visibility and the principle of respecting property boundaries.

Belle Brough made a motion to move forward with the attorneys to resolve the fence issue. Ray Evans seconded the motion. The motion carried unanimously.

Open Meeting Training

Christine Carrigan explained that the open meeting training materials were included in the council members' packages. She noted that while they wouldn't go through the training during the meeting, all council members and office staff need to complete it annually. Christine instructed council members to complete the online training, which takes about ten minutes, and to bring their certificates to the office for record-keeping.

Fraud Risk Assessment Review

Clerk Carrigan presented the fraud risk assessment questionnaire required by the state auditor. She explained that the town scored 315 out of 395 points, placing them on the high end of moderate fraud risk. She noted areas where the town lost points, such as not having a certified CPA on staff or someone with a bachelor's degree in accounting. She mentioned that adding a conflict-of-interest policy to the town handbook could improve their score. She also discussed the need for 40 hours of formal financial training for at least one management team member annually.

Conflict of Interest Disclosures

The Clerk explained the state requirement for conflict-of-interest disclosures. She noted that while there were currently no conflicts to report, she had set up a webpage for future disclosures. Mayor Rowley suggested he should fill out a disclosure form due to his cabinet-making business.

Easter Egg Hunt

The council discussed the upcoming Easter Egg Hunt, scheduled for April 19, 2025. Office staff mentioned that they would order Easter eggs soon to take advantage of a discount. The council briefly discussed the logistics, including the need for a volunteer to be the Easter Bunny and the tradition of hiding coins in the eggs.

Town Clean Up Day

The council debated whether to continue the Town Clean Up Day tradition, noting poor attendance in recent years. They discussed alternatives such as encouraging residents to clean up their own areas or involving youth groups in targeted clean-up efforts. The council decided to include a reminder about spring cleaning in the next town newsletter rather than organizing a formal event.

Mayor/Councilmember/Department/Committee Reports

Mayor/Council Member Reports

Mayor Rowley reported on two issues:

- **Vehicle Lease:** The mayor explained that the annual lease for Jason's work truck was expected to double in cost, potentially reaching \$10,000 per year. He suggested considering purchasing a work truck instead, estimating it could be paid off in about five years. The council discussed the need for a reliable, functional vehicle without unnecessary luxuries.
- **Street Mowing Equipment:** Mayor Bruce raised the issue of how to mow the town's streets in the coming year. He suggested the possibility of purchasing a tractor for the town, which could be used for street mowing and occasionally at the arena. The council discussed the pros and cons of buying versus leasing equipment and decided to advertise for a street mower this year to see if anyone wants to take on the job.

Office Issued Permits Report

No permits were issued in the past month, but an application for an outbuilding had just been received and would go through the planning commission before coming to the council next month.

Planning Commission Report

Rachel reported that the planning commission had a very short meeting in December and no meeting in January.

Committee Reports

Belle mentioned that she didn't have any specific committee reports but expressed appreciation for everyone's work. Bruce suggested involving Belle in the Jump Coalition meetings, which address various youth-related issues in the community.

Other Reports

Christine informed the council that they were recommending Jason Worwood for a national award for utility managers of small towns. She highlighted Jason's 32 years of service and his extensive knowledge of town operations. The council expressed their support for the nomination.

Council Business

Approval of Minutes for December 12th, 2024, Regular Meeting

Belle Brough moved to approve the minutes from the December 12th, 2024 meeting. Ray Evans seconded the motion. The motion carried unanimously.

Approval of Claims (12-1-2024 to 12-31-2024)

Approval of Payroll Comparison Report (11-1-2024 to 12-31-2024)

Approval of Final Cash Receipts Report (11-1-2024 to 11-30-2024)

Rachel Goates made a motion to approve the claims from 12/01 to 12/31/2024, the payroll comparison report from 11/01/2024 to 12/31/2024, and the final cash receipts report from 11/01/2024 to 11/30/2024. Ray Evans seconded the motion. The motion carried unanimously.

Review Tentative Cash Receipts Report (12-1-2024 to 12-31-2024)

Review Budget Report (7-1-2024 to 12-31-2024)

Public Comments

There were no public comments.

Executive Session

There was no executive session.

Adjourn

Ray Evans made a motion to adjourn the meeting. Belle Brough seconded the motion. The motion carried unanimously.

Meeting adjourned at 7:50 pm.