



Town of Mantua Council
Meeting Minutes
Held on November 21, 2024
6:30 at Town Hall 409 North Main Mantua, Utah

Council Members Present:

Mayor Terry Nelson, Karen Nelson, Ken Jones, Matt Jeppsen, Jared Jeppsen

Sherita Schaefer – Recorder

Audience Present:

Don Ruhl, Darla Jones, Ronald Wallace, Will Ross, Jeff Snell, Pam Eaves, Cindy Facer, Paul Jensen, Liz Ellis, Eric Ellis

Meeting opened by **Mayor Terry Nelson** and the invocation offered by **Ken Jones**.

Pledge of allegiance – led by Mayor Terry Nelson followed by all in attendance.

Approve minutes for Town Council Meeting held on October 17th, 2024 (Approved, vote: 5-0)

Approve minutes for Town Council Public Notice of Open Meeting with Special Closed Session held on November 14th, 2024 (Approved, vote: 5-0)

Approve minutes for Town Council's First CDBG Public Hearing held on October 17th, 2024 (Approved, vote: 5-0)

Consideration to pay the bills:

Jared Jeppsen made a motion to approve the bills, **Karen Nelson** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

Public Comments: (Per Utah Code, the Council will receive input only; no decision can be made on public comment. The mayor will determine the amount of time allowed to comment.) *No public comments were made during this session.*

Presentation:

Ronald Wallace on Policies and Cash Transfers: Approval of \$20,000 Transfer from LVD to General Acct.

A. Approval of \$20,000 Transfer from LVD to General Account

This transfer is intended to reinforce the General Account's financial position and ensure funds are readily available for town operations.

Jared Jeppsen made a motion to transfer \$20,000 from the Little Valley Days (LVD) Venmo Account, accumulated over the years, to the General Account, **Ken Jones** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

B. Fire Department Extra Revenue Transfer

This transfer is aimed at optimizing the use of surplus revenue from the Fire Department's operations and ensuring these funds are safely invested.

Karen Nelson made a motion to transfer \$1,500 from the Fire Department (FD) Bank Account to the Fire Department PTIF (Public Treasurers 'Investment Fund) Account for fiscal year 2024, **Matt Jeppsen** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

3. Discussion on Landscaping Deposits

A. Current Policies on Landscaping Deposits

Ronald Wallace discussed the existing policies concerning landscaping deposits, particularly the cutoff date for refund eligibility. He proposed extending this cutoff date from three years to four years, which is a critical issue because it affects residents who may face delays in completing their landscaping post-construction.

B. Decision Made

Residents can request a refund for landscaping deposits within two years of occupancy. The council decided to hold off on determining any changes to the landscaping deposit policies until further discussion.

4. Proposed Policy Updates by Ronald Wallace

Ronald Wallace presented several recommendations to update the cash transfer policy to enhance financial management and accountability:

1. Establishing Clear Approval Processes:

Implement a tiered approval system where larger cash transfers undergo additional scrutiny by the finance committee to mitigate risks associated with significant fund movements.

2. Implementing Tracking Measures:

Propose the creation of a monthly report detailing all cash transfers. This report would promote transparency and allow council members to maintain clear visibility over town finances.

3. Community Feedback Mechanism:

Create a framework for community input on fund allocation, improving resident engagement in the budgeting process and ensuring that community priorities are considered in financial decisions.

Discussion and Action Items:

Robert Thayne (Zoning Administrator):

Robert Thayne was appointed as the new Zoning Administrator for the Town of Mantua. **Mayor Terry Nelson** noted his qualifications and responsibilities, which include administering land use ordinances and overseeing zoning and subdivision regulations.

With previous experience in zoning matters, **Robert Thayne** will review permit applications, define zoning boundaries, and participate in public meetings. The **mayor** expressed confidence in his ability to fulfill these duties.

Robert Thayne will start immediately, collaborating with the council and community to implement zoning regulations and support the town's development goals, enhancing planning functions and ensuring compliance with land use laws as the town grows.

Karen Nelson made a motion that we approve the appointment of **Robert Thayne** to be the zoning

administrator for the Town of Mantua, **Matt Jeppsen** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

Jeff Snell (Free Concert at Maple Springs Park):

Jeff Snell presented a detailed proposal for hosting a free concert at Maple Springs Park scheduled for September 13, 2025. He highlighted the successful outcome of previous concerts and emphasized community interest in continuing such events.

Jeff Snell indicated plans for fundraising to cover costs, along with securing sponsorships from local businesses. He addressed logistical considerations regarding sound equipment, stage setup, and promotion of the event, urging for an official endorsement from the council to move forward.

Karen Nelson made a motion to approve the free concert at Maple Springs Park to be officiated by Jeff Snell for September 13th at Maple Springs Park, **Ken Jones** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

Rental Agreements for Parks:

The council reviewed proposed rental agreements for the town's parks, specifically addressing the use of facilities and applicable fees. Discussions included whether to allow hourly or daily rentals for various parts of the parks, aiming to make the facilities more accessible for community events and gatherings.

The agreements outline fees for residents versus non-residents, how deposits would be handled, and stipulations regarding facility maintenance. Adjustments were suggested to clarify the rental process for potential users, including ensuring that agreements would be easy to understand. The council planned to finalize these agreements in the upcoming meetings, aiming to implement them in time for the next rental season.

Eric Ellis:

Eric Ellis formally announced his resignation as the Committee Chair for Danes Park during the meeting, sharing a letter he had prepared. In his letter, he reflected on the years of service he provided to the community, expressing gratitude for the opportunities to work with various administrations and community members on park developments.

Eric Ellis detailed his substantial contributions to the planning and execution of park projects, including

the groundbreaking of Danes Park and ongoing enhancements at Maple Springs Park. He thanked the council members and others involved for their support, indicating that while the park is not fully completed, great strides have been made towards its development.

He affirmed his continued commitment to the community and hopes the council will advocate for the completion of park projects. His resignation was met with appreciation from the council, acknowledging his dedication and significant efforts over the years.

Facer Subdivisión:

During the council meeting, a comprehensive discussion took place regarding the proposed Facer subdivision. This proposal involves a subdivision plan for a property located adjacent to existing residential areas. The discussions primarily focused on compliance with zoning requirements, existing property lines, and any potential issues related to development.

Robert Thayne, the newly appointed Zoning Administrator, provided insight into the subdivision application, stating that it meets the fundamental criteria outlined in the town's zoning regulations. The proposed subdivision would consist of multiple smaller lots, with adequate dimensions and access to existing infrastructure. He highlighted that the application had undergone initial reviews to ensure alignment with municipal requirements.

Council members raised queries concerning the specifics of property lines and the impact of the new subdivision on surrounding areas. The council deliberated the necessity of ensuring that the new development would not infringe upon existing properties and would adhere to setback requirements.

Matt Jeppsen made a motion to approve the Facer subdivision, **Ken Jones** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

Office Printer:

The council deliberated on the need for a new office printer due to ongoing issues with the existing equipment. Office staff reported that the current printer was frequently malfunctioning and did not adequately meet the needs of the town's administrative office. The discussion highlighted the importance of having a reliable printer, especially for generating important documents and public notices.

After assessing various options, a motion was made to approve the purchase of a new office printer at a cost not to exceed \$1,000. The new printer is anticipated to improve efficiency within the office.

Karen Nelson made a motion to purchase a new printer for the town at a cost not to exceed \$1,000, **Ken Jones** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

Fire Department (Christmas Decoration Contest):

During the meeting, **Karen Nelson** introduced the concept of reinstating the Christmas Decoration Contest to promote community spirit and festive engagement among residents. The contest is envisioned as an opportunity for residents to showcase their holiday decorations outside their homes. The proposal includes rules stipulating that members of the fire department will be ineligible to participate in the contest to avoid any conflicts of interest.

The details discussed suggested that the contest would involve a judging process where winners could be awarded a prize, along with a plaque recognizing their efforts in improving the town's holiday ambiance. **Karen Nelson** mentioned that funds available from the holiday celebration budget could be allocated to cover the costs of prizes. She proposed announcing the winner during the town's annual Christmas event, which emphasizes community involvement.

Report to Post:

Mayor Terry Nelson presented the report that had been prepared for POST of the Council's assessment of the **Dakota** incident. The Council has had input into the preparation of the document. Post had indicated they had the other reports and wanted Mantua to give what they wanted them to consider. The Council all signed the report to be sent to POST.

Sewer Fee Update:

Matt Jeppsen provided an update on discussions with Brigham City regarding sewer fees, noting concerns about raised rates for nonresidents compared to residents and ongoing negotiations for a new agreement. He emphasized the need for a balanced approach so that services and charges reflect the town's unique arrangements.

Planning and Zoning Update:

Pam Eaves provided a thorough update on the Planning and Zoning department's progress, emphasizing the ongoing review of zoning laws and building permit processes. She noted that there has been significant work on updating the zoning map, which is crucial to eliminate confusion regarding property boundaries and zoning classifications.

Pam Eaves highlighted that the department is engaged in streamlining the building permit process to improve efficiency and responsiveness to community needs. This initiative involves updating existing forms and procedures, which will, in turn, facilitate clearer communication with residents seeking permits for construction and modifications on their properties.

Pam Eaves also mentioned the importance of community involvement in upcoming zoning discussions, encouraging residents to engage in future public hearings to voice concerns and contribute ideas regarding zoning regulations.

Public Works Report:

Will Ross presented the Public Works report, detailing ongoing preparations for the winter months. He informed the council that the team has completed the winterization of all water meters and cemetery lines, ensuring that they are well-prepared to withstand freezing temperatures. This process included the insulation of meters and the placement of protective materials.

Additionally, **Will Ross** reported that the snowplows are ready for the upcoming winter season, having undergone necessary maintenance checks. Salt supplies have been adequately stocked in anticipation of heavy snowfall. The equipment is also prepared for immediate deployment as needed during snow events.

Will Ross discussed road maintenance efforts, including patching problematic areas identified during previous assessments. He confirmed that all public works teams are on alert and ready to respond to winter conditions, thereby ensuring the safety of the town's infrastructure.

Fire Department:

Matt Jeppsen thanked volunteers and the fire department for their contributions to the community and supported activities.

Grants Update:

Karen Nelson reported the town received a grant of \$1,000 from the County Tourism Board for Little Valley Days, allowing her to proceed with the necessary report on expenditures. She discussed plans for future grants.

Council and Mayor Comments:

Mayor Terry Nelson: Emphasized the importance of community collaboration and expressed appreciation for all council members' hard work.

Matt Jeppsen: No comment.

Karen Nelson: Updated the council on recent grant activities. **Karen Nelson** also mentioned her appreciation for the grants that were secured for Danes Park, which had been instrumental in supporting the park's development. She noted that while limited, these grants have been crucial in providing funding and freeing up funds for other areas of the park.

Jared Jeppsen: No comment.

Ken Jones: Discussed concerns raised by residents regarding the recycling program and the use of blue recycling cans. He informed

the council that many residents are unhappy with the perception that recyclable materials are not genuinely being processed. **Ken Jones** mentioned that the town has approximately 263 blue recycling cans in use, and if the number drops below 190, the recycling program may need to be discontinued. He indicated that new residents are automatically enrolled in the recycling program and expressed that while residents can opt out, the council needs to be mindful of the minimum number of users to keep the program viable. If participation drops, it could raise costs for remaining users or lead to canceling the service altogether.

Consideration of Additional Paid Holiday: Day After Thanksgiving

During the meeting, a discussion arose regarding the establishment of the day after Thanksgiving as an additional paid holiday. **Karen Nelson** proposed that full-time employees receive this day off as a paid holiday, while part-time employees should have the option to either work that day or take it off.

Jared Jeppsen made a motion that the day after Thanksgiving be designated as a paid holiday for full-time employees, **Karen Nelson** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

Matt Jeppsen made a motion to adjourn, **Karen Nelson** seconded.

Yes votes : Mayor Terry Nelson, Ken Jones, Karen Nelson, Matt Jeppsen, Jared Jeppsen

No votes : None

Abstained: None

MOTION PASSED

Time: 9:00 P.M