

# **Town Council**

## **Levan Town Hall, December 11, 2025, 7:30 PM**

### **Meeting minutes**

**Present at meeting: Mayor Bruce Rowley, Council member Ray Evans, Council member Chris Chipping, Council member Rachel Goates, Council member Jerry Spencer**

**Town Clerk Christine Carrigan**

**Meeting Recorder: Eliana Jenson, Chantal Rowley**

**Public attending: Carol Bennett, Rebecca Dopp (Times-News), Tyler Shepherd, Austin and Hallie Black, Shay Morrison (R6), Nathan Washer, Kendall Carrigan**

## **Opening Ceremonies**

Mayor Rowley called the Town Council meeting to order on Thursday, December 11, 2025, at 7:30 pm, at Levan Town Hall. Jerry led the invocation, followed by Ray who led the Pledge of Allegiance.

## **Discussion Items/Action Items**

### **R6 Update - Shay Morrison**

Shay Morrison from R6 reported that the state had received its federal allocation for the CDBG program, and contracts were going through internal approvals. He estimated the town would receive its contract between the week of Christmas and mid-January. Morrison explained that the project cannot start until the contract is finalized, and he would assist with reimbursement requests once the project begins.

Morrison also informed the Council that most outdoor recreation grants open in mid-January (around January 12th) and close in mid-March. He offered to discuss specific project eligibility requirements and match amounts outside of the meeting.

Additionally, Morrison discussed the Utah Project Portal, a software program designated as the official platform to collect CIB projects. He explained that the town office would need to create an account, which he could help with, and that the CIB list would be collected from January through May. Projects added during this period would be eligible for application in June 2026, October 2026, or February 2027.

### **Building Permit – Outbuilding – Austin Black**

The Council discussed a building permit application for an outbuilding on Austin Black's property located near the park entrance. It was noted that the Planning Commission had already reviewed the application and voted to grant a variance due to the property's unique circumstances. The property was treated as a corner lot when the home was built, but Black doesn't have the benefit of a corner lot because the adjacent area is fenced off and the town park is his neighbor.

Several Council members discussed the safety reasons for not having Black access the outbuilding from the park side, as it would create hazards for pedestrians and take away from parking. Black confirmed he would access the building through his existing driveway and would set the building 12 feet off the fence on both sides, which is more than the standard 5-foot setback for interior lots but less than the 30 foot setback for regular corner lots.

Motion: Council Member Chris Chipping moved to approve Austin Black's building permit. Seconded by: Council Member Ray Evans Vote: Motion carried unanimously.

## Appoint Council Member Over The Pickleball Project

Mayor Rowley discussed the pickleball court project, for which the town had received a grant from R6. He proposed appointing Jerry to head up the project, which would include gathering bids and communicating with Shay Morrison. Mayor Rowley clarified that the project would include two pickleball courts with a cover similar to what exists at the park where the tables are located. The proposed location would be south of the bathrooms in an area that is currently grass, with some of that area potentially being turned into a parking lot.

The Council agreed to this appointment with no objections.

## Resolution 12112025-01

The Council moved into executive session to discuss pending litigation, then returned to the regular meeting to vote on Resolution 12112025-01, which establishes support for pending litigation and processes for avoiding violations of the Utah Municipal Officers' and Employees Ethics Act.

Upon return to the regular meeting, the Council discussed the need for two volunteers to serve as contact points for the attorney. Ray Evans and Rachel Goates volunteered for this role.

Motion: Council Member Ray Evans moved to approve Resolution 12112025-01. Seconded by: Council Member Chris Chipping

Roll Call Vote:

Council Member Chris Chipping - Yes

Council Member Jerry Spencer - Yes

Council Member Rachel Goates - Yes

Council Member Ray Evans - Yes

Mayor Bruce Rowley - Abstained (noting he would not be mayor during the remaining litigation process)

Vote: Motion carried.

## Mayor/Councilmember/Department/Committee Reports

### Office Issued Permits Reports

Mayor Rowley noted that Tyler Shepherd had been issued a permit for a roof replacement. It was also mentioned that Fred Smalley had applied for a permit to put new windows in the old part of his house, but that application was not yet complete.

## Council Business

### Approval Of Minutes For November 17, 2025, Regular Meeting

Motion: Council Member Ray Evans moved to approve the minutes for November 17, 2025. Seconded by: Council Member Jerry Spencer. Vote: Motion carried unanimously.

### Approval Of Claims, Payroll Comparison Report, and Financial Report

Motion: Council Member Rachel Goates moved to approve the claims from 11/1/2025 to 11/30/2025, the payroll comparison report from 10/1/2025 to 11/30/2025, and the final cash receipts report from 10/1/2025 to 10/31/2025. Seconded by: Council Member Chris Chipping. Vote: Motion carried unanimously.

The Council also received for review the tentative cash report and a paper showing the current account balances.

## Public Comments

No public comments were offered.

## Convene Into Executive Session

The Council convened into executive session to discuss pending litigation before returning to the regular meeting to vote on Resolution 12112025-01 (as noted above). Rachel Goates made the motion to move to the Executive Session; Ray Evans seconded the motion. All in favor. Executive Session began at 7:44 pm. The council returned to the regular session at 8:06 pm.

## Adjourn

Before adjourning, Clerk Christine Carrigan informed the Council that for personal reasons she would likely need to step down from her position. Christine said she would try to help through January to get billing and reports done. The Council agreed to begin the hiring process for her replacement.

Mayor Rowley mentioned that he had arranged for a judge to come and swear in the new council members on January 8th.

Motion: Council Member Ray Evans moved to adjourn the meeting. Seconded by: Jerry Spencer Vote: Motion carried unanimously. Meeting adjourned at 8:16pm.

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Christine Carrigan, Clerk