

Regular Meeting Minutes

Town Council Members Present: Mayor Doug Clements- Presiding, Don Sant-, Scott Solum-, Jim Brown-, Michael Bauer.

Staff: Planner-Brian Preece, Clerk-Karen Mair, Public Works-Justin Hooper, Dave Hendricksen-Cemetery.

Public: Brenda Christensen, Jana Brown, Bruce and Bob Kowallis, Scott Keller, Bruce D'Elisiu, Justin and Jessica Shepherd, Eric Kellums, Brent Price, Layne Kabonic, Jeff and Joannie Winterton, Alan Brown.

Meeting called to order: 7:00 p.m.

Pledge of Allegiance: Jim Brown

Opening Prayer: Scott Solum

Brenda Christensen opens the meeting stating that we will start with the Oath of Office for the incoming Mayor and Council members. She stated that she is grateful for all the support and kindness that the residents have offered her over the last 8 years while being mayor. She feels that this will be a great change and feels that the residents are in great hands.

Mayor Christesen indicated that her last job as mayor is to release herself and Marc Mair from the council.

The staff would like to thank Brenda and Marc for all that they have done to make the hard decision on behalf of the residents and by keeping the traditions of the town we all love alive.

Oath of Office: The clerk gives the Oath of Office to Doug Clements as the incoming mayor. The clerk gives the Oath of Office to Scott Solum and Michael Bauer as the incoming council members.

Doug Clements takes over the January 8, 2026, meeting.

Doug indicated that he is looking forward to serving the residents of Charleston. As my campaign indicated, I promise to keep it simple, honest, and drama free. I hope to bring more awareness to the monthly meetings. As you attend future meetings, you will see more information available to the audience and to the public. The biggest item is protecting our town and listening to what the needs and concerns are of the residents and the town as a whole.

Resolution 2026-01 Re-appointment of the Town Clerk:

Mayor Clements reads the resolution to reappoint Karen Mair as the Town clerk\recorder. The mayor then asks for a motion. Don Sant makes a motion to adopt resolution 2026-01 to re-appoint Karen Mair as Clerk-Recorder. Michael Bauer seconds the motion. All in favor. The motion carries.

Resolution # 2026-02 The Re-appointment for Treasurer for Year 2026:

Mayor Clements reads the resolution # 2026-02 stating that Jamie Quilter be re-appointed as the Town Treasurer and listed the duties. Without any discussion, the mayor calls for a motion. Don Sant makes a motion to approve resolution # 2026-02. Scott Solum seconds the motion. All in favor. The motion carries.

Approval of the Meeting Minutes for December 4, 2025:

Mayor Clements asks if all the members have had a chance to read through the minutes and if so, she will accept a motion. Jim Brown makes a motion to approve the minutes for December 4, 2025. Don Sant seconds the motion. Voting is unanimous. The minutes are approved as written.

Approval of the Financials for December 2025:

Mayor Clements asks the council if they have had a chance to review the financials for December 2025. Without further comment, Don Sant makes a motion to approve the financials for December 2025. Scott Solum seconds the motion. Voting is unanimous. Financials are approved for December 2025.

Public Comment: None

Michael Bauer makes the comment that there is concern that the sewer contract is still in play. Doug states that Heber City has been waiting for him to take over as Mayor to discuss the terms of the agreement. Don Sant states that the contract has been signed by mayor Heidi Franco and has been stamped with the Heber City Seal confirming that the contract to terminate is complete.

Resolution #2026-03 Election of a Mayor Pro-Tempore for the Calendar Year 2026:

The mayor indicates that this needs to be in place in case I am sick or incapacitated and there needs to be a decision made. We need someone here that is authorized to do so in my absence. The mayor is asking Scott Solum to fill this spot.

Jim Brown makes the motion to accept Scott Solum to be the Mayor Pro-Tempore for the Calendar Year 2026. Michael Bauer seconds the motion.

A roll call vote was cast. Results are as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Council Member – Michael Bauer	X		
Council Member – Don Sant	X		
Council Member – Scott Solum	X		
Council Member – Jim Brown	X		
Mayor – Doug Clements	X		

All in favor. The motion carried.

Resolution# 2022-04 Meeting Schedule for Year 2026 –

Charleston Town Council adopts the meeting schedule for the year 2026: Town board meetings will be on the first Thursday of each month, the Planning Commission will be held on the fourth Thursday of each month, and the Land Use Appeals Authority will meet as needed or otherwise notified. Michael Bauer makes a motion to accept resolution # 2026-04 Town Council Meeting schedule for 2026. Don Sant seconds the motion. All in favor. Motion carried.

Resolution #2026-05 Appointment of Scott Solum as the Deputy Treasurer—Mayor Clements states that he has asked Scott Solum to continue to be the deputy treasurer. Duties are as follows: reviews and signs the checks, reviews and initial's deposit slips, and makes deposits at the bank. Don Sant makes a motion to accept resolution #2026-05, Jim Brown seconds the motion.

A roll call vote was cast. Results are as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Council Member – Michael Bauer	X		
Council Member – Don Sant	X		
Council Member – Scott Solum	X		
Council Member – Jim Brown	X		
Mayor – Doug Clements	X		

All in favor. The motion carries.

Resolution #2026-06 Year 2026 Town Council Appointments:

Mayor Clements reads the job assignments he has proposed and asks if anyone has any comments. The mayor indicated that they could change their duties at any time if they feel like they would be better suited at a different job. Since this is a new council, we will adjust as needed. Michael Bauer makes a motion to approve resolution #2026-06 Job. Don Sant seconds the motion.

A roll call vote was cast. Results are as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Council Member – Michael Bauer	X		
Council Member – Don Sant	X		
Council Member – Scott Solum	X		
Council Member – Jim Brown	X		
Mayor – Doug Clements	X		

All in favor. The motion carries.

Charleston Heritage Committee:

Jana announced that they are official now and they have a website for the Heritage Committee. She stated that they are holding a logo contest running until January 26th, 2026. There will be a \$50 gift card for the winning logo. We are encouraging anyone that is interested in joining various subcommittees that will assist the main committee with events, financials, and grants. She mentioned an upcoming in-person meeting on Wednesday January 14 at 5:30 PM at the Charleston Town Hall and encouraged community involvement through the website CCHUtah.com and Facebook page Charleston Community Heritage Foundation.

Staff Reports: – **Justin Hooper** –Stated that we have had a couple burials this last month that he and Dave took care of. He asked for anyone that has seen or will help watch for the people responsible for taking down the stop signs on 3000 South at the school. I have put them back at least 3 times. They are broken at the base, but I have been able to stand them up until we can put in new posts. **Dave Hendricksen**-Nothing, **Brian Preece**-Brain stated that the Planning Commission did not meet this last month. I have been doing my normal stuff. Fire inspections, plans, and that sort of stuff. Just a reminder that we do have the contract with MAG to do the general plan revision. The previous council chose to hold off until the new administration took over to get this started. This will include planning commission and council and a lot of public input. **Karen Mair** –December was a crazy month with all the Holiday parties. I did reach out to Danny Edwards since they never sent us a bill for the materials that we used for the cover shed. He told me today that they have donated the materials to the town. If you see Danny, please thank him for his generosity. He asked if the young men would be able to use the gym on Wednesday nights to play ball. I told him they could use it. I felt it was a pretty fair trade. We have been changing all the computers over to windows 11. We have been trying to work out all those issues. I am meeting tomorrow with Duane to finalize the website so we can get the new one live. I am still working with Lisa on getting the budget back on track. I have included the sales tax in your packets so you can see the tax distributions. Just remember they are 2 months behind B&C roads are 1 month behind. It is the end of the year, making quarterlies due as well as W-2 filings. The best thing that happened is the audit is complete. I have had to send so many files to the state auditor, more than ever before. We only had one issue, and I told them about it before we even started and let them know that we have already fixed the issues with the budget being over. We did not have any other issues with anything else. **Michael Bauer**-We need to put together the 5-year plan before the state penalizes us. **Scott Solum**, -I want to read a list of what I see not getting done. I have had others help me with this list. He states that with the commercial not going forward it will be up to this staff to find a new way forward in generation money to complete the projects on the list. We have a lot of roads need replaced, Cemetery paving and landscaping, we need a compactor, a tractor, a shed at the cemetery, a post hole pounder, trimming the sides of the streets, a new shop, salt storage, parking lot at the park needs replaces, the roof on the shelter needs replaced, the pavilion needs painted, the asphalt and sidewalks around the park need replaced, the park needs new fencing, new lawn mower, My concern is with the revenue stream without commercial. We need to find some sort of revenue stream. - **Mayor Clements**, He wants to work with the Heritage Committee and see what they are wanting to help with. I will get together with Karen and find a time that we could get a work session together. - **Jim Brown**-nothing. **Don Sant**-nothing.

Michael Bauer makes a motion to adjourn Jim Brown seconds the motion.

Meeting adjourned at 9:00 p.m.

Submitted by Karen Mair – Clerk\Recorder

Approved 2-5-2026