

Newton Town Council Meeting
January 8, 2026, 7:00 P.M.
Newton Town Hall, 51 South Center, Newton UT
Minutes

Agenda

1. Call to Order/Roll Call
2. Opening ceremony, prayer or thought – Jed Woodward
3. Oath of Office for Craig Rigby, Anzl Rhodes, and Brandon Taylor
4. Approval of December 2025, Minutes
5. Public comment period open for items not on agenda (discussion only)
6. Newton Youth Council report
7. Financial Statements 2024-2025 audit review by Diana Cannell with Richey May (formerly Allred Jackson)
8. Clarke Park - a) pickleball court concerns (b) design ideas
9. Property Line Adjustment Agreement for 51 South Center/76 South 100 West review
10. COG award for Center Street widening, Main Street to 100 South
 - a) funding agreement (b) pre-bid checklist
11. Report on Council Member Assignments
 - Steven Jenkins (Buildings/Land Management) - job posting for janitor
 - Jed Woodward (Water/Streets) – street light power installation for holiday lights
 - Donation for Rocky Mountain Reindeer Farm - \$500
12. Administrative Actions
 - a) Regular meeting schedule review
 - b) Annual disclosure forms and pledge for ethical behavior
 - c) bill approval process, mail, and town newsletter review
 - d) Assignment of duties for new Town Council Members
 - e) Open Public Meeting Training

1. Call to Order and Roll Call of Members present.

Mayor Mike Benson called the meeting to order at 7:00 p.m.

Members present: Craig Rigby, Steven Jenkins, Anzl Rhodes, Brandon Taylor and Jed Woodward

Absent: None. Electronic attendance by Zoom: None

Karla Ferguson (Recorder) and Kathryn Rigby (Treasurer)

Others in attendance: Carrie Milligan, Kevin Rhodes, Reid Smith, Lisa Bleazard, Cass Bleazard, Eric Dursteler, Tasma Taylor, Ella Rigby, Rollie Griffin, Diana Cannell, Sarah Rigby and members of Newton Youth Council.

2. Opening ceremony conducted by Jed Woodward.

3. Oath of Office for Craig Rigby, Anzl Rhodes, and Brandon Taylor – Oath of Office was administered by Karla Ferguson.

4. The Newton Town Council meeting minutes for December 4, 2025, were approved.

5. Public comment period open for items not on agenda (discussion only)

No public comment at this time.

6. Newton Youth Council report – Audrick Rashall reported that the Newton Youth Council plans to attend the leadership conference March 12-14 at USU. Mayor Rigby thanked the Youth Council for their help with the holiday lights and expressed that he is excited to work with them.

Agenda items adjusted to accommodate presenters not yet in attendance.

11. Report on Council Member Assignments

- **Steven Jenkins (Buildings/Land Management) - job posting for janitor** – Steven reported that Dan Jeppsen retired in December. Chelsea Breeze has been cleaning for him since his surgery in October. Karla Ferguson will post the job announcement for janitor. Steven Jenkins, Brandon Taylor, Karla Ferguson and Sarah Rigby will help interview for it.
- **Jed Woodward (Water/Streets) – street light power installation for holiday lights** – Jed reviewed that the holiday lights committee would like a power tap near the intersection of Center and Main for lights. Jed will ask Rocky Mountain Power about trenching under road to put a power source near the Newton park sign for the tree and swag that goes across the street.
- **Donation for Rocky Mountain Reindeer Farm - \$500** – Steven Jenkins made a motion to donate \$500 to Rocky Mountain Reindeer farm for bringing highland cows to the tree lighting ceremony. Anzl Rhodes seconded the motion and all council members approved.

Jed Woodward reported that they have purchased a meter to install on the water tank outlet line. Jed will dig to the line and splice it in. However, the water will need to be shut off to do it, so he plans to do it at night when there is low water demand. The meter will be used to better understand how much water is used. Currently we just monitor the supply line going into the tank. The meters were purchased last year. The meters will be tied into the Scada system for reporting. Jed said the snowplow is ready, but it hasn't been used yet, we need snow.

12. Administrative Actions

- a) **Regular meeting schedule review** – meeting the first Thursday of each month was reviewed and approved.
- b) **Annual disclosure forms and pledge for ethical behavior** – all council members completed 2026 forms.

7. Financial Statements 2024-2025 audit review by Diana Cannell with Richey May (formerly Allred Jackson) – Diana Cannell reviewed highlights of the audit and compilation of agreed upon procedure findings for fiscal year 2024-2025. Diana explained how the capital project fund works. Diana discussed that documentation must now be provided for every yes answer on the fraud risk assessment. It was discussed that written policy for credit card purchases and other suggested policies are currently needed and being worked on. Mayor Rigby asked about restricted funds. Diana explained what restricted funds are. Class C funds for roads from the state and impact fees would be restricted funds. Impact fees should be used for future development within 7 years and must be reported to the state.

6. Clarke Park

a) **pickleball court concerns** – Roland Griffin talked with neighbors around Clarke Park about noise. Joe Plainer received a bid for a sound wall. Roland Griffin said that Joe Plainer is willing to pay for sound barrier if the town would help with the installation. The proposed sound wall is 12 feet high and just for the North side of the pickleball courts and would cost \$49,500. Supports for the wall were discussed. It was discussed that more information regarding the engineering and cost of installation is needed. The sound acoustic mats suggested by Eric Dursteler were reviewed. The cost for the mats is \$4,800. Kathryn Rigby suggested seeking funding through RAPZ for the sound mats. The Town Council agreed to look at options and what other Cities are using for sound damping. Craig will get more information on the sound barrier mats and place it on the agenda for February.

b) **design ideas** – Roland Griffin said they are working on a tree and landscape plan and currently seeking funding for trees.

12. Administrative Actions

c) bill approval process, mail, and town newsletter review – Karla Ferguson reviewed how town council approves bills each month. Karla discussed the cost of copies (\$130) and mailing (\$273) paper copies of the newsletter each quarter. There was a discussion about an all-digital newsletter. It was decided to have a paper copy mailed to residents in January and July and then an all-digital copy in April and October. Karla will request in the newsletter that residents send in an email address if they would like a copy emailed to them. The newsletter will also be posted to the Newton website.

d) Assignment of duties for new Town Council Members

Assignments for department and budget area oversight were made for the following:

Mayor Craig Rigby

Nuisance Inspector
Animal Control
Budget
Business Licenses
Elections

Anzl Rhodes

Planning Commission
Clerks
Parks

Brandon Taylor

Special Events – (Ski Night, Easter Egg Hunt, Town Clean-Up Day, Town Celebration, Employee Appreciation Dinner, Holiday lights & Santa)
Town Float
Youth Council

Steven Jenkins

Buildings
Farmland Management
Fire and EMT Departments
Library

Jed Woodward

Water
Roads

e) Open Public Meeting Training – The open and public meetings training video by the Utah state auditor's office was viewed by all council members.

9. Property Line Adjustment Agreement for 51 South Center/76 South 100 West review

Eric Dursteler arrived at meeting. Eric said he will get more information for sound damping mats for the town council and look at the proposed sound wall. Eric has not heard back yet from the Church regarding the easement proposed for the drain field. Eric described the proposed lot line adjustment between the town and the Church along the ball diamond. It was proposed that a written agreement for the separation of power for the ball diamond from the tennis court panel is needed. And a written agreement for secondary water irrigation and easements for drain field and water meter antenna. The town council asked Eric to move forward with the proposed agreements and put it on next month's agenda.

10. COG award for Center Street widening, Main Street to 100 South – Eric Dursteler reviewed the funding award and the Center Street widening project. Mayor Benson signed the agreement in December, but Cache County asked if new Mayor Rigby would sign the funding agreement. The funding is for the 2027 funding cycle, but we can apply for early disbursements on a first come basis. Eric described that the project would remove the road and replace it with a wider road from Main to 100 south. At the time the road is removed we would look for drain lines and manhole covers and make repairs as needed. Mayor Rigby asked about adding curb, gutter and sidewalks to the project. Eric discussed that plans would go back to Cache County for approval. Eric will also contact the county about early disbursement. If Cache County gives approval, we could go forward this year and put out to bid in January and include sidewalk and gutter. The Town Council approved putting out to bid in January.

The regular meeting was adjourned at 9:25 pm.

Minutes prepared by:

Karla R. Ferguson, Newton Town Clerk

Approval Date