

**Combined Charleston Town Council
and
Planning Commission Meeting
Regular Meeting
Thursday March 5, 2026
7:00 p.m. – Town Hall
3454 West 3400 South
Charleston, Utah**

Notice is hereby given that the Charleston Town Council will hold a City Council meeting at 7:00 p.m. on Thursday March 5, 2026, in person in the Town Council Chambers, located at 3454 W 3400 S, Charleston, Utah and virtually via Zoom phone and video conferencing. People with disabilities requesting assistance should contact the Town Recorder at least 24 hours prior to the Meeting.

In addition to in-person attendance, individuals may join via phone or video, using Zoom. Note, attendees joining virtually may comment during public comment, or a public hearing virtually. To comment during public comment, or public hearing virtually, the individual must have their video on and working during their comments. Attendees who wish to present photos or documents to the City Council must attend in person. Those who join via phone may listen but not participate in public comments or public hearings.

In the event the Meeting is disrupted in any way that the City, in its sole discretion deems inappropriate, the City reserves the right to immediately remove the individual(s) from the Meeting and, if needed, end virtual access to the Meeting. Reasons for removing an individual or ending virtual access to the Meeting include but are not limited to the posting of offensive pictures, remarks, or making offensive statements, disrespectful statements, or actions, and any other action deemed inappropriate.

The ability to participate virtually is dependent on an individual's internet connection. To ensure comments are received regardless of technical issues, please have them submitted in writing to the City Recorder, Karen Mair, at charlestantownclerk@gmail.com by 3:00 p.m. on the day of the meeting. Instructions on how to join virtually are below.

Join Charleston Town Council Meeting Virtually:

- Join on any device that has internet capability.
- Zoom link, Meeting ID and Password will be provided 24 hours prior to meeting start time.
- Zoom instructions are posted <https://charlestantown.utah.gov>.
Town Council Zoom Link <https://us02web.zoom.us/j/89134064728>

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Opening Pray
4. Approval of Meeting Minutes for February 5, 2026:
5. Approval of Financials for February 2026:

6. **Public Comment**- This is the time and place for any person who wishes to comment on items not scheduled on the agenda for public hearing. Any person or group wishing to comment on any item not otherwise scheduled for a public hearing on the agenda may address the Town Council at this point by standing and giving his or her name for the record. Comments should be limited to not more than three (3) minutes unless the Town Council authorizes additional time.

7. **Scheduled Agenda Items:**

a. General Plan Update with Attending Consultants

8. **Town Business:**

a. Adopt new Town Hall Meeting Agenda format.

b. Financial February Review

c. Proposal to hire Dave Sanderson, DS Accounting Services LLC, to be the Town's accountant and financial go to support consultant.

i. Dave brings years of accounting experience

ii. His references all check out and recommend him and his abilities

iii. Proven track record

iv. \$500 month

v. \$1,500 year to complete year end and audit process

vi. Eliminate accounting consultant – CT paid \$2,761

vii. \$100 hr. for additional needs

1. Discussion

2. Possible Action / Motion

d. Fire Study Requirements – Due end of 2025 – Jim Brown Troy Morgan

e. New Logo – Contest

9. **Town Events:**

a. Heritage Committee

i. Midway Swiss Day's donation \$2,000

ii. Pioneer Days Celebration – Jana Brown

Agenda

6:45 am – Flag Raising Ceremony – Chair Needed

7:00 am – Charleston 5K – Jana Brown

7:00–9:00 am – Breakfast – Town Council

9:00 am – Car Show – Scott Solum / Shawn Taylor

9:00 am–12:00 pm – Cornhole Tournament – Jeremy Ostmann

9:30 am – Parade – Suzanne & Doug Robison
10:00 am – Vendors & Food Trucks – Brenda Gemmell
12:00 pm – Kids Games – Lynne Casper
TBD - Fish & Grab – Jessica? (CCHF)
TBD – Silent/Live Auction – Jan Wilson
TBD – Entertainment (Main Band 7:00–10:00 pm) – In Progress
Dusk – Fireworks – Danny Edwards
Budget - See 2025 years budget
Grant \$ - Jessica

10. Town Property & Maintenance:

- a. Town Roads
 - i. Study
 - ii. Estimate 2026
- b. Mowing and weed control - summer months
 - i. Right of way mowing
 - ii. Weed spraying
 - iii. Set up schedule on road inventory
- c. Cemetery
 - i. Paving – See Paving Summary
 - ii. Commitments from others
 - iii. Memorial Day expectations
- d. Town Park
 - i. Renovation ideas underway – See email.
- e. Town Shop
 - i. Shelter for sand and equipment
- f. Town Hall
- g. Replace tractor or skid steer
- h. Signpost pounder
 - i. Town shop / offices
 - i. Existing shop needs to be cleaned inside and out
 - ii. Shop Building needs replaced
 - iii. Exterior salt storage needs to be finished
 - iv. Pave around the building

11. Town Equipment – Maintenance & Repair:

- a. Replacement Budget -
- b. Mower update – Don Sant
- c. Mower repair – Justin Hooper

12. Town Projects:
 - a. 5 Yr Capital Plan

13. Adjournment:

CERTIFICATE OF POSTING

STATE OF UTAH)

COUNTY OF WASATCH)

I, Karen Mair, the duly appointed Town Clerk of Charleston Town, Utah, certify that the foregoing Town Council Agenda was emailed to at least one newspaper of general circulation within the geographic jurisdiction of the public body. The agenda was also posted at the principal office of the public body and posted on the Utah State Public Notice Website at <http://www.utah.gov/pmn/index.html> and on Charleston Town's website at www.charlestantown.utah.gov Published and posted March 4, 2026.

Karen Mair
Town Clerk