

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, Bob Kowallis, Scott Keller, Justin and Jessica Shepherd, Jan Wilson, Renee Green, Susanne Widdison, Brad VanLeeuwen.

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

Pledge of Allegiance: All

Opening Prayer: Brian Preece

Approval of the Meeting Minutes for January 8, 2026:

Mayor Clements asks if all the members have had a chance to read through the minutes and if so, she will accept a motion. Scott Solum makes a motion to approve the minutes for January 8, 2026. Jim Brown seconds the motion. Voting is unanimous. The minutes are approved as written.

Approval of the Financials for January 2026:

Mayor Clements asks the council if they have had a chance to review the financials for December 2026. Without further comment, Scott Solum makes a motion to approve the financials for January 2026. Jim Brown seconds the motion. Voting is unanimous. Financials are approved for January 2026.

Public Comment:

Susan Widdison raised concerns about poor maintenance and requested improvements including better grass management, trimming of headstones, and widening the entrance.

Scott Keller addressed the need to establish clear written guidelines for the number of cremated remains that can be buried on top of a coffin, with Scott noting that Heber allows two while Salt Lake allows four.

Audit Report 2025:

The council reviewed the annual audit report, which showed no exceptions or issues, though there were some concerns about budget overage related to tax revenue timing that had already been corrected. This is done every year and is part of the Agreed Upon Procedures with the State. The auditors send a list of items that they want to see, and it varies from bank statements, receipts, and any reimbursements that the town has made in the fiscal year. They analyze this and come back with anything that we need to correct

UCCU Sweep Account:

Mayor Clements presented a sweep account option from UCCU to the town council, explaining how it would allow the town's money to earn interest while maintaining insurance coverage up to \$7 million. Jake McPhie from UCCU described the sweep account features, including positive pay fraud protection

and administrative rights, with a quarter percent discount on the interest rate. The council discussed the safety and convenience of working with a local credit union compared to larger institutions. Scott Solum made a motion to proceed with the sweep account arrangement. 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.

Possible Lawn Mower Purchase:

The Town Council have discussed replacing the current lawn mower. Mayor Clements noted their current 48-inch Kubota mower is functional but showing wear from cemetery use. Don Sant states that he has explored options including purchasing one from Kamas (which currently has no available units) and new purchases ranging from \$16,284 to \$17,572. Scott suggested acquiring two mowers - one for regular use and a rock mower for maintaining road edges during the summer. Scott suggested that Justin take advantage of the good weather to start mowing the sides of the roads. Mayor Clements agrees with Scott to start mowing the easements now that the fire danger is lower. Mayor Clements stated the County used to do this, but they cannot keep up with what they have. The council agreed to hold this item until the March Town Council Meeting to gather more information and acquire the necessary bids.

New Town Engineer:

Mayor Clements discussed replacing their town engineer with Paul Berg from Berg Engineers as a suitable candidate due to his local experience and staff capabilities. Our current engineer is stepping back due to health reasons. Brian states that Paul is one of the best engineers and is very thorough in his work and feels that he would be a great addition to the Town. Paul Berg has a lot of experience in a lot of different areas that will come in to play with what we have as far as the projects we want to accomplish. Don Sant makes the motion to proceed with Berg Engineering as the Towns Engineer. Scott Solum seconded the motion. All in favor. Motion carried.

Heber Light and Power Update:

Mayor Clements stated that this is a discussion item only. He indicated that he recently attended their board meeting and was enlightened about a lot of issues. Charleston owns 12.5% of Heber Light & Power, Midway owns 12.5% and Heber owns 75%. The mayors of the shareholders sit on the board along with other support staff. We have not received any distributions since 2022. They have a power forgiveness program. All the cost of the power for the city lights in Heber, Midway, and Charleston are forgiven as well as Daniels and Wasatch County. Since Charleston doesn't use anywhere near what the others use, they should owe us some money. There is a lot of work to do, and I will fight for our 12.5%.

Charleston Town Website:

Mayor Clements discussed updating the website with new photos and potentially changing the logo through a contest or hiring a professional. The group agreed to table the website discussion until the next meeting to develop criteria for a logo contest. If there is anything that is not on the website let us know and we can add it.

Possibility of Paying off the Winterton Road Bond:

Scott Solum stated that he and some of the community members have indicated that they do not want the Town to have loans. Mayor Clements talked about paying off the Winterton Road bond, which is currently at a low interest rate of 2.5%. Currently we are making more interest in the money we have for future projects than we are paying in interest on the loan. He feels that we need to first get the accounting straight before we make any rash decisions. The group decided to table this decision until they have a clearer picture of their financial situation.

5-Year Capitol Projects:

The mayor indicated that he didn't receive any feedback from the council. He stated that he made a list of some of the things he had noticed. The shop needs total replacement. Trying to renovate it is a total waste of money. The mayor questions the road conditions. He is trying to see what life is like of the crack seal and rock chipping. Park improvements and lighting. Cemetery improvements include paving, a shed, and some beautification. If we do replace some of the roads, we own the millings and we could use those for other areas. Michael feels that we need to put out a notice to the residents that they are adding fences and trees to the easements that are owned by the town and water. If there is a reason we must dig into those areas, they will be responsible for any damage. Don stated that if we are going to do the safe route to school, we will have to do fund matching.

Charleston Heritage Committee:

Jana states they had a meeting a couple weeks ago and they did decide on a logo that created by Audrey Shepherd. We have asked the Town if we could use the park for a kickoff BBQ on June 1, 2026, along with a town clean up. We are hoping to have Peggy Sabey and John Besendorfer there to answer any questions some may have about the settlement of the town. She mentioned an upcoming in-person meeting on Wednesday February 11, 2026, 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.

Pioneer Day 2026:

The town council discussed the organizing of the Pioneer Day on July 24th, with Scott emphasizing the need for leadership and coordination between the Heritage Foundation and town council. Scott shared that he had distributed flyers at Swiss Days to potential vendors for the event, while the council confirmed they would remain responsible for funding while supporting the Heritage Foundation's volunteer efforts. The group agreed to hold a planning meeting on February 11th at 5:30 PM at town hall, with Karen tasked to provide proper notice to ensure a quorum of council members could attend.

Open Meetings Act:

Brian led a training session on open meeting laws, covering agenda requirements, advertising procedures, and meeting conduct. He explained that while prayer or opening thoughts are optional, communities often choose to include them, though there are risks around religious content and free speech. The group discussed managing public comment periods.

Brian discussed the importance of respecting decisions made by others and emphasized that their opinions should be considered but not necessarily followed. He mentioned that we would occasionally provide multiple perspectives on an issue, allowing others to decide what is most important. Brian also

provided information on available training resources for board members, including videos from the Utah League of Cities and Towns.

Brian discussed open meeting policies, emphasizing the importance of not using staff reports as an excuse to bypass the agenda and warning against ex parte communications, particularly when wearing an administrative hat. He advised having at least two people present during such meetings to avoid allegations of detrimental reliance. Brian also addressed personal liabilities for council members, noting that the town's insurance would cover lawsuits related to official duties but not personal actions outside the scope of authority.

Staff Reports: – **Justin Hooper** – I had called the DNR 3 times in the last 2 weeks to pick up the deer on 3000 South. They never called me back therefore I disposed of it myself. We had one burial this month. I put up the not metal digging signs at the park, straightened the stop sign by the school. Took the used flags to the ROTC at the middle school. I have all the fire extinguishers inspected at the Town Hall, shop, and the park. **Dave Hendricksen**-nothing, **-Brian Preece**-Wanted to mention that staff reports cannot turn into an agenda item. We will also have the consultants here next month to start the General Plan Update. **Karen Mair** –nothing. **Michael Bauer**-nothing. **Scott Solum**, - nothing- **Mayor Clements**, - **Jim Brown**-nothing. **Don Sant**-nothing.

Jim Brown makes a motion to adjourn Don Sant seconds the motion.

Meeting adjourned at 10:00 p.m.

Submitted by Karen Mair – Clerk\Recorder