Town of Mantua Council Meeting Minutes
Regular Meeting
For April 16th, 2026
Location: Town Hall, 409 North Main, Mantua, Utah

APPROVED

Council Members Present: Mayor Annette Ash, Mayor Pro Tempore Matt Jeppsen, Council Member Scott Ross, Council Member Cheryl Burgan, Council Member Henry Dovey

Recorder: Sherita Schaefer

Audience Present: Heather Wahlen, Janna Wahlen, Pam Eaves, Virginia Newman, Angela Connel, Cherish Sorensen, Karen Nelson, Kolby Cazier, Jennifer Packer

The meeting was opened by Mayor Annette Ash. Invocation by Jennifer Packer
Pledge of Allegiance led by Mayor Annette Ash; all in attendance participated.

APPROVE MEETING MINUTES

Approve minutes for Town Council Amended Budget for the Current Year Meeting held on March 19th, 2026.
Mayor Pro Tempore Jeppsen motioned to approve the minutes for Approve minutes for Town Council Amended Budget for the Current Year Meeting. Council Member Burgan made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Approve minutes for Town Council Regular Meeting held on March 19th, 2026.
Council member Dovey motioned to approve the minutes for Regular Meeting. Council Member Ross made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Consideration to Pay the Bills: Approve and Sign Bills
Mayor Pro Tempore Jeppsen motioned to approve the bills signed. Council Member Ross made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

PUBLIC COMMENT (*none)*

PRESENTATIONS & INFORMATIONAL ITEMS

Well Analysis – Kolby Cazier representative for VFD Mountain Valley Motor Pump and Services: Kolby of Mountain Valley Pump & Motor reported mechanical failure in the West Well (WS01) due to excessive vibration and noise caused by clay and debris acting as sandpaper on the system. The analysis indicates abrasive wear on the drive line and bearings, suggesting the well has likely silted in. Proposed solutions include a short-term fix of shortening the pump by 20 feet to buy time, a $150,000 full refurbishment of the existing well, or the construction of a new well and facility for $500,000 to $600,000. A new well would aim to access a better part of the aquifer to address radium and arsenic levels, double the capacity to 1,000 gallons per minute, and avoid the mechanical risks of deepening the current 10-inch casing.

ACTION ITEMS

Fire Apparatus Procurement: Fire Chief Will Hodgins presented a plan to update the department's fleet to reduce costs associated with Brigham City's $2,300 per-call service fee. Based on a rate of 25 calls per quarter, the town is projected to spend $230,000 on external agencies in 2026. The proposal seeks up to $20,000 in the current fiscal year for a used engine and $20,000 in the 2026–2027 budget for a transport-capable ambulance to replace equipment that has exceeded the 10-year expiration standard. The long-term fleet goal includes two brush trucks, a rescue side-by-side, two engines, an ambulance, and updated medical and rescue equipment.

Council Member Burgan motioned to approve an amount not to exceed $20,000 for the purchase of a fire engine. Council Member Ross made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Public Safety Traffic Control: Police Chief Dakota Midkiff proposed traffic changes to address speeding near Willard Peak Road and the south side of town. The plan includes installing four-way stop signs at intersections, such as Willard Peak Road and Center Street, and adding a 40 MPH sign for westbound traffic on 100 South. These measures are designed to reduce pedestrian safety risks in residential areas following reports of frequent speeding.

Council Member Burgan motioned to approve the purchase and installation of the 40 MPH sign on 100 South to address the speed transition, as well as at 700 South and Willard Peak Road to monitor traffic descending from the canyon. Mayor Pro Tempore Jeppsen made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Utility Infrastructure: Deputy Recorder Angela Connell proposed Pelorus as a utility billing system to replace the El Dorado software. The Pelorus system automates seasonal rate adjustments, is compatible with current hardware, and is PCI compliant through Express Bill Pay. It also tracks multiple license types and fees across

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separate funds. The annual cost is $3,500, compared to the current $1,000 fee, with an estimated five-day implementation period. A transition in October or November was recommended to utilize the remaining balance on the current system and avoid high-volume summer months.

Council Member Ross motioned to approve the implementation of the Pelorus water billing system, with the specific timing left to the discretion of the office staff (likely late 2026 or early 2027) to ensure it aligns with the budget and staff convenience. Mayor Pro Tempore Jeppsen made the second.

Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Business Licensing: Heather Wahlen applied for a business license for Wahlen Bookkeeping, a home-based digital bookkeeping and data entry service for small businesses. The operation occupies 72 square feet of her residence and focuses on monthly tracking and tax preparation. The business is conducted entirely online with no customer traffic or physical neighborhood impact. Services include transaction data management and financial consulting as needed.

Mayor Pro Tempore Jeppsen motioned to approve the business license for Heather Wahlen (Wahlen Bookkeeping). Council Member Dovey made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Legislative Update: Town Recorder Sherita Schaefer proposed that home-based businesses with no neighborhood impact be approved administratively by the Town Recorder to streamline the application process. This method, utilized by neighboring municipalities, would allow the Town Recorder to handle low-impact applications while reserving high-impact or controversial cases for Council review. The proposal includes using a specific checklist to identify items such as high traffic, noise, or safety concerns.

Council Member Ross motioned to table the legislative update and potential amendment until the May meeting. Mayor Pro Tempore Jeppsen made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

CIB Grant Application: Grant writer Karen Nelson presented two funding options for the Community Impact Board (CIB) funded by mineral resource development revenues. Option 1 is a $1.7 million proposal for a centralized, ADA-compliant facility to house the town hall, court, police offices, and a maintenance wing, replacing existing modular buildings. Option 2 is a limited scope alternative costing between $650,000 and $700,000, which prioritizes a standalone maintenance shop and renovations to the current fire and police stations.

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Council Member Dovey motioned to approve to authorize Karen Nelson to pursue CIB funding at a value of $700,000 for "Option 2," which includes the new maintenance building, fire station renovations, and police upgrades. Council Member Ross made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Cheryl Burgan, Henry Dovey
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Equipment Maintenance (VFD): Contract was not available to review and possibly sign. Sherita Schaeder will coordinate with the finical clerk to determine if a contract is need.

Council Member Ross motioned to table the service contract for the VFD until the Council receives more information and the physical contract to review. Mayor Pro Tempore Jeppsen made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Water Department Maintenance: Public Works Director Marcus Abel presented three bids for the replacement of seven culinary water valves required to isolate system sections during repairs. The bids consisted of Grover Excavation at approximately $43,719, and two alternatives at $62,000 and $64,000. Abel recommended Grover Excavation due to the contractor's experience with the town's infrastructure and lower rates. The Council approved the project based on the formal quote, with the understanding that minor overages could be managed through standard department spending authority. Grover Excavation is confirmed to have the necessary liability insurance and bonds. The project will involve scheduled water outages of four to six hours, with public notice to be provided once the schedule is set.

Council Member Ross motioned to approve the replacement of culinary water valves as noted in the quotation from Grover Excavation (Quote #M370) for the total amount of $43,719.64. Council Member Dovey made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

Agenda Request Form: Town Recorder Sherita Schaefer proposed a formal policy for agenda requests to replace unofficial communication methods like phone, email, and text. The policy establishes a one-week rule, requiring residents to submit a standardized form at least seven days before a meeting. This timeframe is intended to allow for administrative vetting of requests and provide the Council with sufficient time to review background documentation.

Mayor Pro Tempore Jeppsen motioned to approve the creation and implementation of an online Agenda Request Form for Town Council meetings. Council Member Ross made the second.

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Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

DISCUSSION ITEMS *(none)*

DEPARTMENT UPDATES

Planning and Zoning: Planning and Zoning Chairperson Pam Eaves, reported on growth management regarding a potential rezone and annexation request for the Chet Jensen property. The town is coordinating with Box Elder County on a compromise to rezone specific lots from MU 160 to RR-5 while maintaining the original zoning for the rest of the plot. The town stated a preference against annexation to avoid providing municipal services to high-elevation areas. Eaves is also drafting a formal process for administrative business license approvals and expects to present Land Use Code recommendations in May regarding residential roof heights, secondary driveways, and application fees. These updates are intended to align code changes with infrastructure capacity and current water impact studies.

Public Works: Public Works Director Marcus Abel reported that Grover Excavation was approved for a $43,719.64 project to replace seven culinary water valves, resulting in planned water outages of four to six hours. For the West Well (WSO1), Abel cited mechanical issues from silt and debris and recommended a new well rather than temporary repairs. The department has initiated road grading and is prioritizing cemetery maintenance for Memorial Day weekend. Public restrooms for Mantua Parks will now be closed to the public except during rentals because of repeated vandalism, including one incident requiring a $1,200 repair. Additionally, Abel and Fire Chief Will Hodgins reached an agreement to relocate maintenance equipment to create space for new apparatus at the fire station.

Fire Department: Will Hodgins
(None)

MEETING ADJOURNMENT
Council Member Burgan motioned adjourn the Regular Meeting. Council Member Ross made the second.
Yes votes: Mayor Annette Ash, Matt Jeppsen, Scott Ross, Cheryl Burgan, Henry Dovey
No votes: None
Abstained: None
Absent: None
MOTION PASSED

APPROVED