Town of Mantua Council Regular Meeting Minutes
Regular Meeting
For June 18th, 2026
Location: Town Hall, 409 North Main, Mantua, Utah

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: Ronald Wallace, John Hurd, Keith Jonhson, Robert Thayne, Terry Nelson, Charolette Billings, Marcus Abel

The meeting was opened by Mayor Ash. Invocation by Keith Johnson.

Pledge of Allegiance led by Mayor Ash; all in attendance participated.

Council Member Dovey motioned to approve the agenda for the June 18th 2026 Regular Meeting. Council Member Ross seconded the motion.

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

Approve Meeting Minutes

Approve minutes for the Town Council Public Hearing and Special Meeting regarding culinary water impact fees held on April 16, 2026.
Mayor Pro Tempore Jeppsen motioned to approve the minutes for the Town Council Public Hearing and Special Meeting regarding culinary water impact fees held on April 16, 2026. Council Member Burgan made the second.

Approve minutes for the Town Council Special Meeting – Budget Work Session held May 27, 2026.
Council Member Dovey motioned to approve the minutes for the Town Council Special Meeting – Budget Work Session held May 27, 2026. Council Member Ross made the second.

Approve minutes for the Town Council Public Hearing regarding the Main Street Improvement Project held on May 20, 2026.
Council Member Ross motioned to approve the minutes for the Town Council Public Hearing regarding the Main Street Improvement Project held on May 20, 2026. Council Member Dovey made the second.

Approve minutes for the Town Council Special Meeting – Review of the 2026–2027 Proposed Budget held May 21, 2026.
Mayor Pro Tempore Jeppsen motioned to approve the minutes for the Town Council Special Meeting – Review of the 2026–2027 Proposed Budget held May 21, 2026. Council Member Ross made the second.

Approve minutes for the Town Council Regular Meeting held on May 21, 2026.
Council Member Ross motioned to approve the minutes for the Town Council Regular Meeting held on May 21, 2026. Council Member Dovey made the second.

Approve minutes for the Town Council Public Hearing regarding CIB funding for culinary water, fire, police, and public works projects held on May 27, 2026.
Council Member Dovey motioned to approve the minutes for the Town Council Public Hearing regarding CIB funding for culinary water, fire, police, and public works projects held on May 27, 2026. 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

Council Member Burgan motioned to approve the bills signed. 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

Public Comment

John Hurd addressed the town council to express appreciation for their review and understanding of the upcoming year's budget. He acknowledged the council's time investment in evaluating the budget details. Hurd also noted his support for the continuation of both the police and fire departments. He concluded by reserving the right to comment on agenda item number seven regarding the state park at a later time.

Keith Johnson expressed concern that park restrooms have remained closed for several months despite substantial volunteer investment in their construction. He acknowledged the vandalism issues but urged the Town to reopen the permanent restrooms rather than continue paying for portable toilets, suggesting stricter enforcement (including public identification and a $200 fine) against those responsible for damage.

Presentations & Informational Items (none)

Action Items

Fraud Risk Assessment for FY 2026
Finance Manager Ronald Wallace presented the Fraud Risk Assessment to evaluate the town's vulnerability to fraud and document its internal controls. The State Auditor's Office has intensified oversight, requiring fully adopted, written policies rather than verbal assurances, and warns that documentation must strictly match assessment claims. Driven by multi-year improvements and a new IT policy, the town's projected score increases from a baseline of 305 to a range of 330–335, successfully meeting its target tier of "Very Low Risk" (316–355 points). The primary objective remains the active execution of controls—such as segregation of duties and reconciliations.

Council Member Dovey motioned to approve the Fraud Risk Assessment for FY 2026. 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

Fraud Risk Assessment Policies
Finance Manager Ronald Wallace updated five standalone internal control policies to meet state Fraud Risk Assessment criteria and audit standards. The Cash Receipt and Deposit Policy prohibit any single employee from receiving, recording, and reconciling public funds. Meanwhile, the Financial Clerk / Office Procedures policy mandates written transaction and approval standards for the town office. The IT, Internet, Acceptable Use, and Security Policy govern network resource utilization, email protocols, and data classification. Structurally, the Password Policy replaces 90-day rotations with mandatory resets triggered only by IT directives or suspected compromise. Additionally, the Artificial Intelligence (AI) section prohibits the ingestion of confidential or personally identifiable information into AI tools and requires human review of all outputs. Finally, the Hardware/Software Policy restricts installation to approved assets, while the User Acknowledgement Form requires signed staff confirmation to provide audit evidence of internal controls.

Council Member Dovey motioned to approve the Fraud Risk Assessment Policies. 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

Review and discussion of FY 2027 Certified Tax Rate information
The state-issued proposed certified tax rate for FY 2027 is established at approximately 0.001853. This rate is projected to generate $356,000 in municipal property tax revenue. The FY 2027 rate reflects a downward historical trend from the prior year's rate of 0.001876 and the historical baseline of 0.001908.

Council Member Ross motioned to approve the FY 2027 certified tax rate information as presented. 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

Submission of Notice of Intent regarding the Mantua Justice Court
Council member Burgan evaluated the operational continuity and potential dissolution of the Mantua Justice Court, balancing statutory compliance timelines against long-term fiscal liabilities. Under guidance from the Administrative Office of the Courts (AOC), entering an interlocal agreement with Box Elder County places the municipal court in a "dormant" state but does not dissolve the entity. The municipality remains statutorily obligated to maintain the sitting judge's compensation alongside partner jurisdiction fees, yielding zero immediate financial relief. Formal dissolution transfers all future municipal case adjudications to the Box Elder County Justice Court and terminates local court operations. To preserve the earliest possible dissolution effective date of July 1, 2027, the municipality must submit a formal Notice of Intent to the Judicial Council, the court, and Box Elder County by the statutory deadline of July 1, 2026. This notice is non-binding and can be legally withdrawn by the Town Council prior to execution. An operational and financial audit indicates that the court currently operates at a net deficit, contradicting top-line budget projections due to state revenue-sharing deductions and localized overhead costs. Caseload data refutes local community-benefit assumptions, revealing that 99.5% of defendants are non-residents, with only five resident cases recorded over the preceding fiscal year. Law enforcement data demonstrates minimal utilization of the court for local ordinance enforcement. While the court proposed a remote operational model to capture $4,000 to $5,000 in annual bailiff and interpreter savings, the municipality faces an unalterable two-year contractual obligation to the sitting judge. If the municipality proceeds with the July 1, 2026, Notice of Intent, the mandatory one-year dissolution wind-down period will align precisely with the natural expiration of the judicial term, optimizing administrative transition. Under a full dissolution framework (AOC Option 1), the municipality forfeits all fine and forfeiture revenues to the county, whereas hybrid and interlocal models (Options 2 and 3) utilize a 50/50 revenue split balanced against varying municipal liabilities for defense, prosecution, and annual jurisdictional fees.

Council Member Henry Dovey moved to submit a Notice of Intent regarding the dissolution of the Mantua Justice Court by July 1, 2026, in accordance with Judicial Council requirements. Council Member Ross made the second.

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

Town Parks and Trails
Keith Johnson reported the successful administration and close-out of five parks grants totaling over $500,000, alongside ongoing routine grounds maintenance. Regarding infrastructure assets, a proposal to construct approximately 10 off-street asphalt parking stalls over an existing rock drainage ditch at Maple Springs Park was officially tabled. The project remains deferred pending Planning & Zoning review, collection of definitive parking demand data, and the finalization of a town-wide stormwater drainage and roadside ditch piping policy. Conversely, the Town Council unanimously approved a motion to authorize the allocation of $3,000 to $5,000 from the current fiscal year's Maple Springs Park operating budget to fund the procurement and installation of a low-maintenance vinyl perimeter fence along the western property line. This capital improvement serves as a risk-mitigation measure to contain municipal liability exposures tied to adjacent private property hazards, while providing noise buffering, a clear boundary demarcation, and wildlife protection for ornamental trees. Procurement and construction will proceed immediately in coordination with adjacent property owners, effectively prioritizing this safety asset over the deferred parking expansion project.

Council Member Ross motioned to approve paying and installing a fence along the property line with oilers from the road back to containing the needed liabilities for Mantua. 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

Consideration and possible adoption of the Internet & Acceptable Use Policy
Council Member Dovey finalized and executed the comprehensive IT and Internet Acceptable Use Policy. The newly adopted instrument establishes standardized internal controls across nine distinct regulatory compliance areas. Structurally, the policy codifies definitions and protocols governing the professional utilization of municipal electronic resources and email accounts, while formalizing a departmental commitment to system confidentiality, integrity, authenticity, and reliability. Notably, the revised framework omits the legacy 90-day forced password rotation rule in favor of a risk-based model requiring resets only upon confirmed compromise or direct IT instruction. The newly integrated Artificial Intelligence (AI) section regulates acceptable use cases and enforces strict data protection thresholds to prevent the ingestion of sensitive or confidential municipal data into external systems. Furthermore, the framework institutes data classification standards to manage municipal information access, mandates strict configuration controls restricting installations to a forthcoming approved hardware and software registry, and implements a mandatory User Acknowledgment and Responsibility signature form to establish a binding chain of accountability for future external audits.

Council Member Burgan motioned to adopt the Internet & Acceptable Use Policy. 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

Consideration and possible approval of the Forsgren Engineering Master Services Agreement and associated Work Order
The municipality has authorized a non-exclusive Master Services Agreement (MSA) with Forsgren Engineering to establish general legal terms and conditions for project-specific municipal engineering assignments. The contract follows a two-month redline negotiation process by the mayor and final vetting by the town attorney. It expands municipal engineering capacity alongside the existing engineer-of-record, with a conflict-of-interest disclosure noted regarding family employment ties to the Planning & Zoning chair. Initial authorization includes the activation of a primary Work Order under the MSA to develop standardized civil specifications for driveway materials, construction, and drainage interaction with municipal rock roadside ditches. These engineering metrics will directly support upcoming Planning & Zoning municipal code amendments to regulate multiple uncodified access points and resolve stormwater drainage conflicts.

Council Member Dovey motioned to approve the Forsgren Engineering Master Services Agreement and associated Work Order. 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

Consideration and possible approval of the New Water Tank SCADA Add-On Project
Public Works Director Marcus Abel has authorized a sole-source capital procurement to install a Supervisory Control and Data Acquisition (SCADA) add-on system for the municipal water tank, which is slated for operational deployment following final lead testing. To maintain system compatibility and integrate with the municipality's existing software architecture, the contract was awarded to the incumbent SCADA vendor, who will also configure the new asset as the primary repeater site to optimize system-wide communications. Financed through existing appropriations within the active fiscal year budget, the approved contract value reflects an updated commercial quote that incorporates a final $750 vendor adjustment. On-site installation is scheduled to commence immediately to maximize fiscal year budget utilization, enabling automated remote monitoring of tank levels, automated regulation of wells and valves, and the elimination of manual overflow prevention interventions.

Council Member Burgan motioned to approve the new water tank SCADA add-on project. 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

Twin D Development Infrastructure Review
A formal corrective administrative action to rectify an omission in prior meeting minutes regarding completed sewer and water infrastructure point repairs. Although the council previously reviewed and informally supported the utility remediation projects executed by Twin D Development, past official minutes indicate the item was tabled and never finalized with a formal approving motion. To satisfy municipal audit standards and validate disbursements, the council passed a retroactive motion to formally approve the full contract expenditure of $42,000, which encompasses the original estimate of $32,000 and a subsequent $10,000 operational adjustment. This ratification establishes a definitive legal and budgetary record for the project, which public works management confirmed as fully completed and successful in resolving the target infrastructure failures.

Mayor Pro Tempore Jeppsen motioned to approve the point repairs that were done by Twin D in the amount of $42,000. 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

Little Valley Days Vendor Approval
Council Member Burgan the food and non-food vendor roster for the Little Valley Days municipal event, executing strategic capacity planning to support peak attendance windows and the primary fireworks exhibition. Food service concessions are consolidated at the Main Street Farm venue and categorized into primary entrée providers—comprising Miranda's Empanadas, Mac Attack, The Corn Belt Company, Thai's Chicken, Soda Cheezy, and Jurassic Tacos—and specialty dessert purveyors, including All Things Wonder, Two Sisters Traders, Juby LLC, Hannah's Sunny Six, and Tommy's Sweet Treats. Approved non-food arts, crafts, and informational booths include Wild North Design, Omaniki Taste and Ceramics, Authors Hansen, Carve Studios, TL Pottery, Makeovers by Meg, the official Little Valley Days merchandise booth, and an AARP informational kiosk. Administrative coordination remains active with the Fire Department and event organizers to deconflict scheduling and prevent commodity over-saturation across the operational footprint.

Mayor Pro Tempore Jeppsen motioned to approve the 2026 Little Valley Days vendors. 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

DISCUSSION ITEMS

Community Wildfire Protection Plan (CWPP)
Zoning Administrator Robert Thayne has finalized the comprehensive Community Wildfire Protection Plan (CWPP) to establish eligibility for state and federal wildfire mitigation funding, including an anticipated $10,000 wildland fire equipment grant. Grounded in legal authority cited from the municipal nuisance ordinance appendix, the plan covers an asset valuation of $493 million across approximately 457 residential structures, designating peripheral sectors and the eastern corporate boundary as high-risk zones under an insurance rating of 5. Operating on a five-to-six-year structural revision cycle, the CWPP mandates the annual execution of a Participation Commitment agreement by active municipal stakeholders to track localized mitigation actions. Public works departments and municipal residents are required to log dates, operational hours, and equipment deployment for fuel reduction activities—such as mowing vacant parcels, clearing drainage ditch banks, and establishing fire breaks—to calculate in-kind monetary matches required by the program. To achieve regulatory alignment, the municipality will process an ordinance at the July legislative session to formally adopt the 2024 state wildland fire code amendments, while forwarding synchronized risk assessment datasets to support the county's pre-disaster mitigation plan deadline.

Water Rate
Council Member Ross reviewed a formal utility tariff restructuring proposal to adjust the municipal water rate architecture, addressing multi-year inflationary pressures and satisfying state utility compliance mandates. Under statutory guidelines from Utah Water Planning, the municipality is required to establish and fund a distinct asset depreciation account for major infrastructure remediation, which optimizes municipal positioning for low-interest state capitalization loans. The approved rate adjustment updates the fixed monthly base rate from $31 to $35 for initial volumetric consumption up to 9,999 gallons, which covers approximately 69% of the average annual customer base. Volumetric surcharges across higher consumption brackets will escalate by $0.25 per 1,000 gallons for Tier 1 (10,000 to 49,999 gallons), $0.50 per 1,000 gallons for Tier 2, and $0.75 per 1,000 gallons for Tiers 3 and 4. This tiered structure ensures that the fiscal burden of system-wide maintenance—encompassing high-overhead items such as pump repairs, storage tank sterilization, and distribution line monitoring—is disproportionately borne by high-volume institutional and agricultural irrigators during peak seasonal demand windows spanning May through September.

State Park
Mayor Ash evaluated a preliminary property designation map from Brigham City regarding a potential State Park development framework at the Mantua Reservoir. The baseline parcel data delineates Brigham City-owned real estate options rather than an approved master development footprint, revealing jurisdictional gaps concerning unshaded public assets like the southern boat ramp, existing restroom facilities, and adjacent privately held parcels. Conceptual terms previously outlined by State Parks involve constructing a restricted-access, fenced fee gateway near Main Street for vehicular and maritime staging, alongside northern sector campground clearings, while preserving unfenced thoroughfares for local bicycle and pedestrian corridors. If the municipality declines the State Park integration framework, Brigham City retains the authority as a primary property holder to unilaterally implement localized access restrictions, perimeter fencing, or commercial parking tariffs to alleviate its current municipal maintenance and financial liabilities, provided those actions comply with Mantua land use ordinances. Administrative review is ongoing regarding alternative municipal management structures, community maintenance compacts, and the verification of historical land transfer deeds to confirm the existence of recreational usage restrictions.

Department Updates

Planning and Zoning: (none)

Public Works: (none)

Adjournment

Mayor Pro Tempore Jeppsen motioned to 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