

Town Council Meeting

Meeting Minutes

August 13, 2026, 7:00 PM

1. Opening Ceremonies

The meeting was called to order by the Mayor, Tyler Shepherd on Thursday, August 13, 2026, at 7:01 PM at the Town Hall on Main Street, Levan, Utah.

Present: Mayor Tyler Shepherd, Council Members: Rachel Goates, Ray Evans, Jerry Spencer, and Brady Taylor.

Also Present: Christine Carrigan (Clerk), Chelsi Oliver (Clerk), Chelsea Carle (Treasurer), Rebecca Dopp (Times News), Russ & Christie Mangelson, Lynn Bateman, Amanda Mecham, Julie Smalley, Shay Morrison (R6), Carol Bennett, McKenzie Stowell, Dan Green, Virginia Green, Derek Jensen, Brandalyn Jensen

The invocation was offered by Council Member Jerry Spencer

Pledge of Allegiance was led by Council Member Brady Taylor

2. Discussion Items/Action Items

a. Fireworks 2027 – McKenzie Stowell

McKenzie Stowell introduced a proposal to engage Vortex Productions for the 2027 Pioneer Day fireworks show. She noted that the 2026 show went well despite the last-minute emergency council decision and stated that the current vendor had been unwilling to issue a refund, offering only replacement shells in return.

Amanda, a pyrotechnician representing Vortex Productions, presented the proposal. She described her 24 years of experience with the company, emphasizing the company's strong safety record and the use of fully electronic firing systems. Unlike the traditional fuse-based method, Vortex's electronic equipment fires shells from a minimum of 100 feet away, significantly reducing the risk of injury to operators. She noted that Vortex had previously responded to a similar emergency situation at a Weber State concert.

Three pricing tiers were presented:

- \$3,600: 100 individual 3-inch shells, 25 four-inch shells, 10 five-inch shells, 50 three-inch shells in a multi-shot finale cake — a show slightly larger in scale and less expensive than the \$4,200 spent in 2026.
- \$7,000 (Option A): 100 paired shells on V-formations and crossers, 100 individual shells, a pot of 4-inch and 5-inch shells, plus the 50-shot finale.
- \$7,000 (Option B): Similar paired and individual shell counts, with the addition of 9 six-inch shells for significantly larger bursts.

Amanda noted that shows are generally budgeted at approximately \$1,000 per minute, and that Levan was receiving a favorable rate due to her personal connection to the community. She confirmed that Levan's arena corner offers sufficient radius for shells up to 6 inches.

Discussion touched on the possibility of incorporating the unused shells from the original 2026 vendor into the Vortex show, with Amanda indicating she could likely incorporate the 2.5- and 3-inch shells into a finale sequence. The council expressed appreciation for the electronic system and noted that it would still allow fire department members to participate in the fallout zone or, if desired, as hired Vortex employees for the actual firing. The council indicated it was interested in the proposal, with a formal decision expected closer to the January–February ordering window.

b. R6 Update – Shay Morrison

Shay Morrison of R6 (Six County Association of Governments) provided several updates:

Regional Growth Summit: A second annual summit will be held on October 22nd in Richfield, featuring more workshop-style sessions including a land-use application review workshop and a session on legally compliant purchasing practices.

CDBG Grant: Levan Town was noted as newly eligible to apply for a Community Development Block Grant, having received a prior award for the pickleball courts approximately two years ago. Key changes to the program were highlighted: the \$250,000 maximum award cap has been removed, available funding is estimated at \$500,000–\$600,000, and the scoring criteria now prioritizes critical infrastructure — water, roads, and sewer — over recreational projects. A mandatory applicant workshop is scheduled for September 28th at 11:00 AM at the R6 building in Richfield. Any representative from Levan Town may attend.

CIB Application: Morrison confirmed that approval of the CIB meeting minutes — included on tonight's consent agenda — was the only outstanding item for Levan's CIB application. The CIB board meeting is scheduled for September 3rd, and a representative from Levan, along with the project engineer (Parker or Coy), will need to attend to present the project and answer board questions. Morrison advised keeping presentations brief and allowing the engineer to lead.

Procurement Policy: Morrison briefly previewed the procurement policy resolution on tonight's agenda, noting it was a standard policy used across many communities, initially drafted by the State Auditor's office. The policy establishes purchasing thresholds, designates the clerk/recorder as the purchasing agent, requires three quotes for purchases over \$5,000, and requires a sealed bid/RFP process for purchases over \$40,000. It also includes an emergency purchase provision and a pre-approved recurring purchases provision.

Data Privacy: Morrison introduced a new area of concern, noting that the state has enacted data privacy laws driven by the expansion of AI and online data collection. He advised that communities are required to appoint a Chief Administrative Officer (CAO) and a Records Officer, and to submit a privacy program self-audit to the state by December 31st of the current year. The current Records Officer confirmed she would be transitioning the role to incoming staff member Chelsi Oliver. Morrison offered to assist staff with the audit form and noted the fall Growth Summit would feature a detailed session on this topic. Discussion also confirmed that Levan already holds a .gov domain and that the transition of email addresses was in progress through the town's IT contact.

Auditor RFQ: In response to discussion about needing a new auditor, Morrison offered to draft a Request for Qualifications (RFQ) and provide recommendations for qualified auditors familiar to the region.

c. Solicitation Discussion

A community member had raised concern about door-to-door solicitors, particularly regarding the potential for aggressive sales tactics targeting vulnerable residents. The town's existing solicitor's license requirement (currently \$25) was noted to be rarely utilized, with only one or two individuals having come in for a permit in recent memory.

Discussion explored the possibility of increasing the permit fee to \$100 as a deterrent, though Morrison cautioned that fee increases must be justifiable based on actual administrative costs. The idea of maintaining a "no solicitation" address list was also discussed, but the council and staff expressed reservations about the administrative burden it would place on the town. The consensus was that the existing ordinance provides adequate legal backing — particularly if a resident were to contact police about an aggressive solicitor — and that better public awareness of the policy, such as a post office notice, may be the most practical step. No formal action was taken.

d. Bank Authorization Resolution 08132026-001

Staff presented a resolution to add Chelsi Oliver as an authorized signatory on town bank accounts. Existing council members remain on the authorization. Council members were reminded to complete personal information forms and provide a copy of their driver's license to the bank.

Motion to approve Resolution No. 08132026-001 authorizing the addition of Chelsi Oliver as a bank signatory was made by Council Member Jerry Spencer and seconded Council Member Brady Taylor. The motion carried unanimously.

e. Procurement Policy Resolution 08132026-002

The procurement policy, as outlined in the R6 update, was presented for adoption.

Motion to approve Resolution No. 08132026-002 adopting the Procurement Policy was made by Council Member Brady Taylor and seconded by Council Member Rachel Goates. The motion carried unanimously.

f. Centracom Lease Agreement

Council Member Brady Taylor explained that Centracom has requested permission to install a tower and small equipment building behind the town shed. It was noted that Centracom holds a non-compete agreement with the town, under which Centracom may not solicit new customers or reconnect cancelled customers within town limits — all internet customers within Levan must be served through the town's municipal network. The lease agreement had been reviewed by the town's attorney.

Council Member Brady Taylor also provided a brief update on the municipal Internet service, indicating that by approximately October 1st, configuration updates are expected to be complete, resulting in improved and faster service speeds for residents.

Motion to approve the Centracom lease agreement permitting installation of a tower and small building near the town shed was made by Council Member Brady Taylor and seconded by Council Member Ray Evans. The motion carried unanimously.

g. EMS Re-licensure Proposal

This item was for Council Members Review. No action was required.

h. Xpress Forms Builder Proposal

Staff presented a proposal from Xpress Forms Builder, which had originally been considered to allow online payment and registration for Pioneer Day events such as the dinner. The proposal carries a cost of \$550 upfront and \$2,750 per year.

Staff noted that the town's current revenue from activities that could utilize such a platform — including park and hall rentals, business licenses, and t-shirt sales — totals only approximately \$500–\$800 per year. Given the limited volume of online transactions currently processed and the difficulty of applying the platform to building permits (which require individualized cost calculations), the council concluded that the cost was not justifiable for a town of Levan's size.

No action was taken.

i. Day of Service

Council Member Jerry Spencer reported that Mayor Justin Seely with Nephi City had reached out regarding Levan's participation in a regional 9/11 Day of Service event, to be held on Saturday, September 12th at a park in Nephi. The activity involves assembling hygiene kits — which include items such as shaving cream and body wash for donation to community organizations. A council member noted that Levan First Ward had already announced shaving cream as the congregation's assigned donation item, suggesting the effort is community-wide rather than a town-funded initiative.

The council agreed to support participation by promoting the event through the town website and other public notice channels. No formal financial contribution from the town was proposed.

j. New Auditor

The council confirmed that a new auditor is needed. Shay Morrison with R6 offered to draft an RFQ for auditing services and provide where to acquire a list of firms with experience serving similarly-sized Utah municipalities. The council directed Morrison to proceed with drafting the RFQ.

3. Mayor/Councilmember/Department/Committee Reports

a. Mayor/Council Member Reports

Council Member Jerry Spencer reported that the Youth Council now has 17 members, with two additional prospective members. Jillean Ercanbrack has accepted the role of Youth Council adviser. The council voted to hold regular meetings every other month, with activities scheduled in the off months. Ercanbrack is pursuing a potential \$1,000 grant through a 4-H mentorship partnership.

A council member suggested that youth council members — particularly the youth mayor and co-mayor pro tems — be encouraged to attend town council meetings to observe the governing process.

b. Office Issued Permits Reports

The following permits were reported as issued: Fence – C. Mangelson/Silo Lane Farms; Fence – B. Hansen; Remodel – M. Kramer; Enclosed Deck – T. Brooks; Re-roof – H. Poulsen. The council requested that property addresses be included on permit reports going forward.

c. Planning Commission Report

A council member noted that the Planning Commission had been working on reviewing and cleaning up ordinances related to short-term rentals and annexation. The short-term rental ordinance will be brought through the Planning Commission before returning to the Town Council.

d. Committee Reports

No committee reports were presented.

e. Other Reports

No additional reports were presented.

4. Council Business: Consent Agenda

a. Approval of Minutes for June 11, 2026, Public Hearing and Regular Meeting

b. Approval of Minutes for June 24, 2026, Work Session, Public Hearing, and Special Meeting

c. Approval of Claims (6-1-2026 to 6-30-2026 and 7-1-2026 to 7-31-2026)

d. Approval of Payroll Comparison Report (5-1-2026 to 6-30-2026 and 6-1-2026 to 7-31-2026)

e. Approval of Final Cash Receipts Report (5-1-2026 to 5-31-2026 and 6-1-2026 to 6-30-2026)

f. Review Tentative Cash Receipts Report (6-1-2026 to 6-30-2026 and 7-1-2026 to 7-31-2026)

g. Review Budget Report (7-1-2026 to 7-31-2026)

Items f and g were noted as informational review items requiring no formal action.

Motion to approve consent agenda items a and b was made by a Council Member Ray Evans and seconded by Council Member Rachel Goates. The motion carried unanimously.

Motion to approve consent agenda items c through e was made by a Council Member Rachel Goates and seconded by Council Member Ray Evans. The motion carried unanimously.

5. Public Comments

No public comments were offered.

6. Closed Session

No closed session was called.

7. Closed Session

No closed session was called.

8. Adjourn

Motion to adjourn was made by the Council Member Ray Evans and seconded by Council Member Rachel Goates. The motion carried unanimously. Town Council Meeting adjourned at 8:13 PM.

Chelsi Oliver, Clerk