

Town of Mantua Regular Meeting Minutes

Date: August 20, 2026

Location: Town Hall, 409 North Main, Mantua, Utah

Time: 6:30 PM

Approval of Agenda Amendments

Motion: Council Member Ross motioned to amend the August 20th meeting agenda to: Move Civic Review from a presentation to an Action Item. Table the item regarding Micah Jeppsen (Roadway Adjacent to the Thurgood Property). Add Bryce Jeppsen discussing a road near his home as a Discussion Item.

Second: Council Member Dovey 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

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

Town Staff Present: Recorder Sherita Schaefer, Public Works Director Marcus Abel, Finance Manager Ronald Wallace, Planning and Zoning Chair Pam Eaves

Applicants or Presenters: James Kendall (Civic Review), Bryce Jeppsen (Resident)

Opening

The meeting was opened by Mayor Ash. The invocation was given by Bryce Jeppsen. The Pledge of Allegiance was led by Mayor Ash; all present participated.

Approve Meeting Minutes

Approve minutes for the Town Council Utility Rate Adjustments Public Hearing held on July 16th, 2026.

Motion: Council Member Dovey motioned to approve the minutes.

Second: Council Member Ross seconded the motion.

Approve minutes for the Town Council Regular Meeting held on July 16th, 2026.

Motion: Mayor Pro Tempore Jeppsen motioned to approve the minutes.

Second: Council Member Dovey 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

Consideration to Pay the Bills: Approve and Sign Bills

Motion: Council Member Burgan motioned to approve the payment of bills.

Second: 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

Public Comment

John Hurd: Expressed concern regarding the state park issue, suggesting a super-majority threshold for community approval and requesting clarification on how public feedback is weighted against applications. He discussed the roadway right-of-way alignment, seeking confirmation that the historic road reached Rocky Dugway Road, supported by old maps.

Presentations & Informational Items

(Civic Review was moved to Action Items per the agenda amendment.)

Action Items

Civic Review Platform Approval

James Kendall presented platform features and pricing for Civic Review, which transitions paper documents into online fillable forms using a centralized hub. The implementation window is eight weeks. Annual pricing tiers are base \$6,000 for 1,000 applications and \$9,000 for 1,500 applications. The town retains full historical data ownership. The topic was considered as an action item per the agenda amendment.

Motion: Council Member Ross motioned to approve the purchase of Civic Review software at the Tier 1 rate of \$6,000 per year, as outlined by James Kendall.

Second: Mayor Pro Tempore Jeppsen 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

Update Regarding the Roadway Adjacent to the Thurgood Property (Micah Jeppsen) *(Added per agenda amendment)*

- **Action:** Item tabled.
- **Outcome:** Per the amended agenda, the Council voted to table this item and refer Micah Jeppsen to Planning and Zoning, as he was unable to attend.

Capital Improvement Plan (CIP)

Ronald Wallace, Finance Manager, presented the short-term project spreadsheet for FY 2026–2029 supporting grant and loan applications. Projects include the CDBG grant intersection work, water tank construction, and the SCADA system completion target by June 30, 2027. Additional projects feature the main well generator CIB grant, Main Street improvements with a spring start, the water meter project in FY 2028, and the cemetery expansion in FY 2028. Rounding out the list are the Public Works building upgrades by June 2027, the pressure reducing station, a sewer pipeline replacement in FY 2029, park restoration by September 30, 2028, and a new well in FY 2029.

Motion: Mayor Pro Tempore Jeppsen motioned to approve the Capital Improvement Plan.

Second: Council Member Burgan 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

Hydrant Flushing & Valve Exercising Tool Purchase

Marcus Abel (Public Works Director) requested a specialized maintenance tool to cycle valves safely and handle hydrant flushing. He recommended Mountain Land Supply Company under bid number S1-08007288 for \$5,452.59, which includes the tool, two batteries, and free extra parts. The budget fully covers the cost.

Motion: Council Member Ross motioned to approve the Hydrant Flushing & Valve Exercising Tool Purchase.

Second: Council Member Burgan 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

Discussion Items

Road Issue Regarding South Dike Road and Reservoir Drive (Bryce Jeppsen)

(Added per agenda amendment)

Bryce Jeppsen addressed private road signs recently posted by Keith Jensen crossing pasture land toward Jensen's property. Jeppsen presented old town plats, a 2001 survey backed by the Box Elder County recorder showing evidence of a non-deeded public roadway, and noted state prescriptive road rules (10-year public use, open 83 years). Pam Eaves noted current GIS mapping excludes the road and shows no recorded easement. Jeppsen requested town intervention to remove signs. Mayor Ash directed staff to draft a letter to Keith Jensen clarifying Mantua's legal position and voicing concerns over the signage. The council will revisit after sending the letter.

Ordinance Review

Mayor Ash and the council debated structured versus reactive ordinance reviews. A comprehensive review is intensive and cost-prohibitive through the town attorney, though several regulations misalign with Utah state code or lack penalty pathways. The general direction leaned toward a hybrid/complaint-driven approach: administrative staff will flag problem ordinances during daily operations for targeted council reviews.

Employee Handbook

Mayor Ash led a review of the handbook's first five pages (introductory front-matter). Two clerical updates were flagged: adding current Mayor Annette Ash (removing former Mayor Mike Johnson) and correcting timeline references (2008 approval vs. unadopted 2023 revision date). The next five pages will undergo review subsequently.

Establishing Electronic Meetings

Mayor Ash evaluated Utah state code requirements for electronic meetings, including adopting a formal governing ordinance, defining infrastructure/anchor location needs, enabling public monitoring/comment, and mandating roll-call votes. Discussion maintained as an informational item.

Standardize Templates for Public Notices, Minutes, and Agendas

Mayor Ash introduced a public document initiative created by Town Recorder Sherita Schaefer to standardize formats, digital naming conventions, and posting protocols on the town and Utah Public Notice websites. Council Member Ross will submit feedback; the item will return as an administrative action item for official adoption.

September Day of Service

Mayor Ash discussed the September 19, 2026 Day of Service coordinating with the local LDS stake for projects like painting pavilions and cleaning the reservoir. Scott Ross suggested online sign-ups; Cheryl Burgan will handle sign-up tool access, snacks/water, and finalize four primary projects with Marcus Abel before Mayor Ash drafts the newsletter on August 31, 2026.

Lee Larson Water Infrastructure Issue

Mayor Ash addressed Lee Larson and Don Wallentine's request to excavate an irrigation line beneath the Town Bowery. Mayor Ash denied excavation to protect municipal concrete. Scope camera footage (\$350 via Grover's Excavation) proved the pipe is structurally sound. Wallentine proposed a bypass requiring a Town Hall connection and Brigham City permission. Council Member Ross affirmed this is not a municipal infrastructure failure. Mayor Ash mandated a legally binding written agreement and formalized proposal from the irrigation company to permanently conclude town obligations before further consideration.

State Park Meeting Update and Council Attendance Planning

Mayor Ash announced a state park working session on Saturday, August 22, 2026 (10:00 AM – 2:00 PM) at Maple Springs pavilion. State representatives and Tom Peterson will present preliminary design concepts to verified Mantua residents 18+. Council members discussed perspectives. Three or more council members may attend as public observers, but no private collective deliberations will occur.

Department Updates

Planning and Zoning: Commission Chair Pam Eaves reported on a notice protocol breakdown that caused two applicants to miss a meeting. The commission approved a 5-foot encroachment variance for an accessory building in a utility easement, requiring a recorded document placing 100% liability on property owners. A new utility pole was noted as falling under town administrative oversight rather than Planning and Zoning.

Public Works: *None.*

Adjournment

Motion: Council Member Dovey motioned to adjourn the meeting.

Second: 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