Town Council Meeting

Meeting Minutes

September 10, 2026, 7:00 PM
20 North Main Street, Levan, UT 84639, US

1. Opening Ceremonies

The meeting was called to order by Councilmember, Jerry Spencer on Thursday, September 10, 2026, at 7:00 PM at Levan Town Hall, 20 North Main Street, Levan, Utah.

Present: Councilmembers: Jerry Spencer, Rachel Goates, Ray Evans, and Brady Taylor

Also Present: Clerk Chelsi Oliver, Treasurer Chelsea Carle, and outgoing Clerk Christine Carrigan, Planning Commissioners: Carol Bennett, and Dan Green, Rebeca Dopp (Nephi Times News), Jess Peterson (R6), Russ and Christie Mangelson, Julie Smalley (Levan Irrigation), Parker Vercimak (Jones & DeMille Engineering)

Absent: Mayor Tyler Shepherd.

The invocation was offered by Council Member Ray Evans.

Pledge of Allegiance was led by Council Member Rachel Goates.

2. Local Building Authority – Agenda

There was no business before the Local Building Authority.

3. Discussion Items/Action Items

a. R6 Introduction, and R6 Updates – Jess Peterson

Councilmember Jerry Spencer introduced Jess Peterson, who is the town's new R6 community advisor. He replaces Shay Morrison, who was reassigned to Millard County. Mr. Peterson said he had family ties to Levan and spent much of his youth in the area. He explained that R6 works closely with the Governor's Office of Planning and Budget on priorities meant to elevate communities across the state. He said he would ask many questions as he learned the town's needs, and he encouraged staff to contact him by text for time-sensitive matters.

Mr. Peterson announced that the Regional Growth Summit is scheduled for October 22 from 5:00 to 9:00 PM in Richfield, He acknowledged that the date falls during the deer hunt but said the venue's availability left few options. He also reminded the council that the CDBG "how to apply" workshop is Monday, September 28, from 11:00 AM to 12:00 PM at the R6 building in Richfield. He stressed that the town should send a representative.

Council member Jerry Spencer said the town was closing on the pickleball court project. The town also planned to apply for another grant covering several improvements. The council would work with R6 and with Jones & DeMill to prepare plans for future submissions. He noted that new council members had missed the March deadline the previous year, not knowing about the opportunities and deadlines and that the town wanted to meet deadlines going forward. Mr. Peterson committed to helping the town submit by the January deadline.

Mr. Peterson and the Councilmember Jerry Spencer also discussed the recent Community Impact Board (CIB) meeting. They said funding was highly competitive, that no community received everything it requested, and that the town was fortunate to receive an award. They noted that Levan has no mineral revenues and ranks low among CIB contributors.

b. Swearing-In for New Town Clerk- Chelsi Oliver

Clerk Christine Carrigan administered the Oath of Office to Chelsi Oliver as Town Clerk.

c. Swearing-In for New Town Treasurer- Chelsea Carle

Clerk Chelsi Oliver administered the Oath of Office to Chelsea Carle as Town Treasurer. Council members and staff thanked outgoing Clerk Christine Carrigan for her service.

d. Town Newsletter

Clerk Chelsi Oliver asked the council what items should appear in the upcoming town newsletter. The presiding councilmember suggested gathering input from the Planning Commission, the Youth Town Council, the utilities department, and the fire department.

Councilmember Jerry Spencer reported that the Youth Town Council has 17 active members. It had secured a grant, arranged by Jilean Ercanbrack, to help fund its activities. The group planned a haunted house in October. Other suggested items for the newsletter included the 811 "call before you dig" reminder, and notices of changes to state ordinances. Councilmember Brady asked that the internet speed upgrades be included. Council members agreed that recurring public information items should appear in each issue.

e. Upcoming Holidays and Activities

The council discussed the town's Trunk or Treat event, which is customarily held on Halloween. Outgoing Clerk Carrigan reported that Linda Hanks had been given the informal title of activities coordinator. She would coordinate with the county on Christmas-related activities but had not been asked to help with Trunk or Treat. Linda Hanks is also scheduled to report on county matters at the next council meeting, in October.

Council members agreed to keep the event simple. It would feature food, a space for vehicles, and a photo backdrop, without a costume contest. The Youth Town Council's haunted house is planned for the week before Halloween, so it does not conflict. The council still needs to decide what food to serve and to advertise the event.

f. Consideration of Audit Service Proposals

Councilmember Jerry Spencer reported that the town's audit remained incomplete with its current auditor, Gilbert and Spencer. Repeated attempts to obtain an update had gone unanswered. Staff stated that the town was nearly two years behind and that the State was withholding tax revenue from the town's PTIF account until the audit is released. Proposals were received from Kimball and Roberts and from Larson.

Clerk Chelsi Oliver said Larson came highly recommended, offered prompt service, and had told her it would not be the cheapest option. She reported that Kimball and Roberts indicated that catching up the town's backlog would not be a priority. Councilmember Brady Taylor said Kimball and Roberts would save approximately $34,000 per year, or about $170,000 over five years. He noted that Larson, a large firm, scored slightly higher on the evaluation point system (9.1 to 9.0).

Outgoing Clerk Christine Carrigan said Larson's higher cost reflected additional services, including training for staff and help maintaining compliance. She also noted its stated turnaround of about one month once records are received. Councilmember Brady said Larson indicated the work could be returned around November. Jess Peterson offered to find out whether the town loses interest on the withheld funds.

> Motion to engage Larson as the town's auditor, including completion of the delinquent 2025 audit, was made by Council Member Brady Taylor and seconded by Council Member Ray Evans. The motion carried.

Staff discussed obtaining records from the current auditor. The town signed an engagement with that auditor in December, and the audit is due December 31, with a 60-day period before the State withholds funds. The matter was referred to the town attorney to review the contract and determine the town's options.

g. Consideration of CIB's Funding Package

Parker Vercimek of Jones & DeMill joined the meeting. Councilmember Jerry Spencer reviewed the CIB's funding offer for the Water Purchase & Recharge Project. The town had requested a 75% grant and 25% loan, and the CIB initially proposed an 80% loan and 20% grant at 2.5% interest. The town argued that the Recharge project was already completed work and that the water allocated by the State could not practically be used elsewhere. A CIB commissioner also sits on the board of the Agri park that was to be located in Levan and supported the town. The resulting package is a 40% grant and 60% loan over 30 years at 1.5% interest. This is

approximately $398,000 in grant funds and $597,000 in loan funds, covering 70 water rights and the Recharge project.

Mr. Vercimek recommended that no action be taken that evening. The CIB funding meeting is October 1, and the CIB will then prepare the paperwork. He said little room existed to seek additional grant funding. He also noted that the town is not obligated to spend all of the funds and could scale the project back, that further public hearings would occur, and that nothing had been signed. He described the opportunity as unprecedented and noted the loan payment of roughly $25,000 per year is substantial. He stated that the loan principal and interest could be recouped through impact fees on new water connections, and he recommended updating the impact fee within the next six months to a year. The presiding councilmember said that discussion should take place with the Mayor present, and he noted additional water rights remain available. Councilmember Brady Taylor commended the town's presentation to the CIB. No action was taken.

h. Consideration of PTIF Authorized Users Resolution No. 09102026-01

The presiding councilmember Jerry Spencer explained that the resolution updates the individuals authorized to add or delete users and to transact on the town's PTIF accounts. Outgoing Clerk Carrigan explained that PTIF is a catch-all account into which State tax revenue and road funds are deposited, and that the resolution removes her as a user.

> Motion to adopt Resolution No. 09102026-01 was made by Councilmember Rachel Goates and seconded by Councilmember Brady Taylor. The motion carried.

It was discussed that signature cards for Cache Valley Bank are ready for all authorized signers to sign.

4. Mayor/Councilmember/Department/Committee Reports

a. Mayor/Councilmember Reports

Councilmember Brady Taylor raised the possibility of installing additional meter-reading equipment on a tower the town is allowing a telecommunications provider to build, to provide redundancy. A representative of the irrigation company, Julie Smalley, said the existing tower had recently been upgraded, covers the town and the irrigation system, and has had no problems. She said the irrigation company reads meters daily and would be affected by outages. She also said a new tower would likely not reach Nephi or Mona because of the ridge. Councilmember Brady Taylor said he would pursue the idea with the entities involved.

b. Office Issued Permits Reports

c. Planning Commission Report

Councilmember Rachel Goates reported that the Planning Commission conducted business as usual. Outgoing Clerk Carrigan reported that a public hearing was held on a proposed short-term rental ordinance, drafted by Shay Morrison with R6. The Planning Commission wished to revise some language, so the ordinance will return for another hearing. Current ordinances prohibit internal accessory dwelling units from being used as short-term rentals, and long-term rentals must be at least 30 days. The proposed ordinance would require short-term rentals, such as Airbnbs, to obtain a business license after a building inspector verifies habitability. The council also discussed requiring business licenses for rentals generally, and staff will review the ordinance with Mr. Peterson. Outgoing Clerk Carrigan noted that the first two weeks of each month are extremely busy for the clerk because of billing, Planning Commission, and council meeting preparation.

d. Committee Reports

Councilmember Jerry Spencer reported that the Youth Town Council is actively planning service projects and activities.

e. Other Reports

Pickleball Court. The presiding councilmember reported that color coating is under way and the contractor expected it to finish by September 25. Council members believe the court may be turned over around September 23. The court is locked, and the remaining work includes wiring the lights, which will be controlled by a timer that shuts them off at 10:00 or 11:00 PM. The council favored holding a brief ribbon-cutting and publishing the

date in the newsletter. The presiding councilmember will contact the contractor. Council members also discussed charging fees for tournaments, since the town must maintain the facility.

Internet Service. Councilmember Brady Taylor reported that speed upgrades at the same price are in progress and should be completed by October 1. He also thanked office staff for a recent account reconciliation.

5. Council Business: Consent Agenda

The Approval of Minutes for August 13, 2026, Regular Meeting was discussed first. Councilmember Rachel Goates noted that Justin Seely's name was misspelled, and staff will correct it.

> Motion to approve the minutes of August 13, 2026, Regular Meeting, with the correction to the spelling of Justin Seely's name, was made by Councilmember Brady Taylor and seconded by Councilmember Ray Evans. The motion carried.
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> Motion to approve the claims (8-1-2026 to 8-31-2026), the Payroll Comparison Report (7-1-2026 to 8-31-2026), and the Final Cash Receipts Report (7-1-2026 to 7-31-2026) was made by Councilmember Rachel Goates and seconded by Councilmember Ray Evans. The motion carried.

Council members confirmed that they reviewed the Tentative Cash Receipts Report. They said they prefer to receive financial documents by email rather than through Microsoft Teams. Staff said they are still working to restore everyone's email access.

6. Public Comments

No public comments were offered.

7. Closed Session

No closed session was called.

8. Adjourn

> Motion to adjourn was made by Councilmember Rachel Goates and seconded by Councilmember Ray Evans. The motion carried. The Town Council Meeting adjourned at 7:49 PM.

Chelsi Oliver, Clerk