

# Portage Town Council

## Jan 14,2026 Meeting minutes

Attendance: Mayor Max Huggins, Councilmember Terra Bell, Clerk Gina Marble, Treasurer Allison Huggins

Visitors: Susan Bell, Martin John, Norma Lasa, Laura Nelson

**Call to Order:** Mayor Huggins called the meeting to order at 6:00pm

The Portage Town Council meeting was called to order on Wednesday, January 14, 2026, at 6:00 PM in Elwood, UT.

### Opening Ceremony: Prayer Pledge

The prayer was offered, followed by the Pledge of Allegiance.

### Public Comments

Laura Nelson expressed concerns about the town's enforcement procedures, suggesting that the town consider alternative approaches before hiring an attorney. They recommended consulting with the Land Use Authority and the Office of the Property Rights Ombudsman. The resident also inquired about plans for road shoulders and potholes on 8800.

Mayor Huggins explained that cold patch had been used to fill some potholes, with the railroad crossing being a priority. He noted that colder temperatures make repairs more challenging, but confirmed that colder patches would be obtained when storage space is available.

### Action Item - Swearing in Mayor Huggins and Councilmembers Terra Bell and Tyson Nelson-Gina Marble

Gina Marble administered the oath of office to Mayor Huggins and Councilmember Terra Bell. The officials signed their oath documents.

### Action Item - Advertise for One Council Seat and Two Planning Commission Seats and Two Alternate Planning Commission Seats

This item was incorporated into the Information Items discussion.

## Action Item - Review and Approve Minutes of November 12, 2025 Town Council Meeting

*Motion: Councilmember Terra Bell moved to approve the November 12, 2025 meeting minutes. Councilmember Mariah Huggins seconded the motion.*

*Motion Passed unanimously.*

## Action Item - Review & Approval of November 12, 2025-January 14, 2026, Bills/Payroll

This item was postponed until the February meeting.

## Action Item - Review Financial Report, Bank Reconciliations, and Water Adjustments or Write Offs

This item was postponed as Allison was currently working on the bank reconciliation and financial reports.

## Information Items

Mayor Huggins reported that one Town Council position, one or two Planning Commission openings, and two alternate Planning Commission positions remain open. The positions were posted on the town website, with applications to be reviewed at the February meeting.

Mayor Huggins announced that Rita and Scott, who had been using the town hall on Mondays due to not having internet at home, had donated \$1,000 to the town hall as a thank you gesture.

Mayor Huggins provided an update on Enbridge gas connections, reporting 59 meters currently hooked up, 11 waiting on signatures, and several more nearly ready, bringing the total to approximately 70-75 connections.

## Action Item - Discuss and Vote – Hiring Attorney to Prosecute Violations of Portage Ordinances

Mayor Huggins reported on discussions with Blair Wardle, an attorney who works with small towns, but noted he was unavailable due to his workload. Blair referred another assistant DA, Brian Duncan, who agreed to serve as the town's attorney for prosecuting ordinance violations at a rate of \$1,000 per year. Mr. Duncan indicated he would revisit the fee structure next year based on actual usage.

Mayor Huggins explained that the need for legal counsel stemmed from issues with residents living in unpermitted structures, including multiple sheds being used as dwellings, one of which is partially on town property. Attempts to address the situation through letters and discussions have been ignored.

*Motion: Councilmember Terra Bell moved to hire attorney Brian Duncan for \$1,000 a year to prosecute violations of ordinances. Mayor Huggins seconded the motion.*

*Motion Passed unanimously.*

## Review of Departments

### Water Update - Tyson Nelson

Mayor Huggins provided a brief update in Councilmember Nelson's absence. The status of new water meters remains unclear following a higher-than-expected quote. The town has implemented a process for sending delinquent water notices, resulting in several shutoffs that were restored upon payment.

### Planning and Zoning Update - Terra Bell

Councilmember Terra Bell indicated she had no updates to report.

### Park Update - Mariah Huggins

Councilmember Mariah Huggins reported that holiday wreaths had been placed around town. She mentioned that Nick would be working on Christmas lights next year to place across the roads in response to community requests. Planning for the Easter Egg Hunt will begin next month.

### Sheriff's Office, Fire Department, Adjournment

No representatives from the Sheriff's Office or Fire Department were present.

*Motion: Councilmember Terra Bell moved to adjourn the meeting. Councilmember Mariah Huggins seconded the motion.*

*Motion Passed unanimously.*

The undersigned, duly acting and appointed clerk for Portage Town Corporation, hereby certifies that the foregoing is a true and correct copy of the Town Council meeting minutes held on the 14<sup>th</sup> day of January 2026. Dated this the 11th day of March 11 2026.

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Gina R Marble, Portage Town Clerk

