**Portage Town Council Meeting**

Wednesday October 14, 2020

Portage Town Hall

25880 N 9000 W Portage, Utah 84331

Town Minutes

**Attendance:** Mayor Nic Tree, Council Member Tyson Nelson, Council Member Lesley Smith, Council Member Martina John, Clerk Katherine Munns, Treasurer Debbie Lucas

**Absent:** Council Member Tyson Nielson and Chief Robert Barrow

**Visitors:** Amanda Loftiss, Norma Lasa, Glen Jacobson, Ed Rogers, Chelsie Nelson (left at 7:25), Lisa Bingham, Dee Bingham and Sgt. Bennett

**Opening Ceremony**

**Pledge:** Council Member John **Prayer:** Council Member Smith

Review and Approval of minutes from September 9, 2020 Town Council Meeting.

**Motion to accept the minutes from September 9, 2020 by Council Member Nelson. Seconded by Council Member John. All aye. Motion approved.**

**2.** Review and Approval of September 10- October 14, 2020 Bills/Payroll. The deposit of almost ($8000) is from the CARES act , **Member John** we have two, **Mayor Tree** there should be three the third one has not come yet. These are listed at 911 and 916. (see #4).

**Motion to approval the bills from September 10- October 14, 2020 by Council Member Smith. Seconded by Council Member Nelson. All aye. Motion approved.**

**3.** Review Financial Report, Bank Reconciliations and Water adjustments or write-offs. Next month there will be a new area for the new CARES act in the financial report.

**4.** Discuss CARES act. Mayor Tree has a 30 page document outlining what the town can spend the money on. The CARES act will grant the money by how many people are in the town. The money can only be spent on Covid related items to help mitigate the spread. It must be used by the end of November or the county and state will take it back. Mayor Tree had several ideas like the bathrooms (Town Hall), or for the fire department to get a monitor so the workers don’t have as much contact and exposure with the patient. Town Council talked about maybe getting a bigger desk so they could spread out more, windows that open. Mayor Tree stated the monitor would cost $30,000 and the CARES act will be a little over $23,000. Mayor Tree said that Robert (the Portage Fire Chief) said that he would maybe put in $5,000 and that would leave the Town owing the balance. Member Nelson asked about maybe a smaller or refurbished monitor that was less money so they could also do other projects. Mayor Tree asked the council to think about ideas and respond back to him because it needs to be done soon. More discussion was had on ideas. Mayor Tree will send the council members the CONFIDENTIAL 30 page CARES act information.

**5.** Discuss and vote on Monitors for fire department. Since the council hasn’t decided on what to spend the money nothing was voted on for the CARES act money. Member Nelson voiced his opinion on a refurbished monitor again. Member John stated she has been a member of the Fire Department for years (over 27) and voiced her opinion on buying PPE equipment with the Fire Departments money.

**Review of Departments:**

**Water- Tyson Nelson**

**6.** Updates on tree removal in the springs. Council Member Nelson shared that no one in the town expressed interest in helping remove the trees from the spring for fire wood. He has spent a lot of time working and it is such a big job he has decided to bull doze the rest into the church property and burn it.

 Something else Council Member Nelson wanted to bring to the council was to think about getting a culvert to put in the ditch instead of them driving through it and ruining it. He talked about maybe watching for a used one to come available and spending some money on it. Council Member Smith suggested to asked Bill if he might come across one that the town to use. Member Nelson told her that an 8 foot long by 12 inches would be wonderful.

Mayor Tree stated that we did have the audit and that it went well they are fixing things up, the water audit. Interrupted

**Roads- Lesley Smith**

**7. Discuss:**

 **A.** Culverts- Grover excavation came and fixed the street on 8800 S**. with asphalt. They** **discovered a small culvert north of the patch that needs to be cleared. Amanda Loftiss suggested to have the culvert at the corner of Bob John’s) needs to be cleard as well. Asked the** fire department to clear culverts clear through before winter.

 **B.** Bills from county- ~~$3011.5~~ $3,011.75 to lightly gravel 9000, 9100, 9200 and the canyon road. They were Country was graveling up the canyon road and had extra so used the extra gravel.

 The shouldering is finished on 8800 west. The amount to complete this work was $54,731.00 and the trans-corridor grant for $45,000 was subtracted from this amount leaving the Town owing $9,731.00. In Council person Smith's opinion the $9,731.00 should come from the $64,000 held in reserve.

 Member Nelson was concerned about barrow ditches being uneven in places toward the Idaho border. Member Smith said she had mentioned this to Bill Gilson of the County and in his opinion he didn't think it would cause a problem.

 **C.** Street lights- 3 lights have been fixed in the town by Rocky Mountain Power. Council Member Smith would like to think about putting more lights in around town.

 **D.** Dura patching- The county will be Dura-patching a few areas on roads in town before winter.

 **E.** Asphalt on street corners- Council Member Smith would like to bring in a truck load of asphalt and hire men in town to help unload and pack it down.

**Planning and Zoning- Martina John**

**8.** Approve Lesli Hinz building permit. Lesli filled out a permit back on June 5, 2018 for a manufactured home, she was supposed to get a perk test done. She fell upon some hard times and was never able to start that (building permit). In 2019 she came to both Planning and Zoning and Town Council, she said she spoke with the county and their permits are good if you haven’t started working on the building permit and a year if you started work so it was supposedly still good. Member John said; there was never any work done and unfortunately we had already signed the permit, there is nothing in the town ordinances saying she cannot continue with the permits the town had signed. Lesli has now come back in October 7, 2020 to planning and zoning. She has presented the planning and zoning council with the perk tests feasibility letter dated October 5, 2020 and her plans for the new home; different model/builder size a little different still a manufactured home. Member John stated that when she was looking on the Box Elder County web site for the variance letter on the lot, she came upon the recorded deed that showed Lesli was not the recorded owner of the land when she applied for the permit in 2018 and that the planning and zoning and town council was not aware of that.

 The biggest thing is that our impact fees in 2018 were $800.00 and now they are $3,000.00.

 **Member John** stated that she had texted this information to Mayor Tree and Member Nelson separately and they told her that they would honor the building permit.

 Planning and zoning said they were not comfortable signing a new permit but would like to use the old permit strikethrough the old information, add the new information, in order to keep the old impact fees.

**Member John** requested that someone else make the motion because she is not prepared to make a motion to pass this (permit). There was a more conversation with Lisa Bingham about information as well as some members of the council.

**Motion to approve Lesli Hinz 2018 building permit with the changes at the 2018 impact fees by Council Member Nelson. Seconded by Council Member Smith.**

**Council Member Smith- Yes**

**Council Member Nelson- Yes**

**Council Member John- No**

**Mayor Tree- Yes**

**Motion approved.**

**9.** Discuss and approve: Welcome Pack: Building Permits Procedures pages 1 & 2.

 Simplified this takes you through the process of the building permit and what you need.

**Motion that we accept the Town of Portage Building Permit Procedures that will go into the welcome Packet page 1 & page 2 by Council Member John. Seconded by Council Member Smith. All aye. Motion approved.**

**10.** Discuss and approve **proposed** changes to the Town of Portage Ordinances sections listed below

 All **proposed and approved changes** to the Town of Portage Ordinances will not become **OFFICIAL** until a properly advertised public hearing meeting has been held where the final votes will be cast.

 **Mayor Tree stated that these are not votes to change the ordinances we are just going through them and making and accepting change to be voted on at a later date in an open hearing meeting.**

 **Member John** we just need to make sure that the **agenda** **and minutes** read the exact way the standing ordinance is written and that the changes are typed exactly for each section.

 There was a lot of discussion on this subject.

A.103.0 ADMINISTRATION changed to **ADMINISTRATION**

B.103.1 Zoning administrator- Authority and Duties changes to

 **Zoning Administrator-Authority and Duties**

 **1.** Changes to introduction paragraph

 **2.** Changes to Numbers 1, 2, 3, 4, 5, and 6

**C.** 103.2 Amendments to Zoning Ordinance and Map changed to

 **Amendments to Zoning Ordinances**

 **1.** Changes to Number 1, A, B, C, D

 **2**. Changes to Number 2, A, B

 **3.** Changes to Number 3, 4, and 5

D. 103.3 Building Permits-Site Plan Required changed to **Building Permits**

 **1.** Paragraph Changes

E. 103.4 Building and Occupancy Permits Required changed to

 **Building Use and Occupancy Permits Required**

 **1.** Change paragraph verbiage

F. 103.5 Building Use and Occupancy to Comply with this Code changed to

 **Building Use and Occupancy to Comply with these Ordinances**

 **1.** Change paragraph verbiage

G. 103.6 Fees for Permits and Amendments changed to

 **Fees for Permits and Amendments**

Changes and additions to Number 1

 **2.** Changes to Number 2. A, B, C

 **3.** Changes to Numbers 3 and 4

H. 103.7 Inspection and Approval Required Prior to Occupancy changed to

 **Inspection and Approval Required Prior Occupancy**

Paragraph change: this ordinance to these ordinances and local building official to

**Box Elder County Building Inspector**

I. 103.8 Penalties changed to **Penalties**

 **1.** Paragraph change: this ordinance to **these ordinances**

No, motion was made nor a vote taken.

 The Town Council went over sections 103.0 – 103.8 of the Town of Portage ordinances; **proposed** changes from Planning and Zoning. Council Member John noted **proposed** changes from the Town Council members on each section.

 These **proposed** changes will be taken back to Planning and Zoning to be discussed.

 Section 103.0 will be discussed at a future Town Council meeting as a whole.

Norma Lasa showed some documentation from Deweyville about their zoning and impact fees. Discussion was had and this will be considered by both the Planning and Zoning and the Town Council.

**Parks- Tyson Nielson (not in attendance)**

**11.** Update on Security Cameras

**Fire Department- Chief Barrow (not in attendance)**

**Sgt. Bennett- Call out report**

Nothing significant happened last month. Sgt. Bennett said there has been several strings of burglaries in Garland. He wanted to remind people to lock their cars and don’t leave keys in your cars.

**Motion to adjourn by Council Member Nelson. Seconded by Council Member Smith. All aye. Motion approved.**

**Adjournment at 7:52**

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**Katherine Munns; Portage Clerk Nicolas Tree; Portage Mayor**