**Portage Town Council Meeting**

Wednesday September 8, 2021

Portage Town Hall

25880 N 9000 W Portage, Utah 84331

Town Minutes

**Attendance:** Mayor Nic Tree, Council Member Tyson Nelson (via Phone call), Council Member Max Huggins, Council Member Lesley Smith, Council Member Mariah Huggins,Clerk Kori Williams, Treasurer Debbie Lucas

**Visitors:** Val Gibbs, Karin Cummins, David Czech, Grant Smith Ed Rogers, Glenn Jacobson,

Mayor Tree called to meeting to order at 6:00pm.

**Opening Ceremony**

**Pledge:** Member Huggins **Prayer:** Treasurer Debbie Lucas

1. Review and Approve minutes from August 11, 2021 Town Council Meeting.

**Motion we approve the minutes from the August 11, 2021 meeting by Member Max Huggins. Seconded by Member Smith. All aye. Motion approved.**

1. Review and Approve August 11, 2021 – September 8, 2021 Bills/Payroll.

**Motion we accept the bills dated 8/11/2021 to 9/8/2021 by Member Max Huggins. Seconded by Member Smith. All aye. Motion approved.**

1. Review Financial Report, Bank Reconciliation and Water Adjustments or Write-offs.
2. Appoint new Council Member for 2 years and 3 months.
	* **Clerk Kori Williams swore in Mariah Huggins as Town Council Member for 2 years and 3 months.**
	* **Mariah Huggins has withdrawn her name from the Election Ballot.**

**Motion we appoint a new council member for two years and three months and it be Mariah Huggins by Member Smith. Seconded by Member Nelson. 2 ayes. 1 abstain. Motion approved.**

1. Discuss and Approve; Cash Receipting and Deposit Policy, Conflict of Interest Form, Conflict of Interest Policy, Ethical Behavior Pledge Form, Hotline Policy, and IT and Computer Security Policy.

**I move that we approve the policies regarding Cash Receipting and Deposit Policy, Conflict of Interest Form, Conflict of Interest Policy, Ethical Behavior Pledge Form, Hotline Policy, and IT and Computer Security Policy by Member Max Huggins. Seconded by Member Smith. All aye. Motions approved.**

1. Public Comments, 3 minutes per person.
2. Paying Box Elder County for the “Chip and Seal” done on Portage Roads which will be $25,063.15 to the County Auditor (Scott Lyons) and the remainder will be paid by the Transportation Corridor Funding.
3. Tree Trimming between the Town Hall and Fire Station estimated at approx. $690
* **Pete’s Tree Service**
1. New County Road Manager is Darin McFarland
2. Received signs to be placed at 8000 S, @ Bob John’s corner that will be placed when the ground is softer. Culverts will be cleared at another time.
3. In progress of getting weeds trimmed on 8800 North. Suggestions are: Tractor with blade, mowing, or possible blow torch with fire truck at hand.
4. Gravel on 9200 West before winter $1500.

**Motion that we go ahead and approve gravel on 9200 west before winter by Member Smith. Seconded by Member Max Huggins. All aye. Motion passes.**

1. Codelibrary.amlegal.com Online access to town ordinances, information only.
2. Keri and Heidi Smith building permit and new building, information only.
	* **Paid water impact fee, but never paid the building permit fee.**
	* **Smith’s have made steps towards getting permit.**
	* **Smith’s have to own property in order to build.**
	* **Smith’s originally stated that they were going to buy a pre inspected tiny home since they will be building it themselves, they will need an inspection.**

**Member Max Huggins motioned to adjourn. Seconded by Member Mariah Huggins. All aye. Motion approved.**

Meeting adjourns at 6:35 pm

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**Kori Williams: Portage Clerk and Recorder Nicolas Tree: Portage Mayor**