

## **Portage Town Council Meeting**

Wednesday January 13, 2021  
Portage Town Hall  
25880 N 9000 W Portage, Utah 84331

### **Town Minutes**

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

**Visitors:** Kristy Thomas (left at 6:25), Mariah Huggins, Kori Williams, Norma Lasa, Teresa Wooley, Jeremy Wooley, Grant Smith, Tom Davis (left at 6), Sgt. Bennett

### **Opening Ceremony**

**Pledge:** Council Member John

**Prayer:** Council Member Nielson

Review and Approve minutes from December 9, 2020 Town Council Meeting

**Motion to accept the minutes from December 9, 2020 by Council Member Nielson.**

**Seconded by Council Member Smith. 3 aye. 1 abstain (Nelson). 1 nay (John). Motion approved**

**2. Review and Approval of December 9, 2020 – January 13, 2021, Bills/Payroll.**

**Treasurer Lucas** - there is one not on there, for that Zoll Medical.

**Mayor Tree** - for the Grant then?

**Treasurer Lucas** - yes, I printed it before.

**Member John** - How much was the check for, then?

**Clerk Munns** - \$22,733. The full total is \$24,303.90 and the fire department will cover the rest.

**Member Smith** - And there was a note on Portage Mom's and she said "that who ever is plowing the roads is doing an excellent job.

**Mayor Tree** - Keep it up Mike!

**Member Smith** - Glad to hear that

**Member John** - Okay this says 12/9 – 1/13. But, that's the first date over here. So, is that wrong? Because this is last month.

**Clerk Munns** - It's right because of Town Council. The bills are shown from the last month's council to day.

**Mayor Tree** - Is there anything we missed? So, we can vote on that?

**Motion to approval the bills from December 9,2020- January 13, 2020 by Council Member Nielson.**  
**Seconded by Member Nelson. All aye. Motion approved.**

#### **4 & 5. Review self-evaluation audit and Review fraud risk assessment**

**Mayor Tree** - Any questions on those?.. Alright with the self-evaluation we do on it every year. Me, Lesley, and Martina. There was nothing new except for, and I want to talk about it, the self-fraud risk assessment.

**Member John** - Did I do that?

**Mayor Tree** - I meant Lesley

**Member John** - Oh, you said Lesley and Martina.

**Mayor Tree** - Oh my bad. So, Lesley, then me and Katherine are the ones that performed that audit. So the other thing different was the fraud risk assessment and they score you as what is our risk? Is it very high that we could have fraud? Or is it very low? And after we did the score, we were moderate. The highest you can get is 400. I do have an extra copy if you want to look at it. The big thing is that there are some that we will never have, they asked that we had someone that had a MBA and that someone goes for training 40 hours on accounting, budgeting, or other financial areas each year. So, we don't do that, so we'll never get that. The ones that were big to me, were the ones that we're working on you'll see, the ones that we don't have policies in place. So, some that we were going to work on were pecurma, ethic behavior, reporting fraud and abuse, and then IT and computer security.

**Member Nelson** - Do we have one on Purchasing Cards?

**Mayor Tree** - We do have a policy. We don't have one on Purchasing Card either.

**Member Nelson** - Right there is marked

**Member John** - What's a Purchasing Card?

**Mayor Tree** You use your credit card and the only one we have is the Fire Department. So, these are the ones we got good on.

**Clerk Munns** - Purchasing card is for the Fire Station, because they are the only ones who have a credit card.

**Member Nelson** - Got it.

**Mayor Tree** - So those are the ones we can make the change to when we do our next one. So, we will do this at the end of the year again. Right now, it's me, Katherine, and Lesley if anyone wants to join our committee let us know. If anyone at the end of this year wants to do these audits, let us know.

**Member Nelson** - The separation of duties looks like we were up to par on all of those.

**Mayor Tree** - Yep, so this the main one and this a new fraud assessment.

#### **6. Vote on representative from the town to be on the Mosquito Abatement board for a 4-year term.**

**Mayor Tree** - We did get a notice on the Mosquito Abatement, that term is coming up for another four years. The town needs to vote in a new representative for that. I've been doing it for the past four years. If you want me to continue to do that I will.

**Member Nelson** - Do you want to continue to do it?



**Mayor Tree** - I can continue to do it, yes, I will do it. Unless anyone is dying to do it.... Okay then you'll need to vote me in for the next four years.

**Member John** Motioned that **Mayor Tree** serve on the **Mosquito Abatement Board** for another four-year term. **Member Nelson** seconded motion. All aye. Motion approved.

### **Jump to Planning and Zoning**

**8. Vote on Jeremy and Teresa Wooley new home building permit.**

**Member John** - We have Jeremy and Teresa, here is there building permit. I intentionally left the square footage, because they are going to have a bonus room above there garage. And I am not sure how that counts, and that is the county's anyways.

**Member Smith** - What's the address?

**Member John** - Right behind Juanita and east of Laura and west of the empty lot and on 2600 North or West. She has a warranty deed from the county and it has been changed and you can see it that they needed a deed from that. And here is their yard layout. And are you doing a survey?

**Teresa Wooley** - Still working on it.

**Member John** motion that we accept **Teresa and Jeremy Wooley's building permit, Permit #2021-001**. Seconded by **Member Smith**. All aye. Motion passed.

**9. Vote on Slash T Property LLC new shed permit.**

**Member John** - Represented by Kristy today, and they are wanting to put up a shed. Here's a lot layout.

**Mayor Tree** - Any Questions?

**Member John** - And they aren't going to have any water or power and its 360 square feet. So, it'll just take a \$25 Portage fee. If that is okay with everybody?

**Kristy Thomas** - How much?

**Member John** - \$25 and you can give that to Debbie. And everything looks good.

**Member John** motion that we accept the building permit, **Permit #2021-002 to Slash T Property LLC for a shed**. Seconded by **Member Nelson**. All aye. Motion passed.

**10. Discuss and vote on Lengthening time limit for agenda items to be on the P&Z agenda.**

**Member John** - We want to expand the 48-hour notice, because that kind of leaves us hanging.

**Mayor Tree** - That way you have a chance to look at it?

**Member John** - Yes so what we had talked about in Zoning was extending it to like a week, because there is a lot of places that it is two weeks. So, I think with a week you can pretty much get all the calls you need to make and stuff. Cause some walk in and its simple and easy, but there are a lot that of them that we got to do a lot.

**Mayor Tree** - So they gotta know a week in advance?

**Member John** - Yep, so that's what we were kind of thinking about.

**Mayor Tree** - Did zoning vote on that? Is that what they want to go with then?

**Member John** - We discussed it.

**Mayor Tree** - Any thoughts here on it?

**Member Nielson** - Sounds fine.

**Member John** - We will post it around, and on our website.

**Member Nelson** - Is there an ordinance?

**Mayor Tree** - Yeah you got a document on that, that says 48 hours?

**Member John** - To my knowledge the only thing that is not in the ordinances, it is in the Welcome Pack.

**Mayor Tree** - So we can change it there then.

**Member John** - The twenty-four-hour posting is official.

**Mayor Tree** - Yeah you have to.

**Member John** - Yeah that is a state law. Then I think your town can set whatever is agreeable.

**Mayor Tree** - We can put that in as a policy on that.

**Member John** - Add a little section?

**Mayor Tree** - Yeah, so that way it's there. So next month we will put it on there and vote on it.

**Member John** - Yeah that works too. Then we will have a little write up next month. So, add the twenty-four-hours we have to advertise it?

**Mayor Tree** - Yep.

**Member John** - And do like a mini resolution?

**Mayor Tree** - Exactly. Policies are a little easier to put on there. That's what it is, it's our policy.

## **7. Discuss and vote on new Clerk**

**Mayor Tree** - We have four applicants that put in. Let's see if I can find them all. Martina John, Kori Williams, Mariah Huggins, and Grant Smith. So, my first thought was maybe we will just start with Grant, introduce yourself, tell us why you're interested, and a little bit about yourself. For those who don't know.

**Grant Smith** - I am Grant Smith I have twenty years of experience in government, in Huntington Town Council, Portage Planning and Zoning, Portage Recorder Clerk, and Portage Water Master. I always felt the need to participate in government. With my experience, skills I have accounting, minor in Tax Accounting, and Economics, and so forth. I think I would be an asset to the board and to the community, and I have a desire to do it.

**Mayor Tree** - That's good. Any questions for Grant? Mariah.



**Mariah Huggins** - Alright I am Mariah Huggins. I moved in here a year ago, and everyone knows because I have been here many times, but I made it in the house. I have some experience with computers, I used to work in Mortgages a little bit, I can pick up on computers pretty quickly. I have had a lot of organizational things through Mortgages as well. Worked for, I was a nanny for a couple of years. I started a company with my husband who's a Massage Therapist, didn't really make that go, but we gave it our all when we were there. I like to try new things, I am good at listening, and can follow steps, and I am pretty reliable, and I can also do my own thing. You want me to run with something I am more than happy to do that as well. I have the time and I have some of the know how and I am happy to learn.

**Mayor Tree** - Okay well, good. Kori.

**Kori Williams** - My name is Kori Williams, I just moved into the white house on the front road. Not the Frontage road, I've made that mistake before. I am just really excited to get to know everyone and I thought what a perfect way to get to meet new people, and learn more about Portage. I grew up loving Portage, and spending most of my summers up here. But, I am so excited to be here, I have worked with computers, I've worked as a receptionist, I also have done lots of filing. I currently work at the City Library, where I also use computers, email, phone calls, all that. I am really easy to work with, and I work hard. I am reliable, and super trustworthy. So that's me.

**Mayor Tree** - Can you tell me a little bit on the Farm Bureau one? You put a paperless system, how did you do that?

**Kori Williams** - Yeah, so when I started working there, they had gotten a new system, so what I did was scanned documents, created files. Made it so if they wanted to find the history of a client, they could just pull it right up through the computer system, and so then they could limit there filing space and use it for another work office.

**Mayor Tree** - Sweet, thank you.

**Kori Williams** - You're welcome

**Mayor Tree** - Mariah, I did have a question for you, let me just find my notes. So, did you work with Planning and Zoning?

**Mariah Huggins** - Worked with Planning and Zoning?

**Mayor Tree** - Yeah, "worked with Planning and Zoning".

**Mariah Huggins** - Sorry I wasn't like on it, I just had to go to it.

**Mayor Tree** - Oh, you just had to come and see us a lot?

**Mariah Huggins** - Yeah.

**Mayor Tree** - Well that's pretty much helping us out then, because sometimes you never know. I was like I never remember you on Planning and Zoning.

**Member Nelson** - She only had to come in a couple of times.

**Mayor Tree** - Well then, the shocker to me. I even texted her and said "wow, I never know what Martina is up to." But, Martina. So, let's go.

**Member John** - I just want to talk about myself I have been on the Fire Department for twenty plus years, I have been on Town Council, this is my second go, I didn't learn the first time, so anyway. Right now, I



work for the Samaria Lake Canal Company. I am their secretary and treasurer and I do every ounce of paperwork, because they are all a bunch of farmers, and say "you ought to do it", all of the government forms, get the taxes ready, we do have an accountant, I don't do that. I handle all the money coming and outgoing, bills and all of that stuff. I've wore several hats, I was hired on to Proctor and Gamble with forklifts and work with computers and scanned and filed, and do all of this extra stuff, beyond just being a forklift person for them. I did a lot of paperwork for them and what not, and then I went out yard, and I drove the semi-trucks around and I took loads in. I talked to customers and I took information in. And worked for Dr. Walker and I can know the HIPPA laws and to keep privacy, privacy. So, I started as his receptionist and then I was upgraded to Medical Assistant there, so I did all the blood work and I did all the x-rays and handled the patient's files, and I filled in for the receptionist when she was at lunch or whatever, and kept everything going. That's probably me in a nut shell.

**Mayor Tree** - Well, I have to ask why?

**Member John** - Cause I thought well, I do quite a bit of secretarial stuff and I've gotten real comfortable with doing that for Samaria, taking care of all the billings and bills and keeping everything organized and together. So, I feel kind of comfortable doing that. My one thing is I still want to be part of Zoning, because I really enjoy that. Just be the alternate member, that way I can help have input to put in. I have all the stuff ready to pass on, and I can help people with that. I've got all electronic.

**Member Smith** - So are you going to be Council Person and this?

**Member John** - Can't be a council person.

**Mayor Tree** - She would have to be removed and would have to appoint.

**Member Nelson** - So I have a question, not for you, because you know. But for everybody else is their questions that you have for the town regarding this position?

**Mayor Tree** - Before we go there, I should probably describe. You will work with different agencies, budget, and audits. You are kind of the first person they see, the face of Portage, so we want to make a good impression. Because they could usually stop in the office first, and you will direct them were to go.

**Member Smith** - I just have something to say this is not an easy job. We've had a few people that thought it would be going to be a snap, it's not. And there is a lot involved in it, a lot of book keeping, a lot of things you have to do, that you don't realize until you've got the job. It's not just a come once a week and do it.

**Clerk Munns** - Yeah, I definitely don't work just once a week.

**Member Smith** - It's just a big job, and that's what I want to say, because you've got to have the time to do it.

**Mayor Tree** - The pay did get up it's \$500 a month now, you get paid quarterly. You deal with the public a lot and you also have to deal with us. You work real close with me.

**Kori Williams** - I got some. Is there like a set schedule, that you guys like to keep. Obviously, Wednesdays but what other days?

**Clerk Munns** - You can change it but in the past it's been Wednesday morning.

**Mayor Tree** - If that doesn't work just come to us and let us know what day does work, because we do like to have 3 hours that you're here, and then Debbie comes in.

**Clerk Munns** - It doesn't have to be Wednesdays but it is convenient to come in the day of the meeting, so then you're ready for it.

**Mayor Tree** - We do want the public, and we have to post it. So that way they do call or whatever, someone is here. But, if it doesn't work you do need to let us know.

**Mariah Huggins** - Okay, I do have a question. Don't you have to go to Zoning? Don't you do the minutes for Zoning too?

**Mayor Tree** - Well, Martina has been doing it.

**Member John** - I have been doing it, because it was a little too much for Katherine. So I just said "ill do them". I don't know what the official deal is.

**Clerk Munns** - If you want to take them over you can.

**Mayor Tree** - You definitely have to do the minutes for this one. You will probably take the minutes for both.

**Member John** - Then my standard issue question with people that have young children. Do you have someone to watch your children?

**Mariah Huggins** - Yes

**Kori Williams** - Yep.

**Mayor Tree** - Well you didn't make it easy.

**Member Nelson** - I agree this is the hardest one ever.

**Mayor Tree** - Well the board?

**Grant Smith** - You appoint they support.

**Mayor Tree** - Well give me your opinions.

**Member Smith** - The more experienced the better, I think.

**Mayor Tree** - Martina your thoughts, if it wasn't you?

**Member John** - If it wasn't me, I am kind of leaning toward Grant. Just because he already has the experience, and we've had not experienced and it's not been so great.

**Member Smith** - I would go with Grant.

**Member Nelson** - Well we don't vote on this decision you appoint and we argue with you or not.

**Mayor Tree** - There is two opinions, you two?

**Member Nelson** - So sorry Martina I want you to stay with us.

**Member Nielson** - I agree with Tyson on that one. You have all the books and the papers, everything ready to pass on, but you have a lot up there that is a big asset. You're a big asset where you are already.

**Member Nelson** - I have concerns of family working together, no offense, so that puts me going right there as well. That's my opinion. It's between those two for me.



**Grant Smith** - Can I make a response to that point?

**Mayor Tree** - Yeah.

**Grant Smith** - The Clerk works for the Mayor

**Member Nelson** - And I understand that. But we all just heard her vote for you when she doesn't get a vote on it, makes me a little more concerned. Not that it's a big deal, but that's my opinion.

**Member John** - So my opinion if it's going to come down to either or. Because you guys are clearly not going to vote for Grant. So my opinion would be for Mariah, she does seem to have a little more experience with her husbands business, setting things up and working with a little bit of accounting, and stuff like that. In my opinion reading those.

**Mayor Tree** - They both are pretty much tied.

**Member Smith** - Who do you pick Nic?

**Mayor Tree** - Well, know that this in eleven months that the Mayor will have the opportunity to pick a new one if they want to. I like Mariah or Kori. I don't know you both that well, I just read the resumes and I thought they were pretty darn close. Probably leaning toward Kori. That's good everyone got a vote.

**Member Nelson** - Okay, I got your back.

**Member Nielson** - I am good with that Choice.

**Mayor Tree** - Okay Kori then.

**Kori Williams** - Great, thank you.

**Mayor Tree appoints Kori Williams as Town Clerk. 3 ayes. 2 apposed. Motion passes.**

Sgt. Bennett had nothing to report. All quiet.

**Member Nielson motioned to adjourn. Seconded by Member John. All aye.**

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**Kori Williams: Portage Clerk and Recorder**



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**Nicolas Tree: Portage Mayor**