

## HOWELL TOWN CORPORATION

Minutes of the Howell Town Council Meeting held January 9, 2024, at 7:00 p.m. at the Sgt. Rocky D. Payne Memorial Center.

Present:	Brad Hawkes	Mayor
	Josh Anderson	Council Member
	Craig Hawkes	Council Member

Others Present:	H. Leon Kotter	Town Clerk
	Shelly Logan	Town Treasurer

Call to Order: Mayor Brad Hawkes

### **Welcome, roll call, prayer, Pledge of Allegiance, Approve the Agenda.**

Mayor Hawkes welcomed everyone to Howell Town Council Meeting.

Prayer: Council Member Josh Anderson

Pledge of Allegiance was led by: Mayor Brad Hawkes

### **Approve the agenda:**

MOTION Council Member Josh Anderson moved to approve the January 9, 2024, Howell Town Council meeting agenda. The motion was seconded by Council Member Craig Hawkes. The motion passed unanimously.

### **Approve minutes of the Howell Town Council Meeting.**

MOTION Council Member Craig Hawkes moved to approve the minutes of the December 12, 2023, Howell Town Council Meeting. The motion was seconded by Council Member Josh Anderson. The motion passed unanimously.

### **Follow up to the minutes.**

None

**Deputy Sheriff** – Not Present

### **Shelly Logan, Town Treasurer– Financial Reports**

Shelly reported the general fund received \$221.00 in interest and the PTIF fund received \$682.00 in interest. The overall budget is looking good. There is a section in the Parks budget that we need to keep an eye on.

**Town Clerk Leon Kotter**

**Do we need to upgrade our standard mileage rate. Currently 50.5 cents per mile. The IRS standard mileage rate is 65.5 cents per mile for 2023.**

After a short discussion it was decided that the town keep the current rate of 50.5 cents per mile. This will be discussed further in April when all the council members are present.

**We need to update our Facilities Rental Policy P22-11.**

We need to update our Facilities Rental Policy P22-11 to reflect that if people want to rent the upper area and the gym is available both areas would have to be rented. The updated policy will be presented in next month's council meeting.

**Capital Improvement List**

Clerk Leon Kotter presented a sample form where the town can list capital projects. The list would have short-term projects, medium term projects and long-term projects. This will be helpful in identifying projects and planning for them.

**Forms W-4, Conflict of Interest, and Ethical Behavior Pledge**

Clerk Leon Kotter stated that these forms should be filled each year. The conflict of interest and ethical behavior forms are part of the fraud risk assessment the town must turn in. He encouraged council members and employees to fill these forms out, sign and return them.

**Mayor Brad Hawkes: CDBG Survey:**

The Town council has approved the project of oiling 14400 N from where the oil portion ends to the west canal. As part of the grant process an income survey must be conducted. Only those who are along the project area will be surveyed. Mayor Hawkes will conduct the survey.

**Council Member Craig Hawkes: Water, Lead, Copper Survey**

A survey was sent with the December water bills asking town residents to report what kind of water pipe they have in their house. This is to find out if there are any pipe joints that may have lead in them. He hopes the residents will fill out this survey.

**Council Member Josh Anderson: New vacuum and vacuum bags**

Our current small vacuums are not in good shape. He would like to get a Shark vacuum. He also needs to get bags for the Hoover vacuum. He will get the information to Leon. The new vacuum and bags are available on Amazon.

**Mayor, Council Member Reports**

**Mayor Brad Hawkes:** Nothing

**Council Member Rex Nessen:** Not Present

**Council Member Josh Anderson:**

- He has a person coming out to look at the flooring in the Post Office and give us a bid to replace the flooring.
- Does the Town Council want to have their annual dinner? Yes. January 25, 2024, was scheduled. The dinner will be at 7:00 p.m. here at the Community Center.

**Council Member Craig Hawkes:**

- He has registered for the Rural Water Association of Utah's annual conference in St. George, Utah for February 26, 2024.
- He has replaced two shut off valves.

**Council Member Mark Sorensen:** Not Present

**Approve Payment Vouchers and Bills**

Payment Vouchers and Paid Bills were reviewed.

MOTION Council Member Josh Anderson moved to approve vouchers and paid bills. The motion was seconded by Council Member Craig Hawkes. The motion passed unanimously.

**Adjournment**

MOTION Mayor Brad Hawkes moved to adjourn. The motion was seconded by Council Member Craig Hawkes. The motion passed unanimously.

Adjourned at: 8:05 p.m.

Approved: February 13, 2024



H. Leon Kotter, Town Clerk

