

# Meeting Minutes

## Workshop

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### Town Council Workshop Meeting Minutes

**Date:** February 12, 2026, **Time:** 6:30 PM **Location:** Town Council Office **Attendees:** Town Council Members, Legal Advisors, Town Staff, Residents

#### 1. Meeting Overview

**Purpose:** The purpose of the meeting was to discuss various town ordinances and issues, including security deposits for water and sewer services, regulation of signs on utility poles, storage container regulations, water leak management, rental property inspections, and enforcement of municipal infractions.

#### 2. Key Discussion Points

- **Security Deposit for Water and Sewer Services:**

- Discussion on reinstating and increasing the security deposit from \$100 to \$150 for water and sewer services. - Consideration of two proposals: \$150 or \$300 total for both services.

- **Regulation of Signs on Utility Poles:**

- Concerns raised about unauthorized signs on utility poles and their impact on community aesthetics. - Discussion on the feasibility and enforcement of an ordinance to regulate or prohibit such signs.

- **Storage Container Regulations:**

- Review of options for handling existing storage containers, including conversion to utility buildings or removal. - Discussion on consistency in enforcement and potential changes to zoning regulations for commercial areas.

- **Water Leak Management:**

- Current policy allows for water shutoffs after 5 days if a leak is not repaired. - Proposal to define a significant leak as over 200 gallons per hour, warranting immediate shutoff. Discussion on extending the repair period from 5 to 7 days.

- **Rental Property Inspections:**

- Enforcement of rental licenses and inspections between tenant turnovers. - Consideration of changing inspection frequency from biennial to annual. - Discussion on ensuring compliance and potential penalties for non-compliance.

- **Enforcement of Municipal Infractions:**

- Concerns about the effectiveness of current enforcement methods. - Proposal to explore more stringent penalties, including potential misdemeanors for persistent violations.

### 3. Decisions Made

- **Security Deposit:** Consensus to draft an ordinance reflecting a \$300 total deposit for water and sewer services.
- **Signs on Utility Poles:** No immediate action; proposal withdrawn due to enforcement challenges.
- **Storage Containers:** Consensus to enforce current ordinance requiring removal or conversion to compliant structures.
- **Water Leak Management:** Agreement to define significant leaks and adjust repair timeframes for ordinance drafting.
- **Rental Inspections:** Agreement to discuss changing inspection frequency to annual at the next meeting.

### 4. Action Items

- **Security Deposit Ordinance:** Legal team to draft ordinance for \$300 deposit (Responsible: Legal Advisors).
- **Water Leak Ordinance:** Draft ordinance specifying 200 gallons/hour as a significant leak and adjust repair timeframe (Responsible: Legal Advisors).

- **Rental Inspection Frequency:** Prepare proposal for annual inspections (Responsible: Town Staff).
- **Public Engagement on Code Violations:** Plan a workshop or committee to review minor property code violations (Responsible: Town Council).

## 5. Closed Session:

- **Closed Session:** At the Town Council meeting on Thursday, February 12, 2026, Councilmember Ernest moved to close the meeting at 7:23 p.m. to discuss personnel matters related to the Police Department and the Town Manager. The motion was seconded by Councilmember Noon and all were in favor. During the closed session, the Council held an administrative discussion and agreed to permit use of the Town vehicle and fuel card by the Town Manager, provided that there is compliance with the Town Vehicle Policy. No formal votes were taken in the Closed Session.

At 7:51 p.m., Councilmember Noon moved to end the Closed Session. Councilmember Breliia seconded. The motion carried unanimously.

There being no further business to conduct, at 7:51 p.m. Councilmember Breliia moved to adjourn the public workshop. Councilmember Noon seconded. The motion carried unanimously.

Conducted to consult legal counsel on personnel issues.

**Adjournment:** The meeting was adjourned following the closed session.

### Approval:

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David Spencer, Mayor