

**STATE OF UTAH
COUNTY OF SEVIER
TOWN OF ANNABELLA**

**TOWN COUNCIL MEETING
November 14, 2024**

Minutes from the Annabella Town Council Meeting held Thursday, November 14, 2024, beginning at 6:00 p.m. in the Town Council Chambers, located at 295 East 300 North, Annabella, Utah. Mayor Brent Christensen conducting.

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| 1. ROLL CALL | 10. PUBLIC HEARING SCHEDULING |
| 2. OPENING REMARKS | 11. ADOPTED-ORDINANCE 2024-02,
THE UPDATED LAND
MANAGEMENT AND
DEVELOPMENT CODE |
| 3. PLEDGE OF ALLEGIANCE | 12. REVIEW UPDATED PERSONNEL
POLICY |
| 4. CITIZEN INPUT | 13. DISCUSS ON MAINTENANCE
SUPERVISOR POSITION
VACANCY |
| 5. APPOINTMENT-RICK ROBERTS,
FINANCIAL STATEMENTS AND
AUDIT REVIEW | 14. DEPARTMENT BUSINESS |
| 6. APPOINTMENT-PARKER
VERCIMAK, SECONDARY WATER
RATE OPTIONS | 15. OTHER BUSINESS |
| 7. APPROVAL OF MINUTES | 16. CLOSED MEETING |
| 8. APPROVAL OF WARRANT
REGISTER | 17. ADJOURN |
| 9. DISCUSSION ON SECONDARY
WATER RATE OPTIONS | |

Public in attendance:

*Eric Nielson
Larry Helquist
Tyler Timmons
John Chartier
Kent Poulson*

*Parker Vercimak
Kyler Nielsen
K.C. Ford
Karrie Ford*

1. ROLL CALL. Roll call was taken by Mayor Christensen. In attendance were Councilmembers Kelvin Johns, Stephanie Morgan and Chris Nielson. Jill Anderson attended via electronic participation (Zoom). Tina Mitchell, Clerk, and Scott Thomsen, Maintenance Supervisor, were also in attendance.

2. OPENING REMARKS. Mayor Christensen welcomed those in attendance. A prayer was offered by Councilmember Nielson.

3. PLEDGE OF ALLEGIANCE. Councilmember Johns led the group in the Pledge of Allegiance.

4. CITIZEN INPUT. Mayor Christensen opened the floor to citizen input. There were no comments.

5. APPOINTMENT-RICK ROBERTS, FINANCIAL STATEMENTS AND AUDIT REVIEW. Rick Roberts presented the financial statements and audit results for Annabella. He began by discussing the audit process, which involved reviewing and testing the Town's controls to ensure compliance and accuracy in financial reporting. The outcome of the audit was positive, as indicated by a clean opinion with no irregularities found in the Town's financial statements.

Additionally, Mr. Roberts addressed the Town's debt management, providing details from specific pages of the financial report. He noted that as of June 30th, the town's total long term debt amounted to \$1,715,000, encompassing governmental and business-type debts. Roberts emphasized the importance of adhering to state requirements, which include maintaining a fund balance within permissible limits and ensuring all bonds and budgets are properly managed and adopted. He praised the Town's handling of their financial processes and work in ensuring compliance with state laws, and noted there were no findings or recommendations from the audit.

6. APPOINTMENT-PARKER VERCIMAK, SECONDARY WATER OPTIONS. Parker Vercimak discussed secondary water rate options with the Town Council. The discussion focused on achieving a balance between cost recovery and fairness in managing the Town's water infrastructure. Parker Vercimak noted that the primary aim was to balance the budget while encouraging conservation. Several ideas were discussed. Mr. Vercimak noted that only a few communities still employ lot sizes to determine water rates.

The Town Council discussed tiered rate options, noting that current usage data might not accurately predict future patterns under a revised billing system. The Town Council also discussed the idea of introducing surcharges during periods of well-pumping to balance costs when reservoir supply is insufficient.

Parker Vercimak noted the importance of aligning the water rates with state water conservation goals, which advocate for tiered rate structures to manage and motivate reduced water usage in a desert environment.

The Council agreed to schedule a work meeting with Mr. Vercimak to investigate possible rate structures. The Town Council also acknowledged the requirement for a public hearing before implementing any rate changes. Additionally, Mr. Vercimak mentioned organizing a public open house to present the information and gather feedback prior to the public hearing.

7. APPROVAL OF MINUTES. Mayor Christensen opened discussion for approval of the minutes. **Councilmember Nielson made a motion to approve the minutes**

as presented. Councilmember Johns seconded the motion and the motion carried unanimously. (Summary: Yes=4). Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, and Chris Nielson.

8. APPROVAL OF WARRANT REGISTER. The warrant register was presented and reviewed for formal approval. **Councilmember Nielson made a motion to approve the warrant register as presented. Councilmember Morgan seconded the motion and the motion carried unanimously. (Summary: Yes=4). Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, and Chris Nielson.**

9. DISCUSSION SECONDARY WATER RATE OPTIONS. Extensive discussion ensued regarding the secondary water rate options, covering a range of topics presented earlier by Parker Vercimak. There was a consensus that water usage should promote fairness and cost recovery for maintaining the town's water infrastructure.

Councilmember Nielsen highlighted concerns about the impacts of different rate structures on diverse users. Further discussion included ensuring that rate adjustments remained in line with water conservation goals set forth by the state. The Town Council members agreed that a more detailed examination would take place at a forthcoming work meeting, where all options could be discussed with Parker Vercimak, who offered to provide additional data for evaluation.

10. PUBLIC HEARING SCHEDULING. The public hearing date was not set.

11. ADOPTED-ORDINANCE 2024-02, THE UPDATED LAND MANAGEMENT AND DEVELOPMENT CODE. Kent Poulson explained the need to update subdivision ordinance approval processes due to legislative requirements, specifically referencing Senate Bill 174. This legislative change mandates the removal of the Town Council's direct role in subdivision approval, instead designating the Planning Commission for preliminary reviews and a final approval team, which includes Planning Commission members, the Town Engineer, and the Town attorney. The amendment aims to streamline the subdivision process by limiting review cycles and introducing clear charts.

Additionally, it was clarified that even single lot splits must follow the updated process to ensure consistency and adherence to the new requirements. Councilmember Nielson asked about public accessibility to the updated ordinance, which will be made available online.

Councilmember Johns moved to adopt Ordinance 2024-02, incorporating these changes into the Town's Land Management Code. The motion was seconded by Councilmember Nielson. The Town Council unanimously adopted the

ordinance. (Summary: Yes=4). Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, and Chris Nielson.

12. REVIEW UPDATED PERSONNEL POLICY. Updates to the Personnel Policy were discussed, with Tina Mitchell presenting several changes aimed at improving clarity and efficiency in the town's personnel management. Among the updates, a change was revising the current vacation and sick leave classifications into a combined annual leave structure, which would simplify the tracking of leave time and reduce complexity for both employees and administrative staff. Employees would not be able to carry more than 240 hours per year, aiming to standardize leave accumulation and utilization.

Additionally, a suggestion was made to introduce an option allowing employees to trade designated holidays for another day off within the same calendar year, subject to supervisor approval. This change would provide flexibility for employees who might prefer to work on certain holidays and take another day off later in the year. The Council discussed how this change may impact staffing levels and operational needs, with Mayor Christensen highlighting that any such requests would be contingent on management approval to ensure adequate coverage across all departments.

In the interest of maintaining operational integrity, adjustments to employee conduct policies were also discussed, with sections being streamlined to create a more cohesive set of guidelines.

Council members were invited to further review the policy document before the next meeting, where a final vote on the proposed policy updates would take place.

13. DISCUSSION ON MAINTENANCE SUPERVISOR POSITION VACANCY. With the upcoming retirement of Maintenance Supervisor, Scott Thomsen, the Council discussed the timelines and procedures for advertising the position. It was agreed that the hiring process should begin promptly, with a suggested start date of employment in January to ensure coverage of duties following Scott's departure.

Discussion included determining wage parameters and benefit offerings to be advertised, considering health benefits, retirement, and a pay scale based on experience.

The Council also discussed drafting appropriate application materials, and advertising across relevant platforms like the Utah Public Notice website and local outlets.

14. DEPARTMENT BUSINESS.

Beautification, Parks & Activities: Councilmember Nielson reported on the Pheasant Hunter's Dinner. With around 325 attendees, the dinner brought in approximately \$2,230. The event managed a net profit of \$1,209. The Town's cost per plate was about \$3, with high levels of positive feedback from attendees who appreciated the meal and the sense of tradition it fostered. It was also noted that free meal coupons were given to volunteers and those who donated to the dinner. Councilmember Nielson reported that, according to Lois Albrecht, the Pheasant Hunter's Dinner tradition dates back to 1945.

Councilmember Nielson also reported on the Trunk or Treat as a success with winners chosen for costumes and best decorated trunks. The winners received a discount on their Annabella utility bill.

Cemetery: There was not any discussion on the cemetery.

Roads: Road salt was recommended to be ordered before the price increases. Scott Thomsen mentioned contacting Redmond Minerals, noting that the current price per ton is \$24-\$25 if ordered before December 15th, with an additional \$11 per ton for delivery. After December 15th, prices are expected to rise by \$2 per ton. Scott suggested placing an order for 20 tons. Tina Mitchell noted that this expenditure is covered within the Town's budget. Councilmember Morgan gave approval to get the salt ordered.

Water: The Council discussed the cleaning companies for the culinary water tanks. Scott Thomsen noted that although Midco is more expensive, they have a strong track record of satisfactory service, which influenced Council discussion about prioritizing quality over cost. The Town Council decided to hire Midco for the tank cleaning and Eric Nielsen will contact them to get it scheduled.

Additionally, it was noted that the screens on the outflow structure in the irrigation pond have been secured around the corners and sides. However, a more permanent solution is planned before the irrigation water is released.

15. OTHER BUSINESS. Youth Council involvement and activities were discussed. Councilmember Johns noted that his brother, Kaylon, had expressed a willingness to volunteer and lead the Youth Council. The Council agreed with having Kaylon Johns as the new Youth Council advisor. He will report to Councilmember Johns and Councilmember Nielson for activity ideas.

16. CLOSED MEETING. The Council adjourned the regular meeting and entered a closed session for purposes allowed by the Utah Open and Public Meetings Act. **A motion to close the regular meeting was made by Councilmember Johns.**

Councilmember Morgan seconded the motion and the motion carried unanimously.

17. ADJOURN. At 8:14 p.m. Councilmember Johns made a motion to adjourn. Councilmember Morgan seconded the motion and the motion carried unanimously.

Minutes of the Town Council meeting held Thursday, November 14, 2024, were approved this 9th day of January, 2025.



Brent Christensen, Mayor



Tina Mitchell, Town Clerk