STATE OF UTAH
COUNTY OF SEVIER
TOWN OF ANNABELLA

TOWN COUNCIL MEETING
June 12, 2025

Minutes from the Annabella Town Council Meeting held Thursday, June 12, 2025, beginning at 6:00 p.m. in the Town Council Chambers, located at 295 East 300 North, Annabella, Utah. Mayor Brent Christensen conducting.

1. PUBLIC HEARING-2024/2025 AMENDED BUDGET AND 2025/2026 PROPOSED BUDGET AND CERTIFIED TAX RATE
2. PUBLIC HEARING ON APPLICATION TO PERMANENT COMMUNITY IMPACT BOARD FOR FUNDING TO UPDATE THE CULINARY WATER MASTER PLAN
3. ROLL CALL
4. OPENING REMARKS
5. PLEDGE OF ALLEGIANCE
6. CITIZEN INPUT
7. APPOINTMENT-YOUTH COUNCIL UPDATE
8. APPOINTMENT-KENT POULSON, PLANNING COMMISSION PROPOSED UPDATES TO CONSTRUCTION STANDARDS
9. APPROVAL OF MINUTES
10. APPROVAL OF WARRANT REGISTER
11. OPENING OF THE 2024/2025 BUDGET, BY RESOLUTION, FOR ADJUSTMENTS AS NECESSARY
12. BUDGET ADOPTION, BY RESOLUTION, OF THE 2025/2026 BUDGET AND CERTIFIED TAX RATE
13. ADOPTED-RESOLUTION 2025-03, APPOINTING TOWN TREASURER/PLANNING COMMISSION SECRETARY
14. CONSIDER HIRING ADDITIONAL MAINTENANCE STAFF
15. OUTSIDE WATERING RESTRICTIONS
16. DEPARTMENT BUSINESS
17. OTHER BUSINESS
18. ADJOURN

Public in attendance:
Eric Nielson
Kent Poulson
Kaylon Johns
John Chartier
Parker Vercimak

1. PUBLIC HEARING-2024/2025 AMENDED BUDGET AND 2025/2026 PROPOSED BUDGET AND CERTIFIED TAX RATE. Mayor Christensen opened the public hearing at 6:01 p.m. Tina Mitchell, Clerk, presented an overview of the Town's financial status and proposed budget. She highlighted key points in the general fund, including tax revenues of $174,000 against a budget of $171,000, Class C road funds at $96,000 against a budget of $80,000, and interest earnings at $30,000 against a budget of $18,000. Tina recommended adjusting

the Class C road revenue budget to $112,000, interest revenue to $32,000, and transferring $40,000 to the capital projects fund.

Tina provided an update on the culinary water fund, highlighting significant bond payments and reserve requirements totaling $72,000. She also noted that emergency repairs exceeded budgeted expenditures, impacting the fund's financial outlook. Additionally, she reported that the Spring Box Project was successfully completed during the budget year, partially funded by impact fees.

Tina reported that the pressurized irrigation fund generated $52,469 in operating revenue, with expenses totaling $35,774. This resulted in a net cash balance of $16,695, excluding depreciation. She noted that updated irrigation rates would impact these figures in the coming year.

Tina then presented long-term debt payments for various projects and discussed the unassigned fund balance for different funds. She also outlined upcoming budget items, including a new cemetery line item for veterans flags and also equipment upgrades.

Eric Nielsen, the Maintenance Supervisor, discussed equipment needs, emphasizing the importance of acquiring a new mower and a mini excavator to enhance maintenance capabilities. He noted that the current mower is 18 years old and no longer adequate for the work required. The potential purchase of the mower was discussed, with consideration given to including it in this year's budget, depending on when it could be ordered. Use of the cemetery perpetual care fund may be used to support the purchase. No public comments were received. The public hearing closed at 6:18 p.m.

2. PUBLIC HEARING ON APPLICATION TO PERMANENT COMMUNITY IMPACT BOARD FOR FUNDING TO UPDATE THE CULINARY WATER MASTER PLAN. Mayor Christensen opened the public hearing. Parker presented information about the Town's application to the Permanent Community Impact Board (CIB) for funding to update the culinary water master plan. The study is projected to cost $36,000, with $18,000 requested as grant funding. Parker explained that if the CIB doesn't fund the grant portion, the Town would need to review the scope and decide on alternative funding options.

Parker noted that the CIB typically views planning projects favorably and that the review process usually takes about 60 days. He emphasized that the updated master plan would help address current needs, including a new well and pressure zone issues.

Mayor Christensen asked for any comment from the public. John Chartier stated that he thinks the application and updated water study is a good idea. There were no other questions or comments. The public hearing closed at 6:23 p.m.

3. ROLL CALL. Roll call was taken by Mayor Christensen. In attendance

were Councilmembers Jill Anderson, Kelvin Johns, Stephanie Morgan and Chris Nielson. Tina Mitchell, Clerk, and Eric Nielsen, Maintenance Supervisor, were also in attendance.

4. OPENING REMARKS. Councilmember Anderson offered a prayer.

5. PLEDGE OF ALLEGIANCE. Councilmember Morgan led the group in the Pledge of Allegiance.

6. CITIZEN INPUT. There was not any citizen input.

7. APPOINTMENT-YOUTH COUNCIL UPDATE. Kaylon Johns, Youth Council Advisor, reported on upcoming events, including a movie night scheduled for Friday evening.

Kaylon also noted Youth Council members are contacting local businesses for prizes for the regatta event. He asked for a list of local businesses that might donate.

Councilmember Nielson inquired whether the Youth Council could oversee the park games on the Fourth of July. Kaylon responded positively but will confirm and provide a definitive answer soon.

8. APPOINTMENT-KENT POULSON, PLANNING COMMISSION PROPOSED UPDATES TO CONSTRUCTION STANDARDS. Kent Poulson, Planning Commission Chairman, presented proposed updates to the Town's construction standards, focusing on cul-de-sac requirements. He explained that the changes were based on state fire code guidance for turnarounds at dead ends.

Key changes included:

- Increasing the cul-de-sac diameter from 90 feet to 96 feet
- Extending the maximum cul-de-sac length from 500 feet to 750 feet

Kent noted that these changes would require a public hearing before implementation. He also mentioned that the Planning Commission had decided to only move forward with the standard "lollipop" cul-de-sac design, rejecting other configurations like hammerheads or Y-shapes.

Kent clarified that the 40-foot width standard applies only to residential streets, as the town has no collectors or arterials. The Town Council was in favor of the changes and the information to be presented at a public hearing.

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

10. APPROVAL OF WARRANT REGISTER. Council members reviewed the warrant register. Councilmember Nielson asked for clarification on a few items, including roofing repairs and purchases from Larsen's Ace Hardware. Eric Nielsen explained that the roofing repairs were necessary due to cracking plastic vents, and the Larsen's Ace Hardware purchases included various maintenance items and ladders.

Councilmember Nielson made a motion to approve the warrant register 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.

11. OPENING OF THE 2024/2025 BUDGET, BY RESOLUTION, FOR ADJUSTMENTS AS NECESSARY. Tina Mitchell explained the need to open the 2024/2025 budget by resolution to allow for the items discussed earlier in the meeting, including $40,000 transferred from the General Fund to the Capital Projects Fund. **Councilmember Johns made a motion, in the form of a resolution, to open the 2024/2025 budget and to adjust, as needed, in the General, Special Revenue, Capital Projects and Enterprise Funds. The motion was seconded by Councilmember Anderson. Motion carried by unanimous roll call vote. (Summary: Yes=4). Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan and Chris Nielson.**

12. BUDGET ADOPTION OF THE 2025/2026 BUDGET AND CERTIFIED TAX RATE. Based on the information reviewed and discussed regarding the proposed budget, **Councilmember Anderson made a motion, in the form of a resolution, that the proposed budget and certified tax rate (0.000380) for the 2025/2026 fiscal year be approved. The motion was seconded by Councilmember Morgan. Motion carried by unanimous roll call vote. (Summary: Yes=4). Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan and Chris Nielson.**

13. ADOPTED-RESOLUTION 2025-03 APPOINTING TOWN TREASURER/PLANNING COMMISSION SECRETARY. Tina Mitchell explained that Kathy Hayden is stepping down from her role as Treasurer and noted that, after interviewing candidates and confirming with the Town Council via text, Angel Nielsen was selected to fill the role of Town Treasurer and Planning Commission secretary. **Councilmember Nielson moved to adopt Resolution 2025-03, appointing a Town Treasurer/Planning Commission Secretary. The motion was seconded by Councilmember Anderson and the motion carried unanimously. (Summary: Yes=4). Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan and Chris Nielson.**

14. CONSIDER HIRING ADDITIONAL MAINTENANCE STAFF. Eric Nielsen presented a proposal to increase the hours of part-time maintenance worker,

Shane Phelps, to full-time status. He explained the current workload and the potential benefits of having Shane work 40 hours per week year-round.

Council members discussed various options, including increasing Shane's hours without offering benefits, the potential impact on the budget, and the possibility of revisiting the decision in the future.

After an extensive discussion that weighed all these considerations, the Council decided on a compromise: **Councilmember Nielson moved to increase Shane's annual hours to 1,560 (equivalent to three-quarters time of a traditional work year), with the possibility of revisiting the decision in the future. The hours can be allocated as needed throughout the year. Councilmember Anderson seconded the motion. The motion passed unanimously. (Summary: Yes=4). Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, and Chris Nielson.**

It was noted that this approach would provide Shane with a more stable employment situation while allowing the Town to assess its long-term staffing needs and budget implications. Eric Nielsen was thanked for his efforts in beautifying the Town parks and controlling weeds.

15. OUTSIDE WATERING RESTRICTIONS. The Town Council discussed whether to implement water restrictions but ultimately decided against formal restrictions at this time.
Although there are no formal restrictions, Tina Mitchell was asked to include a recommendation in the Annagram advising residents to avoid watering between 10 AM and 6 PM.

16. DEPARTMENT BUSINESS.

Beautification, Parks & Activities | 4th of July

Councilmember Nielson provided an update on Fourth of July preparations. He noted that bounce houses and slides had been reserved, and he would be confirming the grill reservation.

Tina Mitchell was asked to reserve the church for the Patriotic Program. Councilmember Nielson discussed purchasing a new speaker system for Town events. The Town Council was on board with the purchase.

Cemetery: There were no specific updates for the cemetery department at this time.

Roads: There were no specific updates for the roads department at this time.

Water: Eric Nielsen reported on the current water situation, noting that usage was down compared to the previous year. He explained his approach to managing water resources, including efforts to stretch mountain water supplies and reduce reliance on well water.