



**TOWN COUNCIL MEETING**  
**1777 N Meadowlark Dr, Apple Valley**  
**Wednesday, December 17, 2025 at 6:00 PM**

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## **AGENDA**

Notice is given that a meeting of the Town Council of the Town of Apple Valley will be held on **Wednesday, December 17, 2025**, commencing at **6:00 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

**Mayor** | Michael Farrar

**Council Members** | Kevin Sair | Annie Spendlove | Scott Taylor | Richard Palmer

Please be advised that the meeting will be held electronically and broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting:

<https://us02web.zoom.us/j/82661513795>

if the meeting requests a password use 1234

To call into meeting, dial (253) 215 8782 and use Meeting ID 826 6151 3795

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **PRAYER**

### **ROLL CALL**

### **DECLARATION OF CONFLICTS OF INTEREST**

### **MAYOR'S TOWN UPDATE & REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS**

### **PUBLIC COMMENTS: 3 MINUTES EACH - DISCRETION OF MAYOR FARRAR**

### **DISCUSSION AND ACTION**

- [1.](#) Ordinance O-2025-42, Amend Title 10.02.050 Building Permit Required.  
\*Planning Commission recommended approval on December 10, 2025.
- [2.](#) Ordinance O-2025-43, Amend Title 10.28.250 Smaller Accessory Building Exempt From Building Permit Requirements.  
\*Planning Commission recommended approval on December 10, 2025.
- [3.](#) Resolution R-2025-30, Appointing Planning Commission Member Bradley Farrar.
- [4.](#) Resolution R-2025-31, Appointing Planning Commission Member Dan Harsh.
- [5.](#) Resolution R-2025-32, Appointing Planning Commission Alternate Member Kael Hirschi.

### **CONSENT AGENDA**

The Consent Portion of the Agenda is approved by one (1) non-debatable motion. If any Council Member wishes to remove an item from the Consent Portion of the agenda, that item becomes the first order of business on the Regular Agenda.

- [6.](#) Disbursement Listing for November 2025.
- [7.](#) Budget Report for Fiscal Year 2026 through November 2025.
- [8.](#) November 2025 Water Usage Comparison.
- [9.](#) Minutes: November 18, 2025 - Town Council Hearing and Meeting.

### **REQUEST FOR A CLOSED SESSION: IF NECESSARY**

### **ADJOURNMENT**

CERTIFICATE OF POSTING: I, Jenna Vizcardo, as duly appointed Recorder for the Town of Apple Valley, hereby certify that this Agenda was posted at the Apple Valley Town Hall, the Utah Public Meeting Notice website <http://pmn.utah.gov>, and the Town Website [www.applevalleyut.gov](http://www.applevalleyut.gov).

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS AND MEETINGS

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Town at 435-877-1190 at least three business days in advance.

**APPLE VALLEY  
ORDINANCE O-2025-42**

**NOW THEREFORE**, be it ordained by the Council of the Apple Valley, in the State of Utah, as follows:

**SECTION 1:**        **AMENDMENT** “10.02.050 Building Permit Required” of the Apple Valley Land Use is hereby *amended* as follows:

**A M E N D M E N T**

**10.02.050 Building Permit Required**

- A. The construction, alteration, repair, removal or moving of any building or structure or any part thereof, as provided or as restricted in this title, shall not be commenced or proceeded with, except after the issuance of a written permit for the same by the building inspector. Buildings under 200 square feet in area, and shipping containers 360 square feet or less, ~~and~~ that have no utilities do not require a building permit. Open buildings such as car ports, pergolas, gazebos and pavilions, which have no solid walls, do not require building permits. In addition to buildings or structures, utility systems and other physical improvements on any lot, such as pools, courts, etc., shall be constructed only after receiving a written permit from the building inspector.
- B. All building permits shall be issued in accordance with the general plan of the town, the road plan, the standards and regulations approved by the Town and all boards, commissions, agencies and officials of the town and all other applicable ordinances of the town, including the town subdivision ordinance.
- C. Distance between Buildings: No two (2) buildings on the same or adjacent properties shall be located closer together than ten feet (10'). No building, structure or run housing animals or fowl shall be constructed closer to a dwelling unit on the same or an adjacent lot than fifty feet (50').
- D. Applicability to Commercial Properties: This Section applies only to residential structures and uses. For commercial buildings and uses, the requirements of the International Building Code (IBC), as adopted by the Town ordinance of Apple Valley, shall govern the permitting and construction standards.

**SECTION 2:**            **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 3:**            **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**EFFECTIVE DATE** This Ordinance shall be in full force and effect from December 17, 2025.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

\_\_\_\_\_.

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Michael Farrar	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Annie Spendlove	_____	_____	_____	_____
Council Member   Scott Taylor	_____	_____	_____	_____
Council Member   Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Jenna Vizcardo, Town Clerk, Apple Valley

\_\_\_\_\_  
Michael Farrar, Mayor, Apple Valley

**APPLE VALLEY  
ORDINANCE O-2025-43**

**NOW THEREFORE**, be it ordained by the Council of the Apple Valley, in the State of Utah, as follows:

**SECTION 1:**        **AMENDMENT** “10.28.250 Smaller Accessory Building Exempt From Building Permit Requirements” of the Apple Valley Land Use is hereby *amended* as follows:

**A M E N D M E N T**

**10.28.250 Smaller Accessory Building Exempt From Building Permit Requirements**

An accessory building with a maximum height of ten feet (10') and a maximum size less than two hundred (200) square feet, and shipping containers three hundred sixty (360) square feet or less, shall not require a building permit, provided all setback requirements for the zoning district in which the accessory building is located are met, no portion of the accessory building is within one foot (1') of any property line, and no storm water runoff from the accessory building is allowed to run onto adjacent property. The accessory building shall be painted and maintained to blend in with the primary structure. The total size of multiple structures allowed without building permits shall not exceed one percent (1%) of the lot size. No power or water shall be included in the building.

**SECTION 2:**        **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 3:**        **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4:**        **EFFECTIVE DATE** This Ordinance shall be in full force and effect from December 17, 2025.

PASSED AND ADOPTED BY THE APPLE VALLEY COUNCIL

\_\_\_\_\_.

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Michael Farrar	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Annie Spendlove	_____	_____	_____	_____
Council Member   Scott Taylor	_____	_____	_____	_____
Council Member   Richard Palmer	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Jenna Vizcardo, Town Clerk, Apple Valley

\_\_\_\_\_  
Michael Farrar, Mayor, Apple Valley

TOWN OF APPLE VALLEY

RESOLUTION R-2025-30

A RESOLUTION APPOINTING PLANNING COMMISSION MEMBER

**WHEREAS**, the Town of Apple Valley by ordinance (Ordinance No. 2004-2-0) established a Planning Commission, which requires the mayor, with the advice and consent of the town council, to appoint regular members of the Planning Commission; and

**WHEREAS**, the term for Bradley Farrar will expire on January 5, 2026;

**WHEREAS**, Mayor Mike Farrar along with the Town Council has renominated Bradley Farrar for the appointment to the Planning Commission as a regular member.

**NOW, THEREFORE**, at a meeting of the legislative body of the Town of Apple Valley, Utah, duly called, noticed, and held on the 17<sup>th</sup> day of December 2025, and upon motion duly made and seconded,

BE IT RESOLVED AS FOLLOWS:

Bradley Farrar is appointed as regular member of the Town of Apple Valley Planning Commission whose 3-year term will expire on Monday, January 1, 2029;

**EFFECTIVE DATE:** This Resolution shall be in full force and effect from December 17, 2025.

PRESIDING OFFICER

\_\_\_\_\_  
Mike Farrar, Mayor

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Recorder

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Mike Farrar	_____	_____	_____	_____
Council Member  Kevin Sair	_____	_____	_____	_____
Council Member   Annie Spendlove	_____	_____	_____	_____
Council Member   Scott Taylor	_____	_____	_____	_____
Council Member   Richard Palmer	_____	_____	_____	_____

TOWN OF APPLE VALLEY

RESOLUTION R-2025-31

A RESOLUTION APPOINTING PLANNING COMMISSION MEMBER

**WHEREAS**, the Town of Apple Valley, by Ordinance No. 2004-2-O, established a Planning Commission, which requires the Mayor, with the advice and consent of the Town Council, to appoint regular members of the Planning Commission; and

**WHEREAS**, Dan Harsh currently serves as an Alternate Planning Commissioner and is being considered for appointment as a regular member; and

**WHEREAS**, Mayor Mike Farrar, with the advice and consent of the Town Council, has nominated Dan Harsh to serve as a regular member of the Planning Commission;

**NOW, THEREFORE, BE IT RESOLVED** by the legislative body of the Town of Apple Valley, Utah, duly convened in a meeting called, noticed, and held on the 17th day of December 2025, that:

Dan Harsh is appointed as regular member of the Town of Apple Valley Planning Commission whose 3-year term will expire on Monday, January 1, 2029;

**EFFECTIVE DATE:** This Resolution shall be in full force and effect from December 17, 2025.

PRESIDING OFFICER

\_\_\_\_\_  
Mike Farrar, Mayor

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Recorder

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Mike Farrar	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Annie Spendlove	_____	_____	_____	_____
Council Member   Scott Taylor	_____	_____	_____	_____
Council Member   Richard Palmer	_____	_____	_____	_____

TOWN OF APPLE VALLEY

RESOLUTION R-2025-32

APPOINTMENT OF ALTERNATE PLANNING COMMISSION MEMBER

**WHEREAS**, the Town of Apple Valley by ordinance (Ordinance No. 2004-2-0) established a Planning Commission, which requires the mayor, with the advice and consent of the town council, to appoint alternate members of the Planning Commission; and

**WHEREAS**, an alternate planning commission member vacancy exists; and

**WHEREAS**, Mayor Mike Farrar along with the Town Council has nominated Kael Hirschi for the appointment to the Planning Commission as an alternate member.

**NOW, THEREFORE, BE IT RESOLVED** by the legislative body of the Town of Apple Valley, Utah, duly convened in a meeting called, noticed, and held on the 17th day of December 2025, that:

Kael Hirschi is appointed as alternate member of the Town of Apple Valley Planning Commission whose 2-year term will expire on Monday, January 3, 2028;

**EFFECTIVE DATE:** This Resolution shall be in full force and effect December 17, 2025.

PRESIDING OFFICER

\_\_\_\_\_  
Mike Farrar, Mayor

ATTEST:

\_\_\_\_\_  
Jenna Vizcardo, Town Recorder

	AYE	NAY	ABSENT	ABSTAIN
Mayor   Michael Farrar	_____	_____	_____	_____
Council Member   Kevin Sair	_____	_____	_____	_____
Council Member   Annie Spendlove	_____	_____	_____	_____
Council Member   Scott Taylor	_____	_____	_____	_____
Council Member   Richard Palmer	_____	_____	_____	_____



**Town of Apple Valley  
Disbursement Listing  
SBSU Operating - 11/01/2025 to 11/30/2025**

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Google LLC	G11012025	11/01/2025	\$386.40			Purchasing
Superior Technical Solutions LLC	STS11022025	11/02/2025	\$614.00			Purchasing
Farrar, CPA	6387	11/03/2025	\$2,400.00			Purchasing
James R Weeks	6388	11/03/2025	\$287.50			Purchasing
LDG Service Solutions	6389	11/03/2025	\$437.50			Purchasing
Revco Leasing	6390	11/03/2025	\$302.51			Purchasing
South Central Communications	6391	11/03/2025	\$557.14			Purchasing
AT&T Mobility	6392	11/03/2025	\$46.44			Purchasing
Scholzen Products	6393	11/03/2025	\$2,748.27			Purchasing
Buck's Ace Hardware	6394	11/03/2025	\$243.89			Purchasing
Amazon Capital Services	6395	11/03/2025	\$89.87			Purchasing
Century Equipment Company	6396	11/03/2025	\$1,155.60			Purchasing
Scholzen Products	6397	11/04/2025	\$244.07			Purchasing
Chase Paymentech	C1142025	11/04/2025	\$25.37			Purchasing
Chase Paymentech	CPT1142025	11/04/2025	\$435.19			Purchasing
State Bank of Southern Utah	SBSU1152025	11/05/2025	\$84.81			Purchasing
State Bank of Southern Utah	SBSU1152025	11/05/2025	\$638.70			Purchasing
State Bank of Southern Utah	SBSU11172025	11/07/2025	\$312.00			Purchasing
XPress Bill Pay	XBP1172025	11/07/2025	\$400.98			Purchasing
Walmart	W11122025	11/12/2025		11/12/2025	\$85.27	Purchasing
Walmart	W111225	11/12/2025		11/12/2025	\$114.96	Purchasing
Payroll	1114251200	11/14/2025	\$13,560.50			Paycheck
Fralish, Lee W	6398	11/14/2025	\$46.17			Paycheck
Internal Revenue Service	EFTPS1114202	11/14/2025	\$3,302.72			Payroll
Rocky Mountain Power	RMP11142025	11/14/2025	\$1,209.40			Purchasing
Catherine Wall	6399	11/15/2025	\$280.00			Purchasing
Diaz, Clayton	6400	11/15/2025	\$200.00			Purchasing
Republic Services	6401	11/15/2025	\$661.00			Purchasing
Shums Coda	6402	11/15/2025	\$4,955.00			Purchasing
Birch Systems Inc.	6403	11/17/2025	\$963.96			Purchasing
Buck's Ace Hardware	6404	11/17/2025	\$13.98			Purchasing
Interstate Rock Products Inc.	6405	11/17/2025	\$1,160.21			Purchasing
State Bank of Southern Utah	SBSU111725	11/17/2025	\$831.54			Purchasing
Utah Retirement Systems	URS11172025	11/17/2025	\$2,353.11			Payroll
Scholzen Products	6406	11/18/2025	\$2,570.91			Purchasing
Hurricane Equipment Rentals	6407	11/18/2025	\$109.00			Purchasing
Buck's Ace Hardware	6408	11/18/2025	\$38.17			Purchasing
Tink's Napa Superior Auto Parts	6409	11/18/2025	\$125.97			Purchasing
Zoom Video Communications Inc.	Z11182025	11/18/2025	\$15.99			Purchasing
Amazon.com	A11242025	11/24/2025	\$137.16			Purchasing
Catherine Wall	6410	11/25/2025	\$140.00			Purchasing
Century Equipment Company	6411	11/25/2025	\$1,716.00			Purchasing
Washington County Solid Waste	6412	11/25/2025	\$5,715.52			Purchasing
Timeless Awards Company	6413	11/25/2025	\$15.98			Purchasing
Utah Barricade Company	6414	11/25/2025	\$427.50			Purchasing
Amazon.com	ref-11262025	11/26/2025	(\$130.17)			Purchasing
Payroll	1128251200	11/28/2025	\$14,368.03			Paycheck
Amazon.com	A11282025	11/28/2025	\$89.97			Purchasing
Internal Revenue Service	EFTPS1128202	11/28/2025	\$3,221.88			Payroll
			<b>\$69,509.74</b>			<b>\$200.23</b>

**Town of Apple Valley  
Disbursement Listing  
SBSU Fire - 11/01/2025 to 11/30/2025**

Item 6.

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Walmart	W11122025	11/12/2025	\$85.27			Purchasing
Walmart	W111225	11/12/2025	\$114.96			Purchasing
Closing fire account and moving funds to		11/17/2025	\$13,422.85			JE: 857
			<b>\$13,623.08</b>		<b>\$0.00</b>	

Town of Apple Valley  
Disbursement Listing  
SBSU Operating - Big Plains - 11/01/2025 to 11/30/2025

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
USDA Rural Development	USDA111925	11/19/2025	\$1,269.00			Purchasing
USDA Rural Development	USDA1192025	11/19/2025	\$9,271.00			Purchasing
			\$10,540.00		\$0.00	

**Town of Apple Valley**  
**Operational Budget Report**  
**10 General Fund - 07/01/2025 to 11/30/2025**  
**41.67% of the fiscal year has expired**

Item 7.

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
<b>Change In Net Position</b>					
<b>Revenue:</b>					
<b>Taxes</b>					
3110 General Property Taxes-Current	19,858.48	6,742.43	13,559.18	195,000.00	6.95%
3130 General Sales and Use Taxes	87,344.59	16,745.72	88,013.57	204,325.00	43.08%
3140 Energy and Communication Taxes	22,830.89	3,287.01	24,387.47	45,000.00	54.19%
3150 RAP Tax	6,792.31	1,759.53	8,512.01	18,000.00	47.29%
3160 Transient Taxes	10,842.45	1,480.53	8,547.31	18,000.00	47.49%
3180 Fuel Tax Refund	0.00	0.00	451.24	0.00	0.00%
3190 Highway/Transit Tax	8,303.37	1,562.28	7,636.54	17,100.00	44.66%
<b>Total Taxes</b>	<b>155,972.09</b>	<b>31,577.50</b>	<b>151,107.32</b>	<b>497,425.00</b>	<b>30.38%</b>
<b>Licenses and permits</b>					
3210 Business Licenses	7,668.00	1,865.00	5,422.50	10,500.00	51.64%
3221 Building Permits-Fee	13,590.80	6,911.71	30,820.87	45,000.00	68.49%
3222 Building Permits-Non Surcharge	3,825.32	525.00	11,988.87	7,750.00	154.70%
3224 Building Permits Surcharge	18.69	9.81	40.62	100.00	40.62%
3225 Animal Licenses	80.00	50.00	120.00	500.00	24.00%
<b>Total Licenses and permits</b>	<b>25,182.81</b>	<b>9,361.52</b>	<b>48,392.86</b>	<b>63,850.00</b>	<b>75.79%</b>
<b>Intergovernmental revenue</b>					
3356 Class "C" Road Allotment	45,707.86	24,349.81	71,333.55	112,000.00	63.69%
3358 Liquor Control Profits	0.00	0.00	0.00	1,100.00	0.00%
<b>Total Intergovernmental revenue</b>	<b>45,707.86</b>	<b>24,349.81</b>	<b>71,333.55</b>	<b>113,100.00</b>	<b>63.07%</b>
<b>Charges for services</b>					
3230 Special Event Permit	1,550.00	0.00	4,050.00	1,000.00	405.00%
3410 Clerical Services	47.50	424.81	898.82	400.00	224.71%
3416 Other Interdepartmental Charges	25,000.00	0.00	3,000.00	36,000.00	8.33%
3431 Zoning and Subdivision Fees	4,800.00	13,350.00	49,786.95	20,000.00	248.93%
3440 Solid Waste	26,518.95	5,720.00	28,501.85	51,000.00	55.89%
3440.5 Paperless Bill Credit	(678.00)	(438.00)	(2,184.00)	(3,000.00)	72.80%
3441 Storm Drainage	21,144.00	4,399.67	21,923.48	49,000.00	44.74%
3461 GRAMA Requests	0.00	0.00	0.00	100.00	0.00%
3470 Park and Recreation Fees	0.00	0.00	225.00	100.00	225.00%
3615 Late Charges/Other Fees	687.05	0.00	1,118.80	1,000.00	111.88%
<b>Total Charges for services</b>	<b>79,069.50</b>	<b>23,456.48</b>	<b>107,320.90</b>	<b>155,600.00</b>	<b>68.97%</b>
<b>Fines and forfeitures</b>					
3510 Fines	2,397.89	0.00	3,095.79	5,000.00	61.92%
<b>Total Fines and forfeitures</b>	<b>2,397.89</b>	<b>0.00</b>	<b>3,095.79</b>	<b>5,000.00</b>	<b>61.92%</b>
<b>Interest</b>					
3610 Interest Earnings	25,499.45	15.20	19,694.13	45,000.00	43.76%
<b>Total Interest</b>	<b>25,499.45</b>	<b>15.20</b>	<b>19,694.13</b>	<b>45,000.00</b>	<b>43.76%</b>
<b>Miscellaneous revenue</b>					
3640 Sale of Capital Assets	0.00	0.00	0.00	20,000.00	0.00%
3690 Sundry Revenue	2,879.98	(13,422.85)	(11,290.63)	5,000.00	-225.81%
3692 Fire Department Fundraisers/Donations	0.00	0.00	100.00	0.00	0.00%
3801.1 Impact fees - Fire	2,532.00	844.00	5,064.00	6,800.00	74.47%
3801.3 Impact fees - Roadways	7,980.00	2,660.00	15,960.00	24,600.00	64.88%
3801.6 Impact fees - Storm Water	29,204.21	0.00	34,802.63	31,000.00	112.27%
3801.7 Impact fees - Parks, Trails, OS	2,175.00	725.00	4,350.00	6,600.00	65.91%
<b>Total Miscellaneous revenue</b>	<b>44,771.19</b>	<b>(9,193.85)</b>	<b>48,986.00</b>	<b>94,000.00</b>	<b>52.11%</b>
<b>Total Revenue:</b>	<b>378,600.79</b>	<b>79,566.66</b>	<b>449,930.55</b>	<b>973,975.00</b>	<b>46.20%</b>
<b>Expenditures:</b>					
<b>General government</b>					
<b>Council</b>					
4111.110 Council/PC Salaries and Wages	4,029.99	325.00	1,300.00	13,000.00	10.00%
4111.130 Council/PC Employee benefits	520.91	35.08	261.09	1,000.00	26.11%
4111.610 Council Donations and Discretionary Spending	0.00	0.00	19.93	5,000.00	0.40%
<b>Total Council</b>	<b>4,550.90</b>	<b>360.08</b>	<b>1,581.02</b>	<b>19,000.00</b>	<b>8.32%</b>
<b>Administrative</b>					
4141.110 Admin Salaries and Wages	47,771.86	6,037.01	40,503.31	161,600.00	25.06%
4141.130 Admin Employee Benefits	7,459.43	1,572.54	9,598.24	20,000.00	47.99%
4141.140 Admin Employee Retirement - GASB 68	5,034.11	510.11	3,548.03	11,000.00	32.25%
4141.210 Admin Dues, Subs & Memberships	6,265.47	0.00	6,983.62	11,000.00	63.49%

**Town of Apple Valley**  
**Operational Budget Report**  
**10 General Fund - 07/01/2025 to 11/30/2025**  
**41.67% of the fiscal year has expired**

Item 7.

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4141.220 Admin Public Notices	59.58	0.00	(52.75)	100.00	-52.75%
4141.230 Admin Training	325.00	60.00	60.00	1,000.00	6.00%
4141.240 Admin Office/Administrative Expense	5,821.12	3,804.62	12,493.84	15,000.00	83.29%
4141.245 Sponsored/ Donated	0.00	535.41	535.41	0.00	0.00%
4141.250 Admin Equipment Expenses	7,364.69	302.51	3,743.70	13,000.00	28.80%
4141.260 Admin Building & Ground Maintenance	3,195.83	560.00	3,898.38	4,500.00	86.63%
4141.270 Admin Utilities	9,437.83	2,131.74	11,866.29	18,000.00	65.92%
4141.280 Admin Telephone and Internet	2,258.04	557.14	2,739.13	5,000.00	54.78%
4141.290 Admin Postage	1,333.36	156.00	1,467.50	3,700.00	39.66%
4141.320 Admin Engineering Fees	527.50	0.00	764.35	1,000.00	76.44%
4141.330 Admin Legal Fees	24,620.50	7,670.00	76,336.25	40,000.00	190.84%
4141.340 Admin Accounting & Auditing	6,825.00	1,312.50	19,001.20	40,000.00	47.50%
4141.350 Admin Building/Zoning/Planning Fees	12,309.55	4,340.00	26,467.00	27,000.00	98.03%
4141.390 Admin Bank Service Charges	65.00	0.00	15.00	200.00	7.50%
4141.410 Admin Insurance	14,772.81	0.00	16,925.68	16,000.00	105.79%
4141.490 Admin Travel Reimbursements	1,397.32	58.73	522.83	2,000.00	26.14%
4141.500 Admin Weed Abatement	0.00	0.00	175.00	0.00	0.00%
4141.610 Bad Debt Expense	(20.00)	0.00	0.00	0.00	0.00%
4170 Elections	0.00	0.00	0.00	1,500.00	0.00%
<b>Total Administrative</b>	<b>156,824.00</b>	<b>29,608.31</b>	<b>237,592.01</b>	<b>391,600.00</b>	<b>60.67%</b>
<b>Total General government</b>	<b>161,374.90</b>	<b>29,968.39</b>	<b>239,173.03</b>	<b>410,600.00</b>	<b>58.25%</b>
<b>Public safety</b>					
<b>Police</b>					
4210.110 Police Salaries & Wages/Contract	3,750.00	0.00	7,500.00	30,000.00	25.00%
4253.250 Animal Control Supplies	0.00	0.00	0.00	100.00	0.00%
<b>Total Police</b>	<b>3,750.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>30,100.00</b>	<b>24.92%</b>
<b>Fire</b>					
4220.110 Fire Salaries & Wages	26,604.54	4,902.74	30,305.07	94,000.00	32.24%
4220.130 Fire Employee Benefits	2,144.08	1,471.04	4,859.17	6,000.00	80.99%
4220.135 Fire Employee Retirement - GASB 68	4,402.97	868.14	4,774.77	9,100.00	52.47%
4220.150 Fire Contract Expense	2,328.00	0.00	4,692.00	4,000.00	117.30%
4220.210 Fire Dues, Subscriptions & Memberships	285.00	0.00	150.00	1,800.00	8.33%
4220.230 Fire Travel, Mileage & Cell	578.99	50.00	250.00	600.00	41.67%
4220.240 Fire Office & Other Expenses	1,756.19	0.00	479.35	2,000.00	23.97%
4220.250 Fire Equipment Maintenance & Repairs	5,254.07	211.44	3,492.86	8,000.00	43.66%
4220.255 Fire Improvements	1,260.00	0.00	0.00	0.00	0.00%
4220.260 Fire Rent Expense	3,000.00	0.00	3,000.00	6,000.00	50.00%
4220.360 Fire Training	556.33	225.00	765.00	2,100.00	36.43%
4220.450 Fire Small Equip/Supplies	5,767.06	200.23	7,852.20	15,000.00	52.35%
4220.455 EMS Medical Supplies	1,142.70	0.00	0.00	3,000.00	0.00%
4220.460 Fire Supplies-Fundraisers	600.65	0.00	0.00	500.00	0.00%
4220.465 Fire Gear	8,842.82	747.74	9,271.51	10,000.00	92.72%
4220.480 Fire Mitigation MOU Expenditures	0.00	0.00	0.00	15,000.00	0.00%
4220.560 Fire Equipment Fuel	1,244.50	0.00	1,045.42	2,500.00	41.82%
4220.740 Fire Capital Outlay	16,535.25	615.00	615.00	40,000.00	1.54%
<b>Total Fire</b>	<b>82,303.15</b>	<b>9,291.33</b>	<b>71,552.35</b>	<b>219,600.00</b>	<b>32.58%</b>
<b>Total Public safety</b>	<b>86,053.15</b>	<b>9,291.33</b>	<b>79,052.35</b>	<b>249,700.00</b>	<b>31.66%</b>
<b>Highways and public improvements</b>					
<b>Highways</b>					
4410.110 Road Wages and Contract Labor	1,586.50	0.00	422.50	3,000.00	14.08%
4410.130 Road Employee Benefits	121.14	0.00	32.20	200.00	16.10%
4410.275 Road Improvements	850.00	0.00	0.00	0.00	0.00%
4410.450 Road Department Supplies	339.94	0.00	6,308.79	1,000.00	630.88%
4410.810 Road Principal	36,000.00	0.00	37,000.00	36,000.00	102.78%
4410.820 Road Interest	27,243.41	0.00	26,375.00	27,275.00	96.70%
4415.110 Public Works Wages and Contract Labor	26,839.50	4,070.00	27,722.76	105,000.00	26.40%
4415.130 Public Works Employee Benefits	2,370.87	563.10	3,799.81	15,000.00	25.33%
4415.140 Public Works Employee Retirement - GASB 68	736.69	562.47	4,080.01	9,500.00	42.95%
4415.450 Public Works Supplies	6,157.11	858.22	2,583.19	6,000.00	43.05%
4415.550 Public Works Equipment Maintenance	3,684.68	1,893.10	8,769.76	3,000.00	292.33%
4415.560 Public Works Equipment Fuel	1,197.45	0.00	2,432.68	2,000.00	121.63%
4415.570 Public Works Travel, Mileage, Cell	0.00	0.00	0.00	500.00	0.00%
4415.615 Storm Drainage Improvements	2,105.60	0.00	0.00	0.00	0.00%
4415.740 Public Works Capital Outlay	13,000.00	0.00	0.00	0.00	0.00%

**Town of Apple Valley**  
**Operational Budget Report**  
**10 General Fund - 07/01/2025 to 11/30/2025**  
**41.67% of the fiscal year has expired**

Item 7.

	<u>Prior YTD</u>	<u>Current Period</u>	<u>Current YTD</u>	<u>Annual Budget</u>	<u>Percent Used</u>
<b>Total Highways</b>	<b>122,232.89</b>	<b>7,946.89</b>	<b>119,526.70</b>	<b>208,475.00</b>	<b>57.33%</b>
<b>Sanitation</b>					
4420.460 Solid Waste Service	27,509.75	5,715.52	23,415.24	51,000.00	45.91%
<b>Total Sanitation</b>	<b>27,509.75</b>	<b>5,715.52</b>	<b>23,415.24</b>	<b>51,000.00</b>	<b>45.91%</b>
<b>Total Highways and public improvements</b>	<b>149,742.64</b>	<b>13,662.41</b>	<b>142,941.94</b>	<b>259,475.00</b>	<b>55.09%</b>
<b>Parks, recreation, and public property</b>					
<b>Parks</b>					
4540.110 Park/Rec Wages and Contract Labor	1,441.00	0.00	179.50	2,000.00	8.98%
4540.130 Park/Rec Employee Benefits	110.26	0.00	13.62	200.00	6.81%
4540.250 Park/Rec Department Expenses	514.72	0.00	0.00	1,000.00	0.00%
4540.460 Park/Rec Community Events Supplies	25.93	88.51	112.50	4,000.00	2.81%
4540.745 Park Improvements	1,641.07	0.00	0.00	0.00	0.00%
<b>Total Parks</b>	<b>3,732.98</b>	<b>88.51</b>	<b>305.62</b>	<b>7,200.00</b>	<b>4.24%</b>
<b>Total Parks, recreation, and public property</b>	<b>3,732.98</b>	<b>88.51</b>	<b>305.62</b>	<b>7,200.00</b>	<b>4.24%</b>
<b>Transfers</b>					
4804 Transfer to Fund Balance	0.00	0.00	0.00	20,000.00	0.00%
4807 Transfer to Assigned Balance - Fire Impact Fees	0.00	0.00	0.00	(35,200.00)	0.00%
4809 Transfer to Assigned Balance - Roadway Impact Fee	0.00	0.00	0.00	24,600.00	0.00%
4810 Transfer to Assigned Balance -Storm Water Imp Fee	0.00	0.00	0.00	31,000.00	0.00%
4811 Transfer to Assigned Balance - Parks & Rec Fees	0.00	0.00	0.00	6,600.00	0.00%
<b>Total Transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,000.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>400,903.67</b>	<b>53,010.64</b>	<b>461,472.94</b>	<b>973,975.00</b>	<b>47.38%</b>
<b>Total Change In Net Position</b>	<b>(22,302.88)</b>	<b>26,556.02</b>	<b>(11,542.39)</b>	<b>0.00</b>	<b>0.00%</b>

**Town of Apple Valley**  
**Operational Budget Report**  
**51 Water Operations Fund - 07/01/2025 to 11/30/2025**  
**41.67% of the fiscal year has expired**

Item 7.

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
<b>Income or Expense</b>					
<b>Income from Operations:</b>					
<b>Operating income</b>					
5140 Water sales	345,756.27	41,081.85	181,354.45	670,000.00	27.07%
5150 Water standby fees	19,929.08	3,485.00	14,020.50	32,000.00	43.81%
5310 Connection fees	6,400.00	(1,340.00)	111,617.77	6,700.00	1,665.94%
5410 Late penalties and fees	1,576.13	0.00	0.00	3,000.00	0.00%
5490 Other operating income	864.85	84.00	20,168.00	2,250.00	896.36%
<b>Total Operating income</b>	<b>374,526.33</b>	<b>43,310.85</b>	<b>327,160.72</b>	<b>713,950.00</b>	<b>45.82%</b>
<b>Operating expense</b>					
6010 Clerical Contractor labor	258.28	0.00	0.00	300.00	0.00%
6011 Town Payroll Services	20,000.00	0.00	3,000.00	36,000.00	8.33%
6013 Water Salaries and Wages	25,384.70	15,716.25	68,899.46	95,000.00	72.53%
6014 Water Benefits	7,352.60	1,932.01	10,365.90	25,000.00	41.46%
6014.5 Water Employee Retirement - GASB 68	0.00	1,727.64	7,015.06	0.00	0.00%
6023 Travel	0.00	0.00	0.00	500.00	0.00%
6024 Training	250.00	0.00	3,689.18	1,200.00	307.43%
6025 Books/Subscriptions/Memberships	530.20	949.00	1,259.00	4,000.00	31.48%
6030 Office supplies and expenses	909.12	55.76	1,682.92	3,000.00	56.10%
6032 Postage	0.00	6.99	152.94	200.00	76.47%
6035 Bank service charges	(8.00)	0.00	10.00	100.00	10.00%
6040 Professional service	1,758.60	0.00	9,713.75	15,000.00	64.76%
6043 Accounting & Audit fees	1,750.00	0.00	47.18	10,000.00	0.47%
6044 Water test	2,252.54	0.00	2,040.00	5,000.00	40.80%
6045 Legal fees	5,060.00	0.00	1,455.00	20,000.00	7.28%
6050 Water System maintenance and repairs	1,750.48	209.42	34,288.19	15,000.00	228.59%
6051 Water System equipment	486.08	0.00	3,093.30	12,000.00	25.78%
6052 Well maintenance and repairs	1,788.14	3,000.08	5,449.25	20,000.00	27.25%
6053 Tank maintenance and repairs	350.13	0.00	1,122.26	11,000.00	10.20%
6054 Hydrant Testing & Maintenance	0.00	0.00	797.71	0.00	0.00%
6060 Water Equipment Costs Other than Fuel	5,633.00	1,037.74	6,768.15	1,000.00	676.82%
6061 Water Equipment Fuel	2,499.38	0.00	921.86	6,000.00	15.36%
6067 Utilities	13,116.06	0.00	11,850.87	20,000.00	59.25%
6068 Telephone & Internet	0.00	18.69	258.69	0.00	0.00%
6070 Water Dept Insurance	9,154.86	101.50	7,185.39	12,000.00	59.88%
6095 Depreciation expense	65,310.79	13,446.02	66,710.08	165,000.00	40.43%
<b>Total Operating expense</b>	<b>165,586.96</b>	<b>38,201.10</b>	<b>247,776.14</b>	<b>477,300.00</b>	<b>51.91%</b>
<b>Total Income from Operations:</b>	<b>208,939.37</b>	<b>5,109.75</b>	<b>79,384.58</b>	<b>236,650.00</b>	<b>33.55%</b>
<b>Non-Operating Items:</b>					
<b>Non-operating income</b>					
5510 Grants	35,200.00	0.00	0.00	0.00	0.00%
5520 Impact fees	71,152.00	0.00	35,576.00	90,000.00	39.53%
5610 Interest income	5,582.44	0.75	5,791.67	12,000.00	48.26%
5690 Sundry Revenue	0.00	13,422.85	13,422.85	500.00	2,684.57%
<b>Total Non-operating income</b>	<b>111,934.44</b>	<b>13,423.60</b>	<b>54,790.52</b>	<b>102,500.00</b>	<b>53.45%</b>
<b>Non-operating expense</b>					
6080 Interest expense	34,571.58	6,761.13	33,916.90	83,110.00	40.81%
<b>Total Non-operating expense</b>	<b>34,571.58</b>	<b>6,761.13</b>	<b>33,916.90</b>	<b>83,110.00</b>	<b>40.81%</b>
<b>Total Non-Operating Items:</b>	<b>77,362.86</b>	<b>6,662.47</b>	<b>20,873.62</b>	<b>19,390.00</b>	<b>107.65%</b>
<b>Total Income or Expense</b>	<b>286,302.23</b>	<b>11,772.22</b>	<b>100,258.20</b>	<b>256,040.00</b>	<b>39.16%</b>

Town of Apple Valley**WATER USAGE ANALYSIS**

	COMPARABLE ACCTS			TOTAL SYSTEM		
	2024/2025	2023/2024	Over/ (Under)	2024/2025	2023/2024	Over/ (Under)
<b>JUL 2024</b>	5,636,140	4,175,649	1,460,491	8,878,424	5,479,963	3,398,461
<b>AUG</b>	5,668,974	5,186,555	482,419	6,948,130	6,109,615	838,515
<b>SEP</b>	5,312,309	3,383,692	1,928,617	6,979,299	3,797,812	3,181,487
<b>OCT</b>	4,579,587	4,317,647	261,940	5,271,210	4,543,937	727,273
<b>NOV</b>	2,732,446	3,051,942	(319,496)	3,062,903	3,157,262	(94,359)
<b>DEC</b>	2,557,924	2,496,641	61,283	2,785,854	2,524,351	261,503
<b>JAN 2025</b>	2,021,606	1,929,335	92,271	2,958,671	2,217,125	741,546
<b>FEB</b>	2,135,835	1,628,010	507,825	2,668,605	1,648,950	1,019,655
<b>MAR</b>	2,259,604	2,204,640	54,964	3,479,383	2,530,120	949,263
<b>APR</b>	4,352,473	3,847,822	504,651	4,705,353	4,124,592	580,761
<b>MAY</b>	6,299,814	6,147,165	152,649	6,819,479	6,512,172	307,307
<b>JUNE</b>	7,325,980	6,882,997	442,983	7,670,940	7,313,637	357,303
<b>FY2025 SUBTOTALS</b>	<b>50,882,692</b>	<b>45,252,095</b>	<b>5,630,597</b>	<b>62,228,251</b>	<b>49,959,536</b>	<b>12,268,715</b>
	2025/2026	2024/2025	Over/ (Under)	2025/2026	2024/2025	Over/ (Under)
<b>JUL 2025</b>	9,396,900	8,198,934	1,197,966	10,378,670	8,652,204	1,726,466
<b>AUG</b>	6,847,030	6,257,214	589,816	7,169,566	6,800,544	369,022
<b>SEP</b>	5,034,777	5,888,649	(853,872)	5,699,327	6,734,429	(1,035,102)
<b>OCT</b>	4,124,813	4,516,150	(391,337)	4,712,513	5,077,500	(364,987)
<b>NOV</b>	2,516,390	2,504,533	11,857	2,878,660	2,938,073	(59,413)
<b>DEC</b>			0			0
<b>JAN 2026</b>			0			0
<b>FEB</b>			0			0
<b>MAR</b>			0			0
<b>APR</b>			0			0
<b>May</b>			0			0
<b>JUNE</b>			0			0
<b>FY2026 SUBTOTALS</b>	<b>27,919,910</b>	<b>27,365,480</b>	<b>554,430</b>	<b>30,838,736</b>	<b>30,202,750</b>	<b>635,986</b>

Comparable Accounts: Had usage in both years

Total System: All usage





## TOWN COUNCIL HEARING AND MEETING

1777 N Meadowlark Dr, Apple Valley  
Tuesday, November 18, 2025 at 6:15 PM

### MINUTES

**CALL TO ORDER – Mayor Farrar called the meeting to order at 6PM**

**PLEDGE OF ALLEGIANCE**

**PRAYER – Prayer was offered by Council Member Sair**

**ROLL CALL**

**PRESENT**

Mayor Michael Farrar  
Council Member Kevin Sair  
Council Member Annie Spendlove  
Council Member Scott Taylor  
Council Member Richard Palmer

**DECLARATION OF CONFLICTS OF INTEREST**

None declared.

**Nate: Audio Glitch until 3:30**

### **MAYOR'S TOWN UPDATE & REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS**

The Mayor reported that the easement for the new one-million-gallon concrete water tank on the hill had been finalized. With the easement and access road secured, soils testing could proceed and design work was already underway. Construction was expected to begin near the end of the year, with the Mayor noting it might be close to the year-end target. The project was described as being completed at no cost to the town or its residents.

The Mayor explained that two existing steel tanks were in severe disrepair, requiring ongoing patching and welding and presenting safety concerns for staff. The new concrete tank would replace those tanks, be located slightly higher on the hill, and improve system pressure, particularly for residents and hydrants currently near minimum pressure.

The Mayor also announced the annual cookie exchange scheduled for December 20, from 2:00 to 4:00 PM at the town building. Residents were invited to bring baked cookies to share and exchange; if enough children attended, Santa Claus would be present for a short period.

The Mayor thanked all candidates who ran for office in the recent election and noted that the current Town Council had been re-elected. The Mayor acknowledged the difficulty and scrutiny that accompany candidacy and service.

Council member Sair reported on the status of bar ditch work, stating that approximately two-thirds of the town, including several problem areas, had been completed. Due to current weather conditions, staff were temporarily focusing on other projects, with plans to resume ditch work later.

### **PUBLIC COMMENTS: 3 MINUTES EACH - DISCRETION OF MAYOR FARRAR**

The Mayor opened the public comment period; no comments were offered in person or online.

### **PUBLIC HEARING**

1. Resolution R-2025-26, Fee Schedule Amendment: Residential Solid Waste Disposal Fee Increase and Building Permit Xpress Bill Pay Fees Update.

The Mayor explained that Washington County was increasing the residential solid waste disposal fee by \$0.36 per month (from \$14.30 to \$14.66). The town would pass this increase directly through to residents without markup. City Inspect fees related to building permits would likewise be passed directly to end users.

Mayor Farrar opened the public hearing, no public comments were received, and the public hearing was closed.

2. Ordinance O-2025-39, Amend Title 4.04.030 Municipal Energy Sales And Use Tax.

The Mayor described the item as a housekeeping measure. The municipal energy tax rate had been increased from 1.5% to 6% in 2018, but some documentation had not been updated. The ordinance corrected those references without imposing any new tax increase. Finance Director Michelle Kinney pointed out a remaining reference to 1.5% in the draft and clarified that it would be corrected to 6%.

Mayor Farrar opened the public hearing, no public comments were received, and the public hearing was closed.

3. Ordinance O-2025-40, Amend Title 2.10.050 Town Council Compensation Schedule and 2.14.030 Establishment Of Municipal Planning Commission.

The Mayor explained that council compensation was historically split between separate council and water board meetings. With those meetings now combined, council compensation was being adjusted to \$100 per meeting so members would not be compensated less than under the previous structure.

The ordinance also confirmed planning commission benefits, including free trash service, and restructured how trash and water stipends would be paid (through payroll as taxable stipends rather than directly offsetting utility bills). This change also ensured that members without a municipal water connection could still receive the benefit.

Mayor Farrar opened the public hearing, no public comments were received, and the public hearing was closed.

3. Resolution R-2025-28, Adoption of the Town of Apple Valley Water Conservation Plan.

The Mayor stated that the water conservation plan had previously been adopted under the name "Big Plains Water Special Service District" and now needed to be re-adopted under the proper name, Town of Apple Valley Water.

Mayor Farrar opened the public hearing, no public comments were received, and the public hearing was closed.

## DISCLOSURES AND COMPLIANCE STATEMENTS

4. Disclosure Statement.

The Mayor read a formal disclosure statement regarding the town's contract with a CPA who is the Mayor's son.

The Mayor clarified that:

- The CPA is an independent contractor, not a town employee.
- The contract was executed by a prior administration before the Mayor took office.
- The CPA is highly qualified and licensed, and the town benefits from a discounted hourly rate (approximately \$75 per hour versus typical market rates around \$250 per hour).
- The services include monthly review of the town's books, preparation for the annual state audit, and direct coordination with state auditors.

The Mayor emphasized that the town is audited annually by the state, every transaction is documented, checks require dual signatures from the Mayor and the town treasurer, and the CPA does not have signing authority or direct access to bank accounts. The Mayor reiterated a commitment to financial transparency, noted the improved financial condition of the town, and emphasized that all financial reports and disbursement listings are presented to the public and reviewed by the council monthly.

## DISCUSSION AND ACTION

6. Ordinance O-2025-41, Approving the Amended and Restated Master Development Agreement for Jepson Canyon.

\*Planning Commission recommended approval on November 18, 2025.

Under Ordinance O-2025-41, the council considered approval of the amended and restated master development agreement for Jepson Canyon following a recommendation from the Planning Commission earlier that evening.

Discussion included:

- The development would consist of approximately 226–227 lots, described as slightly larger than the Cedar Point subdivision, and anticipated to build out over roughly a decade, rather than all at once.
- The project included a park area (approximately 2.5 acres) and commercial acreage along State Route 59.
- There was discussion about future water sources on the east side of town and whether the new system would interconnect with the town's main system and the planned million-gallon tank. The Mayor indicated a preference for interconnection to provide an alternate water source, with final decisions to be made at a later stage.
- Council and staff briefly discussed the previous agreement and prior hotel/fire truck arrangements from earlier iterations of the project and noted that the updated agreement no longer included a hotel or golf course, focusing instead on housing, a park, and commercial space.
- The council also discussed broader growth issues, including the long build-out of Cedar Point, the lack of rental options for local residents and young adults, and potential future concepts for accessory dwelling units or small-scale rentals that would support existing residents while limiting over-intensification by new developers.

**MOTION:** Council Member Sair motioned we approve Ordinance O-2025-41, Approving the Amended and Restated Master Development Agreement for Jepson Canyon. Planning Commission recommended approval on November 18, 2025.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

7. Ordinance O-2025-37, Zone Change from Open Space Transition Zone (OST) to Rural Estates 1 Acre Zone (RE-1) for parcel AV-1334-V-A.

\*Planning Commission recommended approval on November 12, 2025.

The Mayor explained that the applicant owned a remaining two-acre parcel near Apple Blossom Lane. Surrounding properties and the general plan designated the area as one-acre lots. The applicant sought to rezone from Open Space Transition (OST) to Rural Estates 1 Acre (RE-1) in order to divide the parcel into two one-acre lots, consistent with neighboring zoning.

**MOTION:** Council Member Taylor moved we approve Ordinance O-2025-37, Zone Change from Open Space Transition Zone (OST) to Rural Estates 1 Acre Zone (RE-1) for parcel AV-1334-V-A. Planning Commission recommended approval on November 12, 2025.

**SECOND:** The motion was seconded by Council Member Sair.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

8. Ordinance O-2025-38, Amend Title 10.02.050 Building Permit Required.

\*Planning Commission recommended approval on November 12, 2025.

The Mayor explained that the amendment added a section to clarify that a particular residential provision addressing structures such as gazebos and open horse barns does not apply to commercial properties.

The change, recommended by the town's building official, reaffirmed that commercial structures must follow the International Building Code and obtain permits and inspections, in part to manage public safety and liability.

**MOTION:** Council Member Taylor moved we approve Ordinance O-2025-38, Amend Title 10.02.050 Building Permit Required. Planning Commission recommended approval on November 12, 2025.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

9. Approval of Add-on to Gateway Services Master Agreement for Xpress Bill Pay, Building Permit - City Inspect API Integration.

Staff Report: Staff recommends council approval of the Xpress Bill Pay Add-On to the Gateway Services Master Agreement to enable Rev Neutral integration for City Inspect building permit payments; this integration has no cost to the Town, and all processing fees are passed directly to the user.

The council considered approval of an add-on to the Gateway Services Master Agreement for Xpress Bill Pay – City Inspect API integration specific to building permits. Staff explained that the add-on would automate the standard 3% credit card processing fee for building permit payments and allow applicants to pay through the existing portal. There would be no cost to the town, with all processing fees paid by the user. The change would reduce staff time by eliminating manual entry of the processing fee.

**MOTION:** Council Member Taylor moved we approve the Add-on to Gateway Services Master Agreement for Xpress Bill Pay, Building Permit - City Inspect API Integration. Thank you for staff for putting that together.

**SECOND:** The motion was seconded by Council Member Sair.

**VOTE:** Mayor Farrar called for a vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

10. Resolution R-2025-26, Fee Schedule Amendment: Residential Solid Waste Disposal Fee Increase and Building Permit Xpress Bill Pay Fees Update.

The council discussed the resolution, which increased the residential solid waste disposal fee by \$0.36 per month in line with Washington County's increase and updated the building permit Xpress Bill Pay

fee language. The council briefly discussed the county's solid waste contract and noted that the town had limited options due to a long-standing regional arrangement.

**MOTION:** Council Member Sair motioned we approve Resolution R-2025-26, the Fee Schedule Amendment: Residential Solid Waste Disposal Fee Increase and Building Permit Xpress Bill Pay Fees Update.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

11. Ordinance O-2025-39, Amend Title 4.04.030 Municipal Energy Sales And Use Tax.

The council discussed the ordinance to correct and update references in the code to the 6% municipal energy tax rate that had been in effect since 2018. During deliberation, a staff member pointed out an erroneous reference to 1.5% in the text.

**MOTION:** Council Member Sair motioned that we approve Ordinance O-2025-39, the Amended Title 4.04.030 for the Municipal Energy Sales And Use Tax. It states 1% but actually 6%, so they can make that change.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

12. Ordinance O-2025-40, Amend Title 2.10.050 Town Council Compensation Schedule and 2.14.030 Establishment Of Municipal Planning Commission.

The council addressed compensation and benefit provisions, the ordinance adjusted the Town Council stipend to \$100 per meeting, consolidating previous compensation associated with separate council and water board meetings. It also confirmed that planning commission members would receive stipends, including one related to trash service, and clarified that both trash and water stipends would be paid through payroll as taxable reimbursements rather than appearing as exempt line items on utility bills.

This structure ensured that members using private wells or different water sources could still receive the benefit.

**MOTION:** Council Member Taylor moved we approve Ordinance O-2025-40, Amend Title 2.10.050 Town Council Compensation Schedule and 2.14.030 Establishment Of Municipal Planning Commission and on Section A, need to add Section A number 3, This stipend shall be paid through the Town's payroll system as taxable income, with applicable federal, state, and FICA withholdings applied. a. Water Stipend is set at \$75.00 per month. b. Trash Stipend is set at \$14.30 per month.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

13. Resolution R-2025-27, Amend Apple Valley Policies and Procedures, Benefits and Salary Planning.

The resolution amended the town's policies and procedures to extend free trash service benefits and water stipends to planning commission members, town council members, fire volunteers, and town employees. The Mayor explained that the water stipend for employees was intended as an incentive for staff to live in town.

**MOTION:** Council Member Taylor moved we approve Resolution R-2025-27, Amend Apple Valley Policies and Procedures, Benefits and Salary Planning.

**SECOND:** The motion was seconded by Council Member Sair.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

14. Resolution R-2025-28, Adoption of the Town of Apple Valley Water Conservation Plan.

The Mayor introduced Resolution R-2025-28, adopting the Town of Apple Valley Water Conservation Plan. The Mayor noted that the plan had previously been adopted in 2024 under the former "Big Plains" name and explained that this action was primarily a housekeeping update to officially adopt the same plan under the name Town of Apple Valley Water.

**MOTION:** Council Member Sair motioned we approve Resolution R-2025-28, Adoption of the Town of Apple Valley Water Conservation Plan.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

15. Resolution R-2025-29, Adopt Apple Valley Policies and Procedures Holiday Gifts and Bonuses.

The council considered Resolution R-2025-29, which established a policy for holiday gifts and bonuses:

The resolution allowed the Mayor to provide gifts or bonuses to part-time employees, and any employees, particularly to offset the impact of unpaid time off when the town offices were closed for holidays. The annual amount per employee was capped at up to \$1,000, with any higher amount requiring council approval. The Mayor explained that the intent was to prevent part-time employees from going without pay during office closures and to support staff the town hoped to retain and eventually move into full-time roles. Finance Director Michelle Kinney noted that the policy needed a dedicated budget line; for the current year, the expense would be covered from the council's discretionary fund, and a specific line item would be added in the budget. Council members commented on the importance of supporting employees and acknowledged that checks and balances were written into the resolution.

**MOTION:** Council Member Sair motioned we approve Resolution R-2025-29, Adopt Apple Valley Policies and Procedures Holiday Gifts and Bonuses.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

16. Certification of the Results from the General Election (Canvass).

The council certified the results of the recent general election:

- There were 633 registered voters, and 408 ballots were cast, for a 64.46% voter turnout.



- The county's results showed vote totals for mayor and council races, including four-year and two-year council seats.
- The County Clerk's report documented in-person voting, counted ballots, challenged/curable ballots, and rejected ballots with mismatched signatures.

The Recorder presented the canvass. The council voted to accept the certified results from the county. It was noted that the newly elected officials would take office on the first Monday in January, with the oath of office to be conducted at the first council meeting in January.

**MOTION:** Council Member Sair motioned we approve the voting results from the county for the Town of Apple Valley.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

## CONSENT AGENDA

17. Disbursement Listing for September and October 2025.
18. Budget Report for Fiscal Year 2025 through September 2025 and October 2025.
19. September and October 2025 Water Usage Comparison.
20. Minutes: October 15, 2025 - Town Council Hearing and Meeting.

The Mayor introduced the consent agenda, which included four items: the disbursement listings for September and October 2025, the budget report for Fiscal Year 2025 through September and October, the September and October 2025 water usage comparison, and the minutes from the October 15, 2025 Town Council Hearing and Meeting. The Mayor noted that these materials contained the monthly financial information presented to the public and reviewed by the council each month before approval.

**MOTION:** Council Member Taylor moved we approve the Consent Agenda, item 17 through 20.

**SECOND:** The motion was seconded by Council Member Sair.

**VOTE:** Mayor Farrar called for a vote:

Council Member Taylor - Aye  
 Council Member Sair - Aye  
 Mayor Farrar - Aye  
 Council Member Spendlove - Aye  
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

**REQUEST FOR A CLOSED SESSION: IF NECESSARY**

No request.

**ADJOURNMENT**

**MOTION:** Council Member Sair motioned to adjourn.

**SECOND:** The motion was seconded by Council Member Palmer.

**VOTE:** Mayor Farrar called for a vote:

Council Member Taylor - Aye

Council Member Sair - Aye

Mayor Farrar - Aye

Council Member Spendlove - Aye

Council Member Palmer - Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 7:01 PM

Date Approved: \_\_\_\_\_

Approved BY: \_\_\_\_\_

Mayor | Michael L. Farrar

Attest BY: \_\_\_\_\_

Recorder | Jenna Vizcardo