

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

**TOWN COUNCIL MEETING
November 13, 2025**

Minutes from the Annabella Town Council Meeting held Thursday, November 13, 2025, 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. ELECTION CANVASS | 10. APPROVAL OF WARRANT REGISTER |
| 2. ROLL CALL | 11. TABLED-REVIEW AND CONSIDER CULINARY WATER MASTER PLAN |
| 3. OPENING REMARKS | 12. ADOPTED- ORDINANCE 2025-04 AND ORDINANCE 2025-05 |
| 4. PLEDGE OF ALLEGIANCE | 13. ADOPTED-RESOLUTION 2025-04 |
| 5. CITIZEN INPUT | 14. APPROVED-PURCHASE OF MINI EXCAVATOR |
| 6. APPOINTMENT-BRAD SHARP PAST DUE WATER BILL | 15. DEPARTMENT BUSINESS |
| 7. APPOINTMENT-RICK ROBERTS, FINANCIAL REVIEW | 16. ADJOURN |
| 8. APPOINTMENT-ANNABELLA YOUTH COUNCIL | |
| 9. APPROVAL OF MINUTES | |

Public in attendance:

Shane Phelps
Erin Phelps
John Chartier
Lou Brown
Kyler Nielson
Kaylon Johns
John Abney

Brad Sharp
Rick Roberts
Terry Warner
Kayla Johns
Matti Brimhall
Jindee Nielson

1. ELECTION CANVASS. Tina Mitchell presented the 2025 Municipal General Election Canvass Report. There are 514 registered voters with 325 ballots cast, representing a 63.23% voter turnout. The results of the 2025 Annabella Municipal General Election were presented as follows:

Mayor, 4 Year Term:

John L. Chartier: 203 votes
Christopher Kent Nielson: 120 votes

Town Council Member, 4 Year Term:

Louis H. Brown: 155 votes
Kelvin K. Johns: 167 votes
Michelle Knight: 140 votes
Rex Lloyd Tanner: 133 votes

It was noted that no provisional ballots were received, there were no overseas ballots, and 7 ballots were initially rejected. Six of those rejected ballots were later fixed because the signatures did not match the voter record, and those votes were added to the final count. One ballot was received after the deadline and was not counted. **Councilmember Anderson moved to accept the Canvass results. Councilmember Nielson seconded the motion. All voted in favor. Motion passed. (Summary: Yes = 4) Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, Chris Nielson.**

2. ROLL CALL. Mayor Christensen took roll call, Councilmembers Jill Anderson, Kelvin Johns, Stephanie Morgan and Chris Nielson were in attendance. Tina Mitchell, Clerk, and Eric Nielsen, Maintenance Supervisor, were also in attendance.

3. OPENING REMARKS. Councilmember Nielson offered a prayer.

4. PLEDGE OF ALLEGIANCE. Councilmember Anderson led the group in the Pledge of Allegiance.

5. CITIZEN INPUT. No citizen input was provided during this time.

Mayor Christensen welcomed John Chartier as the incoming Mayor beginning in January and Lou Brown as a new member of the Town Council.

6. APPOINTMENT-BRAD SHARP PAST DUE WATER BILL. Brad Sharp, attending on behalf of Darren Sharp, met with the Town to address the past-due water bill totaling \$978.20, which has been turned over to the county and resulted in a lien on the property located at 195 E. 100 N. The past due amount was from the mandatory billing (irrigation, solid waste, and park and recreation) that comes with the property and does not have the option to not be billed even if the house is vacant. Tina Mitchell noted that the billing was from 2019-2021. Billing then ceased and a lien was put on the property for the balance due. No billing took place during 2022-present.

Mr. Sharp explained that Darren had suffered a severe fall from a roof, followed by a stroke, leaving him unable to manage household responsibilities. Darren's wife, Joey, is currently caring for him and their ten children. Mr. Sharp requested that the Town consider forgiving the outstanding balance, noting that Joey claims she had not received any billing notices. He also informed the Town Council that John Abney, Darren's uncle, will be moving into the home to maintain the property and assist the family.

Mayor Christensen noted that Mr. Abney had mentioned the possibility of a payment agreement. He turned the discussion over to the Council for their input.

Councilmember Stephanie Morgan suggested that at least part of the bill should be paid.

Councilmember Chris Nielson stated that after reviewing the information he was against complete forgiveness of the balance. He explained that the approximately \$1,000 being requested was already an 80% reduction from the approximately \$4,000 that would have been billed had service continued. He suggested a payment plan with \$500 upfront and the rest paid monthly over a year.

Councilmember Kelvin Johns pointed out that the bills stopped prior to the accident and had been ignored.

John Abney introduced himself and explained that he would be living in the property. He stated he was on Social Security and proposed paying \$100 per month, calculated as the past-due amount of \$978.20 divided by 12 months (\$83) plus the monthly fee of approximately \$37. Councilmember Nielson noted that the total monthly utility bill is closer to \$90 per month.

After discussion, the Council proposed that Abney pay \$200 upfront to have the water turned on, with the remaining \$978 to be paid over 24 months (approximately \$33 per month) in addition to the regular monthly bill of approximately \$90. This would result in a total monthly payment of about \$124 for two years. Abney agreed to these terms.

Councilmember Johns moved to accept the \$200 turn-on fee and the 2-year payment plan. Councilmember Anderson seconded the motion. All voted in favor. Motion passed. (Summary: Yes = 4) Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, Chris Nielson.

7. APPOINTMENT-RICK ROBERTS, FINANCIAL REVIEW. Rick Roberts presented the financial review, explaining that this year they conducted agreed-upon procedures rather than an audit. He reported two findings:

- The Town did not post meeting minutes from June 2025 to the Utah Public Notice website within three days of the minutes being approved as required.
- The Fraud Risk Assessment was submitted in August and needs to be submitted within the fiscal year (by June 30th).

Roberts noted that both issues are common among municipalities and can be easily fixed.

He then reviewed key points from the financial report, including:

- The statement of net position showed positive balances in both governmental activities and business-type activities.
- The Town had approximately \$1.3 million in total cash at year-end.
- The Town has significant capital assets, including infrastructure and utility systems.

- The Town has several long-term debts with favorable interest rates, including a lease revenue bond at 0% interest and a street revenue bond at 0.5% interest.
- The Town stayed within its budget for expenditures, with revenues exceeding expenditures by \$7,018.

Roberts commended the Town for managing its finances.

8. APPOINTMENT-ANNABELLA YOUTH COUNCIL.

Kayla Johns, representing the Youth Council, presented three ideas for December activities:

- Annabella Christmas Light Fight: A competition where residents decorate their homes for Christmas, with videos highlighting selected houses each week. Voting would combine judges' scores and residents' votes. They proposed prizes of \$100 for first place and two \$50 prizes as honorable mentions, to be given as credits on Town utility bills.
- New Year's Eve Party: The Youth Council proposed hosting an event with a balloon or ball drop and selling hot chocolate. Tina confirmed the Old Town hall was already reserved for this event.
- Breakfast with Santa: The Youth Council suggested reviving this tradition on December 13th with donuts and Santa arriving on a fire truck or tank.

The Youth Council also asked for permission to decorate the Old Town Hall and park for Christmas to help advertise the Christmas Light Fight.

The Council expressed support for these activities and the proposed prize structure.

9. APPROVAL OF MINUTES. The Council reviewed the minutes from the previous meeting. **Motion: Councilmember Anderson moved to approve the minutes. Councilmember Nielson seconded the motion. The motion passed unanimously. (Summary: Yes = 4) Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, Chris Nielson.**

10. APPROVAL OF WARRANT REGISTER The Council reviewed the warrant register. **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.**

11. TABLED-REVIEW AND CONSIDER CULINARY WATER MASTER PLAN. Kyler Nielsen presented the Culinary Water Master Plan, which evaluates Annabella's existing infrastructure and provides recommendations for the next 10-20 years. He identified deficiencies in the current system:

- Source issues: The well on 300 South has high nitrates and isn't currently used for culinary purposes. Both the 300 South and 600 South wells are near emergency shutoff levels. He stated that current sources can only provide for 290 ERCs (Equivalent Residential Connections), making the Town deficient by about 69 ERCs.
- Water rights: Multiple water rights are not currently associated with current points of diversion and need to be updated.
- Storage: The Town has sufficient storage capacity with an excess of 765 ERCs.
- Distribution system: Areas along the 300 South well, on the south end of town are under minimum pressure requirements, which also affects the ability to provide minimum fire flow throughout most of the system.

Mr. Nielsen recommended a two-phase approach for improvements:

Phase 1 (Short Term): Create an upper pressure zone with a new tank and well to address low system pressures, and make fire flow improvements. Estimated cost: \$3,850,000.

Long Term (5-10 years): Redrill the 600 South well to a deeper level (approximately 600 feet, about twice its current depth) because both wells are close to emergency shutoff levels. Depending on the production of the redrilled well, the Town might need another well in the next 5-10 years.

Nielsen noted that the Community Impact Board (CIB) would be the most likely funding source for these improvements.

After discussion, the Council decided to review the complete plan before adopting it at the January meeting. Nielsen agreed to email the plan to all Council members for their review.

12. ADOPTED- ORDINANCE 2025-04 AND 2025-05. John Chartier, Planning Commission member, explained that these ordinances would establish proper cul-de-sac standards within the Town's subdivision ordinance and standards to ensure emergency equipment, including fire trucks and garbage trucks, can navigate and turn around in these areas. The design standards follow state fire code requirements.

Mayor Christensen emphasized the importance of these standards for emergency services, noting that if a fire engine couldn't access a property because of inadequate design, it could pose significant liability for the Town.

Councilmember Nielson clarified that these standards would apply to future developments, not existing situations, which would need to be addressed individually.

Councilmember Johns moved to adopt Ordinance 2025-04, an amendment to Ordinance 2024-02, the Subdivision and Development Standards for Cul-de-Sac Design. He also moved to adopt Ordinance 2025-05, an amendment

to Ordinance 2025-01 to Update Standard Drawing ST-02 and Establish Minimum Cul-de-Sac Dimensions. Councilmember Morgan seconded the motions. All voted in favor. Motion passed. (Summary: Yes = 4) Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, Chris Nielson.

13. ADOPTED-RESOLUTION 2025-04. Tina Mitchell explained that this resolution would enable the Town to receive \$1,500 in funding to help celebrate America's 250th anniversary. The funds could be used for any event, preferably the Fourth of July. The resolution affirms that the Town will have a committee (which could be the Town Council) to support the celebration. **Councilmember Anderson moved to adopt Resolution 2025-04. Councilmember Morgan seconded the motion. All voted in favor. Motion passed. (Summary: Yes = 4) Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan, Chris Nielson.**

14. APPROVED-PURCHASE OF MINI EXCAVATOR. Eric Nielsen, Maintenance Supervisor, revisited the request discussed at last month's meeting regarding the need for a mini excavator. He explained that a mini excavator would be used immediately and would provide significant benefit across all departments. The Town Council reviewed a detailed cost breakdown by department. The total purchase price is \$83,007.91, with expenses to be allocated among the General Fund, Roads, Parks, and Cemetery Capital Project Funds. **Councilmember Morgan moved to approve the purchase of a mini excavator. Councilmember Anderson seconded the motion. The motion passed with one dissenting vote from Councilmember Nielson, who expressed concern that the water department, which would heavily use the equipment, was not contributing to the cost. (Summary: Yes = 3) Yes: Jill Anderson, Kelvin Johns, Stephanie Morgan. No=1) Chris Nielson.**

15. DEPARTMENT BUSINESS.

Beautification, Parks & Activities

Councilmember Nielson reported on the Pheasant Hunter's Dinner, stating it was a success and approximately 350 people were served. He noted that the dinner has historically been a fundraiser for youth since about 1945. He suggested potentially using future proceeds to support high school seniors, having them help with the event and then making applications for funds to support their college or vocational education. Kaylon Johns, Youth Council Advisor, suggested using the funds to rebuild the Old Town Hall into a two-story building, with the lower level for rentals and the upper level for youth activities and Youth Council meetings.

Cemetery

No updates were provided.

Roads

No updates were provided.

Water

Summary Results Report - OFFICIAL RESULTS

Municipal General Election

November 4, 2025

OFFICIAL RESULTS

Sevier County, Utah

Annabella

STATISTICS

TOTAL

Registered Voters - Total	514
Ballots Cast - Total	325
Voter Turnout - Total	63.23%

Annabella Town Mayor

Vote For 1

TOTAL

JOHN L. CHARTIER	203
CHRISTOPHER KENT NIELSON	120

Annabella Councilmember

Vote For 2

TOTAL

LOUIS H BROWN	155
KELVIN K JOHNS	167
MICHELLE KNIGHT	140
REX LLOYD TANNER	133

I, TINA MITCHELL, TOWN CLERK, IN AND FOR SAID TOWN, DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL TRUE AND CORRECT ABSTRACT OF THE STATEMENT OF VOTE OF THIS TOWN AT THE GENERAL ELECTION HELD IN THIS TOWN ON NOVEMBER 4, 2025 AS MADE OUT AND ENTERED UPON THE RECORD OF THE BOARD OF TOWN CANVASSERS, SO FAR AS THE SAME RELATES TO THE OFFICES AND QUESTIONS NAMED IN THE ABSTRACT.

DATED: 11/13/25

SIGNED: Tina Mitchell

SIGNED: Brent Christensen

SIGNED: Wade Taylor

SIGNED: Stephanie Morgan

SIGNED: Jill Anderson

SIGNED: Chris Reed

Councilmember Johns reported that the pond was mostly drained, and they would be measuring it to prepare for updating the outlet screen to reduce crawdad problems.

16. ADJOURN. Before adjourning, Mayor Christensen expressed appreciation to the Council for their service, noting this was his last meeting as Mayor. He wished them luck with future projects and expressed confidence

At 8:11 p.m. Councilmember Anderson made a motion to adjourn the meeting. Councilmember Morgan seconded the motion and the motion carried unanimously.

Minutes of the Town Council meeting held Thursday, November 13, 2025, were approved this day of December, 2025.


Brent Christensen, Mayor


Tina Mitchell, Town Clerk