

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

**TOWN COUNCIL MEETING  
January 8, 2026**

Minutes from the Annabella Town Council Meeting held Thursday, January 8, 2026, beginning at 6:00 p.m. in the Town Council Chambers, located at 295 East 300 North, Annabella, Utah. Mayor John Chartier conducting.

1. **WELCOME.** Mayor Brent Christensen welcomed all in attendance and expressed appreciation to incoming Mayor John Chartier, reelected Councilmember Kelvin Johns, and incoming Councilmember Lou Brown, noting his confidence that the town will remain in capable hands and that the new Town Council will do a great job. He then turned the time over to Tina Mitchell to administer the Oath of Office.
2. **ADMINISTRATION OF THE OATH OF OFFICE.** Tina Mitchell administered the Oath of Office to Mayor John Chartier and to Councilmembers Louis Brown and Kelvin Johns, each duly elected to serve the Town of Annabella.
3. **ROLL CALL.** Mayor John Chartier expressed gratitude to Brent Christensen and Jill Anderson for their years of dedicated service on the Town Council, noting that their combined 32 years of service reflect a remarkable commitment to the community. It was noted that Mayor John Chartier and Councilmembers Kelvin Johns, Louis Brown, Christopher Nielson, and Stephanie Morgan were all present.
4. **OPENING REMARKS.** Councilmember Brown offered the opening prayer.
5. **PLEDGE OF ALLEGIANCE.** Councilmember Johns led the Pledge of Allegiance.
6. **APPOINTMENT: KYLER NIELSEN-CULINARY WATER MASTER PLAN.**  
Kyler Nielsen from Jones & DeMille provided an update on the Culinary Water Master Plan. He explained that since the last presentation, they met with Mayor Chartier, Kelvin Johns, and Parker Vercimak to review recommended improvements. The original plan included a 300,000-gallon tank with a booster pump, 10-inch connecting pipe, and a fill pipe from the 600 South well. The revised plan proposes a booster pump/fire pump on 300 South that would use the existing upper tank infrastructure instead, along with a transfer switch and a 4-inch irrigation pipe for the 300 South well to pump to the irrigation pond. This revised approach is significantly less expensive (\$2,715,000 versus \$3,870,000) and would remain more cost-effective even with higher long-term operation and maintenance costs.

Kyler also reported that the project has been listed on the Utah Project Portal, which serves as a placeholder for potential CIB funding. The CIB application deadline is May 1st, and Jones & DeMille or Tyler Timmons (R6) can help complete that application when the Town decides to move forward.

Councilmember Nielson identified a directional error in the document, noting that the reference to Annabella in relation to Red Butte Canyon Springs was incorrect. Kyler acknowledged the mistake and will make the correction.

7. APPOINTMENT: YOUTH COUNCIL UPDATE. Kayla Johns reported that the Youth Council has taken a break during the winter months but is considering organizing an Annabella birthday party in February to celebrate the Town's incorporation date. The event would be similar to, but smaller, than the Pheasant Hunters dinner. The Council expressed support for this initiative.

8. APPROVAL OF WARRANT REGISTER. The Council reviewed the warrant register. Councilmember Nielson inquired about the Polaris Methods payment, which Tina Mitchell explained is for the Town's quarterly accounting and billing software. **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: Louis Brown, Kelvin Johns, Stephanie Morgan, Christopher Nielson.**

9. REVIEW AND CONSIDER ADOPTION OF THE CULINARY WATER MASTER PLAN. Mayor Chartier thanked Jones & DeMille for their work on the Culinary Water Master Plan. He noted that with the correction of the directional error regarding Red Butte Canyon Springs, the Council was ready to adopt the plan. He emphasized that adopting the plan does not commit the Town to immediate action but provides a document to guide future water system improvements. **Councilmember Nielson moved to approve/adopt the Culinary Water Master Plan. Councilmember Morgan seconded the motion and the motion carried with Councilmember Johns recusing himself due to his employment with Jones & DeMille Engineering. (Summary: Yes=3) Yes: Louis Brown, Stephanie Morgan, Christopher Nielson. Recused: Kelvin Johns.**

10. CONSIDER APPOINTING LYNDON FRIANT AS A PLANNING COMMISSION MEMBER. Mayor Chartier introduced Lyndon Friant as a candidate to fill the open Planning Commission seat. He noted that Lyndon has experience serving on planning commissions in other communities. He noted that the seat is for a three-year term, which would end in December 2028. **Councilmember Brown moved to appoint Lyndon Friant to the Planning Commission. The motion was seconded by Councilmember Morgan and the motion carried unanimously. (Summary: Yes=4) Yes: Louis Brown, Stephanie Morgan, Christopher Nielson, Kelvin Johns.**

11. **SELECTION OF A COUNCILMEMBER TO SERVE AS MAYOR PRO TEMPORE.** Mayor Chartier explained the need for a Mayor Pro Tempore to conduct meetings in his absence. After a brief discussion, **Councilmember Brown made a motion to appoint Councilmember Nielson as Mayor Pro Tempore. Councilmember Morgan seconded the motion and the motion carried unanimously. (Summary: Yes=4) Yes: Louis Brown, Kelvin Johns, Stephanie Morgan, Christopher Nielson.**

12. **DISCUSSION REGARDING THE 2026 COMMUNITY WILDFIRE MUNICIPAL PARTICIPATION COMMITMENT.** The Council discussed the 2026 Community Wildfire Municipal Participation Commitment, which has become more complex than in previous years.

Tyler Timmons explained that participation in the plan ensures that, in the event of a wildfire, Forestry, Fire & State Lands would assume the cost of suppression rather than the Town—an expense that could otherwise be significant. He also noted that municipalities are now required to adopt the 2006 Wildland Urban Interface Code by January 1, 2026, and to develop a Community Wildfire Protection Plan. Tina Mitchell reported that she had requested an extension for adoption of the code, and the agency was accommodating the request.

Kent Poulson, Planning Commission Chairman, offered to help develop the plan, and the council agreed that the Planning Commission should review the ordinance and host a public hearing before recommending it for adoption. Tyler Timmons offered to invite Thomas Peterson from Forestry Fire and State Lands to the next council meeting in February to discuss the requirements.

Councilmember Brown then asked Eric Nielsen and Shane Phelps to work with Tyler Timmons and Thomas Peterson to complete the wildfire preparedness template and prepare it for review.

The Council also identified potential high-risk areas in town, particularly properties along the east and south boundaries adjacent to BLM land. It was noted that most mitigation responsibilities would fall on individual property owners rather than the Town, and that education about these requirements would be important.

### 13. DEPARTMENT BUSINESS:

Water: Eric Nielsen, Maintenance Supervisor, provided an update on water cybersecurity measures. He explained that the Town has implemented two-step verification for email access and for the SCADA system that controls the water infrastructure. They have established a secure VPN to limit access to water control systems, working with Tyler Moore as a third-party technical support. Eric emphasized that these measures help prevent unauthorized access that could potentially manipulate wells or solenoids affecting water distribution.

Eric also discussed the issue with standing water on the cement lid of the lower water tank, which received 15 points against the town in the IPS (Improvement

Priority System) water quality evaluation. He explained they would seek bids for epoxy coating or another solution to seal the tank lid and prevent potential contamination.

No updates were reported for Activities, Cemetery, Parks or Roads. Mayor Chartier suggested discussion of department assignments at the next meeting.

14. OTHER BUSINESS: Mayor Chartier reported on a meeting hosted by the Annabella Irrigation Company that he and Councilmember Johns attended. The irrigation company is proceeding with plans to pipe the canal, with designs completed and work potentially starting on the upper 900 feet before water flows in April and then continuing from the lower end in October if Bureau of Reclamation funding is received.

The piping project complicates the Town's current practice of draining storm water and pressurized irrigation systems into the canal. Mayor Chartier noted that the irrigation company was reluctant to allow continued use of the canal for these purposes but Frank Batty left open the possibility of the Town submitting a proposal for connecting irrigation drains to the clean-out boxes that will be installed every 600 feet along the piped canal. The Council agreed to work with Eric and Shane to inventory the irrigation drains and develop a proposal for the irrigation company.

The Council also agreed that Town employees would keep the waste ditch on 500 East cleaned out, as requested by the irrigation company, as a good-faith effort to maintain a positive working relationship.

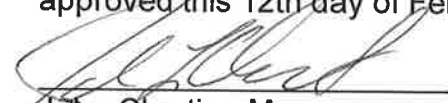

15. OPEN MEETINGS ACT TRAINING. Tyler Timmons conducted the state-mandated annual Open and Public Meetings Act training.

He covered:

- Meeting notice requirements (24-hour minimum notice with agenda, date, time, and place)
- Annual meeting schedule posting requirements
- Recording and minute-keeping requirements
- Emergency meeting procedures
- Closed meeting rules and allowable topics
- Electronic meeting options
- GRAMA (Government Records Access and Management Act) requests and the importance of being careful with emails and text messages about town business, as these can be subject to GRAMA requests

16. **At 7:25 p.m. Councilmember Nielson made a motion to adjourn the meeting. Councilmember Johns seconded the motion and the motion carried unanimously.**

Minutes of the Town Council meeting held Thursday, January 8, 2026, were approved this 12th day of February 2026.

  
John Chartier, Mayor  
Tina Mitchell, Town Clerk