

The regular meeting of the Orderville Town Board was held Wednesday, March 11, 2026, at 7:00 p.m. in the basement of the Orderville Town Office.

Board Members present were: Mayor Ray Spencer, Council Members: Susan Esplin, Shanda Frost, Robert Caruso & Shaun Sharkey.

Employees present Chelcie Cox -Treasurer, Breanna Crofts-Town Clerk, Chris Esplin -Building Inspector, and Verl Sawyer – Public Works Director.

Public present: Ty Gant, Robert Lacey, Priscilla Shatto, Heather Sharkey, Austin & Kelsie Spencer, Bert Reeve, Laraine Rose, Donald, Chantry Jensen with Hinton Burdick & Advisors via teams meeting & Paul Anderson with Sunrise Engineering via teams meeting.

Mayor Ray Spencer called the meeting to order. Minutes of the previous meeting January 7, 2026, were reviewed. Shanda Frost motioned to approve the minutes. Susan Esplin seconded the motion. All were in favor. Motion carries. Bills were presented for payment. Susan Esplin motioned to pay the bills. Shanda Frost seconded the motion. All were in favor. Motion carries.

BUSINESS:

- 1. HINTON BURDICK & ADVISORS/SQUIRE – REVIEW FINANCIAL AUDIT ENDING 6-30-25** The town received an unmodified (“clean”) opinion from Squire (formerly Hinton Burdick), with no material weaknesses, significant deficiencies, or compliance findings. Net position increased by ~\$117,000; outstanding bonds total ~\$1.9M, with \$95,000 paid down in the year. Firm merger will not change the audit team or scope.
- 2. ENGINEERS RECOMMENDATION AND AWARD NOTICE OF BID FOR ORDERVILLE TOWN CULINARY WATER IMPROVEMENTS 2026** The board reviewed eight competitive bids for the project, which has a total budget of \$479,000. The engineer's formal recommendation was to award the contract to Rollins Construction and Trucking, whose bid came in at \$248,568.75. However, Rollins was the second-lowest bidder. The apparent low bidder was Larry Rose Construction, a local company, with a bid of approximately \$222,000. The engineer, Paul, explained that his recommendation was based on the fact that Larry Rose Construction had submitted an incomplete bid packet, failing to include a required six-page qualification statement (Form C-451). He emphasized that fairness to all eight bidders required adherence to the submission rules. Representatives from Larry Rose Construction addressed the board, explaining the omission was an oversight due to the form not being numbered on the checklist provided in the bid documents. They argued that the necessary financial and ownership information had been submitted to their bonding company to secure the bond papers that were included in the packet, making the missing form redundant. After deliberation, board members expressed a strong preference for supporting a local contractor, especially since the omission did not impact the bid price or the company's ability to perform the work. A motion was made and passed to award the contract to Larry Rose Construction, thereby overriding the engineer's official recommendation. Shaun Sharkey motioned to award notice of bid to Larry Rose Construction. Robert Caruso seconded the motion. All were in favor. Motion carries.
- 3. DISCUSSION AND CONSIDERATION OF BILLING AND COLLECTION AGREEMENT WITH WESTERN KANE COUNTY SPECIAL SERVICE DISTRICT FOR SOLID WASTE AND COMMUNICATIONS SERVICES** This agreement replaces an informal arrangement and clarifies fee structures for waste and telecommunication services. A new, mandatory "broadcast telecommunications" fee of \$2 per month will replace the previous, more complex TV service fee. The town's administrative fee for handling collections will change from a flat \$98 per month to 4.5%. Susan Esplin motioned to approve Billing and Collection Agreement with Western Kane County Special Service District for Solid Waste and Communications Service by Resolution #2026-3-11-1 with an effective date of May 1, 2026. Robert Caruso seconded the motion. Ayes: Susan Esplin, Robert Caruso, Shaun Sharkey, Shanda Frost, Mayor Ray Spencer. Motion carries five to zero.

4. **DONATION/SPONSORSHIP TO VALLEY LITTLE LEAGUE** Susan Eplin motioned to donate \$1000.00 to Valley Little League. Shanda Frost seconded the motion. All were in favor. Motion carries.
5. **KANE EDUCATION FOUNDATION - ORDERVILLE TOWN SCHOLARSHIP** Prior year donation was 1,000 designated for an Orderville student; students have three years to request funds. Faculty requested flexibility to split funds. Robert Caruso motioned to approve \$1500.00 to Kane Education Foundation for an Orderville senior scholarship. Susan Eplin seconded the motion. All were in favor. Motion carries.
6. **CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT FOR CHANCE BENTLEY AT 590 W JUNIPER CIR, ORDERVILLE FOR USE OF HOME AS A VACATION RENTAL** Recommendation of approval came from the Orderville Planning & Zoning Commission. Shanda Frost motioned to approve the conditional use permit for Chance Bentley at 590 W Juniper Cir for use of home as short-term rental. Robert Caruso seconded the motion. All were in favor. Motion carries.
7. **CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT FOR AUSTIN SPENCER AT 56 N CENTER ST, ORDERVILLE FOR USE OF BASEMENT AS A VACATION RENTAL** Recommendation of approval came from the Orderville Planning & Zoning Commission. Shaun Sharkey motioned to approve the conditional use permit for Austin Spencer at 56 N Center for use of basement as short-term rental. Shanda Frost seconded the motion. Ayes Shaun Sharkey, Shanda Frost, Robert Caruso, Susan Eplin. Mayor Ray Spencer abstains. Motion carries.
8. **BUSINESS LICENSES:**
 - **WILDWOODS STUDIO – EMILY LACEY**
 - **BENTLEY RENTAL – CHANCE BENTLEY**
 - **A&K PROJECTS – AUSTIN SPENCER**Shanda Frost motioned to approve the business licenses as presented. Shaun Sharkey seconded the motion. Ayes Shaun Sharkey, Shanda Frost, Robert Caruso, Susan Eplin. Mayor Ray Spencer abstains. Motion carries.
9. **DISCUSSION AND CONSIDERATION OF FITNESS CENTER MEMORANDUM OF UNDERSTANDING WITH THE BOARD OF EDUCATION OF KANE COUNTY SCHOOL DISTRICT** After much discussion amongst the board, it was decided to table the decision until the April meeting to allow staff to gather more information, negotiate terms with the school district, and consult with the town's insurance.
10. **CASH BALANCE FDIC LIMITS** Following the audit's recommendations to mitigate risk, the board authorized staff to restructure town funds. This involves moving money from the primary checking account, which exceeds FDIC insurance limits, into a higher-interest Public Treasurer's Investment Fund (PTIF) account. Susan Eplin motioned to approve moving funds from the General Checking account to the General PTIF fund to bring the checking account to the \$250,000 FDIC insurance limit. Shaun Sharkey seconded the motion. All were in favor. Motion carries.
11. **PTIF LOAN RESERVES** The audit's recommendations are to open a PTIF Loan Reserve, the town is required by its lenders to hold these reserves, and this move will formalize compliance. A total of \$197,789 will be placed in the reserve account to cover obligations for four specific general and water fund loans. Susan Eplin motioned to approve opening a PTIF Loan Reserve account and transferring funds into it. Shaun Sharkey seconded the motion. All were in favor. Motion carries.
12. **PARK UPDATE - APPROVAL FOR NEW APPLICATION WITH UTAH OUTDOOR RECREATION GRANT** Discussion for submitting a \$200,000 grant application to Utah Outdoor Recreation for the town park, which would require a \$60,000 town match if awarded. The grant deadline is March 13, 2026. This is a second application for the

second phase for a grant the park committee received previously. Shaun Sharkey motioned to approve the application. Shanda Frost seconded the motion. Ayes: Shaun Sharkey, Shanda Frost, Mayor Ray Spencer. Nays: Susan Esplin & Robert Caruso abstained. Motion carries three to two.

13. **SET PUBLIC HEARING FOR DATE & TIME CHANGE OF MEETINGS** Shanda Frost proposed a change intended to better accommodate the schedules of staff and board members to the first Monday of the month at 5:30 PM. Shanda Frost motioned to set a public hearing for April 1, 2026 at 7:00 PM to change date and time of meetings. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

DEPARTMENT BUSINESS:

STREETS AND ROADS: Susan Esplin will contact Michael Stewart about setting only current street markers. Mayor Ray Spencer has spoken with Sunrise Engineering about the Master Transportation Plan and starting a Wastewater Masterplan as it is a necessary precursor to any major street planning.

PARKS, RECREATION, AND CEMETERIES: Annual Easter egg hunt will be Saturday, April 4th, at 10:00 AM. An update was provided on the UDOT-funded south trail project. A formal maintenance agreement is the final requirement before bids can be let in May. The 10-year agreement requires the town to handle maintenance, including snow removal within 48 hours. The document will be placed on the agenda for the April meeting for formal review and approval after the board and the town's insurance provider have had time to analyze it.

ADJOURN Susan Esplin motioned that the meeting be adjourned. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

On April 1, 2026, Susan Esplin motioned to approve these minutes. Shanda Frost seconded the motion. All were in favor. Motion carries.