



TOWN COUNCIL HEARING AND MEETING

1777 N Meadowlark Dr, Apple Valley
Wednesday, May 20, 2026 at 6:00 PM

MINUTES

CALL TO ORDER, PLEDGE OF ALLEGIANCE, PRAYER

The Town Council meeting was called to order by Mayor Farrar at 6:00 PM. The Pledge of Allegiance and an invocation were offered.

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

No conflicts of interest were disclosed.

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

During the Mayor's report, the Mayor announced the passing of former Apple Valley Mayor Rick Moser and informed the public of a celebration of life service scheduled for May 23, 2026. The Mayor also announced the hiring of several new part-time staff members to assist with increasing administrative workloads, including a finance assistant and a deputy town clerk/building and safety assistant.

The Mayor provided an update regarding the development of the Town cemetery. Discussion included the use of a previously donated gold coin, valued at approximately \$4,000 to \$5,000, to help fund cemetery surveying and initial improvements. The Council discussed cemetery plot pricing, perpetual care fees, and plans to begin selling burial plots once the survey work was completed. Council discussion emphasized keeping the cemetery development manageable while gradually expanding services and infrastructure over time.

Council Members recognized local high school and college graduates and discussed statewide efforts to expand vocational and trade school education opportunities. Additional discussion included an upcoming Parks and Recreation survey review scheduled for the next Town Council meeting.

PUBLIC COMMENTS: 3 MINUTES EACH - DISCRETION OF MAYOR FARRAR

No public comments were received, and the Council proceeded into the public hearing portion of the meeting.

PUBLIC HEARING

1. Ordinance O-2026-12, Amend Title 9.04 Animal Services and Control.
Mayor Farrar opened the public hearing. No public comments. Mayor Farrar closed the public hearing.
2. Ordinance O-2026-13, Amending the compensation for the Town Clerk/Building Permit Supervisor.
Mayor Farrar opened the public hearing. No public comments. Mayor Farrar closed the public hearing.
3. Resolution R-2026-15, Amend Title 01.15.000 Bulk Water Sales of the Apple Valley Water Department.
Mayor Farrar opened the public hearing. No public comments. Mayor Farrar closed the public hearing.
4. Resolution R-2026-16, Amending the Apple Valley Fee Schedule Related to Bulk Water Meters and Cemetery Fees.
Mayor Farrar opened the public hearing. No public comments. Mayor Farrar closed the public hearing.

DISCUSSION AND ACTION

5. Ordinance O-2026-12, Amend Title 9.04 Animal Services and Control.

For Item No. 5, the Mayor explained that Ordinance O-2026-12 amended Title 9.04 Animal Services and Control to update the Town's animal control regulations and align rabies-related provisions with current state code requirements. The Mayor noted that portions of the Town's animal control ordinance were outdated and required revisions to match state standards.

MOTION: Council Member Taylor moved we approve Ordinance O-2026-12, Amend Title 9.04 Animal Services and Control.

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.

6. Ordinance O-2026-13, Amending the compensation for the Town Clerk/Building Permit Supervisor.

For Item No. 6, the Mayor explained that Ordinance O-2026-13 amended the compensation for the Town Clerk/Building Permit Supervisor. The Mayor stated that the Town Clerk had previously received a \$1 per hour raise and had since assumed additional supervisory responsibilities after organizational changes placed a deputy clerk position under their supervision. The Mayor stated that the compensation adjustment was intended to recognize the expanded supervisory role and additional responsibilities associated with overseeing staff. Following discussion, the Council approved the ordinance.

MOTION: Council Member Taylor moved we approve Ordinance O-2026-13, Amending the compensation for the Town Clerk/Building Permit Supervisor.

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.

7. Resolution R-2026-14, Amend Policies and Procedures (Salary Planning) regarding Fire Stipend Update.

For Item No. 7, Mayor Farrar introduced Resolution R-2026-14, amending policies and procedures related to fire department stipend compensation. Mayor Farrar explained that the Town had previously discussed utilizing a part-time employee for fire coverage, but the arrangement had not been effective.

Fire Chief Michael Gross explained that under labor regulations, volunteers who are hired into paid positions can no longer serve strictly as volunteers and must be compensated for all hours worked, including training and emergency responses. Chief Gross stated that staffing challenges had made it difficult to recruit outside part-time personnel and that the proposed stipend structure would allow volunteers to continue assisting with coverage while remaining within legal requirements.

Chief Gross explained that the revised stipend system would compensate volunteers for standby coverage while allowing greater flexibility for emergency response staffing and reducing overtime obligations. Chief Gross stated that the proposal would help attract additional volunteers willing to provide coverage and would create more options for coverage during time off, training, and meetings. Discussion also addressed future growth, increasing service demands, and the Town's current financial limitations while preparing for anticipated development.

Mayor Farrar stated that the proposal appeared to be a cost-effective alternative to a part-time or full-time staffing model and noted that the Town was currently balancing growth-related demands without yet receiving additional tax revenue associated with future development. Council discussion acknowledged the importance of maintaining public safety coverage while managing budget constraints.

MOTION: Council Member Taylor moved to approve Resolution R-2026-14, Amend Policies and Procedures (Salary Planning) regarding Fire Stipend 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.

8. Resolution R-2026-15, Amend Title 01.15.000 Bulk Water Sales of the Apple Valley Water Department.

For Item No. 8, Mayor Farrar introduced Resolution R-2026-15, amending Title 01.15.000 regarding bulk water sales for the Apple Valley Water Department. Mayor Farrar explained that the amendment increased the bulk water meter deposit from \$1,000 to \$2,000 after the Town reviewed current replacement costs for the equipment. Mayor Farrar stated that the issue was brought to the Town's attention after a bulk water meter was reportedly lost or misplaced. Following a review of replacement pricing, including updated meter costs and related expenses, the Town determined that the existing deposit amount was outdated and no longer sufficient to cover replacement costs. Mayor Farrar clarified that the amendment only addressed the deposit increase for the bulk water meter.

MOTION: Council Member Sair moved we approve Resolution R-2026-15, Amended Title 01.15.000 Bulk Water Sales of the Apple Valley Water Department.

SECOND: The motion was seconded by Council Member Spendlove.

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. Resolution R-2026-16, Amending the Apple Valley Fee Schedule Related to Bulk Water Meters and Cemetery Fees.

For Item No. 9, Mayor Farrar introduced Resolution R-2026-16, amending the Apple Valley fee schedule related to bulk water meters and cemetery fees. Mayor Farrar explained that the fee schedule amendment incorporated the previously approved increase to the bulk water meter deposit from \$1,000 to \$2,000 and added cemetery-related fees to the Town's fee schedule.

Mayor Farrar stated that prior cemetery regulations and fee structures had been developed for a much larger cemetery operation and had become difficult to manage. Mayor Farrar explained that after reviewing the cemetery program with staff and community volunteers, the Town chose to simplify the fee structure and operational requirements in order to make the cemetery program manageable and operational. Discussion noted that several provisions and fee categories had been removed or consolidated to focus on basic services during the initial phase of development.

Mayor Farrar explained that burial fees would be collected at the time of burial rather than when a plot was purchased, with mortuaries paying fees associated with grave preparation and burial services. Mayor Farrar also explained revisions to the bulk water meter policy, stating that if a bulk water meter is lost, damaged, or not returned, the Town may retain the full deposit and bill for up to 100,000 gallons of water usage, in addition to any applicable damages or fees. The Council discussed the estimated average water usage for construction-related bulk water use and the Town's inability to verify usage when meters are not returned.

Council Member Spendlove discussed future consideration for cremation burials and suggested that the Town eventually consider reduced burial fees or accommodations for child burials due to the hardship experienced by families. Council Member Sair discussed options used by other cemeteries that allow children to be buried within family plots. Mayor Farrar acknowledged that additional cemetery policies and services would likely be added in the future as the cemetery develops, but emphasized that the Town's immediate goal was to simplify the process and establish a functional cemetery program.

Mayor Farrar stated that the cemetery remained a work in progress and explained that initial burials would occur before landscaping and additional improvements were completed.

MOTION: Council Member Sair moved we approve Resolution R-2026-16, Amending the Apple Valley Fee Schedule Related to Bulk Water Meters and Cemetery Fees.

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.

10. Resolution R-2026-17, Amend Title 1.04.030 Disputed Bills of the Apple Valley Water Department.

For Item No. 10, Mayor Farrar introduced Resolution R-2026-17, amending Title 1.04.030 regarding disputed bills for the Apple Valley Water Department. Mayor Farrar explained that the prior policy, established under the former Big Plains system, allowed the Town to recalculate excessive water bills caused by leaks based on the customer's usage during the same month of the previous year. Mayor Farrar stated that while the Town understood that some leaks may occur without a customer's knowledge, the policy had been increasingly abused by customers failing to monitor or repair significant leaks in a timely manner.

Mayor Farrar discussed several examples of excessive water loss caused by unattended leaks and stated that the Town was attempting to promote water conservation during ongoing drought conditions in Utah. Mayor Farrar expressed concern that it was unfair for the Town and taxpayers to absorb the cost of excessive water loss caused by customer negligence while the community was being asked to conserve water.

Council Member Sair emphasized the seriousness of drought conditions and the importance of water conservation efforts. Mayor Farrar explained that the amended policy removed language allowing automatic recalculation of leak-related bills based on prior-year usage and clarified that water leaks on private property remain the responsibility of the customer. The amendment also authorized the Mayor to approve a one-time 50% reduction for excessive water bills caused by leaks under special circumstances. In addition, the amendment formalized the Town's ability to offer payment plans of up to six months without penalties for qualifying leak-related charges.

Mayor Farrar stated that the Town still intended to assist customers when appropriate but believed the policy needed revision to address repeated abuse and encourage greater responsibility for leak prevention and repair.

MOTION: Council Member Sair moved we approve Resolution R-2026-17, Amended Title 1.04.030 Disputed Bills of the Apple Valley Water Department.

SECOND: The motion was seconded by Council Member Spendlove.

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. Granting View-Only Access to the Town's State Bank of Southern Utah Account for Finance Clerk LettieKay Ballard.

For Item No. 11, Mayor Farrar discussed granting view-only access to the Town's State Bank of Southern Utah account for Finance Clerk LettieKay Ballard. Mayor Farrar explained that the new employee would assist with financial and administrative duties under Michelle Kinney's supervision and would require access to review account information, balances, and transaction entries as part of those responsibilities. Mayor Farrar clarified that the access would be limited to viewing account information only and would not allow the employee to move funds, make transfers, or withdraw money.

Discussion noted that the additional staff support was intended to help reduce Michelle's workload and allow greater focus on larger administrative projects.

MOTION: Council Member Sair moved we approve the Granting View-Only Access to the Town's State Bank of Southern Utah Account for the Financial Clerk LettieKay Ballard.

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.

DISCUSSION

12. Ordinance O-2026-14, Repeal and Replace Title 14.13 Cemeteries.

For Item No. 12, Mayor Farrar discussed Ordinance O-2026-14, repealing and replacing Title 14.13 related to cemeteries. Mayor Farrar explained that the ordinance was being simplified by removing provisions designed for a much larger cemetery operation and replacing them with more basic regulations to help establish the Town's cemetery program. Mayor Farrar stated that additional provisions related to cremation services and other cemetery operations could be added in the future as the program develops. Discussion also included cemetery administration responsibilities, with Administrative Manager Michelle Kinney overseeing operations and Planning Commission Chairman Bradley Farrar assisting with startup and management efforts. The item was presented for discussion only, with a public hearing and vote scheduled for the next meeting.

CONSENT AGENDA

13. Minutes: April 15, 2026 - Town Council Meeting.

14. Disbursement Listing for April 2026.

15. Budget Report for Fiscal Year 2026 through April 2026.

16. April 2026 Water Usage Comparison.

Mayor Farrar opened the consent agenda for approval of the April 15, 2026 Town Council Meeting minutes, the April 2026 disbursement listing, the fiscal year 2026 budget report through April 2026, and the April 2026 water usage comparison. Mayor Farrar explained that some budget categories had exceeded 100% but stated that year-end budget adjustments would be completed with the assistance of the Town auditor. Mayor Farrar stated that staff planned to finalize and close out the budget at the end of June and present final adjustments to the Council in July. Council Member Sair commented that the road department budget had experienced unexpected expenses during the year.

MOTION: Council Member Taylor moved to approve the Consent Agenda, items 13, 14, 15, and 16.

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 closed session was requested.

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 6:39 PM.

Date Approved: _____

Approved By: _____
Mayor | Mike Farrar

Attest By: _____
Recorder | Jenna Vizcardo