

The regular meeting of the Orderville Town Board was held Monday, June 1, 2026, at 5:30 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: David Johnson, Lori Jensen, Candice Cox, Lee Sorensen, Berkeley Hurt, Steve Stevens, Kellie Frost, Heather Sharkey, McKenna Roundy, Clay & Lindy Hansen, Bert Reeve, Anna McDonald, and Commissioner Celeste Meyers

Mayor Ray Spencer called the meeting to order. Minutes of the previous meeting May 4, 2026, were reviewed. Susan Esplin motioned to approve the minutes. Shanda Frost 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. PUBLIC HEARING, DISCUSSION, AND CONSIDERATION OF RESOLUTION 2026-06-01-1 APPROVING THE BUDGET FOR FISCAL YEAR 2027 (YEAR ENDING JUNE 30, 2028)** Shaun Sharkey motioned to enter into the public hearing at 5:31. Bob Caruso seconded the motions all were in favor. Motion carries. Kellie Frost asked how much was allocated for streets and roads. Breanna Crofts stated all the funds that will be available which is \$180,000. No other public comments. Susan Esplin motioned to close the public hearing at 5:34. Shanda Frost seconded the motion. All were in favor. Motion carries. Susan Esplin motioned to adopt Resolution 2026-06-01-1 approving the budget for FY 2027. Shanda Frost seconded the motion. All were in favor. Motion carries.
- 2. PUBLIC HEARING, DISCUSSION, AND CONSIDERATION OF UPDATING THE MUNICIPAL CODE TITLE 8 CHAPTER 9 ZONING DISTRICTS SECTION 9.10.2 & 9.10.6** Shaun Sharkey motioned to enter into the public hearing at 5:36. Bob Caruso seconded the motions all were in favor. Motion carries. No public comments. Susan Esplin motioned to close the public hearing at 5:39. Shanda Frost seconded the motion. All were in favor. Motion carries. Shanda Frost motioned to update the municipal code Title 8 Chapter 9 Zoning Districts Section 9.10.2 & 9.10.6. Shaun Sharkey seconded the motion. All were in favor. Motion carries.
- 3. DISCUSSION AND CONSIDERATION OF CIVIL ATTORNEY PROPOSALS** The council reviewed two proposals for the position of civil attorney. The candidates were the firm Snow Jensen & Reece and local attorney Berkeley Hurt. Mr. Hurt was present at the meeting, introduced himself, and answered questions. Council members expressed a preference for a local candidate who was present. A discussion on rates noted that Mr. Hurt proposed a monthly retainer equivalent to a \$150 hourly rate, which was considered more favorable than the rates proposed by Snow Jensen & Reece. Shaun Sharkey motioned to approve Berkeley Hurt as Orderville Town civil attorney. Bob Caruso seconded the motion. All were in favor. Motion carries.
- 4. DISCUSSION AND CONSIDERATION OF A RESOLUTION 2026-06-01-2 APPROVING AN AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH ORDERVILLE JUSTICE COURT PROSECUTOR TYLER BONZO** The council addressed a request from the Justice Court Prosecuting Attorney, Tyler Bonzo, for a pay increase. Mr. Bonzo, who was hired in March 2023, requested his monthly compensation be raised from \$850 to \$1,000. The justification for the raise is a significant increase in his caseload, which has grown from an initial six to eight cases per month to the current twelve to fifteen cases per month. Susan Esplin motioned to approve Resolution 2026-06-01-2 an amendment to the employment agreement with Orderville Justice Court Prosecutor Tyler Bonzo. Shanda Frost seconded the motion. All were in favor. Motion carries.

5. **CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT FOR BRENDA ALLRED AT 1465 S VALLEY VIEW DR, ORDERVILLE FOR USE OF HOME AS A VACATION RENTAL** The council considered a conditional use permit application from Brenda Allred to operate a vacation rental at her home located at 1465 South Valley View Drive. During the application process, it was discovered that the property is part of a subdivision governed by Covenants, Conditions, and Restrictions (CC&Rs) that prohibit such businesses. Several neighbors (McKenna Roundy, Lindy & Clay Hansen) from the subdivision attended the meeting to voice their opposition. They expressed concerns about safety, particularly for children, due to transient traffic. While they spoke highly of the potential property managers, they were firm that they did not want to amend the CC&Rs, fearing it would set a precedent for more short-term rentals in their small, family-oriented cul-de-sac. The council debated the appropriate course of action, noting the city's decision would be superseded by the private CC&Rs and that approving the permit could be misinterpreted as the town overriding the CC&Rs. A motion was made to table the conditional use permit until the CC&R has been amended to allow short-term rentals or an agreement has been reached within the homeowners' association. Tabling the matter allows the applicant to resolve the issue without having to re-apply and pay fees again. Shaun Sharkey motioned to table the conditional use permit for Brenda Allred at 1465 S Valley View Dr for a short-term rental the CC&R's have been amended and allow short-term rentals. Susan Esplin 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 STEVE STEVENS AT 100 E STEVENS LN, ORDERVILLE FOR A MACHINING & FABRICATION BUSINESS** Steve Stevens presented his plan to expand his machine and fabrication business, to a family property located at 100 East Stevens Lane. The property is at the end of a county lane. Mr. Stevens stated that he and his family are the sole operators, so there will be no additional employee traffic. The Planning Commission had made several recommendations, including setting quiet hours from 10:00 p.m. to 7:00 a.m. and ensuring exterior lighting conforms to dark sky ordinances. Mr. Stevens acknowledged a past issue with lighting that has since been resolved. Shaun Sharkey motioned to approve the conditional use permit for Steve Stevens at 100 E Stevens Ln with the conditions set by the planning and zoning commission and adding if there are ever employees besides the owners, Mr. Stevens will need to reapply for a conditional use permit. Bob Caruso seconded the motion. All were in favor. Motion carries.
7. **BUSINESS LICENSES:**
- **EAGLE FABRICATION – STEVE STEVENS** Susan Esplin motioned to approve Eagle Fabrication as presented. Shanda Frost seconded the motion. All were in favor motion carries.
 - **ZION EAST AIRSCAPE LLC – BRENDA ALLRED** The council addressed a business license application for East Zion Airscape LLC, intended for a short-term rental at 1465 South Valley View Drive. The application was complicated by the fact that the related conditional use permit had been tabled due to an unresolved CCN&R issue. After discussion, the council decided to amend the scope of the business license. They approved the license for a "rental business" at the specified address, rather than limiting it to short-term rentals. This allows the owner to operate a long-term rental if the short-term rental is not approved. Shanda Frost motioned to approve East Zion Airscape LLC for a long-term rental business. Bob Caruso seconded the motion. Ayes: Susan Esplin, Bob Caruso, Shanda Frost. Motion carries.
8. **DISCUSSION AND CONSIDERATION OF RESOLUTION 2026-06-01-3 APPROVING A COOPERATIVE AGREEMENT WITH UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS** This annual agreement facilitates cooperation on firefighting efforts, providing a framework for sharing resources and ensuring the town is reimbursed for qualified firefighters assisting on fires outside its jurisdiction. It also serves as an insurance measure. Susan Esplin motioned to approve Resolution 2026-06-01-3 a cooperative agreement with Utah Division of Forestry, Fire & State Lands. Shanda Frost seconded the motion. All were in favor. Motion carries.

- 9. DISCUSSION AND CONSIDERATION OF RESOLUTION 2026-06-01-4 APPROVING A UTAH WILDFIRE RESOURCE MEMORANDUM OF UNDERSTANDING WITH UTAH DIVISION OF FORESTRY, FIRE AND STATE LANDS** This MOU is a prerequisite for the cooperative agreement. It requires volunteer firefighters to be trained in wildland fire safety (be "red-carded"), allowing the department to request funds when assisting on wildland fires. The department currently has two red-carded firefighters. Shanda Frost motioned to approve Resolutions 2026-06-01-4 a Utah Wildfire Resource Memorandum of Understanding with Utah Division of Forestry, Fire & State Lands. Shaun Sharkey seconded the motion. All were in favor. Motion carries.
- 10. DISCUSSION AND CONSIDERATION A PORTION OF PARCEL O-35-5 SURPLUS LAND** The council discussed a parcel of land deeded to the town in 2019 for a road project near the ballpark. Since the road's path was altered, this corner parcel is no longer necessary. The original owner has expressed interest in getting the land back. To provide options for the land's future (sale, lease, or trade), the council formally separated it from the road parcel. Shaun Sharkey motioned to declare a portion of parcel O-35-5 surplus land. Bob Caruso seconded the motion. All were in favor. Motion carries.
- 11. CONSIDER FOR APPROVAL/DENIAL OF THE TOWN SEEKING A DEDICATED OR PRESCRIPTIVE EASEMENT THROUGH THE PROPERTY OF 169 N 100 W AS OUTLINED IN CORRESPONDENCE WITH DEVON J HERRMAN FROM SNOW JENSEN AND REESE ATTORNEYS AT LAW – SUSAN ESPLIN** The council revisited an issue concerning property owned by Riley Anderson at 169 North 100 West. In February, the council had allowed one month for negotiations regarding access, which was being blocked by cement barriers. Council member Susan reported the barriers had recently impeded a school bus during a "Farm Field Day," forcing approximately 120 children to walk a considerable distance. Though the mayor reported the barriers were since removed, concerns about them returning remained. Susan proposed pursuing a prescriptive easement to ensure permanent access, based on over 50 years of historical use. The agenda item initially suggested using the law firm Snow Jensen & Reece, but the council noted they now have their own attorney, Mr. Hurt and will direct him to review the property maps & surveys and recommend a course of action. Shaun Sharkey motioned to deny the agenda item as written. Shanda Frost seconded the motion. All were in favor. Motion carries.
- 12. DISCUSS/CONSIDER A PROTOCOL FOR CONSIDERING DONATIONS/SPONSORSHIP – SUSAN ESPLIN** The council discussed establishing a formal protocol for handling requests for donations and sponsorships, prompted by the need for fairness and compliance with state law. It was noted that state law requires a value exchange for taxpayer money and that goods and services provided to the community must be bid on. One member argued that Utah municipalities can sponsor groups or events for a public purpose with proper documentation. The discussion broadened to the need for a comprehensive fiscal policy governing all town purchasing and donations, which is currently lacking. To avoid potential lawsuits, the council considered creating a clear policy with established criteria. Commissioner Celeste Meyers offered to share their application for community grants. Shanda Frost & Susan Esplin agreed to research and draft a policy for future consideration, which would provide a structured framework while allowing the council final discretion.
- 13. CONSIDER ORDERVILLE RECREATION DEVELOPMENT COMMITTEE DISSOLUTION** The council considered dissolving the Orderville Recreation Development Committee, established in February 2025, on the basis that it had fulfilled its primary purpose of planning and outreach, with park construction now underway. Arguments against dissolution were raised, noting the park is still in progress, funds are being managed, and equipment decisions are pending. A member of the public stated the committee provides a single voice for community input. However, the town liaison and other members expressed concerns about poor communication, with one council member having not received a report in six months. It was clarified that the committee only makes recommendations and all expenditures require council approval. Park construction is currently on hold pending

an engineering plan to stabilize the new hill. The council decided to table the dissolution. Instead, the town liaison will meet with the committee to address communication, potentially add new members, and request an update at the July 2026 meeting.

14. **SUPPORT PLANNING AND ZONING TO CREATE A NEW ZONE FOR TINY LOTS – TONY COLLINS** Tony Collins, a member of the Planning and Zoning Commission, proposed creating a new zoning category for "tiny lots" to address the lack of affordable housing. This would allow smaller residential properties than the current minimums of 9,000 square feet (R-1) or 12,000 square feet (R-1A), enabling the construction of modest homes (900-1,200 sq. ft.). The new zone would be strictly for single-family dwellings, prohibiting short-term rentals, Airbnbs, ADUs, and trailers. Tony argued this would prevent smaller lots from being categorized as commercial property and would help grow the town's residential community. Council members expressed interest, noting it aligns with the town's general plan. They gave Tony consensus to proceed with his research and return at the next meeting with a detailed proposal and drafted ordinances.

DEPARTMENT BUSINESS:

STREETS AND ROADS

PARKS, RECREATION, AND CEMETERIES - Shanda Frost shared 4th of July plans. Breakfast at 8, Parade at 11, Park festivities & lunch by Cross Country team at 12, and Fireworks at dark. Soup Town Days discussion noting declining local participation, lawn mower races are seen as separate. Final decision will be discussed in July 2026 meeting.

BUILDINGS AND FIRE DEPARTMENT

WATER DEPARTMENT - Culinary Water Improvements 2024 Project is underway and a possible change order for an irrigation culvert.

ADMINISTRATION – Town Clerk brought up unauthorized charges on town accounts.

OTHER NECESSARY ITEMS - Commissioner Celeste Meyers provided several updates about Zion National Park access for oversized vehicles, HB 48, Five County Association of Governments, and Federal Land Roads (Sand Dunes Rd & Skutumpah Rd).

EXECUTIVE SESSION

DEPARTMENT BUSINESS:

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

On July 7, 2026, Shanda Frost motioned to approve these minutes. Susan Esplin seconded the motion. All were in favor. Motion carries.