The regular meeting of the Orderville Town Board was held Monday, July 6, 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, Attorney Berkeley Hurt.

Public present: Ed & Ann Bolander, Jessica Sawyer, Craig Overman, Angela Powers, David Johnson, Ursula Bullen, Earl Levanger, Kobe & Priscilla Shatto, Bert Reeve, Heather Sharkey, Tony Collins, Don Robinson, Verna Beardall, Jeff Mortimer – Sunrise Engineering via teams.

Mayor Ray Spencer called the meeting to order. Minutes of the previous meeting June 1, 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. **IMPACT FEE HARDSHIP LOAN – CRAIG OVERMAN** The council examined a compliance and hardship case for Mr. Overman, discovered to be using culinary water without a meter in an area undergoing major waterline construction. Fees for new service consist of a $4,000 impact fee and a $250 meter fee (total $4,250). Mr. Overman has been paying his neighbor which he is illegally connected to and reported an annual income of $14,220 with significant medical constraints. Given the absence of a current hardship loan policy, the town attorney advised creating one to ensure fairness and clear eligibility criteria. Alternatives discussed included a deferred payment plan (e.g., small monthly amounts) and external utility assistance via State of Utah and Five County Association programs. To allow immediate compliance while a long-term solution is developed, the council approved a 30-day deferment of the impact fee, authorized a change order for the contractor to install a meter now, and committed to draft a formal hardship loan policy for August council review. Once metered, payments will be direct to the town under a new account rather than through a landowner proxy. Susan Esplin motioned to approve the hookup and meter be placed with a 30-day deferment of the impact fee. Shanda Frost seconded the motion. All were in favor. Motion carries. Shaun motioned to approve a change order for Larry Rose Construction to install a meter for Craig Overman. Bob Caruso seconded the motion. All were in favor. Motion carries.

2. **TRANSPORTATION MASTER PLAN – SUNRISE ENGINEERING (JEFF MORTIMER)** Jeff Mortimer from Sunrise Engineering presented the Transportation Master Plan (TMP), a 30-year framework to 2055 that synthesizes traffic data, land use, UDOT coordination, and modeling. Forecasts anticipate about 1,300 residents by 2045. Current traffic operations are healthy—roadway segments at level of service B or better, and key intersections at C or better—indicating future needs will center on safety, access management, frontage, and connectivity rather than congestion. The capital improvement program totals roughly $16.23 million with an estimated $4.64 million town share, much of it development-driven. The TMP is advisory rather than binding; it is best used to guide review, preserve corridors, and support funding applications. Shaun Sharkey motioned to set a public hearing for August 3, 2026 at 5:30 p.m. Susan Esplin seconded the motion. All were in favor. Motion carries.

3. **RESOLUTION 2026-07-06-2 A RESOLUTION OF THE TOWN COUNCIL OF ORDERVILLE TOWN, UTAH, ESTABLISHING UTAH RETIREMENT SYSTEMS (URS) ELIGIBILITY FOR ELECTED OFFICIALS AND APPOINTIVE OFFICERS** Shanda Frost motioned to approve the above resolution. Susan Esplin seconded the motion. All were in favor. Motion carries.

4. **CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING**

COMMISSION FOR A CONDITIONAL USE PERMIT FOR BROOKSTONE LEHI LLC (KAY ADAMSON) AT 618 W CEDAR DR, 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 Brookstone Lehi LLC at 618 W Cedar Dr for use of home as short-term rental. Susan Esplin 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 MAR MILL LLC (CAMERON MILLER) AT 10915 PINYON DR, 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 Mar Mill LLC at 10915 Pinyon Dr for use of home as short-term rental. Susan Esplin seconded the motion. All were in favor. Motion carries.

6. **BUSINESS LICENSES:**
    - **BROOKSTONE LEHI LLC – KAY ADAMSON**
    - **MAR MILL LLC – CAMERON MILLER**

    Susan Esplin motioned to approve Brookstone Lehi LLC, and Mar Mill LLC as presented. Shanda Frost seconded the motion. All were in favor motion carries.

7. **RESOLUTION 2026-07-06-1 - A RESOLUTION ADOPTING PURCHASING, PROCUREMENT, AND FINANCIAL POLICIES AND PROCEDURES FOR ORDERVILLE TOWN** The council discussed adopting a comprehensive purchasing, procurement, and financial policy to satisfy audit findings and guide spending delegation, investment, and competitive bidding thresholds. After discussion, approval authority was clarified: expenditures up to $5,000 may be authorized by department heads/mayor; $5,001–$50,000 require quotes and approval by department heads/mayor; over $50,001 requires town council approval. Emergency expenditures protecting health, safety, welfare, or municipal property must be authorized by the mayor. The employee handbook will be updated to explicitly define department heads consistent with this policy. Shaun Sharkey motioned to approve Resolution 2026-07-06-1 with changes in approval authority to remove department head. Robert Caruso seconded the motion. Susan Esplin motioned to amend approval authority to keep department heads, with language as defined in the employee handbook. All were in favor. Motion carries.

8. **REAL ESTATE PROPERTY TRADE NEAR BALLFIELD -** Surplus town land near Ballpark Road and Highway 89 will be exchanged for a parcel owned by Lorin Robinson near the baseball field to expand park feasibility. The mayor was authorized to enter contracts with Jon Rush and Lorin Robinson, pending legal descriptions.

9. **PURCHASE NEW TRUCK AND SIDE-BY-SIDE –** Chris Esplin presented 3 sales quotes about purchasing a new truck and 2 sales quotes for two-seater side-by-side (within the $100,000 budget). The side-by-side will clear sidewalk slush and assist with weed spraying; the truck replaces a failing vehicle with transmission and sensor issues. Shanda Frost motioned to approve the purchase of a new truck and side by side. Robert Caruso seconded the motion. Ayes: Shanda Frost, Robert Caruso. Nay: Shaun Sharkey. Susan Esplin abstained. Motion passed.

10. **PRIVATE BURIAL ZONING CHANGES –** Town Council discussed a one-time private cemetery up to 5 burial plots for resident Don Robinson on his agricultural property, conditioned on survey submission and recording, consistent with Kane County private burial requirements (including proximity to waterways). Susan Esplin motioned to approve a onetime private cemetery up to 5 burial plots on Don Robinsons property. Robert Caruso seconded the motion. All were in favor. Motion carries

    Recognizing a gap in town ordinances regarding private burials, the council discussed scheduling a public hearing for August to amend cemetery ordinances—debating whether to prohibit private cemeteries entirely or restrict them by conditions/zones, while aligning with state protections against groundwater and watershed contamination. Shaun Sharkey motioned to set a public hearing for August 3, 2026 at 5:35. Robert Caruso seconded the motion. All were in favor. Motion carries.

11. **TOWN FIRE SAFETY – FIRE DEPARTMENT PLANS** Discussed developing a formal agreement with Kane County to provide fire service coverage in unincorporated areas. The mayor will meet with county commissioners to establish service and liability protections. Reviewed plans to implement a regular fire hydrant testing program in coordination with the Public Works and Fire Departments. Council supported a three-year testing cycle and ongoing maintenance. Discussed drafting a fire restriction ordinance that aligns with state and federal fire restriction stages to provide consistent regulations. Council also discussed designating approved areas for fireworks use. Reviewed the Town's cooperative wildfire agreement with the State of Utah, allowing initial wildfire suppression costs to be covered by the state and repaid primarily through mitigation projects and community service efforts. Discussed establishing a Community Fire Council to coordinate wildfire mitigation projects, public education, and community cleanup efforts. Reviewed House Bill 48 regarding high wildfire risk areas, property owner inspection requirements, appeal opportunities, insurance notification requirements, and wildfire prevention recommendations. Susan Esplin motioned to direct the Fire Department and Water Department to develop and implement a hydrant testing program for approximately 110–120 hydrants, utilizing a three-year testing cycle with priority given to older hydrants. Shanda Frost seconded the motion. All were in favor. Motion carries.

12. **ROCK CHURCH RENTAL FEES** Council discussed proposed rental fee increases from $25 to $50 for families and small organizations and from $100 to $200 for commercial use to help offset maintenance and cleaning costs. Members reviewed concerns with the current refundable cleaning deposit process and considered alternatives, including a non-refundable cleaning fee or a flat rental rate that includes mandatory cleaning. Council also discussed balancing affordable rental rates with maintaining building cleanliness. No action was taken, and the topic was tabled for further review. Council also agreed that no user groups may permanently store equipment in the building and that all items must be removed after each use.

13. **REQUEST FOR PROPOSALS – BUILDING CLEANING** To improve cleanliness standards across town facilities, the council discussed issuing RFPs for professional building cleaning services across public-access buildings (e.g., Rock Church, park restrooms, fitness center, meeting rooms), with staff compiling the facility list. Shaun Sharkey motioned to approve request for proposals on building cleaning. Shanda Frost seconded the motion. All were in favor. Motion carries.

14. **SUNRISE ENGINEERING WORK RELEASE N0 2026-01 MT CARMEL JCT PASSING LANE WATER LINE RELOCATION** Shaun Sharkey motioned to approve work release no 2026-01 Mt Carmel Jct. passing lane water line relocation. Susan Esplin seconded the motion. All were in favor. Motion carries.

15. **NORTH EVENT CENTER WATERLINE UPGRADE –** Town Council discussing authorizing Sunrise Engineering to proceed with engineering for upgrading the North Center line from 4-inch to 8-inch to improve fire protection serving the Events Center area, with construction decisions to follow after engineering cost and funding evaluations. Susan Esplin motioned to approve Sunrise Engineering to proceed with engineering upgrade North Event Center water line. Shanda Frost seconded the motion. All were in favor. Motion carries.

16. **PARK UPDATE** The council provided a thorough park update. Toddler playground equipment has been delivered; bleachers (orange and black) are enroute. Major excavation dirt work is complete but raises stability concerns. The council halted construction on the built-up dirt area pending engineering and compaction review, shifting near-term progress to natural, undisturbed ground behind the current ball field. Recognizing that recent and planned park elements depend on safe site conditions. Shanda Frost motioned to approve issuing an RFP to engineering firms for compaction testing, site and elevation design, and remediation options. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

    The mayor noted access constraints at the town park area behind the office due to fence placement not matching property lines, suggesting future planning may require easements or acquisitions to ensure safe access.

17. **CAPITAL IMPROVEMENTS LIST** Discussion was held regarding the need to establish a formal, prioritized capital improvement list for future grant applications and funding opportunities. It was noted that Five County typically requests updated capital improvement priorities annually, generally in December/January, and having an established list will allow the Town to be prepared and proactive when opportunities become available. The Council discussed making the Capital Improvement List a monthly agenda item to allow ongoing review, updates, and gathering of input from Council members, staff, and the public as appropriate. Initial projects identified for consideration include: - park/baseball field improvements; intersection at 200 S & 100 W (Red Hollow subdivision); Center Street to high school (parking); Center Street South past the church (drainage); water projects per master plan; general plan for town office/park/senior services/fitness center area.

18. **MEETING DATE & TIME CHANGE** Shaun Sharkey motioned to set public hearing for meeting date and time change to first Tuesday at 6:30 p.m. Shanda Frost seconded the motion. All were in favor. Motion carries.

DEPARTMENT BUSINESS:
STREETS AND ROADS -
PARKS, RECREATION, AND CEMETERIES -
BUILDINGS AND FIRE DEPARTMENT -
WATER DEPARTMENT -
PLANNING & ZONING – Tony Collins came from planning and zoning and gave a draft concept for a new zone. UDOT is looking for a letter of support from Orderville Town with no financial obligation. Letter of support for trail extension from Mt. Carmel Jct. to east Zion should include an appointed project manager and liaison. Proposed roles would be Ed Myers project manager and Ed Bolander liaison over the project. Consensus from town council to have mayor sign a letter of support.
ADMINISTRATION –
OTHER NECESSARY ITEMS – Discussion to separate lawnmower races from Soup Town Days. Shanda Frost will talk with Shane about the lawnmower races.
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 August 3, 2026, Shanda Frost motioned to approve these minutes. Susan Esplin seconded the motion. All were in favor. Motion carries.