

The regular meeting of the Orderville Town Board was held Monday, August 3, 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: Earl Levanger, Ursula Bullen, Ben Armstrong, Shane Frost, Leonard Tait, David Johnson, Dana Monnett, Bert Reeve, Dixie McCorvey, Heather Sharkey, Nicki Lamb, Payton Steed, Sierra Ferguson, Kloe, Maverick, & Ryder Crofts, Wheeler Lamb

Mayor Ray Spencer called the meeting to order. Minutes of the previous meeting July 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. **PUBLIC HEARING, DISCUSSION, AND CONSIDERATION OF TRANSPORTATION MASTER PLAN** Shaun Sharkey motioned to enter into the public hearing at 5:35 p.m. Susan Esplin seconded the motions all were in favor. Motion carries. The council opened a public hearing to discuss the Transportation Master Plan, which details existing and proposed transportation routes. Public comment included a question about a potential secondary access road for school district property, which is included in the plan's future considerations. Another point was raised about Tait Lane, a narrow private lane. The council confirmed that improving Tait Lane is listed as a proposed project in the plan's capital improvement projects list. Shanda motioned to exit the public hearing at 5:42 p.m. Shaun Sharkey seconded the motion. All were in favor. Motion carries. Public hearing concluded and Shaun Sharkey motioned to pass Resolution 2026-08-03-1 to officially adopt the Transportation Master Plan. Susan Esplin seconded the motion. Ayes: Shanda Frost, Shaun Sharkey, Ray Spencer, Robert Caruso, & Susan Esplin. Motion carries five to zero.
2. **PUBLIC HEARING, DISCUSSION, AND CONSIDERATION OF TOWN COUNCIL MEETINGS DATE & TIME CHANGE** Shaun Sharkey motioned to enter into the public hearing at 5:44 p.m. Susan Esplin seconded the motion. All were in favor. Motion carries. The proposal was to amend the ordinance to provide more flexibility. The existing rule mandates a meeting on the first Monday of each month at 5:30 p.m. The proposed change removes the specific day and time, stating that the council shall hold "a minimum of one regular meeting per month," with the date and time to be set by the council. This allows the council to adjust meeting schedules as needed and potentially hold more than one meeting per month if the agenda is heavy. Shanda Frost motioned to exit the public hearing at 5:48 p.m. Susan Esplin seconded the motion. All were in favor. Motion carries. Public Hearing concluded and Susan Esplin motioned to amend Municipal Code Title 1 Chapter 10 Town Council Meetings to state "a minimum of one regular meeting per month," with the date and time to be set by the council. Shanda Frost seconded the motion. All were in favor. Motion carries. Shaun Sharkey motioned to set date of meeting to the first Tuesday of the month at 7:00 p.m. and will start in September. Robert Caruso seconded the motion. All were in favor. Motion carries.
3. **IMPACT FEE HARDSHIP LOAN – CRAIG OVERMAN** The council discussed the Impact Fee Hardship Loan for Craig Overman. The mayor requested an extension of the 30-day period previously granted to Mr. Overman. The extension is needed as negotiations are ongoing regarding road issues and his property is not yet connected to the water system. The council agreed to extend the deadline by another 30 days while these details are resolved. Shanda Frost motioned to extend the deadline by 30 days. Robert Caruso seconded the motion. All were in favor. Motion carries.

4. **LETTER OF SUPPORT FOR EMS PROVIDER DESIGNATION– BEN ARMSTRONG** Ben Armstrong from Kane County Hospital EMS explained recent statutory changes requiring each municipality to formally select an EMS provider. Through a collaborative, county-wide Request for Proposal (RFP) process, Cedar Mountain was awarded its existing service area, and Kane County Hospital EMS was awarded the remainder of the county, including the area within Orderville. Ben Armstrong requested a letter of support from the town confirming their participation in this process and agreement with the outcome, designating Kane County Hospital as their provider. Shaun Sharkey motioned to authorize the mayor to sign a letter of support. Shanda Frost seconded the motion. All were in favor. Motion carries.
5. **REAL PROPERTY CONVEYANCE AND EXCHANGE AGREEMENT NEAR BALLFIELD** The council discussed a real property exchange with Lorin Robinson & Jon Rush. The town will trade a small, triangular parcel of land located at the corner of Highway 89 and Ballpark Road for a piece of property adjacent to the new baseball field. This exchange will provide more space for bleachers and dugouts along the first baseline. The agreement also includes a provision for the town to perform up to \$2,000 worth of work on the property being traded away, or to pay that amount if the work is not completed. The council determined that this must be finalized through a resolution. Shaun Sharkey motioned to adopt Resolution 2026-08-03-2 Real Property Conveyance and Exchange Agreement and authorizes the mayor to complete the transaction. Shanda Frost seconded the motion. Ayes: Susan Esplin, Robert Caruso, Ray Spencer, Shaun Sharkey, & Shanda Frost. Motion carries five to zero.
6. **CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT SEAN & DUSTI FROST AT 2375 S STATE ST, ORDERVILLE FOR USE OF HOME AS A VACATION RENTAL** Recommendation of approval came from the Orderville Planning & Zoning Commission. Susan Esplin motioned to approve the conditional use permit for Sean & Dusti Frost at 2375 S State St for use of home as short-term rental. Shanda Frost seconded the motion. All were in favor. Motion carries.
7. **BUSINESS LICENSES:**
 - **SDF INVESTMENTS – SEAN & DUSTI FROST**

Shaun Sharkey motioned to approve SDF Investments as presented. Susan Esplin seconded the motion. All were in favor motion carries.
8. **DISCUSSION AND CONSIDERATION FOR JANITORIAL CLEANING SERVICES** The council considered separating janitorial cleaning from existing staff responsibilities (Verl and Chris) and engaging external contractors on a 1099/private business basis. Three proposals were received, and applicant Dana Monnett was present. The council discussed flexibility in the scope of work (frequency, extent, facility list) and the idea of maintaining a callable list of multiple cleaners. The clerk questioned whether payment would follow each applicant's requested rate or a standard amount. The council decided to empower the mayor to negotiate terms (frequency, extent, price) with the clerk providing a second opinion. Dana Monnett was to receive initial priority due to her attendance. It was determined that the action complied with the new purchasing policy and prior RFP process. Shaun Sharkey motioned to approve janitorial cleaning services with mayoral discretion to negotiate agreements with individuals, with the clerks input. An amendment was added to prioritize Danna Monnett. Susan Esplin seconded the motion. All were in favor. Motion carries.
9. **CONSIDER DONATION/SPONSORSHIP APPLICATION SUBMITTED BY THUNDERBIRD LLC – CARMEL MOUNTAIN CAR SHOW** The annual Carmel Mountain Car Show, organized by DBA Thunderbird LLC with profits benefiting Wounded Warriors, requested \$2,000 to help cover a significant increase in event insurance (from \$5,000 to \$11,000). The event is a high tourism draw, with most attendees from out of town staying 2–3 nights, and the town likely recoups the funds through visitor spending. The car count is anticipated to be up ~50% from last year. Shaun Sharkey motioned to approve a donation to Thunderbird LLC in the amount of \$2000.00. Robert Causo seconded the motion. All were in favor. Motion carries.

- 10. CONSIDER DONATION/SPONSORSHIP APPLICATION SUBMITTED BY PARTICIPANTS OF THE KANE COUNTY JUNIOR LIVESTOCK SHOW** Kloe, Maverick, & Ryder Crofts, Payton Steed, Wheeler Lamb, and Sierra Ferguson all came and invited the council and community to support them by purchasing animals, contributing to the sale price, or making add-on donations. The council discussed how to support the participants, and decided to make a donation. Shanda Frost motioned to approve a donation for \$1200.00. Robert Caruso seconded the motion. All were in favor. Motion carries.
- 11. SWIMMING POOL** The swimming pools future was discussed. The prior council (2024) voted to close and sell the pool due to high annual costs (historically budgeted in the range of \$28,028 to \$68,860 depending on year), operational challenges (lifeguard staffing), and persistent water loss at higher fill levels. Council and public comments showed strong community interest in pool access, noting tourism demand and limited local activities. The mayor will research feasibility, costs, and operational models before returning with information. Staffing continuity and maintenance oversight were cited as critical success factors if a pool returns.
- 12. PART TIME JANITORIAL SERVICES POSITION** No discussion. Item will be brought back next month.
- 13. MEMORANDUM OF UNDERSTANDING BETWEEN TOWN OF ORDERVILLE & THE LONG VALLEY SEWER IMPROVEMENT DISTRICT SERVICES** The council reviewed an MOU agreement between the Town and the Long Valley Sewer Improvement District Services for fee collection and remittance. The fee structure was set mirroring the arrangement with Western Kane County Special Service District. Shaun Sharkey motioned to adopt Resolution 2026-08-03-3 Memorandum of Understanding Between Town of Orderville & the Long Valley Sewer Improvement District Services. Robert Caruso seconded the motion. Ayes: Susan Esplin, Robert Caruso, Ray Spencer, Shaun Sharkey, & Shanda Frost. Motion carries five to zero.
- 14. PURCHASE 5 MSA G1 SCBA (SELF-CONTAINED BREATHING APPARATUS) -FIRE CHIEF EARL LEVANGER** Chief Earl Levanger presented a request to purchase 5 SCBA sets. The purchase is within the approved fire department budget but over the purchasing policy limit. Susan Esplin motioned to approve the purchase. Shaun Sharkey seconded the motion. All were in favor. Motion carries.
- 15. CAPITAL IMPROVEMENTS LIST** On going list from previous month adding in generator for Fire Station, Pool (new or existing), Chipping roads along Center Street, Cul-de-Sac at Riverside.
- 16. PRIVATE BURIAL ORDINANCE** Shaun Sharkey motioned to set a public hearing September 1, 2026 at 7:00p.m. Susan Esplin seconded the motion. All were in favor. Motion carries.
- 17. WATER IMPACT FEE HARDSHIP LOAN POLICY** Town Clerk Breanna Crofts presented draft language for a policy and will share it with Attorney Berkeley Hurt and he will draft a policy for the next meeting.
- 18. ENGINEERING SCOPE OF 100 E & RED HOLLOW** The council discussed engaging Sunrise Engineering to propose solutions for recurring issues near the cemetery, including flooding, drainage, safety at the top of the hill, and slope problems. Susan Esplin motioned to authorize the mayor to obtain an engineering scope and cost estimate from Sunrise Engineering. Shanda Frost seconded the motion. All were in favor. Motion carries.
- 19. FITNESS CENTER** Fitness center operations were reported positively: about 128 active sign-ups, with strong community usage. Internet was discussed for key system and security cameras. Shaun Sharkey motioned to approve the mayor and the clerk to select the most fiscally responsible option. Susan Esplin seconded the motion. All were in favor. Motion carries.
- 20. CULINARY WATER IMPROVEMENTS 2024 (MT CARMEL WATER LOOP)** An update was provided on the Mount Carmel Lane water project. A water sample was taken on August 3, 2026, and the project is nearing completion,

with one meter left to install. Delays were caused by compaction test issues that required re-work. The project manager Leonard Tait requested an extension to the contract's end date of August 13, 2026, to allow time for cleanup, hookups, and potential re-chlorination. Susan Esplin motioned to extend the project contract's expiration date to September 2, 2026. This allows the council to address any further issues at their September 1, 2026, meeting. Shanda Frost seconded the motion. All were in favor. Motion carries. Shaun Sharkey motioned to approve the mayor to order a change order for Tait Lane. Shanda Frost seconded the motion. All were in favor. Motion carries.

The council discussed the water project additional funds with two potential priorities: the North Event Center and Tait Lane. Paul Anderson with Sunrise Engineering has expressed concern that state funding designated for one area might not be transferable to the other. The council debated which project to prioritize. The Tait Lane project presents a unique, time-sensitive opportunity to address a significant wash-out issue, while the North Event Center project would benefit more residents but lacks the same urgency. Shaun Sharkey motioned to authorize the mayor to submit change order. Shanda Frost seconded the motion. All were in favor. Motion carries.

The mayor is seeking authority to negotiate with private land owners regarding Lamb Lane. Susan Esplin motioned to approve the mayor to make negotiations up to \$10,000, contingent on securing agreements with all necessary parties. Shanda Frost seconded the motion. Ayes: Shaun Sharkey, Shanda Frost, Susan Esplin. Nays: Robert Caruso.

DEPARTMENT BUSINESS:

STREETS AND ROADS -

PARKS, RECREATION, AND CEMETERIES -

BUILDINGS AND FIRE DEPARTMENT -

WATER DEPARTMENT -

PLANNING & ZONING –

ADMINISTRATION –

OTHER NECESSARY ITEMS – Youth Group coming to town looking for service project.

EXECUTIVE SESSION – Susan Esplin motioned to go into executive session. Shaun Sharkey seconded the motion. All were in favor. Motion carries. Shanda Frost motioned to exit executive session. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

DEPARTMENT BUSINESS:

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

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