

Bicknell Town Council Meeting

Meeting Minutes

September 3, 2026, 7:00 PM

I. Welcome/Pledge of Allegiance

Mayor Noreen Johnson called the meeting to order on Thursday, September 3, 2026, at 7:00 PM. Council Member Steve Albrecht led the Pledge of Allegiance.

II. Roll Call

Present: Mayor Noreen Johnson, Councilmember Weston Johnson, Councilmember Steve Albrecht, Councilmember Gregg Anderson, Carrie Brinkerhoff, Jed Woolsey, Kelsey Brinkerhoff. Brock Jackson was also present, and Brennan Rees came in the middle of the meeting.

Absent: Kerry Stevens

III. Approval of Minutes

The August work meeting minutes and the August Town Council meeting minutes were each presented for approval without correction.

Gregg moved to approve the August work meeting minutes, and Steve seconded. The motion was carried unanimously.

Steve moved to approve the August Bicknell Town Council meeting minutes, and seconded by Weston. The motion was carried unanimously.

IV. Public Comments

No members of the public were present to offer comments.

V. Business

a. Request For Qualifications And Proposals - Culinary Water Master Plan And Transportation Utility Fee

Brock Jackson facilitated the review of three proposals submitted in response to the RFQ/RFP for both the Culinary Water Master Plan update and the Transportation Utility Fee study. The three responding firms were Sunrise Engineering, Ensign Engineering, and Jones & DeMille Engineering. Jackson

explained that the process required council members to score each firm against evaluation criteria covering project manager experience, comparable project experience, and project approach, with the goal of selecting the most qualified firm. He noted the town retains the right to reject any or all proposals, and that interviews were optional.

Culinary Water Master Plan: Council members reviewed each proposal in turn. Ensign was noted to have completed Bicknell's previous water master plan in 2021 and already possesses the town's existing GIS mapping, hydraulic modeling, as-built records, and construction data. Ensign's proposal offered a lump-sum fee of \$19,660, framing it as an update rather than a full recreation of the plan. Sunrise Engineering was recognized for its extensive experience with similar-sized communities across central Utah and its familiarity with Bicknell's water infrastructure from prior projects. A concern was raised that Ensign had been difficult to reach and slow to complete deliverables toward the end of a recent well project, which the council acknowledged as a meaningful drawback. Jones & DeMille was noted to have the least relevant experience in Wayne County and submitted the least detailed proposal; the council effectively eliminated them from consideration early in the discussion.

Transportation Utility Fee Study: This program was identified as a newer state authorized mechanism allowing municipalities to charge a fee based on road usage by various users, including institutions and non-residents. Sunrise was seen as having more in-house transportation expertise, including a dedicated transportation analyst. Ensign proposed to engage two sub-consultants — Hales Engineering as the technical lead and Zions Public Finance as the financial analyst — to supplement their transportation capability. Both firms indicated a preference for being awarded both projects together rather than just one, citing efficiencies.

Both Ensign and Sunrise came in tied at 380 points for the water master plan. For the transportation utility fee study, Ensign scored 384, and Sunrise scored 379. Jones & DeMille scored 291 and 257, respectively.

The council discussed the merit of awarding both projects to the same firm for coordination efficiency, as well as the cost advantage of Ensign's existing familiarity with Bicknell's system. The council agreed Ensign's known data and lump-sum pricing provided meaningful cost certainty, and that the sub-consultants adequately addressed the transportation experience gap. The council also noted the importance of communicating expectations around responsiveness given prior experience.

Brennan Rees of Ensign Engineering was present briefly and confirmed the \$19,660 figure reflects an update to the existing plan rather than a full rebuild. He indicated that sub-consultants for transportation would not significantly increase costs relative to competing firms, and that the impact fee analysis would be a supplemental scope item.

Motion to award both the Culinary Water Master Plan and the Transportation Utility Fee study to Ensign Engineering was made by Councilmember Albrecht and seconded by Councilmember Anderson. The motion was carried unanimously.

b. Meters - New Readers

The council briefly discussed whether to proceed with the purchase of new meter readers at this time. Given the upcoming cost of the water master plan and the transportation utility fee study, it was determined that the council should wait to better understand the total financial commitment before authorizing expenditure on new meter reading equipment. The item was tabled pending receipt of fee proposals from Ensign.

c. Brock Jackson

Brock Jackson provided a planning update on behalf of the Governor's Office of Planning and Budget, which partially funds his position. He outlined several planning priorities the state is encouraging communities to address, including general plan amendments, annexation policy plans, personnel policies, water master plans, procurement policies, budget process documentation, land use application checklists, data privacy policies, and ADA-compliant website compliance.

Jackson advised the council that the CIB application process has changed significantly: communities must now complete all pre-application requirements — including public hearings and SHPO review — before a project is submitted to the AOG. Applications that are not complete will be held to the next trimester.

He also informed the council that all communities will be required to have a Capital Improvement Plan (CIP) on file by 2028. The CIP is a multi-year planning and budgeting document that prioritizes infrastructure projects across all departments. Jackson also noted that the Capital Asset Self-Inventory (CASI) should be updated at least every two years.

Jackson announced the upcoming Fall Regional Growth Summit and noted the upcoming Mayors and Commissioners meeting on September 14th, which will include a presentation on FEMA flood mapping resources and a county-wide recreation planning overview. He also highlighted the South Central Grant program, which offers \$10,000– \$75,000 for livability-related projects, and encouraged the council to consider any eligible needs.

d. Flooding Issues

Mayor Noreen reported ongoing flooding concerns affecting properties belonging to Emily Stallman and Boone Taylor. Gravel placed by the town as a drainage measure had been displaced by recent storms and ended up in Boone Taylor's cabin and sheds. Emily Stallman has requested a meeting with the town at noon on September 4th at her property, which has been posted as a public meeting.

The council discussed potential remedies, including the installation of an Arizona crossing at the intersection of 400 West and Highway 24, which was raised by Boone Taylor. Several council members expressed concern that an Arizona crossing at that location would be ineffective and potentially unsafe given the combined east-west and north-south water flows and the grade transitions involved. The

council noted that the existing culvert is prone to plugging with debris, and that removing grates ahead of known storms may help alleviate backup. It was also noted that the original placement of the barriers at the location was done under a prior administration and may have altered the natural water flow in a way that contributed to the problem.

The town attorney's letter was referenced, noting that if an artificial structure alters the natural flow of surface water and causes flooding to an adjacent property, liability falls on the owner of the land from which the altered flow originates.

Mayor Noreen, Councilmember Anderson, and Councilmember Jed indicated they would attend the noon site meeting the following day. Councilmember Albrecht was unable to attend due to a prior commitment.

e. Fire Restrictions

Mayor Noreen reported that the U.S. Forest Service and BLM are lifting fire restrictions effective September 4th ahead of the Labor Day weekend. It was determined that the town should lift its own restrictions in alignment with state and federal agencies.

Motion to lift all fire restrictions in Bicknell Town was made by Councilmember Weston Johnson and Gregg seconded. The motion was carried unanimously.

It was agreed that the lifting of restrictions would be communicated via the town's Facebook page and through a general email to residents.

f. Fee Schedule

Councilmember Albrecht presented a review of the current fee schedule with several recommended updates. Key points included:

Fax fees should be updated to reflect current technology, replacing fax transmission with email or scanning.

Cemetery open and close fees (\$400–\$500) were considered too low relative to the labor involved, and an increase was suggested, including for non-resident and weekend/holiday rates.

Research and photocopying at \$20/hour should be reviewed to ensure the rate is at least equal to the wage of the employee performing the work.

Grave purchasing in the single section — the language describing restrictions on purchasing fewer than a full plot was unclear and should be reworded.

Annexation application fees should be eliminated or reduced to incentivize annexation,

which the council agreed would benefit the town.

Conditional use permit fees at \$50 per application were considered far too low, particularly for larger institutional applicants.

Preliminary subdivision application fees should be reviewed for adequacy.

The marked-up fee schedule was turned over to Treasurer Carrie Brinkerhoff for further review and revision ahead of a future meeting.

g. Member Reports

Councilmember Anderson reported that the cemetery is in excellent condition, looking better than it has in some time. He raised a question about responsibility for repairing storm-damaged road washouts on what is believed to be a county road near the cemetery. The county had cleaned the culvert and swept the road but did not repair the washout. It was suggested that a call be placed to the county road department to request repairs, and that if the county declines, the town would address it. Councilmember Albrecht encouraged the town to be consistent in holding the county accountable for county road maintenance.

Councilmember Weston Johnson raised the issue of tree trimming and potential removal at the cemetery, noting that one tree near the south end appears to be splitting and poses a risk to nearby headstones. He suggested budgeting for this in an upcoming cycle.

Councilmember Albrecht noted that a sign at the memorial is bent and needs to be straightened; an upside-down speed limit sign was spotted near his home. Steve also reported that a water leak is still present by Kade's property and asked for follow-up from Jed.

Treasurer Carrie Brinkerhoff reported that the Community Engagement Event Committee met and proposed implementing an opt-in text messaging service for approximately \$30/month to better communicate with residents on time-sensitive matters such as fire restrictions, water shutoffs, and community events. The council expressed support for the idea. The committee is also planning a pumpkin painting event for children on October 16th at 5:00 PM at the park pavilion.

Mayor Noreen reported an ongoing concern regarding the irrigation main line that was relocated during construction of the new elementary school. The line has broken at least five known times since being moved, and Mayor Noreen met with the school superintendent to make the town's concerns known. The superintendent acknowledged the issue and planned to consult with the general contractor, Hogan's. The council agreed a formal letter should be drafted, signed by the council, and sent to the responsible parties explicitly stating that Bicknell Town will not be responsible for asphalt replacement or damages if the compromised line fails after being paved over. Councilmember Albrecht suggested the letter also request a formal response outlining how the issue will be addressed.

Jed noted that a new concrete slab installed at the Dudelston property on a road near Ant Hill Park does not have cutoff wings, making it vulnerable to undermining in a flood event. He also noted that a trash dumpster at the same property shifted position during recent rains and could become a hazard if a significant storm moves it into the highway. It was suggested that these concerns be raised with the property owner at a regular meeting when he returns around September 12th.

Kelsey reported that the annual audit was completed and went well and presented the monthly bills for approval.

Motion to pay the monthly bills was made by Councilmember Anderson and Weston seconded. The motion was carried unanimously.

VI. Miscellaneous

Mayor Noreen advised the council of her intention to resign at the December 4th Town Council meeting. She outlined the anticipated succession timeline: the mayor's seat would be advertised following her resignation, with the council voting to appoint a replacement at the January meeting. If Councilmember Weston Johnson were to seek the mayor's position, his council seat would similarly be advertised and filled by council appointment in February.

Brock Jackson clarified the relevant process under Utah Code: once the resignation is formally submitted, the seat is considered vacant, and the appointment process can begin. He recommended that the resignation be submitted at the end of the December 4th meeting to allow Mayor Noreen to preside over that meeting. Jackson also recommended the council designate a Mayor Pro Tem at the next meeting to provide continuity in the event of a vacancy between appointments.

VIII. Adjournment

The meeting was adjourned.

_____ Mayor _____ Clerk