

Bicknell Town Work Meeting

Meeting Minutes

September 25, 2026, 7:00 PM

I. Open Meeting/Roll Call

Mayor Noreen called the Bicknell Town Work Meeting to order on Thursday, September 24, 2026 at 7:00 PM in Bicknell, UT.

Present: Gregg Anderson (Councilman), Weston Johnson (Councilman), Steve Albrecht (Councilman), Kerry Stevens (Councilman), Jed Woolsey (Maintenance), Kelsey Brinkerhoff, Carrie Brinkerhoff, Mayor Noreen Johnson. Ellen Anderson from the planning commission was there to report.

II. Public Comments

No public comments were recorded.

III. Items To Discuss

a. Planning & Zoning Report

Planning & Zoning Chair Ellen Anderson reported that the Planning Commission held a public hearing, at which several community members attended, including some the commission had not previously seen. Attendees were primarily concerned about whether the town intended to restrict or ban shipping containers. Chair Anderson noted that one member's written email was read into the record as requested. Following the public hearing, the commission deliberated on all aspects of the shipping container question and voted to forward their recommendations to the Town Council.

b. Building & Zoning Ordinance Section 15: Shipping Containers

The council discussed the Planning Commission's draft ordinance regulating shipping containers. The conversation covered several key points.

Permit Process: Councilman Gregg Anderson raised concern that routing container

applications through the full Planning Commission process could cause delays of one to four weeks, which is inconsistent with how containers are typically purchased and delivered. He proposed that the town create a streamlined "container permit" — distinct from a standard building permit — that could be approved in a single visit. The council agreed that the wording "building permit" might create unnecessary confusion or resistance among residents and that "container permit" was more self-explanatory. A "no fee" designation was also agreed upon to be retained so residents are clear there is no cost.

Approval Authority: The council discussed who should be authorized to approve container permit applications. It was determined that applicants should come into the town office, complete a simple checklist — noting the intended location, setbacks, use, foundation type, and other relevant details — and that Kelsey Brinkerhoff, Carrie Brinkerhoff, or Maintenance Worker Jed Woolsey could approve the application on behalf of the town. The ordinance language would simply reference "the town" as the approving authority, with internal procedures designating the appropriate staff. Jed Woolsey's familiarity with setbacks and field conditions was noted as a practical asset; he would be available to visit a site if questions arose.

Irrigation Line Setback: Councilman Weston Johnson raised the issue of town irrigation lines running through the centers of blocks, and the importance of maintaining access for equipment. The council agreed to add a provision under the location section (Section D) specifying that containers must not be placed within eight feet of a town irrigation line.

Other Provisions: The council reviewed practices in surrounding communities. Several towns, including Glenwood and Richfield, have restricted or banned containers in residential zones on aesthetic grounds. Bicknell's commission chose a more permissive approach while maintaining basic standards. The draft ordinance includes provisions that containers must be kept free of graffiti and advertising. Concerns about containers bearing company names or signage were discussed, with the council noting that advertisement on containers in residential areas would be better addressed through the sign ordinance, which is already on the planning queue. Richfield's prohibition on using containers as dwellings or for camping and cooking was noted; the council acknowledged this may be worth addressing, particularly given experiences in larger nearby communities, though no formal change was made on that point during this meeting.

The council expressed general satisfaction with the simplicity of the ordinance and agreed to be prepared to vote on it at the following week's meeting, incorporating the agreed changes:

renaming the permit a "container permit," updating approval language to reference "the town," and adding the irrigation line setback to the location section.

c. Fee Schedule

Councilman Steve Albrecht presented a review of the current fee schedule, with items he had flagged for discussion color-coded for reference. The following changes were discussed and generally agreed upon:

Fax Fees: The council agreed to remove sending and receiving fax fees from the schedule, as faxes are no longer in common use and the town does not appear to process fax requests.

Cemetery Fees: Councilman Albrecht suggested that the fees to open and close a grave may be low relative to the work involved. Treasurer Carrie Brinkerhoff noted that the town's fees are already comparable to or higher than surrounding communities such as Nephi. The council agreed to increase the non-resident opening and closing fees by \$100 each (from \$500 to \$600, and from \$700 to \$800), while leaving resident fees unchanged.

Cremation Fees: It was clarified that cremation fees exist in the schedule but had not displayed correctly in one version of the document; no change was made.

Research and Photocopying: The \$20/hour research fee was discussed, and the council agreed to remove it, as staff indicated it has never been charged in practice.

Grave Purchasing Language: The description for purchasing one, two, or three graves was noted as unclear. The council agreed to revise the language to clarify that such purchases will be placed in a designated singles section.

Annexation Fee: Councilman Albrecht suggested removing the \$100 administrative fee for annexation applications, preferring that all costs simply be passed directly to the applicant. However, after discussion, the council was not persuaded to eliminate it, and the fee will remain with a note that all direct costs are also passed to the applicant.

Conditional Use Permit Fee: The current fee of \$50 per application was identified as too low given the significance of a conditional use approval. The council agreed to raise it to match the rezoning fee of \$300. A side discussion arose about whether conditional use permits are one-time or recurring; it was generally understood they are one-time, tied to the land rather than the use, though it was noted the ordinance does not explicitly state this.

Subdivision Application Fee: Councilman Albrecht suggested that the per-lot fee could be increased. The council indicated no strong objection to raising it, and the matter was left for Kelsey Brinkerhoff to finalize.

Pavilion Rental: The current language describing a \$50 cleaning deposit alongside a \$100 non-refundable base rental charge was identified as outdated and internally inconsistent. The council agreed to remove the referenced language and simplify the fee structure. Kelsey Brinkerhoff noted that she does not typically charge a cleaning deposit for known residents with water accounts, but does charge unfamiliar renters.

Impact Fees: Mayor Noreen noted that impact fees should be updated. Kelsey Brinkerhoff explained that the current study is in its final year and a new study must be completed by December. A reconnection fee that had been discussed previously was noted as not having been formally approved; the council agreed this needed to be added properly. The council agreed that the revised fee schedule would be brought back for a formal vote at the next meeting.

d. Culinary Water Ordinance

The council reviewed a draft of the Culinary Water Ordinance. Discussion was complicated by the fact that members were working from different versions of the document — a longer version developed with outside assistance and a shorter version prepared by Treasurer Brinkerhoff. The council agreed to standardize on Treasurer Brinkerhoff's shorter version going forward, and requested that it be distributed to all members before the next meeting.

Several substantive issues were raised:

Superintendent Designation: The ordinance references a "superintendent" for both the irrigation and culinary water systems as though they are separate positions. The council agreed that Jed Woolsey serves in this capacity for both systems, and the ordinance should be updated accordingly, with the mayor designated in the second superintendent role as written.

Meter Installation Timeline: The ordinance contains a 90-day requirement for meter installation in one section and a one-year requirement for connection in another. The council noted these appear to address different stages of the process but agreed the language should be clarified to avoid contradiction.

Extensions of Water Mains — Section 26: Significant discussion centered on Section 26, governing extensions of water mains more than 100 feet from an existing line. The council agreed this section needs to more clearly differentiate between extensions within city limits and those outside city limits. Within city limits, the town is generally responsible for providing water to the property line. Outside city limits, the cost of any extension should be borne entirely by the applicant. The council debated whether to require annexation as a condition of receiving water service outside city limits, as some other municipalities do, but no definitive policy was adopted. It was noted that a separate section addressing outside-city-limits service may be warranted.

Outside City Limits Water Rates: Councilman Albrecht raised the question of whether residents outside city limits should pay a higher rate for water than town residents, arguing that in-town residents effectively subsidize infrastructure costs — such as well drilling — for those outside city limits, while the town receives no property tax from those customers and cannot bill them for other fees such as the proposed transportation utility. Other council members were less certain that the cost difference was material given that outside-city-limits customers maintain their own lines. The mayor noted that Torrey charges significantly higher rates to out-of-city customers. The council agreed this warrants further research, and members were asked to review how other municipalities handle out-of-city water rates before the next meeting.

Leak Responsibility: The ordinance provision addressing leak responsibility was reviewed. The policy as drafted holds the property owner responsible for 50% of water charges during a leak (not to exceed \$500 above the base fee), with full charges applying if the leak is not repaired within 14 days. If the leak is the town's responsibility, the customer's bill is averaged. The council found this acceptable.

Water Main Extensions and Subdivision Obligations: It was noted that subdivision ordinances should already require developers to provide all utilities, including water, to each lot before final approval. The council agreed this is likely already covered but indicated it should be verified.

Billing of Out-of-City Entities: Treasurer Brinkerhoff noted that entities such as Bicknell Bottoms should ideally be billed as a single connection rather than individually, as tiered rates would produce a more accurate bill for bulk usage.

Meter Reader Upgrade: Councilman Albrecht recommended that the council move forward with purchasing new automated meter readers, noting that the town appears to have sufficient funds on hand and that the upgrade would free up staff time currently spent on manual reads.

The council expressed general support. It was also noted that the engineering firm Ensign had not responded to communications regarding the water master plan. Councilman Albrecht volunteered to contact Brennan at Ensign to demand a timeline for deliverables, with the understanding that if Ensign does not respond, the town would consider moving to Sunrise Engineering.

The council agreed to place the Culinary Water Ordinance on the agenda for the following week's meeting, by which time all members would have reviewed the short version.

e. Member Reports

Jed Woolsey (Maintenance): Woolsey reported that he completed road patching and tree trimming. He noted that the water sample from the new well returned clean results from the Chemtech board, and that staff are working to adjust chlorine levels to find the right balance. He flagged that the spring output is currently at approximately 17 gallons per minute, which is low, and the system is cycling frequently as a result. He also noted that exposed water pipes need to be assessed following recent rainstorms, and he plans to inspect the site the following week and coordinate with Jackson's regarding repair costs. A water service interruption is scheduled for the next morning to repair a leak in the line running from M&D on the corner of Kate's house up to Culver's; affected residents had been notified by text and in-person notice.

Carrie Brinkerhoff (Treasurer): Treasurer Brinkerhoff reported that the town is transitioning from debit cards to credit cards for Jed Woolsey and herself, citing security concerns after prior instances of debit card fraud. The credit cards will carry a shared \$10,000 limit and will replace the existing debit cards. Noreen's credit card will remain in place separately. Councilman Albrecht noted the importance of independent monthly review of card statements and confirmed that the existing separation of access is appropriate.

Steve Albrecht (Councilman): Councilman Albrecht asked whether there are any outstanding obligations related to the new school construction, specifically regarding underground water lines or other infrastructure that the town might be left responsible for. It was noted that Jackson's had signed a contract with a warranty period, and that The school district has been made aware the town will excavate if necessary to address any buried utility conflicts.

Town Signs: Jed Woolsey was asked to contact the sign vendor on Monday to issue a final notice: either deliver the signs promptly or the town will take its business elsewhere. The

council expressed frustration at the prolonged delay.

IV. Adjournment

Mayor Noreen adjourned the meeting.