

The regular meeting of the Orderville Town Board was held Tuesday, September 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, Attorney Berkeley Hurt.

Public present: Stacy Figgins, Connie Crofts, Shane Frost, Tyler Shoaf, Emalene & Corbin Lake, Marvin Hoyt, Shanna Frost, Kourtney Millard, Kristi Hatch, Nick Hoyt, Matt Fisher, Brittney Johnson, Ed Bolander, Bert Reeve, Lee Sorensen, Kellie Frost, Bob & Jessica Tait, Easton Syrett, Gene Purvis, Eric & Tracee Hoyt

Mayor Ray Spencer called the meeting to order. Minutes of the previous meeting August 3, 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. Shanda Frost motioned to pay the bills. Susan Esplin seconded the motion. All were in favor. Motion carries.

BUSINESS:

- 1. PUBLIC HEARING, DISCUSSION, AND CONSIDERATION OF AMENDMENT TO ORDERVILLE TOWN MUNICIPAL CODE TITLE 1, CHAPTER 3 – CEMETERIES, SECTION 7.4 – BURIALS** Shaun Sharkey motioned to enter into the public hearing at 7:04 p.m. Shanda Frost seconded the motions. All were in favor. Motion carries. The mayor opened the public hearing to discuss an amendment to the town's cemetery ordinance, prompted by a recent request for a private burial on personal property. Two primary options were presented: a complete prohibition of private burials within town limits or allowing them under strict conditions, such as requiring sealed concrete vaults, permanent markers, and significant property line setbacks. During the hearing, topics such as grandfathering existing private burials, potential property tax implications, and the necessity of deed-recorded plots were discussed. It was noted that prohibiting private cemeteries is common among municipalities and that only one other municipality in Utah is known to allow them. Shanda motioned to exit the public hearing at 7:11 p.m. Shaun Sharkey seconded the motion. All were in favor. Motion carries. Public hearing concluded and Susan Esplin motioned to amend the ordinance to make it “unlawful to bury any body of any person within the limits of the Town of Orderville, except in public cemeteries located therein.” Shanda Frost seconded the motion. Ayes: Susan Esplin, Robert Caruso, Shanda Frost Nays: Shaun Sharkey. Motion passes.
- 2. UTILITY DEFERRED PAYMENT POLICY** This policy has been discussed for a couple of months. Attorney Berkeley Hurt drafted the policy to allow deferred payments for utility fees, created in response to a property owner unable to pay a \$4,000 impact fee. The policy requires household income at or below 100% of the federal poverty guideline and allows for a lien on real or personal property as security. Susan Esplin motioned to approve the Utility Deferred Payment Policy as presented. Shanda Frost seconded the motion. All were in favor. Motion carries.
- 3. UTILITY DEFERRED PAYMENT AGREEMENT – CRAIG OVERMAN** Following the policy's adoption, the board discussed a specific deferred payment agreement for resident Craig Overman to pay a \$4,000 water impact fee. The agreement stipulates monthly payments of \$50 plus 8% interest over approximately seven years, with the debt secured by a lien on his property. Susan Esplin motioned to approve the Utility Deferred Payment Agreement for Craig Overman. Shanda Frost seconded the motion. All were in favor. Motion carries.
- 4. CONSIDER DONATION/SPONSORSHIP APPLICATION SUBMITTED BY SHANE FROST – SOUP TOWN LAWN MOWER RACES** Shane Frost gave an update was provided on the upcoming races, sponsored by the nonprofit

Long Valley Youth Recreation. Concessions are being handled privately. Donation application requests \$2000.00 but Shane Frost does not believe that is all needed. Susan Esplin motioned to approve a \$700 donation. Shanda Frost seconded the motion. All were in favor. Motion carries.

5. **CONSIDER DONATION/SPONSORSHIP APPLICATION SUBMITTED BY EMALENE LAKE – REACH SURVIVOR SERVICES GOLF TOURNAMENT** Emalene Lake requested a sponsorship or donation for a charity golf tournament benefiting Reach Survivor Services, an organization supporting victims of domestic abuse and sexual assault. Robert Caruso motioned to approve a \$1000 donation. Susan Esplin seconded the motion. All were in favor. Motion carries.
6. **VETERANS MEMORIAL WALL MAINTENANCE – EMALENE LAKE** Emalene Lake brought a proposed bid of \$7,800 from Full Curl Landscaping for maintenance of the bricks, cement and the construction of two decorative planter boxes at the Veterans Memorial. There is a separate fund for the Veterans Memorial Wall with plenty of funds. Shaun Sharkey motioned to approve the maintenance. Shanda Frost seconded the motion. All were in favor. Motion carries.

To address inconsistency in flags at veteran graves in the Orderville/Mt. Carmel cemeteries, a proposal was made to standardize them. There are currently 21 veteran graves currently lacking a flag pole and flag. Proposal from Emalene was to use money out of the Vet Memorial Fund to get these 21 veterans graves covered and flag poles up. The fee going forward will be \$150 which will cover the flag pole and the flag. Susan Esplin motioned to approve using the Vet Memorial Fund to cover the 21 veterans. Shanda Frost seconded the motion. All were in favor. Motion carries.

7. **CEMETERY GRANT WITH UTAH STATE HISTORIC PRESERVATION OFFICE** A project to digitize cemetery records for Orderville and Mt. Carmel was discussed. The project involves creating a GIS-based map, with an estimated cost of around \$24,000. The town plans to apply for grants from the Utah State Historic Preservation Office and the county, with a potential town match of \$4,000 which could be covered by volunteer hours. Ground-penetrating radar (GPR) to find unmarked graves was also considered. Susan Esplin motioned to approve applying for the preservation grant. Shanda Frost seconded the motion. All were in favor. Motion carries. Shaun Sharkey motioned to issue a request for proposal for GIS & GPR services to be reviewed in October. Susan Esplin seconded the motion. All were in favor. Motion carries.
8. **CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A ZONE CHANGE ON PARCEL O-1-7-4-23A GOING FROM AGRICULTURAL (AG) TO AGRICULTURAL RESIDENTIAL (AR) – PARCEL 1 REMAIN AGRICULTURAL, PARCEL 2 & 3 CHANGE FROM AGRICULTURAL TO AGRICULTURAL RESIDENTIAL** Recommendation of approval came from the Orderville Planning and Zoning Commission to change the zoning of a portion of Tyler Shoaf's property from Agricultural to Agricultural Residential allowing him to legally subdivide his single parcel into three lots. Shanda Frost motioned to approve the zone change as stated above. Susan Esplin seconded the motion. All were in favor. Motion carries.
9. **CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT FOR SHANNA FROST AT 50 N 100 W, ORDERVILLE FOR OFFICE BUILDINGS** Shanna Frost requested an amendment to the existing Conditional Use Permit (CUP), changing the approved use from a laundromat to three small office spaces. Shanna Frost explained that the laundromat was determined to be financially and physically infeasible. The Orderville Planning & Zoning Commission recommended approval of the amended CUP for three office spaces, subject to the requirement of two off-street parking spaces per office, for a minimum of six off-street parking spaces for the project.

Neighboring property owner Kristi Hatch addressed the Council regarding the proposed amendment and expressed opposition to the CUP. Kristi raised concerns regarding the neighboring property, potential impacts of the proposed office use, and other matters as further detailed in her formal written objection letter submitted to the Town. The Council acknowledged Kristi's concerns and written objection. It was noted that private civil matters, including property boundary disputes and alleged property damage, are separate from the Council's consideration of the Conditional Use Permit. Shanda Frost motioned to approve the conditional use permit for 3 office spaces with a maximum building size of 30'x40'. Shaun Sharkey seconded the motion. Ayes: Shanda Frost, Shaun Sharkey, Mayor Ray Spencer. Nays: Robert Caruso, Susan Esplin. Motion carries three to two.

10. CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT FOR KB PURCHASING AT 375 W WHITE CLIFFS DR, ORDERVILLE FOR A SHORT-TERM RENTAL

Recommendation of approval came from the Orderville Planning & Zoning Commission. Susan Esplin motioned to approve the conditional use permit for KB Purchasing at 375 W White Cliffs Dr for use of home as short-term rental. Shanda Frost seconded the motion. All were in favor. Motion carries.

11. CONSIDER FOR APPROVAL/DENIAL A RECOMMENDATION FROM THE ORDERVILLE PLANNING AND ZONING COMMISSION FOR A CONDITIONAL USE PERMIT FOR KB PURCHASING AT 345 W WHITE CLIFFS DR, ORDERVILLE FOR A SHORT-TERM RENTAL

Recommendation of approval came from the Orderville Planning & Zoning Commission. Susan Esplin motioned to approve the conditional use permit for KB Purchasing at 345 W White Cliffs Dr for use of home as short-term rental. Shanda Frost seconded the motion. All were in favor. Motion carries.

12. BUSINESS LICENSES:

- **KB PURCHASING DBA LONG VALLEY LODGE/LONE STAR – KB PURCHASING**
- **KB PURCHASING DBA**

Shanda Frost motioned to approve the business licenses as presented. Robert Caruso seconded the motion. All were in favor motion carries.

13. CULINARY WATER IMPROVEMENTS 2024 (TAIT LANE & FLOOD CONTROL) The water portion of the project is complete and live. Flood control plans are still in development.

14. SWIMMING POOL Community survey with 66 signatures; budget not allocated; require plan and budget before proceeding.

15. PART TIME MAINTENANCE POSITION A significant personnel discussion took place regarding the upcoming retirement of public works employee Verl at the end of December. The board approved advertising for a replacement, with the notice open to both full-time and part-time applicants with a closing date of October 5, 2026. Shaun Sharkey motioned to approve opening the maintenance position for full or part time. Robert Caruso seconded the motion. All were in favor. Motion carries.

16. APPROVE/DENY PARK PROJECT EQUIPMENT After a lengthy debate occurred regarding the installation of new park equipment. The proposal included installing a playground structure (requiring a 45x45 foot area) and completing the new batting cages at an expense of up to \$10,000 from existing grant funds. While some board members were eager to show progress, the mayor expressed serious concerns about proceeding without a formal engineering and drainage plan for the field, which has a steep, un-engineered slope. Despite these concerns Shaun Sharkey motioned to approve installing of the playground and equipment up to \$10,000 for batting cage. Shanda Frost seconded the motion. Ayes: Shanda Frost, Shaun Sharkey, Robert Caruso. Nays: Mayor Ray Spencer, Susan Esplin. Motion passes three to two.

17. TOWN LOGO Shaun Sharkey presented pictures of the current logo and a proposed logo. See attached image. Susan Esplin motioned to approve the logo. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

18. BOARD OF ZONING ADJUSTMENT Due to a vacancy, the board scheduled a public hearing for October 6th at 7:00 PM to amend the ordinance to create a formal structure for appointments and term lengths. Susan Esplin motioned to approve a public hearing. Shaun Sharkey seconded the motion. All were in favor. Motion carries.

19. CHIP SEAL PROPOSAL FOR ROADS A proposal to chip seal four roads (Red Valley Heights, Mt. Carmel Cemetery Rd, Cottonwood Ln, Valley View Dr.) for \$112,180. The board decided against sweeping excess chips and sealing, following a recommendation to let them work into the surface over time. Susan Esplin motioned to approve chip sealing the 4 roads listed. Robert Caruso 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 –

ADMINISTRATION –

OTHER NECESSARY ITEMS –

- Training at Ruby's for any council or commission members that would like to Join Sept 10, 2026.
- The mayor is exploring a proposal for the town to take over local postal operations due to concerns with the current service. The plan is in its early stages, with more information expected in October.
- Gene Purvis brought a complaint about a drainage ditch on 100 S being blocked by debris, posing a flood risk. Mayor scheduled a meeting for Sept 2, 2026 to address the issue on-site.

EXECUTIVE SESSION –

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

On October 6, 2026, Shanda Frost motioned to approve these minutes. Susan Esplin seconded the motion. All were in favor. Motion carries.