

August 20, 2025

Town Board: Mayor Kerry Barney, Kurt Sawyer, Jon Spendlove, Gary Goble, Janell Barney

Staff: Carly Burrows, Tyler Mendenhall, Karen Baker, Janett Young

Public: Dion Dutton, Kelly Dix, Brett Burrows, Kade Hafen, Julie Bishop, and Russ Riggs

1. Meeting Called to Order

Mayor Barney offered the opening prayer to begin the meeting at 7pm and Councilor Sawyer led those present in the pledge.

2. Approval of June 17, 2025 minutes

Councilor Goble approved the minutes and Councilor Sawyer 2nd the motion, the vote was unanimous.

3. Review July Invoices, checks & financial report/budget

Councilor Spendlove motioned to accept July expenditures and Councilor Sawyer 2nd the motion, the vote was unanimous.

4. Public Hearings

5. Petitions, Remonstrations and Communications

5.1 Hatch Employees and Job Descriptions

There was discussion about the need to update and clarify job descriptions for town employees. It was mentioned that some job descriptions are outdated and do not reflect current duties.

- The council discussed the importance of having clear, written job descriptions for all positions to ensure everyone understands their responsibilities.
- There was mention of reviewing and possibly revising the job descriptions in an upcoming meeting, with the goal of making sure they are accurate and up to date.
- It was also noted that job descriptions should be kept on file and accessible for reference.

Councilor Sawyer motioned to approve job descriptions. Councilor Barney 2nd the motion, the vote was unanimous.

5.2 Bryce Canyon Ultra Race- Hatch town participant

The council talked about the upcoming Bryce Canyon Ultra race, which will have up to 2,000 participants at the Lucky 7 Ranch.

- In previous years, the town has sometimes helped with the event, but recently has not been involved.

- There was discussion about whether the town could get more involved to help or gain publicity, but it was unclear if there were opportunities.
- Tyler Mendenhall offered to reach out to Matt, who is providing his property for the event, to see if the town could help or get more information.
- The group agreed to follow up and see if there was any way for the town to participate or assist.

5.3 Hatch Purchasing Policy

Councilor Sawyer brought up some concerns about the purchasing policy.

- The policy requires that any purchase over \$500 must be approved by the city council, and anything over \$1,000 must go out to bid. There was concern that these procedures have not always been followed.
- Kurt Sawyer emphasized the importance of adhering to the policy to avoid mistakes and potential legal issues, stating:

Councilor Sawyer stated "If we have anything that's over \$1,000 we're technically supposed to bid this out... for we can approve things up to \$500 you can buy stuff if you needed to up to \$500 but after that, then it's a city council approval, and up to that after \$1,000, then it has to go out to bid. I've been very concerned about this because I don't think that's been happening, and I'd like to make sure that we adhere to this purchasing agreement..."

- There was discussion about whether the policy should be changed, but the consensus was to keep it and follow it more strictly.
- Concerns were raised about making decisions outside of official meetings (e.g., by text or phone), and it was advised that approvals should not be done this way.
- The group discussed real-life examples where the policy may not have been followed, such as hiring town employees for projects or making purchases without proper approval or bidding.
- Janett Young pointed out that if the policy is not going to be followed, it should be changed, but the policies are there to keep the town out of trouble.
- The overall sentiment was that the council needs to follow the established procedures for all purchases to avoid problems in the future.

5.4 Hatch Pickleball Project Update

There was a detailed discussion about the pickleball project, including budgeting, bids, and grant processes.

- The council reviewed the budget for the project, noting that most of the work and purchases (like retaining wall bricks) were in line with the grant, but some items (such as extra bricks) were purchased without prior approval due to timing needs.
- The council discussed the process of soliciting bids for cement and fencing, and acknowledged that while some bids were properly solicited, others were not, and that the process could be improved in the future.
- There was also discussion about the use of town employees and equipment for project work, with concerns raised about following proper procedures and policies for hiring and expenditures.
- The council agreed that, while the project was progressing, they should be more careful to follow established policies and procedures in the future, especially regarding bids and use of town resources.
- The total cost for the project was discussed, with the overage mainly attributed to excavation, which was included in the budget and communicated to the grant agency.

5.5 & 5.6 Hatch Town Clerk and Treasurer Appointment

Carly Burrows was appointed as the new town clerk, and Karen Baker as the new town treasurer.

- Councilor Sawyer made a motion to appoint both individuals Councilor Barney second the motion, and approved unanimously by all council members.
- Both Carly and Karen were sworn in by repeating the oath of office, pledging to support, obey, and defend the Constitution of the United States and the state, and to discharge the duties of their office with fidelity.
- After the oath, the council welcomed them to their new roles and expressed appreciation for those who helped with the transition
- Both Carly and Karen will be added to all the bank accounts.

6. Ordinances

7. Report of Officers - boards - committees

7.1 Water Department - Water Usage

Water usage statistics: For July, well four produced 1,654,000 gallons, and it was noted that well four would continue to be used through September, after running well five for two months.

- Maintenance and repairs: There are three water meters that need to be replaced after the busy season. The council discussed the process for replacing these meters, including the potential need to dig them up if necessary.
- Inventory and equipment: The council emphasized the need to keep some spare parts on hand for emergencies but not to overstock, as some parts have gone unused and become unusable over time.
- Water pressure issues: Residents reported low water pressure, especially when hydrants are opened or the tank is low. The council discussed possible causes, including elevation issues and the need to flush the water tank after Thanksgiving to address sediment buildup.

7.2 Fire Department

Councilor Spendlove stated that two of the three new radios were installed in the fire engines.

- A few members of the department participated in a flashover training last week.
- There was a mention of an upcoming monthly fire department meeting.
- Positive feedback was given by Kelly Dix: "I think he's doing an outstanding job, as far as I can see... doing a super job with fire chief personally, fire chief one time, good."

7.3 Road Department-

7.4 Parks & Recreation-

There was discussion about the town cleanup event, with comments that participation has been low and it may be discontinued or changed to a more informal effort. Janett Young noted, "we've talked about not doing the town cleanup because nobody participates. If you want to go clean up the streets, that's great."

- It was mentioned that a lot of hot dogs were left over from the event due to low turnout.
- There was also discussion about the cost and value of the fish tanks for the kids, with questions about whether the expense was justified by the amount of fun had.

- Someone noted, “there were dead fish up on the flat,” and another said, “we need to look and see what it costs the town to do this.”
- It was suggested that the finances of the fish event be discussed at a future meeting.

7.5 Grants-

7.6 Planning & Zoning Commission

7.7 Cemetery

Janett Young explained that the town cashed out its cemetery CD and moved the money into a PTIF (Public Treasurers' Investment Fund) to earn a higher interest rate than the bank offered. This allows the town to transfer money between checking and the PTIF as needed. She also mentioned efforts to get a credit card for easier payments, responded to a resident's inquiry about cemetery management, and noted ongoing work to correct cemetery maps.

8. Public Input

During Town Council Meeting, Dion Dutton made the following contributions:

- Dion shared his experience with water pressure issues in town, explaining that his property (and others nearby) have long suffered from low or inconsistent water pressure, especially when the water tank is low. He mentioned that this has been a problem since he moved in 23 years ago, and that both he and his father had previously addressed the City Council about it. He noted that sometimes there is only a trickle of water, and that the issue seems to be related to elevation and the town's water infrastructure.
- Dion also discussed the challenges with floodplain mapping. He explained that his land (and some others) were not incorporated during the last FEMA floodplain update, and that the lack of a base flood elevation on the plat makes it difficult for residents to get their properties removed from the floodplain designation. He described consulting with an engineer and the complications this causes for property owners.

9. Unfinished or New Business

Gary Goble reported attending a meeting about efforts to remap the town's floodplain. He explained that engineers would be measuring streams and river depths around the area, and residents might see people working on these tasks.

- Dion Dutton explained a longstanding problem: when FEMA redid the floodplain maps in 1982, some properties (including his and Rick Sawyer's) were left without a base flood elevation listed. This omission makes it difficult for property owners to get their homes removed from the floodplain designation, even if their elevation is actually higher than the mapped floodplain.

- Dion mentioned that an engineer confirmed the lack of a base flood elevation on his plat, which is required for the paperwork to remove a property from the floodplain.
- Gary said the new mapping project aims to address these issues, but it will take time—possibly until 2030. He also noted that while hydraulic modeling can help, it still involves some guesswork.
- Gary advised that if residents believe their property should not be in the floodplain, they can contact FEMA and fill out forms to request removal, but the lack of a base flood elevation remains a barrier for some.
- Dion reiterated that many properties on his plat are affected by this issue, and the original mapping was based on outdated aerial photos, leading to inaccuracies.

Russ Riggs brought up two main issues during the "unfinished business" section:

1. He suggested that the town contact UDOT (Utah Department of Transportation) to see if they would allow a pipe sleeve to be installed under the highway before any road widening project. This would make it easier in the future to connect water lines across the highway without having to bore under it later. 2. Russ described his ongoing struggle with low water pressure at his home, which he had been experiencing for four months. He explained that, after repeated requests, town staff finally investigated and found that the water pressure at his house dropped from 55-60 pounds at the hydrant to just 10-18 pounds at his home when a hydrant was opened. He noted that the required minimum for fire safety is 20 pounds. Russ emphasized that this is not just his problem—other residents on his street also lose water pressure under similar circumstances. He urged the council not to approve any more water hookups until the town addresses these water supply issues, as the current infrastructure cannot maintain adequate pressure for all residents and fire safety. He also discussed possible causes, such as supply or restriction issues, and encouraged further investigation into the town's water system. 3. Russ also briefly responded to a question about the size of his building, stating it was 396 square feet and "no hassle."