

**September 24, 2025**

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

**Staff:** Carly Burrows, Tyler Mendenhall, Karen Baker

**Public:** Kim Burrows, Kristy Dutton, Ryker Ogden(Ensign), Julie Bishop, Eugene Spendlove, Brian Baker

**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 Barney approved the minutes and Councilor Spendlove 2<sup>nd</sup> the motion, the vote was unanimous.

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

Councilor Sawyer motioned to accept August expenditures and Councilor Barney 2<sup>nd</sup> the motion, the vote was unanimous.

**3.3 Extra monthly invoices for pickleball court**

The council reviewed extra monthly invoices for the pickleball court.

Extra Invoices for pickleball court surfacing:

The original bid for the court surfacing was \$18,001.50, with payments made in two parts.

- Additional work and communication issues between the court surfacing company and K Burrows Construction led to extra charges from the surfacing company. The description on that is 54 by 54 additional scraping for both courts to remove loose gravel, rock due to rough finish, extra adhesive promoter for low areas of court, concrete resurfacing of low spots to give the court for a more even play. The extra to fix that was \$2,720.
- Kerry Barney felt K Burrows Construction should be responsible for the extra costs.
- There was an unresolved \$1,800 for cement work around the poles, and a \$400 charge for finishing a sidewalk from K Burrows Construction
- Kim Burrows expressed frustration about unclear billing and responsibility: “this bill does not explain what he billed me for and what he billed you for... I’m not here to protect myself because I have some problems that day... he charged me to fix it, and didn’t fix it correctly. So now I’m \$2,200 into you guys to him, and you guys paid him without even talking to me or talking to anyone actually understanding what’s going on with this” (Kim Burrows).
- Kim Burrows forwent the \$2200 the town owed to the surfacing companies overages and the town take it from there.

- Kim wanted it on record: “now, I’m not responsible for any problems out there. I want this on record. I’m not responsible for what happens now, because I paid him to fix it” (Kim Burrows).
- The council discussed how to resolve the financials of what remained
- The final calculation was: “2720 minus 2200 is \$520 so \$520 the town paid for extra to make this thing work” (Kerry Barney).
- “I just hope everybody’s happy with the pickleball court, and I hope everybody comes and plays the game thing” (Kim Burrows).

In summary, the council discussed the original and additional costs, confusion over billing and responsibility, and ultimately resolved to cover the extra \$520, while KBC absorbed the \$2200.

Councilor Sawyer motioned to Accept the extra invoices for the pickleball court and councilor Barney 2<sup>nd</sup> the motion. The vote was unanimous.

#### **4. Public Hearings**

#### **5. Petitions, Remonstrations and Communications**

##### **5.1 Council Rules and Procedures**

The council discussed updating their rules and procedures, particularly to include electronic communications and modernize outdated ordinances. The Town Clerk and Roger Carter had worked together on a draft of council rules and procedures, which was distributed for review. The council agreed that the ordinance was old and needed to be revised to address electronic meetings and communications.

##### **5.2 Schedule training with Roger Carter for council and office staff**

The council discussed the importance of scheduling training with Roger Carter to help update their rules and procedures. The council agreed that a dedicated work meeting with him would be beneficial.

- Councilor Sawyer approved scheduling training with Roger Carter and Councilor Goble 2<sup>nd</sup> the motion.
- The Town Clerk was tasked with coordinating the timing for this training and would reach out to council members to find a suitable time.
- The training would focus on reviewing and updating the council’s rules and procedures, especially regarding electronic communications and modernizing outdated ordinances.
- The topic was set to be put back on the agenda for the next month for further discussion and follow-up.

##### **5.3 Replacing outdated clerks computer and printer**

The council discussed options for replacing the clerk’s computer and printer.

- The Town Clerk explained, “I’ve gone on the state purchasing website. I’ve been playing around with it. I think that’s our best option. So we don’t have to put it out to bid. It’s going to be spendy. The quote I got from Mountain West was close to \$1,500 for a computer and printer.”
- The council discussed whether using the state purchasing agency would conflict with the town’s purchasing policy. Councilor Sawyer clarified that state rules

allow towns to use vendors selected by the state without going through a separate bidding process.

- The Town Clerk noted, “I think it’ll be cheaper through the state purchasing agency. I think Mountain West, they’re like a lot of tech companies, they up charge. I mean, it would be cheaper on Amazon, honestly, but do we want to put that out to bid?”
- The council agreed to approve a motion not to exceed \$2,000 for the purchase of a new printer, with the understanding that the Town Clerk would continue to look for the best deal.
- Councilor Sawyer motioned to approve, Councilor Barney 2<sup>nd</sup> the motion, the vote was unanimous.

## **6. Ordinances**

### **6.1 Public Entity Resolution 2025-05**

Councilor Sawyer motioned to approved Councilor Spendlove 2<sup>nd</sup> the motion. The vote was unanimous.

### **6.2 Resolution to canceling election 2025-06**

Councilor Barney motioned to approved Councilor Sawyer 2<sup>nd</sup> the motion. The vote was unanimous.

### **6.3 Business License Ordinance 2025-03**

Councilor Barney motioned to approved Councilor Spendlove 2<sup>nd</sup> the motion. The vote was unanimous.

## **7. Report of Officers - boards - committees**

### **7.1 Water Department - Water Usage**

#### **7.1a Proposed culvert installation next to Scott Walter**

The council discussed the proposed installation of a culvert to improve access to a water meter near Scott Walters’ house:

- Tyler Mendenhall proposed putting out a bid to install a 20-foot length of pipe (culvert) in the ditch by Scott Walters’ house. The goal was to make it easier for the person reading the water meter to access it without wading through or jumping the ditch, possibly allowing access by four-wheeler.
- Tyler noted that he had spoken with the Wilsons, who were mostly agreeable except for one person still debating. The ditch is on the town’s right-of-way.
- There was discussion about the history of the meter’s placement. The previous water operator insisted on its current location, which now causes access issues. Tyler stated this is now the town’s problem.
- The council debated who should pay for the culvert. Some felt Scott Walters should help pay, since the meter’s location and the fence were influenced by his actions, but ultimately agreed it was the town’s responsibility.
- There was concern from the Wilsons about using the lane as a right-of-way, as they preferred the town not use it as a regular access road.
- The council discussed possible solutions, including installing a gate or just fencing, to prevent cows from accessing the area if the ditch is covered.
- Tyler suggested using a piece of 10ft culvert that might be available from the irrigation company, or otherwise purchasing one.

- The council agreed to move forward with the project, either by buying the culvert or getting it donated, and to make the area accessible for meter reading. They also discussed the need to get permission from the irrigation company if using their culvert.
- The discussion concluded with consensus to proceed with the 10ft culvert installation to resolve the access issue, with the understanding that the town would handle the work and coordinate with property owners as needed.
- Councilor Sawyer motioned to approve and Councilor Spendlove 2<sup>nd</sup> the motion. The vote was unanimous.

In summary, the council supported installing a culvert to improve water meter access, discussed property and cost concerns, and agreed to move forward with the project, pending coordination with the irrigation company and affected property owners.

### **7.1b Water billing and late fees**

The council discussed the issue with water billing and late fees:

- The council reviewed the accumulation of late fees on water bills, noting that about \$3,080 in late fees had accrued from January 1 to the meeting date. This was higher than previous years, where the town typically budgeted for \$2,800-\$3,000 in late fees annually. The Town Clerk explained that last year, \$2,880 was collected in penalties, but this year's total was already \$2,088.19 by July, indicating a sharp increase.
- There was concern that the billing system might be compounding late fees incorrectly. Payments from residents may have been applied to the water bill but not to the late fee, causing the late fee to continue compounding and resulting in higher charges for some accounts. The Town Clerk and Town Treasurer suggested that this issue needed to be investigated and corrected.
- The council discussed whether to write off all late fees and start over, but some members opposed this, arguing it would set a bad precedent and lead to the same problem next year. Instead, they suggested giving residents three months to catch up on their bills, after which a shutoff notice would be sent, and if unpaid after two more weeks, water service would be disconnected.
- There was a proposal to change the late fee structure from a percentage-based fee to a flat \$5 per month, as the current system was seen as confusing and potentially unfair. The council also discussed the need to review and possibly revise the town's water billing and shutoff policies to ensure fairness and compliance with state laws, especially regarding vulnerable populations (such as those with medical needs or children).
- The Town Treasurer suggested putting a notice in the billing, asking residents with late fees to pay only their current amount while the town reviewed and corrected any errors. The council agreed that each account with late fees should be reviewed individually to ensure accuracy and fairness.
- The council also discussed the legal process for shutting off water, including the need to provide 48 hours' notice and to follow specific procedures for certain cases. They mentioned the possibility of placing a lien on properties with unpaid bills as an alternative to shutoff.

- There was a suggestion to offer credit card payments to make it easier for residents to stay current on their bills, as more payment options could help reduce late payments.
- The Town Clerk acknowledged that she was still learning the system and would work with others to get more detailed reports and ensure the accuracy of the penalty and payment postings.
- The council agreed on changing the late payment fees to a flat \$5.00 fee
- Councilor Goble motioned to set a flat \$5.00 fee, Councilor Spendlove 2<sup>nd</sup> the motion. Councilor Sawyer said “Nay” making a need for a roll call vote:
- Councilor Barney: Aye
- Councilor Goble: Aye
- Councilor Spendlove: Aye
- Councilor Sawyer: Nay
- Motion passed

### **7.1c CIB water grant**

The council discussed the water grant in detail:

- The Town Clerk reported talking to Roger Carter about the CIB (Community Impact Board) water grant and explained that there was still time to apply if someone could attend the required training on September 29. Completing the training would keep the town eligible for the grant, which could help fund needed water system improvements.
- The council noted that the grant application process involves compiling detailed information about the town’s water system, assets, and needs. Jacie Torgersen was commended by all for her previous work on this, and it was mentioned that SUU students had helped other towns (like Glendale) with similar grants.
- The grant could potentially provide significant funding (Glendale received about \$3 million), which would be enough to cover major upgrades, such as metering and pressure issues.
- The group discussed the need for someone to take responsibility for the grant application and ongoing paperwork. The Town Clerk expressed that her current workload and job description limited the time she could dedicate to grants, suggesting the town might need to hire a dedicated grant employee or seek outside help.
- It was mentioned that many towns hire engineering firms to write grants, with their fees included in the grant budget. Ensign Engineering offered to help with the application, and the council considered this approach.

- The importance of having someone attend the CIB training was emphasized, as it is a requirement for eligibility. The Town Clerk and others discussed who might be able to go.
- The council agreed that pursuing the water grant was a high priority, as the town's water infrastructure needed significant upgrades, and grants were seen as the best way to fund these improvements.

### **7.2 Fire Department**

The fire report included the following points:

- The fire department discussed gas reimbursement for obtaining helmets for trippers, confirming that the process was in place and the office had been functioning well.
- Tyler reported that he had recruited a few more people for the fire department.
- Gary Goble requested that someone inspect the fire hydrant at 200 North and 100 East, noting that a ditch around the hydrant would make it difficult for firemen to access it. The council acknowledged this concern and discussed the need to consider safety and possibly address the ditch during future road or infrastructure work.

### **7.3 Road Department-**

### **7.4 Parks & Recreation-**

#### **7.4a Halloween Party**

The council discussed plans for the town's Halloween party:

- Trunk-o-treat was decided to start at 6pm
- Instead of the usual pulled pork sandwiches, there was a proposal to serve chili and cornbread this year.
- There was interest in making the event more festive by placing two fire barrels (fire pits) in the middle of the road. The idea was to have people sit outside around the fire barrels, roast marshmallows, and enjoy the evening.
- The Town Clerk volunteered to make several batches of chili. There was some discussion about past years, including a year when many people got sick from community-made chili, so the group considered using canned chili for safety.
- The council discussed the logistics of food (including whether the chili should have beans), and the need to "liven things up" compared to previous years.
- The council agreed to have the trunk-or-treat but to discuss the other activities at the next council meeting.

#### **7.4.b Price Dumpsters for park**

The council briefly discussed the idea of pricing dumpsters for the park:

- Mayor Barney mentioned the possibility of having a dumpster at the park for industrial or construction use, instead of relying solely on regular garbage cans.
- There was discussion about past experiences with dumpsters and the need to establish rules for their use.

- The group noted that sometimes the town pays for garbage cans that sit empty for part of the year, and having a dumpster could potentially save money and keep the park area neater.
- Mayor Barney said he would do some research and make calls to get pricing and more information about dumpsters for the park.

## **7.5 Grants**

### **7.5.a Grant Employee**

The council discussed the need for a grant employee:

- The Town Clerk and Mayor Barney emphasized that managing grants—especially large ones like the water grant—requires significant time and effort, including paperwork, filing, and ongoing communication with agencies.
- The Town Clerk explained that her current job description only allows for 7-10 hours per week on clerk duties, and she already has a full workload, making it difficult to take on additional grant responsibilities.
- It was noted that previous grant work done by Jacie Torgersen involved many unpaid hours, and that the town is “behind” other towns in pursuing grants due to lack of dedicated personnel.
- The council discussed how other towns often hire engineering firms or dedicated grant writers, sometimes paying them from the grant funds themselves.
- There was a suggestion to post a part-time position for someone willing to handle grants, or to consider hiring an SUU graduate or intern for a small fee.
- The council agreed that having a dedicated grant employee would help the town progress and secure more funding, rather than relying on overburdened staff or volunteers.
- Based on what was discussed the council decided to see what the towns options were and to discuss it at the next meeting.

## **7.6 Planning & Zoning Commission**

### **7.7 Cemetery**

- There was discussion about contacting Betty and Nicky regarding the cemetery.
- The group discussed having the cemetery contact the Department of Wildlife to remove the prairie dogs, with a suggested two-week timeframe for action.
- The conversation indicated that Mason and Russ had been contacted previously about the issue, and their response was that the wildlife (prairie dogs) are always present.

## **8. Public Input**

Julie Bishop introduced herself during the public input of the meeting. She introduced herself as someone who enjoys attending city council meetings and lives in Panguitch, but visits Hatch often. Julie described herself as a person who likes this kind of civic engagement. She mentioned her experience serving on a library board and reading all their materials thoroughly. Julie expressed an interest in helping the town with grant writing, stating that while she has not written a grant herself, she has researched the process extensively and taken online courses on the subject. She offered to assist with



grant writing if needed, acknowledging that there may be others more qualified but showing a willingness to help the town in this area.

**9. Unfinished or New Business**

**9.1 Executive closed session to discuss the character, professional competence, or physical or mental health of an individual.**

Councilor Barney motioned to adjourn to close meeting, Councilor Spendlove 2<sup>nd</sup> the motion. The vote was unanimous. Council members adjourned to a closed meeting.

**10. Adjournment**

Council members opened the meeting back up.

Councilor Barney motioned to close the meeting, Councilor Sawyer 2<sup>nd</sup> the motion. The vote was unanimous.