Regular City Council Meeting

Minutes

Tuesday, November 12, 2024 at 6:00 pm

AGENDA

A regularly scheduled meeting of the Duchesne City Council will be held at the Duchesne City Office Building, 500 East Main, Duchesne, UT at the above date and time. The agenda will be as follows:

1. **Roll Call, Prayer, Pledge**

Minutes:

Mayor Rodney Rowley conducted the meeting. City Recorder, Myra Young took minutes. City Council Members present were Bryce Hamilton, Tom Bruton, Jenny Adams, Cody Ivie and Jason Baker. Council Member Bruton offered the prayer. Mayor Rowley led the National Anthem.
Public Attendees: Lane Genereaux, Kim Hanson, Cole Harris, Aubrey Harris, Chepita Keel, Angel Keel, Debbie Fabrizio, DaJe-Aldama Hannah Garfield Rothschild, Daniel Paul Diaz Rothschild de Vivar, Valorie McLean, Matt Olson, Wes Hanberg, Deborah Herron.

2. **Minutes**

Minutes:

MOTION by Council Member Hamilton seconded by Council Member Bruton to approve the minutes from October 22, 2024.

- Council Member Hamilton – Aye
- Council Member Bruton – Aye
- Council Member Adams - Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

3. **Bills**

Minutes:

MOTION by Council Member Hamilton, seconded by Council Member Adams to pay the bills.

- Council Member Hamilton – Aye
- Council Member Bruton - Aye
- Council Member Adams - Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

4. **Charges and Credits**

Minutes:

The Council reviewed the Charges and Credits Report.

5. **Business License**

Minutes:

Chepita Keel & Angel Keel would like a business license. They will be providing abstract document services as CMK Land Service Inc. located at 825 N 600 E.

MOTION by Council Member Adams, seconded by Council Member Bruton to approve a business license for Chepita Keel & Angel Keel, abstract document services.

- Council Member Hamilton – Aye
- Council Member Bruton – Aye
- Council Member Adams – Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

6. **Planning And Zoning**

Minutes:

- Deborah Herron Planning & Zoning Commissioner presented a report on the recent public housing survey results concerning short-term rentals and tiny homes.

Planning & Zoning recommends that short-term rentals obtain a business license. There was a discussion about the potential tax implications for owners, which Deborah will investigate further.

Tiny Home Results – The majority did not support a tiny home being built next to their home but supported tiny home developments. They preferred these homes to be in residential zones, citing affordable housing was a benefit. However, concerns included decreased property value, overcrowding, and infrastructure strain.

The Majority favored a minimum of 1000 sq. ft. for any home in Duchesne City.

Short-term Rental Results – The majority saw benefits in tourism, additional income for residents, and increased accommodations. They supported regulations such as licensing/permitting, limiting the number of rentals per host, and enforcing health and safety standards.

Deborah Herron and Valorie Mclean Planning & Zoning Commissioners noted a strong consensus that short-term rentals should be allowed, with the state passing laws to enforce their adoption. They emphasized the need for restrictions to ensure these rentals fit within the community.

The Planning & Zoning Commission is responsible for ensuring that new developments align with existing neighborhoods. With the state pushing for housing affordability and availability, it's crucial to stay ahead of these issues. Deborah asked the City Council to review the survey results and develop regulations for short-term rentals based on the survey responses, which Planning & Zoning unanimously accepted. She also recommended considering an ordinance regarding lot size.

There was discussion about limiting the total number of short-term rentals one individual or entity could own.

- Mayor Rowley requested the Planning & Zoning Commission to develop four ordinance items. 1) Tiny homes, 2) Lot size, 3) Short-term Rentals, 4) Town Homes/Condos.
- Amendment to Planning & Zoning Ordinance – Deborah recommended that the City Council amend Planning & Zoning Ordinance, Title 2 Chapter 1, to remove the 66% quorum requirement. The state statute only requires 3 out of a 5-member council to

constitute a quorum. Council agreed to make this change.

- Land Use Seminar - Deborah recently attended a Land Use Seminar. The Governor's Office of Economic Opportunity and Housing offers resources and is willing to help structure a plan to encourage developers to create affordable housing in the area. She gained valuable information from the seminar, which she will share in an email.
- Bryce Hamilton's Plat Map - Lynn Hamilton Planning & Zoning Commissioner, presented an old plat map for Bryce Hamilton at their last meeting. Byrce wants to combine Lot 11 from the Valley View Subdivision with his own home Lot 10. The steps to complete this include attending a Planning & Zoning meeting with a finished plat map, a completed Land Use Application, and paid fees. The Planning & Zoning Commission will then make a recommendation to the City Council.
- Airport Overlay Ordinance - Mayor Rowley is ready to move forward with the Airport Overlay Ordinance. The city will mimic the county's ordinance with one minor change. Once the change is made it will be sent to Clay Crozier, and Planning & Zoning will hold the Public Hearing in their meeting.

7. Yoppify Presentation

Minutes:

Matt Olsen presented the capabilities of Yoppify, a comprehensive technology platform designed to enhance communication and customer engagement for utilities.

Yoppify provides city staff with tools to reach residents through personalized messages via text, email, phone calls, letters, or postcards, all while tracking interactions in a centralized system. Key features of the platform include:

- Automated Alerts: Notifications for issues such as water leaks and other service-related concerns, along with general water information.
- System Mapping and Integration: The ability to map the city's infrastructure and integrate seamlessly with Pelorus, ensuring efficient data management.
- Contact Validation: Verifies all resident contact information for accuracy, ensuring effective outreach.

The platform also offers the flexibility to target specific geographical areas for communication. Staff can highlight an area on a map and send messages directly to the affected residents. Situational messaging is available for tasks like delinquent and shut-off notices, ensuring timely payments. It is user-friendly for staff and accessible via mobile devices for field operations. As web-based software, it requires no complex installation and is easy to manage. The service would primarily be used for service-oriented notifications. Lane Genereaux noted that the city has faced many instances where such a tool would have been highly beneficial. Package options and pricing were discussed, highlighting potential solutions tailored to the city's needs.

MOTION by Council Member Baker, seconded by Council Member Bruton to approve the purchase of Yoppify standard services.

- Council Member Hamilton – Aye
- Council Member Bruton – Aye
- Council Member Adams – Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

8. **Johnson Water Contract - Wes Hanberg**

Minutes:

Wes Hanberg with Johnson Water reported he did not have a signed copy of the contract. The requested changes have been made. Once Wes has signed he will return the signed contract to Mayor Rowley.

MOTION by Council Member Bruton, seconded by Council Member Adams to approve the Johnson Water Contract.

- Council Member Hamilton – Aye
- Council Member Bruton – Aye
- Council Member Adams – Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

9. **Plat Amendment - Valley View Subdivision Phase 1 - Bryce Hamilton**

Minutes:

This was tabled and will be presented at next City Council meeting.

10. **Public Works Department Update - Lane Genereaux**

Minutes:

Lane gave the following updates.

- Memorial Project Wallace Park: The sidewalk construction is nearly complete, with just one final section left to pour due to recent vandalism. The memorial stones have been restored, and the flagpole is scheduled to be installed tomorrow. However, the flag will not be raised until power is available for lighting.
- Water Meters: The installation of meters has been completed for the season.
- Lead & Copper Letter: A Lead & Copper Letter was sent to residents by 120 Water on behalf of Duchesne City. This communication was to identify unknown pipe materials on the service side of properties, prompted by the EPA's initiative to ensure the removal of lead and copper pipes for health and safety. Most residents have replaced their old lines, and only two homes remain to be addressed. The next step is data collection, which will be passed to 120 Water for system updates and subsequently sent to the state. Out of 565 letters sent, 80 have been returned. These will be delivered by hand.
- Sewer and Irrigation: No current issues with the sewer system; irrigation has been turned off for the season.
- Main Street Concrete Work: Only one block remains to be completed near High Desert Gardens. The grass in front of Al's and the Post Office will stay in place. Discussions are ongoing about potentially removing grass on the west side of Highway 87 and replacing it with concrete.
- Vehicle and Equipment: One of the new pickup trucks is currently in the shop for repairs. For snow removal, the city has one plow and one sander, with the airport fully equipped for winter conditions. The Vehicle Leasing Company now offers 10-wheelers, which could be a potential future asset for the city.
- Christmas Celebration: The crew plans to bring in and level dirt in preparation for the event.

- School Sidewalk: Lane spoke with Jason Young and Michael Weldon about the raised sidewalk at the school, they assured him it will be addressed.

Lane brought forward a concern to the Council regarding the reduced cost of water supplied to South Duchesne Water, noting that they are not contributing to treatment costs. Mayor Rowley clarified that the rate had been lowered in the most recent contract issued in March 2024, reverting to the rate South Duchesne Water paid before they began discharging water into the sewer system. The price increase at that time was due to the additional burden on the sewer system. The Council discussed the current pricing structure and agreed that it should be re-evaluated, as the current rate might be set too low. South Duchesne Water has requested a refund of approximately $5,000, which requires further review.

- Lane took a moment to recognize Public Works employee Cole Harris for his outstanding dedication and initiative. Over the past 20 months, Cole has earned three job-relevant certifications, showing his commitment to professional growth. Lane praised Cole for consistently stepping up when needed and expressed his appreciation for Cole's hard work, emphasizing that hiring him was a great decision. Cole's contributions have included significant improvements to the ball fields over the past year and assistance with meter installations. To honor his achievements, Lane presented Cole with a Certificate of Excellence and commended him for his exceptional performance.

11. 15-Minute Open Session

Minutes:

- Deborah Herron from Duchesne County presented an opportunity for the city to participate in a collaborative grant application alongside Roosevelt City, Vernal City, and Duchesne County. The project, called "The Last Mile," aims to improve transportation by connecting individuals to transit sites and bus stations within the community. The goal is to secure a $25 million grant, contingent upon identifying sufficient qualifying projects across the basin. While it is unclear what the financial commitment for the city would be, the grant application deadline is February 2025. There will be a call tomorrow at 4 p.m. to discuss the project in detail for anyone interested. Current project requirements include being within a mile of a bus station. Mayor Rowley will be the contact for this project.
- Daniel Paul Diaz Rothschild de Vivar expressed his willingness to volunteer his time and service to the community. With a background in real estate and banking, he hopes to assist in enhancing communication between Duchesne City and its residents. He resides in the Rabbit Gulch area. Mayor Rowley noted that, given his residence in the county, he may find it beneficial to attend the Duchesne County Commissioners' meetings on Monday at 8:00 a.m.

12. Book Of Complaints, Concerns And Comments

Minutes:

There were no new complaints, concerns, or comments.

13. Mayor And Council Review Of Old Business

Minutes:

- Council Member Bruton provided an update on the ordinance for Title 3 – Business and License Regulations, Chapter 4 – Solicitors, Canvassers, Peddlers, and Itinerant

Merchants. He shared a draft copy with Mayor Rowley and City Recorder Myra Young for their review and any necessary revisions.

- Council Member Ivie requested an update on new accounts for the water fill station. City Treasurer Kim Hanson reported that no new accounts are currently being opened. Lane Genereaux noted that Horrocks Engineering will add the Fruitland Water District boundary to the GIS mapping system at a cost of $600. The Council also needs to address water rates. Council Member Bruton pointed out that the city's general plan only includes a brief section on long-term planning. Given recent developments in the basin, the Council agreed that a comprehensive, strategic plan is essential.

14. Work Session

Minutes:

There was no work meeting.

15. Executive Session

Minutes:

There was no executive session held.

16. Adjournment

Minutes:

MOTION by Council Member Ivie, seconded by Council Member Bruton to adjourn the regular City Council meeting at 8:07 pm.

- Council Member Hamilton– Aye
- Council Member Bruton– Aye
- Council Member Adams– Aye
- Council Member Ivie - Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

Attest:

Myra Young, Recorder: Myra Young