



Regular City Council Meeting

Tuesday, December 10, 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

2. Minutes

3. Bills

- Credit Card Statements
- Accounts Payable Listing

4. Business License

Ottillie Design - Danita Hinton

AMS Hoopes

5. Planning And Zoning

6. Duchesne County Mosquito Abatement - Acknowledgement of Tentative Budget Review

7. 15-Minute Open Session

The City of Duchesne welcomes you and thanks you for your time and concerns. If you wish to address the City Council, this is the time set on the agenda for you to do so. When you are recognized, please step to the podium, state your name and address then address the Council. Your comments will be limited to three (3) minutes. The Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and provide direction to the appropriate member of City Staff for follow-up. Thank you.

8. Book Of Complaints, Concerns And Comments

9. Mayor And Council Review Of Old Business

10. Work Session

11. Executive Session

12. Adjournment

Attest:

Myra Young, Recorder: Myra Young



Regular City Council Meeting

Minutes

Tuesday, November 26, 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 Adams offered the prayer. Mayor Rowley led the National Anthem. Public Attendees: Lane Genereaux, David Kettle, Karalee Kettle, Brett Kettle, Deni Kettle, Rachel Henrie, Danita Hinton.

2. Minutes

Minutes:

MOTION by Council Member Baker seconded by Council Member Adams to approve the minutes from November 12, 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 Bruton, seconded by Council Member Ivie 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. Business License

Minutes:

There were no business licenses brought before the City Council.

5. Planning And Zoning

Minutes:

Danita Hinton Planning and Zoning Secretary gave the following report.

1. Valley View Subdivision Phase 2 Adding Lot 11 to Phase 2 – Bryce Hamilton. Planning and Zoning is recommending the amended plat.
2. Airport Overlay. There was some confusion regarding the City Council's request to the Planning and Zoning Commission about the Airport Overlay. There are no recommendations from them currently. The discussion included the requirement to notify affected landowners within 300 feet of the proposed overlay area at least 10 days prior to a public hearing. While the idea of using the county's mailing list was considered, it was determined that the list only covers county residents, making it unsuitable for the city's needs. Furthermore, the county's tax roll is experiencing issues, leading to difficulties in identifying the necessary names and mailing addresses for notifications. Mayor Rowley mentioned that some minor adjustments are needed in the ordinance and had sent the corrected and signed version to Clay Crozier. These changes include updates to the ordinance title and a few sentences in section Zone 6 of the ordinance. Council Member Ivie suggested reaching out to Senator Ron Winterton for some clarification. During a recent meeting, the Senator acknowledged an oversight in the legislation and stated it was never intended to apply to rural Utah airports. Council Member Hamilton will work on the necessary changes to the ordinance.
3. Duchesne Townsite Survey Land Use Waiver Request - Clint Peatross/Kelly Kielbasa. There was some confusion about why this item appeared again on the Planning and Zoning Agenda, as it had already been approved by both Planning and Zoning and the City Council. Upon review it was discovered that he never filled out the Land Use Application and the recently submitted documentation was for a subdivision, whereas it should have been filed as a plat amendment. Proper paperwork should have been submitted before Planning and Zoning issued their recommendation. Clint will now need to submit a new Land Use Application for a plat amendment and pay the required \$200 fee. Myra will contact him to ensure the application is completed correctly and the fee is collected. Currently, there is no valid basis for a waiver.
4. Planning and Zoning Recommendation. Planning and Zoning is making the following recommendation based on a discussion with a resident during their recent meeting regarding the Duchesne Townsite Plat Amendment. Planning and Zoning recommends the city construct a usable road, install city sewer and utility lines on an as-needed basis, and seek CIB funding to pave the road. Mayor Rowley confirmed that the city takes responsibility for installing city utilities and constructing roads. He also shared that he, Lane, and Chuck Richins from Horrocks met yesterday to discuss the project. Horrocks has completed the water and sewer designs, with the initial phase involving the installation of four manholes. This will serve as the first phase of the project. Council Member Ivie clarified that the road providing access to these properties, commonly referred to as "the dugway" or 700 West, is a county road, not a city road. As such, maintenance responsibilities fall under the jurisdiction of the county.
5. Clay Crozier Resignation. Clay Crozier Chairman will be resigning as soon as possible and will provide a formal letter outlining his reasons for the decision. Lynn Hamilton has also expressed interest in stepping down, and Danita Hinton Secretary may need to relinquish her duties as secretary but continue to serve on the Planning and Zoning Commission.

6. Basin Wide Dumpster - Dumpster Billing/Rachel

Minutes:

Rachel Henrie, Secretary for Basinwide Dumpster, addressed the City Council to explain her role in handling billing. In April, she noticed a discrepancy where some Duchesne businesses were being billed for dumpsters by Basinwide, while others were billed by the city. She assured the Council that no businesses appear to be double billed. Rachel proposed streamlining the process by having either Basinwide or the city handle all dumpster billing, with her preference being that Basinwide take full responsibility. Mayor Rowley expressed his preference for Basinwide to handle billing for both commercial and residential dumpsters. David Kettle inquired whether the city was satisfied with Basinwide's service, to which the consensus was positive.

MOTION by Council Member Hamilton, seconded by Council Member Adams to have Basinwide bill for all dumpsters within the city limits while Duchesne City will continue to bill for all garbage cans.

- 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.

7. ORDINANCE 24-5; AN ORDINANCE OF DUCHESNE CITY AMENDING TITLE 2, BOARDS AND COMMISSIONS, CHAPTER 1, PLANNING COMMISSION, 2-1-3 ORGANIZATION, D. QUORUM

Minutes:

ORDINANCE NO 24-5

AN ORDINANCE BY THE CITY COUNCIL OF DUCHESNE CITY TO AMEND TITLE 2, BOARDS AND COMMISSIONS, CHAPTER 1, PLANNING COMMISSION, 2-1-3 ORGANIZATION, D. QUORUM, OF THE DUCHESNE CITY MUNICIPAL CODE

WHEREAS, the current language of Title 2, Boards and Commissions, Chapter 1, Planning Commission, 2-1-3 Organization, D. Quorum states that 66% of the planning commission members constitute a quorum, leading to potential confusion;

WHEREAS, to clarify the quorum requirement for the Planning Commission, ensuring consistency with state regulations and supporting clear operational standards;

WHEREAS, to correct the current ordinance's unclear quorum requirement and align it with the state standard for a five-member body, where three members constitute a quorum;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUCHESNE, UTAH, THAT:

SECTION I – ENACTMENT

TITLE 2, BOARDS AND COMMISSIONS, CHAPTER 1, PLANNING COMMISSION, 2-1-3 ORGANIZATION, D. QUORUM BE AMENDED AS FOLLOWS:

TITLE 5 – BOARDS AND COMMISSIONS

CHAPTER 1 – PLANNING COMMISSION

2-1-3: ORGANIZATION

D. QUORUM:

Three (3) out of a five (5)-member planning commission shall constitute a quorum, in accordance with Utah Code § 10-3-504.

SECTION II - EFFECTIVE DATE

This ordinance shall take effect immediately upon its being passed by the City Council. PASSED AND APODTEED by the City Council of Duchesne City, Utah on this _____ day of _____ 2024.

MOTION by Council Member Hamilton, seconded by Council Member Bruton to approve ORDINANCE 24-5; AN ORDINANCE OF DUCHESNE CITY AMENDING TITLE 2, BOARDS AND COMMISSIONS, CHAPTER 1, PLANNING COMMISSION, 2-1-3 ORGANIZATION, D. QUORUM

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

Minutes:

Council Member Hamilton presented the map for Valley View Subdivision Phase 2 to the Council. He proposed adding a new section to the subdivision, designating it as Lot 11.

MOTION by Council Member Bruton, seconded by Council Member Adams to approve the Valley View Subdivision Phase 2 as shown and recommended by Planning and Zoning.

- 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. Duchesne Townsite Survey Fee Waiver Request - Clint Peatross/Kelly Kielbasa

Minutes:

There was no reason for a waiver. Reference minutes in Agenda Item 5. Planning And Zoning.

10. Request for Agenda Item Process - Jason Baker

Minutes:

Council Member Baker raised concerns about the current process requiring approval from two City Council members for a public request to be added to the City Council agenda. He expressed disapproval of this system, stating it was unnecessary and questioned its effectiveness. He noted that the city has not encountered significant issues with agenda items and felt this system limited public engagement. He also questioned how such a process would be monitored. Mayor Rowley provided insight from the ULCT meeting he recently attended, where he learned about similar processes. He explained that the city agenda is ultimately the mayor's responsibility, and adjustments to how items are added can be made at his discretion. He emphasized that agenda management is important to avoid distractions during meetings and to focus on conducting city business. He reminded the Council that the public still has the opportunity to speak during the open session, regardless of whether their item is officially on the agenda. Council Member Ivie

shared input from County Commissioner Irene Hanson, noting that the County uses a similar application process. Requests are evaluated to determine if they should be handled administratively or placed on the agenda. This approach helps ensure items are addressed appropriately without unnecessarily occupying Council meeting time. Council Member Bruton supported the process, stating it brings a useful system of checks and balances to manage agenda items. He cautioned against allowing an open-ended system where anyone can add anything to the agenda without review. Council Member Adams suggested using the application form but eliminating the requirement for two Council members' approval. She proposed the form be used to assess whether an issue could be addressed administratively or if it qualifies as an action item for the agenda. The public would still have access to the 15-minute open session for comments. However, more complex matters could be addressed during a work session or assigned to a Council member, the Mayor, or administration. The consensus was to adopt the application process while avoiding excessive limitations on public participation. The Council agreed that requiring approval from two Council members was unnecessary, and the Mayor should not have sole authority over the forms to prevent potential conflicts of interest. The Council decided that once an application is submitted, it will be signed by the Mayor, and the decision to accept or deny it will be communicated to all Council members via email by City Recorder Myra Young. This ensures transparency, provides a paper trail, and allows any issues to be addressed collectively.

MOTION by Council Member Baker, seconded by Council Member Ivie to approve the use of the Request for Agenda Item Application. All Council Members will receive a copy of each application, whether approved or denied, for review.

- 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.

11. Mickelson Building Update - Cody Ivie

Minutes:

Council Member Ivie provided an update on the status of the Mickelson Building. The school has ended its use of the facility. He spoke with Irene Hansen to determine the county's position, and she confirmed that they are still moving forward with plans for the building. She will draft a memorandum of understanding outlining the county's obligations, which will precede a full contract. Council Member Ivie emphasized the importance of starting discussions about the city's expectations for the building. Council Member Adams noted that these discussions should be prioritized before Hansen's retirement. Currently, the county is limited in its use of the building unless it is for Duchesne County Fair purposes. Council Member Ivie suggested that if the city has no intention of actively utilizing the building, it would be unfair to require the county to maintain it. He is proposing a partnership with the county to avoid any legal conflicts. The county has expressed interest in continuing to use the building's bathrooms during the fair and has committed to upgrading them to ADA compliance standards. While the building requires minor repairs, a recent inspection indicated it has an estimated 25-year lifespan. Several suggestions were made

regarding potential uses for the building. The Council also identified the need for clear policies regarding building usage and expressed the importance of establishing guidelines to ensure fairness for residents and taxpayers. Council Member Ivie will contact the school district to obtain details about their financial involvement with the building. The Council agreed to move forward with discussions and plan a work session to determine the building's future intent and use.

12. 15-Minute Open Session

Minutes:

Council Member Baker, who resides near the city shop, expressed concerns about the public works employees' work vehicles consistently being parked at the shop when he arrives home in the evening and leaves in the morning. He would like to know the reason why. Lane explained that the trucks are currently being left at the shop, due to recent issues. However, it was deemed inappropriate to address these issues in an open meeting. The matter will be further discussed in an executive session.

13. Book Of Complaints, Concerns And Comments

Minutes:

There were no new complaints, concerns, or comments.

14. Mayor And Council Review Of Old Business

Minutes:

Council Member Adams

- Johnson Water Contract: Inquired if the signed Johnson Water Contract had been received. Mayor Rowley confirmed that it had not yet been returned.
- School Sidewalk Update: She asked Lane for an update on the school sidewalk project. Lane reported that the project has been completed.
- Retirement Event for Irene Hansen: She provided information about Irene Hansen's upcoming retirement celebration, scheduled for December 17th from 11:00 AM to 2:00 PM at the Centennial Building, with lunch provided.

Council Member Bruton

- South Duchesne & Johnson Water Billing Concerns: He addressed concerns raised in a previous meeting regarding charges to South Duchesne and Johnson Water. After reviewing the contracts with Mayor Rowley, they determined everything was correct. Mayor Rowley explained that South Duchesne misinterpreted the contract, believing the rate was \$440 per acre-foot. However, the city correctly added the additional \$279 per acre-foot, meaning the city has been undercharging rather than overcharging. As a result, no refund will be issued. Mayor Rowley emphasized the need to coordinate with Pelorus to correct the billing system. Lane mentioned that Jessie Hyde from Central Utah Water will be meeting with him and Kim Hanson to go over this.
- Hogan Park Addendum: He reminded the Council that everyone should have received a copy of the Hogan Park addendum, with Council Member Hamilton taking the lead on this issue.
- Itinerant Merchant Draft: Inquired whether the draft ordinance had been reviewed and was ready to proceed. It is still under review.

- Farm Creek Road Water Issues: He inquired if there were any updates on this. There are concerns about delays in resolving the issue, as the spring season is approaching. Mayor Rowley plans to meet with Chris Bench to locate the turnout on Anna's property. The city needs an easement to install a water meter before next season. Bruton committed to following up with a phone call.

Council Member Hamilton

- Truck Traffic Rerouting: He proposed solutions for rerouting truck traffic from Indian Canyon (Hwy 191) to Hwy 87. He suggested:
 - 1 Engaging with UDOT to designate Center Street and 400 S as an alternate Hwy 191 route, or
 - 2 Moving Hwy 191 one block east, with UDOT assuming responsibility for road maintenance.
- Safety: There was discussion about safety with the park being along the potential truck route and possibly installing fencing for safety and exploring the purchase of Nelson Herrera's property to eliminate a T-intersection in favor of a safer lane turn.
- Increased Truck Traffic: He noted the state's projection of an additional 150 trucks per day, driven by increased oilfield production. This surge raises concerns about unsafe travel conditions and potential road damage.
- Lane's Infrastructure Concerns: Lane highlighted issues with 400 S and Center Street, where the road fluctuates by approximately 4 inches under truck traffic. He noted the presence of a water line beneath the road with no accessible shutoff, recommending the road be completely rebuilt before rerouting trucks. This would prevent costly future repairs that would burden the city and taxpayers.
- Truck Compliance: There was discussion suggesting imposing fines on non-compliant trucks to mitigate damage. The Council discussed the need to balance support for the oilfield industry with protecting city infrastructure and identifying funding sources for necessary upgrades.

15. Work Session

Minutes:

There was no work meeting.

16. Executive Session

Minutes:

There was an executive session held to discuss personnel.

17. Adjournment

Minutes:

MOTION by Council Member Baker seconded by Council Member Bruton to adjourn the regular City Council meeting at 7:07 pm and go into executive session to discuss personnel.

- 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: _____

Contact: Myra Young (myoung@duchesnecity.com 435-738-2464)

**Duchesne City
Open Invoice Listing**

12/9/2024

<u>Vendor Id</u>	<u>Vendor Name</u>	<u>Invoice No.</u>	<u>PO#</u>	<u>Invoice Date</u>	<u>Due Date</u>	<u>Amount</u>
4516095	Allred's Amazing Maids	88583		11/14/2024	11/14/2024	\$106.00
4516095	Allred's Amazing Maids	88770		11/27/2024	11/27/2024	\$106.00
	Vendor Total:					\$212.00
4309309	Arrow Oilfield & Sanitation	25968		12/1/2024	12/1/2024	\$360.00
95	Basin Builders Supply	19347		11/27/2024	11/27/2024	\$45.85
4516148	Basin Code Consultants, LLC	2435		12/4/2024	12/4/2024	\$315.62
4516148	Basin Code Consultants, LLC	2436		12/4/2024	12/4/2024	\$101.25
	Vendor Total:					\$416.87
4514824	Basinwide Dumpsters Inc.	12062024		11/30/2024	11/30/2024	\$16,498.00
4517405	Besst Fire & Safety	76532		11/4/2024	11/4/2024	\$477.54
185	Crossroads Concrete Co., Inc.	18608		11/13/2024	11/13/2024	\$176.50
4517291	DHHS-Unified State Laboratories	25L0000613		12/2/2024	12/2/2024	\$575.46
4198198	Duchesne City	11302024		11/30/2024	11/30/2024	\$433.70
4198198	Duchesne City	12092024		12/9/2024	12/9/2024	\$285.00
	Vendor Total:					\$718.70
236	East Duchesne Culinary Water	12062024		11/30/2024	11/30/2024	\$45.00
4516010	Ferguson Waterworks #1616	1253891		11/7/2024	11/7/2024	\$116,211.00
4516685	Fuel Network	F25005E00788		12/3/2024	12/3/2024	\$1,285.72
4516698	J-U-B Engineers, Inc	0179342		11/25/2024	11/25/2024	\$1,551.65
4515141	Kimball Midwest	102761018		11/1/2024	11/1/2024	\$850.97
410	Kohls	12032024		11/30/2024	11/30/2024	\$1,612.30
B025	Moon Lake Electric	12062024		11/27/2024	11/27/2024	\$4,471.72
493	Mount Olympus Water Inc.	10208831 112224		11/22/2024	11/22/2024	\$19.21
462	Mountainland Supply, LLC	S106507898.003		11/7/2024	11/7/2024	\$677.78
462	Mountainland Supply, LLC	S106579450.001		11/7/2024	11/7/2024	\$227.33
	Vendor Total:					\$905.11
4517352	Precision Tire Services	104982		11/12/2024	11/12/2024	\$577.41
4517352	Precision Tire Services	105082		11/8/2024	11/8/2024	\$346.28
4517352	Precision Tire Services	105173		11/14/2024	11/14/2024	\$25.00
	Vendor Total:					\$948.69
619	Safety Supply & Sign Co.	191800		11/11/2024	11/11/2024	\$1,468.25
4516861	Siddons-Martin Emergency Group	700-SIV0029201		12/5/2024	12/5/2024	\$311.00
0	Smith Hartvigsen, PLLC	66244		11/30/2024	11/30/2024	\$120.50
0	Smith Hartvigsen, PLLC	66245		11/30/2024	11/30/2024	\$552.00
	Vendor Total:					\$672.50
	Stewarts Ace Hardware	414865		11/27/2024	11/27/2024	\$83.96
B058	Strata Networks	005878278		11/30/2024	11/30/2024	\$1,258.46
4516696	SYSCOM / Systems Communications	6441		11/19/2024	11/19/2024	\$1,925.00
4516455	The Hideout Steakhouse	515		12/7/2024	12/7/2024	\$3,568.32
4517389	Uintah Basin Design	000413		12/4/2024	12/4/2024	\$669.91
765	Utah State Division of Finance	3S233		8/23/2023	8/23/2023	(\$231.85)
4514876	Wonderware Inc. dba Core Business	INV-28873		11/30/2024	11/30/2024	\$179.00
	Report Total:					\$157,286.84

ZIONS BANK

MYRA YOUNG
DUCHESNE CITY
Account Number :
xxxx xxxx xxxx 0844

VISA

Card # 20241204 1034550000

Pd 12/4/24

ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 0844	Previous Balance	\$1,294.77
Credit Limit	\$10,000.00	Payments	\$1,294.77
Available Credit	\$9,004.00	Credits	\$79.00
Statement Closing Date	December 03, 2024	Purchases	\$1,015.07
Payment Due Date	December 23, 2024	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	29	New Balance	\$936.07

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
11/06	11/06	2469216N731J669W4	AMAZON MKTPL*8Y1BG4CI3 Amzn.com/bill WA	\$465.43 ✓
11/06	11/06	7476800N7F3AEHV37	PAYMENT - THANK YOU	-\$1,294.77
11/08	11/08	2420429N901KV5DAA	Subway 21885 Duchesne UT	\$26.28 ✓
11/15	11/15	2469216NG304E4TEF	AMZN Mktp US*WQ9UR1ZQ3 Amzn.com/bill WA	\$79.00 ✓
11/22	11/22	7469216NP35GPSS8A	AMZN Mktp US Amzn.com/bill WA CREDIT	-\$79.00 ✓
11/24	11/24	2401134NT000MSFR3	AMAZON MARK* WT5PR5D03 HTTPSAMAZON.C WA	\$225.09 ✓
11/26	11/26	2444500NV8R0V7LS5	FSP*UTAH MUNICIPAL CLERKS801-614-0720 UT	\$125.00 ✓
12/02	12/02	2469216P134TDGZ8J	AMAZON MKTPL*ZL0477EG2 Amzn.com/bill WA	\$94.27 ✓

319.36

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentatge Rate
Purchase	0.04576%	\$0.00	\$0.00	16.75%
Cash Advances	0.06485%	\$0.00	\$0.00	23.74%

ZIONS BANK

PO BOX 30833
SALT LAKE CITY UT 84130-0833

For prompt credit, mail payment to location shown below.
Payment sent to any other location may delay crediting your account.
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to :

BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833

PAYMENT INFORMATION

Account Number	xxxx xxxx xxxx 0844
Payment Due Date	12/23/24
New Balance	\$936.07
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	

Total Payment Amount \$

MYRA YOUNG
DUCHESNE CITY
PO BOX 974
DUCHESNE UT 84021-0974



Details for Order #112-2350394-7781824

Order Placed: November 1, 2024

Amazon.com order number: 112-2350394-7781824

Order Total: \$465.43

Not Yet Shipped

Items Ordered

	Price
1 of: Fairfield RS348B Poly-Fill Batting, 48-Inch x 60 Yards, White Sold by: Amazon.com Condition: New	Float Christmas Sundry \$115.49
4 of: YoleShy 17 Inch Pre-lit Christmas Wreath with Hanger & Bow & Bells Battery Operated Christmas Wreath Christmas Decorations for Window, Front Door, Wall Decor, Fireplace Sold by: YoleShy (seller profile) Condition: New	" " \$22.99
2 of: TW SHINE 3-Piece Christmas Deer Decoration Outdoor, Pre-Lit 60 Count Warm White Light 2D Reindeer Family Set, Lighted Waterproof Christmas Deer Decor for Yard Patio Lawn Garden Party Sold by: Junji Ya (seller profile) Business Price Condition: New	" " \$41.52
2 of: 24 Pack Christmas Decorations Outdoor Solar Candy Cane Lights, LETMY Solar & USB Rechargeable Solar Christmas Pathway Lights, 144 LED 10 Modes Waterproof Outdoor Christmas Decorations for Yard Pathway Sold by: AUTOFLY KAOLA (seller profile) Condition: New	" " \$59.99
1 of: 2025 Desk Calendar - Standing Flip 2025 Desktop Calendar from Jan 2025 - Dec 2025, 10" x 8.3", Memo Pages, Stand up Desk Calendar with Strong Twin-Wire Binding, Blank Blocks, Premium Paper Sold by: Toyap (seller profile) Business Price Condition: New	office Supplies \$9.98
2 of: FUNPENY Christmas Lights, 2 Pack Total 300Count 60FT Christmas String Lights Green Wire for Indoor Outdoor Christmas Tree Xmas Party Holiday Home Decorations, Warm White Sold by: Healty shop (seller profile) Condition: New	Sundry \$22.49

Shipping Address:

Duchesne City
500 E Main
Box 974
DUCHESE, UT 84021-0974
United States

Shipping Speed:

FREE Shipping

Payment information

Payment Method:

Visa | Last digits: 0844

Item(s) Subtotal: \$465.43

Shipping & Handling: \$6.99

Billing address

Duchesne Office - Myra Young
500 E MAIN ST
BOX 974
DUCHESNE, UT 84021-7708
United States

Promotion applied: -\$6.99

Total before tax: \$465.43

Estimated Tax: \$0.00

Grand Total: \$465.43

To view the status of your order, return to [Order Summary](#) .

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the code below to enroll today!



Subway#21885-0 Phone 435-738-5700
655 West Main Street P.O. Box 227
Duchesne, Utah, 84021

Served by: 1818 11/8/2024 12:13:48 pm
Term ID-Trans# 1/A-417150

Qty	Size	Item	Price
1	12"	#18 Ultimate B.M.T. Sub	10.69
1		3 Cookies	3.59
1		Medium Fountain 30oz	2.89
1		(US) Any 6inch Meal Deal	7.29
	6"	-Turkey Sub	
		-Medium Fountain 30oz	
		-Chips	

Sub Total	24.46
Sales Tax (7.45%)	1.82
Total (Eat In)	26.28
Credit Card	26.28
Change	0.00

Approval No: 008350
Reference No: 5QXf001731093224018
Card Issuer: Visa
Account No: *****0844
Acquired: Contactless chip
Amount: \$26.28
Application: VISA CREDIT
AID: A0000000031010
MID: 420429002110091
TID: 75175351
Date/Time: 11/08/2024 12:13:44
APPROVED

*Lunch
Jay &
Mya*

CUSTOMER COPY

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Host Order ID: MV8NKVCM425WZ569



Details for Order #113-1015703-9416220

Order Placed: November 15, 2024

Amazon.com order number: 113-1015703-9416220

Order Total: \$79.00

Not Yet Shipped	
Items Ordered	Price
1 of: Goplus 6ft Fiber Optic Artificial Christmas Tree, Pre-Lit Xmas Tree with Colorful Snowflake LED Lights, 220 Branch Tips, Foldable Metal Base, for Holiday, Office, Home Decor Sold by: GoplusUS (seller profile) Business Price Condition: New	\$79.00
Shipping Address: Duchesne Office - Myra Young 500 E MAIN ST BOX 974 DUCHESNE, UT 84021-7708 United States	Item(s) Subtotal: \$79.00 Shipping & Handling: \$0.00 ----- Total before tax: \$79.00 Sales Tax: \$0.00 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$79.00 -----

Payment information	
Payment Method: Visa Last digits: 0844	Item(s) Subtotal: \$79.00 Shipping & Handling: \$0.00 -----
Billing address Duchesne Office - Myra Young 500 E MAIN ST BOX 974 DUCHESNE, UT 84021-7708 United States	Total before tax: \$79.00 Estimated Tax: \$0.00 ----- Grand Total: \$79.00

To view the status of your order, return to [Order Summary](#) .

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Refunded



Details for Order #113-4852128-6948235

Order Placed: October 25, 2024

Amazon.com order number: 113-4852128-6948235

Order Total: \$379.34

Not Yet Shipped

Items Ordered

	Price
1 of: Surebonder Cordless Hot Glue Gun, High Temperature, Full Size, 60W, 50% More Power - Sturdily Bonds Metal, Wood, Ceramics, Leather & Other Strong Materials (Specialty Series CL-800F) Sold by: Amazon.com Condition: New	\$12.40 Sundry
1 of: JUNE BRUSHES 50 Pcs Candy Cane Christmas Decorations Red and White Candy Canes Plastic Peppermint Hanging Ornament Christmas Tree Candy Cane Ornaments for Xmas Gift Holiday Decor Sold by: Makelife Store (seller profile) Condition: New	\$9.99
1 of: Annecy Christmas Tree Ornaments - 36 PCS Shatterproof Christmas Ball Ornaments Set for Christmas, Holiday, Wreath & Party Decorations (Multi-Size, Red, White) Sold by: Annecy Merchant (seller profile) Business Price Condition: New	\$15.89
1 of: Valery Madelyn Christmas Ornaments Tree Decorations, 24ct Red and White Shatterproof Christmas Ball Ornaments Set, 2.36 Inch Decorative Hanging Ornament Bulk for Xmas Holiday Party Decor Sold by: Valery Madelyn (seller profile) Business Price Condition: New	\$23.99
1 of: 16PCS Christmas Ball Ornaments, 2.36 Inch Red and White Christmas Tree Ornaments with Glittering, Shatterproof Baubles for Christmas Tree Decorations, Wreaths, Garlands Sold by: T&H Mall (seller profile) Condition: New	\$12.99
1 of: Hiboom 30 Pcs Christmas Glitter Ball Picks 14 Inch Artificial Curly Spray Ball Sticks Decorative Stem Picks for Holiday Wedding Vase Fillers Xmas Tree Topper DIY Wreath Crafts Decor (Red and White) Sold by: Stedack (seller profile) Condition: New	\$24.99
2 of: LAVEVE Pre-lit Christmas Garland 9 FT, Battery Operated 100 Lights Garland with Cedar Cones and Red Metal Ball, Outdoor Indoor Christmas Decorations for Mantle, Stairs, Front Porch Sold by: KIP-US (seller profile) Condition: New	\$29.99 On Jan. Statement
1 of: Fellowes 52089 Binding Presentation Covers, 8mil, Letter, 100 Pack, Clear Sold by: Amazon (seller profile) Business Price Condition: New	\$16.91 ~~Amazon Office Supplies~~
1 of: Fellowes 1/2in Black Binding Combs (25 Pack) Sold by: Amazon (seller profile)	\$6.99

Business Price
Condition: New

1 of: 10 Inches Christmas Tree Star Topper Xmas Tree Topper Star Christmas Decoration Glittered Tree-top Star (Red) *Sundry* \$13.99
Sold by: Zonon ([seller profile](#))
Condition: New

1 of: Fellowes 5006801-99 Binding Machine Pulsar+ Comb Binding (5006801) *office supplies* \$133.10
Sold by: Amazon ([seller profile](#))
Condition: New

1 of: Fiskars Crafts DIY Precision Wire Cutter (6 in.), White/Gray *Sundry* \$14.00
Sold by: Amazon ([seller profile](#))
Business Price
Condition: New

1 of: Pretext Winter Textured Snow Spray - 2pk 13oz Aerosol Bottles - Artificial Snow, Christmas Snow Artificial Tree, Fake Snow \$14.99
Frosted Windows, Holiday Winter Crafts, Nieve Christmas Village, Instant Snow
Sold by: Kids To discover ([seller profile](#)) *Sundry*
Condition: New

1 of: Sggvecs 30Pcs Christmas Glitter Berries Stems Artificial Red Berry Branches Holly Picks Stems Christmas Tree Ornaments \$11.99
for DIY Xmas Wreath Crafts Gifts Holiday Home Decor (White)
Sold by: MAFRY HOUSE ([seller profile](#)) *Sundry*
Condition: New

1 of: Surebonder DT-50 All Temperature 50 Glue Sticks, 4-Inch *Sundry* \$7.22
Sold by: Amazon.com
Condition: New

Shipping Address:
Duchesne Office - Myra Young
500 E MAIN ST
BOX 974
DUCESNE, UT 84021-7708
United States

Shipping Speed:
FREE Shipping

Payment information

Payment Method:
Visa | Last digits: 0844

Billing address
Duchesne Office - Myra Young
500 E MAIN ST
BOX 974
DUCESNE, UT 84021-7708
United States

Item(s) Subtotal: \$379.34
Shipping & Handling: \$6.99
Promotion applied: -\$6.99

Total before tax: \$379.34
Estimated Tax: \$0.00

Grand Total: \$379.34

To view the status of your order, return to [Order Summary](#).

319.34

Utah Municipal Clerks Association

Pay Membership Dues

Thank you for your payment

The details are listed below and a copy has also been emailed to you.

Myra Young
Member: 337321
DUCHESNE
500 E Main Street
DUCHESNE, UT 84021
(435) 738-2464 Ext 2
myoung@duchesnecity.com

Item	QTY	Price	Total
Full Membership			
	1	\$125.00	\$125.00
Myra Young			

Subtotal: \$125.00

Date	Payment Method	Amount
11-26-2024	Paid by: Credit Card (visa) Card Ending: 0844 Entered by: Myra Young	\$125.00

membership fees

Order Total: \$125.00

Amount Paid: \$125.00

Amount Due: \$0.00

Closed

ZIONS BANK

KIMBERLY HANSON
DUCHESNE CITY
Account Number :
xxxx xxxx xxxx 2411

VISA

Card # 2024120410355100000 Pd 12/4/24

ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 2411	Previous Balance	\$7,074.49
Credit Limit	\$10,000.00	Payments	\$7,074.49
Available Credit	\$9,758.00	Credits	\$0.00
Statement Closing Date	December 03, 2024	Purchases	\$241.07
Payment Due Date	December 23, 2024	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	29	New Balance	\$241.07

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
11/06	11/06	7476800N7F3AEHV37	PAYMENT - THANK YOU	-\$7,074.49
11/12	11/12	2469216ND2X6BL6M2	AMAZON MKTPL*QI5NV4463 Amzn.com/bill WA	\$83.04
11/20	11/20	2469216NM346N00ND	AMAZON MKTPL*MV40E5HZ3 Amzn.com/bill WA	\$158.03

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentatge Rate
Purchase	0.04576%	\$0.00	\$0.00	16.75%
Cash Advances	0.06485%	\$0.00	\$0.00	23.74%

ZIONS BANK

PO BOX 30833
SALT LAKE CITY UT 84130-0833

For prompt credit, mail payment to location shown below.
Payment sent to any other location may delay crediting your account.
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to :

BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833

PAYMENT INFORMATION

Account Number	xxxx xxxx xxxx 2411
Payment Due Date	12/23/24
New Balance	\$241.07
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	

Total Payment Amount

\$

KIMBERLY HANSON
DUCHESNE CITY
PO BOX 974
DUCHESNE UT 84021-0974

Details for Order #112-2313877-7491437

Order Placed: November 19, 2024

Amazon.com order number: 112-2313877-7491437

Order Total: \$158.03

Not Yet Shipped

Items Ordered

Price

1 of: Farpida 42014 42015 4 Pin Truck Side Battery Cable Set & 4 Pin Plow Side Battery Cable fit for d for Fisher Western Snowex

\$145.89

V-Blade Straight Blade and Expandable Plows

Sold by: Yuanbida Auto Parts ([seller profile](#))

Condition: New

Roads

Shipping Address:

Duchesne City

500 E Main

Box 974

DUCHESNE, UT 84021-0974

United States

Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

Visa | Last digits: 2411

Item(s) Subtotal: \$145.89

Shipping & Handling: \$12.14

Billing address

Duchesne City

500 E Main

Box 974

DUCHESNE, UT 84021-0974

United States

Total before tax: \$158.03

Estimated Tax: \$0.00

Grand Total: \$158.03

To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.

Order Placed: November 7, 2024

Amazon.com order number: 112-1084595-8885845

Order Total: \$83.04

Not Yet Shipped

Items Ordered

Price

2 of: TW SHINE 3-Piece Christmas Deer Decoration Outdoor, Pre-Lit 60 Count Warm White Light 2D Reindeer Family Set, Lighted
Waterproof Christmas Deer Decor for Yard Patio Lawn Garden Party

\$41.52

Sold by: Junji Ya ([seller profile](#))

Business Price

Condition: New

Sensley

Shipping Address:

Duchesne City
500 E Main
Box 974
DUCHESE, UT 84021-0974
United States

Shipping Speed:

FREE Shipping

Payment information

Payment Method:

Visa | Last digits: 2411

Billing address

Duchesne City
500 E Main
Box 974
DUCHESE, UT 84021-0974
United States

Item(s) Subtotal: \$83.04

Shipping & Handling: \$6.99

Promotion applied: -\$6.99

Total before tax: \$83.04

Estimated Tax: \$0.00

Grand Total: \$83.04

To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.

ZIONS BANK

NATHAN LANE GENEREAUX
DUCHESNE CITY
Account Number :
xxxx xxxx xxxx 0411

VISA

Card # 2024120410323000000 Pd 12/4/24

ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 0411	Previous Balance	\$280.56
Credit Limit	\$5,000.00	Payments	\$280.56
Available Credit	\$4,188.00	Credits	\$0.00
Statement Closing Date	December 03, 2024	Purchases	\$811.25
Payment Due Date	December 23, 2024	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	29	New Balance	\$811.25

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
11/06	11/06	7476800N7F3AEHV37	PAYMENT - THANK YOU	-\$280.56
11/07	11/07	2469216N832LEVRNL	DEQ DW 801-536-4183 UT	\$180.00 ✓
11/12	11/12	2444500NE00WDPY4H	FAMILY DOLLAR DUCHESNE UT	\$14.90 ✓
11/14	11/14	2405523NG4D45E9ZH	COWANS CAFE DUCHESNE UT	\$90.53 ✓
11/19	11/19	2494301NM09G1EELD	THE HOME DEPOT #4403 SALT LAKE CIT UT	\$525.82 ✓

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percentage Rate
Purchase	0.04576%	\$0.00	\$0.00	16.75%
Cash Advances	0.06485%	\$0.00	\$0.00	23.74%

ZIONS BANK

PO BOX 30833
SALT LAKE CITY UT 84130-0833

For prompt credit, mail payment to location shown below.
Payment sent to any other location may delay crediting your account.
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to :

BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833

PAYMENT INFORMATION

Account Number	xxxx xxxx xxxx 0411
Payment Due Date	12/23/24
New Balance	\$811.25
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	

Total Payment Amount

\$

NATHAN LANE GENEREAUX
DUCHESNE CITY
PO BOX 974
DUCHESNE UT 84021-0974

Online Payment Receipt

From support@helpdesk.utah.gov <support@helpdesk.utah.gov>

Date Wed 11/6/2024 1:38 PM

To Myra Young <MYoung@duchesnecity.com>

Credit Card Payment Receipt

Your payment was successfully processed.

Item	Quantity	Item Amount	Total
Water Operator Certification Renewal Applicatio...			
<i>Renew license every three years. Finet Code: 3600 - 2305 -3C02</i>	1	\$180.00	\$180.00
Total Amount:			\$180.00

Matt Skewes

Payment Processing Details

Dues, Sub, Member

Order Number: 8a4630d3-7347-4e81-9f24-68627584486e

Date of Transaction: Nov 6, 2024

Amount Paid: \$180.00

Cardholder's Name: Nathan Lane Genereaux

Credit Card Number: *****0411

Credit Card Type: Visa

Amount Charged: \$180.00

Non dept
Sundry

COWANS CAFE

57 E MAIN ST
DUCESNE, UT 84021
4357385609

14-Nov-2024 7:49:38A

Transaction 100002

1 Custom Item \$70.29

Subtotal \$70.29

Duchesne Tax 7.45% \$5.24

Total \$75.53

CREDIT CARD AUTH \$75.53
VISA 0411

Tip

Total 90⁵³

Retain this copy for statement
validation

14-Nov-2024 7:49:45A
\$75.53 | Method: CONTACTLESS
VISA XXXXXXXXXXXX0411
Reference ID: 431900720865
Auth ID: 014853
MID: *****0883
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE

*** REPRINT ***

Clover ID: A335R9RHW3Q24
Payment 9S9WA0EEH4MW6

Clover Privacy Policy
<https://clover.com/privacy>

Float
Chris

FAMILY DOLLAR

STORE #08292 P0 Box 966
Duchesne, UT, 385-384-1734

SOLID COLOR LIGHT SET GREEN WIRE 100 CT 3.50 T
032251990069 0.88-
BUY 1 GET 1 50%
SOLID COLOR LIGHT SET GREEN WIRE 100 CT 3.50 T
032251990069 0.88-
BUY 1 GET 1 50%
SOLID COLOR LIGHT SET GREEN WIRE 100 CT 3.50 T
032251990069 0.88-
BUY 1 GET 1 50%
SOLID COLOR LIGHT SET GREEN WIRE 100 CT 3.50 T
032251990069 0.88-
BUY 1 GET 1 50%
SOLID COLOR LIGHT SET GREEN WIRE 100 CT 3.50 T
032251990069

SUBTOTAL \$14.00
TAX1 \$0.90
TOTAL \$14.90
VISA \$14.90

VISA CREDIT *****0411-
CHIP CONTACTLESS Approved
AUTH# 012475 SEQUENCE NO: 042101

Mode: Issuer ARQC - 00654C3E3281BC0E
AID: A0000000031010 ARC:



ITEMS 5
11-12-2024 09:54:43 08292 01 7570535 0421
Cash Check Debit Credit & EBT Accepted.
THANK YOU.

-----TEAR HERE-----
Please provide your feedback at

www.ratefd.com

Receive 10 chances to WIN \$1,000 daily
plus instant prizes valued at \$1,500
weekly. For complete rules, eligibility,
sweepstakes & previous winners, visit
www.ratefd.com. No purchase/survey req'd
to enter. Sweepstakes sponsored by
InMoment Inc. across multiple int'l
clients. Void where prohibited.

Water

328 W. 2100 S. SLC, UT
84115 (801)467-3900

4403 00051 31115 11/19/24 02:43 PM
SALE CASHIER KYLEE

885911906432 ATOMIC 20V L <A> 189.00
DW 20V ATOMIC BL HAMMER DRILL KIT
045242518401 M18CMBKT5PC <A> 299.00
M18 COMBO TOOL KIT (5-TOOL) (BF)

SUBTOTAL 488.00
SALES TAX 37.82
TOTAL \$525.82

XXXXXXXXXXXX0411 VISA
AUTH CODE 019538/3511545 USD\$ 525.82
Contactless TA
AID A0000000031010 VISA CREDIT

P.O.#/JOB NAME: DUCESNE

4403 11/19/24 02:43 PM



RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 02/17/2024
Page 24

ZIONS BANK

RODNEY ROWLEY
DUCHESNE CITY
Account Number :
xxxx xxxx xxxx 0700

VISA

Copy # 2024120410334100000 Pd 12/4/24

ACCOUNT SUMMARY

Account Number	xxxx xxxx xxxx 0700	Previous Balance	\$0.00
Credit Limit	\$5,000.00	Payments	\$0.00
Available Credit	\$3,900.00	Credits	\$0.00
Statement Closing Date	December 03, 2024	Purchases	\$1,099.90
Payment Due Date	December 23, 2024	Other Charges	\$0.00
Amount Past Due	\$0.00	Cash Advances	\$0.00
Min Payment Due	\$30.00	Finance Charges	\$0.00
Days in Billing Cycle	29	New Balance	\$1,099.90

TRANSACTIONS

Trans Date	Post Date	Reference Number	Transaction Description	Amount
11/13	11/13	2468807NF0FV1X7PA	MYPILOTSTORE.COM 480-556-0500 AZ	\$1,099.90 ✓

Finance Charge Summary	Daily Periodic Rate (May Vary)	Total Finance Charge	Balance Subject to Finance Charge	Annual Percenatge Rate
Purchase	0.04576%	\$0.00	\$0.00	16.75%
Cash Advances	0.06485%	\$0.00	\$0.00	23.74%

ZIONS BANK

PO BOX 30833
SALT LAKE CITY UT 84130-0833

For prompt credit, mail payment to location shown below.
Payment sent to any other location may delay crediting your account.
Please detach this portion and return it with your payment to ensure proper credit.

Make Checks Payable to :

BANKCARD CENTER
PO BOX 30833
SALT LAKE CTY UT 84130-0833

PAYMENT INFORMATION

Account Number	xxxx xxxx xxxx 0700
Payment Due Date	12/23/24
New Balance	\$1,099.90
Minimum Payment Due	\$30.00
Past Due Amount	\$0.00
Cash Enclosed	

Total Payment Amount

\$

RODNEY ROWLEY
DUCHESNE CITY
PO BOX 974
DUCHESNE UT 84021-0974



Order Date: Tuesday, November 12, 2024 at 09:48 MST

Order Number: 211769551

Shipping Address:

Rodney Rowley
Duchesne City
500 East Main Street
Duchesne, UT 84021 USA

Standard

Billing Address: (Paid with: Visa)

Rodney Rowley
Duchesne City
500 East Main Street
Duchesne, UT 84021 USA

A1

Thank you for shopping at MyPilotStore!

Qty	Items In This Shipment	Item Price	Total
2	Icom IC-A25N NAV-COM Transceiver L:A1-02-03.1 S: 12558 PN: IC-A25N	\$549.95	\$1,099.90

RETURNS: Visit www.MyPilotStore.com>Returns to return or exchange any item in unopened or original condition within 30 days for a full refund (other restrictions may apply).

QUESTIONS: If you have any questions about this order, please email service@MyPilotStore.com and include order number 211769551 in the subject line.

Subtotal: \$1,099.90
Shipping: \$0.00
Tax: \$0.00
Total: \$1,099.90

Air port

A1 // W-4.76 // I-1 // 30996



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435) 738-5394
office@duchesnecity.com

BUSINESS LICENSE APPLICATION

Application and all other items must be completed on the attached checklist BEFORE a business license is issued.

BUSINESS LICENSE # _____

(OFFICE USE ONLY)

APPLICANT INFORMATION

Applicant Name: Samuel Hoopes
Date of Birth: July 25, 1988
Home Address: 482 East 100 South
City, State and Zip Code: Duchesne, UT 84021
Mailing Address: P.O. Box 123
Home Telephone: 435 733 0587 Cell Phone: 435 733 0587
Email Address: samuelhoopes1@gmail.com

BUSINESS INFORMATION

Legal Name of Business: AMS Hoopes
Home Based ☒ Commercial Based _____ Unknown _____
Business Address: 482 East 100 South
City, State and Zip Code: Duchesne, UT 84021
Business Telephone: 435 733 0587 Business Fax: _____
Business Email: samuelhoopes1@gmail.com
Professional License #: _____
(Contractor, Real Estate, Federal Firearms, Cosmetology, etc.)
Utah Entity #: 30764
(you must register your business with the Utah Department of Commerce)
Utah Sales and Use Tax #: _____
(if you are selling goods you must file for a sales tax number with the Utah State Tax Commission)



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435) 738-5394
office@duchesnecity.com

BUSINESS INFORMATION CONT'D

Describe the nature of your business:

Short term rental

Please list the location of where your equipment, tools, and supplies to conduct your business will be stored:

482 East 100 South Duchesne UT 84021 (Garage)

If storage is located at home, what percentage will be stored and where?

100 %

Garage

LICENSE STIPULATIONS

Please initial next to each item

 All Business Licences are issued for a period of one year, which extends from July 1st to June 30th.

 License fees are due and payable July 1st, or upon approval of application.

 To engage in the business for which this license is issued, you must comply with all City Ordinances and County Health and Safety Codes. These include zoning, building codes, accessibility codes, health and fire safety. If now, or in the future, you do not comply with these codes, this license may be revoked upon the majority vote of Duchesne City Council.

 I am responsible to read and understand the requirements of Duchesne City's Business License Ordinance and agree to comply with the same.

(Note: To read about Duchesne City Business and License requirements visit Duchesne City Offices or go to Title 3 of the Municipal Code found at https://duchesnecity.com/government/municipal_code.php)

 Duchesne City requires at least 20 days after application submittal for investigative purposes.

 Business License Certificate, once issued, shall be posted in a conspicuous place on the wall of the building, room or office of the place of business so that the same may be easily seen.

AFFIDAVIT

I, Sam Hoopes BEING DULY SWORN, DEPOSE AND SAY
THAT I AM THE ABOVE NAMED APPLICANT AND THAT THE STATEMENTS CONTAINED IN THIS
APPLICATION ARE TRUE AND CORRECT.

Applicant Signature:

Sam Hoopes

Dated:

Oct. 5, 2024



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435) 738-5394
office@duchesnecity.com

BUSINESS LICENSE CHECKLIST

All items listed below must be completed BEFORE a business license is issued. Application fees will be due and payable upon successful completion of the application process.

X Completed Application

NA Letter of Permission (if you are not the property owner)

NA Copy of Required State License (contractor, cosmetology, real estate, daycare, etc.)

X Copy of Entity Registration

Department of Commerce (801) 530-4849 or visit
www.corporations.utah.gov

NA Copy of Sales Tax License (if applicable)

Utah State Tax Commission (801) 530-4849 or visit
www.tax.utah.gov/sales

X Building Inspection (if applicable)

Cody Fisher, Inspector
(801) 719-9337

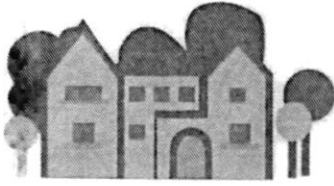
X Fire Inspection, \$50 Fee *pc*

Russ Young, Fire Marshall
(435) 630-4113

NA Health Inspection (if applicable)

Board of Health
(435) 722-6300

 Appear before Duchesne City Council to present your business and application



Duchesne City
Building Safety

500 East Main Street
Duchesne, Utah 84021-0317
Phone (801) 719-9337
Email: basincode@gmail.com
R Cody Fisher
Building Official / Combination Inspector



December 5th, 2024

Samuel Hoopes
482 E. 100 S.
Duchesne, Utah 84021

RE: Short-Term Rental

On Wednesday, December 4th, 2024 a Short-Term Rental inspection was conducted at 482 E. 100 S., Duchesne Utah. The purpose of the inspection was to determine if the property met all requirements set forth by the State of Utah and the adopted building codes for short-term rental properties. The following are the results of the inspection.

The areas of the house available to guests are the main floor which includes a kitchen, living room, a main bathroom, a master bathroom and three bedrooms. The guests will not have access to the 2nd floor or the garage.

- 1- The three bedrooms available to guests are less the maximum of five bedrooms allowed.
- 2- The applicant has signed the short-term rental agreement acknowledging that the maximum number of guests at one time is ten guests.
- 3- Smoke detectors are installed in each sleeping room and outside the sleeping rooms. All the smoke detectors are interconnected and operate when tested.
- 4- One of the detectors located in the hallway is a Smoke/Carbon-Monoxide combination detector.
- 5- There is adequate parking available for guest vehicles.
- 6- The windows in the sleeping rooms are large enough and meet the requirements of emergency egress and rescue windows.
- 7- Because this house does not have a basement the requirement for egress ladders in window wells serving sleeping rooms does not apply.
- 8- There is a new fire extinguisher located on the kitchen counter. The fire extinguisher meets the minimum required rating. The fire extinguisher's location meets the 75' maximum travel distance requirement.
- 9- GFCI electrical outlets are located in all areas where required.

The property has all safety requirements in place to be used as a short-term rental.

If you have any questions, please contact me at (801)719-9337.

Thank You,

A handwritten signature in black ink, appearing to read "R. Cody Fisher", with a long horizontal flourish extending to the right.

R Cody Fisher, CBO
Duchesne City
Building Official

RCF

Short Term Rental Restrictions for Single Family Dwellings

8. IFC 906.1 Portable Fire Extinguishers: Portable fire extinguishers shall be selected, installed and maintained in accordance with NFPA 10. A fire extinguisher with a minimum rating of 1-A:10-B:C shall be located on each habitable floor of the house. The required fire extinguisher shall be placed so that the travel distance from any area of the floor to the extinguisher is no more than 75 feet, or a second extinguisher shall be installed. Fire extinguishers shall be serviced and certified annually, or after use.
9. E3902 Ground-Fault Circuit-Interrupter Protection (GFCI): GFCI protection of 125-Volt single phase 15 and 20 ampere outlets is required in bathrooms, garages, outdoor receptacles, crawlspace receptacles, unfinished basement receptacles, kitchen counter receptacles, laundry room receptacles and any receptacle located within 6 feet of the inside edge of a sink.

Business License may be approved by the Building Official with the above restrictions agreed to. Additional zoning ordinance requirements apply.

R. Coaffin

Duchesne City Building Official

Date: 12/4/2024

I hereby certify that I have read and examined this application and know the same to be true and correct and agree to the restrictions identified. All provisions of laws and ordinances governing this type of building use will be complied with whether specified herein or not. The granting of a business license does not presume to give authority to violate or cancel the provisions of any other state or local law regulating this type of building use and that I make this statement under penalty of perjury.

[Signature]

Business license applicant

Date: Dec 3, 2024

Short Term Rental Restrictions for Single Family Dwellings

Single Family Dwellings are regulated by the adopted International Residential Code for One and Two Family Dwellings and Town homes. These buildings are not designed and built with the fire, life, health and safety protections required for short term rental units such as Hotels and Motels.

Therefore the following restrictions must apply to avoid reticodcling the dwelling to meet all life, fire, health and safety protections.

Condition 1: R-S Owner Occupied Lodging House;

1. Owner must occupy a portion of the building.
2. Each dwelling unit is limited to a maximum of five guest rooms and ten total guests.
3. Smoke detectors must be installed in each sleeping room and in any corridor leading to a sleeping room. Smoke detectors must be designed so, if one is activated, all will activate.
4. If the dwelling has an attached garage or fuel burning appliances, a carbon monoxide detector is required on each floor level. Detectors must be designed so, if one is activated, all will activate. Combination smoke / carbon monoxide detectors are allowed.
5. R310.1 Emergency Escape and Rescue Opening Required. Basements, habitable attics and every sleeping room shall have not less than one operable emergency escape and rescue opening. Minimum Size: The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet. Exception, the minimum net clear opening for grade-floor emergency escape and rescue openings shall be 5 square feet. Maximum height from floor: Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches above the floor.
6. R310.4.2 Ladder and Steps: Window Wells serving a below-grade sleeping room with a vertical depth greater than 44 inches shall be equipped with an approved, permanently affixed ladder or steps. The ladder or steps shall not be obstructed by the emergency and rescue opening where the window or door is in the open position.
7. R310.7.1 Existing emergency escape and rescue openings.
Where a change of occupancy would require an emergency escape and rescue opening in accordance with Section 310.1, operable windows serving as the emergency escape and rescue opening shall comply with the following:
 1. An existing operable window shall provide a minimum net clear opening of 4 square feet (0.38 m²) with a minimum net clear opening height of 22 inches (559 mm) and a minimum net clear opening width of 20 inches (508 mm).
 2. A replacement window where such window complies with both of the following:
 - 2.1. The replacement window meets the size requirements in Item 1.
 - 2.2. The replacement window is the manufacturer's largest standard-size window that will fit within the existing frame or existing rough opening. The replacement window shall be permitted to be of the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.
8. Owner must provide adequate parking for the number of guest vehicles expected.
9. IFC 906.1 Portable Fire Extinguishers: Portable fire extinguishers shall be selected, installed and maintained in accordance with NFPA 10. A fire extinguisher with a minimum rating of 1-A:10-B:C

Short Term Rental Restrictions for Single Family Dwellings

shall be located on each habitable floor of the house. The required fire extinguisher shall be placed so that the travel distance from any area of the floor to the extinguisher is no more than 75 feet, or a second extinguisher shall be installed. Fire extinguishers shall be serviced and certified annually, or after use.

10. E3902 Ground-Fault Circuit-Interrupter Protection (GFCI): GFCI protection of 125-Volt single phase 15 and 20 ampere outlets is required in bathrooms, garages, outdoor receptacles, crawlspace receptacles, unfinished basement receptacles, kitchen counter receptacles, laundry room receptacles and any receptacle located within 6 feet of the inside edge of a sink.

Condition 2: R-3 Boarding Transient House;

1. Each dwelling unit is limited to a maximum of five guest rooms and is limited to a maximum of ten total guests.
2. Smoke detectors must be installed in each sleeping room and in any corridor leading to a sleeping room. Smoke detectors must be designed so if one is activated all will activate.
3. If the dwelling has an attached garage or fuel burning appliances, a carbon monoxide detector is required on each floor level. Detectors must be designed so, if one is activated, all will activate. Combination smoke / carbon monoxide detectors are allowed.
4. Owner must provide adequate parking for the number of guests vehicles expected.
5. R310.1 Emergency Escape and Rescue Opening Required. Basements, habitable attics and every sleeping room shall have not less than one operable emergency escape and rescue opening. Minimum Size: The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet. Exception, the minimum net clear opening for grade-floor emergency escape and rescue openings shall be 5 square feet. Maximum height from floor: Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches above the floor.
6. R310.4.2 Ladder and Steps: Window wells serving a below-grade sleeping room with a vertical depth greater than 44 inches shall be equipped with an approved, permanently affixed ladder or steps. The ladder or steps shall not be obstructed by the emergency and rescue opening where the window or door is in the open position.
7. R310.7.1 Existing emergency escape and rescue openings.
Where a change of occupancy would require an emergency escape and rescue opening in accordance with Section 310.1, operable windows serving as the emergency escape and rescue opening shall comply with the following:
 1. An existing operable window shall provide a minimum net clear opening of 4 square feet (0.38 m²) with a minimum net clear opening height of 22 inches (559 mm) and a minimum net clear opening width of 20 inches (508 mm).
 2. A replacement window where such window complies with both of the following:
 - 2.1. The replacement window meets the size requirements in Item 1.
 - 2.2. The replacement window is the manufacturer's largest standard-size window that will fit within the existing frame or existing rough opening. The replacement window shall be permitted to be of the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.

Duchene Fire Department

Inspection Form for Short-Term Rental (e.g., AirB&B)

Inspection Date: 12/05/2024
Property Address: 482 EAST 100 South Duchesne UTAH 84021
Property Owner/Manager Name: Sam Hoopes
Contact Phone Number: 435-733-0587
Email Address: _____

Inspection Checklist

1. Smoke Alarms:

- Smoke alarms are installed in every bedroom, outside each sleeping area, and on every level of the home.
- All smoke alarms are functional and less than 10 years old.
- Hardwired or interconnected alarms are properly installed where required.

Notes/Comments: Pass

2. Carbon Monoxide Detectors (if applicable):

- CO detectors are installed on every level with sleeping areas, particularly near fuel-burning appliances or attached garages.
- CO detectors are functional and have not exceeded their expiration date.

Notes/Comments: Pass

3. Fire Extinguishers:

- At least one fire extinguisher is readily accessible on each floor, including in the kitchen.
- Fire extinguishers are properly mounted, clearly labeled, and inspected annually.
- All occupants have clear instructions on how to use the extinguisher (PASS method).

Notes/Comments: _____

4. Emergency Exits:

- All sleeping areas have at least one operable window or door leading to the outside.
- Exit routes are clearly marked, unobstructed, and accessible.
- Exterior doors open easily without requiring a key or special knowledge.

Duchene Fire Department

Inspection Form for Short-Term Rental (e.g., AirB&B)

Notes/Comments: Pass

5. Electrical Safety:

- Electrical panels, outlets, and switches are free from damage and have proper covers.
- No overloaded circuits, exposed wiring, or use of improper extension cords.
- Portable space heaters are UL-listed, in good condition, and kept at least 3 feet from flammable materials.

Notes/Comments: Pass

6. Heating and Cooking Appliances:

- Heating systems (furnaces, fireplaces, etc.) are in good working order and inspected annually.
- Kitchen appliances are clean and free of excessive grease or debris.
- Fireplaces and woodstoves have appropriate screens or barriers to prevent embers from escaping.

Notes/Comments: Pass

7. Address Visibility:

- Property address is clearly visible from the street, with numbers at least 4 inches tall and contrasting in color.

Notes/Comments: Comp. / Pass

8. Safety Information for Guests:

- Emergency contact information (e.g., 911, property owner/manager) is posted.
- Evacuation plans are visibly displayed in common areas.
- Fire safety rules, including no smoking indoors and safe use of appliances, are clearly communicated.

Notes/Comments: Pass

9. General Property Safety:

- Hallways and stairwells are free of tripping hazards and well-lit.
- Flammable materials are stored safely away from heat sources.
- First aid kits are available and fully stocked.

Notes/Comments: Pass

Duchene Fire Department

Inspection Form for Short-Term Rental (e.g., AirB&B)

Inspection Outcome

- Pass: The property meets all fire safety requirements.
- Conditional Pass: Minor corrections required. Reinspection scheduled for: _____
- Fail: Significant safety violations. Immediate action required.

Notes/Comments: Pass

Inspector Name: Russell Young

Inspector Signature: REI

Date: 12/05/2024

Property Owner/Manager Name: _____

Property Owner/Manager Signature: _____

Date: _____

Additional Notes or Recommendations:

Thank you for your cooperation in ensuring the safety of your property and its occupants



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435) 738-5394
dherron@duchesnecity.com

BUSINESS LICENSE APPLICATION

Application and all other items must be completed on the attached checklist BEFORE a business license is issued.

BUSINESS LICENSE # _____

(OFFICE USE ONLY)

APPLICANT INFORMATION

Applicant Name:

Danita Hinton

Date of Birth:

5/13/81

Home Address:

640 E 470 S

City, State and Zip Code:

Duchesne UT 84021

Mailing Address:

PO Box 719

Home Telephone:

435-650-6283

Cell Phone: same

Email Address:

ottilie.designs@gmail.com

BUSINESS INFORMATION

Legal Name of Business:

Ottilie Design

Home Based ☒

Commercial Based ☐

Unknown ☐

Business Address:

640 E 470 S

City, State and Zip Code:

Duchesne UT 84021

Business Telephone:

435-650-6283

Business Fax:

Business Email:

ottilie.designs@gmail.com

Professional License #:

(Contractor, Real Estate, Federal Firearms, Cosmetology, etc.)

Utah Entity #:

8903526-0160

(you must register your business with the Utah Department of Commerce)

Utah Sales and Use Tax #:

(if you are selling goods you must file for a sales tax number with the Utah State Tax Commission)



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fax (435) 738-5394
dherron@duchesnecity.com

BUSINESS INFORMATION CONT'D

Describe the nature of your business:

Design - Interiors, Landscape, Graphic

Please list the location of where your equipment, tools, and supplies to conduct your business will be stored:

Home

If storage is located at home, what percentage will be stored and where? 100 %

LICENSE STIPULATIONS

Please initial next to each item

DH

All Business Licences are issued for a period of one year, which extends from July 1st to June 30th.

DH

License fees are due and payable July 1st, or upon approval of application.

DH

To engage in the business for which this license is issued, you must comply with all City Ordinances and County Health and Safety Codes. These include zoning, building codes, accessibility codes, health and fire safety. If now, or in the future, you do not comply with these codes, this license may be revoked upon the majority vote of Duchesne City Council.

DH

I am responsible to read and understand the requirements of Duchesne City's Business License Ordinance and agree to comply with the same.

(Note: To read about Duchesne City Business and License requirements visit Duchesne City Offices or go to Title 3 of the Municipal Code found at https://duchesnecity.com/government/municipal_code.php)

DH

Duchesne City requires at least 20 days after application submittal for investigative purposes.

DH

Business License Certificate, once issued, shall be posted in a conspicuous place on the wall of the building, room or office of the place of business so that the same may be easily seen.

AFFIDAVIT

I, Danita Hinton BEING DULY SWORN, DEPOSE AND SAY THAT
I AM THE ABOVE NAMED APPLICANT AND THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE
TRUE AND CORRECT.

Applicant Signature:

Dated:

Danita Hinton
12-2-24



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435) 738-5394
dherron@duchesnecity.com

BUSINESS LICENSE CHECKLIST

All items listed below must be completed BEFORE a business license is issued. Application fees will be due and payable upon successful completion of the application process.

X Completed Application

 Letter of Permission (if you are not the property owner)

 Copy of Required State License (contractor, cosmetology, real estate, daycare, etc.)

X Copy of Entity Registration

Department of Commerce (801) 530-4849 or visit
www.corporations.utah.gov

 Copy of Sales Tax License (if applicable)

Utah State Tax Commission (801) 530-4849 or visit
www.tax.utah.gov/sales

 Building Inspection (if applicable)

Cody Fisher, Inspector
(801) 719-9337

 Fire Inspection, \$50 Fee

Russ Young, Fire Marshall
(435) 630-4113

 Health Inspection (if applicable)

Board of Health
(435) 722-6300

 Appear before Duchesne City Council to present your business and application



STATE OF UTAH
DEPARTMENT OF COMMERCE
DIVISION OF CORPORATIONS & COMMERCIAL CODE
PO BOX 146705
SALT LAKE CITY UT 84114-6705

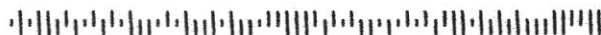
FIRST CLASS
US POSTAGE
PAID
SLC UT
PERMIT NO. 4621

Certificate of Registration

Entity Type: LLC - Domestic
Entity Number: 8903526-0160
Issue Date: January 15, 2014
Access Code #: 5197793

OTILIE DESIGN LLC
DANITA OTILIE HINTON
640 E 470 S
PO BOX 719
DUCESNE UT 84021

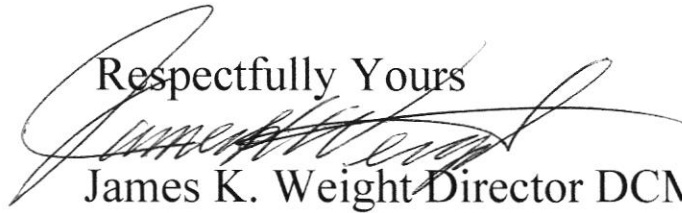
84021



Dear Council Members:

Enclosed please find our Tentative 2025 operational Budget , form for acknowledgment of tentative budget review, and Notice of Budget Hearing that will be held Wed December 18th 2024 at the District office in Roosevelt, Utah Time 7:30 PM This information is with the Duchesne County Mosquito Abatement Districts compliance, in full with Section 17A-502 of the Utah State Code.

Respectfully Yours



James K. Weight Director DCMAD.

NOVEMBER 21st 2024
Western Uintah Basin Mosquito Abatement District
P O Box 1951
Roosevelt, Utah 84066

AKNOWLEDGEMENT OF TENTATIVE BUDGET REVIEW

On Behalf of -----

I acknowledge that we have received a copy of the tentative budget for the
Duchesne County Mosquito Abatement District for the year 2025-----
-----Has no objections to the tentative budget.

Date;-----

Signed;-----

Print;-----

Title;-----

TENTATIVE APPROVED 2025 OPERATIONAL BUDGET FOR DCMAD

<u>LINE ITEMS</u>	<u>EXPENSES</u>
CHEMICALS	\$ 55,000.00
TELEPHONES	\$ 6,000.00
UTILITIES	\$ 10,000.00
LIABILITY	
HEALTH	\$ 43,000.00
WORKMANS COMP	
OFFICE	\$ 500.00
VEHICLE MAINT	\$ 11,000.00
FUEL GAS	\$ 25,000.00
BUDGET INCENTIVE	\$ 1,000.00
UMAA-UASD	\$ 2,000.00
PUBLIC RELATIONS	\$ 800.00
DIRECTIR SALARY	\$ 70,421.00
SEASONAL HELP	\$ 75,250.00
TRUSTEES	\$ 16,000.00
JOB SERVICE	\$ 500.00
PHYSICALS	\$ 500.00
ACCT SERVICES	\$ 17,000.00
RETIREMENT	\$ 16,000.00
SUPPLIES & SERVICES	\$ 9,000.00
TRAVEL EXPENSES	\$ 1,000.00
<u>TOTAL BUDGET</u>	<u>\$ 359,971.00</u>

PROJECTED REVENUE

TAXES COLLECTED @ 95%	\$ 341,972.45
SURPPLUS EQUIPMENT SALES	\$ 42,755.00
INTEREST EARNED ON ACCOUNTS	\$ 34,065.00
<u>TOTAL</u>	<u>\$ 418,792.45</u>