



Regular City Council Meeting

Minutes

Tuesday, June 10, 2025 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 Rowley conducted the meeting. City Recorder, Myra Young took minutes. City Council Members present were Bryce Hamilton, Matt Skewes, Jenny Adams, Cody Ivie, and Jason Baker. Council Member Hamilton offered the prayer. Mayor Rowley led the Pledge of Allegiance. Duchesne City Employee Attendees: Jessica North, Stephanie Skewes, Lane Genereaux, Cana Ivie
Public Attendees: Janice Shipman, Olivia Baker, Lesley Fernandez, Ginger McKinnon, Sunny Street, Janet Jenkins, Deborah Herron, Mark Nielsen

2. Minutes

Minutes:

MOTION by Council Member Adams seconded by Council Member Hamilton to approve the minutes dated 5/22/2025, 05/27/2025 and 06/03/2025.

- Council Member Hamilton – Aye
- Council Member Skewes - 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 Ivie to pay the bills.

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

Motion carried by unanimous vote.

4. Charges and Credits

Minutes:

5. Business License

Minutes:

Lesley Fernandaz would like a business license. She will be providing specialty drinks in her mobile trailer, Toes In The Sand Drink Co, LLC.

MOTION by Council Member Adams, seconded by Council Member Hamilton to approve a business license for Toes In The Sand Drink Co, LLC, Lesley Fernandez, mobile drink owner.

- Council Member Hamilton – Aye
- Council Member Skewes – 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 reported on the Planning and Zoning Commission meeting held on Monday, June 9th. The commission voted to approve Alan Poulson's land use application at Blue Bench Estates Subdivision, which includes combining Lots 11 and 12 for personal use and combining Lots 9 and 10 for the construction of a warehouse to serve as a storage facility for his carburetor business.

Alan is also requesting a rezone of the combined Lots 11 and 12 from residential to commercial.

The commission's approval is contingent upon submission and review of the final plat.

The commission also continued discussions on short-term rental regulations. While progress is being made, the proposal is not yet ready to be presented to the City Council.

Council Member Ivie asked whether the commission has discussed a tiny home ordinance.

Deborah responded that it has been brought up periodically, but the focus remains on finalizing the short-term rental ordinance before moving on to other items.

Deborah also noted that Commissioner Clay Crozier has expressed an interest in resigning. She is actively reaching out to potential replacements and may have a candidate interested in filling the position. Mayor Rowley emphasized the importance of maintaining a full Planning and Zoning Commission, especially with development activity such as the railway project underway.

7. J-U-B Agreement for Professional Services Project #45-24-022/020

Minutes:

Mayor Rowley presented the J-U-B Agreement for Professional Services to the Council and requested approval. The project was put out to bid, and only one bid was received. Kim Silvester is currently working to negotiate the pricing. Mayor Rowley explained that the contract must be approved by the Council in order to proceed.

MOTION by Council Member Hamilton, seconded by Council Member Baker to approve the J-U-B Agreement for Professional Services.

- Council Member Hamilton – Aye
- Council Member Skewes – Aye
- Council Member Adams – Aye
- Council Member Ivie – Aye

- Council Member Baker – Aye
- Motion carried by unanimous vote.

8. PUBLIC HEARING - BUDGET FOR FY 2026

Minutes:

Mayor Rowley presented the proposed budget for Fiscal Year 2026. The Council did not have any requested changes.

Mayor Rowley opened the public hearing for comments from the public at 6:19 pm.

There were no public comments.

Mayor Rodney Rowley closed the public hearing at 6:19 pm.

9. Independence Day Committee Bank Statement - Jessica North

Minutes:

Deputy Recorder Jessica North explained the challenges she faces in reconciling the Independence Day Committee's (IDC) bank account, which operates under the city's EIN. She explained that current financial transactions do not align with standard government practices, making reconciliation both time-consuming and difficult. Seeking guidance, she consulted with auditor Mike Miles, who questioned why the city was managing the committee's finances in this manner. Mike advised that if the IDC continues using the city's EIN, all financial activity must go through the city's formal processes. This would include receiving all donations through the city treasurer, paying vendors via accounts payable, collecting W-9s, complete budget implementation, and fully accounting for all transactions. He emphasized that the IDC must either fully integrate with the city or operate independently.

Jessica emphasized the inefficiencies of the current setup and requested council direction on whether the IDC should remain under city management or become independent. Cana Ivie, representing the IDC, voiced concerns that past donations intended for the committee had been absorbed into the city's general fund and, in some cases, misplaced, even risking the loss of a major sponsor. Jessica reassured her that current office procedures are stronger and with proper city management, funds would remain in the designated IDC account. She further explained that integrating with the city would allow the IDC to be covered under the city's insurance for most activities, with notable exceptions such as water slides and bounce houses. Cana elaborated that the committee had independently learned from an insurance provider, as well as from practices in cities like Roosevelt, that "play at your own risk" signage and signed waivers could help mitigate liability for excluded activities. The IDC is currently using these practices and ensuring that volunteers sign liability waivers. Council Member Ivie clarified that the IDC's hesitation was not resistance to being "all in," but uncertainty about what that would entail. Both he and Cana noted that forming a nonprofit would involve significant regulatory and organizational hurdles, and that maintaining a city connection enables more effective fundraising by allowing them to raise money on behalf of Duchesne City's July 4th celebration.

Council Member Baker invited Olivia Baker's input; Olivia expressed openness about operating under city management if the necessary changes were manageable. Jessica explained that finalizing the implementation would require a meeting with Mike Miles. Cana expressed particular concern about possible delays in reimbursements, especially since the committee frequently pays cash to volunteers. Janice Shipman, representing the IDC Committee, asked about craft and food

vendors and expressed concern that refunds of deposits for clean-up may be delayed under the new city process. Jessica confirmed that all vendors paid by the city would require W-9s. Council Member Adams asked about responsibilities for collecting W-9s; Jessica responded that the committee would gather those forms and email them to her. Cana suggested she could submit one W-9 and distribute payments, but Council Member Ivie and Myra clarified that this would create tax liability for her and was not permissible under IRS guidelines. City Recorder Myra Young added that the city must collect W-9s regardless of payment amount to avoid state penalties during audits, and suggested Visa gift cards as an alternative payment method but would need to verify whether a minimum cash threshold exists under audit standards for reportable transactions. Public attendee Janet Jenkins noted that W-9s are standard practice for the county as well and are required for all vendors. Cana acknowledged that while most of the IDC's expenditure is donor-funded, moving under the city structure would add significant administrative burden. Cana noted that separating from the city might reduce oversight concerns but would also complicate fundraising and limit insurance coverage. She expressed concern about burnout, saying she's already struggling to find help and might not continue if required to manage every W-9 or track every cash payout. She also emphasized the potential burden on volunteers if processes become too cumbersome and indicated she may step away if the situation becomes unmanageable. Cana explained the IDC's system of budgeting fixed amounts for games or activities, which managers are allowed to use at their discretion, including cash payments to teenagers helping with games or setup. Jessica stressed that Mike Miles was particularly concerned with how cash is being handled, specifically deposits into the bank that lack identifying information. This prompted him to question how Jessica was able to reconcile the account, which took her several weeks with external assistance from Pelorus. Myra added that, from an auditor's perspective, if these processes are not traceable and documented, the city may not pass an audit. Council Member Ivie asked how much of the current IDC activity involves cash that's difficult to trace; Cana estimated it was more than \$300 but less than \$1,000.

Council members weighed in on the implications. The council recognized the need to balance accountability with support for community events. Council Member Hamilton suggested forming a financial oversight committee, Council Member Baker cautioned that this would add time and complexity that we do not have. Council Member Hamilton proposed allowing the committee to continue its current operations for this year and adopt changes the following year, providing more time for planning and educating volunteers and staff. He also noted that reimbursements could be delayed if expenses occurred just after a council meeting and another meeting was canceled. Council Member Baker reiterated that being under the city's insurance is a significant benefit and that waiting two weeks for payment is reasonable for vendors.

Council Member Adams requested that Jessica and Mike Miles clarify all procedures in a phone call, with Cana invited to participate. Final recommendations will be made after the meeting with auditor Mike Miles, for further clarification, after which the council will decide on the best way forward.

10. City Council Appointments

Minutes:

Council Member Ivie raised several important procedural concerns related to the recent mid-term

city council vacancy appointment. He emphasized the need for clarity on multiple points of state code and city protocol, especially to ensure future appointments are compliant and transparent. Ivie pointed out ongoing confusion about the required public notice period, questioning whether the vacancy must be posted for 14 full days before the appointment meeting, or simply by that date. He is awaiting formal clarification from the Lieutenant Governor's Office on this issue. Regarding the appointment process, Ivie expressed concern over the handling of a situation where only one applicant comes forward. He questioned whether the City Council should proceed with the appointment under such circumstances or delay until more guidance is received from the state. Ivie also sought clarification about the mayor's role in breaking ties, noting that current state law references the use of a coin toss in tie-breaking votes. In the most recent vote, Mayor Rowley broke a tie between council members, but Ivie questioned whether this action was procedurally appropriate. Additionally, Ivie highlighted confusion around abstentions versus "no" votes. In the vote to appoint the new council member, two members abstained, which is procedurally different from voting against the motion. He noted that the current rules do not clearly outline how to handle abstentions in the context of vote tallies, which can significantly affect outcomes. Ultimately, Ivie called for formal written guidance from the Lieutenant Governor's Office to resolve these uncertainties and ensure that future actions taken by the Council are legally sound and clearly understood by all parties involved. He will report after he hears back from the LGO.

11. Election Updates - Myra Young

Minutes:

City Recorder, Myra Young gave the following update on the Elections. We will be having a municipal Primary Election to be held on August 12th. Mayoral Candidates are: Jason Baker, Corby Patrick, and Deborah Herron. City Council Candidates are: Dawnette Browning, Mark Nielsen, Jenny Adams, Janice Shipman, and Marty Herrera. We are in the process of securing poll workers and preparing to install security cameras in both the council chambers and the meeting room, as required by state code during in-person voting and ballot counting. These cameras must include audio and video recording, and Mayor Rowley is working to integrate them with the city's existing system. Public notice of the primary election has been posted on the Utah Public Notice Website, added to the Duchesne City website, displayed physically at City Hall and shared on Facebook. Jessica and Myra are considering hosting a Candidate Meet-and-Greet one day during the week of July 28–31, shortly after ballots are mailed on July 22. The format would allow each candidate to give a brief (approx. 5-minute) introduction. The event would primarily be an informal mingle, allowing residents to interact with candidates directly. Light refreshments would be provided. There was general agreement to keep the format casual instead of a formal debate. Important dates and items to know: Primary Election Date: August 12 The city must offer in-person voting on Election Day 8-8 and for four additional days during the week before, with each session lasting at least four hours. Those hours are to still be determined.

12. 15-Minute Open Session

Minutes:

Ginger McKinnon raised concerns about persistent drainage problems affecting her property in Juniper Circle. She discovered that on the hill above her home is a makeshift rock diversion in the curb and gutter near Potters home that is directing water to flow down the hill into her yard. She

also noted that McKees who are directly above her are diverting the water runoff toward her property. She is having problems with the propane company and mud, the inability for them to access her tank. As a result, she has been using a sump pump regularly, but when the sump pump is working it drains the water into the curb and gutter then into the culvert which affects Sunny Streets property.

Sunny Street who also lives in Juniper Circle echoed the concern. She does not have curb and gutter and water goes into the culvert. The city has cleaned out the culvert but the existing culvert is not functional, it has holes in it and is collapsing into the road. She is asking for curb and gutter or the culvert needs replaced. She requested clarification from the city: either they need to install a proper culvert or curb and gutter, or inform her that they won't, in which case she'll make modifications to protect her property herself.

Ginger and Sunny mentioned that Gary Broadhead was going to attend but was not present, they relayed his message of the curb and gutter near Poulson's home is falling off the hill.

There was discussion of where the water is coming from. The source at this time is still unknown. Mayor Rowley responded that the culvert's a 10" and located at the surface, current elevation is problematic; installing a replacement would require cutting into the asphalt. He acknowledged the need to investigate the site further and agreed to visit the location the next day to assess potential solutions. He mentioned the possibility of using a different type of culvert.

13. Book Of Complaints, Concerns And Comments

Minutes:

There was one entry made into the book. Myra Young read it aloud. 06/10/2025 Teresa Baker stated she has made complaints to no end about the industrial truck traffic using 100 North and 100 East. She stated she had asked Mayor Rowley a year ago for a sign to be posted even offering her property for posting the sign. Teresa wrote that trucks carrying flammable materials were parked just 200 feet from residential homes. She urged city officials to contact the Duchesne County Fire Marshal for enforcement help and to restrict commercial activity to designated industrial zones.

Mayor Rowley explained that the whole block she lives in is commercial. The real problem stems from trucks entering the vacant lot by crossing over curbs and sidewalks, which causes damage. He noted that signs have been ordered but hadn't been installed yet. He also stated that enforcement is difficult because only law enforcement can issue citations, and dispatch is reluctant to send officers for parking violations. Despite that, he said he has personally approached truck drivers and asked them not to park there.

14. Mayor And Council Review Of Old Business

Minutes:

Council Member Adams inquired whether Donnie Grant's pile had been addressed and whether he had been informed that similar requests would not be accommodated in the future, as the City does not typically provide that service for others. Public Works Supervisor Lane Genereaux confirmed that he had spoken with Donnie. Council Member Adams also asked for an update on the fencing project at Main Street Park. Mayor Rowley reported that the city has received two bids: one from a Vernal-based company for \$16,000, and another from Ryan Goodliffe for \$29,000.

15. Work Session

Minutes:

There was no work session held.

16. Executive Session - Personnel & Cemeteries

Minutes:

There was an executive session held to discuss personnel and cemetery processes.

17. Adjournment

Minutes:

MOTION by Council Member Ivie seconded by Council Member Hamilton to adjourn the regular City Council meeting at 7:42 pm and go into executive session to discuss personnel and cemetery processes.

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

Motion carried by unanimous vote.

Attest:

Myra Young, Recorder: *Myra Young*

Contact: Myra Young (myoung@duchesnecity.com 435-738-2464) | Minutes published on 06/25/2025, adopted on 06/24/2025