



Regular City Council Meeting

Minutes

Tuesday, July 8, 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, Matt Skewes, Jenny Adams, Cody Ivie, and Jason Baker. Council Member Hamilton was absent. Council Member Adams offered the prayer. Mayor Rowley led the Pledge of Allegiance.

Duchesne City Employee Attendees: Jessica North, Stephanie Skewes, Lane Genereaux

Public Attendees: Janice Shipman, Traci Herrera

2. Minutes

Minutes:

MOTION by Council Member Adams seconded by Council Member Baker to approve the minutes dated 6/24/2025.

- Council Member Hamilton – Absent
- 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 Baker, seconded by Council Member Ivie to pay the bills.

- Council Member Hamilton – Absent
- 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:

The City Council reviewed the Charges and Credits

5. Business License

Minutes:

There were no business licenses brought before the City Council.

6. Planning And Zoning

Minutes:

Mayor Rowley reported that the Planning Commission did not hold its regularly scheduled meeting on Monday. He mentioned the possibility of holding a special meeting on Monday, the 14th, although Council Member Ivie understood from his conversation with the Commission that their next meeting was scheduled for Monday, the 21st.

Mayor Rowley noted that the Commission has several pending items requiring attention and emphasized the need to move forward without delay. He proposed that he and Council Member Ivie meet with the Commission to stress the importance of timely action, especially since there are legal timelines that affect residents' ability to complete their projects. He specifically mentioned the Bushman and Poulson applications, expressing concern over how long they've been delayed.

The Mayor also recommended including city office staff in the meeting with Planning and Zoning to ensure everyone has a shared understanding of procedures. He emphasized the urgency of preparing for anticipated growth related to the railway and the need to have appropriate ordinances in place. It was noted that the Planning Commission currently has two interested applicants for vacant seats, and that they are actively working on three major assignments from the Council. Mayor Rowley would like to see them increase the frequency of their meetings in order to meet these demands. There was also discussion about the need for a public hearing on Alan Poulson's amended plat. Confusion arose because Poulson's had reportedly been told by the Planning Commission that no further steps were necessary. Mayor Rowley asked the City Council to assist in clarifying the necessary process with the Commission and suggested inviting Shelley Brennan into the conversation.

He concluded by reiterating the importance of staying ahead of the city's growth and ensuring that necessary planning procedures are in place and functioning efficiently.

7. Title 3 Business and License Regulations Ordinance Review

Minutes:

Council Member Baker requested this item be added to the agenda following the previous council meeting, where Jana Park's business license was approved despite not being listed on the agenda. Council Member Ivie clarified that he understood the discussion was to approve the process of not requiring business owners to appear before the Council for license approval, rather than approving the license itself. However, confusion arose because the meeting minutes indicated that the license would be issued that week, pending health and fire inspections.

The Council discussed that business license approvals are administrative in nature. Currently, no ordinance or resolution requires applicants to appear before the Council. It was agreed that appearances should only be required for certain types of businesses, such as vape/smoke shops, sexually oriented/adult businesses, machine shops in residential zones, or other special circumstances. Staff will be responsible for determining whether a business falls under restricted zoning.

Mayor Rowley asked the Council if they wanted to revise the process. Council Member Ivie expressed support for streamlining the procedure, suggesting that the City should avoid unnecessary government interference that could delay business owners.

Moving forward, the Council agreed that only businesses with unique circumstances will need to appear before them. Otherwise, city staff will ensure all business license requirements are met, process payment, and issue the license. A list of all licenses approved administratively will be presented to the Council at regular meetings for review.

The office will also begin maintaining a dated list of administrative decisions to be filed in the resolution book for reference.

8. 15-Minute Open Session

Minutes:

Public Works Supervisor Lane Genereaux expressed his appreciation to Janice and the Independence Day Committee for their efforts in cleaning up the park following the Fourth of July celebration. He noted that their work made the job significantly easier for the Public Works crew. Lane also reported on the recent acoustic assessment conducted by RH Fordman in partnership with Twin D. A total of 32,271 feet of sewer line were assessed, with only 1% of the lines failing inspection an outcome he was pleased with. Lane offered to provide copies of the assessment report to the City Council for review.

Council Member Adams thanked Lane and his team for their continued hard work.

9. Book Of Complaints, Concerns And Comments

Minutes:

There was one entry made into the book. Myra Young, City Recorder read it aloud.

07/08/2025 Teresa Baker had written an open letter to Duchesne City Council and Mayor Rowley. Regarding oil industry tanker trucks with pups on city streets.

So, if I were to turn wide from Center Street and continue to travel east on 100 North Street on the wrong side of the road and then park in the bus stop area to fetch a bag of ice and a snack from the grocery store, how long do you reckon I could do that before my driver's license would be revoked? I will be making a sign to post on my own property, "no oil industry tanker trucks". I know my property is in a commercial zone. I'm pretty sure this zone is not an industrial zone, right? Ask owners of local businesses if they want vehicles transporting flammable or hazardous materials parking close to their life's work. Simply post notice of a survey on city service billing and link to city's website, or I could walk door to door and gather signatures on a petition, but would anything call your attention to the need for enforcement? I'm thinking three hard tickets per day for a week and word will get around on CBs and other airways and our voices. Thank you in advance for your attention to this matter. If only for one week, citizen and registered voter, Teresa W. Baker.

Council Member Adams confirmed she has seen trucks parked along the roadside in front of Teresa's property. Mayor Rowley responded that a sign was installed in that area approximately two weeks ago, on the side coming off Highway 87. He noted that he has advised Teresa's brother, Chuck, and others to report violations by calling dispatch. Despite contacting the safety officers of the trucking companies himself, he stated there has been little resolution. Mayor

Rowley explained that it's difficult to enforce when a driver parks temporarily to visit Al's, but parking overnight may be a different issue. He added that similar situations are occurring throughout the city, referencing reports of Badlands trucks parking near Killian's. However, he was unsure whether permission had been obtained from property owner Michael.

10. Mayor And Council Review Of Old Business

Minutes:

Council Member Ivie asked for an update on the water fill station. Lane reported that it's operating well, but they are currently waiting on additional meters.

Mayor Rowley shared that he received a call from the county regarding their recent water usage. They are constructing a new shed near Brandon Bench's property, west of the airport, and have been using a significant amount of water, approximately 4,000 gallons last month. He told them the city would be willing to work with them on the billing and possibly offer a modified rate, considering the public benefit of the road work they are completing.

Mayor Rowley also raised concerns about some users sharing their access to the water fill station with others. The primary issue arises when individuals are hauling and reselling water, which violates the intent of the service and may require further oversight.

Council Member Adams asked for an update on the impact fees. Mayor Rowley explained that Chuck Richins has been out on vacation, but City Treasurer Stephanie Skewes will follow up with him as soon as he returns to the office to initiate the process.

Council Member Ivie asked for an update on the fencing project at Main Street Park. Mayor Rowley responded that he plans to follow up with the contractor from Vernal, as the bid received from Goodliffe was higher than expected. He also noted that another bid had come in at \$18,000, but it was for a vinyl fence rather than the preferred material.

Mayor Rowley announced that Kim Koyle, the Swimming Pool Manager, officially resigned today. The position will be posted to begin the hiring process for a replacement.

Council Member Adams asked whether Dawnette Browning had scheduled a time to meet with office staff or public works employees to review the Beautification Committee budget and address issues with problem trees. It was confirmed that she had not yet reached out to anyone to set up a meeting.

Council Member Adams emphasized the importance of reviewing and updating the cemetery ordinance. Mayor Rowley asked if the council members had reviewed the ordinance or proposed any revisions. He suggested holding a work meeting to go over the ordinance in detail.

Mayor Rowley provided an update on the airport project, stating that Kim Silvester is expected to hold a pre-construction meeting this week, with construction anticipated to begin in about two weeks.

He also reported that progress on the sewer work near the Stake Center on the bench is moving slower than planned due to multiple issues encountered during construction. Work on Old Farm Road is expected to begin in approximately two weeks as well. The Mayor noted he is still waiting for a response regarding the irrigation water on Old Farm Road, emphasizing the importance of ensuring it is not overlooked especially since Rocky Point plans to shut off that water source next year, and no alternative will be available.

Council Member Ivie expressed his appreciation to Lane and the Public Works team for their

efforts in maintaining the parks and cemeteries, noting how great everything is looking. Mayor Rowley added that Jace, Cole's son, has been working with the crew this summer and has proven to be a self-starter with a strong work ethic, which is clearly reflected in the results.

Council Member Adams expressed sincere appreciation to City Treasurer Stephanie Skewes for managing the workload on her own during Jessica and Myra's absence and commended her for the excellent job she did in keeping things running.

Council Member Ivie suggested scheduling a work meeting to review the Fourth of July activities and discuss the processes involving the Independence Day Committee. Council Member Baker requested that the meeting also includes a review of the Mickelson Building blueprints.

Additionally, there was a request to place an 8-yard dumpster at the Mickelson Building to begin cleanup efforts. The work meeting is scheduled for July 29th at 6 pm.

City Recorder Myra Young asked who should be invited to attend the meeting noting that she and Deputy Recorder Jessica North are not qualified to make financial or legal decisions regarding committee operations. It was suggested that Mike Miles, the city's auditor, attend, though there was concern about a potential conflict of interest. Mayor Rowley stated Miles may offer an opinion, but due to his role as auditor, it would be better to consult an external expert. Myra mentioned reaching out to Nate Zilles to request a referral for someone who could advise on processes and procedures for these types of situations, she also agreed to reach out to the Utah League of Cities and Towns for recommendations.

Council Member Ivie noted that two or three years ago, members of the IDC spoke with someone from Mike Miles' office who advised them on how to structure their financial processes. Jessica North responded that when she recently spoke to Mike Miles he advised against continuing the current structure and indicated the committee needs to run all funds through the city if they are using the city's EIN or move to their own system. Ivie clarified that Cana, Olivia, and Deb were told by someone from Miles' office to set it up the way they did. Ivie expressed concern about receiving conflicting opinions from the same firm, asking where that leaves us.

City Treasurer Stephanie Skewes shared that Nate Zilles warned against the city allowing IDC to operate under Duchesne City's EIN while independently managing its own funds, suggesting it may be illegal. He recommended against continuing this setup and suggested that smaller organizations like the IDC could instead operate under the umbrella of a nonprofit oversight group for a fee. Council Member Ivie questioned how it was considered illegal. Jessica North confirmed that Mike Miles advised the current setup with the IDC is noncompliant because the flow of money is inconsistent, some funds go through the city, while others are handled independently. She explained that if the IDC uses Duchesne City's EIN, all financial transactions must be processed through the city to meet legal and auditing standards. At present, the IDC maintains a separate checking account with limited city oversight, raising concerns about transparency and proper compliance.

Council Member Ivie expressed that his biggest concern is if the process becomes too complicated or burdensome, the IDC may choose to stop organizing the event altogether, which would be a significant loss for the community. He emphasized that the Fourth of July celebration provides substantial economic and community benefits. Myra Young stated that the process must be made legally compliant and emphasized that changes will be necessary to achieve that.

Council Member Ivie agreed, adding that while ensuring compliance, the process should also

remain as simple and streamlined as possible.

Council Member Baker stated that the main reason for bringing the IDC under the city's umbrella was to provide insurance coverage. He noted the city only contributes \$3,000 to IDC, less than it gives to other groups like the Arts Council, while the committee raises most of its funds through donations. Baker asked if the city would still donate if the IDC became an independent nonprofit. Mayor Rowley confirmed that it would, adding that such an arrangement would be simpler for the city.

Council Member Ivie inquired what the cost are associated with becoming a non-profit, Council Member Adams confirmed there is no cost to become a non-profit.

Public Comment - IDC Member Janice Shipman commented that the group's main issue is quickly paying volunteers. She suggested allowing the council to approve a lump-sum check (e.g., \$1,000) two weeks prior to the event, which Cana and Olivia could use to pay volunteers. Jessica and Myra expressed concern, citing lack of W-9s and accountability with cash payments, which pose a compliance risk.

Council Member Baker noted that Olivia has previously expressed concerns about being under the city's structure because it makes it difficult to pay volunteers and vendors, such as the water slide operator and youth helpers, in a timely manner.

Council Member Baker emphasized the need to coordinate directly with the Utah Highway Patrol for next year's Fourth of July parade, citing inadequate support from the sheriff's department this year. He explained that deputies were present but not directed to assist, due to lack of leadership and his wife had to step in with a side-by-side to block highway traffic. A passing UHP officer provided needed support. Council Member Ivie added that Officer Crowley clarified the issue wasn't funding and deputies cannot volunteer their time. Mayor Rowley asked if the city had arranged coverage through the county, and Council Member Adams noted they were supposed to hire extra officers. Council Member Ivie confirmed that if the event is city sponsored, UHP can assist at no cost.

Mayor Rowley reported that the meeting scheduled for the 23rd with the Tribal Business Committee was canceled. He stated that Duchesne City must obtain a letter from the tribe in order to receive CIB funding for the D-Hill project, it remains uncertain whether that letter will be secured. He added that the issue appears to have stemmed from Myton previously receiving a similar letter, which has complicated the situation. Currently, the requirement for the letter is still in place, and the outlook does not appear favorable.

Myton has reached out to Duchesne City for assistance, particularly with their sewer and water services, after one of their key employees was arrested. Although Duchesne City offered to assist with their sewer issues, staffing limitations prevented timely help, and Myton has now found an alternative solution. However, they are still facing challenges, especially with water services. Wes Hanberg is currently assisting them on that front.

11. Work Session

Minutes:

There was a work session scheduled for July 29th at 6:00 pm to discuss the procedures and processes of the Independence Day Committee and to discuss the Mickelson Building blueprints.

12. Executive Session

Minutes:

There was no executive session held.

13. Adjournment**Minutes:**

MOTION by Council Member Ivie seconded by Council Member Baker to adjourn the regular City Council meeting at 6:44 pm.

- Council Member Hamilton– Absent
- 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 07/23/2025, adopted on 07/22/2025