



Regular City Council Meeting

Minutes

Tuesday, July 22, 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 Adams offered the prayer. Mayor Rowley led the Pledge of Allegiance. Duchesne City Employee Attendees: Stephanie Skewes, Russ young
Public Attendees: Janice Shipman, Traci Herrera, Marty Herrera, Paul Taylor, Dawnette Browning, Deborah Herron, Melissa Bushman, Richard Bushman, Valorie McLean, Janet Jenkins, Bobbie Joe Casper, Melinda Larsen, Susan Hamilton

2. Minutes

Minutes:

MOTION by Council Member Hamilton seconded by Council Member Adams to approve the minutes with changes dated 7/08/2025.

- 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 Ivie, seconded by Council Member Hamilton 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. Business License

Minutes:

There were no business licenses to report to the City Council.

5. Planning And Zoning

Minutes:

Deborah Herron reported on the Planning & Zoning Meeting held on July 21, 2025. The Commission reviewed a request by Alan Poulson to consolidate four existing lots into two. Based on research conducted by Clay Crozier, it was determined that a public hearing was not required, as the amendment did not alter lot lines or subdivision boundaries. The Commission approved the lot amendment during the meeting.

Additionally, a zoning variance request for Mr. Poulson's property was discussed and approved. The variance proposed a change from residential to commercial zoning, which the Planning Commission supported due to precedent set by similar variances previously granted in the surrounding area. However, the approval remains contingent upon the revised plat being officially recorded with the Duchesne County Recorder's Office. The Commission expressed its intent to ensure proper land use procedures are followed moving forward.

Deborah also provided an update on a proposal from Richard Bushman regarding his Accessory Dwelling Unit (ADU) constructed adjacent to his residence. Two variances were requested: one due to noncompliance with setback requirements, and another because the current ADU ordinance prohibits such units on the corner lots. Planning & Zoning recommended approval of both variances, allowing the ADU to be placed closer to the south lot line and permitting construction on the corner lot's side yard. The south lot line adjustment was specifically considered due to the presence of an alleyway, which preserves fire suppression access. During the public comment period, the Commission discussed tiny homes, minimum lot sizes, and possible ordinances in anticipation of future guidance from the Governor's Office. Council Member Ivie requested that Planning & Zoning conduct a review of citywide zoning. The Commission has asked the City Council for direction on how best to proceed with these items.

During their meeting Clay Crozier addressed the "Utah 250" committee celebration funding opportunity. They are requesting the form so they could apply for the funding the governor has set aside.

Further discussion addressed the plat approval process. In alignment with feedback received from Shelley Brennan, the Commission recommended establishing a formal timeline for each step of the plat process to ensure clarity and consistency. The conversation also highlighted the need to define responsibilities among office staff, City Council, and the Planning & Zoning Commission, particularly in the areas of ordinance drafting, research duties, and administrative tasks.

The Commission additionally discussed the city's need for temporary housing options in light of the upcoming railroad development and the expected arrival of temporary workers. It was noted that the city's general plan is approaching the five-year mark and should be reviewed to evaluate changes or improvements needed.

Council Member Ivie noted that the draft short-term rental ordinance had been distributed to the Council and suggested it be added to the upcoming work session agenda. He raised a question about the ordinance's language prohibiting the use of camp trailers as short-term rentals. Given that many tiny homes are built on trailers, the Council may need to further define qualifying standards to distinguish between recreational vehicles and allowable ADUs or tiny homes.

6. Blue Bench Estates Amended Plat and Zone Change - Alan Poulson

Minutes:

The Council discussed a proposal from Alan Poulson/Blue Bench Estates regarding the amendment of four plots into two, along with a zone change from residential to commercial for one of the amended plots. The proposal was approved, contingent upon the official recording of the amended plat.

MOTION by Council Member Hamilton, seconded by Council Member Ivie, to conditionally approve the plat amendments and zone change, subject to the recording of the plat.

- 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.

7. Bushman Richard/Melissa - ADU & Variance

Minutes:

The Council reviewed a variance request submitted by Richard and Melissa Bushman for an Accessory Dwelling Unit (ADU) that has already been placed on their property. Deborah Herron from the Planning Commission provided clarification on the required minimum setbacks, which are outlined on the building permit.

MOTION by Council Member Ivie, seconded by Council Member Hamilton, to approve the variance for the ADU, including the setback modification on the south side of the property.

- 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. Surplus Water Sales Agreement reWater LLC

Minutes:

Mayor Rowley presented the proposed Surplus Water Agreement with reWater LLC for Council review. The Mayor and Council discussed the terms and details of the agreement.

MOTION by Council Member Hamilton, seconded by Council Member Skewes, to approve the Surplus Water Agreement with reWater LLC.

- 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.

9. Oil & Gas Lease WEM Uintah V, LLC - Duchesne City

Minutes:

Mayor Rowley presented the proposed Oil and Gas Lease with WEM Uintah V, LLC. He explained that although the version included in the meeting materials reflects a three-year term, the company has since provided an updated lease with a two-year term, which is the version he intends to sign. The property covered by the lease is located within city limits.

MOTION by Council Member Ivie, seconded by Council Member Adams, to approve the Oil and Gas Lease with WEM Uintah V, LLC, with the understanding that the final signed version will reflect a two-year term.

- 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.

10. Oil & Gas Lease WEM Uintah V, LLC - Duchesne Cemetery

Minutes:

Mayor Rowley presented the proposed Oil and Gas Lease with WEM Uintah V, LLC. He explained that although the version included in the meeting materials reflects a three-year term, the company has since provided an updated lease with a two-year term, which is the version he intends to sign. The property covered by the lease is located at the cemetery.

MOTION by Council Member Ivie, seconded by Council Member Adams, to approve the Oil and Gas Lease with WEM Uintah V, LLC, with the understanding that the final signed version will reflect a two-year term.

- 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.

11. RAP Tax - Ballot 2025

Minutes:

Mayor Rowley reported that City Recorder Myra Young recently received a call from the Utah State Tax Commission inquiring whether Duchesne City had reauthorized the RAP Tax in 2017. The RAP Tax was originally approved by voters in 2007 for a 10-year term and, therefore, should have been placed back on the ballot in 2017 for renewal. Since this was not done, it must now be placed on the ballot this year to maintain the funding.

Myra shared details of her conversation with the Tax Commission. They informed her that RAP Tax funds would be placed on a temporary hold. However, they could not confirm whether the City would forfeit the current balance in its PTIF account. The Commission indicated they are willing to work with the City if it can successfully place the reauthorization on the upcoming ballot.

Myra noted that the City faces a very short timeline to accomplish this, with several procedural steps required to move forward and be approved by voters. She further reported that, after consulting with Shelly Jackson from the Lieutenant Governor's Office, it was recommended that the City seek legal counsel to ensure all necessary documents are properly prepared and

submitted.

The Council then discussed the status of the RAP Tax funds currently held in the PTIF account, as well as their intended use for the past swimming pool project.

12. 15-Minute Open Session

Minutes:

- Janice Shipman expressed concerns regarding ongoing water issues on the bench area near 500 E 500 N. She understands the necessity of the construction that is currently underway to replace the water system in that location. She is particularly worried about the frequent shut offs and restarts of the water supply this month due to the project. As a result, a significant amount of sediment is coming through the lines, requiring them to clean their screens, filters, and plumbing lines, including those to faucets and washing machines at least two to three times per week. Janice requested input from someone with plumbing expertise to explain the potential impact of this sediment on hot water heaters. Mayor Rowley provided guidance on how to flush a water heater. She also shared a photo showing the sediment entering their home, which appeared to be yellowish scale. Janice asked who would be responsible for repair or replacement costs if appliances were significantly damaged. Mayor Rowley indicated that such costs would be the responsibility of the homeowner.
- Deborah Herron, representing the Duchesne Arts Council in partnership with Blind Stream Stoneworks, proposed bringing an art exhibit to Duchesne. She shared photos of numerous art pieces and requested permission to use the Welcome Center to display them from August 18 through September 30, a period of approximately four to six weeks. She noted that the display would not interfere with the cabinetry work already scheduled for the Welcome Center. Concerns were raised about the weight of some of the artwork, with certain pieces weighing up to 2,000 pounds. To avoid damage to the tile flooring, Deborah explained that these heavier pieces would be brought in through the back door directly onto the concrete slab. She stated that the Duchesne Arts Council would provide advertising, staging expertise, and would host three receptions during the exhibit. Council Member Ivie informed the group that the County is no longer operating the Welcome Center, which is now permanently closed, and Duchesne City is in the process of taking over that section of the building. The transition, including the removal of County property and items from the Pope House, is expected to be finalized this week. The Pope House items may be temporarily stored at the Mickelson Center. Mayor Rowley expressed support for the exhibit but voiced concern about moving the heavier pieces into the building. Council Member Baker asked about liability for any potential damage. Deborah stated that the agreement could specify whether the City would assume responsibility. Baker indicated he would support the exhibit only if the City was not responsible for damages. Mayor Rowley asked if someone would be present whenever the exhibit was open; Deborah responded that this detail had not yet been determined but would be part of the logistical planning. She emphasized that the project could not move forward without permission to use the space. The council agreed they did not want the City to be responsible for liability, staffing, or providing a building key. Deborah agreed to these terms, confirming that the exhibit would

be open only during City business hours, except for scheduled evening receptions when special access arrangements would be made. Mayor Rowley stressed that these conditions should be clearly stated in the agreement. With these restrictions in place, the council agreed to move forward with the proposal.

- Paul Taylor, who resides in the A-frame home on 150 E, explained that his private sewer line runs approximately 600 - 700 feet down to the Mathis property. He is concerned about its placement under the pavement and the risk of it to freeze or break in the future. Paul also expressed worry that the weight from future highway reconstruction could damage his sewer line, which runs underneath. He stated that he would like to upgrade his line and has already contacted his plumber to determine if action is needed on his end. Paul inquired about the timeline for the City's work on this project. Mayor Rowley explained that it could be several months before work begins and that a definite schedule is not yet available. Paul asked to be notified when the project start date is set. Ultimately, Paul intends to connect to the main sewer system. Mayor Rowley noted that Paul's contractor could complete the jacking under the highway at any time and agreed to meet with both Paul and his contractor to review the project in more detail.
- Matt Skewes reported that the Dedicated Hunter Project will take place at the Riverwalk on the 30th and 31st. This project offers an excellent opportunity for anyone needing community service hours, and all volunteers are welcome to participate. He requested that the City provide a dump truck to haul away debris from the site. He also asked if City staff could mark all the boards that need replacement and supply the wood for those repairs. Additionally, Matt requested assistance in spreading the word about the event to encourage more community involvement.
- Susan Hamilton indicated there are seven homes on 800 north, she is asking for a road grader to smooth the road, the ruts are bad.

13. Book Of Complaints, Concerns And Comments

Minutes:

There were no complaints, concerns & comments recorded in the book.

14. Mayor And Council Review Of Old Business

Minutes:

- Council Member Ivie reported hearing that Tri County is again requiring property owners to provide a "guarantee of water" letter from the City. He noted that the City had previously decided not to issue such letters, as it cannot guarantee water availability at the fill station. While Tri County had backed away from its prior restriction on hauling water, requests for the letter are now resurfacing as a way to stop people from building. Ivie expressed concern that this could become an issue if more requests come in.
- Council Member Adams stated that Peggy Dubbleman had spoken to her regarding the cemetery plot issue and was upset about the situation. Adams asked for confirmation that the cemetery ordinance will be discussed during the upcoming work session. She also asked Stephanie if she had contacted Chuck Richins with Horrocks about impact fees. Stephanie confirmed she had and reported that Chuck planned to include this in his contract to prepare the City's General Plan. Stephanie asked Mayor Rowley to confirm that Richins had been hired for the work. Mayor Rowley clarified that such contracts must go out

to bid and should be renewed every five years. Adams also inquired about the letter from the Tribe for the CIB grant, noting the importance of moving forward to avoid losing the funds. Mayor Rowley stated that the matter could not be discussed at the meeting but expressed hope it would be finalized soon.

- Mayor Rowley reported that a dumpster has been placed at the Mickelson Building and that cleaning work has begun. He reported that Lane has been out this week, during which several water breaks have occurred. The tie-ins on the bench have not gone smoothly, with conflict issues arising. He was unaware of the scaling problem and wondered if others had experienced similar issues. He also questioned whether Yoppify was functioning properly, as residents had complained about sediment in their lines and incorrect notifications from the system. Mayor Rowley also reported that Moon Avenue and Workman Avenue have been chipped.
- Council Member Hamilton noted that there is a piano in poor condition at the Mickelson Building, but a piano rebuilder might be interested in salvaging the ivory. It was agreed that Hamilton would look for interested parties.
- Council Member Adams mentioned that while there is a “No Commercial Vehicles” sign when entering 300 E, there is no sign for drivers coming up and around toward the gym and Nourish. She believes this may be why vehicles are parked near Teresa’s. She requested that a sign be placed there, and Mayor Rowley confirmed it is already on Jay’s list. Adams also spoke with Justin Lazenby of UDOT to see if the agency could assist with the situation. Lazenby replied that it would require involving UDOT engineers but determined it would not be worth pursuing through UDOT channels.

15. Work Session

Minutes:

There was no work session held.

16. Executive Session - Personnel

Minutes:

There was an executive session held to discuss personnel.

17. Adjournment

Minutes:

MOTION by Council Member Baker seconded by Council Member Ivie to adjourn the regular City Council meeting at 7:13 pm and go into executive session to discuss personnel.

- 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: _____

