



Regular City Council Meeting

Tuesday, August 26, 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**
- 2. Minutes**
- 3. Bills**
- 4. Charges and Credits**
- 5. Business License**
 - Jacobson Junk Removal LLC - Chris Jacobson
- 6. Planning And Zoning**
- 7. Interviews for Planning & Zoning Commission**
 - David Mince
 - Duncan Kading
- 8. Javelin - Jeff Crozier**
- 9. Independence Day Committee Decision and Update**
- 10. Canvass of the Primary Election**
- 11. Ballot Proposition #6 Argument in Favor of RAP Tax - Voter Information Pamphlet**
- 12. 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.

- 13. Book Of Complaints, Concerns And Comments**
- 14. Mayor And Council Review Of Old Business**
- 15. Work Session**
- 16. Executive Session**
- 17. Adjournment**

Attest:

Myra Young, Recorder: _____

Contact: Myra Young (myoung@duchesnecity.com 435-738-2464) | Agenda published on 08/25/2025 at 1:02 PM



Duchesne City Council Work Meeting

Minutes

Tuesday, July 29, 2025 at 6:00 pm

A specially scheduled work meeting of the Duchesne City Council will be held at the Duchesne City Office Building, 500 E Main, Duchesne, UT 84021. The agenda will be as follows:

AGENDA

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 Bryce Hamilton was absent. City Treasurer Stephanie Skewes offered the prayer. Mayor Rowley led the Pledge of Allegiance.

Duchesne City Employee Attendees: Stephanie Skewes, Cana Ivie, Jessica North

Public Attendees: Olivia Baker, Dea Skewes, Nate Zilles, Taylee Wilson, Janice Shipman

2. Independence Day Committee Process and Procedures

Minutes:

Cana Ivie and Olivia Baker with the Independence Day Committee began by thanking the City for its support. Cana stated the Fourth of July celebration has outgrown a “small-town” event and now functions at a “medium town” scale. The IDC estimated roughly 2,000 people attended the parade.

Despite rain, vendors reported sales comparable to last year, and the number of vendors increased. The talent show went well with added features. IDC reported less “begging” for help this year, and three individuals have already offered to volunteer next year. Public feedback indicated the parade route was improved; staging caused some confusion but worked overall. The community breakfast was well attended and ran out of food.

Janice Shipman, who manages craft vendors, reported that when she took over four years ago there were seven craft vendors; this year there were twenty-four. She noted space is now tight enough that she may have to start declining additional vendors. She looks forward to continuing in the role.

IDC expressed appreciation for next year’s City donation and said if they can double their funds, they would consider investing more in the concert and expanding the fireworks display. IDC is committed to making the 250th anniversary celebration the largest yet. Cana explained that the committee began with a ten-year plan; they are entering year eight, still have dreams, including a parachute drop and a hot air balloon, and want to finish strong. She emphasized the volunteers’ fatigue after seven years and

the importance of a transition plan, so the event does not die if current leaders step away.

IDC outlined three concerns raised by the City staff that require decisions: (1) financial oversight and accountability, how expenses are approved, checks deposited, funds accessed, and transparency ensured for both the IDC and the City, (2) liability and insurance, recognizing the event's larger scale, and (3) personnel/legal requirements, how volunteers are managed, when and how people are compensated, and compliance.

Cana explained that the committee's priority is to establish a process that eliminates confusion, ensures nothing is lost, and provides a consistent way of doing things. At this point, the committee is leaning toward operating under the City's umbrella rather than forming a 501(c). She acknowledged there are pros and cons to both options and welcomed questions or discussion from the Council.

She added that the City's structure offers important advantages, including liability insurance coverage and the assurance that elected officials who represent the community would provide oversight and continuity. That continuity would be carried forward with future elected officials, allowing the celebration to remain a city supported event. For these reasons, the committee currently favors working under the City, though they remain open to Council input and direction.

Council Member Baker asked the committee to explain their main concerns with continuing under the City's umbrella. He also asked what advantages they saw in operating under the City, and what was motivating their interest in that arrangement. Cana responded that the committee understands that they cannot continue under the current setup, as neither she nor Olivia should be writing checks from the account. She explained that working under the City provides greater transparency, where both the committee and City staff can view the same financial records, with receipts available to match each transaction. This removes guesswork and ensures accountability. Cana also noted that she values having others review the details, as she often focuses on larger goals and relies on Olivia to help track specifics.

Council Member Ivie stated that one of the problems is that City staff currently cannot view transactions from the IDC's bank account. Cana was surprised and noted that she believed it was a City account. It was then confirmed that city staff do not have access to the account, which has created transparency issues.

Deputy Recorder Jessica North explained that the office staff have not been able to see all deposits and transactions, they do not have access to the account. For example, some donations have been dropped off directly at the bank or received through ACH deposits without being made out to Duchesne City. Because of this, not all transactions are visible to staff, which is what raises concerns about accountability.

Cana added that at one point, all deposits were routed through the City, but when she could not view certain transactions, she had to come into the office to track down a missing check. She expressed that her goal is for everyone including the committee and the City to have full visibility of the account.

City Recorder Myra Young asked Nate Zilles with UBAOG to advise on remedies.

Nate began by commending the IDC's effort and acknowledging how many hours are required to put on an event of this size. He outlined two viable structures: (1) bring the event fully under the City and follow all City financial, Human Resources, and insurance rules; or (2) form an independent nonprofit, obtain its own EIN, adopt bylaws and a succession plan, and handle finances outside the City.

He cautioned that donors, especially larger companies, often prefer giving to nonprofits rather than directly to a city, which can affect fundraising if the city fully takes over. He noted the present arrangement, IDC signing checks on a bank account using the City's EIN puts the City at risk: only bonded City officials, typically the Mayor and designated administrators should be signers on accounts tied to the City's EIN, and auditors would be concerned about funds outside normal controls.

On insurance, he said events now typically need \$2 million in liability coverage; parade coverage often requires naming UDOT because of state roads. He estimated typical event coverage around \$400, and with UDOT added the total might be near \$1,000, this is per event.

Nate explained that if IDC becomes a nonprofit, bylaws will establish officers (president, vice president, treasurer, secretary), define terms and succession, and describe how board members are selected. Finances would be held and managed by the nonprofit; the City could support the event as a donor. If desired, bylaws could allow the City to suggest or help appoint board members, but the nonprofit board would govern operations.

Council Member Adams asked whether IDC would be covered by City insurance if under the City. Nate said that if IDC is independent, it would secure its own event policy naming Duchesne City and UDOT for parades as additional insureds; that structure protects the City, UDOT, and IDC. It is an event liability insurance only purchased for a specific event.

Mayor Rowley asked Nate to address the EIN/bank account complication directly. Nate likened it to someone using another person's Social Security number: checks are being written and expenses paid under the City's EIN by individuals who are not authorized City signers. In a municipal context, signers are bonded and limited; auditors would flag "thousands of dollars" being held without proper City oversight.

Cana wondered what the cost is to set up a 501(c). On nonprofit setup options, Nate said he researched local umbrella entities. Duchesne County Development Corporation houses nonprofits but generally only those serving children, so IDC may not fit.

Charitable Friends of Ashley Valley in Uintah County sometimes provides fiscal sponsorship and may help pro bono with obtaining an EIN and incorporation, but they do not always work outside Uintah County. Annual maintenance costs for nonprofits were described as minimal, about \$150 to renew registration. Nate offered to provide links and assist with help setting up the 501(c) and bylaws if IDC chooses that path.

Council discussion focused on duration of the current IDC Committee and office staff workload. Council Member Ivie said that if IDC expects to continue only one more year, operating under the City could work; if IDC intends to continue beyond that, a nonprofit likely serves them better. Cana agreed and said she is willing to stay two to three more years, and that could be reflected in bylaws. IDC reported difficulty recruiting new long-term volunteers; running the event is far more demanding now than "growing it from the ground up."

Nate explained that the future of the committee comes down to two main options. The volunteers could establish a nonprofit organization with bylaws and a succession plan, ensuring the event continues by recruiting new volunteers, potentially with suggestions or support from the City Council. Alternatively, the City could take over the event directly by forming a subcommittee to manage it. In that scenario, the responsibility would likely shift to City employees to carry out much of the work. Ultimately, the decision depends on how the committee wants the event to operate and whether the

City has sufficient budget and staff resources to assume that role.

Compensation practices were discussed. Council Member Baker stated last time IDC's biggest concern was paying people on the spot, and they would not be able to continue to do that. Cana said they addressed that this year by paying one person who then paid her workers. Nate explained that under a city-run model, individuals who are paid must either be hired through HR or set up as vendors with a W-9 on file and tracked for tax reporting. Paying minors directly is not permissible. As an alternative, IDC could purchase gift cards from local businesses and provide those to youth volunteers; that approach is allowable as a purchase, not payroll. Cana asked whether "slide police" or similar helpers could be vendors; Nate said yes, if they are not treated as employees. Cana asked whether she herself could be a vendor; Nate said yes, with proper legal documentation (e.g., DBA) and setup in the City's system if under the City model. He emphasized volunteer waivers should be signed and retained regardless of structure.

Governance and approvals were addressed. Nate stated that if IDC functions as a City subcommittee, ultimate decisions rest with the Mayor and Council; IDC would bring ideas, but spending authority must follow the City's purchasing policy and thresholds, with City staff as account signers if any City-EIN account exists.

Council Member Baker noted timing problems with "need this now" purchases sometimes cannot wait two weeks for a Council meeting.

Council Member Ivie mentioned the election we are in and having a new governing body and the uncertainty of the future of the IDC if there was a subcommittee.

Council Member Adams and Nate stated the City's accounting workload would increase substantially if every IDC transaction ran through the City. Council Member Ivie added that the accounting load cannot be spread outside the office; staff must reconcile the account and every transaction. Janice invited City participation on the committee to help with paperwork, but Council Member Baker responded that existing staff already have full workloads. Nate described his prior experience doing accounting for Charitable Friends of Ashley Valley: during peak event months, the volume of small donations and entries (Venmo, Square, etc.) can become a near full-time job if not posted daily.

There was discussion about the origin and control of the current bank account. Cana asked whether the City had set up the IDC account; City Recorder Myra Young said no, because City staff are not on the account and cannot access it. Treasurer Stephanie Skewes said she could not move a donation into that account because she is not an authorized signer. Council Member Ivie commented that it is a "City account"; staff clarified that while the City's EIN is attached, the account is not a City account in practice because it was not established and controlled through City processes with proper signers and policies.

On donations and budgeting under a City-run approach, Nate explained that municipalities operate on a zero-sum basis at year-end; a specific line item would be required and budgeted annually. Mayor Rowley said that requirement complicates matters; the City currently budgets only its annual donation to IDC, and a decision must be made either fully under City rules or fully independent.

On insurance costs, Council Member Adams suggested the City pay for IDC's insurance; Mayor Rowley said the City could consider a donation to cover it, but did not support the City directly carrying the policy.

As to legal compliance, Nate reiterated that even as a nonprofit IDC must follow state

labor laws (e.g., cannot “hire” 10- or 12-year-olds). Volunteers may receive donated gift cards, but volunteer waivers should be signed and retained.

With proper bylaws, officer changes are straightforward once a president’s term ends or the board acts, signature cards are updated and control moves to successors.

Nate offered his help to set this up and believes it is in everyone’s best interest to go with the 501(c), and if they do it now, they would have plenty of time to complete the process.

Olivia asked, if the committee were to decide that next year would be its final year, what course of action would be recommended. Council Member Ivie responded that if the committee plans to step away after next year, his opinion would be to work with the City to ensure everything is handled properly. He acknowledged it would likely be a difficult transition and a significant adjustment but emphasized the importance of having the accounting done correctly if the committee is preparing to conclude its role. Council Member Baker stated the event “doesn’t happen without the committee” and recommended pursuing the nonprofit path now, citing reduced government interference, continuity for future volunteers, and less pressure on City staff. He noted that moving toward this option would ease the burden on the current committee and create a smoother transition for future volunteers. He added that City staff are already stretched thin with core responsibilities and cannot realistically take on organizing the community’s largest annual event.

Council Member Ivie and Mayor Rowley both agreed that less government involvement is better in this case.

Mayor Rowley emphasized the significant benefit the celebration brings to the community and surrounding area and expressed his hope that the IDC committee continues its work well beyond next year.

Nate suggested that stronger partnerships with local utilities and businesses could help fill volunteer shifts, and Mayor Rowley noted that many businesses are willing to allow employees time off to volunteer.

Mayor Rowley concluded by asking IDC whether they wanted the Council to set a timeline for a decision. At the end of August was decided to have a decision made.

Nate offered to assist with either path drafting bylaws and helping with nonprofit setup or advising on compliance steps if the event operates under the City.

3. Mickelson Building Blueprints

Minutes:

The Council and Mayor Rowley reviewed the drawings of the Mickelson Building and discussed potential changes. Mayor Rowley and Council Member Ivie agreed that the jog in the building should be removed, relocating it to the outside of the structure, possibly with a porch, noting that this adjustment should not significantly impact parking. The layout of the kitchen was also considered, with suggestions to simplify the design to include only a refrigerator, sink, and plug-in units, making the space primarily for serving rather than cooking. The possibility of two serving areas was raised. The Council discussed removing the sliding door but also considered retaining it to allow larger equipment to be moved into the building or to accommodate vendor space during the Fourth of July celebration. Additional improvements discussed included installing insulation and weather stripping. Questions were raised about the piano, whether it could be tuned and whether Bryce had removed it. Concerns about the roof were also discussed, as several spots were leaking, possibly from roof vents. The

Council agreed a roofer should be brought in to address the issue. The doors were also noted as needing repairs. The Council determined the first priority is to clean out the building and then assess the extent of needed repairs. City Recorder Myra Young confirmed that the building is currently insured for \$300,000. Mayor Rowley and the Council directed her to increase the coverage to \$600,000 to better reflect anticipated improvements and costs.

4. Cemetery Ordinance Discussion

Minutes:

The Cemetery Ordinance was reviewed, with particular attention given to Section 7-5-6(D), Resale Restrictions. The ordinance currently states that beginning August 15, 1978, lots sold by the City may not be resold, transferred, conveyed, or assigned to any person other than the City. The City agrees to buy back any lot it sells at either the original purchase price or the current selling price, whichever is less. The Council agreed the ordinance needs to be updated, particularly to address inheritance issues. While heirs should be able to inherit plots, the existing language is outdated and creates difficulties. Staff explained that heirs are currently required to provide notarized letters of agreement, which often causes conflict. Council Member Baker noted that when he purchased plots, he was issued both a receipt and certificate; however, in recent cases, families have been unable to locate certificates, and in some older cases, no records exist in City files. This has created situations where heirs are frustrated, but the City has no proof of ownership. Mayor Rowley and Council Member Ivie discussed the buyback provision, noting that in some cases, plots purchased decades ago for \$25 are now valued at \$600. Questions were raised about whether the City should continue repurchasing lots at the original price or adjust based on the year of purchase. Council Member Baker pointed out that the ordinance does not require buybacks, but if allowed, it should be done at the current price or according to a schedule. He stressed that inheritance issues should ideally have been addressed in wills. City staff shared additional complications. Myra Young, City Recorder, reported a recent case where two different people claimed ownership of the same plot. Jessica North, Deputy Recorder, shared a case where a certificate was provided, but the physical space had been mismeasured years ago, leaving no room for the intended burials. Fortunately, the family agreed to relocate plots, but Jessica emphasized that such cases are rare to resolve so smoothly. Council Member Baker suggested using ground-penetrating radar to map the cemeteries and confirm grave locations. The service costs approximately \$2,200 per acre. While the total property is 40 acres, the usable area is estimated at 3.5–5 acres. Mayor Rowley asked Council Member Baker to forward links for the service. Council Member Ivie noted that cemetery records need to be reconciled between the existing books and the City's computer system, as past measurements and records are inconsistent. Jessica explained that staff had previously walked the cemetery and attempted to reconcile records, but one of the notebooks is missing. Council Member Ivie confirmed that errors exist in his own family's plots, showing how unreliable older records can be. The Council also briefly discussed the possibility of "stacking graves" to address space shortages, though Mayor Rowley raised concerns about the safety of such practices during excavation. In conclusion, Mayor Rowley emphasized the need to continue requiring notarized letters from heirs to establish ownership, while Council Member Ivie noted this is consistent with other forms of inheritance. The Council agreed to begin developing a buyback pricing schedule based

on purchase year to provide fairness and consistency. Stephanie Skewes was directed to pull cemetery records as far back as possible from Pelorus to assist in developing the pricing schedule and updating the ordinance.

5. Short-Term Rental Ordinance & Checklist Discussion

Minutes:

The Council discussed the Short-Term Rental Ordinance and Checklist. Council Member Ivie raised concerns regarding item #3 on the approval checklist, Operational Compliance – No Temporary Structures. He questioned whether this restriction is practical and how it could be effectively regulated. The Council discussed that tents would not be desirable, but noted that nearby communities, such as Tabiona and Hanna, allow glamping setups like teepees. It was suggested that examples be added for clarity. Council Member Ivie proposed that if temporary structures are permitted, they should require a conditional use permit, which would allow the City to maintain oversight. The Council also discussed the health and safety implications of temporary structures. The discussion then shifted to comments previously submitted by Bryce regarding short-term rentals. Council Member Adams shared an example of a person she knows who rents a room to a mother and daughter for \$400 per month and Council Member Ivie questioned whether situations like that should fall under short-term rental regulations and require a business license. Council Member Baker expressed that his greatest concern with short-term rentals is the impact on sewer, water, and parking. The Council reviewed the parking requirements, with Ivie agreeing that public and on-street parking should not be counted toward required spaces, though he questioned whether the City has the legal authority to prohibit parking on public streets. Council Member Skewes noted that if the City cannot enforce such a restriction, it should not be included. The Council agreed to revise the language so that on-street or public parking “shall not be relied upon to meet parking requirements” for short-term rentals. Council Member Ivie also noted that the State of Utah recently passed legislation allowing municipalities to use booking websites and similar platforms as evidence to prove a property is being used as a short-term rental. He then asked whether the ordinance should strike room rentals altogether or retain them as a regulated category. The Council also discussed the appeals process outlined in the draft. Council Member Adams raised the question of who would serve as the appeals officer. Council Member Baker suggested it should be the Mayor, while Ivie pointed out that Bryce’s comments referenced appeals being directed to the City Council. After discussion, the Council agreed to designate the City Council as the appeals authority. Finally, the Council emphasized the importance of maintaining a short-term rental registry, both to comply with potential state law requirements and to ensure accurate tracking for enforcement and public safety purposes. Under section 7. iv of the draft ordinance, the language will be revised to reflect appeals going to the City Council.

6. Land Use Application and Fee Review

Minutes:

Mayor Rowley explained that the Council was reviewing the City’s current Land Use Application alongside a sample application obtained from Roosevelt City. He noted that Duchesne City’s existing application is lacking and does not cover all of the items the City typically addresses. He recommended transitioning to a format similar to

Roosevelt's. Council Member Baker agreed that the Roosevelt version was more comprehensive and observed that the additional information would be beneficial. While he noted that the Roosevelt application included some fee increases, he felt they were minimal and reasonable. The Council also reviewed application fees. It was decided to set the preliminary plat fee at \$100 and the final plat fee at \$150, with an additional \$25 per lot. Minor subdivisions will remain at \$100, while vacated plats will stay at \$200. For variance requests, the hearing officer designation will be replaced with the City Council as the appeals authority, and the fee will remain at \$150.

7. 15-Minute Open Session

Minutes:

Council Member Adams reported that Becky Muir had inquired about the new river trail being developed by Wes Hanberg. She asked whether garbage cans would be placed along the trail or if there would be regular litter pickup, and also raised concerns about dogs running loose. Becky mentioned an incident where two dogs approached her while she was walking the trail. The Council discussed the matter and clarified that City ordinance requires all dogs to be leashed, and at this time, garbage cans will not be placed along the trail.

Mayor Rowley reported that Ray Herrera recently lost three sheep to dogs, and another resident lost a goat. Council Member Baker added that Kristy Wilde had informed him the dogs involved live in the Hogan Trailer Park and have been roaming freely on multiple occasions. She noted the sheriff's office has responded three times but no action appears to have been taken. Council Member Ivie questioned what the City is paying the Sheriff's Department for under the animal control contract, expressing concern about the lack of enforcement. Council Member Baker suggested there may be a disconnect since Hunter, the former animal control officer, was very effective, but training may not have been adequately passed on to the new officer. Mayor Rowley confirmed he has been working with Officer Green on these issues. It was asked if the dogs belonged to tenants of Mayor Rowley's property, since he has a no-dog policy there. He clarified tenant Roger, currently has five dogs that need to be dealt with. Stephanie Skewes reported that Marnie had called the office regarding ongoing dog problems, she complained about the Bushman's dogs being out constantly, defecating in her yard, and showing aggression. Stephanie said she advised Marnie to call Mayor Rowley, though he has not received a call. She also directed Marnie to contact dispatch, but Marnie reported she has already done so twice without response. Mayor Rowley indicated that the initial calls should go to dispatch, with escalation to the Mayor if needed. Council Member Adams suggested that the Mayor and Council schedule a meeting with the Sheriff's Department to address these ongoing animal control concerns.

Council Member Ivie raised concerns about the recent striping at the stoplight near the swimming pool. He shared photos showing the newly painted lines extending in front of the pool and continuing down the entire street. Ivie expressed concern that the changes eliminate on-street parking and could create traffic issues. He noted that he personally observed a bus attempting to turn in the area and that, with the new striping, the turn could not be made legally. Mayor Rowley discussed that this work was part of a UDOT bid project and the council questioned whether UDOT has the authority to make such changes without coordination with the City. It was suggested that the City reach out to UDOT for clarification.

Council Member Ivie discussed the Notice of Intent letter that must be provided to the County Commissioners regarding the RAP Tax reauthorization. He reported that he had spoken with Commissioner Greg Miles, who indicated the county is more than willing to move forward with it. Ivie emphasized that someone needs to communicate the urgency of the matter to ensure it progresses without delay. Mayor Rowley will plan to get on the County Commission's agenda for Monday to formally present the request.

8. Work Session

Minutes:

There was no work session.

9. Executive Session

Minutes:

There was an executive session held to discuss personnel.

10. Adjournment

Minutes:

MOTION by Council Member Adams seconded by Council Member Baker to adjourn the regular City Council meeting at 8:26 pm and go into executive session to discuss personnel.

- 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



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

**Duchesne City
Open Invoice Listing**

8/21/2025

<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>
4515539	Airgas USA, LLC	5518374639		7/31/2025	7/31/2025	\$201.19
4309309	Arrow Oilfield & Sanitation	27843		8/1/2025	8/1/2025	\$360.00
4516148	Basin Code Consultants, LLC	2510		8/7/2025	8/7/2025	\$1,263.41
4515604	BSN Sports	930442400		8/4/2025	8/4/2025	\$2,242.59
4517291	DHHS-Unified State Laboratories	26L0000092		8/4/2025	8/4/2025	\$37.00
4517532	H.D. Fowler Company	17057384		7/7/2025	7/7/2025	\$678.00
4517421	Jessen Electric, Inc.	43102		8/8/2025	8/8/2025	\$256.96
4517421	Jessen Electric, Inc.	43139		8/15/2025	8/15/2025	\$252.41
4517421	Jessen Electric, Inc.	43140		8/15/2025	8/15/2025	\$220.17
	Vendor Total:					\$729.54
4516369	Johnson Controls Fire Protection LP	24886039		8/1/2025	8/1/2025	\$819.23
4517007	Les Olson Company	EA1579572		8/8/2025	8/8/2025	\$156.40
493	Mount Olympus Water Inc.	102088310080125		8/1/2025	8/1/2025	\$44.84
4517482	Public Employees Disability Program	PR080125-7607		8/4/2025	8/4/2025	\$57.86
4517482	Public Employees Disability Program	PR081525-7607		8/18/2025	8/18/2025	\$63.02
	Vendor Total:					\$120.88
4515971	SCI Automation, Inc.	1294-1556		8/11/2025	8/11/2025	\$725.00
4516380	Shred-It USA/ Stericycle	8011591085		7/31/2025	7/31/2025	\$76.09
0	Smith Hartvigsen, PLLC	70271		7/31/2025	7/31/2025	\$1,061.50
0	TriCounty Health Department	2025-PSINV-0129		8/14/2025	8/14/2025	\$80.00
	Utah Dept of Workforce Services	PR063025-7525		7/1/2025	7/1/2025	\$14.50
	Utah Dept of Workforce Services	PR070425-7525		7/8/2025	7/8/2025	\$49.59
	Utah Dept of Workforce Services	PR071825-7525		7/21/2025	7/21/2025	\$45.03
	Utah Dept of Workforce Services	PR073125-7525		8/4/2025	8/4/2025	\$17.27
	Utah Dept of Workforce Services	PR080125-7525		8/4/2025	8/4/2025	\$45.66
	Utah Dept of Workforce Services	PR081525-7525		8/18/2025	8/18/2025	\$37.88
	Vendor Total:					\$209.93
	Utah State Tax Commission	PR063025-7524		7/1/2025	7/1/2025	\$25.00
	Utah State Tax Commission	PR070425-7524		7/8/2025	7/8/2025	\$871.70
	Utah State Tax Commission	PR071825-7524		7/21/2025	7/21/2025	\$855.07
	Utah State Tax Commission	PR073125-7524		8/4/2025	8/4/2025	\$25.00
	Utah State Tax Commission	PR080125-7524		8/4/2025	8/4/2025	\$969.93
	Utah State Tax Commission	PR081525-7524		8/18/2025	8/18/2025	\$950.87
	Vendor Total:					\$3,697.57
171	Washington National Ins Co	P2557188		7/15/2025	7/15/2025	(\$0.04)
171	Washington National Ins Co	PR071825-7452		7/21/2025	7/21/2025	\$684.02
171	Washington National Ins Co	PR073125-7452		8/4/2025	8/4/2025	\$245.74
171	Washington National Ins Co	PR080125-7452		8/4/2025	8/4/2025	\$684.02
171	Washington National Ins Co	PR081525-7452		8/18/2025	8/18/2025	\$684.02
	Vendor Total:					\$2,297.76
	Report Total:					\$14,800.93

Duchesne City
Transaction Register - 07/07/2025 to 08/21/2025

Account No.	Customer Name	Transaction Type	Billing Code	Description	Reference	Date	Amount
8735	Hatch, Venoy	Charges & Credits	WA - 513713 Water service sales	was charged late fee insta payments was br	307443	07/07/2025	-9.78
8834	Schow, Janet	Charges & Credits	PN - 513714 Late payment penalties	reverse penalty billed wrong account	309939	08/18/2025	-8.89
4514782	JRJ Service Inc.	Charges & Credits	PN - 513714 Late payment penalties	Writeoff	308938	08/05/2025	-10,153.86
4514947	Talbot, Bruce	Charges & Credits	WA - 513713 Water service sales	did not know check had bounced wrote off la	308943	08/07/2025	-13.40
4515364	Sweat, Robert	Charges & Credits	WA - 513713 Water service sales	Rodney ok'd to take \$30 off roberts bill he fix	308448	07/17/2025	-30.00
4515886	Rickett, Eric & Allison	Charges & Credits	WA - 513713 Water service sales	took off late charge insta pay was not broug	307444	07/07/2025	-12.50
4515984	Zufelt, Pat	Charges & Credits	SW - 513717 Sewer service charges	Removing penalty - billed wrong account	309944	08/18/2025	-8.60
4516183	Poulsen, Kenneth & Dalicia	Charges & Credits	GB - 513732 Sanitation collection re	missed june billing for garbage cans	307442	07/07/2025	32.25
4516625	Jason, Baker	Charges & Credits	WA - 513713 Water service sales	Late Fee on wrong date	309946	08/19/2025	-9.25
4516661	Davis Pawn & Loan	Charges & Credits	GB - 513732 Sanitation collection re	garbage was added he did not have garbag	308939	08/05/2025	-63.75
4516662	Bridgman, Kent	Charges & Credits	WA - 513713 Water service sales	took off the monthly charge i had to reactivat	308433	07/16/2025	-15.00
4516731	Frey, Ron	Charges & Credits	WA - 513713 Water service sales	Termination Billing credit	308935	08/04/2025	-15.00
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/02/2025 F25-0573 Tabby Mountain Fire	308933	08/04/2025	223.44
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/15/2025 F25-0612 Blue Bench North FA	308933	08/04/2025	294.00
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/17/2025 F25-0615 Flare Equipment Fire	308933	08/04/2025	145.32
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/18/2025 F25-0620 Lake Road Tree	308933	08/04/2025	191.10
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/22/2025 F25-0638 Blue Bench South 2	308933	08/04/2025	342.51
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/22/2025 F25-0640 Blue Bench South 3	308933	08/04/2025	64.26
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/26/2025 F25-0654 Tabby Swale Road	308933	08/04/2025	361.83
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/28/2025 F25-0661 Flag Flare	308933	08/04/2025	98.28
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/29/2025 F25-0664 Altamont Shed Fire	308933	08/04/2025	116.76
4516788	Duchesne County Emergency Mana	Charges & Credits	FPF - 103422 Fire protection fees	07/31/2025 F25-0672 ORR Alarm Activation	308933	08/04/2025	110.88
4517038	Moore, Sonora A	Charges & Credits	WA - 513713 Water service sales	take off late fees account was supposed to b	309930	08/12/2025	-1,145.09
4517265	Barragan, Silvia	Charges & Credits	WA - 513713 Water service sales	as per agreement would pay off usage we re	308431	07/15/2025	-409.71
4517274	Nielsen, McKade	Charges & Credits	GB - 513732 Sanitation collection re	accidental double charge garbage cans	307441	07/07/2025	-32.25
4517584	Susan, Hamilton	Charges & Credits	GB - 513732 Sanitation collection re	took off the garbage can for 4.5 months she	309928	08/11/2025	-89.80
40280281	Duchesne County - Fill Station	Charges & Credits	WA - 513713 Water service sales	Rodney okd to write off half of the water bill f	308940	08/06/2025	-1,920.87
40280281	Duchesne County - Fill Station	Charges & Credits	WA - 513713 Water service sales	took off the wrong amount should have been	308941	08/06/2025	533.13
							(\$11,423.99)



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 # _____

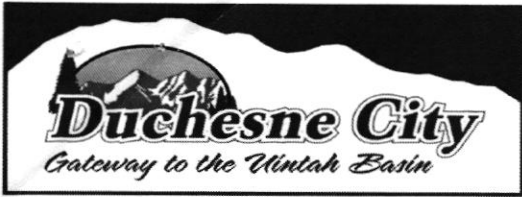
(OFFICE USE ONLY)

APPLICANT INFORMATION

Applicant Name: Chris Jacobson
Date of Birth: 8/5/93
Home Address: 340 E 700 N, Duchesne, UT, 84021
City, State and Zip Code: Duchesne, UT, 84021
Mailing Address: PO Box 345, Duchesne, UT, 84021
Home Telephone: N/A Cell Phone: 435-571-1800
Email Address: Cjacobson924@gmail.com

BUSINESS INFORMATION

Legal Name of Business: Jacobson Junk Removal, LLC
Home Based ☒ Commercial Based ☐ Unknown ☐
Business Address: 340 E 700 N
City, State and Zip Code: Duchesne, UT, 84021
Business Telephone: 435-571-1800 Business Fax: _____
Business Email: JacobsonJunkRemoval@gmail.com
Professional License #: _____
(Contractor, Real Estate, Federal Firearms, Cosmetology, etc.)
Utah Entity #: 14599931-0160
(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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BUSINESS INFORMATION CONT'D

Describe the nature of your business:

Removing Junk From Residential & commercial properties
to dispose of it at the landfill.

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

340 E 700 N, Duchesne UT, 84021

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

100

%

LICENSE STIPULATIONS

Please initial next to each item

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

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

CJ 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.

CJ 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)

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

CJ 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, Chris Jacobson 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:

Chris Jacobson

Dated:

8/1/25



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.

- ☒ **Completed Application**
- ☒ **Letter of Permission** (if you are not the property owner)
- ☐ **Copy of Required State License** (contractor, cosmetology, real estate, daycare, etc.)
- ☒ **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
801-297-2200
Cody Fisher, Inspector
(801) 719-9337
- ☐ **Building Inspection** (if applicable) Russ Young, Fire Marshall
(435) 630-4113
- ☐ **Fire Inspection, \$50 Fee**
- ☐ **Health Inspection** (if applicable) Board of Health
(435) 722-6300
- ☒ **Appear before Duchesne City Council to present your business and application**



Filed in the Office of <i>Adam Watson</i> Director, Division of Corporations and Commercial Code Filed in the State of Utah	Filing Number 250813505529B
	Filed On August 10, 2025
	Entity Number 14599931-0160
	Number of Pages 2

State of Utah
Department of Commerce
Division of Corporations and Commercial Code

Domestic Limited Liability Company - Certificate of Organization

ENTITY INFORMATION

Entity Name: Jacobson Junk Removal, LLC
Entity Number: 14599931-0160
Effective Date: August 10, 2025
Effective Time: 09:01 AM

BUSINESS DETAILS

Duration Date: Perpetual

BUSINESS CLASSIFICATION:

A Limited Liability Company

FILING DETAILS

Purpose Statement: The purpose of the company is to engage in the business of junk and debris removal, hauling, and disposal services, including but not limited to the collection, transport, and lawful disposal or recycling of residential, commercial, and industrial waste materials, and to engage in any other lawful business permitted under the laws of the State of Utah.

PRINCIPAL OFFICE INFORMATION:

Principal Office Address: 340 E 700 N, Duchesne, UT 84021

Mailing Address: 243 E Main St, 345, Duchesne, UT 84021

REGISTERED AGENT

Agent Type: Individual

Name: Chris Jacobson

Address: 340 E 700 N, Duchesne, UT 84021

ACTIVE PRINCIPAL INFORMATION

Title: Governing Person

Name: Chris Jacobson

Address: 340 E 700 N, Duchesne, UT 84021

Letter of Permission

Date: August 11, 2025

To Whom It May Concern,

I, **Blayne Jacobson**, hereby grant permission to **Chris Jacobson** to operate his business, **Jacobson Junk Removal**, and to park his business truck and trailer on my property located at:

**340 E 700 N
Duchesne, Utah 84021**

This permission includes the right to store and stage business equipment, as well as to conduct normal business-related activities on the premises, as long as they are in compliance with all applicable laws and ordinances.

This letter serves as official authorization until revoked in writing by me.

Sincerely,

Blayne Jacobson

Blayne Jacobson
Property Owner

Chris Jacobson

Chris Jacobson
Business Owner

REQUIRED SIGNATURES

- I declare that the information contained in this electronic submission is true and accurate.
- I affirm that I am legally authorized to sign this document.
- I acknowledge receipt of the below information:
 - The information provided in this form will be used by the Division to evaluate and complete your request. Failure to provide complete information as requested will result in the denial of your request as incomplete.
 - Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit <https://corporations.utah.gov/records/>.
 - In order to comply with legal and regulatory requirements, we may share information provided in this form with authorized parties such as other government agencies, national licensing databases, contracted vendors, etc. Additionally, many items collected by the Division are classified as “public” under the Government Records Access and Management Act, Utah Code § 63G-2-101 et seq.
 - For more information on how the information you provide is shared, please refer to <https://corporations.utah.gov/records/>.
- **Electronic Signature:** Chris Jacobson
Title/Capacity: Organizer

DAVID C. MINCE

Ventura, California 93004 | 805.404.0122 | Dcmince@gmail.com

DIRECTOR OF SAFETY AND SECURITY

Skilled and respected security manager and business administrator, with 14 years of combined experience in security and law enforcement, and over 10 years of business administration. Early career experience as Deputy Sheriff with Utah County Sheriff's Department; and as a Senior Deputy with Los Angeles County Sheriff's Department.

AREAS OF EXPERTISE

- | | | |
|----------------------------|---------------------------|-------------------------|
| ▪ Facility/Personal Safety | ▪ Business Administration | ▪ Law Enforcement |
| ▪ Security Monitoring | ▪ Policies/Procedures | ▪ Budget Management |
| ▪ Facilitating Training | ▪ Management | ▪ Relationship Building |

PROFESSIONAL EXPERIENCE

DIRECTOR OF SAFETY AND SECURITY | Community Memorial Health System, Ventura, CA 5/2016 to present

Provide superior levels of Security and Safety, combined with exceptional business administration for Community Memorial Health System, which includes two hospitals, and eleven medical centers and clinics. Responsibilities include: Oversight of all related security administration and training. Maintain strong relations with the public; coordinate with internal departments including engineering, support, and administration. Present reports on safety statistics, trends and conduct regular safety briefings. Oversight responsibilities include: Development of policies and procedures. DNV experience and Joint Commission trained. Chairman of the Workplace Violence Assessment Team, Chairman of the Safety Subcommittee, Law Enforcement Liaison. Accomplishments include: the design and oversight of the over 300 security cameras and recording system, design of the Security Management Plan and additional policies and directives. Certified OSHA Workplace Violence instructor.

Selected Achievements:

- Complete redesign of combative patient responses, resulting in a 70% decrease in incidents and 66% decrease in staff related injury expenditures.
- Redesign of patrol, reporting and monitoring.
- Upgraded incident reporting process allowing accurate trend assessments.

SECURITY SUPERVISOR | The Church of Jesus Christ of Latter Day Saints, LA, CA 6/2010 to 5/2016

Oversee all related administration and training. Maintain strong relations with the public; coordinate with internal departments including engineering, support, and administration. Present reports on safety statistics and conduct regular safety briefings. Oversee the security camera system. Design policies for crime investigations; administer and author policies for patrol directives, and OSHA safety procedures. Track employee performance; report payroll, and division's yearly budgets. Provide supervision for nine full-time employees;

DAVID MINCE

train new employees and facilitate ongoing training for existing team members. As needed, rank employee performance; counsel employees as needed to improve operations. AED and CPR licensed.

Selected Achievements:

- Decreased reportable incidents by 30% by instigating patrolling changes and implementing pipe tracking.
- Reduced customer complaints by 85% by implementing customer oriented training and changing the uniforms worn by security personnel.
- Implemented zone-focused patrolling; designed 42 Milestone platform security camera design, and a Pipe patroller monitoring system.
- Created macros for incident reports, daily logs, sick leaves, and holiday tracking to achieve better evidentiary recall, and reduced employee absenteeism.

NATIONAL TITLE OFFICER | LFC, Simi Valley, CA

11/2005 to 7/2008

Underwrote title policies, and conducted title searches and examinations. Interacted with clients and provided customer service for real estate professionals; coordinated with state and county escrow companies and lending institutions. Conducted computer related research, and underwriting protocols. Managed the workflow for more than 2K searches of exams and policies monthly. Maintained a high liability approval authority. Analyzed compliance with the Subdivision Map Act (California), underwriting of all vested interests (CLTA and ALTA), transfers, hypothecation, and oil/mineral interests; easements and title clearing (including eminent domain and quiet title actions), to comply with all title insurance and underwriting requirements.

Selected Achievements:

- Gave presentations on expanding services to trustee sale guarantees.
- Managed multiple title analyses of numerous commercial and housing projects in California and outside of its borders.

VP REGISTERED PRINCIPAL | UBS Financial, Salt Lake City, UT

2/2003 to 11/2005

Provided expert financial counseling and advice. Oversaw all SEC and non-regulatory agency audits. Presented complex financial concepts to high net-worth clients. Coordinated with vendors and brokers.

Selected Achievements:

- Responsible for all Series 8 compliance and protocols.
- Increased personal assets under management by 50% by leveraging existing relationships, and creating new accounts using consistent cold-calls.

VP REGISTERED PRINCIPAL | USBancorp, Salt Lake City, UT

2/1998 to 2/2003

Presented complex financial concepts to high net-worth clients; delivered expert financial counseling and advice. Oversaw all SEC and non-regulatory agency audits. Managed vendors' and brokers' relationships.

Selected Achievement:

- Achieved a 200% increase in assets under management by capitalizing on existing relationships and creating new ones through cold-calls.

EDUCATION & CERTIFICATES

CPPS Certified Workplace Violence Instructor

IAHSS Basic Certificate and Professional Membership

ASIS Professional Membership

MOAB Certified Instructor

Bachelor of Arts in Political Science | Brigham Young University, Provo, UT

Research assistant for the department of the physics and mathematics under a US Department of Energy Grant for Muon Catalyzed Fusion; Kinsley Award Recipient

Advanced P.O.S.T. Certification 1990-98 | Police Officer Standards and Training (Expired)

Patrol in Compton for the Los Angeles Sheriff's Department, promoted to Custody Headquarters for research and writing of department policy and procedures and later promoted to supervisor of the Biscailuz Jail Facility; Received the Unit Recognition Award for Bravery; Distinguished Expert in Marksmanship

References

Gary Bryce, Securities Wholesaler – 805.444.0580

Nick Moody, Sales Manager – 805.276.8016

Ryan Judd, Sergeant – 801.691.8710

AUGUST 11, 2025

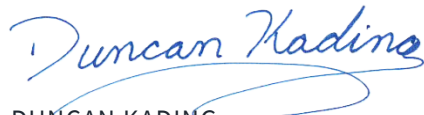
TO THE CITY COUNCIL AND PLANNING COMMISSION OF DUCHESNE CITY,

I am writing to declare my interest in becoming a member of the Planning Commission of Duchesne City. My family and I moved to Duchesne following the completion of my bachelor's degree in Geography with emphasis on Urban and Regional Planning in the spring to fill a position as a professional planner with Duchesne County. Now that my family has settled into our new home, I have the time to become involved in local government. If you have a need for members of the planning commission, I request your thoughtful consideration of my time and talents for the role. As my attached resume suggests, I have a wide variety of experiences in sectors both public and private that I believe will be a benefit as the planning commission considers the issues that come before it.

Duchesne is a unique city, and I am interested in being a part of the decisions that shape it as opportunities and challenges present themselves to us.

Thank you for your consideration.

Warm regards,



DUNCAN KADING

Duncan Kading

(937) 806-6260 • kading.duncan@gmail.com • linkedin.com/in/duncan-kading

EDUCATION

Brigham Young University	April 2025
Bachelor of Science: Geography; Emphasis in Urban Planning	Provo, UT
• GPA 3.58 • Member of the Student Urban Planning Association and Geographic Student Association • Relevant Coursework: Intermediate GIS, Urban Geography, Intro to City Planning, Urban Planning Law, Urban Design, Urban Transportation Planning, Professional Planning Studio, Planning and Management of Public Lands, Spatial Analysis of Environmental Data, Planning for Unique Lands, Academic Internship	
Salt Lake Community College	December 2022
Associate of Science	Salt Lake City, UT
• GPA 3.55 • Graduated with Honors	

EXPERIENCE

Duchesne County	May 2025-Present
<i>Assistant Planner/Planner I</i>	
• Aids with county planning matters such as zoning, site plan review, and conditional use permits • Acts as a technical assistant to various boards and commissions, including the County Commission and the County Planning Commission • Design and draft maps, charts, graphs, and other illustrative materials for planning projects • Conduct site visits and zoning variance investigations	
Brigham Young University; Provo City Parks and Rec: Trail Development	Jan 2025 – April 2025
<i>Public Land Planner</i>	Provo, UT
Brigham Young University; Navajo Nation Community Master Plan	Aug 2024 – Dec 2024
<i>Planning Team Member</i>	Tolikan, AZ
Brigham Young University	July 2024 – April 2025
<i>Technical and Research Planning Assistant</i>	Provo, UT
• Develop relationships with Biotech employers, creating Life Science fair for 400+ students • Engage in professional communications between Brigham Young University and Biotech communities to solicit sponsorship • Collaborate with nonprofit entities to construct student site visits with Utah companies in conjunction with Marriot School leadership • Analyze local employer profiles to determine fit for Life Science students for jobs and internships • Conduct workshops to teach undergraduate students effective interviewing skills	
Bank of Utah	May 2024 – August 2024
<i>Construction Lending Intern</i>	Provo, UT
• Streamlined the migration of 300+ active loans into new software, enhancing operation efficiency • Trained teams on new loan management software, ensuring seamless adoption and system functionality post-launch • Evaluated risk assessments in weekly Loan Committee meetings, analyzing financial data to support decision-making • Partnered with local organizations to implement community development initiatives, including volunteer work at a youth shelter	
Brigham Young University	December 2023 – April 2024
<i>Employer Engagement Coordinator</i>	Provo, UT
• Coordinated and executed the February 2024 Biotech Career Fair, facilitating employer-student connections • Engaged with 100+ BYU alumni in Washington D.C. to organize employer site visits for university staff • Assessed employer compliance with recruitment policies, implementing quality control measures to uphold university hiring standards	

- Provided structured feedback to non-compliant organizations, ensuring adherence to recruitment guidelines

VOLUNTEER EXPERIENCE

The Church of Jesus Christ of Latter-Day Saints Dec 2022 – Sep 2024

Counselor, Bishopric of Local Religious Organization Provo, UT

- Collaborated with local religious leadership to care for the temporal needs of 300+ community members
- Provided training to leadership to support organization efficiency
- Conducted five regular meetings and services throughout the month

The Church of Jesus Christ of Latter-Day Saints

Jan 2021 – Apr 2022

President, Local Religious Instruction Program

Provo, UT

- Trained religious instructors in effective instruction of religious principles
- Shared feedback with instructors to improve instruction as appropriate for various age levels 3-90+ years

The Church of Jesus Christ of Latter-Day Saints

Aug 2019 – Jan 2021

Executive Secretary, Bishopric of Local Religious Organization

Provo, UT

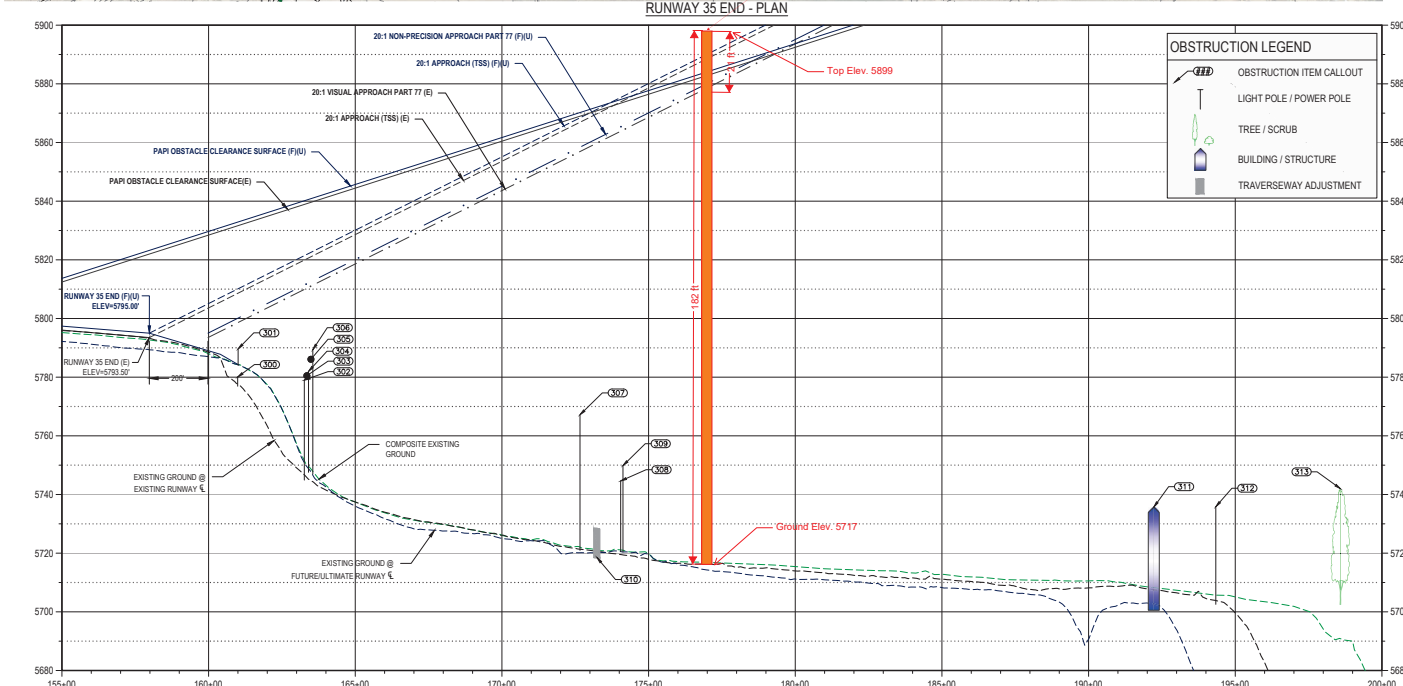
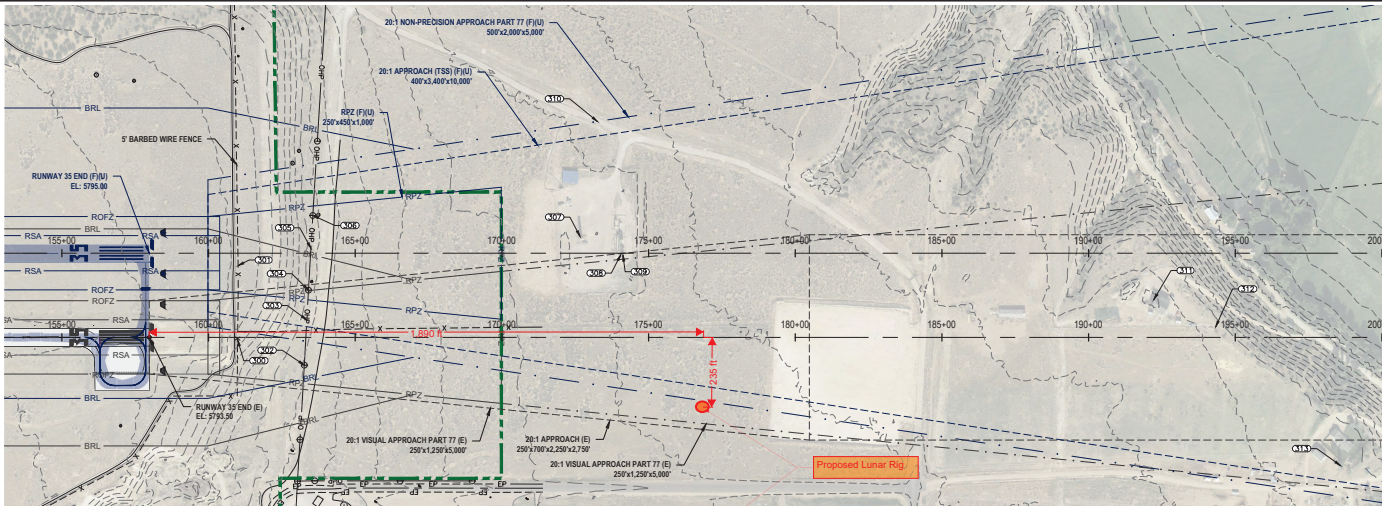
- Maintained schedule for president and counselors of organization to facilitate appropriate individual engagement with membership
- Coordinated outreach efforts on behalf of leadership to ensure welfare and wellbeing of membership

CERTIFICATIONS & SKILLS

- Project Management – Udemy (3-Hours)
- Bluebeam Revu Basics
- ArcGIS
- Data Analysis
- Computer Programming
- Valid Utah Driver License
- Licensed Massage Therapist (Sept. 2022-Present)
- National Fire Protection Association Firefighter II (2015-2020)
- Emergency Medical Technician-Basic (2015-2019)
- National Incident Management System (NIMS) Certified ICS 100-400

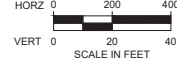
AWARDS & INTERESTS

- Eagle Scout with the Boy Scouts of America
- Game Development



OBSTACLES WITHIN RUNWAY 35 PART 77 APPROACH									
OBJ. ITEM	DESCRIPTION	END ELEV (FT)	OBJ. TOP ELEV (FT)	EXISTING SURFACE PENETRATION (FT)	EXISTING SURFACE PENETRATION (FT)	FUTURE ULTIMATE SURFACE PENETRATION (FT)	FUTURE ULTIMATE SURFACE PENETRATION (FT)	PROPOSED ACTION	PROPOSED ACTION DATE
300	FENCE	5777	5783	-15	APPROACH	-21	TRANSITIONAL	NONE	N/A
301	POLE FAA ID 49-081467	5784	5790	-25	TRANSITIONAL	-31	APPROACH	NONE	N/A
302	POLE FAA ID 49-081468	5785	5779	-31	APPROACH	-44	TRANSITIONAL	NONE	N/A
303	CATENARY FAA ID 49-081467	5788	5780	-30	APPROACH	-31	APPROACH	NONE	N/A
304	POLE FAA ID 49-081500	5748	5762	-29	TRANSITIONAL	-30	APPROACH	NONE	N/A
305	CATENARY	5748	5786	-48	TRANSITIONAL	-36	APPROACH	NONE	N/A
306	POLE FAA ID 49-081504	5747	5789	-59	TRANSITIONAL	-24	APPROACH	NONE	N/A
307	OIL DRILLING EQUIPMENT FAA ID 49-081512	5721	5767	-103	TRANSITIONAL	-81	APPROACH	NONE	N/A
308	TANK	5721	5745	-121	TRANSITIONAL	-121	APPROACH	NONE	N/A
309	POLE	5720	5750	-116	TRANSITIONAL	-116	APPROACH	NONE	N/A
310	SECONDARY ROAD (H-10)	5718	5728	-300	TRANSITIONAL	-133	APPROACH	NONE	N/A
311	BUILDING	5701	5736	-219	APPROACH	-221	APPROACH	NONE	N/A
312	POLE	5703	5716	-226	APPROACH	-231	APPROACH	NONE	N/A
313	TREE	5703	5742	-236	INNER HORIZONTAL	-245	INNER HORIZONTAL	NONE	N/A

CLEARANCE TABLE WITHIN RUNWAY 35 PART 77 APPROACH SURFACES					
OBJ. ITEM	LOCATION	GROUND ELEVATION	TRAVERSE WAY ADJUSTMENT	APPROACH ELEVATION	APPROACH CLEARANCE
309	EAST EDGE OF FUTURE APPROACH AT ACCESS ROAD	5816	-107	5861	57



- NOTES:
- DATE OF OBSTRUCTION FLIGHT WAS 7/30/20.
 - AGE AND DOF OBSTRUCTIONS ACCOUNTED FOR.
 - SEE SHEET AF-5 FOR ANGLE OF CLIMB AND SIGHT PROFILE.
 - TAXWAY EDGE SAFETY MARGIN (ITEM) TAXWAY DESIGN GROUP (TDG) 1A (ELEV) 5 FT.
 - TAXWAY SHOULDER WITH TAXWAY DESIGN GROUP (TDG) 1A (ELEV) 10 FT.
 - RUNWAY SHOULDER WITH A-1 SMALL (E) 10 FT. B-1 SMALL (FWD) 10 FT.
 - TAXWAY OBJECT FREE AREA (TOFA) AIRPLANE DESIGN GROUP (ADG) 1B (E) 80 FT.
 - TAXWAY OBJECT FREE AREA (TOFA) AIRPLANE DESIGN GROUP (ADG) 1B (F) 50 FT.
 - TAXWAY/TAXWAY SAFETY AREA (TWSA) AIRPLANE DESIGN GROUP (ADG) 1B (E) 40 FT.
- HORIZONTAL ACCURACY:
AT A MAP SCALE OF 1"=40' NOT MORE THAN 10% OF ALL WELL-DEFINED PLANNING FEATURES ARE IN ERROR BY MORE THAN 12'.
- VERTICAL ACCURACY:
CONTAINER INTERVALS 1.5 NOT MORE THAN 10% OF ALL VERTICAL POINTS ARE IN ERROR BY MORE THAN 12' THE ABOVE CONTAINER INTERVAL.

LEGEND			
EXISTING (E)	FUTURE (F) (SHORT TERM)	ULTIMATE (U) (LONG TERM)	DESCRIPTION
[Symbol]	[Symbol]	[Symbol]	BUILDING/STRUCTURE
[Symbol]	[Symbol]	[Symbol]	APPROACH PAVEMENT AND MARKINGS
[Symbol]	[Symbol]	[Symbol]	PAVEMENT TO BE REMOVED
[Symbol]	[Symbol]	[Symbol]	ROADWAY
[Symbol]	[Symbol]	[Symbol]	APPROACH PROPERTY LINE
[Symbol]	[Symbol]	[Symbol]	APPROACH PROPERTY EASEMENTS
[Symbol]	[Symbol]	[Symbol]	THRESHOLD BITTING APPROACH SURFACE (TBS)
[Symbol]	[Symbol]	[Symbol]	14 C/P PART 77 APPROACH SURFACE
[Symbol]	[Symbol]	[Symbol]	BUILDING RESTRICTION LINE (BRL)
[Symbol]	[Symbol]	[Symbol]	ROFA
[Symbol]	[Symbol]	[Symbol]	RUNWAY OBJECT FREE AREA (ROFA)
[Symbol]	[Symbol]	[Symbol]	RUNWAY PROTECTION ZONE (RPZ)
[Symbol]	[Symbol]	[Symbol]	RUNWAY SAFETY AREA (RSA)
[Symbol]	[Symbol]	[Symbol]	RUNWAY OBSTACLE FREE ZONE (ROFZ)
[Symbol]	[Symbol]	[Symbol]	TAXWAY OBJECT FREE AREA (TOFA)
[Symbol]	[Symbol]	[Symbol]	WARDEN CRITICAL AREA
[Symbol]	[Symbol]	[Symbol]	FENCE
[Symbol]	[Symbol]	[Symbol]	THRESHOLD LIGHTS
[Symbol]	[Symbol]	[Symbol]	LANDING AD (PAPZ)
[Symbol]	[Symbol]	[Symbol]	LANDING AD (PAPZ)
[Symbol]	[Symbol]	[Symbol]	SUPPLEMENTAL WINDCONE
[Symbol]	[Symbol]	[Symbol]	TREE
[Symbol]	[Symbol]	[Symbol]	GROUND CONTOURS (2' INTERVAL)

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DUCHESNE MUNICIPAL AIRPORT
DUCHESNE CITY, UTAH

RUNWAY 35 INNER APPROACH SURFACE

SHEET NUMBER:

AF-6



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FILE: 45-20-005-AP-5.8
JUB PROJECT: 45-20-005
DRAWN BY: SMD
DESIGNED BY: SMD
CHECKED BY: SMD
AT FULL SIZE, IF NOT ONE INCH, SCALE ACCORDINGLY

REVISION			
NO.	DESCRIPTION	DATE	BY

