



Regular City Council Meeting

Minutes

Tuesday, September 9, 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 Skewes offered the prayer. Mayor Rowley led the Pledge of Allegiance.

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

Public Attendees: Janice Shipman, Dawnette Browning

2. Minutes

Minutes:

MOTION by Council Member Adams seconded by Council Member Baker to approve the minutes dated 8/18/2025 and 08/26/2025.

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

Motion carried by unanimous vote.

3. Bills

Minutes:

MOTION by Council Member Hamilton, seconded by Council Member Baker to pay the bills.

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

Motion carried by unanimous vote.

4. Charges and Credits

Minutes:

The City Council reviewed the Charges and Credits.

5. Business License

Minutes:

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

6. Planning And Zoning

Minutes:

Nothing to report.

7. Simple Boundary Adjustment - Lane Genereaux

Minutes:

Lane Genereaux previously appeared before the Planning & Zoning Commission, where his simple boundary adjustment was recommended for approval. He reported that some title work remains to be completed before the adjustment can be recorded. MOTION by Council Member Ivie, seconded by Council Member Hamilton to grant conditional approval of Lane Genereaux's simple boundary adjustment, contingent upon completion of the required title work.

- 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. Javelin Rig - Airport

Minutes:

Mayor Rowley reported that he, Council Member Bryce, and John (working under Kim Silvester) met at the airport to review the situation. Following their discussion, Mayor Rowley issued an approval letter allowing the Javelin rig project to move forward, with notifications sent to Nathan Shelly with the FAA.

The rig remained in the proposed location. Initial concerns regarding a potential \$10,000 FAA-required flyover to disable the PAPI approach lighting were clarified, since the City owns the PAPI, such a flyover was unnecessary. It was further confirmed that if any related costs did arise, they would be the responsibility of the oil company, not the city.

The process is still underway, with the next step being receipt of a formal FAA approval letter, after which Kim and John will follow up on any remaining city-side requirements.

9. Clarification on Executive Session Request - Myra Young

Minutes:

City Recorder Myra Young read the following formal clarification for the record.

I, Myra Young City Recorder, need to make a clarification for the record regarding a request made at our last city council meeting held on August 18th 2025. Under the

Utah Open and Public Meetings Act, executive sessions can only be called by the City Council and only for specific purposes permitted under state law. Members of the public do not have the ability to request or require an executive session. Additionally, all executive sessions must include the Mayor and any officials required by law, they cannot be excluded. If a citizen wishes to bring forward a concern, the correct process is to be placed on the agenda for a regular City Council meeting. At that time, the Council can determine whether the matter requires a work session or, if it meets the statutory requirements, for a closed session. This clarification is intended to ensure we remain compliant with state law and maintain transparency in our meetings.

Council Member Ivie asked if “executive session” and “closed session” were the same. Mayor Rowley confirmed that they are, noting the requirement that 66% of the council (four members) must be present to call such a session. If only three members are in attendance, an executive session cannot be held.

Council Member Ivie expressed concern that the citizen involved might feel the council was avoiding their issue. City Recorder Myra Young explained that the individual had previously indicated availability only during the first week of September and had said she would follow up if she wished to attend at a later date. Myra stated she did not feel it appropriate to reach out again unless directed by the council.

Council Member Hamilton agreed that the matter must be handled correctly and noted that the Recorder had already sent a letter to her explaining the process and outlining that, if the citizen wished to be heard, they would need to request placement on the agenda. The council reiterated that they were not avoiding the issue but were committed to following proper procedure.

10. America 250 Utah - Process

Minutes:

City Treasurer Stephanie Skewes presented information on the America250 Celebration, outlining the process to obtain \$1,500 in funding and the associated reporting requirements.

Council Member Baker expressed that it would be simpler and more beneficial for the city to directly donate \$1,500 to the Independence Day Committee rather than go through the state’s process, which he described as more of a marketing effort than a practical benefit. Council Member Ivie agreed, noting that the original county presentation of the program was far less elaborate and that the administrative requirements now seemed excessive for the limited funds offered. He also stated that Cana Ivie, listed as the program contact, had indicated she was not interested if the workload increased significantly.

Council Member Hamilton reviewed the draft resolution and noted that it failed to reference either the memorandum of understanding or the logo usage agreement, both of which should be included if the program were pursued.

Janice Shipman, representing the Independence Day Committee, also commented that the administrative work required was not worth the \$1,500 benefit.

After discussion, the City Council concluded that the administrative burden of participation outweighed the benefit, particularly since the city intends to recognize the America250 celebration throughout the year regardless. The consensus was not to move forward with the grant and instead consider a direct city donation to the committee.

11. RESOLUTION AMERICA 250 UTAH

Minutes:

Consideration of proposed resolution regarding the America250 Celebration. After review and discussion, the Council determined not to proceed. No motion was made, and the resolution failed for lack of action.

12. Lead and Copper Rule

Minutes:

Lane Genereaux provided an update on the state-mandated lead and copper rule compliance program, which began three years ago. Last year, there were 642 unknown water service lines; that number has now been reduced to 304, decreasing the volume of compliance letters required. Lane would like to continue to use “120 Water” for this process.

Lane explained that the upcoming notices will be similar to last year’s, with the main change being the addition of the words “second notice” and clarification that property entry may be required to complete inspections.

MOTION by Council Member Hamilton seconded by Council Member Ivie to approve the 120Water Quote for Annualized First Class Letter – EBR Annual Notifications 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.

13. 15-Minute Open Session

Minutes:

Dawnette Browning informed the City Council that Mike Price with High Desert Gardens is selling his nursery, which raises the question of how to handle flowers for next year. She explained that Mike had offered to donate a greenhouse, but after discussing with Deborah Herron and Council Member Baker, they felt it would be too burdensome. The city would need to find a site, run electricity, and assign someone to plant and care for the flowers from February through May.

Dawnette reported that she visited Allred’s Yard and Garden to inquire about pricing. Allred’s is slightly more expensive than Mike’s, charging \$54 compared to his \$45. She added that Mike is also willing to donate the large pots (“holy pots”), which the city could use for planting. Allred’s typically handles planting themselves, but Dawnette left her contact information in case they are willing to allow a group from the city to assist. There are 96 pots to be planted and said she wanted to keep everyone updated so a decision could be made in time.

Mayor Rowley noted that another option is available. He has spoken with Ali Dastrup, a local grower with a large greenhouse on the bench. Ali expressed strong interest and is preparing a quote for the city. Mayor Rowley felt it was important to consider her proposal since she is local and equipped to handle the project.

14. Book Of Complaints, Concerns And Comments

Minutes:

There was one entry made into the book. Myra Young, City Recorder read it aloud. A resident, Lynn Allen, sent an email on September 4th to Lane Genereaux, the public works supervisor, expressing thanks for assistance with a water line/leak.

15. Mayor And Council Review Of Old Business**Minutes:**

- Council Member Baker inquired about the pig situation on the bench, and Council Member Adams asked whether the Mayor had spoken with the Allens regarding the matter. Mayor Rowley explained that Allens are waiting to schedule a date for the pig to be butchered. Mrs. Allen will notify him once the date is set. Mayor Rowley also noted that Stephanie had contacted RoJean earlier today to provide an update and will inform her once the butchering date is confirmed.
- Council Member Adams asked about the status of the water study and whether Chuck would be contacting Rural Water. Mayor Rowley responded that he had not yet spoken with Chuck about the study, explaining that recent focus has been on more pressing issues with the Old Farm Road sewer project. He noted that crews are still addressing the one-foot grade problem, which required the waterline to be moved back to the edge of the right-of-way. It was also discussed that each lot along the project is being stubbed.
- Council Member Adams raised the issue of repairing or replacing the City Building's front doors. The existing storefront-style doors use top and bottom locking hardware that is outdated and no longer manufactured. Despite previous spending with Swains on lock repairs, the issues were not resolved. A bid from Jones Paint and Glass estimated replacement at approximately \$8,000. The council briefly discussed whether there were any other providers who could handle the installation.
- Council Member Adams asked for an update on the fire protection contract with the county. Mayor Rowley reported that the matter is currently in the county's hands. He noted that in recent discussions, the county agreed to increase the contract payment by \$2,000.
- Lane provided an update on the pavement project. He explained that the plan is to repave 700 North heading toward the church, completely tearing out the existing roadway since it is so patched and milled together that repair labor costs would outweigh replacement. However, after reviewing the condition of 600 North that morning, he noted it is in similar shape and questioned whether the city should consider repaving that section as well. Mayor Rowley responded that Chuck was supposed to make that determination but has not yet reported back. Lane said Chuck asked him to bring the matter before the council for input. He explained that below 600 North, only small patches exist where waterlines cross, while above 600 North multiple water and sewer lines have been cut into the asphalt, leaving a seven-foot strip down the middle that will not hold up well long-term. Mayor Rowley stated that 700 North has already been approved for full replacement but acknowledged Lane's concerns about 600 North. Council Member Ivie asked what the additional cost would be and whether an estimate had been received. Lane replied they are waiting for Burdick Paving to provide

pricing by square footage. He added that milling is often cheaper than cutting since it requires fewer workers. Council Member Adams expressed agreement with Lane. Mayor Rowley noted that while repaving 600 North would not create cost savings, it likely would not add a significant expense and may be worthwhile.

- Council Member Adams asked about an issue reported by Dillon Dastrup. Lane explained that rainwater from Bryce Hamilton's road is running directly into Central Utah Water's property, filling their conduit and basement. He suggested the city consider installing concrete or sidewalk improvements to redirect the flow. Mayor Rowley noted there is already a culvert to the north and proposed enlarging it, but Lane clarified that the water does not reach the culvert, it flows off Bryce's road, crosses the next road, and drains directly into Central Utah Water's driveway. Council Member Hamilton suggested installing a cattle guard across the road to catch the water before the intersection and running a pipe toward the highway, where it could continue along the highway into the river. Mayor Rowley stated that Central Utah Water is willing to work with the city on a solution. Additional discussion followed on possible options to resolve the problem.

16. Work Session

Minutes:

There was no work session held.

17. Executive Session

Minutes:

There was no executive session held.

18. Adjournment

Minutes:

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

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

Motion carried by unanimous vote.

Attest:

Myra Young, Recorder: Myra Young