

**CASTLE DALE CITY**  
**City Council Meeting Minutes**  
**September 11, 2025**



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The City Council of Castle Dale, Emery County, Utah, met in an open meeting on September 11, 2025, at 7:00 p.m. in the City Council Chambers.  
20 S 100 E, Castle Dale, Utah

**ATTENDEES**

**Mayor:** Excused

**Council:**

Bradley Giles  
Joel Dorsch  
Julie Johansen  
Michael Jorgensen  
Emily Mills

**Maintenance Supervisor:** Ignacio Arrien

**Fire Chief:** Ignacio Arrien

**EMS:** -

**Land Use Administrator:** Kerry Lake

**Code Enforcer-Animal Control:** Terry Lofthouse

**Treasurer:** Carolyn Montgomery

**Recorder:** Rebecca Norton

**Others in attendance:** AnnDee Mead, Peggy Kremers, Ryan Mills, Dalton Allred, Adam Thompson, Diana Thompson, James Sanders, Hunter Cornelius, Jackie Fox, Gabriel Swasey, Danny Van Wagoner, Kate Van Wagoner

**WELCOME**

Mayor Pro Tem Bradley Giles was presiding and welcomed everyone to the meeting.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

All City council members were in attendance.

## **MINUTES FROM PREVIOUS MEETING**

Council member Jorgensen motioned to approve the August 2025 minutes pending a few changes, Council member Mills seconded the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

### **Waive Fees for the arena on Tuesday nights.**

Dalton Allred requested that the High School Rodeo Team be granted a fee waiver to use the indoor arena for practices this upcoming season.

Council member Mills motioned to waive the fees for Tuesday night, Council member Jorgensen second the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

### **Adam Thompson Land Merging**

Adam Thompson requested to merge Plots 27 and 28 on Bell Ave and Orange Ave into a single property. The survey is complete with markers in place, no utilities are affected, and the land council has approved the merger.

Council member Dorsch motioned to vacate the lot line between lots 27 and 28; Council member Jorgensen second the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

### **Fee Waiver Iron Strength Show Down Fundraiser for all abilities park**

AnnDee Mead's 8-year-old son, Axel, is organizing a two-night goat tying jackpot on September 18 and 25 to raise funds for the planned All Abilities Park, being built near the swimming pool where the two pavilions are located. The park will be accessible to individuals of all abilities, and additional funding is needed. AnnDee requested that arena fees be waived, noted that all proceeds will be donated to the park, and stated she can handle all event setup.

Council member Mills motioned to waive the fees for the indoor arena for 2 Thursday nights for the fundraiser: Council member Jorgensen second the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

### **Thank you from SEUJLS-**

Peggy Kremer, Ryan Mills, Morgan, and Melissa expressed appreciation to the council and maintenance crew for their support of the Southeastern Junior Livestock Show, which hosted 225

youth participants (including 89 from Emery County and 8 from Carbon County). They highlighted the educational value of the show, noted a successful fundraising rabbit show with 41 entries, and thanked the community for its support. Discussion included future planning, with a reminder to request fee waivers 3–4 months in advance and to secure dates as early as 2026 if not held in Ferron. It was noted that the city’s contribution totaled \$6,871. Council members commended staff for their efforts, and maintenance reported being prepared and anticipating lower costs in future years.

### **Adopt the Emery County Emergency Plan-**

Council reviewed the new Emery County Emergency Operations Plan, adopted by the county on August 5, 2025. Adoption by each city is required by the State of Utah. The plan was noted as thorough and well written. Johansen stated this is done annually, and Giles clarified this is a new plan requiring adoption.

Council member Mills motioned to adopt the Emery County Emergency Plan; Council member Jorgensen seconded the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

### **Deposit Policy for Utilities-**

Council discussed implementing a \$150 utility deposit (equal to two billing cycles) to help cover unpaid balances when residents move without notice. The deposit would be applied if an account is left owing. This proposal would require a change to the fee schedule, and a public hearing will be held next month.

### **Discuss how to handle rentals in basement lots and air BNBS**

The council discussed how to handle water and utility connections for rental units such as basement apartments, garage apartments, or other small rental spaces. State law requires cities to address these situations. Other cities charge a separate connection fee for each rental unit, similar to apartments or fourplexes, which do not require water shares but do pay per connection.

Currently, Castle Dale allows “mother-in-law” apartments under ordinance, but there is no clear policy on utility charges. The concern is whether a single meter and overage fees are sufficient, or if each rental should require its own connection. Council members debated whether basement apartments create significant extra usage and noted that some already exist in the city. Airbnb units currently pay a connection fee, and hotels are allowed one hookup per three units.

The proposal is to require one culinary water connection for the property owner and one for each rental unit. The council asked for public feedback during the month before developing a final policy.

### **Discuss pay out of sick/leave vacation at termination**

Auditors noted the city lacks a written policy on how to handle sick leave and vacation payouts when employees leave. Federal law does not require vacation payouts, but under Utah law, vacation time is considered wages and must be paid if earned. PTO, however, is a benefit and does not have to be paid out unless specifically promised in policy.

Currently, Castle Dale's policy is unclear and sends mixed signals—full-time employees accrue vacation, while part-time employees receive PTO. Seasonal workers do not qualify for vacation or health benefits. Council members agreed the city needs a clear, explicit policy to avoid legal risk, noting that other cities have faced lawsuits over this issue.

The council directed Nosh to draft a policy, review it with the mayor, and share it with council members for approval at the next meeting.

### **Website Privacy Policy Notice-**

The state requires all city websites to display a clear privacy policy explaining data collection. Rebecca Norton noted this has been required since 2004, and non-compliant entities will be notified with a timeline to correct it. Orangeville's policy was reviewed and found to meet state requirements. Council member Johansen proposed adopting Orangeville's privacy policy for the city, and the motion was made to adopt it.

Council member Johansen motioned to adopt the presented privacy policy; Council member Mills seconded the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

### **Purchasing policy change for signature on checks over \$1000 change verbiage from mayor to also mayor pro-tem.**

It was recommended by auditors to update the city's purchasing policy to allow the Mayor Pro Tem, in addition to the Mayor, to sign checks over \$1,000. The council discussed changing the verbiage accordingly.

Council member Dorsch motions to add the words mayor pro tem to the purchasing policy on signatures on checks over 1000: Council member Mills second the motion

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

### **Land Use committee- Kerry Lake**

Several business and property issues were discussed, including Thompson property vacating a lot line, the sushi business, short-term vacation rentals, Ryan Ware Retail, Claire's Cookies, JN Auto, Peyton Thomas Auto Detailing, and Little Barn Liquors.

The council also discussed alcohol in the park. State law prohibits liquor in parks, but beer is not classified as liquor. Orangeville has an ordinance prohibiting alcohol in parks. If the city wants to allow it, an ordinance would be needed. Chapter 3 of the zoning manual states that uses of land not expressly permitted are prohibited, so an ordinance would provide legal clarity.

Regarding the Bouldering Festival, the city has an agreement limiting liability. Beer is not sold on premises or advertised and is limited to 2 per person in 24 hours. Age checks are performed, and plainclothes police are present in the park. Committee members effectively manage alcohol control, but the council needs to formally decide whether to allow it.

### **Animal control/code enforcement- Terry Lofthouse**

On Center Street, there was a broken water line which Nosh responded to. On the same day, he received a call from Stewart's about a hummingbird in the store, which he couldn't catch. Over the month, he received 14 calls and made 15 other trips. He captured three cats, and three dogs were surrendered to him. The rest of his time was spent reviewing a compiled list, either in person or via door hangers. Giles asked about in-person interactions, and Terry reported that people were very agreeable. The list included hazard issues, and both Nosh and Terry contacted the relevant parties, with progress happening.

### **Maintenance: Ignacio Arrien**

The high school rodeo was excellent—better than ever—and required little assistance. Annual costs are \$3,800, with about \$1,500 for a single event. Mud was cleaned from three streets, and they are trying to get to the gutters we have been busy. Summer help is ending soon, leaving only Kevin until after Christmas, and two crossing guards were hired for morning and afternoon shifts. Sidewalks by the elementary were ground, and tree removal is planned, with Giles requesting shrubs and trees in front to be removed after watering.

**Fire department:**

Last month, the department responded to call-outs and had one fatality. There were two wrecks and two fires on SR-10 caused by chains, with a reminder to monitor chains to prevent roadside fires. The department sent 15 official fire ordinance letters, which are required to be certified even if discussed in person. About five people responded, two are resolved, and one person received a two-week extension but does not live in town. Sept. 15 to May 15 Burn window opens up.

**Treasurer/recorder report**

Carolyn Montgomery She reported good news: an increase in sales tax of \$6,166.25 and in transportation tax of \$588.28. The report now includes Airbnb data for three months instead of just one.

Rebecca Norton stated Newsletters were sent out this month using an every-door direct method, which is faster and doesn't require a permit. Two new business licenses were issued to Ryan Ware (small liquor and Ware It Grows) and one to JN Auto for vehicle sales.

**MAYOR AND COUNCIL REPORTS**

Julie- She thanked the team for the newsletter and found it informative. She attended a county LAPC meeting where the emergency plan was discussed; Pacificorp noted that power may be cut during fires due to transmission lines, with cities notified if it affects the community. The special service district gave an informational presentation. Neal requested to review the ordinance regarding burial vaults; it was confirmed that existing language covering fiberglass or other materials is sufficient for new polymer vaults, and Johansen noted that if Mitchell's Funeral questions it, the city can clarify that they are accepted. Additionally, efforts to have the school district participate in a "World of Construction" project on six available lots were unsuccessful, as students already leave school at noon on work permits earning \$15-\$20/hour with local contractors. Neal suggested, and she discussed with the board, that the district put the lots up for sale. Since the lots already have infrastructure (curb, gutter, water, sewer, and cable), selling them could benefit the city and support affordable housing.

Mike- He attended the ISO meeting with Nosh, expecting potential issues with a possible downgrade that could raise insurance rates. Nosh was well-prepared with all necessary paperwork, and the official confirmed the rating would remain the same, not penalizing past issues with a previous fire chief. He was impressed with Nosh's performance and complimented him as a valuable asset to the city.

Emily- She thanked the girls for notifying her about the indoor arena funds and noted it will get busy with membership renewals. She is also starting to plan the Christmas party. Giles asked about rodeo club kids' memberships; she explained that attending Tuesday nights doesn't require membership, but other nights do, and she won't change that. Dorsch believes most of the kids do buy memberships. She is busy planning the Christmas party on Dec. 10<sup>th</sup>.

Bradley Giles- A recent flash storm caused heavy water accumulation, identifying five major problem areas, including 5th East and 2nd–4th South. No major flooding occurred, and residents appreciated the city's response. At Magnusons on Main and 5th East, travel lanes were temporarily closed due to high water; blockages were cleared by hand and solutions are planned. Other problem areas include Old Sheriff Hill, J & DS retail (flooded, issue identified), and Esquire Estates Parkway (storm drain plugged, requiring Special Service District intervention). A camera was set up at the sewer dump to monitor issues.

UDOT discussions addressed long-standing traffic concerns: eastbound 4-lane expansion, Hwy 29 and Hwy 10 safety, bridge safety for students, and potential turning lanes. Policy changes may allow UDOT to fund lights at highway intersections.

Castle Dale's water usage exceeded the lotment by 7.5 feet, but the irrigation contract prevents extra cost. Secondary water is scheduled to be shut off on October 15th

Mayor Danny Van Wagoner was excused.

#### **BILLS PRESENTED FOR SIGNATURES**

Council member Johansen motioned to pay the bills; Council member Mills seconded the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

#### **ADJOURN**

Council member Johansen motioned to adjourn the meeting; Council member Jorgensen seconded the motion.

**Result:** Approved

**Ayes:** Julie Johansen, Michael Jorgensen, Bradley Giles, Emily Mills and Joel Dorsch

Meeting adjourned at 8:27 P.M.

9/11/2025

Approved

10/09/2025