



# Regular City Council Meeting

## Minutes

Tuesday, October 14, 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. Mayor Rowley offered the prayer. Mayor Rowley led the Pledge of Allegiance.

Duchesne City Employee Attendees: Jessica North, Cole Harris, Dawn Ayers, Keith Ayers, Aubrey Harris, Cana Ivie

Public Attendees: Janice Shipman, Dea Skewes, Deborah Herron

#### 2. Minutes

##### **Minutes:**

The City Council reviewed the minutes.

MOTION by Council Member Adams seconded by Council Member Hamilton to approve the minutes from Regular City Council Meeting 9/23/2025 and Special City Council Meeting 10/07/2025.

- 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:**

The City Council reviewed the bills.

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

- Council Member Hamilton - Aye
- Council Member Skewes - Aye
- Council Member Adams - Aye

- Council Member Ivie – Abstained (as he will be receiving a check)
  - 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. Rainbow Bridge Pet Memorial - Janice Shipman

**Minutes:**

Janice Shipman presented her idea for a Rainbow Bridge Pet Memorial. She shared that she was inspired by a story of flooding in North Carolina where many pets lost their lives. She explained that the concept allows pet owners to place their pet's collar on a symbolic bridge as a remembrance until they are reunited. Janice proposed locating the bridge on city property, such as the cemetery, a park, the fairgrounds, or another suitable area. She and Kristy would handle the fundraising and seek donations from local builders. The project would include a large informational sign featuring the Rainbow Bridge Poem and a plaque with instructions for placing pet collars.

Janice mentioned there could be some misunderstanding about the meaning of the rainbow symbol and expressed concern about possible vandalism. She noted that a future dog park would be an ideal location. Council Member Baker raised concerns about ongoing maintenance if Janice were to move away, as well as the potential for vandalism. He referenced a prior incident in which a community art project, a painted rock snake had been vandalized.

Council Member Hamilton also expressed concern about the longevity of the project and suggested incorporating the memorial into the Riverwalk area.

Council Member Adams recommended raising awareness and educating residents about the meaning of the memorial. Janice agreed, explaining she would begin by placing her own pets' collars on the bridge.

Council Member Ivie expressed concern that the collars could be stolen or damaged. He also suggested that the project could begin with a simple plaque, with painting or additional decorations added later once the community better understands the concept.

Mayor Rowley cautioned that placing memorials on public property can be complicated, citing a past instance when a monument had to be relocated from city to private property. Janice stated she would consider using her own property if city placement was not possible.

Council Member Ivie added that the Council had previously declined a request to place

oilfield equipment at the cemetery.

Mayor Rowley thanked Janice for her presentation and stated the Council would take the proposal into consideration.

## **8. PUBLIC HEARING - RAP TAX CURRENT STANDING**

### **Minutes:**

Mayor Rowley read the RAP Tax statement and provided an accounting of funds spent from 2013–2025 as follows:

- 2013 – Wallace Park Improvements \$2,754.53; Ballfields \$1,125.00; Veterans Memorial \$33,864.25
- 2014 – Veterans Memorial \$9,240.00; Ballfields \$8,731.41
- 2015 – Ballfields \$30,000.00; Arts Council \$4,000.00
- 2016 – Ballfields \$19,651.08; Pope Museum \$6,600.00; Ball Field Groomer \$14,000.00
- 2017 – Utah Jazz/Bees Program \$4,929.00; Pope House \$1,500.00; Arts \$14,761.70
- 2025 – Christmas Decorations \$14,753.65; Picnic Tables \$22,791.58

Mayor Rowley opened the Public Hearing at 6:21 p.m. to receive comments regarding the RAP Tax.

Public Comment:

- Dea Skewes stated her support for continuing the RAP Tax, noting that it has benefited the community and helped with projects such as the Pope House.
- Deborah Herron also spoke in favor of reauthorizing the RAP Tax, emphasizing its importance in supporting the Duchesne Arts Council.

Mayor Rowley closed the Public Hearing at 6:22 p.m. He noted the RAP Tax renewal will appear on the upcoming ballot, allowing voters to decide. He encouraged residents to help spread accurate information about the tax.

The City Council discussed posting information on Facebook to clarify that the RAP Tax is not a property tax and is only one-tenth of one percent. It is collected on applicable sales within the city, not on groceries, prescriptions, or fuel and applies to anyone making purchases in Duchesne.

## **9. Integrated Water Management, LLC - Surplus Water Sale Agreement**

### **Minutes:**

Keith Ayers, representing Integrated Water Management (IWM), addressed the Council regarding the proposed water contract.

Mayor Rowley explained that IWM has a wash plant located on the hill below the landfill and is in need of additional water. The proposed contract specifies a flow rate of 400 gallons per minute, which equates to approximately 13,000 barrels per day.

Keith stated that at a rate of \$2 per barrel, the total cost would be approximately \$3,000 per day, or \$90,000 per month. He noted that this would be a temporary, one-year contract, renewable annually.

Council Member Ivie expressed concern about the contract language not setting a maximum limit on the amount of water to be sold. He stated that while it references 400 gallons per minute, it does not specify a maximum capacity, which could create problems entering into future water contracts. Mayor Rowley agreed that an upper limit

should be established.

Council Member Hamilton questioned the potential issue of running out of available water for other uses.

Council Member Ivie explained that under the current draft, the City would be obligated to guarantee IWM 400 gallons per minute, preventing additional contracts.

Keith pointed out that the contract does include a clause allowing the City to reclaim the water rights with a 120-day notice if the water is needed for other purposes.

Council Member Ivie stated his concern that the 120-day notice period may be too long.

After discussion, the Council and Keith agreed to include a clause specifying that IWM will not exceed 600 gallons per minute, which equals approximately 22,000 barrels per day. Council Member Ivie calculated that 400 gallons per minute equals 576,000 gallons per day (13,714 barrels) and confirmed with Keith that this amount would not be exceeded. Mayor Rowley confirmed that if the revisions are made as discussed, the contract could be finalized promptly.

Council Member Hamilton stated that the revised version must be brought back before the Council for approval, as the corrected contract must be reviewed by the public before a vote is taken. He proposed that Section 7 of the agreement should read as follows: "During the term of this agreement, and pursuant to the terms thereof, IWM shall divert water from Duchesne City as needed for washing frac sand."

The Council agreed to place the revised contract on the October 28th meeting agenda for further review and possible approval.

#### **10. Duchesne City Office Front Door Fix**

##### **Minutes:**

Myra Young asked if there had been any progress on repairing the front door. The Council discussed that the existing hardware is not compatible with the door. Council Member Baker suggested having Roland Hamilton inspect the hardware to determine what is needed for proper repair.

#### **11. 15-Minute Open Session**

##### **Minutes:**

- Public Comment – Deborah Herron

Deborah Herron, representing both the Duchesne Arts Council and Duchesne County, presented a summary of the Art Exhibit for the Council's review. She shared information on the economic impact and community reach of the event. The exhibit welcomed over 400 visitors, featured 16 individual exhibit events and demonstrations, and attracted attendees from 12 states and 22 Utah cities. Artistic highlights included several sculptures being placed or purchased, including The Flame, which is now located outside the Duchesne City Office building. The rental for The Flame has been paid for two years, and the Duchesne Arts Council hopes to raise funds to make it a permanent installation. Deborah also reported that partnerships were formed with Uintah Basin Technical College, which plans to display two additional sculptures in its art exhibit space. Community engagement included visits from five elementary school classes, as well as attendance by civic leaders including members of the City Council, Senator Ron Winterton, and Representative Christine Watkins, who sponsored the bill designating honeycomb calcite as the Utah state stone. She noted that discussions are underway

about hosting a future art symposium at the Duchesne Events Center, where artists would create pieces throughout the week and the public could observe the creative process. Deborah stated that the exhibit was a great success and mentioned efforts to have some pieces displayed at the Utah State Capitol Building. The Council commented that the exhibit was beautiful and very well done.

- Public Comment – Cole Harris

Cole Harris, with Duchesne City Public Works, provided an update on his progress gathering bids for mower equipment. Cole reported that he has received bids from Holland Equipment in Salt Lake City and is also seeking bids from vendors in Roosevelt, in an effort to keep business within the county. He stated that he is still gathering information and hopes to have all bids ready for presentation at the next City Council meeting. Council Member Hamilton asked what approach he was leaning toward. Cole explained that he does not favor purchasing or leasing a tractor, as the City already has equipment capable of operating mower attachments. He noted that a new tractor would cost approximately \$200,000. Cole shared information he received from a salesman at Big B regarding a state contract lease program used by the county and other entities in the Basin. Under that program, a tractor can be leased for about \$5,100 per year for six months or 250 hours of use, and the mower attachment would cost around \$30,000. A new tractor would be issued each spring. The lease includes strict conditions requiring the City to cover any damages, such as replacing parts for minor scratches. Cole stated he does not recommend the lease program, as the tractor would have limited use beyond mowing, and the City is already leasing a skid steer that could perform the same function with the appropriate implements. He believes it would be more cost-effective to purchase mower attachments compatible with the existing skid steer rather than entering into another lease agreement. Cole will continue gathering bids and plans to present final recommendations at the next City Council meeting.

- Public Comment – Janice Shipman

Janice Shipman addressed the Council expressing concern about ongoing animal control issues within the city. She stated that there are frequent social media posts about stray and aggressive dogs and that she has personally experienced long response times after calling dispatch. Janice suggested adding a public-access outdoor kennel near the existing animal control facility so residents could safely secure found dogs when officers are unavailable. Mayor Rowley clarified that the dispatch number for animal control is 435-738-2424 and explained that Duchesne City contracts with the Duchesne County Sheriff's Department for animal control services. He noted that such a kennel addition would require county approval. Council Member Ivie expressed concern about potential liability issues related to public access to kennels. Mayor Rowley stated that one of the biggest challenges is residents posting about animal issues on social media rather than calling dispatch. Janice stated she would continue to call dispatch despite her prior experience. Council Member Baker added to the discussion, stating that the previous evening a resident reported two dogs running loose in town. He noted this was the third or fourth incident involving the same dogs. He advised the resident to contact the Sheriff's Department (dispatch) and ensure a report was filed, as the city ordinance allows one warning, followed by three subsequent violations before an animal is subject to impoundment. Proper documentation is necessary for enforcement. Council Member Baker reported that a deputy arrived approximately thirty minutes later. Although the animal control deputy

was off duty, another deputy responded, took custody of the dogs, and transported them to the shelter. He further noted that Duchesne City has funds allocated for additional services through the Duchesne County Sheriff's Office but has not recently renegotiated that agreement. He mentioned there is an individual in town willing to serve as a part-time or full-time animal control officer. Mayor Rowley agreed that the city is at a point where at least a part-time position may be necessary. The Council discussed the need to establish job duties, coordinate with the Sheriff's Office, and resolve logistical questions before advertising the position. It was also mentioned that the city may need to consider a temporary holding area if the county shelter is at capacity.

- Public Comment – Cana Ivie

Cana Ivie reported on behalf of Robin Calkins and the Duchesne Christmas Festival Committee. She requested to be placed on the October 28th City Council agenda for further discussion. Cana explained that the committee has encountered some difficulties as preparations are underway for this year's Christmas Festival. She stated that John Crowley advised they must obtain a state permit for the parade and that an official city letter is required to sponsor the event. The letter would allow the group to avoid paying approximately \$1,100 in permit fees, plus an additional \$300 in related costs. The letter must be submitted within a month. Cana requested assistance from the Mayor or Council in drafting and signing the letter. Mayor Rowley stated he would be willing to sign the letter. Once the box is checked on the state permit application indicating the parade is city-sponsored, the fees will be waived. There was further discussion regarding event insurance. Cana clarified that the letter is only for authorization to shut down Main Street for the parade. Council Member Ivie asked if the Sheriff's Department now requires state approval before agreeing to close the road. Cana explained that John Crowley confirmed he is willing to handle the road closure as long as the state permit and city letter are in place. City Recorder Myra Young stated that the Utah Local Government Trust will not cover the parade under the city's policy and that a one-day event insurance would be required. When previously discussed with Nate Zilles, the cost was estimated at \$400-\$500 for a one-day policy. Cana reported that Robin Calkins does not have the funds to cover this cost, noting that she has personally organized and raised funds for the past eight years. Cana explained that TJ Wilkinson, who works for the City of Spanish Fork, has volunteered to assist this year due to Robin's declining health. The group is not an official committee but rather a few residents working together to continue the event for the community and local children. Council Member Baker asked how much additional funding would be needed beyond the insurance cost. Cana stated she was unsure of the overall budget as she is not part of the committee's finances. Mayor Rowley clarified that the purpose of the city's letter is to help legitimize fundraising efforts, not to provide direct monetary donations. It was confirmed the only contribution requested from the city is the traditional hot chocolate and donuts, which the city has provided in previous years and plans to continue to donate. Cana noted that if the parade cannot move forward, she needs to notify Robin immediately, as volunteer coordination is currently underway. Council Member Hamilton asked if the city would need to purchase the event insurance. Mayor Rowley said that would depend on further discussion with the Utah Local Government Trust. Council Member Baker expressed confidence that he could help raise the necessary funds to cover the insurance if needed. Cana also requested a second letter for Lowe's and other donations, which Robin has obtained annually for the past eight years. The



letter verifies her collection of donations for the Christmas Festival and authorizes her to obtain wood materials from Lowe's for the wooden Christmas trees used by elementary students for decoration. Cana clarified that although previous letters indicated Robin was working "under the direction of the Beautification Committee," she is not officially part of that committee she only temporarily uses their account to deposit donations before making purchases. Council Member Baker stated that there have been problems in the past related to bookkeeping and accountability with how donations were handled. He emphasized the importance of correcting those issues and ensuring that all future financial matters are done properly and transparently. City Recorder Myra Young agreed and explained that this arrangement presents a bookkeeping issue, as the city has no formal oversight or control over the Beautification Committee, which operates as a separate 501(c)(3) organization. She stated that in past years, the city's letter instructed donors to make checks payable to the Duchesne Beautification Committee, but because the city has no authority over those funds, it should not be involved in the process. After consulting with Nate Zilles, it was advised that the city should not issue donation letters on city letterhead for that purpose. Mayor Rowley agreed, stating that the city should not provide such letters moving forward. It was determined that any future fundraising or verification letters should come directly from the Beautification Committee, using their own letterhead, since they are the entity receiving and managing those funds. It was agreed that issuing the state permit letter for John Crowley to authorize the Main Street closure is most likely okay. Regarding event insurance, the Council discussed that if the cost is within a reasonable amount, the city may cover it to ensure the parade continues.

- Public Comment - Dea Skewes

Dea Skewes expressed support for continuing the light parade, stating it is a long-standing and well-loved community event that brings joy to residents. City Recorder Myra Young reiterated that the city wants the event to continue but must handle it properly to remain compliant. Council Member Baker agreed, emphasizing the importance of following proper procedures and maintaining accurate financial records. He also reaffirmed his belief that funds can be raised to cover the insurance cost. Council Member Ivie clarified that any fundraising letters should come from the Beautification Committee, not the city, to ensure transparency and accountability regarding donations.

## **12. Book Of Complaints, Concerns And Comments**

### **Minutes:**

There was a thank you card from the Duchesne Arts Council to the City Council & Mayor. Myra Young, City Recorder read it aloud.

Thank you for supporting the September sculpture exhibit. We had over 430 who signed the guestbook. You may be interested to know that several sculptures have remained on exhibit in Duchesne County with plans for a permanent installment at the state capital.

## **13. Mayor And Council Review Of Old Business**

### **Minutes:**

- Council Member Baker – Requested an update on the pig issue. Mayor Rowley stated that, as far as he knows, the pig has gone to slaughter, but he has not

received verification. He spoke with Steve last week, who reported that he has not seen the pig for some time but did complain about a dog barking during the night. Mayor Rowley advised him to contact dispatch to report the barking. Mayor Rowley added that if more residents would report ongoing barking incidents to dispatch, it would allow the necessary documentation to be created so that the city can follow through based on the established history of complaints.

- Council Member Hamilton – Reported on the Airport Overlay Zone Committee. He spoke with Susan Hamilton, who agreed to serve on the committee. Council Members Hamilton and Cody Ivie will also participate. Council Member Ivie suggested that a member from the Planning and Zoning Commission should also be involved in reviewing the Airport Overlay. It was noted that when the overlay was originally passed, it was with the understanding that it would be reviewed again before the end of the year to provide additional clarity. Deborah Herron recommended Duncan Kading for the committee, citing his experience. Council Member Ivie asked whether the meeting needed to be open to the public, and it was determined that a public notice should be issued. The committee meeting was scheduled for November 3rd at 6:00 p.m.
- Council Member Ivie – Requested an update on the Old Farm Road project. Mayor Rowley reported that he was unsure whether the blacktop was completed today, but the work should be finished today or tomorrow. He noted that Aaron Rowley's water service had been shut off to allow for the installation of the line to Doug Reid's connection, which was being completed at the contractor's expense. The paving has reached the Stake Center, but crews have not yet returned to finish. Council Member Ivie asked for confirmation that all lots now have utility hookups. Mayor Rowley confirmed they do. There was discussion brought up on the issue of tree removal, noting it needs to be completed before paving. Mayor Rowley explained that Burdick Paving has faced delays due to asphalt supply shortages. Cole Harris confirmed that crews made it to the end of the road and had to shut off Aaron Rowley's water because, within a 30-foot stretch, there were two water lines, two power lines, fiber, and a fire hydrant. To safely install a trench box, the water needed to be shut off so those services could be moved. Cole asked how far the road would be paved. Mayor Rowley responded that the entire road will be roto-milled and then paved as far as the budget allows. He added that Brotherson's has encountered numerous unexpected issues, some city-related and some not which has limited how far the funding will stretch.

**14. Work Meeting: Discussion of City Projects, Budget and Operational Matters, Council Initiatives, and Other Items Properly Brought Before the Council**

**Minutes:**

There was no work meeting held.

**15. Closed Meeting: Closed meeting of the Duchesne City Council to discuss one or more closed meeting categories based on UCA 52-4-204: (1) character, professional competence, physical, mental health of an individual; (2) pending or reasonably imminent litigation; (3) purchase, exchange, or lease of real property; (4) sale of real property; (5) deployment of security personnel, devices or systems; (6) investigative**



**proceedings regarding allegations of criminal misconduct.**

**Minutes:**

There was no closed meeting held.

**16. Adjournment**

**Minutes:**

MOTION by Council Member Ivie seconded by Council Member Hamilton to adjourn the regular City Council meeting at 7:12 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: 