



NOTICE OF PUBLIC MEETING

TO THE PUBLIC AND RESIDENTS OF VERNAL CITY: Notice is hereby given that the **VERNAL CITY COUNCIL** will hold a regular meeting on *November 5, 2025 at 6:00 p.m.* in the Vernal City Council Chambers at 374 East Main St, Vernal, Utah.

A G E N D A

OPENING CEREMONY

1. Invocation or uplifting thought
2. Pledge of Allegiance

STANDING BUSINESS

3. Approval of the Minutes of the Regular City Council Meeting held October 15, 2025

PUBLIC BUSINESS

POLICY AND LEGISLATION

4. Discussion and consideration of a name for the Pteranodon shade structure - Quinn Bennion
5. Update on Vernal City public communication efforts - Quinn Bennion & Sara Bell
6. Consider the request to transition a seasonal employee to a full-time employee in the Utility Department - Ivan Merrell
7. Consider the declaration of surplus of the old air sweeper - Keith Despain
8. Consider the approval of the 100 N water and sewer contract with Jones & Demille - Keith Despain

STAFF REPORTS

CLOSED SESSION

9. Strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the state or a political subdivision.
10. Strategy sessions to discuss the sale of real property, including any form of a water right or water shares.
11. Discussion of the character, professional competence, or physical or mental health of an individual;

ADJOURN

MEMORANDUM

TO: Mayor & City Council

From: Quinn Bennion, City Manager

RE: Agenda Items for November 5, 2025 Council Meeting

POLICY & LEGISLATION

4. **Discussion and consideration of a name for the Pteranodon shade structure** - Quinn Bennion
- As part of the Cobblersrock Block improvements, a large dinosaur-themed shade structure was installed. In the first round of naming, over 150 name suggestions were sent in. City staff narrowed the list down to the top 20, and 545 responses were received from the community. The top 5 names are Pterance, Terry, Terra Dawn, Petrie, and Psteve. Council will decide on the final name for the shade structure or provide other direction.
5. **Update on Vernal City communication efforts** - Quinn Bennion & Sara Bell - The City is currently using Podium for communications such as water crew notifications, sending notices to utility customers, and answering general questions from the public via links from the website and social media. This system has also been used to notify winners during Holly Days giveaways. In the last 12 months, 539 conversations have been initiated with 162 being new contacts with the majority coming from the Vernal City website. With the goal of being able to send out area specific alerts, Vernal City has been given suborganization access to the Genasys messaging system from Uintah County Emergency Management. Thanks to Heidi at the Emergency Management office for facilitating this communication tool. Through Genasys, staff can send targeted alerts via text and email to specific addresses and sections of the city for items such as water shutoff notifications, street closures, noise ordinances, zoning requests and things that may affect day to day life. Residents are able to add more addresses to their number (work, preschool, home) and select the type of notifications.
6. **Consider the request to transition a seasonal employee to a full-time employee in the Utility Department** - Ivan Merrell - The positive changes seen in the utility department in the last 2+ years are primarily due to hiring the right people. This summer the department brought on a seasonal crew member who fits in the category of “the right people”. The addition of the seasonal employee has enabled focus on key infrastructure projects such as valves and the lining of the 3500 W. transmission line. The Utility Department would like to create a new full time position with the understanding that when someone else leaves in the future, the position would not be

filled. The additional staff hours enables a more proactive approach rather than reactive. The funds will come from the water and sewer fund including the upcoming new water rates.

7. **Consider the declaration of surplus old air sweeper** - Keith Despain - Good news! The new sweeper purchased last year showed up last Thursday. There are plans to run the old air sweeper through the end of the season if it will hang on that long. The warranty on the new sweeper will begin after training and it is put into service - anticipated to be Spring 2026.
8. **Consider the approval of the 100 N water and sewer contract with Jones & Demille** - Keith Despain. An RFP was sent out to seek a design professional to design the 100 N water and sewer project. A selection committee recommended Jones & Demille to complete the work. The City Council agreed with this recommendation at a previous meeting. At this time, the contract is ready for approval. The project includes replacement of the water line (larger diameter) and sewer line (more capacity). The sewer line is at capacity and is a critical infrastructure need. This project is funded at approximately 70% grant and 30% loan from CIB. The loan will be paid with a water / sewer fund.

CLOSED SESSION

9. Discussion about purchase, exchange, or lease of real property, including any form of a water right.
10. Strategy sessions to discuss the sale of real property, including any form of a water right.
11. Discussion of the character, professional competence, or physical or mental health of an individual;

MINUTES OF THE VERNAL CITY COUNCIL REGULAR MEETING HELD,
2 **OCTOBER 15 , 2025** at 6:00 p.m. in the Vernal City Council room, 374 East Main,
3 Vernal, Utah 84078.

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5 **PRESENT:** Councilmembers Ed Long, Robin O'Driscoll, Randel Mills, Ted Munford and Corey
6 Foley and Mayor Doug Hammond.

7
8 **WELCOME:** Mayor Doug Hammond welcomed everyone to the meeting.

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10 **INVOCATION OR UPLIFTING THOUGHT:** The invocation was given by Councilmember
11 Ted Munford

12
13 **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Councilmember Robin
14 O'Driscoll

15
16 **APPROVAL OF THE MINUTES OF THE SPECIAL CITY COUNCIL MEETING HELD**
17 **SEPTEMBER 17, 2025** *Councilmember Robin O'Driscoll moved to approve the minutes of the*
18 *Special City Council Meeting held September 17, 2025. Councilmember Corey Foley seconded*
19 *the motion. The motion passed with Councilmembers Munford, Mills, O'Driscoll, Foley and*
20 *Long voting in favor.*

21
22 **APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD**
23 **SEPTEMBER 3, 2025** *Councilmember Ed Long moved to approve the minutes of the Regular*
24 *City Council Meeting held September 17, 2025. Councilmember Ted Munford seconded the*
25 *motion. The motion passed with Councilmembers Munford, Mills, O'Driscoll, Foley and Long*
26 *voting in favor.*

27
28 **CONSIDER THE APPROVAL OF ANNEXATION OF PROPERTY AT 1787 W 319 S,**
29 **ORDINANCE NO 2025-30 - BRAEDEN CHRISTOFFERSON**

30 Assistant City Manager Braeden Christofferson presented the proposal seeking authorization for
31 annexation of property owned by Gunn Properties LLC. He explained that the parcel will become
32 part of the Trestlewood Development and provided a description of the annexation petition. Mr.
33 Christofferson stated that the application process has proceeded in full compliance with Vernal
34 City Code and Utah State Code. He further noted that the property will primarily be utilized for
35 the construction of a connecting roadway that will enhance transportation access within the
36 development area.

37 Mayor Doug Hammond formally opened the public hearing for comment. There being no public
38 input, Mayor Hammond closed the public hearing.

39 *Councilmember Ted Munford moved to approve the annexation of the property at 1787 W 319 S*
40 *into Vernal City, Ordinance No 2025-30. Councilmember Ed Long seconded the motion. The*
41 *motion passed unanimously with the following roll call vote:*
42
43

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Councilmember Munford..... aye;
Councilmember Mills..... aye;
Councilmember O'Driscoll..... aye;
Councilmember Long..... aye;
Councilmember Foley..... aye

**CONSIDER ACCEPTANCE OF ROW ON MAIN STREET NEAR 1500 WEST FROM
UTSSD - KEITH DESPAIN**

Public Works Director Keith Despain presented a right-of-way item involving a small sliver of land currently under the ownership of the Transportation District. Mr. Despain explained that the parcel measures approximately 3.8 feet by 680 feet and is located adjacent to Main Street, essentially lying beneath the existing sidewalk. He stated that the matter was largely a technical correction, as the Transportation District is not permitted to hold ownership of such property. Mr. Despain noted that it would be more appropriate and practical for Vernal City to assume ownership of the land. Councilmember Randel Mills inquired whether a sidewalk currently exists in that location, to which Mr. Despain confirmed that a sidewalk is present.

Councilmember Corey Foley moved to accept the Right of Way on Main Street near 1500 West as presented. Councilmember Robin O'Driscoll seconded the motion. The motion passed unanimously with the following roll call vote:

Councilmember Munford..... aye;
Councilmember Mills..... aye;
Councilmember O'Driscoll..... aye;
Councilmember Long..... aye;
Councilmember Foley..... aye

**CONSIDER ACCEPTANCE OF ROW ON 1500 WEST: UDOT PIN 21433 PARCEL 104 -
KEITH DESPAIN**

Public Works Director Keith Despain presented the right-of-way item related to the intersection improvement project at 500 North and 1500 West, located approximately one-half mile from the previous item. He explained that the Utah Department of Transportation is preparing pedestrian-friendly improvements in the area and that Vernal City coordinated with BHI Engineering to complete the canal enclosure ahead of schedule in anticipation of UDOT's project next summer. The southeast corner of the intersection lies within Vernal City limits, and the property, currently described to the section corner, will be adjusted to align with roadway use.

Mr. Despain stated that UDOT has worked with the adjoining property owner to deed approximately thirty-three feet by six hundred fifty-two feet to Vernal City, with the northern portion deeded to UDOT. This action will formalize the right-of-way boundaries consistent with the existing roadway. City Manager Quinn Bennion observed that the aerial map appeared to show the boundary along the street, and Mr. Despain clarified that the section line runs through the canal area, extending thirty-three feet outward.

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In response to questions, Mr. Despain indicated there were no liability concerns associated with the transfer and confirmed that part of the pedestrian walkway would likely be included. He explained that the right-of-way has long been recognized as sixty-six feet wide, though the precise ownership varies by location, and this action helps ensure that recorded parcels accurately reflect the actual roadway alignment.

Councilmember Ted Munford moved to accept the Right of Way on 1500 west, UDOT pin 21433 parcel 104. Councilmember Randel Mills seconded the motion. The motion passed unanimously with the following roll call vote:

<i>Councilmember Munford</i>	<i>aye;</i>
<i>Councilmember Mills</i>	<i>aye;</i>
<i>Councilmember O'Driscoll</i>	<i>aye;</i>
<i>Councilmember Long</i>	<i>aye;</i>
<i>Councilmember Foley</i>	<i>aye</i>

**CONSIDER THE APPROVAL OF ORDINANCE NO 2025-28 MINOR SUBDIVISION
REGULATIONS - BRAEDEN CHRISTOFFERSON**

Assistant City Manager Braeden Christofferson presented proposed amendments to update provisions of the municipal code related to final plat recording. He explained that the current ordinance contains outdated language requiring a metes and bounds description, which conflicts with state code and increases costs for applicants. The amendment removes this requirement, making the process more efficient and cost effective.

Mr. Christofferson further stated that the revision shifts the responsibility for recording plats within ninety days from the applicant to the City. He noted that inexperienced applicants often encounter difficulties with this requirement, and the change would allow City staff to assist and ensure timely completion.

Councilmember Ted Munford commented that the amendment appeared straightforward. City Manager Quinn Bennion asked if the change remained compliant with the County Recorder's Office, and Mr. Christofferson confirmed that it did, noting that the County had already verified the process.

Councilmember Ed Long moved to approve Ordinance No 2025-28 Minor Subdivision Regulations. Councilmember Robin O'Driscoll seconded the motion. The motion passed unanimously with the following roll call vote:

<i>Councilmember Munford</i>	<i>aye;</i>
<i>Councilmember Mills</i>	<i>aye;</i>
<i>Councilmember O'Driscoll</i>	<i>aye;</i>
<i>Councilmember Long</i>	<i>aye;</i>
<i>Councilmember Foley</i>	<i>aye</i>

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**CONSIDER THE APPROVAL OF RESOLUTION NO 2025-07, LEAVE POLICY
UPDATE - QUINN BENNION**

City Manager Quinn Bennion addressed the City Council and members of the public regarding the proposed resolution amending the City's employee leave policy. He explained that the update was the result of extensive discussion and review spanning more than a year, focused on ensuring the policy was both reasonable for employees and fiscally responsible for the City. Mr. Bennion stated that two key issues prompted the review: the approach to maternity leave and the accumulation of large leave balances. He noted that some employees had accrued more than one thousand hours of leave, creating a substantial financial liability for the City when employees separate from employment or take extended leave.

Mr. Bennion described the collaborative process undertaken to revise the policy. He stated that an internal committee spent considerable time reviewing the policy in detail before presenting it to department heads, who met several times to provide feedback. The proposal was then reviewed by the Administrative Committee and discussed during three previous City Council work sessions. He explained that the document before the Council represented the final draft, with all proposed changes summarized and highlighted in yellow, and new revisions since the last meeting marked in bold red.

Among the significant changes, Mr. Bennion explained that sick and vacation leave would be combined into a single Paid Time Off (PTO) system, reflecting evolving workplace norms and the increasing challenge of distinguishing between sick and personal leave. The recommendation adjusts accrual to 168 hours annually, aligning more closely with current employee benefits when factoring in a floating holiday. Additional updates include substituting the day after Thanksgiving for Christmas Eve as an observed holiday beginning in 2025, recognizing that many employees work during the City's annual Holly Days event. The cap on compensatory time will be reduced from 240 hours to 80 hours following further discussion with the Council.

Mr. Bennion also noted ongoing discussion regarding short-term disability coverage to provide an additional safety net for employees. Councilmember Ted Munford commended staff for their effort and stated that continued feedback would help refine the policy in future years. Councilmember Edward Long agreed, expressing appreciation for the thorough vetting by both management and the City Council and describing the resolution as a positive step toward maintaining a competitive and balanced employment policy.

Councilmember Ed Long moved to approve Resolution No 2025-07 Leave Policy Update. Councilmember Ted Munford seconded the motion. The motion passed unanimously with the following roll call vote:

<i>Councilmember Munford</i>	<i>aye;</i>
<i>Councilmember Mills</i>	<i>aye;</i>
<i>Councilmember O'Driscoll</i>	<i>aye;</i>
<i>Councilmember Long</i>	<i>aye;</i>
<i>Councilmember Foley</i>	<i>aye</i>

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CONSIDER THE APPROVAL OF RESOLUTION NO 2025-18, AMENDING VERNAL CITY PERSONNEL MANUAL SECTION 5.20.010 HOLIDAYS - QUINN BENNION

City Manager Quinn Bennion explained that Vernal City currently observes eleven holidays and that the proposed amendment would add a twelfth. He stated that the additional day would serve as a floating holiday, allowing employees to select how they wish to use it for a holiday the City may not formally observe.

Councilmember Ted Munford expressed strong support for the change, noting that the day after Thanksgiving has traditionally been a regular workday for many employees and that designating Christmas Eve as a City holiday was an excellent improvement. He remarked that the adjustment provides meaningful benefit to staff and aligns with the community's holiday traditions.

Councilmember Corey Foley moved to approve Resolution No 2025-18 Leave Policy Update. Councilmember Robin O'Driscoll seconded the motion. The motion passed unanimously with the following roll call vote:

<i>Councilmember Munford</i>	<i>aye;</i>
<i>Councilmember Mills</i>	<i>aye;</i>
<i>Councilmember O'Driscoll</i>	<i>aye;</i>
<i>Councilmember Long</i>	<i>aye;</i>
<i>Councilmember Foley</i>	<i>aye</i>

Mr. Bennion expressed appreciation to the staff and Council for their extensive work on the employee leave policy review. He commended the effort as thorough, well researched, and thoughtfully discussed, noting that considerable time and collaboration had gone into developing a balanced and comprehensive proposal for the benefit of both employees and the City.

DISCUSSION ABOUT DISPOSING OF FURNITURE AND EQUIPMENT AT LAMPLIGHTER (MOTEL PORTION) - KEITH DESPAIN

Public Works Director Keith Despain provided an update regarding the disposition of surplus property and furnishings at the Lamplighter Motel site. He reminded the Council that all items at the property had previously been declared surplus and that the former owners were granted a thirty-day window to remove salvageable materials. That window has now closed for the motel portion wrapping around the block. Mr. Despain explained that the City had designated the east and part of the south sections for the owners' salvage access, and while some items were removed, a large volume of furniture and fixtures remain, including chairs, desks, and bedframes. The issue before the Council was how best to dispose of or repurpose the remaining items safely and efficiently.

Mr. Despain outlined five options that staff had discussed: taking no further action and allowing the demolition contractor to handle salvage; hiring an auctioneer to manage a sale; hosting a City-run yard sale; conducting a structured silent auction similar to a recent school district process; or auctioning entire rooms as single lots to limit public access. He noted that each option carried

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advantages and logistical challenges. City Manager Quinn Bennion agreed, emphasizing that any public access to the property must be controlled for safety and security, as previous salvage opportunities had attracted large crowds.

Councilmember Randel Mills asked about the potential value of the items, and Mr. Despain reported that a comparable school district sale generated approximately ten to fifteen thousand dollars. He added that the district's process required security staffing and police presence. Councilmember Corey Foley suggested first inviting local nonprofit organizations such as Project Alley, Thompson House of Hope, and Friends Against Family Violence to select items they could use before opening salvage to others. Mr. Despain supported that approach but reiterated that the second floor would remain closed due to safety concerns. Mr. Bennion agreed that nonprofit access could be accommodated if liability waivers were signed.

Councilmembers discussed additional considerations, including possible National Guard training exercises at the site, which could affect the timeline. Mr. Bennion stated that the City estimates the salvageable materials could have a value between ten and twenty thousand dollars but that labor and liability costs could offset much of that amount. Councilmember Ted Munford suggested exploring opportunities for the National Guard or other groups to assist with cleanup or hauling in exchange for training access. The Council expressed general agreement to allow nonprofit organizations first access to the remaining items, followed by coordination with a demolition or salvage contractor to handle what remains.

STAFF REPORTS

Public Works Director Keith Despain provided an update on the ongoing waterline replacement project along 100 North, managed by Silver Spur Construction. He reminded the Council that when the change order was approved in August, a firm completion deadline of October 31 was established, with liquidated damages to take effect beginning November 1 if paving was not completed. A formal reminder letter was sent to the contractor reiterating this requirement.

Mr. Despain reported that the contractor had proposed using cold mix asphalt as a temporary surface to carry the project through the winter, which would pause the assessment of liquidated damages. Councilmember Edward Long inquired about the potential cost impact, and Mr. Despain responded that while the expense would be substantial, it would not fall on the City. He stated that during a meeting earlier in the day, the project foreman assured staff that all paving work remained on track for completion by the October 31 deadline, though recent weather conditions and rain had caused some delays. Mr. Despain emphasized the importance of maintaining the firm deadline established when the change order was approved.

Vernal City Police Chief Mike Gledhill provided an update on the Police Department's vehicle fleet program. He explained that the department had transitioned from leasing vehicles to a vehicle ownership model. While the change involved initial costs, Chief Gledhill stated that the long-term financial outlook was favorable. In previous years, the City paid approximately fourteen thousand dollars per vehicle annually under lease agreements, and the new ownership program is projected

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264 to save the City well over one hundred thousand dollars in recovered costs.

265
266 City Manager Quinn Bennion commended Chief Gledhill and Public Works Director Keith
267 Despain for their efforts in developing and implementing the new fleet management approach. He
268 noted that the change offers greater flexibility by allowing the City to select vehicles with stronger
269 resale value and adjust future purchases based on market performance. Chief Gledhill agreed,
270 stating that the program provides the department the ability to tailor the fleet to meet operational
271 needs and staff preferences while maintaining cost efficiency.

272
273 Quinn Bennion reported that the City had recently received questions from business and property
274 owners residing outside Vernal City limits who wished to know if they were eligible to vote in
275 City elections.

276 City Attorney Michael Harrington explained that he had researched the matter and confirmed that
277 under both state and federal election law, voting eligibility is determined by an individual's place
278 of legal residence, not by business or property ownership. Therefore, business or property owners
279 who reside outside of Vernal City are not permitted to vote within the City's municipal elections.

280
281 Quinn Bennion provided an update on the employee leave policy and potential options for
282 implementing short-term disability coverage. He explained that two recent policy changes could
283 affect employees' access to short-term disability benefits such as the discontinuation of sick leave
284 donation and the reduction of maximum leave accrual caps. Mr. Bennion stated that the City
285 currently provides long-term disability insurance for all employees, which becomes effective after
286 ninety days. Short-term disability coverage, by contrast, would begin after fourteen days and
287 continue until long-term benefits take effect.

288 Mr. Bennion reported that the estimated annual cost of providing short-term disability coverage
289 for all employees would be approximately fifteen thousand dollars. He said the administration was
290 still evaluating whether the responsibility for such coverage should lie with the City or be
291 employee-funded. He emphasized that no recommendation was being made at this time but wanted
292 to keep the Council informed as staff continue exploring funding options.

293 Councilmember Ed Long asked whether employees contribute to the existing long-term disability
294 program, and Mr. Bennion clarified that it is fully funded by the City. He added that the City could
295 consider offering short-term disability as a voluntary employee-paid option; however, individual
296 enrollment would nearly triple the cost compared to a City-sponsored plan. Another alternative
297 would be a shared mandatory program, in which all employees participate and contribute
298 approximately seven dollars per month, though Mr. Bennion noted that some employees may
299 object to a required deduction. He concluded by reminding the Council that employees still retain
300 a safety net through the ability to bank up to 520 hours of paid leave.

301
302 Quinn Bennion provided an update regarding The Haunt, clarifying that the attraction is not a City-
303 sponsored or City-run event. He explained that while many Vernal City employees volunteer their
304 time to assist with the production, The Haunt operates independently and leases its space from the
305 City. Mr. Bennion reported that the event has experienced an exceptional season, noting that the
306 previous Saturday set a new attendance record with more than one thousand fifty participants in a
307 single night. He expressed appreciation on behalf of The Haunt Committee for the continued

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support and cooperation provided by Vernal City.

Councilmember Randel Mills provided an update from the Sewer Management Board, reporting that construction of the new lift station is progressing, though not as quickly as desired. He emphasized that the project remains on schedule and within contractual timelines, noting its significant impact on Vernal City operations. He explained that the lift station is critical to the City's sewer infrastructure, processing approximately three and a half million gallons of wastewater per day under normal conditions. During the recent heavy rainfall, the system treated nearly seven million gallons in a single day due to stormwater infiltration.

Councilmember Corey Foley added that bypass pumping operations are scheduled to begin later in October and are expected to run for approximately thirty days. He stressed the importance of maintaining uninterrupted operation of the bypass, explaining that any failure could result in serious and immediate consequences. He noted that multiple backup systems are in place and that the process will be staffed around the clock to ensure reliability and compliance with state safety requirements.

Councilmember Mills further explained that Vernal City contributes to the Ashley Valley Sewer Management Board through the City's sewer utility billing, as Vernal is the largest user within the system. He stated that the Board recently reviewed its budget and discussed sewer rates, noting that future adjustments may be forthcoming. He also emphasized that the State of Utah mandates the Board to maintain a reserve fund for emergency infrastructure needs, ensuring financial readiness for major repairs or replacements without delay.

Councilmember Ed Long commended Keith Despain and everyone involved in the production of the Pteranodon shade structure. City Recorder Sara Bell provided an update on the ongoing naming process, noting that she has been coordinating the logistics for public participation. She reported that the City received more than one hundred eight form submissions and nearly seventy comments on Facebook suggesting potential names. These responses were compiled into a secondary form that was distributed to department heads, who reviewed the entries and selected their top fifteen choices.

Ms. Bell explained that the next step will be to release a community poll allowing residents to vote for their top five favorites. Once the community input is collected, the five most popular names will be presented to the City Council for final selection. She stated that the list of fifteen finalists was finalized earlier in the day and that the community poll will be launched later this week, remaining open for several weeks. The top five results will then be brought before the Council at the next regular meeting for a final decision.

ADJOURN: There being no further business; *Councilmember Randel Mills moved to adjourn. Councilmember Corey Foley seconded the motion. The motion passed with a unanimous vote and the meeting was declared adjourned.*

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ATTEST:

Mayor Doug Hammond

Sara Bell, City Recorder

(S E A L)

AWAITING FORMAL APPROVAL

NAMING VERNAL'S PTERANODON

FINAL ROUND



VERNAL CITY 

Out of 545 responses from the community, the top 5 are:

Petrie (125 community votes)

Teri/Terry/Pterry (85 community votes)

Pterrance (82 community votes)

Psteve (36 community votes)

Terra Dawn (32 community votes)



**Jones & DeMille
Engineering**

www.jonesanddemille.com | 800.748.5275

ASSIGNMENT ORDER

In accordance with the General Services Agreement Between Owner and Consultant, dated November 15, 2019 ("Agreement"), Owner and Consultant agree as follows:

Project Information	
Project Name:	Vernal City ▪ 2025 100 North Waterline Replacement
Project Number:	2506-057
Date:	November 3, 2025
Project Manager	Bart Jensen

1. **Services of Consultant.** Consultant's services shall be provided consistent with and limited to the standard of care applicable to such services, which is that Consultant shall provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. Consultant incorporates herein by reference those services set forth in Section A1.01 of Exhibit A of the Agreement and adds the following services specific to the Assignment:
 - a. The Scope of Work:
 1. JDE will follow a logical approach to survey, design, bid, permit, and facilitate the construction of this project in order to meet the goals, schedule, and funding requirements for the City for the replacement of older undersized water and sewer lines as well as the roadway on 100 North, from 1000 West to 500 East.
 - a. The Project includes the following elements:
 - i. Design Phase
 - Draft contract documents, construction specifications and drawings (including the locations of existing utilities, if known)
 - Establish pay limits for aspects of the project (e.g. asphalt replacement, bypass pumping.)
 - Provide bidding package (contract documents, construction specifications and drawings) to potential contractors
 - Answer questions from potential bidders
 - Hold pre-bid meeting
 - Review and assess bids to assist the Client in selecting a qualified, responsible contractor
 - ii. Construction Phase
 - Provide construction management (contract administration, pay request processing, plan approval and operating permit from state if required, RFIs, project closeout, as-built plans.)
 - Meet weekly with city staff and contractor for project updates
 - Help coordinate public outreach to affected individuals and businesses (i.e. public information meeting.)

1535 South 100 West
Richfield, UT 84701
435.896.8266

50 South Main, Suite 4
Manti, UT 84642
435.835.4540

38 West 100 North
Vernal, UT 84078
435.781.1988

1675 South Highway 10
Price, UT 84501
435.637.8266

520 West Highway 40
Roosevelt, UT 84066
435.722.8267

775 West 1200 North
Suite 200
Springville, UT 84663
801.692.0219

1664 South Dixie Drive
Building G
St. George, UT 84770
435.986.3622

7 South Main Street
Suite 314
Tooele, UT 84074
435.268.8089

696 North Main Street
PO Box 577
Monticello, UT 84535
435.587.9100

545 East Cheyenne Drive
Suite C
Evanston, WY 82930
307.288.2005

20 West Main Street
Suite 112
Cortez, CO 81321
970.739.5408

- Be available to respond to issues that arise during construction in a timely manner
- Provide part-time oversight of construction activities, including quality acceptance testing of materials

Assumption and Limitations:

- Current Vernal City Standard Drawings and Specifications will be utilized and referenced in our plans and specifications. Other specifications and standards will be utilized where needed.
- No geotechnical report or study is included in scope of work.
- Engineering Design Report for DEQ is not included in the scope of work and is assumed to have been addressed earlier, if applicable.
- City utility GIS information assumed to be made available to JDE, as well as modeling information from the latest water hydraulic model.
- Assume there are no additional easements or other rights-of-way needed for project.
- Assumes a construction schedule of approximately 24-weeks for contractor to complete project from start of construction. It is assumed that JDE will provide part-time construction phase services coverage during this time. As such, our construction oversight and documentation will not reflect what full-time observation services would.
- Assume a curb and gutter along 100 north, as well as roadway geometry (crown, slopes, etc.) will remain the same and no detailed roadway design will be required.

2. **Owner's Responsibilities.** Provide information requested by ENGINEER in a timely manner.
3. **Times for Rendering Services.** Consultant's services will be performed by October 31, 2026.
4. **Payments to Consultant.** Owner shall pay Consultant for the above assignment as follows:

- a. The total fee for services under this Agreement is **\$417,000**.

Design Engineering (lump sum)	\$ 244,500
Construction Phase Services (hourly)	<u>\$ 172,500</u>
TOTAL	\$ 417,000

Execution of this Assignment Order by Owner and Consultant shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Consultant is authorized to begin performance upon receipt of a copy of this Assignment Order signed by Owner.

JONES & DEMILLE ENGINEERING, INC.

VERNAL CITY

Signature

CFO

Title

November 3, 2025

Date

Signature

Title

Date

