

**CASTLE DALE CITY**  
**City Council Meeting Minutes**  
**October 9, 2025**



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The City Council of Castle Dale, Emery County, Utah, met in an open meeting on October 9, 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:** Doug & Carla Downard, Jim & Annette Vanwagnor, Ruger Henrie, Hollis Henrie, Billene Henrie, Terrence Henrie, Clay & Tammy Oliverson, AnnDee Mead, Axel Mead, Glen Gerber, Bowdie & Kyann Feichko, Gary & Amy Adams

**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 September minutes pending a few changes, Council member Johansen seconded the motion.

**Result:** Approved

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

## **Axel and Ruger Report on Fundraiser for All Abilities Park**

Ruger and Axel organized a fundraiser to support Castle Dale's future all-abilities park. Axel hosted a goat-tying event that raised \$2,000, which was generously matched by Baldoff Excavation and the Gunnie Freeman family, bringing the total to \$4,000. A raffle added another \$2,000, for a grand total of \$6,230 donated to the park project.

Mayor Pro Tem Bradley Giles praised the boys for their impressive efforts, noting the city's excitement for Mayor Danny Van Wagoner's plan to build an all-inclusive playground for children of all abilities. Axel shared that his favorite part was drawing raffle tickets and beating his dad in the goat-tying competition, and both boys expressed their gratitude to everyone who helped make the fundraiser a success.

Castle Dale City extended heartfelt thanks to Axel and Ruger for their generosity.

## **Kimball and Roberts- Audit Report**

Auditors presented the annual financial audit, noting that because the year is nearly complete, they did not perform an in-depth review but issued a clean opinion with no major errors found in the city's financial statements.

Two material weaknesses were identified in internal controls. One involved a \$32,000 invoice that was recorded in the wrong month (July instead of June). The city responded that it will review invoices more carefully to ensure proper year-end cutoff procedures.

In the state compliance report, auditors noted two additional issues:

1. Meeting minutes were not uploaded to the website within three business days of approval as required. The city will implement a checklist to ensure timely posting.
2. General fund expenditures exceeded budgeted appropriations due to unbudgeted UDOT project funds. The city plans to monitor budgets more closely and make necessary adjustments during the year.

Auditors also reminded the council that any fund transfers must be formally approved through a public hearing and budget amendment.

Overall, the audit results were positive, with only minor findings and clear corrective actions in place.

## **Short Term Vacation Rental Policy Amendment**

Changes to our short-term vacation rental ordinance. Is just to approve the direction of section A number 3 the dwelling is not a conjoined home, garden home, or located in the PUD zone. we are in a situation where we are not encouraging short-term vacation rental 3-12.3

Council member Johansen motioned to approve the change in Land Use 3-12.3: Council member Jorgensen seconded the motion.

**Result:** Approved

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

## **Open Public Hearing:**

Council member Mills motioned to open a public hearing to hear comments on the deposit policy for utilities for the city of Castle Dale; Council member Jorgensen seconded the motion.

**Result:** Approved

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

## **Deposit Policy For Utilities**

### **Utility Deposit Resolution (No. 10-9-25)**

Council Member Giles explained that the city has faced significant losses in unpaid utility bills when property owners sell and leave without notifying the city. To address this issue, a new resolution proposes requiring a **\$150 utility deposit** for all new utility hookups or name changes on accounts.

The deposit amount is based on two billing cycles, which average about \$150 in total. The deposit will be **refundable** when the account is closed, or it may be applied to the final bill if the customer chooses. Current customers will not be required to pay the deposit unless their service is shut off for nonpayment, in that case, the deposit must be paid before services are restored.

This new policy aims to protect the city and its residents from future unpaid utility balances and ensure better accountability.

## **Close Public Hearing**

Council Member Jorgensen motioned to close the public hearing; Council Member Mills Seconded the motion.

Council member Jorgensen motioned to approve establishing the deposit policy for utilities to adopt resolution number 10-09-25 ; Council member Mills seconded the motion.

**Result:** Approved

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

**Open Public Hearing:**  
**Utility Connection for ADU**

The council opened a public hearing to gather input on establishing Accessory Dwelling Units (ADUs) within Castle Dale City. Feedback from the hearing will be forwarded to the Land Use Committee to help develop an ordinance.

During discussion, members of the public expressed strong concerns about potential additional utility or connection fees for ADUs, arguing that such fees would amount to double charging and could discourage residents from creating ADUs. They questioned whether ADUs truly place additional strain on city infrastructure.

Council Member Giles explained that the state requires cities to adopt ADU regulations and clarified that the intent is not to impose new connection fees but to cover maintenance costs. Council Member Johansen and others, including Kerry Lake and Terry Lofthouse, voiced opposition to charging extra fees, noting that it could discourage growth and housing options.

The council agreed to have the Land Use Committee review all input, refine the proposal, and bring back a draft ordinance for further consideration

**Close Public Hearing**

Council member Jorgensen motioned to close the public hearing; Council member Mills seconded the motion.

**Result:** Approved

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

## **Pay out of sick leave/vacation at termination**

The council reviewed updates to the employee handbook, focusing on pay adjustments and revisions to vacation and sick time. To simplify and ensure fairness, all leave has been combined into a single Paid Time Off (PTO) system.

The probation period was corrected from 180 days to 90 days, and PTO will now accrue based on tiers and follow the fiscal year (July 1–June 30):

- Tier 1: 2.46 hours per paycheck (64 hours/8 days per year)
- Tier 2: 4 hours per paycheck (104 hours/13 days per year)
- Tier 3: 5.5 hours per paycheck (144 hours/18 days per year)

Employees may carry over unused PTO up to 96 hours, after which any excess will be forfeited. Accrued PTO will be paid out upon termination.

It was also noted that Kevin, who is transitioning from full-time to part-time and will leave in December, has earned PTO hours that will be paid out soon.

Council member mills motioned to approve the change in the employee handbook to change vacation and sick leave to PTO; Council member Jorgensen seconded the motion.

**Result:** Approved

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

## **Return BMX track back to a BMX track**

The council discussed increasing safety concerns about young people, some as young as four or five—riding unregistered motorcycles and other motorized vehicles on city streets, sidewalks, and parks. These activities have caused property damage to both private and city property, including Cheddar Park, the cemetery, and the baseball field, and have raised serious safety issues.

Castle Dale has an existing ordinance regulating off-highway vehicles, but it has not been actively enforced. The State of Utah also passed new regulations, effective May 7, 2025, regarding street-legal all-terrain vehicles, licensing, and equipment requirements. The Emery County Sheriff's Office has reached out to the city and will be meeting with the council soon to discuss enforcing both city and state ordinances.

Public comments noted ongoing nightly disturbances, noise issues, and damage caused by motorcycles and four-wheelers. Council Members Jorgensen, Dorsch, Giles, and Johansen all

emphasized enforcement, public reporting, and installing additional “No Motorized Vehicles” or “no ATVs.” signs in key locations such as Cheddar Park, the BMX area, and the cemetery.

The council agreed to coordinate with the sheriff’s office to increase enforcement and public awareness. Sheriff Huntington plans to share information about the laws on Facebook, and city staff will move forward with installing signage.

Council member Dorsch motioned to re-in-state the BMX track back to a BMX track; Council member Mills seconded the motion.

**Result:** Approved

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

### **Ratify Christmas Décor**

To ratify Christmas decorations an email was sent out to approve the Christmas decorations that have been purchased.

Council member Mills motioned to ratify the Christmas expenditure; Council member Jorgensen seconded the motion.

**Result:** Approved

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

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

The Land Use meeting was brief with one agenda item — approval of a home occupation business license for a traveling welding business. It was approved, and aside from several phone calls, there was little else to report.

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

I provided a report on my activities for the month. I picked up one dog and addressed an issue with a man riding a motorcycle through the cemetery. After speaking with him, I contacted the sheriff’s office, and a deputy handled the situation. He also stated that he didn’t know how many houses there are in Castle Dale, but he has visited 126 of them on the list of violations in the city.

## **Maintenance: Ignacio Arrien**

Most property owners have been contacted regarding the fire ordinances, with only one letter returned due to incorrect ownership. Most properties have been cleaned, with several showing excellent progress. Three locations plan to conduct burns on October 25. One burn near 100 N 200 E prompted a fire department response but is now being cleaned up. Council member Johansen asked if the city was thanking residents for their cleanup efforts; it was noted that Giles and Nosh have personally thanked several people. Follow-up is still needed for properties at 300 S 410 E, the apartment complex, and a few others (three to investigate and four to contact). Additionally, Duston and Jamie will attend snow training in Redmond, Utah, on Tuesday the 14th, with Kevin covering the town.

**Fire department:** Elementary Day for kindergarten will be held next Thursday, with the rest of the elementary students participating in the spring. They requested bringing back the aerial and creating a “lazy river” activity. Three residential burns are scheduled for October. Treyson Tuttle will be enrolling in Wyoming after returning from firefighting and will be submitting billing. One firefighter is currently attending college to obtain a red card certification.

## **Treasurer/recorder report**

**Treasurer stated:** Sales tax revenue is down by \$2,065, and transportation revenue is down by \$218. However, with the new liquor store opening, revenues may improve. During budget training presented by the Utah League of Cities and Towns at Certa, they recommended conducting annual analyses of utility accounts and quarterly reviews of pay schedules to ensure adequate fee collection. Additionally, the Utah State Tax Commission announced that starting January 1, 2026, their administrative charge will increase from 0.65% to 0.80%. A letter detailing the history of this charge is available for review.

**Recorder stated:** This month, a business license was issued to a sushi food truck. I attended a conference themed around “Bigfoot – believing in yourself makes anything possible,” which was uplifting and inspiring. Sessions focus on overcoming obstacles, achieving success, fostering positivity, and building strong social relationships. Topics also included the future role of AI in city recording and the meaning of taking the constitutional oath. It was a valuable experience, and I’m eager to apply what I learned. I’m also preparing the next newsletter and welcome any suggestions for content.

## **MAYOR AND COUNCIL REPORTS**

Julie- A concern was raised about the northeast corner of the cemetery, where a large pine tree has caused poor grass growth and spreading weeds toward nearby lots. Council Member Johansen also asked about perpetual care fees. Council member Johansen suggested removing the pine tree due to the risk of it falling onto Center Street or power lines, while Council member Giles proposed pruning the limbs to allow more sunlight for grass growth. Council member Dorsch agreed to inspect the area. It was noted that the city no longer charges for perpetual care, though older plots may have paid for it.

Additionally, Ty Gardiner from Wolverine Mines mentioned plans to expand to 300 employees by April 2026 (up from 150) and is seeking housing options. He was advised to contact the school board about available lots. Giles added that the city's list could help encourage lot sales and reduce maintenance burdens.

Mike- On Sunday, two loose dogs—a German Shepherd and a yellow Lab—were reported being aggressive near East 800 North. Council member Jorgensen took care of the situation during conference, later informing Terry. The dogs belonged to residents north of Lael White's area, who were unaware the dogs were out but were cooperative and resolved the issue. It was also mentioned that these dogs had reportedly killed a small dog recently. Jorgensen asked about any recent goat complaints, and Terry confirmed there had been none.

Emily- She informed the office to expect many calls about membership renewals and thanked staff for the email updates that helped her stay organized. She also mentioned that a Santa has been arranged for the Christmas party.

Bradley Giles- had nothing to report on.

Mayor Danny Van Wagoner was excused.

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

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

**Result:** Approved

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

#### **ADJOURN**

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

**Result:** Approved

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

Meeting adjourned at 8:35 P.M.

10/09/2025