



Regular City Council Meeting

Minutes

Tuesday, November 18, 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 Ivie offered the prayer. Mayor Rowley led the Pledge of Allegiance.

Duchesne City Employee Attendees: Jessica North, Stephanie Skewes, Lane Genereuax, Zack Bertola, Marty Herrera, Cole Harris

Public Attendees: Deborah Herron, Jodi Pennington, Brittany Bertola, Karie Morrill, Dylan Morrill, Shelley Brennan, Traci Herrera, Mark Nielsen, Heather Ivie, Janice Shipman, Susan Hamilton

2. Minutes

Minutes:

The City Council reviewed the minutes.

MOTION by Council Member Ivie seconded by Council Member Adams to approve the minutes of 10/28/25 with corrections.

- 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 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:

The Council reviewed the Business License issued to Rowley Electric LLC., Marcus Rowley.

6. Planning And Zoning

Minutes:

Planning and Zoning will hold a public hearing on the 24th.

Council requested clarification on whether the hearing would address a single lot or the entire three blocks. Planning and Zoning Secretary Deborah Herron stated that the commission will only be reviewing one lot, as the variance request pertains specifically to that parcel and that is the item formally before them.

Mayor Rowley reminded her that the Council had previously assigned the commission to review all three blocks and two lots. Deborah reiterated that the commission is proceeding with the variance because that is the requirement at this time and the direction given by Chairman Duncan Kading.

She noted that the broader review will be addressed at a later date, but the variance must be handled now.

7. Canvass of the General Election

Minutes:

City Recorder Myra Young, serving as the election officer for Duchesne City called to order on Tuesday, November 18, 2025, at 6:08 pm, the official canvass of the 2025 General Municipal Election held on November 4, 2025. The following board of canvassers are present: Bryce Hamilton, Matt Skewes, Jennifer Adams, Cody Ivie, Jason Baker, and Rodney Rowley. A quorum is present.

The official canvass report was presented. The report confirmed that the election was conducted in compliance with Utah Code Title 20A, Chapter 4, and all ballots had been verified and counted.

Certified Vote Totals

Mayor (4-year term)

Deborah V Herron – 299 votes - Elected

Jason Andrew Baker – 236 votes – Eliminated

Overvotes 0 Undervotes 6

Total Votes 535

City Council (2 seats, 4-year term)

Marty Anthony Herrera – 369 votes - Elected

Mark Eugene Nielsen – 268 votes - Elected
Jenny Adams – 224 votes - Eliminated
Dawnette Browning – 168 votes – Eliminated
Overvotes 0 Undervotes 51

Total Votes 1,029

RAP Tax

For – 323 votes – Approved

Against – 200

Overvotes 0 Undervotes 17

Total Votes 523

The City Council, acting as the Board of Canvassers, hereby certifies the results of the Duchesne City 2025 Municipal General Election.

MOTION by Council Member Hamilton seconded by Council Member Adams to certify the official results of the 2025 Municipal General Election Canvass Results as presented.

- 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.

The City Recorder/Election Officer will transmit the official canvass certification to the Lieutenant Governor's Office in accordance with Utah Code §20A-4-306 and ensure that notice of the certified results is published as required by law.

Myra took a moment to express her appreciation to those who contributed to the success of the election. She recognized the Duchesne City staff for their teamwork and willingness to assist wherever needed, and extended sincere thanks to the poll workers, Kathy Heaps, Sharollette Ivie, Marsha Peatross, and Michelle Lewis, whose efforts were essential to the election process. She also thanked the County Clerk's Office for their knowledgeable guidance and support, as well as the Canvassing Board for their service and commitment to the community. Myra expressed gratitude to the citizens of Duchesne City for their participation, noting an impressive voter turnout of 64.1%. She gave a special and heartfelt acknowledgment to Deputy Recorder Jessica North, commending her for her tireless work, professionalism, and unwavering focus throughout the election. Myra noted that Jessica's dedication and sense of humor were invaluable during long days and even longer evenings, helping ensure a smooth and successful election.

Following the certification of the election results, Certificates of Election were presented to the following candidates Deborah V. Herron, Marty Anthony Herrera and Mark Eugene Nielsen, certifying their elected positions. On behalf of Duchesne City, the Recorder congratulated the newly elected candidates.

8. Crescent Uinta, LLC - Agreement for purchase of water

Minutes:

Mayor Rowley presented the Crescent Uinta, LLC agreement for approval, noting that it is essentially a renewal of the existing agreement from prior years. Council Member Ivie questioned the rate listed, noting that Crescent Uinta, LLC is being charged \$0.18 while

Integrated Water Management, LLC was charged \$0.23 under a new agreement approved a few weeks earlier. He expressed concern that if rates have increased, they should be applied consistently across all similar agreements. Mayor Rowley explained that the difference is due to Integrated Water Management entering into a new contract, whereas the Crescent Uinta, LLC agreement is a renewal of an existing one. MOTION by Council Member Ivie, seconded by Council Member Hamilton, to approve the Crescent Uinta, LLC Water Purchase Agreement with an amendment adjusting the rate from \$0.18 to \$0.23.

- 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.

9. Animal Control Officer Posting and Logistics

Minutes:

Mayor Rowley opened the discussion regarding the Animal Control Officer position and invited council input.

Council Member Hamilton noted that winter is typically a slower season and questioned whether the city crew could manage animal control duties temporarily, delaying the hiring process until spring.

Council Member Adams expressed concern about the extensive training required for the position and suggested beginning the hiring process sooner rather than later.

Council Member Baker stated that members of the public are requesting immediate action and expect issues to be addressed now.

Council Member Ivie emphasized the need to clearly define the position's hours and expectations before hiring. He noted that the City's policy identifies part-time as 29 hours per week and asked how those hours would function alongside the existing county contract. He stressed that past issues arose because expectations were not clearly defined.

Council Member Baker responded that the intent is to keep the position at 29 hours per week and that any off-hour calls would default to the county under the existing contract.

Council Member Ivie reiterated that expectations and parameters must be clear and not left to employee discretion, especially for response times and duties.

Mayor Rowley added that response needs will vary depending on the situation and type of animal involved. He noted recurring issues, particularly in certain neighborhoods where dogs are let out after dark, leading to early-morning problems. The role will require some on-call availability.

Council Member Adams raised concerns about the lack of available shelter space, stating that impound capacity must be addressed.

Council Member Baker restated previous discussions: if shelter space is unavailable, the animal may be released back to the owner with a fine; if an animal is vicious or involved in an attack, increased penalties would apply.

Mayor Rowley stated that any dog impounded will be required to have a city dog license before being released back to the owner.

Council Member Ivie asked whether defined hours need to be included in the job posting. Myra clarified that specific hours would be established during interviews and onboarding.

Council Members Ivie and Adams agreed that the issue should move forward promptly. While they understand Council Member Hamilton's point about workload, winter weather can quickly shift the crew's availability.

Council Member Baker stated that additional discussion is still needed but time was limited in this meeting. He identified the need for clarification on the sheriff's office response obligations under the county contract, expectations for each entity, and final determination of impound arrangements.

Mayor Rowley stated that training does not need to be completed prior to hire but would be required within a defined timeframe. He suggested holding a work meeting or redlining the outstanding items before the November 25 meeting. He also advised the Council to read through the ordinance and fee schedule and make any necessary revisions to discuss. If items are finalized by next week, Myra can proceed with advertising the position.

It was noted Council Member Baker will be absent on the 25th. Council Member Baker reiterated the need for defined hours and stated that assigning the responsibility to the city crew is not feasible due to liability and required training.

The holding facility issue was discussed again. The council noted that if contracted shelters are full, the City will need a fee schedule for such situations and reaffirmed that the City cannot legally house animals in the chain-link area of the city yard and will not be constructing a facility.

Myra reminded the council of the need for a contract with a veterinarian for euthanasia services. Mayor Rowley stated there is a verbal arrangement with Castle Valley Veterinary, and Council Member Ivie requested the Mayor follow up to formalize it. Communication with the county was identified as another essential item. Myra stated that if the council is satisfied with the job posting, the City can advertise the position while the council finalizes the operational details. Applications can be collected, and once logistics are settled, interviews and hiring can move forward.

Council Member Baker emphasized the seriousness of animal control responsibilities and the importance of minimizing liability by ensuring all procedures and expectations are in place. Mayor Rowley asked the council to thoroughly review the ordinance and fee schedule and make any necessary revisions to discuss at the 25th meeting.

Next Steps for the Animal Control Officer Position

1. Define Position Hours & Expectations

- Council to finalize the specific part-time schedule (up to 29 hours/week) and response expectations.

1. Review Ordinance & Fee Schedule

- Council members to review and propose updates to the animal control ordinance and related fee schedule.

1. Clarify County Contract Responsibilities

- Determine the county's coverage during off-hours and outline mutual expectations with the Sheriff's Office.

1. Confirm Shelter/Impound Arrangements

- Identify available impound options and establish procedures and fines for situations when shelters are full.

1. Veterinary Contract

- Mayor to follow up with Castle Valley Veterinary to formalize euthanasia and related service arrangements.

1. Training Requirements

- Establish training timeline for the future hire and ensure expectations are documented.

1. Scheduling for Further Discussion

- Council to redline outstanding items and be prepared for discussion at the November 25 meeting (work meeting may be scheduled if needed).

1. Application & Hiring Process

- Myra to post the job. Begin collecting applications; interviews will proceed once logistical and operational details are resolved.

10. Ball Field Light Bids - Zack Bertola

Minutes:

Zack Bertola, Recreation Maintenance/Public Works, presented a proposal to upgrade the existing wooden-pole lighting system at the Northwest Ball Field. The current lights are outdated, several fixtures are broken, and the poles originally installed in 1987 are approaching 40 years old. Poles are tested every 10 years, and one pole recently failed inspection. Moon Lake Electric has replacement poles in stock, and one new pole is included in the bid. Zack provided two options:

- 1. Retrofit Option – Replace 26 lights using the existing wooden poles and old fixture housings. Cost: \$24,460

He explained this would bypass original transformers and install LED bulbs into the old assemblies. However, many housings are cracked or weather-damaged, and covers and seals are failing. Replacement parts would be difficult to find, and the long-term reliability of the retrofit is uncertain.

- 2. Complete Replacement Option – Install all new LED fixtures, including full assemblies, using the existing poles (with one replacement pole included). Cost: \$54,511

This option resolves current safety issues, improves electrical reliability, and provides consistent field lighting. It also reduces fire risk and avoids having players finish games in the dark. Improved lighting would expand field use for practices, travel teams, and potential tournaments.

Zack stated that the retrofit may become more expensive over time due to failing housing and unknown bulb life, while the new system provides long-term stability and safety. Cole Harris, Public Works, added that when Jessen Electric inspected the fixtures, they confirmed that using the older housing without proper covers could lead to frequent bulb failures and escalating maintenance costs.

Council Member Ivie asked how much additional lifespan the retrofit would provide before the City would need to invest in a full replacement. Cole indicated it was unknown and likely limited.

Council Member Hamilton expressed concerns about the cost difference, noting that the additional \$30,000 required for the full replacement could cover a substantial amount of maintenance and repairs. He stated that, if this were a personal expense, most individuals would likely opt to repair the existing fixtures rather than replace the entire system.

Cole and Zack explained that the system cannot be repaired one fixture at a time and that seven lights are currently non-functional. Even if retrofitted, the light levels would remain inadequate for safe play.

Council Member Baker reminded the Council that funds from the sale of the bowling alley and Pope house were designated for recreation improvements. Given increased use of the fields, requests for tournaments, and ongoing issues over several years, he felt the full replacement was the better long-term investment. Cole added that upgrading the lights shows pride in City facilities rather than patching aging equipment. MOTION by Council Member Adams seconded by Council Member Baker to approve the Complete Replacement Option for the Northwest Ball Field (\$54,511).

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

Motion carried by majority vote.

11. Cemetery Issues - Jessica North

Minutes:

Deputy Recorder Jessica North reported that a resident recently came in upset due to her husband's headstone being backed into causing damage. She explained that incidents of individuals driving on the grass typically during high-traffic holidays such as Memorial Day and Veterans Day have resulted in emotional interactions with families and staff, and the City needs to consider possible preventive measures. Jessica and Recorder Myra Young discussed potential options and consulted Cemetery Supervisor Cole Harris for input.

Council Member Ivie asked who was driving on the grass. Jessica stated it is generally the public, noting a recent incident in which an elderly woman drove to the middle of the cemetery to visit a loved one, then struck the Mitchell headstone while backing out. Ivie questioned whether people are driving in to unload items or if youth are involved. Cole explained that holiday congestion is the primary issue; when visitors become blocked in, they attempt to maneuver around others, leading to damage. He emphasized that cemetery staff drive on the grass only when absolutely necessary and maintain the highest respect for the grounds.

Cole expressed concern that permanent fencing or curbing would hinder cemetery operations, especially when graves must be accessed for digging near the pavement. The Council discussed alternatives, including placing permanent signs at key points and adding temporary signs closer together during major holidays to deter vehicles. Cameras were also briefly mentioned. Jessica noted that when families come in distressed, they want assurance that the City cares and is taking action. Even simple steps such as installing signs would demonstrate that effort.

Council Member Adams asked whether the individual who damaged the Mitchell

headstone was held responsible. Mayor Rowley stated she was not; the family handled the repair themselves due to the tense circumstances. Jessica added that the City provided the family with contact information for a company that could assist with headstone repair.

Mayor Rowley supported installing “No Driving on Grass” signage at multiple locations. Council Member Ivie recommended starting with signs and, if problems continue, considering the addition of fines. Cole shared that he has encountered teens attempting to drive around him while he is working, reinforcing the need for deterrents. Council Member Baker suggested using an attractive temporary barrier between signs during high-traffic periods. Jessica mentioned decorative temporary cemetery fencing that is easy to place and remove.

Mayor Rowley directed staff to move forward with ordering signs. Council Member Ivie suggested sandwich-board-style signs for visibility. Cole will coordinate with Jay to review signage options and proceed with the order.

12. 15-Minute Open Session

Minutes:

Heather Ivie of Kinder Morgan provided an update on the proposed easement across Duchesne City Airport property. She has been working with Mayor Rowley, and negotiations are progressing well. Heather stated she asked to be removed from the agenda this week because the agreement is not yet ready for signatures and her management had a question regarding the annual permanent easement rate of \$0.18 per square foot. She noted that Crescent Uinta paid \$0.12 per square foot in prior agreements and asked whether there was any flexibility to adjust the Kinder Morgan rate.

Mayor Rowley explained that the City must comply with FAA requirements tied to federal funding. One of those obligations is that the City must maintain consistent and equitable rates for all airport property, including hangar leases and easements. For that reason, the annual fee must remain consistent and cannot be replaced with a lump sum. However, he indicated the City may be able to consider reducing the rate to \$0.12 per square foot to align with previous agreements.

Heather stated that her management requested she ask about the possibility of lowering the rate due to the long-term cost of approximately \$56,000 annually. She noted that Kinder Morgan typically pays significantly less for comparable easements; for example, a major compressor station located on a 20-acre pad pays roughly \$10,000 per year.

Mayor Rowley reiterated that while the City must maintain annual payments for FAA compliance, adjusting the rate to \$0.12 per square foot may be workable. Heather agreed this would be more in line with industry standards and would report back to her management.

Heather also indicated Kinder Morgan may explore reducing the width of the permanent easement to minimize impact. Their standard easement width is 40 feet, but they already reduced this project to 30 feet and may be able to reduce it further to 20 feet, though this may require expanding the temporary workspace for construction safety. Mayor Rowley stated that a reduced permanent footprint would be preferable. He also explained that the City invests approximately \$100,000 per year into the airport and relies on lease and easement revenues to help offset those costs. Because the airport does not generate profit, maintaining fair and consistent rates is important to

meeting FAA funding obligations. Heather thanked the Council for their consideration and confirmed she has requested placement on next week's agenda in anticipation of bringing forward a finalized agreement for action.

13. Book Of Complaints, Concerns And Comments

Minutes:

There were no complaints, concerns & comments recorded in the book.

14. Mayor And Council Review Of Old Business

Minutes:

- Council Member Ivie requested an update on the Old Farm Road project. Mayor Rowley reported that the contractor is still working through their final checklist. He recently met with Elaine, who will be obtaining pricing for sod installation in front of her property. He added that the contractor is addressing various corrections, including several pavement areas that are not up to the expected standard and other issues identified during the review.
- Council Member Ivie asked what the next steps are following the voter reauthorization of the RAP Tax. City Recorder Myra Young stated she will contact the Utah State Tax Commission the following day. She has already informed the Commission that the City completed its canvass tonight, providing certified results, and will follow up to determine the process moving forward.

Mayor Rowley noted that the Legislature has not yet decided how to address the years in which the City was out of compliance with RAP Tax requirements. Council Member Ivie questioned why this remains an issue given that voters reauthorized the tax. Myra replied that the certified election results may influence the Legislature's decision. She added that once all municipalities complete their canvasses today being the final deadline she expects the Utah League of Cities and Towns to begin coordinating with affected cities, as they have done previously.

- Council Member Baker asked for clarification regarding the school ball fields and whether they are being annexed into the City. He noted seeing a large annexation map on the front desk earlier in the day. Mayor Rowley confirmed that the annexation process had been initiated and had gone through Planning and Zoning; however, he was unsure whether Ryan Allred or County staff member Kitzy identified an issue. He originally believed the City had signed the plat and submitted it to the Lieutenant Governor's Office, but a new version of the map appeared on his desk that morning.

Council Member Ivie recalled that the Council had discussed the annexation previously and believed it had already been completed. Council Member Baker agreed, noting that the Council had coordinated with the school regarding water and sewer services for the fields and facilities, and he thought annexation had been finalized more than a year ago. Mayor Rowley explained that annexation is a lengthy process involving review at multiple levels, but the plat received today did not appear to be the finalized version expected back from the Lieutenant Governor.

During public comment, County Recorder Shelley Brennan stated she had not seen an annexation plat and clarified that it should have been submitted as a local entity plat. She asked whether the property being annexed is owned by the school district; the Mayor confirmed it is. Shelley explained that four items must be submitted and

recorded for an annexation to be complete:

1. The certificate from the Lieutenant Governor's Office
2. The letter of intent
3. The ordinance or resolution approving the annexation
4. The final plat

She emphasized that all four documents must be recorded in her office before the annexation is official. Mayor Rowley stated his understanding was that the City had already completed the necessary steps and was only waiting for the final plat map to be returned from the Lieutenant Governor's Office.

- Mayor Rowley asked if the Council had an opportunity to view the new fence installation at Wallace Park. Council Member Adams commented that it looks very good. The Mayor noted there is an issue with one gate that still needs to be addressed, and the project will be considered complete once that correction is made.

Council Member Ivie asked how many times the contractor struck the water line during installation. Mayor Rowley responded that it occurred at nearly every post. Zack Bertola added that the south side of the fence appears to have been built over an old, inactive line, but this will not be fully known until spring when the system is turned back on. He confirmed that the far north portion involved an active line that was hit during construction.

- Council Member Adams thanked Lane for his work on the Duchesne City sign located out front, noting that it looks excellent. It was stated that Jace completed the white base painting, and Lane added the detailed lettering for "Duchesne City."

15. 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.

16. Closed Meeting: Closed meeting of the Duchesne City Council to discuss one or more closed meeting categories based on UCA 52-4-2-4: (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 a closed meeting held to discuss personnel.

17. Adjournment

Minutes:

MOTION by Council Member Baker seconded by Council Member Ivie to adjourn the regular City Council meeting at 7:16 pm and go into closed meeting to discuss personnel.

- 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*

Contact: Myra Young (myoung@duchesnecity.com 435-738-2464) | Minutes published on 12/11/2025, adopted on 12/09/2025