



Regular City Council Meeting

Minutes

Tuesday, November 25, 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. Jason Baker was absent. Council Member Adams offered the prayer. Mayor Rowley led the Pledge of Allegiance.

Duchesne City Employee Attendees: Jessica North, Stephanie Skewes, Lane Genereuax, Zack Bertola, Cole Harris, Doug Fouse, Jay Garritson, Jase Harris
Public Attendees: Chuck Richins, Dylan Morrill, Karie Morrill, Jodie Pennington, Shelley Brennan, Pamela Helms, Sally Garritson, Janet Jenkins, Melinda Larsen, Duncan Kading, Amber Richardson

2. Minutes

Minutes:

There were no minutes to review.

3. Bills

Minutes:

The City Council reviewed the bills.

MOTION by Council Member Hamilton, seconded by Council Member Adams 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 - Absent

Motion carried by majority vote.

4. Business License

Minutes:

There were no business licenses to report to the City Council.

5. Planning And Zoning

Minutes:

Chairman Duncan Kading reported that the draft Subdivision Ordinance, including all Planning and Zoning comments, will be submitted to the Council by December 1 for review. The ordinance has been under development for most of the year, and the Commission is working to move it forward.

Duncan provided an update on a rezone request submitted by Karie Morrill. A public hearing was held on November 24th at the Planning & Zoning meeting. He explained that City Code 10-1-6(C) states that if the Planning Commission does not make a recommendation within 30 days of the application, the request is deemed approved unless an extension is granted by the City Council. The application has been pending for approximately six months, and no extension was made; therefore, the request moves to the Council as recommended for approval.

The Council discussed that earlier recommendations from Planning & Zoning included moving away from variances and toward the use of conditional use permits and potentially rezoning all residential areas at once. This shift in approach contributed to the delay in forwarding the current application. Duncan clarified that the current request is a zoning map amendment and is not eligible for a conditional use permit and must be processed as a zoning map amendment under current code.

Duncan noted that City Code 10-1-6(D) appears to require a public hearing before the City Council. There was discussion regarding whether an additional public hearing is required at the City Council level. Mayor Rowley stated his understanding was that only one public hearing is required and that the public hearing held at the Planning & Zoning level satisfies that requirement.

There was discussion regarding the noticing period; however, to prevent additional delay to the applicant, the Council agreed to hold the public hearing on December 16. Public comment, Jodie Pennington, stated that the applicants believed their earlier meeting with the City Council served as the first required public hearing.

The Council acknowledged that the delay resulted from broader zoning discussions and process confusion. The Council apologized for the confusion and delays.

6. CIB Closing - Chuck Richins/Eric Johnson

Minutes:

Chuck Richins with Horrocks Engineering reported on the Phase B infrastructure project. Funding was awarded in June, and all work completed afterward is eligible for reimbursement once the loan closes. The project has been bid; however, loan closing is delayed due to questions from CIB staff regarding whether a tribal consent letter is required.

Chuck explained there has been ongoing confusion between Bond Counsel (Eric Johnson) and the City Attorney (Ethan Smith) regarding the necessity of the letter. He noted that inconsistent communication has made it unclear whether the requirement is coming from CIB, Bond Counsel, or both. Mayor Rowley confirmed that CIB staff is requesting clarification on the issue.

The contractor, Silver Spur, is pressing to begin work. Chuck stated that historically the City has begun previous phases before loan closing, and CIB staff had indicated at the last closing that early work could have been allowed. However, Council Members expressed concern about starting prior to securing funding, especially if CIB declines the loan due to unresolved tribal concerns.

Mayor Rowley explained that CIB's caution appears to stem from a tribal letter received by Myton during a recent project and the ongoing joint lawsuit involving both cities. Council Members discussed possible implications, including potential UTERO tax requirements.

Chuck reported that the contractor has already begun fabricating manholes, which will be required regardless of the outcome. The contractor wishes to begin mobilization, but Council Members felt they could not authorize additional work until the tribal issue is resolved.

The City Attorney is preparing a letter requesting placement on the January 8 CIB Board meeting agenda so the City, the incoming Mayor, and legal counsel can present the City's position. Council Members agreed that no further work should begin until after that meeting and after receiving clear direction from CIB. Mayor Rowley will contact CIB staff for additional clarification.

7. Duchesne Christmas Festival/Event Insurance - Robin Calkins

Minutes:

Mayor Rowley noted that Robin Calkins, Christmas Festival Coordinator, was not present and asked if anyone was in attendance representing her or the committee. The Council discussed the festival's insurance needs. It was suggested that the item remain on the agenda and that the City cover the insurance cost, as it would address the liability concerns previously discussed. Mayor Rowley reported that office staff has created a rental checklist for the Mickelson Building to help standardize the process. There had been some confusion regarding rental fees, particularly related to cleaning responsibilities. He noted that the building key is specialized and costs approximately \$50 to replace; however, the City waived the \$30 key fee for this event. He also mentioned that although removal of the carpet has been considered, it cannot be completed before the upcoming event.

MOTION by Council Member Ivie, seconded by Council Member Hamilton, to approve the payment of \$522.15 to Service Insurance Agency for event insurance for the Christmas Festival.

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

Motion carried by unanimous vote.

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

Minutes:

Mayor Rowley asked if the Council had a chance to review the requested changes to the Crescent Uinta, LLC agreement.

MOTION by Council Member Ivie, seconded by Council Member Hamilton, to approve the Crescent Uinta, LLC Water Purchase Agreement with the updated changes.

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

- Council Member Ivie – Aye
- Council Member Baker – Absent

Motion carried by unanimous vote.

9. Public Works Year End - Lane Genereaux

Minutes:

Public Works Director Lane Genereaux provided an update on several accomplishments and equipment improvements completed during the year. He expressed appreciation to the City Council for supporting the purchase of needed equipment, including the new boat used at Strawberry Cemetery, noting that cemetery maintenance operations ran more smoothly this year as a result. Additional upgrades such as the new snowblower and brush hog are expected to further enhance department efficiency.

Lane reported that Jessen Electric has been contacted to begin work on the ball field lights and that staff is very enthusiastic about this project. He also noted improvements completed on the Main Street fence, which have increased safety and aesthetics.

Lane stated that 2025 has been a challenging year for the department, with staffing shortages for the first few months of the year requiring a significant workload to be managed by a three-member crew where Jay and Cole stepped up tremendously. He recognized all staff members for their dedication and contributions:

- Doug Fouse – Hired to assist with cemetery operations; Lane reported receiving numerous compliments on cemetery maintenance this season and expressed his appreciation.
- Zack Bertola – Recognized for his efforts in park and ball field maintenance. Lane noted the ball fields are in the best condition he has seen in many years.
- Jay Garritson – Commended for his reliability and extensive contributions, including work on the sewer lagoons, where we can go three or four days, street signs, and various after-hours needs.
- Cole Harris – Acknowledged for his growth and performance in managing water and sewer projects and coordinating with contractors under challenging circumstances. Lane has leaned a lot on Cole this year and he has done an excellent job.
- Jace Harris – Recognized as a part-time employee who was hired this year and who has taken on numerous responsibilities following staffing changes, including flower maintenance, cemetery care and general assignments. Lane commended him for consistently completing tasks without hesitation.

Lane concluded by thanking the City Office staff, stating that Public Works relies heavily on their assistance and communication and expressing appreciation for their ongoing support.

10. Animal Control Officer Posting and Logistics

Minutes:

Mayor Rowley asked the Council if they had reviewed the materials provided and whether there were any questions or comments regarding the proposed structure for a 29-hour part-time Animal Control Officer position.

The Council discussed the qualifications needed, noting that hiring an off-duty or

retired POST-certified officer would be preferable, as POST certification is required for issuing citations. The Mayor stated that while non-certified personnel could issue warning letters, citation authority would need clarification.

The Council reviewed the proposed 29-hour work schedule and job structure. Council Members agreed that the plan was well thought out, with only a few items requiring further clarification, including coordination with the county and establishing veterinarian and holding facility arrangements.

The Mayor reported that the county shelter has available space but further confirmation from the Sheriff's Office is needed. It was noted that Council Member Baker had planned to follow up with the Sheriff regarding this matter. Council will consult with Baker to confirm whether contact has been made with the Sheriff's Office.

The Council agreed that coordination with the county and the veterinarian who is willing to assist with euthanasia when notified is essential before finalizing operations.

Required training for the position is online and self-paced, typically completed within 4-6 weeks, could be completed sooner if time was dedicated to it first.

The Mayor added that, ideally, a new hire would initially work overlapping hours with the county's Animal Control Officer to ensure consistent procedures and coordinated operations.

The Council reviewed the list of next steps, noting that:

- The City Council can hold a work meeting to review the ordinance and fee schedule.
- Coordination with the county and the veterinarian can occur concurrently.
- Much of the required preparation could be completed by the next Council meeting.

It was agreed that updates to the ordinance and fee schedule should wait until the new Council is seated. Until then, the existing fee schedule will remain in effect.

MOTION by Council Member Hamilton, seconded by Council Member Adams, to approve the proposed structure for a 29-hour part-time Animal Control Officer position and to authorize posting the job.

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

Motion carried by unanimous vote.

11. 15-Minute Open Session

Minutes:

Janet Jenkins addressed the Council on behalf of Clint Larsen, requesting permission to use the Mickelson Building during the winter months for evening cornhole leagues, which he hosts once or twice a week and which draw participants from surrounding areas. The Council agreed that the building could be used for this purpose.

Janet inquired about rental costs. Mayor Rowley stated that no formal rental fee has been established and noted that Clint had indicated he would only proceed if the cost allowed him to cover expenses. The Council discussed that rental pricing should take into account utilities and lighting, while also recognizing the current condition of the

building. It was noted that Clint would be responsible for cleaning up after events, and his only requirement would be access to a garbage can.

The Mayor added that the City is still evaluating a fee structure for various user groups, including the Arts Council, and that different areas of the building may require separate rental rates.

After discussion, the Council agreed to set the temporary rental fee at \$20 per night, along with a \$30 refundable key deposit.

Mayor Rowley noted that rental paperwork will need to be completed prior to use.

12. Book Of Complaints, Concerns And Comments

Minutes:

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

13. Mayor And Council Review Of Old Business

Minutes:

Council Member Ivie asked for an update on the contractor working on Old Farm Road. Mayor Rowley reported that the contractor is still completing items on the punch list and will return next week to finish the remaining work.

Council Member Ivie inquired about the status of the park fence installation. Mayor confirmed that the final gate was installed the previous day, and he and Lane will walk the perimeter to ensure all work is satisfactory.

Council Member Adams raised concern regarding the condition of the eagle sculpture located at the Post Office, which appears to be deteriorating due to weather exposure. Although the sculpture is situated on Post Office property, the City contributed approximately \$4,000 toward its creation. The Council agreed that the City should contact the Post Office to discuss possible preservation or maintenance options.

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 52-4-2-4: (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 no closed meeting held.

16. Adjournment

Minutes:

MOTION by Council Member Ivie seconded by Council Member Adams to adjourn the regular City Council meeting at 6:57 pm.

- Council Member Hamilton– Aye

- Council Member Skewes– Aye
- Council Member Adams– Aye
- Council Member Ivie – Aye
- Council Member Baker – Absent

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