

VERMILLION CLIFFS

Special Service District

December 3, 2025 10:00 am
Kane County Commission Chambers
76 N Main Street Kanab, UT 84741

MINUTES

Attending: Gwen Brown (chair), Celeste Meyeres, Patty Kubeja, Jeff Stott, Keiren Chatterley, Clayton Cutler.

Welcome

Invocation - Patty Kubeja

Pledge of Allegiance - Gwen Brown

Consent Agenda

Approval of VCSSD Meeting Minutes for November 5, 2025

Motion to approve the VCSSD Meeting Minutes November 5, 2025

Motion - Patty Kubeja

Motion passed unanimously.

Public Comment

No members of the public made a comment.

Regular Session

1. Discussion/Approval of Appeal for Parcel(s) # 209-4, 209-5, 209-6

Chair Brown reads the appeal letter submitted by members of the district. The board discusses what impacts the assessed value of a property. They recommend visiting with the County Assessor, Ryan Maddux. They also suggest they appeal to the Board of Equalization. The decision was made to postpone the hearing for this appeal to a later meeting after the residents had been given more adequate notice.

2. Discussion/Approval of Resolution R-2025-5 A Resolution of the Vermillion Cliffs Special Service District's Intent to Not Incorporate Willow into the Boundaries of the District.

Chair Brown gives a brief overview of the situation with the preliminary municipality of Willow. The other board members add other information.

Motion to adopt R-2025-6 as written.

Motion - Celeste Meyeres

Motion passed unanimously.

3. Discussion/Approval of an Amendment to the Fire Service Agreement with Kanab City

Agenda item moved to the end of the meeting to be discussed during a closed/executive session.

4. Discussion/Approval of Contracting for the Impact Fee Analysis

The chair turns the floor to Clayton Cutler to give an update on the situation with the impact fee analysis. He's currently working to reach out to three different firms for estimates. He clarifies a few questions with Attorney Stott. The estimates have not come in yet, so the vote will be moved to a later date.

5. Review of the 2026 Tentative Budget

Clerk Cutler gives the board an overview of the 2025 budget as it currently stands. Then he gives an overview of the proposed 2026 budget. Treasurer Keiren Chatterley adds information as necessary. The board discusses the budget including concerns about underestimating fees to be paid to Kanab City. Treasurer Chatterley recommends adopting the tentative budget as written, then holding a budget opening mid-way through 2026. The treasurer and staff answer questions from the board as they arise.

6. Approval of the 2026 Tentative Budget

Motion to approve the 2026 Tentative Budget

Motion - Gwen Brown

Motion passed unanimously.

7. Set Public Hearing Date for Adoption of the 2026 Budget

The tentative budget needs to be posted online and in a public place for at least seven (7) days prior to the public hearing. The public hearing date for adoption of the 2026 budget is set for 2:30 pm on Thursday, December 18, 2025.

Motion to move the meeting into Executive Session.

Motion - Celeste Meyeres

Motion passed unanimously.

Meeting moved into Executive Session at 10:31 am

Meeting re-convened to Regular Session at 11:40 am

Agenda Item No. 3 Continued - Discussion/Approval of an Amendment to the Fire Service Agreement with Kanab City

Attorney Stott gives an overview of a newly proposed amendment to the contract with Kanab City regarding the "Capacity Fee." He provides the specifics of the proposal.

The board decides to table the discussion until the next meeting.

Kanab City Attorney Burgraff clarifies that the city will probably adopt the proposed amendment as is, unless the district asks for something to be changed.

8. Other Discussion Items

No other items were discussed during the meeting.

Motion to adjourn

Motion - Patty Kubeja

Motion passed unanimously.

Meeting adjourned at 11:47 am

A handwritten signature in black ink that reads "Gwen Brown". The signature is fluid and cursive, with "Gwen" on the top line and "Brown" on the bottom line.