



Regular City Council Meeting

Minutes

Tuesday, December 9, 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 Matt Skewes, Jenny Adams, Cody Ivie and Jason Baker. Council Member Bryce Hamilton was absent. Mayor Rowley offered the prayer. Mayor Rowley led the Pledge of Allegiance.

Duchesne City Employee Attendees: Jessica North, Stephanie Skewes, Lane Genereuax

Public Attendees: Chuck Richins, Ashley Richins, Karie Morril, Dylan Morril, Shelley Brennan, Janice Shipman, Jenni Thompson, Heather Ivie, Eric Johnson, Guy Taylor, Janice Taylor, Deborah Herron, Mark Nielsen, Kori Wilde

2. Minutes

Minutes:

The Council reviewed the minutes.

MOTION by Council Member Adams seconded by Council Member Baker to approve the minutes from Special City Council 11/18/2025 and Regular City Council Meeting 11/25/2025.

- Council Member Hamilton – Absent
- 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 Ivie, seconded by Council Member Baker to pay the bills.

- Council Member Hamilton - Absent
- 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 Council reviewed the Charges & Credits

5. Business License

Minutes:

The Council reviewed the Business License issued to Life Elevated Physical Therapy, Lori Thompson.

6. Planning And Zoning

Minutes:

Deborah Herron, Planning and Zoning Commissioner stated there was nothing to report as they had not met again.

Council Member Ivie stated we will not have a planning and zoning commission come January 1, 2026. Deborah confirmed this, there is only one person left and that is Valorie who may also step down from the position.

7. PUBLIC HEARING: RESOLUTION 25-06 A RESOLUTION AUTHORIZING NOT MORE THAN \$767,000 SEWER REVENUE BONDS, IN ONE OR MORE SERIES, FOR SEWER SYSTEM IMPROVEMENTS AND NOT MORE THAN \$378,000 WATER REVENUE BONDS, IN ONE OR MORE SERIES, FOR WATER SYSTEM IMPROVEMENTS; FIXING THE MAXIMUM PRINCIPAL AMOUNTS, MATURITIES, INTEREST RATES, AND DISCOUNTS; PROVIDING FOR THE PUBLICATION OF A NOTICE OF PUBLIC HEARING AND BONDS TO BE ISSUED; PROVIDING FOR THE RUNNING OF A CONTEST PERIOD; AND RELATED MATTERS.

Minutes:

Eric Johnson, Bond Counsel for Duchesne City for over 25 years, explained his role and outlined the financing process for the City's water and sewer projects.

Mr. Johnson stated that under the Utah Constitution, public entities are generally required to hold an election before incurring debt, due to constitutional limits intended to prevent excessive public debt. However, an exception applies to water and sewer projects because they are not funded by property taxes. For these types of projects, an election is not required, but a public hearing must be held.

He explained that the City will hold a public hearing in January to authorize the loans, with the intent to close on the loans one to two months later. The loan amounts are \$767,000 for the sewer project and \$378,000 for the water project, both at an interest rate of 0.5%. The loans may be repaid at any time without penalty.

Mr. Johnson emphasized that the interest rate is heavily subsidized compared to current municipal bond rates, which are approximately 5% for 20 to 30-year terms. In addition to the low interest rate, the projects are further subsidized through grants totaling approximately \$1.781 million for the sewer project and \$881,000 for the water

project.

He explained that if the projects were financed at full value with current market interest rates, the City would repay approximately \$7.5 million. Under the current loan and grant structure, the City will repay just over \$1 million for both projects combined. Mr. Johnson concluded by noting that these projects are significantly subsidized and represent a substantial financial benefit to the community.

Mayor Rowley opened the public hearing for public comment at 6:10 p.m.

Shelley Brennan provided public comment, stating her full support of the resolution. She thanked the Mayor and Council for the time and effort spent securing funding for the projects, noting the importance of the projects for expanding and improving the City's infrastructure.

There were no further public comments.

Mayor Rowley closed the public hearing at 6:11 p.m.

MOTION by Council Member Ivie, seconded by Council Member Baker to accept Resolution 25-06.

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

Motion carried by unanimous vote.

8. Karie Morrill 514 E 400 N - Zone Amendment from Residential-to-Residential Agriculture

Minutes:

The City Council addressed a request from Dylan and Karie Morrill to rezone their property from Residential (R) to Residential Agricultural (RA) to allow the keeping of livestock.

Council Member Ivie stated his primary concern was that the request was limited to a zone change and did not address the minimum square footage requirements for keeping animals. He explained that rezoning the property alone would not resolve the issue, as the property would still not meet the required acreage. He noted that while some lots in the city are smaller than the minimum acreage, lot size and zoning classification are separate matters, and square footage requirements apply regardless of zoning.

Karie Morrill stated that when the property was purchased, the seller disclosure represented the property as a half-acre and zoned Residential Agricultural (RA). The Morrill's relied on this information at the time of purchase and moved into the property under that understanding. She stated that only after complaints were received regarding livestock were they informed sheep were not permitted under the existing zoning. Following those complaints, the Morrill's appeared before Planning & Zoning to request a rezoning, at which time the acreage issue was identified. Karie Morrill further stated that after Planning & Zoning discussions, Deborah Herron reviewed records at the County Recorder's Office in coordination with City Recorder Shelley Brennan.

At the request of Council Member Ivie, Shelley Brennan explained that she reviewed the tax records and legal description on the deed. She stated that Lots 7 and 8 measure 50 feet by 150 feet, with an additional 10-foot strip on the west side and a 25-foot-wide

vacated street on the north, resulting in a total depth of 175 feet. Based on the legal description, she calculated the property size to be approximately 19,192 square feet. She stated that while the Morrill's may obtain a survey, she did not believe a survey would materially change the square footage due to the limitations of the existing legal description unless additional vacated property exists that is not included in the deed. Council Member Baker stated that any inaccuracies in the seller disclosure are a matter between the buyer and seller and are not within the City's authority to resolve. He stated that while the situation was unfortunate, zoning decisions must be based on current ordinances and verified property information.

Mayor Rowley asked how square footage related to zoning. Council Member Ivie responded that square footage directly affects what animals may be allowed and that rezoning a property that does not meet the minimum requirements would likely result in enforcement issues or additional variance requests or special permits. Council Member Baker noted that such actions would require further Council approvals the Council had previously agreed to avoid.

Karie Morrill stated that her intent was to have the property zoned correctly so that requirements would be clearly defined and applied fairly for both her family and neighboring properties. She noted that Residential Agricultural zoning exists immediately adjacent to the property and stated that the rezoning would not negatively impact surrounding properties. She further stated that the request was tied to religious practices and that the family was attempting to comply with City ordinances. She stated that she gathered signatures in support of the rezoning request.

Council Member Baker stated that opposition from neighboring property owners was submitted during the public hearing process and that this opposition was a factor in his decision. Karie Morrill stated that she believed the opposition was based on incorrect information regarding livestock activity. Council Member Baker responded that public comments and signed statements submitted during the hearing must be accepted at face value as part of the public input process.

Karie Morrill stated they were not seeking to keep the maximum number of animals and compared the situation to owning household pets. Council Member Ivie responded that animal numbers and density are policy issues separate from the zoning request. He stated that if zoning changes were to be considered, the City would also need to address animal density and requirements citywide, noting that current ordinances lack specificity. He emphasized that failing to follow adopted ordinances undermines their purpose and that he opposed creating loopholes through selective rezoning.

Council Member Baker stated that the Council had repeatedly directed Planning & Zoning over the past six months to review the City's zoning comprehensively, noting that decades of variances and special permits had created inconsistencies. He expressed sympathy for the Morrill family but stated that rezoning the property would not resolve the issue due to insufficient square footage and would likely require additional approvals the Council was unwilling to grant.

Council Member Ivie made a motion to deny the zone change request and refund the application fee, citing the extended delay and stating that the issue should have been addressed earlier in the Planning & Zoning process.

Council Member Skewes commented that the Morrill's appeared to be making a good-faith effort to comply and noted that other properties in the City have animals without sufficient acreage, stating he would be inclined to approve the request. Council Member Ivie responded that approval would not resolve the square footage issue.

Mayor Rowley noted that approval would at least move the applicants one step forward. Council Member Ivie stated that alternative options, such as a conditional use permit, may be available and reiterated that a zoning change was not the appropriate solution. He stated that the Council could not bend ordinances to fit individual circumstances.

Council Member Baker added that if other properties within the City are not complying with animal regulations, those matters should be reported and addressed separately. MOTION by Council Member Ivie, seconded by Council Member Adams to deny the request of a zone change and refund the Morrill's application fee of \$200.

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

Motion carried by unanimous vote.

9. Kinder Morgan Pipeline Easement Agreement- Heather Ivie, Land Agent

Minutes:

Heather Ivie, Land Agent with Kinder Morgan, presented proposed right-of-way agreements and reviewed project details including both airport and non-airport properties using visual slides.

She stated that last time she met with the Council she believed most items were in order, with a few adjustments required. She noted that the proposed compensation rate of \$0.12 per square foot was workable for Kinder Morgan and beneficial to the City.

Heather explained that the project alignment was revised after Crescent indicated plans to install a future water line within its existing easement. As a result, Kinder Morgan relocated its line to avoid that easement. She stated that engineers were able to utilize much of the existing infrastructure, significantly reducing impacts, particularly on airport property.

She explained that the project was divided into two separate right-of-way agreements: one for non-airport property with a one-time payment, and one for airport property with an annual payment. Compensation was calculated at a rate of \$0.12 per square foot for all permanent and temporary easements. The agreements were separated for clarity, recording, and tracking purposes.

For the non-airport property agreement, she reviewed the easement widths and noted that Council-requested stipulations were included, including a requirement that any above-ground appurtenances be less than 10 feet in height. She stated that the total one-time payment for this portion would be slightly over \$23,000.

She explained that the agreement requires coordination with the Airport Manager for any work occurring on airport property, except in emergency situations. She noted that a memorandum of agreement would be recorded with the Duchesne County Recorder, while the full agreement would be retained at the City office.

For the airport property agreement, Heather reviewed the proposed easement segments, widths, and associated compensation. She explained that this portion of the project would result in a one-time payment of approximately \$56,000 and an annual payment of \$13,735 to the City. She also reviewed the location of above-ground

appurtenances, stating that valve sets would mirror existing structures, remain under 10 feet in height, and be located entirely within the proposed right-of-way.

Mayor Rowley questioned why the airport agreement reflected a rate of \$0.12 per square foot rather than \$0.18 per square foot. Heather stated that she believed the Council had previously agreed to reduce the airport rate to \$0.12 per square foot and that this understanding was the reason for the project delay.

Mayor Rowley stated that the City's airport policy was updated approximately two years ago to require \$0.18 per square foot for new airport easements, while older agreements remain at \$0.12 per square foot. Council members recalled discussion regarding a reduction to \$0.12 per square foot and expressed agreement with that rate, questioning whether the rate discrepancy was the remaining issue.

Heather stated that the rate clarification was the reason for returning to the Council and confirmed that Kinder Morgan was seeking consistency with Crescent's existing agreement.

Heather stated that construction is anticipated to occur between January and May, noting that the timeline may vary due to weather and construction conditions.

MOTION by Council Member Ivie, seconded by Council Member Adams, to accept the Kinder Morgan Pipeline Easement Agreement as presented.

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

Motion carried by unanimous vote.

10. Duchesne County Mosquito Abatement - Acknowledgement of Tentative Budget Review

Minutes:

The City Council reviewed the documents.

11. Personnel Policies and Procedures Manual

Minutes:

The Council reviewed the Personnel Policies and Procedures.

MOTION by Council Member Baker, seconded by Council Member Adams, to approve the Personnel Policies and Procedures Manual.

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

Motion carried by unanimous vote.

12. Privacy Policy of Duchesne City . Ordinance 25-3: AN ORDINANCE TO INITIATE THE ESTABLISHMENT OF THE CITY OF DUCHESNE DATA PRIVACY PROGRAM; DESIGNATE CHIEF ADMINISTRATIVE AND AUTHORIZED RECORDS OFFICERS; REQUIRE RECORDS FOR PROOF OF OFFICER AND EMPLOYEE PRIVACY

TRAINING; PREPARE WEBSITE DATA PRIVACY NOTICE; ENDORSE THE STATE OF UTAH'S DATA PRIVACY POLICY; AND COMPLETE CITY OF DUCHESNE INTERNAL DATA PRIVACY PROGRAM REPORT

Minutes:

AN ORDINANCE TO INITIATE THE ESTABLISHMENT OF THE CITY OF DUCHESNE DATA PRIVACY PROGRAM; DESIGNATE CHIEF ADMINISTRATIVE AND AUTHORIZED RECORDS OFFICERS; REQUIRE RECORDS FOR PROOF OF OFFICER AND EMPLOYEE PRIVACY TRAINING; PREPARE WEBSITE DATA PRIVACY NOTICE; ENDORSE THE STATE OF UTAH'S DATA PRIVACY POLICY; AND COMPLETE CITY OF DUCHESNE INTERNAL DATA PRIVACY PROGRAM REPORT

MOTION by Council Member Baker, seconded by Council Member Ivie, to approve Ordinance 25-3 Duchesne City Data Privacy Program.

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

Motion carried by unanimous vote.

13. 15-Minute Open Session

Minutes:

- Janice Shipman provided an update on the Rainbow Bridge project. She stated that she plans to install a 5-foot bridge in front of her home as a pilot project and monitor it over the course of one year to assess vandalism, usage, and whether it is used and respected as intended. She indicated that after one year, she would return to the Council to discuss the feasibility of expanding the project on a larger scale within the City.
- Chuck Richins with Horrocks Engineering provided an update on the project, stating that punch list items are being finalized. He explained that asphalt work cannot be completed until next year. Mr. Richins recommended releasing a portion of the five percent retainage, approximately \$75,000 to \$100,000 while holding the remaining balance until the contractor can return to complete the asphalt repairs. He noted that there are several areas requiring significant asphalt work.

14. Book Of Complaints, Concerns And Comments

Minutes:

There was one entry made into the book. Myra Young, City Recorder read it aloud. December 3rd, 2025, Dear City Council and Mayor Rowley. Thank you all for your efforts to help encourage the drivers of tanker trucks with pups not to drive or park on city streets. I have noticed an encouraging change. Thank you again and Merry Christmas, Teresa Baker.

15. Mayor And Council Review Of Old Business

Minutes:

It was decided to cancel the meeting on the 23rd.

16. 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.

17. 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.

18. Adjournment

Minutes:

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

- Council Member Hamilton– Absent
- 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*