



# Regular City Council Meeting

## Minutes

**Tuesday, January 13, 2026 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 Herron conducted the meeting. City Recorder, Myra Young took minutes. City Council Members present were Bryce Hamilton, Mark E. Nielsen, Marty A. Herrera, Cody Ivie, and Jason Baker. Mayor Herron led the Pledge of Allegiance. Council Member Herrera offered the prayer.

Duchesne City Employee Attendees: Jessica North, Stephanie Skewes, Zack Bertola  
Public Attendees: Rodney Rowley, Eric Johnson, Shelley Brennan, Jenny Adams, Janice Shipman, Mike Yourkwitch, Susan Hamilton, Kori Wilde, Mona Farnsworth, Dawnnette Browning, Traci Herrera, David Herron.

### 2. Minutes

#### Minutes:

MOTION by Council Member Baker seconded by Council Member Ivie to approve the minutes from Regular City Council Meeting 12/09/2025.

- Council Member Hamilton – Aye
- Council Member Nielsen - Aye
- Council Member Herrera - Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

### 3. Bills

#### Minutes:

The City Council reviewed the bills.

Council Member Ivie requested clarification regarding the Hanberg Civic Services invoices. Invoice details from January to the present were provided and discussed. It was explained that Wes has been working on three trail projects within the City: one located behind the City office, one beginning near 500 North, and one extending up onto the bench.

Questions were raised regarding the source of the roto mill material used for the projects. Former Mayor Rodney Rowley confirmed that the roto mill material was

obtained from the City's existing stockpile. Council members expressed concern that the invoices lacked sufficient detail, noting that they referenced only "roto mill" and a percentage of completion without identifying specific projects, hours worked, or detailed descriptions of the work performed.

The Council questioned whether the projects had been completed, expressing concern that no progress updates or reports had been provided over the past year, despite two remaining invoices pending payment. Former Mayor Rowley stated that he has personally observed the work and believes Wes completed the tasks as described. Discussion followed regarding if Wes would be working on additional projects. It was indicated that additional work may be proposed and that Wes would be reaching out to Mayor Herron. Mayor Herron stated that she has not yet had a formal conversation with Wes and would like to meet to review all completed and proposed projects and to establish a formal contract.

Council members questioned why multiple invoices had been submitted and whether billing was based on an hourly rate. It was confirmed that the work was billed hourly. The possibility of holding payment on the final two invoices was discussed. Council members noted that former Mayor Rowley had been overseeing the work and had indicated that the projects were complete.

The Council also asked whether the total amount of \$16,400 covered all three trail projects. Council Member Nielsen questioned whether the work had been formally approved by the Council. Council Member Hamilton confirmed that each invoice had been approved individually. Council members noted that they had relied on former Mayor Rowley's representations regarding the work performed.

The Council requested that no further work be performed on these projects unless discussed and approved by the Council. Mayor Herron reiterated her desire to have a written contract in place clearly defining the scope of work and total cost before any additional work proceeds.

MOTION by Council Member Hamilton, seconded by Council Member Nielsen to pay the bills.

- Council Member Hamilton - Aye
- Council Member Nielsen - Aye
- Council Member Herrera - 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 The Chili Pot (Food Truck), Scott & Carree Whitten.

#### **6. Planning And Zoning**

**Minutes:**

Mayor Herron reported on the status of the Planning and Zoning Commission, noting that it is not yet fully functioning. She stated that she has been encouraging individuals to apply and asked whether the openings had been advertised. City Recorder Myra confirmed that the positions are currently being advertised.

Mayor Herron stated that she would continue encouraging interested individuals to submit applications and expressed hope that additional applicants would be received prior to the next meeting. It was noted that the Commission currently has one active member.

City Recorder Myra clarified that applicants are required to submit a resume and a letter of interest.

**7. PUBLIC HEARING: RESOLUTION 26-01, A RESOLUTION AUTHORIZING SEWER REVENUE BONDS, SERIES 2026, IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$767,000 (THE “SERIES 2026 BONDS”); TO FINANCE SEWER SYSTEM IMPROVEMENTS, AND RELATED IMPROVEMENTS, AND RELATED MATTERS.**

**Minutes:**

Mayor Herron read the following; A PUBLIC HEARING 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.

Mayor Herron opened the Public Hearing to receive public comment at 6:18 p.m. Council Member Nielsen asked where the proposed water and sewer improvements would be located. Mayor Herron responded that the project is the D-Hill water and sewer project.

Eric Johnson, Duchesne City's bond attorney, stated that the amounts of the loans for the water system and the sewer system had been presented. He noted that the project includes substantial grant funding and that the interest rate is one-half of one percent, stating that the project is highly subsidized. He stated that his role is not to determine whether the project is necessary, but to confirm whether the City is receiving the best financing available, and stated that the answer is yes.

Dawnette Browning asked if the project would raise sewer or water rates. Mayor Herron stated that the project is not associated with an increase in water rates for residents.

Mayor Herron closed the Public Hearing at 6:22 p.m.

MOTION by Council Member Hamilton, seconded by Council Member Baker to adopt Resolution 26-01, A RESOLUTION AUTHORIZING SEWER REVENUE BONDS, SERIES 2026, IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$767,000 (THE “SERIES 2026 BONDS”); TO FINANCE SEWER SYSTEM IMPROVEMENTS, AND RELATED IMPROVEMENTS, AND RELATED MATTERS

- Council Member Hamilton – Aye
- Council Member Nielsen - Aye
- Council Member Herrera - Aye
- Council Member Ivie – Aye

- Council Member Baker – Aye

Motion carried by unanimous vote.

**8. PUBLIC HEARING: RESOLUTION 26-02, A RESOLUTION AUTHORIZING WATER REVENUE BONDS, SERIES 2026, IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$378,000 (THE “SERIES 2026 BONDS”); TO FINANCE WATER SYSTEM IMPROVEMENTS, AND RELATED IMPROVEMENTS, AND RELATED MATTERS.**

**Minutes:**

Mayor Herron read the following; A PUBLIC HEARING 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.

Mayor Herron opened the Public Hearing to receive public comment at 6:24 p.m.

No Public Comments

Mayor Herron closed the Public Hearing at 6:24 p.m.

MOTION by Council Member Baker, seconded by Council Member Ivie to adopt Resolution 26-02, A RESOLUTION AUTHORIZING WATER REVENUE BONDS, SERIES 2026, IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$378,000 (THE “SERIES 2026 BONDS”); TO FINANCE WATER SYSTEM IMPROVEMENTS, AND RELATED IMPROVEMENTS, AND RELATED MATTERS

- Council Member Hamilton – Aye
- Council Member Nielsen - Aye
- Council Member Herrera - Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

**9. RESOLUTION 26-03, A RESOLUTION OF DUCHESNE CITY ADOPTING THE WILDLAND-URBAN INTERFACE (WUI) CODE AND OFFICIAL WUI MAPPING IN ACCORDANCE WITH UTAH HOUSE BILL 48**

**Minutes:**

Mayor Herron read aloud RESOLUTION 26-03, A RESOLUTION OF DUCHESNE CITY ADOPTING THE WILDLAND-URBAN INTERFACE (WUI) CODE AND OFFICIAL WUI MAPPING IN ACCORDANCE WITH UTAH HOUSE BILL 48

Council Member Hamilton requested discussion. Council Member Ivie stated that adoption of the resolution is required by state law and is state mandated.

Council Member Hamilton expressed concern with adopting the resolution as presented and requested removal of Section 4, citing concerns regarding state authority and potential impacts on local control. Council Member Ivie stated that removing Section 4 would place the City out of compliance with House Bill 48 and noted that the authority referenced is established by the Legislature.

Council Member Ivie asked for clarification regarding the source of the resolution. City

Recorder Myra stated the resolution was received from Nate Zilles. The Council discussed the deadline for adoption. City Recorder Myra read an email from Nate Zilles stating that all municipalities were required to adopt the WUI Code and official mapping by the end of 2025. The email noted the materials were received on December 23, 2025, and that adoption in early January was likely acceptable. The email further stated that Duchesne City is not designated as a high-risk WUI area but is still required to adopt the code and mapping. An example resolution was included with the email.

Council Member Baker stated he was uncomfortable voting without additional clarification regarding the resolution and the authority granted under Section 4.

Council Member Hamilton requested the matter be tabled to allow further review of House Bill 48.

Consensus of the Council was to table Resolution 26-03 until the next council meeting. Mayor Herron would like to request that Fire Chief Young attend the next meeting to address the Council regarding the WUI Code and mapping.

## **10. Training - Open Public Meeting**

### **Minutes:**

The following Council Members, elected and appointed officials watched the Open and Public Meetings Act Training.

Council Members: Bryce Hamilton, Mark E Nielsen, Marty A Herrera, Cody Ivie, Jason Baker, Mayor Deborah Herron, City Treasurer Stephanie Skewes, City Recorder Myra Young, Deputy Recorder Jessica North

## **11. Animal Control Officer Logistics - Bryce Hamilton**

### **Minutes:**

Council Member Hamilton stated that at a prior meeting the Council discussed the need for animal impoundment and veterinary services and requested an update to ensure the matter had not been overlooked during the transition of elected offices. Former Mayor Rodney Rowley reported that the animal control position had been advertised and few applications were received, but none were sufficiently qualified. He stated that a veterinarian in Price agreed to provide euthanasia services for the City and would travel to Duchesne City when requested.

Rodney stated that the Sheriff's Office currently impounds animals only until the County facility reaches capacity. He further stated that the County has not been enforcing Duchesne City's animal control ordinance, explaining that while the City ordinance includes escalating penalties and permanent impoundment after repeated violations, animals are typically released without citations. He noted that he had discussed enforcement expectations with the Sheriff, who indicated willingness to comply, though that has not yet occurred.

Council Member Nielsen stated that Deputy Jenkins is the County's primary animal control officer, with other deputies assisting as needed. Council Member Baker stated that under current practice, animals are removed and released without citations, resulting in no meaningful enforcement. He referenced a prior incident involving a German Shepherd at the football field where the Sheriff's Office was contacted, a deputy responded on site, met with the Mayor, and issued a citation.

Council Member Hamilton stated that if the City has a contract with the County, City

ordinances should be enforced. He asked Mayor Herron if she would follow up with Deputy Jenkins regarding enforcement expectations. Mayor Herron stated she would do so.

Discussion followed regarding whether hiring a City animal control officer would resolve the issue. Council Member Ivie stated that coordination with the County would still be required. Council Member Nielsen expressed concern that the City does not currently have a mechanism to prosecute ordinance violations, noting there is no agreement in place with Justice Court or a prosecutor. He stated that hiring an animal control officer without an enforcement and adjudication process would limit effectiveness.

Council Member Baker noted that citations have occurred when state law violations are involved, which are handled by the Sheriff's Office. Council Member Nielsen stated his understanding that the Sheriff's Office generally enforces state law rather than City ordinance violations.

Council Member Ivie stated that prior discussions considered a part-time animal control position focused primarily on warnings and compliance, with the Sheriff's Office involved when citations are necessary. He noted that the cost and liability of a City-run impound facility had been reviewed previously but concerns regarding cost, location, staffing, and liability was determined to be significant.

Council Member Nielsen expressed concern that the current job description includes issuing citations, which may not be feasible under the City's current structure. He stated that court and prosecutorial processes should be established before hiring to ensure the position could succeed.

Council Member Ivie asked when the City's fee schedule and penalties were last reviewed and whether fines are currently being enforced.

Council Member Hamilton asked what steps were necessary to move forward.

Council Member Nielsen recommended meeting with the Justice Court clerk and the County Attorney to determine how City ordinance violations could be adjudicated.

Mayor Herron asked Council Member Nielsen if he would be willing to attend a meeting with Justice Court. Council Member Nielsen agreed and provided his availability. Mayor Herron stated she would contact the court to schedule the meeting.

The Council directed that the current animal control job posting be pulled and requested that the matter be placed on the agenda for the next City Council meeting.

## **12. 304 Sick Leave Benefits - Proposed Changes - Myra Young**

### **Minutes:**

City Recorder Myra Young presented a proposed amendment to Section 304, Sick Leave Benefits, of the Duchesne City Personnel Policy and Procedure Manual. The proposed change would allow accrued sick leave to be used for the illness, injury, medical appointment, or recovery care of an employee's immediate family member, including a spouse, child, or parent. The amendment would also clarify that pregnancy, childbirth, and related medical recovery are treated as a medical condition eligible for use of accrued sick leave, with extended leave subject to the Family and Medical Leave Act or other approved leave provisions.

Myra explained that this language had been discussed during the recreation of the employee manual but was inadvertently omitted from the final version. She noted that the proposed wording reflects common employment standards and would allow employees to use accrued sick leave for family-related medical needs. She further explained that requiring employees to exhaust other leave types and enter leave

without pay can negatively affect their ability to accrue benefits, which the amendment is intended to help avoid.

Council members discussed the proposed wording, including the phrase “when the employee’s presence is necessary.” Some members expressed concern that this language could require unnecessary proof or documentation and suggested simplifying the provision to allow use of sick leave for immediate family members without that qualifier. Other discussion addressed current sick leave accrual rates, use-or-lose provisions, and broader trends in employee leave policies.

General consensus supported allowing sick leave use for immediate family care and parental medical needs, with agreement to remove the “employee’s presence is necessary” language from the proposed amendment.

MOTION by Council Member Ivie, seconded by Council Member Nielsen, to approve an amendment to the Duchesne City Personnel Policy and Procedure Manual, Section 304, Sick Leave Benefits, to allow accrued sick leave to be used for the illness, injury, medical appointment, or recovery care of an employee’s immediate family member, including a spouse, child, or parent; to recognize pregnancy, childbirth, and related medical recovery as a medical condition eligible for use of accrued sick leave; and to clarify that extended leave may be subject to the Family and Medical Leave Act or other approved leave provisions.

- Council Member Hamilton – Aye
- Council Member Nielsen - Aye
- Council Member Herrera - Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

### 13. Addressing Penny Shortage - Stephanie Skewes

#### Minutes:

City Treasurer Stephanie Skewes reported to the Council regarding a national penny shortage and the challenges it creates when accepting cash payments. She explained that although the U.S. Treasury has ceased manufacturing new pennies due to production costs exceeding their value, pennies remain legal tender and will continue to circulate. Stephanie noted that Duchesne City has approximately 15–20 customers per month who pay utility bills in cash, and current bill amounts often require making change involving pennies.

Stephanie reported that she contacted Pelorus, the City’s billing software provider, and several other municipalities to learn how they are addressing the issue. She stated that some cities, including North Logan, round bill totals to the nearest five or ten cents and apply any rounding difference as a credit to the customer’s account to ensure accurate accounting and compliance with legal requirements. Other municipalities have not yet implemented changes and are monitoring the issue.

Council members discussed the legality of rounding charges, accounting requirements for municipal billing, and the importance of ensuring all transactions remain properly reconciled. Concerns were raised about unilaterally rounding charges up or down without formal authorization or public notice. Stephanie advised that Pelorus recommended not making changes at this time while additional guidance is reviewed. Mayor Herron stated that she would meet with Stephanie and Pelorus to establish

parameters and determine a legally compliant and practical approach for addressing the penny shortage. Council consensus was to continue researching options and revisit the matter once further information is available.

#### **14. 15-Minute Open Session**

##### **Minutes:**

- Jenny Adams informed the Council that the County has posted a job opening to hire an Assistant Dog Catcher.
- Susan Hamilton, owner of the property located at 166 West Main, addressed the Council regarding the business licensing process for a thrift store she is in the process of opening, named Left Behind. She stated that she had completed all required steps on the City's checklist and paid all applicable fees to obtain a business license. She expressed concern that she was then required to complete a building permit application, despite not constructing, remodeling, or altering the structure. She noted that the building was constructed in 1913 and that she is not performing any structural, or other building-related work. Susan read portions of the building permit application aloud and stated that she believes the requirement is inappropriate. She asserted that she is not building or remodeling anything and questioned why a building permit would be required. Mayor Herron stated that she was aware of the issue, wished to speak with the Building Inspector, and would follow up with Susan to better understand why a building permit would be required. Susan requested that her concerns be entered into the record, stating that in her view the building permit application constitutes a fraudulent document, as it would permanently reflect that she obtained a building permit when no construction or remodeling occurred. She stated she was unwilling to sign the application for that reason and expressed concern that such a document would be recorded both by the City and the County. Mayor Herron stated that she shared Susan's concern and wanted to determine why the building permit was required. She thanked her for bringing the issue forward and stated she would follow up. Council Member Ivie asked how the requirement became a building permit rather than an inspection. Discussion followed regarding the property's commercial zoning and prior business uses. Susan Hamilton stated she has owned the property since 1998 and that it has consistently been used for business purposes. City Recorder Myra clarified that the building permit requirement was not initiated by the City office and that the Building Inspector directed staff to provide the building permit application as part of the process for the new business. Council Member Hamilton asked whether there was any reason the business license should not be issued. Staff responded that documentation had not yet been finalized and that the City was awaiting completion of the fire inspection. It was noted that the matter was not placed on the agenda due to timing. Mayor Herron indicated that issuing the business license and later placing the item on the agenda for informational purposes would be acceptable.

#### **15. Book Of Complaints, Concerns And Comments**

##### **Minutes:**

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

## **16. Mayor And Council Review Of Old Business**

### **Minutes:**

Mayor Herron stated that, as she is new to the position, she had no old business to report. She provided an update on her activities over the past week, including meetings with the Tribe's legal counsel, former Mayor Rowley, and City staff. She reported attending a Tribal Coordination Meeting at the Capitol Building on behalf of Duchesne City and noted that she has been participating in multiple meetings to become familiar with current issues and operations. Mayor Herron stated that office staff assisted in bringing her up to speed, and that she met with Public Works personnel. She also noted that Lane was absent due to the passing of his mother. Mayor Herron stated that she has "hit the ground running" and is prepared to fully engage in the responsibilities of the office.

## **17. Work Meeting: Discussion of City Projects, Budget and Operational Matters, Council Initiatives and Priorities and Other Items Properly Brought Before the Council**

### **Minutes:**

MOTION by Council Member Ivie, seconded by Council Member Baker to recess the regular meeting and convene the work meeting at 7:34 pm.

- Council Member Hamilton– Aye
- Council Member Nielsen– Aye
- Council Member Herrera– Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

Mayor Herron stated that the Council would move into a work session at 7:34 p.m. to discuss items listed on the agenda, including current city projects, budget and operational matters, council initiatives, and other items properly brought before the Council. She noted that the discussion would be a broad overview and that no in-depth budget review would take place during this meeting. Mayor Herron stated that she and Treasurer Stephanie Skewes plan to meet with Council Member Ivie at a later date to conduct a more detailed budget review. Mayor Herron further stated that she would like Council Members to identify their priorities so they can be compiled into a list, placed on the radar, and addressed through any necessary preliminary work.

Mayor Herron then stated that she and Former Mayor Rodney Rowley had met to discuss several city projects currently in progress. She asked Former Mayor Rowley to come forward and present a list of those projects.

Here are the following topics he addressed:

- 1. Right-of-way plat for Wright Ranch, 40-foot width from 800 North to 1400 North on 150 West.**
- 2. Proposed vacation of the north 80 feet of 500 North between 200 West and 300 West (three-lot subdivision, Wright Ranch).**
- 3. Installation of 18-inch storm drain on 300 East from 300 South to 400 South, extending back to 350 East.**
- 4. Completion of the River Walk on the east end, extending north to the bridge at 400 South and 400 East.**

5. Walking path up the hill on Main Street to the alleyway between the properties of Josh Wager and Casey Kielbasa.
6. Airport water tank pressure-sustaining valve to address low water pressure at the Roger Mitchell property.
7. New water line along SR-311 from Gateway 66 to the Norm Jenkins property; design work has already been completed by Horrocks Engineering.
8. Old Farm Road irrigation project involving a new water meter.
9. Rocky Point Ditch project (no new contract proposed at this time).
10. Upgrade of Main Street lighting, including replacement of four damaged poles.
11. Opening of 150 East at Twin Rivers Loop, including a new sewer line and manhole to be completed with the next project.
12. Retaining wall at Duchesne Cemetery, with an estimated bid of approximately \$17,000.
13. Installation of a shield on the spotlight at the rodeo grounds.
14. My Best Convenience Store matter, noting ongoing sales activity and involvement of the Sheriff's Office.
15. Survey adjustment for Strawberry Cemetery (Jerry Allred is working on it).
16. Repair or replacement of the 12-inch water line to the Murray Farm, located beneath Ron Robbins' garage.
17. Farm Creek Meats sewer line contract, noting the addition of two new service connections.
18. East Duchesne water contract.
19. Duchesne County water contract, noting the County is paying \$75 but has not yet executed the updated agreement.
20. Matt Guest water and sewer service request, with discussion regarding potential annexation requirements.
21. Duchesne County Road Department gravel pit lease, noting they have only brought approximately 15 loads to date.
22. Connection of 700 East to 575 East at 700 South (Korey Burns subdivision amendment).

Mayor Herron stated that she would turn time over to the Council to share priorities and initiatives they would like to see addressed.

Council Member Baker stated that his priorities include animal control, the Mickelson Building and adjacent parks, potential uses for the building such as pickleball courts, arcades, and recreation-center-type activities, replacement of playground equipment, and increased law enforcement presence along Highway 40.

Council Member Ivie stated that his priorities include the police contract, the Mickelson Building, the Pope House, and the need for a ladder truck for the Fire Department.

Council Member Herrera stated that his priorities include animal control, upgrades to Main Street lighting, and maintaining alley access for fire response and emergency access.

Council Member Nielsen stated that his priorities include law enforcement, traffic

concerns on Highway 40, and signage placed by Clint Ivie that is nailed to City-owned trees.

Council Member Hamilton stated that his priorities include animal control, the Mickelson Building, and smoothing the roadway around the hill near the football field. Mayor Herron summarized the Council's comments, noting that animal control was identified as the top priority. There was additional discussion regarding the Mickelson Building, the Pope House, Main Street lighting, and playground equipment costs. Mayor Herron further stated that she wanted to ensure the two new Council Members were brought up to speed on current city matters.

Council Member Hamilton suggested conducting a tour of the City's infrastructure. Mayor Herron reminded the Council Members to complete their conflict-of-interest disclosure forms. She explained that the purpose of the disclosure is to ensure transparency for the City, and that disclosure of a potential conflict does not necessarily prohibit a Council Member from voting in every instance but does require that the interest be disclosed.

Mayor Herron provided an example involving Council Member Ivie, noting that during the sale of the bowling alley, he disclosed that he had served as the realtor for the transaction and therefore recused himself from the vote. Mayor Herron stated that if a potential conflict of interest arises in connection with any matter before the Council, it should be disclosed so that the conflict is known. She emphasized that while disclosure does not automatically require recusal, transparency is important for public confidence and to avoid the appearance of impropriety.

Mayor Herron further stated that the conflict-of-interest disclosure forms will be posted on the City's website.

MOTION by Council Member Hamilton, seconded by Council Member Baker to adjourn the work meeting and reconvene the regular meeting at 8:33 pm.

- Council Member Hamilton– Aye
- Council Member Nielsen– Aye
- Council Member Herrera– Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

## **18. Closed Meeting (Utah Code §52-4-205): Pending Litigation & Tribal Litigation Discussions**

### **Minutes:**

MOTION by Council Member Baker, seconded by Council Member Hamilton to recess the regular meeting and convene the closed meeting at 8:33 pm.

- Council Member Hamilton– Aye
- Council Member Nielsen– Aye
- Council Member Herrera– Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

Closed Meeting began at 8:33 pm

Mayor Herron stated we are now in closed sessions, so we invite everyone to leave.

Minutes were recorded as per Utah State Code § 52-4-204.

MOTION by Council Member Ivie seconded by Council Member Baker to adjourn the closed meeting and reconvene the regular meeting at 9:47 pm.

- Council Member Hamilton– Aye
- Council Member Nielsen– Aye
- Council Member Herrera– Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

## 19. Adjournment

### Minutes:

Regular Meeting reconvened at 9:47 pm.

MOTION by Council Member Ivie seconded by Council Member Baker to adjourn the regular City Council meeting at 9:47 pm.

- Council Member Hamilton– Aye
- Council Member Nielsen – Aye
- Council Member Herrera – Aye
- Council Member Ivie – Aye
- Council Member Baker – Aye

Motion carried by unanimous vote.

### Attest:

Myra Young, Recorder: Myra Young