



Regular City Council Meeting

Minutes

Tuesday, January 27, 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. Council Member Baker offered the prayer. Mayor Herron led the Pledge of Allegiance.

Duchesne City Employee Attendees: Jessica North, Stephanie Skewes, Lane Genereaux, Zack Bertola, Russ Young

Public Attendees: Tracy Bennett, Travis Tucker, Brandon Peck, Josh Philips, Bryce Blanchard, Kathy Blanchard, Janet Jenkins, Heather Ivie, Janice Shipman, Susan Hamilton, Traci Herrera

2. Minutes

Minutes:

MOTION by Council Member Baker seconded by Council Member Herrera to approve the minutes from Regular City Council Meeting 01/13/2026.

- 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.

MOTION by Council Member Hamilton, seconded by Council Member Ivie 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. Business License

Minutes:

No Business Licenses

5. Planning And Zoning

Minutes:

Mayor Herron reported that there has been one application received for the Planning and Zoning Commission.

6. Wildland Urban Interface Mapping - Fire Chief Russ Young

Minutes:

Mayor Herron invited Duchesne City Fire Chief Russ Young and Brandon Peck, representing Utah Forestry, Fire and State Lands (FFSL) and serving as the County Fire Warden, to address the Council regarding House Bill 48, the Wildland Urban Interface (WUI) Mapping Resolution, and the City's wildland mitigation plan Resolution. Fire Chief Young explained that two separate resolutions were under consideration:

- 1. The Multi-Jurisdictional Mitigation Plan Resolution, and**
- 2. The House Bill 48 Wildland Urban Interface Mapping Resolution.**

Chief Young stated that he believed the City had adopted the mitigation plan two to three years ago under former Mayor Rowley. He stated that adoption of the mitigation plan would benefit the City by maintaining eligibility for wildland fire suppression funding. He clarified that the City's annual participation cost is approximately \$4,000, which applies to fire suppression coverage only and does not include structure replacement. He noted that eligible mitigation activities, such as fire department training, brush clearing, and defensible space work, may help offset those costs. Chief Young explained that the mitigation program was largely designed to address higher-risk areas in Duchesne County. He stated that Duchesne City is classified as a low-risk Wildland Urban Interface community. He recommended adoption of the wildland mitigation resolution.

Chief Young then addressed House Bill 48, noting that the first draft resolution provided to the City included language referencing the Utah State Fire Marshal. He clarified that the bill is administered through Utah Forestry, Fire and State Lands, not the State Fire Marshal, and that Brandon Peck serves as the local FFSL representative and Duchesne County Fire Warden.

Chief Young stated that House Bill 48 passed during the 2025 legislative session and became effective January 1, 2026. He explained that the legislation was driven by catastrophic wildfire in other states, particularly California, where insurance coverage was lost or denied in high-risk areas. He stated the intent of the bill is to prevent similar situations in Utah.

Chief Young indicated that while the bill is currently in effect, it has been highly contested statewide and may be amended during the current legislative session. He stated that the impact on Duchesne City would be minimal due to its low-risk

classification, even if the WUI mapping were revised in the future.

Based on ongoing discussions at the state level, Chief Young recommended delaying adoption of the HB 48 resolution for several months to allow the legislative process to conclude and to permit legal counsel to review the language.

He noted concern with language in the bill stating that Utah Forestry, Fire and State Lands (FFSL) may decline to pay or reimburse costs for an incident, and stated that while such a denial would be unlikely, the language warranted review by legal counsel prior to adoption. He further stated that there are currently no penalties or enforcement mechanisms tied to delayed adoption.

Council Member Hamilton asked whether the City was already participating in the Consolidated Wildfire System (CWS). Brandon Peck confirmed that the City has participated since approximately 2018 and indicated that former Mayor Rowley signed the agreement annually on behalf of the City. Council Member Ivie requested confirmation of signature dates so City records could be reviewed. He stated that he could provide documentation of the prior signatures.

Council Members expressed concern that the Council was not aware of any resolutions authorizing annual participation. Council Member Hamilton stated that a mayoral signature without Council approval would not be valid. Chief Young stated he was not aware of Council authorization and had not been involved in any prior approval process.

Brandon explained that the CWS functions similarly to an insurance program, allowing the State to cover suppression costs for major wildland fires that could otherwise bankrupt a city. He stated that participation requires annual acknowledgment and adoption of the associated resolution.

Brandon stated that House Bill 48 requires cities and counties to adopt WUI mapping and noted that statutory language indicates adoption was required as of January 1. He confirmed that changes to the bill are anticipated but stated that adoption is technically required under current law.

Brandon explained that HB 48 primarily affects high-risk WUI areas, where property owners may be assessed fees for fire suppression costs. He stated that Duchesne City's low-risk classification means the bill would have little practical impact within city limits.

Chief Young reiterated his recommendation to delay adoption until the legislative session concludes and legal counsel reviews the final language. He stated that adoption at a later date would not materially increase risk, particularly outside of the active wildland fire season.

The Council discussed whether future annexation could affect the City's risk classification. It was stated that there are no nearby areas likely to be annexed that would qualify as high-risk WUI zones.

Council Member Nielsen asked whether delaying adoption would expose the City to liability. Brandon stated that the primary consequence would be temporary removal from the CWS, which could be reinstated upon adoption of the resolution.

Council Member Hamilton requested written reference materials and asked where Council Members could independently review information related to the WUI mapping and mitigation planning process, including statutory and agency guidance.

Josh Phillips, Duchesne County Fire and Emergency Manager, addressed the Council regarding a proposed resolution related to the City's participation in the federal hazard mitigation planning process.

Josh explained that the resolution references Title 44 of the Code of Federal Regulations (44 CFR), Part 201, which governs FEMA's hazard mitigation planning requirements. He stated that compliance with 44 CFR is necessary for the City to remain eligible for FEMA and State disaster assistance funding. Josh described FEMA's disaster reimbursement categories (A through G), which include debris removal, emergency protective measures, road and bridge damage, water and sewer system impacts, public buildings and parks, and damage to emergency response equipment and apparatus. He explained that these categories determine what FEMA may reimburse following declared disasters such as wildfires, flooding, or other natural events.

He further explained that FEMA and the State cannot release disaster funds unless the City has an approved mitigation plan in place and has formally adopted the required resolution. This process also applies to reimbursement for overtime, emergency operations, evacuation efforts, and damage to fire, law enforcement, and public works equipment.

Council Members asked whether the City had previously participated in this program and whether a resolution is required on a recurring basis. Josh indicated that the City has participated in the past and that the resolution serves as an ongoing certification to maintain eligibility for funding, though it may not have been presented to the Council annually.

Council Members expressed that bringing the resolution before the Council helps ensure transparency and awareness of the City's participation in the program.

Upon further clarification, Josh confirmed that FEMA is responsible for reimbursement or replacement of damaged apparatus and infrastructure when eligibility requirements are met.

The Council thanked Josh, Brandon and Russ for the presentation and clarification.

7. 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 the following: 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 moved to table Resolution 26-03 indefinitely until after the conclusion of the legislative session.

Council Member Ivie asked whether the Council could discuss the matter. Mayor Herron stated that there was an open motion on the floor and that discussion was in order.

During discussion, Council Members expressed concern about the potential loss of state-provided wildfire suppression coverage if the resolution was not adopted, particularly given current dry conditions. It was clarified that the state coverage related to the WUI resolution applies only to wildfire suppression costs and does not include structure replacement. It was further clarified that failure to adopt the resolution could impact the City's eligibility for state wildfire suppression assistance within City limits, and that the coverage is not limited solely to high-risk mapped areas.

Council Members also discussed that the resolution had been revised since the prior meeting to address concerns previously raised and was drafted broadly enough to

remain effective should the Legislature make changes to House Bill 48.

Mayor Herron returned to the pending motion to table Resolution 26-03 and asked for a second. No second was received, and the motion failed.

Following the failure of the motion to table, Council Member Ivie made a motion, seconded by Council Member Nielsen, to adopt Resolution 26-03, A Resolution of Duchesne City Adopting the Wildland-Urban Interface (WUI) Code and Mapping in accordance with Utah House Bill 48.

- Council Member Hamilton — Nay
- Council Member Nielsen — Aye
- Council Member Herrera — Aye
- Council Member Ivie — Aye
- Council Member Baker — Aye

Motion carried 4–1

8. RESOLUTION 26-04, A RESOLUTION SUPPORTING PARTICIPATION IN THE ALL HAZARDS MULTI-JURISDICTIONAL MITIGATION PLANNING PROCESS AND ADOPTION OF THE ALL HAZARDS MULTI-JURISDICTIONAL MITIGATION PLAN

Minutes:

Mayor Herron read the following: RESOLUTION 26-04, A RESOLUTION SUPPORTING PARTICIPATION IN THE ALL HAZARDS MULTI-JURISDICTIONAL MITIGATION PLANNING PROCESS AND ADOPTION OF THE ALL HAZARDS MULTI-JURISDICTIONAL MITIGATION PLAN

MOTION by Council Member Ivie, seconded by Council Member Baker to adopt Resolution 26-04, A RESOLUTION SUPPORTING PARTICIPATION IN THE ALL HAZARDS MULTI-JURISDICTIONAL MITIGATION PLANNING PROCESS AND ADOPTION OF THE ALL HAZARDS MULTI-JURISDICTIONAL MITIGATION PLAN

- 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. PUBLIC HEARING: PROPOSED ORDINANCE NO. 26-01. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AN ORDINANCE OF THE DUCHESNE CITY COUNCIL AMENDING TITLE 10, CHAPTER 15 AIRPORT OVERLAY OF THE DUCHESNE CITY MUNICIPAL CODE

Minutes:

Mayor Herron read the following: PROPOSED ORDINANCE NO. 26-01. PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON AN ORDINANCE OF THE DUCHESNE CITY COUNCIL AMENDING TITLE 10, CHAPTER 15 AIRPORT OVERLAY OF THE DUCHESNE CITY MUNICIPAL CODE

Mayor Herron opened the Public Hearing to receive public comment at 6:38 pm.

No Public Comments

Mayor Herron closed the Public Hearing at 6:39 pm.

10. ORDINANCE 26-01, AN ORDINANCE OF DUCHESNE CITY ADOPTING THE AMENDING TITLE 10, CHAPTER 15 AIRPORT OVERLAY OF THE DUCHESNE CITY MUNICIPAL CODE

Minutes:

Mayor Herron read the following: ORDINANCE 26-01, AN ORDINANCE OF DUCHESNE CITY ADOPTING THE AMENDING TITLE 10, CHAPTER 15 AIRPORT OVERLAY OF THE DUCHESNE CITY MUNICIPAL CODE

Council Member Hamilton explained that the Airport Overlay Ordinance was originally adopted to comply with state legislation requiring municipalities with airports to regulate development near airport areas. He stated that the ordinance was adopted before the deadline but included a sunset provision expiring in January 2026, and that upon review it contained technical errors and overly restrictive provisions, including incorrect measurements and elevation standards. He noted that some provisions could have required permits for minor activities, such as tree trimming, without clearly defined height limits. He explained that the amendments correct these issues, reduce unnecessary burdens on property owners, and refocus the ordinance on regulating new developments that could affect airport safety, while allowing existing uses and routine activities to continue as intended.

MOTION by Council Member Hamilton, seconded by Council Member Ivie to adopt ORDINANCE 26-01, AN ORDINANCE OF DUCHESNE CITY ADOPTING THE AMENDING TITLE 10, CHAPTER 15 AIRPORT OVERLAY OF THE DUCHESNE CITY MUNICIPAL CODE

- 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.

11. Open Invoices/Purchasing - Mark Nielsen

Minutes:

- Council Member Nielsen asked why invoices were not included in the agenda packet or available for public review, noting that only a list of bills and credit card transactions had been provided. He expressed a desire to review invoices prior to voting in order to better understand the charges.

Mayor Herron explained that invoices contain sensitive and confidential information that would require extensive redaction before being made public, making it time-intensive to include them in the agenda packet. It was clarified that all invoices are available for Council review at the City Office and during Council meetings, and that any Council Member may inspect and question invoices at that time.

She further stated that invoices are organized and brought to each meeting, and Council Members are encouraged to ask questions about any charges to ensure they are comfortable prior to approving payments.

- Council Member Nielsen requested that the Council review the City's purchasing and procurement policy, noting a significant gap between expenditure thresholds, specifically the range between \$8,000 and \$80,000, and questioned

the requirement that bids “shall be obtained if possible” within that range. He suggested that the policy language and thresholds warranted further discussion. Council Member Hamilton suggested holding a work meeting to allow additional time for review. Mayor Herron directed the City Council to review the Purchasing System Code and requested that the item be placed on the next agenda. She confirmed that Council Members knew where to access the purchasing ordinance. Council Member Ivie requested Public Works Supervisor Lane Genereaux come with input. It was noted that Lane would not be in attendance, and he was asked to designate another employee to participate in the discussion due to the impact the policy has on Public Works operations.

12. Donation - American Legion Water Service

Minutes:

Mayor Herron reported that during a review of utility accounts, it was discovered that the American Legion has not been billed for water, sewer, or garbage services for approximately 20 years. She stated that records from 2006 have not yet been located to determine how or why this arrangement began, and it is unclear whether the lack of billing was formally approved by the Council as a donation.

Mayor Herron noted that she has already reached out to American Legion representatives, who indicated they are willing to begin paying for services if required. She presented the issue to the Council for direction on whether to continue the arrangement as a donation or to begin billing for services.

The Council stated that no decision would be made until additional research is completed. The Council also inquired what other cities do regarding utility services for their American Legion facilities.

Mayor Herron stated she would review the 2006 minutes, inquire how other cities handle similar situations, and report back to the Council.

She explained that if the arrangement is treated as a donation, water usage must be tracked, the value of services documented, and the donation budgeted as a line item, consistent with other City donations.

13. Animal Control Officer Discussion - Mark Nielsen/Captain John Crowley

Minutes:

Sheriff Tucker attended the meeting at the request of Council Member Nielsen to discuss animal control services, the current arrangement with the County, and potential solutions to ongoing animal control issues within Duchesne City.

Sheriff Tucker explained that although Captain John Crowley had initially been discussed as a presenter, he requested to attend personally to provide a comprehensive update.

Sheriff Tucker provided background on the current animal control arrangement, noting that Duchesne City previously attempted to operate its own animal control program, which proved unsuccessful. As a result, the City entered into a contract with the Sheriff's Office as a stopgap measure to provide animal control services at a reduced cost. He stated that under the current arrangement, the Sheriff's Office has handled approximately 40–50 animal control cases within Duchesne City.

He explained that Duchesne County currently has a contract with Roosevelt City to use its non-kill animal shelter. He stated that the Roosevelt shelter has been over budget

and at full capacity for several years, limiting the County's ability to place animals. As a result, the County facility frequently remains full, and Sheriff Tucker stated that the County is currently holding approximately 14 dogs, some of which have been held for several months.

Sheriff Tucker stated that the County's total animal control budget is approximately \$220,000 annually, and that Duchesne City cases account for nearly one-third to one-half of that cost. He further explained that there is only one dedicated animal control deputy serving the entire county, creating logistical challenges and response delays. Sheriff Tucker discussed the possibility of transitioning away from reliance on a non-kill facility and returning to a County-managed model, noting that non-kill operations are costly and difficult to sustain. He stated that he has discussed this issue with the County Commission and emphasized that community and City support would be important if such a transition were pursued. He explained that euthanasia decisions are governed by established criteria and clarified that euthanasia is conducted by injection, noting that the process can be difficult in certain facility settings.

Sheriff Tucker outlined alternatives for the City, including continuing the current contract, expanding contracted services, or establishing its own police department and animal control program. He explained that creating a City police department capable of providing 24/7 coverage would likely require three to four officers at an estimated annual cost of \$750,000 to \$1,000,000, with each officer costing approximately \$160,000 to \$180,000 per year, not including facilities, equipment, or animal control infrastructure. He strongly advised against attempting partial coverage with a single officer based on prior experience assisting other municipalities.

Sheriff Tucker further discussed the possibility of the City employing a non-POST-certified code enforcement or animal control support position to document violations, gather evidence, and provide notice to residents, with Sheriff's Office deputies issuing citations when necessary. He stated that this role would focus on documentation only and would not involve seizing animals or negotiating with residents.

Cats were discussed, and Sheriff Tucker stated that the County does not have a facility for cats and that they are generally not considered a nuisance in the same manner as dogs.

Sheriff Tucker explained that the current holding period is three days for stray animals and five days if the owner is known and discussed the possibility of extending the holding period on a sliding scale of up to 10 days to two weeks to allow time for advertising animals through platforms such as social media. Council Members raised concerns regarding public perception and misinformation, noting that residents often believe no animal control or law enforcement services are being provided within the City. Sheriff Tucker clarified that Duchesne City residents, as county taxpayers, receive baseline Sheriff's Office services even without a separate city contract, and that misinformation to the contrary has caused frustration. He stated that the Sheriff's Office would assist by issuing public messaging to clarify services currently being provided. Sheriff Tucker emphasized that the Sheriff's Office is willing to work with the City to identify priorities and structure services based on what the City is willing to contract and pay for, while noting ongoing staffing shortages.

Council Members expressed interest in holding a future work meeting to further evaluate options and define City priorities related to animal control and public safety services. Sheriff Tucker indicated his willingness to participate in continued discussions.

14. Kinder Morgan Pipeline On Airport Easement Agreement Amendment- Heather Ivie, Land Agent

Minutes:

Heather Ivie, Land Agent for Kinder Morgan, returned to address proposed amendments to the existing airport pipeline easement agreement. She provided background on the project, noting that Kinder Morgan completed a right-of-way agreement with the City recently and that construction is currently underway with approximately 50 workers on site across airport property and adjacent City-owned land.

Heather explained that during a review of the recorded plats, Kinder Morgan identified discrepancies between the approved easement and the actual operational needs. To address these issues transparently, Kinder Morgan requested an amendment to the agreement.

She outlined two proposed changes:

1. Permanent Workspace Area

A small area previously designated as temporary workspace is requested to be converted to permanent workspace. This area, totaling approximately 0.063 acres, is needed for long-term operations access to a pipeline launcher/receiver facility. While construction can be completed without the change, permanent access is required for ongoing maintenance and operations.

1. Adjustment to Access Road Alignment

Kinder Morgan proposed a minor adjustment to the easement for an access road on the west side of the property to better align with an existing two-track road and infrastructure, rather than relocating fencing and gates. The adjustment would add approximately 4.9 feet of width and follow the existing access route.

Heather stated that the additional permanent easement area would result in an increase of \$515.18 per year to the City under the existing annual compensation structure. No other terms of the agreement would be changed. She explained that two documents were submitted:

- A Memorandum of Amendment, which would be recorded with the County, and
- An Amended Easement Agreement, which contains confidential financial terms and would not be recorded but would remain available at the City.

Discussion followed regarding prior legal review comments (“redlines”) from J.U.B. Engineers that were received after the original easement had been executed. Council members expressed frustration that those concerns were not addressed prior to approval of the original agreement. Heather explained that incorporating those broader changes into the current amendment could significantly delay approval and potentially impact existing infrastructure, and she requested that the amendment be limited solely to the workspace and road alignment issues at this time.

Council members discussed the importance of maintaining good faith with Kinder Morgan, noting that the requested amendment involved a very small area and additional compensation to the City. It was agreed that broader legal concerns could be addressed separately at a later date.

MOTION by Council Member Ivie, seconded by Council Member Baker to approve the easement amendment as presented.

- 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.

15. 15-Minute Open Session

Minutes:

Mayor Herron opened the public comment period. No members of the public came forward to speak. The public comment period was closed.

16. Book Of Complaints, Concerns And Comments

Minutes:

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

17. Mayor And Council Review Of Old Business

Minutes:

- Animal Control Officer

Mayor Herron reported she spoke with Tyler Allred and Grant Charles at the Attorney's Office. Grant indicated that if the City has a contract in place with the Sheriff's Department, the Attorney's Office will support the Sheriff's enforcement efforts. The Mayor stated both Tyler Allred and Grant Charles suggested inviting Steven Foote to address the Council directly. The Mayor noted the Attorney's Office is holding a coordinating meeting the following day and she would follow up with the Attorney's Office on Thursday for additional information on setting up that meeting. The Mayor also reported that she spoke with Sheriff Tucker and invited him to attend the meeting; she stated Sheriff Tucker requested that, going forward, for issues regarding the Sheriff's Department, someone from the Sheriff's Department be invited to address the Council directly. Council discussion included whether to invite Steven Foote or proceed directly through the Sheriff's Office. The Mayor stated that, going forward, matters involving the Sheriff's Department would be addressed directly by the Sheriff or a representative of the Sheriff's Office.

- Penny Shortage Issue

Mayor Herron presented two options regarding a penny shortage:

1. **Round up to the nearest nickel and notify residents of the change with a notice. Example notice: Due to the current penny shortage, Duchesne City Office will accept cash payments rounded up to the nearest nickel. Any overpayment will be credited to your account and reflected on your next bill. Thank you for your understanding.**
2. **Round down to the nearest nickel and roll the outstanding amount onto the next bill. This is Pelorus' recommendation. The penalty threshold is \$5 so there would not be a penalty applied to the account for anything under that amount. Mayor Herron stated Pelorus indicated the "round down" option is already built into the program/system. The Council discussed whether residents should be notified, and the Mayor stated a notice could be placed**

on the billing and also communicated publicly. Council members commented that rounding down would be preferable to avoid complaints and expressed that most residents would not be concerned unless the amount became noticeable over time. The Council reached consensus to proceed with rounding down and to notify residents. Mayor Herron stated she would include a note with the billing and work with staff on a public notice.

- CIB Water/Sewer Project

Mayor Herron reported the City closed on the CIB bond on January 20, 2026, and has submitted the first reimbursement request. She stated she received word from CIB personnel that it was received and processed. A pre-construction meeting is set for Thursday, January 29 at 1:00 p.m., and construction begins Monday.

- Mickelson Building

Mayor Herron reported she is working with Council Member Ivie to obtain quotes for the roof and other renovations. She reported receiving inquiries about reserving the building and asked when the Council would like to make the building available for reservations. Council members discussed the condition and potential use of the Mickelson Building and asked whether a civil engineer had reviewed the building, and the Mayor stated the City has documentation indicating the structure is sound. The Council discussed that the building is not currently equipped for rentals and would require basic safety measures, including proper exits, fire safety items, signage, and fire extinguishers, before any public use. The Mayor stated the City will not open the building for reservations until those basic safety requirements are in place and that she will direct the public accordingly. She further indicated she would invite Fire Chief Russ Young to conduct a walkthrough and provide a fire code and safety punch list. Additional discussion addressed needed repairs, including replacement of doors and windows, roof leaks, and evidence of water damage and potential mold concerns. The Council noted the County continues to use the building for fair-related purposes under a nominal lease and has agreed to update and repair the bathrooms, and that once the County no longer requires the building for the fair, the deed provides the property will revert fully to Duchesne City. The Council also discussed concerns regarding prior informal conversations about use of the building during a 15-minute open session, noting that the open session is for discussion only and not for decision-making; the Mayor stated she would contact the interested party to clarify that no formal decision had been made.

- Pope House

Mayor Herron reported a meeting is scheduled for Thursday with Dea Skewes, Craig & Cynthia Poulson, Council Member Ivie, and herself to discuss the Pope House and set a plan. She stated the goal is to establish a timeline and move forward with a plan, and that other Council members are welcome to attend.

- Susan Hamilton Business License

Mayor Herron reported the issue arose when the building inspector indicated a building permit would be required to change the classification of the building. The Mayor checked with the Assessor's Office and verified the building was already classified as commercial and did not require reclassification. The business license was issued under the provision that Susan complete the Fire Chief's fire code requirements within 30 days of the fire inspection. The Mayor stated the business license would not be ratified by the City Council until the requirements are completed and the fire inspection is

submitted. Council Member Ivie asked how the matter initially reached the building inspector. The Mayor stated they were not certain, but believed questions may have been raised by someone associated with the business, and that the inspector flagged it because the building had previously been a home.

- Airport

Mayor Herron reported she met with J-U-B engineers and received project updates. She stated she has received inquiries regarding building hangars on airport property and will work with J-U-B on future growth and how to proceed. She stated J-U-B will be included in all discussions regarding placement, height, and other FAA/airport considerations. She stated she would like to see the airport become self-supporting.

- RAP Tax

Mayor Herron reported that Jessica, Stephanie, and herself spoke with Cameron at ULCT Day on the Hill. The City is hopeful that legislation will pass forgiving cities that did not renew their RAP tax in time. The Mayor explained that the RAP tax requires renewal every 10 years and that many small towns missed the renewal due to staff turnover and a lack of reminders or communication. The Council discussed that the State Tax Commission had continued sending RAP tax payments to the City without providing notice that renewal paperwork was overdue. The Mayor stated that one legislative proposal would penalize affected cities, and that the City is monitoring the bill and is hopeful it will forgive penalties and improve communication and reminder processes going forward.

- Parks

Mayor Herron reported she met with Zack and scheduled a February 5 meeting with an equipment representative (state contract pricing) and Council Member Baker to discuss replacing/updating park equipment at Wallace Park, Roy Park, and the Tennis Park. She noted the Outdoor Recreation grant portal is open and an application may be submitted through mid-March. She also stated the City has matching funds available and is working toward a plan to strengthen the grant application.

- Additional Items

Mayor Herron stated she intends to provide an executive summary at each council meeting to update the Council on ongoing items and developments. She reported attending a County meeting, noting there are several new mayors in the basin and the group selected officers (chair, vice chair, secretary). She stated the County is working toward better coordination of events across towns to avoid conflicting schedules, and she supports creating a shared county-wide calendar of activities.

18. 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.

19. 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:

MOTION by Council Member Ivie, seconded by Council Member Baker to recess the regular meeting and convene the closed meeting for pending litigation at 8:14 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 8:14 pm

Mayor Herron stated we are now in closed session, 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 8:30 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.

20. Consideration to Take Action Discussed Under Closed Meeting

21. Adjournment

Minutes:

Closed Session ended at 8:30 pm.

Regular Meeting reconvened at 8:31 pm

MOTION by Council Member Ivie seconded by Council Member Baker to adjourn the regular City Council meeting at 8:31 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*