



Regular City Council Meeting

Minutes

Tuesday, February 10, 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 Hamilton offered the prayer. Mayor Herron led the Pledge of Allegiance.

Duchesne City Employee Attendees: Stephanie Skewes, Jessica North, Zack Bertola
Public Attendees: Jenny Adams, Sheriff Travis Tucker, Lynn Bell, Cameron Olsen, Traci Herrera, Melinda Larsen, Kim Swasey, Danny Swasey, Morgan Fabrizio, Dea Skewes, Larisa Madsen, Dawnette Browning, Makayla Bell, Kyley Bell, Cannon Cardon, Gabriel Ortiz, Macie Black, Kaylee Black, Alexxus Johnson, Saydee Limberty, Kyzlee Lowe, Hannah Lowe, Jocelynn McPhie, Vivienne Hopkins, Kendyll Betts, Kim Betts, Kamee Larsen, Harley Hanberg, Ryann Jessen, Aizel Duncan, Presli Young, Ruby Swasey, Addy Reinhardt, Kristin Reinhardt, Alyssa Hamilton, Lily Verde, Haven Gibbons, Halle Kesling, Henly Roberts, Cami Rose, Jared Verde, Makayla Verde, Tiffany Hilton, Amy Crocket

2. Minutes

Minutes:

The City Council reviewed the minutes.

MOTION by Council Member Baker seconded by Council Member Hamilton to approve the minutes from Regular City Council Meeting 01/27/2026.

- 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 Herrera 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 City Council reviewed the Charges and Credits

5. Business License

Minutes:

No Business Licenses were presented.

6. Planning And Zoning

Minutes:

Mayor Herron reported that the City has received two applications for the Planning and Zoning Commission to date. She stated that the applicants will be invited to attend the March 10 meeting for interviews. The City is continuing to gather additional applications.

7. Cheer State 2A Champions - DHS Cheerleaders

Minutes:

Mayor Herron announced that the Council would recognize the State 2A Cheer Champions. She expressed appreciation to the team for attending and stated the importance of recognizing the City's champions. Mayor Herron commended the athletes for the time, energy, and dedication they put into their sport, noting that after observing their training and intensity, she wholeheartedly agrees that cheer is indeed a sport. She thanked them for their hard work and accomplishments.

Mayor Herron invited a team representative to address the Council.

Aizel Duncan, Head Cheer Captain, introduced herself and spoke on behalf of the team. She stated that the season had been amazing and that at the beginning of the year the team set a goal to win the state title, which they successfully accomplished. She expressed pride in her teammates and noted that the team put in significant extra effort throughout the season, including additional warm-ups and practices. She shared that the team ended each practice by saying "All State Champs" to build a champion mindset. She highlighted the growth of newer team members, the development of new skills, and the strong sense of unity and love for the sport. Aizel stated that the team worked extremely hard and felt they truly earned the championship. She thanked the Council for their time and recognition.

Aizel also expressed appreciation for the team's coaches, stating that they work the team hard, keep them disciplined and prepared, and care deeply about the athletes. She described the coaches as being like parents and said the team could not have

succeeded without them.

She further thanked the team's parents for their support, including fundraising efforts, transportation, and helping balance athletics, academics, and busy schedules. She acknowledged that cheer can be an expensive sport and expressed gratitude for the sacrifices and support provided by families.

Mayor Herron congratulated the team on their accomplishment. The Council then took a photograph with the team.

8. Civil Air Patrol - Lance Helsten

Minutes:

Mayor Herron reported that Lance Helsten with the Civil Air Patrol contacted her regarding a potential request to use the Duchesne City Airport as a training location. She noted that Mr. Helston was unable to attend this meeting due to health issues but has requested to present to the Council at the March meeting.

Mayor Herron stated that the Civil Air Patrol is interested in using the airport as a central training site for pilots and cadets traveling from Heber, Price, and Vernal. She indicated that discussions are ongoing and expressed support for the idea.

9. Aycock & Miles - 2025 Duchesne City Annual Financial Report

Minutes:

Cameron Olsen of Aycock & Miles presented the 2025 Duchesne City Annual Financial Report.

Mr. Olsen reviewed the Independent Auditor's Report and stated that the audit results were positive, with the City's financial records accurately reflecting its financial condition for the fiscal year. He reported that internal controls were tested and found to be adequate and that the City is in compliance with state requirements, with one minor budget finding. He reported that internal controls were tested and found to be adequate and that the City is in compliance with state requirements, with one minor budget finding related to the \$25,000 Municipal Building Authority payment not being specifically included in the adopted budget.

Mr. Olsen reviewed the General Fund, reporting total revenues of approximately \$1.9 million, including stable sales tax revenue with a slight increase from the prior year and approximately \$482,000 in intergovernmental revenue. Total expenditures were approximately \$1.76 million, resulting in a positive General Fund balance of approximately \$150,000 at year-end. He also briefly reviewed the Capital Projects Fund and the Municipal Building Authority Fund.

Mr. Olsen then reviewed the Utility Fund (water, sewer, and sanitation), reporting total operating revenues of approximately \$1.8 million. The Utility Fund showed a net operating loss of approximately \$191,000; however, this was largely due to depreciation expense of approximately \$587,000, which he explained is a non-cash accounting requirement based on the useful life of infrastructure and equipment. Council Member Ivie asked whether depreciation expense could be reduced. Mr. Olsen explained that depreciation is required under accounting standards and cannot realistically be reduced unless the City stops replacing or adding capital assets, which would not be advisable.

Mr. Olsen reviewed the Utility Fund cash flow statement and emphasized that it provides a clearer picture of financial health because it excludes depreciation. The

Utility Fund generated approximately \$461,000 in positive operating cash flow, indicating the system is currently cash positive. During the year, the City received approximately \$905,000 in bond proceeds and approximately \$1.8 million in grant funding and expended approximately \$1.7 million on capital improvements. The Utility Fund ended the year with a net increase in cash of approximately \$1.1 million, though a significant portion of that amount is restricted for debt service and grant requirements. Mr. Olsen reviewed long-term debt, noting that governmental debt decreased to approximately \$645,000, while utility debt increased to approximately \$5.36 million due to additional bond proceeds received during the year. Council Member Ivie asked whether it would benefit the City to pay off debt early. Discussion included the current PTIF rate of approximately 3.1%. Mr. Olsen explained that some bonds carry very low or 0% interest rates, while others are higher, and advised that any consideration of early payoff or restructuring should be evaluated carefully and discussed with the bond attorney.

Mr. Olsen reported one compliance finding related to the Municipal Building Authority payment of \$25,000 not being specifically included as a line item in the budget. He recommended amending future budgets to ensure the payment is properly budgeted. He also noted that the General Fund balance is nearing the state maximum threshold and recommended increasing transfers from the General Fund to the Capital Projects Fund, potentially in the \$300,000 - \$400,000 range, to remain compliant with State of Utah requirements.

He reminded the Council to continue annual Open and Public Meetings Act (OPMA) training and to formally adopt the City's fee schedule each year. In response to a Council question regarding the increase in net position, Mr. Olsen explained that it reflects the overall increase in the City's value, similar to retained earnings in a business.

Mr. Olsen commended City staff for their professionalism, responsiveness, and cooperation during the audit process. Mayor Herron thanked Aycock & Miles and City staff for their work and positive improvements noted in the audit.

10. Chapter 9 Purchasing System - Council Discussion

Minutes:

Mayor Herron opened discussion on Chapter 9 of the City Code regarding the purchasing system and procurement thresholds.

Council Member Nielsen expressed concern about the current \$80,000 threshold and the language stating that more than one bid should be obtained "whenever possible." He noted the phrase "whenever possible" is subjective and questioned who determines when it is possible to obtain multiple bids. He also stated the \$80,000 amount feels high without a clearer requirement for additional quotes and suggested lowering the threshold or revising the language to provide more specific direction in the ordinance. The recent ballpark lighting project was referenced as an example. It was noted that only one formal bid was received for that project. Zack Bertola relayed information he had been given and explained that Jessen Electric submitted the formal bid and that the contractor has historically been used and trusted for similar work. It was also noted that in past situations, multiple contractors have been contacted verbally, but formal written bids were not always obtained.

Council discussion acknowledged that there are times when projects are time-sensitive or when prior bid attempts have resulted in only one bidder, such as the fire station

project, which went out to bid three times and received only one response. Council Member Ivie referenced the Powers and Duties manual and indicated that it specifies a \$40,000 threshold for building improvements requiring quotes, and \$125,000 for other procurements, suggesting the City review whether its ordinance aligns with current Utah State Code. It was noted that the City's procurement code was recodified in 2016.

Council Members discussed the importance of transparency and expressed interest in lowering the dollar threshold for multiple quotes, clarifying the "whenever possible" language, and creating a more public-facing system for bid notifications. Suggestions included posting projects on the City's website or creating a central location where contractors and the public can view current bid opportunities. Council emphasized the importance of maintaining documentation to demonstrate that projects were publicly noticed and that contractors were given the opportunity to bid.

Mayor Herron stated she would review the current ordinance, compare it with Utah State Code and the Powers and Duties manual, and bring draft revisions back to a future meeting for further discussion. She explained that once Council reaches agreement on the language, the proposed changes will be formally adopted to amend the City Code.

11. Council Member Assignments - Mayor Herron

Minutes:

Mayor Herron stated that she realized formal council member assignments for oversight of various City functions had not yet been made. She explained that the City has several operational areas, including public works, parks and recreation, cemeteries, the airport, Main Street, budgeting, economic development, animal control, and law enforcement. She noted that while she has informally consulted individual Council Members based on their experience or interest, such as inviting Council Member Hamilton to participate in airport discussions and consulting with Council Member Nielsen regarding animal control, it would be beneficial to formalize these roles. She explained that having designated council liaisons would allow for collaboration, shared input, and broader buy-in when addressing issues and making decisions.

Mayor Herron proposed the following council areas of focus: Council Member Nielsen would work with her on animal control and law enforcement matters; Council Member Baker would assist with Parks and Recreation; Council Member Ivie would work on budgeting and economic development; Council Member Herrera would focus on Main Street issues and cemetery matters; and Council Member Hamilton would assist with the airport and public works, including roads. The Council Members indicated their willingness to serve in these areas.

Mayor Herron stated she would continue overseeing the pool operations, noting she feels confident managing it with staff support.

Council discussion clarified that these assignments are intended to allow Council Members to serve as sounding boards and collaborate with the Mayor on issues within their designated areas. However, administrative responsibility remains with the Mayor. If residents contact Council Members with concerns, Council Members may assist informally when appropriate but should refer matters back to the Mayor for follow-up and resolution. Mayor Herron confirmed that as the City's administrator, she is responsible for ensuring issues are addressed and communicated properly.

12. 4-10 Proposal Employee Policy Manual - Mayor Herron

Minutes:

Mayor Herron presented a proposed amendment to the Employee Policy Manual regarding employee work schedules. She explained that under the current policy, the City transitions to a four-day, ten-hour (4/10) work schedule beginning at Daylight Saving Time and then returns to a five-day schedule during the winter months. She stated that the 4/10 schedule has been beneficial for both Public Works employees and office staff, as it allows their schedules to mirror each other during the busier months and improves coordination and efficiency.

Mayor Herron clarified that the proposed change would make the 4/10 schedule permanent year-round, rather than switching seasonally. Under the proposal, City offices would be closed on Fridays, with extended hours Monday through Thursday. She noted that having longer operating hours during the four workdays has allowed residents to conduct business before or after typical work hours.

Council discussion included questions about public impact and on-call coverage. It was noted that in the past there had been a concern raised about water turn-ons occurring on Fridays; however, this has not been an ongoing issue. It was discussed that water connections are expected to occur during established office hours and require completed applications for billing purposes. Emergency issues would continue to be handled through the City's on-call system.

Staff confirmed that Public Works employees are on call 24/7 on a rotating weekly basis from Thursday through Wednesday. Employees receive a flat weekly on-call compensation (\$140 for a regular week and \$160 if the week includes a holiday). If called out, employees receive overtime pay, and holiday callouts are compensated at holiday pay rates. It was confirmed that on-call coverage would continue uninterrupted under the 4/10 schedule.

It was addressed whether the change would result in additional overtime costs. Staff explained that employees are scheduled for 40 hours per week under the 4/10 schedule, and overtime would only occur if employees are called out beyond their regular hours.

Mayor Herron clarified that the highlighted revisions in the policy reflect the change to a permanent 4/10 schedule for all employees.

MOTION by Council Member Baker seconded by Council Member Ivie to approve the amendment to the Employee Policy Manual establishing a permanent four-day, ten hour work schedule.

- 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. Animal Control Proposal - Mayor Herron

Minutes:

Mayor Herron introduced a draft animal control proposal, explaining that following the Council's earlier discussion this year she has been researching options and had a conversation with Lynn Bell to develop potential solutions.

She emphasized the document presented was not final, but a starting point for discussion during the draft phase. Mayor Herron explained the primary goal is to close the gap between law enforcement response and neighborhood safety by creating a short-term local holding option when shelters are full or when deputies are delayed on animal-related calls. She stated deputies can be pulled from high-priority calls for extended periods, sometimes three hours or more, waiting for animal transport or resolution, and the proposal is intended to help reduce those delays.

Council discussion focused on the proposed “pods,” described as temporary holding enclosures for dogs picked up within the city. Council Member Baker asked whether the general public would have access to drop dogs off at the pod. Mayor Herron stated the intent was primarily to make the pods accessible to sheriff’s deputies, with city personnel also able to use them. She discussed a potential dispatch-controlled access system for public drop-offs using a changeable lock code; however, Council Members expressed concern about liability and safety if members of the public attempted to handle or deliver dogs, and the idea of public access was generally viewed as too risky. Mayor Herron explained the proposal includes creating a compliance registry to document incidents and build records that could support citations and enforcement, as well as hiring a part-time specialist to manage the pods, maintain cleanliness, and handle recordkeeping. She clarified the specialist would not perform law enforcement duties or go to homes to collect dogs.

She also proposed forming a community-based Animal Control Committee to provide input, similar to a planning commission model.

Sheriff Tucker addressed the Council and stated he liked the concept because it increases the City’s capacity and support but cautioned it would be labor-intensive and would depend heavily on having a committed specialist to manage the program.

Discussion included the number of pods needed; Mayor Herron noted some incidents involve companion dogs that run together, and the Sheriff suggested that multiple pods would likely be necessary, with four being a reasonable starting point.

Council Members raised concerns about what would happen after the proposed 72-hour hold period, particularly with repeat offenders. Sheriff Tucker noted that returning dogs quickly is important, but repeated incidents highlight the need for an additional enforcement step beyond simply charging fees, since some owners repeatedly reclaim dogs and allow them to run loose again. Mayor Herron stated she and Council Member Nielsen had discussed developing an enforcement draft that would establish escalation and consequences, including the possibility of permanent removal after repeated impounds (for example, by the fourth pickup). The discussion also included training requirements for owners, fencing or containment expectations (such as a “two-gate/two-barrier” system), and counseling owners to improve compliance, with the intent of keeping dogs with their owners when responsible care is demonstrated.

Questions were asked about staffing and cost. It was confirmed the specialist would be on payroll and discussed the need for appropriate animal-handling training (even though the position would not be POST certified). It was also questioned whether the proposed duties could realistically be accomplished within a 15-hour work week, and Mayor Herron stated the workload was still being evaluated. The Council also discussed feeding and care costs for dogs held in pods and noted the proposed fees (including a \$25 boarding/impound-related fee mentioned in discussion) would not fully cover costs and would need further review.

Council Member Baker questioned whether the proposal would fully resolve deputy wait times if only deputies are permitted to transport dogs, and Mayor Herron stated the intent is to shorten time on scene by giving deputies a local drop-off option so they can return to patrol sooner. Sheriff Tucker described Roosevelt City's approach, noting Roosevelt has a civilian animal control employee who picks up dogs and handles records but does not issue citations, and he suggested Duchesne could consider a similar model. Sheriff Tucker suggested exploring a broader code enforcement officer position in the future who could address animal control issues as part of a wider ordinance enforcement role.

The discussion also addressed related code issues, including barking/noise complaints. Sheriff Tucker noted that the City's code may allow stronger action in noise cases after repeated calls, and that the City could consider expanding similar enforcement tools to dogs-at-large through ordinance changes. Mayor Herron and Council Members emphasized that any solution must be measurable, enforceable, and actually enforced, and that the City should reduce vulnerability created by having ordinances that are not consistently carried out.

Location and facility concerns were raised regarding where pods might be placed, particularly concerns about proximity to parks and residential areas. Council Members noted that while one or two temporary holding spaces may be manageable, a larger-scale impound location near neighborhoods may not be acceptable to nearby residents. Some discussion suggested that if a long-term facility is pursued, it may be more appropriate outside the center of town or in a location such as near the airport. Microchipping and registration were discussed as part of an enforcement strategy. Mayor Herron stated dogs could be required to be registered and tagged prior to release, and microchipping could help confirm repeat offenses involving the same animal. Sheriff Tucker stated microchipping costs are relatively low (generally around \$10-\$20) and explained that chips must be scanned at close range with a reader. Mayor Herron concluded that the proposal is a starting point and stated she would return at a future meeting with a more developed draft focused first on ordinance changes and enforcement structure.

14. Cancel Regular Scheduled Meeting 2/24/26 - Mayor Herron

Minutes:

Mayor Herron informed the Council that the Utah Rural Water Conference will be held February 24 - 26 (Tuesday through Thursday). She encouraged Council Members to attend, noting the conference provides valuable information related to rural water systems. She stated that this year there will be significant discussion regarding the Colorado River Authority and related legislation, which may impact Duchesne City. Mayor Herron suggested canceling the regularly scheduled City Council meeting on February 24 to allow Council Members the opportunity to attend the conference. Council discussion followed. The next regularly scheduled City Council meeting will be held March 10.

MOTION by Council Member Hamilton, seconded by Council Member Ivie to cancel the regularly scheduled February 24 meeting.

- 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:

Mayor Herron gave the following updates.

- Animal Control

Animal control was the first item from last time, it has been addressed for now but will remain on the list until something acceptable is in place.

- CIB Water/Sewer Project

The pre-construction meeting went well. We have regular updates scheduled with Chuck and the contractor, Silver Spur. There was a little hiccup with miscommunication about where to place some of the dirt on 500 N, but this is between Silver Spur and the landowner involved. Unless needed, the Mayor will let the contractor take care of the problem.

- Mickelson Building

She is still working with Council Member Ivie to get some quotes for the roof and other renovations.

- Pope House

The City received a quote from Craig and Cynthia Poulson for custom cabinetry and exhibit construction for the Pope House displays. Mayor Herron stated the concept is beautiful and could win significant awards in the museum world; however, it is likely not currently within the City's budget without substantial grant support. The total proposal was approximately \$160,000, with the centerpiece display alone estimated at about \$71,000. The full project timeline was estimated at roughly one year, as it would be completed on a part-time basis. The proposal included a cost breakdown for each cabinet, and while the Mayor believes the pricing for custom cabinetry is competitive, the overall cost is concerning. She is researching grant opportunities but has not yet identified available funding. The centerpiece concept includes a detailed scene featuring a cabin, corrals, barn, hay derrick, and related elements, enclosed in glass with access to allow items to be changed as needed. The high cost of glass and the need to fully enclose the displays for safety, dust control, and preservation were also discussed.

Mayor Herron clarified that the original Pope House cabinetry was largely built in place and cannot simply be reused as complete cabinets, although some display cases and materials remain in storage. She noted that the City may be able to use some existing

pieces and potentially contract with the Poulson's only for the large centerpiece while pursuing more economical options for the remaining cabinetry. Council discussed whether to invest in a highly artistic, customs exhibit or pursue more basic display cabinetry to reduce costs. Concerns were raised about spending \$150,000–\$160,000 on elaborate cabinetry and artistic features versus focusing primarily on functional display cases. Council also discussed whether funds from the sale of the Pope House property could be used for this project, noting that while recreation-related funds are available, they were not exclusively designated for the Pope House displays.

The Mayor also discussed with Dea Skewes the possibility of making a permanent home for the Pope House Museum in the Mickelson Building, specifically in the room where the artifacts are currently stored. Dea was pleased with that idea and believes it may be a better option than the City building for a variety of reasons. At Mayor Herron's request, Dea addressed the Council regarding concerns about placing the displays in the City building due to prior flooding, frozen pipes, and archival damage, and noted the building's location between two rivers as an ongoing concern. Council discussed security and access considerations, including the benefit of public access during office hours versus storage in less accessible locations. Long-term space needs were also discussed, including the possibility that the building could eventually be needed for office expansion, emphasizing the importance of determining a permanent location before investing in custom-built displays.

Mayor Herron acknowledged that obtaining bids has been challenging and that this is the first complete proposal received. Council Members discussed obtaining additional bids now that cabinet dimensions and specifications are known. The Mayor agreed to email the Poulson proposal and any future bids to the Council. Council emphasized the need for clear specifications and drawings to allow comparison of bids on an "apples to apples" basis and expressed concern about evaluating pricing without renderings or detailed design documents. The Mayor also mentioned a potential fundraising and recognition idea of incorporating local ranch and family brands into the display, such as through epoxy inlays, as a way to honor local history and help offset project costs. Council further discussed whether broader public input, such as a public meeting or hearing, should be sought before moving forward, particularly given community sensitivity to recreation-related expenditures. It was decided, additional bids and funding options will be explored before further decisions are made.

- Susan Hamilton Business License

Susan has not completed the necessary fire safety items that Chief Young identified in the Fire Safety checklist. Mayor Herron will follow up with Susan so we can ratify her business license at the next meeting.

- Airport

Rodney, Council Member Hamilton, Lane, and the Mayor met at the airport to discuss the base station radio Rodney purchased before leaving office. Rodney made a compelling case to keep it, but security is an issue. They discussed securing it behind a locked door while maintaining access to the mic and speakers, including a speaker outside. Lane and Mayor Herron will look at this further and develop a plan to get the radio running. Rodney also provided an FAA inspector report from when Matt was in charge; Lane has the copy and will address any incomplete items to return to compliance.

Council Member Ivie asked for an update regarding the Crescent Energy project located south of the airport runway, stating that under former Mayor Rowley the matter

was left pending additional FAA permitting and guidance due to concerns about the flight path. Council discussed their understanding that Crescent Energy was required to complete a permitting process with the FAA to determine what guidelines or restrictions would apply, including possible operational limitations related to instrument approaches, lighting, or other runway considerations. There was also discussion about whether the location of the project had been shifted and whether any temporary runway or lighting adjustments were required. Council Members expressed concern that the original agreement may have been signed without formal Council approval or full communication and noted that they wanted to ensure there was no remaining action required by the City. It was emphasized that the Council did not intend the situation to be adversarial and that, if any City obligations remain outstanding, they should be addressed to avoid future liability. Mayor Herron stated she would contact Jeff Crozier to verify the status of the FAA permitting process and confirm whether Crescent Energy or the FAA is waiting on any additional action from the City.

- RAP Tax

Mayor Herron reported, we are still waiting to see what the legislature does with this item.

- Parks

Zack, Stephanie, and Mayor Herron met via Zoom with a Utah Outdoor Recreation Grant staff member to review how to submit a successful grant application. We are gathering documents and hope to submit the application next week. This is for the new playground equipment.

Council Member Baker reported that he, Zack, Stephanie, and Mayor Herron met to obtain a bid for updating the park equipment. Mayor Herron noted that, in accordance with the City's procurement policy, additional bids will be required and that Zack is currently working to secure those.

Mayor Herron stated we plan to hold a public meeting (not a public hearing) next Wednesday evening to gather public input, and noted public input strengthens the grant application.

- Utah Rural Water Conference and Other Conferences

All Council Members are invited. It is the week of Feb 23 in St. George. If anyone is interested in attending, we can get you registered this week. Mayor Herron proposed skipping City Council on Feb 24 to allow attendance. Chuck Richins invited Council to the Horrocks Engineering sponsored skeet shoot, let her know and she can get you on the list. Also, she will keep the Council posted on Utah League of Cities and Towns conference dates.

- Pool Manager and Rec Director Job Openings

The pool manager position has been filled; Ava Fabrizio will return as pool manager. Mayor Herron is still contacting references for the Recreation Director candidates and hopes to decide by the end of the week or beginning of next week.

- CIB Priority List

The CIB Capital Improvement List prioritization meeting is scheduled for tomorrow. Stephanie Skewes displayed the current project list for Council review and discussion. Council discussed which projects should be placed on the 1-year priority list versus the 2-5-year list. No formal action could be taken at this meeting; however, Mayor Herron will make any necessary revisions prior to the CIB meeting, and the Council will vote on the finalized list at the next City Council meeting. Mayor Herron identified the River

Road Water Replacement as the proposed 1-year priority project and the West Starvation Road waterline, which would serve Strawberry Fields and development toward Starvation, as a 2–5-year project, noting known fire flow deficiencies in that area. She stated that several previously listed items, including the Blue Bench secondary irrigation expansion, fire station addition, and the Hillside Avenue multiuse trail, had been withdrawn to focus on infrastructure projects, which remain ongoing priorities. She also explained that the master plan update is expected to exceed \$100,000 and discussed the potential for CIB funding as a 50/50 match, though total costs will be higher. Council Member Ivie stated that, according to Commissioner Miles, infrastructure projects typically receive top priority through CIB, which is why non-infrastructure items were removed. He also asked whether the River Road line relates to the old springs issues and discussed repair versus full replacement, including concerns about the line's location under Ron Robbins garage. Mayor Herron noted that multiple CIB meetings are held throughout the year and that the prioritization list is not set in stone. She also mentioned potential utility needs at the airport, depending on the City's long-term plans. Council Member Ivie emphasized the need to address expansion and focus on projects that support growth. Mayor Herron stated including irrigation lines. Council Member Hamilton suggested remaining focused on infrastructure. The Council expressed consensus that the River Road waterline project is the top priority.

- Council Member Ivie asked for follow-up discussion regarding the American Legion water account/donation. Mayor Herron asked the Council how they would like to proceed and whether they wished to waive the monthly water fee. During discussion, Council Member Herrera asked whether the American Legion charges a rental fee for use of its building, and it was stated that the rental fee is \$125, with \$25 refunded. Council Member Nielsen expressed support for providing a donation in the amount of the utility bill, and Council Member Baker also indicated he was in favor of the donation. Council Member Ivie stated that the previous discussion had included checking with other cities to see how they handle similar situations and noted that the water account has not been formally addressed in the system since approximately 2006. It was also discussed that the cost of water to the City is minimal; however, the matter cannot be acted upon immediately because it would require its own budget item. Council discussed whether the budget could be amended now or if it would need to wait until the next budget opening, and it was noted that the item would be placed on the March agenda.
- Council Member Nielsen asked Sheriff Tucker about placing a speed trailer within the city. Sheriff Tucker stated that one trailer is currently located on the west side of the city and rotates throughout the county. He noted that this unit collects speed data, which can be retrieved and reviewed periodically, and that it functions solely to monitor vehicle speeds.
- Council Member Ivie inquired about the UDOT sign, and Mayor Herron responded that she plans to address the matter at the upcoming quarterly Public Lands and UDOT meeting.
- Jenny Adams addressed the Council and asked whether the electronic sign located near the city is owned by UDOT and whether it could display a message reminding drivers of the 30-mph speed limit. Mayor Herron stated that while

UDOT may have that capability, the message board is typically dedicated to specific transportation-related information; however, she indicated she would inquire. Jenny said that drivers need a reminder to begin slowing down as they approach the area.

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: 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 Hamilton to recess the regular meeting and convene the closed meeting for pending litigation at 8:43 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 8:43 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 9:10 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 9:10 pm

Regular Meeting reconvened at 9:10 pm

MOTION by Council Member Ivie seconded by Council Member Baker to adjourn the regular City Council meeting at 9:10 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*

Contact: Myra Young (myoung@duchesnecity.com 435-738-2464) | Minutes published on 03/11/2026, adopted on 03/10/2026