



Meeting Minutes
Regular Meeting of the Henefer
Town Council
March 3, 2026 7:00 P.M.

Henefer Town Office 150 West Center Street, Henefer, UT 84033

Meeting Minutes

Council Persons Present: Mayor Kay H. Richins, Alec Deru, Steven Dallin, Chad West, Rush Hotchkiss

Staff/Personnel Present: Elizabeth Breitenbeker, Ashlee Vernon, Mason Kjar, Ty Bailey

Visitors Present: Jodi Hotchkiss, Brenz Staples, Jacob Rees, Kent Trussell, Rozanne Staples, Yancey Staples, Donald Fulton, Wylee Staples

I. Opening Ceremony

A. Call to Order

A quorum being present at the Town Hall, 150 West Center Street, Henefer, UT 84033, the meeting of the of the Henefer Town Council was called to order at 7:05 P.M.

B. Legislative Prayer was offered by Steve Dallin

C. Pledge of Allegiance was led by Wylee Staples

II. Discussion Items

A. Business License for Utah Ballers:

Audio Time 1m

Jacob Rees explained his business is training and promotion for high school football athletes and connects them to universities. His coaching team consists of himself and 5 former BYU players. Jake runs the business.

Action:

Mayor Kay Richins called for a motion to approve the business license for Utah Ballers. Alec Deru made a motion to approve the business license for Utah Ballers. Chad West seconded the motion. Passed Unanimously.

B. Business License for Pine Outfitting LLC:

Audio Time 5m

Jacob Rees explained he is a hunting guide on his grandfather's property and runs the business out of his home.

Action:

Mayor Kay Richins called for a motion to approve the business license for Pine Outfitting LLC. Steve Dalin made a motion to approve the business license for Pine Outfitting LLC. Rush Hotchkiss seconded the motion. Passed Unanimously.

C. Summer Help Position:

Audio Time 7m

Kay Richins read the summer help job advertisement. The hours will be close to 40 per week.

D. Caselle Updates:

Audio Time 26m

Ashlee Vernon explained the administrative benefits of using the caselle utility payment program. The current payment program, Xpress, would not be used anymore. The caselle payment program would cost less and be more efficient for administrative duties. Ashlee showed what the screen would look like for residents wanting to pay their utility bill online. Caselle also seems more user friendly for the residents. They would need to set up a new account; their information doesn't transfer from Xpress. Kay Richins asked if it would be possible for the town to send a mass text to residents in the event of an emergency. Ashlee answered that residents can subscribe online.

E. Secondary Water Information:

Audio Time 35m

Ty Bailey drafted a letter regarding secondary water information which will be sent with residents' utility bills. The town will have secondary water hardware parts for purchase at the town office. The parts that will be needed was discussed. Ty suggested adding instructional diagrams or videos to the town website for residents to reference. The secondary water will begin to be turned on May 15th. The town council and necessary personnel will be trained on how to work the pumps before May 15th. Possible pump maintenance was discussed.

F. Cemetery Expansion:

Audio Time 13m

The town cemetery is starting to run out of room. Rozanne Staples mentioned that another road to access gravesites is needed. Standard burial lot sizes have changed so more space per lot is needed. Possibilities for cemetery land expansion were discussed. Rozanne suggested the town purchase a mini excavator. She estimated there is still enough lots for the next 10-20 years. Donald Fulton suggested the town rent, rather than buy a mini excavator. Rozanne explained her administrative process.

III. Public Comment

Audio Time 1hr 37 m

Brenz Staples commented his utility bill was several months late being sent to him so when he received it the amount was very high. The staff looked into this and the issue was resolved.

IV. Action

A. Caselle Module purchase approval

Audio Time 33m

Mayor Kay Richins called for a motion to make the changes needed for caselle. Chad West made a motion to make the changes needed for caselle. Alec Deru seconded the motion. Passed Unanimously.

V. [Review of February 3 and 19, 2026 Town Council Meeting Minutes](#) [Audio Time 1hr 4m](#)

Mayor Kay H. Richins called for a motion to approve the February 3, 2026 Regular Town Council Meeting Minutes with corrections. Alec Deru made a motion to approve February 3, 2026 Regular Town Council Meeting Minutes with corrections. Steve Dallin seconded the motion. Passed Unanimously. Abstain: Chad West, Rush Hotchkiss

Mayor Kay H. Richins called for a motion to approve the February 19, 2026 Regular Town Council Meeting Minutes. Chad West made a motion to approve February 19, 2026 Regular Town Council Meeting Minutes. Alec Deru seconded the motion. Passed Unanimously. Abstain: Steve Dallin

VI. [Mason Kjar – Legal Counsel Training](#) [Audio Time 1hr 15m](#)

Mason Kjar introduced the book Powers and Duties. He will do a module training throughout the year with council.

VII. [Reports by Council Members and Staff](#)

[Audio Time 50m](#) : Ty Bailey reminded council that the proposed property tax increase for Henefer was denied by the tax commission last year and could be a challenge for funding this year.

[Audio Time 52m](#) : Council discussed the property bids for the lease of the property by the dump. A bid will be chosen at the council meeting on April 7th.

[Audio Time 1hr 10m](#) : Council discussed the house bill HB231 Restaurant Tax Repeal. If this passed it would reduce the town's revenue. Mason Kjar mentioned there is a general erosion going against any tax revenue, which could be a motivation for proposing this bill. The bill did not pass.

[Audio Time 1hr 19m](#):

- **Rush Hotchkiss**: He is starting to prepare for the 4th of July. The corvette club fundraiser was discussed.
- **Chad West**: Some water meters are still having issues that he's trying to work out. He explained the secondary water meters will be turned on in waves rather than all at once to avoid issues.
- **Steve Dallin**: He mentioned a community wide kickball activity at the park on April 22-24. The Henefer fire station renovation has begun and will last 2-3 months. We are getting close to all facilities being fully staffed.
- **Kay Richins**: He is working on the pot holes getting fixed. He is looking into getting the streets on the south side of town and West Henefer Road paved. The county won't able to do it, but a contractor might.

At 8:48 P.M. Mayor Kay H. Richins called for a motion to move to closed session for the purpose of discussing potential or pending litigation. Steve Dallin made a motion to move to closed session for the purpose of discussing potential or pending litigation. Chad West seconded the motion. Roll call vote: Steve Dallin-aye, Chad West-aye, Kay Richins-aye, Alec Deru-aye, Rush Hotchkiss-aye.

VIII. Closed Session to discuss overdue utility bills and reduced water/sewer rate

Council came out of closed session at 9:51

Council discussed that no one should be on reduced rate billing unless their home is not being occupied.

At 10:03 P.M. Councilperson Steve Dallin moved to adjourn the meeting. Councilperson Alec Deru seconded the motion. Motion passed by unanimous vote (5-0)

Rush Hotchkiss – Parks
Chad West – Water and Sewer Utilities
Alec Deru – Water and Sewer Utilities

Steven Dallin – Cemetery
Mayor Kay H. Richins – Streets
Ty Bailey