



Regular City Council Meeting

Minutes

Tuesday, March 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. Mayor Herron offered the prayer. Mayor Herron led the Pledge of Allegiance.

Duchesne City Employee Attendees: Stephanie Skewes, Jessica North, Cole Harris

Public Attendees: Terry Barnhart, Chuck Richins, Jenny Adams, Bret Reynolds, Yvonne Jensen, Lance Helston, Ron Johnson, Janice Shipman, Traci Herrera, Conley Moon, Stephen Foote, Galen Wilson, Danny Swasey, Kim Swasey, Matt Betts, Danny Peatross, Dawnette Browning, Caleb Thomas, Ginger Thomas, Anna Dilello, Craig Kilpack, Elaine Despain, Susan Hamilton, Wes Hanberg, Chris Bench, Rick Coil, Dynette Harvey, via video conference Ethan Smith & Nate Robinson

2. Minutes

Minutes:

The City Council reviewed the minutes.

MOTION by Council Member Baker seconded by Council Member Ivie to approve the minutes from Regular City Council Meeting 02/10/2026.

- 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. Charges and Credits

Minutes:

The City Council reviewed the Charges and Credits

5. Business License

Minutes:

The City Council reviewed the following Business Licenses:

- Nourish, Liz Ivie
- Ruth's Wellness in Motion, Ruth Roberts

6. Planning And Zoning

Minutes:

Mayor Herron reported there is no Planning & Zoning commission.

7. Interviews for Planning & Zoning Commission

Minutes:

Mayor Herron stated that Nate Robinson had applied to serve on the Planning and Zoning Commission. Nate was unable to attend the meeting in person due to a prior commitment in Salt Lake City but joined the meeting via video conference. Council Members confirmed they had reviewed his application and letter of intent.

Once Nate joined the meeting, Mayor Herron welcomed him and opened the floor for questions from the Council.

Council Member Baker asked Nate whether he had any pending litigation or other disputes that might create a conflict of interest if he were appointed to serve on the Planning and Zoning Commission. Nate responded that he does not.

There were no other questions asked.

Mayor Herron thanked Nate Robinson for applying and expressed appreciation for his willingness to serve, noting that serving on the Planning and Zoning Commission is an important service to the community and that the City has struggled to find residents willing to serve in that capacity. She stated that once the full Planning & Zoning Commission is seated, she will follow up with him regarding upcoming meetings and the training materials required for Planning Commission members. Nate asked whether, once a full commission is seated, there would be an opportunity to meet with the Council to discuss expectations and plans for the Commission. Mayor Herron confirmed that the City would communicate with him and help get him started. Nate thanked the Council, and the video conference concluded.

MOTION by Council Member Neilsen, seconded by Council Member Hamilton to appoint Nate Robinson to the Planning & Zoning Commission.

- 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. Civil Air Patrol - Lance Helsten

Minutes:

Lt. Col. Lance Helsten introduced himself as the Utah Wing Civil Air Patrol 4th Group Commander, overseeing squadrons in Heber, Price, and Vernal. He provided a brief overview of the Civil Air Patrol, noting that the organization was established on December 1, 1941, and currently serves as the official auxiliary of the United States Air Force. He explained that Civil Air Patrol has three primary missions established by Congress: aerospace education, emergency services, and the cadet program.

Lt. Col. Helsten stated that the aerospace education mission includes working with schools and educators to provide aviation and aerospace instruction to students. The emergency services mission involves assisting with search and rescue and other emergency operations, including the use of radar and cell phone forensic technology to help locate missing aircraft or persons. He also described the cadet program for youth ages 12–18, which includes leadership training, aerospace education, physical fitness, and orientation flights funded by the U.S. Air Force.

Lt. Col. Helsten explained that he was attending the meeting to request permission to conduct periodic training exercises in the Duchesne area. He stated that Duchesne is centrally located between the Vernal, Heber, and Price squadrons, making it a practical location for joint training. He requested permission to use the Duchesne Airport or another suitable location within the City to conduct quarterly operational training exercises. These exercises could involve up to approximately 50 participants, including cadets and senior members, and would include ground team training, communications exercises, and coordination with aircraft. Participants would bring their own tents and equipment and would temporarily set up and remove the site after the exercise.

Council Members discussed the request and indicated support for allowing Civil Air Patrol to conduct the training exercises in Duchesne.

Mayor Herron thanked Lt. Col. Helsten for attending and for the work Civil Air Patrol provides to communities.

MOTION by Council Member Ivie, seconded by Council Member Baker to allow Civil Air Patrol to use the Duchesne Airport for training exercises and to assist with identifying appropriate logistical arrangements as needed.

- 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. My Best Convenience Store - Cody Blackburn

Minutes:

Mayor Herron stated that additional information was needed before discussing the My Best Convenience Store item and that the item would be tabled until a future meeting. No objection was raised by the Council.

10. Master Plan - Chuck Richins**Minutes:**

Chuck Richins with Horrocks Engineering stated the master plan is approximately 85–90% complete and estimated that an additional \$10,000–\$15,000 would be needed to complete the work. He explained that the original \$100,000 budget was established to match a \$50,000 CIB grant, which allowed the City to proceed without going before the CIB Board. He noted that it was understood that the \$100,000 would not cover the full scope of a complete master plan.

Chuck read from the letter provided to the City Council and Mayor explaining the project cost and progress, adding clarification as he read. He stated that the master plan scope includes water, sewer, pressurized irrigation, storm drainage, transportation, parks and trails, and demographic information. He explained that sewer planning alone required significant investigating due to incomplete and inconsistent existing system records.

Chuck provided a summary of work completed to date, including approximately \$69,000 for sewer, \$48,000 for water, \$12,000 for secondary irrigation, \$11,000 for storm drain, \$4,000 for parks and trails, \$6,000 for transportation, and approximately \$6,000 for demographic and introductory sections. He stated the current project total is approximately \$156,000 and estimated the final cost could be approximately \$175,000 if the remaining work is completed.

Council Member Hamilton asked for clarification regarding the current project cost and the additional amount required to complete the work.

Council Member Nielsen stated that he had reviewed the February 24 meeting minutes and believed the discussion at that time suggested that approximately \$150,000 would complete the master plan, although only \$100,000 had been formally approved. He expressed concern that the Council had not received a clear authorization before the project exceeded that amount and stated that, in his opinion, the total cost should remain closer to the previously discussed \$150,000 amount. He stated that the additional cost beyond that amount was significant and that the situation was frustrating to him.

Chuck responded that he had communicated with City staff over the past several years that the project would likely exceed the original \$100,000 amount due to the scope required by CIB, which requires a complete master plan covering all utility systems.

Council Member Ivie asked what factors contributed to the cost increases beyond the previously discussed amount. Chuck explained that a significant portion of the additional cost involved GIS work and modeling, including map creation and data processing performed by a GIS team.

Council discussion followed regarding concerns that the cost could continue to increase beyond the estimated amount. Council Member Baker stated that while the City needs a complete master plan, the Council must ensure the cost does not continue to escalate beyond what is approved.

Council Member Ivie stated that the City ultimately needs to complete the master plan and asked what the City would receive if the work were stopped immediately. Chuck

explained that stopping the project at this point would provide the work completed to date but would not result in a finalized master plan. He stated that the remaining estimated cost would primarily cover quality assurance and quality control review, final report preparation, completion of mapping, and compilation of the final master plan document. Chuck stated that if directed, he could provide the completed master plan for approximately \$175,000.

Council Member Ivie stated that completing the master plan is important for the City's planning and for future funding opportunities.

Council Members discussed the importance of completing the master plan to maintain eligibility for CIB funding, which requires an adopted master plan. Council Member Ivie discussed with Chuck that, in the future, the City should have clear written agreements and approved budgets in place before work proceeds beyond authorized amounts.

Chuck agreed that having a clearly defined budget and written authorization at the outset would help prevent similar situations in future projects.

MOTION by Council Member Ivie, seconded by Council Member Hamilton to increase the master plan budget to \$175, 000, establishing that amount as the maximum project cost.

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

Motion carried 4-1

11. Rocky Point Meter, Water Carriage Agreement Old Farm Road - Matt Betts

Minutes:

Matt Betts, President of the Rocky Point Ditch Company, stated that there were three items to discuss: updating the City's water carriage agreement, ensuring meters are installed and functioning properly at City turnouts, and addressing the Old Farm Road turnout.

Matt explained that the City's water carriage agreement needs to be updated, noting the last agreement dates back several years. Historically, the system operated with 8 cubic feet per second (CFS), with 3 CFS allocated to Duchesne City and 5 CFS to the ditch company in lieu of assessments. Since changes to that arrangement, the ditch company has been assessing the City for water and pipeline use, and a new carriage agreement is needed to clarify the terms. Matt also explained that due to increasing scrutiny on water usage and shortages on the Colorado River system, all major diversion points must be identified and properly metered to ensure the City receives its allocated water and that other users on the system are also receiving their water.

Matt identified three known Duchesne City turnouts connected to the Rocky Point pipeline system, including locations near Stan Bench, RoJean Rowley, and Bryce Hamilton. He explained that two of the three turnouts currently have meters installed, though their functionality is uncertain due to sand accumulation in the pipelines. Matt noted that the City's connection coming out of the bottom of the pipeline creates a sand trap, which can cause meters to malfunction or produce inaccurate readings. Matt stated that while new meters are not specifically required, all turnouts must have properly functioning meters in place to accurately measure water delivery.

City Attorney Ethan participated remotely and asked questions regarding the history of water carriage agreements, referencing a 1977 agreement, a 2004 agreement later revoked in 2014, and a possible 2018 proposed agreement. Ethan stated that the City would need to review the historical agreements and water rights documentation before determining the City's obligations regarding metering requirements.

Matt Betts and City Attorney Ethan discussed the condition of the City's meters, including concerns that some existing meters may not be functioning properly due to sand accumulation. Matt emphasized that Rocky Point requires all City turnouts to have properly functioning meters, including any turnout serving Old Farm Road.

Chuck Richins stated that he is working on developing a plan, including potential bonding, to support a comprehensive master plan and pursue NRCS and other water conservation funding opportunities to upgrade and replace irrigation meters.

Matt stated that the issue of providing water to the Old Farm Road area has been discussed for more than a year, but the source of the water has not yet been determined. He explained that if water delivery is not clarified and properly metered, the ditch company may have no choice but to shut off the turnout serving that area.

Council Member Ivie asked where the turnout serving Old Farm Road is located and whether a meter is currently installed. Matt explained that there is a turnout located on the backside of the pipeline behind the Anna Dilello property. He stated that Rocky Point would not allow a connection to go over or under the pipeline from the opposite side and noted that the pipeline was installed before the subdivision was developed.

Matt further explained that the turnout has not historically been identified as a Duchesne City turnout and currently does not have a meter installed. Council Member Ivie asked how the issue should be addressed and whether the City could designate that turnout as a City turnout to serve Old Farm Road. Matt responded that Rocky Point would not object to the City designating the turnout for that purpose, provided the appropriate agreements are put in place and the turnout is properly metered.

Mayor Herron asked for clarification as to whether Duchesne City would be responsible for installing the meter, and Matt responded that Duchesne City would be responsible.

Council Members discussed responsibility for installing meters, and Matt explained that the ditch company typically requires its own shareholders to contribute to meter costs; however, Duchesne City is considered "contract water" rather than a shareholder because the water rights belong to the City and Rocky Point carries the water through its system.

Ethan also asked whether Rocky Point had maps identifying turnout locations, and Matt responded that no formal map exists, although the locations are known through field knowledge.

Ethan stated he would review the agreements and related information in more detail and provide a report back to the Council.

Kim Swayze, Secretary for the Rocky Point Ditch Company, addressed the Council and explained that the document included in the Council packet was a draft water carriage agreement being used with other contract water users. She emphasized that the agreement is only a starting point and can be modified until both parties reach mutually acceptable terms, and that it is intended to clarify metering requirements and the delivery of water to Old Farm Road.

Kim stated that in 2024 Rocky Point purchased 12-inch meter tops for approximately \$3,600 plus shipping, though replacing an entire meter assembly would cost more depending on the configuration.

Matt described different meter options, including magnetic meters and ultrasonic meters, noting that several technologies could be used depending on the installation conditions. Council discussion also addressed potential costs for meters. Kim informed the Council that the Duchesne Strawberry River Board will host an educational meeting on the 24th where representatives will discuss grant opportunities that could help fund meter installations. Council Members discussed the need to review the legal agreements and water rights history before making decisions regarding meters or the Old Farm Road turnout. Following discussion, the Council indicated that additional research would be conducted, including consultation with the City Attorney, before bringing the matter back for further consideration. Mayor Herron thanked Matt Betts, Kim Swayze, and others in attendance for providing information to the Council.

12. Backflow Prevention - Cole Harris

Minutes:

Cole Harris, Public Works, presented an update to the Council regarding backflow prevention.

Cole explained that the City is currently out of compliance with cross-connection requirements for several City-owned systems and must install backflow preventers to protect the culinary water system. He stated that bids had been obtained and provided to the Council. The installations would include parks, ball fields, the fire department, the cemetery, and other City irrigation systems, noting that some locations currently have no backflow prevention devices in place. Cole emphasized that this work is required to meet state compliance standards and that the City must also maintain proper records and testing to remain compliant in the event of an audit.

Mayor Herron expressed appreciation for Cole's efforts, noting that he had only recently been assigned the project and had been proactive in identifying the applicable laws and requirements. Mayor Herron also noted that the City will begin by addressing compliance for its own systems and will then expand the effort to include other properties throughout the community that utilize culinary water for irrigation.

Council Member Nielsen questioned why the backflow preventers had not been installed previously. Cole noted that he was unsure why the installations had not been completed previously and stated that the City is now working to address the issue and bring the system into compliance.

Cole further explained that this effort will extend beyond City properties in the future, as businesses and residents with cross connections will also be required to install backflow preventers at their own expense, with the City responsible for oversight, inspections, and recordkeeping.

Council Member Ivie asked whether the cost of installation would be borne by the City. Mayor Herron confirmed that the City would be responsible for costs associated with City-owned properties, while private property owners and businesses would be responsible for their own systems.

Council Member Ivie asked if this would also apply to the County Fairgrounds and the Centennial Building. Cole believes that on their sprinkler system that comes off in our meter vault they have a back flow preventer. Again, all systems would be evaluated, including facilities such as the fairgrounds and other public properties, to determine compliance.

Cole presented the bids received, noting that two bids were obtained and that both included comparable materials and scope. He noted that the bids do not include the cost of concrete pads that will be required for installation. He stated there was no significant difference in scope between the bids, and no reason not to proceed with the lower bid. Council Member Nielsen inquired who would be installing them, Cole confirmed that the Public Works staff would perform the installations. There will be necessary annual testing which will have to be done by an outside company. Council discussion followed regarding the use of secondary water systems for irrigation. Council Member Nielsen questioned why culinary water is currently being used for some City irrigation systems and whether converting to secondary water could reduce costs and regulatory requirements.

Mayor Herron explained that converting to secondary water would require filtration systems due to the system getting clogged and significant infrastructure improvements, and that while it may be worth exploring in the future, it would be a substantial project. Cole explained that the necessary funds are available within the budget, following review with City staff, and reiterated that the current project is required for compliance. MOTION by Council Member Ivie, seconded by Council Member Nielsen to accept the low bid from HD Fowler.

- 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. Joint Highway Funding Application for Duchesne City SR-191 Project - Mayor Herron

Minutes:

Mayor Herron presented the agenda item regarding the Joint Highway Funding Application for the Duchesne City SR-191 Project. She explained that the City was awarded funding in 2024 for a project scheduled for construction in 2027, with the project funded at approximately 93% through grant funds and a 7% City match. Mayor Herron noted that the City has the opportunity to begin the design phase early, with up to 10% of the design funding available in 2026, allowing the project to be designed and bid sooner in order to begin construction earlier within the project timeline.

Brett Reynolds, CIVCO Engineering, addressed the Council and confirmed that the SR-191 project was one of three projects previously submitted, and that this project was successfully awarded funding. Brett explained that the project includes sidewalk improvements and widening of the highway shoulder to accommodate pedestrian and bicycle access, with sidewalks anticipated on both sides of the roadway.

Brett further explained that because the project is funded through the Utah Department of Transportation (UDOT), the project will follow federal and UDOT processes, including design selection through a qualification-based selection process rather than the City's standard procurement procedures. He stated that the City will be able to select an engineering firm from an approved UDOT pool, and that construction will later be bid through the UDOT system.

Council discussion followed regarding the project budget and potential cost increases.

Brett explained that the project is currently estimated at approximately \$1.29 million, with the City responsible for its portion of the match. He stated that as design progresses, costs will be updated, and if the project exceeds budget, the City may either request additional funding, cover the additional costs, or reduce the project scope. Brett noted that efforts will be made to keep the project within budget. Council Member Hamilton asked whether engineering rates would remain fixed. Brett confirmed that engineering contract rates would be fixed once established, but construction costs would be based on current market conditions at the time of bidding. Council Member Ivie asked whether the City would be required to complete the entire project if funding was insufficient. Brett explained that the City would have flexibility to adjust the project scope, including reducing elements such as sidewalk placement or roadway widening if necessary.

Mayor Herron asked for Council direction regarding selection of an engineering firm. She noted that multiple-qualified firms are available, but recommended CIVCO Engineering (Brett Reynolds), as they assisted the City in preparing and securing the grant application.

Mayor Herron and the Council expressed appreciation to Brett Reynolds and CIVCO Engineering for their work in securing the grant funding and assisting with the project. Mayor Herron requested approval to:

- Select CIVCO Engineering as the project engineer, and
- Authorize execution of the federal aid agreement to move the project forward.

MOTION by Council Member Hamilton seconded by Council Member Baker to approve CIVCO Engineering as the project engineer and to authorize execution of the federal aid agreement.

- 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.

14. CIB Capital Improvement Prioritization List

Minutes:

Mayor Herron presented the CIB Capital Improvement Prioritization List to the Council and explained that the list is required for submission to the Community Impact Board (CIB) for funding consideration.

Mayor Herron stated that the top priority (1-year project) is the River Road Waterline Replacement Project, noting that it involves replacing the last remaining asbestos waterline in the City's system, which is a critical infrastructure concern. She explained that this project is a priority to improve reliability and public safety, and noted that potential alternatives, such as installing a liner within the existing pipe, may also be explored.

Mayor Herron explained that the 2–5-year priority project is the West Starvation Road Waterline Project, which serves the Strawberry Fields area.

She noted that the City is already experiencing fire flow deficiencies in that area and that additional development requests have been received but cannot be

accommodated without infrastructure improvements.

Mayor Herron stated that additional projects may be identified and added to the list, including potentially the sidewalk project. She noted that upon Lane's return, she will work with Lane, Public Works Supervisor, and Chuck Richins with Horrocks Engineering, the City's engineer, to identify and evaluate additional projects for inclusion on the prioritization list. She further noted that there are currently no projects identified in the 5+ year category, but additional long-term needs will be evaluated. Mayor Herron informed the Council that the CIB is currently placing a stronger emphasis on core infrastructure projects, particularly water and sewer, rather than recreational or non-essential projects, and that the City's prioritization reflects that focus.

Mayor Herron requested Council approval of the prioritization list as presented, noting that any future updates or changes would be brought back to the Council for further consideration.

MOTION by Council Member Ivie, seconded by Council Member Hamilton to approve the CIB Capital Improvement Prioritization List 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. American Legion Donation - Budget Line Item

Minutes:

Mayor Herron presented the proposed donation to the American Legion, noting that the matter had been discussed previously and now required formal Council action.

Mayor Herron explained that the American Legion would remain in the City's utility billing system to allow for tracking of water usage; however, the account would receive a zero balance bill, with the cost treated as a City donation. Mayor Herron further explained that this donation would be recorded as a separate line item within the budget, allowing the City to track all donations in a centralized manner and monitor the annual amount contributed.

MOTION by Council Member Ivie, seconded by Council Member Herrera to approve the monthly American Legion donation 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.

16. Chapter 9 Purchasing System - Council Discussion

Minutes:

Mayor Herron stated that the proposed revisions had not been distributed to the

Council in advance and provided copies for review. She explained that the document includes initial ideas for updating the City's purchasing and procurement processes, based on a comparison between the City's current system and the State's purchasing system.

Mayor Herron noted that while the City would not replicate the State system, there are structural elements that could help streamline and improve efficiency within the City's processes.

Mayor Herron recommended that the Council review the proposed changes and defer discussion to a future meeting. She stated that the item would be placed on the next agenda for further consideration and possible action.

17. Animal Control Discussion - Mayor Herron

Minutes:

Mayor Herron invited Terry Barnhart to address the Council regarding ongoing animal control concerns. The Mayor noted that she had also received multiple complaints over the past month related to animal control issues.

Terry Barnhart addressed the Council and expressed serious concerns regarding the growing population of feral cats within the City. He stated that the issue is widespread and worsening, and that current efforts such as trapping, neutering, and releasing cats are not sufficient to resolve the problem. He described the situation as "putting a band-aid on an open sore," noting that even a small number of unaltered cats can quickly repopulate. Terry reported approximately \$6,000 in personal property damage caused by feral cats, including damage to vehicles, boat covers, life vests, and equipment. He also described impacts to neighboring properties, including damage to lawn equipment, a golf cart, and loss of chickens. He stated that multiple nearby residents are feeding cats, contributing to the problem, and noted that some households have large numbers of cats, both indoors and outdoors.

Terry expressed concern that no one is being held accountable for the animals and stated that, based on legal advice he received, feral cats may ultimately be considered the responsibility of the City. He urged the Council to take action and identify a solution.

Council discussion followed regarding the challenges of managing feral cats and distinguishing between owned animals and feral populations.

Council Member Baker stated that feral cats present a public health and safety concern and referenced prior information indicating that feral cats may carry a significant number of diseases. He also expressed appreciation for residents who volunteer their time and personal resources to trap, spay, and neuter cats.

Discussion referenced prior clarification from the Sheriff that individuals may be justified in protecting their property from aggressive animals, raising questions about how that applies to cats. Council Member Ivie stated that the Sheriff's Office has indicated it does not handle feral cats under the current contract, meaning the City may need to address the issue independently.

Terry stated that the issue is affecting multiple residents and requested guidance on what actions he can take in the short term.

The Mayor noted that while trapping may be an option, there are questions about what should be done with trapped animals.

County Attorney Stephen Foote provided input regarding existing county ordinances and guidance regarding applicable animal control regulations. He explained that:

- When a residence has a large number of animals, whether cats, dogs, or other animals, it may qualify as a kennel under applicable ordinance provisions, which require proper licensing and compliance with regulatory standards. This applies regardless of whether the animals are kept indoors or outdoors, and may also apply in situations where animals are being regularly fed or harbored at a property
- Such situations can be referred to the Sheriff's Office for enforcement, including citations and requirements to come into compliance
- Animals are generally not permitted to roam at large

He further suggested that the City could adopt provisions similar to the county animal control ordinance or incorporate county code by reference.

Council Members asked questions regarding how enforcement would work in practice, including citation procedures and compliance requirements.

Mr. Foote further explained that in situations involving excessive numbers of animals or unmanaged populations, enforcement actions may escalate if compliance is not achieved. He noted that, depending on the circumstances, this could include the removal of animals or other measures necessary to address public health and safety concerns, consistent with applicable law.

Further Council discussion included potential approaches to addressing the issue:

- Reviewing and updating the City's animal control ordinance
- Exploring adoption of county ordinance provisions
- Considering limits on the number of animals and licensing requirements
- Evaluating the effectiveness of trap-neuter-release programs
- Considering whether restrictions on feeding feral animals should be implemented making it illegal to feed the animals outside.

Mayor Herron concluded that the City's animal control regulations likely need to be revisited and updated. She will review the county ordinance and bring options back to the Council for further consideration.

18. Water Fill Station Fees - Mark Nielsen

Minutes:

Council Member Nielsen stated that a recent water fill station customer inquiry raised concerns about the current fee structure. Under the existing system, customers who disconnect service are charged a \$50 reconnection fee, as well as \$15 per month for each month the account was inactive, up to a specified period. Questions were raised regarding whether this structure was intended and whether it is fair and intuitive. Council Members discussed the origin of the current fee structure, noting it was adopted effective April 1, 2025, in response to concerns that:

- Non-resident users were not contributing fairly to system costs
- Seasonal users were suspending accounts to avoid paying maintenance costs
- The City incurred ongoing costs to maintain the fill station regardless of usage

Office staff clarified that:

- The \$15 monthly fee represents a base or maintenance fee to support ongoing system costs
- Customers who keep accounts active pay this fee monthly, even with no usage

- Customers who disconnect accounts are not billed monthly, but instead pay accumulated fees upon reconnection

Office staff also noted prior operational issues where accounts were not properly deactivated in the system, resulting in unbilled water usage, which contributed to the need for tighter controls and revised fees.

Council Member Nielsen expressed concern that:

- The retroactive billing approach (charging accumulated monthly fees upon reconnection) is confusing and not intuitive
- Customers may not fully understand that charges are accruing while accounts are inactive
- The current structure may result in inconsistent or inequitable outcomes

Council Member Nielsen provided an example that a customer disconnected for several months could pay significantly more than a customer disconnected for over a year, depending on how the cap is applied.

Council discussed alternative approaches, including:

- Eliminating retroactive charges
- Increasing the reconnection or connection fee to absorb maintenance costs
- Charging a consistent monthly maintenance fee regardless of usage as long as an account remains active
- Simplifying the structure to reduce administrative burden and customer confusion

Discussion also included administrative considerations, with office staff noting that frequent disconnections and reconnections increase workload and create opportunities for billing errors.

Council Members discussed restructuring the system to:

- Eliminate the distinction between reconnection and new connection fees
- Establish a single connection fee applicable to all users
- Maintain a monthly base (maintenance) fee for all active accounts, regardless of usage
- Require customers to formally close accounts to stop billing
- Treat reactivation after closure as a new connection

Additional discussion included whether the connection fee should be increased (e.g., to approximately \$75 or higher) to better capture system costs and reduce reliance on retroactive charges.

Council emphasized that the purpose of the fee structure is to ensure that users of the fill station, particularly non-residents, are covering the costs of the system, rather than shifting that burden to City residents.

Office staff confirmed that notices regarding fee changes had been provided and are currently posted on the website, and that complaints have been minimal.

The Mayor stated she would review and simplify the fee structure and develop a revised fee schedule, including a single connection fee, a monthly maintenance fee, and a water usage rate structure, and would present it to the Council for review at the next City Council meeting.

19. 15-Minute Open Session

Minutes:

Mayor Herron opened the 15-minute Open Session for public comments.

- Yvonne Jensen, Cleveland, Utah, addressed the Council. Ms. Jensen stated that she is a candidate for House District 67 and expressed appreciation for the opportunity to introduce herself. Ms. Jensen shared that she grew up in Emery County, specifically in Huntington, and was raised on a farm. She noted that her parents previously lived and worked in Duchesne, where her father was employed as a forest ranger and her mother as a home economist. She added that her family maintains ties to the area and returns periodically to visit. Ms. Jensen stated that she has spent her career in education, serving as a teacher for 24 years, a principal for three years, and currently as a district supervisor in the Emery School District. Ms. Jensen outlined several priorities she considers important for the district, including education and workforce development. She emphasized the importance of creating opportunities for students through both trade and academic pathways. She also discussed the role of regional industries, including energy production, oil and gas, and infrastructure, noting their significance to the local economy. Ms. Jensen concluded her remarks and thanked the Council for their time.
- Wes Hanberg provided a suggestion regarding the water fill station fee structure. He proposed that the City consider implementing a deposit (e.g., \$150) that could be applied toward future use if an account remains active, or forfeited if the account is closed, as a way to address issues related to account management and reconnection. Wes then stated that he was speaking on behalf of Hanberg Civic Services, noting that his company completed work for the City in the previous year. He stated that the projects, including work on the trails, were successful and that he continues to utilize and support those improvements. Wes expressed his interest in continuing to work with and support the City on future projects. He noted that he is available to assist with smaller projects and suggested that utilizing local services may help reduce costs, particularly by limiting the need for engineering services on smaller-scale work. Wes asked if there were any questions regarding his prior work on the trail projects. Council Member Ivie clarified that any concerns raised were related to the process and communication, rather than Wes's work or performance. Wes acknowledged the clarification and reiterated his willingness to assist the City in the future.

Mayor Herron responded that it would be appropriate to place the matter on a future agenda for further discussion.

- Dawnette Browning inquired about the dates for the upcoming free dump week in order to coordinate neighborhood "Dora" dumpster organization. Mayor Herron responded that free dump week would be held April 25 through May 2, beginning on the last Saturday in April. It was clarified that trash pickup would occur April 27 through April 30, and that additional pickup may occur the following week as needed. Dawnette also expressed concerns regarding a large number of cats in her neighborhood. She stated that a neighboring resident has been feeding numerous cats outdoors, which has contributed to ongoing issues, including cats entering her property and causing disturbances. Dawnette stated that she had attempted to address the issue directly with her neighbor by leaving a note, requesting that the situation be managed more responsibly. She

expressed concern about the impact on neighboring properties and indicated that further action may be taken if the issue continues. Dawnette noted that she remains involved with local beautification efforts and is continuing to work on community cleanup initiatives.

- Terry Barnhart began asking a question related to the water system, specifically regarding sand in water meters. During his comments, it was clarified that his question was directed toward Matt Betts, who was present at the meeting but not acting in an official capacity with the City.

Mayor Herron advised that the discussion would be more appropriate outside of the meeting and asked that Terry follow up directly with Matt Betts after the meeting.

Terry concluded his comments.

There were no additional public comments.

20. Book Of Complaints, Concerns And Comments

Minutes:

City Recorder Myra Young reported that there were two entries in the Book of Complaints. She read them aloud.

The first entry, dated February 19, 2026, noted that the City office received a vase of flowers from The Floating Petal along with a note expressing appreciation for the City's support of the community.

The second entry, received the previous week, was submitted by Sandra Verde. Sandra reported concerns regarding roosters located across from her residence that are crowing throughout the night and day.

Mayor Herron stated that she attempted to contact the property owner regarding the chicken complaint but was unable to reach them and will continue efforts to follow up and notify them of the concerns.

She further reported that she had received a separate complaint involving a dog in the same neighborhood but at a different residence. Mayor Herron stated she also attempted to make contact regarding that matter but was unsuccessful and will continue to follow up.

21. Mayor And Council Review Of Old Business

Minutes:

Mayor Herron reported on the following old business:

- CIB Water/Sewer Project

The City is working with the Spencer's to access 700 E for the sewer project. There will be a gate and fencing installed to access the area where the new sewer line is being installed as well as contain animals within the fields. Workers will have access for maintenance and future projects in the area through the locked gate. This access is located on City property, which bisects the Spencer property, and improvements are being made to ensure proper maintenance of access while accommodating surrounding agricultural use.

- Mickelson Building

She is still working with Council Member Ivie to obtain quotes for the roof and other renovations. A contractor, Mountain Valley Roofing, has been contacted and will review the building and provide recommendations for necessary roof repairs. Additionally, Paul Reinhardt will be evaluating the heating system to determine what repairs or upgrades

are needed, as portions of the building may not currently have functioning heat.

- Pope House

She has not had a chance to get any additional bids yet. The City needs to determine the final location for housing the artifacts, as the location will impact on the scope and cost of the project. Dimensions for cabinetry and layout still need to be finalized to obtain accurate bids. Council discussion focused on the importance of identifying a long-term location for the Pope House. Members noted that continued use of the existing building could limit the City's ability to accommodate future growth and space needs. To support a more informed decision, the Council requested further evaluation of anticipated staffing levels and facility needs over the next five to ten years.

- Susan Hamilton Business License

Susan Hamilton has not yet completed the necessary fire safety items identified by Chief Young. Required items include completion of fire suppression and prevention measures and mounting of fire extinguishers. Follow-up will continue to ensure compliance.

- Airport

Jay Garrison is working diligently to complete the tasks necessary to keep the airport in compliance with all FAA regulations. Mayor Herron reported getting more inquiries regarding hanger space and utility access. At some point we need to decide what kind of airport we want to promote, i.e. who we are and who we want to be so that as the growth happens, we know how to guide it. What projects do we want to pursue funding for and what are our priorities? We have an excellent Master Plan, and she would love to see the airport pay for itself. Also, at some point we need to hire a part-time airport manager, who would assist with FAA reporting, maintenance oversight, and operational compliance. The guys can handle things for now, but when spring hits, we need everyone looking after parks, cemeteries, water breaks, alley ways, etc.

- RAP Tax

She reported she is still awaiting information regarding potential penalties related to RAP tax. It was noted that the issue may have been addressed during the legislative session, and there is a possibility no further action will be required.

- Parks and Recreation

We offered the Rec Director position to Britney Bertola, which she accepted. She is hitting the ground running and has the Baseball program up and running. She has some great ideas for future improvements for communications and program improvements. Mayor Herron is excited to see how she grows into this new role.

The Utah Outdoor Recreation Grant was submitted to staff for their review before submitting the final version. She got some very good feedback that she will incorporate into the final grant documents and will submit by the March 13 deadline. Upon recommendation from the UROG staff, we decided to submit this grant for just the Roy Park Playground. Additionally, due to budget constraints, we will install woodchips this year, but she will pursue other funding sources to install the Poured-in-Place (PIP) rubberized surface as a second phase to the project. The cost of the Poured-in-Place (PIP) rubber surface alone is approximately \$110,000, which led to the decision to phase that portion of the project. The total project cost will be \$300,000, with a \$200,000 grant request, \$90,000 City obligation, and \$10,000 in-kind obligation to demolish the old equipment. Public Works Department will complete demolition of existing equipment as part of the in-kind contribution but will need to schedule the

work outside of peak spring workload. As per grant specifications, there is a 70/30 applicant match, so we have come close to maximizing our grant ask. Also, after speaking with city staff, it looks like late summer, early fall will be the best time to get this project completed. It's going to be a great project.

- Utah Rural Water Conference and Other Conferences

Excellent conference! She gained some practical information about where to go to seek funding sources for future infrastructure projects. Additional information was shared regarding alternative sewer system options that could support future expansion at a significantly lower cost than traditional infrastructure. She was able to learn more about the Senate and House Bills that will affect our water/sewer systems. Discussion included House Bill 501, which would have required water systems receiving state funding to implement structured rate increases; although it did not pass, it is expected to return in future legislative sessions. Lane purchased 3 great tools that will make lifting manhole covers much easier for the city workers. She even learned that she probably has ADHD and how important it is to understand limitations and strengths. She highly recommends attending this conference in the future if you can.

- Main Street

She spoke with Council Member Herrera about the lights on Main Street. There is an agreement in place to have the lights replaced as needed. We must submit those light pole numbers to Moon Lake Electric Association. The City currently pays for approximately 117 unmetered lights, and not all are functioning, resulting in potential inefficiencies, this applies to yard lights as well. Staff are working to identify non-functioning lights and coordinate with MLEA for maintenance and replacement. Additionally, Herrera is looking into replacing the sodium lights with LED bulbs. Some existing lights are outdated high-pressure sodium fixtures, and replacement with LED lighting is being explored for improved efficiency and cost savings. This will save the City some money as well as make the lighting more effective.

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

23. 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 Nielsen to recess the regular meeting and convene the closed meeting for pending litigation at 9:02 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 9:07 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 Baker seconded by Council Member Nielsen to adjourn the closed meeting and reconvene the regular meeting at 10:06 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.

24. Consideration to Take Action Discussed Under Closed Meeting

25. Adjournment

Minutes:

Closed Session ended at 10:06 pm.

Council Member Hamilton motioned to adjourn regular City Council meeting at 10:06 pm.

Attest:

Myra Young, Recorder: _____

Myra Young