



Regular City Council Meeting

Minutes

Tuesday, April 28, 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 - 5 Minutes

Minutes:

Council Member Bryce Hamilton conducted the meeting. City Recorder, Jessica North took minutes. Mayor Deborah Herron joined by video conference. City Council Members present were Bryce Hamilton, Mark E. Nielsen, Cody Ivie, and Jason Baker, Marty A. Herrera. Council Member Ivie offered the prayer. Council Member Hamilton led the Pledge of Allegiance.

Duchesne City Employee Attendees: Stephanie Skewes.

Public Attendees: Valerie McLean, Chuck Richins, Dawnette Browning, Janice Shipman, Tracy Herrera, Jennifer Jenkins, Danita Hinton, Matt Betts, Danny Swasey, Kim Swasey.

2. Minutes - 5 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 04/14/2026.

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 - 5 Minutes

Minutes:

The City Council reviewed the bills.

MOTION by Council Member Baker, 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 - 5 Minutes

Minutes:

The City Council reviewed the Charges and Credits

5. Business License - 5 Minutes

Minutes:

No Business Licenses were presented.

6. Planning And Zoning - 10 Minutes

Minutes:

Valerie McLean gave an update on Planning and Zoning commission that met on April 27, 2026.

The Planning and Zoning Commission elected Katrina Spencer as Chairman and Becky Weimer as Secretary.

The Commission meeting times will remain unchanged, meeting the second and fourth Mondays at 6pm.

Council Member Ivie sees a need for an annexation ordinance, as one currently does not exist beyond mentions in the general plan.

Council Member Ivie will look into a starting point for an annexation ordinance, drawing from existing policies.

Rob Terry, who is the Statewide Land Use Training Director is scheduled to train the Planning and Zoning board on the May 11th.

7. Master Plan - Chuck Richins - 20 Minutes

Minutes:

Chuck Richins presented the Council with the updated Master Plan to review. Chuck noted that the plan had previously been presented, and all comments and revisions had since been incorporated into the 151 page final version.

Chuck reiterated that The Master Plan includes elements addressing culinary water, secondary water, sewer, stormwater, parks, and transportation. The purpose of this meeting was to consider adoption of the finalized plan in order to proceed with securing funding opportunities, including CIB funding.

Council Member Herrera raised concern about the secondary water portion of the plan, including concern about Rocky Point carriage fee and a potential double billing related to excess water usage. Chuck noted that while the Master Plan references this issue, it does not provide detailed resolution, and that future projects or agreements may address the concern.

MOTION by Council Member Ivie, second by Council Member Baker to accept the Master Plan.

Council Member Hamilton - Aye

Council Member Nielsen - Aye

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote.

8. Arts Council Presentation - 15 Minutes

Minutes:

Danita Hinton presented the Arts Council 2025 accomplishments, which included hosting a repertory dance theater, organized the annual Garden Walk, brought a Honeycomb calcite sculpture exhibit to the Duchesne City office, partnered with Duchesne Elementary for the Black Light Art show and Pumpkin Carving contest, and sponsored the Duchesne High School fall musical.

The Arts Council also has partnered with numerous organizations for various events, some of those events included the Christmas Village and "The Nutcracker."

In 2026 so far they have already hosted "Story Weavers" from Hale Center Theater.

Upcoming concerts include Mountain River Singers (May 4th, 7 PM, High School) and the Community Orchestra (July 3rd, patriotic program). They are also planning to partner with the Independence Day Committee for Fourth of July festivities.

9. Beautification Committee - Dawnette Browning - 10 Minutes

Minutes:

Dawnette Browning presented an update on the Beautification Committee and current city cleanup efforts.

The City has seen high utilization of the free dump week. Yard waste pickup is nearly complete, with crews reporting approximately 80% completion earlier in the day. The "Dora the Dumpster" program will begin next week, with Basin Wide providing four dumpsters available Thursday through Monday due to no Friday service. Signage has been placed on the dumpsters for public awareness.

Flowers for city beautification will be ready soon. Dawnette will pick them up, and they are expected to be planted prior to Memorial Day. Heidi will assist once the lane is prepared.

The "Adopt-a-Spot" program currently has limited participation, with only a couple of individuals actively maintaining areas. Dawnette encouraged additional community involvement and asked for more volunteers to adopt and maintain spaces. The pool area was specifically mentioned as needing daily weeding.

Cleanup assignments have been coordinated with local churches and the high school, with some groups already scheduled. The elementary school has approved involvement from 5th and 6th grade students to assist with cleanup efforts around the school.

Primary cleanup focus areas identified include fence lines (football field, Zion's Bank, Memorial/Eagle Park), the swimming pool area, Main Street tree areas, and garbage accumulation near the cemetery.

The Mayor encouraged expanding involvement and asked Dawnette to reach out to additional groups to participate in the cleanup efforts.

Councilmember Marty Herrera noted the need for weed removal around Main Street trees. It was also noted that several dead trees along Main Street will need to be removed. Mayor Herron will coordinate with Dawnette to walk the areas and compile a list of improvements and priorities.

Dawnette thanked the city crew for their work, and Mayor Herron expressed appreciation for Dawnette's continued efforts in leading the beautification initiatives.

10. Rec Complex Concessions Stand - Council Discussion - 10 Minutes

Minutes:

Mayor Herron asked Jessica North to lead the discussion regarding the Rec Complex concession stand and restroom facilities.

Discussion was held regarding the current condition of the concession stand. Concerns included mice, lack of hot water due to the water heater not being connected, and damage to the ceiling. Brittany Bertola, Recreation Director, expressed interest in opening the concession stand for vendors during the season.

It was noted that city crews are currently heavily scheduled with city cleanup efforts, pool preparation, inspections, and other training over the next several weeks.

Discussion was held on whether repairs could be completed in-house or if contractors would be needed. Mayor Herron will to coordinate with Lane to assess the damage and determine what work city staff may be able to complete internally before obtaining bids or contractor assistance. Deb stated she believes much of the work may be able to be completed in-house but will further evaluate the condition of the facility.

Additional discussion was held regarding the restroom facilities, including responsibility for opening, locking, and maintaining the restrooms during events and seasonal use.

The restrooms are currently functional with cold water available for hand washing.

No formal action was taken at this time. The item will be brought back for further discussion following assessment of repairs and associated costs.

11. Rocky Pont Carriage Agreement - 15 Minutes

Minutes:

Rocky Point carriage agreement was discussed and the council reviewed portions of the previous agreements related to water delivery and assessment calculations.

Discussion focused on how assessments have historically been calculated based on peak flow, acreage, and water delivery allocations.

Council Member Ivie invited Matt Betts from Rocky Point Ditch Company up to discuss the existing arrangement in which Rocky Point delivers water through the city system in lieu of certain assessments. It was clarified that under the prior agreement, Rocky Point delivered a portion of the water allocation to the City, while retaining a portion for Rocky Point use. Discussion referenced prior allocations of eight CFS total flow, with approximately three CFS being delivered for city use and the remaining amount retained or otherwise allocated under the agreement terms.

Additional discussion was held regarding how assessment fees are calculated year to year and how turnout locations and delivery points affect the agreement.

Councilmembers noted that some turnout information discussed previously had not yet been added into the revised draft agreement. It was noted that the City attorneys had previously revised portions of the assessment language within the agreement. Council discussed ensuring the updated turnout information and agreed-upon details are incorporated into the final document prior to ratification.

Consensus of the Council was to continue working on the agreement and bring the updated document back on a future agenda for further review and possible approval.

No formal action was taken at this time.

12. RESOLUTION 26-05, A RESOLUTION AUTHORIZING A RATE CHANGE FOR THE DUCHESNE CITY FILL STATION - Mayor Herron - 15min

Minutes:

Mayor Herron presented Resolution 26-05 authorizing updates to the Duchesne City Fill

Station rates and account policies. The resolution was read into the record and included updates to account maintenance fees, connection fees, and reconnection fees.

Discussion was held regarding the purpose of the proposed changes and concerns over inactive and delinquent accounts. Staff explained that the updates were intended to discourage repeated opening and closing of accounts in order to avoid reconnection fees and to help offset the administrative time required to manage accounts. Staff noted the account setup process requires significant administrative work and that repeated account turnover had become an issue.

The Council discussed the difference between a new connection fee and a reconnection fee, as well as how dormant accounts are managed within the city billing system. Additional discussion was held regarding inactive accounts, delinquent balances, and when accounts should be deactivated for nonpayment. Councilmembers expressed concern about allowing unpaid balances to continue accumulating over extended periods of time.

Staff clarified that delinquent notices are currently sent through automated notification systems by email, text, and phone call, and that commercial and fill station accounts are treated similarly to residential utility accounts with regard to delinquency procedures. Discussion also included establishing consistency in how long accounts remain active without payment, with several members referencing the current 60-day shutoff timeframe used for other city utility accounts.

The proposed fee updates included:

- Removal of the inactive account maintenance fee
- Increase of the new connection fee from \$40 to \$75
- Increase of the reconnection fee from \$50 to \$75
- Residential rates remaining at \$45 per month for the first 3,000 gallons, with additional usage charged at the current established rate
- Commercial rates remaining unchanged

Councilmember Nielsen made a motion to approve Resolution 26-05. Councilmember Herrera seconded the motion.

Council Member Hamilton - Aye

Council Member Nielsen - Aye

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

The motion passed unanimously.

13. ORDINANCE 11-01 AN ORDINANCE FOR DUCHESNE CITY AMENDING CHAPTER 9-1-3 OPEN MARKET PROCEDURE OF THE DUCHESNE CITY PURCHASING SYSTEM MUNICIPAL CODE- Mayor Herron - 15min

Minutes:

Mayor Herron presented Ordinance 11-01 amending portions of the Duchesne City purchasing and procurement procedures related to open market purchasing thresholds and bidding requirements. The ordinance was read into the record by Council Member Hamilton.

The Council discussion focused on updating the city's purchasing thresholds while maintaining existing requirements for informal bids and documentation procedures. The proposed amendment adjusted the open market purchasing range to allow purchases

between \$0 and \$80,000 under the city's open market procedures. Council discussed the distinction between smaller purchases and purchases requiring informal bids. Clarification was provided that purchases between \$8,000 and \$80,000 would still require a minimum of two written or verbal bids and documentation of those bids prior to approval. Councilmembers confirmed that the ordinance amendment was not intended to remove existing bid documentation requirements already contained within city code.

Additional discussion was held regarding language within the ordinance and whether additional wording was necessary to clarify that all other purchasing procedures currently contained within city code would remain unchanged. Mayor Herron explained that only the identified purchasing threshold sections were being amended and that all remaining procurement procedures would stay in effect as currently written.

Councilmember Nielsen made a motion to approve Ordinance 11-01 with the amended purchasing thresholds. Councilmember Baker seconded the motion.

Council Member Hamilton - Aye

Council Member Nielsen - Aye

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

The motion passed unanimously.

14. 15-Minute Open Session

Minutes:

No members of the public were present, and no comments were received.

15. Book Of Complaints, Concerns And Comments - 5 Minutes

Minutes:

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

16. Mayor And Council Review Of Old Business -15 Minutes

Minutes:

Mayor and Council reviewed ongoing city projects, upcoming budget meetings, and department priorities. Discussion included scheduling and preparation for upcoming budget work meetings and public hearings required for the budget adoption process. Mayor Herron noted that the budget meetings would include department reviews, project priorities, possible budget adjustments, and public input prior to final budget adoption.

Updates were also provided regarding the water sewer project. Mayor Herron reported the project is continuing to move forward, with several weeks of construction remaining before paving work begins. Additional electrical work at city facilities was also discussed.

Councilmember Ivie provided an update regarding inspection of the roof and HVAC-related concerns on the Mickelson building. Representatives from Mountain Valley Roofing inspected the roof and identified several areas needing repair, including water intrusion and cracking near the area where two roof sections meet. Discussion included possible repair options, replacement of damaged roof sections, retrofit roof jack options, and potential roof coating systems designed to extend the roof life. Council

Member Ivie stated additional pricing and recommendations would be obtained before bringing options back to the Council.

Discussion was also held regarding a possible Pope House Museum building project near the city office property. Mayor Herron reported receiving a rough estimate from Jared Torgerson for a 35' x 40' building with a faux log cabin exterior to be located on the east side of the city office property. The estimated cost discussed was approximately \$55,000–\$50,000, depending on final design and materials. Council discussed using existing materials and cabinetry already owned by the city to help reduce overall project costs. Decorative and centerpiece ideas for the building area were also discussed. Mayor Herron stated a formal bid and additional information would be brought back to a future meeting if the Council wished to move forward. Further discussion was held regarding the proposed Pope House building project and possible cost-saving measures. Mayor Herron stated the estimated project cost of approximately \$75,000–\$80,000 would include concrete and electrical work. Discussion included the possibility of utilizing student labor and class projects to help reduce labor costs associated with construction.

Councilmembers discussed security, public access, and storage concerns related to the building, including locking cabinetry, possible camera systems, and public access during business hours. It was suggested that a formal bid proposal be prepared outlining exactly what would and would not be included in the project.

Additional discussion was held regarding Main Street lighting and ongoing issues with unmetered lights. Mayor Herron explained that several of the city lights are currently billed at a flat monthly rate despite many of the lights not functioning properly.

Discussion included the possibility of converting lights to LED fixtures and changing to metered service in order to reduce long-term costs and improve maintenance.

Councilmembers also discussed possible wiring issues affecting certain lights that have reportedly not worked for an extended period of time.

Airport updates were also provided. Mayor Herron reported that the hangar construction project is continuing to move forward; however, additional FAA review and application requirements must be completed before certain electrical work and construction activities can proceed. She noted coordination continues with contractors, FAA representatives, and project partners. Equipment availability for airport road work was also discussed.

Mayor Herron provided updates regarding discussions with Sheriff Tucker and ongoing concerns involving nuisance and enforcement issues within the community. It was noted that additional coordination with the County Attorney may be necessary regarding eviction and enforcement procedures.

Mayor Herron shared information from a recent conference and emphasized ongoing discussions regarding water conservation efforts and possible opportunities for the city to improve conservation practices. Additional updates were referenced regarding the Colorado River Authority and related regional water discussions focused on water conservation concerns, reservoir levels, ongoing negotiations regarding water releases, and potential future restrictions related to water usage and storage throughout the region. She emphasized the importance of preparing for continued conservation discussions and possible future impacts to water availability.

Mayor and Council concluded the discussion with additional brief department and project updates and identified items requiring follow-up during the upcoming week.

17. **Work Meeting: Discussion of City Projects, Budget and Operational Matters, Council Initiatives, and Other Items Properly Brought Before the Council**
18. **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.**
19. **Consideration to Take Action Discussed Under Closed Meeting**
20. **Adjournment**

Minutes:

Council Member Baker motioned to adjourn regular City Council meeting at 7:39pm.

Attest:

Jessica North, Recorder: _____

Jessica North