



Meeting Minutes
Regular Meeting of the Henefer
Town Council
May 5, 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, Chad West, Rush Hotchkiss, Steven Dallin

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

Visitors Present: Jeffrey Richins, Eldon Bohman, Alan Fawcett, Bryant Stephens

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 7:03 P.M.

B. Legislative Prayer was offered by Alec Deru

C. Pledge of Allegiance was led by Kevin Beenfield

II. Discussion Items

A. Danes Dumpsters Business License

Audio Time 2m

Kaylee and Justin Riches explained their business is renting out local residential rolling dumpsters. Their business is out of their home. The unused dumpsters will be stored on their property. A truck and trailer will transport the dumpsters. Nothing will be stored on the road blocking traffic.

Mayor Kay Richins called for a motion. Chad West made a motion to approve Danes Dumpsters Business License. Alec Deru Seconded the motion. Passed unanimously.

B. Police Chief and County Manager

Postponed to July 7th town council meeting

C. Fire Hydrant for Jeffrey Richins

Audio Time 13m

Jeffrey is trying to develop a lot. The fire department would like another hydrant installed. The location needs to be approved by the town. Kent Trussell suggested the possibility of installing a tank with pipes instead of a fire hydrant. Chad West will coordinate with Jeffrey.

D. Contract for Planning Services

Audio Time 20m

Jake Young would like to raise his fee for town planning services. His workload has increased and he already charges less than typical planning fees for other towns. His rate will increase from \$750 to \$1000 monthly. Steve Dallin expressed the value Jake has to the town.

E. Sensitive Lands Ordinance

Audio Time 25m

Jake Young suggested updating the town's sensitive lands ordinance. He explained some changes. The purpose of having a sensitive lands ordinance is to protect homeowners and the town from liability and safely build sturdy homes. A subdivision needs to be approved through the planning commission first. Developers hire professionals to provide studies to the town. Jake is working on getting a sensitive lands map completed for the town website.

F. Funding for the ArcGIS Program

Audio Time 47m

Chad West is trying to get a grant for the ArcGIS program. This is a program that digitally maps water, sewer lines, etc. It would be a great benefit for public works.

G. Full Time Employee

Audio Time 49m

The town is looking to hire a full-time Public Works Supervisor. It is required that they are, or will be certified for water and sewer. There is adequate town budget. The job description is ready to be published. Part-time applicants will also be considered.

H. Water Sprinkling Limitations

Audio Time 57m

Residents are to water their lawn no more than twice a week. Homes with odd numbers water on odd days, and homes with even numbers water on even days. If residents complete their secondary water connection by July 1st their inspection fee will be waived. Residents' water use is measured with their meter. If a resident exceeds the base amount of water allotted there will be overage fees. The secondary system is operable for the town now.

I. Code Enforcement Officer

Audio Time 1hr 12m

Candidate proposals are still being considered for this position.

J. Computer Server

Audio Time 1hr 16m

Ashlee Vernon recommended the town get a designated server for smoother administrative duties.

III. Public Hearing

A. Amended budget 2026 and proposed budget 2027

Audio Time 1hr 18m

Ashlee Vernon presented the amended budget 2026 and proposed budget 2027 to the council.

B. Executive officer or budget officer of the taxing entity will state in the public meeting that the tentative budget includes a proposed tax rate increase Audio Time 1hr 18m

Ashlee Vernon read aloud the letter proposing a property tax increase.

Public Hearing:

Mayor Kay Richins called for a motion. Steve Dallin made a motion to open the Public Hearing to discuss the amended budget 2026 and proposed budget 2027. Alec Deru seconded the motion. Passed unanimously.

Alan Fawcett supports the town hiring a full-time public works supervisor.

Mayor Kay Richins called for a motion. Chad West made a motion to close the Public Hearing. Rush Hotchkiss seconded the motion. Steve Dallin-yes, Chad West-yes, Mayor Kay Richins-yes, Alec Deru-yes, Rush Hotchkiss-yes.

Mayor Kay Richins called for a motion. Alec Deru made a motion to open the Public Hearing to discuss the Dearden-Richins annexation. Chad West seconded the motion. Passed unanimously.

Eldon Bohman asked if there is a plan for an additional road going down South Henefer. Kay Richins explained that the town's master plan addresses that. The road map of the proposed master plan was shown.

Bryant Stephens asked if a particular portion of the annexation would be developed.

Mayor Kay Richins called for a motion. Alec Deru made a motion to close the Public Hearing. Rush Hotchkiss seconded the motion. Steve Dallin-yes, Chad West-yes, Mayor Kay Richins-yes, Alec Deru-yes, Rush Hotchkiss-yes.

C. Dearden-Richins Annexation

Audio Time 1hr 37m

Jake Young showed property boundaries for the annexation. He reviewed the steps that have already been taken and what will need to still be done.

IV. Public Comment

No Comments

V. Action

A. Fire Hydrant for Jeffrey Richins

No action taken

B. Sensitive Lands Ordinance Approval

Audio Time 45m

Mayor Kay Richins called for a motion. Steve made a motion to approve the sensitive lands ordinance with modifications to chapter 9.04.01 and the table on page twelve. Chad West Seconded the motion. Passed unanimously.

C. Approve Contract for Planning Services

Audio Time 24m

Mayor Kay Richins called for a motion. Steve Dallin made a motion to accept the contract for planning services that are outlined in the letter dated April 3rd 2026 from Citi Design to Henefer Town. Alec Deru seconded the motion. Passed Unanimously.

D. Dearden-Richins Annexation

No Action taken.

VI. Review of April 7, 2026 Town Council Meeting Minutes

Audio Time 2hr

Mayor Kay H. Richins called for a motion. Chad West made a motion to approve April 7, 2026 Regular Town Council Meeting Minutes with corrections. Alec Deru seconded the motion. Passed Unanimously.

VII. Mason Kjar – Legal Counsel Training

Audio Time 2hr 4m

Mason Kjar reviewed information from the *Powers and Duties* book. The council must allow all types of legislative prayers at the beginning of each meeting. All meetings must be made public per the Open Public Meetings Act. There cannot be 3 or more council members together at once discussing town topics.

VIII. Reports by Council Members and Staff

Audio Time 2hr 15m

- **Rush Hotchkiss**-the car show will be Saturday June 6th from 10am-2pm. He is getting volunteers together for the 4th of July festivities
- **Chad West**- the secondary water pumps are almost ready to function
- **Kay Richins** -the summer help has been hired
- **Steve Dallin** -there is a North Summit youth community clean-up day on the 14th. The location will be the Henefer and Echo cemeteries. There were two burials Saturday. Sprinkler maintenance at the cemetery is needed.

The fire chief has requested that the town restrict fireworks and open flames from May to October. There will be a fire station open house May 15th from 5pm-7pm. The benefits the town has received from the fire station was discussed.

At 9:55 P.M. Councilperson Chad West 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