



Tuesday, May 5th, 2026, 7:00 p.m.

Mayor
Nile Mathisen
Public Works Director
Ben Mower
Secretary/Recorder
Kaelyn Meyers/Tasha Crum

Council Members
Shaun Murray
Ben Allred
Alfred Kettle
Steve Secrest

MINUTES

Item

1) **CALL CITY COUNCIL MEETING TO ORDER**

- a. **Welcome and Roll Call** -Mayor Nile Mathisen welcomed all in attendance and called roll. The Council Members in attendance were Ben Allred, Alfred Kettle, Steve Secrest and Shaun Murray. Secretaries Tasha Crum and Kaelyn Meyers.
- b. **Prayer** – Nile Mathisen
- c. **Pledge of Allegiance** -said by all in attendance.
- d. **Public Attendees**- Gregg Harmston, Lee Engelbrecht, Garry Rohrer, Sage McCormick, Becky McCormick, Cheryl Meier, Leah Bastian, Brent Bastian, Justin Pratt and Jeffrey Baker. Kendall Welch attended remotely via Team Meetings.
- e. **Conflicts of Interests** -- *All Council Members who have a conflict with any item on the agenda, please state concern.*

-No conflicts were stated by Council Members-

2) **PLANNING & ZONING-** Board Member Appointments- Leah Bastian was appointed to the Planning and Zoning Board by Resolution No. 202605-004, and administered the Oath of Office by Tasha Crum, Deputy Recorder for the City of Ballard.

Motion made by Council Member Alfred Kettle to accept the letter from Leah Bastian to be part of the Planning & Zoning Board and confirm her for that position, 2nd by Council Member Ben Allred. All in favor.

YEA

NAY

Council Members

Nile Mathisen
Ben Allred
Al Kettle
Steve Secrest
Shaun Murray

3) **PARKS MEMORIAL POLICY-**

Cheryl Meier introduced herself to City Council as the Executive Director of the Uintah Special Service District 1 (USSD1), which focuses on recreation. She presented a proposed memorial policy that aims to establish guidelines for memorials in parks managed by USSD1. She explained that this policy is still in draft form and has not yet been approved by the governing bodies. The primary goal of the policy is to streamline the process for introducing new memorials, addressing the challenges faced by cities regarding approval and maintenance costs. She mentioned that some parks already have established memorial systems but highlighted the need for a consistent policy to avoid confusion. Cheryl also noted that all the other entities that she has introduced this proposed policy are in support, and it has passed legal reviews. Following its adoption by Resolution or Ordinance by USSD1, the finalized document will be provided to Ballard City, and they may either acknowledge it for records or process to adopt it as one of Ballard City organizational policies.

4) **COUNTY PARKS AND RECREATION DISCUSSION-**

Cheryl Meier, with Uintah Special Serve District (USSD1) addressed City Council and explained that USSD1 would like to establish a uniform, streamlined park reservation process throughout Uintah County, and be consistent with other County parks, USSD1 would like to receive the revenue from pavilion reservations at all Ballard City parks, this will be to support ongoing operations and maintenance, that USSD1 already provides. Cheryl noted that Ballard City currently manages its own reservations and retains the associated revenues and clarified that USSD1 does not intend to charge the town for its own community events. She

also stated that USSD1 would assume responsibility for approving and coordinating temporary amenities, such as inflatable play structures, under its standard park-use policies.

Motion made by Council Member Ben Allred to approve Uintah Special Service District 1 to take over the reservation scheduling for all of Ballard City park's pavilions, 2nd by Council Member Shaun Murray. All in favor.

YEA

NAY

Council Members

Nile Mathisen
Ben Allred
Al Kettle
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Shaun Murray

5) REZONE APPROVAL-Sage McCormick

Sage McCormick explained that in the last Planning and Zoning meeting, the proposed zone changed for his property located just off 1000 North and 3500 East to be changed from a mixed part agricultural / light industrial (LI) to all 9.94 acres to be residential agricultural zone (RA 1/2) was approved.

Motion made by Council Member Shaun Murray to approve the zone change going from Agricultural/Light Industrial (LI) to Residential Agricultural (RA 1/2), for property owned by Sage McCormick , 2nd by Council Member Ben Allred. All in favor.

YEA

NAY

Council Members

Nile Mathisen
Ben Allred
Al Kettle
Steve Secrest
Shaun Murray

6) LANDUSE ORDINANCE AMENDMENT TITLE 15 APPROVAL-

Kendall Welch, with Jones & DeMille, joined the meeting via Microsoft Teams to present the final revisions to Landuse Ordinance Title 15. The Amendment was reviewed for technical accuracy and State compliance.

Motion made by Council Member Ben Allred to adopt Landuse Ordinance Amendment Title 15, 2nd by Council Member Alfred Kettle. All in favor.

YEA

NAY

Council Members

Nile Mathisen
Ben Allred
Al Kettle
Steve Secrest
Shaun Murray

7) SUBDIVISION ORDINANCE AMENDMENT TITLE 14 APPROVAL

Kendall Welch, with Jones & DeMille, joined the meeting via Microsoft Teams to present the final revisions to Subdivision Ordinance Amendment Title 14. The Amendment also updates all State Code references to match the Legislature's recent recodification.

Motion made by Council Member Alfred Kettle to adopt Subdivision Ordinance Amendment Title 14, 2nd by Council Member Steve Secrest. All in favor.

YEA

NAY

Council Members

Nile Mathisen
Ben Allred
Al Kettle
Steve Secrest
Shaun Murray

8) FEES & SCHEDULE AMENDMENT RESOLUTION-

Kendall Welch, with Jones and DeMille, joined the meeting via Microsoft Teams to present the final revisions to Fees & Schedule amendment resolution.

Motion made by Council Member Ben Allred to approve the fees & schedule, 2nd by Council Member Shaun Murray. All in favor.

YEA

NAY

Council Members

Nile Mathisen

Ben Allred

Al Kettle

Steve Secrest

Shaun Murray

9) 2026 PROPOSAL ZONING MAP UPDATE-

Jeff Baker, with Jones and DeMille, presented a proposal to reconcile multiple conflicting zoning maps and incorporate recent zoning changes that are not reflected in any current maps. The work includes reviewing existing maps, identifying and resolving discrepancies, recommending final zoning designations, assisting staff and the Planning and Zoning Commission, preparing public notices for affected property owners where zoning may change, and consolidating the final zoning map into the City's GIS system while eliminating outdated maps. The estimated cost is approximately eight thousand dollars (\$8000.00), billed at standard hourly rates, with the final amount dependent on the number of properties requiring notice; recommending that Ballard City staff member Tasha, would handle much of the mailing using a template by the consultant.

Motion made by Council Member Shaun Murray to move forward with consolidating the zoning maps, 2nd by Council Member Ben Allred. All in favor.

YEA

NAY

Council Members

Nile Mathisen

Ben Allred

Al Kettle

Steve Secrest

Shaun Murray

10) ENGINEERING UPDATE- Jeff Baker

Jeff Baker, with Jones & DeMille, provided an update on 1000 S roadway project, including advertisement and bid process. He noted bids are due June 1st at 1:00 PM, and will present the bid results at the June 2, City Council meeting. He is still working with the Army Corps on the permit.

Jeff also reported that he has begun working with Ben Mower on a consolidated Design and Construction Standards document for the City. This document will also incorporate select standards for the water district so that all applicable requirements are in one place and tailored to Ballard City's specific needs. The standards will be based on PWA 2024.

11) UINTAH COUNTY SHERIFF / COMMISSION REPORTS

Deputy Pratt provided an update on community events and incidents.

12) BOARD MEETING UPDATES

Council Member Alfred Kettle mentioned Saturday's fundraiser for a community member with burn injuries went well. He also noted current fire restrictions are going smoothly.

13) OFFICE / PROJECTS REPORT

Ballard City staff informed Leah Bastian, the newly appointed Planning & Zoning member, of the schedule for regular meetings.

14) REVIEW AND CORRECT MINUTES

- a. Council Meeting April 21, 2026

Motion made by Council Member Alfred Kettle to approve the council minutes of April 21, 2026 as written, 2nd by Council Member Shaun Murray. All in favor.

YEA

NAY

Council Members

Nile Mathisen
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Shaun Murray

15) FOLLOW-UP ON PAST MINUTES

Nothing to follow up on.

16) MAYOR'S REPORT

Nothing to report on.

17) COUNCIL REPORTS

Council Member Ben Allred recommends forming a hiring committee to quickly fulfill the job description of a Ballard City Zoning Administrator. He noted he would contact the potential committee members and arrange an initial meeting.

18) FINANCES: Checks, Statements, Reports and Budget

Mayor Nile Mathisen discussed finances.

Motion made by Council Member Ben Allred to approve the finances as presented, 2nd by Council Member Shaun Murray. All in favor

YEA

NAY

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19) EXECUTIVE SESSION

No executive session was held.

20) ADJOURN COUNCIL MEETING

Motion made by Council Member Ben Allred to adjourn Council Meeting, 2nd by Council Member Alfred Kettle at 8:25 P.M. All in Favor.

YEA

NAY

Council Members

Nile Mathisen
Ben Allred
Alfred Kettle
Steve Secrest
Shaun Murray

Mayor Nile Mathisen

Date

Secretary Tasha Crum

Date

Approved Signed Copy filed in the Ballard City Offices