



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

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

Meeting Minutes

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

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

Visitors Present: Kent Trussell, Jodi Hotchkiss, Karen Ovard, Carson Close, Virginia Richins, Kandon Mosher, Kent Wilkerson, Chris Trussell, Kevin Beenfield, Donald Fulton, Kacey Bates, Shayne Scott, Matt Leavitt

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 Chad West

C. Pledge of Allegiance was led by Karen Ovard

II. Discussion Items

A. KHM Enterprises Business License - Kandon Mosher

Kandon explained he is a private contractor who is a hunting guide.

Mayor Kay Richins called for a motion. Steve Dallin made a motion to approve KHM Enterprises Business License. Alec Deru seconded the motion. Passed unanimously.

B. Precision Welds LLC Business License – Chris Trussell

Chris has a mobile welding business. No large storage is needed. Alec Deru asked about what kind of equipment Chris uses.

Mayor Kay Richins called for a motion. Chad West made a motion to approve Precision Welds LLC Business License. Rush Hotchkiss seconded the motion. Passed unanimously.

C. Summit County Sheriff Kacey Bates, Summit County Manager Shayne Scott, and Finance Officer Matt Leavitt

Discussions are being introduced and ongoing that each municipality may be responsible for their own law enforcement at their own cost. Shayne Scott explained a higher

service level offered to the town. The annual cost for basic level service is \$31,000. This potentially would come from the town taxes. Henefer's annual average is 208 emergency calls that enforcement has responded to over the past ten years. Ty Bailey shared that Morgan City pays for basic level service and 1 dedicated officer. Possibilities for taxes were discussed and using the town's general emergency fund. More will be discussed at a later date.

D. Personnel Policy Manual

Ty Bailey drafted a personnel policy manual. It included policies, use of equipment, etc. It will be presented at next month's meeting.

III. Public Hearing

A. Dearden-Richins Annexation 28.24 Acres South Henefer Road

Steve Dallin made a motion to open the Public Hearing. Alec Deru seconded the motion. Passed unanimously.

Karen Ovard wanted confirmation that impact fees are the burden of property owners. She asked if the city will take care of services like snow.

Donald Fulton urges council to have a thoughtful development agreement for new annexations. He is concerned more homes than intended will end up being built.

Alec Deru made a motion to close the Public Hearing. Rush Hotchkiss seconded the motion. Passed unanimously.

Jake Young clarified that services will be provided by the city. State code determines the general plan. Mason Kjar reminded council they should consider if the application follows the code. He will draft an example development agreement for future builds. Jake clarified that an agreement stays with the land. The annexation area was reviewed. Widening the road was discussed. He shared points for council to consider for the annexation agreement. Summit County had no objections to the annexation moving forward. The planning Commission recommended R1 zoning. Different zoning causes change in number of lots allowed.

Steve Dallin is concerned there won't be enough water for many more homes. He suggests considering other zone types and other lot sizes than the proposed land use mix.

Mason suggests the developer bring their own source of water as part of the development agreement.

Ty Bailey commented that impact fees for new builds help with development costs.

Why other annexation requests were denied was discussed.

Steve suggested this annexation be discussed further before going forward.

Alec Deru would like data for how many more homes the secondary water source can support.

Kent Trussell suggested looking at underground mines for more water. Mason mentioned water rights would need to be bought.

B. Consider Sewer Impact Fee and Sewer Rates. Find a specialist to study the fees by request for proposal

Ty Bailey explained the town is required or recommended by the state to have a sewer impact study. Different bids were discussed.

Steve Dallin made a motion to open the Public Hearing. Rush Hotchkiss seconded the motion. Passed unanimously.

Kent Trussell suggested the town get more bids to choose from.

Karen Ovard suggested council consider charging higher fees for higher use homes.

Donald Fulton suggested fees could be based off of number of homes.

Steve Dallin made a motion to close the Public Hearing. Alec Deru seconded the motion. Passed unanimously.

The impact study will take a few months to complete. Afterwards a recommendation to council will be made.

IV. Public Comment

Kevin Beenfield asked for an updated annexation timeline.

V. Action

A. Discussion of Dearden-Richins Annexation, terms of annexation agreement

No action taken

B. Consider Sewer Impact Fee and Sewer Rates. Find a specialist to study the fees by request for proposal

Chad West made a motion to designate Ty Bailey to complete impact fee study. Steve Dallin seconded the motion. Passed unanimously.

C. Adopt the Personnel Policy Manual

No action taken

VI. Review of June 2, 2026 and June 17, 2026 Town Council Meeting Minutes

Mayor Kay H. Richins called for a motion to approve the June 2, 2026 Town Council Meeting Minutes. Chad West made a motion to approve June 2, 2026 Town Council Meeting Minutes. Rush Hotchkiss seconded the motion. Passed unanimously.

Mayor Kay H. Richins called for a motion to approve the June 17, 2026 Town Council Meeting Minutes. Alec Deru made a motion to approve June 17, 2026 Town Council Meeting Minutes. Rush Hotchkiss seconded the motion. Passed unanimously.

VII. Mason Kjar – Legal Counsel Training

Mason explained Truth in Taxation is part of the budget process. Utah state sets rules for Truth in Taxation. The town receives residents' taxes from various sources. The town receives a small amount from property tax and a small amount from sales tax (more commercial business would raise sales tax). The raise in residents' property tax is mostly from the school district and emergency services.

VIII. Reports by Council Members and Staff

Steve - Water leaks at the cemetery are being repaired

Chad - Secondary pump electric system overheats and shuts off. It is being worked on.

Water meters and meter signal was discussed. Number of homes hooked up to secondary water was discussed.

Kay - The town roads will be paved soon

Rush – Selling more t-shirts from the 4th of July was discussed. The 4th of July breakfast was discussed.

At 9:58 P.M. Councilperson Chad West moved to adjourn the meeting. Councilperson Steve Dallin 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