



Meeting Minutes
Regular Meeting of the Henefer
Town Council
August 4, 2026 7:00 P.M.

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

Meeting Minutes

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

Absent: Chad West

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

Visitors Present: Karen Ovard, Jodi Hotchkiss, Virginia Richins

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 7:00 P.M.

B. Legislative Prayer was offered by Kay Richins

C. Pledge of Allegiance was led by Rush Hotchkiss

II. Discussion Items

A. Emergency Services

Mason Kjar explained the Summit County Manager and the Summit County Sherriff offered a possible contract for emergency services. He suggested the council analyze if the base level of emergency services is sufficient for the town's needs and if the base level satisfies the cooperative working relationship between emergency services and the town. Services will not decrease if the town chooses not to accept the contract for additional services.

Ty Bailey commented that the level of service appropriate for the town should be the same as unincorporated areas.

Rush Hotchkiss feels having the residents pay for additional emergency services would be too much of a financial burden for them.

Kay Richins will discuss with other local mayors about what they've decided to do.

III. Public Comment

Karen Ovard feels like the residents shouldn't pay for additional emergency services.

IV. Action

A. **Resolution #2026-278 Adopt the Personnel Policy Manual**

Benefits for the public works position was discussed. They will be hourly, paid bi-weekly, and a stipend for insurance will be provided by the town. URS is Utah's retirement system. It is optional for employers to offer to their employees. Steve Dallin suggested since it hasn't been budgeted for this position it should be added at a later time. URS can be added to an employee's benefits at any time. The employee will be given a stipend for a phone. A company vehicle will be provided by the town. Vacation and sick leave were discussed.

Mayor Kay H. Richins called for a motion. Steve Dallin made a motion to approve Resolution #2026-278 Adopt the Personnel Policy Manual. Rush Hotchkiss seconded the motion. Passed unanimously. Absent: Chad West

V. Review of July 7, 2026 Town Council Meeting Minutes

Mayor Kay H. Richins called for a motion to approve the July 7, 2026 Town Council Meeting Minutes. Alec Deru made a motion to approve July 7, 2026 Town Council Meeting Minutes with edits. Rush Hotchkiss seconded the motion. Passed unanimously. Absent: Chad West

VI. Mason Kjar – Legal Counsel Training

Mason explained that the treasurer and recorder of a municipality have to be separate individuals. Personnel should be hired based on ability. Nepotism is criminal. Policies like FLSA, workers compensation, and retirement were discussed. The firing process was discussed. Once an employee is vested, they have a property right to their job. Then, due process must be followed in order to fire them. Mason advised the council never to say publicly why an employee was terminated. The council should never pre-clear a termination with council members who will sit on the appeal board. Insurance to cover employee incidents was discussed.

VII. Reports by Council Members and Staff

- Rush Hotchkiss - getting a vending machine for the town park was discussed. It will be discussed again at a later time
- Alec Deru - there were no alarms for the secondary water system for the past week. The secondary water system is working well; the culinary tanks are full. Steve Dallin would like data showing number of gallons used last year vs this year
- Steve Dallin - things are going well for the fire district and cemetery
- Kay Richins - most town streets have been paved. It was \$334,000. It should be a long time before the roads need to be paved again. Black Forrest Paving will seal them next year
- Ty Bailey - Truth In Taxation is August 20th. A quorum is needed.

At 8:35 P.M. Councilperson Alec Deru moved to adjourn the meeting. Councilperson Rush Hotchkiss seconded the motion. Motion passed by unanimous vote (4-0). Absent: Chad West

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