



Regular City Council Meeting

Minutes

Tuesday, July 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 (5min)

Minutes:

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

Duchesne City Employee Attendees: Stephanie Skewes and Lane Genereaux

Public Attendees: Jenny Adams, Earl Underwood, Jennifer Jenkins, Tracy Herrera

2. Minutes (5min)

Minutes:

The City Council reviewed the minutes.

MOTION by Council Member Hamilton seconded by Council Member Ivie to approve the minutes from the Regular City Council Meeting on 7/14/2026.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote

3. Bills (5min)

Minutes:

The City Council reviewed the bills.

MOTION by Council Member Hamilton, seconded by Council Member Herrera to pay the bills.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote.

4. Charges and Credits (5min)

Minutes:

The City Council reviewed the Charges and Credits.

5. Business License (5min)

Minutes:

There were no business licenses to review.

6. Planning And Zoning (5min)

Minutes:

There was nothing from Planning and Zoning.

7. Arts Council Donation (5min)

Minutes:

Jennifer Jenkins, Treasurer for the Duchesne Arts Council, addressed the Council to request renewal of the City's annual \$6,000 contribution to the Arts Council for the upcoming fiscal year.

Ms. Jenkins explained that the City's contribution covers approximately half of the Arts Council's annual expenses and is primarily used to support community events, including:

- Entertainment for the Independence Day celebration (band, lodging, and meals)
- Winter Festival activities
- Community performances, including productions such as The Nutcracker and Bells of Joyful Sound
- Annual Fall Festival activities in partnership with the elementary school, including the student art show and pumpkin carving contest.

She noted that the remainder of the Arts Council's funding comes from grants and other sources, including the Utah Division of Arts & Museums. She expressed appreciation for the City's continued partnership and shared that several community events are already being planned for the coming year.

There were no questions from the Council.

Motion by Council Member Ivie moved to approve the City's annual \$6,000 contribution to the Duchesne Arts Council for the upcoming fiscal year, seconded by Council Member Hamilton.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote.

8. Independence Day 250 Celebration Video

Minutes:

The Mayor shared a video highlighting the 2026 Independence Day Celebration. She noted that many of the activities shown were made possible through the support of the Duchesne Arts Council.

Following the video, the Mayor publicly thanked the volunteers, City staff, Council

members, and community members who helped make the celebration successful. Council members briefly commented on the event and expressed appreciation for everyone's efforts.

9. Budget Line Items (5min)

Minutes:

The Mayor explained that any time new budget line items are created, they must be approved by the City Council. The proposed additions were intended to improve financial tracking and reporting by separating certain insurance expenses into their own budget categories.

The proposed new line items included:

- Property Insurance
- General Liability Insurance
- Airport Employment Benefits Line

Council members asked how the first two expenses had previously been accounted for. Jessica North explained that they had been included within a broader general insurance account but that the City's insurance trust recommended tracking these expenditures separately. The City already maintained a separate Vehicle Insurance line item, and these additions would provide more detailed accounting for insurance expenses. Council Member Hamilton made a motion to approve the creation of the three new budget line items. Council Member Ivie seconded the motion.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote.

10. Duchesne City Office Hours (5min)

Minutes:

The Mayor reported that employee evaluations had identified a common concern among office staff regarding the amount of uninterrupted time available to complete administrative work. Employees indicated that frequent public and telephone interruptions made it difficult to complete projects and meet deadlines.

To address these concerns, the Mayor proposed changing the City's public office hours from 7:00 a.m.–5:30 p.m. to 8:00 a.m.–5:00 p.m., while maintaining employee work hours at 7:00 a.m.–5:30 p.m. This would provide staff with one hour at the beginning of the day and thirty minutes at the end of the day for uninterrupted administrative work. The Mayor explained that this was an administrative decision but that the Personnel Policy required Council approval before the policy could be amended.

Council members discussed the proposal and asked whether office hours were established by ordinance or by policy. Staff clarified that office hours are contained in the Personnel Policy rather than City Code.

Additional discussion included:

- The proposal would reduce public-facing office hours from 40 hours per week to 36 hours per week while keeping employees' work schedules unchanged.

- Jessica North explained that the beginning and ending portions of the workday are historically the least busy times for public traffic.
- It was noted that most interruptions during those periods are telephone calls rather than walk-in customers.
- Council members discussed alternative ways to provide uninterrupted work time, including rotating employees into a back office when working on major projects. The Mayor responded that employees already utilize laptops and private workspaces when necessary but felt the proposed office-hour adjustment would provide a more consistent solution.

Following discussion Council Member Hamilton made a motion to approve the amendment to the Personnel Policy changing the City's public office hours to 8:00 a.m. to 5:00 p.m. Council Member Herrera seconded the motion.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote.

11. Honeycomb Calcite Statue (5min)

Minutes:

The Mayor presented an opportunity for the City to purchase the Honeycomb Calcite sculpture currently displayed in front of City Office Building. She explained that the asking price is \$9,000 and noted that the one-year display agreement will expire the following month, requiring the City to determine whether it wished to purchase the sculpture or allow the artist to sell it elsewhere.

The Mayor stated that she intended to seek private donations to offset the purchase cost and hoped to raise approximately \$4,500, allowing private contributions to cover half of the purchase price. She also noted that the artist had offered a payment option of \$1,000 per year for nine years, or the City could pay the full amount upfront.

Council members discussed the proposal, including:

- The timing for making a decision before the display agreement expires.
- The possibility of relying primarily on private donations rather than taxpayer funds.
- The availability of local artists who might be considered for future public art projects.
- The use of Honeycomb Calcite in the newly remodeled Duchesne County Commission Chambers.

The consensus of the Council was to continue exploring private donations and place the item on a future agenda for further consideration prior to the expiration of the display agreement.

No action was taken.

12. 0.76 MG TANK OVERFLOW PIPE REPLACEMENT AGREEMENT (10min)

Minutes:

The Mayor presented additional information regarding the proposed agreement for the replacement of the overflow pipe serving the City's 0.75-million-gallon water storage tank. She explained that after further discussions with Chuck Richins, Jesse Hyde, and the project engineers, it was determined that replacing the overflow line is necessary to

maintain the integrity of the City's water infrastructure.

The Mayor explained that taking the tank offline would not eliminate the need for replacing the deteriorated overflow line and would create additional issues, including reduced water pressure for residents on the bench, loss of fire flow capacity for future development, and the removal of approximately 750,000 gallons of water storage from the City's system.

Council members expressed concern about the agreement appearing open-ended and the potential cost of the project. The Mayor explained that because the project involves federal funding requirements, construction costs cannot be finalized until the competitive bidding process is completed. The agreement allows the City to spread payments over two fiscal years if necessary and provides flexibility should grant funding become available. She also stated that the City intends to apply for a grant opening September 15 and believes the project can proceed while remaining eligible for grant consideration.

Additional discussion included:

- Whether engineering design costs would be included in the overall project cost.
- The benefits of completing the design work in-house to help reduce expenses.
- The function of the overflow line within the City's water distribution system.
- The destination of overflow water and circumstances under which the tank would overflow.
- The deteriorating condition of the existing overflow pipe and the urgency of replacing it before failure occurs.
- The importance of maintaining the City's existing water storage capacity and reliable water service.

The Mayor also noted that recent lightning had temporarily disabled the City's SCADA system, requiring manual operation of the water system and further illustrating the importance of maintaining reliable infrastructure.

Council Member Baker moved to approve the 0.75 Million Gallon Tank Overflow Pipe Replacement Agreement and authorize the Mayor to sign the agreement, Council Member Hamilton seconded the motion.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote.

13. Airport Survey (5min)

Minutes:

Mayor Herron presented the proposed airport taxi lane survey, explaining that several new airport hangars are either under construction or planned for future development. She stated that while aircraft can operate from gravel surfaces, constructing a paved taxi lane will reduce the risk of rocks and debris damaging aircraft propellers and other equipment. The taxi lane is included in the City's Airport Master Plan; however, the FAA does not fund taxiway construction, making the project the City's responsibility.

The Mayor explained that the requested action was to authorize a survey necessary for the future taxi lane project. The survey will establish the precise location of the taxi lane and provide the information needed for future design and construction.

Two survey proposals were received:

- J-U-B - approximately \$7,000
- Ryan Allred - approximately \$1,000

Council asked about the significant difference in cost. The Mayor explained that Ryan Allred already has existing survey control points and mapping data for the airport, allowing him to complete the work much more efficiently. Jeb's proposal included additional mobilization and the time required to establish those same control points, resulting in the higher cost.

The Mayor clarified that the survey being considered was only the preliminary survey needed to move the project toward construction and did not include construction drawings or the full design of the taxi lane.

Council Member Ivie moved to accept Ryan Allred's bid in the amount of approximately \$1,000 for the airport taxi lane survey. Council Member Baker seconded the motion.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote

14. WEM Oil and Gas Lease (10min)

Minutes:

The Mayor reported that, following a recommendation from Council Member Hamilton, she consulted Tracy Adams Bennett, a land professional with experience in oil and gas leasing, to review the proposed oil and gas lease agreement. Tracy provided several recommendations intended to better protect the City's interests.

The Mayor summarized the recommended revisions for the Council, including:

- Reducing the lease extension period from 180 days to 120 days to discourage repeated delays that could indefinitely extend the lease without development.
- Increasing the shut-in payment to at least \$5.00 per acre and revising the language so shut-in payments could not maintain the lease indefinitely without production.
- Revising the royalty provisions to require payment based on the fair market value at the wellhead and limiting deductions for post-production costs, ensuring the City receives a fair royalty.
- Removing the Right of First Refusal provision, as it could unnecessarily limit the City's ability to negotiate future lease opportunities.

Council discussed the proposed changes and asked questions regarding the purpose of the Right of First Refusal clause. Members noted that because the lease would already be a binding contract during its primary term, the provision appeared unnecessary and could create confusion regarding the City's ability to negotiate future agreements. Several council members expressed support for removing the provision. Council also discussed industry standards for shut-in payments and royalty provisions. The Mayor explained that she had not yet received guidance from the City's legal counsel regarding current industry standards but planned to meet with representatives from the oil and gas company to discuss the proposed revisions. Council requested that the Mayor inquire about standard lease terms used by other companies and report back before finalizing the agreement.

Members discussed the importance of preventing deductions for post-production

expenses, such as compression, dehydration, transportation, and processing, before the City's royalty is calculated. Council agreed that the lease language should clearly state that royalties are based on the fair market value at the wellhead without allowing those costs to reduce the City's share.

Council also discussed whether the proposed 20% (one-fifth) royalty reflected current market standards. While Tracy Adams Bennett had indicated the existing royalty percentage was generally favorable, Council questioned whether a higher royalty rate, such as 25%, should be pursued. The Mayor noted that Tracy had not specifically recommended increasing the royalty percentage and indicated she would seek clarification during upcoming discussions with the company's representatives.

The Mayor advised that she would meet with company representatives to discuss the Council's requested revisions, clarify questions regarding royalty percentages and industry standards, and negotiate additional changes before returning a revised lease agreement to the Council for consideration. During the discussion, Council Member Hamilton suggested the City return the proposed lease with the requested revisions and encourage the company to submit an improved agreement rather than prescribing every desired modification.

Council also discussed Tracy Adams Bennett assistance in reviewing the lease. The Mayor explained that Tracy had volunteered her time without charge despite being offered compensation. Council expressed appreciation for her expertise and suggested recognizing her assistance with a thank-you gift.

No formal action was taken. Mayor Herron was asked to continue negotiations and bring the revised agreement back to the City Council for further review and possible approval.

15. Rocky Point Carriage Agreement (10min)

Minutes:

Mayor Herron reported that a response had not yet been received from Rocky Point regarding the proposed carriage agreement. Council discussed the status of the agreement and the relationship between the City, Rocky Point, the Old Farm Road Irrigation Company, and the affected property owners. Discussion included the City's responsibility to install and maintain irrigation meters required under the agreement and State of Utah secondary water metering requirements. Council Members clarified that while the City is responsible for meter installation and reporting water usage to the state, construction of the irrigation distribution infrastructure remains the responsibility of the irrigation company.

Council discussed the need for permanent utility easements to allow the City and the irrigation company to access, inspect, maintain, repair, and replace the irrigation infrastructure and water meters. Council Member Ivie noted that a temporary access easement would not provide adequate long-term protection for either the City or the irrigation company and that any easement should follow the location of the public utility infrastructure.

The Council reviewed concerns raised by Anna Dilello regarding the proposed easement alignment. It was explained that the originally proposed easement may have significantly limited the property's future development potential by restricting access and usable building area. Council Members discussed alternative easement configurations that would still provide adequate access while minimizing impacts to the property.

Additional discussion addressed the routing of the irrigation line, the need for the easement to extend to Old Farm Road to accommodate future service to properties on the north side of the ditch, and the importance of ensuring the easement aligns with the location of the public utility infrastructure.

Council also discussed the possibility that existing easements may already exist but have not been confirmed. Members suggested obtaining a title report to determine whether any recorded easements are already in place before proceeding with negotiations.

Mayor Herron stated that she would meet with the property owners to discuss an acceptable easement locations, and work with legal counsel to prepare appropriate easement language, verify existing title information, and return to the Council with additional information and a proposed agreement for consideration.

No formal action was taken.

16. 15-Minute Open Session

Minutes:

Mayor Herron opened the public comment period and reminded attendees that comments were limited to three minutes and that the Council might not respond immediately but could refer matters to staff for follow-up.

Bryce Hamilton addressed the Council regarding the lack of street signage at First East. He explained that delivery drivers frequently have difficulty locating the street and suggested installing street name signs at both the top and bottom of the street to improve navigation. The Mayor indicated staff would coordinate with Jay Garritson in Public Works to evaluate the request. Council members noted the matter could be handled administratively and did not require Council action.

Jason Baker then addressed the Council regarding a past incident in which a city worker with equipment entered private property during grading work. He stated that survey monuments and improvements on his property had been disturbed and requested that the City consider paying to have the property corners re-established by a licensed surveyor. Mayor Herron thanked the citizen for bringing forward his concerns. The Mayor stated that the request could be handled administratively and she would take care of it.

17. Book Of Complaints, Concerns And Comments

Minutes:

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

18. Mayor And Council Review Of Old Business

Minutes:

Mayor Herron announced that the Pope House artifacts are scheduled to be moved from the Mickelson Building to the former Welcome Center on August 12, 2026, and invited volunteers to assist with the move.

Jessica North presented information on the Layton City Heritage Museum as an example of how a community museum can evolve through partnerships with local organizations, grant funding, and community involvement. She suggested Duchesne consider a similar long-term vision by developing a heritage center within the Mickelson Building that could house the Pope House collection, provide space for the Arts

Council, and serve as a community gathering place.

Council discussion included:

- Expanding the Pope House into a broader Duchesne heritage museum highlighting local history and founding families.
- Utilizing the Mickelson Building as a shared space for the museum, Arts Council, and community activities.
- Increasing visibility through directional signage, the City website, digital mapping services, and community event promotion.
- Encouraging tourism and providing an additional attraction for residents and visitors using the nearby park.
- Seeking grants and partnerships to support future expansion and development.

The Mayor explained that the initial focus will be on relocating and organizing the existing collection. Existing display cases and furnishings will be used where possible, with additional display needs to be evaluated after the artifacts are arranged. The current flooring and layout will remain unchanged during the initial setup.

Council members expressed support for continuing to develop the concept and explore future opportunities for a future heritage center while proceeding with the previously approved relocation of the Pope House collection.

Airport Update

The Mayor reported that interviews for the part-time Airport Manager position have been completed and several qualified candidates applied.

She also reported meeting with representatives from the FAA and J-U-B Engineers to discuss the recently completed airport project, future planning efforts, FAA compliance requirements, and development of the Airport Master Plan. She will continue working with FAA representatives as future projects move forward.

A City Council Work Meeting regarding proposed park equipment improvements, Animal Control, and The Mickelson Building is anticipated during the week of August 18, 2026.

Killian Service Station Cleanup

The Mayor introduced Earl Underwood of Underwood Environmental to provide an update on the environmental remediation of the former Killian Service Station.

Mr. Underwood explained the history of the site, the required remediation process, groundwater treatment methods, contaminated soil excavation, regulatory oversight by the Utah Department of Environmental Quality, and anticipated project timeline. He noted that excavation timing will depend on state approvals, contractor availability, and weather conditions, with work potentially occurring in the fall or next spring.

Mr. Underwood explained that groundwater generated during excavation will be stored in temporary frac tanks, tested by a certified laboratory, and discharged to the City's wastewater system only after meeting applicable regulatory standards. Copies of water quality reports and testing results will be provided to the City.

Council members asked questions regarding:

- Ownership of the property and coordination with the property trust.
- Whether existing buildings would need to be removed. Mr. Underwood explained that the current plan is to avoid removing or excavating beneath the buildings whenever possible.
- Liability insurance requirements for contractors performing the work.
- Water quality testing procedures and reporting.
- Traffic, excavation operations, and disposal of contaminated soil at the Blue Bench

Landfill.

- Protection of City property and surrounding infrastructure during the cleanup.

Lane Genereaux confirmed no additional agreements or permits were needed from the City at this time beyond coordination for discharge into the wastewater system. The Public Works Department indicated the City's existing requirements were sufficient. Mr. Underwood concluded by offering to answer future questions as the project progresses.

Duchesne County School District Annexation

The Mayor reported that the proposed Duchesne County School District annexation is awaiting a Letter of Intent from Duchesne County and the required mapping information before the annexation process can proceed.

19. Work Meeting: Discussion of City Projects, Budget and Operational Matters, Council Initiatives, and Other Items Properly Brought Before the Council

20. 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, compensation, 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.

Minutes:

Council Member Ivie moved to adjourn the work meeting and enter into a Closed Session to discuss purchase, exchange, or lease of real property and pending litigation. The motion was seconded by Council Member Herrera.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Motion carried by unanimous vote.

The Council entered closed session at 7:49 p.m.

21. Consideration to Take Action Discussed Under Closed Meeting

22. Adjournment

Minutes:

Council Member Baker motioned to adjourn the Closed Session of the City Council meeting at 8:25pm seconded by Council Member Hamilton.

Council Member Hamilton - Aye

Council Member Nielsen - Absent

Council Member Herrera - Aye

Council Member Ivie - Aye

Council Member Baker - Aye

Council entered back into regular Council meeting at 8:25pm.

Council Member Ivie motioned to adjourn the regular City Council meeting at 8:25pm.

Motion passed unanimously. Meeting adjourned at 8:25pm.

Attest:

Jessica North, Recorder: _____

Contact: Jessica North (jnorth@duchesnecity.com 435-738-2464) | Minutes published on 09/02/2026, adopted on 08/25/2026