



DELTA CITY COUNCIL REGULAR MEETING

Wednesday, October 01, 2025 at 7:00 PM

Delta City Municipal Complex Council Chambers*

MINUTES

PRESENT

Mayor John Niles
Council Member Betty Jo Western
Council Member Kiley Chase
Council Member Nick Killpack
Council Member Kelly Carter
Council Member KC Bogue

ALSO PRESENT

Sherri Westbrook
Justin Ashby
Angie Dewsnap
Michelle Lovejoy

Kevin Laub
Sara Laub
Jessica Crapo
Ron Larsen

CALL TO ORDER

Mayor Niles called the meeting to order at 7:00 p.m. He stated that notice of the time, place, and agenda of the meeting had been posted at the Delta City Complex, on the Delta City website, and on the Utah Public Notice website and had been provided to the Millard County Chronicle-Progress, LLC and each member of the City Council at least 24 hours before the meeting. Mayor Niles conducted a roll call. Council Members Carter, Killpack, Western, Bogue, and Chase were present.

OPENING REMARKS

Council Member Kelly Carter offered the opening remarks.

PLEDGE OF ALLEGIANCE

Mayor Niles led those in attendance in the Pledge of Allegiance.

CONSENT AGENDA

1. Minutes Approval: RCCM 2025-09-03

The minutes of the Regular City Council Meeting held on 09/03/2025 were presented for approval. Council Member Chase MOVED to approve the Regular City Council Meeting minutes held on 09/03/2025. Council Member Western SECONDED the motion. Mayor Niles asked if there were any other questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Council Member Chase, Seconded by Council Member Western.

Voting Yea: Council Member Western, Council Member Chase, Council Member Killpack, Council Member Carter, Council Member Bogue

2. Accounts Payable, Payroll, and Electronic Disbursements Approval: 2025-10-01 \$910,669.89

The Council reviewed the accounts payable, payroll, and electronic transactions for the period ending 10/01/2025 for \$910,669.89. Council Member Western MOVED to approve the disbursed payments

dated 10/01/2025 for \$910,669.89. Council Member Killpack SECONDED the motion. Mayor Niles asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Council Member Western, Seconded by Council Member Killpack.

Voting Yea: Council Member Western, Council Member Chase, Council Member Killpack, Council Member Carter, Council Member Bogue

PUBLIC COMMENT PERIOD – Ten (10) Minutes Total Limitation

Jessica Crapo introduced herself to the Council. She requested permission for the Delta Christmas Creche Festival to put up a bulletin board near the nativity in Delta City Park for advertising community Christmas and holiday events. Council Member Bogue agreed that this would be a great addition to involve all denominations. Council Member Chase stated that as long as there is no discrimination as to what is posted he would support this. Public Works Director Justin Ashby asked that Crapo connect with him when she is ready to put this up and he will help with lights and getting it all set.

BUSINESS – Any such business as may come before the Council.

3. Mayor John Niles; Ordinance 25-320 (Stephenson Honey Zoning Change)

Action: Discussion/Consideration for Approval

Mayor Niles asked Planning & Zoning Liaison (and City Council Member) Kelly Carter to present the Zoning Change Request made by Stephenson Honey Co. and the recommendation from the Planning & Zoning Commission.

Council Member Carter stated that the change was noticed publicly with a legal description, neighbors and citizens were also sent letters of this proposal, and there was a Public Hearing held during a Planning & Zoning Commission Meeting. Carter added that the Delta City Planning & Zoning Commission positively recommends the requested zone change.

Council Member Killpack MOVED to approve Ordinance 25-320, Zone Change Request, Stephenson Honey Co. Council Member Bogue SECONDED the motion. Mayor Niles asked if there were any questions or comments regarding the motion. There being none, he called for a roll call vote.

Council Member KC Bogue	Yea
Council Member Kelly Carter	Yea
Council Member Kiley Chase	Yea
Council Member Nick Killpack	Yea
Council Member Betty Jo Western	Yea

4. Mayor John Niles; Ordinance 25-321 (Compensation & Salaries of Elected and Statutory Officials & Officers)

Action: Discussion/Consideration for Approval

Mayor Niles presented Ordinance 25-321 and Exhibit A to the Council. This Ordinance is amending the Compensation and Salaries of Elected and Statutory Officials and Officers of Delta City.

Mayor Niles also asked the Council to note that Public Works Employee Stetson Henrie agreed to a promotion to Field Supervisor and that his wages would also be increased.

Council Member Killpack MOVED to approve Ordinance 25-321; Compensation & Salaries of Elected and Statutory Officials & Officers. Council Member Western SECONDED the motion. Mayor Niles asked if there were any questions or comments regarding the motion. There being none, he called for a roll call vote.

Council Member KC Bogue	Yea
Council Member Kelly Carter	Yea
Council Member Kiley Chase	Yea
Council Member Nick Killpack	Yea
Council Member Betty Jo Western	Yea

5. Council Member Kelly Carter; Changes to Accessory Dwelling Unit (ADU) Code

Action: Discussion/Consideration for Approval

Council Member Kelly Carter explained that Planning & Zoning Commission has been working on details with Accessory Dwelling Units (ADUs) and before moving forward on developing specific code for the city, the Commission wanted to bring it to the City Council checking on support with moving forward with ADU Code. ADU regulation would include code on issues such as parking spaces, owner-occupied primary dwelling, conversions, and so-forth. Council Member Bogue stated that this could be beneficial. Council Member Killpack agreed with moving forward with ADU Code with restrictions added. P&Z are the experts on this but he agrees. Council Member Chase agreed that ADU code and regulations would be valuable. Council Member Western pointed out that current Delta City code is confusing and contradicts itself in definitions of an ADU and Guesthouse. City Attorney Jessica Anderson stated that the State of Utah is currently writing specific code for ADUs, as well. The Council agreed that Delta City's Planning & Zoning Commission will work towards creating specific definitions, regulations, and code.

6. Mayor John Niles; SenaWave Fiber Franchise Request

Discussion Only

Mayor Niles asked City Attorney, Jessica Anderson, to present the Franchise Request from SenaWave Fiber that she received.

Anderson stated that SenaWave would run lines underground in our right-of-way, proposed Franchise Agreement with franchise tax of 3.5%. Council Member Carter asked about the company returning anything they cut up in right-of-ways back to specifications of the City. Council Member Bogue added that it would be beneficial to have it written up in the agreement that Delta City's Public Works Director is notified and a plan is presented prior to any project beginning. Attorney Anderson will put together a contract and present to City Council prior to any negotiations or final decisions.

7. Mayor John Niles; Food Bank Support

Action: Discussion/Consideration for Approval

Mayor Niles received a phone call from Jeff Brown, Executive Director of Central Utah Food Sharing. Asking for funding to get food delivered to Delta and other rural towns. Sent invoice to Delta City with request for \$5,000 for cost of supplying food.

Council Member Bogue asked if this is a legit request as there wasn't much information included. Mayor Niles stated that the Delta Food Bank is very well used, but the amount seems very high. Council Member Chase stated that having the Food Bank in our area is a very good thing and does a lot of good. Council Members Killpack and Bogue both asked for more information and specific details. Council Member Western suggested having Dr. Brown visit in person or even having the local pantry worker meet with the Council.

8. Library Director Michelle Lovejoy; Library Update

Discussion Only

Library Director Michelle Lovejoy presented the Council with an update regarding the Delta City Library. The library has been awarded a Quality Library Award for the third consecutive year. This

award shows the library's commitment to providing excellent service, fostering community engagement, and enhancing Delta City's resources and facilities. Annual Certification utilizes nine benchmarks; to be considered a Quality Library, four benchmarks must successfully pass the 70th percentile, and Delta City's Library made 6 benchmarks and is close to the 70th percentile on at least two more.

Chelsea Hathaway just completed her first month as full-time Programming Librarian. An additional pre-school storytime has been added on Tuesday each week, and Music and Movement for 0-3 years is held every Thursday. Other programs that have been started again include Lego Club, Coloring Club, Bob Ross Painting, Bingo Card Reading, and a couple different Book Clubs. The library's annual Escape Room will run the last week of October and the first couple weeks of November.

In September 2024 the library held 12 programs and had participation from 288 citizens; this September, the library held 33 programs with 648 active participants.

Delta City Mayor and City Council thanked Lovejoy for her dedication and hard work and asked that she share their gratitude with all library staff.

9. Public Works Director Justin Ashby; Public Works Update
Discussion Only

Public Works Director Justin Ashby presented the Council with an update regarding the Public Works Department.

Sewer main break by McDonalds; identified and repaired this afternoon. Some asphalt work has also been completed. Waiting on license and tags for new Parks truck. The water tank behind Delta Auto is being worked on to get back up and online as an emergency/back-up. Sewer project is basically complete. Ashby is connecting with engineers to discuss utilizing leftover grant funds for other sewer system needs such as SCADA and back-up pumps; Sunrise Engineering is checking on qualifications for these funds and sewer scope of work.

Director Ashby has had a citizen come to him about finishing the road on 450 N. Council Member Carter asked about ownership and if Delta City owns the right-of-way; asked that someone at Delta City do some research to verify right-of-way and get the road finished completely and correctly. Discussion will then move forward once confirmation of ownership is researched.

Director Ashby presented the Council with a request that Geo-Tech (Geotechnical Engineering) studies be required on all commercial building construction for testing and ground compaction. Ron Larsen, with Jones & DeMille, stated that it would be approximately \$3,000 to \$5,000 added to construction costs. Council Member Bogue asked about building and structural engineering that is already required for a commercial building; he would like to see some requirements based on square footage or use. The Council asked Director Ashby to take this request to Planning & Zoning Commission for further research, discussion, and recommendation.

Director Ashby presented the Council with information about a request from a developer who is looking at some properties in town with hopes of building a temporary housing unit or hotel with a restaurant. Council Member Carter explained that this is a reputable temporary lodging company that follows massive construction projects and when done, they remove everything. Carter spoke with this gentleman and explained that they would have to pay for water, sewer, and roads and these units are built to current city standards. At this time, Delta City does not have a zone that would house this project, but city would like to stay ahead of any housing issues that will come with a population increase. Council Member Killpack stated that if this were to be done, there would need to be a stipulation that a bond is available to cover all clean-up costs. Ashby stated that there is also a

requirement of paying transient taxes on any temporary housing. Council Member Chase agreed that this would be similar to what was done with the Mancamp at IPP.

ADDITIONAL ITEMS

Planning & Zoning Commission will need to find an alternate member, as Lindsey Dutson has left and Darlene Webb will now be a full Commission Member.

Council Member Western asked about additional training for Planning & Zoning Commission Members. This is going to be a vital need as more and more is asked of Planning & Zoning. Council Member Carter requested that he and the rest of the Commission engage in any and all additional training.

RV Club stayed in Delta this past week and completed some service projects for Delta City; the City hosted a luncheon for the group as a thank-you for the service.

Council Member Chase updated the Council on the Pickleball courts. The state would like Delta city to return the grant and then have the county apply for the same grant; this is preferable to trying to transfer the grant as was first proposed. Teresa Thompson sent mayor a letter requesting that we return the grant, as a city, and the county would re-apply but asked for assurance that Delta City will still provide the funds that have already been donated, as well as in-kind contributions.

Topaz Museum Open House will be held October 11th. The entire Topaz Board holds its annual retreat during this time. A new Executive Director hire is being pursued, as Jane Beckwith will be stepping down from this position.

Council Member Western mentioned that there are some opportunities for grants from the Great Basin Heritage Area Partnership and she is looking further into this.

ADJOURNMENT

Council Member Killpack MOVED to adjourn meeting at 8:22 pm. Council Member Chase SECONDED the motion. Mayor Niles asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Council Member Killpack, Seconded by Council Member Chase.

Voting Yea: Council Member Western, Council Member Chase, Council Member Killpack, Council Member Carter, Council Member Bogue

The meeting was adjourned at 8:22 p.m.




John Wesley Niles, Mayor


Sherri Westbrook, Recorder