MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, JULY 17, 2023, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Emergency Management Director Mike Lefler, Clerk-Auditor Chelise Jessen, Deputy Clerk-Auditor Janet Jenkins, Deputy Clerk-Auditor Lexi Young, Deputy Assessor Brandi Winterton, Human Resource Director Judy Stevenson, Human Resource Generalist Emily Peatross, Community Development Director Mike Hyde, Community Development Assistant Director Mike Gottfredson, Code Enforcement Officer Chris Floyd, Building Department Director Karl Mott, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:00 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Public Works Update

(9:02 a.m.)

Public Works Director Mike Casper gives an update on existing projects and upcoming work. There was an accident involving the chipping truck and another vehicle. The truck will be out of commission until it can be repaired. UDOT has offered to let the Road Department use their chipping truck. They will be zipping Ben Crowley's Road (CR 56W). They will move to Ledge Lane (CR 287) and then Red Creek (CR 1). They are replacing a culvert in Altonah today. They will be working on the cattle guard in Moon Lake starting tomorrow. Commissioner Miles stated that he had received several calls about the new stop sign on Ledge Lane (CR 287), one mile east of Highway 87. A stop sign or yield sign should be put on the south side of the oil location, the other side of the intersection. The mastic crew will be in Roosevelt today and tomorrow, then Rock Creek on Wednesday and Thursday.

Emergency Management Update

(9:10 a.m.)

Emergency Management Director Mike Lefler gives an update for the Emergency Management Department. The East Fork EWP Project completion date was Thursday last week. There is minor work that still needs to be completed. He is working on a regional mitigation plan as well as all-hazards mitigation. The mitigation plan is updated every four years. They will have a meeting with the stakeholders to identify the updates that are needed.

Discussion of Businesses Conducting Business in Duchesne County without a Business License

(9:14 a.m.)

Clerk-Auditor Chelise Jessen stated that there are Air BnBs in Duchesne County operating without business licenses. Some are listed on websites where the transient room taxes are collected, but others are through private transactions, and taxes are most likely not collected. Clerk-Auditor Jessen would like to know how these should be handled. Community Development Director Mike Hyde named other types of businesses that haven't applied for a license. He suggested completing a list of those not in compliance and sending them a letter requesting them to comply. Code Enforcement Officer Chris Floyd stated how it is frustrating that some businesses are not working to become compliant. Building Department Director Karl Mott said he is concerned that the buildings may be unsafe. He suggested changing the ordinance to refer to the code enforcement officer rather than the attorneys. Deputy Assessor Brandi Winterton stated she could send estimates on the fees if the business were not in compliance. This fee could be attached to the property deed. Emergency Management Director Mike Lefler stated that the requirement for alarm detection systems and fire hydrants is different for businesses than for single-occupancy homes. The parties discuss ways to incentivize companies to apply for a business license.

Discussion of Fleet Vehicle Usage Procedures
(9:57 a.m.)

Clerk-Auditor Chelise Jessen stated it had been brought to her attention that some of the fleet vehicles that came back from being used need to be fueled and cleaned. She would like to have a procedure in place to ensure they are adequately maintained. The Commissioners suggested putting someone over the fleet to check them when they are brought back.

Recess 10:07 a.m. to 10:22 a.m.

Commissioner Miles makes a motion to take a break. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Discussion & Consideration of the Support Letter for Widening the Yellowstone OHV Trail
(10:22 a.m.)

Community Development Assistant Director Mike Gottfredson presented the letter of support for widening the Yellowstone OHV Trail. He stated that John Titre, the Recreation Program Manager for the Duchesne/Roosevelt Ranger District, requested a letter of support for a project to widen and improve 1.63 miles of an OHV trail on the Yellowstone OHV trail system. The project will widen sections of the Petty Mountain Loop Trail and the Dry Gulch Trail from 50 to 60 inches. Other improvements include replacing two cattle guards, repairing fencing, and redirecting stormwater runoff from current on-trail channeling. The Ranger District requests support from the County through coordination and communication with the Community Development Department and the Duchesne County Trails Committee. The County is already assisting the Ranger District to improve these trail segments through in-kind labor and equipment from a previous OHV Recreation Grant from the Division of Outdoor Recreation. No further cash or in-kind match is requested from the County as part of this grant request by the Ranger District. The parties discuss the project. *Commissioner Miles makes a motion to approve the letter of support for the USFS Petty Mountain Loop Trail Widening Project as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of Proposed Letter to Support the Allowance of E-bikes in Certain Areas Administered by the National Park Service
(10:29 a.m.)

Community Development Director Mike Hyde presented the letter to support the allowance of E-bikes in certain areas administered by the National Park Service. He compared the proposal with the State of Utah and Duchesne County's resource plan. There are minimal environmental concerns with allowing E-bikes in the parks. The first paragraph of the letter reads: Duchesne County, Utah hereby goes on record in support of the Preferred Alternative (Alternative 2), which gives National Park System (NPS) Superintendents the ability to exercise discretion and judgment about whether E-bike use would be appropriate or not in their park units, based on local conditions. The County prefers this approach as opposed to the "one-size-fits-all" approaches suggested by several commenters during the rulemaking process, which would limit the discretion of NPS Superintendents (as listed in Section 2.3 of the Programmatic Environmental Assessment (PEA)). The County concurs that Superintendents are most familiar with the trail conditions within their unit and are in the best position to determine whether E-bikes or certain classes of E-bikes should be allowed where traditional bicycles are currently allowed. *Commissioner Miles makes a motion to authorize the letter prepared for the Electric Bicycle Programmatic EA through the National Park Service. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Update on the CLR Conference
(10:35 a.m.)

Commissioner Miles gives an update on the CLR Conference (County Liability Reinsurance). Fourteen states have members in the pool. He explained how and why the reinsurance pools were established. Commissioner Miles listed some of the attendees and speakers. One of the breakout sessions he attended taught about scamming and phishing attempts and how to protect yourself and your company.

Auditors Office – Vouchers
(10:51 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the vouchers for July 17, 2023, check numbers 161866 through 161965, for $780,281.69. The parties review the vouchers submitted. *Commissioner Miles makes a motion to approve the vouchers as presented for July 17, 2023. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditors Office – Surplus
(10:57 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the surplus items for the Road Department. There are three pickup trucks. A 2003 Ford F150, a 2004 GMC 1/2 Ton, and a 2010 Ford F250 Super Duty 4-Door Ext. Cab. *Commissioner Killian makes a motion to approve the items listed for surplus as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

HR Office – Payroll
(11:00 a.m.)

Human Resource Director Judy Stevenson presented the payroll report ending July 8, 2023; there were 233 employees paid. *Commissioner Miles makes a motion to approve the payroll as presented for July 8, 2023, as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of County Fair Volunteers
(11:02 a.m.)

Human Resource Generalist Emily Peatross presented a list of six new volunteers for the County Fair. The individuals have been through a background check. *Commissioner Killian makes a motion to approve the county fair volunteers as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Human Resource Update
(11:05 a.m.)

Human Resource Director Judy Stevenson gave an update for the Human Resource Department. In creating an employee recognition program for years of service, she has compiled a list of employees that fall in the years of service tiers for recognition. She asked when the parties would like to plan the event. They discussed the possible recognition items and when the event will be held.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(11:14 a.m.)

Commissioner Miles makes a motion to go in and out of a closed meeting for a strategy session to discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Back in Session
(11:57 p.m.)

No action is to be taken.

Recess 11:58 a.m. to 1:10 p.m.

Commissioner Miles makes a motion to take a break. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Discussion of Possible Subjects for the Next Meeting
(1:11 p.m.)

Calendaring & Weekly Update on Events
(1:12 p.m.)

Consideration of Minutes for Combined Commission Meeting held July 10, 2023
(1:19 p.m.)

Parties review the combined Commission meeting minutes held on July 10, 2023.
Commissioner Killian makes a motion to approve the minutes for July 10, 2023, as corrected. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Adjournment
(1:27 p.m.)

Commissioner Killian makes a motion to adjourn the meeting at 1:27 p.m. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The forum adjourns.

Read and approved this on the 31st day of July 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes