MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, SEPTEMBER 11, 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, Human Resource Director Judy Stevenson, Community Development Assistant Becky Broadhead, Community Development Assistant Director Mike Gottfredson, Deputy Clerk-Auditor Janet Jenkins, Clerk-Auditor Chelise Jessen, Human Resource Payroll & Benefits Administrator Jamie Park, Director of Badlands Trail Committee Brett Stewart via Zoom, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:02 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance

(9:03 a.m.)

Opening Comments

(9:04 a.m.)

Each Commissioner comments and appreciates the first responders and their families today, September 11th. Many lost their lives 22 years ago today, and many still suffer, and others have died from illnesses caused by that dreadful day.

Presentation of Employee of the Month – Postponed by General Consent

(9:07 a.m.)

Public Works Update

(9:08 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. There is a truck in Las Vegas he would like to look at purchasing. It would be used for hauling salt and other materials. He has been working with XCL on road projects. This has been a good partnership. The State Street paving project should be completed this week. Next week, they will start moving rock off the road in the Rock Creek area. Commissioner Miles talks about the drainage issues on Ledge Lane (CR 287) and would like to look into extending the asphalt to the second intersection to the west.

Discussion of Possible Subjects for the Next Meeting

(9:26 a.m.)

HR Office – Payroll

(9:27 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending September 2, 2023; there were 231 employees paid. *Commissioner Killian made a motion to approve the payroll as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of New Business Licenses

(9:30 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented five new business licenses:

- The Walking Cedar, owned by Ken High, Fruitland, UT
- The House Doctor, owned by Ken High, Fruitland, UT
- Uintah Propane, owned by Krissa Clayton Hunsaker, Roosevelt, UT
- WillPower Welding, owned by Holton Oman, Myton, UT
- Sonja Gregersen / Sierra Sandstone Kennels, owned by Sonja Gregersen, Roosevelt, UT

The parties review and discuss the business licenses. *Commissioner Miles made a motion to accept the business licenses that have been approved by the Clerk-Auditor's Office. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Vouchers
(9:33 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the September 11, 2023 vouchers, check numbers 162384 through 162532, for $861,136.66. The parties review the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for September 11, 2023. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Calendaring & Weekly Update on Events
(9:38 a.m.)

Consideration of Minutes for Combined Commission Meeting held August 28, 2023
(9:47 a.m.)

Parties review the combined Commission meeting minutes held on August 28, 2023. *Commissioner Miles made a motion to approve the minutes for August 28, 2023, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Surplus
(9:51 a.m.)

Clerk-Auditor Chelise Jessen presented the surplus items before the meeting for the Events Center. There is a warming oven that is not needed and an outdoor tent frame that was used for the County Fair before the permanent structure was built. *Commissioner Killian made a motion to approve the surplus items as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Recess 9:54 a.m. to 10:05 a.m.

Discussion & Consideration to Purchase a Right-of-Way in Argyle Canyon
(10:05 a.m.)

Community Development Assistant Director Mike Gottfredson presented the agreement of right of way and the right of way agreement. These agreements grant the County the right to construct, operate, and maintain a right-of-way to be dedicated to the public and to be used exclusively as an Off-Highway Vehicle ("OHV") trail, said right-of-way being 16 feet wide and beginning at a point intersecting with Argyle Canyon Road (CR 23) and continuing north along an existing two-track road 2,593.96 feet more or less to the North line of and being part of, the described parcel (00-0030-7771). Brett Stewart, Director of the Badlands Trail Committee, joined the meeting via Zoom. He expressed his appreciation to the County and staff for the hard work put into this long-term project. The parties discuss the agreements. *Commissioner Miles made a motion to approve the purchase of and enter into the agreement of right-of-way for the Lowe Argyle parcel. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of Policy 606 Drug and Alcohol-Free Workplace Updates
(10:26 a.m.)

Human Resource Director Judy Stevenson presented Policy 606 Drug and Alcohol-Free Workplace updates before the meeting. Policy 606.3.1 Use of Medications now reads Employees should not use any medications, including medical cannabis, that will impair their ability to safely and completely perform their work. Any employee prescribed medication that could impair their ability to operate a vehicle or equipment shall provide documentation from their physician to their immediate supervisor. An employee who is medically required or needs to take any such medication may be prohibited from operating a County vehicle or equipment at the discretion of their supervisor and Human Resource Director. The parties discuss the policy updates. *Commissioner Miles made a motion to approve the changes to policy 606.3.1 use of medications as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of Policy 405 Vehicle Use Updates
(10:29 a.m.)

Human Resource Director Judy Stevenson presented Policy 405 Vehicle Use updates before the meeting. Policy 405.3.3 f. now reads: Ensure compliance with Duchesne County Drug-Alcohol-Free Workplace Policy. See Policy 606.3.1. The parties discuss the update. *Commissioner Miles made a motion to approve the changes to policy 405.3.3 f. as*

presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Human Resource Update
(10:30 a.m.)

No update at this time.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:31 a.m.)

Commissioner Miles made 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 seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Back in Session
(11:16 a.m.)

No action is to be taken.

Adjournment
(11:17 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 11:17 a.m. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The forum adjourned.

Read and approved this on the 18th day of September, 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes