MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, OCTOBER 23, 2023, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present -

Commissioner Irene Hansen, Commissioner Tracy Killian, Commissioner Greg Miles, Deputy Attorney Tyler Allred, Public Works Deputy Director Clint Curtis, Building & Grounds Director Shane Jenkins, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Human Resource Payroll & Benefits Administrator Jamie Park, Deputy Attorney Grant Charles, Treasurer Stephen Potter, Deputy Treasurer Connie Sweat, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments
(9:01 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance
(9:02 a.m.)

Public Works Update
(9:03 a.m.)

Public Works Deputy Director Clint Curtis gave an update on existing projects and upcoming work. They worked with different dust suppressants last week on several dirt roads. Repairs to 13000 West in Arcadia will take approximately a week to a week and a half to complete. Commissioner Miles said there is a large pothole on the eastbound lane of Granita Park Road (CR 84). The parties discussed the pothole and other repairs that need to be completed before winter, if possible. Commissioner Hansen reminded everyone of the tour on October 31, 2023, with the State Dignitaries and Uintah County Commissioners. Commissioner Miles gave an update on the preliminary plan for the building construction of the new road shed. The project should be started next year.

Discussion & Consideration to Purchase a Screening Plant
(9:14 a.m.)

Two bids were received for the plant. Goodfellow's base price is $202,685.00, with the available options that are needed, for a total of $272,435.00. ICM total is $360,030.00. The parties discuss the need to produce the materials for road repairs. This plant would enable the Road Department to do so. *Commissioner Miles made a motion to purchase the plant from Goodfellow Corporation for $202,685.00 with the available add-ons for a total of $272,435.00. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Building & Grounds Update
(9:21 a.m.)

Building & Grounds Director Shane Jenkins gave an update on existing projects and upcoming work. Director Jenkins asked what the plan is for bus stop shelters and where they will be installed. The plan for now is to install one at the library in Duchesne.

The cost of roofing material has doubled. He budgeted for $200,000, and the quote recently received was over $400,000. The parties discussed the roofing materials available and the warranties.

There are several parking lots that will be paved, including the New Weed Control building, the Event Center, and the Building & Grounds building. Crack sealing should be completed today at the Administrative Building.

They are still working on the controllers for the ventilation system at the Crossroads Senior Center.

Tax Adjustment - Abatement Approval

(9:37 a.m.)

Deputy Treasurer Connie Sweat presented the Auditor's Individual Abatement Report. Totals for the Abatement report are as follows: Residential Buildings - 1 for $541.11, Residential Land – 1 for $143.89, total - 2 for $685.00. The breakdown totals are as follows: Circuit Breaker - $685.00, Indigent - $137.02, 20% Circuit Breaker - $186.48, Veterans - $1,752.84, for a total of $2,761.34. *Commissioner Miles made a motion to approve the 2023 Individual Tax Abatement as presented. Commissioner Kilian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Assessor's Office – Tax Adjustments

(9:38 a.m.)

Assessor Traci Herrera presented a tax adjustment for the Assessor's office. The tax adjustments are for two parcels. One is a duplicate parcel, according to the Recorders office. The other was approved for Greenbelt on 4/23/2023 and wasn't changed for 2023. *Commissioner Miles made a motion to approve the tax adjustments from the Assessor's Office 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 – Vouchers

(9:40 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the October 23, 2023 vouchers, check numbers 163095 through 163157, for $1,193,018.17. The parties review the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for October 23, 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

(9:45 a.m.)

Clerk-Auditor Chelise Jessen presented the surplus items from the Sheriff's Office and the HR department. There are two copy machines and two desks. *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.*

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HR Office – Payroll
(9:47 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending October 14, 2023; there were 205 employees paid. *Commissioner Killian made a motion to approve the payroll as presented for October 14, 2023. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting
(9:50 a.m.)

Calendaring & Weekly Update on Events
(9:51 a.m.)

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:01 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
(12:18 p.m.)

No action is to be taken.

Consideration of Minutes for Combined Commission Meeting held October 16, 2023
(12:19 p.m.)

Parties review the combined Commission meeting minutes held on October 16, 2023.
Commissioner Miles made a motion to approve the minutes for October 16, 2023, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Adjournment
(12:33 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:33 p.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 30th day of October, 2023.

Irene Hansen	*Chelise Jessen*
Commission Chair	*Clerk-Auditor*

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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