MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, OCTOBER 30, 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 Director Mike Casper, Clerk-Auditor Chelise Jessen, Deputy Assessor Brandi Winterton, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Deputy Treasurer Connie Sweat, Community Development Assistant Director Mike Gottfredson, Building / Inspection Department Director Karl Mott, 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 Director Mike Casper gave an update on existing projects and upcoming work. Repairs to 13000 West in Arcadia will take approximately a week to complete. They will complete the paving projects for the Weed Control building and the Event Center. The salt sheds in Altamont, Roosevelt, and Duchesne are full. Fruitland and Myton are being filled. They should be complete in the next week or so. There is a crew out patching roads. Commissioner Hansen reminded everyone of the tour tomorrow, October 31, 2023, with the State Dignitaries and Uintah County Commissioners. They discussed the route that will be taken. Director Casper said he would go to Arcadia with Jones & DeMille today to drive the micro-surface project.

Discussion & Consideration of a Memorandum of Understanding (MOU) between the Utah Public Lands Policy Coordination Office (PLPCO) and Duchesne County

(9:21 a.m.)

Community Development Director Mike Hyde presented the MOU between PLPCO and Duchesne County before the meeting. In mid-2021, Redge Johnson of PLPCO approached the Commission regarding the desire to employ someone with Uintah Basin experience to assist them with public lands issues and the updating of County and State Resource Management Plans. The MOU specifies the responsibilities of each agency, with Mr. Hyde's hours divided equally between the two entities. An analysis of Mr. Hyde's actual hours spent on PLPCO and County projects during FY 22/23 revealed that 56% of his time was spent on County business and 44% on State business. The proposed FY 23/24 MOU projects that Mr. Hyde's workload will continue to be split at the same percentage. The reimbursement from the County to PLPCO for FY 23/24 is proposed to stay at $53,000. The parties discuss the MOU and the great work Mr. Hyde has done. *Commissioner Killian made a motion to approve the MOU with PLPCO regarding the employment of Mike Hyde. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion of the Tentative Budget

(9:26 a.m.)

Clerk-Auditor Chelise Jessen presented the tentative 2024 budget. She explained the different funds.

- Fund 10 (General Fund) revenue total is $31,667,643.00, and the expenditures are $30,022,389.00, for a difference of $1,645,254.00.
- Fund 11 (Roads) revenue total is $2,991,661.00, and the expenditures are $3,301,807.00 for a difference of ($310,146.00).
- Fund 21 (Landfill) revenue total is $3,252,134.00, and the expenditures are $3,246,597.00 for a difference of $5,537.00.
- Fund 22 (Library) revenue total is $1,136,620.00, and the expenditures are $1,129,756.00 for a difference of $6,864.00.
- Fund 23 (Jr. Livestock) revenue total is $48,700, and the expenditures are $45,000.00 for a difference of $3,700.00.

- Fund 24 (Solid Waste) revenue total is $825,000.00, and the expenditures are $825,000.00 for a difference of $0.00.
- Fund 25 (UBMC - Villa) revenue total is $1,000,000.00, and the expenditures are $1,000,000.00 for a difference of $0.00.
- Fund 26 (Dedicated Fund - Sheriff) revenue total is $30,900.00, and the expenditures are $30,900.00 for a difference of $0.00.
- Fund 27 (Economic Development) revenue total is $423,299.00, and the expenditures are $422,746.00 for a difference of $553.00.
- Fund 31 (County Fair) revenue total is $384,150.00, and the expenditures are $384,150.00 for a difference of $0.00.
- Fund 34 (Municipal Building Authority) revenue total is $678,900.00, and the expenditures are $678,900.00 for a difference of $0.00.
- Fund 41 (Capital Project Fund) Contributions and transfers total $9,000,000.00, and the capital project total is $9,000,000.00 for a difference of $0.00.
- Fund 72 (CJC Grant Fund) revenue total is $300,000.00, and the expenditures are $300,000.00 for a difference of $0.00.

This is a tentative budget, and adjustments can be made until the budget hearing on December 4, 2023, at 6:00 p.m.

Auditors Office – Vouchers

(9:37 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the October 30, 2023 vouchers, check numbers 163158 through 163233, for $500,533.37. The parties review the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for October 30, 2023, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Assessor's Office – Tax Adjustments

(9:42 a.m.)

Assessor Traci Herrera presented the tax adjustments for the Assessor's office. The tax adjustments are for fourteen parcels. Parcel 8812 – the mobile home was run as Average plus, which should have been average, with a credit amount of $181.28. Parcel 2473 – the building notes dated 2020 are complete. As of 2023, the property is incomplete, with a credit amount of $240.08. Parcel 4197 – Errors in the appraisal for a credit amount of $256.57. Parcel 0067A – the home and barn on this property are only 60% complete, had them at 100% for a credit amount of $1,415.48. Parcel 4470 – the mobile home was moved from the property in 2010. The utility value was removed, and the .50 acres were rolled back into Greenbelt for a credit amount of $296.89. Parcel 0070 – the mobile home collapsed under last year's snow load for a credit amount of $52.38. Parcel 5138 – needed to be on an overage per acre rate instead of a flat lot rate for a credit amount of $38.81. Parcel 1838 – land was incorrect in the appraisal for a credit amount of $1,647.26. Parcel 0948 – two sheds were removed, and the other is aluminum, for a credit amount of $43.61. Parcel 9060 – the mobile home should have been primary and ran as average, for a credit amount of $793.54. Parcel 1276 – the land changed from desert ag rates to regular ag rates, fixed appraisal, for a credit amount of $1,155.10. Parcel 0670 – The property is in a trailer park, and the taxpayer qualifies for tax abatement, credit amount of $560.35. Parcel 1800 - .50 acres were taken out of greenbelt in error, with a credit of $199.28. Parcel 1528 – The primary exemption application was submitted and approved, with a credit amount of $747.95. The parties would like clarification on one adjustment.

(9:54 a.m.)

Deputy Assessor Brandi Winterton explains the living situation of the tax adjustment for the resident who now receives tax abatement. *Commissioner Miles makes 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.*

Tax Adjustment - Abatement Approval

(9:48 a.m.)

Deputy Treasurer Connie Sweat presented the Auditor's Individual Abatement Report. Totals for the Abatement report are as follows: Residential Buildings - 11 for $5,062.88, Residential Land – 2 for $298.51, total - 13 for $5,361.39. The breakdown totals are as follows: Circuit Breaker - $5,361.39, Indigent - $870.94, 20% Circuit Breaker - $3,442.31, Veterans - $4,624.77, Military - $2,488.12, for a total of $16,787.53. *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.

Recess 10:03 a.m. to 10:29 a.m.

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

Human Resource Director Judy Stevenson gave an update on the past and upcoming events. The new HR employee is doing great. They have been and will continue to conduct interviews for the Road Department and Attorney. The employee luncheon for Halloween is tomorrow.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:33 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
(12:01 p.m.)

No action is to be taken.

Discussion of Possible Subjects for the Next Meeting
(12:01 p.m.)

Calendaring & Weekly Update on Events
(12:04 p.m.)

Consideration of Minutes for Combined Commission Meeting held October 23, 2023
(12:11 p.m.)

Parties review the combined Commission meeting minutes held on October 23, 2023.
Commissioner Miles made a motion to approve the minutes for October 23, 2023, as amended. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Adjournment
(12:16 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:16 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 6th day of November, 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes