MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, NOVEMBER 06, 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 Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Deputy Treasurer Connie Sweat, Deputy Treasurer Mindy Clegg, Library Director Daniel Mauchley, Sheriff Travis Tucker, Recorder Shelley Brennan, Attorney Stephen Foote, Human Resource Payroll & Benefits Administrator Jamie Park, Human Resource Generalist Nichole Cowley, Building and Inspection Assistant Glenna Mayhew, 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

(9:02 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. The tour with the State Dignitaries and Uintah County Commissioners went well last week. Commissioner Hansen thanked Director Casper for joining. The road project they partnered with XCL in Arcadia is complete. They will start redecking the bridge in Hanna and install the snow fence this week. Director Casper spoke to Burdick Materials, and they won't be able to start the paving for the Weed Dept. and Event Center parking lots for another two weeks. There are several driveways they have to complete on River Road. Commissioner Miles stated that the newly finished 13000 West is already washboarding; he suggested repairing it and applying some dust suppressant before winter. Some potholes on Granita Park Road (CR 84) need to be repaired. The road in Duchesne by the church has been patched, and it is better than it was.

The Road Department had a retirement party for Lee Abegglen last week. He has worked for the County for over 30 years. The Commissioners recognized him for his dedication and commitment to the County.

Presentation of Employee of the Month

(9:12 a.m.)

Human Resource Director Judy Stevenson presented the Employee of the Month award to Deputy Treasurer Connie Sweat and briefly described the nomination. Clerk-Auditor Chelise Jessen and Deputy Treasurer Mindy Clegg read the nomination letters that they submitted. Treasurer Stephen Potter thanked Deputy Treasurer Sweat for her work ethic and everything she has done for the County and his department. Each Commissioner expressed their gratitude for her dedication and hard work. Mrs. Sweat showed appreciation for the award.

Recess 9:23 a.m. to 9:29 a.m.

Discussion & Consideration of the New Business Licenses

(9:29 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented seven new business licenses

- Bobbie L Philabaum CPA, owned by Bobbie Philabaum, Fruitland, UT.
- Young Construction Services LLC, owned by Tim Young, Roosevelt, UT.
- Pinion Ridge Mexican Food, owned by Elvira Angel DeValdivia, Fruitland, UT.
- Wyatts Welding & Fencing LLC, owned by Wyatt Evans, Roosevelt, UT.
- Walking Cedar Woodworks, owned by Ken High, Fruitland, UT.
- Envision Counseling, LLC, owned by Carrie Wallace, Roosevelt, UT.
- Amazing Creations US, owned by Gene Powers, Fruitland, UT.

The parties review and discuss the new business licenses. *Commissioner Killian made a motion to ratify the business licenses that have been approved by the Clerk-Auditors office.*

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

Auditors Office – Vouchers
(9:32 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the November 06, 2023 vouchers, check numbers 163234 through 163310, for $1,208,265.18. The parties review the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for November 06, 2023, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

HR Office – Payroll
(9:41 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending October 28, 2023; there were 208 employees paid. *Commissioner Miles made a motion to approve the payroll as presented for October 28, 2023. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Assessor's Office – Tax Adjustments
(9:42 a.m.)

Assessor Traci Herrera presented the tax adjustments for the Assessor's office. The tax adjustments are for five parcels. Parcel 2427 – The structure needed to be changed from average plus/Good to Average quality. The concrete foundation was removed, and the percentage was reduced to 80%. There are walls and some flooring; most of the rough and finished plumbing is unfinished for a credit of $740.37. Parcel 8330 – The upper level of this home is incomplete. The percent complete was changed from 100% to 75% overall for a credit of $1,147.13. Parcel 3897 – Power and Septic were being taxed, and there is no power or septic for a credit of $177.41. Parcel 4136 – The cabin on the property was removed, and there is no septic; taxes were assessed for both for a credit of $59.92. Parcel 8677 – Changed from secondary to primary with an application for a credit of $2,824.53. *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
(9:49 a.m.)

Deputy Treasurer Connie Sweat presented the Auditor's Individual Abatement Report. Totals for the Abatement report are as follows: Residential Buildings - 5 for $2,026.02, Residential Land – 3 for $383.12, total - 8 for $2,409.14. The breakdown totals are as follows: Circuit Breaker - $2,409.14, Indigent - $374.95, 20% Circuit Breaker - $664.72, Veterans - $260.84, for a total of $3,709.65. *Commissioner Killian made a motion to accept the 2023 Individual Tax Abatement as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Review Board Appointments
(9:52 a.m.)

Commission Executive Assistant Melissa Hughes presented a list of the County Boards. The seats that are expiring are highlighted in pink. The Uintah Basin Medical Center Board, the Planning and Zoning Commission, the TriCounty Health Department Board of Health, and the Mosquito Abatement District Board of Trustees have seats available that will be advertised.

Discussion of Possible Subjects for the Next Meeting
(10:0 a.m.)

Consideration of Minutes for Combined Commission Meeting held October 30, 2023
(10:01 a.m.)

Parties review the combined Commission meeting minutes held on October 30, 2023. *Commissioner Miles made a motion to approve the minutes for October 30, 2023, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Calendaring & Weekly Update on Events
(10:11 a.m.)

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;
(10:17 a.m.)

Commissioner Killian made a motion to go in and out of a closed meeting for a strategy session to discuss: Pending or Reasonably Imminent Litigation. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.

Back in Session
(10:55 a.m.)

No action is to be taken.

Human Resource Update
(10:55 a.m.)

Human Resource Director Judy Stevenson gave an update on the past and upcoming events. Open enrollment is happening now, and it seems to be going well. Employees who have questions are encouraged to visit the HR department.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:56 a.m.)

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

Back in Session
(12:13 p.m.)

No action is to be taken.

Adjournment
(12:14 p.m.)

Commissioner Miles made a motion to adjourn the meeting at 12:14 p.m. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The forum adjourned.

Read and approved this on the 13th day of November, 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes