MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, NOVEMBER 27, 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, Treasurer Stephen Potter, Recorder Shelley Brennan, Emergency Management Director Mike Lefler, Public Works Truck Driver / Parts Stacy Giles, Human Resource Director Judy Stevenson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:03 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance

(9:04 a.m.)

Public Works Update

(9:05 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. They plowed the snow that fell in Altamont, Tabiona, and Fruitland on Friday. The roads were icy on Saturday, so they salted the affected roads. They are repairing some plow trucks and graders. Ledge Lane (CR 287) was paved last week. The Lower Red Creek Bridge will be paved this week and then moved to the Wells Draw area. The parties discuss crack sealing. Director Casper mentioned renting or buying a machine, completing the work, or hiring a company to do the crack sealing. The crew will start to trim trees during downtime.

Discussion & Consideration Resolution No. 23-09; A Resolution Amending and Replacing Resolution No. 18-12, Establishing a Radio Communication Policy for all Fire Departments Responding to all Fires in Duchesne County

(9:15 a.m.)

Emergency Management Director Mike Lefler presented the resolution. He explained the policy and how the County Fire and Emergency Management office having a communication policy for all responding fire departments is beneficial for first responders and public safety, as well as the need to have the best communication with central dispatch and the Vernal Fire Center in an emergency. *Commissioner Miles made a motion to approve Resolution No. 23-09; A Resolution Amending and Replacing Resolution No. 18-12, Establishing a Radio Communication Policy for all Fire Departments Responding to all Fires in Duchesne County. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hanssen voted aye. The motion passed.*

Discussion & Consideration of Software License Agreement

(9:22 a.m.)

Recorder Shelley Brennan and Treasurer Stephen Potter presented the Software License Agreement with AJoules, Inc., the owner of a computer software program with the registered name County Information Systems Software (COINS). The parties discussed the

agreement and want to postpone until a later meeting to compare the agreement with prior agreements.

Assessor's Office – Tax Adjustments
(9:31 a.m.)

Treasurer Stephen Potter presented the tax adjustments for the Assessor's office. The tax adjustment is for ten parcels. Parcel 1238 – This parcel was supposed to be on Greenbelt for a credit amount of $500.74. Parcel 9599 – The parcel was changed to primary with a declaration for a credit of $1,264.88. Parcel 2413 – The parcel was changed to primary with a declaration for a credit of $461.40. Parcel 7134 – The parcel was changed to primary with a declaration for a credit of $336.03. Parcel 0002 – This lot does not have water, so a value of $8,500 was removed for a credit of $92.60. Parcel 0286 – The mobile home was removed in April of 2022 for a credit of $291.87. Parcel 8644 - This was a salvaged home that was demolished, verified on GIS for a credit of $208.11. Parcel 9912 – The Parcel was changed to primary, and appraisal errors were corrected for a credit of $7,692.04. Parcel 5305 – The parcel was changed to primary with a declaration for a credit of $543.47. Parcel 9922 – The parcel was changed to primary with a declaration for a credit of $2,056.12. *Commissioner Killian made a motion to approve the tax adjustments from the Assessor's Office as presented. 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
(9:35 a.m.)

Discussion & Consideration of Board Appointments
(9:38 a.m.)

The parties review the open board appointments. The seats for the Duchesne County Water Conservancy District and the Planning and Zoning Commission Tabiona / Hanna area will be advertised this week. The advertisement for the Uintah Basin Medical Center Board will close on December 15th. The advertisements for the Planning and Zoning Commission County at Large seat and the TriCounty Health Department Board of Health will close on December 1st.

Calendaring & Weekly Update on Events
(9:40 a.m.)

Consideration of Minutes for Combined Commission Meeting held November 20, 2023
(9:46 a.m.)

Parties review the combined Commission meeting minutes held on November 20, 2023. *Commissioner Miles made a motion to approve the minutes for November 20, 2023, as corrected. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Recess 9:57 a.m. to 10:02 a.m.

Human Resource Update
(10:02 a.m.)

Human Resource Director Judy Stevenson gave an update on current and past events. They are working on reconciling the NIMS and KMS Policies to make sure all employees have them complete. The parties discussed having a new hire orientation for all new employees.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:13 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
(11:01 a.m.)

No action is to be taken.

Adjournment
(11:02 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 11:02 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 4th day of December, 2023.

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

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

DRAFT