MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD THURSDAY, DECEMBER 28, 2023, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Irene Hansen, Commissioner Tracy Killian, Commissioner Greg Miles, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Treasurer Stephen Potter, Deputy Treasurer Connie Sweat, Clerk-Auditor Chelise Jessen, Building & Grounds Director Shane Jenkins, Eric Major with Jones & DeMille Engineering, Bret Reynolds with Civco Engineering, Inc., Jason Blankenagel with Sunrise Engineering, Senator Ron Winterton, Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Absent – Deputy Attorney Tyler Allred

Opening Comments
(9:00 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance
(9:01 a.m.)

Review the Request for Qualifications (RFQ) and Award the Engineer of Record
(9:02 a.m.)

The County received three RFQs from Civco Engineering Inc., Jones & DeMille Engineering, and Sunrise Engineering. The parties reviewed the submissions from the firms and discussed the reason for having an engineer of record. The Commission wants to postpone the award for the engineer of record to give ample time to review and score each submission. The award is scheduled for the January 8, 2024 Commission meeting.

Public Works Update
(9:14 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. He presented a printout of the current chip totals for the roads the County and contractors chipped. They are setting up the crusher to make chips; this will not eliminate the need to purchase chips, but it will help. Commissioner Killian asked if there are plans for Cobble Hallow Road (CR 55). The impact the oil industry will have on that road will be extensive. They will work with XCL Resources for a plan. The bucket truck bearing went out. They are being told that the parts are obsolete. They are looking into other options, including attachments for the trackhoe. They are stockpiling the chips from CKC Operations at the Arcadia yard.

Discussion & Consideration of the Purchase of Pickups for the Road Department
(9:25 a.m.)

Public Works Director Mike Casper presented two contracts of sale from L&L Motor Company. He conducted a cost comparison for the trucks with other companies. They will be replacing the grader operator trucks that are worn out. *Commissioner Miles made a motion to approve the purchase of two Ram 2500 trucks for the Road Department.*

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

Building & Grounds Update
(9:29 a.m.)

Building & Grounds Director Shane Jenkins gave an update on existing and upcoming projects. They are moving the large safe from the Assessor's office to the John Clark Building, where a remodel to add a wall in the future will take place. The wall will divide the building; half will be used for evidence, and the other will be used for search and rescue storage. The carpet cleaning is almost complete in all of the County buildings. The inside of the new Weed Control Building is complete, and they have the occupancy permit. The South Building landscape has been cleaned up, and the shrubs have been removed. Ice melt has been placed by the doors at all County buildings in anticipation of the snow and ice season. He talked about the upgrades to the fire stations and other buildings. The Neola Fire Station shows some damage; it may be more extensive under the existing stucco. The Commissioners express their appreciation to Director Jenkins and his crew for their hard work.

Discussion & Consideration of the Purchase of a Restroom Trailer
(9:41 a.m.)

Commissioner Miles spoke and explained the need for a restroom trailer for the south side of the arena at the Event Center. This trailer could be used with the winter package at other events or emergencies throughout the county at any time of year. The parties discussed the trailer and charging a deposit if used by other entities. *Commissioner Killian made a motion to purchase the restroom trailer from Lang Specialty Trailers for $53,323.92. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the PILT Payment to SSD #2
(9:54 a.m.)

Clerk-Auditor Chelise Jessen presented the voucher for the PILT (Payment in Lieu of Taxes) payment to SSD #2 (Special Service District #2) for $69,037.00. She explained that the Commission has to confirm that the payment was made to the district. A copy of the check dated December 18, 2023, was included with the voucher. *Commissioner Miles made a motion to authorize the payment of $69,037.00 to SSD #2. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Vouchers
(9:49 a.m.)

Clerk-Auditor Chelise Jessen presented the December 28, 2023 vouchers, check numbers 163715 through 163782, for $935,939.91. The parties review the vouchers submitted. *Commissioner Miles made a motion to approve the December 28, 2023 vouchers, 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
(9:53 a.m.)

Deputy Treasurer Connie Sweat presented the Auditor's Individual Abatement Report for December 27, 2023. The breakdown totals are as follows: Indigent - 517.57 for a total of

$517.57. She also presented the final copy of the 2023 Individual Abatement report. The Breakdown totals are – Residential Buildings – 214 for $107,377.04, Residential Land - 91 for $13,441.47, and total – 305 for $120,818.51. The breakdowns are as follows – Blind – 11 for $1,491.21, Circuit Breaker – 205 for $120,818.51, Indigent – 55 for $25,332.80, 20% Circuit Breaker – 135 for $64,947.06, Veterans – 142 for $227,757.29, Military – 3 for $5,787.67, for a total of 551 for $446,134.54. *Commissioner Miles made a motion to accept the 2023 Individual Tax Abatement as presented. 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
(9:58 a.m.)

Treasurer Stephen Potter presented the tax adjustments for the Assessor's Office. There are tax adjustments for four parcels. Parcel 5406 – The interest waiver due to payment application to the wrong account for a credit of $55.55. Parcel 9055 – There was an error on the home calculation for a credit of $1,71538. Parcel 6402 – The home burned in January 2022 for a credit of $1,403.71. Parcel 0932 – The property should have been primary for 2023; they moved in on 5/31/2023 for a credit of $1,845.86. *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.*

Discussion & Consideration of Board Appointments
(10:01 a.m.)

Commission Executive Assistant Melissa Hughes presented the list of County Boards. The Children's Justice Center Board has a vacancy that must be filled in the future, and the Uintah Basin Medical Center Board has two open seats. Tim Negus is eligible to be reappointed to the board. The parties discuss the open seats. *Commissioner Miles made a motion to re-appoint Tim Negus to the Uintah Basin Medical Center Board. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Consideration of Minutes for Combined Commission Meeting held December 18, 2023
(10:06 a.m.)

Parties review the combined Commission meeting minutes held on December 18, 2023. *Commissioner Killian made a motion to approve the minutes for December 18, 2023, 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
(10:18 a.m.)

Calendaring & Weekly Update on Events
(10:19 a.m.)

Adjournment
(10:32 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 10:32 a.m. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The forum adjourned.

DRAFT

Read and approved this on the 8th day of January 2024.

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

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

DRAFT