MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, JANUARY 29, 2024, 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, Public Works Director Mike Casper, Public Works Employee Ken Betts, Emergency Management Director Mike Lefler, Sheriff Travis Tucker, Deputy Clerk-Auditor Janet Jenkins, Deputy Clerk-Auditor Lexi Young, Human Resource Director Judy Stevenson, Community Development Assistant Director Mike Gottfredson, Surveyor Jerry Allred, Weed Control Director Mike Cardon, USU Extension Director Katelyn Barsnick, Human Resource Payroll and Benefits Administrator Jamie Park, Duchesne County Residents Tracy Ross and Bryan Winterton, 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
(9:01 a.m.)

Public Works Update
(9:02 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. There is a crew out trimming trees. Five to six trucks are hauling rock from CKC. The screen deck for the new crusher is being painted. The crusher should be up and running within a few weeks. The shop is getting caught up on the equipment repairs. Director Casper was notified last week about an oil location that had increased truck traffic. County Road #64 was overwhelmed with heavy truck traffic, and the road was severely damaged. The parties would like to meet with the company to plan future impacts. There is a new approach on State Street in Roosevelt they will be looking to approve. The parties want to meet with the city to coordinate the approach permits. Surveyor Jerry Allred would like to be included in the conversations.

Discussion & Consideration to Purchase a Fleet Vehicle for the Road Department
(9:21 a.m.)

Public Works Employee Ken Betts presented a quote from L&L Motor Company Inc. for a 2024, 5500 Crew Cab Chassis 4x4. The truck costs $71,402, and a dump bed would cost $13,508.73. The parties discussed the need for a heavier-duty truck and the additional functions it would be used for. *Commissioner Miles made a motion to approve the purchase of the 5500 truck for $71,402 and a dump bed for $13,508.73, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

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Discussion & Consideration of the Names in Nomination for the Local Emergency Planning Committee

(9:23 a.m.)

Emergency Management Director Mike Lefler presented a letter and the membership update form for the State Emergency Response Committee (SERC). In compliance with the Emergency Planning and Community Right to Know Act (EPCRA), the County Commissioners are submitting the names in nomination for the Local Emergency Committee (LEPC). Mike Lefler is the LEPC Chairman, Shelly Felter is the Vice Chairman, Connie Sweat is the Secretary, and Steven Potter is the Treasurer. A list of additional members is attached. *Commissioner Killian made a motion to approve the names in nomination for the LEPC as presented. 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 2024 Cooperative Agreement for Utah State University Extension

(9:26 a.m.)

USU Extension Director Katelyn Barsnick presented the 2024 Cooperative Agreement for Utah State University (USU) Extension Services. She explained the sections of the agreement: the terms and renewal, USU Employees, support staff, Facilities and Equipment, Operating Budget, Extension Services, Coordination, and others. The total budget the County will provide to the USU Extension is $138,442.00. The parties discuss the current and upcoming programs. There is a need to have a hitch installed on the County truck that the extension uses. *Commissioner Miles made a motion to authorize the 2024 Cooperative Agreement for the USU Extension Services and have a hitch installed on the County truck. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration for the Purchase of a Truck Bed for the Weed Control Spray Truck

(9:43 a.m.)

Weed Control Director Mike Cardon presented two quotes for a flatbed for the new spray truck: Rhino of Roosevelt, $12,383.00, and Innovative Customs Company, $6,200.00. The parties discussed the truck bed. *Commissioner Killian made a motion to approve the Innovative Customs quote for $6,200.00. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of Supplying Rock for the Teddy's Playground Parking Lot

(9:50 a.m.)

Community Development Assistant Director Mike Gottfredson presented a mountain bike trail map and parking lot design for Teddy's Playground. Roosevelt City desires to develop 120 acres of land in the County on Bluebell Road near the Cove Acres subdivision as a mountain bike/disc golf course. The chair of Roosevelt's Arts, Parks, and Recreation Committee presented to the Trails Committee and asked if the County would support the project by donating rock material for the parking lot. The parties discuss the project and the amount of rock that will be needed. *Commissioner Miles made a motion to supply rock for the Teddy's Playground Parking Lot. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the Letter of Support for the 2024 RAISE Grant Application for the US-40 Wildlife Safety Corridor Project

(10:02 a.m.)

Community Development Assistant Director Mike Gottfredson presented a letter of support to the Honorable Pete Buttigieg, the U.S. Secretary of Transportation. This project is crucial for making US-40 safer for animals and travelers and improving habitat connectivity for mule deer and elk in Duchesne County, Utah. The US-40 Wildlife Safety Corridor Project includes adding about 23 miles of wildlife fencing and escape ramps and one new wildlife underpass from Fruitland to Starvation Reservoir. The wildlife fencing will use several existing underpasses that animals currently actively use. The added fencing around the existing underpasses will create a protected corridor for motorists that is also permeable to wildlife as they travel between essential habitats. The parties discuss the need for the project. *Commissioner Killian made a motion to approve the letter of support for the 2024 RAISE grant application as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Recess 10:09 a.m. to 10:21 a.m.

Commissioner Miles made a motion to recess. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

HR Office – Payroll

(10:21 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending January 20, 2024; 210 employees were paid. *Commissioner Miles made a motion to approve the January 20, 2024 payroll, 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

(10:25 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the January 29, 2024, vouchers, check numbers 164035 through 164081, for $257,620.01. The parties review the vouchers submitted. *Commissioner Killian made a motion to approve the January 29, 2024, vouchers, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office - Surplus

(10:30 a.m.)

Clerk-Auditor Chelise Jessen presented a list of items from the Building & Grounds Department to be listed on the Surplus website. The parties review the items. *Commissioner Miles made a motion to authorize the surplus items for the Building & Grounds Department as presented. 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 January 22, 2024
(10:35 a.m.)

Parties review the combined Commission meeting minutes held on January 22, 2024.
Commissioner Killian made a motion to approve the minutes for January 22, 2024, as corrected. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.

Calendaring & Weekly Update on Events
(10:42 a.m.)

Discussion of Possible Subjects for the Next Meeting
(10:49 a.m.)

Human Resource Update
(10:50 a.m.)

Human Resource Director Judy Stevenson gave an update on the Human Resource Department. They have chosen the Employee of the Month for February. The departments are completing the policy acknowledgments and NIMS training.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:52 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
(11:21 a.m.)

No action is to be taken.

Adjournment
(11:22 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 11:22 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 5th day of February 2024.

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

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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