

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, MARCH 11, 2024, BEGINNING AT 9:00 A.M. IN  
DUCHESNE, UTAH**

***Present –***

Commissioner Irene Hansen, Commissioner Greg Miles, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Human Resource Payroll & Benefits Administrator Jamie Park, Human Resource Generalist Nichole Cowley, Julia Misiego, Danita Hintan, and Mona Farnsworth with the Duchesne Arts Council, Economic Development Director Deborah Herron, Duchesne County Residents Jeff Chug, Bryan Winterton, and Tracy Ross, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Absent –*** Commissioner Tracy Killian

***Opening Comments***

*(9:00 a.m.)*

Chairperson Hansen welcomed everyone to the meeting and excused Commissioner Killian.

***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. They finished the gravel road in Neola. Many potholes are being fixed on County Roads. Wheeler Machinery is hosting an undercarriage training; a crew will attend at no cost. This week, there is an anticipated snowstorm. The crusher is almost complete, and they had to order a new belt. The bucket truck has been repaired, and they will pick it up on Wednesday. One of the graders will need repairs to the front end.

***Auditors Office – Vouchers***

*(9:07 a.m.)*

Deputy Clerk-Auditor Janet Jenkins presented the March 11, 2024, vouchers, check numbers 164395 through 164483, for \$217,208.48. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for March 11, 2024, as presented. Commissioner Hansen seconded the motion. Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***HR Office – Payroll***

*(9:12 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending March 2, 2024; 233 employees were paid. *Commissioner Miles made a motion to approve the March 2, 2024 payroll, as presented. Commissioner Hansen seconded the motion. Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

### ***Treasurer's Office – Tax Adjustment***

*(9:15 a.m.)*

Treasurer Stephen Potter presented the tax adjustments for the Treasurer's office. Parcel 0594: 2022 Completed deferral agreement; need to remove penalty and interest per agreement for a credit of \$11.95. Parcel 0594: 2021 Completed deferral agreement; need to remove penalty and interest per agreement for a credit of \$114.20. Parcel 0594: 2020 Completed deferral agreement; need to remove penalty and interest per agreement for a credit of \$165.17. Parcel 0594: 2019 Completed deferral agreement; need to remove penalty and interest per agreement for a credit of \$251.15. Parcel 0594: 2018 Completed deferral agreement; need to remove penalty and interest per agreement for a credit of \$144.38. Parcel 0594: 2017 Completed deferral agreement; need to remove penalty and interest per agreement for a credit of \$357.83. Parcel 0594: 2014 Completed deferral agreement; need to remove penalty and interest per agreement for a credit of \$10.25. The parties review the tax adjustments. *Commissioner Miles made a motion to approve the tax adjustments as presented. Commissioner Hansen seconded the motion. Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

### ***Consideration of Minutes for Combined Commission Meeting held March 4, 2024***

*(9:17 a.m.)*

Parties review the combined Commission meeting minutes held on March 4, 2024. *Commissioner Miles made a motion to approve the minutes for March 4, 2024, as presented. Commissioner Hansen seconded the motion. Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

### ***Discussion of Possible Subjects for the Next Meeting***

*(9:23 a.m.)*

### ***Calendaring & Weekly Update on Events***

*(9:24 a.m.)*

### ***Discussion & Consideration of the Update to Policy 402.6: Per Diem and Meals***

*(9:37 a.m.)*

Human Resource Director Judy Stevenson presented the updated policy 402.6: Per Diem and Meals. The parties discussed the changes and would like more time to review the policy. Therefore, the item is postponed until a later meeting.

### ***Duchesne Arts Council Update***

*(9:48 a.m.)*

Deborah Herron, Julia Misiego, Danita Hinton, and Mona Farnsworth with the Duchesne Arts Council introduced themselves. They presented a video of the 2023 DAC Review, which can be found at <https://duchesneartscouncil.com/>. Julia Misiego is now president, Mona Farnsworth is vice president, Jennifer Jenkins is secretary, and Deborah Herron is treasurer. They plan to work with Duchesne City for office space and an art room in the Mickelson Building. The Commissioners thank the Council for its dedication to the program and community.

### ***Human Resource Update***

*(10:04 a.m.)*

Human Resource Director Judy Stevenson gave an update for the Human Resource Department. On March 13<sup>th</sup>, there is blood-borne pathogen training. Employees can attend virtually. There is a customer service training on Thursday at the Roosevelt Library.

***Closed Meeting – Pending or Reasonably Imminent Litigation;***

*(10:07 a.m.)*

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

***Back in Session***

*(10:56 a.m.)*

*No action is to be taken.*

***Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;***

*(10:57 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 Hansen seconded the motion. Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Back in Session***

*(12:22 p.m.)*

*No action is to be taken.*

***Adjournment***

*(12:23 p.m.)*

*Commissioner Miles made a motion to adjourn the meeting at 12:23 p.m. Commissioner Hansen seconded the motion. Commissioner Miles voted aye, and Commissioner Hansen voted aye. The forum adjourned.*

*Read and approved this on the 18th day of March 2024.*

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*Irene Hansen*

*Commission Chair*

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*Chelise Jessen*

*Clerk-Auditor*

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*