

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, APRIL 8, 2024, BEGINNING AT 9:00 A.M. IN  
DUCHESNE, UTAH**

***Present –***

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Clerk-Auditor Chelise Jessen, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Deputy Clerk-Auditor Lexi Young, Human Resource Director Judy Stevenson, Surveyor Jerry Allred, Human Resource Payroll & Benefits Administrator Jamie Park, Treasurer Stephen Potter, Duchesne County Residents Tracy Ross, Jeff Chug and Bryan Winterton, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:00 a.m.)*

Chairperson Hansen welcomed everyone to the meeting.

***Pledge of Allegiance***

*(9:00 a.m.)*

***Public Works Update***

*(9:01 a.m.)*

Public Works Director Mike Casper gave an update on existing projects and upcoming work. The crusher setup is complete, and they are producing material. They are working on the shoulder of LaRue Lamb Trucking Road (CR 49). Some calls about culverts have been received, and they are reviewing the complaints. Last week, Asphalt Zipper, a Pleasant Grove, Utah company, brought a zipper out to test. It was used on Lower Red Creek Road (CR 15). The County will use the zipper for two weeks. The bolt-a-plate culvert on Koch Road (CR 377) is assembled. They are filling it in and working on the wing walls. Commissioner Killian asked if they knew about the hill south of State Street by the feedlot. The hill is slipping, and it will need to be reinforced. There is a lot of truck traffic causing the damage. Director Casper will assess the damage.

***Discussion & Consideration of Purchasing a Replacement Asphalt Zipper for the Road Department***

*(9:09 a.m.)*

Public Works Director Mike Casper presented a proposal from Asphalt Zipper for a 2024 (Gen 8) 720Xi-260H Reclaimer / Stabilizer (72-inch / 1.8 m). There are many more options with this zipper than with the current one. This is the same type of machine that was tried last week on Lower Red Creek Road (CR 15). The parties discussed the options and the need to have a more efficient machine that will save time and, in turn, save money. The zipper comes with a two-year warranty. *Commissioner Miles made a motion to approve the purchase of the 2024 Generation 8 Reclaimer / Stabilizer with the added attachments for \$361,590.00 to be paid for out of Fund 41. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Approach Permits***

*(9:20 a.m.)*

Public Works Deputy Director Clint Curtis presented an approach permit for 1622 South 10000 West in Bluebell with an aerial picture of the location with a yellow pin where the approach will be located. Commissioner Hansen read the general policies, obligations, and terms provided to the customers when they apply for the permit. *Commissioner Miles made a motion to approve the approach permit as presented for 1622 South 10000 West Bluebell, Utah. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Purchasing a Fleet Vehicle for the Building Department***

*(9:25 a.m.)*

Commissioner Miles explained how the County leased a couple of vehicles. After the first year, the lease terms changed, and it was no longer fitting for the County. Buying a vehicle and obtaining full use is more feasible. This vehicle will be purchased for the Building Department to replace the leased vehicle. The purchase is from Murray Motors in Roosevelt, Utah, for \$56,200.00. *Commissioner Miles made a motion to authorize the*



*purchase of a fleet vehicle for the Building Department for \$56,200.00 from Murray Motors, and pay for it out of Fund 41. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Ordinance No. 24-406; An Ordinance Amending Ordinance No. 21-383 and Adopting Title 2 Chapter 1 of the Duchesne County Code Establishing Rules and Regulations for the Licensing and Operation of Businesses within Duchesne County***

*(9:30 a.m.)*

Deputy Attorney Tyler Allred presented Ordinance No. 24-406; An Ordinance Amending Ordinance No. 21-383 and Adopting Title 2 Chapter 1 of the Duchesne County Code Establishing Rules and Regulations for the Licensing and Operation of Businesses within Duchesne County. Minor changes were made to the ordinance; on page 6, number 9, Short-Term rentals were added. On page 10, item F., the penalty was changed from a Class B \$1,000 to a Class C \$750. The parties discussed the businesses not complying with the business license requirements. *Commissioner Killian made a motion to adopt Ordinance No. 24-406; An Ordinance Amending Ordinance No. 21-383, and Adopting Title 2 Chapter 1 of the Duchesne County Code Establishing Rules and Regulations for the Licensing and Operation of Businesses within Duchesne County. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Pinnacle Fuels Billing***

*(9:37 a.m.)*

Deputy Clerk-Auditor Lexi Young and Clerk-Auditor Chelise Jessen presented invoices and payments for Pinnacle Fuels. They billed Pinnacle Fuels for \$25,620.00 and \$10,882.38 if the insurance didn't pay the \$25,620.00. Commissioner Miles explained that on East River Road (CR 79) in Bridgeland, a trailer became unattached from the semi, and the landing gear on the trailer gouged the road. Repairs had to be made. Clerk-Auditor Jessen said that Pinnacle Fuels insurance company paid the \$25,620.00, and the \$10,882.38 needs to be written off. This payment is no longer due from Pinnacle Fuels. *Commissioner Miles made a motion to write off the \$10,882.38. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Auditors Office – Vouchers***

*(9:40 a.m.)*

Clerk-Auditor Chelise Jessen presented the April 8, 2024, vouchers, check numbers 164696 through 164765, for \$220,039.57. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for April 8, 2024, 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***

*(9:43 a.m.)*

***HR Office – Payroll***

*(9:44 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending March 30, 2024; 242 employees were paid. *Commissioner Miles made a motion to approve the March 30, 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.*

***Treasurers Office – Tax Adjustment***

*(9:47 a.m.)*

Treasurer Stephen Potter presented a tax adjustment for parcel 1-5325 – The deferral agreement is 91% complete. He is asking to remove the penalties and interest per the agreement and the remaining balance to avoid the tax sale due to circumstances of extreme hardship. The total adjustment would be a credit of \$823.72. The parties discussed the situation. *Commissioner Miles made a motion to authorize the tax adjustment as presented by the Treasurer's Office. 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 April 1, 2024***

*(9:53 a.m.)*

The parties reviewed the combined Commission meeting minutes on April 1, 2024. Commissioner Miles made a motion to approve the minutes for April 1, 2024, as corrected. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

## ***Auditors Office – Surplus***

*(10:00 a.m.)*

Clerk-Auditor Chelise Jessen presented items to be placed on the public notice website. Items include a 2006 Chevy Equinox from the Sheriff's Department, wire rabbit cages for the Fair, and some desks from the Event Center. The parties reviewed the items. Commissioner Killian made a motion to approve the surplus items as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.

## ***Recess 10:04 a.m. to 10:19 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.

## ***Human Resource Update***

*(10:20 a.m.)*

Human Resource Director Judy Stevenson gave an update on the department. The policies have been uploaded into Lexipol for the employees to acknowledge. There are six open positions: Building Inspector 3, Certified Patrol Officer, Corrections Officer, Corrections RN, part-time Victims Advocate, and a Seasonal Flagger. Interviews are held each week to fill the open positions.

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

*(10:22 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***

*(11:14 a.m.)*

No action is to be taken.

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

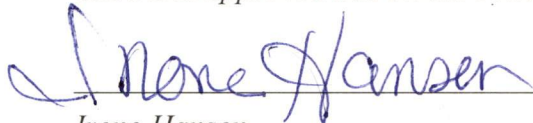
*(11:14 a.m.)*

## ***Adjournment***

*(11:26 a.m.)*

Commissioner Killian made a motion to adjourn the meeting at 11:26 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 15th day of April 2024.



Irene Hansen

Commission Chair



Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes