

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, MAY 20, 2024, BEGINNING AT 9:00 A.M. IN
DUCHESNE, UTAH**

Present –

Commissioner Irene Hansen, Commissioner Tracy Killian, Commissioner Greg Miles, Deputy Attorney Tyler Allred, Clerk-Auditor Chelise Jessen, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Surveyor Jerry Allred, Recorder Shelley Brennan, Assessor Traci Herrera, Treasurer Stephen Potter, Sheriff Travis Tucker, Sheriff's Office Manager Cynthia Wardle, Attorney Stephen Foote, Deputy Clerk-Auditor Lexie Young, Human Resource Director Judy Stevenson, Human Resource Payroll & Benefits Administrator Jamie Park, Economic Development Director Deborah Herron, Union High School Boys Baseball Team and Coaches, Union High School Girls Track Team and Coaches, Duchesne County Residents Bryan Winterton, Tracy Ross, and Jeff Chugg, 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

(9:01 a.m.)

Recognition for Union High School 3A Boys Baseball and Girls Track State Championship

(9:02 a.m.)

The Union High School Boys' Baseball Team and Girls' Track Team were present at the meeting. Commissioner Hansen described how they have made history for Duchesne County. She showed the County History books and told a story of a Rodeo Queen whose story was in the book. Each Commissioner congratulated the teams for their accomplishments. The Baseball team has twenty-eight players, three seniors, six coaches, and three managers. The Track Team has thirty-five girls and six coaches. Ten girls qualified for state. A student and coach from each team spoke and described their experiences and gratitude for the team and community support.

Public Works Update

(9:31 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. The Mortenson Lane (CR 50) project is almost complete. Potholes are being repaired throughout the County. They assisted Ovintiv last week with the community cleanup. Dump trucks were provided to haul garbage. McConkey's Road (CR 132) has been zipped and will be chipped later this fall. Commissioner Miles stated some timber left from last fall needs to be cleaned up. They have hired two new employees.

Discussion & Consideration of the Court Security Contract for FY25

(9:37 a.m.)

Sheriff Travis Tucker and Sheriff's Office Manager Cynthia Wardle presented the State of Utah Contract # 160159 Amendment #9. Sheriff Tucker explained the rate has increased

from 51% to 55%. For Bailiff Security, 700 hours are allotted at \$28.77 per hour for \$20,139.00. The perimeter security hours allotted are 3114 for \$28.77 per hour for \$89,589.78. Total contract amount: \$109,728.78. *Commissioner Killian made a motion to approve the State of Utah Contract for Court Security Amendment #9 and authorize the chair to sign on behalf of the 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 Beer License

(9:40 a.m.)

Deputy Clerk-Auditor Lexie Young presented the beer license application for the Bluebell Store and Grille. Farm Creek Meats, LLC purchased it, so a new license has to be approved. The Sheriff's office has completed the background check. The parties discussed the application. *Commissioner Miles made a motion to approve the beer license 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

(9:42 a.m.)

Clerk-Auditor Chelise Jessen presented the May 20, 2024, vouchers, check numbers 165144 through 165202, for \$285,912.26. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for May 20, 2024, 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

(9:45 a.m.)

Treasurer Stephen Potter presented the tax adjustments for the Assessor's Office. Parcel 2366—This should've been a primary residence for 2023. The County had the wrong address, so they didn't receive the tax notification last year. The refund of \$2,142.93 needs to go back to the mortgage company. Parcel 1816 – The parcel has been in the wrong name since 2018 for a credit of \$31.51. *Commissioner Killian made a motion to approve the tax adjustments as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

(11:38 a.m.)

Treasurer Stephen Potter received more information on the tax adjustment for Parcel 1816. Kenneth Allan should have paid the taxes, not Lake Fork Ranches. The County caught the error. Treasurer Potter recommended that the tax adjustment not be made at this time. *Commissioner Killian revised his motion not to include parcel 1816 in the tax adjustment. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

HR Office – Payroll

(9:50 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending May 11, 2024; 222 employees were paid. *Commissioner Miles made a motion to approve the May 11, 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.*

Review Board Appointments

(9:53 a.m.)

Commission Executive Assistant Melissa Hughes presented a list of the County Boards with seats expiring this year. She stated that the Library board has two seats that expire in June. Some of the other boards have seats expiring in December 2024. The parties reviewed the list of boards. They will review it again in September.

Appoint Board Members to the Library Board

(9:55 a.m.)

Commissioner Miles made a motion to re-appoint Jenny Adams for the Duchesne seat and Jessica Shaw for the Roosevelt seat for a second term on the Library 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 May 13, 2024

(9:57 a.m.)

The parties reviewed the combined Commission meeting minutes for May 13, 2024. Commissioner Killian made a motion to approve the minutes for May 13, 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

(10:03 a.m.)

Calendaring & Weekly Update on Events

(10:05 a.m.)

Discussion & Consideration of Resolution No. 24-01; A Resolution to Adopt Rules Applicable to County Buildings

(10:13 a.m.)

Human Resource Director Judy Stevenson presented the resolution and explained its purpose. The building rules attached as Exhibit 1 read: The County welcomes Service Animals, as defined by the Americans with Disabilities Act (ADA Title iii-28 CFR Part 36) and under U.C.A. Sec. 26B-6-801. Other animals are not allowed in county buildings unless they are essential for an event sponsored by the county or hosted by the county. Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained or untrained, are not service animals for this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and providing emotional support, well-being, comfort, or companionship do not constitute work or tasks for this definition. The parties discussed the resolution. Commissioner Miles made a motion to approve Resolution No. 24-01, A Resolution to Adopt Rules Applicable to County Buildings. 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 Update to Policy 101.4.2 Ethics

(10:17 a.m.)

Human Resource Director Judy Stevenson presented the updated policy 101.4.2 Ethics and House Bill 460 (HB 460). She explained that HB 460 Government Employee Conscience

Protection Amendments were passed during the State Legislation Session this year. The updates to the policy are in red print. Commissioner Hansen read part of the updated policy. The parties discussed the revised policy. *Commissioner Killian made a motion to approve the changes to policy 101.4.2 Ethics. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles 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. She listed the open positions with the County and the interviews they will conduct this week.

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

(10:23 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

(11:38 a.m.)

No action is to be taken.

Adjournment

(11:49 a.m.)

Commissioner Miles made a motion to adjourn the meeting at 11:49 a.m. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The forum adjourned.

Read and approved this on the 3rd day of June 2024.

Irene Hansen

Commission Chair

Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes