MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, JUNE 03, 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, Deputy Clerk-Auditor Lexie Young, Deputy Clerk-Auditor Janet Jenkins, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Recorder Shelley Brennan, Treasurer Stephen Potter, Chief Deputy Sheriff Jeremy Curry, Sheriff's Office Manager Cynthia Wardle, Attorney Stephen Foote, Human Resource Director Judy Stevenson, Human Resource Payroll & Benefits Administrator Jamie Park, Economic Development Director Deborah Herron, Library Director Daniel Mauchley, Emergency Management Director Josh Phillips, Human Resource Generalist Tommi Mascaro, Electronic Records Director Cristina Neilson, Community Development Assistant Becky Broadhead, Weed Control Department Director Mike Cardon, Duchesne County Library Board Chair Jessica Shaw, Duchesne County Residents Tracy Ross, Jeff Chug, Cindy Young, and Lindsay Young, 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.)

Presentation of Employee of the Month

(9:02 a.m.)

Human Resource Director Judy Stevenson presented the June Employee of the Month award to Deputy Clerk-Auditor Lexie Young. Clerk-Auditor Chelise Jessen read the nomination letter she submitted for Ms. Young. Each Commissioner expressed their appreciation for Ms. Young's dedication to the County and willingness to help. Ms. Young thanked everyone for the award.

Public Works Update

(9:07 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. Salt has been hauled in; all sheds are full except for Altamont. It should be filled within a couple of weeks. Chip sealing is starting today. They are hoping to have the roads striped in August or September. A call was received from Uintah Wax. They want to team up on Lamb Road; we will grade the road and provide a water truck, and they will pay for the dust suppressant. MSHA training is complete for the department. He wants to send his crew to a crusher training conference in Las Vegas. The Road Crew is starting the approach project on State Street. Wasatch Energy Management contacted him about CR 388. They want to fix the road and want a dozer for two days. They are providing the gravel and material for the project. Commissioner Miles stated they need to look at the Boys Ranch Dugway project. Commissioner Hansen said she received a call from Cedarview Montwell about a gate that may have closed a county road. She would like them to check. Deputy Director Clint Curtis said he was in the area last week, and the County road ends at the gate. There is no concern with the gate across the road.

Discussion & Consideration of the Contract with the State of Utah for the SAR OHV Program Grant

(9:14 a.m.)

Chief Deputy Sheriff Jeremy Curry and Sheriff's Office Manager Cynthia Wardle presented the State of Utah Division of Outdoor Recreation Off-Highway Vehicle Recreation (OHVR) Grant. They explained that this was a very competitive grant. They want to purchase a side-by-side for search and rescue. The application was for fifty percent of the side-by-side. The grant is $12,865, covering about twenty-five percent of the cost. The parties discussed the grant and the other funding for the well-needed side-by-side for the search and rescue team. *Commissioner Killian made a motion to approve the contract with the State of Utah for the SAR OHV Grant Program and take the match that is needed out of fund 41. Commissioner Miles seconded the motion. Commissioner*

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

Discussion & Consideration of Purchasing a Hazmat Truck
(9:24 a.m.)

Emergency Management Director Josh Phillips gave an update on his department and explained that the current Emergency Management truck has approximately 96,000 miles. He would like to use the current hazmat truck for Emergency Management and purchase a new truck for hazmat. He presented three quotes for a 2024 Superduty F350 4X4 Crew Cab Pickup.

- Larry H Miller Ford Provo - $67,976
- L & L Motor Co. Inc. Roosevelt - $68,900
- Heritage Ford of Vernal - $69,418.96

The parties discussed the purchase. *Commissioner Miles made a motion to approve the purchase of a new hazmat truck from L & L Motor Co. for $68,900. 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 Invasive Species Mitigation (ISM) Grant
(9:31 a.m.)

Weed Control Director Mike Cardon presented the Utah Department of Agriculture and Food Grant (UDAF) Agreement. This grant will assist with eliminating Japanese Knotweed and Russian Olive. UDAF will visit the affected areas next week. The total funding awarded is $15,000. Effective July 1, 2024 through June 30, 2025. The parties discussed the grant and noxious weeds in the County. *Commissioner Killian made a motion to approve the Invasive Species Mitigation Grant with UDAF 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.*

Presentation of the 2023 Annual Library Report
(9:39 a.m.)

Library Director Daniel Mauchley presented a list of accomplishments from 2023 and goals for 2024. Some achievements include a 12% increase in physical circulation, an 11% increase in digital circulation, a 35% increase in library events, a 15% increase in library accounts, and much more. Some of the goals include completing the RFID tagging, which will make self-checkout possible for patrons, pursuing grant funding to acquire patron laptops for the Roosevelt Branch to assist with technology workshops, launching offsite circulation for state inmates at Duchesne County Jail in conjunction with the Sheriff's Office, and many more goals were listed. The Commissioners expressed their appreciation for the update and the library's services to the community.

Discussion & Consideration for the Triennial Review of the Library Bylaws
(10:20 a.m.)

Library Director Daniel Mauchley presented the bylaws, highlighting the changes in yellow. Most of the changes are under Article 2, Board Meetings, which references the Utah Open and Public Meeting Act. The parties discussed the library board and members. Jessica Shaw, the board chair, introduced herself and expressed her pleasure in serving on the board. *Commissioner Killian made a motion to approve the changes to the Library Bylaws as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Recess 10:28 a.m. to 10:45 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.

Discussion & Consideration of the Applications from Local Businesses for the Utah Rural Grant
(10:45 a.m.)

Economic Development Director Deborah Herron presented an application from Utah Sage Inc., DBA Hobby Tractors & Equipment. They have completed the property improvements and spent $25,900.32. They are asking for a match of $10,000. *Commissioner Miles made a motion to approve the application from Hobby Tractors & Equipment as presented. Commissioner Killian seconded the motion. Commissioner*

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

Director Herron also summarized the businesses and approved amounts for this grant cycle.

Discussion & Consideration of the Temporary Beer License
(10:57 a.m.)

The temporary beer license is for Orion Productions LLC for the Mexican Rodeo. They held a rodeo in May, which went well with no issues. They are requesting the permit for June 22nd and July 20th events. The parties discussed the events and the security provided during the rodeo. *Commissioner Killian made a motion to approve the temporary beer license to Orion Productions LLC 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 LexisNexis Contract
(11:00 a.m.)

Deputy Attorney Tyler Allred presented the contract with LexisNexis and explained that the attorneys use the website for case research. This is the same software that the State of Utah uses. The cost will increase from $700 to $842 monthly from July 1, 2024, to June 30, 2025, then $885 from July 1, 2025, to June 30, 2026, and then $929 from July 1, 2026, to June 30, 2027. This is a three-year contract. *Commissioner Miles made a motion to approve the contract with LexisNexis and authorize the chair to sign. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration to Ratify a Portion of the Tax Sale
(11:05 a.m.)

Treasurer Stephen Potter presented a list of parcels sold in the tax sale. Money has been received for the properties listed. *Commissioner Miles made a motion to ratify the portion of the tax sale that has been 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
(11:10 a.m.)

Clerk-Auditor Chelise Jessen presented the June 3, 2024, vouchers, check numbers 165204 through 165292, for $647,436.88. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for June 3, 2024, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting
(11:15 a.m.)

Discussion & Consideration of the New Business Licenses
(11:16 a.m.)

Deputy Clerk-Auditor Lexie Young presented six new business licenses:

- Treehouse Farm Utah, LLC, owned by Bret L Stringham, Duchesne, Utah.
- Rewater LLC, owned by Keith Schetne, Bridgeland, Utah.
- Bluebell Store & Grille, owned by Farm Creek Meats, LLC, Bluebell, Utah.
- H & H Wood, owned by Jeff Hickam, Duchesne, Utah.
- Rafter 11 Bar, owned by Joe Johnson, Hanna, Utah.
- Lost Trails Outfitters, owned by Jacine & Joe Johnson, Hanna, Utah.

The parties reviewed and discussed the new business licenses. *Commissioner Killian made a motion to ratify the business licenses that have been approved by the Clerk-Auditor's office as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

HR Office – Payroll
(11:19 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending May 25, 2024; 219 employees were paid. *Commissioner Miles made a motion to approve the May 25, 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.*

Consideration of Minutes for Combined Commission Meeting held May 20, 2024
(11:24 a.m.)

The parties reviewed the combined Commission meeting minutes for May 20, 2024. *Commissioner Killian made a motion to approve the minutes for May 20, 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
(11:33 a.m.)

Discussion & Consideration of Fair Volunteers
(11:41 a.m.)

Human Resource Generalist Tommi Mascaro presented a list of volunteers for the County Fair. The applicants have cleared the background check. *Commissioner Miles made a motion to approve the fair volunteers as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Human Resource Update
(11:43 a.m.)

Human Resource Director Judy Stevenson gave an update for her department, presented the new flyer for the Centennial Event Center, listed the open positions with the County, and announced 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;
(11:48 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
(1:26 p.m.)

No action is to be taken.

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;
(1:27 p.m.)

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

Back in Session
(1:36 p.m.)

Action to be taken –
Commissioner Miles made a motion to authorize the chair to sign the Opioid Agreements when the Attorney's Office receives them. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Adjournment
(1:39 p.m.)

Commissioner Miles made a motion to adjourn the meeting at 1:39 p.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 10th day of June 2024.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes