MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, JUNE 24, 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, Building & Grounds Director Shane Jenkins, Treasurer Stephen Potter, Human Resource Director Judy Stevenson, Economic Development Director Deborah Herron, Human Resource Payroll & Benefits Administrator Jamie Park, Community Development Director Mike Hyde, Community Development Deputy Director Mike Gottfredson, Weed Control Director Mike Cardon, Deputy Treasurer Connie Sweat, Children's Justice Center Director Cheryl Boren, Duchesne County Residents 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.)

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

Public Works Director Mike Casper gave an update on existing projects and upcoming work. The chip-sealing projects are going well. The County and Burdick Materials completed a pavement test strip on Ledge Lane (CR 287). The new zipper should arrive tomorrow. The parties discussed the crusher and chips for the road projects. One grader is working on the Forest Service Contract, and the rest of the grader crew is working on the chip-sealing projects.

Discussion & Consideration of the Approach Permits
(9:06 a.m.)

Public Works Deputy Director Clint Curtis presented two approach permits with aerial views of the properties for approval. The first approach is for parcel 00-0016-8231. They are asking for a 30-foot approach on the south side of the property. The second approach is located at 4258 North 7400 West Cedarview. The parties reviewed the permits and discussed the requests. *Commissioner Miles made a motion to approve the two residential approach permits as presented and authorize the chair to sign on behalf of the County. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Announcement on the Uinta Basin Rail Project
(9:14 a.m.)

Commissioner Miles gave an update on the Uinta Basin Rail Project. He explained that the case was lost at the D.C. Circuit Court, so the Seven County Infrastructure Coalition petitioned the Supreme Court to hear it, and they agreed. They will continue to make the case to get the rail in the Uinta Basin.

Discussion & Consideration of the Seal Coat and Restriping Bids for the County Parking Lots
(9:16 a.m.)

Building & Grounds Director Shane Jenkins presented three bids for the seal coat and striping of the County parking lots.

- Asphalt Preservation - $158,104.11
- Superior Asphalt, LC - $162,000.00
- Bonneville Asphalt & Repair - $206,835.61

The parties discussed the bids, and Director Jenkins recommended Superior Asphalt. He has worked with this company, and they have done a good job. *Commissioner Miles made a motion to accept the bid from Superior Asphalt, LC, for $162,000 for the preservation of the parking lots. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion of the Children's Justice Center (CJC) and the VOCA Grant
(9:25 a.m.)

Children's Justice Center Director Cheryl Boren presented the Duchesne County CJC Statistical Report from July 1, 2023, through May 31, 2024. This report shows the number of new cases, interviews conducted, the types of abuse reported, the number of therapy sessions provided, the demographic information of the victims, the total number of suspects, the relationship of the suspect to the primary victim, and the ages and gender of the suspects.

Discussion & Consideration of the 2025 VOCA Grant Award Conditions
(9:33 a.m.)

Children's Justice Center Director Cheryl Boren presented the FY 2025 VOCA Grant Award Conditions. She explained that the grant's funding amount is $197,024.00, the same as last year's. The parties discussed the grant and the award conditions. *Commissioner Killian made a motion to approve the FY 2025 VOCA Grant Award Conditions 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 a Mapping Drone for the Weed Department
(9:37 a.m.)

Weed Control Director Mike Cardon presented a picture taken at a drone demonstration Commissioner Killian and himself attended a few weeks ago. He explained that the picture is 240 individual pictures stitched together to make one. With the technology, one can zoom in and identify noxious weeds and their location without driving the entire field. This is a faster and more economical option to identify the problem areas. The cost for a drone would be $4,000 to $8,000. He stated that a Chinese-made drone is not permitted to be flown over federal land.

Community Development Director Mike Gottfredson said that his department has a drone used for trail development. It is a DJI drone that is not allowed over federal lands but can be used on private land. The parties discussed the benefits of coordination between the two departments in sharing the drone. They also discussed using drones next to federal lands and not flying over them.

Discussion & Consideration of Contract for Plan Reviews
(9:57 a.m.)

Building and Inspection Director Cody Fisher presented a professional services contract for Plan Reviews from Shums Coda Associates, Inc. before the meeting. Commissioner Hansen explained why we need an outside company to review the building permit plans. *Commissioner Miles made a motion to ratify and approve the contract with Shums Coda Associates, Inc. for plan reviews 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.*

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.

Discussion & Consideration of the Applications from Local Businesses for the Utah Rural Grant
(10:20 a.m.)

Economic Development Director Deborah Herron presented an application from Black Sheep Coffee Co. LLC requesting $1,771.04 for the matching grant. She explained that the request was lower than anticipated due to the availability of contractors to complete the work. *Commissioner Killian made a motion to approve the application from Blacksheep Coffee Co. LLC for $1,771.04 as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Director Herron explained that Paul M Young Construction would like to withdraw their application. She would like the parties to consider an application from Aaron and LeAnn Ames. They have purchased the theater in Altamont and are restoring it. The request is for $12,497.00. *Commissioner Miles made a motion to approve the application from Aaron and LeAnn Ames for $12,497.00 pursuant to seeing the final paperwork. 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
(10:31 a.m.)

Treasurer Stephen Potter presented a list of parcels sold in the tax sale. Money has been received for the properties listed; this is the final list. *Commissioner Miles made a motion to ratify the portion of the tax sale as presented. 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 Board of Equalization (BOE) Adjustments
(10:33 a.m.)

Clerk-Auditor Chelise Jessen presented a list of properties that needed value added after the 2024 tax roll was closed. Before closing the roll, the Assessor completed several checks between the programs, and everything seemed correct. The list of properties has been corrected as BOE changes. *Commissioner Killian made a motion to accept the BOE adjustments 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 – Vouchers
(10:39 a.m.)

Clerk-Auditor Chelise Jessen presented the June 24, 2024, vouchers, check numbers 165378 through 165496, for $2,514,021.16. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for June 24, 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
(10:41 a.m.)

Treasurer Stephen Potter presented the tax adjustments for the Assessor's Office. Parcel 0648 is a tax-exempt entity, so the tax and interest need to be waived. *Commissioner Miles made a motion to approve the tax adjustment for Upper Community Recreation District for a credit of $10.48. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Treasurer Potter presented a tax adjustment for the Treasurer's office. Parcel—0285: He is asking for the interest to be waived as the family has a lot of cancer debt. *Commissioner Killian made a motion to approve the tax adjustment for a credit of $88.94. Commissioner Hansen seconded the motion. Commissioner Miles recused himself from the decision. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the Letter to the BLM Regarding the Criteria for Landowners to Nominate Private Lands for Federal Acquisition
(10:46 a.m.)

Community Development Director Mike Hyde presented the letter to Tracy Stone-Manning, Bureau of Land Management Director. A portion of the letter reads: The elected County Commissioners of Duchesne County, Utah, are very concerned about the BLM announcing criteria and encouraging private landowners to nominate parcels adjacent to federal lands for acquisition by the federal government using a fund established by the Federal Land Transaction Facilitation Act (FLTFA).

The encouragement and facilitation of federal land acquisition is not consistent with many state and county plans. The Duchesne County Resource Management Plan (CRMP), for example, contains a "no net loss" policy (i.e., no net loss of private [fee] land). While acquisition of private [fee] land is generally not appropriate, certain land exchanges or sales may be acceptable if approved by local officials.

The letter includes examples of the CRMP objectives, policies, land exchanges, acquisitions, and sales. In conclusion, Duchesne County requests that the BLM amend the criteria announced on May 28, 2024, to inform nominees that they must recognize local land use plan policies, coordinate with the local governing body, and obtain local support before submitting nominations.

The parties discussed the letter and the possible outcome. *Commissioner Killian made a motion to approve the letter 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
(10:56 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending June 8, 2024; 238 employees were paid. *Commissioner Miles made a motion to approve the June 8, 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.*

Discussion of Possible Subjects for the Next Meeting
(11:00 a.m.)

Calendaring & Weekly Update on Events
(11:04 a.m.)

Consideration of Minutes for Combined Commission Meeting held June 10, 2024
(11:20 a.m.)

The parties reviewed the combined Commission meeting minutes for June 10, 2024. *Commissioner Miles made a motion to approve the minutes for June 10, 2024, as corrected. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of Update to Policy 615: Holidays
(11:27 a.m.)

Human Resource Director Judy Stevenson presented Policy 615: Holidays and explained the update for Juneteenth to follow the State Code. *Commissioner Killian made a motion to approve policy 615 as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Human Resource Update
(11:34 a.m.)

Human Resource Director Judy Stevenson gave an update for her department. She talked about the upcoming events for the employees. The Health Fair will be on September 19th. The employee recognition event will be in December. They are interviewing and hiring new employees.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(11:37 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
(1:00 p.m.)

No action is to be taken.

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation
(1:01 p.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 Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Back in Session
(1:18 p.m.)

No action is to be taken.

Adjournment
(1:20 p.m.)

Commissioner Miles made a motion to adjourn the meeting at 1:20 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 1st day of July 2024.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes