MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, AUGUST 12, 2024, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Deputy Clerk-Auditor Becky Broadhead, Human Resource Generalist Tommi Mascaro, Human Resource Director Judy Stevenson, Emergency Management Director Joshua Phillips, Building & Grounds Director Shane Jenkins, Treasurer Stephen Potter, Clerk-Auditor Chelise Jessen, Human Resource Payroll & Benefits Administrator Jamie Park, Fire Warden Brandon Peck, Community Development Deputy Director Mike Gottfredson, Building Inspector Cody Fisher, Jon Haderlie with Larson & Company, Bryan Meier with Sunrise Engineering, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments
(9:02 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance
(9:03 a.m.)

Public Works Update
(9:04 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. Rock Creek chipping is complete. They are waiting for the hill to be done before they start to fog. A crew is patching in Neola this week. The Boys Ranch dugway is scheduled for this week. Commissioner Miles suggested waiting one week. There is an event this coming weekend. The parties discussed drilling operations and the expected traffic in the area.

Discussion & Consideration of Approach Permits
(9:15 a.m.)

Public Works Deputy Director Clint Curtis presented a residential approach permit with an aerial map of the location. Chancy Morwood is applying for the approach in the 2800 West 2500 North area. The parties discussed the request. *Commissioner Miles made a motion to approve the residential approach permit 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 for the Purchase of a Roller and Sweeper
(9:16 a.m.)

Public Works Director Mike Casper presented three quotes for a sweeper.

- Wheeler Cat - $75,750.00
- Kamatsu - $84,645.00
- Cate Equipment Company - $86,466.25

The parties discussed the quotes and warranties for the sweeper. *Commissioner Killian made a motion to approve the purchase of a new sweeper from Wheeler Cat for $75,750.00. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Open and Award Bids for the South Building Roof Replacement

(9:21 a.m.)

The Commissioners opened the five bids received for the roof replacement of the South Building.

- Bighorn Roofing and Construction - $269,502.00
- Clark's Quality Roofing Inc.- $460,485.00
- Contract West Roofing Incorporated - $473,000.00
- Heritage Roofing - $390,186.00
- Pitt Roofing Inc. - $363,280.00

The parties allow Building & Grounds Director Shane Jenkins and Bryan Meier with Sunrise Engineering time to review the bids.

(10:29 a.m.)

Building & Grounds Director Shane Jenkins said the low bid from Bighorn Roofing and Construction listed a roof membrane that doesn't meet speck. He recommended the bid from Pitt Roofing Inc. for $363,280.00. The parties discussed the bid and the contractor's schedule for beginning the project. *Commissioner Miles made a motion to accept the bid from Pitt Roofing Inc. for $363,280.00. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Emergency Management and Fire Weather Update

(9:26 a.m.)

Emergency Management Director Joshua Phillips gave an update on his department and the weather this week. Monsoons should hit the area this week, so flash floods are possible. Fire restrictions are still in place. Fire Warden Brandon Peck gave an update on the current fires. The Spring Hollow fire and the Lion Hollow fire are both contained. He described the difference between a contained fire and one that is controlled. A contained fire has a line around it, and a controlled fire is out. The parties discussed the fire burn scar in the Moon Lake area and the ongoing issues caused by heavy rain.

Discussion & Consideration of the Independent Auditor Report

(9:34 a.m.)

Jon Haderlie, a partner with Larson & Company, introduced himself and presented the Financial Statements with the Independent Auditor's Report dated December 31, 2023. Mr. Haderlie describes the layout of the report. He covered the opinions and findings for the different sections of the report. No compliance findings were noted during the current period. A copy of this report will be kept in the Clerk-Auditor's office. *Commissioner Killian made a motion to accept the Independent Audit Report as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Recess 10:13 a.m. to 10:29 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 Agreement with Civic Review
(10:39 a.m.)

Building Inspector Cody Fisher presented the subscription agreement with Civic Review. This program was developed for building permits. The current program used by the County is outdated and insufficient. The annual cost for the subscription is $9,100.00. Other programs they have looked at cost around $61,000 per year. The term of the agreement is from September 1, 2024, through December 31, 2024. It will automatically renew unless canceled. Director Fisher has contacted other Counties that use this program for building permits for reference. The parties discussed the program and cost. *Commissioner Killian made a motion to approve the agreement with Civic Review for $5,533.33 for the rest of this year and $9,100 for next year. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Summation of County Fair
(10:47 a.m.)

Commissioner Miles summarized the County Fair. The County had good luck; the issues from the previous years were fixed, so only new issues had to be addressed. There were parking issues, which meant good attendance at the events. Monday's event, Ruckus on the River, wasn't attended well; they may be able to switch the family fun night to Monday instead. Moving the Livestock sale to Friday had its challenges. Some buyers and butchers prefer Thursday. The fireworks show on Saturday was the largest the County had ever had. The parties discussed the concert. Almost $180,000 was raised in donations and sponsorships this year. The Grand Marshalls were terrific. Commissioner Irene Hansen and her husband, Bill Hansen, were the grandmarshalls. The County Fair was a success again this year.

Discussion & Consideration of Purchasing a Replacement Vehicle
(11:04 a.m.)

Commissioner Miles explained that the vehicle is for the Information Technology (IT) Department. The department needs a vehicle that can be used to move equipment, either an SUV or a pickup with a shell. IT Director Matt Yergensen presented a list of vehicles from local dealerships before the meeting. The parties discussed the purchase. *Commissioner Miles made a motion to approve the purchase of a vehicle for the IT Department for at or under $55,000. 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
(11:12 a.m.)

Clerk-Auditor Chelise Jessen presented a list of six (6) BOE adjustments. The list is stored in the Clerk-Auditors office with the minutes. The parties discussed the adjustments. *Commissioner Miles made a motion to approve the BOE adjustments 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
(11:19 a.m.)

Deputy Clerk-Auditor Becky Broadhead presented the August 12, 2024, vouchers, check numbers 166030 through 166142, for $429,493.09. The parties reviewed the vouchers

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submitted. *Commissioner Miles made a motion to approve the vouchers for August 12, 2024, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

HR Office – Payroll
(11:29 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending August 3, 2024; 246 employees were paid. *Commissioner Miles made a motion to approve the August 3, 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
(11:33 a.m.)

Calendaring & Weekly Update on Events
(11:34 a.m.)

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation
(11:42 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 Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Back in Session
(1:06 p.m.)

No action is to be taken.

Discussion & Consideration of County Volunteers
(1:08 p.m.)

Human Resource Generalist Tommi Mascaro presented a list of thirty-one new volunteers who have passed the background check. *Commissioner Killian made a motion to approve the county volunteers as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Closed Meeting – Strategy Session to Discuss: The Caracter, Professional Competence, or Physical or Mental Health of an Individual
(1:10 p.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.

Commissioner Miles left the meeting at 1:28 pm.

Back in Session
(1:58 p.m.)

No action is to be taken.

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Consideration of Minutes for Combined Commission Meeting held August 05, 2024
(1:58 p.m.)

Postponed by General Consent

Human Resource Update – No Update at this time
(1:58 p.m.)

Adjournment
(1:59 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 1:59 p.m. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The forum adjourned.

Read and approved this on the 19th day of August 2024.

Irene Hansen	*Chelise Jessen*
Commission Chair	*Clerk-Auditor*

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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