MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, OCTOBER 28, 2024, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Irene Hansen, Commissioner Greg Miles via Zoom, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Deputy Treasurer Connie Sweat, Human Resource Director Judy Stevenson, Clerk-Auditor Chelise Jessen, Deputy Clerk-Auditor Lexie Young, Sheriff Travis Tucker, Sheriff's Office Manager Cynthia Wardle, Building & Grounds Director Shane Jenkins, Community Development Director Mike Hyde, Community Development Assistant Director Mike Gottfredson, Chief Deputy Attorney Grant Charles, Jeff Baker with Jones & DeMille Engineering, Duchesne County Residents Jeff Chugg and Joel Gines, 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.)

Postponed by General Consent

Public Works Update

(9:03 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. North Crescent (CR 177) was paved. It is ready to be striped. The striping company had issues with its equipment breaking down. Weather permitting, they should continue striping this week. Gravel has been hauled up Indian Canyon for a Forest Service project. Calls have been received about the steel bridge on Antelope Road (CR 27) that needs to be replaced. Signs restricting weight can be installed. Director Casper will call industry companies so the bridge can be avoided. The parties are concerned about the integrity of the bridge. The failure on East River Road (CR 79) will be repaired this week. It is warranty work, and the county will provide flaggers. They will be starting the Boy's Ranch Road project.

Discussion of the 2025 Tentative Budget

(9:12 a.m.)

Clerk-Auditor Chelise Jessen presented the tentative 2025 budget. She explained the different funds.

- Fund 10 (General Fund) revenue total is $32,721,461.00, and the expenditures are $32,721,461, for a difference of $0.00.
- Fund 11 (Roads) revenue total is $3,948,464.00, and the expenditures are $3,948,464.00 for a difference of $0.00.
- Fund 21 (Landfill) revenue total is $2,271,653.00, and the expenditures are $2,271,653.00 for a difference of $0.00.
- Fund 22 (Library) revenue total is $1,185,282.00, and the expenditures are $1,185,282.00 for a difference of $0.00.
- Fund 23 (Jr. Livestock) revenue total is $551,500.00, and the expenditures are $551,500.00 for a difference of $0.00.
- Fund 24 (Solid Waste) revenue total is $1,000,000.00, and the expenditures are $1,000,000.00 for a difference of $0.00.
- Fund 25 (UBMC - Villa) revenue total is $656,500.00, and the expenditures are $656,500.00 for a difference of $0.00.
- Fund 26 (Dedicated Fund - Sheriff) revenue total is $90,000.00, and the expenditures are $90,000.00 for a difference of $0.00.
- Fund 27 (Economic Development) revenue total is $458,640.00, and the expenditures are $458,640.00 for a difference of $0.00.
- Fund 31 (County Fair) revenue total is $410,650.00, and the expenditures are $410,650.00 for a difference of $0.00.

- Fund 34 (Municipal Building Authority) revenue total is $764,000.00, and the expenditures are $764,000.00 for a difference of $0.00.
- Fund 41 (Capital Project Fund) Contributions and transfers total $9,000,000.00, and the capital project total is $9,000,000.00 for a difference of $0.00.
- Fund 72 (CJC Grant Fund) revenue total is $300,000.00, and the expenditures are $300,000.00 for a difference of $0.00.
- Fund 74 (Grants) revenue total is $190,000.00, and the expenditures are $190,000.00 for a difference of $0.00.

The parties discussed the tentative budget and the possibility of truth and taxation in the future. This is a tentative budget; adjustments can be made until the budget hearing on December 9, 2024, at 4:00 p.m.

Discussion & Consideration of the Board of Equalization (BOE) Adjustments
(9:23 a.m.)

Clerk-Auditor Chelise Jessen presented two appeal applications. She explained that the deadline to file an appeal was September 17th. These were received on October 24th. The board can allow the hearing officer to review them or deny the request because of the late application. If denied, the property owner could appeal the decision to the State of Utah Tax Commission. The parties discussed the applications and will allow the hearing officer to review them.

Auditors Office – Vouchers
(9:27 a.m.)

Clerk-Auditor Chelise Jessen presented the October 28, 2024, vouchers, check numbers 167028 through 167146, for $445,509.66. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for October 28, 2024, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Building & Grounds Update
(9:28 a.m.)

Building & Grounds Director Shane Jenkins gave an update on existing and upcoming work. The top priority is the South Building remodel. The roof has been installed, but there were some issues with the flashing. The flashing that was received was the wrong size; it was different from what was ordered. The concrete work around the South Building is complete, and the kitchen equipment and landscaping should be completed and installed within a week or two. The TriCounty Health Building is getting new stucco. They will be winterizing the sprinklers at the County buildings. The parties discussed demolishing and remodeling the old senior center in the Administration Building. The Commissioners commended the Building & Grounds employees for the phenomenal work on the South Building remodel.

Discussion & Consideration of the FY24 Report for the Beer Tax Funding
(9:35 a.m.)

Sheriff's Office Manager Cynthia Wardle and Sheriff Travis Tucker presented the FY24 report for the Beer Tax Funding received in December 2023. Office Manager Wardle explained that $9,787.27 was rolled over from the previous year, and $43,656.30 was received this year for $53,443.57. Duchesne County has adopted the SCRAM software for alcohol-related probationers. SCRAM CAM (Continuous Alcohol Monitors), which provides accountability and encourages compliance. The alcohol monitors, prosecution of alcohol-related cases, and confinement for these related offenders help in balancing the alcohol and substance abuse problem in the County. In-car cameras purchased for law enforcement traffic stops looking for impaired drivers. Duchesne County Deputies take on specialized DUI OT shifts and roadblocks throughout the year and look for impaired drivers. Duchesne County is committed to the residents and visitors of the county to reduce the alcohol and substance abuse that plague everyone's safety throughout the county. The parties discussed the report. *Commissioner Miles made a motion to accept the FY24 report for the Beer Tax Funding 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.*

Recess 9:40 a.m. to 9:50 a.m.

Commissioner Killian made a motion to recess. 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 Memorandum of Understanding with the Utah Public Lands Policy Coordinating Office Regarding the Joint Employment of Mike Hyde through June 30, 2025

(9:51 a.m.)

Community Development Director Mike Hyde presented the Memorandum of Understanding (MOU). Commissioner Hansen explained that the Public Lands Policy Coordinating Office (PLPCO) approached the county commissioners regarding their desire to employ someone with Uintah Basin experience to assist PLPCO with public land issues. Mike Hyde's joint employment has been mutually beneficial. The current MOU was through October 15, 2024, when Director Hyde planned to retire. This MOU is for October 16, 2024, through June 30, 2025. The reimbursement amount is $41,188.00. The parties discussed the MOU. *Commissioner Killian made a motion that the Commission approve the MOU with PLPCO regarding the joint employment of Mike Hyde from October 16, 2024, to June 30, 2025. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of Awarding the General Plan Update

(9:57 a.m.)

Three proposals from Sunrise Engineering, Logan Simpson Design Inc., and Jones & DeMille Engineering Inc. were received and opened on October 7, 2024. Community Development Deputy Director Mike Gottfredson explained the scope of service and how he scored each proposal and recommended Logan Simpson Design Inc. The parties discussed the proposals and the advantages of using a local company. They are familiar with the area and understand the county's unique diversity. *Commissioner Miles made a motion to accept the proposal from Sunrise Engineering. Commissioner Hansen seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Tax Adjustment - Abatement Approval

(10:15 a.m.)

Deputy Treasurer Connie Sweat presented the Auditor's Individual Abatement Report. Totals for the Abatement report are as follows: Residential Buildings - 5 for $1,477.41, Residential Land – 3 for $734.11, total - 8 for $2,211.52. The breakdown totals are as follows: Circuit Breaker – 4 for $2,211.52, Indigent – 1 for $698.21, 20% Circuit Breaker – 2 for $591.47, Veterans – 4 for $2,793.79, for a total of 11 for $6,294.99. *Commissioner Killian made a motion to approve the 2024 Individual Tax Abatement Report as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Assessor's Office – Tax Adjustment

(10:17 a.m.)

Treasurer Stephen Potter presented the tax adjustments for the Assessor's office. Parcel 00-0004-7591 should have been a primary residence for a credit of $1,111.76. Parcel 00-0004-7815, the property should be exempt for a credit of $381.12. Parcel 00-0001-4138 adjustment was made for BOE decision for a credit of $12,594.17. Parcel 00-0001-4757 adjustment was made for BOE decision for a credit of $3,103.29. Parcel 00-0001-4765 adjustment was made for BOE decision for a credit of $3,713.88. Parcel 00-0015-4025 The property is very steep, with no access. It was at a lower value until the conversion for a credit of $33.28. Parcel 00-0015-4033 The property is very steep, with no access. It was at a lower value until the conversion for a credit of $33.28. Parcel 00-0015-4041 The property is very steep, with no access. It was at a lower value until the conversion for a credit of $33.28. Parcel 00-0005-1718, the old home, burnt down last November for a credit of $325.95. Parcel 00-0000-0616 should have been a primary residence for 2024 for a credit of $680.98. Parcel 00-0034-8672, the market value should not have increased for a credit of $313.87. Parcel 00-0034-9474, the home reverted to pre-BOE value from 2023 and needed to be adjusted back for a credit of $560.39. Parcel 00-0031-0437 is a right-of-way for a portion of the road, historically assessed as minimum value, but during conversion, it increased to a usable base lot rate for a credit of $80.08. Parcel 00-0015-

7697 is unimproved land for a credit of $169.28. Parcel 00-0003-9134, the older home, should have been primary for a credit of $669.27. Parcel 00-0032-0570, the percent complete increased; the building department notes do not show 100% complete for a credit of $509.45. Parcel 00-0008-4107, the land type changed during conversion. This is a non-productive, unbuildable lot with no access for a credit of $74.77. Parcel 00-0011-9622, the land type was changed during conversion. This is a non-productive, unbuildable lot with no access for a credit of $249.70. Parcel 00-0004-5710, the land type, was changed during conversion. This is a non-productive, unbuildable lot with no access for a credit of $403.60. *Commissioner Miles made a motion to approve the tax adjustments 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
(10:20 a.m.)

Yellow Lake Fire Update
(10:22 a.m.)

Commissioner Miles gave an update on the Yellow Lake fire burning on Wolf Creek. It has been reduced to a type four team. Emergency Management Director Josh Phillips is the liaison. State Highway 35 is open over Wolf Creek.

Consideration of Minutes for Combined Commission Meeting held October 21, 2024
(10:23 a.m.)

The parties reviewed the combined Commission meeting minutes for October 21, 2024. *Commissioner Killian made a motion to approve the minutes for October 21, 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
(10:32 a.m.)

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation
(10:45 a.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
(11:18 a.m.)

No action is to be taken.

Human Resource Update
(11:18 a.m.)

No update at this time.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual
(11:19 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
(12:02 p.m.)

No action is to be taken.

Adjournment
(12:04 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:04 p.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 4th day of November 2024.

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Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes