MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, NOVEMBER 25, 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, Surveyor Elect Ryan Allred, Commissioner Elect Jeff Chugg, Centennial Event Center Director Mindi Crowley, Centennial Event Center Assistant Jayden Lembo, Recorder Shelley Brennan, Clerk-Auditor Chelise Jessen, 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. Enbridge helped with the department's safety meeting this morning. The paving should be done for the year. They completed the Search and Rescue lot, the bridge, and 1000 North. The graders are out grading and graveling the dirt roads. The department has an open position; they will start interviews in the next few weeks.

Discussion & Consideration to Purchase Panels for the Centennial Event Center

(9:08 a.m.)

Centennial Event Center Director Mindi Crowley explained the events and activities they have held recently at the Event Center. Cowboy Christmas was Friday and Saturday last week. Over ninety vendors plus food trucks participated, bounce houses and a silent auction. It was a very successful event. They are preparing for the Employee Appreciation dinner on December 6th. Commissioner Hansen conveyed the compliments from the Oil & Gas Collaborative meeting.

Centennial Event Center Director Mindi Crowley presented four quotes for 150 Priefert panels and explained they would be used for horse stalls.

- IFA Roosevelt Country Store - $21,001.50
- Tractor Supply Co - $22,816.20
- NRS World - $21,650.00
- WRS West - $23,250.00

Director Crowley recommended the IFA Roosevelt Country Store quote. The parties discussed the panels and delivery time. *Commissioner Miles made a motion to authorize the purchase of the Priefert panels from IFA for $21,001.50. 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 Fraud Risk Assessments
(9:21 a.m.)

Clerk-Auditor Chelise Jessen presented the Fraud Risk Assessments for the Bluebench Landfill and Duchesne County. She explained the assessments and scores. *Commissioner Killian made a motion to approve the Fraud Risk Assessments for the County and the Bluebench Landfill. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Vouchers
(9:23 a.m.)

Clerk-Auditor Chelise Jessen presented the November 25, 2024, vouchers, check numbers 167414 through 167486, for $844,370.64. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for November 25, 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 & Consideration of the Board of Equalization (BOE) Adjustments
(9:24 a.m.)

None at this time.

Discussion & Consideration of the County Fee Schedule
(9:26 a.m.)

The parties reviewed the fee schedule for the county departments. Each department will need to review the report for accuracy. This item will be approved at a later Commission meeting.

Discussion & Consideration of the Environmental Systems Research Institute Inc. (ESRI) Agreement
(9:40 a.m.)

Recorder Shelley Brennan presented a quote and agreement. She explained that the quote is for a three-year agreement to maintain our current enterprise licensing level. ESRI is the only program that provides this service. The parties discussed the agreement. *Commissioner Miles made a motion to approve the updated contract with ESRI for $87,900.00 for three years. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Treasurer's Office – Tax Abatements
(9:46 a.m.)

None at this time.

Assessor's Office – Tax Adjustments
(9:46 a.m.)

None at this time.

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Consideration of Minutes of the Elections Results Canvass held November 19, 2024
(9:47 a.m.)

The parties reviewed the Election Results Canvass meeting minutes for November 19, 2024. *Commissioner Miles made a motion to approve the Canvass minutes for November 19, 2024, as corrected. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Recess 9:51 a.m. to 10:14 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 of Possible Subjects for the Next Meeting
(10:14 a.m.)

Calendaring & Weekly Update on Events
(10:16 a.m.)

Human Resource Update
(10:24 a.m.)

Human Resource Director Judy Stevenson gave an update for her department. They are working to complete the payroll, but the system issues complicate it. They will conduct interviews for the Assessor's Office and the Road Department in a few weeks. They hired a part-time Librarian for the Duchesne branch. She attended the safety meeting at the Event Center this morning. They will start setting up for the employee appreciation party this week.

Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual
(10:28 a.m.)

Commissioner Miles made a motion to go in and out of a Closed 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.

Consideration to take action during the closed session
(10:57 a.m.)

No Action

Recess 10:58 a.m. to 1:00 p.m.

Commissioner Killian made a motion to recess until the 1:00 p.m. Public Hearing. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.

Public Hearing 1:00 p.m. – Ordinance #24-414; An Ordinance Amending Title 8, The Duchesne County Zoning Ordinance to Create an Airport Overlay Zoning District Protecting the Roosevelt Municipal Airport
(1:00 p.m.)

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Present –

Commissioner Irene Hansen, Commissioner Tracy Killian, Commissioner Greg Miles, Deputy Attorney Tyler Allred, Community Development Director Mike Hyde, Community Development Deputy Director Mike Gottfredson, Commissioner Elect Jeff Chugg, Drew Eschler with Roosevelt City, Duchesne County resident Brad Wells, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Staff Update
(1:03 p.m.)

Community Development Director Mike Hyde explained that the County has proposed amending its zoning ordinance to establish an airport overlay zoning district to protect the Roosevelt Municipal Airport from incompatible uses, noise complaints, and aviation hazards. This action is required pursuant to House Bill 206, passed in the 2023 Utah General Legislative Session. It gave Counties until December 31, 2024, to comply with this unfunded mandate.

Since the County Planning Commission hearing, Roosevelt City has processed an update to its existing airport overlay zone to incorporate comments received during the County Planning Commission process. JUB Engineering, which prepared a recent update of the Roosevelt Municipal Airport Master Plan, assisted the City with this update. The City amendments are anticipated to be approved by the City Council in early December. Director Hyde recommended recessing this public hearing until December 16, 2024. It will enable the County to adopt an ordinance consistent with the City ordinance.

Public Comments
(1:07 p.m.)

Commissioner Hansen opened the public hearing.

Drew Eschler, with Roosevelt City, explained the status of the city's ordinance and when it would be finalized. He described some of the amendments to the ordinance proposed by public comments. He recommended recessing the public hearing until Roosevelt City Council has adopted its ordinance.

Duchesne County resident Brad Wells commented about the Planning and Zoning meeting he attended, at which Senator Winterton commented on the proposed ordinance. The bill was more restrictive than he thought, so he will be working on a bill to change the restrictions. Mr. Wells asked if there were any updates.

Director Hyde stated if there are any changes, they won't happen until the 2025 General Session.

Commission Discussion
(1:14 p.m.)

The parties discussed the ordinance and how it will affect the residents.

Commissioner Killian made a motion to recess the public hearing until December 16, 2024, at 1:45 p.m. to allow time for Roosevelt City to finalize their Airport Overlay Zone text amendments. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.

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Auditor's Office – Surplus
(1:19 p.m.)

Commission Executive Assistant Melissa Hughes presented a couch from the attorney's office to be placed in surplus. The parties discussed the item. *Commissioner Miles made a motion to approve the couch to be surplused. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Adjournment
(1:21 p.m.)

Commissioner Miles made a motion to adjourn the meeting at 1:21 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 2nd day of December 2024.

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

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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