**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, DECEMBER 16, 2024, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH**

***Present –***

Commissioner Irene Hansen, Commissioner Tracy Killian, Commissioner Greg Miles, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Commissioner Elect Jeff Chugg, Human Resource Director Judy Stevenson, Economic Development Director Deborah Herron, Building & Grounds Director Shane Jenkins, Clerk-Auditor Chelise Jessen, Human Resource Payroll & Benefits Administrator Jamie Park, Human Resource Generalist Tommi Mascaro, Mason Miles with the Uintah Basin Standard, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:01 a.m.)*

Chairperson Hansen welcomed everyone to the meeting.

***Pledge of Allegiance***

*(9:02 a.m.)*

***Public Works Update***

*(9:03 a.m.)*

Public Works Director Mike Casper gave an update on existing projects and upcoming work. Some areas of the County received a small amount of snow. The Boys Ranch project should be completed this week. They plan to start widening the curve on County Road 29. Some of the crew is trimming trees and replacing signs. A company came out and demoed a mastic machine last week. The parties discussed the price and options of the new machine. Commissioner Miles asked about a yield sign that was changed to a stop sign and wondered about changing it back to a yield sign. The parties discussed the Russian Olive trees in the area.

***Discussion & Consideration of Approach Permits***

*(9:11 a.m.)*

Public Works Deputy Director Clint Curtis presented four approach permits: three commercial permits at the same location and one residential permit. The parties discussed the approach permits and location.

*Commissioner Miles made a motion to approve commercial approach permits numbers 24-057, 24-058, and 24-059 as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

*Commissioner Miles made a motion to approve approach permit number 24-060 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 to Purchase a Mulcher for the Road Department***

*(9:19 a.m.)*

Public Works Director Mike Casper presented a quote from Wheeler CAT for a mulcher that can be attached to the excavator. The cost, including installation, is $59,589.00. The parties discussed the diversity, efficiency, and use across other county departments. *Commissioner Killian made a motion to purchase the mulcher from Wheeler CAT for $59,589.00 and use fund 41 for the payment. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration to Purchase a Service Truck for the Road Department***

*(9:22 a.m.)*

Public Works Director Mike Casper presented a purchase agreement from Performance, Bountiful, Utah. The department's existing service truck is unusable. The parties discussed the truck and added equipment. *Commissioner Miles made a motion to approve the purchase of the service truck for $182,687.00 and use fund 41 for the payment. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Purchasing a Truck for the Building & Grounds Department***
*(9:26 a.m.)*

Building & Grounds Director Shane Jenkins presented a motor vehicle contract of sale from L & L Motor Company for $63,820.00. He explained the truck they wanted to replace hit a deer and is being repaired. They will have a utility bed and plow installed. The parties discussed the purchase. *Commissioner Killian made a motion to approve the purchase of the truck for $63,820.00. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Support Letter for the 2025 RAISE Grant Application***
*(9:32 a.m.)*

Economic Development Director Deborah Herron explained the RAISE Grant Application for the First/Last Mile Connections: Improving Communities' Quality of Life through Access to Opportunities and Healthy Transportation Connections Project. The parties discussed the project. *Commissioner Miles made a motion to approve the letter 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 Ordinance #24-417; An Ordinance Setting Commission Meeting Schedule for 2025***
*(9:35 a.m.)*

Commission Executive Assistant Melissa Hughes presented Ordinance #24-417: An Ordinance Setting the Commission Meeting Schedule for 2025. The 2025 meeting schedule for the Board of County Commissioners of Duchesne County, Utah, will be every Monday (except for legal holidays and other properly noticed commission scheduling conflicts) beginning at 9:00 a.m. for the working and regular session. *Commissioner Killian made a motion to adopt Ordinance #24-417; An Ordinance Setting the Commission Meeting Schedule for 2025. 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 Adjustments***
*(9:37 a.m.)*

Treasurer Stephen Potter presented a list of three tax adjustments for the Assessor's office. The list will be kept in the Clerk-Auditor's office with the minutes. The parties discussed the adjustments. *Commissioner Miles made a motion to approve the tax adjustments for December 16, 2024, as presented. 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***
*(9:39 a.m.)*

Deputy Treasurer Connie Sweat presented the 2024 Individual Abatement Report before the meeting. The breakdown is as follows: Veterans – 1 for $341.20, Total – 1 for $341.20. The parties discussed the report. *Commissioner Killian made a motion to approve the 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.*

***Auditors Office – Vouchers***
*(9:40 a.m.)*

Clerk-Auditor Chelise Jessen presented the December 16, 2024, vouchers, check numbers 167530 through 167659, for $733,927.49. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers as presented for December 16, 2024. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Human Resource Office – Payroll***
*(9:44 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll ending December 07, 2024, with 238 employees paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the December 07, 2024 payroll as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Consideration of Minutes of the Combined Commission Meeting held December 09, 2024***
***(9:48 a.m.)***

The parties reviewed the combined Commission meeting minutes for December 09, 2024. *Commissioner Killian made a motion to approve the minutes for December 09, 2024, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Consideration of Minutes of the Budget Hearing Meeting held December 09, 2024***
***(9:51 a.m.)***

The parties reviewed the Budget Hearing meeting minutes for December 09, 2024. *Commissioner Miles made a motion to approve the Budget Hearing minutes held on December 09, 2024, at 4:00 p.m. 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***
***(9:53 a.m.)***

***Calendaring & Weekly Update on Events***
***(9:56 a.m.)***

***Discussion & Consideration of County Volunteers***
***(10:01 a.m.)***

Human Resource Generalist Tommi Mascaro presented a volunteer for approval. The parties discussed the volunteer. *Commissioner Miles made a motion to approve the volunteer 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***
***(10:03 a.m.)***

Human Resource Director Judy Stevenson gave an update for her department. The NFR Watch Party at the Centennial Event Center on Saturday went well. They are working on yearend reports.

***Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual***
***(10:05 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***
***(10:39 a.m.)***

No action is to be taken.

***Recess 10:43 a.m. to 1:30 p.m.***

*Commissioner Miles made a motion to recess until the 1:30 p.m. Public Hearing. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Public Hearing 1:30 P.M. – Resolution #24-10; A Resolution Amending the Resource Management Plan Element of the Duchesne County General Plan to Amend Policies Associated with Access to Public Land***

***Present –***

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

***Staff Update***
***(1:32 p.m.)***

Community Development Director Mike Hyde explained that the Bureau of Land Management has been conducting travel management planning throughout Utah in

response to a settlement agreement with NGOs. As a result of these TMPs, hundreds of miles of roads have been closed to motorized vehicles. Travel Management will be considered in the near future for the Dino North area north of Vernal, the Book Cliffs, and the West Tavaputs-Nine Mile area (which includes southeastern Duchesne County).

The Public Lands Policy Coordinating Office has suggested that counties amend their Resource Management Plans to include additional policy language opposing such closures.

The Community Development Department notified affected entities and the public of its intent to amend its general plan on November 12, 2024. After public notice, the Duchesne County Planning Commission and Duchesne County Public Lands Committee conducted a public hearing on December 4, 2024, to review and discuss the plan amendments. The Planning Commission and the Public Lands Committee voted unanimously to recommend approval of the Resolution by the County Commission.

Commissioner Miles asked about the Title 5 Class B roads. Director Hyde explained the difference between Title 5 and RS2477 Roads.

*Commissioner Hansen opened the public hearing.*

***Public Comments***
***(1:40 p.m.)***

No public comments.

*Commissioner Hansen closed the public hearing.*

***Discussion & Consideration of Resolution #24-10; A Resolution Amending the Resource Management Plan Element of the Duchesne County General Plan to Amend Policies Associated with Access to Public Land***
***(1:41 p.m.)***

The parties discussed the resolution and the importance of accessing public lands.
*Commissioner Miles made a motion to approve Resolution #24-10, amending the Land Access policies in the Resource Management Plan element of the Duchesne County General Plan. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Public Hearing 1:45 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***

***Present –***

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

***Staff Update***
***(1:47 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 Roosevelt City Council approved the amendments on December 3, 2024. Ordinance #24-414 adopts the city overlay zone standards for applicability on lands in the airport vicinity but outside the city limits. This approach offers maximum regulatory consistency for lands outside the Roosevelt City limits. This differs from the approach taken for the Duchesne Municipal

Airport, as Duchesne City has not passed an airport overlay zone governing land within city limits.

***Public Comments***
***(1:57 p.m.)***

Drew Eschler with Roosevelt City expressed his appreciation to the County for working together on the Airport Overlay Zone.

Community Development Director Mike Hyde explained the six criteria that have been met in bold type found in the Finding of Facts.

***(2:01 p.m.)***

*Commissioner Hansen closed the public hearing.*

The parties discussed the ordinance and appreciated working with Roosevelt City.

*Commissioner Killian made a motion to adopt Ordinance #24-414 to establish an overlay zone to protect the Roosevelt Municipal Airport as required by state law and adopt the findings. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Adjournment***
***(2:05 p.m.)***

*Commissioner Killian made a motion to adjourn the meeting at 2:05 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 23rd day of December 2024.*

Irene Hansen

*Irene Hansen*
*Commission Chair*

Chelise Jessen

*Chelise Jessen*
*Clerk-Auditor*

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*