MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD OCTOBER 31, 2022, BEGINNING AT 9:00 A.M. IN DUCHESNE UTAH,

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, County Attorney Deputy Tyler Allred, Public Works Director Ben Henderson, Clerk-Auditor JoAnn Evans, Clerk-Auditor Deputy Christie Walker, Human Resource Director Melissa Yergensen, Community Development Director Mike Hyde, Community Development Assistant Director Mike Gottfredson, Treasurer Stephen Potter, Emergency Management Director Mike Lefler, Darrell Gillman and Kent Bastian with Duchesne County Soil Conservation District, Duchesne County Residents – Catherine Larsen and Spouse, Roger Ames, and Commission Executive Assistant Melissa Hughes is taking minutes.

Opening Comments

(9:00 a.m.)

Chairperson Hansen welcomes everyone to the meeting.

Pledge of Allegiance

(9:00 a.m.)

Update from Duchesne County Soil Conservation District

(9:01 a.m.)

Darrell Gillman with the Duchesne County Soil Conservation District presented the 2022 Annual Report for the district. He explains how the funding from Duchesne County was used and the projects completed. He also reports on the State of Utah and District Program highlights.

Public Works Update

(9:27 a.m.)

Public Works Director Ben Henderson gives an update on existing projects and upcoming work. They are busy with the East Fork EWP Project in the Rock Creek area. They have also received requests from ranchers wanting cattle guards cleaned in Gate Canyon. Utah Asphalt Pavers Association (UAPA) is holding a conference in Vernal tomorrow. He plans to attend with some of his crew.

Discussion & Consideration for Updated Forest Service Contracts

(9:31 a.m.)

Public Works Director Ben Henderson presented the Modification of Grant or Agreement with the USDA Forest Service. These contracts are to extend the agreements for the EWP and guardrail projects. *Commissioner Killian makes a motion to authorize Commissioner Miles to sign the updated Forest Service contracts on behalf of the Commission. Commissioner Miles seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of East Fork EWP

(9:36 a.m.)

Emergency Management Director Mike Lefler gives an update on the East Fork EWP Project. Two culverts have been completed in the Rock Creek area by the contractor Perco Rock. Director Lefler will create an extension letter to request additional funding as well as a time extension for the project to be completed.

Discussion & Consideration of a Boundary Line Adjustment Survey Map

(9:48 a.m.)

Community Development Director Mike Hyde presented a boundary line survey map associated with a land trade between Duchesne City and Duchesne County. He explains that Duchesne County and Duchesne City have been in discussions associated with a land trade. The subject boundary line adjustment survey map depicts how Duchesne City would retain lands containing the city cemetery while the County would acquire lands across Indian Canyon Creek to the east for future fairgrounds use. As part of the trade, Duchesne City would acquire the site where the County weed department is located (next to the City fire station), and the County would acquire lands on the Blue Bench for a new weed department facility. *Commissioner Miles makes a motion to approve the boundary line adjustment according to the survey map and authorize the chair to sign the plat map.*

Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Recess 9:54 a.m. to 10:08 a.m.

Discussion & Consideration of Adding Personnel to the I.T. Department, Library, and Assessor's Office

(10:09 a.m.)

Human Resource Director Melissa Yergensen explains the need for additional personnel for the I.T. Department, Library, and Assessor's Office. With the new library in Roosevelt almost complete, they will need a part-time employee for I.T. and Library custodian. The Assessor's Office has been tasked with additional work from the State. The parties discuss the needs of the County and the strain without adding additional personnel. *Commissioner Miles makes a motion to approve adding additional personnel to the I.T. Department, Library, and the Assessor's Office as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditor's Office – Tax Adjustments

(10:19 a.m.)

Treasurer Stephen Potter presented a letter from a business owner in Duchesne County requesting property tax penalties and interest abatement. He explains the request, the new owners bought the building, and there are back taxes that were supposed to be paid by the tenant. The property owner will pay the taxes that are due but would like the penalties and interest waived. Parties discussed the situation and asked for the total amount to be abated. Treasurer Potter will get the information.

(10:29 a.m.)

The total amount for penalties and interest is $1,677.04. *Commissioner Miles makes a motion to approve the tax adjustment for the penalties and interest in the amount of $1,677.04. Commissioner Killian seconds the motion. Commissioner Killian votes aye, Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Auditors Office – Vouchers

(10:25 a.m.)

Clerk-Auditor Deputy Christie Walker presents the vouchers for October 31, 2022, check numbers 159103 through 159179, for $299,866.09. The parties review the voucher submitted. *Commissioner Miles makes a motion to approve the vouchers as presented by Christie Walker for October 31, 2022. Commissioner Killian seconds the motion. Commissioner Killian votes aye, Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Tax Adjustment - Abatement Approval

(10:37 a.m.)

Treasurer Stephen Potter presented the Auditor's Individual Abatement Report. Totals for the Abatement report are as follows: Residential Buildings - 9 for $3,729.85, Residential Land – 5 for $916.14, total - 14 for $4,645.99. The breakdown totals are as follows: Circuit Breaker - $4,645.99, Indigent - $322.28, 20% Circuit Breaker - $1,477.83, Veterans - $5,189.09, for a total of $11,635.19. *Commissioner Killian makes a motion to approve the Tax Abatement as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Auditor's Office – Tax Adjustments

(10:33 a.m.)

Treasurer Stephen Potter presented a tax adjustment to reduce the value of the parcel listed in the amount of $2,012.91. *Commissioner Miles makes a motion to approve the tax adjustment as presented in the amount of $2,012.19. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditor's Office – Tax Adjustments

(10:37 a.m.)

Treasurer Stephen Potter presented a tax adjustment for the Assessor's Office on 14 parcels for credit in the amount of $104,294.42. *Commissioner Miles makes a motion to approve the tax adjustment for the Assessor's Office as presented by Stephen Potter. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:42 a.m.)

Commissioner Miles makes 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 seconds the motion. Commissioner Killian votes aye, Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.

Back in Session
(11:36 a.m.)

No action is to be taken.

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;
(11:37 a.m.)

Commissioner Miles makes a motion to go in and out of a closed meeting for a strategy session to discuss: Pending or Reasonably Imminent Litigation. Commissioner Killian seconds the motion. Commissioner Killian votes aye, Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.

Back in Session
(12:31 p.m.)

No action is to be taken.

Consideration of Minutes for Combined Commission Meeting held October 24, 2022
(12:31 p.m.)

Parties review the combined Commission meeting minutes held on October 24, 2022. *Commissioner Miles makes a motion to approve the minutes for October 24, 2022, as presented. Commissioner Killian seconds the motion. Commissioner Killian votes aye, Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Discussion of Possible Subjects for the Next Meeting
(12:33 p.m.)

Calendaring & Weekly Update on Events
(12:38 p.m.)

Adjournment
(12:51 p.m.)

Commissioner Killian makes a motion to adjourn the meeting at 12:51 p.m. Commissioner Miles seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The forum adjourns.

Read and approved this on the 7th day of November 2022.

Irene Hansen
Commission Chairperson

JoAnn Evans
Clerk/Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes