MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, MAY 1, 2023, 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, Clerk-Auditor Deputy Janet Jenkins, Human Resource Director Judy Stevenson, Sheriff Travis Tucker, Sargent Daniel Roberts, Sargent Arnold Hansen, Commander Jeremy Curry, Commander Jason Curry, Jeff Baker with Jones & DeMille, and Clerk-Auditor Chelise Jessen 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.)

Open & Award the 2023 Roadway Maintenance Bids for Road Striping.

(9:02 a.m.)

Road Striping -

Commissioner Miles and Commissioner Hansen open two bids received for Road Striping

- Peck Striping - $411,228.00
- Premier Striping - $386,260.00

The Commissioners allow Jones & DeMille time to review the bids

(9:17 a.m.)

Jeff Baker has reviewed the bids and recommends that the bid for road striping go to Premier Striping. All required documentation was received. *Commissioner Miles makes a motion to accept the bid from Premier Striping for the road striping in the amount of $386,260.00. Commissioner Killian seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Public Works Update

(9:05 a.m.)

Public Works Director Mike Casper gives an update on existing projects and upcoming work. Crews will be working on the potholes on the Duchesne and Uintah County border along the LaRue/Lamb road. Parties discuss how the County sign is not in the appropriate spot, and Director Casper says he will get this matter taken care of. Crews will be hauling rock out of Rock Creek and working on a project they have started for the Myton Cematary that will take a couple of days. The crusher will be up and running by Tuesday. Director Casper talks about the issue up Red Creek, where the road has sluffed off. Commissioner Miles asks if a draining system needs to be put in place, and Mike agrees it will probably be a good idea.

Presentation of Employee of the Month

(9:20 a.m.)

HR Director Judy Stevenson presents the Employee of the Month to Sergeant Daniel Roberts, who was nominated by Sergeant Arnold Hansen. Sergeant Hansen explains how Sergeant Roberts goes above the call of duty and is a great example to others. Commissioner Hansen, Commissioner Miles, and Commissioner Killian express their appreciation.

Discussion & Consideration to Approve Expenditure of Grant Funds for Emergency Management

(9:30 a.m.)

Commissioner Miles explains the grant funding for flooding mitigation for the Emergency Management Department. Requests were made to purchase a sandbag-filling machine, Conex boxes, and a trailer. A motion is made, but after further discussion, the motion is withdrawn. Parties discuss pricing received for the Conex boxes;

- Gorilla Box - $13,131.19
- Conex Depot - $16,555.00.

Parties discuss pricing received for the equipment trailer;

- Mountain West Trailers - $13,725.75
- Wasatch Trailer sales - $13,800.00
- Trailer Center - $14,990.00
- BigTex Trailers - $14,500.00.

Commissioner Miles makes a motion to approve the purchase of the equipment trailer from Mountain West Trailers for $13,725.75. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.
Commissioner Miles makes a motion to approve the purchase of three Conex boxes from Gorilla Box for $13,131.19. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Discussion and Consideration of Approved Business Licenses
(9:38 a.m.)

Business License Applications have been received for Lemon Land and Livestock, owned by Dustin and Emily Lemon in Roosevelt, and from 2C Ranch, owned by Ben Crowley in Roosevelt. *Commissioner Killian makes a motion to approve the Business License for Lemon Land and Livestock. Commissioner Miles seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Commissioner Killian makes a motion to approve the Business license for 2C Ranch. Commissioner Miles seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Auditors Office – Vouchers
(9:39 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the vouchers for May 1, 2023, check numbers 160927 through 160996, for $409,470.98. The parties review the vouchers submitted. *Commissioner Miles makes a motion to approve the vouchers for May 1, 2023, as presented pending investigation on one voucher. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Recess
(9:40 a.m.)

2022 Annual Library Report
(10:40 a.m.)

Library Director Daniel Mauchley presents the 2022 Annual Library Report.

Accomplishments:

- Physical circulation increases to nearly 91,000 (12% increase)
- Duchesne-owned *Libby* eBook & eAudiobook circulation increases to 5,907 (29% increase) & to 2,724 in *hoopla.*
- Total digital circulation increases by 21% (36,000+)
- Events resume at the libraries in March. 251 events are hosted (2nd highest ever). 4,961 attend.
- Summer Reading Program – Nearly 680 sign-ups (a 15% increase), and a record 57% complete the program.
- Duchesne Staff assists the Uintah Basin Association of Governments with the Volunteers Income Tax Assistance program, completing nearly over 40 returns through June.
- Duchesne Branch Community Room reserved for 120 non-library sponsored events.
- Construction of the new Roosevelt Branch continues through 2022 and finishes at the end of the year.
- Donation campaign for furniture, furnishings, and equipment of the Roosevelt Library launched; $13,000 raised.
- Duchesne County History Center Facebook page reaches 1,000 followers. Many contribute to the historical photo identification project. Duchesne Branch reaches 600 followers; Roosevelt Branch reaches 1,300.
- A $7,500 Community Library Enhancement fund grant from the Utah State Legislature helps cover eBook & eAudiobook purchases.
- A $4,000 Utah State Library Tech Enhancement grant helps purchase 2 replacement computers for Duchesne Branch staff, a replacement for Roosevelt staff, and a new Roosevelt staff workstation.
- A $5,200 grant from USL continues to fund 2/3rds of the 9 hotspots being lent from the library.
    - Hotspots circulate 70 times in Duchesne; 92 in Roosevelt – 16.34 TB used.
- A $10,000 grant increase from USLD through ARPA to assist with the purchase of physical collection items.

- A $17,700 Library Services and Technology grant to implement radio frequency identification tagging and optional self-checkout stations at the libraries.
- Monthly Digital newsletter average opens – duchesne increases to 450+, and Roosevelt reaches?+.
- Sally Garritson completes the Utah Library Association Paraprofessional Certification
- Daniel Mauchley completes term as ULA Past-President; serves as Chair of Bylaws and Past Presidents' Committees. Melanie Petersen is elected as Member-at-Large of the Paraprofessional and Support Staff Round Table.
- Duchesne County becomes a recipient of the Quality Library Award from the Utah State Library Division.
- The History Center volunteer's digital cemetery database is released publicly for research.
- The "PBS Kids Writers & Illustrators" and the "Utah High School Annual Art Show" exhibits are hosted at the Duchesne Branch.
- Tabiona offsite library increases circulations to 600.

Concerns:

- Altamont offsite library declines in circulation 3rd consecutive year – only 132 checkouts

Goals:

- Move the Roosevelt Library into its new facility in January & organize volunteer efforts.
- Host Roosevelt's grand opening in April
- Help remodel of Duchesne Branch progress
- Launch a new online reservation/event calendar
- Prepare and approve the 2024-2026 Strategic Plan.
- Complete RFID tagging, train staff, and launch self-checkout stations.
- Pursue grant funding to acquire patron laptops for Roosevelt Branch to assist with Technology workshops.

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

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

Human Resource Director Judy Stevenson explains that she has been talking to Cristina Nielsen in the Records Department to gather information from the IT Department and the Building and Grounds Department, so when employees are hired, the HR department has a list of items assigned to each employee. Director Stevenson also discusses starting the Risk Management quarterly meetings back up.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(11:27 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 Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Back in Session
(12:24 p.m.)

No action is to be taken.

Discussion of Possible Subjects for the Next Meeting
(12:25 p.m.)

Consideration of Minutes for Combined Commission Meeting held April 24, 2023
(12:26 p.m.)

Parties review the combined Commission meeting minutes held on April 24, 2023. *Commissioner Killian makes a motion to approve the minutes for April 24, 2023, as corrected. Commissioner Miles seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Adjournment
(12:31 p.m.)

Commissioner Miles makes a motion to adjourn the meeting at 12:31 p.m. Commissioner Killian seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The forum adjourns.

Read and approved this on the 8th day of May, 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Clerk-Auditor Chelise Jessen