MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, JUNE 05, 2023, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Sheriff Travis Tucker, Deputy Clerk-Auditor Janet Jenkins, Deputy Clerk-Auditor Lesley Fernandez, Clerk-Auditor Chelise Jessen, Human Resource Director Judy Stevenson, Emergency Management Director Mike Lefler, Treasurer Stephen Potter, Recorder Shelley Brennon, Assessor Traci Herrera, Deputy Assessor Cheryl Fabrizio, Deputy Assessor Michelle Lewis, Deputy Recorder Dawnie Murphy, Human Resource Payroll & Benefits Administrator Jamie Park, Deputy Attorney Grant Charles, Human Resource Generalist Emily Peatross, Duchesne County Residents Sherry Verduzco and Chris Ivester, 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.)

Presentation of Employee of the Month

(9:03 a.m.)

Human Resource Director Judy Stevenson read two Employee of the Month nomination letters. There were four nominations submitted for Deputy Clerk-Auditor Janet Jenkins. Deputy Recorder Dawnie Murphy read her nomination, as well as Clerk-Auditor Chelise Jessen. Each Commissioner commends Deputy Clerk-Auditor Jenkins for going above and beyond to help customers and the County.

Public Works Update

(9:10 a.m.)

Public Works Director Mike Casper gives an update on existing projects and upcoming work. He presented a list of the 2023 Chip Seal Projects. The estimated start date is June 15, 2023, for a total of 17.2 miles. Tower Road (CR 36) is complete, and they are moving to the Sterling Meadows area. The Altamont area is next on the list. There have been many issues with culverts around the County. They are working on them as the problem arises. Public Works Deputy Director Clint Curtis gives an update on the repair to Ledge Lane and Pole Line Road. XCL has agreed to pay half the cost that is incurred. Commissioner Miles commends Deputy Director Curtis for the work he has put in to establish partnerships with the oil companies. The parties discuss the need for a stop sign and where to place the no commercial traffic signs on Ledge Lane. Burdick will start paving the East River Road in August.

Emergency Management Update

(9:12 a.m.)

Emergency Management Director Mike Lefler gives an update on the current mitigation work for the County. The East Fork EWP project is continuing; they are moving into Rock Creek. The deadline to complete this project is July 15, 2023. Director Lefler has been working on a Joint Permit Application Form, AKA Stream Alteration Application, for the bridge across the Yellowstone River. The parties discuss what information is needed for the application. The Hazard Mitigation Plan will need to be updated in 2024. Meetings to update any hazard mitigation will be starting in August.

Discussion & Consideration of New Business Licenses

(9:30 a.m.)

Clerk-Auditor Deputy Janet Jenkins presented six new business licenses:

- Lemon Lane Quilting, owned by Louise Lemon, Roosevelt, UT
- Basin Beauty Skincare, owned by Elena Pace, Bluebell, UT
- Estella-Mae's Freeze Dried Treats, owned by Lori Williams, Bluebell, UT
- Rhea's Sweet Shoppe, owned by Christina Galloway, Duchesne, UT
- Coil's Custom Coatings, owned by Trevin Coil, Duchesne, UT
- Honeycomb Calcite LLC, owned by James Hodges, Hanna, UT

The parties review and discuss the business licenses. *Commissioner Miles makes a motion to accept the business licenses that have been presented by the Clerk-Auditor's Office. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditors Office – Vouchers
(9:33 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the vouchers for June 05, 2023, check numbers 161224 through 161402, for $548,706.34. The parties review the vouchers submitted. *Commissioner Miles makes a motion to approve the vouchers as presented for June 05, 2023. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

HR Office – Payroll
(9:37 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending May 27, 2023; there were 206 employees paid. *Commissioner Killian makes a motion to approve the payroll ending May 27, 2023, as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditors Office – Surplus
(9:42 a.m.)

Clerk-Auditor Chelise Jessen presented the surplus items for the Building and Grounds Department. There are three file cabinets, blinds, a cubical divider, five pallets of exterior lights, and two vehicles from the Library, a 2005 Ford Explorer and a 2007 Ford Explorer. *Commissioner Miles makes a motion to approve the surplus items for the Building and Grounds Department and the Vehicles from the Library as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration to Ratify a Portion of the Tax Sale
(9:44 a.m.)

Treasurer Stephen Potter presented the two properties that were sold and paid for in the May tax sale. There are five properties that the payment has yet to be received. The parties discuss the online option of the tax sale versus in person. This is the second year the tax sale has been all online. There are pros and cons to both options. Commissioner Miles asked if the admin fees cover the costs incurred. Treasurer Potter will look into completing a cost analysis before the next tax sale. *Commissioner Miles makes a motion to approve the tax sale partials that have been presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Recess 9:56 a.m. to 10:07 a.m.

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;
(10:08 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 Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Back in Session
(10:24 a.m.)

No action is to be taken.

Consideration of Minutes for Combined Commission Meeting held May 22, 2023
(10:24 a.m.)

Parties review the combined Commission meeting minutes held on May 22, 2023. *Commissioner Killian makes a motion to approve the minutes for May 22, 2023, as corrected. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of Possible Subjects for the Next Meeting
(10:31 a.m.)

Consideration of County Fair Volunteers
(10:33 a.m.)

Human Resource Generalist Emily Peatross presented a list of five volunteers for the County Fair. The individuals have been through a background check. *Commissioner Miles makes a motion to approve the fair volunteers as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Human Resource Update
(10:35 a.m.)

Human Resource Director Judy Stevenson states she is looking into reinstating the random drug tests for employees. Fourteen employees have been hired in the short time she has been the Director of HR. Five more positions need to be filled. Duchesne County shined with a double recognition at the Utah Library Association Conference a couple of weeks ago. Former Commissioner Greg Todd received the Special Services to Libraries Award, and Library Director Daniel Mauchley was selected for the President's Award. Both were recognized for their efforts in developing, funding, and constructing the new Roosevelt Branch Library. In addition, former Commissioner Todd was recognized for his consistent participation and support of the Library board and staff. Director Mauchley was also recognized for his leadership as a board member and president of ULA during the pandemic while overseeing a revision of its bylaws and first virtual conference. Duchesne County received the 2nd and 3rd ULA awards in the past five years, joining Roosevelt Branch Manager Stephen Moon's Librarian of the Year award in 2018.

Discussion & Consideration of the Updates to the Paid Time Off (PTO) & Extended Illness Bank (EIS) Policies
(10:39 a.m.)

Human Resource Director Judy Stevenson presented policy 613.4.5 Paid Time Off Payout. The update to the policy changes the sentence wording from: An employee who terminates employment with the County will receive payment for any unused accrued PTO and will be subject to all normal payroll taxes. To now read: An employee who changes employment status and is not classified as a full-time employee or terminates employment will receive payment for any unused accrued PTO and will be subject to all normal payroll taxes.

Policy 613.4.6 Extended Illness Bank (EIB) Hours and Conversion of Vacation and Sick Leave Banks. The update to the policy changes the sentence wording from: Employees leaving County employment shall forfeit any unused hours in the Extended Illness Bank (EIB). To now read: Employees who change employment status and are not classified as full-time employees or terminate employment shall forfeit any unused hours in the Extended Illness Bank (EIB).

Deputy Attorney Grant Charles mentioned policy 613.7 Bereavement Leave quoting Utah State code 10-3-1103. This is incorrect and doesn't apply to Counties. *Commissioner Miles make a motion to strike policy 613.7 Bereavement Leave from the policy and approve the changes to policy 613.4.5 and 613.4.6 as presented. 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;
(10:56 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.

Calendaring & Weekly Update on Events
(12:25 p.m.)

Adjournment
(12:40 p.m.)

Commissioner Killian makes a motion to adjourn the meeting at 12:40 p.m. Commissioner Miles 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 12th day of June, 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes