**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, SEPTEMBER 25, 2023, BEGINNING AT 10:00 A.M. IN DUCHESNE, UTAH**

***Present -***

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Deputy Attorney Grant Charles, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Human Resource Director Judy Stevenson, Community Development Assistant Director Mike Gottfredson, Deputy Clerk-Auditor Janet Jenkins, Human Resource Payroll & Benefits Administrator Jamie Park, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(10:06 a.m.)*

Chairperson Hansen welcomed everyone to the meeting.

***Pledge of Allegiance***

*(10:06 a.m.)*

***Discussion & Consideration of the Public Defender Contracts***

*(10:07 a.m.)*

Deputy Attorney Grant Charles explained that the current public defender contracts expire on December 31, 2023. The parties discuss hiring an in-house public defender or negotiating new contracts with the current public defenders. Deputy Attorney Charles will continue conversing with current public defenders to ensure positive interactions. If possible, the Commissioners would like to see the public defender's office established in the near future.

***Public Works Update***

*(10:22 a.m.)*

Public Works Director Mike Casper gave an update on existing projects and upcoming work. The truck they were going to bid on in Las Vegas went to a higher bidder. There are similar trucks in Colorado they would like to look at. Director Casper has requested purchase amounts for similar new trucks for price comparisons. They are finishing the dirt work on Ledge Lane (CR 287). Burdick Materials will be able to pave it in October. The partnership with the Forest Service is going well in Rock Creek. There is a week to a week and a half of work until the road is cleared of the debris from the storm. Commissioner Miles stated the area will need to be seeded once the work is complete. Ravola Bridge over the Lake Fork River has potholes on the surface that need to be repaired. The bridge was inspected last year, and the report doesn't show damage. Jones & DeMille is compiling costs to resurface the bridge. Director Casper is obtaining the price of a new screen for the crusher to make their own chips. He received a complaint about a cattle guard in Argyle Canyon that needs to be cleaned. They received the skeleton bucket from Wheeler Machinery and can trade in the snow blower they don't use. Deputy Director Clint Curtis stated the Bolt-a-Plate bridge will be delivered this week, but it will be a spring project for the installation. Commissioner Miles received a complaint from a logging company about the large potholes that developed on Moon Lake Road (CR 113). A more permanent solution needs to be completed for the repair.

***Discussion & Consideration of the State Contract for the County OHV Trespassing Sign Project***

*(10:37 a.m.)*

Community Development Assistant Director Mike Gottfredson presented the State of Utah Contract, Division of Outdoor Recreation, Off-Highway Vehicle Recreation (OHVR) Grant FY24 Summer, Duchesne County OHV Trespassing Signage. The contract amount for the grant is $13,377.10, with at least fifty-six percent match. The scope of work shown in Attachment C: The Duchesne County OHV Trespassing Signage project will install up to 45 signs on trails or County roads approved for OHV use informing users of tribal boundaries. These signs will be made to MUCTD standards. They will be placed at strategic locations along key routes to offer users alternatives rather than backtracking on approved trails or mistakenly trespassing on tribal land. Duchesne County will administer this project under the supervision of public land managers, where appropriate. The parties discuss the project and the equipment that will be used for the signage installation. *Commissioner Miles made a motion to ratify the application for the Off-Highway Vehicle Grant. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

*application for the Off-Highway Vehicle Grant. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Auditors Office – Vouchers***
*(10:46 a.m.)*

Deputy Clerk-Auditor Janet Jenkins presented the September 25, 2023 vouchers, check numbers 162587 through 162756, for $395,522.72. The parties review the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for September 25, 2023, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

***HR Office – Payroll***
*(10:51 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending September 16, 2023; there were 202 employees paid. *Commissioner Miles made a motion to approve the payroll for 9/16/2023 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***
*(10:55 a.m.)*

***Calendaring & Weekly Update on Events***
*(10:57 a.m.)*

***Recess 11:06 a.m. to 11:16 a.m.***

***Human Resource Update***
*(11:16 a.m.)*

Human Resource Director Judy Stevenson gave an update on the past and upcoming events. The policy for discrimination and harassment will be updated within the next week or so. Last week's Health Fair for the County employees went very well. There were a lot of vendors there, from the Huntsman Cancer Institute, massage therapists, the pharmacy administering flu shots, financial investment information, and many more.

***Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;***
*(11:27 a.m.)*

*Commissioner Miles made 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 seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Back in Session***
*(1:27 p.m.)*

No action is to be taken.

***Consideration of Minutes for Combined Commission Meeting held September 18, 2023***
*(1:27 p.m.)*

Parties review the combined Commission meeting minutes held on September 18, 2023. *Commissioner Miles made a motion to approve the minutes for September 18, 2023, as corrected. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Adjournment***
*(1:39 p.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 1:39 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 2nd day of October, 2023.*

*Irene Hansen*
*Commission Chair*

*Chelise Jessen*
*Clerk-Auditor*

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