**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, FEBRUARY 10, 2025, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Surveyor Ryan Allred, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, Economic Development Director Deborah Herron, Deputy Clerk-Auditor Lexie Young, Treasurer Stephen Potter, Sheriff Travis Tucker, Human Resource Director Judy Stevenson, Emergency Management Director Josh Phillips, Emergency Management Assistant Shelly Felter, Clerk-Auditor Chelise Stewart, Recorder Shelley Brennan, Building Inspector Cody Fisher, Wellness Committee Members Josh Felter and Glenna Mayhew, Assessor Traci Herrera, County Fire Warden Brandon Peck, Duchesne County Residents Danielle Gines, Shanna Bateman, Raegyn Bateman, Kellee Grant, Duchesne Talons Drill Team, Connor Haus with Senator Mike Kennedy's Office, UBMC CFO Brent Hales, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***
***(9:00 a.m.)***

Chairman Miles welcomed everyone to the meeting.

***Pledge of Allegiance***
***(9:01 a.m.)***

***Recognition of the 1A State Cheer Jump-Off Champion***
***(9:03 a.m.)***

Tabiona High School sophomore Raegyn Bateman won the 1A State Championship for the Cheer Jump-Off. The head cheer coach, Danielle Gines, explained the competition and how well Raegyn performed. Each Commissioner congratulated her for her accomplishments.

***Recognition of the Duchesne Talons for the Drill Team State Championship***
***(9:08 a.m.)***

The Duchesne High School Drill Team won the 2A State Championship. Coach Kellee Grant praised the girls' dedication and commitment, and each commissioner commended them.

***Public Works Update***
***(9:16 a.m.)***

Public Works Director Mike Casper updated the public on existing projects and upcoming work. They are working on widening North Crescent; they have obtained a right-of-way and will move a portion of the fence. Graders are out grading the gravel roads, and a crew is trimming trees, patching holes, and installing road signs. Some of the departments will be attending a UAPA meeting next week. Commissioner Miles asked if they were working with Roosevelt City on the North Crescent Bridge. Director Casper will contact them.

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***Discussion & Consideration of Purchasing Crew Trucks***
***(9:20 a.m.)***

Public Works Director Mike Casper presented a quote from Murray Motors Inc. for a 2025 GMC Sierra 2500 HD. The purchase of these trucks is part of the scheduled replacement. The parties discussed the purchases. *Commissioner Killian made a motion to approve the purchase of two trucks from Murray Motors Inc. for $61,957 each. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Purchasing a Transport Truck***
***(9:23 a.m.)***

Public Works Director Mike Casper presented three quotes for a transport truck.

- Jackson Group—2025 Peterbilt 589 4-Axle Heavy Tractor—$210,969.00. It includes a 4-year extended warranty and is on the lot.
- Jackson Group—2026 Peterbilt 589 4-Axle Heavy Tractor—$189,569.00—It would have to be ordered.
- Premier Truck Group - 2026 Western Star 49X - $178,324 it would have to be ordered.

The parties discussed the options. Director Casper recommended the 2025 Peterbilt 589 4 Axle Heavy Tractor with the extended warranty. *Commissioner Killian made a motion to purchase the 2025 Peterbilt 589 4 Axle Heavy Tractor for $210,969. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Upper Payment Limit Update from UBMC***
***(9:29 a.m.)***

Brent Hales, the CFO of Uinta Basin Medical Center (UBMC), explained how the Villa was obtained and the process of establishing State Bed Licenses for federal funding. The County partnered with UBMC to receive the Upper Payment Limit (UPL) funding. Currently, the county owns the beds, and with Medicare and patient payments, UBMC is close to breaking even, whereas previously, they lost close to 1 million per year without the UPL payments. The Commissioners thanked Mr. Hales for the update and partnership.

***Discussion & Consideration of Resolution #25-03; A Resolution Supporting the Creation of a Utah Inland Port Authority Project Area in Duchesne County***
***(9:51 a.m.)***

Economic Development Director Deborah Herron explained that creating a Utah Inland Port Authority Project Area fits the County's economic development vision by encouraging the retention and expansion of existing companies and recruiting new companies to create employment opportunities for our residents. This project will bring new primary employment opportunities to the County and provide enhanced logistics to local and regional companies. The parties discussed the possibility of installing infrastructure in remote areas of the County. *Commissioner Chugg made a motion to pass Resolution #25-03; A Resolution Supporting the Creation of a Utah Inland Port Authority Project Area in Duchesne County. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Recess 10:02 a.m. to 10:25 a.m.***

*Commissioner Killian made a motion to saunter. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Economic Development Update***
***(10:25 a.m.)***

Economic Development Director Deborah Herron gave an update on current funding projects she is working on or looking for:

- She is working with the USDA on a Pre-Development Program Grant and a SEARCH Grant to help replace the water supply to Moon Lake Resort, Alesha Melton's Outfitter Guiding Service, Shane Rowley's Cattle business, and Moon Lake Water Users that were directly affected by the debris flows.
- She is working with the Chamber of Commerce Director Ashly Kullad to find funding for businesses ready to expand.
- Basin Tank and Vessel, a mobile welding service, is looking for funding to upgrade a road leading to the future location of a shop. A half mile of 5500 S leading to the property is county-maintained, while the remainder is a Class D road that doesn't meet the zoning and emergency services approval standards. This may be an excellent opportunity for a Port Authority project area.
- Rebecca Ivie is seeking a grant to build a farrowing barn to expand her pig breeding program.
- Director Herron wants to bring a Honeycombe Calcite Sculpture exhibit to Duchesne County; she is working with the Duchesne Arts Council and Utah Museum & Arts for a grant.
- She is also working with Old Farm Irrigation Company to expand the irrigation area.

The 4-H boys are coming today for a tour of the building, and she will teach them about economic development and how money flows around the County. She is taking an economic development course through UVU and developing an outreach program that families can attend after school to learn how agriculture economies work in the County and how everyone, not just farmers, can support this vital industry.

***Discussion & Consideration of the Wellness Incentive Program***
***(10:41 a.m.)***

Human Resource Payroll & Benefits Administrator Jamie Park explained that she has received requests from employees to bring back the gym membership payment option. Previously, the County would pay for a gym membership and be reimbursed for half by withdrawing from the employee's payroll. The wellness committee would like to return this option to all employees, including part-time employees. Each year, the county receives money back from PEHP, and this year, it is supposed to receive a more significant amount than last year. She suggested using this money to pay for half of gym memberships or reimbursement for wellness equipment. Ms. Park also described the VEST Program. Currently, the Sheriff's Department uses it for their first responders. The program focuses on mental health. It provides support for employees and their families. The parties discussed the programs and would like more information on how many employees would be interested.

***Human Resource Office – Payroll***

***(11:05 a.m.)***

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll ending February 01, 2025, with 240 employees paid. The parties reviewed the payroll. *Commissioner Chugg made a motion to approve the payroll ending February 01, 2025, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of a Single Event Beer License***

***(11:08 a.m.)***

Deputy Clerk-Auditor Lexie Young presented a single-event beer license permit for a wedding. She explained that since it is for a private event with a guest list and no beer will be sold, DABC doesn't have to approve the permit. It would just need to be approved by the Commission. The parties discussed the event. *Commissioner Killian made a motion to approve the single-event beer license and authorize the chair to sign. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Auditors Office – Vouchers***

***(11:15 a.m.)***

Deputy Clerk-Auditor Lexie Young presented the February 10, 2025, vouchers, check numbers 168153 through 168236, for $598,733.12. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for February 10, 2025, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Update to Policy 402: Reimbursement for Travel***

***(11:22 a.m.)***

Human Resource Director Judy Stevenson presented Policy 402: Reimbursement for Travel, a personal vehicle use approval form, a fleet vehicle use approval form, and a reimbursement form. The updates are highlighted in red writing. The parties discussed policy and personal vehicles used for County business. *Commissioner Chugg made a motion to approve Policy 402 as amended. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Update to Policy 405: Vehicle Use***

***(11:35 a.m.)***

Human Resource Director Judy Stevenson presented Policy 405: Vehicle Use. The updates to the policy are highlighted in red writing. The parties discussed the policy and who can drive or ride in a County vehicle. *Commissioner Killian made a motion to approve policy 405: Vehicle Use. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of County Volunteers***

***(11:40 a.m.)***

Human Resource Generalist Tommi Mascaro presented a list of seven volunteers. The parties discussed the volunteers. *Commissioner Killian made a motion to approve the volunteers as presented. Commissioner Chugg seconded the motion. Commissioner Killian*

*voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

The parties discussed municipality firefighters and possibly making them reserve firefighters like the reserve officers. This would streamline payment to the firefighters.

***Human Resource Update***
***(11:57 a.m.)***

Human Resource Director Judy Stevenson gave an update for her department. There is an intermediate AI training on February 19th. She is looking into an Excel class. Johnny Miller will come on March 19th for mandatory harassment and discrimination training.

***Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual***
***(12:02 p.m.)***

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

***Consideration to take action during the closed session***
***(12:54 p.m.)***

No action is to be taken.

***Recess 12:54 p.m. to 1:00 p.m.***

*Commissioner Chugg made a motion to recess until the 1:00 p.m. Public Hearing. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Public Hearing 1:00 pm***
***Present:***

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Community Development Assistant Director Mike Gottfredson, Kelsey Carter, Zane Lay, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Present via Zoom:***

Mark Burghardt, Leslie Pearson, Andi Gurr, 435-823-4999, Greg Schrab / SM Energy, and S Welch.

***Ordinance #25-416; An Ordinance Adopting the County Land Use Fee Schedule***
***(1:02 p.m.)***

Community Development Assistant Director Mike Gottfredson explained the changes to the ordinance proposed at the previous public hearing. The changes are highlighted in bold, underlined print. Some of the changes are as follows: If both paved and graveled county (Class B) roads are used as a haul route to access a site or sites, preference shall be placed on the sum length of paved roads first as part of the Transportation Service Fee for Paved Roads. If the sum length of paved roads totals less than three (3) miles and there remains a sum length of county (Class B) graveled roads, said sum length of graveled roads shall be

used as part of the Transportation Service Fee for Graveled Roads, provided that the combined sum length of both paved roads and graveled roads total no more than three (3) miles.

A Road Maintenance Agreement may be entered into in lieu of the Transportation Service Fee for Graveled Roads if the proposed road maintenance agreement is (1) submitted to the Duchesne County Public Works Supervisor by the interested party prior to the commencement of spudding or construction at the affected site or sites; (2) the Public Works Supervisor, or authorized designee, recommends the road maintenance agreement to the Duchesne County Commission; (3) the road maintenance agreement is approved by the Duchesne County Commission.

***Public Comments***
***(1:08 p.m.)***

Zane Lay with FourPoint Resources asked if a Road Use Agreement draft existed. Community Development Assistant Director Mike Gottfredson said that the ordinance's language had changed, and the companies could submit one to the Public Works Department for approval. Mr. Lay asked for some parameters to start from.

***Commission Discussion***
***(1:12 p.m.)***

The parties discussed the ordinance and parameters for the road use agreement. The Commissioners appreciated the staff and the industry for their comments and patience during the lengthy ordinance process.

*Commissioner Killian made a motion to close the public hearing and re-enter the regular session. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Ordinance #25-416; An Ordinance Adopting the County Land Use Fee Schedule***
***(1:14 p.m.)***

*Commissioner Killian made a motion to adopt Ordinance #25-416; An Ordinance Adopting the County Land Use Fee Schedule. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Assessor's Office – Tax Adjustments***
***(1:17 p.m.)***

Treasurer Stephen Potter presented a tax adjustment for the Assessor's office. He explained this was for a vehicle registration. The vehicle was registered in August 2024 and then sold a month later. The state refunded their portion, and the county's portion to be refunded is $50. The parties discussed the tax adjustment. *Commissioner Chugg made a motion to approve the tax adjustment as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Recess 1:31 p.m. to 1:52 p.m.***

*Commissioner Killian made a motion to recess. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Consideration of Minutes of the Combined Commission Meeting held February 03, 2025***
***(1:52 p.m.)***

The parties reviewed the combined Commission meeting minutes for February 03, 2025. *Commissioner Killian made a motion to approve the minutes for February 03, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion of Possible Subjects for the Next Meeting***
***(1:55 p.m.)***

***Calendaring & Weekly Update on Events***
***(1:57 p.m.)***

***Recess 2:01 p.m. to 3:22 p.m.***

*Commissioner Killian made a motion to recess. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Closed Session – Strategy Session to Discuss: Pending or Imminent Litigation***
***(3:22 p.m.)***

*Commissioner Killian made a motion to go in and out of a Closed Session to discuss: Pending or Imminent Litigation. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Consideration to take action during the closed session***
***(3:34 p.m.)***

No action is to be taken.

***Adjournment***
***(3:34 p.m.)***

*Commissioner Killian made a motion to adjourn the meeting at 3:34 p.m. Commissioner Miles stated that the motion was not contestable. The forum adjourned.*

*Read and approved this on the 24th day of February 2025.*

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| *Greg Miles* | *Chelise Stewart* |
| *Commission Chairman* | *Clerk-Auditor* |

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

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