MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, MARCH 24, 2025, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Emergency Management Director Josh Phillips, Economic Development Director Deborah Herron, Human Resource Director Judy Stevenson, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, Surveyor Ryan Allred, Kirk Benge, Darrin Brown, and Sydnee Lamb with TriCounty Health, Carolyn Jane Norris with USU, Treasurer Stephen Potter, Clerk-Auditor Chelise Stewart, Building & Inspection Assistant Glenna Mayhew, Deputy Assessor Brandi Winterton, Community Development Assistant Director Mike Gottfredson, 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
(9:00 a.m.)

Public Works Update
(9:01 a.m.)

Public Works Director Mike Casper updated the public on existing projects and upcoming work. The road project in Bluebell should be completed today. They are working on the new yard. Material needs to be brought in for fill. Both crushers are running. The parties discussed the right-of-way and the approach. Surveyor Ryan Allred showed the survey of the area. They are replacing some guardrails in the Rock Creek area. UDOT asked to store material on our lot in the Pinon Forest area.

Discussion & Consideration of Approach Permits
(9:08 a.m.)

Public Works Deputy Director Clint Curtis presented a residential approach permit. He explained it would access two lots and meet all the requirements. The parties discussed the approach and location. *Commissioner Chugg made a motion to approve the residential approach permit and authorize the chair to sign on behalf of the County. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

TriCounty Health Annual Report
(9:12 a.m.)

TriCounty Health Department Director Kirk Benge introduced himself, Deputy Director Darrin Brown, and PIO Sydnee Lamb. Director Benge presented the 2025 Annual Report and explained the department's revenue, expenses, employee decline, department highlights, health challenges, and program solutions in the TriCounty area. The parties discussed the possible challenge of not having federal funding. Community Health Day is

April 26. The Commissioners thanked TriCounty Health for the challenging things they do every day.

Discussion & Consideration of Elite Fire Essential Software
(9:40 a.m.)

Emergency Management Director Josh Phillips presented the ImageTrend order form and information for Fire Reporting, Data Analytics, Personnel Management, and Operations. He explained that the program they are currently using is incompatible with the requirements. The State of Utah uses this software for EMS; they are transitioning to fire. The parties discussed the software and how it could be offered to the cities. The start-up fee is $9,505.44 and $5,626.84 annually after that. *Commissioner Killian made a motion to approve the agreement with ImageTrend for $9,505.44 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.*

Discussion & Consideration of the Wellness Voucher Program
(9:56 a.m.)

Human Resource Benefits and Payroll Administrator Jamie Park updated the Commission on the items the wellness committee would like to offer the employees in the Wellness Voucher Program. She proposed a 60% reimbursement for gym memberships, and the employee could be reimbursed for health-related items they purchase, like running shoes, supplements, or a swimming pass up to $150.00. The parties discussed the program and a way to track the number of days the employee goes to the gym. The Commissioners would like information on how other cities and counties track the use.

Human Resource Office – Payroll
(10:12 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll ending March 12, 2025, with 214 employees paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll ending March 12, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 10:16 a.m. to 10:40 a.m.

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

Auditors Office – Vouchers
(10:40 a.m.)

Clerk-Auditor Chelise Stewart presented the March 24, 2025, vouchers, check numbers 168533 through 168584, for $321,822.63. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for March 24, 2025, with the addition of the vehicles as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Auditors Office – Tax Adjustment
(10:43 a.m.)

Treasurer Stephen Potter presented a tax adjustment for a motor vehicle. He explained that when the owner licensed the box truck, they were charged for the prior year's property tax. The vehicle was not used in 2024, and they would like it refunded. The parties discussed the tax adjustment. *Commissioner Chugg made a motion to approve the tax adjustment as presented. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted nay.*

The parties discussed the May tax sale.

Consideration of Minutes of the Combined Commission Meeting held March 17, 2025
(10:55 a.m.)

The parties reviewed the combined Commission meeting minutes for March 17, 2025. *Commissioner Chugg made a motion to approve the minutes of March 17, 2025, as corrected. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting
(10:59 a.m.)

Calendaring & Weekly Update on Events
(11:04 a.m.)

Discussion & Consideration of County Volunteers
(11:14 a.m.)

Human Resource Generalist Tommi Mascaro presented two volunteers to be approved. They have passed the background check. The parties reviewed the list. *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.*

Human Resource Update
(11:15 a.m.)

Human Resource Director Judy Stevenson gave an update for her department. The mandatory training went well last week. It was recorded so the employees who could not attend in person or virtually could view it. They have been working on wage comparisons for some of the departments.

Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual
(11:17 a.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
(12:04 p.m.)

No action is to be taken.

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Adjournment
(12:05 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:05 p.m. Commissioner Miles stated that we had reached the end of the agenda. The forum was adjourned.

Read and approved this on the 31st day of March 2025.

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

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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