

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

Present –

Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Deputy Clerk-Auditor Lexie Clayburn, Sheriff Travis Tucker, Emergency Management Director Josh Phillips, Attorney Intern Daniel Beales, Treasurer Stephen Potter, Human Resource Director Judy Stevenson, I.T. Director Matt Yergensen, Clerk-Auditor Chelise Stewart, Surveyor Ryan Allred, Assessor Traci Herrera, Jeff Baker with Jones & DeMille Engineering, Shirley White, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Present via Zoom - Commissioner Greg Miles

Opening Comments

(9:00 a.m.)

Interim Chairman Killian welcomed everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Public Works Update

(9:02 a.m.)

Public Works Director Mike Casper provided an update on existing projects and upcoming work to the public. The scales purchased with the property for the new Public Works building were inspected and certified until February 2026. Paving is continuing in Talmage. They will be there for a couple of weeks, then they will start chipping. Burdick Materials will pave the Boys Ranch road this week. UDOT is removing the trees at the approach at 12000 West. The new yard is coming along well. All the necessary materials are now on site.

Discussion & Consideration of Approach Permits

(9:06 a.m.)

Public Works Deputy Director Clint Curtis presented six approach permits. There are five residential and one commercial approach permits. The parties discussed the permits. *Commissioner Chugg made a motion to approve the approach permits presented with the following caveats: on 021, that we see documentation with approval from the affected landowners, and 024 approval from Altamont City on any effect it may have on their operation, and add approval from Rodger Ames on the culvert for the irrigation ditch. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.*

Discussion & Consideration of the Court Security Contract with the State of Utah

(9:19 a.m.)

Sheriff Travis Tucker presented the contract with the State of Utah for court security. He explained that the amount has increased to \$109,728.78, but it only covers about forty percent of the actual cost. *Commissioner Chugg made a motion to approve the contract between the State of Utah and the Sheriff's Office for court security. Commissioner Miles*

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

Discussion & Consideration of Wage Increase for Sheriff's Department Reserve Officers

(9:22 a.m.)

Postponed by general consent.

Emergency Management Update

(9:24 a.m.)

Emergency Management Director Josh Phillips provided an update to the public on the Sterling Fire. Located approximately 22 miles south of Duchesne City in the Ashley National Forest, within the Right Fork of Indian Canyon. It is burning on steep slopes and in inaccessible terrain. A lightning strike caused this fire. Fire crews started fighting the fire on Sunday, utilizing helicopters, air tankers, and ground crews. Additional crews have since arrived, including two hotshot crews, one Type One wildland fire module, and three engines. The fire is not currently threatening any structures, and U.S. Highway 191 remains open.

Discussion of Update to Policy 402.6: Per Diem and Meals

(9:28 a.m.)

The parties discussed Policy 402: Reimbursement for Travel. Commissioner Chugg discussed credit cards and the employees who use them, as well as options for employees to sign out one card instead of each employee having their own. Clerk-Auditor Chelise Stewart said that by having each employee use their credit card, they can hold them responsible for submitting the receipts. The parties discussed the per diem for each meal while traveling, and using gsa.gov for the meal rates.

Discussion & Consideration of Resolution # 25-07 of Duchesne County Supporting America250 Utah and Recognizing and Approving of the Duchesne County Utah250 Community Committee

(9:54 a.m.)

Commissioner Jeff Chugg read Resolution # 25-07 of Duchesne County Supporting America250 Utah and Recognizing and Approving of the Duchesne County Utah250 Community Committee. The parties discussed the resolution and celebration. *Commissioner Chugg made a motion to approve Resolution # 25-07 of Duchesne County Supporting America250 Utah and Recognizing and Approving of the Duchesne County Utah250 Community Committee. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.*

Discussion & Consideration of America250 Utah Logo Usage Agreement

(9:59 a.m.)

The parties discussed the agreement for the America250 Utah Logo Usage. *Commissioner Chugg made a motion to approve the America250 Utah Usage Agreement and authorize Commissioner Miles 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.*

Discussion & Consideration of Ordinance 25-421; An Ordinance Prohibiting the Use of Engine Brakes Where Posted and Amending the Duchesne County Code

(10:00 a.m.)

Attorney Intern Daniel Beales presented Ordinance 25-421; An Ordinance Prohibiting the Use of Engine Brakes Where Posted and amending the Duchesne County Code, and explained the changes that were made. The parties discussed the ordinance. *Commissioner Chugg made a motion to approve Ordinance 25-421; An Ordinance Prohibiting the Use of Engine Brakes Where Posted and amending the Duchesne County Code. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.*

Discussion & Consideration of an Application from a Local Business for the Utah Rural Matching Grant

(10:06 a.m.)

Economic Development Director Deborah Herron presented an application from Runners Inc. She explained the project and described the pictures that were submitted with the application. The parties discussed the application. *Commissioner Miles made a motion to approve the Matching Grant Application from Runners Inc. for \$10,819 as presented, and authorize Interim Chair Commissioner Killian to sign on behalf of the County. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.*

Discussion & Consideration of the I.T. Service Agreement

(10:18 a.m.)

I.T. Director Matt Yergensen presented the I.T. Service Agreement with IT Bytes LLC. He explained that he renegotiated the rate to \$3,500 per month. The parties discussed the agreement. *Commissioner Miles made a motion to approve the agreement with IT Bytes LLC for \$3,500 per month, totaling \$21,000 for six months. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.*

Recess 10:21 a.m. to 10:29 a.m.

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

Discussion & Consideration of a Temporary Beer Event Permit

(10:30 a.m.)

Deputy Clerk-Auditor Lexie Clayburn presented a temporary beer event permit for the Duchesne American Legion Post #22. They have a beer wagon at the County Fair events each year. Commissioner Miles asked if this item could be postponed until later in the meeting today.

(1:11 p.m.)

Commissioner Miles made a motion to approve the temporary beer event permit for the American Legion Post #22. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.

Auditor's Office – Vouchers

(10:31 a.m.)

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169197 through 169467, dated June 9, 2025, totaling \$363,762.54. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for June*

9, 2025, as presented, and authorized his signature to be affixed using his stamp. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.

Auditor's Office – Surplus

(10:37 a.m.)

Clerk-Auditor Chelise Stewart presented a desk from the Event Center for surplus before the meeting. The parties discussed the item. *Commissioner Chugg made a motion to approve the surplus from the Events Center. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.*

Consideration of Minutes of the Combined Commission Meeting held June 2, 2025

(10:38 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on June 2, 2025. *Commissioner Miles made a motion to approve the minutes for June 2, 2025, as amended. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting

(10:45 a.m.)

Calendaring & Weekly Update on Events

(10:47 a.m.)

Discussion & Consideration of County Volunteers

(11:00 a.m.)

Postponed by general consent.

Human Resource Update

(11:00 a.m.)

Human Resource Director Judy Stevenson gave an update for her department. There are currently 178 full-time employees and 112 part-time employees. This includes the firefighters and reserve officers. She said they are conducting interviews for Correction Officers, and the Registered Nurse position is still open.

Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual

(11:05 a.m.)

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

Consideration to take action during the closed session

(11:46 a.m.)

No action is to be taken.

Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation

(11:47 a.m.)

Commissioner Chugg made a motion to go in and out of a closed session to discuss: pending or reasonably imminent litigation. Commissioner Miles seconded the motion.

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

Consideration to take action during the closed session

(11:55 a.m.)

No action is to be taken.

Recess 11:56 a.m. to 1:00 p.m.

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

Public Hearing 1:00 PM – Resolution #25-06; Amending the Duchesne County General Plan and Adopting an Updated Transportation Master Plan

Present –

Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Tyler Allred, Community Development Director Mike Hyde, Jeff Baker with Jones & DeMille Engineering, Duchesne County Residents Stan and Kathryn Larson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Present via Zoom –

Commissioner Greg Miles

Staff Update

(1:01 p.m.)

Community Development Director Mike Hyde explained that the Duchesne County Transportation Special Service District has hired Jones & DeMille Engineering (JDE) to update the County's Transportation Master Plan, which was approved by Resolution #17-14 on September 25, 2017. JDE has completed its work and submitted it for consideration by the County.

The revised plan acknowledges, among other things, recent traffic counts, the status of recommended road projects, the introduction of new technology for assessing road conditions, recent efforts to establish a transportation impact fee addressing heavy truck traffic from oil and gas wells, and the state legislature's preemption of such local fees.

The Duchesne County Planning Commission conducted a public hearing on June 4, 2025, to review the proposed plan update. No one appeared to speak against the proposal. The Special Service District and County Road Department are satisfied with the plan. After discussion, the Planning Commission voted unanimously to recommend approval of Resolution #25-06 by the County Commissioners.

Public Comments

(1:05 p.m.)

Stan Larson of Bridgeland wants the County to keep track of the road maintenance and signage in the Vista Valley area.

Commission Comments

(1:07 p.m.)

The Commissioners expressed their appreciation for the work completed on the Transportation Master Plan by the Planning Commission and Jones & DeMille Engineering.

Regular Session

(1:09 p.m.)

Commissioner Killian moved the meeting back into regular session.

Discussion & Consideration of Resolution #25-06; Amending the Duchesne County General Plan and Adopting an Updated Transportation Master Plan

(1:09 p.m.)

Commissioner Miles made a motion to approve Resolution #25-06, updating the Transportation Master Plan, as recommended by the Planning Commission. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.

Adjournment

(1:15 p.m.)

Commissioner Miles made a motion to adjourn the meeting at 1:15 p.m. Commissioner Killian stated that the end of the agenda had been reached, and the meeting was adjourned.

Read and approved this on the 23rd day of June 2025.

Greg Miles

Commission Chairman

Chelise Stewart

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes