

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, JUNE 23, 2025, BEGINNING AT 9:00 A.M. IN  
DUCESNE, 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, Economic Development Director Deborah Herron, Travel & Tourism Director Ryan Lundstrom, Emergency Management Director Josh Phillips, Attorney Intern Daniel Beales, Treasurer Stephen Potter, Human Resource Director Judy Stevenson, Deputy Clerk-Auditor Hadley Cardwell, Clerk-Auditor Chelise Stewart, Assessor Traci Herrera, Building & Grounds Director Shane Jenkins, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Present via Zoom -***

Jessie Lobato, and Gary Merrill with George T Weldon Construction

***Opening Comments***

*(9:00 a.m.)*

Chairman Miles 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 trees have been trimmed on 12000 in Bluebell. The road signs will be installed, and it is expected to reopen this week. The paving in Talmage is now complete, utilizing approximately 6,000 tons of asphalt. Chipping will also start in that area this week. The Boys Ranch road was paved. There is a crew in Fruitland zipping asphalt. The crusher is down; it should be repaired and back up and running within a day or two. The new yard is almost complete; it needs to be raised two or three more feet. The parties discussed the issues on 3000 where oil bled through the chipping, and different ways to fix the problem. Dust suppressant was applied in Red Creek, Tabiona, and Hanna.

***Discussion & Consideration of Approach Permits***

*(9:13 a.m.)*

Public Works Deputy Director Clint Curtis presented a residential approach permit. The parties discussed the permit. *Commissioner Killian made a motion to approve the approach permit as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Emergency Management Update***

*(9:15 a.m.)*

Emergency Management Director Josh Phillips provided an update to the public on the current fire situations in the state. The Forsyth Fire in Southern Utah has tripled in size and is very aggressive. Duchesne County is sending a truck to the fire. The new truck boss was

hired and started today. Fire mitigation will be on hold during the heightened fire season. They will demo a mitigation tractor on July 1<sup>st</sup> in the County. Director Phillips is obtaining estimates for a new fire tender. Public Works Director Mike Casper inquired about any concerns regarding mowing the roadsides. Director Phillips suggested following the mower with a water truck.

***Discussion & Consideration of Wage Increase for Sheriff's Department Reserve Officers***  
(9:22 a.m.)

Commissioner Miles explained that they had delayed the wage increase for the reserve officers until now. Clerk-Auditor Chelise Stewart provided the calculation if the wage for the reserve officers was increased by \$3.00. Commissioner Miles read the calculations: if all Reserve Officers are given a \$3.00 and hour raise and a calculation of working 1040 hours per year, the overall budget would look like: temporary salary increase - \$43,680.00, Benefit package increase - \$3,341.52, total additional increase to budget - \$47,021.52. The parties discussed the issues and how they would like all reserve officers to be increased to \$25.00, resulting in an increase of up to \$3.00 per hour. *Commissioner Chugg made a motion to authorize the Sheriff's Department to increase the reserve officers' pay up to \$3.00 an hour. 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 No. 25-422; An Ordinance Amending Ordinance No. 11-290 Imposing a Transient Room Tax for Duchesne County, Utah, Identifying the Purpose for Which the Tax is Imposed, Providing Definitions, Providing Collection and Remittance Procedures, Providing Appeal Procedures, and Providing an Effective Date***

(9:25 a.m.)

Travel & Tourism Director Ryan Lundstrom presented a letter of recommendation from the TRT/TRCC Advisory Board. Tourism plays a vital role in our local economy, generating revenue that supports small businesses, cultural events, and public services. With an increase in visitation, there is a growing demand for enhanced tourism infrastructure, marketing initiatives, and destination development efforts to ensure that Duchesne County remains competitive and appealing to visitors. Director Lundstrom explained that by passing this ordinance, the County will qualify for State grant funding. Deputy Attorney Tyler Allred explained that Ordinance 11-290 was passed in 2011; the change to the ordinance will increase the tax rate from three percent (3%) to four and one-half percent (4.5%). The parties discussed how Duchesne County and one other county were the only ones in the State that had not increased the tax rate. *Commissioner Killian made a motion to adopt Ordinance No. 25-422; An Ordinance Amending Ordinance No. 11-290 Imposing a Transient Room Tax for Duchesne County, Utah, Identifying the Purpose for Which the Tax is Imposed, Providing Definitions, Providing Collection and Remittance Procedures, Providing Appeal Procedures, and Providing an Effective Date. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion of an Ordinance Regulating the Use of Political Campaign Signs in Duchesne County***

(9:33 a.m.)

Deputy Attorney Tyler Allred explained some issues that were seen during the 2024 election. He included a letter from the Utah Department of Transportation, which is sent to all candidates giving guidelines and regulations for state rights-of-way. The parties

discussed other election races, beyond local elections, and how enforcement would be implemented. The candidate and their volunteers need to be educated on the regulations. The parties discussed the draft ordinance, and it will be on the agenda for the next Commission meeting for approval.

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

*(9:51 a.m.)*

Economic Development Director Deborah Herron presented three applications for the Utah Rural Matching Grant.

- Refresh Aesthetics, LLC for \$10,000
- G.T. Enterprises of Duchesne for \$2,820.00
- The Floating Petal for \$1,917.00

She explained the projects and described the pictures that were submitted with the applications. The parties discussed the application. *Commissioner Chugg made a motion to approve the Matching Grant Applications. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Economic Development Director Deborah Herron provided an update on the plans for the remaining grant funds.

### ***Recess 10:01 a.m. to 10:21 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.*

### ***Discussion & Consideration of a New Heating System at the CJC Building***

*(10:30 a.m.)*

Building & Grounds Director Shane Jenkins presented a quote from Reinhardt Refrigeration Inc. for \$10,748.00. He explained that the heating system at the Children's Justice Center has gone down. He has tried to replace it with the same type of system, but he was unable to find anything with the necessary capacity. The current system is over thirty years old and outdated. The parties discussed the heating system. *Commissioner Chugg made a motion to fund the repair and replacement of the HVAC system at the CJC for \$10,748.00, plus the additional cost of electrical work. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Director Jenkins explained the issues with the heating system at the Roosevelt Satellite Building. There is one thermostat that controls the entire area that used to be a courtroom, and is now causing the system to freeze up. He is reviewing a thermostat that will work with the geothermal unit. The parties discussed repairs and replacement options.

### ***Discussion & Consideration of the North Eastern Counseling Board Appointment***

*(10:38 a.m.)*

Commissioner Chugg explained that Melissa Yergensen had resigned from the board. He has communicated with Irene Hansen, who previously served on the board as a Commissioner, and she would like to be appointed to the board. *Commissioner Chugg made a motion to appoint Irene Hansen to the Northeastern Counseling Board.*

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

### ***Discussion of the Uinta Railway Project***

*(10:40 a.m.)*

Commissioner Miles explained that the Uinta Railway project had a big win in the Supreme Court with an 8-0 decision. Justice Kavanaugh overturned a Federal Appeals Court decision that rejected the Surface Transportation Board's approval of the proposed railroad and said the Surface Transportation Board's 2021 approval, following several years of review and a 3,600-page environmental impact statement under the National Environmental Policy Act (NEPA), adequately analyzed the impact of the railroad. NEPA is not to be weaponized. Numerous positives will result from the ruling. It will be a common carrier rail used for various purposes beyond the oil and gas industry. The parties discussed private activity bonds and a potential public hearing in Duchesne County. The engineering project is expected to proceed and be completed within approximately one year.

### ***Discussion of the PEHP Wellness Award***

*(10:55 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park and Human Resource Generalist Tommi Mascaro presented the award the wellness committee received from PEHP. The County received second place and a check for \$400 for the health fair that was submitted as the project for the Career Well-Being Award.

### ***Human Resource Office – Payroll***

*(11:00 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending June 7, 2025, with 248 employees paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending June 7, 2025. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Discussion & Consideration of Ratifying a Portion of the May Tax Sale***

*(11:02 a.m.)*

Treasurer Stephen Potter presented the last two parcels for which payment has been received. The parties discussed the properties. *Commissioner Killian made a motion to ratify the remaining portion of the May tax sale as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Auditor's Office – Vouchers***

*(11:04 a.m.)*

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169468 through 169579, dated June 23, 2025, totaling \$1,821,481.40. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for June 23, 2025, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

**Consideration of Minutes of the Combined Commission Meeting held June 9, 2025**

(11:09 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on June 9, 2025. *Commissioner Chugg made a motion to approve the minutes for June 9, 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 of Possible Subjects for the Next Meeting**

(11:17 a.m.)

**Calendaring & Weekly Update on Events**

(11:20 a.m.)

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

(11:34 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**

(12:56 p.m.)

No action is to be taken.

**Adjournment**

(12:57 p.m.)

*Commissioner Chugg made a motion to adjourn the meeting at 12:57 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the meeting was adjourned.*

*Read and approved this on the 30<sup>th</sup> day of June 2025.*

---

*Greg Miles*

*Commission Chairman*

---

*Chelise Stewart*

*Clerk-Auditor*

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