

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, JULY 07, 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, Human Resource Director Judy Stevenson, Attorney Assistant Shylo Johnson, Attorney Assistant Elaine Despain, Deputy Clerk-Auditor Hadley Cardwell, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, Community Development Assistant Director Mike Gottfredson, Attorney Stephen Foote, Treasurer Stephen Potter, Building Inspector Cody Fisher, Economic Development Director Deborah Herron, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:01 a.m.)

Chairman Miles welcomed everyone to the meeting and expressed his appreciation for the veterans and members of the military. He explained his visit to Gettysburg and his experience. He is grateful for those who look out for others' causes.

Pledge of Allegiance

(9:03 a.m.)

Presentation of Employee of the Month

(9:04 a.m.)

Human Resource Generalist Tommi Mascaro presented the July Employee of the Month Award to Attorney Assistant Shylo Johnson. Attorney Assistant Elaine Despain read the nomination letter she submitted. Attorney Stephen Foote explained some of the projects she initiated and completed. Each Commissioner commended her on the award and thanked her for her dedication and commitment. Assistant Johnson was grateful for the award.

Public Works Update

(9:12 a.m.)

Public Works Director Mike Casper provided an update on existing projects and upcoming work to the public. The road project in Talmage is now complete. They are moving to the Pinon Ridge area and completing the final lift on the new yard. Footers will be dug next for the new building. The parties discussed engine brake signs and the standards. The Public Works department cut a line for the fire in Tabiona. Commissioner Miles appreciates them for the job well done. There is a mower out today, and a water truck is following to prevent a fire.

Discussion & Consideration of the Approach Permits

(9:24 a.m.)

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

Emergency Management Update

(9:26 a.m.)

Emergency Management Director Josh Phillips provided an update to the public on the current fire situations in the Uinta Basin. Over the holiday weekend, there was high-pressure hot weather. A fire in Tabiona started Saturday afternoon. Tabiona, Fruitland, Duchesne, and Altamont responded to the fire—federal units assisted with a helicopter and a fixed-wing aircraft. The response was fast, and the winds were erratic, which in this situation helped by turning the fire back onto itself. The cause is undetermined. By Sunday night, it was fully contained. The crew assisting with the Forsyth Fire will return this week and won't be redeployed. Duchesne County Fire Warden Brandon Peck is covering the Tri-County area.

Discussion & Consideration of Right-of-Way Letter

(9:33 a.m.)

Community Development Assistant Director Mike Gottfredson presented the letter prepared by Community Development Director Mike Hyde. He read the letter. The parties discussed the involvement of the Road Department and how the road may need to be upgraded. *Commissioner Killian made a motion to approve the letter and sign it. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Support Letter for the Roosevelt Gun Range

(9:37 a.m.)

Community Development Assistant Director Mike Gottfredson presented a support letter for the Roosevelt Gun Range. He read the letter. The parties discussed the project and amendments to the letter. *Commissioner Chugg made a motion to approve the support letter with the proposed changes. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Noxious Weed Control Contract with the BLM

(9:39 a.m.)

Weed Control Director Braxton Spencer presented the contract before the meeting. They changed the Duchesne County representative to Braxton Spencer. The contract amount of \$5,000 has remained the same. The parties discussed the contract and the funding amount allocated to the County. *Commissioner Killian made a motion to approve the contract with the BLM 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 Ordinance 25-424; An Ordinance Prohibiting Trucks from Utilizing Prohibited Roads or Using Roads in Prohibited Manners Where Posted and Amending the Duchesne County Code

(9:44 a.m.)

Deputy Attorney Tyler Allred explained the changes to the ordinance that were discussed during last week's Commission meeting. The parties discussed the list of roads that would be affected. *Commissioner Chugg made a motion to approve and adopt Ordinance 25-424; An Ordinance Prohibiting Trucks from Utilizing Prohibited Roads or Using Roads in Prohibited Manners Where Posted and Amending the Duchesne County Code.*

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

Discussion & Consideration of the Cooperative Reimbursement Agreement with UDOT
(9:50 a.m.)

Postponed by general consent.

Discussion & Consideration of the Duchesne County Utah250 Community Committee
(9:55 a.m.)

Commission Executive Assistant Melissa Hughes presented some names of individuals who are interested in serving on the committee. The parties discussed the names submitted and others for areas that didn't yet have interest. The celebration ideas were also discussed.

Discussion & Consideration of New Business Licenses
(10:05 a.m.)

Deputy Clerk-Auditor Lexie Clayburn presented three new business licenses that the Clerk-Auditor has approved.

- Lone Peak Energy Services LLC, owned by Scott Fenn, Neola, Utah.
- Wildwest Services LLC, owned by Tyson Landry, Neola, Utah.
- High Steaks Food Service LLC, owned by Tristen Green, Gatling Williams, Bluebell, Utah.

The parties discussed the businesses. *Commissioner Killian made a motion to ratify the business licenses as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 10:08 a.m. to 10:19 a.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.

Auditor's Office – Vouchers
(10:19 a.m.)

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169632 through 169701, dated July 07, 2025, totaling \$397,304.52. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for July 07, 2025, as presented. 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 June 30, 2025
(10:23 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on June 30, 2025. *Commissioner Killian made a motion to approve the minutes for June 30, 2025, as amended. 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
(10:37 a.m.)

Calendaring & Weekly Update on Events

(10:41 a.m.)

Discussion & Consideration of County Volunteers

(10:58 a.m.)

Human Resource generalist Tommi Mascaro presented a volunteer who passed the background check. The parties discussed the volunteer. *Commissioner Chugg made a motion to approve the volunteer 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

(10:59 a.m.)

Human Resource Director Judy Stevenson presented the updated policy. The parties discussed the additional changes. *Commissioner Chugg made a motion to approve Policy 402: Reimbursement for Travel with changes. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Human Resource Update

(11:26 a.m.)

Human Resource Director Judy Stevenson gave an update for her department. She presented a proposed change to Policy 206: Volunteers. She explained the changes to the policy's eligibility portion.

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

(11:36 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

(12:31 p.m.)

No action is to be taken.

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

(12:32 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

(1:05 p.m.)

No action is to be taken.

Adjournment

(1:06 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 1:06 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 21st day of July 2025.

Greg Miles
Commission Chairman

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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