

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, JULY 21, 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, Deputy Clerk-Auditor Hadley Cardwell, Human Resource Generalist Tommi Mascaro, Treasurer Stephen Potter, Travel & Tourism Director Ryan Lundstrom, Economic Development Director Deborah Herron, Assessor Traci Herrera, Recorder Shelley Brennan via phone call, Clerk-Auditor Chelise Jessen, Centennial Events Center Director Mindi Crowley, Centennial Event Center Coordinator & Fair Assistant Jayden Sillert, Jon Haderlie with Larson & Company, Lynn Sitterud with Senator Curtis' Office, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Present via Zoom – Frank Mylar, Johnny Miller, and Blake Hamilton

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. Fruitland, Duchesne, and Roosevelt have all been chipped; some issues were repaired in Roosevelt. They will purchase some chips to complete the remaining chipping projects. The parties discussed 12000 in Upalco and the striping issues. The crusher had been down, but is back up and running. The engine brake sign was installed on Ioka Lane, and one will be installed today on 12000. There are two open positions for his department, and he is accepting applications. The parties discussed the damage on Fillingham Road and working with the oil company to partner on the repairs. Director Casper will work with Jones & DeMille Engineering to prepare the salt hauling bids. There were some flooding issues in Avintaquin Canyon (CR 16); a grader will be needed in the area.

Discussion & Consideration of Purchasing a Boom Mower

(9:10 a.m.)

Public Works Director Mike Casper presented two quotes for a Boom Mower/Hydraulic Parallel Arm Rotary Cutter. Big B Equipment, Roosevelt, Utah - \$31,950.00; currently in stock. AG Equipment, Roosevelt, Utah - \$33,250.00; it would need to be ordered. The parties discussed the equipment and how the boom mower that public works now has outlived its expected life. *Commissioner Killian made a motion to purchase the boom mower from Big B Equipment for \$31,950.00. 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 Approach Permits

(9:18 a.m.)

Public Works Deputy Director Clint Curtis presented two approach permits, accompanied by maps of the respective locations. The residential approach is on Cedar View Road. The Commercial approach permit is for an oil location for Crescent Uinta, LLC. The parties discussed the requests. *Commissioner Chugg made a motion to approve the approach permits 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 the Independent Auditor Report

(9:34 a.m.)

Jon Haderlie, a partner with Larson & Company, introduced himself and presented the Financial Statements with the Independent Auditor's Report dated December 31, 2024. Mr. Haderlie describes the layout of the report. He covered the opinions and findings for the different sections of the report. There was only one compliance finding noted during the current period. The Long Term Health Fund has a deficiency, and it needs to be budgeted with at least a five percent increase. A copy of this report will be kept in the Clerk-Auditor's office. *Commissioner Killian made a motion to accept the Independent Auditor's Report 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

(9:52 a.m.)

Emergency Management Director Josh Phillips provided an update to the public on the current fire situations in the Uinta Basin. There have been eight smoke checks and four false alarms in the County. There was an illegal fire in Fruitland that got out of control. The burn ban is still in effect. The weather for the next ten days is partly cloudy with rain showers in the mountains. Fireworks are allowed in city limits. Engine 145 is on the Deer Creek fire, and engine 156 and Tabiona's Fire Chief have been ordered up for a 16-day assignment on the Monroe fire. The parties discussed other equipment and the addition to the Fruitland Fire Station.

Discussion of Fire Protection Agreements with Municipalities

(9:58 a.m.)

Emergency Management Director Josh Phillips presented the Fire Protection Agreements for Tabiona, Myton, Roosevelt, Duchesne, and Altamont. The parties discussed additional changes that are needed. The agreements will be discussed with the Municipalities at the County Council of Governments meeting on Monday, July 28, 2025, at 3:00 p.m.

Recess 10:27 a.m. to 10:33 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.

Discussion & Consideration of an LED Exterior Sign at the Centennial Event Center

(10:33 a.m.)

Centennial Event Center Director Mindi Crowley presented a quote from V6 Media for an exterior LED Sign. She explained the location where the sign would be installed. The parties discussed the location and size of the LED sign. Director Crowley will contact the local entities to explore possible rights-of-way for the sign.

Auditor's Office – Vouchers

(10:43 a.m.)

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169702 through 169807, dated July 21, 2025, totaling \$954,962.43. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for July 21, 2025, pending the potential correction of the AAF invoice. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

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

(10:54 a.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

(12:17 p.m.)

No action is to be taken.

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

(12:18 p.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 Killian 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

(1:39 p.m.)

No action is to be taken.

Discussion & Consideration of Updated Policy 206: Volunteers

(1:40 p.m.)

Human Resource Director Judy Stevenson presented the updated Policy 206: Volunteers. The parties reviewed the necessary changes and additions. *Commissioner Killian made a motion to adopt the changes to Policy 206: Volunteers as amended. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Human Resource Update

(1:44 p.m.)

Human Resource Director Judy Stevenson gave an update for her department. She explained the wellness competition with Uintah County. She will attend the safety meetings for the departments to review the policy changes and incident reports.

Discussion & Consideration of County Volunteers

(1:46 p.m.)

Human Resource generalist Tommi Mascaro presented a list of volunteers who passed the background check. The parties discussed the volunteers. *Commissioner Chugg made a motion to approve the volunteers as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Human Resource Office – Payroll

(1:48 p.m.)

Human Resource Director Judy Stevenson presented the payroll report for the period ending July 5, 2025, which paid 253 employees. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending July 5, 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 the Duchesne County Utah250 Community Committee

(1:55 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 the individuals who might serve for the Roosevelt area. This item will be addressed in the upcoming Commission Meeting.

Consideration of Minutes of the Combined Commission Meeting held July 7, 2025

(1:56 p.m.)

The parties reviewed the combined minutes of the Commission meeting held on July 7, 2025. *Commissioner Chugg made a motion to approve the minutes for July 7, 2025, as amended. 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

(2:03 p.m.)

Calendaring & Weekly Update on Events

(2:06 p.m.)

Adjournment

(2:25 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 2:25 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 28th day of July 2025.

Greg Miles

Commission Chairman

Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes