

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, AUGUST 04, 2025, BEGINNING AT 9:00 A.M. IN  
DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Michael Goodrich, Deputy Clerk-Auditor Hadley Cardwell, Economic Development Director Deborah Herron, Clerk-Auditor Chelise Jessen, I.T. Director Matt Yergensen, Duchesne City Mayor Rodney Rowley, Duchesne County Resident Bob Willoughby, 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***

*(9:01 a.m.)*

***Discussion of Duchesne City RAP Tax***

*(9:02 a.m.)*

Duchesne City Mayor Rodney Rowley presented a letter dated July 31, 2025, of a notice of intent for the city of Duchese, Duchesne County, Utah, to submit an opinion question to its residents regarding the imposition of a City Option Botanical, Cultural, Recreational, and Zoological Excise Tax. He explained that he was contacted by the State about updating the RAP tax for the City.

***Discussion & Consideration of Resolution No. 25-08; A Resolution that the Duchesne County Commission is not Seeking to Impose a Tax Under Title 59, Revenue and Taxation, Chapter 12, Sale and Use Tax, Part 7, County Option Funding of Botanical, Cultural, Recreational, and Zoological Organizations or Facilities***

*(9:05 a.m.)*

The parties discussed the resolution. *Commissioner Chugg made a motion to adopt Resolution No. 25-08; A Resolution that the Duchesne County Commission is not seeking to impose a Tax Under Title 59, Revenue and Taxation, Chapter 12, Sale and Use Tax, Part 7, County Option Funding of Botanical, Cultural, Recreational, and Zoological Organizations or Facilities. 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 County Fraud Risk Assessment***

*(9:08 a.m.)*

Clerk-Auditor Chelise Jessen presented the Fraud Risk Assessment Questionnaire. She explained the assessment and the score. The county received 375 out of a possible 395 points. The parties discussed the assessment and how the only question for which the county didn't receive points is whether the entity has a formal audit committee. The Commissioners agree that there is no need for a formal audit committee due to the Clerk-Auditor's role. *Commissioner Killian made a motion to approve the County Fraud Risk Assessment as presented and authorize Commissioner Miles to sign on behalf of the*

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

#### ***Discussion & Consideration of County Volunteers***

*(9:11 a.m.)*

Human Resource generalist Tommi Mascaro presented a list of four volunteers who passed the background check before the meeting. 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.*

#### ***Discussion & Consideration of a Chat Bot & Search Tool Subscription for County Website***

*(9:12 a.m.)*

Commissioner Miles explained that the County has researched many options and pricing for a chatbot and search function for the County's website. I.T. Director Matt Yergensen explained the program and its function. The \$3,750 subscription is prorated for the remainder of the year. They would like to see if this is something that the residents will use. A one-year subscription is \$9,000. The parties discussed the benefits of the program and other Counties that are using it. *Commissioner Killian made a motion to approve the chatbot and search tool subscription with Polimorphic and authorize Commissioner Chugg to sign on behalf of the County. 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***

*(9:24 a.m.)*

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169896 through 169951, dated August 04, 2025, totaling \$569,108.78. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for August 04, 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 July 28, 2025***

*(9:29 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on July 28, 2025. *Commissioner Killian made a motion to approve the minutes for July 28, 2025, as corrected. 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***

*(9:35 a.m.)*

#### ***Calendaring & Weekly Update on Events***

*(9:37 a.m.)*

#### ***Adjournment***

*(9:40 a.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 9:40 a.m. Commissioner Miles stated that the end of the agenda had been reached, and the meeting was adjourned.*

*Read and approved this on the 11<sup>th</sup> day of August 2025.*

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*Greg Miles*

*Commission Chairman*

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*Chelise Jessen*

*Clerk-Auditor*

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

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