

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, AUGUST 11, 2025, BEGINNING AT 9:00 A.M. IN  
DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Building & Grounds Director Shane Jenkins, Emergency Management Director Josh Phillips, Building & Grounds Landscaper Chandler Sweat, Human Resource Generalist Tommi Mascaro, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Building & Grounds Maintenance Technician Jake Sorenson, Building & Grounds Maintenance Technician Jesse Flores, Building & Grounds Maintenance Technician Dean Powell, Deputy Clerk-Auditor Hadley Cardwell, Economic Development Director Deborah Herron, Clerk-Auditor Chelise Jessen, Travel & Tourism Director Ryan Lundstrom, Recorder Shelley Brennan, Human Resource Payroll and Benefits Administrator Jamie Park, Chief Deputy Clerk-Auditor Lexie Clayburn, Surveyor Ryan Allred, Assessor Traci Herrera, Duchesne County Residents Brian and Vanessa Lucas, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:03 a.m.)*

Chairman Miles welcomed everyone to the meeting.

***Pledge of Allegiance***

*(9:04 a.m.)*

***Presentation of Employee of the Month***

*(9:05 a.m.)*

Human Resource Generalist Tommi Mascaro presented the August Employee of the Month Award to Building & Grounds Landscaper Chandler Sweat. Commission Executive Assistant Melissa Hughes read the nomination letter she submitted. Mr. Sweat thanked everyone for the recognition. Each Commissioner expressed their appreciation to Mr. Sweat for his hard work, dedication, and attention to detail. Building & Grounds Director Shane Jenkins explained how Mr. Sweat is willing to help with all projects, not only landscaping.

***Presentation of the Winner for the Irene Hansen Conference Room Naming Contest***

*(9:12 a.m.)*

Economic Development Director Deborah Herron explained the contest to name the Conference Room at the Irene Hansen Building. Brian Lucas submitted Kings Peak for the name, and his reason was: Beautiful Trails and the “Height” of being outdoors. Mr. Lucas expressed his gratitude for the recognition.

***Public Works Update***

*(9:15 a.m.)*

Public Works Director Mike Casper updated the public on existing and upcoming projects. The chipping is almost complete. They are applying rottomill on Upper Red Creek (CR1) starting tomorrow. It will be for one mile. The paving in Tabiona is beginning today, and it should be complete in three or four days. They will pave the Roosevelt yard after. The paint crew should be striping in a week or two. The Talmage Cemetery asphalt needs to be repaired this year. The parties discussed the projects completed this year.

***Discussion & Consideration of Wage Increase for the Public Works Department***

*(9:21 a.m.)*

Public Works Director Mike Casper explained that he would like to increase the wages for his department \$2.00 per hour. Clerk-Auditor Chelise Jessen calculated the numbers, and there is room in the budget for this year. It would increase the budget by about \$82,000. She said the road department is vital and very deserving of the increase. The parties discussed the increases and how the County went several years without a wage increase across all departments. *Commissioner Killian made a motion to increase the Public Works wages by \$2.00 per hour. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*



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

*(9:30 a.m.)*

Public Works Deputy Director Clint Curtis presented two approach permits, a commercial and a residential. The commercial approach has exceptions on the roads that can be used without armoring. The residential approach is an existing approach that was recently installed. Deputy Director Curtis inspected it and it is to standard. 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.*

### ***Emergency Management Update***

*(9:36 a.m.)*

Emergency Management Director Josh Phillips updated the public on the current conditions. Some of the County equipment and crew will be coming back from the Monroe Fire. There were two fires in the County recently. Both were human-caused. As of August 1, 2025, Utah has implemented Stage 2 fire restrictions statewide, banning all open flames on state and unincorporated lands due to extreme wildfire risk. The parties discussed placing digital signs and advertising on the radio about the dangers and restrictions.

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

*(9:46 a.m.)*

Human Resource generalist Tommi Mascaro presented a list of fifteen 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.*

### ***Summation of the County Fair***

*(9:48 a.m.)*

Commissioner Miles said it was an exceptional week. It went smoothly in all areas compared to previous years. More seating is needed for the events. The sound for the concert could have been better, but he received positive feedback about the artist. They are looking at changing the volleyball back to the indoor arena. There was a drop in teams because it was held in the outdoor arena. The parties discussed other changes that are needed, like seating for the food court area. The staff did a fantastic job. Duchesne County was awarded Rodeo of the Year for 2024. Overall, it was a successful fair.

### ***Discussion & Consideration of New Business Licenses***

*(10:06 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented eight new business licenses:

- High Stakes Weed Control, owned by Gatling Williams, Bluebell, Utah.
- High Country Pumping and Jetting, owned by Hunter Thacker, Altonah, Utah.
- Key Fab, owned by RaNae Fabrizio, Hanna, Utah.
- James Lemon Construction, owned by James Lemon, Roosevelt, Utah.
- First Call Propane, owned by American Welding & Gas Inc., Roosevelt, Utah.
- Lemon Lane Quilting, owned by Louise Lemon, Roosevelt, Utah.
- Sole Summit Foot Wellness, LLC, owned by Kileigh Farr, Talmage, Utah.
- Pinn Willies, owned by Arcelia Ledezma, Talmage, Utah.

The parties discussed the businesses. *Commissioner Killian made a motion to accept 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 10:13 a.m. to 10:30 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***

*(10:30 a.m.)*

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169952 through 170037, dated August 11, 2025, totaling \$422,516.80. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for August 11, 2025, as presented. Commissioner Chugg seconded the motion.*



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

**Human Resource Office – Payroll**

(10:35 a.m.)

Human Resource Payroll and Benefits Administrator Jamie Park presented the payroll report for the period ending August 2, 2025, which paid 251 employees. The parties reviewed the payroll. Commissioner Chugg made a motion to approve the payroll for the period ending August 2, 2025, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

**Auditor's Office – Surplus**

(10:37 a.m.)

Public Works purchased a new mower, and they want to trade the old one in for a credit on the new mower. The parties discussed the mower. Commissioner Killian made a motion to surplus the old mower. 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 August 04, 2025**

(10:41 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on August 04, 2025. Commissioner Killian made a motion to approve the minutes for August 04, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

**Calendaring & Weekly Update on Events**

(10:46 a.m.)

**Discussion of Possible Subjects for the Next Meeting**

(10:58 a.m.)

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

(11:04 a.m.)

Commissioner Chugg made a motion to go in and out of a Closed Session to discuss: Pending or Reasonably Imminent Litigation. Commissioner Killian 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**

(11:31 a.m.)

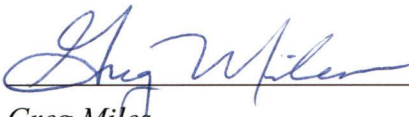
Commissioner Killian made a motion to authorize the Attorney's Office to negotiate on the Opioid Settlement on behalf of the County. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

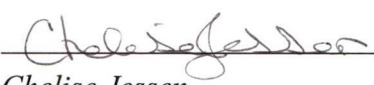
**Adjournment**

(11:33 a.m.)

Commissioner Chugg made a motion to adjourn the meeting at 11:33 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 18<sup>th</sup> day of August 2025.

  
Greg Miles  
Commission Chairman

  
Chelise Jessen  
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes