

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, AUGUST 18, 2025, BEGINNING AT 9:00 A.M. IN
DUCHESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Chief Deputy Attorney Grant Charles, Public Defender Director Michelle Hull, Building & Grounds Director Shane Jenkins, Emergency Management Director Josh Phillips, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Deputy Clerk-Auditor Hadley Cardwell, Economic Development Director Deborah Herron, Clerk-Auditor Chelise Jessen, Recorder Shelley Brennan, Laurie Brummond with UBAOG, Donny Grant with BHI, Building & Grounds Assistant Emily Blanchard, Chase Oman with Burdick Materials, Community Development Assistant Director Mike Gottfredson, Human Resource Director Judy Stevenson, Deputy Recorder Lacie VanTassel, Deputy Assessor Cheryl Fabrizio, Duchesne County Residents Stephanie Carter, Dan Carter, Lisa Carter, Kayzlee Carter, and Bruce Thomas, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:02 a.m.)

Chairman Miles welcomed everyone to the meeting.

Pledge of Allegiance

(9:03 a.m.)

Recognition of the 2025 Western S3DA Outdoor National Champion

(9:04 a.m.)

Kayzlee Carter of Roosevelt, Utah, was recognized for the 2025 Western S3DA Outdoor National Championship. She presented her gold and bronze medals to the Commission. Her mother, Stephanie Carter, illustrated the competition in Helena, Montana. She described the weather and struggles that Ms. Carter endured. Each Commissioner commended her on her dedication and determination.

Open & Award the Salt Hauling Bids

(9:19 a.m.)

The parties opened the four bids received for salt hauling.

- Tramcor Corporation - \$44.00 unit price, \$88,000.00 total bid price.
- Staker & Parson Companies DBA Burdick Materials - \$39.85 unit price, \$79,700.00 total bid price.
- 2 C Ranch - \$30.00 unit price, \$60,000.00 total bid price.
- Auto 1 Logistics Corporation - \$72,206.00 total bid price.

The parties allow time for staff to review the bids.

(9:45 a.m.)

Public Works Director Mike Casper has reviewed the bids and recommends the low bidder, 2 C Ranch, for the salt hauling. *Commissioner Chugg made a motion to accept the bid from 2 C Ranch for \$60,000. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Open & Award the Crossroads Building HVAC Controls Upgrade Bids

(9:27 a.m.)

The parties opened the four bids received for the Crossroads Building HVAC Controls Upgrade.

- Salmon Mechanical - \$348,922.00
- Automated Mechanical - \$518,205.00
- Mechanical Service & Systems Inc.- \$559,873.00
- Deseret Development LLC - \$425,975.34

The parties allowed staff time to review the bids.

(11:24 a.m.)

Building & Grounds Director Shane Jenkins requested more time. The cost is higher than the engineer thought, and he would like to have them review the bids. The bid will be awarded at the next Commission Meeting.

Open & Award the County Road Department Auxiliary Building Bids

(9:37 a.m.)

The parties opened the four bids received for the County Road Department auxiliary building.

- Wasatch West Contracting LLC - \$862,767.78
- Brett Woods Construction, Inc. - \$509,383.00
- Deseret Development LLC - \$774,935.94
- BHI - \$844,525.00

The parties allowed staff time to review the bids.

(11:25 a.m.)

Building & Grounds Director Shane Jenkins recommends that the bid be awarded to the low bidder, Brett Woods Construction, Inc., for \$509,383.00. *Commissioner Killian made a motion to accept the bid from Brett Woods Construction Inc. for \$509,383.00. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Public Works Update

(9:47 a.m.)

Public Works Director Mike Casper updated the public on existing and upcoming projects. They have been placing rottomill on Upper Red Creek (CR1). They completed a mile, and will do an extra .6 miles. They will move back to Tabiona to pave between the road and the sidewalks. They were delayed because of the relocation of utilities. The contractor has been out painting the roads, and there have been some complaints. The parties discussed the project on 12000 West and possibly needed some arrows for the new curve. The mower didn't make it to Fruitland because it was too dry. The graders have not been out for the same reason. The parties discussed installing no commercial traffic signs and the roads that need them. There was an oil spill that will require road repairs.

Discussion & Consideration of Approach Permits

(9:57 a.m.)

Public Works Deputy Director Clint Curtis presented four approach permits, a commercial permit, and three residential permits. The commercial is on the bench by the jail. There is another location nearby owned by a different company. ^{Approach} The parties are concerned about the roads in that area. There are no concerns with the residential approaches. The parties discussed the requests. *Commissioner Killian made a motion to approve the approach permits A25-039, A25-040, and A25-041. 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 Public Defenders Employee Representative Policy

(10:09 a.m.)

Chief Deputy Attorney Grant Charles presented Access to Public Defender Services for County Employees Policy 700 and a waiver of rights to attorney's fees and court costs under Utah code ann. 52-6-201. He explained that the County Attorney's office cannot defend employees in cases. The parties discuss the policy. *Commissioner Chugg made a motion to approve Policy 700 Access to Public Defender Services for County Employees. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Public Defenders Office Update

(10:14 a.m.)

Public Defenders Office Director Michelle Hull gave an update on her office. They have been assigned 254 cases from the District Court. One of the Attorneys has moved to the Irene Hansen Building in Duchesne. They have weekly planning meetings. She has assumed all the juvenile cases. She said there is a need to hire another attorney, which would help with the contracted case loads. She described upcoming training, the relationship with the Attorney's office, and her expectations of her attorneys to create uniformity in the court. The parties discussed the conflict cases, billing, and having a flat rate contract.

Recess 10:48 a.m. to 11:24 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.

Emergency Management Update

(11:24 a.m.)

Postponed by General Consent.

Building & Grounds Update

(11:24 a.m.)

Postponed by General Consent.

Discussion & Consideration of Support Letter for High Uintas Wilderness Trail Improvements

(11:31 a.m.)

Economic Development Director Deborah Herron presented a support letter to the Utah Division of Outdoor Recreation. She explained that the U.S. Forest Service is applying for a grant to improve trails in the High Uintas Wilderness on Ashley National Forest. Recent wildfires have caused significant damage to trail systems and related infrastructure. The proposed work will address deferred maintenance, repair or replace trail bridges, improve drainage, and ensure sustainable access for visitors. The parties discussed the letter. *Commissioner Killian made a motion to approve the letter of support for the High Uintas Wilderness Trail Improvements. 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 Fire Protection Agreement with the Town of Tabiona

(11:33 a.m.)

Commissioner Miles explained that the County took over the fire department for Tabiona and asked the town to pay an annual base fund of \$3,000. This was increased this year from \$1,000 to \$3,000. The Tabiona Town Council approved this agreement at its August meeting. The parties discussed the agreement. Commissioner Chugg made a motion to approve the Fire Protection Agreement and authorize the Chair to sign on behalf of the County. 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 Board of Equalization (BOE) Adjustments

(11:36 a.m.)

Clerk-Auditor Chelise Jessen presented a list of twenty parcels from July 20, 2025, through August 15, 2025. The parcel's values were adjusted, and the report shows the reason for each parcel. The parties discussed the adjustments. Commissioner Killian made a motion to accept the BOE Adjustments. 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

(11:44 a.m.)

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 170038 through 170125, dated August 18, 2025, totaling \$229,946.13. The parties reviewed the vouchers submitted. Commissioner Killian made a motion to approve the vouchers for August 18, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

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

(11:49 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

(12:13 p.m.)

Commissioner Chugg made a motion to approve the settlement agreement for the Jensen case and authorized the chair to sign on behalf of the County. Commissioner Killian seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

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

(12:15 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 Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Consideration to take action during the closed session

(12:51 p.m.)

No action to be taken.

Consideration of Minutes of the Combined Commission Meeting held August 11, 2025

(12:52 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on August 11, 2025. *Commissioner Chugg made a motion to approve the minutes for August 11, 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

(12:56 p.m.)

Calendaring & Weekly Update on Events

(12:57 p.m.)

Adjournment

(1:18 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 1:18 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 25th day of August 2025.

Greg Miles

Commission Chairman

Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes