

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, AUGUST 25, 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, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Deputy Clerk-Auditor Hadley Cardwell, Economic Development Director Deborah Herron, Emergency Management Assistant Shelly Felter, Assessor Traci Herrera, Human Resource Payroll & Benefits Administrator Jamie Park, Human Resource Generalist Tommi Mascaro, Clerk-Auditor Chelise Jessen, Human Resource Director Judy Stevenson, Deputy Assessor Cheryl Fabrizio, Duchesne County Resident D. Thurland Reay, Lynn Sitterud with Senator Curtis' Office, 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.)

Public Works Update

(9:02 a.m.)

Public Works Director Mike Casper provided an update on existing and upcoming projects to the public. They have completed the roto-milling on Upper Red Creek (CR1). They finished 1.7 miles. They will chipseal the road in a couple of weeks. They will move back to Tabiona to pave between the road and the sidewalks and surface the back road in the next week or so. The area has seen rain, and it needs to dry out. The contractor has finished painting the roads. It was his first time in the truck, so there were some issues. The sign position has been filled. The graders will be out in the next week or so. Director Casper had a request to place deer crossing signs on 12000. Numerous deer sightings have been reported in the area.

Discussion & Consideration of Bids to Relocate a Shed for Public Works

(9:09 a.m.)

Public Works Director Mike Casper presented three bids for relocating a red iron building from the existing yard to the new site location.

- Voy Steel Works Inc. - \$54,260.00
- BHI - \$195,482.00
- Brett Woods Construction, Inc. - \$72,735.00

The parties discussed the bids and the reason for relocating the building. *Commissioner Killian made a motion to award the bid to Voy Steel Works Inc. for \$54,260.00. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Approach Permits

(9:14 a.m.)

Public Works Deputy Director Clint Curtis presented a commercial approach permit. The commercial approach is for FourPoint Resources. The parties discussed the request. *Commissioner Chugg made a motion to approve the approach permit with the stipulations mentioned and anything included in the conditional use permit. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Emergency Management Update

(9:20 a.m.)

Commissioner Miles stated that Emergency Management Director Josh Phillips is currently on a fire. He recognized Emergency Management Assistant Shelly Felter for her hard work on the billing for the firefighters who have been deployed to fires outside the County.

Discussion & Consideration of Resolution No. 25-09; A Resolution Supporting Participation in the All Hazards Multi-Jurisdictional Mitigation Planning Process and Adoption of the All Hazards Multi-Jurisdictional Mitigation Plan

(9:22 a.m.)

Emergency Management Assistant Shelly Felter presented the resolution. She explained the process of updating the mitigation plan, which has to be updated every five years. The parties discussed the resolution and the mitigation plan. *Commissioner Chugg made a motion to approve and adopt Resolution No. 25-09; A Resolution Supporting Participation in the All Hazards Multi-Jurisdictional Mitigation Planning Process and Adoption of the All Hazards Multi-Jurisdictional Mitigation Plan. 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

(9:27 a.m.)

Clerk-Auditor Chelise Jessen presented a list of four parcels from August 17, 2025, through August 23, 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 as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Assessor's Office – Tax Adjustments

(9:38 a.m.)

Assessor Traci Herrera presented the tax adjustments for the Assessor's Office. She explained that the owner applied for primary exemption on March 5, 2021, and the prior Assessor approved it; however, it was not changed from secondary to primary. The owner is requesting a refund for the previous years. Thurland Reay introduced himself and explained that he is the property owner and that he would like a refund for the mistake made. The parties discussed the tax refund. *Commissioner Killian made a motion to approve the tax adjustments as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Award the Crossroads Building HVAC Controls Upgrade Bids

(9:41 a.m.)

Building & Grounds Director Shane Jenkins recommended Salmon Mechanical for the Crossroads Building HVAC Controls Upgrade for \$348,922.00. Commissioner Miles reminded the audience of the four bids received, along with their corresponding amounts.

- 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 discussed the bids and the federal grant requirements. *Commissioner Chugg made a motion to accept the low bid from Salmon Mechanical for \$348,922.00 for the Crossroads Building HVAC Controls Upgrade. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Building & Grounds Update

(9:45 a.m.)

Building & Grounds Director Shane Jenkins gave an update for his department. The carpet cleaning is completed. They are conducting the annual alarm and building inspections. They are meeting with all department heads to complete a list of repairs and upgrades. There is a valve at the jail that is having issues and will need to be replaced. It will cost \$4,000 to \$6,000 to replace. The main water line at the Administration Building is leaking; they are looking into the repairs. He is working on the plans for the upgrades at the Fruitland Fire Station. Some of the sensors on the faucets and drinking fountains are damaged and have to be replaced. The recent rain has caused some issues at the Emergency Management Building. The parties discussed possible repairs. The Commissioners expressed their appreciation to Director Jenkins and his crew for their hard work.

Auditor's Office – Vouchers

(10:00 a.m.)

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 170126 through 170187, dated August 25, 2025, totaling \$327,243.64. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for August 25, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

HR Office – Payroll

(10:03 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending August 16, 2025; 234 employees were paid. *Commissioner Chugg made a motion to approve the payroll for the period ending August 16, 2025, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 10:06 a.m. to 10:53 a.m.

Commissioner Chugg made a motion to recess. 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

(10:54 a.m.)

Clerk-Auditor Chelise Jessen presented items for surplus, including a microwave, fridge, three-compartment sink, walk-in freezer/fridge, rinsing sink, handwashing sink, and dishwasher. The parties discussed the items. *Commissioner Chugg made a motion to approve the surplus 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 August 18, 2025

(10:56 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on August 18, 2025. *Commissioner Killian made a motion to approve the minutes for August 18, 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

(11:05 a.m.)

Calendaring & Weekly Update on Events

(11:08 a.m.)

Discussion & Consideration of County Volunteers

(11:15 a.m.)

Human Resource Generalist Tommi Mascaro presented a Library/History Center volunteer who has 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.*

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

(11:17 a.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

(12:54 p.m.)

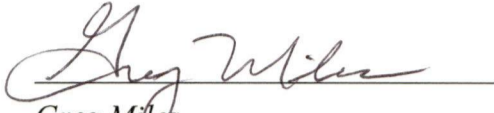
No action to be taken.

Adjournment

(12:55 p.m.)


Commissioner Killian made a motion to adjourn the meeting at 12:55 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 2nd day of September 2025.



Greg Miles

Commission Chairman



Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes