

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, SEPTEMBER 22, 2025, BEGINNING AT 9:00 A.M.
IN DUCHESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Economic Development Director Deborah Herron, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Recorder Shelley Brennan, Emergency Management Director Josh Phillips, Chief Deputy Clerk-Auditor Lexie Clayburn, Human Resource Payroll & Benefits Administrator Jamie Park, Deputy Assessor Brandi Winterton, Treasurer Stephen Potter, Clerk-Auditor Chelise Jessen, Community Development Assistant Director Mike Gottfredson, Building Inspector Cody Fisher, Jeff Crozier with Crescent Uinta, LLC, Clay Craozier with PLPCO, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Excused – Commissioner Jeff Chugg

Opening Comments

(9:01 a.m.)

Chairman Miles welcomed everyone to the meeting.

Pledge of Allegiance

(9:02 a.m.)

Public Works Update

(9:03 a.m.)

Public Works Director Mike Casper gave an update to the public on upcoming and existing projects. They have been paving and chipping in the Tabiona area. They plan to flush the chipped roads this week. There is a bridge that needs to be repaired by Thackers in Upalco. The shoulder machine is expected to be delivered this week. They are installing road signs. Commissioner Miles encouraged everyone to drive Upper Red Creek Road (CR 1). It was rottomilled, and it turned out really nice using the smaller chips. The road department is teaming up with SSD #2 to repair a road in Roosevelt.

Discussion & Consideration of Approach Permits

(9:09 a.m.)

Public Works Deputy Director Clint Curtis presented two commercial approach permits. Jeff Crozier with Crescent Uinta, LLC, received some figures from Clint Curtis. He is wondering if the fee to armor the road is contingent upon the approval of the approach permit. The parties discussed the legislation that had been passed and whether it would cover the fee. Commissioner Miles explained that it is not an impact fee, and that the County would like the oil companies to come alongside the County and partner to armor and repair the roads. The parties discussed the issues that heavy truck traffic has on the County Roads. The approach permits will be considered at the next Commission meeting.

Discussion & Consideration of Purchasing a Water Tender & Tank for Emergency Management

(9:30 a.m.)

Emergency Management Director Josh Phillips presented three quotes for a support water tender and tank.

- SeaWestern Emergency Vehicles - \$489,370.00
- Siddons-Martin - \$455,990.00
- Black Diamond Welding Inc. & W.E. Machine Welding Inc. - \$404,325.00

He explained that the support tender, once built, will be like a tactical tender without 4-wheel drive. The parties discuss the build time, noting that Black Diamond Welding and W.E. Machine Welding are the only local options. The other two companies are out of state. Commissioner Miles wanted it to be on record that he has a nephew who works for W.E. Machine Welding Inc. *Commissioner Killian made a motion to approve the purchase and accept the bid from Black Diamond Welding Inc. and W.E. Machine Welding Inc. for \$404,325.00. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Flat Rate Billing for Conflict Cases

(9:45 a.m.)

Postponed by general consent.

Discussion & Consideration of Commissioner Appointment to the Planning Commission

(9:46 a.m.)

The parties reviewed the letter of interest submitted by Judy Wilkerson of Fruitland, Utah. The parties discussed her involvement in the community and her fit for the board. *Commissioner Killian made a motion to appoint Judy Wilkerson as a Planning Commissioner representing the Fruitland area. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of the Outdoor Arena Expansion Planning

(9:48 a.m.)

Commissioner Miles explained the need to increase the seating capacity at the outdoor arena. They are looking to overbuild the west end area bleachers. There is a need for more restrooms, and the advantage of having them in the gated arena area is beneficial for the spectators. An assignment order from Jones & DeMille Engineering was received. It will cover architectural programming, architectural schematic design, floor plans, elevation drawings, and ADA compliance requirements. The parties discussed the need for the expansion. *Commissioner Killian made a motion to accept the assignment order for the outdoor arena expansion planning for \$28,500. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion of the Wildland Urban Interface State Fee

(9:54 a.m.)

Commissioner Miles explained that the State has passed a fee for anyone living in the Wildland Urban Interface areas. The cost that the state expects the Counties to collect is \$0.20 per square foot of their homes. The map that the state is using hasn't been compared to the County high-risk area maps. There hasn't been proper communication with the Counties for their input. The tax is not addressing the real issue. Wildland fire mitigation needs to be addressed, rather than imposing a tax on homeowners, which could lead to increased insurance costs. The Commissioners are opposed to this tax. This should be addressed at a local level, not the state level. Building Inspector Cody Fisher said it should be done on a site-specific basis. The local governing body should be able to determine the risk; many of the properties on the map are situated in the middle of green farmland. Duchesne County has identified high-risk areas and has done a commendable job educating the public about the importance of defensible space.

Discussion & Consideration of a Variance to Pave Private Roads for the Ranches at Pinion Ridge Phase 7 Subdivision Preliminary Plat

(10:09 a.m.)

Community Development Assistant Director Mike Gottfredson presented the findings of facts from the Planning Commission meeting held on September 3, 2025, and explained the variance request from Mountain West Ranches. They are developing a 15-lot subdivision in the Pinon Ridge area. This subdivision is in the A-5 Agriculture zoning district and is several miles away from any other paved-road subdivision infrastructure. While County Road 19 is a paved class-B road, Big Pinion Way is proposed as a class-D road, meeting the Wildland Urban Interface code. Mountains West Ranches is requesting to construct class-D gravel roads instead of paved roads, due to the location, distance to existing pavement, and anticipated traffic flows. The Planning Commission recommended that the County Commissioners approve the variance request. The parties discussed the differences between a class-B gravel road and a class-D gravel road. Class-B is maintained by Duchesne County, where a class-D is not. If this is approved, the Commissioners anticipate that landowners will request to have their roads plowed and maintained. The Commissioners would like to see it developed to a class-B gravel road standard. The parties would like more time to review the request before making a decision.

Discussion & Consideration of a Variance to Pave Private Roads for the Great Basin Estates Phase 6 Subdivision Preliminary Plat

(10:25 a.m.)

Community Development Assistant Director Mike Gottfredson presented the findings of facts from the Planning Commission meeting held on September 3, 2025, and explained the variance request from Mountain West Ranches. They are developing a 14-lot subdivision in the Pinion Forest Area. This subdivision is in the A-5 Agriculture zoning district and is several miles away from any other paved-road subdivision infrastructure. Proposed subdivision access roads are proposed as a class-D road, meeting the Wildland Urban Interface code. A variance is requested to construct gravel roads instead of paved roads, due to the location, distance to existing pavement, and anticipated traffic flows. The Planning Commission recommended that the County Commissioners approve the variance request. The parties discussed the differences between a class-B gravel road and a class-D gravel road. Class-B is maintained by Duchesne County, where a class-D is not. If this is approved, the Commissioners anticipate that landowners will request to have their roads plowed and maintained. The Commissioners would like to see it developed to a class-B gravel road standard. The parties would like more time to review the request before making a decision.

Assessor's Office – Tax Adjustments

(11:09 a.m.)

Treasurer Stephen Potter presented a tax adjustment for parcel # 00-0001-2413. He explained that after the parcel split in 2022, the structures were added to the wrong parcels, and the owners have been paying for the wrong structures, resulting in a credit of \$1,023.56. The parties discussed the tax adjustments. *Commissioner Killian made a motion to approve the tax adjustments as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

(11:57 a.m.)

Treasurer Stephen Potter said that the amount for 2023 was incorrect because there was a credit of \$461.40 already credited, and 2025 taxes should be corrected through BOE.

Commissioner Killian made an amended motion to accept the tax adjustments as corrected. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Recess 10:54 a.m. to 11:10 a.m.

Commissioner Killian made a motion to recess. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Discussion & Consideration of the Board of Equalization (BOE) Adjustments

(11:10 a.m.)

Clerk-Auditor Chelise Jessen presented a list of six parcels from September 16, 2025, through September 21, 2025, before the meeting. 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 approve the BOE Adjustments as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Auditor's Office – Vouchers

(11:14 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 170371 through 170442, dated September 22, 2025, totaling \$727,622.30. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for September 22, 2025, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of the Paytient Benefit

(11:23 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park explained the benefit. It is offered to employees on the high-deductible plan. It is a credit line for the employee at zero interest to be used for medical expenses. Once used, the employees make payments through a withdrawal from their paycheck. The amount Paytient is charging for each employee each month is increasing from \$2.53 to \$3.12, or annually \$3,744.00. If this benefit were offered to all employees covered by health insurance, the cost would be \$2.95 per employee per month, or \$5,487.00 annually. The parties discussed the plan and different options. *Commissioner Killian made a motion to approve the Paytient Benefit for all employees for \$2.95 per employee per month. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of a Preventive Screening Incentive

(11:35 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park explained that she would like to encourage employees to undergo their annual preventative screenings. She would like to promote it by offering a \$50.00 incentive to employees on the insurance who receive their preventive yearly screenings. This would identify major issues earlier, when they are easier to treat. When insurance companies review the annual renewal rate, this category is taken into consideration for the rate. Ms. Park believes that regular preventive exams for employees will save money on renewals. The parties discussed the incentive. *Commissioner Killian made a motion to approve the preventive screening incentive as proposed. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

HR Office – Payroll

(11:44 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending September 13, 2025; 247 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending September 13, 2025, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Assessor's Office – Tax Adjustments

(11:46 a.m.)

Deputy Assessor Brandi Winterton presented a tax adjustment for a business that is no longer in business. The previous years were adjusted, but 2021 was missed. Another company has some rental properties on-site, and she is wondering if the penalty and interest should be added for last year. The parties discussed the businesses. *Commissioner Killian made a motion to waive the Payzone taxes from 2021 and adopt the market value for Farm Creek Meats for 2024 and 2025. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

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

(12:01 p.m.)

Commissioner Killian made a motion to go in and out of a closed session to discuss: Pending or Reasonably Imminent Litigation. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Consideration to take action during the closed session

(12:20 p.m.)

No action to be taken.

Consideration of Minutes of the Combined Commission Meeting held September 15, 2025

(12:20 p.m.)

The parties reviewed the combined minutes of the Commission meeting held on September 15, 2025. *Commissioner Killian made a motion to approve the minutes for September 15, 2025, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting

(12:32 p.m.)

Calendaring & Weekly Update on Events

(12:33 p.m.)

Adjournment

(12:42 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:42 p.m. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The forum adjourned.

Read and approved this on the 29th day of September 2025.

Greg Miles
Commission Chairman

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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