

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, SEPTEMBER 29, 2025, BEGINNING AT 9:00 A.M.
IN DUCHESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Economic Development Director Deborah Herron, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Chief Deputy Clerk-Auditor Lexie Clayburn, Treasurer Stephen Potter, Clerk-Auditor Chelise Jessen, Sheriff Travis Tucker, Community Development Assistant Director Mike Gottfredson, Community Development Planner Duncan Kading, Jeff Crozier and Greg Simms with Crescent Uinta, LLC, 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

(9:00 a.m.)

Public Works Update

(9:01 a.m.)

Public Works Director Mike Casper gave an update to the public on upcoming and existing projects. The paving projects in Tabiona are complete; they will stripe the roads next week. The paving team is moving to Fillingham's Road. They have been sloping the new yard, and it's almost done. The salt sheds are about 1/3 full, receiving about two loads a day. White salt will be picked up this week and used at the County Buildings.

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, explained that there are two pads on the bench by the jail. They are working with the homeowners in the area. The parties discussed the requirement to pave the approach, including when it is anticipated to be completed, as well as an alternative road that could be used during fracking. *Commissioner Chugg made a motion to approve approach permit #25-041. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted nay. The motion passed.*

The parties discussed approach permit #25-046 and the agreement made with Burdick Materials for the approach and road maintenance. *Commissioner Killian made a motion to approve the commercial approach permit #25-046 for Burdick Paving. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Commissioner Miles voiced how unfortunate it was that the process unfolded with several companies and the strain it has placed on the county roads. Some entities won't step up to help maintain the roads for residents, but other companies do. He discussed companies in Heber and on the Wasatch Front that partner with their County to maintain the roads. Commissioner Killian explained his perspective, noting that promises are often made but not kept. The Road Department accomplishes a great deal with the limited budget it receives. A better solution is needed, one that doesn't make taxpayers suffer for the industry.

Discussion & Consideration of Flat Rate Billing for Conflict Cases

(9:36 a.m.)

Postponed by general consent.

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

(9:37 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. Mountain 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 variance request, focusing on what is best for the residents of the County and future growth. *Commissioner Killian made a motion to deny the variance request for the Ranches at Pinion Ridge Phase 7 Subdivision. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

The Commissioners wanted to express that this decision does not reflect negatively on the Planning Commission, and they appreciate their work.

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

(10:19 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. He explained that this subdivision is bisected by Highway 40, and it is closer to other paved subdivisions in Duchesne City. The parties discussed the variance request and the area of the subdivision. *Commissioner Chugg made a motion to deny the variance request for the Great Basin Estates Phase 6 Subdivision. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 10:32 a.m. to 11:12 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.

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

(11:12 a.m.)

Clerk-Auditor Chelise Jessen presented one parcel from September 22, 2025, to September 26, 2025, prior to the meeting. The parcel value was adjusted, and the report indicates it is a primary residence; however, it was taxed as a secondary residence. The parties discussed the adjustments. *Commissioner Chugg made a motion to approve the BOE adjustment 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 – Vouchers

(11:13 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 170443 through 170505, dated September 29, 2025, totaling \$456,872.34. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for September 29, 2025, as presented. 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 September 22, 2025

(11:18 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on September 22, 2025. *Commissioner Chugg made a motion to approve the minutes for September 22, 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

(11:31 a.m.)

Calendaring & Weekly Update on Events

(11:36 a.m.)

Human Resource Update

(11:57 a.m.)

Human Resource Director Judy Stevenson gave an update on her department. The Health Fair turned out great. They are scheduling a biometric screening for the Sheriff's office. The employee appreciation event is tomorrow at the Bluebell Corn Maze. There is a workers' comp training on October 16th. They are looking at the insurance benefits and costs.

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

(12:02 p.m.)

Commissioner Killian 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 Chugg 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

(12:50 p.m.)

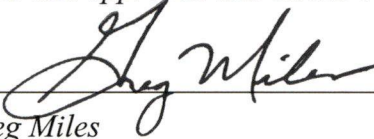
No action to be taken.

Adjournment

(12:51 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:51 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the motion was uncontested. The forum adjourned.

Read and approved this on the 14th day of October 2025.



Greg Miles

Commission Chairman



Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes