

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD TUESDAY, OCTOBER 14, 2025, BEGINNING AT 9:00 A.M.  
IN DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Chief Deputy Assessor Ginger Johnson, Deputy Assessor Cheryl Fabrizio, Deputy Assessor Brandi Winterton, Deputy Assessor JR Hyde, Deputy Assessor Cory Luttrell, Deputy Assessor Heather Benson, Assessor Traci Herrera, Human Resource Director Judy Stevenson, Human Resource Generalist Tommi Mascaro, Treasurer Stephen Potter, Attorney Stephen Foote, Building Inspector Cody Fisher, Emergency Management Director Josh Phillips, Chief Deputy Recorder Dawnie Murphy, Weed Control Director Braxton Spencer, Human Resource Payroll and Benefits Administrator Jamie Park, Weed Control Assistant Matthew Skewes, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Building & Grounds Director Shane Jenkins, Chief Deputy Clerk-Auditor Lexie Clayburn, Treasurer Stephen Potter, Community Development Assistant Director Mike Gottfredson, Duchesne County Resident Dennis Peterson, 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.)*

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

*(9:02 a.m.)*

Human Resource Generalist Tommi Mascaro presented the October Employee of the Month award to Deputy Assessor Heather Benson. She explained that Heather is a natural leader who consistently takes the initiative and ensures tasks are completed efficiently and effectively. She demonstrates exceptional knowledge of her role and provides outstanding service to the public. Assessor Traci Herrera read the nomination letter that she submitted and expressed her appreciation for Ms. Benson. Deputy Director Brandi Winterton also read a nomination letter she had submitted. She expressed gratitude for Ms. Benson going the extra mile and being customer-focused. Ms. Benson thanked everyone for the award. Each Commissioner appreciated her for her hard work and dedication to the customers.

***Public Works Update***

*(9:09 a.m.)*

Public Works Director Mike Casper gave an update to the public on upcoming and existing projects. The rain has caused some issues with the gravel roads. Some residents were stranded, but they were able to help. There are three graders out repairing the gravel roads. They are about finished with paving and will then stripe the newly paved roads. They intend to pave a small loop around the Pinon Forest SSD water filling station. A resident has requested the installation of engine brake restriction signs. The parties discussed the truck parking issue at the Centennial Event Center, as well as a potential location for a truck parking lot along State Highway 191. The salt hauling is about halfway done. Director Casper will follow up with the contractor if the project is not close to completion in about a week. Some of the trucks are equipped with sand and salt beds in preparation for the winter season.

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

*(9:28 a.m.)*

Public Works Deputy Director Clint Curtis presented two residential approach permits. The parties discussed approach permit 25-049. *Commissioner Killian made a motion to approve approach permit 25-049 as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

The parties discussed approach permit 25-048. *Commissioner Killian made a motion to approve approach permit 25-048 as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*



## ***Discussion & Consideration of Purchasing a Skid Steer and Attachment for Emergency Management***

*(9:39 a.m.)*

Emergency Management Director Josh Phillips presented two quotes for a skid steer:

- AG Equipment - \$105,272.69
- Bonneville Equipment Company - \$106,624.00

Director Phillips recommended AG Equipment as the low bidder and local dealer. The parties discussed which budget code to use for the payment. *Commissioner Chugg made a motion to approve the AG Equipment bid for \$105,272.69 using fund 41. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

## ***Discussion & Consideration of Purchasing a Trailer for Emergency Management***

*(9:45 a.m.)*

Emergency Management Director Josh Phillips presented two quotes for a gooseneck trailer that is rated to haul the skid steer.

- B&D RV Center - \$19,950.00
- Mountain West Trailers, LLC - \$20,047.40

Director Phillips recommended the low bid from B&D RV Center for \$19,950.00. The parties discussed the need for a trailer that is rated for a skid steer. *Commissioner Chugg made a motion to approve the trailer purchase from B&D RV Center for \$19,950.00. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Director Phillips described the mitigation work that is scheduled for this winter and the next couple of years. They will start in the Pinon Forest area and then move to Tabby Mountain. They will demo a BIO Char machine capable of burning green wood.

## ***Building & Grounds Update***

*(9:56 a.m.)*

Building & Grounds Director Shane Jenkins gave an update on his department. They have been working on work orders, cleaning, and budget items. The window tint for the jail is scheduled to be installed the week of November 3<sup>rd</sup> through 7<sup>th</sup>. The oven and ice machines have been ordered. He is working with Jones Paint and Glass for the doors and windows at the Crossroads Senior Center. He has been obtaining quotes for equipment, including a lawn mower and a mini telehandler. They have received the bids to replace part of the roof on the TriCounty Health Building. He has ordered a new hot water holding tank for the jail, along with other necessary equipment for the hot water system.

## ***Recess 10:00 a.m. to 11:09 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.*

## ***Discussion & Consideration of Purchasing a Truck for the Weed Control Department***

*(11:09 a.m.)*

Weed Control Director Braxton Spencer presented several quotes from Murray Motor Inc. and Mountain West Motor.

- Murray Motor Inc. – 2026 GMC 2500 HD Sierra \$51,900
- Murray Motor Inc. – 2026 GMC 1500 Sierra \$47,000
- Murray Motor Inc. – 2026 GMC 1500 Sierra \$50,000
- Murray Motor Inc. – 2025 GMC 2500 HD Sierra \$51,500
- Murray Motor Inc. – 2025 GMC 2500 HD Sierra \$52,000
- Murray Motor Inc. – 2026 GMC 2500 HD Sierra \$53,000
- Mountain West Motor – 2022 Chevrolet HD \$54,538.00

Director Spencer recommended the 2026 GMC HD from Murray Motor Inc., Stock # 129559, for \$51,900.00. The parties discussed the purchase. *Commissioner Killian made a motion to purchase the truck for Murray Motor, Inc. for \$51,900 using fund 41. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

## ***Discussion & Consideration of Purchasing a Side-by-Side for the Weed Control Department***

*(11:17 a.m.)*

Weed Control Director Braxton Spencer presented three side-by-side quotes

- 2025 Polaris Ranger 1000 Premium - \$16,024.00



- 2025 CF Moto - \$15,009.00
- 2025 Honda Pioneer 1000 - \$17,599.00

Director Spencer recommends the 2025 CF Moto for \$15,009.00. The parties discussed the quotes and warranties. *Commissioner Killian made a motion to purchase the CF Moto side-by-side for \$15,009 using fund 41. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Discussion & Consideration of Purchasing a Trailer for the Weed Control Department***

*(11:25 a.m.)*

Weed Control Director Braxton Spencer presented a quote from Rocky Mountain ATV for \$3,449.00. He explained that other trailers are around the same price. This trailer is at the same dealership as the side-by-side. The parties discussed the trailer and requested that Director Spencer provide at least three comparable quotes.

#### ***Review Board Appointments***

*(11:29 a.m.)*

Commission Executive Assistant Melissa Hughes presented a list of boards appointed by the Commission. The parties review the boards and members.

*Commissioner Killian made a motion to appoint Terry Hughes and re-appoint Dex Winterton and Kevin Rowley to the Duchesne County Water Conservancy District. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

*Commissioner Killian made a motion to re-appoint Paul Goodrich to the Special Service District #2. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

*Commissioner Chugg made a motion to re-appoint Rodger Ames, Kim Harding, and Melissa Hughes to the Duchesne County Weed Control Board. 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 Conservation & Landscape Health Rule Letter***

*(11:45 a.m.)*

Clay Crozier with PLPCO assisted the County in writing the letter in support of the recession of the conservation and landscape health rule. A portion of the letter reads: The Conservation and Landscape Health Rule represents a radical and legally questionable departure from this statutory mandate. By administratively establishing "conservation" as a formal "use" on par with tangible, productive activities, and by creating "conservation leases" that allow for the indefinite idling of vast tracts of land, the rule effectively prioritizes non-use over use. This fundamentally misinterprets FLPMA's intent, which was to balance various productive activities, not to create a novel mechanism for their widespread exclusion. This amounts to an administrative rewriting of federal law, a power reserved for Congress, not a federal agency. This approach threatens to lock up the very resources that sustain our local businesses, support our families, and generate the revenue that funds our schools, roads, and emergency services. The "conservation lease" mechanism is particularly alarming, as it creates a pathway for well-funded special interest groups, potentially with no connection to our community, to effectively control public lands, bypass established public planning processes, and undermine local economies and existing valid rights.

The parties discussed the letter and their support. *Commissioner Killian made a motion to approve the Conservation and Landscape Health Rule letter. 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 Affiliated Ute Citizens Petition Response Letter***

*(11:47 a.m.)*

The letter to the Department of the Interior, Office of the Assistant Secretary – Indian Affairs, was signed and sent before the meeting. This letter is in response to the petition for federal recognition submitted by the Affiliated Ute Citizens of the State of Utah (AUC). While Duchesne County acknowledges and respects the history of the mixed-blood Ute



people, we believe that the request for renewed federal acknowledgement should be denied for both legal and practical reasons. The parties discussed the letter. *Commissioner Chugg made a motion to ratify the signing of the support letter opposing the Affiliated Ute Citizens Petition Response, with post authorization for the Chair to sign. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Resolution No. 25-10; A Resolution of Appointment of a Duchesne County Representative and an Alternate Representative for the Utah Counties Indemnity Pool Annual Membership Meeting***

*(11:48 a.m.)*

The parties discussed the resolution and who can attend the annual meeting. *Commissioner Chugg made a motion to appoint Commissioner Tracy Killian as the representative and Clerk-Auditor Chelise Jessen as the alternate representative. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Recess 11:52 a.m. to 1:12 p.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 Fire Protection Agreement between Duchesne County and Altamont Town***

*(1:13 p.m.)*

Commissioner Miles explained the changes and that when the agreement was initially created, the fire departments were asked to provide a barebones cost. Some of the departments added extra contingency, while others didn't. The town of Altamont would like an increase. The parties discussed the increase and decided on a \$7,000 per year increase. *Commissioner Chugg made a motion to approve the contract with the amendment 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***

*(1:19 p.m.)*

Clerk-Auditor Chelise Jessen presented four parcels from September 22, 2025, to October 10, 2025, prior to the meeting. The parcel's value was adjusted, and the report indicates the reasons. The parties discussed the adjustments. *Commissioner Killian made a motion to approve 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.*

***Discussion & Consideration of Legal Shield Contract***

*(1:22 p.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the LegalShield Employer Agreement. She explained that there is no cost to the County. If the employee enrolls in the benefit, they are responsible for the cost. The parties discussed the benefit. *Commissioner Chugg made a motion to renew the contract with LegalShield 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.*

***HR Office – Payroll***

*(1:29 p.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending September 27, 2025; 222 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending September 27, 2025, as presented. 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***

*(1:33 p.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 170506 through 170880, dated October 14, 2025, totaling \$2,143,018.86. The parties



reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for October 14, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Auditor's Office – Surplus***

*(1:37 p.m.)*

Several items were submitted for surplus from the Public Works Department: a pressure washer, a welder, rims, tires, a toolbox, two fuel cells, and a bridge. The parties discussed the items. *Commissioner Chugg made a motion to approve the items for surplus 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 – Tax Adjustments***

*(1:41 p.m.)*

Treasurer Stephen Potter presented a tax adjustment for parcel 00-0007-8356. This amount was for a cell tower that was also billed as BU-2813 for a credit of \$1,038.27. The parties discussed the adjustment.

Treasurer Stephen Potter presented the 2025 Individual Abatement Report. Totals for the Abatement Report are as follows: Blind – 9 for \$1,207.49, Circuit Breaker – 161 for \$100,050.54, Indigent – 39 for \$22,585.01, 20% Circuit Breaker – 97 for \$44,943.97, Veterans – 149 for \$247,675.73, Military – 1 for \$1,162.58. Totals – 456 for \$417,625.32.

*Commissioner Chugg made a motion to approve the tax adjustment and abatement report 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 September 29, 2025***

*(1:49 p.m.)*

The parties reviewed the combined minutes of the Commission meeting held on September 29, 2025. *Commissioner Chugg made a motion to approve the minutes for September 29, 2025, as presented. 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***

*(1:51 p.m.)*

#### ***Calendaring & Weekly Update on Events***

*(1:56 p.m.)*

#### ***Public Hearing: Zoning District Map Amendment Request to Change from A-5 Agriculture to R-1 Residential in the Hanna Area***

*(2:00 p.m.)*

#### ***Present –***

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Tyler Allred, Community Development Assistant Director Mike Gottfredson, Duchesne County Resident Dennis Peterson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

*Commissioner Chugg made a motion to go into a public hearing for the Zoning District Map Amendment Request to Change from A-5 Agriculture to R-1 Residential in the Hanna Area. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Community Development Assistant Director Mike Gottfredson explained that Dennis Peterson owns a 6.27-acre parcel on the North Fork Road, 5.00 miles north of the North Fork Road – Utah Highway 35 intersection, in the Hanna area. Mr. Peterson is requesting this rezone of his property to allow for the subdivision of it into three separate lots and a remainder property. Cabin structures exist with established drinking water sources and permanent access for each of the three proposed lots.

Changing the zoning would be consistent with how the property has been used for the past 45 years, as the property has been interpreted and referenced as three separate lots since inception. However, no division of property has yet to take place. Changing the zone to R-



1 Residential would be more consistent with the character, land use, and actual size of the surrounding 20 properties. For example, 15 of the 20 parcels in this neighborhood are under 2½ acres in size, and 13 of these 15 are even less than 1 acre. Only one parcel of the 20 in the neighborhood is consistent with the current A-5 Agriculture zoning district, being the only property assessed as agricultural land. The remaining 19 properties were established and have remained recreational by use for over 70 years. Even with the technical change in how this property will be zoned, no actual change in land use is anticipated to be caused by the rezone.

On September 3, 2025, the Planning Commission held a public hearing to consider this request, reviewed and adopted the findings of fact prepared by the Planning Division, and unanimously recommended the approval of this rezone.

Commissioner Miles asked the property owner, Dennis Peterson, if there was adequate source protection for the well. Dennis Peterson explained how TriCounty Health approved all three septic systems.

*Commissioner Killian made a motion to exit the public hearing. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Ordinance No. 25-425; An Ordinance Amending the Duchesne County Zoning Map, Rezoning Described Property from A-5 Agriculture to R-1 Residential***

*(2:27 p.m.)*

The parties discussed the zoning request and the ordinance. *Commissioner Killian made a motion to adopt Ordinance No. 25-425; An Ordinance Amending the Duchesne County Zoning Map, Rezoning Described Property from A-5 Agriculture to R-1 Residential. 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 Appointment of Chief Administrative Officer(s) for the Requirement of UCA 63A-12-103***

*(2:30 p.m.)*

Commissioner Chugg explained that a chief administrative officer needs to be appointed for the Privacy Program Policy. He suggested appointing Co-Administrative Officers, himself and Electronic Records Director Cristina Nielson. The parties discussed the requirement. *Commissioner Killian made a motion to appoint Commissioner Jeff Chugg and Electronic Records Director Cristina Nielson as Co-Chief Administrative Officers. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

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

*(2:32 p.m.)*

Human Resource Director Judy Stevenson presented one volunteer for the Library. The parties discussed the volunteer. *Commissioner Killian made a motion to approve the Library volunteer. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Policy 701: Privacy Program Policy***

*(2:33 p.m.)*

Commissioner Chugg explained that the policy is based on a template from the State of Utah. The county is required to adopt it. The parties discussed the policy. *Commissioner Chugg made a motion to adopt policy 701: Privacy Program Policy. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Human Resource Update***

*(2:44 p.m.)*

Human Resource Director Judy Stevenson gave an update on her department. The employee appreciation event at the Bluebell Corn Maze was a huge success. There is a Workers' Compensation training on Thursday. There is a virtual option for those who aren't able to attend in person.

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

(2:46 p.m.)

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

(3:03 p.m.)

Commissioner Chugg made a motion to accept the settlement 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.

**Recess 3:04 p.m. to 4:24 p.m.**

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

Commissioner Killian left the meeting at 3:04 pm.

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

(4:25 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 Miles seconded the motion. Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

**Consideration to take action during the closed session**

(4:51 p.m.)

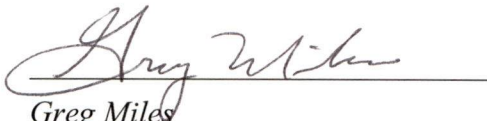
No action to be taken.

**Adjournment**

(4:51 p.m.)

Commissioner Chugg made a motion to adjourn the meeting at 4:51 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 20<sup>th</sup> day of October 2025.



Greg Miles

Commission Chairman



Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes