

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, OCTOBER 20, 2025, BEGINNING AT 9:00 A.M. IN  
DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Human Resource Payroll and Benefits Administrator Jamie Park, Chief Deputy Clerk-Auditor Lexie Clayburn, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:01 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 gave an update on upcoming and existing projects. They are working on the shoulder in Talmage. Work continues on their new yard, and the new crusher will be delivered today. They are preparing for the winter season by installing sandbeds on their trucks. Director Casper has reached out to Burdick Materials for a quote on the damaged road. Hanna Water would like assistance with widening the Tabby Swale Road; they are installing a water line along the right-of-way. There is a meeting today with their engineer. Commissioner Killian mentioned that UDOGM would like to have them present at the upcoming collaborative meeting. The parties discussed the information that would be presented. A trackhoe crossed a road near the landfill, damaging the shoulder.

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

*(9:28 a.m.)*

Public Works Deputy Director Clint Curtis presented three approach permits. The parties discussed approach permit A25-051 for Strata Network in the Fruitland area. *Commissioner Chugg made a motion to approve approach permit A25-051 as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

The parties discussed approach permit A25-052 off Lower Red Creek Road, including how the landowner would need to work with the U.S. Army Corps of Engineers. *Commissioner Killian made a motion to approve the approach permit A25-052, provided that conditions are met with the U.S. Army Corps. 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 A25-053 off 3000 by Ostler Corner and how it meets the Transportation Master Plan. *Commissioner Killian made a motion to approve approach permit A25-053 as presented. Commissioner Chugg seconded the motion. Commissioner*

*Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Economic Development Update***

*(9:26 a.m.)*

Economic Development Director Deborah Herron explained the “Unearthing Utah” Honeycomb Calcite Exhibit at the Duchesne City Welcome Center in September. Over 400 attendees viewed 20 sculptures by 14 artists, along with displays of raw stone, slabs, and cored materials from Blind Stream Stoneworks. These works demonstrated the aesthetic and commercial potential of honeycomb calcite as a signature material of Duchesne County.

She is accepting applications for the Matching Main Street Grant.

Director Herron and Travel & Tourism Director Ryan Lundstrom are preparing for the Holly Fair. Most of the vendor spots are filled. She explained the requirement that at least six percent of the goods must be handmade.

She presented at the SMPS Utah 2025 with other Economic Development Directors across the state. The parties discussed the Uintah Basin Rail and the progress. The Commissioners would like Director Herron to continue exploring solutions to address the housing issues.

### ***Recess 9:52 a.m. to 10:18 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 Fire Protection Agreements with the Municipalities***

*(10:18 a.m.)*

The parties reviewed the Fire Protection Agreements with Duchesne City, Roosevelt City, and Myton City. They discussed the agreements, noting that Myton City is not ready for approval. *Commissioner Killian made a motion to approve the Fire Protection Agreement with Roosevelt City for \$59,671.81 and Duchesne City for \$52,210.35, and hold Myton City's, and authorize the chair to sign on behalf of the County. 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 Board of Equalization (BOE) Adjustments***

*(10:22 a.m.)*

None at this time.

### ***Discussion & Consideration of New Business Licenses***

*(10:23 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented one new business license.

- Services JR L.L.C., owned by Jobe Rust, Roosevelt, Utah.

The parties discussed the business. *Commissioner Chugg made a motion to accept the business license for Services JR L.L.C. as approved by the Clerk-Auditor's Office. 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***

*(10:24 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 170881 through 170934, dated October 20, 2025, totaling \$392,312.72. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for October 20, 2025, 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 the 2026 Payday & Holiday Schedule***

*(10:29 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the 2026 Payday & Holiday Schedule. The parties discussed the schedule. *Commissioner Chugg made a motion to adopt the 2026 Payday & Holiday Schedule. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***HR Office – Payroll***

*(10:35 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending October 11, 2025; 245 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending October 11, 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 – Tax Adjustments***

*(10:38 a.m.)*

Treasurer Stephen Potter presented a tax adjustment for three parcels. Parcel 00-0007-2094: the acreage was corrected from 1.38 to .77, resulting in a credit of \$37.30. Parcels 00-0034-5617 and 00-0034-8887 were returned to Greenbelt, and the AG building was incorrectly classified for a credit of \$2,175.20.

Treasurer Stephen Potter presented the 2025 Individual Abatement Report. Totals for the Abatement Report are as follows: Circuit Breaker – 5 for \$2,874.32, Indigent – 1 for \$612.05, 20% Circuit Breaker – 1 for \$256.25. Totals – 7 for \$3,742.62.

*Commissioner Chugg made a motion to approve the tax adjustments 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.*

*(12:44 p.m.)*

Treasurer Stephen Potter presented a tax adjustment for parcel 00-0034-8887. He explained that during the adjustment, he noticed that LS01 was listed as secondary land, and it needed to be removed for a credit of \$270.46. The parties discussed the adjustment. *Commissioner Chugg made a motion to approve the tax adjustment for parcel 00-0034-8887 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 October 14, 2025***

*(10:45 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on October 14, 2025. *Commissioner Chugg made a motion to approve the October 14, 2025, minutes, 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***

*(10:57 a.m.)*

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

*(11:01 a.m.)*

## ***Human Resource Update***

*(11:16 a.m.)*

Human Resource Director Judy Stevenson gave an update on her department. The OSHA safety training last week went well and was well attended. It was recorded, so they will show it to the departments that couldn't attend on Thursday. Emergency Management will be hosting a chainsaw training for the Road Department.

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

*(11:22 a.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***

*(12:44 p.m.)*

No action to be taken.

## ***Adjournment***

*(12:47 p.m.)*

*Commissioner Chugg made a motion to adjourn the meeting at 12:47 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 27<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*