

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, OCTOBER 27, 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, Emergency Management Director Josh Phillips, Emergency Management Secretary Shelly Felter, Wildland Fire and Mitigation Levi McKee, Chief Deputy Clerk-Auditor Lexie Clayburn, Assessor Traci Herrera, Deputy Assessor JR Hyde, 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 gave an update on upcoming and existing projects. River Road and Killian's Hill have been milled; they are expected to be paved next week. The paving project at the Pinon Forest Well is complete. They started the project in Hanna, where they are widening Tabby Swale Road. The shoulder project in Talmage is about complete. They are preparing the trucks for the winter season. The salt hauling is about a week behind.

Discussion & Consideration of Approach Permits

(9:04 a.m.)

Public Works Deputy Director Clint Curtis presented a residential approach permit. The parties discussed approach permit A25-054. It is located north of the Cotton Creek area, off Highway 121. *Commissioner Chugg made a motion to approve approach permit A25-054 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 other approaches that Burdick Materials plans to pave and the requirements for commercial approaches.

Emergency Management & Fire Mitigation Update

(9:16 a.m.)

Emergency Management Director Josh Phillips presented the mitigation map and explained that they are working on the 17-acre plat owned by Duchesne County. They plan to rework the areas completed by a contractor in the last few years. He is waiting for the burn window to open so he can burn the prepared piles. A map of the mitigation projects through 2027 was displayed, with areas in red representing the current focus, green indicating completed projects, blue indicating projects scheduled for the following year,

and black indicating projects planned for the year after. The costs performed by a contractor are as follows: 2022 - \$136,175.00, 2023 - \$157,787.50, 2024 - \$81,462.50. Total Cost - \$375,424, Cost per acre - \$18,771.50. The average cost per acre should be \$10,000. There were 12.6 acres treated on Sams Wash Road, 4.9 on Old Pinion Way Road, totaling 17.5 acres. Work performed by Duchesne County Mitigation in 2025: 31.74 acres worked thus far, with an average cost per acre of \$6,773.78, and hours worked were 724.5. The parties discussed mitigation measures and the posting of signs in the completed project areas. Some residents have asked about using the cut trees for firewood. Director Phillips said the logs are piled separately, and the residents are welcome to come and gather wood as long as the piles are left ready to burn. The Commissioners expressed their pleasure with the mitigation work completed and appreciated all the work that the department has done.

Discussion & Consideration of Board Appointment for the Central Utah Water Conservancy District

(9:44 a.m.)

The Commission received a letter from Central Utah Water Conservancy District stating that Brad Wells' appointment is set to end and that names need to be submitted to the Governor for the appointment. Commissioner Miles has spoken with Brad Wells, who has been an active and beneficial member of the board, and he would like to be reappointed for another term. *Commissioner Killian made a motion to reappoint Brad Wells to the Utah Water Conservancy Board of Trustees. 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

(9:47 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 170935 through 170995, dated October 27, 2025, totaling \$1,618,272.13. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for October 27, 2025, as presented, and ratify the check printed last week for engineering services. 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

(9:52 a.m.)

Treasurer Stephen Potter presented a tax adjustment for three parcels. Parcel 00-0034-3226: changed from secondary to primary with application, resulting in a credit of \$8,524.45. Parcel 00-0032-9590 was incorrectly attached to the wrong parcel, resulting in a \$3,317.62 credit. Parcel 00-0000-3883, the property was purchased in February, but an application for primary residential declaration was not sent to the new owner. Application is now on file for a credit of \$239.10. The parties discussed the tax adjustments. *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.*

(9:55 a.m.)

Treasurer Stephen Potter presented the 2025 Individual Abatement Report. Totals for the Abatement Report are as follows: Circuit Breaker – 3 for \$1,720.00, Indigent – 1 for \$483.60, 20% Circuit Breaker – 3 for \$1,770.99. Totals – 7 for \$3,974.59. The parties discussed the various codes and the State's reimbursement to the County. *Commissioner*

Killian made a motion to approve the tax abatements as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Recess 9:59 a.m. to 10:38 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.

Consideration of Minutes of the Combined Commission Meeting held October 20, 2025

(10:38 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on October 20, 2025. Commissioner Killian made a motion to approve the minutes of 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 of Possible Subjects for the Next Meeting

(10:42 a.m.)

Calendaring & Weekly Update on Events

(10:44 a.m.)

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

(11:02 a.m.)

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

Consideration to take action during the closed session

(11:35 a.m.)

Commissioner Chugg made a motion to authorize the chair to approve the settlement agreement and 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.

Human Resource Update

(11:37 a.m.)

No update at this time.

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

(11:37 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

(1:37 p.m.)

No action to be taken.

Adjournment

(1:37 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 1:37 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 3rd day of November 2025.

Greg Miles

Commission Chairman

Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes