

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, NOVEMBER 03, 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 Defender Michelle Hull, Deputy Public Defender Dallas Tate, Economic Development Director Deborah Herron, Human Resource Director Judy Stevenson, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, Treasurer Stephen Potter, Chief Deputy Clerk-Auditor Lexie Clayburn, Deputy Clerk-Auditor Katrina Jacobson, I.T. Specialist Taylor Warr, DNR Northeastern Region Supervisor Miles Hanberg, Duchesne County Resident Jenni Thompson, 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.)*

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

*(9:01 a.m.)*

Human Resource Generalist Tommi Mascaro presented the November Employee of the Month award to Public Defender Michelle Hull. Deputy Public Defender Dallas Tate explained his amiable experience working for Ms. Hull. Each Commissioner commended Ms. Hull for her hard work and dedication, and thanked her for sharing her talents with the County. Ms. Hull thanked everyone for the recognition.

***Public Works Update***

*(9:06 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. Burdick Materials will be paving the Bridgeland Road; the county is providing flaggers and a sweeper for the project. They also plan to pave some approaches for SM Energy. The road work on Tabby Swale Road is complete; they will move up on Dutchman to repair the road where trucks have slid off. There are plans with the special service district to install a culvert on 3000 West and to remove trees in the area. The crusher should be ready in about a week. Director Casper said the lease for the building that they are renting is expiring. The landlord is increasing the rent to \$750 per month. He is wondering if we want to continue renting it until the new building is built. The parties discussed the rental and signing a 6-month lease. They plan to spray seeds on the slope at the new yard and on the Tabby Swale Road, where they widened it. Commissioner Miles said that the shoulder work done in Talmage looks really good. He received a complaint about Moon Lake Road, where there is a hazardous spot that spans the entire width of the road. The parties discussed how to repair the road.

***Discussion & Consideration of Resolution No. 25-11; A Resolution Supporting the Participation in Operation Green Light for Veterans 2025***

*(9:16 a.m.)*

Commissioner Miles explained that NACO (National Association of Counties) is promoting Operation Green Light for Veterans and encourages counties to participate. Duchesne County encourages its citizens to uphold the patriotic tradition of recognizing the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in their place of business or residence from November 4-11, 2025. The parties discussed the resolution and its amendments, expressing appreciation for the military families included in the resolution. *Commissioner Killian made a motion to approve Resolution No. 25-11, A Resolution Supporting the Participation in Operation Green Light for Veterans 2025, as amended. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Seasonal Road Closures on the Tabby Mountain Wildlife Management Area***

*(9:23 a.m.)*

DNR Northeastern Region Supervisor Miles Hanberg presented a map showing the elk use on the Wildlife Management Area (WMA). They get this data from collared elk. The seasonal road closures keep the elk on the WMA. The roads would be closed from December 1<sup>st</sup> through April 30<sup>th</sup>. The area can still be accessed by walking and horseback. The parties discussed the road closures and wildlife in the area. *Commissioner Chugg made a motion to approve the seasonal road closure on the Tabby Mountain WMA from December 1<sup>st</sup> through April 30<sup>th</sup>. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Supervisor Hanberg updated the public on the work the DNR has done in the area. Giles Lake has been stabilized. They will be capturing deer and elk for collaring. He invited the Commissioners to join.

***Discussion & Consideration of Fire Protection Agreement with Myton City***

*(9:28 a.m.)*

Commissioner Miles explained that each municipality is asked to provide fire protection in the unincorporated areas of Duchesne County. In exchange for the services, the County shall pay the City annually. Myton City will receive \$28,073.87 for 2025; this amount will increase by 2.5% annually. *Commissioner Chugg made a motion to approve the Fire Protection Agreement with Myton City for \$28,073.87 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 Agreement with APA Benefits Inc.***

*(9:31 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the Cafeteria Plan for the APA Benefits Inc. She explained that this is for the Flex Savings Plan for employees on the Traditional Health Plan. The parties discussed the agreement and uses for the savings plan. *Commissioner Killian made a motion to approve the APA Benefits*

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

### **HR Office – Payroll**

*(9:38 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending October 25, 2025; 219 employees were paid. The parties reviewed the payroll. *Commissioner Chugg made a motion to approve the payroll for the period ending October 25, 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 & Consideration of New Business Licenses**

*(9:41 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented two new business licenses.

- TiffyzPix, owned by Tiffany Anne Ross, Neola, Utah.
- Fruitland Woodworks LLC, owned by Chad Pearson, Fruitland, Utah.

The parties discussed the new businesses. *Commissioner Killian made a motion to accept the new business licenses that have been approved by the Clerk-Auditor's office 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**

*(9:43 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 170996 through 171044, dated November 3, 2025, totaling \$309,821.91. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for November 3, 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**

*(9:48 a.m.)*

Treasurer Stephen Potter presented a tax adjustment for six parcels. Parcel 00-0033-0410: This parcel should be on greenbelt. The application was approved in 2024 for a credit of \$1,002.72. Parcel 00-0029-6933: The survey of this lot indicates that the garage is located on Parcel 00-0029-6958, resulting in a credit of \$87.29. Parcel 00-0029-6958: The survey of Parcel 00-0029-6933 indicates that the garage is located on this lot for a charge of \$87.29. Parcel 00-0034-9231: Prepayment was added to the wrong parcel. Remove penalties and interest for a credit of \$76.36. Parcel 00-0034-055: The market value for the home was updated for 2024; however, it was not reflected in the override, resulting in a market value reverting to the 2023 value, for a credit of \$1,700.79. Parcel 00-0006-9397: This parcel was deeded to the County; the taxes need to be removed for a credit of \$32.96. The parties discussed the tax adjustments. *Commissioner Chugg made a motion to approve the tax adjustments as presented. Commissioner Killian seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

*(9:49 a.m.)*

Treasurer Stephen Potter presented the 2025 Individual Abatement Report. Totals for the Abatement Report are as follows: Circuit Breaker – 13 for \$5,537.77, 20% Circuit

Breaker – 7 for \$4,249.80, Veterans – 2 for \$1,735.95. Totals – 22 for \$11,523.52. 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.*

***Auditor's Office – Surplus***

*(1:37 p.m.)*

Several items were submitted for surplus from the Building & Grounds Department: two treadmills, two desks, a shelf, a TV stand, and a file cabinet. 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.*

***Recess 9:54 a.m. to 10:32 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 27, 2025***

*(10:32 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on October 27, 2025. *Commissioner Chugg made a motion to approve the minutes of October 27, 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***

*(10:37 a.m.)*

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

*(10:42 a.m.)*

***Human Resource Update***

*(11:01 a.m.)*

Human Resource Director Judy Stevenson gave an update on her department. Open enrollment begins on November 12th and lasts for two weeks. There are two meetings for employees and their spouses on the 12<sup>th</sup> at 9:00 and 10:30 am.

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

*(11:03 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***

*(12:36 p.m.)*

No action to be taken.

***Adjournment***

*(12:37 p.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 12:37 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 10<sup>th</sup> day of November 2025.*

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*Greg Miles*

*Commission Chairman*

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*Chelise Curtis*

*Clerk-Auditor*

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*

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