

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, NOVEMBER 10, 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, I.T. Interum Director Taylor Warr, Community Development Assistant Director Mike Gottfredson, Clerk-Auditor Chelise Curtis, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:02 a.m.)

Chairman Miles welcomed everyone to the meeting.

Pledge of Allegiance

(9:03 a.m.)

Each Commissioner took a moment to express their gratitude for Veterans and their Families for their investments and sacrifices to our Country.

Public Works Update

(9:06 a.m.)

Public Works Director Mike Casper gave an update on upcoming and existing projects. A third of his crew is working today; the rest took the day off. The paving in Bridgeland is expected to be finished today; the approaches didn't need to be repaved. The road stripers are scheduled to arrive by the end of the week. They patched the Moon Lake Road last week. They will be repairing the North Fork Road in Hanna. The shoulder work and a graveled road in Talmage are complete. They will be replacing some culverts and removing trees. The hillside at the new yard has been seeded. The parties discussed the new seeder machine and its effectiveness. Commissioner Chugg requested that the road in Pleasant Valley be inspected for damage, where a sand truck turned over. Commissioner Miles said that the department did a great job on the Tabby Swale Road.

Discussion & Consideration of Purchasing a Skid Steer for the Road Department

(9:15 a.m.)

Public Works Director Mike Casper presented two quotes for a skid steer.

- Wheeler Machinery Co. - \$169,410.00
- AG Equipment - \$166,938.40

Director Casper recommended the Caterpillar Skid Steer from Wheeler Machinery Co. The parties discussed the equipment and availability. *Commissioner Killian made a motion to purchase the CAT Skid Steer with implements for \$169,410.00. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Approach Permits

(9:18 a.m.)

Public Works Deputy Director Clint Curtis presented a commercial approach permit. He explained it is for a lubricant refinery. He has requested additional details and

recommended postponing the approval until he receives the necessary information. This item will be considered at an upcoming Commission Meeting.

Discussion & Consideration of the Planning Commission Board Appointment for the Tabiona/Hanna Area

(9:28 a.m.)

Commission Executive Assistant Melissa Hughes presented six letters of interest for the Planning Commission Board appointment: Kerri Hamilton, Karl Mott, Brent Bingham, Spencer Turnbow, Daniel Bowman, and Halee Ficklin. The parties discussed the candidates and decided to postpone the appointment to allow time for review.

Review Board Appointments

(9:31 a.m.)

Commission Executive Assistant Melissa Hughes presented a list of the County boards. The parties discussed the boards and expiring seats. The board appointments will be considered at an upcoming Commission Meeting.

Auditor's Office – Vouchers

(9:45 a.m.)

Clerk-Auditor Chelise Curtis presented the vouchers for check numbers 171045 through 171127, dated November 10, 2025, totaling \$299,095.30. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for November 10, 2025, 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

(9:48 a.m.)

Treasurer Stephen Potter presented a tax adjustment for five parcels before the meeting. Parcel – 00-0003-0324: The homeowner called and thought we had some characteristics of the 1936-built home incorrect. After the on-site, 3,060 sf of the 5,304 sf residence hadn't had any of the updates that the other 2244 sf had. The market value was adjusted from \$402,275 to \$313,049. The tax decreased from \$4,798.74 to \$3,734.36, resulting in a credit of \$1,064.38. Parcel numbers 00-0000-3602 and 00-0000-3610 were purchased by the hospital and became exempt halfway through the year, resulting in a credit of \$1,701.44. Parcel 00-0005-4829; the parcel should be on greenbelt for a credit of \$296.44. Parcel – 00-0030-8506; An inspection of the cabin during BOE was conducted; however, it wasn't communicated with the required systems to receive a credit of \$411.42. The parties discussed the tax adjustments. *Commissioner Killian made a motion to approve the tax adjustments for Patrick Harrington, Bert Brad Christenson, Ellis Muir, and hold the tax adjustments for Uintah Basin Medical Center. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 9:58 a.m. to 10:19 a.m.

Commissioner Killian made a motion to saunter. 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 November 03, 2025

(10:20 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on November 03, 2025. *Commissioner Chugg made a motion to approve the minutes of November 03, 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

(10:29 a.m.)

Calendaring & Weekly Update on Events

(10:31 a.m.)

Discussion & Consideration of an Agreement for I.T. Consultation

(10:47 a.m.)

I.T. Interim Director Taylor Warr presented a Consulting Services Agreement between Duchesne County and Matt Yergensen. He explained the purpose of the agreement. The agreement is for a six-month term, commencing December 1, 2025. The County shall pay the consultant a monthly retainer of \$3,500 covering up to 60 hours of services per month. Additional hours beyond sixty in any month shall be billed at \$65 per hour. The parties discussed the compensation, hours availability, and the need for the consultant. *Commissioner Chugg made a motion to approve the agreement with Matt Yergensen 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 KnowBe4 Software

(11:02 a.m.)

I.T. Interim Director Taylor Warr explained the software and the available options through the State. The County currently uses the software, but a change will be implemented starting January 25, 2026. Human Resource Director Judy Stevenson explained the option of using the software for policies and procedures. Currently, the County uses Lexipol. There have been some technical issues that haven't been resolved, and the annual cost is \$8,229.60. If the County transitions to the KnowBe4 software, there will not be a cost to the County. The parties discussed the software and options. A Memorandum of Understanding for the software will be considered at a later meeting.

Human Resource Update

(11:24 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 scheduled for employees and their spouses on Wednesday, November 12th, at 9:00 a.m. and 10:30 a.m. There are interviews planned for the I.T. Director and the Building Official this week.

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

(11:26 a.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 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

(12:18 p.m.)

No action to be taken.

Recess 12:19 p.m. to 1:01 p.m.

Commissioner Chugg made a motion to recess until the public hearing at 1:00 p.m. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Public Hearing 1:00 pm Zoning District Map Amendment Request to Change from A-5 Agriculture to A-2½ Agriculture in the Neola Area

Present –

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

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

Staff Update

(1:03 p.m.)

Community Development Assistant Director Mike Gottfredson explained that Benson Swain owns a 6.00-acre parcel on 10000 N. in the Neola area and is requesting his property to be rezoned to allow for a parcel division from one parcel to two.

Changing the zoning would be consistent with the surrounding properties. Even with the technical change in how the property will be zoned, no actual change in land use is anticipated to result from the rezone.

On November 5, 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.

Assistant Director Gottfredson mentioned each finding of fact that the Planning Commission considered. The parties discussed the rezone request.

Commissioner Chugg made a motion to go out of the public hearing and back into regular session. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Discussion & Consideration of Ordinance 25-426; An Ordinance Amending the Duchesne County Zoning Map, Rezoning Described Property from A-5 Agriculture to A-2½ Agriculture

(1:12 p.m.)

Commissioner Chugg made a motion to approve Ordinance 25-426; An Ordinance Amending the Duchesne County Zoning Map, Rezoning Described Property from A-5 Agriculture to A-2½ Agriculture. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Adjournment

(1:14 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 1:14 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 17th day of November 2025.

Greg Miles

Commission Chairman

Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes