

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, NOVEMBER 17, 2025, BEGINNING AT 9:00 A.M.
IN DUCHESNE, UTAH**

Present –

Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Human Resource Director Judy Stevenson, Human Resource Benefits & Payroll Administrator Jamie Park, I.T. Director Taylor Warr, Community Development Assistant Director Mike Gottfredson, Deputy Clerk-Auditor Lexie Clayburn, DNR Northeastern Region Supervisor Miles Hanberg, Duchesne County Resident Ray Snyder, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Excused - Commissioner Greg Miles

Opening Comments

(9:00 a.m.)

Interim Chairman Chugg welcomed everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Public Works Update

(9:01 a.m.)

Public Works Deputy Director Clint Curtis gave an update on upcoming and existing projects. Burdick Materials has completed its paving projects for the County. They suggested some repairs on adjoining roads. The Road Department is working on the shoulder in the Upper Red Creek area. The foundation for the secondary building at the new yard is getting poured this week. The replacement of the culverts in the Bluebell has been delayed; they are awaiting approval of the stream alteration permit. Vialytics is going well. The new crusher is up and running. The spec testing came back better than what is required.

Discussion & Consideration of Approach Permits

(9:06 a.m.)

Public Works Deputy Director Clint Curtis presented a commercial approach permit. He described the location. The parties discussed the request. *Commissioner Killian made a motion to approve approach permit A25-057 as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Public Comment

(9:08 a.m.)

Duchesne County Resident Ray Snyder introduced himself and said he lives on the Uintah Canyon Highway. He presented a packet with letters and conversations from the public about the condition of the road. The road is in great disrepair. He has spoken to the Tribe, the Duchesne City Mayor, the Roosevelt City Mayor, the County, and attempted to talk with Governor Cox. He would like the road fixed and doesn't know how to get it addressed. The Commissioners said that they have met with the Tribe and will continue the discussion of road repairs.

Discussion & Consideration of Plan Review Contract

(9:13 a.m.)

Commissioner Chugg stated that this is a proposal for contracted plan reviews and code consultation services. The parties discussed the contract and the need until the Interim Building Official has completed the certifications. *Commissioner Killian made a motion to approve the Plan Review Contract with Basin Code Consultants, LLC. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Discussion & Consideration of Board Appointments

(9:16 a.m.)

Commission Executive Assistant Melissa Hughes presented a list of the County boards. The parties discussed the boards and expiring seats. *Commissioner Killian made a motion to appoint Spencer Turnbow to the Planning Commission Board as the representative for Tabiona/Hanna. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*
Commissioner Killian made a motion to re-appoint Fred Kaminski to the Special Service District #3 and Mike Hawley to the Trails Committee. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.

Discussion & Consideration of the Beer License Applications

(9:23 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented a beer license application for Speedy Goat C Store. She explained that ownership has changed and that she would like the license approved for the rest of 2025 and all of 2026. The parties discussed the application. *Commissioner Killian made a motion to approve the beer license for Speedy Goat C Store for the rest of 2025 and the entirety of 2026. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Auditor's Office – Vouchers

(9:25 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 171128 through 171205, dated November 17, 2025, totaling \$512,243.84. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for November 17, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Presentation of the 2025 PILT Check from the DNR

(9:30 a.m.)

DNR Northeastern Region Supervisor Miles Hanberg presented the 2025 PILT check for \$43,145.70. He explained that the money comes from licenses and permits sold for public land use in the County. Supervisor Hanberg also presented a watershed restoration report for the area.

HR Office – Payroll

(9:32 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending November 8, 2025; 239 employees were paid. The parties reviewed

the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending November 8, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Auditor's Office – Tax Abatements

(9:35 a.m.)

Treasurer Stephen Potter presented the tax abatements for the last two weeks. The totals are as follows: Circuit Breaker – 9 for \$5,776.18, Indigent – 2 for \$1,508.13, 20% Circuit Breaker – 5 for \$3,143.87, Veterans – 2 for \$2,113.84, for a total of 18 for \$12,542.02. The parties discussed the abatements. *Commissioner Killian made a motion to approve the tax abatements as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Auditor's Office – Tax Adjustments

(9:36 a.m.)

Treasurer Stephen Potter presented a tax adjustment for five parcels. Parcel – 00-0029-5687: This parcel was split, and the Ag building value was on the override and should have been removed for a credit of \$141.64. Parcel – 00-0005-7111: This parcel is associated with parcel 00-0005-7103. It is a nonbuildable lot used in conjunction with parcel 00-0005-7103. The issues were addressed, but converted back. This resulted in a \$240.00 credit. Parcel – 00-0035-0294: This was for a 2026 rollback that was attached in 2025. The owner has applied, so the rollback is canceled, resulting in a \$1,478.29 credit. Parcel 00-0001-0458: The Family Dollar store should have been taxed on this lot. The parcel land adjustment was done in 2023, but the Family Dollar store was not moved to this lot. The difference in Land Market value is due to the lot size, at a charge of \$12,887.70. Parcel – 00-0001-0326: The Family Dollar was being taxed on the wrong lot. A parcel land adjustment was made in 2023, but the Family Dollar store was not relocated to the new lot, resulting in a \$13,178.67 credit. 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, and Commissioner Chugg voted aye. The motion passed.*

Consideration of Minutes of the Combined Commission Meeting held November 10, 2025

(9:40 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on November 10, 2025. *Commissioner Killian made a motion to approve the minutes of November 10, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting

(9:45 a.m.)

Calendaring & Weekly Update on Events

(9:46 a.m.)

Recess 9:55 a.m. to 10:10 a.m.

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

Discussion & Consideration of the Memorandum of Understanding with Utah Cyber Center

(10:10 a.m.)

I.T. Director Taylor Warr explained the Memorandum of Understanding (MOU) with the Utah Cyber Center. Currently, the County has the Sentinel One tier of service. The MOU pertains to a grant to add an addendum providing extended services and testing. The parties discussed the MOU and how it will help enhance the system's security. *Commissioner Killian made a motion to approve the MOU with the Utah Cyber Center. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, and Commissioner Chugg voted aye. The motion passed.*

Human Resource Update

(10:14 a.m.)

Human Resource Director Judy Stevenson gave an update on her department. Open enrollment is happening now and will continue until Monday next week. They have hired a part-time employee for the Roosevelt DMV and an RN for the jail. They have promoted Taylor Warr to Director of I.T. and Adam Johnson to Interim Building Official.

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

(10:18 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, and Commissioner Chugg voted aye. The motion passed.

Consideration to take action during the closed session

(10:31 a.m.)

No action to be taken.

Adjournment

(10:32 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 10:32 a.m. Commissioner Chugg stated that the end of the agenda had been reached, and the meeting was adjourned.

Read and approved this on the 24th day of November 2025.

Greg Miles

Commission Chairman

Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes