

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, DECEMBER 08, 2025, BEGINNING AT 9:00 A.M.  
IN DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Chief Deputy Attorney Grant Charles, Public Works Director Mike Casper, Human Resource Director Judy Stevenson, Human Resource Generalist Tommi Mascaro, Electronic Records Director Cristina Nielson, Electronic Records Assistant Jaycie Carroll, Treasurer Stephen Potter, Deputy Treasurer Mindy Clegg, Clerk-Auditor Chelise Curtis, Chief Deputy Clerk-Auditor Lexie Clayburn, Recorder Shelley Brennan, Economic Development Director Deborah Herron, Community Development Assistant Director Mike Gottfredson, 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***

*(9:01 a.m.)*

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

*(9:02 a.m.)*

Human Resource Generalist Tommi Mascaro presented the December Employee of the Month Award to Electronic Records Assistant Jaycie Carroll. Deputy Treasurer Mindy Clegg read the nomination letter she submitted. Human Resource Director Judy Stevenson read the nomination letter submitted by Electronic Records Director Cristina Nielson. Each Commissioner expressed their appreciation to Ms. Carroll for her hard work and dedication to the County. Ms. Carroll thanked everyone for the award.

***Public Works Update***

*(9:10 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. His crew is working on North Crescent this week. The culvert project on 3000 South is completed, including the fence. The crusher is still working well. The parties discussed the wash plant, the cost to repair it, and the quality of the road when using washed chips. Repairs would cost about \$350,000, and a new wash plant would cost about \$700,000. Director Casper recommended repairing the existing one.

***Discussion & Consideration of Purchasing Two New 1-Ton Trucks for the Road Department***

*(9:16 a.m.)*

Public Works Director Mike Casper presented two quotes from Ken Garff West Valley.

- 2025 Ram 5500 Crew Cab Chassis 4X4 - \$71,790.00
- 2024 Ram 5500 Crew Cab Chassis 4X4 - \$67,470.00

He explained that they have two 2025 Ram 5500s and one 2024 Ram 5500. The parties discussed the quotes and, for procurement, requested Director Casper to obtain another quote from another entity.

(2:01 p.m.)

Director Casper explained that he has contacted several companies, but there is no availability of the trucks he needs. These are the only ones available. He presented a quote for installing a dump body on the trucks. The parties discussed the trucks and dump bodies. *Commissioner Killian made a motion to purchase the two trucks for \$71,790.00 and the dump body for \$12,586.05. 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***

(9:21 a.m.)

Public Works Director Mike Casper presented two approach permits. Approach Permit A25-059 is for Parcel # 00-0031-0544. The requested approach location is at the corner of the property onto Lake Canyon Road. Approach Permit A25-060 is located on Workman Drive and 1200 North in Duchesne. The parties discussed the requests. *Commissioner Chugg made a motion to approve approach permits A25-059 and A25-060 as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Presentation of America Prays***

(9:36 a.m.)

Duchesne County Resident Jenni Thompson said she is representing Citizens Promoting Correct Principles. She explained that President Trump is promoting America Prays. He would like Americans to gather in groups of 10 or more once per week for an hour to pray for our nation. She is encouraging gatherings of as many people as possible to pray for as long as they have time to spare. She read a quote from the book The Five Thousand Year Leap and a story about Benjamin Franklin found on [www.whitehouse.gov](http://www.whitehouse.gov). Ms. Thompson requested that the County celebrate America's 250<sup>th</sup> Birthday with something special and that the Commission Meeting begin with a prayer. The parties thanked her for the presentation and suggestions.

### ***Discussion & Consideration of a Variance to Pave Private Roads for the Ranches at Pinon Ridge Phase 7 Subdivision Preliminary Plat***

(9:45 a.m.)

Community Development Assistant Director Mike Gottfredson presented the findings of facts from the Planning Commission meeting held on September 3, 2025, and explained the variance request from Mountain West Ranches that was discussed at the September 29, 2025, Commission Meeting. He explained that when Ordinance 25-418 was approved, language that should have been updated wasn't. Therefore, the variance request should be approved because of the special circumstances. The parties discussed the request and some of the issues they have seen with subdivisions in the past. The approaches need to be approved through UDOT and brought up to their standards. *Commissioner Chugg made a motion to approve the variance request not to pave the roads at the Ranches at Pinon Ridge Phase 7, with all other restrictions still in place, and to abide by any approach permit requirements for pavement and grade. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

## **Discussion & Consideration of a Variance to Pave Private Roads for the Great Basin Estates Phase 6 Subdivision Preliminary Plat**

*(10:02 a.m.)*

Community Development Assistant Director Mike Gottfredson presented the findings of facts from the Planning Commission meeting held on September 3, 2025, and explained the variance request from Mountain West Ranches that was discussed at the September 29, 2025, Commission Meeting. He explained that when Ordinance 25-418 was approved, language that should have been updated wasn't. Therefore, the variance request should be approved because of the special circumstances. The parties discussed the subdivision location that is split by Highway 40. *Commissioner Chugg made a motion to grant a variance from the paved road requirement for the Great Basin Estates Phase 6 subdivision, conditional upon the subdivision meeting all other requirements and obtaining access from UDOT. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### **Recess 10:11 a.m. to 10:29 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.*

## **Discussion & Consideration of the Polimorphic Contract**

*(10:30 a.m.)*

Commissioner Chugg presented the contract with Polimorphic and explained that the County has been on a prorated contract for the website search tool. Currently, there are 67 pages of inquiries, showing the public is using it. The parties discussed the tool and its value when the website is redeveloped. The tool is helpful and provides feedback on what the public is looking for. The contract is for 1 year with an annual subscription of \$9,000. *Commissioner Chugg made a motion to renew the subscription with Polimorphic for \$9,000 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 Beer License Renewal Applications**

*(10:35 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented two beer license renewal applications: Ketts Neola Store and Gift Shop, and The Big G on 40. The parties discussed the license renewals. *Commissioner Killian made a motion to approve the beer licenses. 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**

*(10:38 a.m.)*

Clerk-Auditor Chelise Curtis presented the vouchers for check numbers 171321 through 171404, dated December 8, 2025, totaling \$443,574.94. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for December 8, 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**

*(10:43 a.m.)*

Treasurer Stephen Potter presented a tax adjustment for seven parcels. Parcel 00-0034-9434 did not convert to the 2024 BOE value, resulting in a \$154.38 credit. Parcels 00-0000-3602 and 00-0000-3610 have been reversed from a separate commission minute. UBMC paid the taxes, since they have not yet been used by them, for a debit of \$1,701.44. Parcel 00-0000-9047 should have been a primary residence, entitling it to a \$1,429.78 credit. Parcels 00-0001-4708, 00-0001-4025, and 00-0001-4617, the checks were returned, and the owner would like the penalties and interest waived. The owner is claiming it is a bank error. The parties discussed the tax adjustments. *Commissioner Killian made a motion to accept the tax adjustment for the Uintah Basin Medical Center. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Chugg abstained. The motion passed.*

*Commissioner Chugg made a motion to approve the tax adjustments for Farnsworth, Thomas, and Willis with conditions to provide proof of the bank error. 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 Abatements**

*(10:48 a.m.)*

Treasurer Stephen Potter presented the 2025 Individual Abatement Report dated December 5, 2025. The totals are as follows: Circuit Breaker – 3 for \$1,118.32, 20% Circuit Breaker – 1 for \$622.90, Veterans – 3 for \$4,173.39, for a total of 7 for \$5,914.61. The parties discussed the tax abatements. *Commissioner Killian made a motion to approve the abatement report as presented. 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 December 01, 2025**

*(10:52 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on December 01, 2025. *Commissioner Killian made a motion to approve the minutes of December 01, 2025, as presented. Commissioner Chugg 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**

*(10:59 a.m.)*

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

*(11:09 a.m.)*

## **Discussion of Ordinance 25-427; An Ordinance Replacing Ordinance No. 85 Regulating the Sale and Use of Beer and Liquor in Duchesne County, Utah**

*(11:24 a.m.)*

Chief Deputy Attorney Grant Charles explained the changes. The parties discussed the sales times for the State of Utah and the change for the County. The attorney's office has spoken with the Sheriff, and he doesn't anticipate any issues moving the sales times from 10:00 a.m. back to 6:00 a.m.

## **Human Resource Update**

(11:36 a.m.)

Postponed by general consent.

## **Recess 11:37 a.m. to 1:02 p.m.**

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

## **Public Hearing 1:00 p.m.: Amendment of the Duchesne County General Plan for Adoption of the Water Element**

### **Present –**

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Duchesne County Water Conservancy Director Clyde Watkins, Community Development Assistant Director Mike Gottfredson, Community Development Planner Duncan Kading, Economic Development Director Deborah Herron, Public Works Director Mike Casper, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

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

## **Staff Update**

(1:03 p.m.)

Community Development Assistant Director Mike Gottfredson presented a Water Use & Preservation Element and explained the requirements under Utah Code 1727a403, SB110 (2022), and SB76 (2023), which integrate water and land-use planning to promote sustainable development and ensure long-term water security. Per state requirements, this element only addresses the following at this time:

- The impact of development on water demand and infrastructure
- Strategies to reduce water use for existing and future development
- Operational modifications to reduce waste
- Coordination with state and regional stakeholders.

Assistant Director Gottfredson went over the 15-page report and explained that the numbers are estimates. There are unaccounted wells and industries. The parties discussed the water issues facing the Uintah Basin. The Commissioners want to postpone passing the resolution for a couple of weeks to obtain more accurate numbers. The state requires the Counties to have the resolution in place by December 31, 2025.

## **Public Comments**

(1:49 p.m.)

Duchesne County Water Conservancy Director Clyde Watkins said that the water entities need to all be on the same page/team. This needs to be looked at properly.

*Commissioner Killian made a motion to close the public hearing and return to regular session. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

**Adjournment**

(2:07 p.m.)

*Commissioner Killian made a motion to adjourn the meeting at 2:07 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 15<sup>th</sup> day of December 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*

**DRAFT**