

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR  
SESSION MEETING HELD MONDAY, DECEMBER 15, 2025, BEGINNING AT  
9:00 A.M. IN DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Chief Deputy Clerk-Auditor Lexie Clayburn, Economic Development Director Deborah Herron, Human Resource Payroll & Benefits Administrator Jamie Park, I.T. Director Taylor Warr, Deputy Assessor Brandi Winterton via phone call, Heather Ivie with Kinder Morgan, 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.)*

Commissioner Chugg said the prayer.

***Public Works Update***

*(9:03 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. His crew is working on North Crescent this week, installing culverts. The parties discussed purchasing a right-of-way and moving a power pole. There is some cracking on County Road 29 about 2 miles in. There have been complaints about truck traffic on Crooked Sky Road. SSD #2 will do an overlay on 3000 South in the spring. The road department is shouldering in that area this week.

***Discussion & Consideration of Purchasing a Wash Plant for the Road Department***

*(9:14 a.m.)*

Public Works Director Mike Casper presented a proposal from Kimball Equipment Company for a wash plant. He explained that the equipment that would be included is a Fabtec Structure for JCI 6' X 20' 3 Deck Screen - \$107,774.00, Superior 36" X 80' Truss Frame Conveyor - \$67,471.00m, Superior 36" X 60' Stackable Conveyor - \$32,500.00, and a Rock Systems Model 101-36G Front End Loader Hopper - \$112,500.00. The total minus the transportation fee is \$320,245.00. The parties discussed the benefits of the equipment and the quality of the roads when using washed chips. *Commissioner Killian made a motion to purchase the wash plant for \$320,245.00. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of Agreement with Kinder Morgan***

*(9:20 a.m.)*

Heather Ivie, the Land & ROW Agent with Kinder Morgan Altamont, proposed to purchase a pipeline easement across Duchesne County property. She explained that she had previously attended a Commission meeting seeking permission to have the area surveyed.

She proposed a 30-foot permanent right-of-way, with an additional 40 feet of temporary workspace. The official survey has calculated it at 863.39 feet, or 52.327 rods. The parties discussed noxious weeds and the expectation of the wash-in and wash-out policy of the equipment being used for the project. *Commissioner Chugg made a motion to approve the agreement with Kinder Morgan for the stated amount. 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 I.T. Infrastructure/Equipment Upgrades***

*(9:25 a.m.)*

I.T. Director Taylor Warr presented an I.T. Department Infrastructure / Equipment Upgrades list. He explained the equipment that has surpassed its end-of-life date. The upgrade will ensure reliability and safety. Windows 10 will no longer have updates and therefore will not be secure. New computers and laptops will need to be purchased if the existing equipment is not compatible with Windows 11. The parties discussed the updates, the phase-out of Windows 10, and the purchase the computers in phases. *Commissioner Chugg made a motion to authorize the I.T. Department to utilize fund 41 funds up to \$145,200.00. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Discussion & Consideration of Support Letter for a Duchesne County School District Catalyst Center***

*(9:40 a.m.)*

Economic Development Director Deborah Herron presented the support letter for a Duchesne County School District Catalyst Center. She explained in her research that a Catalyst Center is a learning center. She thinks it's a marvelous idea. The parties discussed the advantages of the center and the importance of agriculture to the County. This would give kids an opportunity to learn about agriculture and its importance. The letter was sent last week. *Commissioner Killian made a motion to ratify the support letter for the Duchesne County School District Catalyst Center. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

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

*(9:44 a.m.)*

Commissioner Miles explained that the County has been working on updating the Ordinance for a while and that the previous Ordinance included many items that are now obsolete. The significant difference is that the purchase time is moving back from 10:00 a.m. to 6:00 a.m. *Commissioner Chugg made a motion to approve Ordinance 25-427; An Ordinance Repealing and Replacing Ordinance No. 85 Regulating the Sale and Use of Beer and Liquor in Duchesne County, Utah. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***HR Office – Payroll***

*(9:50 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending December 06, 2025; 232 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period*

ending December 06, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

**Recess 9:52 a.m. to 10:03 a.m.**

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

**Auditor's Office – Vouchers**

(10:03 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 171407 through 171489, dated December 15, 2025, totaling \$485,190.29. The parties reviewed the vouchers submitted. Commissioner Chugg made a motion to approve the vouchers for December 15, 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**

(10:07 a.m.)

Treasurer Stephen Potter presented three tax adjustments. Parcel 00-0027-7875: the owner is requesting that the payment be applied to the back taxes instead of the newest. HT-0195: The owners have passed away, and the taxes are for a mobile home with no value that needs to be disposed of. The daughter will have it taken to the landfill. This will result in a \$495.14 credit. A tribal member was charged County fees that need to be refunded for a Motor Vehicle credit of \$80.00. 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.

**Auditor's Office – Tax Abatements**

(10:15 a.m.)

Treasurer Stephen Potter presented the 2025 Individual Abatement Report dated December 12, 2025. The totals are as follows: Circuit Breaker – 1 for \$364.00, Indigent – 1 for \$641.44, 20% Circuit Breaker – 1 for \$594.65, Veterans – 1 for \$1,069.04, for a total of 4 for \$2,669.13. The parties discussed the tax abatements. Commissioner Chugg made a motion to approve the abatement report 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 – Surplus**

(10:20 a.m.)

Clerk-Auditor Chelise Curtis presented several items for surplus. There is chainlink fencing, a commercial coffee pot, an edger, a heater, other fencing, curbing, cinder blocks, truck racks, ovens, a paper shredder, and a water truck. The parties discussed the items. Commissioner Killian made a motion to approve the surplus items 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 08, 2025***

*(10:24 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on December 08, 2025. Commissioner Chugg made a motion to approve the minutes of December 08, 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***

*(10:29 a.m.)*

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

*(10:32 a.m.)*

***Recess 10:39 a.m. to 10:46 a.m.***

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

***Human Resource Update***

*(10:46 a.m.)*

Human Resource Director Judy Stevenson gave an update on her department. There is an Assistant Librarian, a Booking Clerk, and a Jail Kitchen Inmate Manager. They hired a Deputy Recorder this morning. Next week, an ugly sweater gathering for employees.

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

*(10:49 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***

*(11:15 a.m.)*

No action to be taken.

***Adjournment***

*(11:16 a.m.)*

Commissioner Killian made a motion to adjourn the meeting at 11:16 a.m. Commissioner Miles stated that the end of the agenda had been reached, and the meeting was adjourned.

Read and approved this on the 22<sup>nd</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