

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, JANUARY 26, 2026, 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, Economic Development Director Deborah Herron, Human Resource Payroll & Benefits Administrator Jamie Park, Human Resource Generalist Tommi Mascaro, Library Director Daniel Mauchley, Assistant Librarian Kelly Merrell, Assistant Librarian Amy Crockett, Chief Deputy Clerk-Auditor Lexie Clayburn, Emergency Management Director Josh Phillips, Tabiona High School Cheerleaders and Coaches, Duchesne High School Cheerleaders and Coaches, Kim Swasey, Conner Haus with Representative Kennedy's Office, Chief Deputy Assessor Ginger Johnson, Community Development Assistant Director Mike Gottfredson, Event Center Coordinator and Fair Assistant Jayden Sillert, 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.)*

***Recognition of Tabiona High School for the 1A Cheer State Championship***

*(9:03 a.m.)*

Tabiona High School Head Coach Dani Gines described the competition at UVU in Provo against Monticello and Rich High Schools. The team captains, Kayela Gines and Kaidence Clegg, expressed their pride in the team's first championship in school history. Each Commissioner congratulated the team and coaches for the achievement.

***Recognition of Duchesne High School for the 2A Co-Ed Cheer State Championship***

*(9:08 a.m.)*

Duchesne High School Co-Head Coaches Morgan Fabrizon and Cami Rose explained the competition for the State Championship, and the upcoming National Championship they will attend in California two weeks from now. There are thirteen seniors on the team. Each Commissioner commended them on the achievement.

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

*(9:20 a.m.)*

Human Resource Generalist Tommi Mascaro presented the February Employee of the Month Award to Assistant Librarian Kelly Merrell. Library Director Daniel Mauchley said that Ms. Merrell has worked for the Library for more than a decade. She is an extraordinary employee who helps with the needs of the library and community. Each Commissioner thanked Ms. Merrell for the hard work and dedication to the County. Ms. Merrell was grateful for the award.

### ***Public Works Update***

*(9:28 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. His crew is working on 3000 South (CR 154). It should be completed this week, after which they will move to North Crescent (CR 176). The parties discussed a right-of-way they are trying to obtain.

### ***Discussion & Consideration of Approach Permits***

*(9:32 a.m.)*

Public Works Deputy Director Clint Curtis presented two approach permits: A26-002 and A26-005. The parties discussed the locations and the existing recorded right-of-way. *Commissioner Chugg made a motion to approve approach permits A26-002 and A26-005 as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Emergency Management Update***

*(9:36 a.m.)*

Emergency Management Director Josh Phillips gave an update to the public. Two-thirds of the County is in moderate drought, with the remainder in severe drought. In the next fourteen days, there is a forty to fifty percent chance of moisture. The temperatures are above normal. They will keep the burn windows open, provided we receive precipitation. Mitigation work continues; they are currently working on Tabby Mountain. The Fire Warden and Engine Boss are assessing mitigation work on private properties, which Moon Lake Electric would also like to join in on. Commissioner Chugg asked if residents can pile their slash with the County's. The parties discussed formalizing the process for residents to remove wood from slash piles for burning. Deputy Attorney Grant Charles will draft an agreement for Director Phillips. Myton City Mayor is making changes to its fire department. The parties discussed the equipment and PPE needs for Myton.

### ***Recess 10:18 a.m. to 10:28 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.*

### ***Discussion & Consideration New Business Licenses***

*(10:28 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clatburn presented three new business licenses.

- Hog Hotshots LLC, owned by Paul W. Smith / Sharon A Smith, Bluebell, Utah.
- Hoopes Bookkeeping, owned by Christopher J Hoopes, Neola, Utah.
- Winterton Welding, owned by Zane Winterton, Ioka, Utah.

The parties discussed the new businesses. *Commissioner Killian made a motion to approve the business licenses 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***

*(10:30 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for February 02, 2026, check numbers 171907 through 171975, totaling \$299,038.81. The parties reviewed the submitted vouchers. *Commissioner Chugg made a motion to approve the vouchers for*

February 02, 2026. 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 Adjustment**

(10:33 a.m.)

Chief Deputy Assessor Ginger Johnson presented a personal property tax notice and explained that it was for abandoned property at a trailer park in Roosevelt. The trailer park owners are willing to pay the taxes required to have the trailer taken to the landfill, but they would like the penalties and interest waived. The parties discussed the situation. Commissioner Killian made a motion to approve the tax reduction to \$1,081.88. 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 Interlocal Cooperation Agreement with Seven County Infrastructure Coalition**

(10:42 a.m.)

Commissioner Miles explained that Sanpete County wants to join the Seven County Infrastructure Coalition. The parties discussed the coal port to move Utah coal through the Portland Port, and how the State would like to see other opportunities. Commissioner Miles stated he is very much in support of Sanpete County joining the Infrastructure Coalition. Commissioner Chugg made a motion to approve the second addendum to the Interlocal Cooperation Agreement, adding Sanpete County to the Seven County Infrastructure Coalition and approving the new name for the Coalition. 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 Student Loan Repayment Assistance Program**

(10:47 a.m.)

Human Resources Payroll & Benefits Administrator Jamie Park explained that this program was under the CARES Act. It expired on December 31, 2025. An employee has submitted a reimbursement request. The parties discussed the program and the budget line. This is not a program the County can continue to fund.

**Discussion & Consideration of the VEST Renewal**

(10:51 a.m.)

Human Resources Payroll & Benefits Administrator Jamie Park presented the updated VEST renewal proposal. She explained that there are 265 employees, including part-time, firefighters, and reserve officers; the annual cost is \$ 17,394.60. The parties discussed the program and the app's utilization. Commissioner Chugg made a motion to approve the VEST renewal program for 2026 in the amount of \$17,394.60, with the understanding that greater emphasis will be placed on the app and on reviewing utilization during the budget review. 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 January 26, 2026**

(11:04 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on January 26, 2026. Commissioner Killian made a motion to approve the minutes of January 26, 2026, as presented. Commissioner Chugg seconded the motion. Commissioner Killian

*voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion of Possible Subjects for the Next Meeting***

*(11:10 a.m.)*

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

*(11:13 a.m.)*

***Closed Session – Strategy Session to Discuss: The Purchase, Exchange, Sale, or Lease of Real Property***

*(11:30 a.m.)*

*Commissioner Killian made a motion to go in and out of a closed session to discuss: The Purchase, Exchange, Sale, or Lease of Real Property. 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***

*(12:00 p.m.)*

*No action to be taken.*

***Adjournment***

*(12:00 p.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 12:00 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.*

*Read and approved this on the 9<sup>th</sup> day of February 2026.*

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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*