

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, FEBRUARY 09, 2026, BEGINNING AT 8:30 A.M.  
IN DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, 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, Chief Deputy Clerk-Auditor Lexie Clayburn, Centennial Event Center Director Mindi Crowley, Treasurer Stephen Potter, Sheriff Travis Tucker, Recorder Shelley Brennan, Human Resource Director Judy Stevenson, Kevin Hurd with Utah Retirement Systems (URS), and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Excused –*** Commissioner Jeff Chugg

***Opening Comments***

*(8:30 a.m.)*

Chairman Miles welcomed everyone to the meeting.

Economic Development Director Deborah Herron said the prayer.

***Pledge of Allegiance***

*(8:31 a.m.)*

***Public Works Update***

*(8:32 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. His crew is working on North Crescent (CR 176). Several culverts will be replaced during the project. A crew is digging the footings at the yard for the new building. The contractor should be setting forms and rebar this week. The auxiliary building is almost completed. The parties discussed other roads where holes are being patched and other repairs.

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

*(8:35 a.m.)*

Public Works Deputy Director Clint Curtis presented three approach permits: A26-006, A26-007, and A26-008. The parties discussed the locations of the residential approach permits. *Commissioner Killian made a motion to approve the approach permits A26-006, A26-007, and A26-008 as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

The parties discussed the UAPA conference next week.

***Discussion & Consideration of the Cooperative Law Enforcement Agreement***

*(8:43 a.m.)*

Sheriff Travis Tucker presented the Cooperative Law Enforcement Agreement between Duchesne County and the USDA, Forest Service, Ashley National Forest. He explained that the purpose of the agreement is to document the parties' cooperative effort to enhance State and local law enforcement in connection with activities on NFS lands and to provide

for reimbursement to the County. The parties discussed the areas to be patrolled and areas of concern. The 2026 operating and financial plan amount is \$5,000. It remains the same as in previous years. *Commissioner Killian made a motion to approve the Cooperative Law Enforcement Agreement with the Forest Service. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

The parties discussed a double fatality crash that happened this morning on the Myton bench.

### ***Discussion & Consideration of Purchasing Bow Gates and Panels for the Event Center***

*(8:50 a.m.)*

Centennial Event Center Director Mindi Crowley presented a quote from IFA Roosevelt Country Store for 10 panels and 20 Bow Gates for \$33,302.50. She described the need for the panels and gates. Commissioner Miles requested Director Crowley to obtain another comparable quote. This item will be considered at a later meeting.

### ***Auditor's Office – Tax Adjustment***

*(8:55 a.m.)*

Treasurer Stephen Potter presented two tax adjustments. Parcel 00-0008-3653: the deferral agreement obligation has been met, and they request that the penalty and interest be removed, resulting in a credit of \$756.64. The parties discussed the tax adjustment. *Commissioner Killian made a motion to remove the penalties and interest in the amount of \$756.64. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Parcel 00-0034-9719: The home and detached garage were assessed on this parcel and parcel 00-0030-4257. Parcel 00-0034-9719 is vacant agricultural land. This resulted in a \$6,025.48 credit. The parties discussed the tax adjustment. *Commissioner Killian made a motion to approve the tax adjustment from the Assessor's Office. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Auditor's Office – Vouchers***

*(9:00 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for February 09, 2026, check numbers 171976 through 172052, totaling \$1,217,930.75. The parties reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for February 09, 2026, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Auditor's Office – Surplus***

*(9:06 a.m.)*

Clerk-Auditor Chelise Curtis presented items for surplus from Building & Grounds and the Crossroads Center. There is a hutch/desk, a round table, and an L-shaped office desk from the Crossroads Center, as well as several lights, doors, and a window from Building & Grounds. The parties discussed the surplus items. *Commissioner Killian made a motion to approve the items for surplus. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

**Recess 9:09 a.m. to 9:19 a.m.**

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

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

*(9:20 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 Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

**Consideration to take action during the closed session**

*(9:50 a.m.)*

No action to be taken.

**Human Resource Update**

*(9:50 a.m.)*

No update at this time.

**HR Office – Payroll**

*(9:51 a.m.)*

Human Resources Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending January 31, 2026. A total of 240 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending January 31, 2026, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

**Discussion & Consideration of the Employer Elections to Pick Up Member Contributions for Public Safety Employees**

*(9:53 a.m.)*

Human Resources Payroll & Benefits Administrator Jamie Park presented the Employer Election to Pick-up Member Contributions and explained that the percentage will increase from 4.73% to 5.98%. The parties discussed the program and the increase in the percentage. *Commissioner Killian made a motion to approve the Employer Elections to Pick up Member Contributions for Public Safety Employees from 4.73% to 5.98% and authorize the chair to sign. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

**Discussion & Consideration of the URS Options**

*(9:59 a.m.)*

Kevin Hurd with Utah Retirement Systems (URS) presented options for a Roth addition to the 401 (k) and 457 retirement plans. He explained how the Roth works and how it would benefit the employees. If the County added this option, there wouldn't be any cost to the County. Mr. Hurd also presented the proposal to automatically enroll new employees in a retirement plan with an annual increase capped at 10%. The employee can change or opt out of the plan by logging into URS. The parties discussed the options and benefits of providing employees with more choices. *Commissioner Killian made a motion to approve the designated Roth agreement and automatic enrollment. Commissioner Miles seconded*

*the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of the ProScreen Agreement for Background & Drug Screening***  
*(10:35 a.m.)*

Human Resources Director Judy Stevenson presented the ProScreening Background Check Service Agreement. She explained that she uses this company for job applications. She would like to extend the program by adding drug and background screenings. The company currently providing this service is difficult to work with. The parties discussed the agreement. *Commissioner Killian made a motion to adopt the agreement with ProScreening and authorize the chair to sign. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Consideration of Minutes of the Combined Commission Meeting held February 02, 2026***  
*(10:39 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on February 02, 2026. *Commissioner Killian made a motion to approve the minutes of February 26, 2026, as amended. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion of Possible Subjects for the Next Meeting***  
*(10:42 a.m.)*

***Calendaring & Weekly Update on Events***  
*(10:43 a.m.)*

***Adjournment***  
*(10:48 a.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 10:48 a.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.*

*Read and approved this on the 17<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*