

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, APRIL 13, 2026, BEGINNING AT 9:00 A.M. IN  
DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Grant Charles, Deputy Clerk-Auditor Oaklee Larsen, Recorder Shelley Brennan, Treasurer Stephen Potter, Human Resource Director Judy Stevenson, Chief Deputy Assessor Ginger Johnson, Clerk-Auditor Chelise Curtis, Human Resource Generalist Tommi Mascaro, Public Works Director Mike Casper, Victim's Advocate Director Lindsey Garlick, Victim's Advocate Assistant Kristen Jones, Sheriff Travis Tucker, Attorney Stephen Foote, UBAOG Executive Director Laurie Brummond, Emergency Management Director Josh Phillips, Library Director Daniel Mauchley, Brock Harrison with Jones & DeMille Engineering, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:00 a.m.)*

Chairman Miles welcomed everyone to the meeting and said the prayer.

***Pledge of Allegiance***

*(9:02 a.m.)*

***Presentation of Department Recognition***

*(9:03 a.m.)*

Human Resource Director Judy Stevenson presented the Department Recognition to the Victim's Advocate. Sheriff Tucker explained the department's creation and thanked Director Lindsey Garlick and her employees. Each Commissioner expressed gratitude for all the good they do for those in need. Director Garlick and Assistant Jones thanked everyone for the recognition.

***Award the 2026 Road Maintenance Bids for Crack Sealing***

*(9:11 a.m.)*

Brock Harrison with Jones & DeMille Engineering presented a summary of the bids, listed from lowest to highest. He explained the process of gathering reference information for Peckham Asphalt Paving Inc. He recommends awarding the 2026 Roadway Maintenance for crack sealing to Peckham Asphalt Paving Inc. for \$106,300.00. The parties discussed the bids. *Commissioner Chugg made a motion to accept the recommendation from Jones & DeMille Engineering and award the 2026 Road Maintenance bid for crack sealing to Peckham Asphalt Paving Inc. for \$106,300.00. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Public Works Update***

*(9:16 a.m.)*

Public Works Director Mike Casper provided an update of ongoing and upcoming work. The gravel roads in the Tabiona Valley should be completed by Tuesday, then they will move back towards the Duchesne and Talmage areas. The mastic machine is out working, and they will mulch some sagebrush that is impeding the view on approaches. They will install a cattle guard on Tabby Swale Road, provided by SITLA. The crusher is back up

and running, and they are setting up the new wash plant. The parties discussed the Pole Line Road realignment and the acquisition of rights-of-way. The culverts on 3000 are installed, and UDOT can now repair the road. The parties discussed the chip-seal quote for East River Road. Hales Sand & Gravel was awarded the bid last year but wasn't utilized. The parties agreed to proceed with the project and to approve the \$499,010.00 contract extension. There is a road in Arcadia that needs to be repaired; they discussed using a 5-inch roto-mill and chip seal. Some of the Road Department Employees attended a safety class last week. It was a good training. The new Public Works Building was discussed, including paving in the new outbuildings. The realignment on Pole Line Road was discussed, and bids need to be advertised to move buildings to the Roosevelt and Altamont properties. Director Casper has received complaints about a dirt road in Pleasant Valley. Oil companies are using it, and it is not up to standard for commercial use. The parties discussed other road projects.

### ***Discussion & Consideration of Bid to Paint the 1951 Fire Truck***

*(9:55 a.m.)*

Emergency Management Director Josh Phillips presented two quotes from Killian's Truck Collision & Paint Inc. to paint the 1951 Fire Truck: \$18,000, including chrome, and \$15,500, not including chrome. He explained that he contacted other companies for quotes to paint the truck, but they only work with insurance companies. Commissioner Miles described the truck's history and the reasons for restoring it. It is the oldest truck in the County, starting in Roosevelt and then given to Tabiona. The truck was later surplused; the buyer decided they no longer wanted it and offered to have the County purchase it for the amount he paid. With the County celebrating America 250, they want to preserve its history. The truck is running and will be used in celebrations. *Commissioner Killian made a motion to approve the quote from Killian's Truck Collision & Paint Inc., including chrome for \$18,000, using Fund 41. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Recess 10:04 a.m. to 10:24 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***

*(10:24 a.m.)*

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for April 13, 2026, check numbers 172544 through 172631, totaling \$2,877,900.10. The parties reviewed the submitted vouchers. *Commissioner Chugg made a motion to approve the vouchers for April 13, 2026, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***2025 Annual Library Report***

*(10:27 a.m.)*

Library Director Daniel Mauchley presented the 2025 Annual Library Report. He highlighted the physical and digital circulation, which has increased by ten percent over 2024. The facility visits and services also set a record, with over 94,000 visitors. Director Mauchley described the 2026 goals:

- Co-sponsor monthly art activities in Roosevelt with the Roosevelt Arts Alliance.
- Promote the Project Read adult literacy program.
- Renew memorandum of understanding with Uintah County Library for shared catalog and physical collection resources, while releasing Wasatch County Library from the agreement to simplify internal processes.
- Draft 2027-2029 Strategic Plan. Release patron feedback surveys and host focus groups at both branches.
- Maintain library costs under revenues.
- Communications and community resources training for the entire staff.
- Host exhibits in the spring and early summer focused on the America 250 celebration.

Commissioner Miles asked who can get a library card? Director Mauchley explained the process and what the non-County residents get. The parties discussed how the room rentals work and when fees are required. The Commissioners thanked Director Mauchley for everything he does for the Library and County. Commissioner Chugg stated that the Library Board meetings are very well attended, and he expressed gratitude for their dedication.

#### ***Consideration of Minutes of the Combined Commission Meeting held April 06, 2026***

*(10:53 a.m.)*

The parties reviewed the combined minutes of the April 06, 2026, meeting. *Commissioner Killian made a motion to approve the minutes of the April 06, 2026, meeting, 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***

*(10:57 a.m.)*

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

*(10:58 a.m.)*

#### ***Human Resource Update***

*(11:09 a.m.)*

Human Resource Director Judy Stevenson gave an update on her department. They have opened a part-time I.T. position and are working to have the employee outside employment survey completed.

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

*(11:11 a.m.)*

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

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

*(11:37 a.m.)*

No action to be taken.

***Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation***

*(11:38 a.m.)*

*Commissioner Killian made a motion to go in and out of a closed session to discuss: Pending or Reasonably Imminent Litigation. 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***

*(11:59 a.m.)*

*No action to be taken.*

***Recess 11:59 a.m. to 1:00 p.m.***

*Commissioner Killian made a motion to recess. 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 PM – Fire Protection Ordinance***

***Present –***

*Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Grant Charles, Emergency Management Director Josh Phillips, Public Works Director Mike Casper, Rikki Hrenko-Browning, Leslie Pearson-Rich, Teisha Black, Scott Duncan, Don Bromley, Zane Lay, Jeff Crozier, Jake Woodland, Heather Ivie, Jason Hill, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.*

*Commissioner Chugg made a motion to enter 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.*

***Ordinance 26-431; An Ordinance Amending Ordinance Nos. 93-116, 03-210, 06-246, 07-252, and 24-411. Adopting Title 3 Chapter 3 of the Duchesne County Code, Establishing Rules and Regulations for Fire Protection within Duchesne County***

*(1:01 p.m.)*

*Deputy Attorney Grant Charles explained the changes to the Ordinance: the dates were removed; they weren't normally followed; State Code was quoted but not updated when the State Code changed. The parties discussed the criminal penalties and the use of burn barrels for weeds and debris, not trash, garbage, or rubbish.*

***Public Comments***

*(1:09 p.m.)*

*No public comments.*

***Public Hearing 1:15 PM – Lay Flat Line Ordinance***

***Ordinance 26-430; An Ordinance Amending Title 6, Chapter 1, to allow Temporary Easement in County Rights of Way, Including Permitted Usage of Culverts for Temporary Crossings Beneath Roadways***

*(1:15 p.m.)*

*Deputy Attorney Grant Charles explained the Ordinance and the purpose of lay-flat lines in the rights-of-way. Currently, they are being approved with an encroachment permit. The*

Ordinance would enable the County to approve temporary easements. This would also allow the permittee to use the culverts for crossings under the roadways.

### **Public Comments**

*(1:19 p.m.)*

Zane Lay from FourPoint Resources asked about the new temporary easement permit. He would like to see what the Ordinance is referring to. He also asked about bonding: will they be required to have a bond for each project, or will the County allow a blanket bond? With the culvert maintenance for two years, if they install a culvert for the line, not drainage, would the same maintenance be required? He would like more clarification on the maintenance.

Jake Woodland from WEM asked if they have multiple lines, will they need a permit for each line? The consensus was yes.

Scott Duncan from SM Energy commented on the lines already in place on Pole Line Road and on his work with the landowners. The engineered crossings should also be considered, as they meet the flow standards.

Rikki Hrenko-Browning with the Utah Petroleum Association said she represents the majority of the oil industry's members and asked for more time to discuss and review the Ordinance and permit application.

### **Commission Discussion**

*(1:32 p.m.)*

The parties discussed and agreed that a bond would be required if the paved road were saw-cut. This protects the County. Commissioner Miles talked about previous situations without bonds. He would like that language left in the Ordinance. The parties discussed the bonds, whether to allow the companies to use their blanket bonds or require them to obtain a bond for each project. It was also requested that the companies be allowed to repair the damage before the bond is collected.

*Commissioner Killian made a motion to continue the public hearing until May 11, 2026, at 1:00 pm. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### **Regular Session**

*(1:58 p.m.)*

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

### **Discussion & Consideration of Ordinance 26-431; Adopting Title 3 Chapter 3 of the Duchesne County Code, Establishing Rules and Regulations for Fire Protection within Duchesne County**

*(1:59 p.m.)*

*Commissioner Killian made a motion to adopt Ordinance 26-431. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Discussion & Consideration of a Lay Flat Line Permit Request***

*(2:00 p.m.)*

Public Works Director Mike Casper presented an encroachment permit R26-019. The parties discussed Crescent Uinta, LLC's request. *Commissioner Chugg made a motion to approve the encroachment permit R26-019 and authorize the chair to sign. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Adjournment***

*(2:02 p.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 2:02 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.*

*Read and approved this on the 20<sup>th</sup> day of April 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*