

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, MAY 04, 2026, BEGINNING AT 9:00 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, Deputy Clerk-Auditor Oaklee Larsen, Chief Deputy Clerk-Auditor Lexie Clayburn, Human Resource Director Judy Stevenson, Human Resource Payroll & Benefits Administrator Jamie Park, Building & Grounds Director Shane Jenkins, Economic Development Director Kori Wilde, Economic Development Assistant Deborah Herron, Rick Coil, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Excused – Commissioner Jeff Chugg

Opening Comments

(9:02 a.m.)

Chairman Miles welcomed everyone to the meeting.

Pledge of Allegiance

(9:03 a.m.)

Public Works Update

(9:04 a.m.)

Public Works Director Mike Casper provided an update of ongoing and upcoming work. The culvert replacement in Pleasant Valley is complete, they are shouldering the road by the Pleasant Valley Hunting Preserve. There is a mastic crew working in Pleasant Valley as well. The graders are out while there is still moisture in the ground. The parties discussed bringing someone in for a couple of weeks to catch up on the grading work. They are working with UDOT on some bridges in the Tabiona Valley. The new building is progressing. The steel is nearly complete. Windows have been installed on the office side of the building. A culvert was replaced on County Road 1 by Reed's Ranch. They tried to clear it without success. There is a beaver issue in the area. There is a chance of rain today and tomorrow. Director Casper reported a couple of issues with a lay-flat line break in the County last week.

Discussion & Consideration of Seismic Permits with TGS-NOPEC Geophysical Company

(9:10 a.m.)

The parties discussed the seismic permits and the fact that there were no complaints or issues during or after the seismic operations conducted last year. According to the attached map, they are moving further east. *Commissioner Killian made a motion to approve the TGS-NOPEC Seismic Permits. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Building & Grounds Update

(9:15 a.m.)

Building & Grounds Director Shane Jenkins gives an update for his department. The remodeling at the jail is now complete. They replaced kitchen equipment and some carpet. The remodel at the Crossroads Senior Center is ongoing. The access doors have been replaced, and two out of the six HVAC units have been installed. The new public works

building is advancing. They have installed the windows on the office side and will install the siding this week, weather permitting. The parties discussed the shop's interior walls and the material to be used to protect the insulation. Dirt work for the generator at the admin building has started. The dirt work for the new entry door is also complete. There is a new project at the Event Center that he is overseeing. The parties discussed the work orders and the Admin Building remodel. The Commissioners thanked Director Jenkins and his team for all of the great work they do.

Recess 9:25 a.m. to 9:36 a.m.

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

Discussion & Consideration of the Main Street Matching Grant Application

(9:36 a.m.)

Economic Development Assistant Deborah Herron presented an application from Duchesne Property Management, Inc. for \$10,000. She described the landscaping project they completed at the Best Western Duchesne Inn. The parties discussed the project and the property's improvement. *Commissioner Killian made a motion to approve the Main Street Matching Grant for Duchesne Property Management for \$10,000. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of the Membership for Western States & Tribal Nations Energy Initiative

(9:39 a.m.)

The initiative is a transnational effort led by sovereign tribal nations, states, and counties to create rural economic development, advance tribal self-determination, and reduce global emissions by exporting clean natural gas from western North American basins to international markets. The initiative focuses on leveraging natural gas resources, including exports to Asia, to support rural development and reduce greenhouse gas emissions. The parties discussed the membership. *Commissioner Killian made a motion to approve the membership of \$5,000 for the Western States & Tribal Nations Energy Initiative. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of New Business Licenses

(9:43 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented four new business licenses:

- Heavy Horn Outfitting, owned by Manny Bruns, Altamont, Utah.
- BTR Contractors, Inc., owned by Tracy W Ross, Roosevelt, Utah.
- Moon Metal Fusion LLC, owned by Braxton Moon, Duchesne, Utah.
- J Ellis Consulting, LLC, owned by Judith E Stevenson, Bluebell, Utah.

The parties discussed the new businesses. *Commissioner Killian made a motion to accept the new business licenses as approved by the Clerk-Auditors as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Auditor's Office – Vouchers

(9:478 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for May 4, 2026, check numbers 172759 through 172826, totaling \$386,292.47. The parties reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for May 4, 2026, as presented. 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 April 27, 2026

(9:51 a.m.)

The parties reviewed the combined minutes of the April 27, 2026, meeting. *Commissioner Killian made a motion to approve the minutes of the April 27, 2026, meeting, as amended. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

HR Office – Payroll

(10:02 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending April 25, 2026. A total of 220 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending April 25, 2026, totaling \$374,584.29, subject to review of the payroll-related invoices. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Personal Privilege

(10:24 a.m.)

Commissioner Killian discussed the public hearing and the negativity surrounding it last week. He proposed that the County hire a public relations firm to educate the public about the County's planning processes. This may help the public understand the standards the County must follow and the reasons for conditions on private property.

Discussion of Possible Subjects for the Next Meeting

(10:34 a.m.)

Calendaring & Weekly Update on Events

(10:37 a.m.)

Human Resource Update

(10:48 a.m.)

Human Resource Director Judy Stevenson gave an update on her department. They are interviewing for the Justice Court Clerk today, and the two I.T. positions this week. They are preparing for the Employee Appreciation event next week.

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

(10:50 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

(12:04 p.m.)

No action to be taken at this time.

Adjournment

(12:05 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:05 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.

Read and approved this on the 11th day of May 2026.

Greg Miles

Commission Chairman

Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

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