

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, OCTOBER 19, 2026, BEGINNING AT 9:00 A.M. IN
DUCHESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Clint Curtis with the Road Department, Emergency Management Director Josh Phillips, Treasurer Stephen Potter, Clerk-Auditor Chelise Curtis, Deputy Clerk-Auditor Oaklee Larsen, Human Resources Director Joe Pulica, Human Resources Payroll & Benefits Administrator Jamie Park, Deputy Clerk-Auditor Mikele Giles, Building & Grounds Director Shane Jenkins, Sheriff Travis Tucker, Sheriff's Office Manager Cynthia Wardle, Community Development Assistant Josh Felter, Community Development Planner Mike Gottfredson, Rick Coil, Clint Peatross, Stephanie Richards with Central Dispatch, and Commission Executive Assistant Melissa Hughes, who is taking the meeting minutes.

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.)

Clint Curtis with the Road Department provided an update of ongoing and upcoming work. The culverts on Wells Draw have been cleared, and drainage has improved. They have been grading the new yard to prepare for a fence around the back. They will be moving a water line this week. The parties discussed the upcoming auction and equipment. He has been working with landowners in Argyle Canyon on road repairs; some areas are down to one lane. The parties discussed other scheduled or needed road repairs.

Discussion & Consideration of Approach Permits

(9:09 a.m.)

Clint Curtis with the Road Department presented approach permits A26-073 and A26-074 and explained the locations for the residential and commercial permit request. The parties discussed the approach permits. *Commissioner Chugg made a motion to approve approach permits A26-073 and A26-074 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

(9:11 a.m.)

Emergency Management Director Josh Phillips introduced Stephanie Richards with Central Dispatch. Ms. Richards expressed frustration with the mapping system and said it won't geo-verify. She requested assistance for the Commission to complete the County road map update and GIS conversion. The parties discussed the current situation with dispatch and address issues.

Director Phillips provided a department update. He plans to attend a training in Kanab. A new representative will take over the section. Radio communication has been an issue; he

hopes to get clarification. They are continuing the mitigation work. The parties discussed a grant and an ARC study that has to be completed before a contractor can be hired.

Discussion & Consideration of Building Management Quotes

(9:26 a.m.)

Building & Grounds Director Shane Jenkins presented quotes and scope of work from Atkinson Electronics Inc. for the following buildings:

- Building & Grounds Building - \$13,072.00
- Emergency Management Building - \$15,840.00
- Noxious Weed Department Building - \$9,521
- Irene Hansen Building - \$1,724.00
- Road Department Building - \$28,677.00
- Roosevelt DMV - \$10,558.00
- Tabiona, Fruitland, and Neola Fire Stations - \$10,750
- Victims Advocate Building - \$10,710.00

Director Jenkins explained the reasons the controls are needed. He said he would like to wait on the Victims Advocate Building because a remodel is scheduled in the next few years. He has worked with other companies, but they don't know our system; the County has had issues with ongoing work, and they are more expensive. The parties discussed the system and costs. The total cost excluding the Victims Advocate Building is \$90,142.00. Director Jenkins will cover the cost out of his budget. *Commissioner Killian made a motion to accept the bid from Atkinson Electronics Inc. for \$90,142.00, excluding the Victims Advocate Building. 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 FY2027 Utah Violent Crime Clearance Rate (VCCR) Rural Discretionary Grant

(9:35 a.m.)

Sheriff Travis Tucker presented the grant application and described how the grant would fund the acquisition and upgrade of specialized technology and equipment used to collect, document, process, and preserve evidence associated with violent-crime investigations. Sheriff's Office Manager Cynthia Wardle explained that it is a competitive grant that was awarded for \$10,000. The parties discussed how evidence has to be held longer than before. *Commissioner Chugg made a motion to approve the FY2027 Utah Violent Crime Clearance Rate Rural Discretionary Grant as presented 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.*

Discussion & Consideration of Appointing a Duchesne County Representative to the Economic Advisory Board

(9:43 a.m.)

The Economic Advisory Board needed a Duchesne County Representative who cannot be a Commissioner. The board voted unanimously to appoint Travel & Tourism Director Ryan Lundstrom. The Commissioners need to ratify the decision. *Commissioner Killian made a motion to appoint Ryan Lundstrom to the Economic Advisory Board. 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 Letter of Collaboration for a 2-Phase Project to Research the Viability of Creating a Produced Water Treatment Center in the Basin

(9:44 a.m.)

Commissioner Miles described the research project background. Commissioner Chugg explained that he called and spoke to Seth Lyman with USU Extension about the request. The parties discussed the benefit of using produced water. *Commissioner Chugg made a motion to issue the letter of collaboration for a 2-phase project to research the viability of creating a produced water treatment center in the basin 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.*

Discussion & Consideration of Ordinance 26-434; An Ordinance Amending the Duchesne County Zoning Map at Described Property from A-5 Agriculture to A-2½ Agriculture

(9:47 a.m.)

Community Development Planner Mike Gottfredson presented the ordinance and the Planning Commission's findings of fact from the October 7, 2026 hearing. He explained that the landowner proposed an amendment to the zoning district applied to their 10.00-acre property at parcel #00-0003-5562 in the Neola area. The proposed change is from A-5 Agriculture, 5.00-acre minimum, to A-2½ Agriculture, 2.50-acre minimum, to accommodate their desire to sell or develop the property. The Planning Commission voted unanimously to recommend the zoning district amendment from A-5 Agriculture to A-2½ Agriculture in the Neola area to the Duchesne County Commission for approval. The parties discussed the zoning change and noted that if the land is broken out, greenbelt rollback taxes would apply. *Commissioner Killian made a motion to adopt Ordinance 26-434, an ordinance amending the Duchesne County Zoning Map at the described property from A-5 Agriculture to A-2½ Agriculture. 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 26-435; An Ordinance Amending the Duchesne County Zoning Map at Described Property from A-5 Agriculture to A-2½ Agriculture

(9:54 a.m.)

Community Development Planner Mike Gottfredson presented the ordinance and the Planning Commission's findings of fact from the October 7, 2026 hearing. He explained that the landowner proposed an amendment to the zoning district applied to their 52.37-acre property at parcel #00-0035-1520 in the Tabiona area. The proposed change is from A-5 Agriculture, 5.00-acre minimum, to A-2½ Agriculture, 2.50-acre minimum, to accommodate their desire to sell or develop the property. The Planning Commission voted unanimously to recommend the zoning district amendment from A-5 Agriculture to A-2½ Agriculture in the Tabiona area to the Duchesne County Commission for approval. The parties discussed the zoning change and noted that if the land is broken out, greenbelt rollback taxes would apply. *Commissioner Chugg made a motion to adopt Ordinance 26-435, an ordinance amending the Duchesne County Zoning Map at the described property from A-5 Agriculture to A-2½ Agriculture. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of an RFP for an Appeal Authority

(9:59 a.m.)

Community Development Planner Mike Gottfredson presented the RFP for an Appeal Authority and explained the purpose. Pursuant to Duchesne County Ordinance 26-432, Land Use Amendments Ordinance, the county seeks an independent, qualified professional to serve as the Land Use Appeal Authority and perform the duties associated with reviewing and deciding appeals involving land use matters. The parties discussed the RFP and the November 13, 2026 deadline. The Commission would open the RFP at the November 16, 2026 meeting. *Commissioner Chugg made a motion to approve the RFP for an Appeal Authority. 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 Memorandum of Understanding and Intergovernmental Property Exchange Agreement

(10:08 a.m.)

Postponed by general consent.

Discussion & Consideration of the Purchase Contract for Roger's Property Associated with Pole Line Road Rehabilitation

(10:09 a.m.)

Deputy Attorney Grant Charles explained the request and the purchase price. The parties discussed the \$1,005,900.00 cost and what it included. The Special Service District is facilitating and paying for the project. The property will be in the County's name. *Commissioner Killian made a motion to approve the purchase contract for Roger's property associated with Pole Line Road Rehabilitation for up to \$1,005,900. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Appointing a Centrally Assessed Advocate

(10:16 a.m.)

Commissioner Miles explained that each County must have a point of contact for centrally assessed matters. *Commissioner Killian made a motion to appoint Treasurer Stephen Potter as the centrally assessed advocate. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Appointing Board Members to the Upper Country Water District

(10:17 a.m.)

Commission Executive Assistant Melissa Hughes presented seven names and letters of interest for the Upper Country Water District Board. Below are the names for the different areas of the district:

- Talmage – Stetson Christensen
- Boneta – Randy Brotherson or Jimmy Brotherson
- Mountain Home – Derek Herrera
- Altonah – Donald Miles
- Bluebell – Phillip Whiting

The parties discussed the applicants. All individuals are current board members except for Randy Brotherson. Deputy Attorney Grant Charles recommended that the Commission appoint the existing board member with staggered election years. *Commissioner Chugg*

made a motion to appoint Stetson Christensen representing the Talmage area until the 2027 election cycle, Jimmy Brotherson representing the Boneta area until the 2027 election cycle, Derek Herrera representing the Mountain Home area until the 2027 election cycle, Charles Miles representing the Mount Emmons area until the 2029 election cycle, Donald Miles representing the Altonah area until the 2029 election cycle and Phillip Whiting representing the Bluebell area until the 2029 election cycle, to the Upper Country Water District Board. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Recess 10:27 a.m. to 10:47 a.m.

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

Discussion & Consideration of Resolution No. 26-08; A Resolution Supporting the Participation in Operation Green Light for Veterans 2026

(10:47 a.m.)

Commission Executive Assistant Melissa Hughes presented the resolution and suggested one change; on the fourth whereas, third line down, change it from 29 states to 29 counties. The parties discussed the resolution. Commissioner Killian made a motion to approve Resolution No. 26-08; A Resolution Supporting the Participation in Operation Green Light for Veterans 2026, as corrected. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

BOE Hearing – Tax Adjustments

(10:57 a.m.)

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Treasurer Stephen Potter, Clerk-Auditor Chelise Curtis, and Commission Executive Assistant Melissa Hughes, who is taking the meeting minutes.

Commissioner Chugg made a motion to move into a BOE 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 Tax Abatements

(10:57 a.m.)

Treasurer Stephen Potter presented the 2026 Individual Abatement Reports for the week ending October 16, 2026. The totals for the week are as follows: Circuit Breaker – 4 for \$2,663.71, Indigent – 4 for \$1,591.39, 20% Circuit Breaker – 3 for \$1,808.48, Veterans – 5 for \$9,421.49, for a total of 16 for \$15,485.07. The parties discussed the abatement reports.

Auditor's Office – Tax Adjustments

(11:02 a.m.)

Treasurer Stephen Potter presented the tax adjustments and explained the reasons. For parcels 00-0000-2729 and 00-0035-1865, the landowner is requesting that the penalty and

interest fees be waived. Parcel 00-0026-3321 – 6 mobile homes have been double-taxed. It should have been assessed as personal property, but was taxed as real property. Parcel 00-0020-3442 – removed power because the shed with power is not on this parcel. Parcel 00-0035-2658 – should be primary. Parcel 00-0015-1054 – missed on the Veteran abatement. Parcel 00-0031-7700 – parcel didn't receive the same adjustment as adjoining parcels. Parcel 00-0031-3985 – should be primary.

Public Comments

(11:06 a.m.)

Treasurer Stephen Potter explained the request from Steven Bishop and Macanudo Holdings LLC.

Chairman Miles declared the Public Hearing closed and moved the body back into Regular Session.

Commissioner Killian made a motion to approve the abatements and tax adjustments, excluding Macanudo Holdings LLC. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Discussion & Consideration of Resolution No. 26-09; A Resolution of Appointment of a Duchesne County Representative and an Alternate Representative for the Utah Counties Indemnity Pool Annual Membership Meeting

(11:14 a.m.)

Clerk-Auditor Chelise Curtis presented the resolution. The parties discussed the meeting and who planned to attend. *Commissioner Killian made a motion to appoint Greg Miles as the Representative and Chelise Curtis as the Alternate Representative for the Utah Counties Indemnity Pool Annual Membership Meeting. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

HR Office – Payroll

(11:18 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll for the period ending October 10, 2026, for 241 employees totaling \$598,820.14. The parties reviewed the payroll. *Commissioner Chugg made a motion to approve payroll ending October 10, 2026, for \$598,820.14, 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 – Vouchers

(11:20 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for October 19, 2026, check numbers 174347 through 174455, totaling \$1,256,813.78. The Commission reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for October 19, 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 & Consideration of New Business Licenses

(11:24 a.m.)

Deputy Clerk-Auditor Mikele Giles presented three new business licenses:

- Reservoir Ridge LLC, owned by Amanda Michaelis, Duchesne, Utah.
- McBride Welding Inc., owned by John McBride, Roosevelt, Utah.
- Madsen Field Service LLC, owned by Casey Madsen, Roosevelt, Utah.

The parties discussed the new business licenses. *Commissioner Chugg made a motion to approve the business licenses as presented. 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 October 05, 2026

(11:26 a.m.)

The parties reviewed the combined minutes of the October 05, 2026, meeting. *Commissioner Killian made a motion to approve the minutes of the October 05, 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

(11:31 a.m.)

Calendaring & Weekly Update on Events

(11:33 a.m.)

Discussion & Consideration of the 2027 Insurance Renewals

(11:46 a.m.)

Postponed by general consent.

Discussion & Consideration of an Update to Policy 613.9

(11:46 a.m.)

Human Resources Director Joe Pulica presented the updated policy and explained the changes that were highlighted in red. 613.9 Leave without pay (LWOP); Leave without pay may only be granted for purposes normally covered by Paid Time Off (PTO) when said leave has been exhausted, or for additional justifiable circumstances approved by the Board of County Commissioners. Normally, such leave shall not exceed the total of 12 weeks as a combined total of all leave used over a rolling 12-month period and may also be governed by the provision of the Family Medical Leave Act (FMLA). The parties discussed the policy changes. *Commissioner Killian made a motion to approve the update to policy 613.9 as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Human Resources Update

(11:53 a.m.)

Human Resources Director Joe Pulica provided a department update. The interviews for the Planner position are ongoing. Open enrollment will be in November. He is working with Gallagher on the renewal rates. He is working on a plan to ensure the labor law posters are updated promptly. He is still working with I.T. to find a way to push the updated policies to all employees. Interviews will start tomorrow for the Roosevelt Library Manager position.

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

(11:57 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

(1:30 p.m.)

No action to be taken at this time.

Adjournment

(1:31 p.m.)

Commissioner Killian made a motion to adjourn at 1:31 p.m. Commissioner Miles stated that the end of the agenda had been reached and that the motion was not contestable. The forum adjourned.

Read and approved this on the 26th day of October 2026.

Greg Miles

Commission Chairman

Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes