

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, DECEMBER 22, 2025, 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, Clerk-Auditor Chelise Curtis, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Chief Deputy Clerk-Auditor Lexie Clayburn, Building & Grounds Director Shane Jenkins, Recorder Shelley Brennan, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:01 a.m.)*

Chairman Miles welcomed everyone to the meeting.

Commissioner Killian said the prayer.

***Pledge of Allegiance***

*(9:03 a.m.)*

***Public Works Update***

*(9:04 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. His crew is working on North Crescent (CR 176) this week, working on the shoulder and installing culverts. He has contacted a company about striping the road to the Justice Center for \$3,000. The parties discussed the cost and whether to move forward with the contractor. He met with Moon Lake Electric about moving a power pole on Pole Line Road (CR 56). The parties discussed making it a four-way stop and completing a study. The parties discussed other roads that need repair.

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

*(9:14 a.m.)*

Public Works Director Deputy Director Clint Curtis presented two approach permits. A250-056 is a commercial approach, and A25-062 is a residential approach. The parties discussed the approach permit requests. *Commissioner Chugg made a motion to approve approach permits A25-062 and A25-056 as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion of the Vialytics and the Road Mapping Project***

*(9:17 a.m.)*

Public Works Deputy Director Clint Curtis explained the road mapping project with Vialytics. They have been driving the roads to update the Class D road map. The map is now complete for review. The County will have a public hearing before it is adopted. The parties discussed the mapping process and the need to verify the status of vacated roads. The public hearing and adoption should take place in January 2026.

## ***Discussion & Consideration of Purchasing a Telehandler for the Building & Grounds Department***

*(9:25 a.m.)*

Building & Grounds Director Shane Jenkins presented four quotes for a telehandler:

- Versi Rentals – 2025 New Genie Forklift GTH-5519 - \$75,900.00
- Century Equipment Company – Manitou MTA 519 - \$92,700.00
- Herc Rentals – Gehl TH5-19 closed cab - \$79,331.00
- Herc Rentals – Manitou MTA 519 open cab - \$75,325.00

The parties discussed the purchase and the reasons why the Building Department needs a forklift. *Commissioner Killian made a motion to approve the purchase from Versi Rentals for \$75,900.00. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

## ***Discussion & Consideration of Board Appointments***

*(9:29 a.m.)*

Commission Executive Assistant Melissa Hughes presented a list of the boards appointed by the Commission. The Planning Commission has an expiring seat for the Roosevelt/Myton area. It has been advertised, but no response has been received. The Duchesne County Water Conservancy Board was advertised for the Duchesne/Strawberry seat; the board member was reappointed in October and will remain on the board.

## ***Discussion of Local Impact Mitigation Money***

*(9:34 a.m.)*

Commissioner Miles explained that Senator Winterton sponsored a bill to return a portion of taxes to the County affected by the Oil & Gas Industry. The money will go directly to Special Service District #2. The County will partner with them to repair roads impacted by the industry. The parties discussed how the numbers were derived and the timeline they put on the wells. Money will be disbursed after the first quarter. The County will continue to work with SSD#2 to work on the 1,400 miles of B Roads.

## ***Discussion & Consideration of Ordinance No. 25-428; An Ordinance Setting the Commission Meeting Schedule for 2026***

*(9:42 a.m.)*

The parties reviewed the Ordinance and discussed the meeting schedule and meeting location. Currently, the administration building is under construction, so the meetings have been moved to the Centennial Event Center. It is posted at the administration building notifying the public of the location change until further notice. *Commissioner Chugg made a motion to approve Ordinance No. 25-428; An Ordinance Setting the Commission Meeting Schedule for 2026. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

## ***Discussion & Consideration of Public Defender Contracts***

*(9:44 a.m.)*

Deputy Attorney Grant Charles explained that he has been working with Public Defender Michelle Hull. There is a need for two contracted public defenders. He has spoken with both attorneys, and they are willing to sign the contract. This will be placed on the next agenda for consideration.

### **Discussion & Consideration of Resolution No. 25-13; Budget Increase**

(9:45 a.m.)

Clerk-Auditor Chelise Curtis presented Resolution No. 25-13; Budget Increase, and explained the funds to be increased and the reasons. The parties reviewed the resolution. *Commissioner Killian made a motion to adopt Resolution No. 25-13; Budget Increase 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 Resolution No. 25-14; Budget Transfer**

(9:48 a.m.)

Clerk-Auditor Chelise Curtis presented Resolution No. 25-14; Budget Transfer, and explained that the legislature of the State of Utah has granted legislation providing for the transfer of any unencumbered or unexpended appropriation balances from one department to another within the same fund. The parties reviewed the resolution. *Commissioner Chugg made a motion to adopt Resolution No. 25-14; Budget Transfer as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

### **Discussion & Consideration of Resolution No. 25-15; Certification of Budget**

(9:49 a.m.)

Clerk-Auditor Chelise Curtis presented Resolution No. 25-15, the Certification of Budget, and listed the amounts for the 2026 budget. The parties reviewed the resolution. *Commissioner Killian made a motion to adopt Resolution No. 25-15; Certification of Budget 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 Resolution No. 25-16; A Resolution Establishing Compensation Increases for Executive County Officers and Department Heads of Duchesne County for the Fiscal Year 2026**

(9:51 a.m.)

Clerk-Auditor Chelise Curtis presented Resolution No. 25-16; A Resolution Establishing Compensation Increases for Executive County Officers and Department Heads of Duchesne County for the Fiscal Year 2026. She described the percentage of increases for each department. The parties reviewed and discussed the compensation increases and the reasons some are higher than others. *Commissioner Chugg made a motion to adopt Resolution No. 25-16; A Resolution Establishing Compensation Increases for Executive County Officers and Department Heads of Duchesne County for the Fiscal Year 2026. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

The Commissioners thanked Clerk-Auditor Curtis for her work and patience during the budget process.

### **Discussion & Consideration of Beer License Renewals**

(9:57 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented three beer license renewals.

- Hideout Steak House
- Hanna Country Store
- Mountain Home Lodge

The parties discussed the license renewals. *Commissioner Killian made a motion to approve the beer license renewals 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***

*(9:59 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 171490 through 171545, dated December 22, 2025, totaling \$681,472.89. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for December 22, 2025, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Recess 10:06 a.m. to 10:14 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 – Tax Abatements***

*(10:14 a.m.)*

Treasurer Stephen Potter presented the 2025 Individual Abatement Report dated December 22, 2025. The totals are as follows: Veterans – 1 for \$1,825.12. The parties discussed the tax abatement. *Commissioner Killian made a motion to approve the abatement report 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 – Tax Adjustments***

*(10:16 a.m.)*

Treasurer Stephen Potter presented two tax adjustments. Parcel 00-0035-3044: There was a county error. The Greenbelt rollback was a double entry, with a \$227.34 credit. Parcel 00-0000-4568: the mobile home was moved off the parcel, and the value was not removed, resulting in an \$81.52 credit. The parties discussed the tax adjustments. *Commissioner Chugg made a motion to approve the tax adjustments 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 Commission Budget Hearing held December 08, 2025***

*(10:19 a.m.)*

The parties reviewed the minutes of the Commission Budget hearing held on December 08, 2025. *Commissioner Killian made a motion to approve the Budget Hearing minutes of December 08, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Consideration of Minutes of the Combined Commission Meeting held December 15, 2025***

*(10:22 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on December 15, 2025. *Commissioner Chugg made a motion to approve the combined minutes of December 15, 2025, as presented. Commissioner Killian seconded the motion.*

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

***Discussion of Possible Subjects for the Next Meeting***  
*(10:28 a.m.)*

***Calendaring & Weekly Update on Events***  
*(10:32 a.m.)*

***Recess 10:40 a.m. to 12:18 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.*

***Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual***  
*(12:18 p.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***  
*(1:04 p.m.)*

No action to be taken.

***Human Resource Update***  
*(1:05 p.m.)*

No update at this time.

***Adjournment***  
*(1:05 p.m.)*

*Commissioner Miles stated that the end of the agenda had been reached, and the meeting was adjourned at 1:05 p.m.*

*Read and approved this on the 29<sup>th</sup> day of December 2025.*

---

*Greg Miles*  
*Commission Chairman*

---

*Chelise Curtis*  
*Clerk-Auditor*

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*