

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, DECEMBER 29, 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 Generalist Tommi Mascaro, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Human Resource Payroll & Benefits Administrator Jamie Park, Building Official Interim Director Adam Johnson, Duchesne County Resident Jenni Thompson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Opening Comments***

*(9:05 a.m.)*

Chairman Miles welcomed everyone to the meeting. Each Commissioner took a moment to remember Commissioner Kent Peatross, who recently passed. He did a lot for the County as a Commissioner.

Deputy Attorney Grant Charles said the prayer.

***Pledge of Allegiance***

*(9:08 a.m.)*

***Public Works Update***

*(9:09 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. His crew was working on North Crescent (CR 176) last week. The parties discussed purchasing a right-of-way and the water lines that may cause issues at the intersection on Pole Line Road. Commissioner Killian drove County Road 29. There is a large pot hole that needs to be addressed. The Commissioners thanked Director Casper for a great job this year.

***Discussion & Consideration of Resolution No. 25-17; A Resolution Establishing a New Fee Schedule for Building and Construction within Duchesne County***

*(9:20 a.m.)*

Building Official Interim Director Adam Johnson presented the resolution and explained that the cost per square foot has increased slightly. He proposed raising the minimum price from \$110.00 to \$160.00. The parties discussed the fees, the building permit process, and the fact that all commercial plan reviews are sent to a third party. The residential plan reviews will remain in-house. Deputy Attorney Grant Charles suggested moving the language: Plan Reviews Sent to a 3<sup>rd</sup> Party Will Be Billed at Their Rate + 10%, to just below Commercial Projects. *Commissioner Chugg made a motion to approve Resolution No. 25-17; a Resolution Establishing a New Fee Schedule for Building and Construction within Duchesne County, with an amendment to Exhibit B: move the red sentence in the amendment up to just below commercial projects. 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***

*(9:33 a.m.)*

Deputy Attorney Grant Charles explained that the contracted attorneys have agreed to sign the contracts, but haven't received them yet. The only changes on the contracts from last year are the dates and a three percent increase for Clint Hendricks. He suggested the Commission approve the Public Defender Contracts. *Commissioner Killian made a motion to approve the Public Defender Contracts. 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***

*(9:34 a.m.)*

Commission Executive Assistant Melissa Hughes explained that the Planning Commission has an expiring seat for the Roosevelt/Myton area. It has been advertised, but no response has been received. The parties will continue to recruit someone for the board.

**HR Office – Payroll***(9:40 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending December 20, 2025; 213 employees were paid. The parties reviewed the payroll. *Commissioner Chugg made a motion to approve the payroll for the period ending December 20, 2025, 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***(9:43 a.m.)*

Clerk-Auditor Chelise Curtis presented the vouchers for check numbers 171546 through 171601, dated December 29, 2025, totaling \$646,875.29. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for December 29, 2025, 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 Abatements***(9:51 a.m.)*

Treasurer Stephen Potter presented the Final 2025 Individual Abatement Report dated December 26, 2025. The totals are as follows: Blind – 9 for \$1,207.49, Circuit Breaker – 196 for \$121,161.70, Indigent – 46 for \$27,264.93, 20% Circuit Breaker – 116 for \$55,692.47, Veterans – 158 for \$258,593.07, Military – 1 for \$1,162.58 for a total of 526 for \$465,082.24. The parties discussed the tax abatements. *Commissioner Chugg made a motion to approve the abatement report as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

**Recess 9:53 a.m. to 10:15 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.*

**Consideration of Minutes of the Combined Commission Meeting held December 22, 2025***(10:22 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on December 22, 2025. *Commissioner Killian made a motion to approve the minutes of December 22, 2025, 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***(10:21 a.m.)***Calendaring & Weekly Update on Events***(10:25 a.m.)*

No volunteers to approve at this time.

**Human Resource Update***(10:34 a.m.)*

Human Resource Director Judy Stevenson gave an update on her department. They are uploading the County Policies into the new platform. They will have a training at the upcoming staff meeting on how to access them.

**Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual***(10:35 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**  
(11:18 a.m.)

No action to be taken.

**Adjournment**  
(11:19 a.m.)

Commissioner Chugg made a motion to adjourn the meeting at 11:19 a.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.

Read and approved this on the 5<sup>th</sup> day of January 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