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PUBLIC NOTICE IS HEREBY GIVEN THAT THE  
**BOARD OF COMMISSIONERS OF UTAH COUNTY, UTAH**  
WILL HOLD A PUBLIC MEETING  
IN THE COMMISSION CHAMBERS - ROOM 1400  
OF THE UTAH COUNTY ADMINISTRATION BUILDING  
100 E CENTER ST, PROVO, UT 84606  
**December 3, 2025 - 2:00 PM**

When necessary, board members may participate electronically with the anchor location as stated above.

The public may participate at the anchor location stated above. Public comments will be limited to two (2) minutes per individual unless otherwise approved by the Board.

You may watch the meeting live on YouTube under the heading UTAH COUNTY GOVERNMENT or by going to the link: <https://www.youtube.com/@UtahCountyGovernmentstreams>

Next two upcoming Commission meeting dates: Wednesday, December 10, 2025 at 2:00 p.m.  
and Wednesday, December 17, 2025 at 2:00 p.m.

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**~COMMISSION MEETING MINUTES~**

In attendance: Commissioner Gordon (Chair), Commissioner Beltran, Commissioner Powers Gardner (via Zoom)

Others in attendance: See attached sign-in sheet.

*(Meeting called to order: 2:37 pm)*

PRAYER/READING/THOUGHT: Rudy Livingston  
PLEDGE OF ALLEGIANCE: Burt Harvey

**RECOGNITION**

**1. RECOGNITION OF DECEMBER 2025 EMPLOYEE OF THE MONTH.**

-PJ Maughan, Human Resources

**COMMISSIONER GORDON ANNOUNCED THAT CARLOS RIVERA (*Chief Survey Technician*) HAS BEEN CHOSEN AS THE DECEMBER EMPLOYEE OF THE MONTH. HE READ THE FOLLOWING STATEMENT.**

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**The Survey group would like to nominate Carlos Rivera for Utah County employee of the month. Carlos has been a dedicated Utah County employee for over 25 years. He started working in the Survey Department and has worked his way up to Crew Chief.**

**Carlos has continued to be a great Crew chief for the Survey group. He has a lot of experience in the Survey department and helps pass that along to the younger guys in the department. Carlos has been a big help teaching the newer employees and his attitude and personality keep morale high. When anyone in the public has questions, he is great to explain the importance and reasons why we are there. Even when they don't have the same passion about surveying.**

**Carlos has been an integral part of the survey department working to maintain the Public Land Survey System and protect private landowners' rights, as well as assisting in topographical surveys for construction around the county. Carlos continues to better himself, recently finishing his degree in Land Surveying at UVU and preparing to take the State licensing exams.**

**Carlos works on the Counties "kindness committee" and has been a great ambassador for the program. Carlos enjoys interacting with the public and spreads a positive message. He has been a pleasure to work with.**



**2. RECOGNITION OF UTAH COUNTY EMPLOYEE OF THE YEAR 2025**

**-PJ Maughan, Human Resources**

**COMMISSIONER GORDON ANNOUNCED THAT SARAH MILLER (*Quality Control Analyst - Recorder's Office*) HAD BEEN SELECTED AS UC EMPLOYEE OF THE YEAR.**

**COMMISSIONER BELTRAN READ THE FOLLOWING NOMINATION LETTER.**

*Sarah Miller provides invaluable contributions to the Utah County Recorder's Office through her consistent support of mappers and supervisors, as well as the Recorder's Office leadership. She is patient with team members while helping them to troubleshoot issues, responsive and thoughtful, and always remains calm while reassuring others that their mistakes can be learning opportunities, rather than placing blame or causing embarrassment. She takes initiative and is optimistic, positive, committed to delivering quality work and dedicated to her role in the Recorder's Office as a Quality Control Analyst.*

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*Sarah is a great example to those she works with of the importance of paying attention to the details and understanding the big picture. She aptly takes on non-standard tasks and sees them as opportunities to be challenged and grow professionally. Other professionals outside our office have recognized her hard work, which shows the depth of her contributions to the Recorder's Office. Her thoroughness sets a standard that we encourage other employees to replicate. She exemplifies a culture of encouragement and true leadership.*

*Sarah plays an integral part in the Recorder's Office meeting statutory deadlines. She effectively communicates with co-workers and supports others by sharing her extensive knowledge when collaborating and/or training. She models and promotes the values espoused by the County Recorder, Andrea Allen, who leads our office, and helps foster an uplifting, engaging and positive workplace morale.*

*Sarah consistently delivers outstanding results. She is organized, detail-oriented, and understands the processes within the Recorder's Office from start to finish. This allows her to maintain a "big picture" perspective that is critical when working in quality control. Her ability to motivate and her can-do attitude, as well as her commitment to providing outstanding customer service to our community, makes her a revered employee.*

*Sarah is dedicated and reliable, and she doesn't complain! She just digs in to get the work done. She often has quite the backlog of work, considering she's the only Quality Control Analyst for Cadastral Mapping! She is prompt in her communication with industry professionals and co-workers and is ever mindful of the statutory timeframes our office is required to maintain. She challenges herself and consistently raises her own bar. She exceeds expectations in terms of the quality of her work and her dedication to her role as a Quality Control Analyst.*

*Sarah embodies the characteristics Utah County strives to have employees possess, she is smart, compassionate, loyal, ethical, committed, and innovative. I have no doubt she makes a difference in our community as an employee of the Recorder's Office. Sarah is adaptable, creative, honest, reliable, dedicated, independent, self-aware, a critical thinker, and an employee who brings the highest level of integrity to the Recorder's Office. She is aware of her core values and demonstrates them regularly. She has a passion for her work as a Quality Control Analyst that often inspires others. She is supportive, respectful, and committed to her own success, and to the success of her cadastral mapping team. She is resourceful, has well-honed interpersonal skills, and is a great listener. For these reasons, and many more, we nominate Sarah Miller as the Utah County Employee of the Year.*



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**PUBLIC HEARING**

**1. PUBLIC HEARING TO DISCUSS THE 2026 BUDGET FOR THE GENERAL FUND AND OTHER BUDGETARY FUNDS OF UTAH COUNTY, UTAH.**

-Aileen Conder, Commission

**COMMISSIONER BELTRAN: MOTION TO OPEN PUBLIC HEARING**

**COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**PASSED: 3/0**

**NO PUBLIC COMMENT**

**COMMISSIONER BELTRAN: MOTION TO CLOSE PUBLIC HEARING**

**COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**PASSED: 3/0**

**2. PUBLIC HEARING TO CONSIDER POSSIBLE ADOPTION OF A BUDGET THAT INCLUDES A POTENTIAL COMPENSATION INCREASE FOR EXECUTIVES - U.C.A. 17-16-14**

-Aileen Conder, Commission

*(Timestamp: 9:30)*

**COMMISSIONER BELTRAN: MOTION TO OPEN PUBLIC HEARING**

**COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**PASSED: 3/0**

**RALF BARNES** (*Utah County Director of Human Resources*) **SAID THE STATUTE CITED IN THIS ITEM HAS BEEN RECODIFIED AS 17-66-401. HE EXPLAINED THE STATUTE AND SAID HE DOES NOT ANTICIPATE THE RECOMMENDATION BEING ANY HIGHER THAN 2%.**

**NO PUBLIC COMMENT**

**COMMISSIONER BELTRAN: MOTION TO CLOSE PUBLIC HEARING**

**COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**PASSED: 3/0**

**CONSENT AGENDA**

**1. RATIFICATION OF WARRANT REGISTER FOR DECEMBER 3, 2025 INCLUDING NOTES AND COMMENTS FROM THE COMMISSIONERS AS RECORDED ON THE INTERNAL SYSTEM**

-Jolynn Clegg, Clerk

**APPROVED ON CONSENT**

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**2. APPROVAL OF THE PAYROLL WARRANT SUMMARY FOR PAY PERIOD 24-2025**

-Jolynn Clegg, Clerk

**APPROVED ON CONSENT**

**3. APPROVAL OF THE MINUTES FOR THE OCTOBER 29, 2025 BOARD OF  
COMMISSIONERS PUBLIC MEETING**

-Jolynn Clegg, Clerk

**APPROVED ON CONSENT**

**4. APPROVAL OF THE MINUTES FOR THE NOVEMBER 12, 2025 BOARD OF  
COMMISSIONERS PUBLIC MEETING**

-Jolynn Clegg, Clerk

**APPROVED ON CONSENT**

**5. RESOLUTION AUTHORIZING ADJUSTMENTS OF TAXES AS SPECIFIED IN LETTER  
#290 AND LETTER #60539 DATED NOVEMBER 25, 2025**

-Burt Harvey, Auditor

**APPROVED ON CONSENT**

***Resolution 2025-1013***

**6. APPROVE THE SIGNING OF UTAH COUNTY CHILDREN'S JUSTICE CENTER (CJC)  
AGREEMENT WITH FAMILY HAVEN TO PROVIDE SPECIALIZED CONTRACTED  
THERAPY SERVICES TO CHILD VICTIMS.**

-Rebecca Martell, Children's Justice Center

**APPROVED ON CONSENT**

***Agreement 2025-1014***

**7. TO APPROVE AND AUTHORIZE THE SIGNING OF A RESOLUTION APPROVING AND  
AUTHORIZING THE RENEWAL OF UTAH COUNTY'S COMMITMENT TO THE MASTER  
LEASE AGREEMENT BETWEEN THE MUNICIPAL BUILDING AUTHORITY OF UTAH  
COUNTY UTAH, AS LESSOR, AND UTAH COUNTY, AS LESSEE, OF THE MOUNTAINLAND  
APPLIED TECHNOLOGY COLLEGE SPANISH FORK FACILITY FOR THE PERIOD FROM  
JANUARY 1, 2026, TO DECEMBER 31, 2026.**

-Aileen Conder, Commission

**APPROVED ON CONSENT**

***Resolution 2025-1015***

**8. APPROVE THE SIGNING OF AMENDMENT 3 TO UC 2015-276 FOR A LEASE  
AGREEMENT WITH CHECKERPROP.**

-Juli Van Ginkel, Health

**APPROVED ON CONSENT**

***Agreement 2025-1016***

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9. APPROVE AND AUTHORIZE THE SIGNING OF CHANGE ORDER #04 TO AGREEMENT #2023-418 WITH HALL ENGINEERING & CONSTRUCTION TO EXTEND THE CONTRACT END DATE OF THE SECURITY CENTER FENCING PROJECT.

-Richard Nielson, Public Works

**APPROVED ON CONSENT**

*Agreement 2025-1017*

10. ADOPT A RESOLUTION AUTHORIZING THE SIGNING OF THE FIRST AMENDMENT TO AGREEMENT 2020-125 WITH SPRINGVILLE CITY FOR THE 1200 WEST - 400 SOUTH TO 550 NORTH PROJECT.

-Richard Nielson, Public Works

**APPROVED ON CONSENT**

*Resolution 2025-1018*

*Agreement 2025-1019*

11. ADOPT A RESOLUTION AUTHORIZING THE SIGNING OF THE FIRST AMENDMENT TO AGREEMENT 2023-1202 WITH SPRINGVILLE CITY FOR THE 1200 WEST - 550 NORTH TO 1400 NORTH PROJECT.

-Richard Nielson, Public Works

**APPROVED ON CONSENT**

*Resolution 2025-1020*

*Agreement 2025-1021*

12. APPROVE AND AUTHORIZE THE SIGNING OF A MEMORANDUM TO RELEASE THE ONE-YEAR WARRANTY BOND FOR THE OATES VIEW ESTATES PLAT A SUBDIVISION, IN ACCORDANCE WITH DEVELOPMENT AGREEMENT 2022-804.

-Richard Nielson, Public Works

**APPROVED ON CONSENT**

*Agreement 2025-1022*

13. ADOPT A RESOLUTION AUTHORIZING THE SIGNING OF AN INTERLOCAL AGREEMENT WITH HIGHLAND CITY FOR THE 4800 WEST ROAD WIDENING PROJECT.

-Richard Nielson, Public Works

**APPROVED ON CONSENT**

*Resolution 2025-1023*

*Agreement 2025-1024*

14. RATIFY THE APPROVAL OF AN AGREEMENT WITH THE INTERNAL REVENUE SERVICE

-Jared Nelson, Sheriff

**APPROVED ON CONSENT**

*Agreement 2025-1025*

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**15. APPROVE A TRAILER USE AGREEMENT WITH NICHOLAS AND COMPANY FOR THE UTAH COUNTY JAIL**

-Jared Nelson, Sheriff

**APPROVED ON CONSENT**

***Agreement 2025-1026***

**16. APPROVE AN AGREEMENT WITH THE COMMUNITY JUSTICE ADVOCATES OF UTAH (CJAU) FOR A UTAH COUNTY SHERIFF'S OFFICE VICTIM WITNESS COORDINATOR**

-Christiana Wagstaff, Sheriff

**APPROVED ON CONSENT**

***Agreement 2025-1027***

**17. APPROVE AN AGREEMENT WITH THE COMMUNITY JUSTICE ADVOCATES OF UTAH (CJAU) FOR A UTAH COUNTY SHERIFF'S OFFICE VICTIM WITNESS COORDINATOR**

-Christiana Wagstaff, Sheriff

**APPROVED ON CONSENT**

***Agreement 2025-1028***

**REGULAR AGENDA**

**1. ADOPT A RESOLUTION AUTHORIZING THE SIGNING OF AN INTERLOCAL AGREEMENT WITH PROVO CITY FOR THE STATE STREET TRAIL PROJECT**

-Richard Nielson, Public Works

**APPROVED ON CONSENT**

***Resolution 2025-1029***

***Agreement 2025-1030***

**2. APPROVE AND AUTHORIZE THE SIGNING OF A REAL ESTATE PURCHASE AGREEMENT BETWEEN THE BRENT AND CHRISTY EVANS FAMILY TRUST, U/A/D APRIL 13, 2021, OF WHICH CHARLES BRENT EVANS AND CHRISTY DAWN EVANS ARE TRUSTEES, AND UTAH COUNTY.**

-Richard Nielson, Public Works

**APPROVED ON CONSENT**

***Agreement 2025-1031***

**3. TO APPROVE AND AUTHORIZE THE SIGNING OF A RESOLUTION OF APPOINTMENT TO THE UTAH COUNTY WEED CONTROL BOARD.**

-Brittany Thorley, Public Works

**APPROVED ON CONSENT**

***Resolution 2025-1032***

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4. APPROVE THE SIGNING OF AN AGREEMENT WITH PAGEFREEZER FOR SOCIAL MEDIA ARCHIVING SERVICES FOR THE UTAH COUNTY HEALTH DEPARTMENT.

-Juli Van Ginkel, Health

**APPROVED ON CONSENT**

***Agreement 2025-1033***

5. APPROVE PROPERTY TAX ACTIONS INCLUDED IN RECOMMENDATION LETTER 2025-14 -Adam Beck, Commission

**APPROVED ON CONSENT**

***Agreement 2025-1034***

6. TO APPROVE AND AUTHORIZE THE SECOND AMENDMENT TO AGREEMENT NO. 2024-417 BETWEEN UTAH COUNTY AND FFKR ARCHITECTS.

-Aileen Conder, Commission

**APPROVED ON CONSENT**

***Agreement 2025-1035***

7. TO APPROVE AND AUTHORIZE THE SIGNING OF A REIMBURSEMENT REQUEST LETTER TO THE PUBLIC LANDS POLICY COORDINATING OFFICE FOR ELIGIBLE EXPENDITURES RELATED TO THE PROVO CANYON RESOURCE MANAGEMENT PLAN, AS AUTHORIZED BY HB32 AND IN ACCORDANCE WITH COOPERATIVE AGREEMENT NO. 2024-137 AND AMENDMENT NO. 1 2025-447; AND AUTHORIZE THE COUNTY ADMINISTRATOR TO SIGN THE ASSOCIATED COORDINATING INVOICES.

-Aileen Conder, Commission

**APPROVED ON CONSENT**

***Agreement 2025-1036***

8. AUTHORIZE LETTER OF RESPONSE FOR REPRESENTATION

-Ezra Nair, Commission

**TABLED ON CONSENT**

*(Timestamp: 6:40)*

**COMMISSIONER BELTRAN: MOTION TO REMOVE ITEM FROM TABLE**  
**COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**PASSED: 3/0**

**COMMISSIONER BELTRAN: MOTION TO APPROVE**

**COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**3/0**

***Agreement 2025-1037***

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**9. NOTICE TO TERMINATE AGREEMENT WITH REPUBLIC SERVICES OF UTAH FOR SOLID WASTE DISPOSAL SERVICES.**

-Robert Baxter, Auditor

**APPROVED ON CONSENT**

***Agreement 2025-1038***

**10. AMEND THE UTAH COUNTY CAPITAL PLANNING POLICY AS SHOWN IN ATTACHMENT A**

-Rudy Livingston, Auditor

*(Timestamp: 14:13)*

**COMMISSIONER BELTRAN ASKED FOR AN EXPLANATION ON SOME OF THE LANGUAGE IN THE CIP POLICY. RUDY LIVINGSTON (*Chief Deputy County Auditor*) ANSWERED THE QUESTIONS IN REGARD TO LEFTOVER FUNDS FROM A PROJECT.**

**COMMISSIONER BELTRAN: MOTION TO APPROVE**

**COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**PASSED: 3/0**

***Resolution 2025-1039***

**11. APPROVE AND SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL OR INDIVIDUALS, FOR TODAY'S DATE, AT THIS LOCATION, FOLLOWING THE COMPLETION OF THE REGULAR AGENDA (IF THIS ITEM IS NOT MOVED TO THE CONSENT AGENDA, ANNOUNCE THE VOTE OF EACH COMMISSIONER)**

-Jolynn Clegg, Clerk

**HELD ON CONSENT**

**12. APPROVE AND SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING FOR A STRATEGY SESSION TO DISCUSS THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY, WATER RIGHTS, OR WATER SHARES, FOR TODAY'S DATE, AT THIS LOCATION, FOLLOWING THE COMPLETION OF THE REGULAR AGENDA (IF THIS ITEM IS NOT MOVED TO THE CONSENT AGENDA, ANNOUNCE THE VOTE OF EACH COMMISSIONER)**

-Jolynn Clegg, Clerk

**STRICKEN ON CONSENT**

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**13. APPROVE AND SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING FOR A STRATEGY SESSION TO DISCUSS THE SALE OF REAL PROPERTY, WATER RIGHTS, OR WATER SHARES, PREVIOUSLY PUBLICLY NOTICED FOR SALE, FOR TODAY'S DATE, AT THIS LOCATION, FOLLOWING THE COMPLETION OF THE REGULAR AGENDA (IF THIS ITEM IS NOT MOVED TO THE CONSENT AGENDA, ANNOUNCE THE VOTE OF EACH COMMISSIONER)**

-Jolynn Clegg, Clerk

**STRICKEN ON CONSENT**

**14. APPROVE AND SET A DATE, TIME AND LOCATION FOR A CLOSED MEETING FOR A STRATEGY SESSION TO DISCUSS PENDING OR REASONABLY IMMINENT LITIGATION, FOR TODAY'S DATE, AT THIS LOCATION, FOLLOWING THE COMPLETION OF THE REGULAR AGENDA (IF THIS ITEM IS NOT MOVED TO THE CONSENT AGENDA, ANNOUNCE THE VOTE OF EACH COMMISSIONER)**

-Jolynn Clegg, Clerk

**HELD ON CONSENT**

**PUBLIC COMMENTS**

None

*(Moved to Closed Meeting: 2:45 p.m.)*

*(Opened to Public Meeting: 4:17 p.m.)*

**COMMISSIONER BELTRAN: MOTION TO ADJOURN  
COMMISSIONER POWERS GARDNER: SECOND**

**ALL IN FAVOR: AYE**

**PASSED: 3/0**

*(Meeting adjourned: 4:18 p.m.)*

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NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS - In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Utah County Clerk's Office at 801-851-8113. Handicap parking is available as well as a level entrance to the building. Interpretation services are available with prior notice for the hearing disabled.

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**BOARD OF COMMISSIONERS OF UTAH COUNTY  
PUBLIC MEETING ATTENDANCE SHEET  
December 3, 2025 - 2:00 p.m.**

**PRINT CLEARLY**

Name:

Agency:

<u>Jolynn Clegg</u>	<u>Clerk's office</u>
<u>Burt Harvey</u>	<u>Auditor</u>
<u>Ron Livingston</u>	<u>AUDITOR</u>
<u>Jeanne Bowen</u>	<u>Treasurer</u>
<u>Kim Jackson</u>	<u>Treasurer</u>
<u>Angela Anderson</u>	<u>Assessor</u>
<u>Burt Garfield</u>	<u>Assessor</u>
<u>Paul Child</u>	<u>Recorder's</u>
<u>Theora Case</u>	<u>Assessor's</u>
<u>Diane Garcia</u>	<u>Assessor's</u>
<u>Karen Bowman</u>	<u>Assessor's</u>
<u>Rebecca Martell</u>	<u>CJC</u>
<u>Tim Taylor</u>	<u>ATTY</u>
<u>Eric Edwards</u>	<u>ACTHD</u>
<u>Jolynn FL</u>	<u>UDHD</u>
<u>Robyn Basye</u>	<u>Parshay</u>

Meeting minutes approved at the December 17, 2025 Board of Commissioners of Utah County, Utah Public Meeting.

Signed by:



ATTEST:

AARON R. DAVIDSON  
Utah County Clerk

By:

Signed by:

Jolynn Clegg

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Deputy

DocuSigned by:

Brandon B. Gordon

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BRANDON B. GORDON, Chair