

MINUTES of the public meeting of the Uintah County Commission held **February 10, 2026** in the Commission Chambers of the Uintah County Building at 147 East Main, Vernal, Utah. The meeting commenced at 3:00 pm.

PARTICIPANTS: Commissioners John Laursen, Sonja Norton, and Willis LeFevre.

ATTENDANCE: Mike Wilkins, Karen England, Loren Anderson, Danette Brooks, Wendi Long, Angela Hawkins, Brytin Jackson, Ambryn Jackson, Deanna Nyberg, Matt Cazier, Crystal Clark, Ken Caldwell
Minutes by Sheri Allen.

WELCOME: Commissioner Laursen, Chair, welcomed everyone to the meeting.

PRAYER by Chery Bolton.

PLEDGE OF ALLEGIANCE by Brytin and Ambryn Jackson.

Crystal Clark, IT department, introduced Ken Caldwell, the new IT Specialist. Ken will be focusing on the network side of the department, bringing 20 years of IT experience from the medical, oil field, and public safety sectors. He expressed his pleasure at returning home to take this position and serve his community.

1. APPROVAL OF MINUTES: February 3, 2026 and February 4, 2026 work session

Commissioner Norton moved to approve the minutes for February 3, 2026 and February 4, 2026 work session. Motion passed unanimously.

2. APPROVAL OF WARRANTS – Mike Wilkins, Clerk-Auditor

Warrants dated February 5, 2026 in the amount of \$1,720,311.21. Payments of note are \$795,688.85 to Central Canal Grant, and \$140,610.00 to Kenn Garff Ford for five new trucks for the Sheriff's Office.

Commissioner Norton moved to approve the warrants as presented by Mike Wilkins. Motion passed unanimously.

3. TAX MATTERS:

Danette Brooks, Assessor, requested a motor vehicle refund of the county assessed fee for Louis J Haynes in Tax District #3, 2393 West 550 North, Vernal, in the amount of \$690.00. The reason for the refund is he qualifies for the Veterans abatement as verified by the Clerk-Auditor's office.

Commissioner LeFevre moved to approve the tax refund as presented by Danette Brooks. Motion passed unanimously.

4. RESOLUTION #02-10-2026 R1: Appointing of Utah Counties Indemnity Pool (UCIP) Coordinate -
Mike Wilkins, Clerk-Auditor

Mike Wilkins, Clerk-Auditor, presented Resolution #02-10-2026 R1, concerning the appointment of the Utah Counties Indemnity Pool Risk Coordinator (UCIP). A new appointment is necessary for this role. Mike stated that he would not read the entire resolution but would read the final section: "Therefore, it is hereby resolved that the following individual be appointed as the Risk Coordinator of the Utah Counties Indemnity Pool, effective on the date of this signature: Michael W. Wilkins, Clerk-Auditor." The responsibilities of the Risk Coordinator, managed through his office, will include: ensuring UCIP is notified of new vehicles and equipment, reporting all accidents, and providing UCIP with all necessary information for new buildings.

Commissioner LeFevre moved to approve Resolution #02-10-2026-R1 appointing Mike Wilkins as the UCIP Risk Coordinator presented. Motion passed unanimously.

5. & 6. ORDINANCE #02-04-2026 O2: Historic Preservation and Museum Advisory Board

ORDINANCE #02-04-2026 O3: Library Board - Karen England, Library

Karen England, Library, requested code amendments for the Historic Preservation and Museum Advisory Board (Chapter 2.25) and the Library Board (Chapter 2.26). These changes are intended to establish clear lines of governance authority for the Regional History Center. Key amendments include that the Library Board will have full authority over all Regional History Center operations, including budget, staffing, facilities, policy, collections, and programs, and the Historic Preservation and Museum Advisory board will serve in an advisory capacity. The Library Board and Regional History Center must consult with and seek guidance from the Historic Preservation and Museum Advisory Board regarding the disposition of historical documents, archive materials, and artifacts. The specific ordinance change is the addition of a new section to the Library Board 2.26.001. This section formally names the main library and its branches, identifying the Regional History Center and the bookmobile as branches, along with any future facilities established by the county. It confirms that all facilities of the Uintah County Library system operate under the authority and governance of the Library Board. The main library facility and archives are collectively referred to as "library" within the document. Minor grammar changes were made in section 0.50, Procedures for deaccessioning archival materials, which will require consultation with the Historic Preservation and Museum Advisory Board. Duties of the Library Director, section 0.60, states the Library Director is tasked with ensuring the required consultation process takes place. The Historic Preservation and Museum Board, section 2.25.070, is responsible for providing recommendations regarding the disposition of archival documents.

Commissioner Norton moved to approve Ordinance #02-04-2026 O2 and Ordinance #02-04-2026 O3 as presented by Karen England. Motion passed unanimously.

7. PUBLIC COMMENT: none

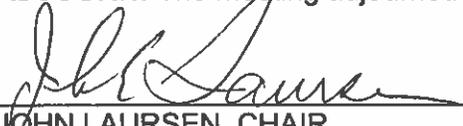
8. CLOSED SESSION for the purpose of discussing pending or imminent litigation in accordance with Utah Code 52-4-205 (1)(c)

At 3:17 pm, Commissioner Norton moved to go into Closed Session for the purpose of discussing pending or imminent litigation in the Small Commission Conference Room and when discussion is complete, adjourn, and reconvene Commission meeting in order to adjourn. Motion passed unanimously.

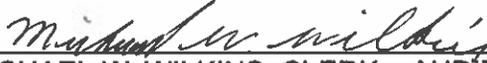
The closed session began at 3:24 pm with Commissioner Laursen, Commissioner LeFevre, Commissioner Norton, Loren Anderson, Wendi Long, Danette Brooks, and Mike Wilkins in attendance.

Closed session adjourned at approximately 3:27 pm.

ADJOURN: The meeting adjourned at approximately 3:28 pm.



JOHN LAURSEN, CHAIR



MICHAEL W. WILKINS, CLERK – AUDITOR

