

MINUTES of the public meeting of the Uintah County Commission held **February 17, 2026** in the Commission Chambers of the Uintah County Building at 147 East Main, Vernal, Utah. The meeting commenced at 3:01 pm.

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

ATTENDANCE: Cara Murray, Caleb Hall, Danette Brooks, Matt Cazier, Angela Hawkins, Karen England, Deanna Nyberg, Travis Campbell, Leshia Coltharp, Tyler Watkins, Marc Nelson
Minutes by Sheri Allen.

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

PRAYER by Leshia Coltharp.

PLEDGE OF ALLEGIANCE by John Laursen.

1. **APPROVAL OF MINUTES:** February 2, 2026 Special Meeting, February 10, 2026, and February 11, 2026 Work Session and Special Meeting

Commissioner Norton moved to approve the minutes for February 2, 2026 Special Meeting, February 10, 2026, and February 11, 2026 Work Session and Special Meeting. Motion passed unanimously.

2. **APPROVAL OF WARRANTS** – Caleb Hall, Deputy Clerk-Auditor

Warrants dated February 12, 2026 in the amount of \$712,929.85. Payments of note are \$69,000.00 to Wheeler Machinery for a CB-15 Compactor for the roads department, and \$300,000.00 to Vernal City for the semi-annual Airport contribution.

Commissioner LeFevre moved to approve the warrants as presented by Caleb Hall. Motion passed unanimously.

3. **TAX MATTERS:** None

4. **SUBDIVISION AMENDMENT** - Request to add one building lot to Sagebrush Acres Subdivision located at 163 E 2800 S, Vernal, Utah. - Deanna Nyberg, Community Development
Deanna Nyberg, Community Development, presented an application to amend the former Sagebrush Acres subdivision. Most lots in this old subdivision were previously vacated, but one lot was not, and the current owners wish to split it. The original lot is a large rectangle. The proposal is to split off a portion, which the neighboring property owner intends to purchase. This split necessitates a subdivision amendment, which requires County Commission approval, even though such a change would typically be handled as a minor subdivision by the office. The reason it requires Commission approval is that the larger lot was never formally vacated from the recorded Sagebrush Acres subdivision; thus, this is considered an *amendment* to the original subdivision, adding a new lot. This item did not go to a work session due to a time-constraint on the part of the applicant. The property in question is located on 2800 S, which connects Vernal Avenue and 2500 S.. The size of the new lot meets the minimum lot size requirements for the subdivision standards. While the new lot is narrower in the back of the property than the required 90-foot width, the applicants compensated by making the lot deep enough to meet the minimum overall lot size. The code requires a building lot to maintain the minimum property width throughout the property if there is sufficient property reasonably available. In this case, requiring the 90-foot width would put the property line too close to an existing home. The frontage along the south side of the property is compliant. Matt Cazier, Community Development, noted that because the original lot was never vacated from the recorded plat, the process requires a formal amendment coming before the Commission. If the lot had been described by a metes and bounds description, it would have been handled as a minor subdivision in the office.

Commissioner Norton moved to approve the amendment to Sagebrush Acres Subdivision as presented by Deanna Nyberg. Motion passed unanimously.

5. ORDINANCE #02-04-2026 O1: Amendments to Title 17 – Code clean-up and corrections, removing duplicate and contradicting language, clarifying obscure language - Deanna Nyberg, Community Development

Deanna Nyberg, Community Development, requested Ordinance #02-04-2026 O1 to be approved, noting they had been reviewed in a recent work session and primarily constitute "code clean up." At the Commissioners' request, the maximum allowed fence height was increased from the seven feet required by the IRC to eight feet. Front yard fences or walls cannot exceed four feet, unless the fence is 90% see-through. The maximum height for any fence or wall is now eight feet. Fences over seven feet in height will require a building permit. Regarding Flag Lots, the Ordinance was clarified to specify that all required building setbacks for any future or existing building shall not be included as part of the required access strip. The maximum allowable floor area for home business or home occupations was clarified to apply to both the home or any outbuilding. It now states that a home occupation can use 25% of the home or outbuilding. The classification for In-Home Professional Services was corrected to match the Use Table. These services are now listed as permitted uses instead of conditional uses. The section regarding denied permits in Administrative Approval (Conditional Use Permits) was revised to remove language that conflicted with the established appeals process, Chapter 17:13. Appeals are reviewed by an appeals and variances hearing officer. Chapter 17:10 Variances, is being removed as the information on variances is now included in Chapter 17:13 alongside appeals.

Commissioner LeFevre moved to approve Ordinance #02-04-2026 O1: Amendments to Title 17 as presented by Deanna Nyberg. Motion passed unanimously.

6. CAN DO CREW LIBRARY JANITORIAL CONTRACT - 2026 - Karen England, Library

Karen England, Library, requested renewal for the Can Do Crew Library Janitorial Contract for the 2026 year. Uintah School District's Can Do Crew will be servicing the Library for approximately nine months January 2026 to December 2026, excluding the summer months June, July, and August. Cleaning will occur on school days per the Uintah School District's calendar. The total contract is \$18,900, payable in nine equal monthly installments of \$2,100. The Can Do Crew is responsible for daily tasks, including vacuuming, trash removal, restroom cleaning and sanitizing, furniture dusting, and entry maintenance, as well as additional weekly and monthly tasks as outlined in the contract. The contract has already been signed by the Uintah School District, and the request is for the Commission's approval to continue and finalize the contract.

Commissioner Norton moved to approve the 2026 contract for the Can Do Crew as presented by Karen England. Motion passed unanimously.

7. JOINT LIBRARY SERVICES BETWEEN UINTAH & DUCHESNE MOU - Karen England, Library

Karen England, Library, requested the renewal of the existing Memorandum of Understanding (MOU) with Duchesne County Library. This MOU, which is entered into under the Utah Interlocal Cooperation Act, allows for a continued cooperative library services partnership between the two counties and requires approval from both County Commissions. The core of the agreement is the establishment of a joint shared cataloging system (Koha) and patron discovery interface (Aspen). This partnership enables residents of both counties to access a significantly broader collection of library materials. The expense for the shared library catalog and patron interface is split equally (50/50) between the two counties. The vendor, Bywater Solutions, invoices both counties directly. Patrons in good standing from either county may borrow and return materials at both libraries without incurring non-resident fees. Physical library materials are shared between the libraries using the most cost-effective transportation means available. Quarterly director meetings are held to coordinate shared issues and policy matters. The agreement is set for a five-year term and is eligible for one five-year renewal. Either party may terminate the MOU with 60 days' written notice. This fiscally responsible partnership benefits the community by allowing Uintah County Library to provide expanded services to its residents at a shared cost.

Commissioner Norton moved to approve the MOU for the Joint Library Services between Uintah & Duchesne as presented by Karen England. Motion passed unanimously.

8. COMMUNITY LIBRARY ENHANCEMENT FUND (CLEF) GRANT CONTRACT 2026 - Karen England, Library


Karen England, Library, announced the award of a \$10,678 grant from the Utah State Library Division through the Community Library Enhancement Fund (CLEF) program. This grant, funded by the Utah Department of Cultural and Community Engagement, is available to libraries that have achieved Certified Public Library status under Utah State Standards. CLEF funds are intended to directly improve library services, including collection development, technology for public use, library programming, community outreach, ADA building improvements, and minor capital improvements. The Library plans to use this grant for patron technology use by updating the library checkout systems. The grant period runs from July 1, 2025, through June 30, 2026. A final spending report must be submitted to the State Library by September 15, 2026. The County Attorney's Office found that one of the referenced codes in the contract was outdated. Loren Anderson, Civil Attorney, clarified that a staff member discovered the incorrect code section and notified Karen. He noted that the state would need to change the code, and it might not be updated on this specific document. Despite the outdated code, the Attorney's Office is comfortable with the Commission approving the contract. Karen asked the Commission to approve her authority to sign the contract once the code has been updated. Loren confirmed the County Attorney's Office was fine with the signature, even with the understanding that the code section is outdated.

Commissioner Norton moved to authorize Karen England to sign the CLEF Grant Contract once the code was updated. Motion passed unanimously.

9. PUBLIC COMMENT:

Cara Murray, the new director of the USU Extension Office in Uintah County, introduced herself. She mentioned that Cheyenne Reed resigned and USU appointed her. She also noted that the remodel is progressing well, highlighting the great programming potential and the useful addition of the kitchen space.

ADJOURN: The meeting adjourned at approximately 3:26 pm.



JOHN LAURSEN, CHAIR



MICHAEL W. WILKINS, CLERK - AUDITOR

