

MINUTES of the special work session of the Uintah County Commission held **June 16, 2026** in the Large Commission Conference Room at 147 East Main, Vernal, Utah. The meeting commenced at 4:00 pm.

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

ATTENDANCE: Karen England, Angela Hawkins, Mike Wilkins, James Sharp, Teri Jorgensen, Crystal Clark, Loren Anderson, Jay Burr, Matt Cazier, Jess Hermann
Minutes by Sheri Allen.

WELCOME: Commissioner Laursen, Chair, welcomed everyone to the meeting. Commissioner Norton made a motion to go into the Special Work Session. Motion passed unanimously.

1. TAYLOR PROPERTY LEASE AGREEMENT FOR ROCK POINT CEMETERY - James Sharp, Cemetery

James Sharp, Cemetery, presented a proposal to extend the lease agreement with Caleb Taylor for the county-owned property south of Rock Point Cemetery from five to ten years. James explained that this extension is necessary to justify the tenant's investment in replanting the alfalfa field. The lease will continue to include a termination clause allowing the county to reclaim the property for development purposes. James highlighted the tenant's reliable history, noting that the agreement previously consisted of a five-year term supplemented by intermittent one-year extensions.

2. HISTORIC PRESERVATION AND MUSEUM ADVISORY BOARD BYLAWS - Karen England, Library

Karen England, Library, presented the revised Advisory Board bylaws for the Historic Preservation and Museum. Following the merger of the two boards, revisions were necessary to align governance with the dual mission. Key updates are: expanded from 7 to 11 articles, defined seat categories, historic preservation, museum, and at-large and authorized board configurations of five or seven members. Updates also: clarified that library, museum, and county employees are ineligible to serve as voting members or officers; established the director as an administrative liaison; created two formal standing subcommittees with specific reporting requirements and chairs; specified that all museum revenue is public money subject to county financial procedures, with no independent expenditure authority; and added an article articulating the complementary roles in historic preservation and museum stewardship. The bylaws were reviewed by the Attorney's Office and approved by the Advisory Board on June 1.

3. ORDINANCE #06-10-2026 O1: AMENDING CHAPTER 02.25 "HISTORIC PRESERVATION AND MUSEUM ADVISORY BOARD" - Karen England, Library

Karen England, Library, presented Ordinance #06-10-2026 O1, which updates Chapter 2.25 of the Uintah County Code to align with the current leadership structure of the Museum of Uintah County. The ordinance replaces outdated references to "museum curator" with "Library, Archive, and Museum Director" (LAM Director) throughout the chapter. It refocuses the museum curator role as a collections-level professional position and designates the LAM Director as the department head. Key amendments include: Section 2.25.070, updating board responsibilities regarding policy recommendations, budget guidance, and coordination with county administration, and Section 2.25.100, streamlines staff duties and clarifies that the LAM Director coordinates directly with the board in conjunction with assigned museum staff. The ordinance was reviewed by the Attorney's Office and discussed with the board on June 1.

4. ORDINANCE #06-10-2026 O2: AMENDING TITLE 17 ZONING, making changes to general conditional user permit requirements and noticing - Matt Cazier, Community Development

Matt Cazier presented Ordinance #06-10-2026 O2, proposing amendments to Title 17 (Zoning) to ensure compliance with state law and best practices, as recommended by hearing officer Craig Paul. Key updates include: 17.08.020, Authorizing the "zoning administrator or designee" as a land use

authority; 17.08.040, section removed and reserved; 17.08.050, updating impact language to "may consider" to align with state standards for mitigating detrimental effects; 17.12.050, adjusting courtesy notice radius from 1,000 feet to 300 feet (minimum), allowing for expansion as needed; 17.33.020(25), updating administrative approval processes and removing specific notice requirements for administrative conditional use permits to mitigate legal risk. Matt addressed public concerns regarding notice radius reductions, noting that 300 feet is the standard minimum and can be expanded if necessary. The Planning Commission recommended approval.

5. ACCEPTANCE OF SEVERAL RIGHT-OF-WAY GRANTS FROM THE BUREAU OF LAND

MANAGEMENT: UTU-81261-67, Road #161709; UTU-81261-80, Road #161703; UTU-93350-75, Sheep Wash Road; UTU-93350-78, Road #050701; UTU-93350-85, Wild Bench Road; UTU-93350-90, Moon Bottom Road - Matt Cazier, Community Development

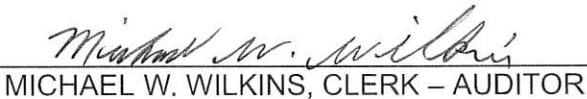
Matt Cazier, Community Development, presented six additional Title V Right-of-Way grants from the Bureau of Land Management (BLM) for Class D roads in the Pariette area. These grants, comprising two roads east of the Green River and four roads west of the Green River, are currently listed on the County Transportation Plan. The BLM has verified the road locations on the ground. This addition brings the total number of grants received to 18, with approximately 11 more expected to complete the total of 27.

6. GOOGLE 3-YEAR LICENSE AGREEMENT - Crystal Clark, IT Director

Crystal Clark presented the proposed 3-year Google Workspace Enterprise license agreement. The proposal reflects an increase from \$139 to \$189 per user annually, a 35% increase over the three-year term, while remaining cost-effective compared to alternative suites. The contract includes 370 licenses, an increase from the current 345 to support organizational growth and the transition of the County Attorney's office to the Google environment. The annual cost is fixed at approximately \$71,078 for the duration of the agreement. The proposal also accounts for archive licenses at \$53 annually, which are necessary for compliance and managing staff turnover. The Commission discussed the current provision of email services to special service districts, noting that costs are fully passed through to those entities.

ADJOURN: Meeting adjourned at approximately 4:41 pm.


JOHN LAURSEN, CHAIR


MICHAEL W. WILKINS, CLERK – AUDITOR

