

MINUTES of the work session of the Uintah County Commission held **July 1, 2026** in the large Commission conference room of the Uintah County Building at 152 East 100 North, Vernal, Utah. The meeting commenced at 10:00 a.m.

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

ATTENDANCE: Mike Wilkins, Brenda McDonald, Melissa Yergensen, Melanie Silcox, Steve Labrum, JC Brewer, Deanna Baum, Matt Cazier, Ryan Mattson, Danette Brooks, Crystal Clark, Loren Anderson, Angela Hawkins, Wendi Long, Jess Hermann
Minutes by Sheri Allen.

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

1. COMMISSION MEETING AGENDA POLICY DISCUSSION - Mike Wilkins, Clerk-Auditor
Mike Wilkins, Clerk-Auditor, initiated a discussion on a proposed Commission Meeting and Work Session agenda policy. The policy aims to ensure legal compliance with public notice requirements and improve administrative efficiency. Mike highlighted the risks of litigation associated with late or imprecise agenda postings, emphasizing the need for timely submissions from both internal departments and external entities. Loren Anderson and the Commissioners discussed the necessity of establishing firm deadlines to allow adequate time for document review and to mitigate legal risks. Following a discussion on various timeframe options, a consensus was reached on the following submission deadlines, Commission Meetings: Friday at 12:00 PM and Work Sessions: Monday at 12:00 PM. The policy will be revised to reflect these agreed-upon deadlines and will be presented for further discussion at the next work session.

2. PROPOSED POLICY CHANGES TO POLICY 100, HUMAN RESOURCE MANAGEMENT and 110, PERSONNEL AND PAYROLL RECORDS - Melissa Yergensen, Human Resources
Melissa Yergensen, Human Resources, presented updates to Policies 100 and 101 (110). These policies were previously discussed and distributed to department heads on June 3rd for feedback. Key changes to Policy 100 include updating outdated code regarding the Utah County Personnel Management Act and clarifying the separation of powers to ensure the Commission retains final authority on budgetary and legislative frameworks. A side-by-side matrix of these changes was provided. Updates to Policy 101(110) include incorporating ADA and FMLA references, as well as establishing new guidelines for personnel record-keeping, specifically the requirement for maintaining separate medical files.

3. DEPARTMENT OF WORKFORCE SERVICES WORKSITE LEARNING OJT AND EIO EMPLOYER AGREEMENT - Melissa Yergensen, Human Resources
Melissa Yergensen, Human Resources, presented a renewal request for the Department of Workforce Services (DWS) Worksite Learning/OJT and EIO Employer Agreement. This program provides for 60-90 day youth intern placements in county roles, with DWS reimbursing 100% of wage costs and providing a \$450 stipend per intern to cover supervision costs. Intern placements are restricted to roles that do not displace existing full-time positions. Melissa requested clarification on the required approval process for the agreement renewal, noting that it had previously been signed administratively. The Commission discussed the program, noted it is a beneficial partnership, and scheduled the item for formal approval at the next Commission meeting.

4. ORDINANCE 07-01-2026 01: AMENDING SECTION 17.27.110 FLAG LOT IN THE UTAH COUNTY CODE- Matt Cazier, Community Development
Matt Cazier, Community Development, presented proposed amendments to Uintah County Code Section 17.27.110 regarding flag lot requirements. The Planning Commission held public hearings on May 20, June 3, and June 17, receiving public comments and providing a unanimous recommendation for approval. The proposed changes address several administrative and development issues with the current ordinance, including utility placement which will be resolving difficulties with placing private

utilities on property previously deeded to the County for future roadways. Subdivision avoidance prevents the use of flag lot provisions to bypass requirements for public infrastructure. Future access preserving access for adjacent parcels to minimize future landlocked conditions.

The Key provisions limit flag lots to a maximum of three per parent parcel with a standard 33-foot access width. Flag lots shall not create landlocked or undevelopable conditions on the divided parcel or adjacent parcels. Requires recorded cross-access easements for all benefited parcels and a recorded joint maintenance agreement. The County assumes no responsibility for private driveways. All required emergency vehicle turnarounds must be clearly delineated on the subdivision plat. Flag lots must align with the General Plan and future transportation plans. The County may require a 46-foot access corridor including a 10-foot utility easement if the parcel is within a planned future road corridor. Requires stubbing access to landlocked parcels exceeding 10 acres or 20 acres in MG-1, RFM, and A-1D zones, subject to land use authority discretion in cases of difficult topography. Developers must submit a shadow plat illustrating the project's impact on surrounding properties to demonstrate compliance and potential connectivity needs. Existing approved flag lots are grandfathered under current regulations.

5. ACCEPTANCE OF PROPERTY FOR FUTURE ROAD - Deanna Baum, Community Development
Deanna Baum, Community Development, presented a request to accept property dedication for a future road associated with a previously approved minor subdivision, Hacking Farms. The developer is reconfiguring access for four flag lots, necessitating an adjustment to the property previously dedicated to the County. The proposed extension provides necessary frontage and access for the affected parcels.

The Commission discussed the maintenance and improvement requirements for this access. It was clarified that the deed mandates that the access be installed and maintained by the property owners to a drivable standard until such time that it is improved to County road standards. While the property is being deeded to the County, the County is not obligated to fund or construct the road; the dedication provides the County with future flexibility for transportation planning. Matt noted that this complex arrangement is being phased out, and this is anticipated to be the final instance of this specific configuration.

6. CONTRACT WITH WYCOM SYSTEMS, INC. FOR CHECK PROTECTION PRINTING - Ryan Mattson, IT

Ryan Mattson, IT, presented a contract with Wycom Systems, Inc. for software licensing and support, totaling \$434.25 annually. This agreement transitions check validation and printing from a physical device to a virtualized server environment. The new system replaces physical security keys with a password-based authorization process, requiring dual authentication (one password from the Clerk-Auditor's office and one from the Treasurer's office) to print checks. While the initial software purchase has been processed separately, this contract covers the ongoing annual licensing and support. The agreement has been reviewed by the Attorney's office.

7. 2026 UINTAH COUNTY FAIR CONTRACTS - Melanie Silcox, Western Park

Melanie Silcox, Western Park, presented the following contracts for the 2026 Uintah County Fair, noting that all agreements have been reviewed by Loren.

- a. Scales and Tails: A contract for \$4,000 for animal education shows on Friday and Saturday. This is a recurring vendor for the fair.
- b. Allan Sands: An entertainment production contract for various performers, including a magician, mentalist, hypnotist, and juggler. The agreement includes payments of \$2,800 to Andrew Davis and \$3,200 to Paul Isaac.
- c. Vortex Insurance: A renewal for rain-out insurance. The Commission discussed the available coverage options, including the standard "1/10th of an inch" policy, \$6,447, and a new "Ranger"

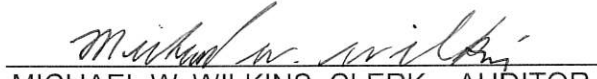
program, \$6,012, which provides coverage based on event cancellation or reduced attendance due to rainfall. The Commission will select the coverage option to proceed with.

JC Brewer on behalf of the deer hunters in the whole region, thanked the Commission, the road department, Scott Hardman, and anybody else that was involved in the decision to mow the rabbit brush on the Seep Ridge Highway. We have been dealing with that for years, and the road department has not been able, or the weed department has not been able to come up with a spray that will kill that rabbit brush. He stated there is a lot of roadkill on the Seep Ridge Highway, and has been discussed prior.

ADJOURN: The meeting adjourned at approximately 10:56 am.



JOHN LAURSEN, CHAIR



MICHAEL W. WILKINS, CLERK – AUDITOR

