

MINUTES of the public meeting of the Uintah County Commission held **July 7, 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 and Sonja Norton. Willis LeFevre was excused.

ATTENDANCE: Mike Wilkins, Melanie Silcox, Danette Brooks, Nichole Murray, Wendi Long, Gennie Bird, Angela Hawkins, Melissa Yergensen, Brenda McDonald, Lesha Coltharp, Deanna Baum, Ryan Mattson, Matt Cazier, Lynn Sitterud
Minutes by Sheri Allen.

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

PRAYER by Lesha Coltharp.

PLEDGE OF ALLEGIANCE by Nichole Murray.

1. **APPROVAL OF MINUTES:** June 30, 2026 Commission Meeting and July 1, 2026 Work Session and Special Public Meeting

Commissioner Norton moved to approve the minutes for the June 30, 2026 Commission Meeting and July 1, 2026 Work Session and Special Public Meeting. Motion passed unanimously.

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

Warrants dated July 2, 2026 in the amount of \$1,465,764.32. Payments of note are \$700,000.00 transferred from the food tax to the Uintah Conference Center for their Maintenance and Operations, and \$301.982.80 to Uintah Basin Association of Governments (UBAOG) for the Lucky Acres grant.

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

3. **TAX MATTERS:**

Danette Brooks, Assessor, requested to add escaped property taxes on Serial #05:103:0063 for tax year 2024 in the amount of \$573.78 and for tax year 2025 in the amount of \$1343.78. Total tax due \$1917.56 to the property owners of record Peggy Patton, Skyler Patton and Charlie Dunker. The reason for the escaped property tax is the building permit was not put into the system that tracks the permits, so the Assessors office did not pick up the new home until this year.

Commissioner Laursen moved to approve the Escaped Property Tax as presented by Danette Brooks. Motion passed unanimously.

4. **2026 UINTAH COUNTY FAIR CONTRACTS** - Melanie Silcox, Western Park

- a. Scales and Tails – Melanie presented a contract for Scales and Tails to perform three shows per day on Friday and Saturday of the fair for \$4,000. Loren Anderson, Civil Attorney, has reviewed the contract.
- b. Allan Sands - – Melanie presented a contract for Allan Sands an entertainment production contract for various performers, including a magician, mentalist, hypnotist, and juggler, to perform three shows per day on Friday and Saturday of the fair. Payments include \$2,800 to Andrew Davis and \$3,200 to Paul Isaac. Loren has reviewed the contract.
- c. Vortex Insurance - Melanie presented insurance options for the Uintah County Fair. The Commission discussed the options, noting a preference for the established 0.15-inch rainfall

coverage over the new "Rain Sure" coverage due to the lack of history for the latter. The Commission opted to renew the existing 0.15-inch rainfall coverage for \$4075.00.

Commissioner Norton moved to approve the 2026 Uintah County Fair contracts as presented by Melanie Silcox. Motion passed unanimously.

5. INDIGENT DEFENSE COMMISSION GRANT CONTRACT - Gennie Bird, Purchasing & Grants
Gennie Bird, Purchasing and Grants, requested approval of the FY 2027 Indigent Defense Commission (IDC) grant, covering the period of July 1, 2026, through June 30, 2027. The grant provides funding for the Public Defender's Office, public defense contracts, and defense resources. The total budget for the office is \$1,165,932.30, supported by a grant award of \$390,810.00 and a county match of \$775,122.30. Gennie explained that the grant amount has remained steady since FY 2023, while the county's match has increased slightly to cover personnel and operational costs. The Commission discussed regionalization, specifically regarding the potential involvement of Duchesne County, noting that the current region includes only Uintah and Daggett Counties.

Commissioner Laursen moved to approve the Indigent Defense Grant as presented by Gennie Bird. Motion passed unanimously.

6. POLICY 100 HUMAN RESOURCE MANAGEMENT AND 101 PERSONNEL AND PAYROLL RECORDS UPDATES - Melissa Yergensen, Human Resources

Melissa Yergensen, Human Resources, requested approval for updates to Policy 100 Human Resource Management and Policy 101 formerly Policy 110, Personnel and Payroll Records. The updates align Policy 100 with the Utah County Personnel Management Act (Utah Code 17-75) and clarify the separation of duties. Policy 101 was renumbered and updated to align with statutory requirements, incorporating ADA and FMLA references, and establishing guidelines for maintaining separate personnel and medical files. Loren Anderson, Civil Attorney, reviewed and approved the changes.

Commissioner Norton moved to approve the Policy's 100 and 101 as presented by Melissa Yergensen. Motion passed unanimously.

7. DEPARTMENT OF WORKFORCE SERVICES WORKSITE LEARNING OJT AND EIO EMPLOYER AGREEMENT - Melissa Yergensen, Human Resources

Melissa Yergensen, Human Resources, requested approval to renew the annual Worksite Learning OJT and EIO Employer Agreement with the Department of Workforce Services. This partnership provides 100% reimbursement of youth interns' gross wages and an administrative fee of approximately \$450 per intern for supervision. The agreement stipulates internship durations of 60 to 90 days and includes safeguards to ensure interns do not displace paid adult employees. Loren Anderson, Civil Attorney, has reviewed and approved the contract.

Commissioner Norton moved to approve the Workforce Service Agreement as presented by Melissa Yergensen. Motion passed unanimously.

8. ORDINANCE 07-01-2026 O1: AMENDING SECTION 17.27.110 FLAG LOT IN THE UINTAH COUNTY CODE - Matt Cazier, Community Development

Matt Cazier, Community Development, presented Ordinance #07-01-2026 O1, amending Section 17.27.110 of the Uintah County Code regarding Flag Lots. Key updates include reducing the maximum number of flag lots from four to three while maintaining 33-foot access. The amendment removes the requirement for property dedication, allowing for easements to the County to support future transportation plans.

Commissioner Norton moved to approve Ordinance #07-01-2026 O1 as presented by Matt Cazier. Motion passed unanimously.

9. ACCEPTANCE OF PROPERTY FOR FUTURE ROAD - Deanna Baum, Community Development
Deanna Baum, Community Development, requested approval of a property dedication for a future road located near 1000 North and 3500 West, owned by Hacking Farms. This dedication is part of a minor subdivision reconfiguration, allowing necessary access to Parcel C.

Commissioner Norton moved to approve the Acceptance of Property for Future Road as presented by Deanna Baum. Motion passed unanimously

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

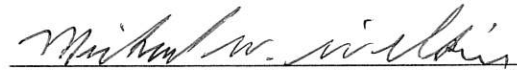
Ryan Mattson, IT, requested approval for an annual contract with Wycom Systems, Inc. for check protection printing services at a cost of \$434.25 per year. This agreement ensures continued support for the County's check validation software.

Commissioner Laursen moved to approve the contract with Wycom Systems, Inc. as presented by Ryan Mattson. Motion passed unanimously.

11. PUBLIC COMMENT: None

ADJOURN: The meeting adjourned at approximately 3:27pm.


JOHN LAURSEN, CHAIR


MICHAEL W. WILKINS, CLERK – AUDITOR

