



Rich County

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Rich County Economic Opportunity Advisory Board **Monday, 6 July 2026 at 8AM**

Hybrid Meeting - Physical Address: Lake View Room 69 North Paradise Parkway, Garden City UT
Virtual Link: Zoom | <https://zoom.us/j/91644245072?pwd=ELGakCsDIQ6BDgYVGTYBHMj5kVC9U6.1>

Draft Minutes

1. Welcome & Roll-Call (8:06 AM):

Chair Nikki Weston called the meeting to order at 8:06 AM after a quorum of five voting members was established.

Voting Members Present:

- Nikki Weston; Chair, Public At-Large Representative (In Person)
- Thad Willis; Private-Sector Representative (In Person)
- Tami Leonhardt; Tourism Representative (In Person)
- Cameron Bell; County Representative (Virtual)
- Joel Marler; Municipal Representative (Virtual)

Ex-Officio and Others Present:

- Shawn Milne; BRAG (Virtual)
- Mitch Poulsen; Bear Lake Regional Commission (In Person)
- Cambria; BRAG (Virtual)

Voting Members Absent:

- Curtis Moldenhauer; Private-Sector Representative
- Mark Alexander; Workforce Development Representative, Bridgerland Technical College

2. Approval of Previous Minutes:

The board reviewed the draft minutes from the previous meeting held on July 6, 2026.

- **Motion:** Thad Willis moved to approve the minutes of the July 6, 2026 meeting.
- **Second:** Tami Leonhardt seconded the motion.
- **Vote:** Passed unanimously, with all present members voting "Aye".

3. Review of FY26 RCG Report Submission:

Shawn Milne presented the completed Fiscal Year 2026 Rural County Grant (RCG) report, which was successfully submitted to the State a week prior to the official deadline. The report compiled copies of previous meeting minutes, attendance sheets, and program metrics.

- **OPMA Compliance Update:** Shawn Milne noted that while the written transcripts were thorough, some prior virtual meetings lacked matching audio recordings. He reminded the board that under the Open and Public Meetings Act (OPMA), maintaining physical audio recordings of all public proceedings is a strict statutory requirement to safeguard state funding. Better recording protocols are now in place to prevent future record-keeping gaps. No board vote was required for the report acknowledgement.

4. Report on Randolph Cabinet Maker Expansion & FY26 Fund Reallocation:

The board discussed the pending \$35,000 allocation originally designated for the Randolph cabinet maker expansion project. Thad Willis reported on recent discussions with the business owners, Dustin ("Dusty") and his wife, who confirmed that their expansion plans are officially stalled and will definitely not proceed this year. They agreed that the county should reallocate these unspent funds to other active projects. To prevent these FY26 funds from expiring, the board discussed redirecting the capital.

- **Motion:** Tami Leonhardt moved to formally recommend that the County Commission rescind the \$35,000 allocation for the cabinet maker and reallocate those unspent FY26 funds to the general FY27 Business Expansion Grant pool.
- **Second:** Joel Marler seconded the motion.
- **Vote:** Passed unanimously.

5. Review of FY27 Intergovernmental Contracts:

Shawn Milne presented the draft FY27 Economic Development Service Agreements between the county and its regional administrative partners. This includes \$5,000 designated for BRAG and \$10,000 for the Bear Lake Regional Commission.

- **GOED Guidelines Briefing:** Shawn explained that the Governor's Office of Economic Development (GOED) has introduced stricter administrative oversight. This includes transitioning advisory board members from two-year to four-year staggered terms to preserve institutional knowledge. Additionally, all third-party and administrative service funding must be governed by project-driven contracts that demonstrate measurable local economic development returns on investment rather than general labor costs.
- **Action:** Because board members had not had sufficient time to read the full contract details, the board decided to postpone the vote. Shawn Milne will distribute the agreements for a formal email review and vote, and the signed contracts will be presented at the upcoming County Commission meeting.

6. Review of Pending Application for FY27 RCG (Woodruff General Store):

The board reviewed plans to coordinate a grant application for the Woodruff General Store. The \$35,000 Main Street Revitalization set-aside (previously approved by the County Commission for FY27) is intended for exterior sprucing, facade upgrades, parking lot asphalt repair, and commercial signage. These enhancements will establish a functional, welcoming presence for a high-traffic corridor's only vital fuel stop.

- **Reimbursement Clarification:** Joel Marler reported that the business owners are supportive but highly skeptical of government grant programs. The board confirmed that the grant functions strictly as a 50% matching reimbursement. The owners must pay invoices upfront and submit documentation for reimbursement. The board directed that the owners wait to submit their paperwork using the streamlined FY27 paper application once finalized today, rather than rushing an expedited FY26 application, to align with their planned spring construction timeline.

7. Finalize Dates for Opening and Closing Business Expansion Grant Applications FY27:

The board finalized the operational timeline for the upcoming FY27 Business Expansion Grant cycle to give local business owners an organized head start:

- **November 1, 2026 (Tentative):** Grant application portal officially opens. (*This is pending State approval of the FY26 report to unlock the portal*).
- **Early November 2026:** Shawn Milne will schedule and host virtual/in-person grant writing workshops for local business applicants.
- **December 15, 2026:** Application submission portal closes.
- **December 30, 2026 (8:00 AM):** Board meeting to review, score, and rank applications.

- **January 6, 2027:** Formally recommend finalized rankings to the County Commission for approval.

8. FY26 RCOG Update with Garden City:

The board received an update on the \$125,000 Rural Communities Opportunity Grant (RCOG) matching project along Second North (Caribbean Cowboy Road) in Garden City.

- **Engineering and Easement Status:** Mayor Pat Crummett has engaged in discussions with major property owners along the corridor, including a prominent property owner on the north side and Merlin behind his property. All property owners are tentatively supportive of granting the pedestrian and roadway easements needed to widen the corridor, improve off-Main parking options in the retail district, and enhance pedestrian safety.
- **Project Specifications:** City engineer JUB is advancing designs to accommodate angled parking along the south side of the road, a contiguous walking/bike trail, and a raised sidewalk speed table mid-block as a pedestrian safety element.

9. Open Discussion:

Shawn Milne reiterated the strict requirements of the Open and Public Meetings Act (OPMA). He cautioned the board that administrative details, grant evaluations, and official board opinions must be conducted entirely in a noticed public forum (such as virtual or hybrid public meetings) rather than through private communications like group texts or email threads. He offered to share an electronic meeting policy template adopted by Cache County as a guide for formalizing electronic board communications.

10. Determine Next CEO Board Meeting - Date and Time:

The next meeting of the Economic Opportunity Advisory Board is scheduled for **Wednesday, December 30, 2026, at 8:00 AM** in the Lake View Room in Garden City (with Zoom capability) to review, score, and rank the FY27 grant applications.

11. Adjournment (9:12 AM):

- **Motion:** Thad Willis moved to adjourn the meeting.

- **Second:** Tami Leonhardt seconded the motion.
- **Vote:** Passed unanimously, and the meeting was officially adjourned.

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