



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 (8:10 AM):

Chair Nikki Weston called the meeting to order at 8:10 AM after a quorum was established.

Voting Members Present (In-Person):

Nikki Weston (Chair, Public At-Large Representative)

Joel Marler (Municipal Representative)

Thad Willis (Private-Sector Representative)

Voting Members Present (Virtual):

Tami Leonhardt (Tourism Representative)

Curtis Moldenhauer (Private-Sector Representative)

Cameron Bell (County Representative)

Ex-Officio and Others Present:

Shawn Milne (Presenter, BRAG)

Mitch Poulsen (Bear Lake Regional Commission)

Members Absent:

Mark Alexander (Workforce Development Representative,
Bridgerland Technical College)

2. Approval of Previous Minutes:

The board reviewed draft minutes from the meetings held on June 1, 2026; March 9, 2026; and October 29, 2025.

Motion: Joel Marler moved to approve the minutes of the noted meetings as a whole batch.

Second: Thad Willis seconded the motion.

Vote: Passed unanimously, with all members present and online voting 'Aye'.

3. Annual Open and Public Meetings Act (OPMA) Training:

As required annually by the Governor's Office of Economic Opportunity (GO-EO), Shawn Milne conducted the annual training on the Open and Public Meetings Act (OPMA). The presentation highlighted: Meeting Transparency, Public Notice Requirements, descriptive Agendas, Minutes & Recordings, Closed Meetings, OPMA Violations.

4. Leadership Elections:

Nominations were opened for the positions of Board Chair and Vice Chair for the upcoming term.

Chair Nomination: Nikki Weston was nominated to continue as Chair.

Motion: Tami Leonhardt moved to cease nominations and re-elect Nikki Weston as Chair by acclamation.

Second: Cameron Bell seconded the motion.

Vote: Passed unanimously. Nikki Weston re-elected as Chair.

Vice-Chair Nomination: Joel Marler was nominated to serve as Vice Chair.

Motion: Thad Willis moved to elect Joel Marler as Vice Chair.

Second: Curtis Moldenhauer seconded the motion.

Vote: Passed unanimously. Joel Marler elected as Vice Chair.

5. Status Update on 2026 Small Business Grants:

Shawn Milne reported that a new grant award letter, drafted in coordination with the county attorney, is being utilized to enforce deadlines and ensure legal defensibility. Signed W-9 forms are now mandatory before disbursing funds. Currently, only 4 of the approved business applicants have submitted reimbursement requests, and 2 have not yet fully drawn their maximum allocations. Disbursed funds are currently slow, but are expected to increase as the summer tourism rush winds down in late August and September. Pat Crummett (Hemlock Bear Lake, approved for a high-efficiency tile cutter) requested rapid reimbursement turnarounds from the county to avoid cash-flow strain.

6. Updates on Traffic Control Hardware: It was confirmed that Jared Johnson from the Sheriff's office ordered the authorized traffic hardware. The order was verified via text and assistance from dispatcher Emily Weston.

7. Updates on Randolph Cabinet Maker: A \$35,000 allocation remains stalled. Despite repeated contacts by the mayor, the business has been non-responsive. The board discussed calling the owner to establish a 'go/no-go' deadline. They agreed that the business must submit a building permit application before any rollover or reallocation of funds is finalized.

8. Discussion of Rural Communities Opportunity Grant (RCOG) for Garden City: The board addressed a \$50,000 local matching fund set aside for Garden City's RCOG, which is at risk of expiring if not spent by the end of the calendar year. Garden City's new Mayor Pat Crummett is highly engaged and has proposed locating a mid-block, off-street parking parcel to mitigate traffic hazards and prevent dangerous highway parking. Tami Leonhardt noted that the town council is meeting this week and recommended that Shawn follow up next week. The board highlighted the necessity of planning pedestrian-friendly paths to safely connect any new parking facilities to commercial core areas, comparing the strategy to successful models in Moab and Park City.

9. FY27 Allocation Recommendations to the County Commission:

The board held an extensive discussion on drafting recommendations to the County Commission for the upcoming FY27 Rural County Grant application (totaling \$200,000), which must be submitted by September 1, 2026. The board recommended:

- \$150,000 for Small Business Grants: Prioritizing smaller, high impact awards (\$5,000-\$15,000) as they are deployed more quickly and have immediate local economic benefits compared to large city-level infrastructure projects.
- \$35,000 for Main Street Revitalization: Focused on the commercial districts of Woodruff and Randolph, specifically the Woodruff General Store upgrade (which is currently stalled due to working capital constraints, despite being the only vital fuel stop along a high-traffic corridor).
- \$10,000 for Bear Lake Regional Commission contract (confirmed as adequate).
- \$5,000 for BRAG contract (confirmed as adequate based on cross-county population allocations).
- Startup Business sub-allocation: The board recommended requesting flexibility to allot up to 20% (~\$30,000) of the business grant pool to vetted startup businesses. Mark Alexander (Bridgerland Technical College / Business Innovation Hub) will be engaged to coach, filter, and review startup applicants to mitigate failure risk.
- Application Timeline: Board agreed to a proactive timeline: distribute applications in October, close in November, and approve in January to give local businesses a full head start.

10. Review of FY27 Contracts:

The board formally reviewed the contracts for BRAG (\$5,000) and the Bear Lake Regional Commission (\$10,000). Both were determined to be adequate. Tami Leonhardt expressed gratitude to the staff for their work. Shawn Milne will draft and circulate these contracts for final County Commission approval.

11. Next Board Meeting:

Next Meeting: The board agreed that the next meeting will be held on Monday, August 24, 2026, at 8:00 AM at the Lake View Room (same location) to review County Commission feedback and finalize the small business application.

12. Adjournment (9:58 AM):

Motion: Joel Marler moved to adjourn the meeting.

Second: Thad Willis seconded the motion.

Vote: Passed unanimously. The meeting adjourned at 9:58 AM.