

MINUTES of the public meeting of the Uintah County Commission held **September 29, 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, Sonja Norton and Willis LeFevre.
Commissioner Norton appeared telephonically.

ATTENDANCE: Mike Wilkins, Margie Shewell, Gennie Bird, Jess Hermann, Melanie Silcox, Caleb Hall, Angela Hawkins, Camille Erickson, Joel Brown, Melissa Yergensen, Keith Campbell, Lesha Coltharp, Wendi Long, Danette Brooks, Matt Cazier and Maury Bergman
Minutes by Leasha Williams

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

PRAYER by Camille Erickson

PLEDGE OF ALLEGIANCE by Emma White

1. **APPROVAL OF MINUTES:** September 22 Commission Meeting and September 24 Special Commission Meeting.

Commissioner LeFevre moved to approve the minutes for September 22 and 24, 2026. Motion passed unanimously.

2. **APPROVAL OF WARRANTS** – Mike Wilkins, Clerk-Auditor
Mike Wilkins presented warrants dated September 24, 2026, totaling \$668,287.34. Mike noted that a major portion includes a check to Basin Land and Title for \$203,250.00, which will be discussed later in the meeting.

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

3. **TAX MATTERS** - none

4. **PURCHASE OF REAL PROPERTY PARCEL #050330016, LOCATED AT 491 East 400 South** - Sonja Norton - County Commission

Commissioner Laursen presented item 4 regarding the purchase of real property, parcel #050330016, located at 491 East 400 South (Wiseman property). This property is situated at an intersection subject to recurrent flooding, which was discussed during a special commission meeting on September 24 at 10:30 am. Commissioner LeFevre inquired whether the Commission had followed up on public comments from the September 24 meeting regarding discussions with neighboring property owners. Commissioner Laursen noted that no formal follow-up with neighbors occurred, as the site design and retention elements will be engineered to prevent leakage. Commissioner LeFevre confirmed that the primary purpose of purchasing the parcel is for stormwater management. *Commissioner Laursen moved to approve the purchase of real property parcel #050330016. Commissioner Laursen voted aye; Commissioner LeFevre abstained.* Mike Wilkins noted that the property has experienced repetitive stormwater flooding originating from Western Park, and the owners recently offered to sell the parcel to the county to mitigate further impact. Commissioner Norton stated via phone that the county has a responsibility to manage stormwater runoff from Western Park, and purchasing the property ensures the water is properly contained and engineered. Melanie Silcox explained that Western Park crews regularly clean mud and debris from the neighborhood following storm events because local drainage capacity is insufficient. Vernal City also issued a request asking the county to address the ongoing stormwater issue.

Commissioner Norton and Commissioner Laursen voted aye and Commissioner LeFevre abstained. Motion passed.

5. APPROVAL OF UPDATE TO ADMINISTRATIVE MANUAL EDUCATIONAL FACILITY

DEFINITION - Emma White, Community Development

Emma White presented a proposed amendment to the Administrative Manual regarding the classification of educational facilities. The change addresses situations where individuals offer small-scale or one-on-one private lessons, such as private piano instruction, so they do not require a conditional use permit as a full educational facility. Similar city and county ordinances in Utah were reviewed in drafting the updated language.

Commissioner LeFevre moved to approve the update to the administrative manual as presented by Emma White. Motion passed unanimously.

6. CONSIDERATION OF CONTRACT WITH UTAH HIGH SCHOOL HOCKEY ASSOCIATION FOR ICE RINK RENTAL AT WESTERN PARK - Melanie Silcox, Western Park

Melanie Silcox presented a proposed ice rink rental agreement with the Utah High School Hockey Association for Western Park. She noted that while contracts were previously maintained with the Oilers and Avaha High School, the High School Association's new trustee requested a dedicated agreement for the league. The contract specifies an ice rental rate of \$90 per hour, requires the association to cover costs for any damages incurred, and includes standard indemnification provisions protecting the county. Legal counsel reviewed and drafted the agreement.

Commissioner Laursen moved to approve the ice rink rental contract with the Utah High School Hockey Association as presented by Melanie Silcox. Motion passed unanimously.

7. RATIFICATION OF PRODUCT AND SERVICE AGREEMENT WITH MECHANICAL SERVICES AND SYSTEMS - Erica Calder, Purchasing & Grants

Gennie Bird presented the item on behalf of Erica Calder, requesting commission ratification of a product and service agreement with Mechanical Services and Systems for the purchase and installation of two replacement boilers at the public safety complex. She explained that the existing boilers are aging, original to the facility, and experiencing part availability issues that risk losing hot water services for the jail. Due to long component lead times and a planned October installation schedule, the contract was executed prior to the meeting following legal and facilities reviews.

Commissioner LeFevre moved to ratify the Product and Service Agreement with Mechanical Services and Systems as presented by Gennie Bird. Motion passed unanimously.

8. AMENDMENT TO UTAH CHILDREN'S OUTDOOR RECREATION & EDUCATION (UCORE)

GRANT - Gennie Bird, Purchasing & Grants

Gennie Bird presented a proposed amendment to the Utah Children's Outdoor Recreation and Education (UCORE) Grant from the State of Utah Division of Outdoor Recreation. The grant, awarded earlier in the year in partnership with the USU Extension Office, supports local 4-H outdoor recreation programs including rafting, fly fishing, and gardening. Due to increased cost estimates and donated materials, internal budget line items were adjusted. The overall grant award, matching funds requirement, and total project budget remain unchanged. The contract amendment was reviewed and approved by civil legal counsel prior to commission consideration.

Commissioner Laursen moved to approve the UCORE grant amendment as presented by Gennie Bird. Motion passed unanimously.

9. RATIFICATION AMENDMENT (EXTENSION) TO JOSIE MORRIS TRAIL (OHVR) - Caleb Hall, Purchasing & Grants

Caleb Hall presented a request to ratify a contract extension for the Josie Morris Trail (OHVR) project due to staffing delays with the Bureau of Land Management (BLM).

Commissioner LeFevre moved to ratify the Josie Morris Trail extension as presented by Caleb Hall. Motion passed unanimously.

10. APPROVAL OF PREDATOR DAMAGE CONTROL FUND (PDCF)2027 - Caleb Hall, Purchasing & Grants

Caleb Hall presented a request for a one-year grant extension due to delays with the Bureau of Land Management (BLM) in assigning archaeologists to conduct the required environmental assessment.

Commissioner Laursen moved to approve the Predator Damage Control Fund application for 2027 as presented by Caleb Hall. Motion passed unanimously.

11. PUBLIC HEARING 2026 BUDGET AMENDMENT

Mike Wilkins presented the proposed 2026 budget amendments, which included:

- Fund 11 (Municipal Service Fund): \$62,200 for purchases and grants, sourced from the fund balance.
- Fund 52 (Care Center Trust Funds): \$500,000, sourced from the fund balance.
- Western Park Capital Projects: \$205,000, sourced from the fund balance.

Resolution 09-29-2026 R was presented detailing the affected departments and funds. Commissioner Laursen opened the public hearing for comments. Hearing no public comment after three calls, Commissioner Laursen closed the public hearing.

12. RESOLUTION NO. 09-29-2026 R1: 2026 BUDGET AMENDMENT – Mike Wilkins, Clerk-Auditor
Mike Wilkins presented Resolution No. 09-29-2026 R1 for commission consideration.

Commissioner LeFevre motions to approve resolution NO. 09-29-2026 R1 budget amendment as presented by Mike Wilkins. Motion passed unanimously.

13. PCS (POWER CONTROL SYSTEMS) FOR THE MUSEUM FIRE PANEL 5 YEAR CONTRACT - Jess Hermann, Facilities

Jess Hermann presented a five-year contract renewal with Power Control Systems for monitoring the museum's fire alarm system. The agreement includes an annual cost of \$540 (\$45 per month) and a one-time fee of \$300 for a cellular dialer to facilitate emergency notifications.

Commissioner LeFevre motions to approve the PCS (Power Control Systems) as presented by Jess Hermann. Motion passed unanimously.

14. ACCEPTANCE OF THE TRADITIONAL MARKETING CO-OP GRANT FROM THE STATE OF UTAH FOR UINTAH COUNTY TOURISM \$174,900 - Lesha Colthorp, Tourism

Lesha Coltharp presented the 2026–2027 Traditional Marketing Co-Op Grant awarded to Uintah County Tourism in the amount of \$174,900. Commissioner Laursen noted that the grant term runs from September 8, 2026, through March 1, 2028. The funds will be utilized for 2027 marketing efforts matched with Transient Room Tax (TRT) revenue.

Commissioner LeFevre moved to accept the Traditional Marketing Co-Op Grant as presented by Lesha Colthorp. Motion passed unanimously.

15. ACCEPTANCE OF A GRANT FROM THE STATE OF UTAH FOR THE UINTAH COUNTY HERITAGE MUSEUM IN THE AMOUNT OF \$8,600 - Heritage Museum

Gennie Bird stated that item 15 would be tabled as the agreement was recently submitted to the legal

department for review and is anticipated to be brought back next week.

16. AGREEMENT FOR CRIMINAL TRIAL PROSECUTION SERVICES for the Uintah County Prosecuting Attorney Office - Loren W. Anderson, Civil Attorneys Office

Loren Anderson presented an agreement for criminal trial prosecution services to replace a previous agreement with Mr. Snyder, the former Daggett County Attorney, to assist with caseloads as the office rebuilds capacity. The new agreement is with Jeff Stott, Kane County Prosecutor, at an hourly rate of \$100 for assistance on an as-needed basis, working directly with Prosecuting Attorney Nathan Rawlings. Either party may terminate the contract without cause with 60 days' notice, or for cause with 15 days' notice. Services will begin on a case-by-case basis with an upcoming trial scheduled within the next month.

Commissioner Laursen moved to approve the criminal trial prosecution services agreement as presented by Loren Anderson. Motion passed unanimously.

17. POLICY 102 CONTRACT APPROVAL AND SIGNATORY AUTHORITY (NEW) - Melissa Yergensen, Human Resources and Loren W. Anderson, Civil Attorneys Office

Melissa Yergensen presented Policy 102, a new policy establishing a formal legal framework to define contracting and signatory authority on behalf of Uintah County. Grounded in Utah Code § 67-65-302, the policy centralizes contracting authority with the Board of Commissioners, protects public funds, and mandates legal procurement reviews. The draft underwent review in two work sessions and was submitted to department heads for comment. Discussion noted that certain contracts statutorily required to be signed by the Sheriff are accommodated, with the Board of Commissioners authorizing the Sheriff to execute those agreements upon receipt.

Commissioner LeFevre moved to approve Policy 102 Contract Approval and Signatory Authority as presented by Melissa Yergensen. Motion passed unanimously.

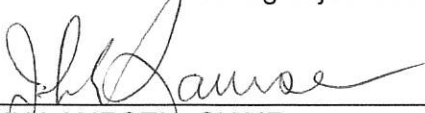
18. POLICY 700 TRAVEL (AMENDMENT) - Melissa Yergensen, Human Resources and Loren W. Anderson, Civil Attorneys Office

Melissa Yergensen and Loren Anderson presented proposed amendments to Policy 700 (Travel Policy). Key updates include clarifying travel processing rules, establishing guidelines for personal vehicle mileage reimbursement, ensuring FLSA compliance regarding compensable travel time for hourly employees, and formalizing approval workflows and submission deadlines. Commission discussion noted that employees may utilize either a per diem allowance or a county purchasing card up to the GSA per diem rate. Lodging rates exceeding GSA guidelines by up to 20% require department head or assigning commissioner approval, while lodging exceeding 20% over GSA rates requires the Commission's approval. Furthermore, private vehicle use when a county vehicle is available remains reimbursable at 50% of the standard rate.

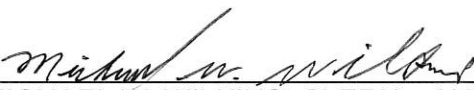
Commissioner Laursen moved to approve the amendments to Policy 700 Travel as presented. Motion passed unanimously.

19. PUBLIC COMMENT - none

ADJOURN: The meeting adjourned at approximately 3:34 pm.



JOHN LAURSEN, CHAIR



MICHAEL W. WILKINS, CLERK – AUDITOR