



MORGAN COUNTY COMMISSION MEETING AGENDA

February 3rd, 2026

4:00 WORK SESSION 5:00 REGULAR MEETING

PUBLIC NOTICE is hereby given that the MORGAN COUNTY COMMISSION will hold a regular Commission meeting in the Commission meeting room at 48 West Young Street, Morgan, Utah.

4:00 WORK SESSION

Northern Utah Economic Alliance and Inland Port Authority

5:00 COMMENCEMENT OF MEETING

(A) Opening Ceremonies

1. Welcome
2. Invocation and/or Moment of Reflection: **Hon. Commissioner Wilson**
3. Pledge of Allegiance

(B) Consent Agenda Items

1. Approval of the Morgan County Commission Minutes from January 20th, 2026.
2. Notice of vacancy on the Weed Abatement Board – Open to Submissions
3. Notice of vacancy on both the WPR Utility District and WPR Road and Fire District – Open to Submissions
4. Morgan County Historical Society Annual Report for 2025
5. Notice of Logan Wilde's appointment to the Weber Basin Water Conservancy District Board of Trustees.
6. Notice of Out of State Travel: Hon. Shaun Rose & Charles Phillips July 13-17, 2026 San Diego, CA for ESRI/GIS Training.
7. Approval of Resolution **CR 26-09** Morgan County Commission Meeting Calendar moving the meeting date of March 17th to Wednesday March 18th.
8. Request to increase the Human Resources County Card limit to \$1,500.

(C) Commissioner Declarations of Conflict of Interest

(D) Public Comments (please limit comments to 3 minutes)

(E) Presentations

- Presenting Morgan County Food Pantry with the County's 2026 Support Check to Pantry Director **Cindy McKee**
- Introduction of Morgan County Fire **Chief Bradley Wilkes**

(F) Action Items

1. **Morgan County Historical Society** – Discussion – Preservation Tax Credit
Proposal and discussion on a request from the Morgan County Historical Society that the County establish a Historic Preservation Property Tax Credit.
2. **Casey Basaker** – Discussion/Decision – Morgan County Human Resources Manager
Discussion and decision on Resolution **CR 26-10** approving the Morgan County Employee Handbook in its entirety superseding all previous versions and amendments to said handbook.
3. **Josh Cook** – Discussion/Decision – County Planning & Zoning
Village at Trapper's Loop Townhomes Preliminary Plat: A request for approval of the Village at Trapper's Loop Townhomes Subdivision preliminary plat, which is identified by parcel number 00-003-3892 and serial number 03-005-041 and is located approximately 600

MORGAN COUNTY COMMISSION MEETING AGENDA

feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County.

4. Josh Cook – Discussion/Decision – County Planning & Zoning

Village at Trapper's Loop Townhomes Site Plan: A request for approval of the Village at Trapper's Loop Townhomes Subdivision site plan, which is identified by parcel number 00-003-3892 and serial number 03-005-041 and is located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County.

5. Josh Cook – Discussion/Decision – County Planning & Zoning

The Range Phase 1, No. 1 Plat Amendment: A request to remove the temporary fire access easement located along the north boundary of The Range 1 subdivision.

6. Kate Becker – Discussion/Decision – Morgan County Administrative Manager

Discussion and decision on Resolution **CR 26-11** waiving all planning & zoning fees for permit #7024989 for Fairgrounds Livestock Barn addition located at the Morgan County Fairgrounds and funded by the Donor Advisory Fund (DAF). The improvements in question were approved by the Commission at their July 15th, 2025, meeting at the request of The Morgan Junior Livestock Committee.

7. Kate Becker – Discussion/Decision – Morgan County Administrative Manager

Discussion and decision on **CR 26-12** at the request of the Morgan County Council of Governments (COG) that they double as the County's Recreation Arts Museums and Parks Tax (RAMP Tax) Advisory Board.

8. Kate Becker – Discussion/Decision – Morgan County Administrative Manager

Discussion and decision on entering into an agreement with CJS, LLC for online traffic school services and setting the billing fee.

(G) Commissioner Comments

- Commissioner Blocker
- Commissioner Newton
- Commissioner Fackrell
- Commission Vice-Chair Nickerson
- Commission Chair Wilson

The undersigned does hereby certify that the above notice and agenda were posted as required by law this the 30th day of January 2026.



Kate Becker – Morgan County Administrative Manager

***Action Item(s) that includes Public Hearing(s) will be held at or after 6:00 PM**

The Commission may vote to discuss certain matters in closed Session (Executive Session) pursuant to Utah Code Annotated §52-4-205. In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call Kate Becker at 435-800-8724 at least 24 hours prior to this meeting. This meeting is streamed live.

If you want to participate virtually in any public comment listed on this agenda, you need to contact

Jeremy@morgancountyutah.gov at least 24 hours before the scheduled meeting.

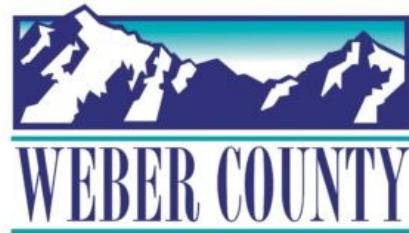
Northern Utah Economic Alliance Overview



Mission

Founded in 2019, NUEA is a joint venture of Davis and Weber Counties, the two-most populated counties in northern Utah.

NUEA is dedicated to quality job growth and increased capital investment in Northern Utah.



**Governor's Office of
Economic Opportunity**

Organizational Structure & Reporting

- All staff for marketing and recruitment will be provided by Northern Utah Economic Alliance (NUEA).
- Finalize program of work and annual budget for Weber & Davis Counties.
- Produce quarterly financial reports.
- Provide annual audit and 990.
- Update plan for on-going private and state investment to leverage county public funding.
- Provide a monthly communication/report for both sets of County Commissioners. This report includes recent activity related to deal flow, research, marketing, and outreach.
- Produce annual report on site selector marketing, local expansion & retention, job creation announcements, regional corporate recruiting.

Advisory Board FY 2025-26

NUEA's Board of Advisors has a critical role in advising NUEA and its staff on mission-related issues that pertain to the region. NUEA's Board of Advisors are affiliated with the public sector, private sector, leaders of local academic institutions and key regional/state legislators.

Commissioner Bob Stevenson, Davis County
Co-Chair

Commissioner Gage Froerer, Weber County
Co-Chair

Jefferson Moss, Utah Governor's Office of
Economic Opportunity (GOEO)

Cameron Cook, Boyer Company

Colby Cooley, Freeport Center

Colonel Daniel Cornelius, Hill Air Force Base

Ryan Starks, Economic Development
Corporation of Utah (EDCUtah)

Cari Fullerton, Bank of Utah

Ki Ho Kang, KIHOMAC

Rhett Long, C4F Utah

Mayor Ben Nadolski, Ogden City

Slade Opheikens, R&O Construction

Mayor Joy Petro, Layton City

Tyler Low, Cache Valley Bank

Aaron Starks, 47G

Taylor Woodbury, Woodbury Corporation

Kerry Wahlen, Goldenwest Credit Union

Senator Stuart Adams, Utah State Senate

Senator David Buxton, Utah State Senate

Senator Ann Millner, Utah State Senate

President Darin Brush, Davis Technical College

Interim President Leslie Durham, Weber State University

President Jim Taggart, Ogden-Weber Technical College

Marketing

Northern Utah Employment Centers

- Stack Development, North Farmington Station Park Office, 1-1.5M SF Class-A Office
- Clearfield TOD Site, 300,000 - 500,000 SF Office
- GoldenWest Office Towers, Washington Terrace 200,000 SF Class-A Office
- East Gate Industrial Park, 276 Acres Industrial
- Ogden WonderBlock, 120,000 Class-A Office
- Pleasant View Industrial Park, 300,000 SF Industrial
- Ben Lomond Industrial, 300,000 SF Industrial
- Syracuse/West Point Industrial, 300+ Acre Development
- West Weber Inland Port Project Area - 9,000 acres
- Promontory Commerce Site (Unincorporated Weber County) - 300 Acres Industrial
- Ogden Business Exchange Business Park - 200,000 SF Industrial
- Centerville Steelworks - 266,000 SF Industrial

Who We Market To

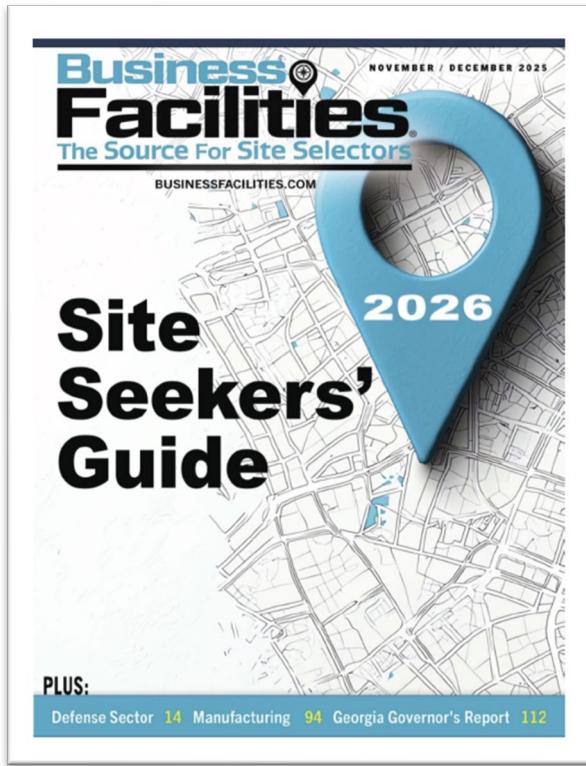
- Corporate site selectors and location consultants
- National C-suite executives in targeted industries
- State, regional, and national economic development partners

Site Selector Marketing

- Build direct relationships with Site Selection Consultants
- Attend national site selector events and conferences
- Host Familiarization Tours with Key Industry Site Consultants
- Increase Northern Utah's visibility in active deal flow



Site Selector Magazine – Ad Placement 4Q 2025



UTAH

View of downtown Salt Lake City, Utah

Targeted Growth Sectors

- Aerospace & Defense**
Utah's aerospace and defense sector thrives with top talent, strong military assets, and leading companies driving national innovation and growth.
- Life Sciences**
Utah's life sciences sector excels with cutting-edge research, skilled talent, and innovative companies advancing biotech, medical devices, and diagnostics.
- Energy**
Utah's energy sector is led by abundant resources, innovation in renewables, and advanced technologies that drive reliable, sustainable power and economic growth.

Top Projects (Capital Investment)

Company	Location	\$\$\$\$
Breeze Aviation Group, Inc.	Cottonwood Heights	\$4.5 billion
Williams International Co., LLC	Ogden	\$1.01 billion
AeroFirmen, Inc.	Salt Lake City	\$42.2 million
ACS Manufacturing, LLC	Clearfield	\$31.4 million
Redo Tech, Inc.	Draper	\$3.3 million

Fast Facts

Population (Oct. 2025 est.): 3,564,000*
Largest Cities (2025 est.): Salt Lake City (215,548); West Valley City (130,801); West Jordan (113,492); Provo (112,169); St. George (110,270)*
Real GDP (2024): \$299.4 billion**

*U.S. Census Bureau; **Bureau of Economic Analysis, U.S. Dept. of Commerce

Top Business Facilities Rankings

#1 GDP Growth — 2025 State Rankings
#10 Semiconductors (Growth) — 2025 State Rankings
Top 10 Aerospace Manufacturing — 2025 State Rankings
Top 10 Best Business Climate — 2025 State Rankings
#2 Best Business Climate (Large): Ogden/Clearfield — 2025 Metro Rankings
#2 Best Business Climate (Small): St. George — 2025 Metro Rankings
#2 Emerging Data Center Markets: Salt Lake City — 2025 Metro Rankings
#3 Best Business Climate (Large): Salt Lake City — 2025 Metro Rankings
Top 5 Fastest-Growing Metros (by %): Provo/Orem/Lehi — 2025 Metro Rankings
Top 10 Fintech Leaders: Salt Lake City — 2025 Metro Rankings

Tax Increment Financing

The Economic Development Tax Increment Finance (EDTIF) rewards companies that grow or relocate to Utah. The program returns a portion of new state taxes paid back to qualifying companies, with greater incentives for projects in rural communities.

Rural Jobs Incentive

The Rural Employment Development Incentive (REDI) grant gives companies up to \$6,000 for each new, high-paying position in rural Utah.

Business Facilities FEATURED LOCATIONS Directory
To view Featured Locations for Utah, turn to page 124.

PHOTO: ANDREW DUNN

ADVANCED MANUFACTURING ON THE RISE IN NORTHERN UTAH

Northern Utah is moving up as a high-tech manufacturing hub, drawing on its robust labor force of over 700,000 talented individuals. With its breathtaking landscapes, strong educational institutions, Northern Utah offers a perfect blend of opportunity and lifestyle for professionals and industries alike.

NORTHERN UTAH ECONOMIC ALLIANCE

Learn more at: NUEA.ORG

For more info, visit BusinessFacilities.com/location-info

www.BusinessFacilities.com
The Online Source For Corporate Site Selectors

NEWS: Breaking Relocation/Expansion Projects
RESEARCH: Reliable reports from industry experts
WATCH AND LISTEN: Location Videos, Podcasts, Webinars
FIND: Site Seekers' Guide location information for US, Canada and Caribbean
READ: Business Facilities Magazine digital edition

Business Facilities
The Source For Site Selectors

24/7 NEWS AND INFORMATION

www.BusinessFacilities.com

National & Industry Magazine - Ad Placement Sample



**BUILD SMART
BUILD IN NORTHERN UTAH**

NORTHERN UTAH ECONOMIC ALLIANCE

Kimberly-Clark

THE ORIGINAL OATLY!

LIFETIME

Autoliv

NORTHROP GRUMMAN

Learn more!





Research: A Competitive Advantage

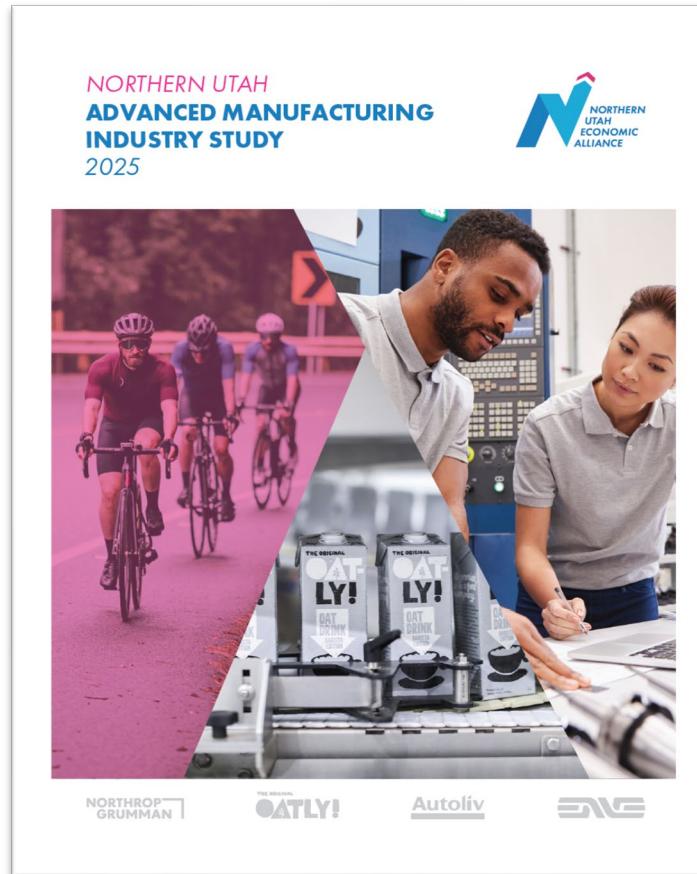
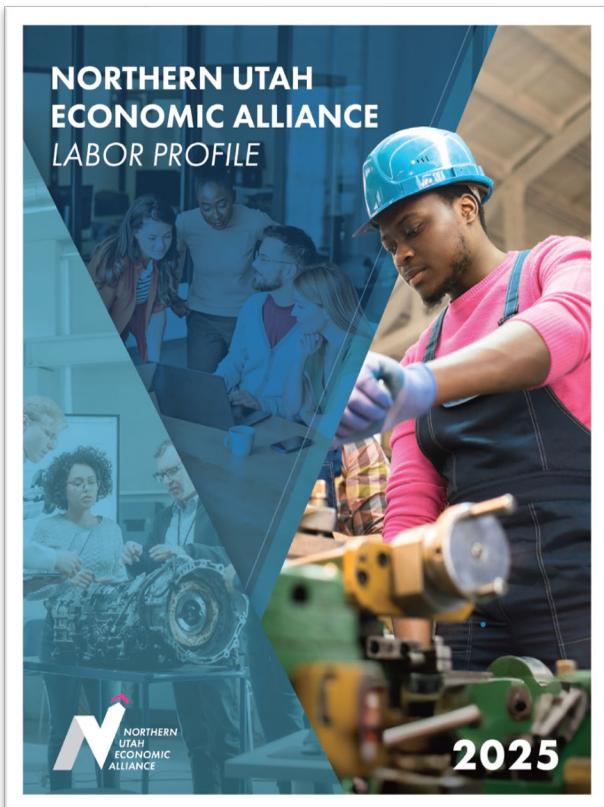
NUEA's Research

- Targeted Industry Profiles
- Maintain Unlisted Real Estate Database
- Annual Labor Profile
- Utility Infrastructure Maps from Significant Job Creation Centers
- Labor Ring Analysis from Significant Job Creation Centers

Targeted Industry & Labor Profiles

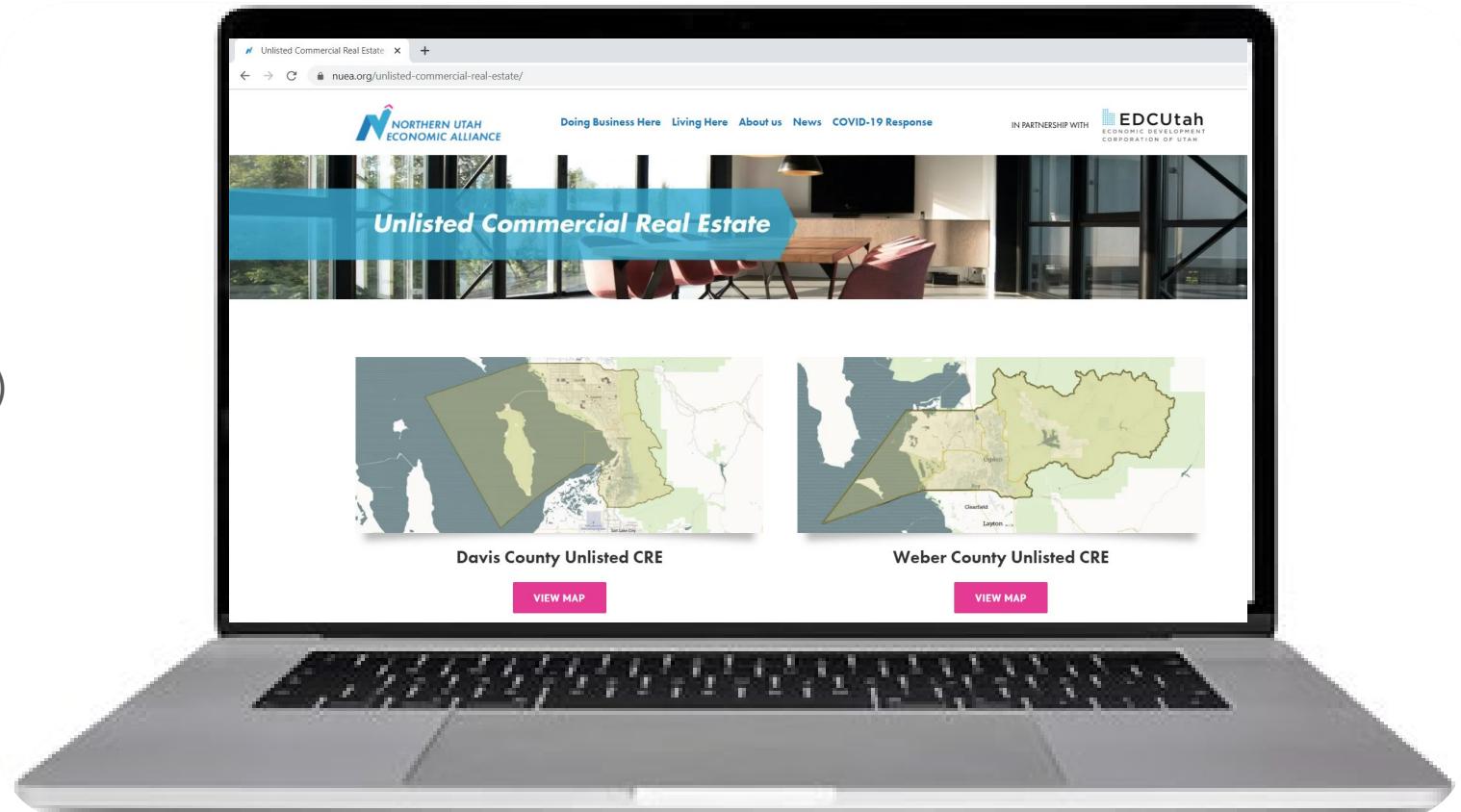
Annual Regional Research Reports

- Labor Profile delivers data-driven insight into Northern Utah's workforce
- Industry reports support Utah's state-targeted sectors: Aerospace & Defense and Advanced Manufacturing
- Research aligns local economic strategy with GOEO's priorities.
- Data-driven support for recruitment and retention



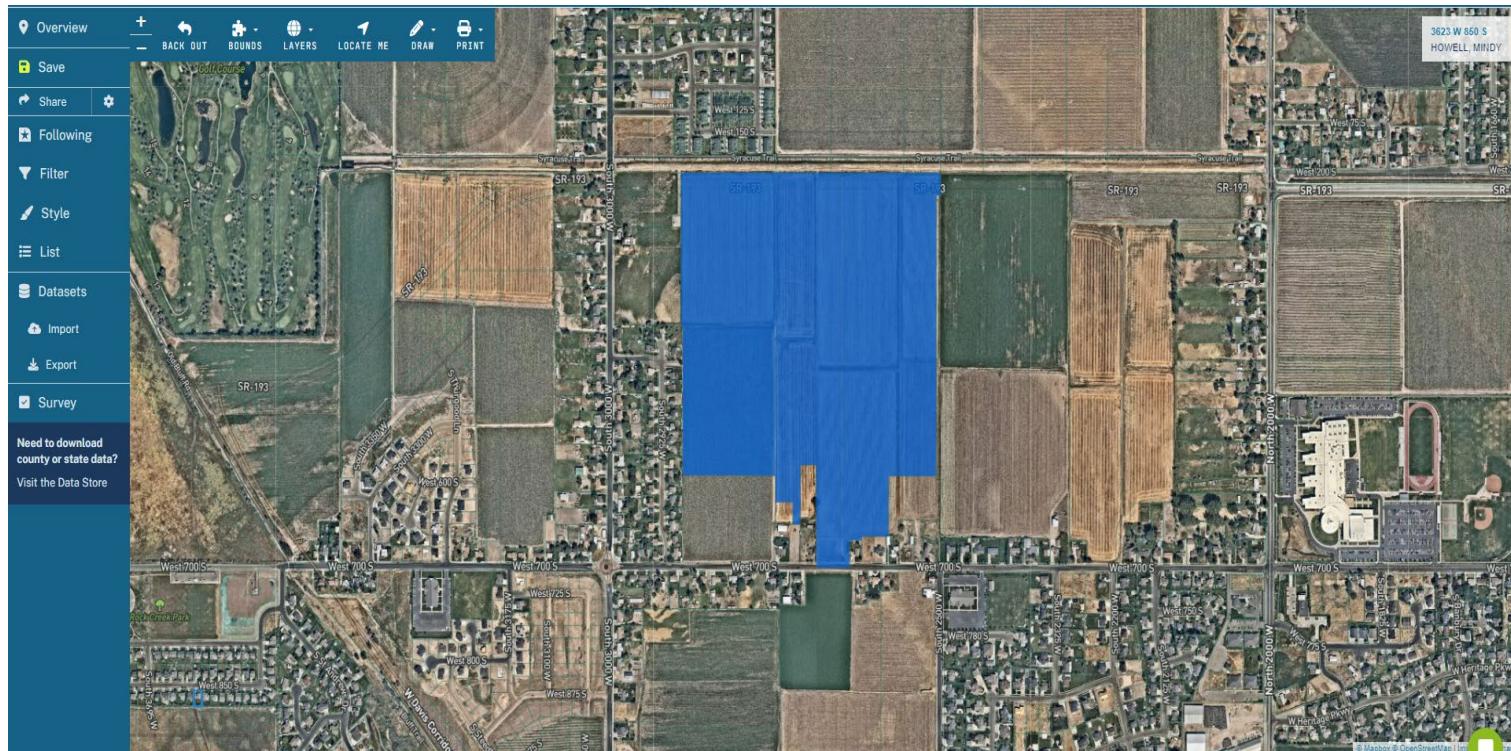
NUEA Unlisted Commercial Real Estate Database

- Database 240+ Northern Utah parcels of interest.
- One-stop-shop to provide users with public and development specific information about parcels, or cluster of parcels (i.e. Falcon Hill, East Gate, West Weber Industrial District, etc) to see acreage, zoning, tax info from county sites.



NUEA Unlisted Commercial Real Estate Database

Syracuse Industrial Site



NUEA's Marketing Information

120340079

Parcel Data

ACTIONS

Followed Properties



Followed Properties

From Alex · 10:23 AM, Oct 24

Notes

Syracuse Industrial is a 200+ acre site located on Route 193. This site is situated at the future exit for the West Davis Corridor Expansion (Legacy Highway).

County Geogizmo Parcel Data

120340079

Parcel Data

ACTIONS

Davis Cty: Unlisted Information

Davis Cty: Unlisted Information

Davis2023.csv



Show bird's eye

Premium Fields

Parcel Address

Parcel ID: 120340079

Parcel Address City: Syracuse

Parcel Address Zip Code: 84075

Owner Information

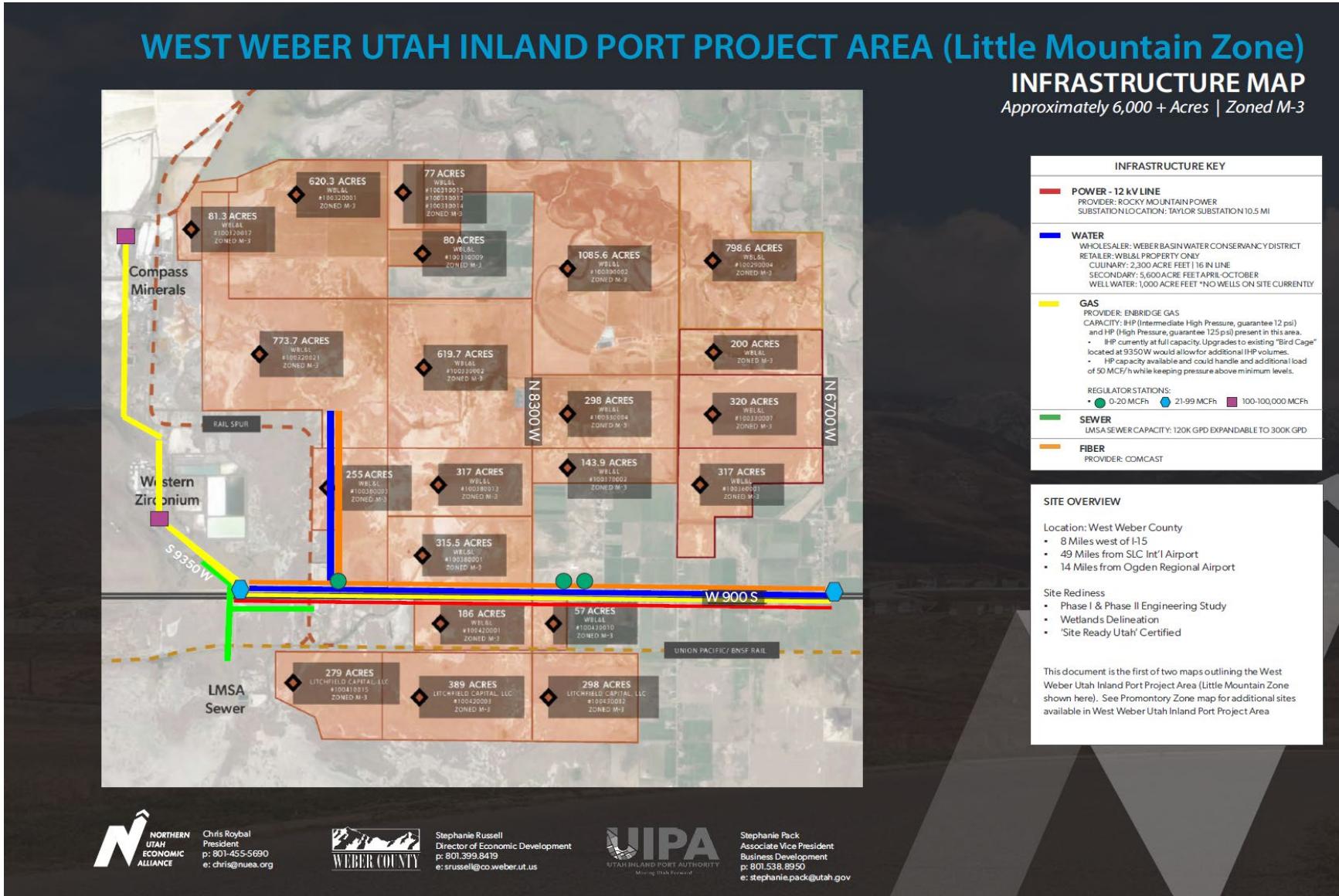
Owner Name: CORP OF THE PRESIDING BISHOP OF THE CHURCH OF JESUS CHRIST OF LDS

Mailing Address

Mailing Address: PO BOX 511196

Mailing Address Care Of: PROPERTY RESERVE INC

Northern Utah: Utility Infrastructure Maps



- Utility infrastructure maps define site readiness and development feasibility.
- Providing site selectors with accurate data expedites decision making
- Clear utility mapping makes communities more competitive for investment.

Northern Utah: Utility Infrastructure Maps

2700 EXIT WEST DAVIS CORRIDOR
LAYTON CITY | INFRASTRUCTURE MAP
APPROXIMATELY 224 ACRES | AGRICULTURAL & MIXED USE
Q2 2025

INFRASTRUCTURE KEY

POWER PROVIDER: ROCKY MOUNTAIN POWER SUBSTATION LOCATION: - 1/2 MILES TO THE EAST ALONG HILL FIELD ROAD - 1/2 MILE TO THE NORTHWEST OF LINE INTERSECTION
WATER WHOLESALE: WEBER BASIN WATER RETAILER: LAYTON CITY CULINARY: 10 INCH LINE SECONDARY: 12 INCH LINE 16 INCH LINE
GAS PROVIDER: ENBRIDGE GAS • IHP LINES 15 PSI LOCATED WITHIN EXISTING RESIDENTIAL AREAS • 20" IHP LINE LOCATED 2-2.5 MILES EAST ALONG I-15 • 8" & 12" HP LINE TO THE NORTH HEADING WEST IN CLEARFIELD *lines shown on submap
SEWER PROVIDER: LAYTON CITY 8 INCH LINE
FIBER UDOT 288 SMF CONDUIT: 2-D1.25" HDPE-REG 1 UTOPIA FIBER LINES *ADDITIONAL PROVIDERS: QUANTUM FIBER, BEEHIVE BROADBAND & EARTHLINK FIBER

Chris Roybal
President
p: 801-455-5690
e: chris@nuea.org

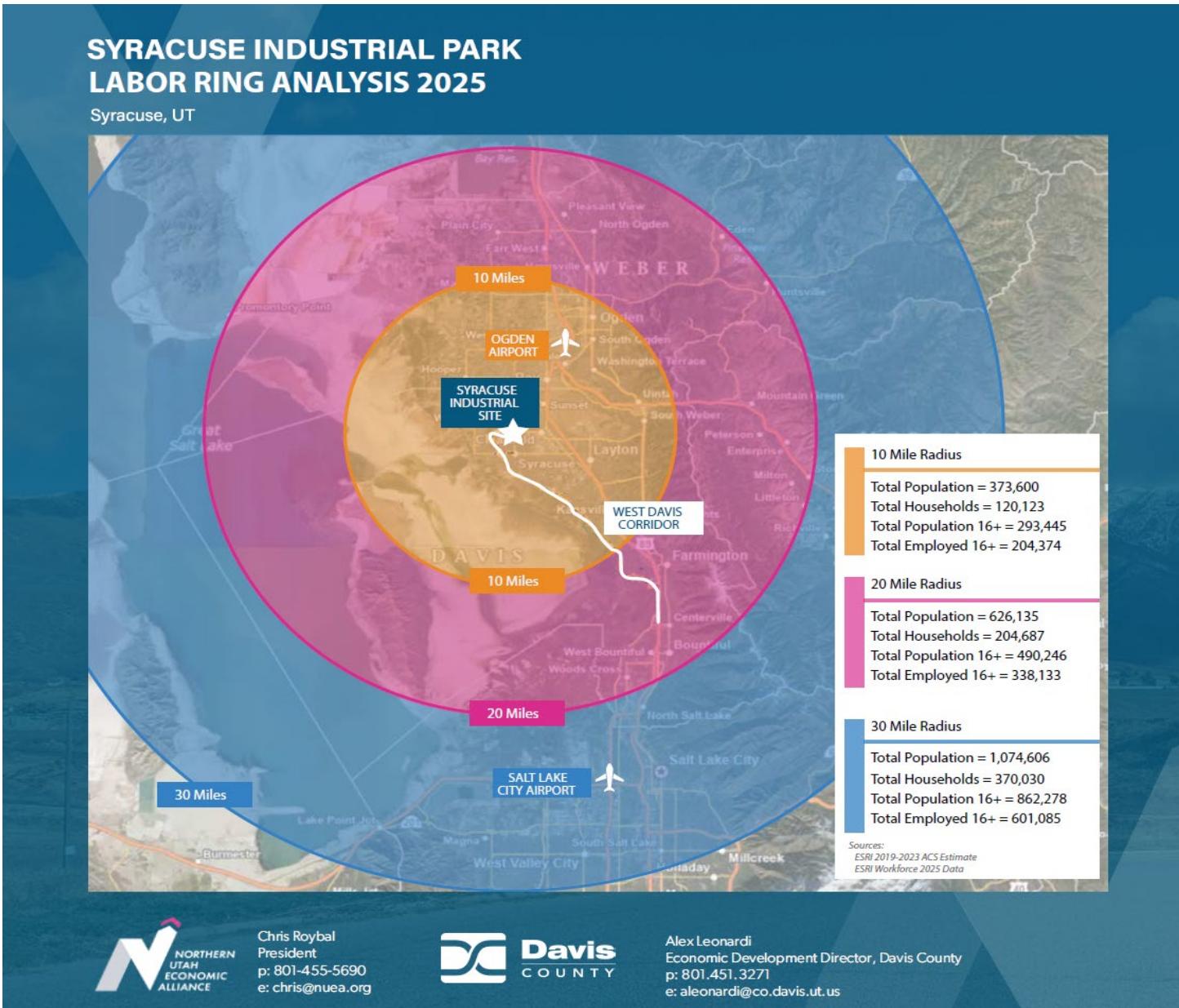
Chanel Flores
Economic Development Director
p: 801-200-7432
e: Cflores@co.davis.ut.us

SITE OVERVIEW

Location:

- Approx 2.5 miles from I-15
- Adjacent to the West Davis Corridor
- 29 miles from SLC Int'l Airport
- 12.5 miles from Ogden Regional Airport

Northern Utah: Labor Ring Analysis



Local Expansion & Retention Strategy

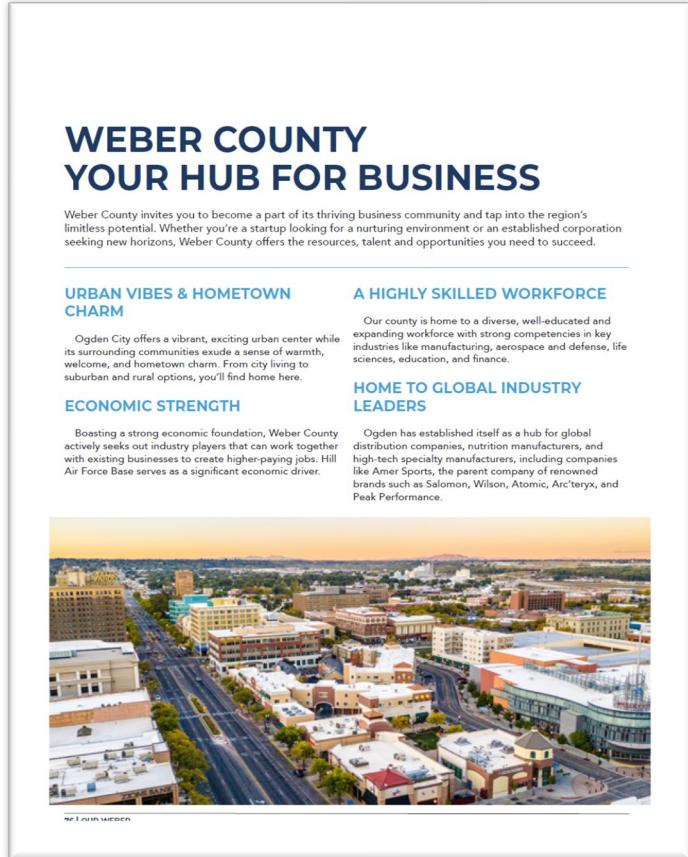
Local Expansion & Retention Efforts

- NUEA continuously engages with local and existing businesses to understand their evolving needs and provide tailored support.
- Assistance with real estate opportunities, connections to financial institutions, access to business incentives, and workforce development resources.
- By fostering strong relationships with the local business community, NUEA ensures that companies have the tools and support necessary to thrive and expand within Northern Utah.



Regional & Industry Ad Placements

- Advertisements in local business publications & industry magazines



**WEBER COUNTY
YOUR HUB FOR BUSINESS**

Weber County invites you to become a part of its thriving business community and tap into the region's limitless potential. Whether you're a startup looking for a nurturing environment or an established corporation seeking new horizons, Weber County offers the resources, talent and opportunities you need to succeed.

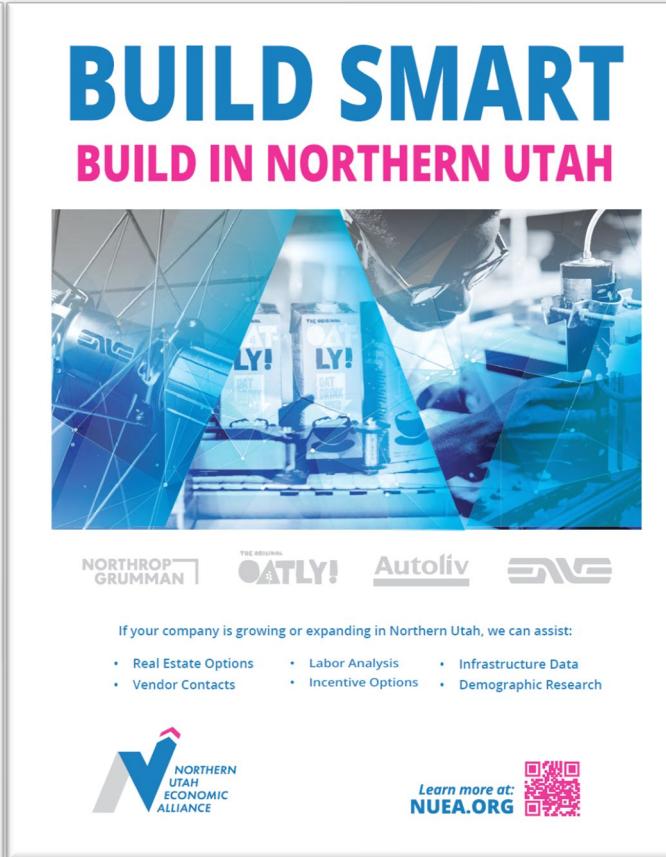
URBAN VIBES & HOMETOWN CHARM

Ogden City offers a vibrant, exciting urban center while its surrounding communities exude a sense of warmth, welcome, and hometown charm. From city living to suburban and rural options, you'll find home here.

ECONOMIC STRENGTH

Boasting a strong economic foundation, Weber County actively seeks out industry players that can work together with existing businesses to create higher-paying jobs. Hill Air Force Base serves as a significant economic driver.





BUILD SMART BUILD IN NORTHERN UTAH



A HIGHLY SKILLED WORKFORCE

Our county is home to a diverse, well-educated and expanding workforce with strong competencies in key industries like manufacturing, aerospace and defense, life sciences, education, and finance.

HOME TO GLOBAL INDUSTRY LEADERS

Ogden has established itself as a hub for global distribution companies, nutrition manufacturers, and high-tech specialty manufacturers, including companies like Amer Sports, the parent company of renowned brands such as Salomon, Wilson, Atomic, Arc'teryx, and Peak Performance.

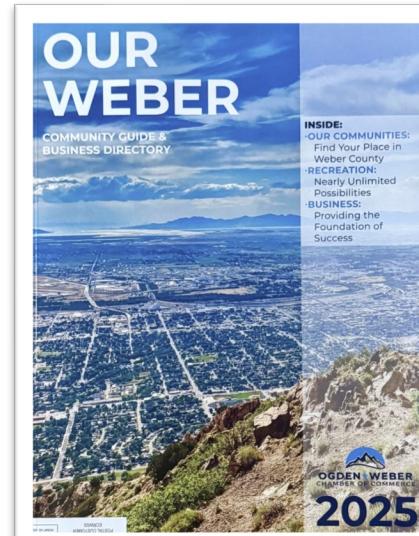
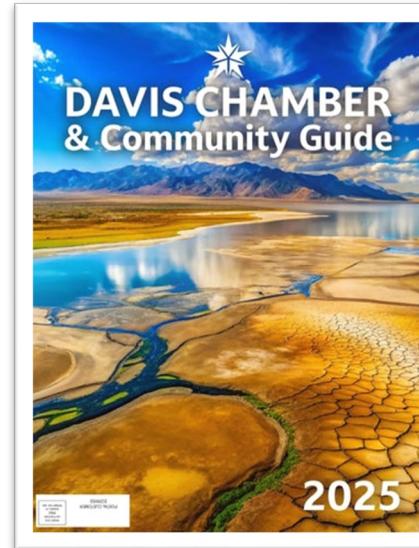
NORTHROP GRUMMAN **THE ORIGINAL OATLY!** **Autoliv** **ENVE**

If your company is growing or expanding in Northern Utah, we can assist:

- Real Estate Options
- Vendor Contacts
- Labor Analysis
- Incentive Options
- Infrastructure Data
- Demographic Research

NORTHERN UTAH ECONOMIC ALLIANCE

Learn more at: NUEA.ORG



Local Business Outreach Campaign



World-class tools at your fingertips...
with zero cost to you!



CORE SERVICES PROVIDED BY NUEA (REGIONAL RESOURCES)

- Site Selection Assistance** – Real estate options for office, industrial, and shovel-ready sites.
- Labor & Workforce Data** – Regional labor guide including compensation, major employers, and labor availability information and contacts.
- Infrastructure Data** – Detailed data on utility capacity and availability, including power, natural gas, water, sewer, and high-speed broadband at key industrial/office park locations.
- Vendor & Supply Chain Connections** – Public/private vendor introductions.
- Financial Resources** – Grants, loans, capital partners.
- Targeted Industry Studies** – Data for aerospace & defense, advanced manufacturing, and technology/AI and other industries.
- Talent & Training Partnerships** – Collaboration with Weber State University, Ogden-Weber Tech College, Davis Technical College, for customized workforce development programs and incentives. The Custom Fit Program provides flexible training dollars to help companies design and deliver workforce training.
- Community Integration** – Links to housing resources, quality-of-life data, and relocation support to help attract and retain employees.



CORE SERVICES PROVIDED BY WEBER COUNTY (LOCAL RESOURCES)

- Planning & Permitting Assistance** - Assistance with zoning, permits, and fast-tracked approvals.
- Direct SupportConcierge Development Services** – Access to the Economic Development Team for personalized project guidance.
- Public Infrastructure Districts (PID)** – Financing mechanism for infrastructure projects that doesn't strain tax payers.
- Redevelopment & Tax Increment Financing (TIF)** – Funding for redevelopment projects and affordable housing via redevelopment agency (RDA) managed increment. Performance based tax reimbursement funding for new development and expansion projects.



CORE SERVICES PROVIDED BY STATE OF UTAH (STATE RESOURCES)

- State Incentives** – Job creation tax credits
- Job Training Reimbursement** – Specialized job training reimbursements through local tech colleges.
- International Trade & Diplomacy** – Export assistance, global market entry, and trade missions.
- Startup & Entrepreneurship Support** – Startup State initiative with resources for business launch and growth.
- APEX Accelerator** – Guidance to help Utah companies compete for government procurement contracts.



BOOK A CALL TO LEARN MORE

Chris Roybal
President
Northern Utah Economic Alliance (NUEA)
801-455-4590
chris@nuea.org

Stephanie S. Russell
Economic Development Director & Government Relations
Weber County Utah
801-399-8419
srussell@webercountuytah.gov

Stephanie Pack
Associate Vice President, Business Development
801.538.8950
stephanie.pack@utah.gov

Liesl Limburg
Senior Business Development Director, Northern Utah
Governor's Office of Economic Opportunity (GOEO)
llimburg@utah.gov

Learn more at:
NUEA.ORG



Targeted LinkedIn Outreach

600+ Weber/Davis County Companies Identified

- Manufacturing
- Advanced Mfg
- Aerospace & Defense
- AI Security
- Financial Services
- IT/Tech

Regional Partnerships & Collaboration

Regional Coordination & Partnerships

- Collaboration with local partners
- Developer & Investor coordination
- Bi-monthly regional coordination meetings with city leaders
- NUEA supports cities without dedicated economic development staff

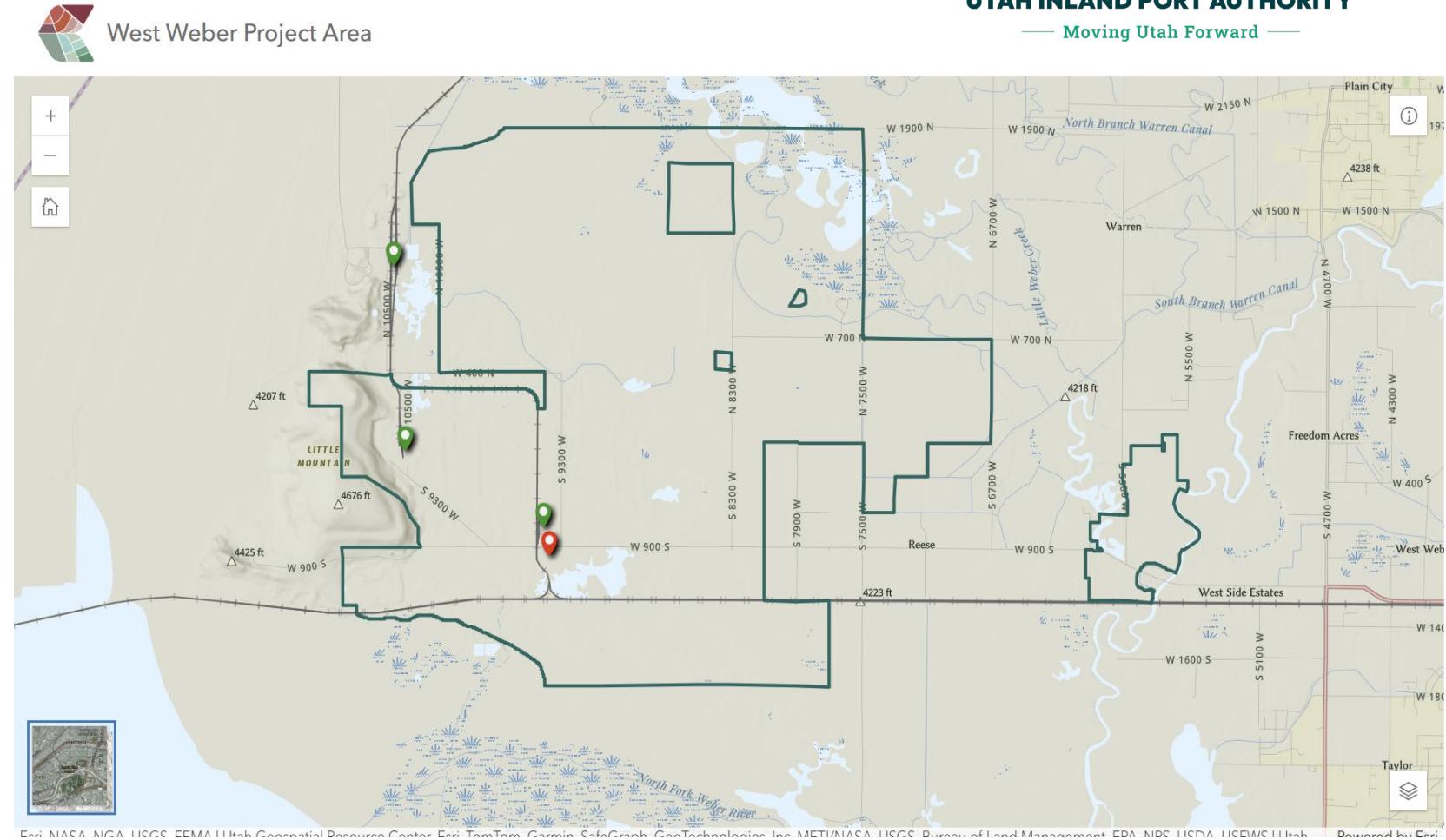


West Weber Utah Inland Port Project Area

The West Weber Project Area is a proposed industrial development on the eastern shores of the Great Salt Lake.

The project area totals 9,000 acres and is located entirely within the boundaries of Weber County.

This Project Area enjoys a very strategic location with access to: Interstate 15, Interstate 84, US Highway 89, Union Pacific rail, and a nearby regional airport. This is also a future site for a connection with the West Davis Corridor.



Northern Utah Real Estate Symposium

- Annual regional forum for developers, real estate and the ED community.
- Round Table discussions with office, industrial, tourism and housing industry experts.
- Sharing selection trends, market-ready sites and key opportunities in Northern Utah's future.
- Strengthen regional relationships and visibility.



Project Support & Performance Tracking

Performance Tracking

- Respond and track RFI requests to create benchmarks for future activity.
- Coordinate site visits to Northern Utah.
- Annually announce jobs/capital investment/square footage for projects added to the region.
- Publish scorecard with related goals and provide to board for NUEA's Annual Report.
- Highlight NUEA's participation with these projects, including providing labor data, infrastructure data, real estate options, vendor contacts, financial resources, incentive opportunities, etc.

Significant Job Creation Announcements

(since inception)

Company	Cluster	New Jobs	CapEx
OmniTeq	AI & Defense	4,000	\$ 255,800,000
Northrop Grumman (1)	Aerospace & Defense	3,500	\$ 380,000,000
Northrop Grumman - Roy	Aerospace & Defense	2250	\$ 380,000,000
Northrop	Aerospace & Defense	1250	NA
Northrop Grumman - Salt Lake City	Aerospace & Defense	1,206	\$ 958,000,000
Life Engineering	Management Consultant	520	\$ 2,000,000
Lifetime Products	Outdoor Products	482	\$ 46,000,000
LoanPro	Financial Services	459	\$ 10,000,000
Thermo Fisher Scientific	Manufacturing & Distribution	450	\$ 44,000,000
Udo (1)	Information & IT	355	\$ 2,500,000
YaYa Foods	Manufacturing	302	\$ 92,000,000
Udo (2)	Information & IT	300	\$ 6,200,000
Williams International	Manufacturing - Advanced	300	\$ 60,000,000
UST	Manufacturing & Distribution	290	NA
BAE	Aerospace & Defense	250	NA
Precision Hermetic Technology	Manufacturing & Distribution	210	\$ 19,500,000
Beehive Meals	Assembly & Distribution	200	Unknown
BAE	Aerospace & Defense	200	NA
Northrop Grumman - Clearfield (3)	Aerospace & Defense	200	NA
Bechtel	Engineering & Construction	200	Unknown
PACS	Healthcare	200	NA
Fineline Steel Fabrication	Steel Manufacturing	175	NA
Paul Davis	Service	150	NA
Northrop (East Gate)	Aerospace & Defense	150	Unknown
Kihomac (2)	Aerospace & Defense	150	Unknown
AmerSports	Outdoor Products	110	\$ 1,500,000
Premier Tech	Manufacturing	110	\$ 18,000,000
OxEon Energy	Energy	103	\$ 99,000,000
American CNG	Advanced Manufacturing	100	Unknown
Chromalox	Advanced Manufacturing	100	\$ 58,000,000
Northrop Grumman - Ogden (2)	Aerospace & Defense	100	NA
Boecore	Aerospace	100	NA
Murphy Doors	Manufacturing - Furniture	100	Unknown
Filterbuy	Manufacturing	100	Unknown
Boecore	Aerospace & Defense	100	Unknown



Chris Roybal | President
e: chris@nuea.org
c: 801.455.5690

NUEA.org



MORGAN COUNTY COMMISSION MEETING AGENDA

January 20th, 2026

4:00 WORK SESSION 5:00 REGULAR MEETING

PUBLIC NOTICE is hereby given that the MORGAN COUNTY COMMISSION will hold a regular Commission meeting in the Commission meeting room at 48 West Young Street, Morgan, Utah.

COUNTY COMMISSION

Commission Chair Matthew Wilson not in attendance
Commission Vice Chair Vaugh Nickerson
Commissioner Raelene Blocker
Commissioner Mike Newton not in attendance
Commissioner Blaine Fackrell

OTHER EMPLOYEES

IT Director Jeremy Archibald
Deputy Clerk/Auditor Cindee Mikesell
Clerk/Auditor Leslie Hyde
Administrative Manager Kate Becker (CAM)
County Attorney Garrett Smith
Sheriff Corey Stark
Recorder Shaun Rose
Library Director Erin Bott
Deputy Clerk/Penny Butler
Nicole Reed USU Extension
Assessor Janell Walker
Deputy County Attorney Janet Christoffersen

OTHERS IN ATTENDANCE

Chris Cody
Debbie Sessions
Jennifer Lance
Brenda Greer Flagship
Heidi Nettleton
Laurann McGuire
Kim Wooden
Doug Wickliffe
Lori Duffield
Shawn Green
George Tripp
Kimberly Tripp
Adam Toone
Douglas Perkins
Jennifer Lance
Michelle Stocking
Eric Plyer
Heidi Dorius
Sean Dorius
Robert McConnell

4:00 WORK SESSION

- Flagship Map Changes and Development Agreement Discussion: Brandon Green
- Cottonwoods Land Swap Discussion: Rulon Gardner

The work session focused primarily on two major topics: proposed amendments to the Town Center mixed-use zoning requirements and a separate land swap and density discussion related to the Cottonwoods development.

Flagship Homes, represented by Brandon Green, provided an update on their Town Center project. They reported ongoing coordination with adjacent landowners, Rocky Mountain Power, Public Works, and the fire department, including discussions about relocating power lines, improving access, and reserving land for future fire station expansion. While no final agreements have been reached, progress is being made, and relationships with neighboring property owners were described as positive.

MORGAN COUNTY COMMISSION MEETING AGENDA

A key issue raised by Flagship Homes was the current requirement in the Town Center zoning ordinance that mandates at least 35% of a mixed-use development be designated for commercial use. Brandon expressed concern that, given the significant amount of already-approved commercial zoning in the area, adding more commercial space could harm long-term viability and lead to underperforming or vacant properties. Flagship requested consideration of a text amendment that would allow the County Commission discretion to reduce the required commercial percentage in exchange for public benefits such as open space, parks, trails, or community amenities.

Josh Cook Morgan County Planner confirmed that a text amendment to address this issue had already been directed by the Commission in the past and is currently being drafted, with an anticipated timeline of February for review. Commissioners generally expressed support for flexibility but emphasized that any reduction in commercial space should be offset by meaningful public amenities rather than additional residential density. There was broad interest in seeing concept plans that illustrate how open space, trails, and community facilities could replace some commercial requirements.

The conversation then shifted to a separate but related discussion involving a proposed land swap and density concerns within the Cottonwoods development. Gardner Cottonwood Creek representatives, attorneys, and adjacent landowners discussed proposed amendments to a long-standing development agreement. The proposal would remove certain parcels, including land originally envisioned for a golf course and an equestrian center, and replace them with other acreage on a one-for-one basis.

Legal counsel clarified that the original development agreement capped density at 830 units unless a golf course was built, which never occurred. The equestrian center is also no longer considered viable due to existing facilities in Mountain Green. Any changes to amenities would require County approval to ensure that density bonuses remain.

○ 5:00 COMMENCEMENT OF MEETING

(A) Opening Ceremonies

1. Welcome
2. Invocation and/or Moment of Reflection: **Hon. Commissioner Blocker**
3. Pledge of Allegiance

(B) Consent Agenda Items

1. Approval of the Morgan County Commission Minutes from January 6th, 2026.
2. Approval of **CR 26-06** the renewal of the Interlocal Cooperation Agreement between Morgan County and the Morgan County School District for recreation space.
3. Approval of RFP verbiage for remodeling to meet state election security requirements.

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4. Approval of our annual agreement with HBME for Audit Services with a defined scope.
5. Notice of opening on the Weed Abatement Board – Open to Submissions
6. Approval of RFP verbiage for the Morgan County Fair's Ticket Management Platform.
7. Notice of Local Wildlife Photography and Taxidermy Exhibit at the Morgan County Historical Society January 20-30th 12-5pm.
8. **Postponed from 12/17/2025 & 01/06/2026 meetings;** The County's Predation Management Plan for 2026 and commitment of participating funds from 71-2229-000-000.
9. Approval of the final wording of the Express Recovery Services, INC collection agreement for delinquent ambulatory invoices based off the awarded RFP from the 10/07/2025 Commission Meeting.
10. Confirmation of the 2026 Elected Officials Conflicts of Interest Forms, presented to the Commission by the Morgan County Clerk/Auditor. These were posted to the Morgan County website on January 7th, 2026.

Kate Becker (CAM) The first item is approval of the draft Commission meeting minutes from January 6, 2026. Next is the annual renewal of the interlocal cooperation agreement with the county and the school district for shared use of fields and gyms. The third item is approval of RFP language for the U.S. meeting, which includes state-required election security provisions. Fourth is an agreement with HBME, clarifying the scope of work under an existing contract. There is also a continued opening on the weed abatement board for a citizen whose primary income is from agriculture, including farming or ranching. Another item is notice of an upcoming wildlife and taxidermy exhibit at the Historical Society. Additionally, the county has finalized agreed-upon language for the predation management plan. Approval is also requested for the Express Recovery Service contract; while it was approved in October, additional negotiation was needed to align the contract language with the original bid and ensure compliance with health information privacy requirements, with no changes to the bid itself. The final item is publication of the 2026 elected officials' conflict of interest forms, which are required annually and were posted on the county website on January 7 on both the elections page and the county notices page.

Commissioner moved to approve Consent agenda items 1-10

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

(C) Commissioner Declarations of Conflict of Interest

Commissioner Blocker stated she lives in Cottonwood

(D) Public Comments (please limit comments to 3 minutes)

No public comments

(E) Presentations

Introduction of Morgan City Councilwoman **Laurann McGuire**

Laurann McGuire (formerly Laurann Turner) introduced herself, noting that her family has lived in the area for generations and that she resides on Island Road within city limits. She expressed appreciation for the opportunity to serve and said she is looking forward to the term she has committed to. It was confirmed that she replaced Eric Turner, her brother, which was mentioned humorously as a “contentious” family race. She stated that the city council term is four years. She thanked the county for its work and expressed pride in living in Morgan. It was also noted that all city council members were provided with a county portfolio containing contact information, including cell phone numbers.

(F) Action Items

1. **Nicole Reed** – Discussion/Decision – 4H Program Coordinator on behalf of USU Extension Discussion and approval of **CR 26-07** The 2026 Cooperative Agreement for Utah State University Extension Services.

Nicole Reed from the Morgan County Extension Office presented the 2026 cooperative agreement for Utah State University Extension services with the county and asked if there were any questions. Commissioners expressed appreciation for the Extension Office’s work, particularly its growth, youth involvement, and community programs, and noted they had no questions about the agreement itself. A question was asked about the status of the shooting club; it was explained that the program has not yet started due to weather but preparations are nearly complete, including leader training and youth sign-ups, and it will begin once conditions allow. Commissioners thanked staff for organizing the program and expressed support for youth firearms education, emphasizing the value of proper training, safety, and outdoor recreation.

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Commissioner Fackrell moved to approve CR 26-07 2026 Cooperative Agreement for Utah State University Extension Services.

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

2. Hon. Kimberly Harrison – Discussion/Decision – Registration Refund

Discussion and decision on refunding \$50 on a paid registration that was sold before expiration.

Kimberly Harrison Morgan County Treasurer presented a request from Mark Walker for a refund of his county registration fee after he sold the vehicle shortly after renewing the registration. The state approved the refund of the state portion since the prior registration had not yet expired, which meets state and county refund criteria. Discussion followed regarding timing, expiration dates, and whether any county processing costs should be retained.

Commissioner Blocker moved to approve refunding \$50.00 to Mark Walker on paid registration.

Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

- 3. Bret Heiner** – Discussion/Decision – Morgan County Public Works Director
Discussion and approval of the purchase of a Saw T630 tilt trailer and a 2026 Ram 2500 as pursuant to CR 25-49 the Morgan County Asset Acquisition Policy.

Bret Heiner Morgan County Public Works is here today to request approval to purchase a tilt trailer and truck and to ensure they are covered under the county's insurance. Funding was put in 2026 Budget already.

Commissioner Fackrell moved to approve purchase of both Items tilt trailer and 2026 Ram 2500.

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

- 4. Hon. Shaun Rose** – Discussion/Decision – ProWest Enterprise GIS Implementation
Discussion and decision on the scope of work agreement with ProWest & Associates for implementation services for the transition to Enterprise GIS.

The item was confirmed as already budgeted and related to the upgrade to the Enterprise GIS mapping software that was approved in the prior year's budget. The agreement under consideration was for the scope of work needed to proceed with implementation.

Commissioner Blocker moved to approve ProWest Enterprise GIS Implementation of the scope of work agreement with ProWest & Associates for implementation services for the transition to Enterprise GIS.

Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

5. Hon. Shaun Rose – Discussion/Decision – 2026 Budget Adjustment

Continued discussion and decision on creating a Full-Time Surveyor position within the Morgan County Recorder's office for the budget year of 2026.

This was discussed at the 01/06/2026 Commission Meeting and further cost speculations were requested by the Commission.

Sean Rose Morgan County Treasurer presented a request for approval to create a new in-house, full-time surveyor position, noting that the proposal had been discussed at several prior commission meetings. Commissioners had previously requested additional data, including cost estimates and budget impacts. He went on to explain that the total estimated cost for the position and associated expenses would be approximately \$224,001, including salary, benefits, and operational costs. He noted that in 2025 alone, the county spent approximately \$125,000 on contracted surveying services for subdivision review, planning, and PLSS work, much of which is currently pass-through and revenue neutral.

Discussion focused on budgeting, salary range, timing of the hire, and whether equipment and vehicle costs could be phased into a future fiscal year. It was noted that the Community Development budget for surveying services had already been increased for FY 2025 due to consistent monthly expenditures, and that existing surveying contracts are non-exclusive, allowing continued use of outside firms if additional capacity is needed. Commissioners also discussed workspace needs, vehicle and equipment storage, and the potential return on investment of having a licensed surveyor available full-time.

Commissioners expressed support for the position, citing rising costs and delays associated with contracted services. Budget adjustments and equipment purchases will be addressed separately as needed.

Commissioner Fackrell moved to approve full-time surveying position under the Morgan Recorders office.

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

MORGAN COUNTY COMMISSION MEETING AGENDA

- 6. Erica White – Discussion/Decision – Morgan County Emergency Management Director Request for a County bank card with a limit of \$2,500 for use by Emergency Management as well as any interim Fire Department needs such as Ambulance tolls.**

Kate Becker explained that a request was being brought forward to authorize an additional county bank (purchasing) card due to expanded duties within Emergency Management. Erica White is currently serving as the Emergency Management Director, Deputy Ambulance Chief, and Acting Interim Fire Chief, and has been using another county card temporarily. Per county policy, commission approval is required to issue a card and establish a spending limit. Kate Becker (CAM) noted the card is primarily needed for routine operational expenses, including ambulance tolls during transports. Erica White has signed the Purchasing Card Policy, and the proposed spending limit was set at \$2,500, consistent with other county cards.

Commissioners expressed appreciation for Erica White's service and discussed toll charges incurred during ambulance transports.

Commissioners Blocker approve Morgan County Emergency Management Director Request for a County bank card with a limit of \$2,500 for use by Emergency Management as well as any interim Fire Department needs such as Ambulance tolls.
Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson
Commissioner Newton
Commissioner Blocker AYE
Commission Vice Chair Nickerson AYE
Commissioner Fackrell AYE
The vote was unanimous. The motion passed

Commissioner Fackrell moved to go into BOE Board
Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson
Commissioner Newton
Commissioner Blocker AYE
Commission Vice Chair Nickerson AYE
Commissioner Fackrell AYE
The vote was unanimous. The motion passed

7. Morgan County Board of Equalization – Discussion/Decision – Late Appeal Requests

Discussion and decision on late appeal requests to the Board of Equalization.

- a. **CR 26-2504-BOE** Late Appeal Request: MTGT Capital LLC
- b. **CR 26-2505-BOE** Late Appeal Request: Ashley Willis

CR 26-2504-BOE

Leslie A. Hyde Morgan County Clerk/Auditor presented a checklist outlining the statutory requirements for approving a late appeal and advised the Board that sufficient information had been provided in the packet to decide. The first request, submitted by MTGT Capital LLC, sought late appeal consideration related to a primary residential exemption. Janell Walker Morgan County Assessor explained that the property was not eligible because the dwelling was only partially complete during the tax year, the owners did not occupy the property for 183 consecutive days, and a renter associated with the property already received a primary exemption on another residence in Summit County. Commissioners agreed that none of the statutory criteria for a late appeal were met.

Commissioner Fackrell moved to deny 26-2504 Boe MTGT Capital LLC.

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

CR 26-2505-BOE

The BOE Board then considered a second request for CR 26-2505 BOE a late appeal in which the applicant cited multiple reasons, including a medical emergency, loss of employment, and mail issues. Staff clarified that the medical emergency occurred after the statutory appeal deadline and that no documentation was provided to support extraordinary or unanticipated circumstances. It was also noted that the assessor's office had made multiple attempts to notify the property owners about the primary residential exemption and that the exemption was ultimately signed in late 2025, allowing it to apply prospectively beginning in 2026. BOE Board discussed whether the circumstances met statutory requirements and acknowledged that while the situation was sympathetic, the Board's role was limited to determining whether the criteria for a late appeal were met. The Board noted that the applicants retain the right to appeal to the State Tax Commission if denied.

**Commissioner Fackrell moved to deny CR 26-2504-BOE Ashley Willis
Seconded by Commissioner Blocker**

VOTE:

Commission Chair Wilson
Commissioner Newton
Commissioner Blocker AYE
Commission Vice Chair Nickerson AYE
Commissioner Fackrell AYE
The vote was unanimous. The motion passed

8. **Morgan County Board of Equalization** – Discussion/Decision – BOE Hearing
Discussion and decision on BOE Hearing **CR 26-2506-BOE** based on the approved late appeal CR 26-2503-BOE from 01/04/2026 for Levi Harper; Appellant is requesting a primary residence exemption for the tax year 2025.

Janell Walker Morgan County Assessor provided additional background regarding the property under appeal. She explained that a new deed was recorded on September 6, 2024, creating a new parcel for the 2025 tax year. A certificate of occupancy was issued on March 14, 2025, and the home was assessed as 100% complete as of January 1, 2025. Primary residential exemption disclosures were sent in March, April, May, and June of 2025. The property owners returned the signed primary residential exemption form on June 23, 2025; however, the county tax roll had already been finalized and submitted in May, meaning the exemption could only be applied prospectively to the 2026 tax year. The owners were notified by email that the exemption would take effect in 2026 and that they retained the right to appeal through the Board of Equalization.

Janell Walker Morgan County Assessor clarified that the late appeal had already been approved, and the sole question before the BOE Board was whether the applicants qualified for the primary residential exemption for tax year 2025. Discussion focused on occupancy timing, the 183-day requirement, documentation submitted by the appellants, and the applicants' assumption that their exemption would apply to 2025 despite written notice indicating it would apply to 2026. Commissioners discussed the burden of proof, noting that the appellants must show by preponderance the evidence that they qualified for the exemption. Staff confirmed that the appellants were permanent residents and had submitted documentation supporting their qualification, though the assessor's office maintained that the exemption could not be applied retroactively under standard procedures.

Commissioner Fackrell moved to approve Primary Residence CR 26-2506-BOE Levi Harper

Seconded by Commissioner Blocker

VOTE:

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Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

Commissioner Blocker moved to go out of BOE Board

Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

**9. Josh Cook – Discussion/[Public Hearing](#)/Decision – County Planning & Zoning
Whisper Ridge at Stone Canyon DA, First Amendment: County Ordinance **CO 26-01****

Request to amend the Whisper Ridge at Stone Canyon Development Agreement to remove the requirement for a professional property manager to maintain the common open space.

Jeremy Lance Morgan County Planner 1 presented the third amendment to the Whisper Ridge at Stone Canyon development agreement. The applicant, Bert Sheffer, requested an amendment to remove the requirement that a professional property manager maintain the common open spaces, allowing the community to self-manage until reserves are sufficient to hire a suitable management company. Staff and the County Attorney reviewed the request and determined it is not detrimental to public health, safety, or welfare, maintains the intent of the development agreement, and does not alter land use standards or overall development density. The Planning Commission reviewed the amendment at their January 8 meeting and recommended approval with a 4-0 vote.

Discussion among commissioners focused on ensuring that self-management would not result in neglected common areas. Staff clarified that while the county enforces code violations, maintenance and financial responsibility remain with the HOA and private property owners. Commissioners noted that residents supported the amendment, which also benefits the community's budget.

Commissioner Blocker moved to go into public comment

Seconded by Commissioner Fackrell

VOTE:

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Commission Chair Wilson
Commissioner Newton
Commissioner Blocker AYE
Commission Vice Chair Nickerson AYE
Commissioner Fackrell AYE
The vote was unanimous. The motion passed

No public comment

Commissioner Fackrell moved to go out of public comment

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson
Commissioner Newton
Commissioner Blocker AYE
Commission Vice Chair Nickerson AYE
Commissioner Fackrell AYE
The vote was unanimous. The motion passed

Commissioner Blocker moved to approve CO 26-01 Request to amend the Whisper Ridge at Stone Canyon Development Agreement to remove the requirement for a professional property manager to maintain the common open space.

Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson
Commissioner Newton
Commissioner Blocker AYE
Commission Vice Chair Nickerson AYE
Commissioner Fackrell AYE
The vote was unanimous. The motion passed

10. Josh Cook – Discussion/[Public Hearing](#)/Decision – County Planning & Zoning Cottonwoods Development Agreement Amendment: County Ordinance **CO 26-02 A request to approve an amendment to the Cottonwoods Development Agreement (“DA”) and the Cottonwoods Planned Unit Development (“PUD”) Overlay District to remove specific properties from the land area governed by the DA, thereby reverting those properties to parcels within the unincorporated county; and to add additional land from adjoining parcels into the Cottonwoods Development Agreement to offset the reduction.**

[Postponed to February 17th, 2026, meeting](#)

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Saddie Nettleton stated that she represents the applicant and property owners. She explained that the team was prepared to present the proposal and had previously done so during a work session several months ago. The project was approved by the Planning Commission two weeks prior, and feedback has been received from both commissioners and community members during that process and the earlier work session.

After recent discussions with Josh Cook Morgan County Planner and Janet Christofferson Morgan County Attorney, Nettleton noted that some refinements are needed to the development agreement. The applicant plans to have their attorney work with county staff to make those revisions before returning at a later date. She acknowledged that, given the short notice, holding a public hearing is appropriate and said she was present primarily to listen to public comments and determine whether concerns can be incorporated or are already addressed in the proposal.

Nettleton also addressed concerns related to the homeowner's association. She clarified that the applicant had previously reached out to the HOA under prior leadership a few years ago regarding a similar proposal, but the project did not move forward at that time. She has since been in contact with Jennifer Lance and noted questions about whether the current HOA would be required to assume maintenance and insurance responsibilities for proposed trails and parks. She emphasized that the HOA would not be obligated to take on those responsibilities; participation would be voluntary, either through a vote to join or through the creation of a separate arrangement.

She concluded by stating that HOA-related decisions would be more appropriately addressed during future phases of development. She added that portions of the project, including Phase 6 and much of Phase 9, are still several years away due to necessary infrastructure improvements, and she looks forward to hearing public comments.

Commissioner Blocker Moved to go into public comment

Seconded by Fackrell Commissioner

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

Public Comment:

Michelle Stocking: Michelle Stocking, a resident of the Cottonwoods and a representative of the Cottonwood Meadows portion of the HOA, expressed several concerns regarding the proposed land change and amendment to the development agreement. Her primary concern was the proposed change in language requiring that the Memorandum of Agreement (MOA) "may" instead of "shall" be recorded against each phase of development. She stated that many HOA members are concerned that this change could disrupt the continuity of the Cottonwoods

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development and set a precedent allowing future phases or other undeveloped areas to opt out of joining the existing HOA and instead form separate associations.

She questioned how such a change could impact the broader Cottonwoods community, particularly if future developments use existing roads, trails, sidewalks, amenities, and landscaping without being part of the HOA or contributing to their maintenance. She also asked what benefits current homeowners would receive if the land exchange and development move forward, noting that while additional trails may be positive, residents do not want more small neighborhood parks and feel that community preferences have not been adequately considered.

Michelle raised concerns about the precedent this amendment could set for future development agreements within the county and for the long-term structure of the Cottonwoods development. She emphasized the importance of considering community impact and input, noting that homeowners purchased property with the expectation that the existing development agreement and HOA structure would remain in place. She concluded by stating that while she is not necessarily opposed to the proposal, she believes more information, community outreach, and consideration of long-term impacts are needed before moving forward.

Jennifer Lance: Jennifer Lance, the current MOA president for the Cottonwoods community, stated that the MOA is not opposed to the development or to the people involved. She emphasized that the purpose of her comments was to protect the rights of current homeowners who signed into the existing agreement and were promised certain conditions for their neighborhood.

She explained that many homeowners have lived in the community for nearly 20 years, have paid dues, and relied on the development agreement and MOA when purchasing their homes. She expressed concern that changes to the language of the development agreement could undermine those commitments and disrupt the cohesive plan that was promised to original residents.

Jennifer raised specific concerns about Phases 6 and 9 potentially not being part of the MOA while seven or eight existing phases continue to pay dues and maintain common areas, sidewalks, and snow removal. She questioned how it will affect the community if some phases contribute to maintenance and upkeep while others do not, especially when the entire area is considered a single development.

Commissioner Fackrell moved to go out of public hearing

Seconded by Blocker Commissioner

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

Commissioner Fackrell moved to postpone Cottonwoods Development Agreement

Amendment: County Ordinance CO 26-02 A request to approve an amendment to the Cottonwoods Development Agreement (“DA”) and the Cottonwoods Planned Unit Development (“PUD”) Overlay District to remove specific properties from the land area governed by the DA, thereby reverting those properties to parcels within the unincorporated county; and to add additional land from adjoining parcels into the Cottonwoods Development Agreement to offset the reduction Item **until February 17th, 2026, Meeting**

Seconded by Blocker Commissioner

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

11. Hon. Raelene Blocker – Discussion/Decision – Commissioner

Discussion and decision on **CR 26-08** Commissioner Blocker’s nomination of Jason Murray to the Morgan County Community and Economic Opportunity Board as the private sector representative with economic development experience.

Commission Blocker nominated Jason Murray to the Morgan County Community and Economic Opportunity Board as a private-sector representative. He brings more than 20 years of executive experience in acute and post-acute healthcare, is a licensed nursing administrator, and serves as CEO and co-founder of Pax Group Incorporated. He holds a master’s degree in healthcare administration, is a Fellow of the American College of Healthcare Executives and was named the 2023 Mountain West Entrepreneur of the Year by Ernst & Young, as well as a national finalist that same year. He was recommended as a strong asset and advisor to the board.

Commissioner Blocker moved to approve CR 26-08 nomination of Jason Murray to the Morgan County Community and Economic Opportunity Board as the private sector representative with economic development experience.

Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

MORGAN COUNTY COMMISSION MEETING AGENDA

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

12. Morgan County Commission – Discussion – 2026 Nat'l Day of the American Cowboy Discussion on possible nominations for 2026. **2025 Awardee: Jessie Franich**

Kate Becker (CAM) made Commissioners aware that it is time for nominations for 2026 Nat'l day of the American Cowboy please email Kate Becker (CAM) with nominees of Morgan County Residents.

13. Kate Becker – Discussion/Decision – Morgan County Administrative Manager Discussion and decision of the Public Defender Contract based off the awarded RFQ to Colton McKay that was approved at the 01/06/2026 Commission Meeting.

The county prosecutor discussed proposed changes to the public defender contract as responsibility for the calendar transitions and noted potential concerns about negotiating contracts directly. He requested authority for the county manager to continue negotiations and asked for interim approval to cover compensation for the current month so services would continue while final contract details are resolved.

Key discussion points included clarifying that the contract covers the scope of work already anticipated, ensuring compliance with the Indigent Defense Act, and addressing the use of conflict counsel in cases with co-defendants. The proposal would add a flat monthly amount to cover conflict counsel services rather than paying case by case, which was described as more predictable and cost-effective for the county. Concerns were raised about getting an additional attorney not originally listed in the RFQ response. To address this, a provisional appointment with a probationary period was proposed, allowing the county to review qualifications and rescind approval if needed.

Budget impacts were reviewed, with staff noting that existing funds could cover the proposed compensation without a major budget adjustment.

**Commissioner Fackrell moved to approve Public Defender Contract with the new red line provisions of the contract with a 90-day approval period For Colton McKay
Seconded by Commissioner Blocker**

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

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Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

14. Hon. Garrett Smith – Discussion/Decision – Morgan County Attorney

Discussion and decision on suggested changes on the Kent Smith rental agreement with Mountain Green Sewer Improvement District.

Garret Smith Morgan County Attorney explained, Janet Christoffersen, has been actively managing negotiations with the Mountain Green Sewer Improvement District and revising the proposed agreement to protect the county's interests. He commended Janet for clearly outlining changes, issues, and responses, and stated that the county's recommendation is to proceed with the revisions she has made. He emphasized that without these changes, the agreement would significantly weaken county protections, especially given the substantial public investment planned for improvements to the property.

He highlighted key provisions added to protect county funds, including a 20-year agreement term with a 10-year "blackout" period during which the property cannot be reclaimed for discretionary expansion. This ensures the county receives a reasonable return on investment before any potential termination. He explained that if reclamation occurs after the blackout period, reimbursement would be based on the depreciated value of improvements, with higher reimbursement earlier in the term and decreasing over time.

He clarified that termination provisions distinguish between emergency reclamation and discretionary or planned expansion. Emergency reclamation is narrowly defined and treated differently, while discretionary expansion is restricted during the first 10 years and subject to reimbursement requirements afterward. Smith also explained that language indemnification was revised to be mutual, in compliance with the Utah Governmental Immunity Act.

During discussion, commissioners asked about ownership and removal of county-funded improvements if portions of the property are reclaimed. Smith noted that non-permanent improvements may be removed within a specified timeframe after termination, and permanent assets are treated as depreciable improvements. He indicated that staff can further review the language to ensure all scenarios are adequately covered.

Smith concluded by stating that the action before the commission was not a resolution, but direction on whether to send Janet's revised redline agreement back to the district to continue negotiations. The consensus was to proceed with sending the revised red line in its current form to move the process forward.

Commissioner Blocker moved to send over the Kent Smith rental agreement with red line to Mnt Green Sewer Improvement District.

Seconded by Commissioner

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

15. Kate Becker – Discussion/Decision – Morgan County Administrative Manager

Postponed from 12/17/2025 & 01/06/2026 meetings; Attorney's office is still working through redlines. Request to postpone to March 3, 2026; The Morgan County Historical Society By-Laws.

Garret Smith stated that staff have met Cindy and Cheryl and is actively working through the issues raised. He explained that the goal is to ensure the correct and current forms are being used and that the documents align with the county's direction going forward. He noted that after Janet completes a redline version of the document, with plans to meet again with the involved parties to fully resolve the details before returning for further consideration.

He added that like other recent items, such as the CEO appointment, updates require reviewing and applying current state statutes rather than relying on outdated forms, which takes additional time. Based on this, Kate Becker (CAM) requested a postponement of the item until March 3, 2026.

Commissioner Fackrell moved to postpone The Morgan County Historical Society Bylaws to March 3, 2026, meeting

Seconded by Blocker Commissioner

VOTE:

Commission Chair Wilson

Commissioner Newton

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed

Kate Becker (CAM) Comments:

Kate Becker (CAM) provided several county updates and discussion items. She noted that House Bill 48 on lot assessments will cap assessments at approximately \$100 based on improvement value, with most affected properties in Morgan County located in Mountain Green. She indicated this would be discussed further with the fire warden. She also raised the issue of prescriptive easements in the county, specifically Jeremy Ranch Road and Deep Creek, suggesting staff may want to formalize documentation due to their heavy use. Garret Smith Morgan County Attorney clarified the distinction between prescriptive easements and public rights-of-way.

She announced an upcoming Conservation District meeting on February 25 from 6:00 to 8:00 p.m. at the Search and Rescue building, aimed at the agricultural community. Topics will include agricultural protection areas, conservation easements, and estate planning strategies for keeping land in families.

Kate Becker(CAM) asked for an update on backup generator planning for the library, fairgrounds, and public works, expressing concern about maintaining momentum on the issue. Vaughn Nickerson responded that a portable generator would not meet fairgrounds needs and suggested continued coordination to determine next steps. Speaker 3 also noted an upcoming meeting with UDOT representatives regarding Exit 92, stating there appears to be a miscommunication about expectations.

Kate Becker explained a delay in a planned presentation on playground equipment, noting that Public Works is addressing minor maintenance issues first and that no equipment failures have been identified. She also asked for guidance on how the Commission would like county board reviews presented. Commissioners indicated interest in specific boards previously discussed, such as recreation- and transportation-related boards.

Kate Becker relayed feedback from the Planning Commission suggesting the creation of a rifle range board or committee. Commissioners discussed whether this would fall under the Parks Board or function as a temporary committee. She indicated that she will draft a temporary committee proposal.

She then provided an update on Greenbelt rollback revenue, noting that statutory changes allowed the county to retain 100% of rollback funds. From May 1 through year-end last year, the county collected approximately \$330,531.29 with an additional \$143,008.68 collected year-to-date this year. She added that upcoming developments, including WPR Phase 6A and the 910 Cattle Ranch, will also contribute rollback funds, which are restricted.

Finally, discussion returned to the rifle range, with plans to hold a work-session-style discussion in conjunction with a Commission meeting, tentatively scheduled for February 1, 2026, with Randy Watt.

Commissioner Fackrell moved to go into Executive Session

(G) Commissioner Comments

Commissioner Blocker The speaker provided a brief legislative update, highlighting two bills being monitored by the Community Development Policy Committee. House Bill 68 is a housing amendment that creates a new Division of Housing Affordability under the Governor's Office of Economic Opportunity, moving housing affordability responsibilities from the Department of Workforce Services. The county is monitoring this bill.

House Bill 184, sponsored by Representative Ray Ward, was noted as a bill the county opposes in its current form. The bill would allow property owners to request preferred land use regulations that could override local zoning for residential development, including smaller lots, accessory dwelling units, reduced setbacks, and starter homes, with a requirement that counties respond within three days.

Commissioner Fackrell:

Commissioner Fackrell provided a legislative update following discussions earlier in the day. He reported on a proposal by Representative Thurston to repeal the existing restaurant tax and replace it with a broader sales tax applied to all purchases. Although described by the sponsor as not being a tax increase, the proposal would redirect the new sales tax revenue to the Transient Room Tax (TRT). He stated that there was significant opposition to this approach and that the county opposes the proposal. The bill was identified as HB 231 (previously discussed under SB 91), and further discussions with the sponsor are anticipated.

He also discussed SB 97, a property tax bill that would allow taxing entities to increase revenues by up to 5% over the prior year without triggering truth-in-taxation requirements unless growth exceeded 100%. He noted that the bill is unpopular and will need to be closely monitored.

MORGAN COUNTY COMMISSION MEETING AGENDA

He mentioned SB 108, which addresses online marketplace amendments. He noted that the bill is complex and, as discussed, would prohibit counties and municipalities from regulating online marketplaces, including short-term rentals.

He briefly referenced HB 48 related to wildland–urban interface (WUI) issues and insurance availability, noting concerns that insurance companies are limiting coverage in certain areas due to regulatory requirements. He also mentioned SB 146, stating that additional information would be provided later.

Kate Beck (CAM) concluded by indicating that legislative developments will continue to be monitored and that updates will be provided to the commission as more information becomes available.

Kate Becker (CAM) Mentioned that Commission meeting On March 17th will conflict with Neighborhood Caucus, so we need to move March 17th Meeting to March 18th, 2026

Commissioner Nickerson:

Vaughn Nickerson discussed upcoming weed abatement efforts as the county approaches spring. He explained that the county is coordinating with the Weed Abatement Board and the county weed supervisor to identify specific areas of concern for noxious weeds. He noted that UDOT will respond quickly to treat identified problem areas but will not proactively survey all rights-of-way, making local identification critical.

Nickerson also addressed weed control along railroad corridors, which he described as a major source of weed spread. He explained that the railroad will reimburse treatment costs but requires the county to pay upfront. To avoid duplicating efforts, the county is working with Weber County to understand their established process for contracting weed treatment, invoicing the railroad, and coordinating access to railroad property. Weber County representatives are expected to share their procedures at an upcoming meeting.

Additional discussion focused on timing and enforcement of weed abatement, particularly for Dyer's woad. Commissioners noted that Morgan County's growing season lags behind neighboring counties, and that treatment deadlines need to reflect local conditions. There was discussion about volunteer involvement, including high school students, and ensuring landowners understand potential enforcement actions for noncompliance.

Nickerson also noted that the Conservation District is seeking landowners willing to participate in pilot projects to test effective treatments for Dyer's woad, offering assistance in heavily affected areas. He concluded by emphasizing the importance of coordinated weed abatement efforts to prevent further spread, particularly in Mountain Green and along transportation corridors.

MORGAN COUNTY COMMISSION MEETING AGENDA

Code Annotated §52-4-205. In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call Kate Becker at 435-800-8724 at least 24 hours prior to this meeting. This meeting is streamed live.

If you want to participate virtually in any public comment listed on this agenda, you need to contact Jeremy@morgancountyutah.gov at least 24 hours before the scheduled meeting.

(H) Adjourn – 7:42 Pm

Note: The Commission may vote to discuss certain matters in Closed Session (Executive Session) pursuant to Utah Code Annotated §52-4-205.

APPROVED: _____
DATE:
Morgan County Commission Chair

ATTEST: _____
DATE
Morgan County Deputy Clerk/Auditor

***Action Item(s) that includes Public Hearing(s) will be held at or after 6:00 PM**

The Commission may vote to discuss certain matters in closed Session (Executive Session) pursuant to Utah



Vacancy on the Morgan County Noxious Weed Board

Applicant must be a resident of Morgan County whose primary source of income is derived from production agriculture UCA § 4-17-105(3). Applicants should submit a letter of interest to the Morgan County Administrative Manager at 48 W Young Street in Morgan, fill out the Online application or send an email to kbecker@morgancountyutah.gov. This is a Volunteer Position.

Duties include attending Board meetings, advise the Morgan County Commission on coordinated noxious weed prevention efforts, curate and publish an annual list of primary noxious weeds present in the County.

Terms are for four years. Meetings are scheduled based on the availability of Board members and meets in the Community room of the Morgan County Public Library at 50 North 100 West Morgan UT 84050.

Letters of interest will be accepted until December 29th, 2025 or later if a member of Morgan whose income is primarily based on production ag, has not yet been appointed.

For more information, call Kate Becker, Administrative Manager at 435-800-8724 or Commissioner Vaughn Nickerson at 385-350-1718.

NOTICE OF BOARD VACANCY

NOTICE IS HEREBY GIVEN, that there are currently two vacancies on both the Board of Trustees (individually a “**Board**” and collectively the “**Boards**”), of the WPR Utility District and WPR Road and Fire District (individually a “**District**” and collectively the “**Districts**”). The Morgan County Commission, the appointing authority for the Districts will meet on Tuesday, the 18th day of March, 2026 at 5 p.m., in the County Commission Meeting Room located 48 West Young Street, Morgan, UT 84050, to appoint two persons to fill the vacancies on the Boards. Any qualified person interested in being appointed to a Board or the Boards must provide their name and indicate the Board or Boards then send no later than 5:00 p.m. on March 18, 2026, to: Leslie Hyde, Morgan County Clerk, 48 West Yong Street, Morgan, UT 84050, lhyde@morgancountyutah.gov

In accordance with Utah law, to be qualified to serve on a Board, a person must be a resident within the boundaries of the respective District, an owner of land within the respective District that receives service from the respective District, or an agent or officer of such owner.

End of Notice.

2025 Annual Report

Morgan County Historical Society

This past year Morgan County Historical Society and Visitor Center our public awareness has visibly grown. County residents and visitors from all around Utah, 23+ States and 5+ Countries outside the US have stopped in to take a tour, donate photos, stories and documents, participate in events and sometimes just stop by to visit and share their personal stories of Morgan. Being right off the freeway and having the Commercial Street restaurants and businesses encourage patrons to stop and visit the historic depot, Historical Society and caboose has helped increase the awareness that we are here. In turn, we encourage visitors to stop at the local shops and restaurants. Tours, Maps, directions, brochures, walking tours and general and historical information are given most days, along with purchases of tourist and gift items from the gift shop.

Residents of Morgan County who served on the Morgan County Historical Society Board of Trustees, an advisory board during 2025 include: **Chairman Cherril Grose** (South Morgan precinct), **Vice Chairman, Steve George** (At Large), **George S. Hopkin** (Croydon precinct), **John Patterson** (Milton/ Stoddard/Littleton precinct), **Brady Carter** (Porterville/Richville/East Canyon precinct). **Mark Worden** (North Morgan/Round Valley/Taggart precinct). **Whitney Croft** (Peterson, Enterprise precinct) and **Ryan Windley** (Mountain Green precinct). Non-Voting Members of the board: **Morgan County Council Representative and Ex-Officio member - Mike Newton**, **Board of Trustees Executive Officer - Cindy Kay** and **Archivist/Assistant Historian - Tyler Clarke**.

Board of Trustee Meetings:

January 15, 2025	9 Attended, 1 Excused
April 16, 2025	9 Attended, 2 Excused
August 25, 2025	9 Attended, 2 Excused
November 19, 2025	9 Attended, 3 Excused

Budget Report 2025

Budget	\$7,000
Warrants Submitted	\$6,615
Not Used	\$ 385

75 Volunteers 1036 Volunteer Hours

We Express our Appreciation to The Historical Society Board of Trustees, Morgan Valley Preservation Board of Trustees, Morgan County Library Staff, City and County workers, Artists, Citizens and friends worked and/or donated many hours in 2025 on behalf of Morgan County to make our events and historical related projects successful. Front Street Festival, Christmas on Commercial Street, Citizen and Veteran Oral Histories, Creating items for the Depot train table, Hosting School Children at the Depot, Speaking at different groups, Hours of time to help discuss and design tours specific to Morgan Valley.

Events/Programs 2025

- 1) The Historical Society – Cindy Kay & Tyler Clarke - presentation at a Senior Citizens Center Luncheon in January. The audience was very engaged in the stories and HS information and had great questions and input.
- 2) Cindy Kay gave a presentation for the Beta Literary Club on the book “Terry” by Terry Wadsworth Warne a former Morgan resident and her family that were POW in the Philippines during WWII.
- 3) March 2025 – Morgan Middle School field trip to the Depot. 4 stations to learn Morgan and Rail Depot Histories, the transcontinental railroad, a Historical Train Story about Morgan school children and a train, and a visit to the Caboose. There were 74 students and 6 adults. Cherril Grose, our board chairman assisted. * We had a similar event in May with 110 students & 10 adults from Mountain Green Elementary. Erin Bott, library director assisted. We have had several children from these groups come back on future dates with their parents and family. ***200 total school visitors**
- 4) Archivist/History major - Tyler Clarke served as a Judge at the **Utah History Day Semifinals at Weber State University** in April 2025. He served again as a Judge for the **Finals held at Memorial Park in SLC** in June 2025.
- 5) April 2025 – Historian Cindy Kay and HS Chairman Cherril Grose attended the renovated **Historical Greyhound Bus Terminal tour in Ogden** (now a coffee shop/eatery and offices). This event was through the **Preservation Utah** organization. Preservation Utah is wanting to add the Morgan Train Depot to their tour in the future.
- 6) April 2025 – Archivist Tyler Clarke set an appointment and went to the **State of Utah Archives in the Rio Grande building in SLC**. He researched and photographed 14 lawsuits concerning the **Devils Slide Explosion that occurred on June 1, 1910**. This information is for a Devils Slide project and article that he is working on. His article will be published in a **Utah Historical Quarterly Magazine** in 2026 – one of the 250th year issues. ***Note** – Morgan County is fortunate to have an accomplished Historian and Archivist. Tyler is currently working on his Masters Degree in Public History.

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- 7) All but one of the **Morgan County Schools** donated their 2025 yearbook to the Historical Society (HS purchased a book from that school). The Historical Society has a great collection of yearbooks 1926 – 2025.
- 8) **Morgan Living Magazine** May 2025 wrote an article about the Historical Society, Morgan Valley Preservation and Front Street Festival with help of Holly George.
- 9) May 31, 2025 – **2nd Annual Front Street Festival**. This event was planned and hosted by Morgan County Historical Society, Morgan Valley Preservation, Morgan City & County. Volunteer help by both groups Board Members plus volunteers from the City, County, Library, Arts Council and community members. This Festival is to Highlight our Historic buildings and Historic District on Commercial Street, The Historic Train Depot, and promote city & county businesses.

At the Festival **new in 2025** was a painted “**Chair-ity**” auction. Chairs were painted by local artists and art students. An online auction was held. Funds were split between the artists and a fund for renovation of the caboose interior and other projects. **Also new** to the Festival was “**KID Street**” (with the logo of a baby goat) – booths, face painting, library stories, tumbling and crafts all geared towards kids was added. We are hoping to grow this next year as parents and children enjoyed this addition. **Also added** in 2025 was **Chat n Checkers**. Canopies with tables, chairs and checker boards were set up. Visitors were able to sit and play checkers and listen to music. The tables were always full and the games were a big hit.

It was estimated that **4000-5000 attended** the event. Local Restaurant feedback was very positive. Deb’s Spicy Pie feedback was this event was their highest grossing sales day ever. Larry’s Chicken To Go and Smokin’ Box Car were both “Very Pleased”. Kristi Witherspoon – sourdough bread and baked goods sold out of over 200 bread loaves half way through the event. The Mountain Green Vendor selling custom beautiful bird houses said he sold more bird houses at this event than being at a one week event in Ogden at the Union Station. Over All, feedback has been very positive.

This Event was successful due to the help of so many volunteers, the City and County help of setting up and take down, keeping garbage cleared, stage set up and traffic control. Committees that spent hours of work planning and getting everything prepared. Also, the Music, Artists, Vendors and Food Trucks truly made this event wonderful and we are **grateful** to everyone who participated.

- 10) **July 2025 – Utah Historical Society – PinQuest.** 10 Different Pins were made that are unique things to Utah. 1 style of the pins was given to 4 different museums or Historical Societies in Utah. 40 Locations for 10 different pins. The pin given to the Morgan Train Depot/Historical Society was the Cut Throat Trout. They gave us 50 pins. The pins were gone in 3 days. It was quite the frenzy of excitement. It was more successful than the

Utah Historical Society had even planned. They ran the event again in October. Morgan Depot then received 250 pins. Pins ran out in 3+ weeks. It was again a frenzy of excited people from all over Utah and a few out of State folks stopping in for pins. We had 30-40 people each day coming in to get our pin. Visitors came from St. George, Price, Helper, Tremonton, Logan, Layton, Ogden, SLC, Lehi, Morgan and More.

- 11) Fall 2025 – Morgan County Historical Society was **nominated for Outstanding Achievement Award** with the Utah State Historical office. We did not win, but were honored to be nominated.
- 12) August 2025. **Phase II – Plaques on Commerical Street.** Morgan County Historical Society provided photos and information to Morgan Valley Preservation. Plaques are being placed on Historic Commercial Buildings.
- 13) **Filming of CBS Y Marshalls.** The Morgan Train Depot building was used in filming twice in 2025. Signage on the building and sign was changed to show Bozeman, Montana. Commercial Street was closed and several Commercial Street buildings were used in filming.
- 14) November 2025 – **Library 105th Anniversary Event.** Morgan Historical Society made a display for the History of the library, showcasing historical minutes, photos and stories. We handed out Morgan Depot Stickers and provided Historical Society and Morgan Depot information.
- 15) December 2025 – **Christmas on Commercial Street.** Morgan County Historical Society – Morgan Depot participated in the Christmas event. A Spin the Wheel game with prizes was held in our conference/freight room. We had our building decorated with 3 trees, wreaths and a sparkly train. We welcomed 393 Visitors. 5 volunteers & 2 HS Staff helped with the event.
- 16) A few **notable visitors** that stopped by for a tour this year were **US Senator John Curtis, County Commissioners and an Entourage** in November. Mid October **Dave Hansford with the Governors Office of Economic Opportunity and Office of Tourism** stopped in for a tour. **Kirk Dath, Location Director for the Y Marshalls show** stopped in for Historical and local information. The **Utah Film Commission Director** stopped in to visit. **Dan Painter, Local Utah Historian** stopped in for a tour, he is wanting to host a group here for a **speaker event** next summer.
- 17) Historian Cindy Kay participates in **TTAB (Morgan County Tourism)** and **MVP (Morgan Valley Preservation)** meetings representing **Morgan County Historical Society**.
- 18) The Historical Society and friends have spent time **photographing Morgan county events, citizens and buildings.** The Old Gym Open House, Demolish and new build of the MMS gym, County fair and 4H events, Veteran Program, Parades, Special Needs program, Christmas on Commercial, Front Street Festival, State basketball, Y Marshalls filming and Interviewees for oral histories – just to name a few.

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Social Media Statistics:

Facebook: Morgan county Historical Society – Morgan, Utah (feather & ink logo)

Followers 1881 Total Reach (Views) 101,100 Interactions (Likes & Comments) 3,400

63.4 % are women 36.6 % are men Average Age 45-54+, 65+

Top 5 Cities: Morgan, Mtn Green, Ogden, Layton, Roy

Facebook: Morgan County Historical Society (Train Logo)

Followers 850 Total Reach (Views) 662,678 Interactions (Likes & Comments) 16,738

60.54% are Women 38.54% are men average age 65+

Top 5 Cities: Morgan, Mtn. Green, Ogden, Layton, Roy

Instagram: Morgan County Historical Society (Feather & ink logo)

Followers: 527 Total Reach (Views) 27,804 Interactions (Likes & Comments) 1,673

63.64% are women 36.64% are men Average age 35-44

Patrons

2253 Visitors to Morgan Depot. Including 33+ Utah Cities, 26 States and 5 Countries. (*Does not include Front Street Festival)

4000+ Estimated Visitors attending **Front Street Festival**

393 Visitors at Depot for Christmas on Commercial Street Event (Closely Counted)

Acquisitions –

35 Donors have donated **128** Separate items to the Historical Society in 2025.

Some of the acquisition items are **Lions Club** Scrapbooks, **Search & Rescue** Scrapbooks, photos, cassette tape of meetings, Minutes, financial log books and patches, **Sons of Pioneers (SUP)** Scrapbooks & Minutes, **Tykonis Scrapbooks**, **Beta Club** Minutes, Program & History, **Cincinnati Reds** Baseball cards of Ken Hunt (former MHS English teacher), **2 Razor Cases** from Devils Slide Drug Store, **Union Pacific 1926 & 1940 Schedule Time Tables**, **3 autobiographies from the Carter family** in Morgan, Milton Cemetery plat map, **Eight (8) yearbooks years between 1948-1982**, **Civil Court Case documents** about Laughter/Worden vs Como Springs Water, **Two (2) Evadna Francis paintings**, **Devils Slide cement bag** tea towels.

Artist – **Joanne Company** painted and donated a backdrop for the Depot train table. The Beautiful **painting** is of the Morgan Valley circa 1930's looking west toward the mountains from Morgan City with a train running along the mountain.

Three (3) **Outdoor benches** have been purchased by the Historical Society for patrons to sit and watch trains.

Morgan High School junior Cooper Sharp is a train enthusiast. His favorite location to visit is the Morgan Train Depot. Cooper volunteered hours of time **building an “M” mountain** with a train tunnel for the train table. It is a great addition to the display.

Oral Histories –

- 1) **Joan Patterson** – Longtime Morgan Resident & former County Commissioner, 80+ years old. Interviewed by Tyler Clarke & John Patterson. Transcribed by Tyler Clarke. Review & Edit by Cindy Kay.
- 2) **Nell Nickerson** – Longtime Morgan resident, 80+ years old. Interviewed by Jacqsyn Rudd. Transcribed by Tyler Clarke. Review & Edit by Cindy Kay.

Goals & Projects for 2026

- **100 Year Anniversary of the Morgan Union Pacific Train Depot is 2026.** We will have activities throughout the year plus Celebration, use railroad “All Aboard” theme for the 3rd Annual Front Street Festival.
- **Union Pacific has been contacted.** We are hoping that Big Boy will stop at the train Depot sometime in 2026 during our 100 year anniversary.
- **2026 is the America 250 Celebration.** The Historical Society would like to participate in the celebration.
- **Participate In the 2026 Hometown Christmas event again.**
- **Get our tours in place and share information on our website, along with City, County, Preservation Utah, and Utah State Historical Society site.** There will be 3 tours (Residential, Commercial, Industrial).
- **Continue to collect oral histories of Morgan county residents, veterans, etc.**
- **Continue to ask for donations of histories, photos and items of interest from our Morgan County citizens.**
- **Continue to work on our train table and commercial street display.**
- **Promote good will between the Historical Society and our community.**

Morgan County Historical Society – 2025 Annual Report

Signed:

Cindy Kay
Cindy Kay, Morgan County Historian

Date Jan 20, 2026

Tyler Clarke
Tyler Clarke, Morgan County Archivist/Assistant Historian

Date Jan 20, 2026

Cherril Grose
Cherril Grose, Chairman – Historical Society Board of Trustees

Date Jan 21, 2026

Mike Newton
Mike Newton, Morgan County Commissioner

Date Jan 29, 2026



STATE OF UTAH

SPENCER J. COX
GOVERNOR

OFFICE OF THE GOVERNOR
SALT LAKE CITY, UTAH
84114-2220

DEIDRE M. HENDERSON
LIEUTENANT GOVERNOR

November 19, 2025

Dear Logan,

Congratulations on your appointment to the Weber Basin Water Conservancy District Board of Trustees. As governor, I would like to personally thank you for your willingness to serve the state of Utah as a member of the Weber Basin Water Conservancy District Board of Trustees.

As you begin your service to Utah, I ask you to consider what it means to build Utah. We envision a future of health and opportunity for all Utahns, neighborhoods, and communities where the American Dream can be realized, and an economy that celebrates entrepreneurs, rural Utah, education, and the spirit of service. As we work together, I know we will make great strides in these areas that are crucial for Utah's success.

Thank you for your commitment to the well-being of Utah and for your dedication and service. Best wishes as you begin your service on the Weber Basin Water Conservancy District Board of Trustees.

Sincerely,

A handwritten signature in black ink, appearing to read "Spencer J. Cox".

Spencer J. Cox
Governor



**MORGAN COUNTY COMMISSION
MEETING SCHEDULE FOR 2026**

First Tuesday

January 6
February 3
March 3
April 7
May 5
June 2
July 7
August 4
September 1
Budget Work Sessions: September & October TBD
October 6
October 27
December 1

Third Tuesday

January 20
February 17
March 18* (Wednesday)
April 21
May 19
June 16
July 21
August 18
September 15
October 20
November 17
December 15

PASSED AND ADOPTED this 3rd day of February 2026.

MORGAN COUNTY COMMISSION:

ATTEST:

Matthew Wilson, County Commission Chair

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

COMMISSION MEMBERS VOTING:

AYE NAY ABSENT

Garrett Smith, Morgan County Attorney

Michael Newton	____	____	____
Vaughn Nickerson	____	____	____
Blaine Fackrell	____	____	____
Raelene Blocker	____	____	____
Matt Wilson	____	____	____



Limit of 3 Minutes

***Please do not repeat previously
stated comments**

***The Commission cannot respond –**

This is not a Q & A

***Please Be Respectful**

Thank you for being here!



County Commission Agenda Request Form

All Agenda items, including back-up materials, must be submitted to:

****ALL DOCUMENTATION IS DUE ON OR BEFORE 12:00 PM ON THE
TUESDAY PRIOR TO A SCHEDULED COUNTY commission MEETING****

**Morgan County
Attn: Kate Becker
48 West Young Street
P O Box 886
Morgan,UT 84050
Phone: 435.800.8724**

Email: kbecker@morgancountyutah.gov

**This form must be submitted, along with any required documentation, or the Agenda Item will not be
scheduled until the next County commission Meeting**

commission Meeting Date: 02/03/2026

Time Requested: _____

Name: Justin Rees

Phone: (801) 824-7594

Address: 426 Imperial Dr. Morgan Ut

Email: justin.rees@morgancountyutah.gov

Fax: _____

Associated County Department: Preservation Society

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Presentation for Morgan County Preservation Tax credit proposal. In Morgan County Utah, tax relief for historic buildings is primarily available through the Morgan Historic Preservation Property Tax Credit program. This program is designed to incentivize the restoration, rehabilitation, maintenance and preservation of historic properties within the county's historic district and other qualifying properties. By providing some financial help to offset the high maintenance cost of historic properties that retain their historic characteristics this will benefit the entire Morgan Valley with an improved appearance and tourism draw that historic properties provide.

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION

DECISION

BOTH

INFORMATION ONLY

<input checked="" type="checkbox"/>	

Morgan Historic Preservation Property Tax Credit

In Morgan County Utah, tax relief for historic buildings is primarily available through the Morgan Historic Preservation Property Tax Credit program. This program is designed to incentivize the restoration, rehabilitation,¹ maintenance and preservation of historic properties within the county's historic district and other qualifying properties.² By providing some financial help to offset the high maintenance cost of historic properties that retain their historic characteristics this will benefit the entire Morgan Valley with an improved appearance and tourism draw that historic properties provide.

Key points regarding tax relief for historic buildings in Morgan City and potentially Morgan County:

1. ****Eligibility**:**

- a. To qualify for the tax credit, a building must be built prior to or during the year 1945.
- b. It must be listed as significant or contributing on the National Register of Historic Places for Morgan.
- c. Properties not currently designated as significant or contributing may qualify if they undergo restoration to meet the necessary requirements.³
- d. Other properties that are out of the listed time frame that have historical or architectural significance to Morgan Valley may be considered⁴
- e. Homes or other structures that are not currently listed on the National Register of Historic Places will be considered after they are listed or after a review by the Morgan Historical Society or Morgan Valley Preservation approved historical architect.
- f. All qualifying properties must have at least an average level of maintenance according to Marshall and Swift.⁵ This will be determined by the assessor.
- g. Properties must maintain the landscaping in a manner that is historically correct with a neat well-kept appearance

2. ****Property Tax Credits**:**

- a. The program offers a property tax credit to qualifying properties as determined by the County Assessor, in consultation with Morgan Valley Preservation or the Morgan Historical Society using the requirements as put forth in this document.

- b. A residence will be eligible for a 20% tax credit up to \$1,250 of the annual property tax assessment.
- 3. ****Application Process**:**
 - a. Owners of eligible historic properties must complete a multi-step application process.
 - b. Properties within the Morgan National Register of Historic Place must provide proof from the Morgan Historical Society or Morgan Valley Preservation that the property meets the property age requirement and was listed in the latest reconnaissance survey as a significant or contributing property.
 - c. A current picture of the property must be submitted and any changes to the home after the designation must follow National Park Service guidelines as listed in this document. These changes must be approved by either the Morgan Historical Society or Morgan Valley Preservation or the owner may hire an approved (as listed above) historical architect to review the changes.
 - d. Properties undergoing restoration to achieve significant or contributing status may qualify for tax relief during the restoration period, if the restoration is completed within two years from the date of the application approval.
 - e. Applications should be sent to the Historical Society/Morgan Valley Preservation by February 1st and will be sent to the Morgan County Assessor by April 1st and the approval and decisions will be on May 1st of the year of assessment.
 - f. A new application must be submitted every year.
 - g. There can be only one request for any given property in a submission year (February 1st to February 1st) and no appeals will be allowed. A new submission may be made in the next submission year.
- 4. ****Local Incentives**:**
 - a. Qualifying applicants of the Morgan County Historic Building tax credit may not combine the incentive with the Homesteader's tax credit.
 - b. Qualifying applicants of the Morgan County Historic Building tax credit may not combine the incentive with the Circuit Breaker tax credit.
 - c. Owners of historic properties may check with the county assessor to determine which program would be financially the best for the owner.

5. ****Considerations**:**

- a. It is essential to ensure that any rehabilitation work complies with the Secretary of the Interior's Standards for the Treatment of Historic Properties to qualify for the tax credits.
- b. Guidelines for maintaining the building need to meet National Park Service standards that would qualify the building as being a significant or contributing grade structure.

5. ****Non-compliance****

- a. Properties found in non-compliance shall forfeit their tax relief status
- b. They will be subject to full property tax assessments retroactively for the non-compliance period.

6. ****Consultation**:**

Property owners interested in pursuing tax relief for historic buildings may benefit from consulting with the Morgan County Assessor or a member of Morgan Valley Preservation to navigate the application process effectively.

1-Definitions

Rehabilitation - is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.

Restoration - is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods.

²- Other potential qualifying properties

Initially, this program applies only to properties located within the designated Morgan Historic District. Other properties within the county may be included later if they meet the requirements outlined herein.

³Requirements for eligibility (National Park Service guidelines)

Anyone planning to apply for the Morgan County Historic Building Property Tax Credit should read - Building Resources - Utah State Historic Preservation Office

Obtain a “Brief Summary of Requirements for Eligibility” from the Morgan Historical Society/Morgan Valley Preservation.

⁴ Examples of properties that are out of the listed time frame but would be considered because of historical or architectural significance to Morgan Valley.

*A rare Sears Catalogue home (an entire home ordered from Sears and shipped to Morgan).

*A historical home that was used as, for example, an early county jail

*A historical home/building where a significant historical happening took place

*A historical home or building that is a unique architectural style for Morgan

⁵ Marshall and Swift Rankings

The four basic cost ranks are:

- **Low (Rank 1)** - These tend to be very plain buildings that conform to minimum building code requirements. Interiors are plain with little attention given to detail or finish. Typically, there are minimum mechanical and low-cost finishes throughout.
- **Average (Rank 2)** - These buildings are the most common and meet building code requirements. There is some ornamentation on the exterior with interiors having some trim items. Lighting and plumbing are adequate to service the occupants of the building.
- **Good (Rank 3)** - These are generally well-designed buildings. Exterior walls usually have a mix of ornamental finishes. Interior walls are nicely finished and there are good quality floor covers. Lighting and plumbing include better quality fixtures.
- **Excellent (Rank 4)** - Usually, these buildings are specially designed, have high-cost materials and exhibit excellent workmanship. Both exteriors and interiors have custom and ornamental features. Lighting and plumbing include high-cost fixtures.

NOTE: If your home or building needs extensive rehabilitation (over \$10,000) you can apply for income tax credit. The [Utah State Historic Preservation Office \(SHPO\)](#) provides numerous resources for building preservation, including guidance on state and federal regulations, access to historic records, and financial incentives like the Utah Historic Preservation Tax Credit.



Morgan County

EMPLOYEE HANDBOOK



Last updated: May 2025



Welcome

Welcome to Morgan County! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Morgan County's goals.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

This manual is provided to you as a reference guide regarding Morgan County Policies and Procedures. Please read it carefully and refer any questions regarding this policy to the Morgan County Leadership. These policies and procedures, as well as the benefits provided by Morgan County to its employees, may be amended from time to time by action of the Morgan County Council. The Morgan County Council reserves the right to amend, alter, or revoke any policy, practice, benefit, or employment condition, at any time, or for any reason, with or without notice.

This manual supersedes all previous editions or copies of the Morgan County Policies and Procedures Manual, Personnel Policy Manual, or manuals by any other name or designation dealing with personnel items in Morgan County

Except for the Morgan County Commission, no Department Head/Elected Official or supervisor has the authority to vary the terms of this policy manual or to make any agreement regarding employment with the County. Any office departmental procedures, manuals, materials, directives, or policies are void when they are in conflict with the Morgan County Policies and Procedures Manual. The Morgan County Council has the sole authority to make agreements regarding County employment.



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Message from the Commission

As a valued employee, you will find your employment to be both rewarding and challenging as you advance your career interests and help meet the County's objectives. Your unique talents and abilities are extremely valuable to us, and we look forward to our successful association.

While there is no single rule that can guarantee success in any business, there are certain fundamentals that largely determine an individual's progress. Most important is how well you do your job and maintain good working relationships.

A person who uses his or her working hours to the best advantage, pays attention to detail, sees a job through with a minimum of supervision, and is ready and willing to accept greater responsibilities as opportunities occur, is more likely to succeed. Qualities such as initiative, mental alertness, the ability to get along with people, a cooperative attitude, and personal appearance are important. To continually improve County operations, we ask that you be flexible and open to change.

We hope you will feel like a valuable part of our organization. We encourage you to show interest in Morgan County so you will not only be a credit to its operation but will also gain for yourself a true sense of well-being and job satisfaction.

You play a critical role in meeting the public's needs. It takes the combined efforts of all of us to ensure our continued success.

We created these guidelines to promote sound management practices, as well as to help create an environment where employees can grow and succeed. Please familiarize yourself with the guidelines. They answer many common questions and will help you understand Morgan County's expectations. Also, please sign and return the Employee Handbook Acknowledgement Form found at the beginning of the handbook.

These policies and procedures ("the Policy") have been prepared to comply with posting and notice requirements pertaining to various employment laws, to provide information



regarding employment with Morgan County, and to communicate desired goals and expectations relating to our workforce.

Employment with Morgan County is subject to County ordinances, policies, practices, and procedures as well as state law, Federal Law, and constitutional limitations on the County as a governmental entity. This Policy does not limit, affect, or alter any legal or constitutional rights the County or its employees may have.

Nothing in this Policy creates a contract of employment or any contractual rights, express or implied. Only a written agreement signed by the County's authorized officials, or rights created by state or Federal Law or duly enacted County ordinance, may create contractual employment rights.

Employees are responsible for reading and being familiar with the contents of this Policy and any updates to it. The County will provide notice of changes by posting them on the County website, sending e-mail notifications, or distributing revised copies. Continued employment constitutes acknowledgment of the employee's responsibility to stay informed about and comply with the most current version of this Policy.

This Policy cannot and does not address all circumstances and situations in which Morgan County employees might find themselves, nor does it describe all policies, procedures, and practices that might affect the employment relationship.

This Policy applies to all County employees unless a statute, ordinance, written contract approved by the County's authorized governing or appointing authority states otherwise.

Unless expressly stated, this Policy does not apply to independent contractors, vendors, volunteers, elected officials, or appointed board/commission members.

Department policies may supplement this Policy but may not conflict with it. If a conflict exists, this Policy controls unless law provides otherwise.

No individual or other representatives of Morgan County, other than the Morgan County Commission, has the authority to enter into any agreement for employment for a specified period or make any agreement contrary to the Policy. No oral statements or representations can, in any way, change or alter the provisions of this handbook.

If you have questions or need help understanding the Policy, please speak with your Department Head/Elected Official or supervisor.



Employment Practices

Employment at Morgan County is considered at will except as required by statute.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as may be protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment.



Equal Employment Opportunity

Morgan County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act

Morgan County is committed to complying with Title VII of The Civil Rights Act of 1964, as amended, and the Age Discrimination in Employment Act, as amended. In accordance with these acts, Morgan County and its employees will not discriminate in employment opportunities or practices on the basis of: race, color, religion, sex, pregnancy, pregnancy-related conditions, childbirth, national origin, age, if the individual is 40 years of age or older, gender identity, or sexual orientation.

Titles VI of the Civil Rights Act of 1964

Morgan County is committed to complying with Titles VI of the Civil Rights Act of 1964 and will not exclude individuals from participating in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin, under any program or activities for which the County has received any federal financial assistance.

Americans with Disabilities Act of 1990 (ADA) and Utah Antidiscrimination Act

Morgan County is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Morgan County's policy to provide reasonable accommodation for qualified individuals with disabilities unless the accommodation would impose an undue hardship on the County. Morgan County prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability, perceived or actual, or because an employee has requested a



reasonable accommodation. Morgan County and all of its employees are expected to comply with the ADA, as amended, and the Utah Antidiscrimination Act, as amended.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment, unless the accommodation would impose an undue hardship on the County. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The County will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as required by law.

It is the policy of Morgan County to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Morgan County prohibits retaliation against employees for exercising their rights under the ADA or the Utah Antidiscrimination Act. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Genetic information Nondiscrimination Act of 2008 (GINA)

Morgan County is committed to complying with GINA and will not use genetic information of an individual in the hiring process or to affect the terms, conditions, privileges, benefits, or termination of employment unless there is a legitimate job-related need that is consistent with business necessity or as otherwise mandated by law. The County will not require collection or disclosure of genetic information prior to a conditional offer of employment. "Genetic information" is information about genes, gene products or inherited characteristics that may derive from the individual or a family member.

Equal Pay Act

Morgan County is committed to providing equal pay to its employees and to comply with the Equal Pay Act. Morgan County will not base any pay decision on the basis of race, color, religion,



sex, national origin, age, or disability. This Policy provides that those employees of the County are compensated on the basis of equal pay for equal work.

Commitment to Diversity

Morgan County is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the County and are valued for their skills, experience, and unique perspectives.

Immigration Reform and Control Act (I-9)

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Morgan County is committed to employing only individuals who are legally authorized to work in the United States. Morgan County does not discriminate based on citizenship or national origin.

Other Workplace Accommodations

The County provides reasonable workplace accommodations in the following circumstances:

Religions Accommodation

The County respects the sincerely held religious beliefs and practices of all employees and will make, on request, a reasonable accommodation(s) for such observances when a reasonable accommodation is available and does not create an undue hardship for the County.

Pregnancy Accommodation

The County will make, on request, a reasonable accommodation to qualified individuals related to pregnancy, childbirth, or related conditions when a reasonable accommodation is available and does not create an undue hardship for the County.

Breastfeeding Accommodation

Unless compliance would create an undue hardship, the County will, on request, provide for at least one year after the birth of a public employee's child: reasonable breaks for each time the public employee needs to breast feed or express milk; a room or other location, other than a bathroom or toilet stall, that is clean and sanitary, provides privacy shielded from view of and intrusion from coworkers or the public, and that has an outlet;



and a reasonable means of storage. The County is not required to permit an employee to have the employee's child at the workplace for purposes of accommodation.

To request an accommodation, employees should contact the County's HR Manager to begin the discussion and interactive process. This may include discussing specific needs, limitations, and possible accommodation that may be needed.

The County reserves the right to require documentation or more information to assist the County in evaluating accommodation requests, including, but not limited to, verification from religious leaders or medical providers; guidance from job accommodation consultants and advocates; and tools available under the Family and Medical Leave Act including obtaining 1st, 2nd, and 3rd opinions as permitted by law.

Harassment, Violence, and Retaliation

It is Morgan County's policy to prohibit employees from engaging in unwelcome verbal or physical conduct based on race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated.

Employees may not be retaliated against for engaging in legally protected activity, including complaining of or reporting sexual or any other harassment or discrimination prohibited by this Policy.

Employees who experience or observe harassment must promptly report it to their manager or to HR, regardless of whether they have spoken with the individual engaging in the conduct, consistent with the Complaint Procedure below. Reports must be made even if the conduct occurs outside the workplace or is committed by a manager, elected official, coworker, customer, vendor, or any other person connected with County employment.

Employees who engage in harassment, retaliation, or knowingly fail to take appropriate action in response to a report may be subject to disciplinary action, up to and including termination, consistent with the County's disciplinary policy.



Unlawful Harassment

Unlawful harassment is unwelcome conduct that is tied to a legally protected status that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; is made a term or condition of employment, either explicitly or implicitly; or is used as a basis for employment decisions;.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law. County employees who engage in harassment may be subject to disciplinary action up to and including termination

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.
- Such conduct is severe or pervasive enough to create a hostile or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;



- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Morgan County's policy. County employees who engage in sexual harassment may be subject to disciplinary action up to and including termination.

Workplace Violence and Prohibited Conduct

Workplace violence includes threats, intimidation, or acts of aggression that create a hostile or unsafe working environment. The County will not tolerate violent, abusive, or threatening behavior on the part of its employees in the work environment. Employees should report instances of violent, abusive, or threatening behavior to their supervisors or HR immediately. Any employee involved in situations where there is fear of physical violence or where someone has made verbal threats of physical violence should immediately notify the appropriate supervisor or Department Head/Elected Official. If there is a threat of immediate danger, the employee should immediately notify the Sheriff's Office.

County employees who engage in violent, abusive, or threatening behavior may be subject to disciplinary action up to and including termination.

Morgan County also will not tolerate bullying. The County defines bullying as repeated unfair mistreatment of one or more people by one or more perpetrators. It is abusive conduct, beyond mere oversight and management of an employee and their performance, that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates Morgan County's values, which include that all employees will be treated with dignity and respect.

Examples

The following are examples of prohibited bullying:

- **Verbal abuse.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.



- **Physical abuse.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Prohibited Gestures.** Nonverbal gestures that can convey threatening messages.

Individuals who feel they have experienced workplace violence or other prohibited conduct should report this to their supervisor or to HR immediately. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Morgan County to take appropriate action.

Complaint Procedure

If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor, Department Head, or Elected Official, the HR manager, County Manager, or any other member of management with whom they feel comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are required to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. An investigation may include, but is not limited to, interview(s) with the complainant(s), witness(es), and accused person(s), as well as review of any relevant evidence. A timely resolution of each complaint should be reached and communicated to the parties involved. A resolution may not always be discussed with all parties in certain cases.

If the investigation confirms conduct that violates this policy has occurred, Morgan County will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Whistleblower Protection

Morgan County is committed to operating with integrity and in compliance with all applicable laws. In accordance with the Utah Protection of Public Employees Act (Utah



Code § 67-21-1 *et. seq.*) and the Whistleblower Protection Act (5 U.S.C. § 2302), as applicable, employees are protected from retaliation for reporting in good faith any of the following:

- Violations of law, rule, or regulation;
- Gross mismanagement;
- Abuse of authority;
- Waste of public funds;
- Danger to public health or safety.

Employees who reasonably believe that such a violation has occurred are encouraged to report their concerns to:

- Their immediate supervisor;
- Department Head or Elected Official;
- Human Resources;
- The County Commission; or
- Directly to the Utah State Auditor's Office or relevant oversight body.

Morgan County will not tolerate retaliation against any employee who, in good faith, reports suspected misconduct or participates in an investigation. Retaliation includes any adverse employment action, such as termination, demotion, harassment, or denial of promotion.

Employees who feel they have been retaliated against for whistleblower activity may file a grievance with the Career Service Review Office or take action under Utah Code § 67-21-4.

If you have questions about whistleblower protections, please contact Human Resources.



Conflicts of Interest and Confidentiality

Conflicts of Interest

Morgan County employees must avoid conflicts of interest. The County expects all employees to conduct themselves and County business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. The County recognizes that many potential conflicts of interest do not constitute actual conflicts or may be acceptable with proper disclosure, evaluation, oversight, and safeguards.

Utah Code 17-16a-101, County Officers and Employees Disclosure Act, requires employees to make certain disclosures annually. The relationships described below are prohibited conflict-of-interest relationships unless the required disclosures are made. If the required disclosures are made, the relationships are allowed:

All County officers must disclose whether they receive any compensation or benefit, or agree to receive any compensation or benefit, for assisting a person or a business in a transaction involving the County. Employees must file a disclosure form with the County's Human Resources officer or other official identified by ordinance or policy, and must also inform their supervisor. *See Utah Code § 17-16a-5.*

All County officers must disclose when they are an officer, director, agent, owner, investor, or employee of a business regulated by the County (for example, a business that requires a County license, permit, or other regulatory approval). Disclosure must be made on a disclosure form and filed with the County's Human Resources officer or other official identified by ordinance or policy. *See Utah Code § 17-16a-6.*

All County officers must disclose when they are an officer, director, agent, owner, investor, or employee of a business that contracts with, sells to, or otherwise conducts business with the County. Disclosure must be made on a disclosure form and filed with the County's Human Resources officer or another official identified by ordinance or policy. *See Utah Code § 17-16a-7.*

All officers who have a personal interest or investment that creates a potential or actual conflict of interest between the officer's personal interests and public duties shall disclose on a disclosure form and filed with the County's Human Resources officer or other official identified by ordinance or policy. *See Utah Code § 17-16a-8.*



Utah Code Section 17-16a-13 requires all elected officials to complete a conflict-of-interest disclosure form each year. This form shall disclose any potential conflicts of interest the elected official may have, including any companies they are associated with that currently do or may potentially do business with Morgan County. All employees have an obligation to conduct County business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the County's business dealings. For purposes of this conflict-of-interest policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. If a situation arises in which there is a potential conflict of interest by an employee, the employee should discuss this with a manager or supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Holding a substantial interest in, or participating in the management of, a firm to which the County makes purchases.
2. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
3. Participating in civic or professional organization activities in a manner that divulges confidential County information.
4. Misusing privileged information or revealing confidential data to outsiders.
5. Using one's position in the County or knowledge of its affairs for personal gain, including making promises or using one's position to intimidate others
6. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of County business.

Confidential Information

The protection of confidential information is vital to the interests and success of Morgan County. Employees shall not disclose or use confidential information acquired through employment for personal gain or for purposes other than official County business. Confidential information includes, but is not limited to: (1) private records under the Government Records Access and Management Act (GRAMA); (2) personnel files or other employee records; (3) legal matters, including attorney-client privileged information; and (4) other sensitive County information not intended for public release. This list is not exhaustive. Employees are expected to safeguard all



information that a reasonable person would understand to be confidential, sensitive, or protected by law or policy.

An employee who improperly uses or discloses confidential County information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from media outlets must be referred to the County Administrative Manager.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.



Employment Relationship

Employee Expectation of Privacy

It is Morgan County's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the County and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on County premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, up to and including termination.

Employees are expected to make use of County facilities only for County business. Accordingly, materials that appear on County hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the County at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on County property. Morgan County regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

As part of its security measures and to help ensure a safe workplace, Morgan County has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, etc.

Background Screening and Investigations

Morgan County may conduct pre- and post-offer screenings and background investigations as appropriate to the position. These may include verification of employment history, education, references, driving records, criminal history, or other job-related inquiries. Applicants and employees for the sheriff's office, safety-sensitive positions, or positions of trust may be subject to more extensive background investigations in accordance with applicable law and departmental procedures.

The County may consider criminal convictions in employment and reassignment decisions where job-related and consistent with business necessity. Arrests without conviction will not be considered. In making decisions, the County may review the nature and seriousness of the offense, the duties of the position, the time elapsed since the conviction, and evidence of



rehabilitation. Final employment decisions rest with the County Commission (or designee). When disqualification is based on information from a consumer report, the County will provide notice consistent with applicable law.

Information obtained through such screenings is confidential and will be shared only with individuals involved in employment decisions.

County Library Criminal Background Check Policy

Pursuant to Utah Code Section 9-7-218, as amended, the Morgan County Library (the "Library") will require criminal background checks on all employees of a "qualifying position" who have significant contact with minors. Those positions having significant contact are defined as:

- The Children's Librarian and any assistants or staff members who conduct story times of children's programming on a regular, non-emergency basis. An example of an emergency basis would be the acute illness or inability of a scheduled staff member to perform the staff member's assigned duties for an event or over a brief period of time (no more than three consecutive events).
- The Young Adult Librarian and any assistants or staff members who plan and carry out readings, programming, parties, events, and the like on a regular or semi-regular, non-emergency basis.

Unless otherwise identified, circulation clerks, pages, custodial staff, and cataloging and technical service staff are exempted from criminal background checks as defined by this Policy.

Current staff meeting the above criteria shall be subject to a criminal background check beginning June 1, 2024. Background checks will be conducted through Utah's Sex/Kidnap/Child Abuse Offender Registry as well as the National Sex Offender Registry. Beginning June 1, 2024, all persons considered for hire of a qualifying position by the Library shall be subject to a criminal background check prior to an offer of employment.

Any individual who is denied employment or dismissed from employment because of information obtained through a criminal background check shall receive written notice of the reasons for denial or dismissal and shall have an opportunity to respond to the action. Response from the denied or dismissed party must be written and received by the Morgan County Attorney's Office within thirty (30) days of the notice of denial or dismissal.



Reasons for denial of employment or dismissal from employment under this provision may include, but are not limited to:

1. The employee or applicant is required to register as a sex offender in accordance with Title 77, Chapter 41, Sex, Kidnap, and Child Abuse Offender Registry.
2. Information obtained through the criminal background check includes a conviction or guilty plea, including a plea held in abeyance, or currently pending charges for a serious offense including but not limited to a felony; a misdemeanor; a sexual offense; an act or acts of violence; an act or acts of terror; illegal possession, use, or distribution of any drug, alcohol, or controlled substance; the use of library patron information to contact minors for a non-library purpose.

This policy will be reviewed each year to ensure compliance.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Morgan County classifies its employees as shown below. Morgan County may review or change employee classifications at any time.

Exempt

Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt

Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full-time

Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part-time

Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-



time employees are eligible for some of the benefits offered by the County and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, full-time

Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the County's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part-time

Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who is required to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, employees and their supervisors must sign the time sheet attesting to its correctness before forwarding it to payroll.

Exempt employees should also complete an online timecard entering hours worked, holiday pay, or Paid Time Off ("PTO") for the appropriate days for record keeping purposes only. Exempt employees must take PTO leave only if they are absent for a whole day.

Overtime and Compensatory Time

It is the policy of the County to discourage a Department Head/Elected Official or supervisor from having employees work overtime except in extreme circumstances where overtime is necessary to complete an important task or assignment.



When required due to the needs of the business, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty, does not apply toward hours worked. All overtime work must be approved in advance by a supervisor or manager. Managers may not approve overtime unless it is explicitly budgeted for. Any questions about budgets may be directed to the County Clerk/Auditor.

All overtime must be approved by the Department Head/Elected Official or supervisor in advance. Working overtime without prior approval may result in discipline, but all hours worked will be compensated. The County complies with the Fair Labor Standards Act (FLSA) regarding minimum wage and overtime compensation. Unless otherwise specified, the County compensates those employees covered by the FLSA who are not exempt from its provisions by awarding compensatory time off in lieu of monetary overtime compensation at a rate of one and one-half hours of compensatory time for each hour of overtime worked.

An employee with accrued compensatory time may take time off to use the compensatory time within a reasonable time after making a request so long as the time off is not unduly disruptive to the operations of the employee's department/Office. The County encourages employees to use compensatory time within a reasonable time after accruing it. Accrued compensatory time must be used before using accrued PTO. In order to keep accrued compensatory time to a minimum, the employee may be directed to use accrued compensatory time at the discretion of the Department Head/Elected Official or County Council (i.e. without a request by the employee). Eligible employees may elect to receive compensatory time off in lieu of overtime payment in cash. Employees desiring to obtain compensatory time off in lieu of overtime payment in cash shall file an Overtime Compensation Election Form with the County prior to performance of work eligible for compensatory time.

- Exempt employees are not eligible for overtime under FLSA and therefore are not eligible for compensatory time.
- Accrued compensatory time must be used or paid prior to the end of the fiscal year in which it was earned. In limited circumstances, due to scheduling or business necessity, the Department Head/Elected Official or supervisor may approve the carryover of accrued compensatory time for a period not to exceed four (4) months.
- Payment of compensatory time off shall be paid at the employee's regular rate of pay at the time the employee receives such payment.



- The County reserves the right to decline a request for compensatory time and instead pay any employee overtime compensation in cash in lieu of providing compensatory time off for any workweek or work period or for any accrued compensatory time. Employees shall be compensated for unused and accrued compensatory time in accordance with the provisions of the FLSA.
 - i. Compensatory time off will be accumulated at the overtime rate of one and one-half (1 ½) hours for every hour worked, for all overtime hours worked.
 - ii. Part-time employees do not qualify for compensatory time.
 - iii. Law enforcement, fire protection, and emergency response personnel may accrue a maximum amount of 480 hours of compensatory time; all other County employees may accrue a maximum of 40 hours of compensatory time. Employees who accrue more than their allotted maximum of compensatory time will be paid overtime at the rate of one and one-half times their regular hourly rate for each hour of overtime worked in the following pay period. Upon terminating employment, employees will be paid for unused compensatory time. The rate of pay will be the employee's current rate of pay or the average regular rate received by the employee during the last three years of employment, whichever is greater.

Work Schedules and Hours

The standard work week is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours (43 hours for Sheriffs). Office hours are 8:00 a.m. to 5:00 p.m., with a 30-minute lunch break.

Each department schedules hours to accommodate the requirements of its functions. General office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Other work schedules and shifts may operate based on various departmental and Morgan County needs. All work schedules are subject to change.

Flexible work schedules may be available from time to time temporarily when the needs of the department warrant such an arrangement. Flexible schedules need to be pre-arranged and approved by the Department Head/Elected Official or supervisor prior to its start.

Deductions from Pay/Safe Harbor Exempt Employees

Utah and federal law require that Morgan County make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. Morgan County does not



make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the FLSA. Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position. If an employee or officer has questions regarding a deduction from their compensation, they are encouraged to discuss this with the County's Human Resources office.

Paychecks

Morgan County's pay period for all employees is biweekly on Friday. If payday falls on a holiday, employees will receive their paycheck on the preceding workday. Morgan County requires that all employees receive direct deposit. No paper checks will be issued. Employees are responsible for reviewing their direct deposits for accuracy and promptly reporting any errors to HR/payroll or their supervisor.

Cost of Living and Merit Increases

Morgan County seeks to reward employees for their hard work. The purpose of this policy is to set a uniform pay structure to ensure that all employees are treated fairly and equally.

The Morgan County Commission shall approve all merit increases and cost of living adjustments. Each fall, Department Heads and Elected Officials shall submit employee performance evaluations to the County Commission to review to establish merit increases.

In almost all cases, any salary increase for an individual shall be approved at the end of the year for the following year. Department Heads/Elected Officials that seek an increase for their employees outside of this time period must submit a justification of change form to the County Commission and must present their justification at a commission meeting to be voted on.

Each year Department Heads and Elected Officials will rate each of their employees using the employee evaluation template provided to them by the Human Resources Department. Each Department Head/Elected Official should take careful consideration to determine a score for each of the categories in the performance evaluation. All scores should be rounded to the nearest 0.5.

Employees who meet job expectations should receive a score of 3. Employees who exceed job expectations should receive a score of 4. Employees who are always going above and beyond job expectations may receive a score of 5.

If an employee disagrees with their score they may request that the Human Resources department review it with their Department Head/Elected Official.



If the County Commission determines that funds are available to give increases to employees they will then determine a cost-of-living adjustment rate as well as a rate of increase for employees based on the performance reviews.

All employees who receive a score of 3 or above are eligible to receive a merit increase. The increase will be set by the commission based on the score of the individual's performance evaluation.

Employees who are not employed before April 1st will receive a prorated merit increase based on their hire date. Employees hired after October 1st will not receive a merit increase. Employees hired between April 1st and June 30th will receive 75% of the increase, and employees hired between July 1st and September 30th will receive 50% of the increase.

Pay Adjustments

To request a pay adjustment for an employee or employees, the Department Head or Elected Official must prepare information to start the request process. The Department Head or Elected Official will meet with the HR Manager to discuss an appropriate increase based on market research. The Department Head/ Elected Official will then complete a Payroll Salary and Personnel Status Action Form as well as a budget adjustment form if necessary and present it to the Commission.

A salary adjustment may be made for special conditions relating to an employee's education, experience and an evaluation of the employee's overall job performance.

An employee may be temporarily assigned to an allocated, higher-paid position upon approval by the County Commission and Human Resources. A department placing an employee in an "acting in" assignment must provide the employee with a written agreement outlining the requirements of the position. The department and employee agreement shall contain the following information.

- a. Title of the position;
- b. The effective date of the assignment;
- c. The length of the appointment;
- d. Acting in assignments are generally six months or less and may not be retroactive for a period greater than 30 calendar days;
- e. Requests for acting in extensions beyond the six months shall be, made by the Department Head or Elected Official and approved by the County Commission;
- f. Duties and responsibilities of the new assignment; and
- g. The employee's pay while acting in.

An employee's pay while acting in may be increased based on actual job responsibilities. The actual



amount of pay shall be based upon a Competitive External Market Rate. The employee's pay returns to the prior rate of pay upon completion of the assignment. Employees shall meet the minimum qualifications of the acting-in position

Full-time employees that are not engaged in "public safety" activities but are required to be on-call shall receive on-call pay for each day that they are required to be on-call. For full-time County Employees that are engaged in snow removal activities, that oncall period may range from November 1 of each year to March 31st of the following year.

On-call assignments may rotate among those employees based on County needs

Note: The Morgan County Commission may alter pay rates or compensation methods at any time at its discretion.

Temporary Employees are paid on an hourly basis and within the pay range established by Human Resources and County Commission for the position.

Temporary Employees may be granted pay increase based on budget availability in consultation with Human Resources.

Gift Cards

Morgan County strongly discourages the purchasing of gift cards with County funds. In the event an employee needs a gift card, it must be approved by the County Administrative Manager. Once the gift card has been approved the gift card should be reported to the County Clerk/Auditor's office. If the gift card is purchased to give to an employee as a reward/bonus, the gift card will be reported on their W2. If a gift card is purchased to buy items for County business, all receipts must be turned into the County Clerk/Auditor's office. If a gift card is purchased and not all the funds on the gift card have been expended, the gift card must be returned to the County Clerk/Auditor's Office. If there are any questions about the purchase of gift cards you should contact the Human Resources Department or the Clerk/Auditor's Office.

Pregnancy Related Conditions

Morgan County complies with the Pregnancy Workers Fairness Act (PWFA) as well as the PUMP Act. As such, Morgan County will make, on request, a reasonable accommodation to qualified individuals related to pregnancy, childbirth, or related conditions when a reasonable accommodation is available and does not create undue hardship to the County.

In accordance with the PUMP Act, Morgan County will, unless compliance would create an undue hardship, on request provide for at least one year after the birth of a public employee's child: reasonable breaks for each time the public employee needs to breast feed or express milk; a room or



other location, other than a bathroom or toilet stall, that is clean and sanitary, provides privacy shielded from view of and intrusion from coworkers or the public, and that has an outlet; and a reasonable means of storage. The County is not required to permit an employee to have the employee's child at the workplace for purposes of accommodation. This area is free from intrusion, available as needed, shielded from view, and functional for pumping milk. This area is not a restroom. Please speak with the HR Department to get more information about this space.

Access to Personnel Files

Employee files are maintained by the HR Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR Department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR Office. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employee Verification and References

Employment Verification: All requests for employment verification must be directed to the HR Department.

As a general rule, Morgan County's policy regarding verification of employment is to disclose only:

- Employee's name
- dates of employment
- positions held
- salary and/or wage range

With written authorization from the employee, Morgan County will provide additional information on the amount of salary or wage last earned.

Reference requests should be directed to an Elected Official or the County Commission member or designee who had actual knowledge of the employee's work habits and status during their time of employment with Morgan County. No other individual or employee is authorized to release references for current or former employees.

Separation from Employment

In all cases of voluntary resignation, employees are asked to provide a written notice to their supervisors at least ten (10) working days in advance of the last day of work if possible. Employees



who give advance notice will be considered to have separated from the County in good standing and will be eligible for rehire.

An employee who is unable to report to work at the designated time is required to notify the department supervisor as soon as practicable but no later than the employee's scheduled start time. Employees who fail to report to work for three (3) consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all the country's property and to discuss final pay. Information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Employees who desire to retire should notify Morgan County's HR Department and Utah Retirement Systems ("URS") (where applicable) three (3) months in advance.

An employee should complete:

- Appropriate URS forms
- Work with Department head/Elected Official or supervisor for the smooth transition of work

The County may reduce its workforce due to lack of funds, lack of work, or reorganization. In determining which employees to retain, the County will consider qualifications, performance, and operational needs. Seniority may be used as a tiebreaker where employees are otherwise similarly qualified. The County may, where practical, explore alternatives such as transfer, reassignment, or demotion to minimize layoffs.

Employment of Relatives, Domestic Partners, and Friends (Nepotism)

To avoid favoritism and the appearance of impropriety, Morgan County shall restrict the hiring of relatives of current County employees, appointees, and elected officials. Morgan County complies with Utah Code section 52-3-1, *et seq.*, as amended, Prohibiting Employment of Relatives. Morgan County provides the following additional restrictions in furtherance of this Policy.



Definitions and Guidelines

1. In this section, "relative" means spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-law, uncle, aunt, nephew, niece, or household member. This includes "step" relationships and "half" relationships.
2. "Hiring," "hire," and "employment offer" also refer to transfers and other methods of appointment to a County position.
3. "Employee" includes employees, supervisors, managers, directors, elected officials, and all other individuals employed by Morgan County.
4. A "division" is defined as:
 - a. a division within an office or department, if the office or department is separated into divisions; or
 - b. an office or department, if the office or department is not separated into divisions.
5. No County employee shall hire or attempt to influence the hiring of a relative to any County position or employment paid out of County funds. Providing a referral or recommendation for a relative for a position that does not violate this policy shall not be considered an "attempt to influence," as long as the employee providing the referral or recommendation does not have any direct or indirect supervisory authority over those who make the hiring decision. Retaliation, or threats of retaliation, for hiring decisions following referrals or recommendations under this section are strictly prohibited.
6. Except as specifically allowed in this policy, an employee shall not occupy a position in the same division as a relative
7. Prior to an employment offer, HR will verify via the candidate's employment application or through the immediate supervisor that the candidate for employment will not occupy a position in the same division as a relative.
8. No County employee shall directly or indirectly supervise a relative in any County position or employment paid out of County funds.
9. No employee may be involved in any way in an evaluation of a relative for purposes of pay, benefits, promotion, or discipline.
10. When an event occurs that makes two existing employees relatives, thereby violating the provisions of this policy, the employees' supervisors and department directors (if



applicable) and human resources will work with the employees involved to consider options for resolving the violation.

- i. The initial temporary solution may be to change the employees' responsibilities, so that neither one is able to influence the other or take action that benefits or harms the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to remove anything that may indicate or appear to indicate nepotistic behavior.
 - ii. In many cases, long-term measures will be necessary, such as transfer of one or both employees to other positions or divisions.
 - iii. If one or both employees refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation, unless another reasonable solution is available.
 - iv. If there is no reasonable solution, such as no other positions are available, or the field of work does not allow transfer to another division, the employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to the supervisors and department directors (if applicable) and HR, the employees' supervisors and department directors (if applicable) will work with HR to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination, determined by the respective employees' qualifications and performance. Seniority may be used as a tiebreaker where employees are otherwise similarly qualified.
11. Failure to cooperate in attempts to resolve a situation prohibited by this policy in a mutually agreeable fashion may be deemed insubordination and may result in disciplinary action, up to and including termination.
 12. The hiring supervisor is responsible for ensuring policy compliance. Division directors are responsible for monitoring changes in employee reporting after the initial hire to ensure compliance with this policy



Exceptions and Requirements

1. Pre-existing Relationships: Unless prohibited by this paragraph or another policy, existing relationships that pre-date the effective date of this policy are not prohibited by this policy, provided the employees disclose the existence of the relationship. In the case of direct supervisory relationships, transfer of one of the employees to another position will be required. A transfer within the division may be allowed, if HR and the department director (if applicable) determine that the concerns of unfair influence or favoritism are eliminated; otherwise, a transfer outside of the division will be required.
2. Employees who are relatives before the effective date of this policy, who allow those family relationships to adversely affect the work environment, will be subject to disciplinary action in accordance with existing County policies, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities could result in more serious disciplinary measures, up to and including termination.
3. For purposes of this provision, “relative” means spouse, parent, child, sibling, grandparent, grandchild, in-law, aunt, uncle, niece, nephew, domestic partner, or any individual residing in the employee’s household.
4. An exception to this policy requires the prior written approval of the HR Manager and the County Commission. An exception may be granted only in cases where one or more of the following criteria is met:
 - a. The relative will be employed for 12 weeks or less;
 - b. The relative is the only person qualified or eligible for the position;
 - c. The relative is an unpaid volunteer.
5. When a County employee supervises a relative as a result of one or more of the exceptions listed above:
 - a. The employee who supervises a relative shall make a complete written disclosure of the relationship through a sworn statement filed with the County Commissioners. The statement must be filed when the supervisory relationship begins, and again during January of each year thereafter during which the supervisory relationship continues; and
 - b. The employee who supervises or exercises authority over a relative may not evaluate the relative's job performance or recommend salary increases for the relative.



Dating Between Employees (Fraternization)

Morgan County strives to provide a work environment that is collegial, respectful, and productive. To facilitate this, the County strongly believes it is necessary for employees to maintain clear boundaries between personal and business interactions. The County has no desire to govern employees' consensual personal relationships; however, when those relationships involve co-workers, they can, in some cases, lead to an actual or perceived conflict of interest, favoritism, harassment, sexual harassment, workplace conflict, workplace violence, or bias that provides grounds for complaints. Therefore, this Policy establishes rules for personal relationships between employees, including supervisory personnel, to prevent problems and maintain a collegial, respectful, and productive work environment.

It is the policy of Morgan County to require disclosure of personal relationships between employees, to prohibit personal relationships between employees in the same division, and to prohibit situations that create a conflict of interest due to a personal relationship.

Definitions and Guidelines

1. A "personal relationship" is defined as a romantic or physically intimate relationship between individuals.
2. "Employee" includes supervisors, managers, directors, elected officials, and all other individuals employed by Morgan County.
3. A "division" is defined as:
 - i. a division within an office or department, if the office or department is separated into divisions; or
 - ii. an office or department, if the office or department is not separated into divisions.
4. An employee has a "conflict of interest due to a personal relationship" when the employee is in, or has been in, a personal relationship with another individual who is currently employed by the County, and either of the following circumstances exists:
 - i. the employee has direct or indirect influence over the other individual's conditions of employment (e.g., salary, assignments, shifts, etc.), whether or not through direct supervision; or
 - ii. the personal relationship may directly or indirectly affect, or have the appearance of affecting, the employee's judgment in exercising any job-related duty or responsibility



Prohibited Personal Relationships

1. An employee may not occupy a position that creates a conflict of interest due to a personal relationship.
2. An employee who is involved in a personal relationship with another employee may not occupy a position in the same division as the employee with whom they are involved.
3. In addition to the other prohibitions in this policy, supervisors and managers are prohibited from being physically intimate with or dating subordinates and may be disciplined for such actions.
4. If a personal relationship between employees exists or develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship immediately to a supervisor, department director, or human resources. Human resources will review the circumstances to determine whether any violation of this policy exists.
5. When an employee's personal relationship with another employee violates the provisions of this Policy, the employees' supervisors and department directors (if applicable) and human resources will work with the employees involved to consider options for resolving the violation.
 - i. The initial temporary solution may be to change the employees' responsibilities, so that neither one is able to influence or take action that benefits or harms the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.
 - ii. In many cases, long-term measures will be necessary, such as transfer of one or both employees to other positions or divisions. This is determined on a case-by-case basis.
 - iii. If one or both employees cooperate in seeking solutions but refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation, unless another reasonable solution is available.
 - iv. If there is no reasonable solution, such as no other positions are available, or the field of work does not allow transfer to another division, the employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to the supervisors and department directors (if applicable) and human resources, the employees' supervisors and department directors (if applicable) will work with human resources to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination.



6. Failure to cooperate in attempts to resolve a violation of this policy in a mutually agreeable fashion may be deemed insubordination and may result in disciplinary action.

Other Circumstances

1. Pre-Existing Relationships: Personal relationships that pre-date the effective date of this Policy are not prohibited by this policy, provided the employees disclose the existence of the relationship during the hiring process. An employee may not be hired within the same division in which the other employee acts as a supervisor. If disclosure is made after the hiring process, transfer of one of the employees to another position will be required.
2. If it becomes evident that the pre-existing relationship disrupts the work of the division or adversely affects other employees, transfer of one of the employees to another position will be required. To the extent a transfer is not possible, one of the employees will be terminated, and HR will base that decision on qualifications of the respective employees and use seniority as a tie breaker.

Miscellaneous

1. These provisions apply equally to all County employees regardless of the sex, or the sexual orientation, of the employees involved.
2. The procedures listed in these provisions are intended as guidelines, but they do not create any enforceable rights for employees who are in violation of the substantive provisions of the policy. Notwithstanding any of the other provisions of this policy, Morgan County reserves the right to take whatever action may be necessary, at any time, to prevent problems caused by a violation of these provisions.
3. These provisions supplement, and are supplemented by, other County policies, including policies addressing nepotism and sexual harassment.



Workplace Safety

Drug-Free and Alcohol-Free Workplace

Morgan County is committed to providing a workplace where employees and the general public can safely conduct business. It is the policy of the County to maintain a work environment free from the unlawful manufacture, distribution, sale, dispensation, possession, or use of controlled substances or alcohol.

This policy applies to all County employees and final candidates under consideration for employment positions. Employment with the County is conditional upon compliance with this policy.

Definitions

1. Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol no matter how packaged or in what form the alcohol is stored, utilized or found.
2. Prescription Drug: those medications (containing drugs or other controlled substances) that are prescribed to an individual by an authorized physician.
 - a) Employees must notify their supervisor or Human Resources if they are taking a lawfully prescribed medication, including medical cannabis, that could impair their ability to safely and effectively perform their job duties.
3. Positive Test: a test result showing a blood or breath alcohol content of 0.04 or greater or the presence of any Drug other than a Prescription Drug in the test subject.
4. County Property: all real and personal property owned, maintained, controlled, or leased by Morgan County or any of its divisions, departments, or offices.
5. County Facilities: all buildings or other structures whether or not enclosed that are owned, maintained, controlled, or leased by Morgan County or any of its divisions, departments, or offices.
6. County Equipment: any item or thing owned, maintained, controlled, or leased by Morgan County or any of its departments or offices that is not real property, including, but not limited to, vehicles, fuel, tables, chairs, sound equipment, computers, cell phones, other electronic devices, clothing, decorations, office supplies, or internet access.
7. Additional definitions applicable to this policy may be found in Utah Code § 34-41-101.



Safety-Sensitive Work

Employees who hold positions the County designates as safety-sensitive, as authorized by law or ordinance, are subject to additional requirements, including pre-employment drug testing. Safety-sensitive positions include, but are not limited to:

1. Positions where an employee is subject to drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991, including but not limited to: commercial driver licensed positions (CDL) or anyone operating County vehicles and equipment.
2. Positions that require an employee to carry or have access to firearms or class A explosives. This includes but is not limited to public safety officers.
3. Positions involved in work that requires an employee to have access to controlled substances. This includes but is not limited to medical personnel and law enforcement personnel.
4. Positions where the actions of an employee directly impact the safety and welfare of the general public, including but not limited to: crossing guards, radio dispatchers, law enforcement personnel, firefighters, and utility providers.
5. Positions that require an employee to have any level of Peace Officers Standards and Training (P.O.S.T.) certification. This includes but is not limited to law enforcement and correctional officers.

Prohibited Conduct

1. Failure to comply with any aspect of this policy, including but not limited to the following behaviors, is prohibited and may result in disciplinary action up to and including termination:
 - a. Using, being under the influence of, possessing, manufacturing, distributing, selling, or dispensing alcohol or controlled substances while on duty, on County property, or in County vehicles. Employees may not perform safety-sensitive duties while taking any Prescription Drug (including medical cannabis) that causes impairment, unless a physician provides written clearance consistent with applicable law.
 - b. Having a positive drug or alcohol test result without lawful prescription disclosure. Applicants or employees who test positive may be denied employment or subject to discipline, pursuant to applicable law.
 - c. Refusing or failing to appear for a required test, or otherwise failing to cooperate with the testing process.
 - d. Tampering with, falsifying, substituting, or adulterating a test sample, or otherwise impeding a drug or alcohol investigation.



- e. Refusing or failing to comply with treatment, rehabilitation, or return-to-work conditions, including violation of a last-chance agreement.
- f. Failing to notify the HR Department, through the employee's supervisor, within five (5) calendar days of a drug- or alcohol-related conviction under federal or state law.
- g. Consuming alcohol before being tested or within eight (8) hours after an accident, if post-accident testing is required.

Drug and Alcohol Testing

The County may require drug or alcohol testing of employees and final candidates for safety-sensitive positions in accordance with state and Federal Law. Testing may be conducted under any of the following circumstances:

1. Pre-employment drug tests will be given to final candidates for safety-sensitive positions and employees transferring from non-safety-sensitive positions to safety-sensitive positions. This includes drugs only. Pre-employment tests for alcohol will not be given.
2. Critical Incident drug and/or alcohol testing applies to all employees. A Critical Incident is defined as any unusual occurrence involving an employee, automobile, or equipment where personal injury or property damage occurred or may have occurred. Within the context of this definition, the City Manager will determine what constitutes a Critical Incident.
3. Reasonable suspicion drug and/or alcohol testing applies to all employees.
4. Post-accident drug and/or alcohol testing applies to all employees.
5. Random drug and/or alcohol testing applies to all employees, as permitted by applicable law.
6. Return to duty drug and/or alcohol testing applies to all employees who have completed a substance abuse treatment program. This includes programs for drugs and/or alcohol.
7. As permitted by law, follow up drug and /or alcohol testing is ongoing testing, conducted on an unannounced basis, for any employee who has previously tested positive for drugs and/or alcohol.

Testing will follow applicable state and federal standards to ensure reliable results, employee privacy, and proper verification of positive tests.

The County recognizes the legal status of medical cannabis under Utah law and prohibits adverse employment actions against employees for their lawful use of medical cannabis, except as provided by Utah Code Ann. § 34A-5-115. As such, the County will not take adverse action against an employee solely for the use of medical cannabis or for being a medical



cannabis cardholder unless the County would take the same action for another prescription drug or prescribed controlled substance used in accordance with applicable law.

Notwithstanding the foregoing, the County may take adverse employment actions against an employee or prospective employee solely for failing a drug test for the use of medical cannabis or for being a medical cannabis cardholder where:

- a) The application of this policy would jeopardize federal funding;
- b) The employee's position requires a federal security clearance or other federal background determination;
- c) The employee's position is dependent on a license or peace officer certification that is subject to Federal Regulations, including 18 U.S.C. § 922(g)(3).

Before taking adverse employment action against an employee solely for the use of medical cannabis or for being a medical cannabis cardholder, the County shall consult with legal counsel and obtain approval from the Morgan County Commission.

Sample Collection

All samples will be collected in accordance with Utah Code Ann. §34-41-104 and under reasonable and sanitary conditions. Samples will be collected and tested in a manner that:

1. ensures privacy for the individual being tested;
2. reasonably prevents substitutions, tampering, or adulteration; and
3. requires documentation showing samples are labeled and sealed to avoid misidentification.

Each donor will have the opportunity to provide information relevant to the test, including prescription or nonprescription drugs, medical information, or ADA-related disclosures.

Collection, storage, and transportation will be conducted to reasonably preclude contamination or misidentification.

All testing will conform to scientifically accepted analytical methods. A positive screening test must be verified by gas chromatography, gas chromatography-mass spectroscopy, or other comparably reliable methods before use in employment decisions.

The County will notify the employee of verified positive test results as soon as possible in accordance with Utah Code § 34-41-103(7)

Testing will occur during or immediately after the employee's work period and will be considered paid work time. All costs of testing will be borne by the County.



Positive Test Results

The County will apply the cutoff levels for positive drug and alcohol tests as established by applicable federal and state law, including Department of Transportation (DOT) standards where relevant.

It is a violation of this policy to have a verified positive test for any controlled substance or alcohol at or above the established cutoff levels, except as permitted by law (e.g., lawful use of prescription medication or medical cannabis consistent with state law and this Policy).

Employees who violate this Policy are subject to discipline, up to and including termination.

Confidentiality

All records relating to drug and alcohol testing will be maintained as confidential medical records and disclosed only to individuals with a legitimate business or legal need to know. Employees may request access to their own records in accordance with applicable law.

Notification of Convictions

Employees must notify their direct supervisor within five (5) calendar days when convicted under federal or state criminal statute regulating the manufacture, distribution, dispensation, possession, or use of a controlled substance.

Smoke-Free Workplace

Morgan County is committed to providing a safe and healthy work environment for employees and the general public. The County will follow the Utah Indoor Clear Air Act (Utah Code § 26-38-1 *et seq.*, as amended) by prohibiting smoking indoors on County property or in areas of public access or egress from indoor areas located on County property. Smoking is also prohibited in any County provided vehicle, machinery, or equipment.

“Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in outdoor areas at least 26 feet away from any entrance. Employees using these areas are expected to dispose of any smoking debris safely and properly.



Workplace Violence Prevention

Morgan County is committed to providing a safe, violence-free workplace for our employees. The County will not tolerate violent, abusive, or threatening behavior on the part of its employees in the work environment. Employees should report instances of violent, abusive, or threatening behavior to their supervisors immediately. Any employee involved in situations where there is fear of physical violence or where someone has made verbal threats of physical violence should immediately notify the appropriate supervisor or department/division director. If there is a threat of immediate danger, the employee should notify building security or the police department. County employees who engaged in violent, abusive, or threatening behavior may be subject to disciplinary action up to and including termination. This policy covers any violent or potentially violent behavior that occurs in the workplace or at County-sponsored functions.

Any individual engaging in violence against the County, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running Morgan County.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to alert emergency services. Employees are discouraged from taking aggressive acts against any individual if at all possible.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. The employee should seek medical attention if necessary. Within a reasonable amount of time the employee should also complete a workplace injury form which can be requested from the HR Department or found on the employee portal.



Emergency Closings

Morgan County will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise their departments that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Remote Work Policy and Procedure

Morgan County recognizes telecommuting as a viable, flexible work option when appropriate for both the employee and the job. Remote work is not an entitlement or companywide benefit and does not alter the terms and conditions of employment. This policy outlines the expectations, responsibilities, and guidelines for employees who are permitted to work remotely, ensuring security, efficiency, and compliance with County regulations.

This policy applies to all Morgan County employees and contractual third parties who require remote access to County IT systems or work outside traditional office settings. It covers all remote work arrangements, whether full-time, part-time, or on an ad-hoc basis.

Portable computing devices referenced in this policy include, but are not limited to:

- Laptops
- Desktop Computers
- Mobile Phones
- Wireless Technology
- Remote Terminal Access

Eligibility & Approval

Employees must have completed a minimum of three (3) months of continuous, regular employment with Morgan County and have a satisfactory performance record.

- Employees must demonstrate work habits and responsibilities suitable for remote work.



- The job role must be deemed appropriate for telecommuting.

****Exception**** Management and police officers are exempt from the waiting period requirement, approval process, and performance and communication sections. All other conditions of the policy remain applicable.

User Responsibility

- Take due care of County-issued IT equipment.
- Not install or update unauthorized software on County devices.
- Not allow family members to use County-provided equipment.
- Adhere to security protocols, ensuring data protection.
- Secure physical documents and lock devices when not in use.
- Use only County-approved software for work-related tasks.
- Report any IT issues to the County IT department promptly.

Equipment

- All County-issued IT equipment remains property of Morgan County and must be returned upon request.
- IT equipment will be provided and maintained by Morgan County IT Services.
- Employees using personal mobile phones must ensure it meets County security standards.
- Sentinel One security software must be installed and maintained on all devices accessing County networks.

Remote Work & Security

Physical Security Measures

- Employees must work in secure, private areas to prevent unauthorized viewing of sensitive information.
- Equipment should not be left unattended in unsecured locations.
- Printed documents must be locked away or shredded when no longer needed.



Access Controls & Data Security

- Access to PROTECTED or RESTRICTED information must be controlled through passwords, locked screens, and encryption.
- VPN (SSL or IPsec) must be used for accessing County systems via public networks.
- Employees must follow IT security best practices.

Performance & Communication

- Regular check-ins via phone, e-mail, or video meetings will be required during the trial period.
- Performance will be evaluated based on work output and completion of objectives, rather than time-based metrics.
- Managers and employees will maintain consistent communication levels comparable to in-office staff.

Safety & Compliance

- Employees must maintain a safe home workspace free from hazards.
- A safety checklist must be completed twice per year.
- Workplace injuries at home may be covered under workers' compensation, but employees must report incidents promptly.
- Employees are liable for visitor injuries at their home workspace.

Timekeeping & Overtime

- Non-exempt employees must record all hours worked through Morgan County's time-keeping system.
- Overtime must be pre-approved by the supervisor.
- Failure to follow time-keeping procedures may result in termination of telecommuting privileges.

Ad Hoc & Temporary Telecommuting

- Temporary remote work may be approved for inclement weather, medical needs, or special projects.
- Short-term remote work for family/medical leave is permitted if approved, depending on job duties and functions. This is determined on a case-by-case basis.

Policy Compliance & Violations

- Any violation of this policy may result in disciplinary action, up to termination.
- If a criminal offense is suspected, legal action may be taken.



- Morgan County reserves the right to audit software and hardware at all times.

Acknowledgment & Agreement

- By signing below, the employee and Morgan County representative acknowledge understanding and agreement to comply with this Remote Work & Telecommuting Policy.

Acceptable Use Policy

This Acceptable Use Policy governs the use and security of all information and computer equipment from Morgan County. It also covers the use of e-mail, the internet, voice, and mobile computing equipment. This policy applies to all information, in any form, relating to the activities of Morgan County, and to all information processed by the County about other organizations with which it deals. This policy also covers all IT and information communication facilities operated by or on behalf of Morgan County. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, www browsing, and FTP, are the property of the County. These systems are to be used for business purposes in serving the interests of the County during normal operations.

Morgan County is committed to protecting its employees, partners, and the County from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every County technology user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment at Morgan County. These rules are in place to protect the employee and the County. Inappropriate use exposes the County to risks including virus attacks, compromise of network systems and services, and legal issues. This policy applies to employees, contractors, consultants, temporary workers, and other workers of Morgan County, including all personnel affiliated with third parties. This policy applies to all equipment owned or leased by the County. It also applies to the use of information, electronic and computer equipment, and network resources to conduct business activities or interact with internal networks and business systems, whether owned or leased by Morgan County, the employee or a third party.

All employees, contractors, consultants, temporary employees, and other workers of Morgan County are responsible for exercising judgment with respect to the appropriate use of information, electronic devices, and network resources in accordance with Morgan County policies and standards and local laws and regulations.



Individual Responsibilities

Access to the Morgan County IT systems is controlled using User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the County IT systems using their user ID and password on any Morgan County IT system. Employees should not leave their user accounts logged in at an unattended on a unlocked computer, use someone else's user ID and password to access Morgan County's IT systems, leave their password unprotected (for example writing it down and leaving it under your keyboard), perform any unauthorized changes to Morgan County's IT systems or information, attempt to access data that they are not authorized to use or access, exceed the limits of their authorization or specific business need to interrogate the system or data, or connect any non-Morgan County authorized device to the Morgan County network or IT systems.

The "MorganPublic" wireless network is provided for personal equipment and visitors. The same code of conduct is required while using this service and can be used for any legal purpose. Visitors and employees may not store Morgan County data on any non-authorized Morgan County equipment or give or transfer Morgan County data or software to any person or organization outside Morgan County without the authorization of the appropriate Elected Official or Department Head except for the proper use of GRAMA (Government Records Access and Management Act).

Department Heads must ensure that individuals receive clear directives on the extent and limits of their authority over computer systems and data.

The use of the internet and e-mail of Morgan County is intended for professional purposes. Personal use is permitted when it does not affect the individual's professional performance, does not in any way harm Morgan County, does not violate any terms and conditions of employment and does not place the individual or the County in violation of legal or other obligations. All individuals are therefore responsible for their actions on the internet as well as when using e-mail systems.

Employees may not:

1. Use the internet or e-mail for harassment or abuse.
2. Use blasphemies, obscenities, or disrespectful remarks in communications.
3. Access, upload, send or receive data (including images) that Morgan County considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libelous material.
4. Use e-mail systems in a way that could affect their reliability or efficiency, for example by distributing chain letters or spam.
5. Send sensitive or confidential information that is not encrypted to the outside world.



6. Use unsolicited e-mail originating from within Morgan County's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Morgan County or connected via Morgan County's network.
7. Make official commitments by internet or e-mail on behalf of Morgan County, unless authorized to do so.
8. Download copyrighted material such as music media files (MP3), films, videos, and other similar material without appropriate prior approval.
9. In any way, violate copyright, database rights, trademarks, or other intellectual property rights.
10. Download any software from the internet without the prior consent of the IT department.

Morgan County's proprietary information stored on electronic and computing devices whether owned or leased by Morgan County, remains the sole property of Morgan County. You must ensure through legal or technical means that proprietary information is protected in accordance with the data protection standards.

You have a responsibility to promptly report the theft, loss, or unauthorized disclosure of Morgan County proprietary information.

You may access, use, or share Morgan County's proprietary information only to the extent it is authorized and necessary to perform the tasks assigned to you.

The County's computer systems and internet are considered County property and should only be used for County purposes, with the exception of incidental or infrequent personal use. Employees have no expectation of privacy in their use of the County's computers and internet resources. Thus, the County may access and disclose to others materials on your County computer or other device. Employees are responsible for exercising their good judgment as to the reasonableness of personal use. It is the responsibility of each department to develop guidelines for the personal use of internet/intranet/extranet systems. In the absence of such policies, employees should be guided by their department's policies on personal use and, in the event of uncertainty, should consult their supervisor or manager.

Employees should not install County-owned applications or software on personal devices, except with express County consent. Employees should only use personal devices for work purposes with express supervisor approval, and with appropriate security measures as determined by IT personnel.

Morgan County reserves the right to constantly audit networks and systems to ensure compliance with this policy.

Employees should not use County internet for any illegal use, for personal gain or business solicitations, or for any other use that may compromise County computer or device systems.



Employees' personal social media use may have workplace implications. Employees are to comply with the law regarding their personal social media use and acknowledge that violations of these policies that occur through personal social media may subject employees to discipline up to and including termination.

Employees may also not attribute personal statements, opinions or beliefs to Morgan County when engaged in blogging.

Security and Proprietary Information

All access to the company's computer network must be protected by passwords.

It is prohibited to allow access to another person, either deliberately or by failing to adequately protect the right of access that has been granted. Messages posted by employees from a Morgan County e-mail address on forums should contain a warning that the opinions expressed are strictly theirs and not necessarily those of Morgan County, unless the message is posted in the course of professional duties.

Employees must exercise extreme caution when opening attachments to e-mails received from unknown senders, which may contain malware.

Employees must not remove or disable anti-virus software.

Employees must not attempt to remove virus-infected files or clean up an infection, other than using approved Morgan County anti-virus software and procedures.

Data Storage Devices

Data storage devices such as USB flash drives, CDs, DVDs, and removable hard drives should only be used when network connectivity is not available or there is no other secure method of data transfer. Only authorized Morgan County mobile storage devices with encryption enabled should be used when transferring sensitive or confidential data.

Employees shall use only software that is authorized by Morgan County on the County's computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on Morgan County computers must be approved and installed by the Morgan County IT department.

The following activities are strictly prohibited. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.



1. Under no circumstances is an employee of Morgan County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County-owned resources.
2. Infringements of the rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or by similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" products or other software the use of which is not authorized by Morgan County.
3. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Morgan County or the end user holds no active license is strictly prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)
6. Making fraudulent offers of products, items, or services originating from any Morgan County account.
7. Making security breaches or disruptions of network communication.
8. Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job/duty.
9. Circumventing user authentication or security of any host, network, or account.
10. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack)
11. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

Workplace Guidelines

Work Schedules and Attendance

Work schedules may vary and are set by the Department Head/Elected Official and/or supervisor to meet the needs of the County and the general public. All employees are expected to arrive on time and ready to work every day they are scheduled to work.

If an employee is unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their supervisor as soon as possible. If the employee cannot reach his or her immediate Department Head/Elected Official or supervisor, the employee should contact the Administrative Manager or the HR Manager. Employees should also maintain regular contact with their Department Head/Elected Official or supervisor during extended absences. Excessive



absenteeism or tardiness will result in disciplinary action up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in disciplinary action. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Non-exempt employees scheduled to work more than six hours will generally receive an unpaid, duty-free meal period of at least 30 minutes. Meal periods are scheduled by the supervisor. Employees must not perform work during an unpaid meal period.

A 15-minute rest period is provided to each non-exempt employee for every 4 hours of work, up to two per day. Rest periods are generally scheduled by the immediate supervisor or Department Head/Elected Official.

Rest periods may not be taken in conjunction with a lunch break or at the beginning or end of a work shift. Rest periods may not be allowed to accumulate; neither can they be carried over to another 4-hour period if not used.

Attendance violations are grounds for corrective and/or disciplinary action pursuant to this Policy.

Job Performance

Communication between employees and managers is very important. Discussions regarding job performance should be ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

The following rules of conduct are designed to promote the smooth functioning of the County as a whole, ensure safety and fairness to all employees in relation to their work, maintain good employee relations, and define acceptable and unacceptable behavior, and establish a means of dealing equitably and uniformly with problems. The following rules are not meant to be all-inclusive; however, they provide a guide for employees about what is considered acceptable behavior. There are degrees of seriousness to every infraction, and disciplinary measures may vary accordingly.

Employees are expected to perform their jobs effectively and in accordance with established procedures and performance guidelines. Examples of unacceptable performance include:

- Failure to perform work, ineffective performance, or incomplete or neglected work.
- Refusal to perform work as directed (insubordination).
- Failing to carry out reasonable work requests by Department Head/Elected official or



supervisor, or refusal to work on jobs assigned by the Department Head/Elected Official or supervisor (except when such work interferes with the health or safety of the employee), restricting production, and disobedience.

- Negligence in observing fire prevention or safety regulations, poor housekeeping, or failure to report on-the-job injuries or unsafe conditions.
- Fighting; gambling; horseplay; or using profane, obscene, or abusive language while at work; threatening, intimidating, or coercing others on Morgan County premises.
- Violation of any other commonly accepted reasonable rule of responsible personal conduct, appearance, or cleanliness.
- Habitual fault finding, negative attitude, or gossiping.
- Violation of the laws of the State of Utah or the United States, other than minor traffic offenses.
- Violation of the code of personal conduct.
- Conduct which endangers the peace and safety of others or poses a threat to the public interest.
- Unjustified interference with the work of other Morgan County employees.
- Failure to maintain skills
- Inadequate performance of duties.
- Unauthorized absence or tardiness.
- Falsification of the unauthorized alteration of records.
- Violation of Morgan County policies.
- Falsification of an employment application.
- Discrimination in hiring, assignment, or promotion.
- Sexual or other forms of harassment.
- Violation of the Personnel Policies and Procedures.
- Use of alcohol or drugs, other than medication prescribed by a physician, that affect job performance.
- Falsifying Morgan County Records.
- Unauthorized possessions of firearms, weapons, or explosives on Morgan County-owned property, with the obvious exception of police officers.
- Carelessness which affects the safety of personnel.
- Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.
- Theft or removal of any Morgan County property or the property of any employee from the work area premises without proper authorization.
- Gambling or engaging in a lottery at any Morgan County work area.
- Misusing, destroying, or damaging any Morgan County property or the property of any employee.
- Deliberately restricting work output of themselves or others.
- Drinking an alcoholic beverage during the workday, or being under the influence of illicit drugs or alcohol during the workday.



- Sleeping during working hours.
- Any act which might endanger the safety or lives of others.

Outside Employment

Employees generally are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with Morgan County. Employees must disclose any outside employment to their Department Head/Elected Official. The County may, in its sole discretion, deny or revoke outside employment permission if it conflicts with law or this policy.

Employees with a second job are expected to work their County-assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. However, an employee on a leave of absence may continue to work in the outside job if the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

Appearance and Grooming

Morgan County provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Personal appearance and grooming should be appropriate for the employee's position, duties, and work environment. Please use common sense.

Morgan County's atmosphere is maintained, in part, by the image employees present to the public, vendors, and others. All employees are expected to be neat, clean, and groomed appropriately for the type of work they do and in keeping with personal safety.

The following guidelines apply to all employees:

- Shirts must be worn at all times.
- Shoes must be worn at all times. In some locations and departments, safety shoes must be worn. Shoes should be comfortable, but safe. Slippers and flip-flops are not acceptable.
- Extreme, immodest, or revealing attire is not permitted.
- Other unacceptable items include, but are not limited to gym shorts, beach attire, mini-skirts, jeans with holes, sleeveless shirts, and tank/tube/halter/transparent tops.
- Hair accessories, jewelry, and other items of clothing should be worn in such a way as



- not to attract inordinate attention, hamper work performance, or create safety hazards.
- Clothing and personal hygiene should be regularly maintained to avoid causing discomfort to others.

Employees with special needs or questions regarding dress and grooming standards should address their questions to their immediate Department Head/Elected Official or supervisor.

Improperly groomed or dressed employees may be asked to go home to make needed attire corrections.

Certain employees may be required to meet special dress and grooming standards, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the HR Department. Decisions regarding attire will be made by the HR Department and not by individual departments or managers.

Cell Phone Safety and Driving

Safe driving is the main priority when operating a vehicle while driving for Morgan County business. Employees' first responsibility is to pay attention to driving. They should never allow a cell phone or other mobile device to distract them from concentrating on driving.

Under no circumstances should employees feel that they need to place themselves or others at risk while driving to fulfill County needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using cell phones while driving and avoid it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a dangerous distraction.

Employees who fail to follow safety guidelines are subject to discipline up to and including termination.



Social Media Acceptable Use

Morgan County encourages employees to share information with coworkers and with those outside the County for the purpose of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the County has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal social media profiles on their own time using their own personal devices and equipment. Employees must ensure that social media activity does not interfere with their work. In addition, employees may not post on a social media platform or participate on a social networking platform for personal purposes during work time or at any time using Morgan County equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference County clients, customers, or vendors without express permission. The County monitors employee use of County computers and the Internet, including employee social media activity. However, the County is not permitted to obtain login or password information for personal employee social media accounts.

Respect. Employees must demonstrate respect for the dignity of the County, its citizens, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees shall not divulge confidential or proprietary information of the County or its employees, clients, and vendors on social media sites. Similarly, employees shall not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior on social media platforms that violates the County’s policies.

Post disclaimers. Employees who identify themselves as County employees or discuss matters related to the County on social media must include a disclaimer at the beginning of the post that the post does not express the views of the County and that the employees are expressing only personal views—for example: “The views expressed on this post are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each post



that expresses an opinion related to the County or the County's business. Employees must keep in mind that if they post information on a social media site that is in violation of County policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Professionalism. Employees should do their best to maintain a level of professionalism while on social media and using personal social media profiles. It is against Morgan County's policy to post illegal content. When using social media to promote the County, if given prior approval, it is against Morgan County's policy to post sexually explicit or offensive content.

Confidentiality. Employees should not identify or reference customers or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas. Employees should remember that new ideas related to work, or the County's business belong to the County. Do not post them on a social media site without the County's permission.

Trademarks and copyrights. Employees should not use the County's or others' trademarks on a social media site or reproduce the County's or others' material without first obtaining permission.

Avoid statements about the County's future. Writing about upcoming potential County business not publicly known is a violation of this policy.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

Cell Phone Stipend

Eligible employees, as defined in section (A) below, may receive a cell phone stipend from the County for business-related costs incurred when using their personal cell phones. Except for a limited number of positions, the County will not own cell phones for the use of individual employees.



Eligibility.

An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the employee's Department Head or Elected Official.

- 1) Employees frequently use cell phone for work related purposes;
- 2) The job function of the employee requires him or her to have wireless data and internet access while away from the office; and/or
- 3) The employee is designated as a first responder to emergencies.

Oversight, approval and funding.

- 1) Department Heads/Elected Officials are responsible for determining employee cell phone needs and assessing continued eligibility for the cell phone stipend.
- 2) The County's phone stipend shall not exceed \$30 per month.
- 3) Once approved, the employee will be eligible to receive the stipend automatically each month as a taxable benefit through payroll.
- 4) Stipends are funded by the eligible employee's department or office.

Employees' rights and responsibilities.

Employee rights and responsibilities concerning use of a cell phone paid by a County stipend are as follows:

- 1) The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of his or her choice. The cell phone contract is in the name of the eligible employee, who is solely responsible for all payments to the service provider;
- 2) The eligible employee shall comply with all federal, state and local laws regarding record retention (e.g. GRAMA requirements) as well as County policy, including those pertaining to data security acceptable use and e-mail;
- 3) The eligible employee can use the phone for both business and personal purposes, as needed; provided that employees do not have an expectation of privacy in devices used for County business.
- 4) If the employee terminates their cell phone service plan at any point, he or she must notify his or her supervisor within five business days to terminate the stipend;
- 5) The County does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee; and
- 6) Employee must delete all County data from the cell phone when employment with County is severed, except when required to maintain the data in compliance with a litigation hold notice.



Cancellation or reduction of cell phone stipend.

Any stipend will immediately cease or be reduced if:

- 1) An employee's employment with the County terminates;
- 2) An employee is no longer eligible for the stipend;
- 3) The eligible employee no longer has a cell phone or cell phone service plan;
- 4) The County decides to eliminate or reduce the stipend or the eligible employee's Department Head or Elected Official determines to reduce the amount of the stipend; or
- 5) The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or County policy.

County-owned cell phones.

Executive administrative staff and elected officials may choose to have a County-owned cell phone issued to them, instead of receiving a stipend.

- 1) County-owned cell phones are intended to be used primarily for County business, usage is subject to review by both the County Attorney's Office or the County Commission.
- 2) County-owned cell phones will only be upgraded/replaced at County expense after three years. If the County owned cell phone is lost/broken prior to the three-year replacement, employee/Elected Official or Department Head will be responsible for the cost of the replacement.

Workplace Communication

Bulletin Boards

All required governmental postings are posted on the bulletin boards located in the break rooms. These boards may also contain general announcements.

Employees may submit to HR notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions; postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. HR, in its sole discretion, approves, posts, and takes down all notices. All approved notices posted by employees will be removed after two weeks unless otherwise stipulated. The County reserves the right to refuse permission to post or to take down any announcement.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in



protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation during working hours is prohibited. “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature during working hours in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, E-Mail, and Other Resources

Morgan County provides a wide variety of communication tools and resources for employee use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other County-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of County computer, phone, portable electronic devices, or other communication tools. All communications made using County-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the County. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the County’s systems.

Employee use of County-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and



receive could damage the County's systems, as well as the reputation of the County. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against County policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on County computers. Violations of this policy may result in disciplinary actions.

The County encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding County business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the County.

All use of County-provided communications systems, including e-mail and Internet use, should conform to our County guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for County business purposes and are critical to the County's success, your communications may be accessed without further notice by IT department administrators and County management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular attention to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing County information may cause breaches of security that result in the loss of confidential County data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the County. Employees should use appropriate password protections for such devices and physically secure them as recommended by IT department administrators.

Office telephones are for business purposes. While the County recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the



County's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to disciplinary action up to and including termination.

The County reserves the right to monitor customer calls to ensure employees abide by County quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Disciplinary Procedure

Morgan County expects employees to comply with the County's standards of behavior and performance and to correct any noncompliance with these standards.

Morgan County endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the County's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal Discussion (verbal warning). When a performance problem is first identified, the nature of the problem and the action necessary to correct it should, where possible, be thoroughly discussed with the employee.

Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor may meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a counseling notice to the employee.



Step 3: Written Warning. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and the HR department may meet with the employee in private and proceed via (a) through (d) above and issue a written warning to the employee.

Step 4: Performance Improvement Plan. Employees may be put on a performance improvement plan and be given very specific goals and targets and a timeline of when they are expected to reach these goals.

Step 5: Failure to improve/Suspension/Termination. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading to the suspension should be conducted to determine if any further action, such as termination, should be taken.



Purchasing Card Policy

Purchasing Card Procedures

By requesting a County Purchasing Card, each applicant acknowledges that they have read and understand the County's Purchasing Card Policy and Procedures, in its entirety. These procedures provide information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

To Obtain a Card

Complete a County Purchasing Card Acceptance Agreement {Appendix A}. All requests will be processed through the County Clerk/Auditor with final approval by the County Commission. The cardholder's signature on the Acceptance Agreement (Appendix A) indicates that the cardholder understands the intent of the program and agrees to adhere to the guidelines established for Purchasing card Policy and Procedures.

Upon receipt of an approved purchasing card, it is the responsibility of the cardholder to sign the back of the issued card. Applicants are responsible for the security of the card issued and the transactions made with the card. The purchasing card is issued in the name of the applicant and it will be assumed that any purchases made with the card will have been made by the applicant. **The cardholder is the only person entitled to use the card issued.** Failure to comply with the guidelines established for the program may result in severe consequences, up to and including termination of employment.

Card Holder Responsibilities:

It is the responsibility of the cardholder to:

- Read and understand the County Purchasing Card Policies and Procedures
- Sign the County Purchasing card Acceptance Agreement. (See Appendix A)
- Make only authorized purchases as prescribed by the County Purchasing Policy and approved departmental budget
- Retain receipts for all transactions. In the absence of a receipt, a Missing Receipt Form must be completed and signed by the cardholder **and** a Member of the County Commission. (See Appendix B)



- Reconcile the purchasing card statement upon its arrival. All reconciliations, statements, and receipts, with an attached Warrant request for each transaction, are due to the County Clerk/Auditor's Office by the Monday following statement arrival
- Keep the purchasing card and the corresponding account information secure. Immediately report any lost or stolen purchasing card and/or account information to the County Clerk/Auditor
- Report fraudulent charges or any discrepancies in the purchasing card statement in a timely manner to the County Clerk/Auditor

County Clerk/Auditor Responsibilities

It is the responsibility of the Clerk/Auditor to:

- Request and oversee the issuance of new cards, through the Clerk/Auditor's Office, and the County Commission. The credit limit will be determined at the discretion of the County Commission
- Inform the County Commission when limit changes or cancellations are needed due to personnel changes
- Payment on Purchasing cards is to be done immediately upon receipt
- Purchasing card reconciliations are to be completed within 15 days of payment due date
- Review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with County policies and procedures
- Address the cardholder about questionable transactions for clarification purposes
- Report any misuses of purchasing cards immediately to the County Commission
- Sign the Warrant form for each cardholder after review
- Ensure that the Treasurer's Office receives copies of receipts, if sales tax has been paid, in order for reimbursement from the State of Utah

Approved Purchasing Card Purchases

- Business related uses, subscriptions, seminars, dues, books
- Office supplies, furniture
- Small tools (purchase/rental), electrical, safety and building maintenance supplies
- Vehicle maintenance supplies
- Certain allowable travel expenditures:
 - Conference registrations or seminar rooms
 - County sponsored group gatherings
 - Hotel rooms



Prohibited Purchasing Card Purchases:

The following purchases are strictly prohibited from being purchased by using a County purchasing card:

- Any merchant, product, or service normally considered to be inappropriate use of County funds
- Purchase of items for personal use or consumption
- Purchasing in violation of the County Purchasing Policy
- Capital equipment purchases/repair
- Gift cards/certificates
- Alcohol
- Fuel for fleet vehicles unless traveling outside of Utah. The state gas card should be used for fuel purchases.
- Splitting a purchase to remain under purchasing policy limits
- Consultants:
 - Architects
 - Engineers
 - Attorneys and Attorney's fees
 - Medical, including hospital/doctor visits

Built-In Restrictions

Each card is assigned Monthly and Single-Purchase credit limits. If you find over time that these limits are too low to accommodate your monthly requirements, please contact a member of the County Commission to review the limit given. County has the ability to block, if necessary, certain supplier's Merchant Category Codes. If the County chooses to block a Merchant the card will be declined. Please refer to the Clerk/Auditor regarding issues with a possible blocked card.

Reconciliation and Payment

The County Purchasing Card Program carries County, not individual, liability. Purchasing card Invoices will be paid by the County Clerk/Auditor as outlined in Section 1.30. The cardholder will not be required to pay the Monthly Statement using personal funds. The program does not impact the cardholder's personal credit rating in any way.

The cardholder is required to obtain and retain all receipts for goods and services purchased when using the purchasing card. If purchases are made via phone, mail, e-mail or other electronic means, ask the supplier to include and itemized receipt with the goods



when the product is shipped to you. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

Each cardholder will receive a statement identifying all transactions made against the card during the previous billing cycle. The statement must be reconciled against the receipts for accuracy. The reconciled statement is to be sent to the County Clerk/Auditor for review, and approval. The cardholder's activity may be audited at any time.

Disputed Transactions

Disputes on purchasing cards must be identified in writing to the issuing purchasing card company within 60 days of the monthly statement date. If a dispute is not identified in writing within 60 days of the Monthly Statement date the issue must then be resolved between the County and the supplier.

The cardholder is responsible to identify possible disputed or fraudulent transactions on the monthly statement provided to them for reconciliation. If an audit is conducted on the cardholder's account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

It is the cardholder's responsibility to notify immediately the County Clerk/Auditor if there is a possible dispute on an issued purchasing card.

Employee Termination

Upon cardholder terminating their employment, cardholder will surrender their assigned card to the County Clerk/Auditor. The County Clerk/Auditor will notify the card issuer and close the account.

Purchasing Card Holder Acceptance Agreement

The following Purchasing Card Acceptance Agreement must be signed by all authorized employees of County with access to a purchasing card.

I understand that County has authorized my use of a County purchasing card for authorized County expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me for the payment of authorized expenses consistent with



my County responsibilities and to satisfy the needs of my department and the County

- I will not use the card to obtain cash advances
- I understand that I **am the only authorized card user** and accept the responsibility and accountability for the protection and proper use of the card
- I will not use the card for personal use or for any other non-County purposes
- I understand that all purchases shall be made in accordance with applicable purchasing and purchasing card policy and procedures approved by the County Commission
- I understand that I will be responsible for the timely reconciliation of all purchasing card transactions charged to my assigned card
- I understand that I am responsible to provide appropriate documentation/receipts for purchasing card transactions charged to my assigned card
- I will surrender my assigned card to the County Clerk/Auditor in the event of my separation from the County
- I understand that any charges against my assigned card that are not properly identified or not allowed by the County shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Member of the County Commission
- I will immediately report any stolen or lost card to the County Clerk/Auditor

I understand that any variance and/or violation of the above conditions will result in cancellation of my assigned purchasing card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges. All County purchasing cards are subject to examination by external and internal auditors.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS

Name: _____ Department: _____

Signature: _____ Purchasing card #: _____





Time Off and Leaves of Absence

Holidays

Morgan County observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Pioneer Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas
- New Year's Eve Day

Any additional holidays will be designated by the County Commission at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the County will select either the following Monday or the preceding Friday as a substitute holiday.

Holiday pay. Full-time regular employees are eligible for holiday pay. Part-time employees are eligible for up to 4 hours of holiday pay. Temporary employees, including summer employees, are not eligible for holiday pay. Full-time employees will receive up to 8 hours of holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times the employee's regularly scheduled hours (not to exceed eight hours).

To receive holiday pay, an eligible nonexempt employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of PTO.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the County should speak with their supervisor. Employees may be able to switch



a scheduled day with another employee, or take PTO. The County will seek to reasonably accommodate individuals' religious observances as set forth in this Policy.

Paid Time Off (PTO)

Morgan County recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The county provides paid time off (PTO) to full-time employees for this purpose, and employees are encouraged to take PTO during the year.

Full-time employees will accrue PTO according to the following schedule (annual totals should be rounded to the nearest whole day):

Service Period	Per Pay PTO Accrual
First Year	6.69 hours
Years 2–5	7 hours
Years 6–10	7.92 hours
Years 11-19	8.53 hours
Years 20+	9.76 hours

For purposes of this policy, the year begins on the employee's date of hire. Employees are eligible to utilize PTO once it has been earned with no waiting period. Part-Time and Seasonal Employees are not eligible to receive PTO.

PTO is designed to cover leave for vacation, personal sickness, family sickness, family activities and extra holiday time. PTO may also be used to make up any missed hours in a week if needed.

In general, foreseeable PTO must be preapproved by and prescheduled with the employee's supervisor and must be taken in half hour increments. Approval for all scheduled time away is subject to applicable workloads. Office needs may dictate a time where no PTO may be taken. Examples may include election time or property tax collection time, for certain offices. This is up to the discretion of the department head or elected official.

In case of an emergency, however, employees shall be allowed to take up to three days of unscheduled PTO with less than 24 hours' notice and regardless of applicable workload. The employee should work with their supervisor to make sure that personal needs are met as well as the needs of the office.



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If PTO is used for due to an illness in excess of three (3) consecutive working days, Morgan County reserves the right to request a note from the employee's doctor stating that the illness prevented the employee from returning to work.

A maximum of 480 hours of accrued and unused PTO time may be carried over from one calendar year to the next. However, once an employee reaches their maximum accrual (480 hours), they will not earn more PTO until their PTO "bank" has less than 480 hours of PTO.

Employees will be paid for unused PTO time upon termination of employment up to 160 hours. If an employee who has over 160 hours of unused PTO gives notice and takes time off through the notice the amount of time taken off will be deducted from the 160 hours to be paid out.

Employees may use PTO in increments of $\frac{1}{2}$ hours up to a maximum of two weeks. If an employee needs to request more than 2 weeks of vacation they must work with their department head/elected official to ensure that their absence will not negatively impact the department.

Employees who abuse this PTO policy by not abiding by the rules set forth in this policy may be subject to disciplinary actions up to and including termination

Family and Medical Leave

Morgan County complies with the federal Family and Medical Leave Act ("FMLA"), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. Employees should contact the HR Department to discuss options for FMLA.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy,



prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements

Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave

During FMLA leave, the County will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work, provided the employee pays their portion of any premiums. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have



any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the County’s operations. A “key” employee is an eligible salaried employee who is among the highest-paid 10 percent of the County’s employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee’s leave.

Employee Eligibility

The FMLA defines eligible employees as employees who (1) have worked for the County for at least 12 months; (2) have worked for the County for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of County worksites that, taken together, have a total of 50 or more employees.

Definition of “serious health condition”

A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the County’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.



Substitution of Paid Leave for Unpaid Leave

The County requires employees to use any accrued PTO during an unpaid FMLA leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued PTO during FMLA leave taken for a qualifying exigency arising out of a family member's active duty or call to active-duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the County's normal paid leave procedures found in its PTO policy.

Employee Responsibilities

Employees must provide advanced notice of the need to take FMLA leave when the need is foreseeable. When advanced notice is not possible, employees must provide notice as soon as practicable and generally must comply with the County's normal call-in procedures. The County may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave, as permitted by the FMLA. The County also may require a second and, if necessary, a third opinion (at the County's expense). The County also may delay or deny approval of leave for lack of proper medical certification and may require medical certification to return to work.

County Responsibilities

The County will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the County will provide a reason for the ineligibility.



The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the County determines that the leave is not FMLA-protected, the County will notify the employees.

Other Provisions

Under an exception to the FLSA in the FMLA regulations, amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the County has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Military Leave

Morgan County supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who



will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights.

Bereavement Leave

Full-time employees may take up to five (5) days of paid bereavement leave upon the death of an employee's spouse, domestic partner, or child and three (3) days for all other immediate family members. "Other immediate family members" for purposes of bereavement leave is defined as an employee's parents, stepparents, siblings, , , grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Upon approval, employees may be allowed to take up to four hours of unpaid time-off to attend funeral services for close friends and relatives, other than those mentioned above. An employee may use accrued vacation time if they wish to be paid for this time off.

The County may require verification of the need for the leave. Verification includes a death certificate, obituary, or funeral program. If none of these are available to the employee, the HR department may approve other forms of verification. The employee's supervisor and HR will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Parental and Postpartum Recovery Leave Policy

Parental and Postpartum Recovery leave allows for new parents to take the time they need to recover and bond with their new child. The leave is available for both the birth of a new child (including surrogacy) or for adoption (unless the employee is the spouse of the pre-existing parent). Parental leave will run concurrently with FMLA. An employee or, in the case of an emergency, a spokesperson should notify management 30 days in advance or as soon as practicable in the case of an emergency.



Benefit eligible employees working 80 hours per pay period are eligible. Independent contractors are not eligible. Up to three weeks of Parental Leave may be used by either the father or mother within six months of becoming a parent by birth, adoption, or legal guardianship. Mothers who give birth may also use up to three weeks for Postpartum Recovery which runs consecutively with the Parental Leave. Postpartum Recovery leave begins on the date the employee gives birth and is used preceding Parental Leave. Leave for Parental or Postpartum may not be charged against accrued leave.

If an employee needs additional time, they may work with their manager or supervisor to approve the use of their personal time as a supplement. Parental Leave is limited to a maximum of three weeks in a 12-month period. Parental Leave must be taken within the six months immediately following the addition of the new child, and Postpartum Recovery Leave must begin at birth and run for three uninterrupted weeks. Parental Leave does not have to be used consecutively, if you and your manager agree beforehand, and reach mutual, written consent for intermittent use, it may be broken up.

Except for the mutual consent required for intermittent use of Parental Leave, no one can interfere with your use of Parental or Postpartum Recovery Leave, nor can they retaliate against you for using the leave.

Jury Duty/Court Appearance

The County supports and encourages employees to fulfill their civic duty to serve on a jury when required. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be provided paid time off for jury duty in accordance with applicable laws. If an employee is released from jury duty after four hours or less of service, the employee must report to work for the remainder of that workday. Employees must turn over any funds given to them by the courts if they wish to be paid their normal wage.

Time for appearance in court for personal business will be the individual employee's responsibility. Generally, PTO will be used for this purpose.



Travel Expense Policy

Overview

It is the policy of Morgan County to reimburse employees for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Authorization and responsibility.

Staff travel must be authorized by the Department Head/Elected Official in advance. Within 30 days of completion of a trip, the traveler must submit a travel request payment form and supporting documentation to obtain reimbursement of expenses to the County Clerk/Auditor's Office.

Travel and reimbursement for members of the management team must be approved by the County Administrative Manager or the County Commission and will be reviewed by the County Clerk/Auditor. All out of state travel must be approved by the County Administrative Manager or the Commission Chair.

Travel by the County Commission must be approved by Quorum. The County Administrator shall book all conference fees and lodging.

The County Clerk/Auditor will review all expenditures and may withhold reimbursement if there are not enough funds in the budget or there is insufficient documentation. The County Clerk/Auditor may also discuss the expenditures with the Department Head/Elected Official and seek alternatives if they feel the expense is extravagant or excessive.

Personal Funds

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted. All receipts must be turned in along with a travel request payment form to the County Clerk/Auditor's office.



Vacation in Conjunction with Business Travel.

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. Morgan County will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the County Commission. Exceptions related to the Commission expenses must be submitted to the County Attorney for approval. In most instances, the expected turnaround time for review and approval is five business days.

Travel Expenses/Procedures

General information. Authorized business travel for staff that includes prepayments must be pre-approved. All guest fees are not reimbursable. Any guest registration fees will be deducted from reimbursements. Morgan County complies with Utah Administrative Code section R25-7, as amended.

Requests for reimbursement of expenses over \$500 are to be submitted to the County Administrative Manager in advance. Reimbursement of parking, mileage, gasoline in lieu of mileage and ferry or bus passes do not require requests if they are under \$500.

Permissible prepaid travel expenses. Before the travel, Morgan County may issue prepayments for airfare, rail transportation, rental vehicles, and conference registration fees. Applicable policies and methods of payments for these prepayments follow.

Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.

Travelers are encouraged to book flights at least one month in advance to avoid premium airfare pricing.

Coach class or economy tickets must be purchased for all domestic or international flights.

Airfare must be purchased with a personal card only. All airfare will be reimbursed by the County Clerk/Auditor's office with a request for payment form including receipts of payment. Prepayment by the County for airfare may will only be approved in extreme cases and must be approved by the Commission Chair.



Rail transportation. Morgan County will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

Rental vehicles. Morgan County will pay for approved use of a rental vehicle. See the section on reimbursements below in this section.

Conference registration fees. Conference registration fees can be prepaid with a credit card or may be reimbursed through the County Clerk/Auditor's office with a request for payment form. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's meal allowance. If an employee is bringing a plus one the County must be reimbursed for the cost from the employee within 30 days.

Travel advances. Cash advances are authorized, in a very limited capacity, for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of Morgan County. A maximum of 50 percent of the total estimated cost can be advanced. The County Commission must approve any cash advances.

Expenses associated with the travel must be reconciled and substantiated within 30 days of the return date. The traveler must repay Morgan County for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the County Clerk/Auditor's office to deposit any excess funds into the appropriate departmental account.

Travel advances are processed by submitting a completed travel request form to the County Clerk/Auditor's office. Reimbursement for any remaining expenses is processed on a travel reimbursement form approved by the County Clerk/Auditor's office.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation. Reimbursements are limited to the IRS guidelines and anything in excess will not be reimbursed.

These forms must be submitted to the County Clerk/Auditor's office within 30 days after the trip is completed. Travel reimbursement forms not submitted within this time frame require exception approval from the County Commission.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts. Reimbursements that may be paid by Morgan County are shown below.

Airfare. If the airfare was not prepaid by the County Clerk/Auditor's office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.



Rail transportation. If rail transportation was not prepaid by the County Clerk/Auditor's office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned—domestic travel).

Reimbursement for use of a personal automobile is based on the Morgan County mileage rate.

A Reimbursement of Travel Expense form is required for all vehicle-related expenses, including gasoline, wear and tear, and personal auto insurance. Morgan County follows the IRS guidelines for mileage reimbursement rates. Travelers may opt to request reimbursement for actual gasoline expenses in lieu of the Morgan County mileage rate. In these instances, original, itemized receipts are required. A map depicting locations and mileage is required with the travel form.

Automobile (rental—domestic travel). Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

Morgan County authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, Morgan County encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. Morgan County will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement. The employee must pay for these outside the rental agreement with either a County credit card or using their own personal funds. In either case the employee should submit the receipt with a request for payment form for reimbursement or to pay the charge on the County credit card.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. If the conference fee was not prepaid, Morgan County will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt,



an Entity Credit Card Missing Receipt Form must be filled out with as much documentation as possible from the banquet, including but not limited to, a canceled check or credit card payment receipt.

Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the County Commission.

Morgan County will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party also represents the County in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted with documentation. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Business meals. All meals must be purchased on a personal card. Travelers are required to follow Morgan County expenditure policies when requesting reimbursement for business meals. Morgan County follows the IRS guidelines for meal reimbursements. Original itemized receipts are required. Morgan County will not reimburse meals if meals are included at a conference.

Any alcoholic beverages will not be reimbursed. No alcoholic beverages shall be paid for using a County credit card. If a meal receipt is turned in with an alcoholic beverage listed, the meal will not be reimbursed.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports, and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking. Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the individual.

Tolls. Original receipts are required for tolls.

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.



Non-reimbursable Travel Expenses. The following items that may be associated with business travel will not be reimbursed by Morgan County:

- Airline club memberships.
- Airline upgrades.
- Upgraded class or first class for all flights.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Alcoholic beverages
- Travel accident insurance premiums or purchase of additional travel insurance.
- Fees incurred by a guest if the guest is not traveling specifically for Morgan County related business
- Other expenses not directly related to the business travel.

Travel for Non-Employees. Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide County purpose for engaging in the travel or attending the event.



Employee Benefits

Morgan County recognizes the value of benefits to employees and their families. The County supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the County benefit book, which can be found on the employee portal, employee navigator, or contact the HR department.

URS

Morgan County participates in the Utah Retirement System (URS). Morgan County offers URS benefits to all full-time employees. To get more details about URS, your eligibility, and your options please talk to the HR department. You may also access useful information by going to the URS website URS.org

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Morgan County pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The County abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources Department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid PTO for approved absences covered by the County's workers' compensation program, except to supplement the



workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

Each employee eligible to receive workers' compensation is subject to the following:

1. The first three days of absence shall be taken as PTO, if available.
2. Beginning with the fourth day, the employee will be required to discontinue PTO benefits and begin workers' compensation benefits. Once workers' compensation benefits begin, the employee will be placed on leave without pay but will continue to receive all regular County benefits at the County's expense at the current rate of contribution. If an employee is terminated, workers' compensation benefits shall cease.
3. Other than payment for accrued leave that supplements workers' compensation up to 100% of the employee's total wages, under no circumstances shall an employee be permitted to receive a County paycheck while being paid compensation under the workers' compensation provisions.

Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Morgan County wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees up to 8 visits per issue each year and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any services that might be needed.

The County encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the County, and the County is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR department.

Rifle Range

A benefit provided to Morgan County Employees is the use of the rifle range at the end of each quarter. Starting in 2026, employees will be able to schedule the third Saturday in March, June,



September, and December, at no cost to the employee. The employee must follow all the rules of the rifle range. The range must be scheduled in advance with the County Clerk/Auditor's office.

Facility and Equipment Practice

Morgan County strives to maintain a professional, safe working environment that positively reflects on its culture and employees. Employees should help Morgan County maintain and secure County facilities to keep them clean, professional, and safe.

In general, an employee must accompany visitors and family members while they are on the premises. Exceptions may be given for regular vendor visitors with Department Head/Elected Official or supervisor approval. Visitors should avoid hazardous work areas, not use County equipment, office supplies, and resources.

Lock-up and Lights

Morgan County's hours of operation vary depending on work requirements. The last person in each building/facility is responsible for making sure the lights are turned out and the building is locked.

After hours, facility doors are to remain locked at all times with employees coming in through designated areas.

Outside Activities

Morgan County employees shall not use Morgan County-owned property in support of outside interests and activities when such use would compromise the integrity of Morgan County or interfere with the employees' duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Morgan County business, public office, or service club, shall:

- 1) Pursue the outside activity on the employee's own time.
- 2) Pursue the outside activity away from Morgan County offices.
- 3) Discourage any phone, mail or visitor contact related to the outside interest at Morgan County offices.
- 4) Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
- 5) Not use data processing equipment, postage metering machines, copiers, other Morgan County-owned equipment or supplies for the outside interest.

Political Activity



- 1) An employee shall not be coerced to support political activity, whether funds or time are involved.
- 2) An employee shall not engage in political activity during work hours, unless on approved leave.
- 3) An employee shall not use Morgan County-owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) when engaged in political activity.
- 4) An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- 5) An employee shall not use the employee's title or position while engaging in political activity.

Personal Telephones Usage

Personal telephone calls should be kept to a minimum and should occur only on breaks or during lunch and away from work areas. Friends and relatives should be discouraged from calling during working hours unless there is an emergency.

Long-distance phone calls of a personal nature should not be made from County phone lines under any circumstances.

Personal Use of Office Items

Personal use of County-owned office equipment and supplies including but not limited to computers, fax machines, copy machines, postage, paper, and pens is prohibited unless granted permission by a Department Head/Elected Official or supervisor prior to the use. The employee will be required to cover expenses for the personal use of equipment and supplies.

Use of Morgan County Vehicles, Equipment and Tools

Morgan County equipment, vehicles, and tools should be used for business purposes only. Employees shall attend all required training provided by Morgan County. The use of Morgan County equipment, tools or vehicles for private purposes is strictly prohibited.

A commercial driver's license (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current commercial driver's license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act. Employees must renew their commercial driver's license on or before expiration.

Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation and shall observe all local traffic laws.

County Department Head/Elected Official or supervisor may prove for routine work-related transportation by assigning County-owned vehicles to County employees on an ad-hoc permanent basis. Only authorized personnel may drive County-owned vehicles.



Mobile Device Usage

At Morgan County's discretion, mobile devices including but not limited to cell phones, GPS, tablets, laptops may be issued to increase efficiency and customer service, and to resolve important issues when an employee is out of the office. Employees who use and operate Morgan County mobile devices are expected to follow these guidelines:

- 1) Employees are required to be familiar with and comply with all state and local traffic laws
- 2) Personal calls and texting should be infrequent and short in duration
- 3) Turn off or silence all devices when in Morgan County meetings or assisting residents
- 4) Don't use while operating vehicles or equipment
- 5) Employees may not use a hand-held cell phone (personal or County provided) while operating a vehicle on County business – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to e-mails, instant messages, and text messages.
- 6) If an employee needs to use their phones, they must pull over safely to the side of the road or another safe location.

The safe operation of any vehicle in the performance of County business is the responsibility of the driver and must be given appropriate attention at all times.

Public Safety Employees (Sheriff, Deputy, Sergeants) of the Sheriff's department are to refer back to the Sheriff Department's Employee Operations Manual for specific guidelines.

Personal Use of County Property

County-owned property is public property and is to be used for the benefit of the public. County offices, departments, and employees are to use County-owned property to achieve the purposes of the County government. Notwithstanding the foregoing, incidental and occasional personal use of County-owned property by employees is permitted.

If an employee's personal use of County-owned property creates more than a de minimus cost to the County, the employee shall reimburse the County for all costs of the personal use. If the County-owned property is damaged during personal use and must be repaired or replaced, the employee shall pay the cost of repair or replacement.

Purchasing

When procurement involves the expenditure of federal assistance funds, Morgan County shall



comply with all applicable federal laws and regulations, state laws, and County ordinances and resolutions.

Expense Reimbursement Policy

It is the policy of Morgan County to reimburse employees for ordinary and necessary expenses incurred in connection with Morgan County business. Employees are expected to consider the propriety of all such expenses, keep them to a reasonable amount, and exercise the same care in spending Morgan County's money as they would in spending their own.

Expense reporting is the responsibility of the employee and should be completed using the appropriate Expense Reimbursement Form.

County credit cards shall be used for official business only, and shall not be used for the personal convenience of an employee.

Training and Conferences

If required to attend training seminars, conferences, briefings, or gather information; an employee will be compensated, in addition to paying any tuition or fees, at the rate of one and one-half (1-1/2) times their regular workday pay if hours worked exceed forty (40) hours in that week

County Vehicles Allowable Use for County Employee Funeral or Memorial Services

In deference to the County's fallen heroes who, during or connected with their County service to the public, have sacrificed their lives to protect their fellow citizens; and to honor said County service at the time of their final disposition; the Governing Body hereby authorizes and supports the use of County service vehicles be present in their funeral procession as defined in Utah Code § 76-9-108(1)(a).

This shall pertain to County employees that are currently employed by the County or that have left the County's employment in good standing. This policy does not extend to an employee's family. Authorization is further limited to use within the State of Utah. Any requests that are outside the State shall require prior authorization by the governing body of the County.



EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Morgan County. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, County practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the County to employ me now or hereafter and that my employment may be terminated by me or the County without reason at any time. I understand that no representative of the County has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the County may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the County.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the County's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF TELECOMMUTING POLICY

I have read and understand the County's telecommuting policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



County Commission Agenda Request Form

All Agenda items, including back-up materials, must be submitted to:

****ALL DOCUMENTATION IS DUE ON OR BEFORE 12:00 PM ON THE
TUESDAY PRIOR TO A SCHEDULED COUNTY commission MEETING****

Morgan County
Attn: Kate Becker
48 West Young Street
P O Box 886
Morgan, UT 84050
Phone: (435) 800.8724

Email:kbecker@morgancountyutah.gov

This form must be submitted, along with any required documentation, or the Agenda Item will not be scheduled until the next County commission Meeting

Commission Meeting Date:	2/3/26	Time Requested:	15 min
Name:	Joshua Cook	Phone:	(801) 845-4015
Address:	48 W. Young Street		
Email:	jcook@morgancountyutah.gov	Fax:	
Associated County Department:	Planning and Development Department		

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Public Meeting/Discussion/Decision – *Village @ Trapper's Loop Townhomes Preliminary Plat*: A request for approval of the Village @ Trapper's Loop Townhomes Subdivision preliminary plat, which is identified by parcel number 00-003-3892 and serial number 03-005-041 and is located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County.

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION
DECISION
BOTH
INFORMATION ONLY

✓
✓
✓
✓

PUBLIC HEARING
PUBLIC MEETING

✓



COUNTY COMMISSION

STAFF REPORT

Preliminary Plat

February 3, 2026

Village @ Trapper's Loop Townhomes Preliminary Plat

February 3, 2026

Public Meeting

File #25.030

Applicant:	Wayne Johnson
Owner:	Soderby LTD
Project Location:	Approx. 600' south of the intersection of N Queens Garden Rd and W Old Hwy Rd
Parcel Number:	00-0092-9896
Serial Number:	03-005-041-01
Current Zoning:	Multiple Residential District (RM-15)
Acreage:	8.45 acres

REQUEST:

A request for preliminary plat approval of the Village @ Trapper's Loop Townhomes Subdivision to allow for the construction of 45 townhomes.

PLANNING COMMISSION SUMMARY: The Planning Commission heard this item at their regularly scheduled meeting on January 22nd, 2026. There were no comments made during the public comment portion of the meeting. Discussion from the Planning Commission was minimal. The Commission voted to recommend approval of the application with a 5-0 vote; Chair Maloney abstained from voting and Member King was absent from the meeting.

ATTORNEY GUIDANCE:

Administrative Review:

The sole issue in land use administration is whether the application complies with county ordinances. If it does, it must be approved.

Applicable law:

An applicant is entitled to approval of a land use application if the application conforms to the requirements of the applicable land use regulations, land use decisions, and development standards in effect when the applicant submits a complete application and pays all application fees, unless:

“(A) the land use authority, on the record, formally finds that a compelling, countervailing public interest would be jeopardized by approving the application and specifies the compelling, countervailing public interest in writing; or

(B) in the manner provided by local ordinance and before the applicant submits the application, the county formally initiates proceedings to amend the county’s land use regulations in a manner that would prohibit approval of the application as submitted.

Utah Code Ann. § 17-27a-508(1)(a)(ii). ”

“The Utah Supreme Court has indicated that a significant threat to the public welfare should be considered compelling. “If a proposal met zoning requirements at the time of application but seriously threatens public health, safety, or welfare, the interests of the public should not be thwarted.” W. Land Equities v. Logan, 617 P.2d 388, 395-96 (Utah Sup.Ct. 1980).”

Staffs’ findings are legally sufficient to adopt if the Commission finds that the application is complete, conforms to the requirements of the applicable land use regulations, land use decisions, and development standards, and there are no apparent threats to public health, safety, or welfare that would support a compelling countervailing public interest to recommend denying the application. Staffs’ recommended conditions are required by county ordinances and appear to be legal conditions.

Recommendations for denial and/or additional findings must be placed on the record, contain a legal basis, and supported by substantial evidence. Legal can provide guidance on what is required for a sufficient record and what is considered substantial evidence.

STAFF RECOMMENDATION:

County Staff has reviewed the plans for the Village @ Trapper’s Loop Townhomes Preliminary Plat Application. Staff recommends approval of the requested preliminary plat based on the following findings and with the conditions listed below:

Findings:

1. The proposal complies with Morgan County zoning and subdivision regulations.
2. This proposal is not detrimental to the health, safety, and welfare of the public.

Conditions:

1. That all outsourced consultant fees are paid current prior to final plat application.
2. That all other local, state, and federal laws are adhered to.
3. That all outstanding issues be addressed prior to final plat submittal.

PROJECT DESCRIPTION:**Proposal Details**

This request is for approval of a 45-lot preliminary subdivision plat for a residential townhome development. The proposed subdivision consists of 45 townhome dwelling units located within ten (10) multi-unit buildings. The development is designed to provide medium-high density residential housing consistent with the applicable zoning district and Morgan County subdivision standards.

The subdivision will be served by a system of private internal roadways designed to support circulation within the development and future connectivity to adjacent properties. Access to the site will be provided through planned roadway connections, including an extension from 4900 West Street and a roadway along the eastern boundary that is intended to provide an eventual intersection connecting to North Rollins Ranch Road. Hammerheads are shown at roadway termini.

Water service will be provided by the Mountain Green Mutual Water Company. Sanitary sewer service will be provided by the Mountain Green Sewer Improvement District, and fire protection services will be provided by the Mountain Green Fire Protection District. Other utilities will be addressed during subsequent phases of subdivision review.

DISCUSSION:

The subject property is zoned Multiple Residential District (RM-15), which allows for multiple-family residential development and provides opportunities for varied housing types and character. The proposed preliminary plat includes 45 residential lots arranged within ten (10) townhome buildings and is consistent with the intent of the RM-15 zoning district, the applicable Development Agreement, and Morgan County Code subdivision standards. Lot configuration, building placement, and circulation patterns have been designed to meet county requirements and will be further refined during final plat review.

Access and circulation within the subdivision will be provided by a private road network. The proposed roadway layout includes two north-south road alignments with hammerheads and temporary dirt circular turnarounds during development, as well as a primary east-west roadway through the central portion of the site. These improvements are intended to support safe access, internal circulation, and future connectivity consistent with county transportation planning objectives. The site has historically been used for grazing purposes and will require grading to accommodate roadways and residential lots, which will be reviewed for compliance with county standards and compatibility with surrounding properties.

Water service providers have submitted the required will-serve letters. The subdivision will be served by the appropriate public services district for water, sewer, and fire protection.

The preliminary plat requirements come from Morgan County's Land Use Management Code, Title 15, Chapter 155, Sections 407-411. Staff has reviewed the requirements and procedures for a preliminary plat and have found that the application request meets the standards.

§ 155.405: PRELIMINARY PLAT; PURPOSE:

The purpose of the preliminary plat is to require formal preliminary approval of a subdivision as provided herein in order to minimize changes and revisions which might otherwise be necessary on the final plat. The preliminary plat and all information and procedures relating thereto, shall in all respects, be in compliance with the provisions of this title and any other applicable county ordinances. (Ord. 10-16, 12-14-2010)

§ 155.409: REVIEW OF PRELIMINARY PLAT:

(A) The Planning Commission shall review the submitted preliminary plat and determine compliance with the standards and criteria set forth in this chapter and all other ordinances of the county, including, but not limited to, the Land Use Management Code, General Plan, master street plan, road and bridge standards and applicable Building Codes. Courtesy notice of the public meeting at which the Planning Commission reviews the proposed preliminary plat shall be provided in accordance with § 155.395 of this code. The Planning Commission shall make findings specifying any inadequacy in the application, noncompliance with county regulations, design and construction standards and/or engineering and the need for any additional information which may any additional information which may assist the Planning Commission to evaluate the preliminary plat. The Planning Commission may review all relevant information pertaining to the proposed development including, but not limited to, the following: Fire protection; sufficient supply of culinary and secondary water to the proposed subdivision; sanitary sewer and septic service; traffic considerations and the potential for flooding; and the like. The Planning Commission shall submit its findings and recommendations regarding approval or disapproval of the preliminary plat to the County Commission for review and decision.

(B) The County Commission shall review the findings and recommendations by the Planning Commission for the proposed preliminary plat. The County Commission may make any modifications to the proposed preliminary plat that it considers appropriate, and which are in accordance with this chapter.

(C) Granting of preliminary plat approval by the County Commission shall not constitute a final acceptance of the subdivision by the County Commission. Approval of the preliminary plat shall not relieve the subdivider of the responsibility to comply with all required conditions and ordinances and to provide the improvements and easements necessary to meet all county standards and requirements.

(D) Preliminary plat approval must be granted by the county prior to the application for final plat approval.

(Prior Code, § 8-12-26) (Ord. 10-16, passed 12-14-2010; Ord. 19-09, passed 10-15-2019)

ANALYSIS OF STANDARDS

Ordinance Evaluation. Morgan County Code § 155.447 states the following:

Prior to the County Council's approval of a petition or proposal to amend a subdivision plat, the petitioner or sponsor shall deliver to the County a preliminary plat map and complete supporting preliminary plat information in compliance with the requirements of this chapter. The applicant shall also pay all fees required by the County's fee schedule.

Therefore, this plat amendment has been reviewed for preliminary plat standards.

§ 155.407: PRELIMINARY PLAT SUBMITTAL: The preliminary plat shall be prepared, stamped and signed by a professional engineer or professional land surveyor licensed by the state of Utah. The preliminary plat submittal shall include at least the following information:

A	Vicinity Map 1. Drawn at a maximum scale of one thousand feet (1,000') to the inch. 2. Show all existing and proposed roadways in the vicinity of the proposed development. 3. A north arrow. 4. The nearest section corner tie. 5. Subdivision name.	Complies	
B	Certified boundary survey of the subject property, which meets state of Utah requirements, which also depicts all easements identified by the title report.	Complies	
C	Preliminary plat (all facilities within 200 feet of the plat shall be shown): 1. Drawn at a scale not smaller than one hundred feet (100') to the inch. 2. A north arrow. 3. Subdivision name. 4. The layout and names and widths of existing and future road rights of way. 5. A tie to a permanent survey monument at a section corner. 6. The boundary lines of the subdivision with bearings and distances. 7. The layout and dimensions of proposed lots with lot areas in square feet.	Complies	

	<p>8. The location and dimensions and labeling of other spaces including open spaces, parks, trails, or public spaces.</p> <p>9. The location of manmade features including bridges, railroad tracks, fences, ditches, and buildings.</p> <p>10. Topography at two foot (2') intervals. One foot (1') contours may be required by the county engineer in particularly flat areas.</p> <p>11. Location and ownership of all adjoining tracts of land.</p> <p>12. Proposed subdivision phasing plan and relationship to existing phases of development. (Ord. 10-16, 12-14-2010)</p>		
D	<p>Grading and drainage plan (may be combined with plat sheet, if approved by the county engineer):</p> <ol style="list-style-type: none"> 1. Plan drawn to a scale not smaller than one hundred feet (100') to the inch, showing the road and lot layout. 2. Topography at two foot (2') contour intervals. 3. North arrow. 4. Subdivision name. 5. Areas of substantial earthmoving. 6. Location of existing watercourses, canals, ditches, springs, wells, culverts, and storm drains. 7. Location of any 100-year floodplain as designated by the federal emergency management agency (FEMA). 8. A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, outlets to offsite facilities, and off site drainage facilities planned to accommodate the project drainage. 9. Show any existing wetlands. 10. Slope analysis which depicts all slopes greater than fifteen percent (15%) and greater than twenty five percent (25%) with distinct notation. (Ord. 12-09, 9-18-2012) 	Complies	
E	<p>Utility plan (may be combined with plat sheet, if approved by the county engineer):</p> <ol style="list-style-type: none"> 1. Plan drawn to a scale not smaller than one hundred feet (100') to the inch, showing the road and lot layout. 2. North arrow. 3. Subdivision name. 4. Show all existing and proposed utilities including: sewer, culinary water, well locations with secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, and streetlights, television and telecommunications. 5. Show location and dimensions of all utility easements. 	Complies	
F	<p>The subdivider shall provide the following documents with the application:</p> <ol style="list-style-type: none"> 1. Three (3) copies of a geotechnical soils report. 2. A traffic report when required by the planning commission or county engineer. 3. Preliminary title report, which specifically references the boundary survey and exactly matches the legal description of the outside boundary of the subdivision. 4. A Will Serve Letter from all utility companies or providers that states: <ol style="list-style-type: none"> a. That their system has capacity to serve the proposed development, documentation of such available capacity and specifying the amount of such capacity that will be utilized for the proposed project. b. Any conditions of required improvements before they can serve the subdivision 	Complies	

	<p>5. Any necessary agreements with adjacent property owners regarding storm drainage or other matters pertinent to subdivision approval.</p> <p>6. Maintenance agreements for subsurface drains serving the subdivision, if they are proposed or exist.</p> <p>7. An agricultural impact analysis, on subdivisions which are contiguous to an adopted agricultural preservation area, or which contain an agricultural open space conservation easement within the plat.</p> <p>8. Written verification of all proposed water sources. For all proposed water sources, provide approval letters from the Weber-Morgan County health department and proof of all water rights, including quantities (water rights certificates, etc.), for each well and water source to be utilized for the development.</p> <p>9. The developer shall submit all information concerning site geology, area hydrogeology, site topography, soil types and the proven wet water by the drilling of at least one test well from within the described subdivision boundary, as determined by a geotechnical engineer, licensed in the state of Utah. Well logs shall be submitted to the county identifying the depth and yield of the well. Information submitted must verify that the source is consistently available to supply eight hundred (800) gallons per day (gpd) per equivalent residential connection (ERC) at a minimum flow rate of 0.55 gallons per minute (gpm). Water for irrigation supplies shall be verified to provide three (3) gpm per irrigated acre. If the proposal is being served by an existing water utility company, these requirements do not apply.</p> <p>10. Verification of approval from the Weber-Morgan County health department regarding the proposed location of all septic systems and water source protection areas.</p>		
G	When the subdivision is located within the sensitive area district or geologic hazards special study area, required reports and documents are to be submitted in accordance with the provisions of this title.	Complies	
H	The subdivider shall comply with all applicable federal, state, and local laws and regulations, and shall provide evidence of such compliance if requested by the county.	Complies	
I	Copy of proposed protective covenants in all cases where subsurface drains or other common area maintenance proposals are to serve any portion of the subdivision.	Complies	
J	Electronic copies of all preliminary plat drawings in AutoCAD (DWG) format.	Complies	
K	Tabulations showing the total number of lots or buildings sites, and the percentage of land in roads, lots, and open space.	Complies	
L	Any additional submittal requirements required for or by master planned development reserves, specific development agreements, or requirements and conditions of other applicable ordinances or previous approvals. (Ord. 10-16, 12-14-2010)	Complies	

DEPARTMENT COMMENTS/RECOMMENDED MOTIONS

Public Works: No comments

Fire/EMS Services: No comments

Engineering: Comments have been received and are being addressed

PUBLIC NOTICE, MEETINGS, COMMENTS

- ✓ Public Notice was submitted to the State of Utah Public Notice website on or before January 12, 2026; a minimum of 10 days prior to the scheduled meeting. (Morgan County Code § 155.032 (C)).
- ✓ A Public Notice was posted at the County on or before January 12, 2026.
- ✓ Notices to property owners within 1000' feet of the proposed use were mailed a Public Notice on or before January 12, 2026.
- ✓ A sign was posted on the site on or before January 12, 2026.

Recommended Motions

Motion for Approval – “I move we approve the Village @ Trapper’s Loop Townhomes Preliminary Plat, application #25.030, allowing for a 45-unit townhome subdivision of land located approximately 600’ south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated February 3, 2026.”

Motion for Approval with Conditions – “I move we approve the Village @ Trapper’s Loop Townhomes Preliminary Plat, application #25.030, allowing for a 45-unit townhome subdivision of land located approximately 600’ south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated February 3, 2026, and the following conditions:”

1. *List any additional findings and conditions...*

Motion for Denial – “I move we deny the Village @ Trapper’s Loop Townhomes Preliminary Plat, application #25.030, allowing for a 45-unit townhome subdivision of land located approximately 600’ south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County, *due to the following findings:*”

1. *List any findings and conditions for denial...*

SUPPORTING INFORMATION

Attachments:

Attachment A: Vicinity Map

Attachment B: County Plat Map

Attachment C: Approved Concept Plan

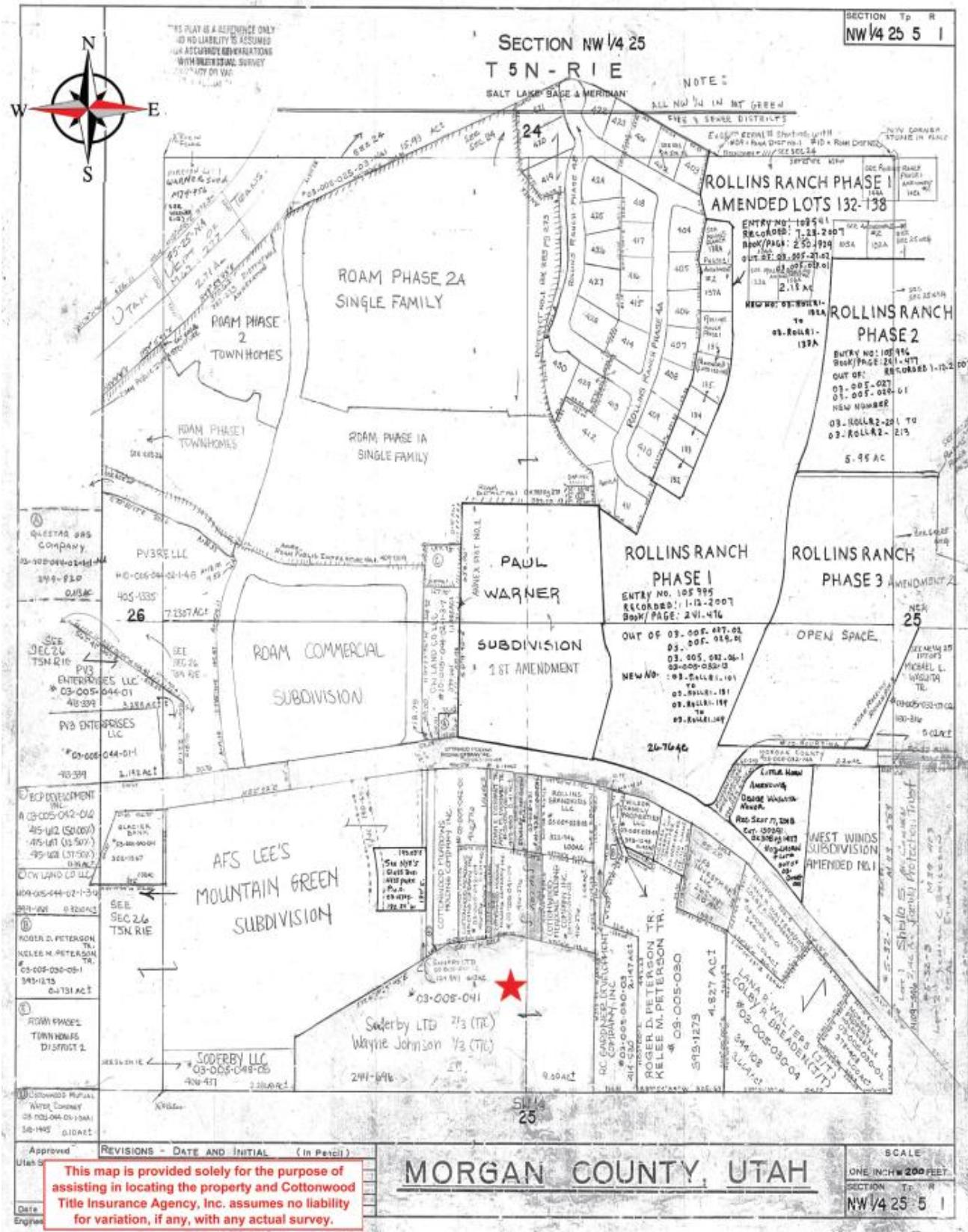
Attachment D: Proposed Preliminary Plat

Attachment A: Vicinity Map



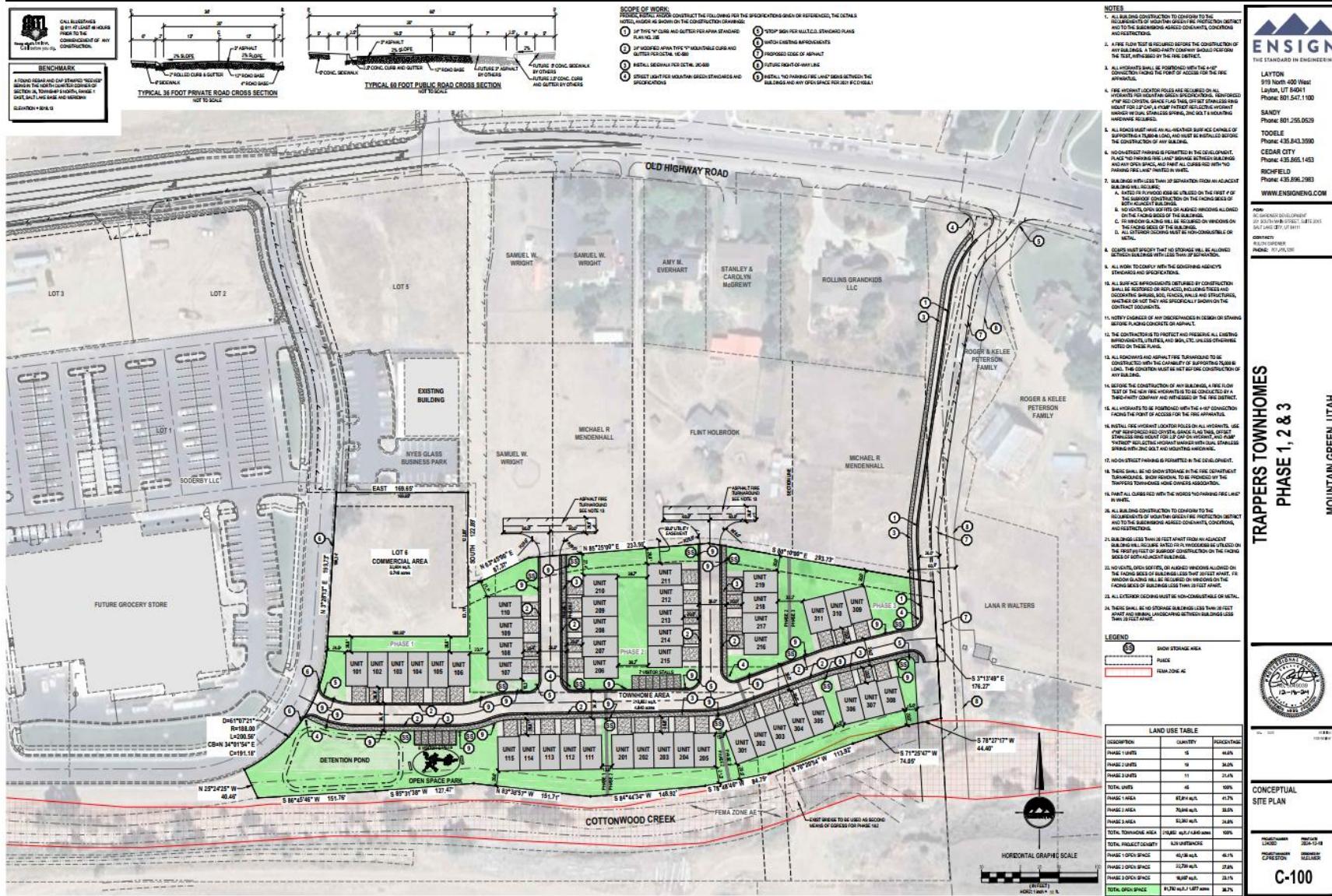
[Click here to view a full-size .pdf version](#)

Attachment B: County Plat Map



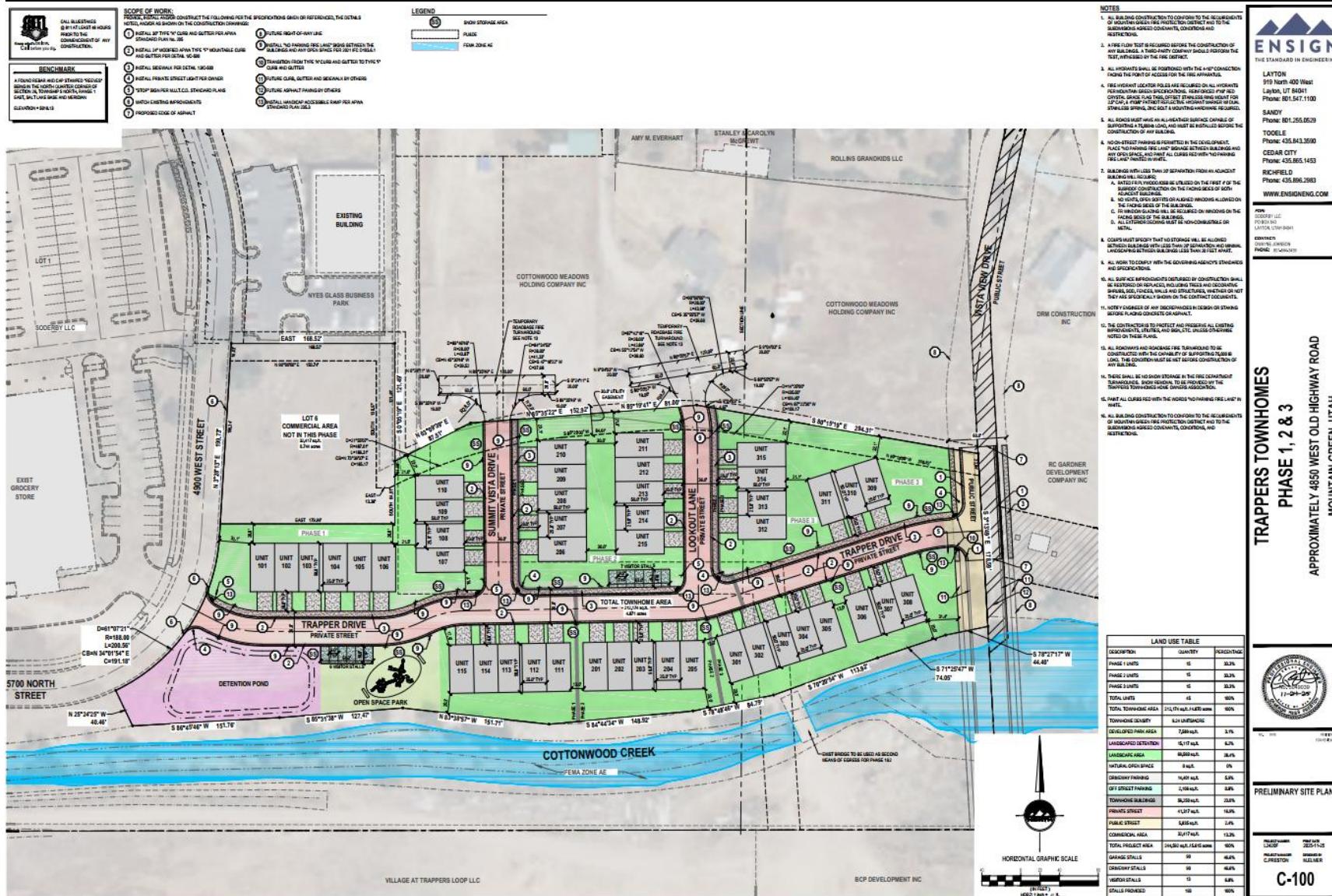
[Click here to view a full-size .pdf version](#)

Attachment C: Approved Concept Plan



[Click here to view a full-size .pdf version](#)

Attachment D: Proposed Preliminary Plat





County Commission Agenda Request Form

All Agenda items, including back-up materials, must be submitted to:

****ALL DOCUMENTATION IS DUE ON OR BEFORE 12:00 PM ON THE
TUESDAY PRIOR TO A SCHEDULED COUNTY commission MEETING****

Morgan County
Attn: Kate Becker
48 West Young Street
P O Box 886
Morgan, UT 84050
Phone: (435) 800.8724

Email:kbecker@morgancountyutah.gov

This form must be submitted, along with any required documentation, or the Agenda Item will not be scheduled until the next County commission Meeting

Commission Meeting Date: 2/3/26

Time Requested: 20 min

Name: Joshua Cook

Phone: (801) 845-4015

Address: 48 W. Young Street

Email: jcook@morgancountyutah.gov

Fax:

Associated County Department: Planning and Development Department

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Public Meeting/Discussion/Decision – Village @ Trapper's Loop Townhomes Site Plan: A request for approval of the Village @ Trapper's Loop Townhomes Subdivision site plan, which is identified by parcel number 00-003-3892 and serial number 03-005-041 and is located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County.

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION

DECISION

BOTH

INFORMATION ONLY

✓
✓
✓
✓

PUBLIC HEARING

PUBLIC MEETING

✓



COUNTY COMMISSION

STAFF REPORT

Site Plan

February 3, 2026

Village @ Trapper's Loop Townhomes Site Plan

February 3, 2026

Public Meeting

File #25.044

Applicant:	Wayne Johnson
Owner:	Soderby LTD
Project Location:	Approx. 600' south of the intersection of N Queens Garden Rd and W Old Hwy Rd
Parcel Number:	00-0092-9896
Serial Number:	03-005-041-01
Current Zoning:	Multiple Residential District (RM-15)
Acreage:	8.45 acres

REQUEST:

A request for site plan approval of the Village @ Trapper's Loop Townhomes Subdivision to allow for the construction of 45 townhomes.

PLANNING COMMISSION SUMMARY:

The Planning Commission heard this item at their regularly scheduled meeting on January 22nd, 2026. There were no comments made during the public comment portion of the meeting. There were no comments made during the public hearing portion of the meeting. Discussion from the Planning Commission was minimal and focused on building materials, parking, access, and fire code compliance. Staff clarified that a recent resubmittal of elevations shows no stucco and that all siding materials are hardy board. Additionally, staff answered questions regarding parking and confirmed that two (2) garage spaces per unit meet county code, with dimensions verified by staff and engineers. Commission members raised concerns about access roads, hammerhead turnarounds, and fire safety; staff noted that the roads are private and have been reviewed by the County Engineer. The applicant clarified that fire suppression will be provided by a one-million-gallon tank supplying 2,000 GPM.

The Commission voted 5-0 to recommend approval of the application with the added stipulation that “the elevations show that no stucco will be used as a building material.” Chair Maloney abstained from voting, and Member King was absent from the meeting.

ATTORNEY GUIDANCE:

Administrative Review:

The sole issue in land use administration is whether the application complies with county ordinances. If it does, it must be approved.

Applicable law:

An applicant is entitled to approval of a land use application if the application conforms to the requirements of the applicable land use regulations, land use decisions, and development standards in effect when the applicant submits a complete application and pays all application fees, unless:

“(A) the land use authority, on the record, formally finds that a compelling, countervailing public interest would be jeopardized by approving the application and specifies the compelling, countervailing public interest in writing; or

(B) in the manner provided by local ordinance and before the applicant submits the application, the county formally initiates proceedings to amend the county’s land use regulations in a manner that would prohibit approval of the application as submitted.

Utah Code Ann. § 17-27a-508(1)(a)(ii).”

“The Utah Supreme Court has indicated that a significant threat to the public welfare should be considered compelling. “If a proposal met zoning requirements at the time of application but seriously threatens public health, safety, or welfare, the interests of the public should not be thwarted.” W. Land Equities v. Logan, 617 P.2d 388, 395-96 (Utah Sup.Ct. 1980).”

Staffs’ findings are legally sufficient to adopt if the Commission finds that the application is complete, conforms to the requirements of the applicable land use regulations, land use decisions, and development standards, and there are no apparent threats to public health, safety, or welfare that would support a compelling countervailing public interest to recommend denying the application. Staffs’ recommended conditions are required by county ordinances and appear to be legal conditions.

Recommendations for denial and/or additional findings must be placed on the record, contain a legal basis, and supported by substantial evidence. Legal can provide guidance on what is required for a sufficient record and what is considered substantial evidence.

STAFF RECOMMENDATION

County Staff has reviewed the application for the Village @ Trapper's Loop Townhome Site Plan. Staff recommends approval of the requested site plan based on the following findings and with the conditions listed below:

Findings:

1. That the proposal complies with applicable zoning regulations, including chapter 155.045 in its entirety.
2. That the proposed landscaping plan complies with the standards as outlined in MCC § 155.335 Landscaping.
3. That the proposed photometrics plan complies with the standards as outlined in § 155.352 Lighting.

Conditions:

1. That all outsourced consultant fees are paid current prior to final plat recordation.
2. That all other local, state, and federal laws are adhered to.
3. The developer will install any required infrastructure, including roadways, utilities, parking, lighting, and landscape areas.
4. This proposal is not detrimental to the health, safety, and welfare of the public.

PROJECT DESCRIPTION:

Proposal Details

This request is for approval of a 45-lot preliminary subdivision plat for a residential townhome development. The proposed subdivision consists of 45 townhome dwelling units located within ten (10) multi-unit buildings. The development is designed to provide medium-high density residential housing consistent with the applicable zoning district and Morgan County subdivision standards.

The subdivision will be served by a system of private internal roadways designed to support circulation within the development and future connectivity to adjacent properties. Access to the site will be provided through planned roadway connections, including an extension from 4900 West Street and a roadway along the eastern boundary that is intended to provide an eventual intersection connecting to North Rollins Ranch Road. Hammerheads are shown at roadway termini.

Water service will be provided by the Mountain Green Mutual Water Company. Sanitary sewer service will be provided by the Mountain Green Sewer Improvement District, and fire protection services will be provided by the Mountain Green Fire Protection District. Other utilities will be addressed during subsequent phases of subdivision review.

SITE PLAN SUBMITTAL

Site and Building Layout

The Village @ Trapper's Loop Townhomes Site Plan shows 10 buildings that contain between three-to-six townhome units each. Total building square footage is 56,250 sq. ft., or 1.29 acres. The acreage of the current parcel is 8.45 acres, which would yield a lot coverage of approximately 15.3% where zoning regulations allow 50%. Furthermore, staff has reviewed the proposed land use of the future structures to ensure that those structures meet all requirements for setbacks and building height as outlined in § 155.133 and § 155.134. The Mountain Green Fire Protection District has reviewed the distance between the proposed structures per regulations for Fire Separation Distance from the International Building Code (IBC) 2021.

Access to the site will be provided from 4900 West Street on the west, with a proposed future connection from the east via a public right-of-way from the planned Vista View Drive. Concerning parking, the developer is proposing a total of 193 parking spaces, consisting of 90 garage spaces, 90 driveway spaces, and 13 visitor spaces. In accordance with § 155.369(D)(2) of the Morgan County Code, residential developments are required to provide two (2) parking spaces per dwelling unit. Based on the proposed 45-townhome units, the development meets the minimum off-street parking requirements established by county code.

PROJECT DESCRIPTION:

The applicant is seeking approval of a site plan for a 45-lot residential townhome development. The proposal is being reviewed for compliance with Morgan County Code site plan standards. The site plan shows ten (10) multi-unit buildings containing a total of 45 townhome dwelling units. The total townhome area measures 212,174 square feet (approximately 4.87 acres), with a density of 9.24 units per acre. The units are arranged to provide medium-high density residential housing while maintaining compliance with zoning and subdivision standards, including setbacks, building placement, and lot configuration.

Access to the subdivision will be provided via private internal roadways, including a primary east-west road through the site, two north-south road alignments with hammerheads, and temporary dirt circular turnarounds during development. A future connection to North Rollins Ranch Road is also planned. Utilities, including water service from the Mountain Green Mutual Water Company, sewer service from the Mountain Green Sewer Improvement District, and fire protection from the Mountain Green Fire Protection District, will be provided to the site. Other utilities will be addressed during subsequent review phases. Management of the Village @ Trapper's Loop development would be under one HOA management.

Commercial Design Standards

There are design standards for commercial areas in Morgan County outlined in 155.152.C1(f):

(f) Building materials.

1. *The majority of each facade (51% or more of the wall area excluding windows and doors) shall be constructed of the following hard surface building materials: Brick, stone, treated or split face decorative block (CMU), fiber cement siding and panels, wood, concrete or other durable building material as approved by the Planning Commission.*
2. *Stucco, EIFS or untreated concrete block (CMU) may be allowed by the Planning Commission as an accent or secondary material only (see [Figure 155.152-5](#) below).*
3. *The Planning Commission may approve metal as an exterior building material on a case-by-case basis if an applicant can show that the type of metal is of a high grade and provides architectural quality to a building (see [Figure 155.152-6](#) below).*
4. *Vinyl siding and standing seam metal (see [Figure 155.152-7](#)) are prohibited for use as exterior wall building materials.*

The materials for this project, as clarified by the applicant, are as follows:

- Asphalt Shingle Roofing – Install per manufacturer's specifications.
- Lap Siding – Smooth texture, 6" exposed. Install per manufacturer's specifications.
- Elevation Sheet Notes – Applicable to elevation sheets only.
- Brick – White Sands veneer.
- Stain Grade Front Posts.
- Board & Batten Siding – Install per manufacturer's specifications. Color by owner.
- Hardy Board

Landscaping

Landscaping requirements for residential development are determined during subdivision or development approval. Pursuant to MCC § 155.335 (E)(3), the plans demonstrate that the required yard areas within the applicable setback distances are landscaped and maintained in compliance with the residential landscaping standards.

The Plant Schedule includes a total of 429 units, comprising 36 trees and 393 shrubs. Tree species include Eastern Redbud and Japanese Zelkova, while shrub and accent plantings include Winged Euonymus, Pine Mugo, and Fountain Grass. These plantings are intended to provide visual interest, complement the open space areas, and enhance the overall streetscape and community character. Landscaping requirements for commercial development are outlined within § 155.335 of the MCC, and states the following:

“A. Purpose: The purposes of the landscaping requirements of this section are to enhance, conserve and stabilize property values by preventing wind and water erosion, creating an environment which discourages the accumulation of rubbish and litter, and providing an attractive neighborhood. Further, where required, the landscaping is necessary to contribute to the relief of erosion, heat, noise and glare through the proper placement of trees and other vegetation. Landscaping plans are required for all development within commercial zones, two-family or multi-family dwelling development projects, for all institutional uses, and all common areas within residential or condominium projects, in addition to types of development already specified by this title.

B. Approved Plan: Where landscaping is required, it shall be placed and maintained according to the plan approved by the land use authority as a prerequisite to further use of the lot, and consistent with the timing and phasing plan approved for the development.

C. Nonconforming Status: Landscaping shall be deemed a substantive rather than a procedural requirement, such that any use of property on the effective date hereof, which is nonconforming only as to landscaping, may be continued in the same manner as if the landscaping were conforming.

D. Plot Plan: Where landscaping is required, a landscaping plan, drawn to scale, and stamped by a landscape architect, licensed in the state of Utah, shall be submitted as part of the application submittal requirements.

The landscaping plan shall contain at least: the location and common and Latin names of all trees, shrubs, and ground covers; the size in caliper, gallon, or height, as applicable to the particular landscaping type; any nonvegetative landscape features; and all irrigation facilities.

E. Coverage And Screening: ...

2. Coverage of the ground in required landscaped areas shall be at least eighty five percent (85%) by plant materials and waterways, when viewed from above, so that impervious landscaping features such as walkways, rockscapes and statuary do not impair runoff. Where screening or buffering from surrounding properties is required to be in the form of landscaping, a minimum six foot (6') tall or taller row of evergreen trees that are spaced to occlude vision shall constitute sufficient screening, unless a greater height is required by the land use authority to mitigate specific impacts of the development.

3. Where landscaping is required in residential projects, at least seventy percent (70%) of the yard area surrounding the building, for a width at least equal to the minimum front, side and rear setback distances stated for the zone, shall be landscaped and maintained in landscaping. The landscaping shall be composed of irrigated lawn or other fire resistive green plants. Any portion of the setback area that is not proposed to be covered by landscaping (the remaining 30 percent or less setback area) shall have a covering that is hard surfaced, graveled or composed of other suitable material to prevent vegetative growth, and shall be maintained free of weeds, brush and flammable plants and materials. The plot plan shall show how these requirements will be met.

F. Maintenance: Required landscaping shall be maintained in a clean, orderly, healthful condition. Such shall include proper irrigation, pruning, mowing, weed removal, pest control and replacement of dead plantings.”

Lighting

The applicant submitted photometric calculations that meet the intent of Morgan County’s Dark Sky Ordinance. Morgan County has adopted comprehensive Dark Sky lighting requirements and conditions. These are clearly defined within MCC § 155.352. The intent of these sections of the MCC are to make sure that the following occurs:

- “A. Reducing, eliminating, or preventing light trespass;*
- B. Reducing, eliminating, or preventing unnecessary or inappropriate outdoor lighting;*
- C. Reducing, eliminating, or preventing the effects of outdoor lighting on wildlife;*
- D. Preventing unsightly and unsafe glare;*
- E. Promoting energy conservation;*
- F. Maintaining nighttime safety, utility, and security;*
- G. Encouraging a minimal light footprint of land uses in order to reduce light pollution; and*
- H. Promoting and supporting agrotourism and recreation, including the pursuit or retention of accreditation of local parks by the International Dark-Sky Association.”*

DISCUSSION:

This Site Plan is compatible with the design requirements from the applicable Multi-Family Residential Design Standards in MCC. The proposed building materials are consistent with §155.152(f), which requires that the majority of each façade (51% or more of the wall area, excluding windows and doors) be constructed of durable, hard surface materials such as brick, lap siding, fiber cement panels, stucco, or treated wood. Building elevations and architectural details will be verified at the time of building permit submittal. The application meets minimum requirements for lighting, landscaping, open space, and parking. Grading, drainage, and utility plans have been reviewed as part of this Site Plan application, and all engineering comments will need to be implemented during construction to ensure compliance with MCC standards.

DEPARTMENT COMMENTS/RECOMMENDED MOTIONS

Public Works: No comments

Engineering: Comments received and have been addressed

Utility Companies: All required will-serve letters on file

Fire/EMS Services: Comments received and need to be addressed prior to recordation

PUBLIC NOTICE, MEETINGS, COMMENTS

- ✓ Public Notice was submitted to the State of Utah Public Notice website on January 12, 2026; a minimum of 10 days prior to the scheduled meeting. (Morgan County Code § 155.032 (C)).
- ✓ A Public Notice was posted at the County on January 12, 2026.
- ✓ Notices to property owners within 1000' feet of the proposed use were mailed a Public Notice on January 12, 2026.
- ✓ A sign was posted on the site on January 12, 2026.

Recommended Motions

Motion for Approval – “I move we approve the Village @ Trapper’s Loop Townhomes Site Plan, application numbers 25.044, allowing for the proposed multi-family development located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated February 3, 2026.”

Motion for Approval with Conditions – “I move we approve the Village @ Trapper’s Loop Townhomes Site Plan, application numbers 25.044, allowing for the proposed multi-family development located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated February 3, 2026, and with the following conditions.”

1. *List any additional findings and conditions...*

Motion for Denial – “I move we deny the Village @ Trapper’s Loop Townhomes Site Plan, application numbers 25.044, not allowing for the proposed multi-family development located approximately 600 feet south of the intersection of North Queens Garden Road and West Old Highway Road in unincorporated Morgan County, *due to the following findings:*”

1. *List any additional findings and conditions...*

SUPPORTING INFORMATION

Attachment A: Vicinity Map

Attachment B: Proposed Site Plan

Attachment C: Landscaping Plan

Attachment D: Photometrics Plan

Attachment E: Building Elevations

Attachment F: Materials List

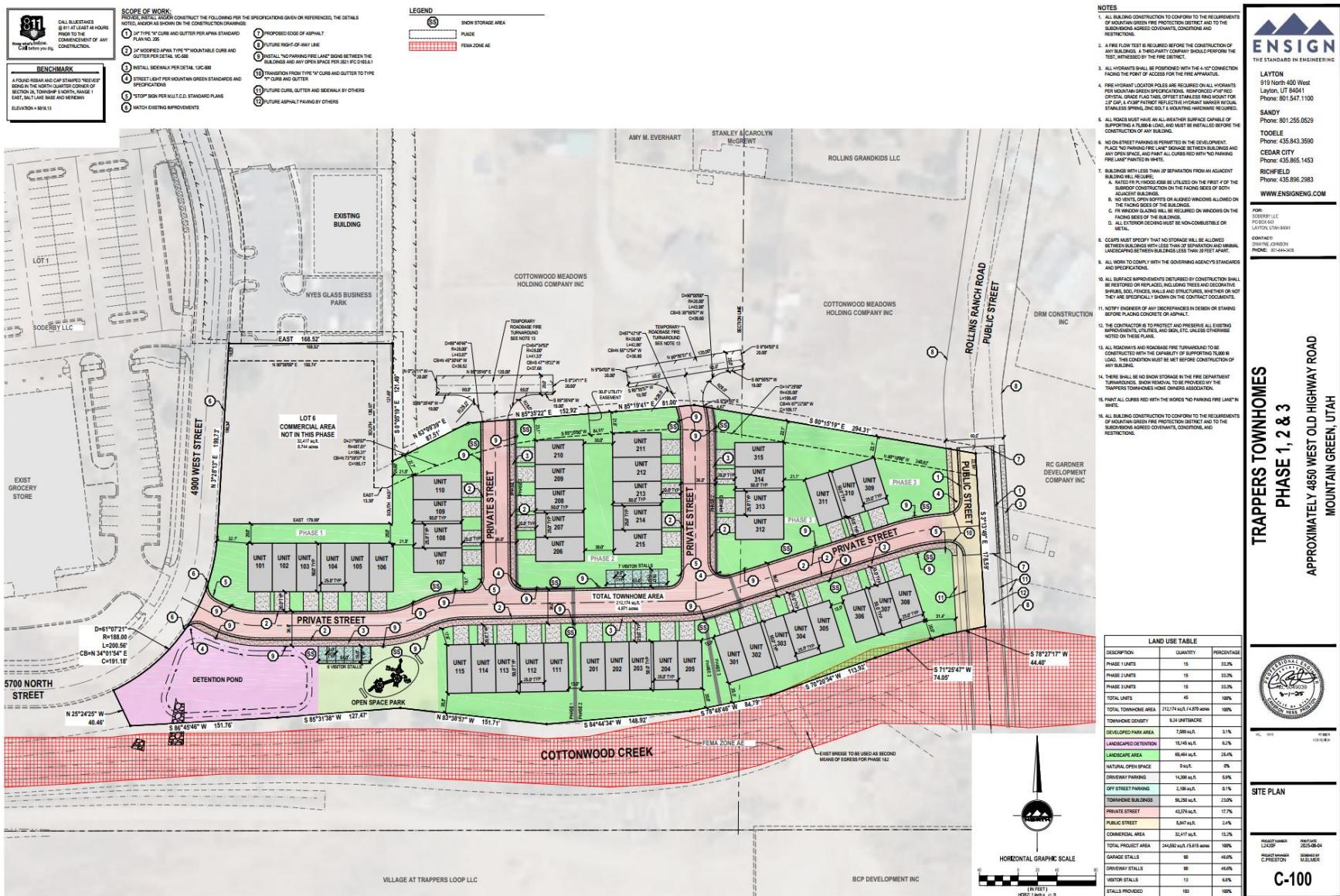
Attachment G: Applicant Narrative

Attachment A: Vicinity Map



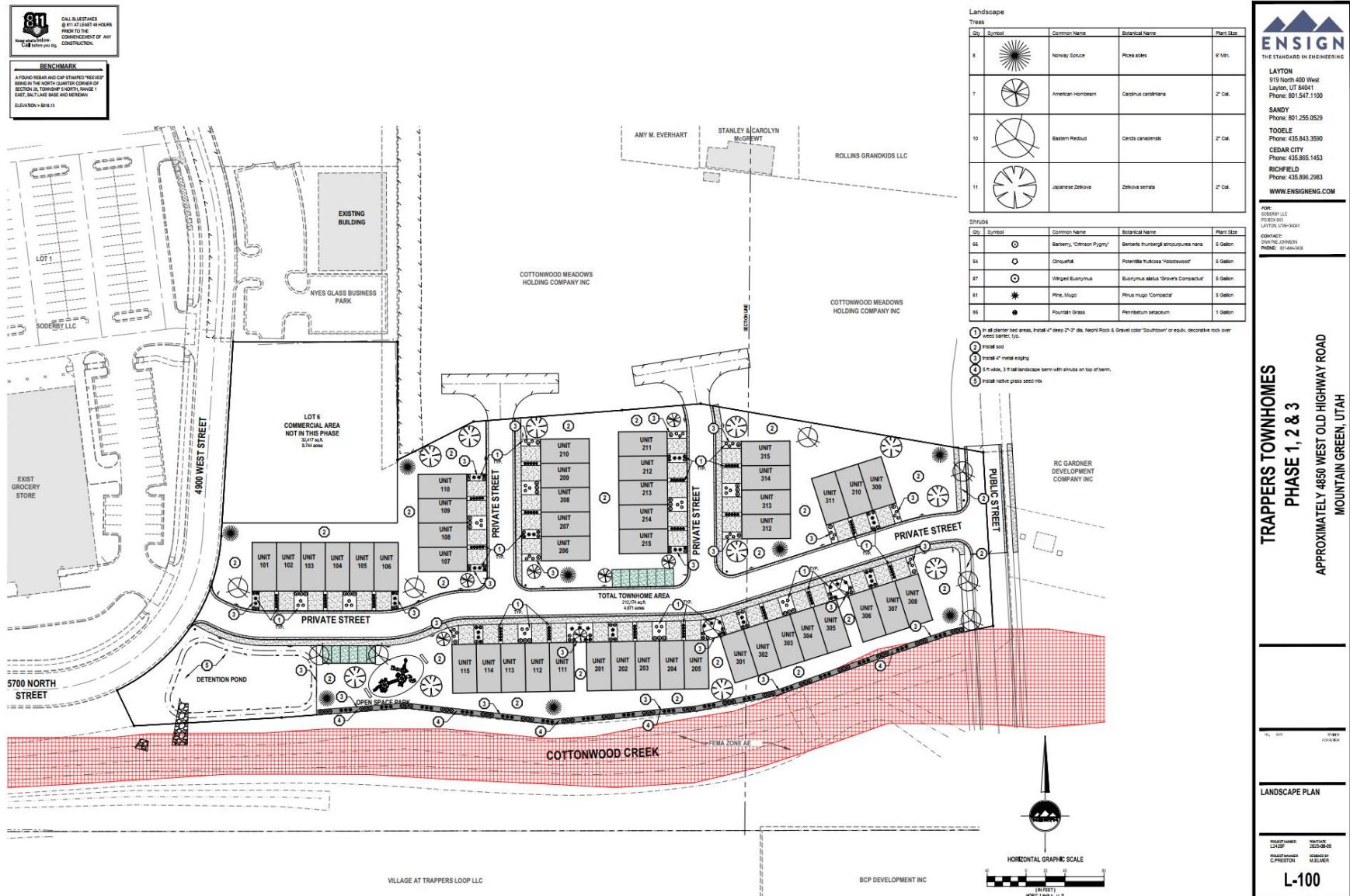
Click here to view a full-size .pdf version of the Site Plan (see sheet C-100)

Attachment B: Proposed Site Plan



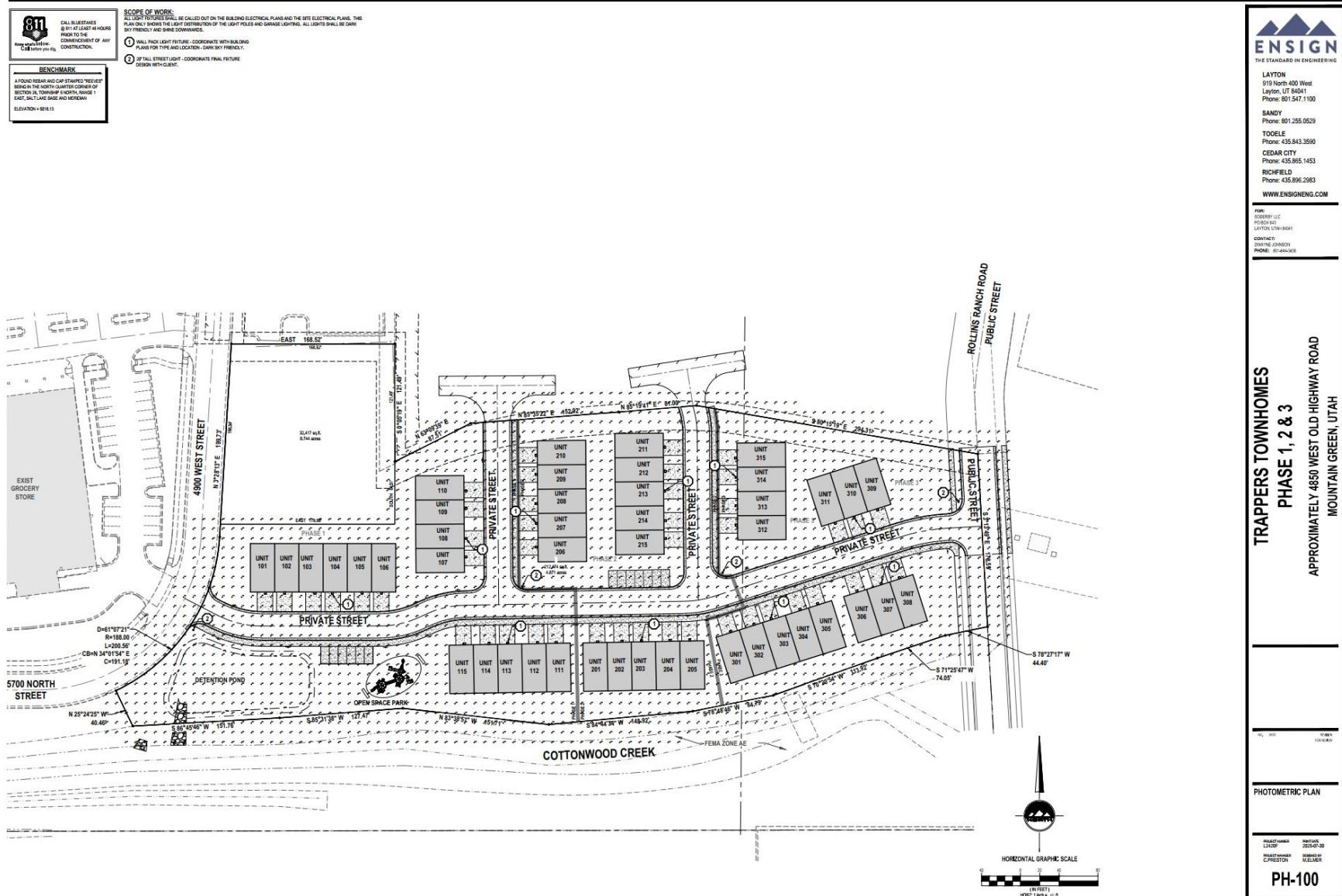
[Click here to view a full-size .pdf version of the Site Plan \(see sheet L-100\)](#)

Attachment C: Landscaping Plan



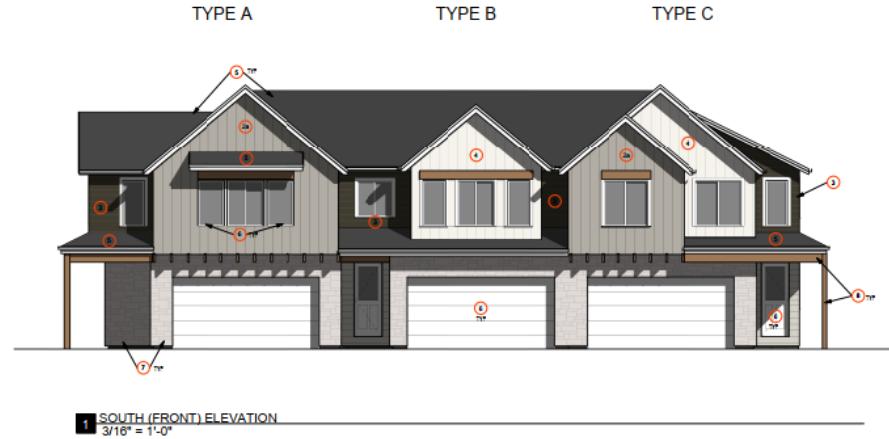
[Click here to view a full-size .pdf version of the Site Plan \(see sheet PH-100\)](#)

Attachment D: Photometrics Plan



[Click here to view a full-size .pdf version of the E elevations](#)

Attachment E: Building Elevations



Attachment F: Materials List

Building Material list for trappers townhomes

Outsides of the town home will consist of finish products namely

- Stucco
- Hardie board
- Asphalt shingles
- Aluminum Soffit and Fascia and rain gutter
- Rock/stone
- Cementitious materials for mortar
- Concrete

Structure of building will consist of

- Steel
- Concrete
- OSB
- Lumber
- Fire rated Plywood and sheetrock
- and galvanized and ungalvanized nails, screws, and staples

Building will also consist of tar paper for stone to adhere to and will a tyvek vapor barrier and all flashing needed to properly dispose of water from the building.

Attachment G: Applicant Narrative

Village Townhomes at Trappers

Estimated Construction cost and proposed method of financing of streets and related facilities, water distribution systems, sewage collection systems, and storm drain systems.

Estimated cost of improvements is 40,000 dollars per unit in the first phase, and 20,000 per unit each subsequent phase.

Proposed method of financing is self financed.

Estimated start of phases and finish of phases.

1st phase as soon as building permit and approval by county is passed we will begin on improvements. And building out the 1st phase. Estimated construction time will be 1 year to get roads built and detention pond and park built in phase 1.

Each phase after will dependent upon economic factors.



County Commission Agenda Request Form

All Agenda items, including back-up materials, must be submitted to:

****ALL DOCUMENTATION IS DUE ON OR BEFORE 12:00 PM ON THE
TUESDAY PRIOR TO A SCHEDULED COUNTY commission MEETING****

Morgan County
Attn: Kate Becker
48 West Young Street
P O Box 886
Morgan, UT 84050
Phone: (435) 800.8724

Email:kbecker@morgancountyutah.gov

This form must be submitted, along with any required documentation, or the Agenda Item will not be scheduled until the next County commission Meeting

Commission Meeting Date: 2/3/26

Time Requested: 10 min

Name: Joshua Cook

Phone: (801) 845-4015

Address: 48 W. Young Street

Email: jcook@morgancountyutah.gov

Fax:

Associated County Department: Planning and Development Department

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Public Meeting/Discussion/Decision – *The Range Phase 1, No. 1 Plat Amendment*: A request to remove the temporary fire access easement located along the north boundary of The Range Phase 1 subdivision.

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION

DECISION

BOTH

INFORMATION ONLY

✓
✓
✓
✓

PUBLIC HEARING

PUBLIC MEETING

✓



**COUNTY COMMISSION
STAFF REPORT
Plat Amendment**

The Range Phase 1, No. 1 Plat Amendment

February 3, 2026

Public Meeting

File #25.052

Applicant:	Chase Freebairn
Owner:	CW The Range, LLC
Project Location:	Open Space Parcel A, 6799 and 6795 N Frontier Dr; 5158, 5172, 5188, 5200, and 5206 W Aberdeen Cir
Parcel Number:	00-0094-0363, 00-0094-0341, 00-0094-0342, x, 00-0094-0344, 00-0094-0345, 00-0094-0346, and 00-0094-0347
Serial Number:	14-RANGE1-A, 14-RANGE1-0101, 14-RANGE1-0102, x, 14-RANGE1-0104, 14-RANGE1-0105, 14-RANGE1-0106, 14-RANGE1-0107
Current Zoning:	Residential (R1-20)
Acreage:	Approx. 19.29 acres combined

REQUEST:

A request to remove the temporary fire access easement located along the north boundary of The Range Phase 1 subdivision.

PLANNING COMMISSION SUMMARY: The Planning Commission heard this item at their regularly scheduled meeting on January 22nd, 2026. There were no comments made during the public comment portion of the meeting. Discussion from the Planning Commission included a question regarding secondary emergency access with the removal of the temporary fire access easement. Staff clarified that although the subdivision roads have been constructed, UDOT will not allow public access until the required striping and seal coat are installed; until then, the roads are limited to construction access. Another question asked whether the county ordinance allows for a self-extinguishing easement once it is no longer needed. Staff clarified that because the easement was recorded on the plat at the request of the fire department, any modification or removal requires a formal plat amendment. The Commission voted to recommend approval of the application with a 5-0 vote; Chair Maloney abstained from voting and Member King was absent from the meeting.

ATTORNEY GUIDANCE:

Administrative Review:

The sole issue in land use administration is whether the application complies with county ordinances. If it does, it must be approved.

Applicable law:

An applicant is entitled to approval of a land use application if the application conforms to the requirements of the applicable land use regulations, land use decisions, and development standards in effect when the applicant submits a complete application and pays all application fees, unless:

“(A) the land use authority, on the record, formally finds that a compelling, countervailing public interest would be jeopardized by approving the application and specifies the compelling, countervailing public interest in writing; or

(B) in the manner provided by local ordinance and before the applicant submits the application, the county formally initiates proceedings to amend the county’s land use regulations in a manner that would prohibit approval of the application as submitted.

Utah Code Ann. § 17-27a-508(1)(a)(ii).”

“The Utah Supreme Court has indicated that a significant threat to the public welfare should be considered compelling. “If a proposal met zoning requirements at the time of application but seriously threatens public health, safety, or welfare, the interests of the public should not be thwarted.” W. Land Equities v. Logan, 617 P.2d 388, 395-96 (Utah Sup.Ct. 1980).”

Staffs’ findings are legally sufficient to adopt if the Commission finds that the application is complete, conforms to the requirements of the applicable land use regulations, land use decisions, and development standards, and there are no apparent threats to public health, safety, or welfare that would support a compelling countervailing public interest to recommend denying the application. Staffs’ recommended conditions are required by county ordinances and appear to be legal conditions.

Recommendations for denial and/or additional findings must be placed on the record, contain a legal basis, and supported by substantial evidence. Legal can provide guidance on what is required for a sufficient record and what is considered substantial evidence.

STAFF RECOMMENDATION:

Based on the information in this staff report, staff recommends approval of The Range Phase 1, No. 1 Plat Amendment, subject to all applicable regulations and the following conditions:

1. That all of the County Surveyor and Engineer review comments be addressed.
2. That all outsourced consultant fees are paid current prior to recordation of the plat amendment.
3. That all other local, state, and federal laws are adhered to.

PROJECT DESCRIPTION:

Proposal Details

This request is to remove a temporary fire access easement along the north boundary of The Range Phase 1 Subdivision. The subdivision plat was recorded with an easement originally required to provide emergency fire access during development. The subdivision roadway, N Frontier Drive, has been constructed to a point where it will provide safe ingress and egress for both emergency and general traffic within a 60-foot right-of-way, making the temporary easement unnecessary.

DISCUSSION:

The roadway, in its current configuration, will safely accommodate emergency vehicles and general access. Road-blocking barricades installed by the Utah Department of Transportation (UDOT) on N Trapper's Loop Road currently prevent use of the temporary access easement. The planned subdivision entrance, noted on the plat as Range Road, will include the future neighborhood identification sign and a landscaped entry feature. Access to Range Road from N Trapper's Loop Road cannot occur until UDOT approves the required signage and roadway markings. Phase 2, when recorded, will complete the remaining improvements required for the entirety of The Range development. Removal of the temporary easement will not affect circulation, emergency access, or general use of the subdivision. This amendment is limited solely to eliminating an easement that is no longer required and will also unencumber the affected lots.

The plat amendment requirements come from Morgan County's Land Use Management Code, Title 15, Chapter 155, Section 440 and subsequent sections. Staff has reviewed the requirements and procedures for a plat amendment and have found that the application request meets these standards.

155.447: AMENDED PLAT REQUIREMENTS:

(A) Prior to the County Commission's approval of a petition or proposal to amend a subdivision plat, the petitioner or sponsor shall deliver to the county an amended plat map and complete supporting preliminary plat and final plat information in compliance with the requirements of this subchapter. The applicant shall also pay all fees required by the county's fee schedule.

(B) Upon approval of the plat amendment, all required documents, submissions, signatures and review procedures which are required for a final plat shall be submitted and followed, prior to recordation in the office of the County Recorder.

(C) The County Commission may vacate a subdivision or a portion of a subdivision by recording in the County Recorder's office an ordinance describing the subdivision or the portion being vacated.

(Prior Code, § 8-12-64) (Ord. 10-16, passed 12-14-2010; Ord. 19-09, passed 10-15-2019)

155.446: GROUNDS FOR VACATING OR CHANGING A PLAT:

(A) The land use authority may approve the vacation, alteration or amendment of a plat by signing an amended plat showing the vacation, alteration or amendment if the land use authority finds that:

- (1) There is good cause for the vacation, alteration or amendment; and
- (2) No public street, right-of-way or easement has been vacated or altered.

(B) The land use authority shall ensure that the amended plat showing the vacation, alteration or amendment is recorded in the office of the County Recorder.

(C) If an entire subdivision is vacated, the County Commission shall ensure that a resolution containing a legal description of the entire vacated subdivision is recorded in the County Recorder's office.

(D) The County Commission may adopt an ordinance granting a petition to vacate some or all of a public street, right-of-way or easement if the legislative body finds that:

- (1) Good cause exists for the vacation; and
- (2) Neither the public interest nor any person will be materially injured by the vacation.

(E) If the County Commission adopts an ordinance vacating some or all of a public street, right-of-way or easement, the County Commission shall ensure that a plat reflecting the vacation and/or an ordinance describing the vacations is recorded in the office of the County Recorder.

(F) The action of the legislative body vacating some or all of a street, right-of-way or easement that has been dedicated to public use:

- (1) Operates to the extent to which it is vacated, upon the effective date of the recorded plat, as a revocation of the acceptance of and the relinquishment of the county's fee in the vacated street, right-of-way or easement; and

(2) *May not be construed to impair:*

(a) *Any right-of-way or easement of any lot owner; or*

(b) *The franchise rights of any public utility.*

(Prior Code, § 8-12-63) (Ord. 10-16, passed 12-14-2010; Ord. 19-09, passed 10-15-2019)

155.444: PROCEDURE:

(A) *For plat amendments that result in adjusting and/or altering lot lines through an exchange of title within a platted subdivision the Zoning Administrator shall be the land use authority:*

(1) *The Zoning Administrator shall approve an exchange of title under this division (A) if the exchange of title will not result in a violation of any land use ordinance;*

(2) *If an exchange of title is approved under this division (A), a notice of approval shall be recorded in the office of the County Recorder which:*

(a) *Is executed by each owner included in the exchange and by the land use authority;*

(b) *Contains an acknowledgment for each party executing the notice in accordance with the provisions of UCA § 57-2a, Recognition of Acknowledgments Act; and*

(c) *Recites the descriptions of both the original parcels and the parcels created by the exchange of title.*

(3) *A document of conveyance of title reflecting the approved change shall be recorded in the office of the County Recorder; and*

(4) *A notice of approval recorded under this division (A) does not act as a conveyance of title to real property and is not required to record a document conveying title to real property.*

(B) *For plat amendments that result in the combination of lots, building pad adjustments, subdivision title changes, plat note revisions, amendments to internal lot restrictions, the alteration, amendment or vacation of a public or private road shown on a subdivision plat and all other modifications to lots within a recorded subdivision plat shall be reviewed by the County Commission with a recommendation from the Planning Commission.*

(C) *Applications to vacate or amend a subdivision plat shall be required to submit those documents required for review in a complete preliminary plat application which pertain to and describe the proposed amendment, as well as a paper copy of the proposed final plat Mylar. Revised construction drawings shall also be submitted when changes to any required subdivision improvements are proposed.*

(D) *Upon receipt of a petition or a proposal to vacate or amend a subdivision plat which requires action by the County Commission, the matter shall be referred to the Planning Commission for a recommendation on the proposal.*

(E) *The land use authority shall hold a public hearing within 45 days after the day on which the petition is filed if:*

- (1) *Any owner within the plat notifies the county of the owner's objection in writing within ten days of mailed notification; or*
- (2) *A public hearing is required because all the owners in the subdivision have not signed the revised plat.*

(F) *The land use authority may consider at a public meeting, without a public hearing, an owner's petition to vacate or amend a subdivision plat if:*

- (1) *The petition seeks to join two or more of the petitioning fee owner's contiguous lots;*
- (2) *Subdivide one or more of the petitioner's fee owner's lots if the subdivision will not result in a violation of a land use ordinance or a development condition;*
- (3) *Adjust the lot lines of adjoining lots or parcels if the fee owners of each of the adjoining lots or parcels join the petition, regardless of whether the lots and parcels are in the same subdivision;*
- (4) *On a lot owned by the petitioning fee owner, adjust an internal lot restriction imposed by the county;*
- (5) *Alter the plat in a manner that does not change existing boundaries or other attributes of lots within the subdivision that are not owned by the petitioner or designated as common area; and*
- (6) *Notice has been given to adjacent property, in accordance with § 155.031 of this code.*

(Prior Code, § 8-12-61) (Ord. 10-16, passed 12-14-2010; Ord. 19-09, passed 10-15-2019)

ANALYSIS OF STANDARDS

Standards	Findings	Rationale
<p>Ordinance Evaluation. <i>Morgan County Code, Chapter 155, Section 440 states the following:</i></p> <p><i>Prior to the County Commission's approval of a petition or proposal to amend a subdivision plat, the petitioner or sponsor shall deliver to the County an <u>amended plat map and complete supporting preliminary plat and final plat</u> information in compliance with the requirements of this chapter. The applicant shall also pay all fees required by the County's fee schedule.</i></p> <p><i>Therefore, this plat amendment has been reviewed for preliminary and final plat standards.</i></p>		
<p>155.407: PRELIMINARY PLAT SUBMITTAL: <i>The preliminary plat shall be prepared, stamped and signed by a professional engineer or professional land surveyor licensed by the state of Utah. The preliminary plat submittal shall include at least the following information:</i></p>		
<p>A Vicinity Map</p> <ol style="list-style-type: none"> 1. Drawn at a maximum scale of one thousand feet (1,000') to the inch. 2. Show all existing and proposed roadways in the vicinity of the proposed development. 3. A north arrow. 4. The nearest section corner tie. 5. Subdivision name. 		
B	Certified boundary survey of the subject property, which meets state of Utah requirements, which also depicts all easements identified by the title report.	Complies
C	Preliminary plat (all facilities within 200 feet of the plat shall be shown): <ol style="list-style-type: none"> 1. Drawn at a scale not smaller than one hundred feet (100') to the inch. 2. A north arrow. 3. Subdivision name. 4. The layout and names and widths of existing and future road rights of way. 5. A tie to a permanent survey monument at a section corner. 6. The boundary lines of the subdivision with bearings and distances. 7. The layout and dimensions of proposed lots with lot areas in square feet. 8. The location and dimensions and labeling of other spaces including open spaces, parks, trails, or public spaces. 9. The location of manmade features including bridges, railroad tracks, fences, ditches, and buildings. 10. Topography at two foot (2') intervals. One foot (1') contours may be required by the county engineer in particularly flat areas. 11. Location and ownership of all adjoining tracts of land. 12. Proposed subdivision phasing plan and relationship to existing phases of development. (Ord. 10-16, 12-14-2010) 	Complies
D	Grading and drainage plan (may be combined with plat sheet, if approved by the county engineer): <ol style="list-style-type: none"> 1. Plan drawn to a scale not smaller than one hundred feet (100') to the inch, showing the road and lot layout. 2. Topography at two foot (2') contour intervals. 3. North arrow. 4. Subdivision name. 5. Areas of substantial earthmoving. 6. Location of existing watercourses, canals, ditches, springs, wells, culverts, and storm drains. 	Does Not Apply

	<p>7. Location of any 100-year floodplain as designated by the federal emergency management agency (FEMA).</p> <p>8. A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, outlets to offsite facilities, and off site drainage facilities planned to accommodate the project drainage.</p> <p>9. Show any existing wetlands.</p> <p>10. Slope analysis which depicts all slopes greater than fifteen percent (15%) and greater than twenty five percent (25%) with distinct notation. (Ord. 12-09, 9-18-2012)</p>		
E	<p>Utility plan (may be combined with plat sheet, if approved by the county engineer):</p> <ol style="list-style-type: none"> 1. Plan drawn to a scale not smaller than one hundred feet (100') to the inch, showing the road and lot layout. 2. North arrow. 3. Subdivision name. 4. Show all existing and proposed utilities including: sewer, culinary water, well locations with secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, and streetlights, television and telecommunications. 5. Show location and dimensions of all utility easements. 	Does Not Apply	
F	<p>The subdivider shall provide the following documents with the application:</p> <ol style="list-style-type: none"> 1. Three (3) copies of a geotechnical soils report. 2. A traffic report when required by the planning commission or county engineer. 3. Preliminary title report, which specifically references the boundary survey and exactly matches the legal description of the outside boundary of the subdivision. 4. Service agreements from all utility companies or providers. 5. Any necessary agreements with adjacent property owners regarding storm drainage or other matters pertinent to subdivision approval. 6. Maintenance agreements for subsurface drains serving the subdivision, if they are proposed or exist. 7. An agricultural impact analysis, on subdivisions which are contiguous to an adopted agricultural preservation area, or which contain an agricultural open space conservation easement within the plat. 8. Written verification of all proposed water sources. For all proposed water sources, provide approval letters from the Weber-Morgan County health department and proof of all water rights, including quantities (water rights certificates, etc.), for each well and water source to be utilized for the development. 9. The developer shall submit all information concerning site geology, area hydrogeology, site topography, soil types and the proven wet water by the drilling of at least one test well from within the described subdivision boundary, as determined by a geotechnical engineer, licensed in the state of Utah. Well logs shall be submitted to the county identifying the depth and yield of the well. Information submitted must verify that the source is consistently available to supply eight hundred (800) gallons per day (gpd) per equivalent residential connection (ERC) at a minimum flow rate of 0.55 gallons per minute (gpm). Water for irrigation supplies shall be 	Does Not Apply	

	<p>verified to provide three (3) gpm per irrigated acre. If the proposal is being served by an existing water utility company, these requirements do not apply.</p> <p>10. Verification of approval from the Weber-Morgan County health department regarding the proposed location of all septic systems and water source protection areas.</p>		
G	When the subdivision is located within the sensitive area district or geologic hazards special study area, required reports and documents are to be submitted in accordance with the provisions of this title.	Does Not Apply	
H	The subdivider shall comply with all applicable federal, state, and local laws and regulations, and shall provide evidence of such compliance if requested by the county.	Complies	
I	Copy of proposed protective covenants in all cases where subsurface drains or other common area maintenance proposals are to serve any portion of the subdivision.	Does Not Apply	
J	Electronic copies of all preliminary plat drawings in AutoCAD (DWG) format.	Complies	
K	Tabulations showing the total number of lots or buildings sites, and the percentage of land in roads, lots, and open space.	Does Not Apply	
L	Any additional submittal requirements required for or by master planned development reserves, specific development agreements, or requirements and conditions of other applicable ordinances or previous approvals. (Ord. 10-16, 12-14-2010)	Does Not Apply	

155.415: FINAL PLAT; PREPARATION AND REQUIRED INFORMATION:

A	The final plat shall consist of a mylar with the outside or trim line dimensions of twenty four inches by thirty six inches (24" x 36"). The mylar shall be submitted to the county at least twenty (20) days prior to consideration for placement on the county commission agenda for approval. Until that date, submittal of paper copies is sufficient for review. The borderline of the plat shall be drawn in heavy lines leaving a space of at least one and one-half inches (11/2") on the left side and at least one-half inch (1/2") margin on the other sides. The plat shall be so drawn that the top of the drawing faces either north or west, whichever accommodates the drawing best. All lines, dimensions, and markings shall be made on a mylar with approved waterproof black ink. The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet (100') to the inch, and workmanship on the finished drawing shall be neat, clean cut and readable.	Will Comply	Historically, staff has recommended the applicant wait to print the final mylar in the event that the Planning Commission recommend changes to the plat.
B	The final plat shall show the subdivision name that is distinct from any other recorded subdivision name and the general location of the subdivision in bold letters at the top of the sheet.	Complies	
C	The plat shall contain a north arrow and scale of the drawing and the date.	Complies	
D	Prior to consideration by the county commission, the plat shall be signed by all required and authorized parties, with the exception of the county commission chairperson, planning commission chairperson and county attorney, with appropriate notarial acknowledgements and the final plat shall contain all information set forth in this section.	Will comply	Historically, staff has recommended the applicant wait to print the final mylar and receive signatures, in the event that the Planning Commission and/or County Commission recommend changes to the plat.

E	An accurate and complete survey, which conforms to Utah state law.	Complies	
F	Plats will show accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to at least two (2) public survey monuments. These lines should be slightly heavier than street and lot lines.	Complies	
G	The final plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius and arc length of curves, and such information as may be necessary to determine the location of beginning and ending points of curves. All property corners and monuments within the subdivision shall be tied to an acceptable Morgan County monument, as determined by the Morgan County surveyor. Lot and boundary closure shall be calculated to the nearest 0.02 of a foot.	Complies	
H	All lots, blocks, and parcels offered for dedication for any purpose should be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. The square footage of each lot shall be shown. All parcels offered for dedication other than for streets or easements shall be clearly designated on the plat. Sufficient linear, angular and curved data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof. No ditto marks shall be used for lot dimensions.	Complies	
I	The plat shall show the right of way lines of each street, and the width of any portion being dedicated and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within fifty feet (50') of the subdivision shall be shown with dashed lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such existing streets shall be accurately shown.	Complies	
J	All lots are to be numbered consecutively under a definite system approved by the county. Numbering shall continue consecutively throughout the subdivision with no omissions or duplications.	Complies	
K	All streets within the subdivision shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the county. Each lot shall show the street addresses assigned thereto, and shall be according to the standard addressing methods approved by the county. In the case of corner lots, an address will be assigned for each part of the lot having street frontage.	Complies	
L	The side lines of all easements shall be shown by fine dashed lines. The width of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.	Complies	
M	The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or bench mark that is disturbed or destroyed before acceptance of all improvements shall be replaced by the subdivider under the direction of the county surveyor. The following required monuments shall be shown on the final plat:	Complies	

	<ol style="list-style-type: none"> 1. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties; 2. All right of way monuments at angle points and intersections as approved by the county surveyor. 		
N	<p>The final plat shall contain the name, stamp and signature of a professional land surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgements and descriptions shall appear on the title sheet of the final plat, and such certificates may be combined where appropriate:</p> <ol style="list-style-type: none"> 1. Professional land surveyor's "certificate of survey". 2. Owner's dedication certificate in the following form: <p><i>OWNERS DEDICATION</i></p> <p><i>Know all men by these presents that we, the undersigned owner(s) of the above described tract of land, having caused said tract to be subdivided into lots and streets to be hereafter known as Subdivision do hereby dedicate for perpetual use of the public all parcels of land, other utilities, or easements shown on this plat as intended for public use. In witness whereof, we have hereunto set out hands this day of, 21.</i></p> <p><i>(Add appropriate acknowledgments)</i></p> <ol style="list-style-type: none"> 3. Notary public's acknowledgement for each signature on the plat. 4. A correct metes and bounds description of all property included within the subdivision. 5. Plats shall contain signatures of the water provider (if provided by a culinary water system), sewer provider (if provided by a sewer improvement district), Weber-Morgan County health department, planning commission, and county engineer, and blocks for signatures of the county attorney and county commission (a signature line for the commission chairperson and an attestation by the county clerk). A block for the county recorder shall be provided in the lower right corner of the final plat. 6. Such other affidavits, certificates, acknowledgements, endorsements and notarial seals as are required by law, by this title, the county attorney, or county surveyor. 7. Prior to recordation of the plat, the subdivider shall submit a current title report to be reviewed by the county. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property and which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat. 8. The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the final plat shall be in the form prescribed by the county's standards. 9. When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the subdivider shall submit, with the final plat, the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas and any access easements which may be required by the county. 	Complies	Owner's Dedication is present, but not signed

O	On subdivisions which are contiguous to an adopted agricultural protection area, or which contain an agricultural open space preservation area within the plat, a note shall be placed on the plat, in conjunction with right to farm provisions, stating such, and that agricultural operations work hours begin early and run late and that these operations may contribute to noises and odors objectionable to some residents.	Does Not Apply	Does not border an Agricultural Protection Area
P	<p>A note on the plat which states the following:</p> <p><i>Morgan County restricts the occupancy of buildings within developments as outlined in the adopted building and fire codes. It is unlawful to occupy a building located within any development without first having obtained a certificate of occupancy issued by the county.</i></p> <p>(Ord. 10-16, 12-14-2010)</p>	Complies	

DEPARTMENT COMMENTS/RECOMMENDATIONS

Public Works: No comments received

Fire/EMS Services: Comments received and recommend approval

Engineering/Surveyor: Comments received and recommend approval

Recorders: Comments received and are being addressed

Zoning: R1-20

PUBLIC NOTICE, MEETINGS, COMMENTS

- ✓ Public Notice was submitted to the State of Utah Public Notice website on or before January 12, 2026; a minimum of 10 days prior to the scheduled meeting. (Morgan County Code § 155.032 (C)).
- ✓ A Public Notice was posted at the County on or before January 12, 2026.
- ✓ Notices to property owners within 1000' feet of the proposed use were mailed a Public Notice on or before January 12, 2026.
- ✓ A sign was posted on the site on or before January 12, 2026.

Recommended Motions

Motion for Approval – “I move we approve The Range Phase 1, No. 1 Plat Amendment, application #25.052, to remove the temporary fire access easement located along the north boundary of The Range Phase 1 subdivision, based on the findings and with the conditions listed in the staff report dated February 3, 2026.”

Motion for Approval with Conditions – “I move we approve The Range Phase 1, No. 1 Plat Amendment, application #25.052, to remove the temporary fire access easement located along the north boundary of The Range Phase 1 subdivision, based on the findings and with the conditions listed in the staff report dated February 3, 2026, and the following additional conditions:”

1. *List any additional findings and conditions...*

Motion for Denial – “I move we deny The Range Phase 1, No. 1 Plat Amendment, application #25.052, to remove the temporary fire access easement located along the north boundary of The Range Phase 1 subdivision, *due to the following findings:*”

Attachments:

Attachment A: Vicinity Map

Attachment B: Zoning Map

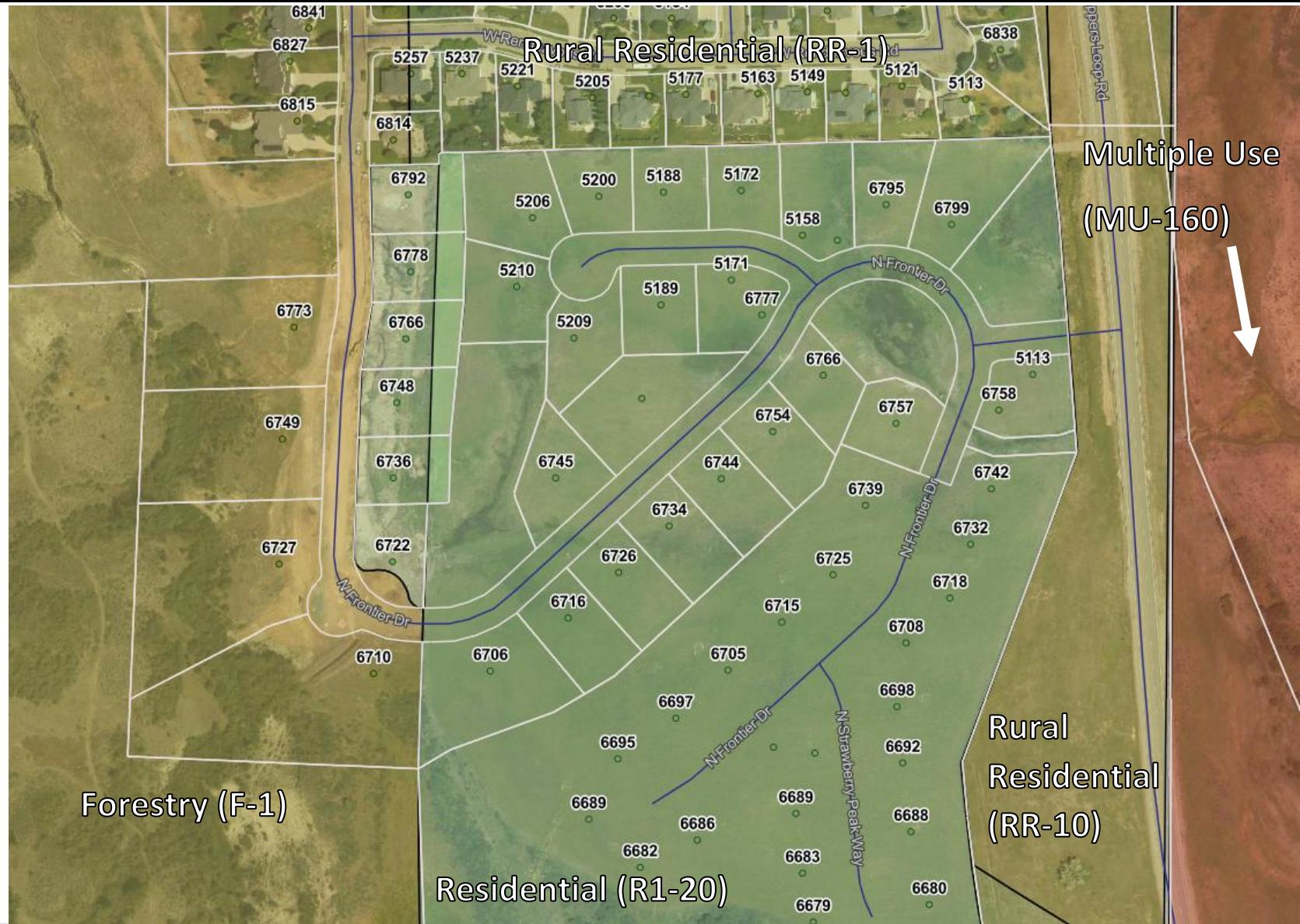
Attachment C: Original Plat

Attachment D: Proposed Plat Amendment

Attachment A: Vicinity Map



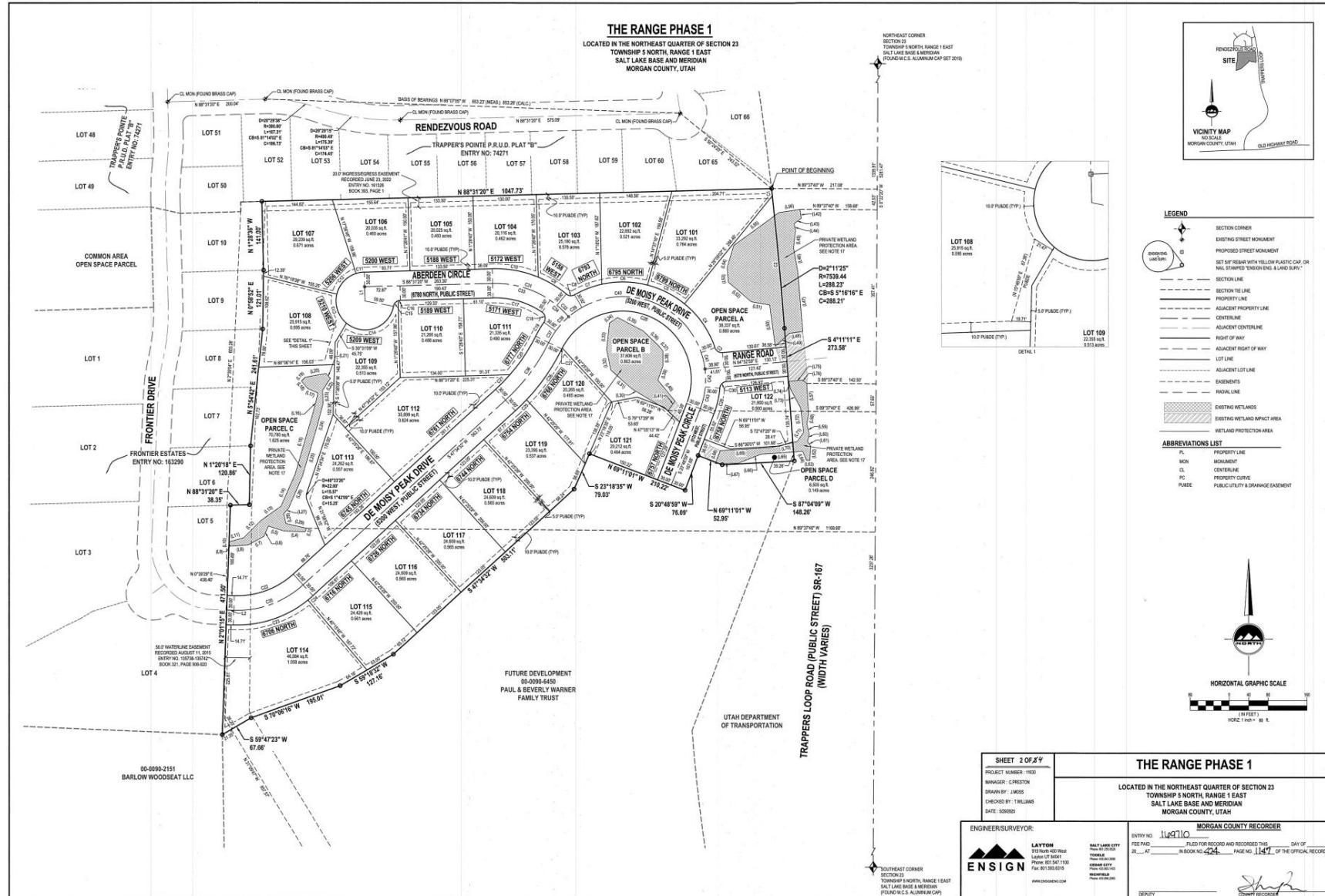
Attachment B: Current Zoning Map



[Click here to view a full-size .pdf version](#)

Attachment C: Original Plat

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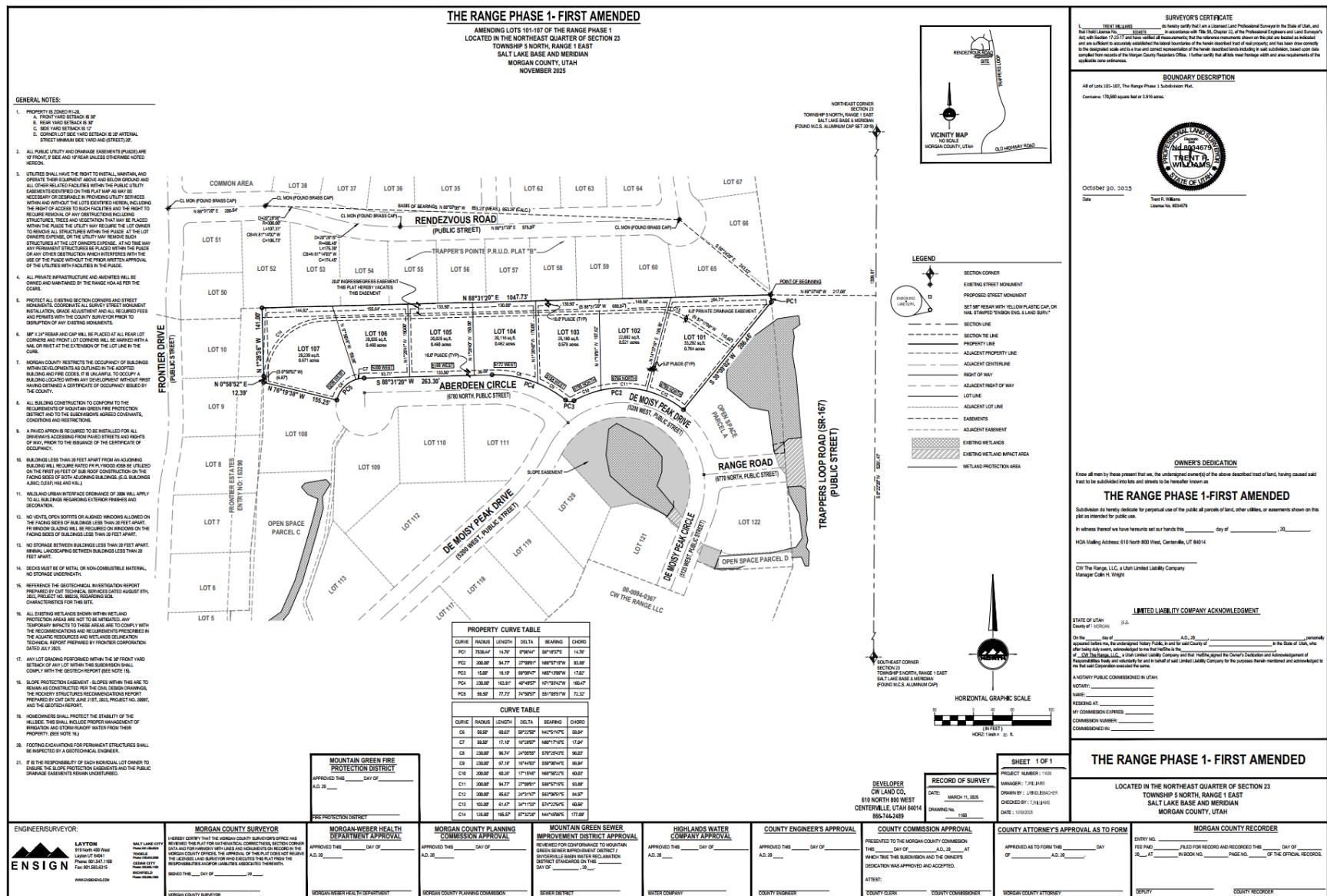


*The Range Phase 1, No. 1 Plat Amendment
February 3, 2026
Application #25.052*

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[Click here to view a full-size .pdf version.](#)

Attachment D: Proposed Plat Amendment



RESOLUTION CR 26-11

A RESOLUTION OF THE MORGAN COUNTY COMMISSION TO WAIVE CERTAIN PLANNING AND ZONING FEES FOR THE FAIRGROUNDS LIVESTOCK BARN; PERMIT #7024989.

WHEREAS, the Morgan Junior Rodeo Livestock Committee is a not-for-profit and tax-exempt organization operating within Morgan County, AND

WHEREAS, said not-for-profit was awarded a grant to expand the livestock barn at the Morgan County Fairgrounds, AND

WHEREAS, on July 15th, 2025 the Morgan County Commission approved the improvement on County Property; AND

WHEREAS, the Morgan County Commission may waive or adjust fees for projects that serve a public purpose.

NOW THEREFORE, BE IT RESOLVED, that the Morgan County Commission hereby approves the waving of the permitting fees association with permit #7024989, commonly known as the Fairgrounds Livestock Barn.

PASSED AND ADOPTED this 3rd day of February 2026.

ATTEST:

MORGAN COUNTY COMMISSION:

Matthew Wilson, County Commission Chair

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

Garrett Smith, Morgan County Attorney

COMMISSION MEMBERS VOTING:

AYE NAY ABSENT

Michael Newton _____

Vaughn Nickerson _____

Blaine Fackrell _____

Raelene Blocker _____

Matthew Wilson _____

RESOLUTION CR 26-12

A RESOLUTION OF THE MORGAN COUNTY COMMISSION NAMING THE MORGAN COUNTY COUNCIL OF GOVERNMENTS AS THE RAMP TAX ADVISORY BOARD FOR MORGAN COUNTY, UTAH.

WHEREAS, the Morgan County Commission (“Commission”) has implemented a Recreation, Arts, Museum, and Parks (RAMP) Tax within Morgan County, Utah, pursuant to Utah Code Ann. § 59-12-701 et seq.; and

WHEREAS, the purpose of the RAMP tax is to provide funding for recreational, arts, museum, and park facilities and organizations within Morgan County; and

WHEREAS, pursuant to Utah Code, a county legislative body may appoint an advisory board to make recommendations on the expenditure of RAMP tax revenues; and

WHEREAS, the Morgan County Council of Governments (COG) is composed of local elected officials and representatives from across Morgan County, providing a comprehensive, regional perspective on community needs and priorities; and

WHEREAS, the Morgan County Commission desires to utilize the Morgan County Council of Governments to serve as the RAMP Tax Advisory Board to ensure equitable and strategic allocation of funds for RAMP projects;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF MORGAN COUNTY, UTAH:

1. **DESIGNATION:** The Morgan County Council of Governments (COG) is hereby additionally named and designated as the official Morgan County RAMP Tax Advisory Board.
2. **DUTIES:** The COG shall perform the duties of the advisory board as outlined in Utah Code § 59-12-704, which include, but are not limited to:
 - Reviewing all applications for RAMP tax funding requests.
 - Evaluating proposals based on criteria established by the County Commission.
 - Providing a priority list of recommended projects and expenditures to the Morgan County Commission on an annual basis.
3. **MEETINGS:** The COG shall, in its capacity as the RAMP Tax Advisory Board, meet as necessary to review and make recommendations regarding the annual RAMP budget and project priority list.

4. **APPLICABILITY:** This resolution shall remain in effect until amended or repealed by the Morgan County Commission.

PASSED AND ADOPTED this 3rd day of February 2026.

ATTEST:

MORGAN COUNTY COMMISSION:

Matthew Wilson, County Commission Chair

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

Garrett Smith, Morgan County Attorney

COMMISSION MEMBERS VOTING:

	AYE	NAY	ABSENT
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Michael Newton	—	—	—
Vaughn Nickerson	—	—	—
Blaine Fackrell	—	—	—
Raelene Blocker	—	—	—
Matthew Wilson	—	—	—

PROPOSAL

Morgan County
to use
CJS, LLC
as its
Online Traffic School

Tyson Clark
Telephone: 1.888.963.2147
Email: tyson@SolutionsNow.pro

Executive Summary

Upon approval, CJS Limited Liability Company (CJS) will create, test, and deliver a customized *Online Traffic School Program* according to the specifications established by Morgan County. CJS will work with those persons selected by Morgan County to define the content, duration, location, and price of Morgan County's online traffic school. CJS will then customize its traffic school program to the specifications established and verify compliance with those involved in the specification process. If at any time Morgan County wishes to change its traffic school system, CJS will work with the appropriate personnel to implement these changes quickly and efficiently.

CJS will provide free training to Morgan County personnel (e.g. court clerks, police personnel, legal secretaries, etc.) charged with overseeing the online traffic school processes; and will ensure the website runs according to Morgan County's expectations. After this, CJS will switch to "on-demand" service and will be available as needed to answer questions without being obtrusive, allowing Morgan County personnel to concentrate on other county matters. CJS's friendly and knowledgeable support staff has years of experience and will be available to answer questions before, during, and after Morgan County's regular hours of operation.

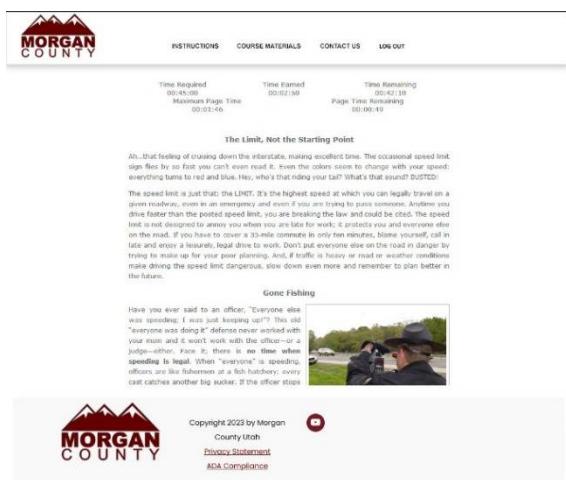
CJS will provide Utah-specific traffic school content in both English and Spanish. With CJS's insightful and memorable content, the traffic school course(s) offered will create safer drivers and a safer county.

CJS's software will provide those taking Morgan County's online courses with completion certificates. If desired, CJS's software can send e-mail notifications and a copy of the completion certificate to designated Morgan County personnel.

CJS provides a toll-free support line in both English and Spanish to answer your questions and help traffic school students with issues regarding the online traffic school. All of this is provided at no cost to Morgan County.

Following is a more detailed explanation of what CJS has to offer Morgan County.

USER-FRIENDLY TRAFFIC SCHOOL WEBSITE



Defendants who qualify for traffic school will have access to a secure, simple website that facilitates learning.

Easy Access: At Morgan County's preference, motorists can take online traffic school directly from Morgan County's website, or from one of our websites. This can be decided in the specification process.

Easy to Use: Ticketed motorists have access to a straight-forward user interface that guides them through the registration process and the traffic school course.

Convenience: The defendant will be able to log in and out of the course as often as necessary to complete the course.

Authorized Attendance: If Morgan County wishes CJS will limit access to their online traffic school course with an access code. This code is then provided by authorized Morgan County personnel when the defendant is determined to be illegible for traffic school.

Support Line: Our toll-free support line's phone number will be listed at the bottom of each page. CJS's friendly and knowledgeable staff can help students in Spanish or English.

MEMORABLE CONTENT YOU CAN TRUST

Created with help of Utah highway patrol, sheriff's deputies, municipal officers, prosecutors, court clerks, and judges, CJS's content instructs drivers on the rules of the road and teaches important defensive driving techniques. Our entertaining and memorable course material not only explains why motorists should slow down, it educates them on numerous traffic safety topics, effectively modifying behavior and perhaps saving lives. Our emphasis on driver safety and courtesy creates safer, more enjoyable driving conditions for all.

The content is broken into multiple chapters—each covering a single logical concept. Each chapter is further broken down into short pages that emphasize one or two specific topics. After each page, a one-question quiz reinforces the concept taught. Correctly answering a quiz question allows the student (defendant) to progress to the next page of course material.

However, if the student answers the question incorrectly, he or she is returned to the course material just studied and given the same quiz question with a different set of possible answers. If the student incorrectly answers the quiz question a second time the answer to the question and an explanation are provided, but the student is not credited for time spent reading the answer. The student will then return to the course material just studied to prepare for a different quiz question and the same process is repeated with the second quiz question. The student will also incur an additional 30-second penalty if he or she fails to correctly answer the second quiz question. This process was implemented to encourage students to learn the material without creating excessive frustration.

Several sections have a "Choose Your Own Adventure" scenario, an appealing teaching technique unique to CJS. The student is presented with a hypothetical driving situation and is allowed to explore the effects of both right and wrong answers. Each choice the student makes leads him or her to the next logical step in the scenario. At the end of each scenario, a poignant message that teaches a defensive driving principle is presented.

Our content has proven successful at promoting learning and retention. Here are two comments by past students, in their words (including typos):

This was a wonderful education! I've never considered myself a reckless driver, but after going through this course, I am much more aware of all the things I can change to be a safer driver. I liked the sense of humor that was added as well. I would like to see this course mandatory for all new drivers as well as mandatory every 10 years or so for everyone. Thank you! (D. Williams of Salt Lake County)

I LOVE THIS COURSE! It has made a real difference in the way I have been thinking (actually ... not thinking). I have especially appreciated the logical aspects of the course (especially putting things into perspective, such as, the costs of speeding. I thought I was saving time and money. However, I now KNOW that I have been dumb and wasting a lot of time, money, and other resources. THANKS! I think this course should be mandatory for all drivers! ...[I]t is unfortunate that I have to take the course! However, it is fortunate that I have taken the course! It is outstanding! THANKS! (D. Brinley of Salt Lake County)

PASSING CRITERIA

Morgan County will set the passing criteria for its traffic school students. Passing criteria can include duration and (if desired) a final exam. The most commonly used method, and the one CJS recommends, is to require a student to fulfill a pre-determined time commitment. This is similar to most live traffic schools.

Both live and online traffic schools have students who try not to learn. To combat this, a live traffic school requires a vigilant instructor and/or proctors. With CJS, if a student opens a page with a 2-minute timer and chooses to walk away from the computer for an hour, he or she will only receive credit for 2 minutes toward the completion requirements and then must answer questions pulled from that page's course material. As explained previously, time penalties are in place which will extend the course duration for those trying not to learn.

Alternatively, Morgan County can require the student to pass a final test for completion. Morgan County can specify the number of test questions, the passing percentage, and the number of possible test retakes. As with all our educational tools, the final test is designed to reinforce learning and retention.

COMPLETION VERIFICATION

Morgan County can verify each student's course completion in any of three ways:

1. The student (defendant) prints and mails or faxes the Course Completion Certificate;
2. CJS sends an automated e-mail notification;
3. County personnel can manually verify course completion by using CJS's Progress Monitor, which is part of the administration website that is explained shortly.

Each verification method is easy to use and CJS will set it up for free. Morgan County can use any combination of these methods to verify course completion.



ADDITIONAL FEATURES

CJS has many features not covered in this proposal. During the definition phase, we encourage those persons defining the website functionality to tell us what they want so we translate their desires into substance. If a desirable feature is not available and that feature can benefit multiple customers then we add it at no charge.

CJS's customer-focused, "have it your way" mentality has created the most, feature-rich and usable online traffic school there is, which is provided at a much lower price than our competitors. Our attention to our customers has created very high levels of customer satisfaction and loyalty.

USER-FRIENDLY ADMINISTRATION WEBSITE

Authorized county personnel will have access to a simple, yet powerful, administration website that provides easy access to Morgan County's online traffic school records. This website can be used for recordkeeping purposes, to monitor defendant progress, and to verify attendance claims (i.e. if a defendant claims to have finished the course, an authorized Morgan County employee can easily verify if the defendant is telling the truth).

The administration website also provides numerical and financial statistics, including detailed information about the current and previous month plus a condensed history of the three months prior. These statistics will be protected information and available only to those personnel authorized by Morgan County (i.e. access to the Student Progress Monitor does not grant the person access to the Revenue Monitor).

This site contains additional features and information not described in this proposal, but will be available at no charge if needed.

PRICING

CJS has two pricing options available. Option one charges the defendant \$23.50 to take traffic school, but returns no money to Morgan County. Option two allows Morgan County to offset costs by charging defendants more than the base price of \$23.50. At the beginning of each month, Morgan County will receive a check for the money collected the preceding month that was in excess of CJS's base price.

With the second option (money returned to the county), CJS's base price is subject to a volume discount—if large numbers of Morgan County defendants use the traffic school during the month, then Morgan County's portion of the traffic school fee increases (see schedule below). Note: CJS pays the credit card processing fees for the entire amount charged for traffic school attendance.

Defendants per Month	Base Price
0 - 14	\$19.85
15 - 29	\$18.25
30 - 59	\$16.70
60 - 119	\$15.05
120 - 219	\$13.30
220 - 419	\$11.45
420 and above	\$9.55

Example: If Morgan County sets the online traffic school price to \$75 then Morgan County would get a minimum of \$55.15 (\$75.00 - \$19.85) for each student that attends the online traffic school in a month. If 10 defendants attended in a month then at the beginning of the next month Morgan County would receive a check for \$551.50 ([\\$75.00 - \\$19.85] X 10 students). If 20 defendants attended in a month then the base price is reduced from \$19.85 to \$18.25 for all 20 students. At the beginning of the next month Morgan County would receive a check for \$1135.00 ([\\$75.00 - \\$18.25] X 20 students). That's \$56.75 (\$75.00 - \\$18.25) for each of the 20 defendants.

AUDITING AND ACCOUNTING

CJS is easy to audit. The court's records can be compared with the records in the Progress Monitor to ensure that no one has registered and then been deleted. Course completion certificates are mailed to the court directly from the defendant, acting as a double check against tampering.

Spot auditing can be performed during the month. County personnel can enter the Progress Monitor and see the financial statistics and a list of all the students who have signed up for a traffic school in a particular month.

Account	Course	Sign ups	Base Revenue	Volume discount revenue	Total
Morgan JC	Basic Moving Violation Course	139	4871.95	1348.30	6,220.25
Total		139			6,220.25

Account	Course	Sign ups	Base Revenue	Volume discount revenue	Total
Morgan JC	Old Moving Violation Course	36	1261.80	349.20	1,611.00
Morgan JC	Moving Violation Course (Spanish)	7	245.35	67.90	313.25
Morgan JC	Basic Moving Violation Course	130	4556.50	1261.00	5,817.50
Total		173			7,741.75

Account	May 2007	June 2007	July 2007			
Morgan County JC	175	7,927.45	157	7,079.15	162	7,249.50

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CONCLUSION

CJS is dedicated to understanding and meeting the needs of each court it serves, making us the most widely used online traffic school in the state of Utah. Our years of local experience have increased our wisdom, making us more capable to meet the needs of Morgan County. We look forward to working with Morgan County and providing the benefits of our unique and effective traffic school.

SERVICE AGREEMENT

This Service Agreement ("Agreement"), is made and entered into as of this _____ day of _____, 2026, by and between Morgan County Utah (the "County"), and CJS Limited Liability Company (the "Service Provider"),

WITNESSETH

WHEREAS, the County wishes to receive traffic school services from Service Provider from time to time and Service Provider is willing to provide such traffic school services, and County and Service Provider wish to enter into this Agreement to set forth the terms and conditions on which services will be provided.

NOW, THEREFORE, the County and Service Provider hereby mutually covenant and agree as follows:

1. Engagement of Service Provider. Service Provider is hereby retained by the County, and Service Provider hereby accepts such retention, as a traffic school provider for the County for the compensation and on the terms and conditions hereinafter expressed. Service Provider shall perform such service duties ("Services") which will consist of (i) providing Internet-based traffic school, and (ii) providing support to persons using said Internet-based traffic school.

2. Service Provider's Duties. Service Provider will provide an Internet-based traffic school for the County, along with support for said traffic school. Service Provider will also provide training for any County employees deemed in need of such training by both the County and Service Provider.

3. County's Duties. County may, at the discretion of County's Attorneys or County's Justice Court, refer individuals with moving citations ("Defendants") to Service Provider's Internet-based traffic school when deemed proper for a Defendant to attend the Internet-based traffic school.

4. Compensation for Services. The Service Provider agrees to pay to the County the following fees (collectively, the "Fee"):

(a) The County will set the rate that each Defendant shall pay to Service Provider for using the Internet-based traffic school. The County agrees that the rate set shall exceed the highest Monthly Base Price set forth in this agreement but not be more than \$100. The Service Provider will pay the County any amount collected that is above the Monthly Base Price set forth in this Section.

(b) The Service Provider's Monthly Base Price for use of the Service Provider's traffic school will be according to the standard volume discount schedule set forth here.

Defendants per Month	Monthly Base Price
0 - 14	\$19.85
15 - 29	\$18.25
30 - 59	\$16.70
60 - 119	\$15.05
120 - 219	\$13.30
220 - 419	\$11.45
420 and above	\$9.55

NOTE: The charge for all Defendants in a month will be at the same Monthly Base Price.

(c) The amounts payable to the County under this Subsection shall be payable on or before the fifteenth day of the following month after traffic school was attended by the Defendant. The parties understand that payment will not be more frequent than once per month.

(d) In the event that a credit card chargeback occurs and cannot be resolved, the Service Provider will assume a loss of the amount equal to Monthly Base Price used during the month the person initiating the chargeback was billed, plus the additional chargeback fee of the credit card processing agent. The County will assume the loss of any amount charged in excess of the Monthly Base Price used during the month the person initiating the chargeback was billed.

(e) The Service Provider has no obligation to notify the County of any reductions in the Monthly Base Price. The Service Provider agrees that no increase in the Monthly Base Price will be made without the specific approval of the County and within the first three years of this contract.

5. Term. The term of this Agreement (the "Term") shall begin on the date of this Agreement and expire on December 31 of each year; and will automatically be extended for an additional one-year term with the same terms and conditions without need of additional written contracts and may be terminated during the Term as provided in Section 6 hereof.

6. Termination of Agreement. Notwithstanding that the Term shall not have been completed, the County may terminate this Agreement (a) upon 60 day written notice to the Service Provider that Services are no longer desired, or (b) the Service Provider is not able to resolve any technical issues, or (c) the Service Provider is not able to match any competitive agreements into which the County may have entered or desire to enter.

Notwithstanding that the Term shall not have been completed, the Service Provider may terminate this Agreement (a) upon written notice to the County 60 days prior to termination of Services. If this Agreement is terminated, the Service Provider shall only be obligated to make payments of Fees due the County according to the regular payment schedule for one year from date of written notice.

7. Duties of Service Provider Relating to Rendering Services. Service Provider shall at all times be acting and performing hereunder as an independent contractor. In connection with the performance by Service Provider of Services, the County shall not have or exercise any control or direction over the Services performed by Service Provider, and will not in any way supervise or control his activities. Service Provider shall perform all of the Services herein provided for relying on his own experience, knowledge, judgment and techniques. Service Provider shall not, in the performance of his duties, be managed or advised concerning the same by the County. Service Provider will not be acting as the employee, agent, partner, servant or representative of the County, and Service Provider will not have any authority to bind the County or any subsidiary of the County in any manner.

8. Privacy Agreement. Any information collected from individuals by the Service Provider's website is for the internal use of the County and Service provider and both acknowledge that such information shall not be resold, sublicensed, delivered or displayed in any way or used by any third party.

9. Confidential Information. Service Provider agrees to keep confidential any information deemed confidential by the County. Upon the termination of this Agreement for any reason, Service Provider will not take or retain from the premises of the County any records, files or other documents, or copies thereof, relating in any way to the business operations of the County.

10. Assignability. The Service Provider shall not have the right to assign this Agreement except to a subsidiary or sister company of the Service Provider and all covenants and agreements hereunder shall inure to the benefit of and be enforceable by or against said assigns. The rights, benefits and obligations of Service Provider under this Agreement are personal to him, and no such rights, benefits or obligations shall be subject to voluntary or involuntary alienation, assignment or transfer.

11. Governing Law; Consent to Jurisdiction. This Agreement shall be deemed to have been made under, and shall be construed and interpreted in accordance with, the laws of the State of Utah, excluding any conflicts-of-law rule or law which might refer such construction and interpretation to the laws of another state, republic or country. The parties hereby submit to the jurisdiction of the state and federal courts in Utah and waive any right to which they might be entitled to submit any dispute hereunder to the courts of another state, republic or country.

12. Modifications; Waiver. This Agreement shall not be amended or modified except by written instrument executed by the County and Service Provider. The failure of the County or Service Provider to insist upon strict performance of any provision hereof shall not constitute a waiver of, or estoppel against asserting, the right to require such performance in the future, nor shall a waiver or estoppel in any one instance constitute a waiver or estoppel with respect to a later breach of a similar nature or otherwise.

13. Remedies. The remedies accorded to the parties by this Agreement are in addition to, and not in lieu of, all other remedies to which the parties may be entitled at law or in equity.

14. **Inconsistent Obligations.** Service Provider represents and warrants that, at the date of this Agreement, he has no obligations that are inconsistent with those of this Agreement.

15. **Sole Agreement.** All prior negotiations and agreements between the parties hereto relating to the transactions, employment and services contemplated hereby are superseded by this Agreement, and there are no representations, warranties, understandings or agreements with respect to such transactions, employment or services other than those expressly set forth herein.

16. **Severability.** If any of the terms or conditions of this Agreement are held by any court of competent jurisdiction to be unenforceable or invalid, such unenforceability or invalidity shall not render unenforceable or invalid the entire Agreement. Instead, this Agreement shall be construed as if it did not contain the particular provision or provisions held to be unenforceable or invalid, the rights and obligations of the parties shall be construed and enforced accordingly, and this Agreement shall thereupon remain in full force and effect.

IN WITNESS WHEREOF, the County and Service Provider have executed this Agreement as of the day and year first above written.

Matthew Wilson
Morgan County Commission Chair
Morgan County, Utah

Tyson Clark
President
CJS Limited Liability Company