



MORGAN COUNTY COMMISSION MEETING AGENDA

January 6th, 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

Hon. Garrett Smith, Morgan County Attorney

Annual Open Meetings Act Training 'OPMA' UCA 52-4 along with the review and possible revisions of the following:

CR 25-02 The Established County Commission Rules of Order and Procedure

CR 25-28 Morgan County Travel Expense Policy

5:00 COMMENCEMENT OF MEETING

(A) Opening Ceremonies

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

(B) Election of County Commission Chair & Commission Vice-Chair CR 26-01

(C) Consent Agenda Items

1. Approval of the Morgan County Commission Minutes from December 17th, 2025.
2. Acknowledge receipt of the letter of resignation of Weed Abatement Board Member Lewis Dillree.
3. Notice of opening on the Weed Abatement Board – Open to Submissions
4. Notice of opening on the Community & Economic Opportunity Board – Open to Submissions
5. Approval of RFP verbiage for remodeling to meet state election security requirements.

(D) Commissioner Declarations of Conflict of Interest

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

(F) Presentations

1. Blair Stringham, Northern Region Supervisor of the Utah Division of Wildlife Resources; Presenting the County's Payment in Lieu of Taxes check.
2. James Wilson, Morgan County Fire Warden; Introduction – started December 2025
3. Hon. Shaun Rose, Morgan County Recorder; Introducing the new all-inclusive GIS Map

(G) Action Items

1. **Hon. Shaun Rose** – Discussion/Decision – 2026 Budget Adjustment
Discussion and decision on creating a Full-Time Surveyor position within the Morgan County Recorder's office for the budget year of 2026.
2. **Erin Bott** – Discussion/Decision – Morgan County Library Director
Request to go out for RFP to repair the rain gutters on the Morgan County Library/Senior Center building and identify funding source.
3. **Morgan County Board of Equalization** – Discussion/Decision – Late Appeals & Stipulations
Discussion and decision on Morgan County Resolutions requesting late BOE Appeals

MORGAN COUNTY COMMISSION MEETING AGENDA

- a. **CR 26-2501-BOE** Late Appeal Request: John P. Williamson
 - b. **CR 26-2502-BOE** Late Appeal Request: Chase Hansen
 - c. **CR 26-2503-BOE** Late Appeal Request: Levi Harper
4. **Josh Cook** – Discussion Decision – County Planning & Zoning
LDS Mountain Green Cottonwood Canyon Road Subdivision (First Amended): A request a lot line adjustment to lot 4 of the LDS MTN. Green Cottonwood Canyon Road Subdivision, which is identified by parcel number 00-0084-0774 and serial number 03-LDSMG-0004, and is located at 4210 West Cottonwood Canyon Road in unincorporated Morgan County.
 5. **Josh Cook** – Discussion Decision – County Planning & Zoning
Cottonwood Spring View, P.U.D. (Third Plat Amendment): A request for a lot line adjustment to lots 710 and 711 of the Cottonwood Spring View, A P.U.D. Subdivision, which is identified by parcel numbers 00-0089-1016 & 00-0089-1017 and serial numbers 03-COSPR-0710 & 03-COSPR-0711, and is located at 6348 & 6358 S Wasatchback Drive in unincorporated Morgan County.
 6. **Hon. Raelene Blocker** – Discussion/Decision – Commissioner
Discussion and decision on **CR 26-05** Commissioner Blocker’s nomination of **Travis Taylor** to the Mountain Green seat on the Morgan County Planning Commission.
 7. **Morgan County Commission** – Discussion/Decision – Public Defender
Discussion and decision on awarding the RFQ for Public Defender Indigent Defense Services to **Colton McKay** at the recommendation of the selection committee.
 8. **Morgan County Commission** – Discussion/Decision – Portfolio Assignment
Discussion and decision on **CR 26-02** appointment of 2026 Commission Portfolio Assignments.
Morgan County Commission – Discussion/Decision – Portfolio Assignment
Discussion and decision on **CR 26-03** establishing the Morgan County Commission Rules of Order and Procedure for 2026.
 9. **Morgan County Commission** – Discussion/Decision – Portfolio Assignment
Discussion and decision on **CR 26-04** amending the Morgan County Travel Expense Policy.
 10. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
UAC Day at the Hill Registration – January 21st at 8 am MST
 11. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Postponed from 12/17/2025 meeting; State has not responded with redlines. Request to postpone again; The County’s Predation Management Plan for 2026 and commitment of participating funds from 71-2229-000-000 [Predator Control Trust & Agency Fund].
 12. **Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Postponed from 12/17/2025 meeting; Attorney’s office is still working through redlines. Request to postpone again; The Morgan County Historical Society By-Laws.
- (H) Commissioner Comments**
- Commissioner Blocker
 - Commissioner Newton
 - Commissioner Fackrell
 - Commission Vice-Chair Nickerson
 - Commission Chair Wilson

MORGAN COUNTY COMMISSION MEETING AGENDA

The undersigned does hereby certify that the above notice and agenda were posted as required by law this the 2nd 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.

CR 25-02

RESOLUTION OF THE COUNTY COMMISSION OF MORGAN COUNTY
ESTABLISHING COUNTY COMMISSION RULES OF ORDER AND
PROCEDURE

WHEREAS: the County Commission of Morgan County finds that it is authorized by state law to adopt Rules of Order and Procedure to govern the conduct of its official meetings; and

WHEREAS: the County Commission finds that it is prudent to adopt Rules of Order and Procedure; and

WHEREAS: the County Commission has reviewed and approves the "Morgan County Commission Rules of Order and Procedure" which are incorporated into this resolution;

WHEREAS: the County Commission intends the "Morgan County Commission Rules of Order and Procedure" to supersede in their entirety those rules and procedures set forth in Resolution CR-04-17 (Amended);

NOW THEREFORE BE IT RESOLVED by the County Commission of Morgan County as follows:

THAT: the attached "Morgan County Commission Rules of Order and Procedure" are hereby adopted; and

THAT: Resolution CR-04-17 (Amended) is superseded in its entirety by the attached "Morgan County Commission Rules of Order and Procedure."

MORGAN COUNTY COMMISSION
RULES OF ORDER AND PROCEDURE

PURSUANT to Utah Code Ann. § 17-53-206, the County Commission of Morgan County adopts the following rules of order and procedure:

Rule I: Chair and Vice Chair of the County Commission.

1. During the first regular meeting of the Commission in January of each year, following the swearing in of newly elected Commission members (if applicable), the County Commission of Morgan County shall elect from among its members a Chair and Vice Chair, as provided in Section 17-53-203 of the Utah Code and as set forth below, which Commission leadership positions for the purpose of these Rules of Order and Procedure and Commission dealings, operations and records to be known and referred to as the Chair and Vice Chair.
 - (a) The Chair opens nominations for Chair and closes nominations after all nominations have been made known. Separate nominations should be made for the Chair and Vice Chair positions. Any Commission member

may nominate another Commission member or himself or herself as Chair. Each of the Chair candidates are given the opportunity to comment in the order of nomination.

- (b) The Chair then calls for a motion to consider the first candidate nominated for Chair. After a motion and second, a roll call vote is taken. If there is no majority for the first candidate, the Chair calls for a motion to consider each subsequent candidate in order of nomination until a candidate receives the requisite three (3) votes. If the first round of candidates each fail to obtain the requisite three (3) votes, the Chair opens nominations for new or renewed candidate nominations and subsequent voting. This process continues until there are at least three affirmative votes for one of the Chair candidates.
 - (c) The same process is utilized for the election of the Vice Chair. Following election of both the Chair and the Vice Chair, both the Chair and Vice Chair are sworn in.
 - (d) The Chair and Vice Chair shall serve from the date of the election until selection of their successors in the following year.
 - (e) In the event of a vacancy in the position of Chair, the Vice Chair shall become Chair and shall serve the remainder of the term. A vacancy in the position of Vice Chair shall be filled by election in the manner prescribed in these rules.
2. The Chair presides at all Commission meetings and is a voting member of the Commission. The Vice Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.
 3. In the event of the absence of, or disability of, both the Chair and the Vice Chair, the Commission shall elect a temporary Chair from among its members to serve until the Chair or Vice Chair so absent or disabled shall return or the disability shall be removed, as the case may be. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair. The County Clerk shall enter in the minutes of the Commission Meeting the election of a Commission member as the temporary Chair, which member shall serve as the temporary Chair in the event of any future absence of, or disability of, both the Chair and the Vice Chair, until such time as a different member of the Commission is elected as the temporary Chair.
 4. The Chair shall sign:
 - (a) all ordinances and resolutions passed by the Commission;
 - (b) all official minutes of Commission meetings after such minutes have been approved; and

- (c) all correspondence determined by the Commission to be representative of the Commission as a whole.
- 5. The Chair shall receive all messages and communications from County department heads and others addressed to the Commission as a body and shall be responsible to convey all such messages and communications to the other members of the Commission.

Rule II: Open and Public Meetings.

- 1. Every meeting of the County Commission shall comply with the "Open and Public Meetings Act" set forth in Utah Code § 52-4-101, et. seq.
- 2. The Commission shall give at least twenty-four (24) hours advance notice of its meetings unless an exception for shorter notice is provided under state law.
- 3. The notice shall include:
 - (a) The meeting agenda;
 - (b) The date of the meeting;
 - (c) The time of the meeting; and
 - (d) The location of the meeting.
- 4. At least once per year, the County Commission shall give public notice of its annual meeting schedule.
- 5. Notices of meetings shall be published in compliance with Utah Code Ann. § 52- 4-202.

Rule III: Types of County Commission Meetings.

- 1. The following are the types of Commission Meetings that may be called or scheduled: Regular Commission Meetings, Work Meetings, Special Meetings, Emergency Meetings, Closed Meetings (Executive Sessions), and Public Hearings.
- 2. "Regular Commission Meetings" will be held at the Morgan County Court House, at 5:00 pm, two times per month, usually the first and third Tuesdays, unless otherwise calendared.
- 3. "Work Meetings" may be scheduled by the Chair, as needed, once or more times per month. Work Meetings will be held at the Morgan County Court House at 4:00 pm, unless otherwise noticed.
 - (a) Work Meetings can serve the purpose of further discussion or study of items already before the Commission for action.
 - (b) After discussion at a Work Meeting, items will be referred:

- (i) to a future Work Meeting if the matter needs further work by the Commission; or
 - (ii) to a future Regular Commission Meeting to be considered as Commission business or, if the matter is ready for final action, to the consent agenda. For an item to be moved to the consent agenda as contemplated here, it must be noticed as a consent item as required by law.
 - (c) No formal Commission action will be taken at a Work Meeting on items discussed at the Work Meeting.
 - (d) During a Work Meeting the Commission Members and the Chair may sit around a conference table, rather than at the dais, to provide a more informal atmosphere and to allow a freer exchange of ideas.
4. "Special Commission Meetings" may be ordered by the Chair or by any two (2) members of the Commission. The order will be entered in the minutes of the County Commission and shall provide at least twenty four (24) hours' notice in advance of the meeting. The notice shall be served by the County Clerk on each Commission Member who did not sign the order by delivering the notice personally or by leaving it at the Commission Member's usual place of abode.
 5. "Emergency Meetings" may be called by the Chair or by one (1) member of the Commission for matters of an emergency or urgent matter. An attempt will be made to notify all Commission Members. The best practicable notice of the Emergency Meeting shall be given. A majority of the Commission must vote to hold the Emergency Meeting.
 6. "Closed Meetings" may be held to consider certain sensitive matters as allowed by state law (Utah Code § 52-4-205).
 - (a) Closed meetings are allowed for these purposes:
 - (i) discussion of the character, professional competence, or physical or mental health of an individual;
 - (ii) strategy sessions to discuss collective bargaining;
 - (iii) strategy sessions to discuss pending or reasonably imminent litigation;
 - (iv) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
 - (A) disclose the appraisal or estimated value of the property under consideration ; or
 - (B) prevent the County from completing the transaction on

the best possible terms.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

and of the following for the purpose of the best possible terms of the contract.

- (v) strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
 - (A) public discussion of the transaction would:
 - 1. disclose the appraisal or estimated value of the property under consideration; or
 - 2. prevent the County from completing the transaction on the best possible terms; and
 - (B) the County Commission previously gave public notice that the property would be offered for sale; and
 - (C) the terms of the sale are publicly disclosed before the County Commission approves the sale.
 - (vi) discussion regarding deployment of security personnel, devices, or systems; and
 - (vii) investigative proceedings regarding allegations of criminal misconduct.
- (b) Closed Meetings may be held if:
 - (i) a quorum is present;
 - (ii) the meeting at which the vote is taken to hold a Closed Meeting is an open meeting for which proper notice has been given; and
 - (iii) two-thirds of the members of the County Commission present at the open meeting vote to approve closing the meeting.
 - (c) Each matter discussed in the closed meeting must be permitted by state law.
 - (d) No ordinance, resolution, rule, regulation, contract, or appointment may be approved at a closed meeting.
 - (e) The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:
 - (i) the reason or reasons for holding the closed meeting;
 - (ii) the location where the closed meeting will be held; and

- (iii) the vote by name, of each member of the County Commission, either for or against the motion to hold the closed meeting.

7. "Public Hearings" are generally part of a scheduled and noticed Regular Commission Meeting and shall consist of those items for which the Commission would like to receive public input or with respect to which a public hearing is required by state law or County ordinance. Public Hearings will be held after providing proper notice as required by state law or County ordinance for the particular subject matter to be addressed. Matters for which state law or County ordinance requires a public hearing will be automatically scheduled by the County administration. By majority vote, the Commission can direct the County administration to schedule a public hearing on any other topic.

- (a) When a Public Hearing is held, a member of the County staff having knowledge about the issue will first present information on the issue and answer questions.
- (b) The Chair will then declare the Public Hearing open.
- (c) At that point, all parties interested in addressing the issue are invited to speak before any discussion is held by the Commission and before motions are made.
- (d) Each individual who speaks will state his or her name and address before proceeding. Each individual may speak for up to three (3) minutes to allow time for all individuals to make comments.
- (e) After all individuals who desire to speak have spoken, the Chair will declare the Public Hearing closed.
- (f) In the alternative, the Commission may vote to continue a Public Hearing to a future specified date, time and location if there is insufficient time to take all public comment at that particular Commission Meeting.
- (g) After all public comment is received and the Chair has closed the Public Hearing, the Commission shall then proceed with its discussion on the matter. When discussion by the Commission is finished, a motion is made and seconded concerning the item. The Commission will vote to:
 - (i) postpone action on the item until the next Regular Commission Meeting or such other date certain as is specified in the applicable motion;
 - (ii) take it to a Work Meeting for further discussion; or
 - (iii) immediately take final action on the matter.

Rule IV: Quorum Requirements, Voting and Electronic Meetings.

1. A quorum of the Commission must be in attendance in order to hold any meeting of the Commission and to transact the business of the County.
2. A quorum consists of three (3) members of the Commission.
3. No ordinance or resolution may be adopted by an affirmative vote of less than a majority of the Commission members present at the meeting.
4. If an insufficient number of Commission Members are present to adopt a measure, the vote may be postponed to a future meeting.
5. Voting shall take place by "roll call vote" by request of any member of the Commission on any other matter.
6. Any Commission Member can change his or her vote before the results of the vote are announced.
7. At the conclusion of the vote on a matter, a Commission Member may state a point of personal privilege and give an explanation of his or her vote.
8. Any Commission Member can abstain from a vote. An abstention is not counted as a "yes" vote or a "no" vote.
9. When a Commission Member abstains from voting, as a common courtesy, he or she should state a point of personal privilege and give an explanation of such abstention.
10. Every Commission Member who is in the Commission Chambers when a question is stated from the Chair shall vote or formally abstain from voting; but no Commission Member shall be obliged to vote upon any question unless he or she is within the Commission Chambers when his or her name is called.
11. Any Commission Member entering the Chambers after the question is stated, but before it is decided, may have the question stated, cast his or her vote and be counted.
12. Commission Members attending a meeting by way of electronic communication shall be considered "within the Commission Chambers" for purposes of voting. A Commission Member who will be absent from the meeting may provide comments on an item to the Chair to be read into the record, however, that Member will not be allowed to vote on that item.

13. The County Commission may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance.
14. In an emergency circumstance or when Commission Members are located in a remote location, one or more Commission Members may participate in a Commission meeting by way of electronic communication as allowed by state law.
15. Prior to permitting a Commission Member located in a remote location to participate electronically in a Commission meeting, the following conditions shall be met:
 - (a) A Commission Member who desires to participate in a Commission meeting from a remote location shall make a request to the Chair or Vice Chair prior to the Commission meeting;
 - (b) The County Clerk will affirm that proper notice of the intent to hold an "electronic meeting" was given as provided in paragraph 16 of this rule;
 - (c) The County IT Director will verify that an electronic connection is available sufficient to allow the remotely situated Commission Member to hear the discussion occurring in the anchor Commission meeting location and to be heard in the anchor location; and
 - (d) Except in an emergency circumstance, a quorum of the Commission must be in attendance at the anchor location, which shall be the Commission Chambers at the Morgan County Court House.
16. Notice of the intent to permit a remotely situated Commission Member to participate in a Commission meeting electronically will be made in accordance with the "Open and Public Meetings Act" set forth in Utah Code § 52-4-101, et. seq. The notice will describe how the remotely situated Commission Member will be connected to the Commission meeting. In addition to meeting all other requirements of the Open and Public Meetings Act, the notice shall be posted at the anchor location and distributed to County Commission at least 24 hours in advance of the meeting.
17. Due to the inherent difficulty of controlling confidentiality when a meeting is carried electronically to a remote location, participation by a Commission Member electronically at a closed meeting is discouraged. Commission Members may participate electronically at a closed meeting only if that Member is in a secure location and is alone to preserve confidentiality.
18. A County-provided email account will be utilized for official communications between Commission Members and County administration. Commission Members should save discussion on matters that will appear on the Commission agenda for open public meetings. Use of County-provided email can assist County administration to comply with state law requirements for records retention.

19. Commission Members should take care to uphold the dignity of the office when corresponding regarding County matters, keeping in mind that such communication will often be considered public record.

Rule V: Minutes of Commission Meetings.

1. Except as provided under Subsection (7) below, the County Clerk shall create written minutes and a recording shall be kept of all open meetings of the County Commission.
2. Written minutes of meetings of the County Commission shall include:
 - (a) the date, time, and place of the meeting;
 - (b) the names of Commission Members present and absent;
 - (c) the substance of all matters proposed, discussed, or decided by the Commission which may include a summary of comments made by Members of the Commission;
 - (d) a record, by individual Member, of each vote taken by the Commission;
 - (e) the name of each person who:
 - (i) is not a Member of the County Commission; and
 - (ii) after being recognized by the Chair, provided testimony or comments to the Commission;
 - (f) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(e); and
 - (g) any other information that is a record of the proceedings of the meeting that any Member requests be entered in the minutes or recording.
3. A recording of meetings of the County Commission shall:
 - (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and
 - (b) be properly labeled or identified with the date, time, and place of the meeting.
4. The written minutes and recording of an open County Commission meeting are public records as follows:
 - (a) Written minutes that have been prepared in a form awaiting only formal approval by the Commission are a public record.

- (b) Written minutes shall be available to the public in accordance with Utah Code Ann. § 52-4-203(4)
 - (c) Written minutes that are made available to the public before approval by the Commission under Subsection (4)(d) shall be clearly identified as "unapproved" or with some other appropriate notice that the written minutes are subject to change until formally approved in accordance with Utah Code Ann. § 52-4-203(4) .
 - (d) The procedures for the Commission's approval of the written minutes of each meeting are contained in Rule 7(2)(b).
 - (e) Written minutes are the official record of action taken at the meeting.
 - (f) A recording of an open meeting shall be available to the public for listening within three (3) business days after the end of the meeting.
5. All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.
6. The written minutes or recording of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements. Notwithstanding Subsection (1), a recording is not required to be kept of an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the Commission during that visit or tour. Utah Code Ann.
7. If the Commission conducts a Closed Meeting, it shall
- (a) make a recording of the closed portion of the meeting; and
 - (b) may keep detailed written minutes that disclose the content of the closed portion of the meeting.
8. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
9. The recording and any minutes of a closed meeting shall include:
- (a) the date, time, and place of the meeting;
 - (b) the names of members present and absent; and
 - (c) the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.

10. Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
11. Both a recording and written minutes of closed meetings are protected records under the Government Records Access and Management Act.
12. If the Commission closes a meeting exclusively for the purpose of discussing the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems:
 - (a) the Chair shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described above and the requirements for keeping minutes and a recording shall not apply.

Rule VI: Order of Business and Organization of Commission Agenda.

1. The County Commission will consider business in the following order:
 - (a) Opening Ceremonies:
 - (i) Welcome;
 - (ii) Invocation and/or Moment of Reflection;
 - (iii) Pledge of Allegiance;
 - (b) Consent Agenda;
 - (c) Public Comments;
 - (d) Active Agenda;
 - (e) Commission Comments;
 - (f) Adjournment.
2. Agendas will be set in order of priority with public hearings at the beginning of the agenda. The Chair shall be in charge of establishing the order of the agenda. Any member of the County Commission may submit a request to the County Administrative Manager asking that an item be placed on an upcoming agenda. The County Administrative Manager shall calendar items on the agenda as time allows.
3. The Chair, by polling the Commission Members, may, by affirmative consensus, proceed out of order to any order of business or return to an order

already past. If two or more Commission Members oppose, the original agenda will be followed.

4. Matters appearing on the Agenda may be discussed by the Commission prior to any motion being made.

Rule VII: Conducting Meetings and Agenda Definitions.

1. Opening Ceremonies:

- (a) Welcome. The Chair will call the meeting to order, welcome those in attendance and acknowledge visitors;
- (b) Invocation and/or Moment of Reflection. The Chair and Commission Members alternate presenting a moment of reflection, appropriate for the occasion, which is intended to set the tone for the meeting; the moment of reflection may consist of a prayer, quote, thought, etc. of the elected official's choosing.
- (c) Pledge of Allegiance. An assigned County official shall lead the audience in reciting the Pledge of Allegiance.

2. Consent Agenda.

- (a) As a courtesy, the Chair should ask if there are any questions concerning the "Consent" items. The Chair should identify and briefly explain the items on the Consent Agenda to all those present at the meeting.
- (b) The Consent Agenda, generally, shall consist of matters which require no further discussion or which are routine in nature such as approval of minutes.
- (c) Usually, all items on the Consent Agenda shall be adopted by a single motion, second and vote; however, prior to the motion to adopt the Consent Agenda, a Commission Member may request to have an item removed from the Consent Agenda and moved to the Active Agenda for further discussion without a motion.
- (d) Items moved to the Active Agenda will be addressed in that section of the agenda ahead of other agenda items listed for discussion.
- (e) A motion, second and vote will be called for the adoption of items remaining on the Consent Agenda.

3. Public Comments/Questions.

- (a) Time is made available for anyone in the audience to address the Commission concerning matters pertaining to County business.

- (b) When a member of the audience addresses the Chair and/or Commission, he or she will come to the podium and state his or her name and address.
- (c) Citizens are expected to limit their remarks/questions to three (3) minutes each.
- (d) The Chair shall have discretion as to who, if anyone, will respond to a comment or question.
- (e) In all cases the criteria for response will be that comments/questions must be pertinent to County business, that there are no argumentative questions and no personal attacks.
- (f) Some comments/questions may have to wait for a response until the next Regular Commission Meeting.
- (g) The Chair will inform a citizen when he or she has used the allotted time.

4. Active Agenda.

- (a) This is the portion of the agenda where the official business of the County will be taken up in the order that items are listed on the agenda.
- (b) The Chair will ask for a motion on any items listed under this section of the Agenda, after discussion has concluded.

5. Commission Comments.

- (a) The Chair will offer each member of the Commission an opportunity to make concluding comments then the Chair will make any comments he or she feels are appropriate.
- (b) The Chair may also invite County Staff to comment at this time.

6. Adjournment.

- (a) The Chair may adjourn the meeting without a vote unless there is an objection. If a Commission member objects, a vote to adjourn the meeting will be taken.

7. Ending Time.

- (a) The County Commission meeting shall be scheduled to conclude at 9:30 pm provided all scheduled public hearings have been concluded. A meeting may be extended by a majority vote of the Commission.

Rule VIII: Motions.

1. Matters appearing on the Agenda can be discussed by the Commission prior to a motion being made.
2. After a matter has been discussed by the Commission, the Chair will ask for a motion on the matter, and a second to the motion.
3. The Chair will:
 - (a) announce the author of the motion;
 - (b) restate the motion;
 - (c) announce who seconded the motion;
 - (d) ask if there is a question on the motion; and
 - (e) call for a vote on the motion.
4. If further Commission discussion is needed on a motion, the author of such motion is allowed to speak first and all other Commission Members are allowed to address the issue after that.
5. The author of the motion is also allowed to make a summation.
6. The author of a motion may amend or withdraw that motion before it has been voted on.
7. Technically, after a motion has been stated by the Chair that motion belongs to the Commission and it requires a majority vote to withdraw it; in practice, however, the Commission allows the author of a motion to withdraw it unless another Commission Member objects.
8. A motion dies which fails to receive a "second."
9. A Commission Member may make a motion to reconsider an item already voted on at a prior meeting.
10. A motion to reconsider must be made by a member present and voting on the prevailing side of the original motion and shall require the affirmative vote of a majority of the Commission Members present and voting.

11. Any action taken by the Commission shall not be reconsidered or rescinded at a Special Meeting unless the number of members of the Commission present at the Special Meeting is equal to or greater than the number of members present at the meeting when the action was approved or disapproved.
12. An item to be reconsidered shall appear on the Active Agenda and shall be identified as "Reconsideration of (the title of the matter previously voted upon)."
13. Discussion of the substance of matter to be reconsidered shall occur only after a motion to reconsider has been successfully approved by a majority of the Commission present and voting.
14. Other than the main motion, the most common motion used by the Commission is a motion to amend. Requested clarifications of the original motion accepted by the Member making the original motion shall not be considered motions to amend, but such clarifications shall be included in the restatement of the original motion prior to vote upon the same.
15. The intent of an amendment is to modify the original motion by inserting, adding to, striking out, and striking out and inserting language in the original motion. A motion to amend a main motion should relate to the same subject as the main motion. This ensures that the Commission will vote on one matter at a time.
16. A motion to amend should not have as its intent a reversal of the main motion. For example, if the main motion is to adopt an ordinance, it is not a proper motion to submit an amendment to "not" adopt the ordinance.
17. Substitute motions are a type of amendment motion. The difference is the striking out of an entire paragraph or more from the motion, (or ordinance), and substituting different language.
18. Amendments to the main motion are discussed and voted on before the main motion. Only the amendment is discussed - not the main motion. If the amendment fails, then discussion and voting on the main motion, as originally stated, follows. If the amended motion passes, the amended motion becomes the main motion.
19. The Chair will proceed with an amendment motion in the same manner as a main motion.
20. In conducting a Commission discussion on an amendment motion, the author of such motion is allowed to speak first. All other Commission Members are allowed to address the issue after that. The author of the amendment motion is also allowed to make a summation.

21. Any Commission Member may move to amend any proposed ordinance or proposed resolution; provided, however, that no amendment shall change the original purpose.
22. Any amendments to a proposed ordinance or proposed resolution recommended by a committee of the Commission shall be made to the appropriate document prior to its appearing on the Consent Agenda. Such amendment will be noted in the Commission minutes.
23. The Commission may move to table a motion. The purpose of tabling a motion is not to kill the motion, but to delay action until a future meeting of the Commission. When a matter is tabled, it takes all subsidiary motions with it (e.g., amendments) to the table. A matter should be tabled no longer than necessary; preferably it will be scheduled for discussion at the next available Regular Commission Meeting or Work Meeting so that action can be taken as soon as possible.
24. The following procedural motions shall require the affirmative vote of a majority of the Commission Members present:
 - (a) To recess;
 - (b) To take up a question out of its proper order;
 - (c) To move the previous question;
 - (d) To postpone to a day certain;
 - (e) To refer to a committee;
 - (f) To limit discussion;
 - (g) To lay on the table (temporary only);or
 - (h) To amend.

Such motions shall take precedence in the order moved.

Rule IX: Discussion.

1. The Chair shall recognize any Commission Member requesting recognition to speak, discuss, give a notice, make a motion, submit a report or for any reason address the Commission, unless a motion taking precedence is offered.
2. All Commission Members shall be allowed to speak at least once on any subject.

3. During discussion, the Chair shall be responsible for maintaining order.
4. If, in the opinion of the Chair, private discourse among or between Commission Members or any other disturbance disrupts the Commission's business, the Chair may call the Commission to order.
5. If the Chair calls the Commission to order, all Commission business shall cease until such time as the Chair resumes the Commission's business.
6. Any Commission Member may make a motion that the Commission be called to order.
7. The following questions will be decided without discussion:
 - (a) To adjourn;
 - (b) To recess; and
 - (c) Questions relating to order of business.

Rule X: Conflict of Interest.

Commission Members are required by law to file a public disclosure statement with the County Clerk listing business interests and investments that could create a conflict of interest with the duties of the Commission Member. When a matter in which a Commission Member has a business or investment interest appears on the Commission agenda, the Commission Member must publicly disclose that interest. Although state law does not require a Commission Member to abstain from voting or avoid participating in a discussion regarding an item where there is a conflict of interest, the applicable Member may determine it advisable to do so. Utah Code Ann.

Rule XI: Decorum.

1. Conduct of Members of the Commission.
 - (a) Members of the Commission shall not engage in personal attacks and shall restrict comments to issues before the body. Violations of decorum or conduct of Commission Members shall be addressed by the Chair who may declare a Commission Member out of order.
 - (b) Commission Members should avoid engaging in private discourse or committing any other act, which may tend to distract the attention of the Commission or the audience from business before the Commission, or which might interfere with any person's right to be heard after recognition by the Chair.
2. Conduct of Citizens and Attendees at Commission Meeting.

- (a) Those in attendance should be admonished by the Chair when they engage in outbursts without being recognized make personal attacks, or seek to disrupt the meeting through loud or boisterous behavior.
- (b) Individuals should be requested to address their remarks directly to the Commission as a body concerning the agenda business. Persons engaged in disruptive behavior shall be removed by the Sheriff at the direction of the Chair.

Rule XII: Attendance by Sheriff.

- 1. Upon request of the Chair, the County Sheriff or a Deputy from the Sheriff's Office will be assigned to a meeting.
- 2. The duty of the Sheriff or Deputy shall be to assist the Chair in preserving order and decorum in County Commission meeting.
- 3. In the case of any disturbance or disorderly conduct within the Chambers at a Commission meeting, the Chair may request the Sheriff or Deputy to escort the offender(s) from the Commission meeting.

Rule XIII: Personal Privilege - Protest.

- 1. Any Commission Member shall have the right to protest any action of the Commission, stating the reasons, and having the same entered in the minutes, provided such reasons do not impugn the motives or character of any person.

Rule XIV: Committees: Special, Ad Hoc, Joint Committee at Request of the Chair, Oversight.

- 1. At the request of the County Commission the Chair may, from time to time, create, revise, or abolish committees, or make any changes to a committee structure, subject to a vote of not less than three (3) members of the Commission, a quorum being present.
- 2. When such committee is created, its purpose and a relevant time frame will be established.
- 3. After the final report of the committee to the County Commission, the committee will be dissolved.
- 4. The County Commission, by a vote of not less than three (3) members of the Commission, a quorum being present, may or may not elect to formally participate, either by its own membership or its designees, in a committee being established by the Chair.
- 5. The Commission as a whole, may resolve to sit as an oversight committee for the purpose of investigating items relating to the conduct of County business.

However, no powers are accorded the committee other than those provided by state law.

6. All meetings of Commission committees shall provide notice in conformance with the Utah Open and Public Meetings Act.
7. No final action will be taken by the County Commission in response to a committee report until the next Regular Commission Meeting after the report is presented.

Rule XV: Suspension of the Rules.

No rule shall be suspended except by a motion, second and vote of not less than three (3) Members of the Commission voting, a quorum being present.

Rule XVI: Amendment, Revision or Addition to Rules.

1. Any Commission Member may propose amendments, revisions, or additions to these Rules of Order and Procedure.
2. Each amendment, revision, or addition proposed by a Commission Member shall be in written form, and copies shall be provided to each Commission Member.
3. Consideration of any amendments, revisions, or additions to these Rules of Order and Procedure shall be noticed on a Commission agenda.
4. A vote of not less than three (3) Commission Members shall be required for passage and adoption of an amendment, revision, or addition to these Rules of Order and Procedure.
5. A copy of the latest edition of the Rules of Order and Procedure (Resolution CR-~~24~~25-02) shall be available to each Member of the Commission.
6. A copy of the Rules of Order and Procedure will be made available to all department heads of the County, any member of the County staff, any citizen or other person who requests the same.

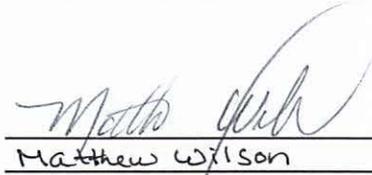
Rule XVII: Time Frame for Delivery of Information Packets to Commission Members.

For each Regular Commission Meeting, Work Meeting or Public Hearing, Commission Members will receive a packet containing the agenda of the meeting and complete information pertaining to items on the agenda, which packet should be delivered by the Friday preceding the meeting. To allow Commission Members adequate time to study the items for consideration at the upcoming meeting, all information for agendas and packets will be delivered to the County Administrative Manager by 12:00 pm on the Thursday preceding the meeting or such matters will not, unless otherwise approved by the Chair, be included on that agenda. An agenda may be amended by the Chair but no later than 24 hours prior to the meeting.

Commission Members may request items to be put on the agenda by contacting the County Administrative Manager.

PASSED and ADOPTED this 7th day of January, 2025.

MORGAN COUNTY:



Matthew Wilson, Chair

COUNTY COMMISSION VOTE AS RECORDED:

	Aye	Nay
Commission Member Blocker:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Newton:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Nickerson:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Wilson:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Fackrell:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ATTEST:



Leslie Hyde
County Clerk

APPROVED AS TO FORM:



Garrett Smith
County Attorney

CR 25-02

RESOLUTION OF THE COUNTY COMMISSION OF MORGAN COUNTY
ESTABLISHING COUNTY COMMISSION RULES OF ORDER AND
PROCEDURE

WHEREAS: the County Commission of Morgan County finds that it is authorized by state law to adopt Rules of Order and Procedure to govern the conduct of its official meetings; and

WHEREAS: the County Commission finds that it is prudent to adopt Rules of Order and Procedure; and

WHEREAS: the County Commission has reviewed and approves the "Morgan County Commission Rules of Order and Procedure" which are incorporated into this resolution;

WHEREAS: the County Commission intends the "Morgan County Commission Rules of Order and Procedure" to supersede in their entirety those rules and procedures set forth in Resolution CR-04-17 (Amended);

NOW THEREFORE BE IT RESOLVED by the County Commission of Morgan County as follows:

THAT: the attached "Morgan County Commission Rules of Order and Procedure" are hereby adopted; and

THAT: Resolution CR-04-17 (Amended) is superseded in its entirety by the attached "Morgan County Commission Rules of Order and Procedure."

MORGAN COUNTY COMMISSION
RULES OF ORDER AND PROCEDURE

PURSUANT to Utah Code Ann. § 17-53-206, the County Commission of Morgan County adopts the following rules of order and procedure:

Rule I: Chair and Vice Chair of the County Commission.

1. During the first regular meeting of the Commission in January of each year, following the swearing in of newly elected Commission members (if applicable), the County Commission of Morgan County shall elect from among its members a Chair and Vice Chair, as provided in Section 17-53-203 of the Utah Code and as set forth below, which Commission leadership positions for the purpose of these Rules of Order and Procedure and Commission dealings, operations and records to be known and referred to as the Chair and Vice Chair.
 - (a) The Chair opens nominations for Chair and closes nominations after all nominations have been made known. Separate nominations should be made for the Chair and Vice Chair positions. Any Commission member

may nominate another Commission member or himself or herself as Chair. Each of the Chair candidates are given the opportunity to comment in the order of nomination.

- (b) The Chair then calls for a motion to consider the first candidate nominated for Chair. After a motion and second, a roll call vote is taken. If there is no majority for the first candidate, the Chair calls for a motion to consider each subsequent candidate in order of nomination until a candidate receives the requisite three (3) votes. If the first round of candidates each fail to obtain the requisite three (3) votes, the Chair opens nominations for new or renewed candidate nominations and subsequent voting. This process continues until there are at least three affirmative votes for one of the Chair candidates.
 - (c) The same process is utilized for the election of the Vice Chair. Following election of both the Chair and the Vice Chair, both the Chair and Vice Chair are sworn in.
 - (d) The Chair and Vice Chair shall serve from the date of the election until selection of their successors in the following year.
 - (e) In the event of a vacancy in the position of Chair, the Vice Chair shall become Chair and shall serve the remainder of the term. A vacancy in the position of Vice Chair shall be filled by election in the manner prescribed in these rules.
2. The Chair presides at all Commission meetings and is a voting member of the Commission. The Vice Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.
 3. In the event of the absence of, or disability of, both the Chair and the Vice Chair, the Commission shall elect a temporary Chair from among its members to serve until the Chair or Vice Chair so absent or disabled shall return or the disability shall be removed, as the case may be. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair. The County Clerk shall enter in the minutes of the Commission Meeting the election of a Commission member as the temporary Chair, which member shall serve as the temporary Chair in the event of any future absence of, or disability of, both the Chair and the Vice Chair, until such time as a different member of the Commission is elected as the temporary Chair.
 4. The Chair shall sign:
 - (a) all ordinances and resolutions passed by the Commission;
 - (b) all official minutes of Commission meetings after such minutes have been approved; and

- (c) all correspondence determined by the Commission to be representative of the Commission as a whole.
- 5. The Chair shall receive all messages and communications from County department heads and others addressed to the Commission as a body and shall be responsible to convey all such messages and communications to the other members of the Commission.

Rule II: Open and Public Meetings.

- 1. Every meeting of the County Commission shall comply with the "Open and Public Meetings Act" set forth in Utah Code § 52-4-101, et. seq.
- 2. The Commission shall give at least twenty-four (24) hours advance notice of its meetings unless an exception for shorter notice is provided under state law.
- 3. The notice shall include:
 - (a) The meeting agenda;
 - (b) The date of the meeting;
 - (c) The time of the meeting; and
 - (d) The location of the meeting.
- 4. At least once per year, the County Commission shall give public notice of its annual meeting schedule.
- 5. Notices of meetings shall be published in compliance with Utah Code Ann. § 52- 4-202.

Rule III: Types of County Commission Meetings.

- 1. The following are the types of Commission Meetings that may be called or scheduled: Regular Commission Meetings, Work Meetings, Special Meetings, Emergency Meetings, Closed Meetings (Executive Sessions), and Public Hearings.
- 2. "Regular Commission Meetings" will be held at the Morgan County Court House, at 5:00 pm, two times per month, usually the first and third Tuesdays, unless otherwise calendared.
- 3. "Work Meetings" may be scheduled by the Chair, as needed, once or more times per month. Work Meetings will be held at the Morgan County Court House at 4:00 pm, unless otherwise noticed.
 - (a) Work Meetings can serve the purpose of further discussion or study of items already before the Commission for action.
 - (b) After discussion at a Work Meeting, items will be referred:

- (i) to a future Work Meeting if the matter needs further work by the Commission; or
 - (ii) to a future Regular Commission Meeting to be considered as Commission business or, if the matter is ready for final action, to the consent agenda. For an item to be moved to the consent agenda as contemplated here, it must be noticed as a consent item as required by law.
 - (c) No formal Commission action will be taken at a Work Meeting on items discussed at the Work Meeting.
 - (d) During a Work Meeting the Commission Members and the Chair may sit around a conference table, rather than at the dais, to provide a more informal atmosphere and to allow a freer exchange of ideas.
4. "Special Commission Meetings" may be ordered by the Chair or by any two (2) members of the Commission. The order will be entered in the minutes of the County Commission and shall provide at least twenty four (24) hours' notice in advance of the meeting. The notice shall be served by the County Clerk on each Commission Member who did not sign the order by delivering the notice personally or by leaving it at the Commission Member's usual place of abode.
5. "Emergency Meetings" may be called by the Chair or by one (1) member of the Commission for matters of an emergency or urgent matter. An attempt will be made to notify all Commission Members. The best practicable notice of the Emergency Meeting shall be given. A majority of the Commission must vote to hold the Emergency Meeting.
6. "Closed Meetings" may be held to consider certain sensitive matters as allowed by state law (Utah Code § 52-4-205).
- (a) Closed meetings are allowed for these purposes:
 - (i) discussion of the character, professional competence, or physical or mental health of an individual;
 - (ii) strategy sessions to discuss collective bargaining;
 - (iii) strategy sessions to discuss pending or reasonably imminent litigation;
 - (iv) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
 - (A) disclose the appraisal or estimated value of the property under consideration ; or
 - (B) prevent the County from completing the transaction on

the best possible terms.

...the best possible terms...

- (v) strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
 - (A) public discussion of the transaction would:
 - 1. disclose the appraisal or estimated value of the property under consideration; or
 - 2. prevent the County from completing the transaction on the best possible terms; and
 - (B) the County Commission previously gave public notice that the property would be offered for sale; and
 - (C) the terms of the sale are publicly disclosed before the County Commission approves the sale.
 - (vi) discussion regarding deployment of security personnel, devices, or systems; and
 - (vii) investigative proceedings regarding allegations of criminal misconduct.
- (b) Closed Meetings may be held if:
- (i) a quorum is present;
 - (ii) the meeting at which the vote is taken to hold a Closed Meeting is an open meeting for which proper notice has been given; and
 - (iii) two-thirds of the members of the County Commission present at the open meeting vote to approve closing the meeting.
- (c) Each matter discussed in the closed meeting must be permitted by state law.
- (d) No ordinance, resolution, rule, regulation, contract, or appointment may be approved at a closed meeting.
- (e) The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:
- (i) the reason or reasons for holding the closed meeting;
 - (ii) the location where the closed meeting will be held; and

- (iii) the vote by name, of each member of the County Commission, either for or against the motion to hold the closed meeting.

7. "Public Hearings" are generally part of a scheduled and noticed Regular Commission Meeting and shall consist of those items for which the Commission would like to receive public input or with respect to which a public hearing is required by state law or County ordinance. Public Hearings will be held after providing proper notice as required by state law or County ordinance for the particular subject matter to be addressed. Matters for which state law or County ordinance requires a public hearing will be automatically scheduled by the County administration. By majority vote, the Commission can direct the County administration to schedule a public hearing on any other topic.

- (a) When a Public Hearing is held, a member of the County staff having knowledge about the issue will first present information on the issue and answer questions.
- (b) The Chair will then declare the Public Hearing open.
- (c) At that point, all parties interested in addressing the issue are invited to speak before any discussion is held by the Commission and before motions are made.
- (d) Each individual who speaks will state his or her name and address before proceeding. Each individual may speak for up to three (3) minutes to allow time for all individuals to make comments.
- (e) After all individuals who desire to speak have spoken, the Chair will declare the Public Hearing closed.
- (f) In the alternative, the Commission may vote to continue a Public Hearing to a future specified date, time and location if there is insufficient time to take all public comment at that particular Commission Meeting.
- (g) After all public comment is received and the Chair has closed the Public Hearing, the Commission shall then proceed with its discussion on the matter. When discussion by the Commission is finished, a motion is made and seconded concerning the item. The Commission will vote to:
 - (i) postpone action on the item until the next Regular Commission Meeting or such other date certain as is specified in the applicable motion;
 - (ii) take it to a Work Meeting for further discussion; or
 - (iii) immediately take final action on the matter.

Rule IV: Quorum Requirements, Voting and Electronic Meetings.

1. A quorum of the Commission must be in attendance in order to hold any meeting of the Commission and to transact the business of the County.
2. A quorum consists of three (3) members of the Commission.
3. No ordinance or resolution may be adopted by an affirmative vote of less than a majority of the Commission members present at the meeting.
4. If an insufficient number of Commission Members are present to adopt a measure, the vote may be postponed to a future meeting.
5. Voting shall take place by "roll call vote" by request of any member of the Commission on any other matter.
6. Any Commission Member can change his or her vote before the results of the vote are announced.
7. At the conclusion of the vote on a matter, a Commission Member may state a point of personal privilege and give an explanation of his or her vote.
8. Any Commission Member can abstain from a vote. An abstention is not counted as a "yes" vote or a "no" vote.
9. When a Commission Member abstains from voting, as a common courtesy, he or she should state a point of personal privilege and give an explanation of such abstention.
10. Every Commission Member who is in the Commission Chambers when a question is stated from the Chair shall vote or formally abstain from voting; but no Commission Member shall be obliged to vote upon any question unless he or she is within the Commission Chambers when his or her name is called.
11. Any Commission Member entering the Chambers after the question is stated, but before it is decided, may have the question stated, cast his or her vote and be counted.
12. Commission Members attending a meeting by way of electronic communication shall be considered "within the Commission Chambers" for purposes of voting. A Commission Member who will be absent from the meeting may provide comments on an item to the Chair to be read into the record, however, that Member will not be allowed to vote on that item.

13. The County Commission may compel the attendance of its own members at its meetings and provide penalties it considers necessary for the failure to comply with an exercise of the authority to compel attendance.
14. In an emergency circumstance or when Commission Members are located in a remote location, one or more Commission Members may participate in a Commission meeting by way of electronic communication as allowed by state law.
15. Prior to permitting a Commission Member located in a remote location to participate electronically in a Commission meeting, the following conditions shall be met:
 - (a) A Commission Member who desires to participate in a Commission meeting from a remote location shall make a request to the Chair or Vice Chair prior to the Commission meeting;
 - (b) The County Clerk will affirm that proper notice of the intent to hold an "electronic meeting" was given as provided in paragraph 16 of this rule;
 - (c) The County IT Director will verify that an electronic connection is available sufficient to allow the remotely situated Commission Member to hear the discussion occurring in the anchor Commission meeting location and to be heard in the anchor location; and
 - (d) Except in an emergency circumstance, a quorum of the Commission must be in attendance at the anchor location, which shall be the Commission Chambers at the Morgan County Court House.
16. Notice of the intent to permit a remotely situated Commission Member to participate in a Commission meeting electronically will be made in accordance with the "Open and Public Meetings Act" set forth in Utah Code § 52-4-101, et. seq. The notice will describe how the remotely situated Commission Member will be connected to the Commission meeting. In addition to meeting all other requirements of the Open and Public Meetings Act, the notice shall be posted at the anchor location and distributed to County Commission at least 24 hours in advance of the meeting.
17. Due to the inherent difficulty of controlling confidentiality when a meeting is carried electronically to a remote location, participation by a Commission Member electronically at a closed meeting is discouraged. Commission Members may participate electronically at a closed meeting only if that Member is in a secure location and is alone to preserve confidentiality.
18. A County-provided email account will be utilized for official communications between Commission Members and County administration. Commission Members should save discussion on matters that will appear on the Commission agenda for open public meetings. Use of County-provided email can assist County administration to comply with state law requirements for records retention.

19. Commission Members should take care to uphold the dignity of the office when corresponding regarding County matters, keeping in mind that such communication will often be considered public record.

Rule V: Minutes of Commission Meetings.

1. Except as provided under Subsection (7) below, the County Clerk shall create written minutes and a recording shall be kept of all open meetings of the County Commission.
2. Written minutes of meetings of the County Commission shall include:
 - (a) the date, time, and place of the meeting;
 - (b) the names of Commission Members present and absent;
 - (c) the substance of all matters proposed, discussed, or decided by the Commission which may include a summary of comments made by Members of the Commission;
 - (d) a record, by individual Member, of each vote taken by the Commission;
 - (e) the name of each person who:
 - (i) is not a Member of the County Commission; and
 - (ii) after being recognized by the Chair, provided testimony or comments to the Commission;
 - (f) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(e); and
 - (g) any other information that is a record of the proceedings of the meeting that any Member requests be entered in the minutes or recording.
3. A recording of meetings of the County Commission shall:
 - (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and
 - (b) be properly labeled or identified with the date, time, and place of the meeting.
4. The written minutes and recording of an open County Commission meeting are public records as follows:
 - (a) Written minutes that have been prepared in a form awaiting only formal approval by the Commission are a public record.

- (b) Written minutes shall be available to the public in accordance with Utah Code Ann. § 52-4-203(4)
 - (c) Written minutes that are made available to the public before approval by the Commission under Subsection (4)(d) shall be clearly identified as "unapproved" or with some other appropriate notice that the written minutes are subject to change until formally approved in accordance with Utah Code Ann. § 52-4-203(4) .
 - (d) The procedures for the Commission's approval of the written minutes of each meeting are contained in Rule 7(2)(b).
 - (e) Written minutes are the official record of action taken at the meeting.
 - (f) A recording of an open meeting shall be available to the public for listening within three (3) business days after the end of the meeting.
5. All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.
6. The written minutes or recording of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements. Notwithstanding Subsection (1), a recording is not required to be kept of an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the Commission during that visit or tour. Utah Code Ann.
7. If the Commission conducts a Closed Meeting, it shall
- (a) make a recording of the closed portion of the meeting; and
 - (b) may keep detailed written minutes that disclose the content of the closed portion of the meeting.
8. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
9. The recording and any minutes of a closed meeting shall include:
- (a) the date, time, and place of the meeting;
 - (b) the names of members present and absent; and
 - (c) the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.

10. Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
11. Both a recording and written minutes of closed meetings are protected records under the Government Records Access and Management Act.
12. If the Commission closes a meeting exclusively for the purpose of discussing the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems:
 - (a) the Chair shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described above and the requirements for keeping minutes and a recording shall not apply.

Rule VI: Order of Business and Organization of Commission Agenda.

1. The County Commission will consider business in the following order:
 - (a) Opening Ceremonies:
 - (i) Welcome;
 - (ii) Invocation and/or Moment of Reflection;
 - (iii) Pledge of Allegiance;
 - (b) Consent Agenda;
 - (c) Public Comments;
 - (d) Active Agenda;
 - (e) Commission Comments;
 - (f) Adjournment.
2. Agendas will be set in order of priority with public hearings at the beginning of the agenda. The Chair shall be in charge of establishing the order of the agenda. Any member of the County Commission may submit a request to the County Administrative Manager asking that an item be placed on an upcoming agenda. The County Administrative Manager shall calendar items on the agenda as time allows.
3. The Chair, by polling the Commission Members, may, by affirmative consensus, proceed out of order to any order of business or return to an order

already past. If two or more Commission Members oppose, the original agenda will be followed.

4. Matters appearing on the Agenda may be discussed by the Commission prior to any motion being made.

Rule VII: Conducting Meetings and Agenda Definitions.

1. Opening Ceremonies:

- (a) Welcome. The Chair will call the meeting to order, welcome those in attendance and acknowledge visitors;
- (b) Invocation and/or Moment of Reflection. The Chair and Commission Members alternate presenting a moment of reflection, appropriate for the occasion, which is intended to set the tone for the meeting; the moment of reflection may consist of a prayer, quote, thought, etc. of the elected official's choosing.
- (c) Pledge of Allegiance. An assigned County official shall lead the audience in reciting the Pledge of Allegiance.

2. Consent Agenda.

- (a) As a courtesy, the Chair should ask if there are any questions concerning the "Consent" items. The Chair should identify and briefly explain the items on the Consent Agenda to all those present at the meeting.
- (b) The Consent Agenda, generally, shall consist of matters which require no further discussion or which are routine in nature such as approval of minutes.
- (c) Usually, all items on the Consent Agenda shall be adopted by a single motion, second and vote; however, prior to the motion to adopt the Consent Agenda, a Commission Member may request to have an item removed from the Consent Agenda and moved to the Active Agenda for further discussion without a motion.
- (d) Items moved to the Active Agenda will be addressed in that section of the agenda ahead of other agenda items listed for discussion.
- (e) A motion, second and vote will be called for the adoption of items remaining on the Consent Agenda.

3. Public Comments/Questions.

- (a) Time is made available for anyone in the audience to address the Commission concerning matters pertaining to County business.

- (b) When a member of the audience addresses the Chair and/or Commission, he or she will come to the podium and state his or her name and address.
- (c) Citizens are expected to limit their remarks/questions to three (3) minutes each.
- (d) The Chair shall have discretion as to who, if anyone, will respond to a comment or question.
- (e) In all cases the criteria for response will be that comments/questions must be pertinent to County business, that there are no argumentative questions and no personal attacks.
- (f) Some comments/questions may have to wait for a response until the next Regular Commission Meeting.
- (g) The Chair will inform a citizen when he or she has used the allotted time.

4. Active Agenda.

- (a) This is the portion of the agenda where the official business of the County will be taken up in the order that items are listed on the agenda.
- (b) The Chair will ask for a motion on any items listed under this section of the Agenda, after discussion has concluded.

5. Commission Comments.

- (a) The Chair will offer each member of the Commission an opportunity to make concluding comments then the Chair will make any comments he or she feels are appropriate.
- (b) The Chair may also invite County Staff to comment at this time.

6. Adjournment.

- (a) The Chair may adjourn the meeting without a vote unless there is an objection. If a Commission member objects, a vote to adjourn the meeting will be taken.

7. Ending Time.

- (a) The County Commission meeting shall be scheduled to conclude at 9:30 pm provided all scheduled public hearings have been concluded. A meeting may be extended by a majority vote of the Commission.

Rule VIII: Motions.

1. Matters appearing on the Agenda can be discussed by the Commission prior to a motion being made.
2. After a matter has been discussed by the Commission, the Chair will ask for a motion on the matter, and a second to the motion.
3. The Chair will:
 - (a) announce the author of the motion;
 - (b) restate the motion;
 - (c) announce who seconded the motion;
 - (d) ask if there is a question on the motion; and
 - (e) call for a vote on the motion.
4. If further Commission discussion is needed on a motion, the author of such motion is allowed to speak first and all other Commission Members are allowed to address the issue after that.
5. The author of the motion is also allowed to make a summation.
6. The author of a motion may amend or withdraw that motion before it has been voted on.
7. Technically, after a motion has been stated by the Chair that motion belongs to the Commission and it requires a majority vote to withdraw it; in practice, however, the Commission allows the author of a motion to withdraw it unless another Commission Member objects.
8. A motion dies which fails to receive a "second."
9. A Commission Member may make a motion to reconsider an item already voted on at a prior meeting.
10. A motion to reconsider must be made by a member present and voting on the prevailing side of the original motion and shall require the affirmative vote of a majority of the Commission Members present and voting.

11. Any action taken by the Commission shall not be reconsidered or rescinded at a Special Meeting unless the number of members of the Commission present at the Special Meeting is equal to or greater than the number of members present at the meeting when the action was approved or disapproved.
12. An item to be reconsidered shall appear on the Active Agenda and shall be identified as "Reconsideration of ... (the title of the matter previously voted upon)."
13. Discussion of the substance of matter to be reconsidered shall occur only after a motion to reconsider has been successfully approved by a majority of the Commission present and voting.
14. Other than the main motion, the most common motion used by the Commission is a motion to amend. Requested clarifications of the original motion accepted by the Member making the original motion shall not be considered motions to amend, but such clarifications shall be included in the restatement of the original motion prior to vote upon the same.
15. The intent of an amendment is to modify the original motion by inserting, adding to, striking out, and striking out and inserting language in the original motion. A motion to amend a main motion should relate to the same subject as the main motion. This ensures that the Commission will vote on one matter at a time.
16. A motion to amend should not have as its intent a reversal of the main motion. For example, if the main motion is to adopt an ordinance, it is not a proper motion to submit an amendment to "not" adopt the ordinance.
17. Substitute motions are a type of amendment motion. The difference is the striking out of an entire paragraph or more from the motion, (or ordinance), and substituting different language.
18. Amendments to the main motion are discussed and voted on before the main motion. Only the amendment is discussed - not the main motion. If the amendment fails, then discussion and voting on the main motion, as originally stated, follows. If the amended motion passes, the amended motion becomes the main motion.
19. The Chair will proceed with an amendment motion in the same manner as a main motion.
20. In conducting a Commission discussion on an amendment motion, the author of such motion is allowed to speak first. All other Commission Members are allowed to address the issue after that. The author of the amendment motion is also allowed to make a summation.

21. Any Commission Member may move to amend any proposed ordinance or proposed resolution; provided, however, that no amendment shall change the original purpose.
22. Any amendments to a proposed ordinance or proposed resolution recommended by a committee of the Commission shall be made to the appropriate document prior to its appearing on the Consent Agenda. Such amendment will be noted in the Commission minutes.
23. The Commission may move to table a motion. The purpose of tabling a motion is not to kill the motion, but to delay action until a future meeting of the Commission. When a matter is tabled, it takes all subsidiary motions with it (e.g., amendments) to the table. A matter should be tabled no longer than necessary; preferably it will be scheduled for discussion at the next available Regular Commission Meeting or Work Meeting so that action can be taken as soon as possible.
24. The following procedural motions shall require the affirmative vote of a majority of the Commission Members present:
 - (a) To recess;
 - (b) To take up a question out of its proper order;
 - (c) To move the previous question;
 - (d) To postpone to a day certain;
 - (e) To refer to a committee;
 - (f) To limit discussion;
 - (g) To lay on the table (temporary only);or
 - (h) To amend.

Such motions shall take precedence in the order moved.

Rule IX: Discussion.

1. The Chair shall recognize any Commission Member requesting recognition to speak, discuss, give a notice, make a motion, submit a report or for any reason address the Commission, unless a motion taking precedence is offered.
2. All Commission Members shall be allowed to speak at least once on any subject.

3. During discussion, the Chair shall be responsible for maintaining order.
4. If, in the opinion of the Chair, private discourse among or between Commission Members or any other disturbance disrupts the Commission's business, the Chair may call the Commission to order.
5. If the Chair calls the Commission to order, all Commission business shall cease until such time as the Chair resumes the Commission's business.
6. Any Commission Member may make a motion that the Commission be called to order.
7. The following questions will be decided without discussion:
 - (a) To adjourn;
 - (b) To recess; and
 - (c) Questions relating to order of business.

Rule X: Conflict of Interest.

Commission Members are required by law to file a public disclosure statement with the County Clerk listing business interests and investments that could create a conflict of interest with the duties of the Commission Member. When a matter in which a Commission Member has a business or investment interest appears on the Commission agenda, the Commission Member must publicly disclose that interest. Although state law does not require a Commission Member to abstain from voting or avoid participating in a discussion regarding an item where there is a conflict of interest, the applicable Member may determine it advisable to do so. Utah Code Ann.

Rule XI: Decorum.

1. Conduct of Members of the Commission.
 - (a) Members of the Commission shall not engage in personal attacks and shall restrict comments to issues before the body. Violations of decorum or conduct of Commission Members shall be addressed by the Chair who may declare a Commission Member out of order.
 - (b) Commission Members should avoid engaging in private discourse or committing any other act, which may tend to distract the attention of the Commission or the audience from business before the Commission, or which might interfere with any person's right to be heard after recognition by the Chair.
2. Conduct of Citizens and Attendees at Commission Meeting.

- (a) Those in attendance should be admonished by the Chair when they engage in outbursts without being recognized make personal attacks, or seek to disrupt the meeting through loud or boisterous behavior.
- (b) Individuals should be requested to address their remarks directly to the Commission as a body concerning the agenda business. Persons engaged in disruptive behavior shall be removed by the Sheriff at the direction of the Chair.

Rule XII: Attendance by Sheriff.

- 1. Upon request of the Chair, the County Sheriff or a Deputy from the Sheriff's Office will be assigned to a meeting.
- 2. The duty of the Sheriff or Deputy shall be to assist the Chair in preserving order and decorum in County Commission meeting.
- 3. In the case of any disturbance or disorderly conduct within the Chambers at a Commission meeting, the Chair may request the Sheriff or Deputy to escort the offender(s) from the Commission meeting.

Rule XIII: Personal Privilege - Protest.

- 1. Any Commission Member shall have the right to protest any action of the Commission, stating the reasons, and having the same entered in the minutes, provided such reasons do not impugn the motives or character of any person.

Rule XIV: Committees: Special, Ad Hoc, Joint Committee at Request of the Chair, Oversight.

- 1. At the request of the County Commission the Chair may, from time to time, create, revise, or abolish committees, or make any changes to a committee structure, subject to a vote of not less than three (3) members of the Commission, a quorum being present.
- 2. When such committee is created, its purpose and a relevant time frame will be established.
- 3. After the final report of the committee to the County Commission, the committee will be dissolved.
- 4. The County Commission, by a vote of not less than three (3) members of the Commission, a quorum being present, may or may not elect to formally participate, either by its own membership or its designees, in a committee being established by the Chair.
- 5. The Commission as a whole, may resolve to sit as an oversight committee for the purpose of investigating items relating to the conduct of County business.

However, no powers are accorded the committee other than those provided by state law.

6. All meetings of Commission committees shall provide notice in conformance with the Utah Open and Public Meetings Act.
7. No final action will be taken by the County Commission in response to a committee report until the next Regular Commission Meeting after the report is presented.

Rule XV: Suspension of the Rules.

No rule shall be suspended except by a motion, second and vote of not less than three (3) Members of the Commission voting, a quorum being present.

Rule XVI: Amendment, Revision or Addition to Rules.

1. Any Commission Member may propose amendments, revisions, or additions to these Rules of Order and Procedure.
2. Each amendment, revision, or addition proposed by a Commission Member shall be in written form, and copies shall be provided to each Commission Member.
3. Consideration of any amendments, revisions, or additions to these Rules of Order and Procedure shall be noticed on a Commission agenda.
4. A vote of not less than three (3) Commission Members shall be required for passage and adoption of an amendment, revision, or addition to these Rules of Order and Procedure.
5. A copy of the latest edition of the Rules of Order and Procedure (Resolution CR-~~22~~ 25-02) shall be available to each Member of the Commission.
6. A copy of the Rules of Order and Procedure will be made available to all department heads of the County, any member of the County staff, any citizen or other person who requests the same.

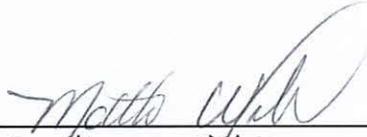
Rule XVII: Time Frame for Delivery of Information Packets to Commission Members.

For each Regular Commission Meeting, Work Meeting or Public Hearing, Commission Members will receive a packet containing the agenda of the meeting and complete information pertaining to items on the agenda, which packet should be delivered by the Friday preceding the meeting. To allow Commission Members adequate time to study the items for consideration at the upcoming meeting, all information for agendas and packets will be delivered to the County Administrative Manager by 12:00 pm on the Thursday preceding the meeting or such matters will not, unless otherwise approved by the Chair, be included on that agenda. An agenda may be amended by the Chair but no later than 24 hours prior to the meeting.

Commission Members may request items to be put on the agenda by contacting the County Administrative Manager.

PASSED and ADOPTED this 7th day of January, 2025.

MORGAN COUNTY:



Matthew Wilson, Chair

COUNTY COMMISSION VOTE AS RECORDED:

	Aye	Nay
Commission Member Blocker:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Newton:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Nickerson:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Wilson:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission Member Fackrell:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ATTEST:



Leslie Hyde
County Clerk

APPROVED AS TO FORM:



Garrett Smith
County Attorney

CR 25-28

Morgan County Travel Expense Policy

Overview

It is the policy of Morgan County to reimburse staff 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 in advance. Within 30 days of completion of a trip, the traveler must submit a travel reimbursement 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. The County Clerk/Auditor may also discuss the expenditures 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 request for 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.

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

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. Airfare may be prepaid by the County.

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.

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.

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 request for payment form and 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.

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.

PASSED AND ADOPTED THIS 3RD DAY OF JUNE 2025.

MORGAN COUNTY COMMISSION

ATTEST:

Matthew Wilson, County Commission Chair

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

COMMISSION MEMBERS VOTING:

Garrett Smith, Morgan County Attorney

	AYE	NAY	ABSENT
Michael Newton	_____	_____	_____
Raelene Blocker	_____	_____	_____
Blaine Fackrell	_____	_____	_____
Vaughn Nickerson	_____	_____	_____
Matt Wilson	_____	_____	_____

Open Public Meeting Compliance Checklist

Before you conduct meetings:

- Rules of Order and Procedure have been adopted and are posted on entity website and available at meetings for public inspection.
- Rules of Order and Procedure or a resolution, rule or ordinance has been adopted defining how a meeting is convened and who has authority to convene a meeting.
- If any electronic meeting is held, the Rules of Order and Procedure or a resolution, rule of ordinance has been adopted to allow for electronic meeting including how a quorum is determined for an electronic meeting.
- Annual Regular Meeting Schedule has been posted on state notice website and at the regular meeting location.
- An agenda for each meeting is posted on the state notice website at least 24 hours in advance of the meeting.
- If an electronic meeting is being held, the agenda includes information on connecting electronically to the meeting.
- If a Special Meeting (a meeting not posted as a Regular Meeting) or an Emergency Meeting are to be held, all notice requirements have been met.

When you conduct a meeting:

- Anchor location has accommodations for the public to observe the meeting. If the body allows public comment, the anchor location has accommodations for the public to participate in the meeting. (Anchor location of a meeting of a County Commission or Council must be held at the County Seat unless exception under the statute is applicable. See UCA 17-53-204)
- If a meeting is being conducted entirely electronically and no anchor location is planned for, notice of meeting includes notice that no anchor location will be available. If a request is made at least 12 hours in advance of the meeting, an anchor location is provided.
- Each item to be deliberated or acted upon is listed on the agenda with reasonable specificity.
- The entire meeting is recorded, and the recording is retained unedited.
- Rules of Order and Procedure are followed during the meeting to conduct business efficiently and maintain orderly conduct.
- If a closed session is conducted, a motion is made to hold the closed session identifying the specific reason for the closed session as outlined in OPMA and the motion passes by 2/3 vote.

While conducting a closed session:

- The closed session is recorded unless an exception in statute allows for the chair to sign an affidavit in lieu of a recording. (The exceptions include a closed session to discuss the professional competence or physical or mental health of an individual, or to discuss deployment of security personnel, devices or systems.)
- The chair calls the closed session to order and reads into the recording the date, time and place the closed session is being held, the reason the closed session is being held and the persons attending the closed session, unless identifying an individual on the record would defeat the purpose of holding the closed session.

This checklist is provided to assist in compliance with the most common requirements of the Open Public Meetings Act. It is not meant to be an exhaustive checklist for full compliance. This checklist should be reviewed by your legal counsel for their opinion of any additional items to be included.

RESOLUTION CR 26-01

A RESOLUTION OF THE MORGAN COUNTY COMMISSION TO APPOINT _____ AS THE MORGAN COUNTY COMMISSION CHAIR AND _____ AS THE MORGAN COUNTY COMMISSION VICE CHAIR FOR THE YEAR 2026.

WHEREAS, the Morgan County Commission did on January 6th 2026 nominate by quorum from among them Commissioner _____ to be the Commission Chair for the year 2026; AND

WHEREAS, the Morgan County Commission did on January 6th 2026 nominate by quorum from among them Commissioner _____ to be the Commission Vice-Chair for the year 2026; AND

NOW THEREFORE, BE IT RESOLVED, that the Morgan County Commission hereby appoints from among the seated Commissioners, _____ as Morgan County Commission’s Chair and _____ as Morgan County Commission’s Vice Chair for the 2026 calendar year.

PASSED AND ADOPTED this 6th day of January 2026.

MORGAN COUNTY COMMISSION:

ATTEST:

County Commission Chair

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

COMMISSION MEMBERS VOTING:

Garrett Smith, Morgan County Attorney

	AYE	NAY	ABSENT
Michael Newton	___	___	___
Vaughn Nickerson	___	___	___
Blaine Fackrell	___	___	___
Raelene Blocker	___	___	___
Matthew Wilson	___	___	___



December 16th, 2025

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
Commission Vice Chair Vaugh Nickerson
Commissioner Raelene Blocker
Commissioner Mike Newton
Commissioner Blaine Fackrell

OTHERS IN ATTENDANCE

Sherry Stevens
Debbie Sessions
Roe Howard

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

4:00 WORK SESSION

County Administrative Manager: Triage of Projects

Activating the Fair Venmo Account

Kate Becker (CAM) discusses the ongoing process of activating the fair's Venmo account, which is linked to the fair's email and the county's phone number.

The PayPal account needs to be set up first before Venmo can be live, with a target date of end of July 2026.

A meeting is scheduled for Thursday to assist with the process.

Cattle Grazing Contract Issues

The cattle grazing contract for the fairgrounds was awarded to Adam Tune, but the agreement did not match the RFP, leading to complications.

Garret Smith, Morgan County Attorney, explains that the contract included additional terms not in the original RFP, such as moving cattle for events which Adam Tune was not anticipating.

The county wants the flexibility to move cattle for events like the fair and the cardboard Regatta.

The original RFP was for a three-year contract, but no contract has been signed, and the county needs to decide whether to repost with new terms or negotiate under the current agreement.

Commissioner Newton suggests including the contract terms in the RFP to ensure bidders are aware of the conditions.

America 250 Initiative

Kate Becker (CAM) discusses the receipt of swag money for America 250 and the need for the Historical Society to take on the board role.

The Historical Society and library are willing to handle the America 250 board responsibilities, but they have questions about the county's vision and funding.

The county's vision is to incorporate America 250 into existing events like the County Fair, Front Street Festival, and Fourth of July celebrations.

The county received a logo licensed for use in promoting America 250 events.

Coordination of America 250 Events

Commissioner Newton suggests involving the Historical Society, library, city, school district, chamber, and other stakeholders in planning America 250 events.

The chamber is already planning the Fourth of July celebration, and the school district and other entities should be included.

The county needs to coordinate with these entities to ensure a cohesive plan for incorporating America 250 into existing events.

The county commission needs to approve the use of America 250 funds and ensure they are budgeted for.

RFPs for Grant Writer and Public Defender

Kate Becker (CAM) mentions that there are currently two RFPs posted: one for a grant writer and one for a public defender.

The county has received very few applicants for these positions, and Kate Becker (CAM) plans to repost the RFPs on additional sites.

The county is considering using LinkedIn and other job posting sites to increase visibility.

The public defender RFP is particularly challenging, as the county needs someone with experience to represent indigent defendants.

Animal Control Contract

Kate Becker (CAM) discusses the animal control contract, which was not awarded due to a disagreement with Morgan County Attorney.

The county is reposting the RFP for the vet contract and will consider creating its own animal control service.

Morgan County Attorney Garrett Smith disagreed with the cost analysis for creating an in-house service, leading to the decision to repost the RFP.

The county is working with Mountain Green Vet Clinic on a temporary solution until the RFP is reposted in February.

Short Term Rental Survey

MORGAN COUNTY COMMISSION MEETING AGENDA

Kate Becker (CA) explains the delay in conducting the short-term rental survey due to the 3% public safety sales tax survey.

The county plans to use Every Door Direct Mail (EDDM) for both surveys to increase response rates.

The surveys will be designed to be completed using a single QR code to streamline the process. The county is working with a mailing company to print and distribute EDDM flyers.

Playground Equipment Inspection

Kate Becker (CAM) updates the commission on the playground equipment inspection being conducted by the Recreation Director, Lydia Hebdon.

Lydia is a certified playground equipment inspector and is inspecting all county-owned playgrounds.

The inspection will include a presentation to the commission on the status of the playground equipment.

The county is considering applying for a grant to replace or upgrade playground equipment.

Rural Health Initiative and Revolving Loan Fund

Commissioner Blocker mentions the potential for the county to apply for a one-time project grant under the Rural Health Initiative.

The county is considering using the grant for an exercise park along the Morgan Valley trails.

The CEO board is discussing the possibility of creating a revolving loan fund for small business grants.

The county is considering whether to use the state's format for the revolving loan fund and how to ensure compliance with state regulations.

Fire Department Employee Handbook

Kate Becker (CAM) discusses the need for the commission to approve the Fire Department employee handbook by resolution.

The handbook includes health and physical requirements for fire and ambulance team members.

The county is considering providing a bulk membership to a gym for fire department employees.

The county is working on cleaning out the fire station basement to make room for fitness equipment.

Airport Beautification Grant

Kate Becker (CAM) mentions the airport's beautification grant of \$44,000, which has not been disbursed due to a lack of RFP.

The airport board is working on designing the project, but they are facing challenges with water access.

The county is considering using runoff from Cottonwoods mutual for the airport's water needs.

The employee handbook has been rewritten and is undergoing a final review by the county attorney.

5:00 COMMENCEMENT OF MEETING

(A) Opening Ceremonies

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

(B) Consent Agenda Items

1. Approval of the Morgan County Commission Minutes from December 2nd, 2025.
2. Acknowledge receipt of the letter of resignation of Planning Commissioner Tom Telford.
3. Notice of Mountain Green Planning Commission Seat – Open to Submissions
4. Notice of Community & Economic Opportunity Board Seat – Open to Submissions
5. Approval of Resolution **CR 25-61** Morgan County Historical Society By-Laws
6. Approval of Resolution **CR 25-67** updating CR 24-06 the County’s Website Privacy Statement
7. Approval of Resolution **CR 25-68** updating CR 24-40 the County Breach Notification Policy

Commissioner Newton moved to approve Consent item B1,2,3,4,6,7 and postponing B5 until January 6, 2026

Seconded by Commissioner Fackrell

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

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- NONE

(D) Public Comments (please limit comments to 3 minutes)- **NONE**

(E) Presentations

Deputy Cole Ricks and canine “Ace” who recently graduated from academy.

Sherriff Corey Stark introduced the department’s new narcotics detection dog, Ace, a one-year-old Labrador who has completed training and certification with his handler, Officer Cole Ricks. Ace is trained to detect methamphetamine, cocaine, heroin, and fentanyl using scent-based, toy-reward methods that do not harm the dog. He indicates finds by sitting or lying down and focusing on the source.

MORGAN COUNTY COMMISSION MEETING AGENDA

Ace has already been deployed and recently helped locate seven grams of meth. Stark explained that the county previously relied on other agencies' K-9 units, which caused delays during traffic stops. To improve efficiency, the department started its own program and obtained its own K-9.

Ace is a non-bite dog and will also be used at schools. The dog and handler are full partners—living, bonding, and certifying together. Officer Ricks has prior K-9 experience through his family background. Commissioners expressed support and appreciation for the program and the demonstration.

(F) Action Items

1. **Hon. Kimberly Harrison** – Discussion/Decision – Morgan County Cash Handling Policy
Discussion and decision Morgan County Resolution **CR 25-65** County's Cash Handling Policy.

The cash handling and deposit policy was reviewed and is largely finalized, with only a few clarifying updates made. Kimberly Harrison, Morgan County Treasurer explained that approvals for changes to payment systems, including Venmo, must come from the Treasurer, Clerk/Auditor, County Attorney, and the Commissioner over the relevant portfolio. Venmo use remains limited to the county fair, with any future expansion requiring joint approval, staff training, and follow-up reviews to ensure compliance. The discussion acknowledged potential future uses for other county events or departments, emphasizing the need for consistent oversight and education.

Additional revisions included clarifying responsibilities of receiving offices by removing a requirement to report discrepancies and instead requiring monthly transaction reports to the treasurer's office. The policy title was confirmed to already include deposits. Record retention language was simplified to reference state statutes and State Archives policies as amended, rather than listing specific retention periods. Clarification was made if payments received on the last day of the month must be recorded within that month, even if reconciliation occurs the following month. Finally, enforcement language was refined to specify that referrals to the County Attorney are for ethical, civil, or criminal evaluation.

Commissioner Newton moved to approve CR-25-65 Morgan County Cash Handling Policy with the policy amendments discussed

Seconded by Commissioner Blocker

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

2. **Hon. Shaun Rose** – Discussion/Decision – 2026 Budget Adjustment

MORGAN COUNTY COMMISSION MEETING AGENDA

Discussion and decision on making the Recorder's GIS Specialist responsible for all GIS duties County-wide, dissolving any need for third party GIS contracted services and adjusting the salary and benefits accordingly.

The discussion focused on a request for approval of a 2026 budget change to provide a pay increase for the county's GIS specialist, who would take on countywide GIS responsibilities as third-party GIS contracts are dissolved. Commissioners clarified that this change is tied to eliminating outside GIS contracts and questioned whether existing budgeted funds for those contracts across departments could be reallocated to cover the increase. Speaker 3 explained that while some funds are being freed up by ending contracts such as Jeff Ward GIS, departments should be consulted before reallocating those dollars, as they may wish to use the savings to improve their own operations. Commissioners acknowledged this concern but noted that the budget process had already occurred and that adjustments are sometimes necessary when circumstances change. Additional questions were raised about the requested amount, whether it applied to the current year or 2026, and whether benefits were included, particularly given several recent budget change forms reflecting unexpected increases in benefits. Shaun Rose, Morgan County Recorder explained that, at least for their office, the shortfall was due to a prior employee transfer between departments where pay and benefits were never properly adjusted in the receiving department's budget. Staff clarified that the benefits increase was documented in the Q4 budget presentation and that an error in the packet caused some confusion. Overall, commissioners expressed support for moving GIS in-house and were generally positive about the proposal, while seeking clarity on funding sources and benefit adjustments.

Commissioner Newton moved to approve 2026 Budget adjustment for the Recorders GIS Specialist.

Second by Commissioner Nickerson

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Newton AYE

The vote was unanimous. The motion passed.

MORGAN COUNTY COMMISSION MEETING AGENDA

3. **Hon. Shaun Rose** – Discussion/Decision – Boundary Verification Survey Work

Discussion and decision on awarding or declining RFP submission for Summit/Morgan Boundary verification survey work.

The commission discussed an RFP for surveying a disputed county boundary related to a cabin that is currently being taxed by both Morgan County and Summit County. After an initial RFP came back at a much higher cost, the scope was narrowed to about 595–600 feet of boundary, but the revised bid was still approximately \$22,000. Commissioners questioned whether it made financial sense to spend that amount to resolve an issue involving roughly \$2,000 a year in property taxes but emphasized that the larger concern is setting a precedent and preventing Summit County from gradually encroaching on Morgan County's boundaries.

Shaun Rose, County Recorder, explained that the issue has been ongoing since at least 2006 and involves uncertainty over where the true boundary lies, with Summit County and the property owner asserting the property is in Summit County, while Morgan County believes the cabin sits within its boundary. Morgan County currently lacks its own survey data to definitively support its position, while Summit County has relied on its own surveys. Several commissioners expressed frustration that Morgan County is being put in a position of having to prove the boundary at significant cost, and concerns were raised about poor return on investment if the county pays for the survey outright.

There was broad agreement that approving the current RFP was not advisable, both because of the high cost and because recent developments, including related boundary and land issues, may create leverage to bring Summit County to the table without incurring this expense. The discussion shifted toward longer-term solutions, with multiple commissioners and staff suggesting that hiring an in-house county surveyor could ultimately be more cost-effective, given the recurring and substantial costs of contracting survey work. Transparency and data were emphasized, with a request to compile information on current surveying expenses versus the cost of employing a surveyor.

The consensus was to decline the current bid, continue assessing taxes until the issue is resolved, pursue discussions with Summit County, and gather data on in-house surveying and the process for a formal boundary appeal through the Lieutenant Governor's office. Further information is expected to be brought back to a future commission meeting for decision-making.

Commissioner Nickerson moved to decline RFP submission for Summit/Morgan County boundary Verification survey.

Second by Commissioner Newton

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

MORGAN COUNTY COMMISSION MEETING AGENDA

4. Morgan County Board of Equalization – Discussion/Decision – Late Appeals & Stipulations

Discussion and decision on Morgan County Resolutions requesting late BOE Appeals

a. CR 25-22-BOE Late Appeal Request: Wendy Louise Knudsen

Commissioner Newton Moved to go into BOE Board

Second by Commissioner Nickerson

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

The BOE Board reviewed an application from Wendy Louise Knudsen and discussed confusion she expressed regarding her property tax notice, including a belief that the county had given itself a raise. Janelle Walker, Morgan County Assessor, explained that in 2024 the property was classified as a lot rather than a primary residence, and that in 2025 the home improvement was added but the property remained classified as non-primary because a residential exemption application had not been received. The Assessor's Office had sent notices and communicated with Wendy by email, explaining that she would need to file an appeal through the Board of Equalization to change the classification. Although Wendy indicated she would follow up, no appeal was filed by the September 15 deadline. Morgan County Attorney Garrett Smith advised that Wendy did not meet any of the statutory exceptions that would allow a late appeal to be reopened, such as county error or extraordinary circumstances, and recommended denying the request, while noting that Wendy could still pursue the matter with the state. It was also clarified that Wendy has since submitted the proper application, and the property will be classified as a primary residence for 2026.

Commissioner Fackrell moved to decline CR-22-BOE late appeal request

Second by Commissioner Newton

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

b. CR 25-23-BOE Late Appeal Request: Brooks Fornelius

The BOE Board reviewed a late appeal request from Brooks Fornelius, who cited multiple reasons for reopening the appeal, including a medical emergency and mailing issues. Janell Walker County Assessor, and legal counsel explained that the property has four owners of record and that notices were properly sent to the mailing address designated by the owners at the time of recording. It was noted that a birth alone is not typically considered a medical emergency, but commissioners discussed complications related to pregnancy, including preeclampsia and hospitalization, and acknowledged that these circumstances could reasonably qualify as an extraordinary medical emergency that diverted attention during the appeal period. Commissioners also discussed ongoing addressing and mail delivery problems in the Rome subdivision, clarifying that postal service issues alone are not a qualifying exception under Board of Equalization rules, though they acknowledged the broader context. After discussion about fairness and consistency with prior decisions, the commission determined that the medical circumstances met the criteria for an exception and approved the late appeal request.

Commissioner Nickerson Move to approve CR-25-23-BOE

Second by Commissioner Blocker

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

Commissioner Newton Moved to go out of BOE Board and back to County Commission

Second by Commissioner Fackrell VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

5. August Granath – Discussion/Decision – Governor’s Office of Economic Opportunity
Discussion and decision to adopt **CR 25-66** Morgan County’s Rural Economic Blueprint.

The Commission reviewed an updated recap of the Rural Blueprint Economic Plan following the December 2 work session, with August Granite participating online and Sherry Stevens from the

MORGAN COUNTY COMMISSION MEETING AGENDA

Governor's Office of Economic Opportunity present. Sherry and August explained that revisions had been made based on commissioner feedback, including additions from Commissioner Blocker addressing Snowbasin Road and from Commissioner Fackrell regarding regional trail connections with Weber and Davis counties. It was noted that some of the most recent changes were not yet reflected in the meeting packet because they were submitted the same day, but they were included in the final revision. August confirmed that the requested language had been added under the appropriate goals and strategies and that the plan was ready for adoption based on commission input. Commissioners expressed appreciation for the work completed and for the opportunity to participate in the state-supported program.

Commissioner Fackrell Move to accept the Rural Economic blueprint with the addition that was added tonight

Second by Commissioner Blocker

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

6. Hon. Morgan County Commission – Discussion/Decision – 2026 Calendar(s)

Discussion and decision on County Resolutions **CR 25-62** Morgan County 2026 Commission Meeting Calendar, **CR 25-63** Morgan County 2026 Planning Commission Meeting Calendar, **CR 25-64** Morgan County 2026 Holidays and Payroll Calendar.

The commission reviewed and approved several 2026 schedules. Kate Becker (CA) presented the tentative commission meeting calendar, noting no meeting the first week of November due to elections. The 2026 Planning Commission meeting calendar, previously approved by the Planning Commission, was presented. The 2026 payroll, commission meeting, and holiday calendar was reviewed, confirmed to align with city closed dates.

Commissioner Newton Moved to approve CR 25-62 Morgan County 2026 Commission Meeting Calendar, CR 25-63 Morgan County 2026 Planning Commission

second Blocker

Second by Commissioner Blocker

VOTE:

MORGAN COUNTY COMMISSION MEETING AGENDA

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

Commissioner Nickerson Moved to approve CR-25-64 Morgan County 2026 Holidays and Payroll Calendar.

Second by Commissioner Blocker

VOTE:

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

- 7. Hon. Leslie A. Hyde** – Discussion/**PUBLIC HEARING**/Decision – Clerk/Auditor
Discussion and decision on Morgan County Resolution **CR 25-60**, fourth quarter amendments to the County’s FY 2025 budget.

Leslie Hyde Morgan County Clerk/Auditor presented the fourth-quarter budget amendments (Resolution CR 25-60) for approval. These amendments include department adjustments, fund balance changes, and updates for grants related to flood disaster relief, economic development, fairgrounds, fire services, and other funds. She noted that some accounts on page three, highlighted on the screen, had not been previously approved because they reflect year-end adjustments. Leslie Hyde, Morgan County Clerk/Auditor, explained that budget variances, particularly in benefits, can occur when employees change their benefit selections, which is why these adjustments are reviewed at year-end rather than monthly.

Kate Becker (CAM) apologized for overlooking payroll and benefits lines when reviewing the budget, focusing only on budgetary lines. Leslie Hyde, Morgan County Clerk/Auditor, added that monitoring benefits and wages will be a topic for the next department head meeting. She also noted a wording change requested by Attorney Garrett Smith: the line under “Attorney” now reads “Budget Adjustment, redesignating funds from code rewrite,” clarifying that funds are being reallocated from the code rewrite rather than covering it. Commissioner Fackrell questioned a numeric change, but Leslie Hyde, Morgan County Clerk/Auditor, clarified that the total amount remains the same; only the wording was updated. Morgan County Attorney Garrett Smith, confirmed that the adjustment reflects funds returning from the code rewrite, not additional spending, and does not require a separate budget adjustment.

Commissioner Fackrell moved to go into public hearing

Second by Commissioner Blocker

VOTE:

MORGAN COUNTY COMMISSION MEETING AGENDA

Commission Chair Wilson AYE
Commissioner Newton AYE
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 hearing
Second by Commissioner Blocker**

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

Commissioner Newton moved to approve CR-25-60 fourth quarter Amendments to County's 2025 Fiscal Budget.

Second by Commissioner Nickerson

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

- 8. Josh Cook** – Discussion/**PUBLIC HEARING**/Decision – County Planning & Zoning
Thurston Rezone: CO 25-17 Request to rezone property from Multiple Use (MU-160) to Rural Residential (RR-10) and reflect that change on the Future Land Use Map from a split designation of Ranch Residential 10 and Natural Resources and Recreation to Ranch Residential 10 completely. The property is identified by parcel numbers 00-0000-4729, 00-0000-4745, 00-0000-5148 and serial numbers 01-003-074, 01-003-076, 01-003-079 and is approximately located at 2240 West Deep Road in unincorporated Morgan County.

**Commissioner Nickerson Moved to postpone F-9 CO 25-17 to a later date
Second by Commissioner Blocker**

VOTE:
Commission Chair Wilson AYE

MORGAN COUNTY COMMISSION MEETING AGENDA

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

- 9. Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Discussion and approval of the County’s Predation Management Plan for 2026 and commitment of participating funds from 71-2229-000-000 [Predator Control Trust & Agency Fund].

Kate Becker (CAM) emphasized that contracts should not be sent directly to a commissioner. She explained that an important document was initially sent to Robert McConnell, and it was only by accessing Jared's email for another reason that they received the necessary notifications. She stressed that contracts should come through the Morgan County Attorney, Garrett Smith or through her email Kate Becker (CAM) to ensure proper handling.

**Commissioner Nickerson Moved to Postpone F-9 to January 6th meeting.
Second by Commissioner Newton**

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

- 10. Kate Becker** – Discussion/Decision – Morgan County Administrative Manager
Discussion and approval of Appendix A to the County’s Fire Warden Agreement setting salary and benefits.

Kate Becker (CAM) reported that the state has hired a new county fire warden, with a start date of January 8. She presented Appendix A to the fire warden agreement for commission consideration, noting that it sets salary and benefits and reflects a lower salary than the previous position due to the new hire’s lesser tenure. Commissioner Blaine Fackrell remarked that this was positive news and inquired about the vehicle previously tied to the position. Kate Becker (CAM) clarified that a vehicle is not included in the agreement under consideration and that any discussions with the state regarding a vehicle would take place later, likely in January. She explained that the fire warden is currently assigned a county brush truck, but because the individual lives about an hour away, using a diesel brush truck for regular commuting is not practical. Kate Becker (CAM) indicated she would likely push back on providing a temporary vehicle outside of fire season, citing the limited availability of the county’s floating fleet and the need to keep vehicles locally, particularly during the legislative session. She emphasized that no fleet vehicle commitments are included in this agreement and that those discussions will occur after the first of the year.

MORGAN COUNTY COMMISSION MEETING AGENDA

Commissioner Newton moved to approve appendix A to the County's Fire Warden Agreement Setting salary and Benefits

Second by Commissioner Nickerson

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

(B) Commissioner Comments

Commissioner Raelene Blocker reflected on the end of her first year of service, expressing that it has been an honor to serve alongside her fellow commissioners and county staff. She shared her appreciation, forgetting to know everyone in the county building and praised their dedication, noting that they serve with genuine care for the community and its families. She thanked them for enriching her life over the past year and stated that she looks forward to continuing her service over the next three. Commissioner Blocker briefed the commission on potential legislation from Representative Jill Koford that would make general plans final and a binding document.

Commissioner Mike Newton reported updates from Wasatch Integrated Waste, the region's solid waste and recycling provider. The district has been awarded a significant federal Solid Waste Infrastructure for Recycling (SWIFR) grant, totaling several million dollars, which will be used to expand the compost facility, broaden curbside organics collection, and launch a pilot program to detect contamination directly at the landfill. While Morgan County and Morgan City do not currently participate in curbside organics collection, Commissioner Newton noted it could be considered in the future and reminded residents that grass clippings, weeds, and leaves can already be dropped off for free at the Morgan City transfer station. These materials are sent to an aerated compost facility in Layton, where they are processed and resold as compost. Branch disposal, however, is not free due to high transfer costs. There was also discussion about local farmers accepting grass clippings, with cautions about mold and appropriate livestock use. Commissioner Newton concluded by announcing that he will serve as chair of Wasatch Integrated Waste in 2026, marking the first time Morgan County has held that position since the district's creation.

Commissioner Blaine Fackrell Questions were raised regarding the status of the county's Transient Room Tax (TRT) report submitted to the state auditor, as there had been concerns

MORGAN COUNTY COMMISSION MEETING AGENDA

about delayed funding. Kate Becker (CAM) confirmed that the required documentation had been submitted, but the report was returned due to new, more detailed formatting requirements imposed by a state reviewer. The new format requires itemizing all TRT-related expenditures—trash remediation, solid waste, porta potties, public safety, emergency services, and tourist evacuations—and splitting costs among residents, in-state tourists, and out-of-state tourists. Kate Becker (CAM) noted that accurately providing this level of detail is difficult, and the county has until the end of the year to resubmit.

The discussion also highlighted continued scrutiny from the state, including requests to attach PID financial documents to the county's financial statements, despite no statutory requirement. Staff expressed that these additional requests create administrative burdens beyond legal obligations.

Additionally, Commissioner Blaine Fackrell shared information from the state tourism board, indicating that hotel stays are now exceeding short-term rentals like Airbnb's and VRBOs, although the county cannot fully track short-term rental data due to state restrictions. Fast internet access remains a major concern for visitors, and the state's tourism emphasis continues to focus on astro-tourism and Agri-tourism. The discussion concluded with positive remarks about the recent hometown Christmas event, noting it was well attended despite slightly lower turnout than expected.

Commissioner Vaughn Nickerson provided an update on the rifle range and the county weed board. Regarding the rifle range, he noted that remediation is being explored in partnership with the Ogden Gun Club, which conducts lead removal and recovery approximately every six to seven years at no cost, with proceeds from sold lead shared. He has reached out to the gun club president and expects a response soon to schedule an assessment.

On the weed board, Nickerson reported that their first meeting occurred recently, but a member, Smokey, had to resign due to family issues, prompting the need to fill the vacancy. The board discussed major concerns, including rapid weed growth on newly developed land and the need for developers to maintain control of weeds. They also plan to coordinate with Union Pacific and UDOT regarding weed management along with their properties. Commissioner Nickerson emphasized maintaining the county's rights-of-way and ensuring compliance with spraying regulations, including notifying property owners to protect livestock.

The board is exploring ways to notify landowners and users, such as through ditch and water companies, and highlighted a \$10,000 state grant through the Conservation District, which allows reimbursement of up to \$200 for chemical treatments. Kate Becker (CAM) added that any board member resignation must be documented in writing for the Clerk/ Auditor's Office. Commissioner Nickerson confirmed he would obtain the necessary documentation from Smokey and move forward with posting the vacancy. County's 1/2/2026 representative to the Weber Basin Water Conservancy District.

MORGAN COUNTY COMMISSION MEETING AGENDA

Commissioner Wilson then addressed two major concerns: short-term rentals (STRs) being advertised in ways that could undermine affordable housing goals, and the resale of airport hangars before proper transfer or approval. He highlighted the risk of out-of-town buyers driving up prices, potentially pricing residents out, and discussed enforcement options with Morgan County Attorney, Garret Smith, including lease termination for noncompliance. The group noted that uncontrolled resale could also affect property assessments for everyone at the airport.

Commissioner Wilson emphasized the productive discussion at the rifle range meeting, stressing that the county has not committed to selling the property without proper arrangements.

Commissioner Fackrell and Commissioner Nickerson provided an update on a regional task force with Senator Curtis, addressing local infrastructure, forest management, and public safety concerns, including road access for the upcoming Olympics and fire mitigation through controlled removal of deadfall. Blocker noted another task force meeting the following day, offering to forward details.

The commission discussed a prefilled priority bill addressing county ownership of land in other counties, with a focus on ensuring taxpayer resources benefit local constituents. They considered strategy for involving the Utah League of Cities and Towns and possibly engaging with local lobbyists to guide the legislation.

Kate Becker is asking for Executive Session for Purchase or disposition of real Property.

Commissioner Newton moved to close Commission Meeting and into Executive session for purchase or disposition of real Property

Second by Commissioner Fackrell

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

Commissioner Newton moved to close Commission Executive Meeting at 7:51pm

Second by Commissioner Fackrell

VOTE:

Commission Chair Wilson AYE

Commissioner Newton AYE

Commissioner Blocker AYE

Commission Vice Chair Nickerson AYE

Commissioner Fackrell AYE

The vote was unanimous. The motion passed.

MORGAN COUNTY COMMISSION MEETING AGENDA

Adjourn – 6:55 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 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.

MORGAN COUNTY COMMISSION MEETING AGENDA

To Members of the Morgan Weed Abatement Board,

Please accept this letter as formal notice of resignation from the Morgan Weed Abatement Board, effective December 17, 2025.

Due to personal and family circumstances, continued service on the board is not possible at this time. Appreciation is extended for the opportunity, the work of the board and its commitment to the community.

Sincerely,

Lewis R Dillke

12/17/25

Lewis R Dillke



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.



Vacancy on the Morgan County Community and Economic Opportunity "CEO" Board

Applicant must be a resident of Morgan County that is a representative of the private-sector with Economic Development Experience. 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 CEO Board Meetings, establishing a long-range plan for the economic growth, actively promoting Morgan County Businesses, serving on subcommittees such as the CEO Business Growth Grant Review Committee.

Terms are for four years. Meetings are held on the first Wednesday of every month from 8:00 am to 10:00 am at the Davis Tech: Business Resource Center off State Street.

Letters of interest will be accepted until December 29th, 2025 or later if a private sector representative with economic development experience has not yet been appointed.

For more information, call Kate Becker, Administrative Manager at 435-800-8724 or Commissioner Raelene Blocker at 801-865-6062.



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!

RESOLUTION CR 26-05

A RESOLUTION OF THE MORGAN COUNTY COMMISSION TO APPOINT TRAVIS TAYLOR TO THE MORGAN COUNTY PLANNING COMMISSION.

WHEREAS, County Ordinance CO 24-13 amended the Code involving the appointment of the Morgan County Planning Commission; AND

WHEREAS, the Morgan County Commission on March 18th, 2025 approve the nomination of Tom Telford to the Mountain Green planning commission seat; AND

WHEREAS, on December 5th, 2025 Planning Commissioner resigned his seat on the Morgan County Planning Commission; AND

WHEREAS, Commissioner Raelene Blocker nominates Travis Taylor to serve the remainder of Tom Telford's term as the Morgan County Planning Commissioner representing the Mountain Green Area.

NOW THEREFORE, BE IT RESOLVED, that the Morgan County Commission does hereby support the nomination by quorum and appoints Travis Taylor to the Morgan County Planning Commission. This appointment shall be effective until 28 February of 2029 or until resignation or removal for cause.

PASSED AND ADOPTED this 6th day of January 2026.

MORGAN COUNTY COMMISSION:

ATTEST:

County Commission Chair

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

COMMISSION MEMBERS VOTING:

Garrett Smith, Morgan County Attorney

	AYE	NAY	ABSENT
Michael Newton	___	___	___
Raelene Blocker	___	___	___
Blaine Fackrell	___	___	___
Vaughn Nickerson	___	___	___
Matthew Wilson	___	___	___

Title	Entity	Wages	Benefits	Total
County Surveyor	Salt Lake County	\$ 191,202.10	\$ 54,817.37	\$ 246,019.47
Chief Deputy Surveyor's Office	Salt Lake County	\$ 178,816.84	\$ 62,110.27	\$ 240,927.11
County Surveyor	Utah County	\$ 156,525.20	\$ 68,301.29	\$ 224,826.49
Davis County Surveyor	Davis County	\$ 142,734.67	\$ 60,242.97	\$ 202,977.64
Chief Deputy - County Surveyor	Utah County	\$ 128,173.90	\$ 60,089.32	\$ 188,263.22
Surveyor	Wasatch County	\$ 123,812.00	\$ 42,627.68	\$ 166,439.68
Division Director Surveyor/Recorder	Weber County	\$ 123,297.27	\$ 58,047.15	\$ 181,344.42
Chief Deputy Surveyor/Recorder	Weber County	\$ 122,742.87	\$ 56,178.72	\$ 178,921.59
Surveyor's Field Oper Mgr	Salt Lake County	\$ 114,907.37	\$ 45,320.11	\$ 160,227.48
Field Director - Surveyor	Utah County	\$ 112,598.70	\$ 52,473.67	\$ 165,072.37
Senior Field Surveyor	Tooele County	\$ 111,250.46	\$ 51,107.95	\$ 162,358.41
Surveyor's Office Oper Mgr	Salt Lake County	\$ 99,522.81	\$ 39,872.72	\$ 139,395.53
Surveyor Operations Manager	Davis County	\$ 95,758.43	\$ -	\$ 95,758.43
Surveyor Iii	Weber County	\$ 95,408.80	\$ 47,842.76	\$ 143,251.56
Surveyor	San Juan County	\$ 88,815.71	\$ 49,228.31	\$ 138,044.02
Field Surveyor	Davis County	\$ 84,230.55	\$ 31,895.55	\$ 116,126.10
Surveyor Ii	Weber County	\$ 79,396.05	\$ 41,787.99	\$ 121,184.04
Surveyor Asst Field Ops Mgr	Salt Lake County	\$ 75,115.79	\$ 33,684.26	\$ 108,800.05
Recorder/Surveyor	Garfield County	\$ 73,216.00	\$ 43,676.62	\$ 116,892.62
Surveyor Ii	Weber County	\$ 71,655.22	\$ 42,333.22	\$ 113,988.44
Surveyor Ii	Weber County	\$ 69,716.81	\$ 21,512.81	\$ 91,229.62
Surveyor I	Weber County	\$ 63,628.80	\$ 41,332.41	\$ 104,961.21
Surveyor I	Weber County	\$ 61,429.60	\$ 36,235.38	\$ 97,664.98
Surveyor I	Weber County	\$ 61,429.60	\$ 24,896.45	\$ 86,326.05
Mapping Specialist - Surveyor	Utah County	\$ 60,671.50	\$ 25,384.21	\$ 86,055.71
Surveyor I	Weber County	\$ 58,695.40	\$ 36,586.14	\$ 95,281.54
County Surveyor	Grand County	\$ 43,997.20	\$ 39,732.71	\$ 83,729.91
Chief Deputy Surveyor	San Juan County	\$ 43,748.18	\$ 35,856.54	\$ 79,604.72
		Total Avg	\$ 97,589.21	
			\$ 38,520.38	
		4/5 class count	\$ 84,132.40	



County Commission Agenda Request Form

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

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

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

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: 1/6/26 Time Requested: _____
Name: Leslie A Hyde Clerk/Auditor/BOE Phone: (801) 845-4010
Address: 48 W Young Street Morgan UT 84050
Email: lhyde@morgancountyutah.gov Fax: _____
Associated County Department: _____

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Late Filed Request for Review of Locally Assessed Property application from John P. Williamson

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION
DECISION
BOTH
INFORMATION ONLY



Utah State Tax Commission, Property Tax
Late-Filed Request for Review of
Locally Assessed Real Property

PT-10A

Rev. 4/24

tax.utah.gov

Petitioner (print or type) Name John P. Williamson
Petitioner's Representative, if any (print or type) I authorize the below-named person to discuss and share information concerning this appeal with the County Board of Equalization.
Mailing address 761 Ice Pond Rd, Kaysville, UT 84037
Daytime telephone no. (801)589-3660
Email address Whitney.Galvan@ctt.com

Refer to your tax notice for the information requested in this section

Petitioner requests that the Board of Equalization of Morgan County to hear an appeal of the NA property tax assessment on the following property or properties:
Property Parcel/Serial Number(s): 00-0060-1763

Property type

- Single residence/Duplex/Triplex
Greenbelt
Four-plex/Apartment complex
Other (describe)
Vacant land
Commercial/Industrial

The Board of Equalization is open to hear property tax appeals for a short period each year. You are responsible for filing objections to property tax assessments during the Board of Equalization period, which ends on the later of September 15 for each tax year or 45 days from the date the county auditor mailed the notice of property valuation and tax changes (see Utah Code §59-2-1004).

The Board of Equalization will accept a late-filed request for review of locally assessed real property if you can show that the county, by its act or failure to act, interfered with your right to notice and a hearing; or that the county's records for the property contain a factual error; or that a medical emergency, a death, or another extraordinary and unanticipated circumstance occurred during the Board of Equalization period and prevented you and any co-owners from filing an appeal by the filing deadline.

Choose your circumstance(s):

- The county did not comply with the notification requirements to mail the notice of property valuation and tax change to the address of record for this property, or otherwise interfered with the property owner's ability to timely file the appeal

Describe the county's notice failure or interference:

- Medical emergency

Describe the nature of the medical emergency and the relationship of the individual with the emergency to the property owner(s):

Identify the length of the medical emergency: MM / DD / YY to MM / DD / YY

Did this medical emergency require hospitalization? Yes No

Identify the length of hospitalization: MM / DD / YY to MM / DD / YY

Death of owner of immediate family member

Name of decedent and relationship to owner(s) (if applicable): _____

Identify the date of death: ____ / ____ / ____
MM DD YY

Extraordinary and unanticipated circumstance (submit copies of documentation to verify)

Describe the nature of the extraordinary and unanticipated circumstance: _____

Identify the length of the extraordinary and unanticipated circumstance: ____ / ____ / ____ to ____ / ____ / ____
MM DD YY MM DD YY

Factual error in the county's records (select all that apply):

- A mistake in the description of the size, use, or ownership of your property
- A clerical or typographical error in reporting or entering the data used to establish valuation or equalization
- An error in classification of your property that is eligible for property tax relief
- An error in the classification of your property that is eligible for a property tax exemption, including the residential exemption
- Other similar circumstance* See attached explanation.

Additional Owner(s)

Are there individuals or entities in addition to you who are joint owners or co-owners of this property? Yes No

If "Yes", list the additional owner's name: _____

List why the additional owner(s) were unable to file the appeal by the statutory deadline: _____

If there are more than two owners of the property, supply their names and reason for inability to timely file on additional paper.

Provide any further details to explain your circumstances (if applicable)

I understand that I must show that I meet the requirements of R884-24P-66, and I have attached copies of all documents supporting my request.

Name (print) John P. Williamson	Petitioner's signature <i>John P. Williamson</i>	Date signed 12/11/2025
------------------------------------	-----------------------------------------------------	---------------------------

*A factual error means an error that is objectively verifiable without the exercise of discretion, opinion, or judgment; demonstrated by clear and convincing evidence; and the existence of which is recognized by the taxpayer and the county assessor.

Send documents to your local County Auditor.

Upon receipt of this form, the County Auditor will notify the Board of Equalization of your request, after which the Board of Equalization will issue an order based on your submissions and those from the county.

For help with this form contact your local County Auditor.

The property had been classified under greenbelt for many years, and my intention was to maintain that status. After purchasing the property, I learned that the county had made an error and the property should never have qualified for greenbelt. This mistake was entirely outside my control, and I relied on the existing classification when making the purchase.

Given these circumstances, I respectfully request consideration for leniency regarding the rollback tax, as the situation resulted from a county error rather than any action on my part.



Utah State Tax Commission, Property Tax
**Late-Filed Request for Review of
 Locally Assessed Real Property**

PT-10A
 Rev. 4/24

tax.utah.gov

Petitioner (print or type)		Petitioner's Representative, if any (print or type)	
Name <u>John Williamson</u>		I authorize the below-named person to discuss and share information concerning this appeal with the County Board of Equalization.	
Mailing address <u>761 Ice Pond Rd Kaysville, UT 84037</u>		Name	
Daytime telephone no. <u>801 589-3660</u>		Firm	
Email address <u>jp.will@me.com</u>		Mailing address	
		Daytime telephone no.	Email address

Refer to your tax notice for the information requested in this section

Petitioner requests that the Board of Equalization of Morgan County to hear an appeal of the 2025 property tax assessment on the following property or properties:
(tax year) (county name)

Property Parcel/Serial Number(s): 00-0060-1763

Property type

- Single residence/Duplex/Triplex
 Four-plex/Apartment complex
 Vacant land
 Commercial/Industrial
 Greenbelt
 Other (describe) _____

The Board of Equalization is open to hear property tax appeals for a short period each year. You are responsible for filing objections to property tax assessments during the Board of Equalization period, which ends on the later of September 15 for each tax year or 45 days from the date the county auditor mailed the notice of property valuation and tax changes (see Utah Code §59-2-1004). The Board of Equalization may hear an appeal filed after the deadline for only limited reasons. These reasons are explained in Utah Admin. Code R884-24P-66, available online at tax.utah.gov/research/effective/r884-24p-066.doc.

The Board of Equalization will accept a late-filed request for review of locally assessed real property if you can show that the county, by its act or failure to act, interfered with your right to notice and a hearing; or that the county's records for the property contain a factual error; or that a medical emergency, a death, or another extraordinary and unanticipated circumstance occurred during the Board of Equalization period and prevented you and any co-owners from filing an appeal by the filing deadline. Failure of the US Postal Service to deliver a correctly addressed tax notice is not cause for the Board of Equalization to accept a late filed request for review of locally assessed real property, nor does your absence from the state, by itself, constitute an extraordinary and unanticipated circumstance.

Choose your circumstance(s):

- The county did not comply with the notification requirements to mail the notice of property valuation and tax change to the address of record for this property, or otherwise interfered with the property owner's ability to timely file the appeal

Describe the county's notice failure or interference: _____

- Medical emergency

Describe the nature of the medical emergency and the relationship of the individual with the emergency to the property owner(s): _____

Identify the length of the medical emergency: ____ / ____ / ____ to ____ / ____ / ____
MM DD YY MM DD YY

Did this medical emergency require hospitalization? Yes No

Identify the length of hospitalization: ____ / ____ / ____ to ____ / ____ / ____
MM DD YY MM DD YY

Death of owner of immediate family member
Name of decedent and relationship to owner(s) (if applicable): _____

Identify the date of death: ____ / ____ / ____
MM DD YY

Extraordinary and unanticipated circumstance (submit copies of documentation to verify)
Describe the nature of the extraordinary and unanticipated circumstance: _____

Identify the length of the extraordinary and unanticipated circumstance: ____ / ____ / ____ to ____ / ____ / ____
MM DD YY MM DD YY

- Factual error in the county's records (select all that apply):
- A mistake in the description of the size, use, or ownership of your property
 - A clerical or typographical error in reporting or entering the data used to establish valuation or equalization
 - An error in classification of your property that is eligible for property tax relief
 - An error in the classification of your property that is eligible for a property tax exemption, including the residential exemption
 - Other similar circumstance*

Additional Owner(s)

Are there individuals or entities in addition to you who are joint owners or co-owners of this property? Yes No

If "Yes", list the additional owner's name: _____

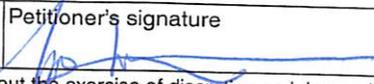
List why the additional owner(s) were unable to file the appeal by the statutory deadline: _____

If there are more than two owners of the property, supply their names and reason for inability to timely file on additional paper.

Provide any further details to explain your circumstances (if applicable)

The property was improperly classified into Greenbelt and now that the error was identified Rollback taxes are in process of being resolved. Also, valuation varies from the sale value of the property. Sold 10/24 for \$1M which is less than market value.

I understand that I must show that I meet the requirements of R884-24P-66, and I have attached copies of all documents supporting my request.

Name (print) John Williamson	Petitioner's signature 	Date signed 12/30/2025
---------------------------------	----------------------------------------------------------------------------------------------------------------	---------------------------

*A factual error means an error that is objectively verifiable without the exercise of discretion, opinion, or judgment; demonstrated by clear and convincing evidence; and the existence of which is recognized by the taxpayer and the county assessor.

Send documents to your local County Auditor.

Upon receipt of this form, the County Auditor will notify the Board of Equalization of your request, after which the Board of Equalization will issue an order based on your submissions and those from the county.

For help with this form contact your local County Auditor.

than market value. Had been on the market for over 1yr and not sold. The home is a modular home on blocks which lessens the value and ability to sale at a regular home value. Acquiring a loan on a modular are rare and difficult affecting amount of value and loans.



County Commission Agenda Request Form

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

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

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

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: 1/6/26 Time Requested: _____
Name: Leslie A Hyde Clerk/Auditor/BOE Phone: (801) 845-4010
Address: 48 W Young Street Morgan UT 84050
Email: lhede@morgancountyutah.gov Fax: _____
Associated County Department: _____

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Late Filed Request for Review of Locally Assessed Property application from Chase Hansen

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION
DECISION
BOTH
INFORMATION ONLY



Utah State Tax Commission, Property Tax
**Late-Filed Request for Review of
 Locally Assessed Real Property**

PT-10A

Rev. 4/24

tax.utah.gov

Petitioner (print or type)		Petitioner's Representative, if any (print or type)	
Name <u>Chase Hansen</u>		I authorize the below-named person to discuss and share information concerning this appeal with the County Board of Equalization.	
Mailing address <u>5913 N Queens Garden Rd, Mountain Green, UT 84050</u>		Name	
Daytime telephone no. <u>(801) 725-5135</u>		Firm	
Email address <u>hansenchasec@gmail.com</u>		Mailing address	
		Daytime telephone no.	Email address

Refer to your tax notice for the information requested in this section

Petitioner requests that the Board of Equalization of Morgan County to hear an appeal of

the 2025 property tax assessment on the following property or properties:

Property Parcel/Serial Number(s): 00-0090-7129

Property type

- Single residence/Duplex/Triplex
 Four-plex/Apartment complex
 Vacant land
 Commercial/Industrial
 Greenbelt
 Other (describe) _____

The Board of Equalization is open to hear property tax appeals for a short period each year. You are responsible for filing objections to property tax assessments during the Board of Equalization period, which ends on the later of September 15 for each tax year or 45 days from the date the county auditor mailed the notice of property valuation and tax changes (see Utah Code §59-2-1004). The Board of Equalization may hear an appeal filed after the deadline for only limited reasons. These reasons are explained in Utah Admin. Code R884-24P-66, available online at tax.utah.gov/research/effective/r884-24p-066.doc.

The Board of Equalization will accept a late-filed request for review of locally assessed real property if you can show that the county, by its act or failure to act, interfered with your right to notice and a hearing; or that the county's records for the property contain a factual error; or that a medical emergency, a death, or another extraordinary and unanticipated circumstance occurred during the Board of Equalization period and prevented you and any co-owners from filing an appeal by the filing deadline. Failure of the US Postal Service to deliver a correctly addressed tax notice is not cause for the Board of Equalization to accept a late filed request for review of locally assessed real property, nor does your absence from the state, by itself, constitute an extraordinary and unanticipated circumstance.

Choose your circumstance(s):

- The county did not comply with the notification requirements to mail the notice of property valuation and tax change to the address of record for this property, or otherwise interfered with the property owner's ability to timely file the appeal

Describe the county's notice failure or interference: _____

- Medical emergency

Describe the nature of the medical emergency and the relationship of the individual with the emergency to the property owner(s):

Identify the length of the medical emergency: ____ / ____ / ____ to ____ / ____ / ____
 MM DD YY MM DD YY

Did this medical emergency require hospitalization? Yes No

Identify the length of hospitalization: ____ / ____ / ____ to ____ / ____ / ____
 MM DD YY MM DD YY

Death of owner or immediate family member

Name of decedent and relationship to owner(s) (if applicable): _____

Identify the date of death: MM / DD / YY _____

Extraordinary and unanticipated circumstance (submit copies of documentation to verify)
Describe the nature of the extraordinary and unanticipated circumstance: _____

Identify the length of the extraordinary and unanticipated circumstance: MM / DD / YY to MM / DD / YY _____

- Factual error in the county's records (select all that apply):
 - A mistake in the description of the size, use, or ownership of your property
 - A clerical or typographical error in reporting or entering the data used to establish valuation or equalization
 - An error in classification of your property that is eligible for property tax relief
 - An error in the classification of your property that is eligible for a property tax exemption, including the residential exemption
 - Other similar circumstance

Additional Owner(s)

Are there individuals or entities in addition to you who are joint owners or co-owners of this property? Yes No

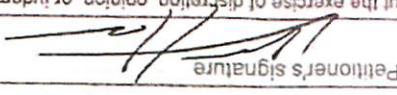
If "Yes", list the additional owner's name: Rajen Hansen & Christopher Hansen

List why the additional owner(s) were unable to file the appeal by the statutory deadline: Issue arose after the deadline.

If there are more than two owners of the property, supply their names and reason for inability to timely file on additional paper.

Provide any further details to explain your circumstances (if applicable)

First 2025 Real Property Tax Notice was billed as "non-prm res" even though exemption form was submitted on time (7/12/25). Second, "fixed" notice was billed as primary residence, but the wrong home blueprints were on file overvaluing my home by \$174,050. Third notice still valued my home more than most two-story and custom homes in my neighborhood. My home was the cheapest build option offered in the development, but through conversations with neighbors of higher value homes and public records I understand that I must show that I meet the requirements of R884-24P-66, and I have attached copies of all documents supporting my request.

Name (print) Chase Hansen
Petitioner's signature 
Date signed 12/18/2025

A factual error means an error that is objectively verifiable without the exercise of discretion, opinion, or judgment; demonstrated by clear and convincing evidence; and the existence of which is recognized by the taxpayer and the county assessor.

Send documents to your local County Auditor.
Upon receipt of this form, the County Auditor will notify the Board of Equalization of your request, after which the Board of Equalization will issue an order based on your submissions and those from the county.

For help with this form contact your local County Auditor.

My home is being valued more than almost every home in this development. I pulled public records on the same home build in my development and this is what I found:
My home (Avalon): \$961,204 1st valuation → \$873,134 3rd valuation notice

Average county market valuation }
• 4966 W Escalante Ln, Morgan, UT 84050: \$721,696
• 5937 N Queens Garden Rd, Morgan, UT 84050: \$693,932
• 4976 W Escalante Ln, Morgan, UT 84050: \$676,674
• 4978 W Escalante Ln, Morgan, UT 84050: \$704,035
All addresses listed are the same home build Avalon in the Roam development.
\$699,084.25



County Commission Agenda Request Form

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

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

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

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: 1/6/26 Time Requested: _____
Name: Leslie A Hyde Clerk/Auditor/BOE Phone: (801) 845-4010
Address: 48 W Young Street Morgan UT 84050
Email: lhyde@morgancountyutah.gov Fax: _____
Associated County Department: _____

PURPOSE FOR THE AGENDA ITEM - MUST BE SPECIFIC:

Late Filed Request for Review of Locally Assessed Property application from Levi Harper

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION
DECISION
BOTH
INFORMATION ONLY

✓



Utah State Tax Commission, Property Tax
**Late-Filed Request for Review of
 Locally Assessed Real Property**

PT-10A
 Rev. 4/24

tax.utah.gov

Petitioner (print or type)		Petitioner's Representative, if any (print or type)	
Name Levi Harper		I authorize the below-named person to discuss and share information concerning this appeal with the County Board of Equalization.	
Mailing address 4990 W Mesa Arch Ln Mountain Green, UT 84050		Name	
		Firm	
		Mailing address	
Daytime telephone no. (918) 282-6525			
Email address levimharper7@gmail.com		Daytime telephone no.	Email address

Refer to your tax notice for the information requested in this section

Petitioner requests that the Board of Equalization of Morgan County to hear an appeal of the 2025 property tax assessment on the following property or properties:
(tax year)
 Property Parcel/Serial Number(s): 00-0094-0125

Property type

- Single residence/Duplex/Triplex Four-plex/Apartment complex Vacant land Commercial/Industrial
 Greenbelt Other (describe) _____

The Board of Equalization is open to hear property tax appeals for a short period each year. You are responsible for filing objections to property tax assessments during the Board of Equalization period, which ends on the later of September 15 for each tax year or 45 days from the date the county auditor mailed the notice of property valuation and tax changes (see Utah Code §59-2-1004). The Board of Equalization may hear an appeal filed after the deadline for only limited reasons. These reasons are explained in Utah Admin. Code R884-24P-66, available online at tax.utah.gov/research/effective/r884-24p-066.doc.

The Board of Equalization will accept a late-filed request for review of locally assessed real property if you can show that the county, by its act or failure to act, interfered with your right to notice and a hearing; or that the county's records for the property contain a factual error; or that a medical emergency, a death, or another extraordinary and unanticipated circumstance occurred during the Board of Equalization period and prevented you and any co-owners from filing an appeal by the filing deadline. Failure of the US Postal Service to deliver a correctly addressed tax notice is not cause for the Board of Equalization to accept a late filed request for review of locally assessed real property, nor does your absence from the state, by itself, constitute an extraordinary and unanticipated circumstance.

Choose your circumstance(s):

- The county did not comply with the notification requirements to mail the notice of property valuation and tax change to the address of record for this property, or otherwise interfered with the property owner's ability to timely file the appeal

Describe the county's notice failure or interference: _____

The county sent me a form and i filled out the primary residential exception and sent it back on 6/22/25. I was told I would be good for 2026 so I assumed I already got the exemption for 2025 but did not. We have lived in the house since September 2024.

- Medical emergency

Describe the nature of the medical emergency and the relationship of the individual with the emergency to the property owner(s):

Identify the length of the medical emergency: ____ / ____ / ____ to ____ / ____ / ____
MM DD YY MM DD YY

Did this medical emergency require hospitalization? Yes No

Identify the length of hospitalization: ____ / ____ / ____ to ____ / ____ / ____
MM DD YY MM DD YY

Death of owner of immediate family member

Name of decedent and relationship to owner(s) (if applicable): _____

Identify the date of death: ____ / ____ / ____
MM DD YY

Extraordinary and unanticipated circumstance (submit copies of documentation to verify)

Describe the nature of the extraordinary and unanticipated circumstance: _____

Identify the length of the extraordinary and unanticipated circumstance: ____ / ____ / ____ to ____ / ____ / ____
MM DD YY MM DD YY

Factual error in the county's records (select all that apply):

- A mistake in the description of the size, use, or ownership of your property
- A clerical or typographical error in reporting or entering the data used to establish valuation or equalization
- An error in classification of your property that is eligible for property tax relief
- An error in the classification of your property that is eligible for a property tax exemption, including the residential exemption
- Other similar circumstance*

Additional Owner(s)

Are there individuals or entities in addition to you who are joint owners or co-owners of this property? Yes No

If "Yes", list the additional owner's name: Lindsey Harper (my wife)

List why the additional owner(s) were unable to file the appeal by the statutory deadline: _____

If there are more than two owners of the property, supply their names and reason for inability to timely file on additional paper.

Provide any further details to explain your circumstances (if applicable)

I think it was an honest mistake/miscommunication by both sides. I was doing the form for 2025 but they thought it was for 2026.. I then assumed I was already clear for 2025. (We are young and it is our first home so I apologize for not completely understanding the mistake at the time. It is a large amount of additional money that we have to pay and a burden to our family. I would greatly appreciate if you could please help us get the residential exemption since we have lived in the house since the day we bought it in Sept 2024. I apologize for the inconvenience. It iwll not happen again.

I understand that I must show that I meet the requirements of R884-24P-66, and I have attached copies of all documents supporting my request.

Name (print) Levi Harper	Petitioner's signature <i>Levi Harper</i>	Date signed 12/29/2025
-----------------------------	----------------------------------------------	---------------------------

*A factual error means an error that is objectively verifiable without the exercise of discretion, opinion, or judgment; demonstrated by clear and convincing evidence; and the existence of which is recognized by the taxpayer and the county assessor.

Send documents to your local County Auditor.

Upon receipt of this form, the County Auditor will notify the Board of Equalization of your request, after which the Board of Equalization will issue an order based on your submissions and those from the county.

For help with this form contact your local County Auditor.

APPLICATION FOR RESIDENTIAL EXEMPTION
MORGAN COUNTY ASSESSOR / PO BOX 680/ MORGAN, UT. 84050/ 801-845-4000
(Pursuant to Utah Code Ann. §59-2-103.5, Morgan County Ordinance #CO-03-08)

Date: 6/22/2025

Name: Harper Levi
Harper Lindsey I
Address: 4990 W Mesa Arch Lane
Morgan, UT 84050-0000

Parcel: 00-0092-2792
Serial #: 09-ROAMSFR2A-0208
Property Location:
4990 W Mesa Arch Lane

 Please make any address changes

BASIC QUALIFICATIONS & INFORMATION

Application	An application/declaration is required to be submitted and approved before the exemption can be applied. See Declaration Utah Code Annotated §59-2-103.5 and Morgan County Ordinance #CO-03-08.
Limits	Utah's Residential Exemption is limited to one per household. "Household" means the association of individuals who live in the same dwelling, sharing its furnishings, facilities, accommodations, and expenses, and includes married individuals who are not legally separated, who have established domiciles at different locations within the state. See Utah Code Annotated §59-2-102(19) and §59-2-103(5)(a).
Multiple	An owner of multiple residential properties in the state is allowed a residential exemption for each residential property that is a tenant's primary residence. See Utah Code Annotated 59-2-103(5)(b).
Occupancy	The residential property must be occupied as a primary residence for 183 or more consecutive calendar days during the calendar year the owner seeks to obtain the residential exemption. See Utah Code Annotated. §59-2-103(3).
Transient Use	Residential property used as a secondary home, short-term rental, vacation rental, or other similar transient use does not qualify for the residential exemption. See Utah Code Annotated §59-2-102(36)(a).
Use Change	The owner(s) of property receiving the residential exemption are required to notify the county if the property use changes and it no longer qualifies for the residential exemption. See Utah Code Annotated §59-2-103.5(4).

OWNER(S) CERTIFICATION

(INITIAL ONE OF THE FOLLOWING CERTIFICATIONS)

- Owner Qualified I am the owner of the above-identified residential property in Morgan County, Utah. This property is my and my household's permanent, full-time residence. **Date of Occupancy:** 9/6/2024.
- Tenant Qualified I am leasing/renting out the above-identified property on a full-time basis. The tenant(s) are using the property as their permanent, full-time residence. **Date of Occupancy:** _____, **Lease term:** _____ **Include lease agreement**
- Non-Primary The above-identified property is not a permanent, full-time residence and does not qualify for the primary residential exemption. **Or Transient use (Short-Term Rental)**

INCOME TAX INFORMATION

Utah Code Annotated 59-2-103.5(8)(e)(iii) states: "If a property owner or property owner's spouse claims a residential exemption under Utah Code Ann. §59-2-103 for property in this state that is the primary residence of the property owner or the property owner's spouse, that claim of residential exemption shall be considered in determining whether the property owner **and** the property owner's spouse have domicile in Utah for income tax purposes."

EVIDENCE

SUBMIT AT LEAST 2 FORMS OF EVIDENCE: (If you selected Tenant Qualified, only a lease agreement is needed)

- Driver's license Voter registration Utility Bill Most recent state or federal income tax return Vehicle registration Lease Agreement

SIGNATURES

(All owners MUST sign this application)

Under penalties of perjury I declare to the best of my knowledge and belief, this application and accompanying pages are true, correct and complete. I understand pursuant to Utah Code Annotated, Section 59-2-309(2), that any misrepresentation of these statements subjects the owner to a 100% penalty equal to the tax on value.

Signed: Levi Harper Dated: 6/22/2025 Utah driver's license # 241945872 Include photo w/application

Signed: Lindsey Harper Dated: 6/22/2025 Utah driver's license # 229103957 Include photo w/application

E-mail levimharper7@gmail.com Telephone #: (H) _____ (Cell) 9182826525

All Applications need to be mailed or e-mailed to hwilde@morgancountyutah.gov.

If home has been on Non-Primary status previously, to avoid a fee, your application needs to be submitted **before September 15th** of that year.

What is the Primary Residential Exemption?

(§§ 59-2-103, 59-2-103.5 and R884-24P-52)

The primary residential exemption is a 45% property tax exemption on most homes in Utah. This means you only pay property taxes on 55% of your home's fair market value.

Eligibility

You may be eligible for the primary residential exemption if you occupy your home for 183 consecutive days or more in a calendar year.

The exemption applies to your house and up to one acre of land. Apartments, condos and mobile homes also qualify. Up to one acre of land per residential unit qualifies for the primary residential exemption, IF used exclusively for residential purposes.

Properties inhabited by tenants also qualify, if they reside in the property for 183 consecutive days or more in a calendar year.

You must inform the county if you no longer qualify for the primary residential exemption.

Application

You likely already have the primary residential exemption applied to your property. Most homes that are used as residences and sold are presumed to continue as residences, so the primary residential exemption is ongoing without a new application.

Certain counties may require a new application ([Form PT-23](#) or county equivalent) in certain circumstances. The Utah Code allows counties to pass an ordinance that requires an application should the property change ownership, change from a non-primary residence to a primary residence, or if the county reasonably believes the property may no longer qualify. Most often these counties require an application from the new owner when a home is bought and sold.

A homeowner should always submit an application to the county if they inhabit their property for less than the full calendar year.

KEY POINTS:

- *The primary residential exemption is 45% of your home's fair market value.*
- *Some counties may require an Application for Residential Property Exemption ([Form PT-23](#) or county equivalent) to receive the exemption.*
- *All other counties require a signed Residential Property Declaration ([Form PT-19A](#) or county equivalent) when title is transferred to a new owner.*
- *A homeowner should always submit an application to the county if they inhabit their property for less than the full calendar year.*
- *It is recommended to submit an application annually with current leases if your residential*

DID YOU KNOW?

- *A building that is under construction and intended to be used as a residential property upon completion can qualify for the primary residential exemption before it is completed. An application may be submitted to the County Assessor.*
- *You can confirm you receive the primary residential exemption by determining any difference between the market value and taxable value on your Valuation Notice (received around the end of July) or Tax Notice (received around the start of November). The taxable value will be 55% of the market value.*
- *Only one household may claim the exemption within the state of Utah. Married couples living apart cannot claim two exemptions. Unless couples have legally separated, they can only claim one exemption.*
- *The primary residential exemption has existed since 1982, and was raised to 45% in 1995.*

Residential Property Declaration

Beginning 2019, if a county does not have an ordinance requiring an application for the primary residential exemption, a residential property declaration ([Form PT-19A](#) or county equivalent) is required when title changes on a home. New homeowners must submit a residential property declaration to the county assessor within 90 days of receipt of the form.

This ensures all homes receiving the primary residential exemption genuinely qualify, and reduces the chance that out-of-state residents who own residential properties in Utah are incorrectly identified as domiciled in Utah for state income tax purposes.

QUESTIONS?

Contact your local County Assessor or the Property Tax Division at the Utah State Tax Commission.



County Commission Agenda Request Form

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

Morgan County
Attn: Kate Becker
48 West Young Street
P O Box 886
Morgan, UT 84050
Phone: (435) 800.8724

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

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: 1/6/26 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 – *LDS MTN. Green Cottonwood Canyon Road Subdivision - First Amended*: A request for a lot line adjustment to lot 4 of the LDS MTN. Green Cottonwood Canyon Road Subdivision, which is identified by parcel number 00-0084-0774 and serial number 03-LDSMG-0004, and is located at 4210 West Cottonwood Canyon Road in unincorporated Morgan County.

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION
DECISION
BOTH
INFORMATION ONLY

PUBLIC HEARING
PUBLIC MEETING

LDS MTN. Green Cottonwood Canyon Road Subdivision - First Amended
January 6, 2026
Public Meeting
File #24.067

Applicant: Samuel Parry of Parry, Kirton McConkie, P.C.
Owner: Corporation of Presiding Bishop LDS
Project Location: 4210 W Cottonwood Cnyn Rd
Parcel Number: 00-0084-0774
Serial Number: 03-LDSMG-0004
Current Zoning: Residential (R1-20) & Agriculture (A-20)
Acreage: 28.97 acres

REQUEST:

A request for a lot line adjustment to lot 4 of the LDS MTN. Green Cottonwood Canyon Road Subdivision.

PLANNING COMMISSION SUMMARY: The Planning Commission heard this item at their regularly scheduled meeting on December 11th, 2025. There were no comments made during the public hearing portion of the meeting. Discussion from the Planning Commission was minimal. The Commission voted to recommend approval of the application with a 4-0 vote; Chair Maloney abstained from voting.

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 LDS MTN. Green Cottonwood Canyon Road Subdivision - First 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

Request for approval of an amendment to the LDS Mtn. Green Cottonwood Canyon Road Subdivision plat for a lot line adjustment. If approved, the acreage for lot 4 will receive approximately 22,816 sq. ft., or approximately 0.5 acres, from a neighboring property owner. The acreage for Lot 4 would increase from 28.97 acres to 29.47 acres. The shared property boundary is moving approximately 42 feet to the north. Lot 4 will continue to meet—and exceed—the minimum lot size requirement of 20 acres, as required by Agricultural (A-20) zoning regulations.

The property falls within the service district of the Cottonwood Mutual Water Company (CMWC) who has historically provided will-serve letters for the water utilities for the subdivision. Furthermore, the Mountain Green Sewer Improvement District (MGSID) continues to run the existing sewer system in the area and has served the subject property previously.

DISCUSSION:

This request is for the first amendment to the LDS Mtn. Green Cottonwood Canyon Road Subdivision. The proposed amendment is a lot line adjustment that slightly alters the approved subdivision layout, but does not alter the roadway configuration or access to any lot. No new lots are being created, and the overall density of the subdivision remains unchanged. The adjustment affects only the boundary between an existing neighboring parcel and a lot within the aforementioned subdivision and does not introduce a significant amount of additional development potential.

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. Morgan County Code, Chapter 155, Section 440 states the following:</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>		

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	<p>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. 	Complies	
B	<p>Certified boundary survey of the subject property, which meets state of Utah requirements, which also depicts all easements identified by the title report.</p>	Complies	
C	<p>Preliminary plat (all facilities within 200 feet of the plat shall be shown):</p> <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	<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) 	Does Not Apply	
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. 	Does Not Apply	

	<p>2. North arrow.</p> <p>3. Subdivision name.</p> <p>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.</p> <p>5. Show location and dimensions of all utility easements.</p>		
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 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. 10. Verification of approval from the Weber-Morgan County health department regarding the proposed location of all septic systems and water source protection areas. 	Complies	
G	<p>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.</p>	Does Not Apply	
H	<p>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.</p>	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 (1 1/2") 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	Complies	

	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.		
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: 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.	Complies	
N	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: 1. Professional land surveyor's "certificate of survey". 2. Owner's dedication certificate in the following form: OWNERS DEDICATION	Complies	Owner's Dedication is present, but not signed

	<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, acknowledgments, 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. 		
O	<p>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.</p>	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>	Complies	

	(Ord. 10-16, 12-14-2010)		
--	--------------------------	--	--

DEPARTMENT COMMENTS/RECOMMENDATIONS

Public Works: No comments received

Fire/EMS Services: No comments received

Engineering/Surveyor: Comments received and extend conditional approval

Recorders: Comments received and are being addressed

Zoning: The zoning is a split-designation of Residential (R1-20) & Agriculture (A-20)

PUBLIC NOTICE, MEETINGS, COMMENTS

- ✓ Public Notice was submitted to the State of Utah Public Notice website on or before December 1, 2025; 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 December 1, 2025.
- ✓ Notices to property owners within 1000’ feet of the proposed use were mailed a Public Notice on or before December 1, 2025.
- ✓ A sign was posted on the site on or before December 1, 2025.

Recommended Motions

Motion for Approval – “I move we approve the LDS MTN. Green Cottonwood Canyon Road Subdivision - First Amended, application #24.067, allowing for a lot line adjustment, located at 4210 West Cottonwood Canyon Road in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated January 6, 2026.”

Motion for Approval with Conditions – “I move we approve the LDS MTN. Green Cottonwood Canyon Road Subdivision - First Amended, application #24.067, allowing for a lot line adjustment, located at 4210 West Cottonwood Canyon Road in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated January 6, 2026, and the following additional conditions:”

1. *List any additional findings and conditions...*

Motion for Denial – “I move we deny the LDS MTN. Green Cottonwood Canyon Road Subdivision - First Amended, application #24.067, allowing for a lot line adjustment, located at 4210 West Cottonwood Canyon Road in unincorporated Morgan County, *due to the following findings:*”

Attachments:

Attachment A: Vicinity Map

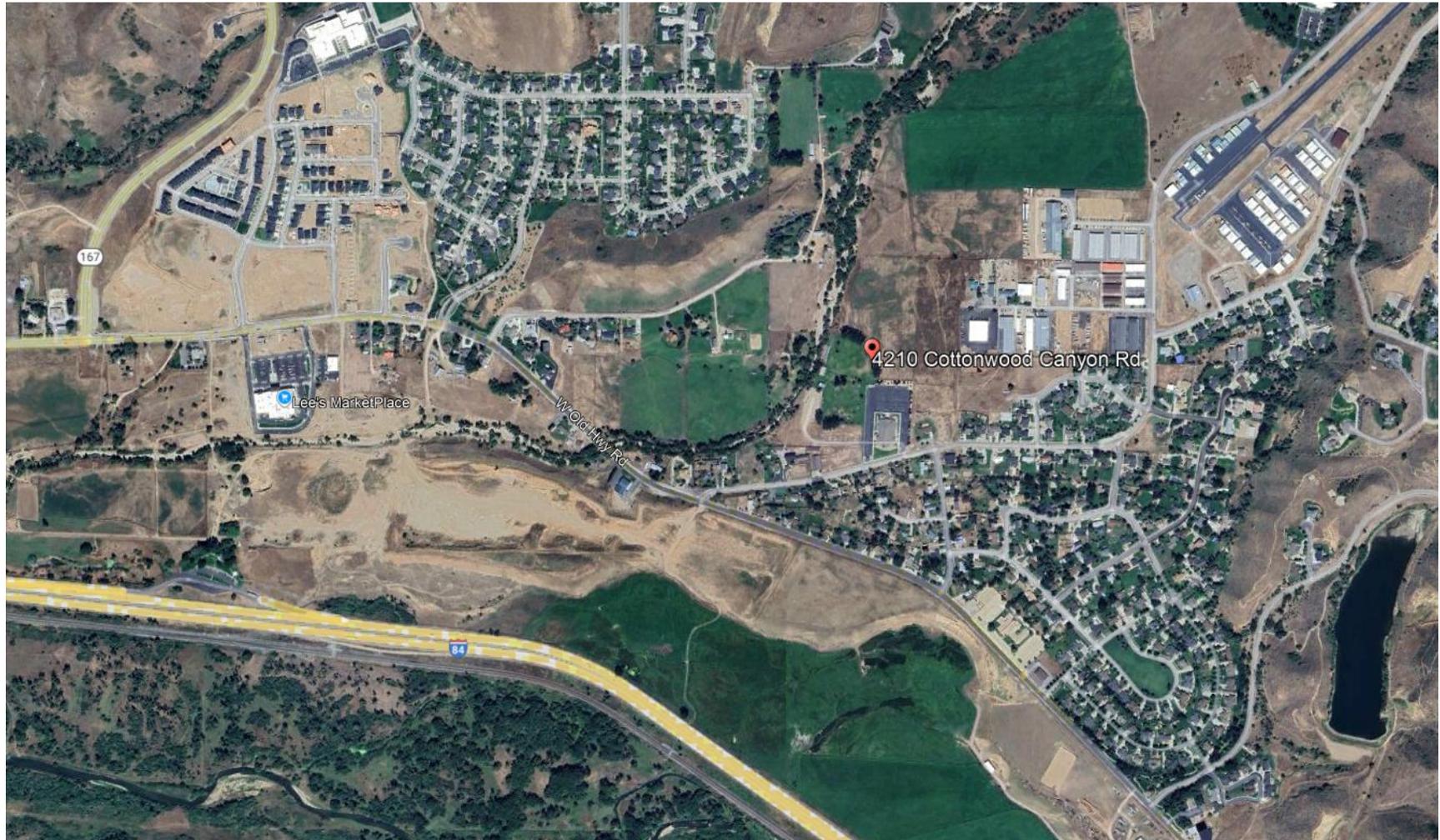
Attachment B: Zoning Map

Attachment C: Zoning Map (Airport Overlays Disabled)

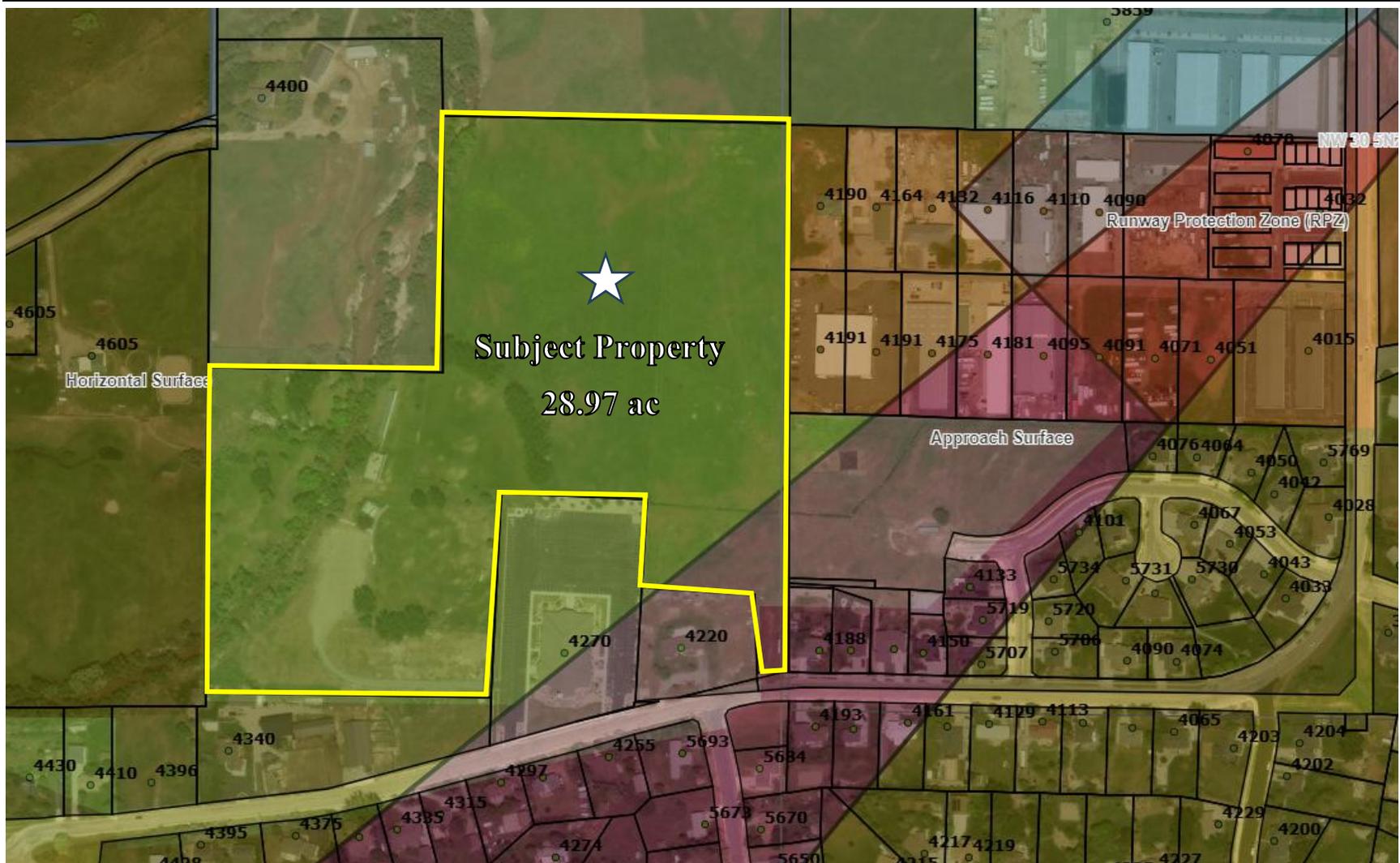
Attachment D: Original Plat

Attachment E: Proposed Preliminary Plat

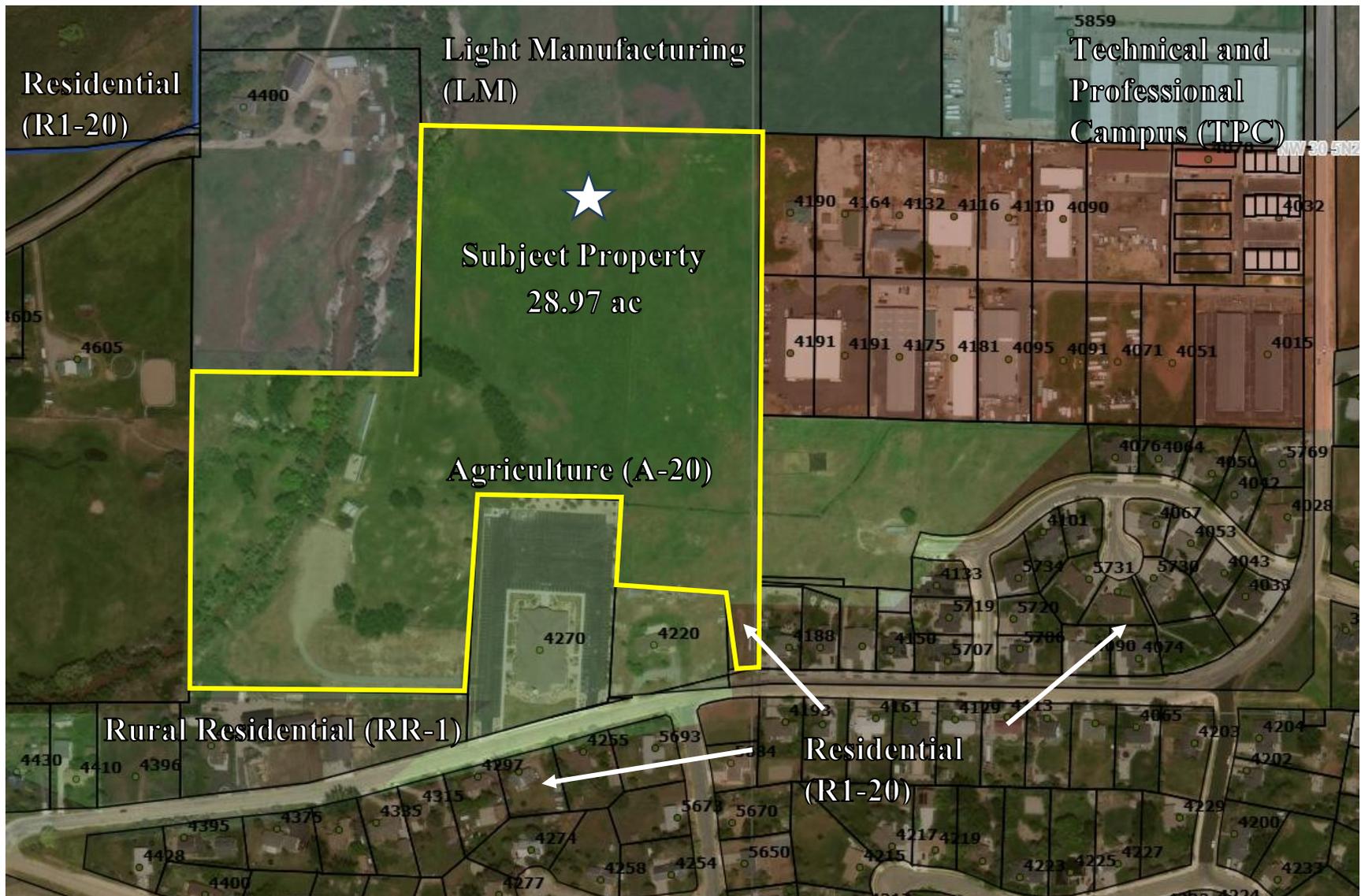
Attachment A: Vicinity Map



Attachment B: Zoning Map



Attachment C: Zoning Map (Airport Overlays Disabled)



[Click here to view a full-size .pdf version](#)

Attachment D: Original Plat

LDS Mtn.Green Cottonwood Canyon Road Subdivision

A part of the East Half of Section 25, T5N, R1E, S1B&M, U.S. Survey
Morgan County, Utah
August 2015

MORGAN COUNTY ATTORNEY
I have examined the foregoing plat and description of LDS Mtn. Green Cottonwood Canyon Road Subdivision, and in my opinion it conforms with the County Ordinance applicable thereto and now in force and effect.
Signed this 30th day of September, 2015.
Day L. Evans
County Attorney

MORGAN COUNTY ENGINEER
I hereby certify that the requirements of all applicable statutes and ordinances prerequisite to County Engineer approval of the foregoing plat and dedication have been complied with.
Signed this 30th day of September, 2015.
Clayton
County Engineer

MORGAN COUNTY SURVEYOR
I hereby certify that the Morgan County Surveyor's Office has reviewed this Plat for mathematical correctness, Section Corner Data and for conformity with laws and monuments on record in the Morgan County Office. The approval of this Plat by the Morgan County Surveyor does not relieve the Licensed Land Surveyor who executes this Plat from the responsibilities and/or liabilities associated therewith.
Signed this 21st day of October, 2015.
V. Rudd
Morgan County Surveyor

COTTONWOOD MUTUAL WATER COMPANY
Water System Approval
this 15th day of August, 2015.
Michael A. ...
- President

MORGAN COUNTY APPROVAL
This is to certify that this plat and dedication of this plat along with the dedication of all streets, easements and Public Improvement Guarantees were duly approved and accepted by the Zoning Administrator of Morgan County, Utah this 30th day of September, 2015.
...

MOUNTAIN GREEN SEWER IMPROVEMENT DISTRICT APPROVAL
Waste Disposal System Approval
this 15th day of August, 2015.
...
- District Chairman

EASEMENT NOTES:
#13 Property is subject to Easement contained in Plat recorded June 14, 1991 as Entry No. 13991 in Book F of Page 77 of Official Records.
#14 Easement Agreement for Easement as contained in that prior recorded January 28, 1992 as Entry No. 13992 in Book F of Page 598 of Official Records.
#15 Easement Agreement for an easement in easement, easement, easement and right of way over the lands of ... including underground conduit, ... and ... and across the property and ... recorded January 27, 1958 as Entry No. 2755 in Book A of Page 404-41 of Official Records.
#22 The terms, provisions and easement contained in "Declaration filed by Court Order" recorded December 18, 2013 as Entry No. 13889 in Book 309 of Page 172 of Official Records.

GEOTECHNICAL REPORT
Geotechnical and Soil Information taken from a geotechnical evaluation report prepared by AEC2, (Project #10346) dated November 7, 2014.
1. The general site is covered with 1-2 feet of fill consisting of sand and gravel, which extends roughly 10 feet below the ground surface (excavation depth investigated).
2. No subsurface water was encountered on the site of investigation October 23, 2012.
3. Soil is mostly regulated with Silt, with several areas scattered across the site, as irrigation silt, and a surface soil grasse.

NOTES:
1. Morgan County retains the occupancy of buildings within developments as outlined in the adopted building and fire codes. It is intended to occupy a building located within any development without any having obtained a certificate of occupancy filed by the county.
2. 10' Utility and Driveway Easements on all sides and fronts of lots and 7' wide Utility and Driveway Easements on all sides of lots as indicated by dotted lines, extend on otherwise shown.
3. Sanitary water service to be provided by Cottonwood Mutual Water Company.
4. Sanitary sewer service to be provided by Mountain Green Sewer District.
5. Flood zone was designated using FEMA map #160903002C with an effective date of April 16, 2010. The hatched area on Plat is designated Flood Zone AE - a portion of the property line within the Special Flood Hazard Area (SFHA) subject to inundation by the 1% Annual Chance Flood - Base Flood Elevation Determined.
6. Lot 3 is for a church and/or institutional development.
7. Future development within the confines of the AEC2 new construction or the alteration of existing structures shall be subject to conformance with FEM Paragraph 711 prior to approval as per Morgan County Code 3-51-5.
8. This area is subject to the right to Form Provisions and agricultural operations may begin early on the morning and may not take into the evening and these operations may contribute to noise and other disturbance to some residents.
9. A Parcel Easement is required to be included for all driveways accessing from Paved Street and Rights of Way prior to the issuance of a Certificate of Occupancy.

NARRATIVE
This Subdivision plat was requested by Mr. Terry Pugh of Salt Pugh's as a part of the LDS Church for the purpose of subdividing the property into three (3) lots.
Similar corners were found at the North 1/4 corner, the Northwest corner, the Northeast corner and the Center of Section 25, T5N, R1E, S1B&M, U.S. Survey. The East 1/4 corner of the section was established using information on the Cottonwood Subdivision plat and the Mountain Green Subdivision plat.
A new section line 88°30'00" East between the North 1/4 corner and the Northeast corner was used as the basis of all bearings.
The North line of Cottonwood Subdivision was used as the South right of way line of Cottonwood Canyon Road, according to the plat of that right of way to be created for street.
A marker is shown Engineering aluminum and was found along the North right of way line of Cottonwood Canyon Road. The location marker showed against the 88°30'00" East right of way with an 8' 0" offset.
Property corners were monumented as depicted on this drawing.

LEGEND
Set Back & Buffer
Set Back & Tree
Monument to be set
Catching Basins
Flood Hazard & Cap
Flood Line
Non-Flood Line
Monument Distance
Zone Boundary Line
Institutional Building
Set Back
Flood Zone Area

BOUNDARY DESCRIPTION
A part of the East half of Section 25, Township 5 North, Range 1 East, Salt Lake Base and Meridian, U.S. Survey
Beginning at a point in the North right of way line of Cottonwood Canyon Road and running along 558.78 feet South 87°42'00" West along the Quarter Section Line and 103.32 feet South 07°13'00" West from the East Quarter corner of said Section and running thence East (2) courses along said North right of way line as follows: (1) South 73°18'00" West 742.34 feet and (2) South 8°42'00" West 524.70 feet, thence East 248.10 feet to said Quarter Section line, thence North 88°42'00" East 230.32 feet along said Quarter Section line, thence North 07°13'00" East 785.45 feet, thence South 87°30'00" East 244.50 feet, thence North 584.00 feet, thence South 88°30'00" East 806.61 feet, more or less, thence South 09°00'00" East 1302.85 feet, thence South 82°30'00" West 72.21 feet, thence North 07°42'00" West 224.30 feet, thence North 88°53'00" West 285.79 feet, thence South 07°13'00" West 176.00 feet to the point of beginning.
Contains 37.339 acres.

SURVEYOR'S CERTIFICATE
I, Andy Hubbard, do hereby certify that I am a Registered Professional Land Surveyor in the State of Utah, and that I hold Certificate No. 8292829 in accordance with Title 24 Chapter 23, Professional Engineers and Land Surveyors Licensing Act. I also do hereby certify that LDS Mtn. Green Cottonwood Canyon Road Subdivision in Morgan County, Utah has been correctly drawn to the designated scale and it is a true and correct representation of the true description of lands included in said subdivision, based on data compiled from records in the Morgan County Recorder's Office, and of a survey made on the ground in accordance with Sections 17-23-7, Monumented Lot corners have been set on shown on this drawing.
I do hereby certify that all lots within LDS Mtn. Green Cottonwood Canyon Road Subdivision meet the frontage and area requirements of the Morgan County Zoning Ordinance.
Signed this 6th day of August, 2015.
6424290
License No.
Terry F. Rudd
Terry F. Rudd
Professional Land Surveyor

OWNER'S DEDICATION
We, the undersigned owners of the herein described tract of land, hereby set apart and dedicate the same into lots and streets as shown on this plat and name said lots LDS Mtn. Green Cottonwood Canyon Road Subdivision, and do hereby dedicate, grant, give and convey to said Morgan County, Utah, all those portions of interests in said tract of land designated therein, the same to and for the public thoroughfare, street, and also dedicate to Morgan City Road within the same in accordance with the provisions of the laws of the State of Utah, herein, the same to be used for the installation, maintenance and operation of public utility service lines and drainage, as may be authorized by Morgan County.
Signed this 14 day of August, 2015.
...
Authorized Agent

ACKNOWLEDGMENT
On the 15th day of September, 2015, personally appeared before me, *Terry F. Rudd*, a duly qualified and authorized agent of the Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-day Saints, a Utah Corporation, who acknowledged before me that he signed the foregoing instrument as Authorized Agent for the Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-day Saints, a Utah Corporation, and that the plat represented on the instrument is the plat of said corporation, and that the instrument is the free and voluntary act of said Corporation, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument on the behalf of said corporation, and said corporation executed the same.
Notary Public Commission in Utah
Date: 06 SEPT 2016
D. Todd Evans
Notary Public, State of Utah
Commission Expires: 07/21/17

ACKNOWLEDGMENT
On the 14 day of August, 2015, personally appeared before me, the undersigned county clerk, the returns on and in a public and lawful manner, the day acknowledged to me they signed it freely and voluntarily for the purposes herein.
Notary Public Commission in Utah
Date: 08 SEPT 2015
Julie Savage
Notary Public, State of Utah
Commission Expires: 08-18-2017

ZONING TABLE

LOT NUMBER	ZONE A-20	ZONE RR-1	TOTAL ACRES
Lot 1	0	1001	0
Lot 2	.584	2480	3.074
Lot 3	4.619	0	4.139
Lot 4	23.969	0	23.969

MORGAN COUNTY RECORDER
Entry No. 13713 in Book 37, Page 21 and recorded Jan 15, 2014 at 8:23 a.m. in accordance with the provisions of Official Record Act, 1917.
Notary Public, State of Utah
Brinda D. Nelson
Brinda D. Nelson
Notary Public, State of Utah
Commission Expires: 08-18-2017



County Commission Agenda Request Form

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

Morgan County
Attn: Kate Becker
48 West Young Street
P O Box 886
Morgan, UT 84050
Phone: (435) 800.8724

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

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: 1/6/26 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 – *Cottonwood Spring View, P.U.D. Third Plat Amendment*: A request for a lot line adjustment to lots 710 and 711 of the Cottonwood Spring View, A P.U.D. Subdivision, which is identified by parcel numbers 00-0089-1016 & 00-0089-1017 and serial numbers 03-COSPR-0710 & 03-COSPR-0711, and is located at 6348 & 6358 S Wasatchback Drive in unincorporated Morgan County.

WILL YOUR AGENDA ITEM BE FOR:

DISCUSSION
DECISION
BOTH
INFORMATION ONLY

PUBLIC HEARING
PUBLIC MEETING

Cottonwood Spring View, P.U.D. Third Plat Amendment
January 6, 2026
Public Meeting
File #25.028

Applicant/Owner: Jeff Holden
Project Location: 6348 & 6358 S Wasatchback Dr
Parcel Number: 00-0089-1016 & 00-0089-1017
Serial Number: 03-COSPR-0710 & 03-COSPR-0711
Current Zoning: Rural Residential (RR-1) / Development Agreement (DA)
Acreage: 1.23 acres (combined)

REQUEST:

A request for a lot line adjustment to lots 710 and 711 of the Cottonwood Spring View, A P.U.D. Subdivision.

PLANNING COMMISSION SUMMARY: The Planning Commission heard this item at their regularly scheduled meeting on December 11th, 2025. There were no comments made during the public hearing portion of the meeting. Discussion from the Planning Commission was minimal. The Commission voted to recommend approval of the application with a 4-0 vote; Chair Maloney abstained from voting.

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 Cottonwood Spring View, P.U.D. Third 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

Request for approval of an amendment to the Cottonwood Spring View P.U.D. Subdivision for a lot line adjustment. If approved, Lot 711, currently 0.59 acres, would gain approximately 13,970.87 sq. ft. (about 0.32 acres) from Lot 710, resulting in a new total of 0.91 acres. Both lots are under the same ownership. Lot 710 would decrease from 0.64 acres to 0.32 acres and would continue to meet the minimum lot size requirement of 0.32 acres as established by the P.U.D. plat, which sets the subdivision's minimum density. The Cottonwoods Development Agreement governs applicable land use and development standards for the lots in this subdivision.

The property falls within the service district of the Cottonwood Mutual Water Company (CMWC) who has historically provided will-serve letters for the water utilities for the subdivision. Furthermore, the Mountain Green Sewer Improvement District (MGSID) continues to run the existing sewer system in the area and has served the subject property previously.

DISCUSSION:

This request is for the third amendment to the Cottonwood Spring View, P.U.D. Subdivision. The proposed amendment is a lot line adjustment that slightly alters the approved subdivision layout, but does not alter the roadway configuration or access to any lot. No new lots are being created, and the overall density of the subdivision remains unchanged. The adjustment affects only the boundary between two (2) lots within the aforementioned subdivision and does not introduce a significant amount of additional development potential.

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. Morgan County Code, Chapter 155, Section 440 states the following:</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>		

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	<p>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. 	Complies	
B	<p>Certified boundary survey of the subject property, which meets state of Utah requirements, which also depicts all easements identified by the title report.</p>	Complies	
C	<p>Preliminary plat (all facilities within 200 feet of the plat shall be shown):</p> <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	<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) 	Does Not Apply	
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. 	Does Not Apply	

	<p>2. North arrow.</p> <p>3. Subdivision name.</p> <p>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.</p> <p>5. Show location and dimensions of all utility easements.</p>		
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 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. 10. Verification of approval from the Weber-Morgan County health department regarding the proposed location of all septic systems and water source protection areas. 	Does Not Apply	
G	<p>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.</p>	Does Not Apply	
H	<p>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.</p>	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 (1 1/2") 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	Complies	

	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.		
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: 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.	Complies	
N	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: 1. Professional land surveyor's "certificate of survey". 2. Owner's dedication certificate in the following form: OWNERS DEDICATION	Complies	Owner's Dedication is present, but not signed

	<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. 		
O	<p>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.</p>	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>	Complies	

	(Ord. 10-16, 12-14-2010)		
--	--------------------------	--	--

DEPARTMENT COMMENTS/RECOMMENDATIONS

Public Works: No comments received
Fire/EMS Services: No comments received
Engineering/Surveyor: Comments received and recommend approval
Recorders: Comments received and are being addressed
Zoning: RR-1 with an applicable DA and P.U.D. Plat

PUBLIC NOTICE, MEETINGS, COMMENTS

- ✓ Public Notice was submitted to the State of Utah Public Notice website on or before December 1, 2025; 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 December 1, 2025.
- ✓ Notices to property owners within 1000’ feet of the proposed use were mailed a Public Notice on or before December 1, 2025.
- ✓ A sign was posted on the site on or before December 1, 2025.

Recommended Motions

Motion for *Approval* – “I move we approve the Cottonwood Spring View, P.U.D. Third Plat Amendment, application #25.028, allowing for a lot line adjustment, located at 6348 and 6358 South Wasatchback Drive in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated January 6, 2026.”

Motion for *Approval with Conditions* – “I move we approve the Cottonwood Spring View, P.U.D. Third Plat Amendment, application #25.028, allowing for a lot line adjustment, located at 6348 and 6358 South Wasatchback Drive in unincorporated Morgan County, based on the findings and with the conditions listed in the staff report dated January 6, 2026, and the following additional conditions:”

1. *List any additional findings and conditions...*

Motion for *Denial* – “I move we deny the Cottonwood Spring View, P.U.D. Third Plat Amendment, application #25.028, allowing for a lot line adjustment, located at 6348 and 6358 South Wasatchback Drive in unincorporated Morgan County, *due to the following findings:*”

Attachments:

Attachment A: Vicinity Map

Attachment B: Zoning Map

Attachment C: Zoning Map (Airport Overlays Disabled)

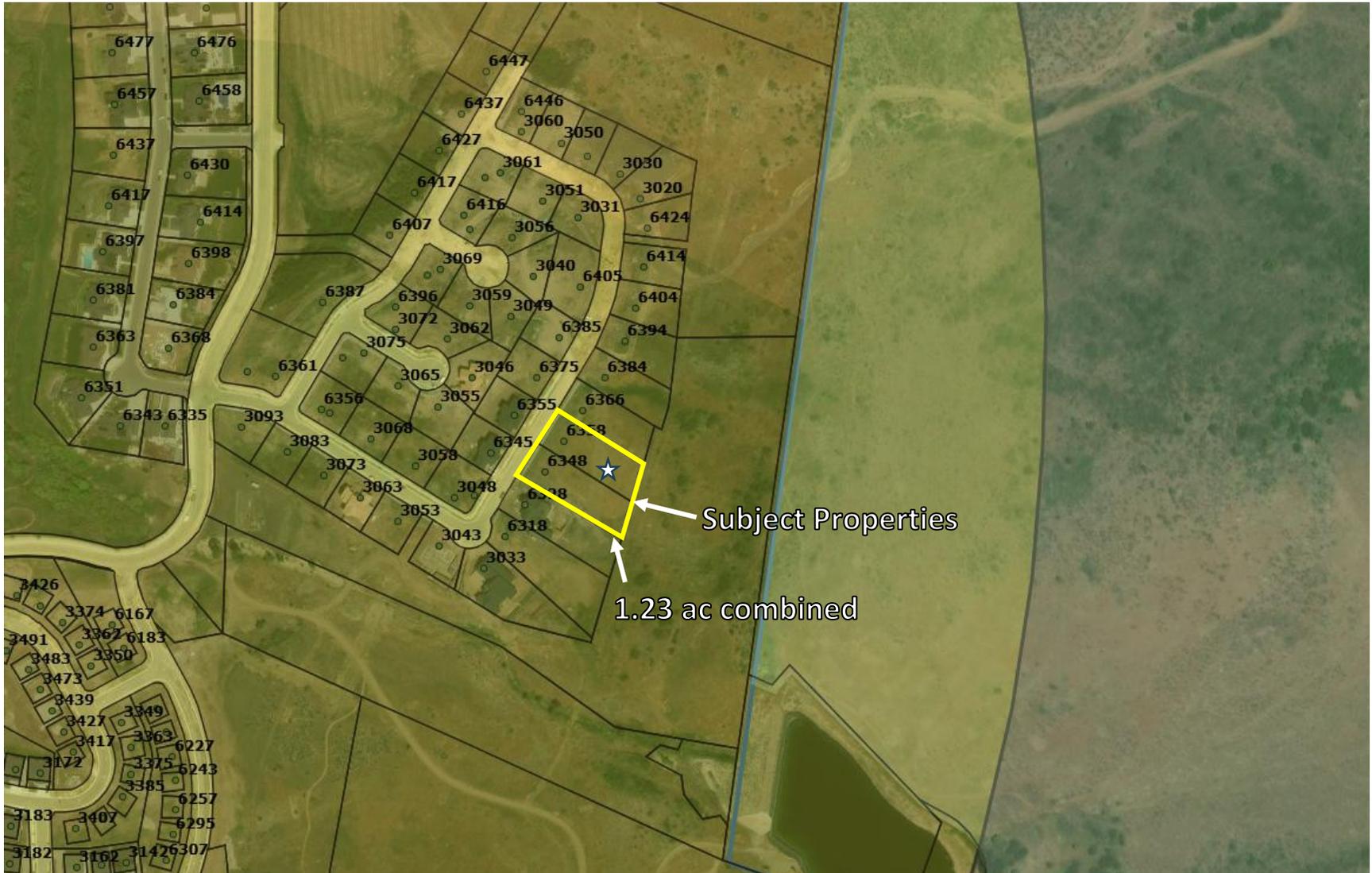
Attachment D: Original Plat

Attachment E: Proposed Preliminary Plat

Attachment A: Vicinity Map



Attachment B: Current Zoning Map



Attachment C: Zoning Map (Airport Overlays Disabled)



RESOLUTION CR 26-05

A RESOLUTION OF THE MORGAN COUNTY COMMISSION TO APPOINT TRAVIS TAYLOR TO THE MORGAN COUNTY PLANNING COMMISSION.

WHEREAS, County Ordinance CO 24-13 amended the Code involving the appointment of the Morgan County Planning Commission; AND

WHEREAS, the Morgan County Commission on March 18th, 2025 approve the nomination of Tom Telford to the Mountain Green planning commission seat; AND

WHEREAS, on December 5th, 2025 Planning Commissioner resigned his seat on the Morgan County Planning Commission; AND

WHEREAS, Commissioner Raelene Blocker nominates Travis Taylor to serve the remainder of Tom Telford's term as the Morgan County Planning Commissioner representing the Mountain Green Area.

NOW THEREFORE, BE IT RESOLVED, that the Morgan County Commission does hereby support the nomination by quorum and appoints Travis Taylor to the Morgan County Planning Commission. This appointment shall be effective until 28 February of 2029 or until resignation or removal for cause.

PASSED AND ADOPTED this 6th day of January 2026.

MORGAN COUNTY COMMISSION:

ATTEST:

County Commission Chair

Leslie A. Hyde, Morgan County Clerk/Auditor

APPROVED AS TO FORM:

COMMISSION MEMBERS VOTING:

Garrett Smith, Morgan County Attorney

	AYE	NAY	ABSENT
Michael Newton	___	___	___
Raelene Blocker	___	___	___
Blaine Fackrell	___	___	___
Vaughn Nickerson	___	___	___
Matthew Wilson	___	___	___

MORGAN COUNTY COMMITTEE APPLICATION

POSITION:

- PLANNING COMMISSION
- BOARD OF APPEALS
- AIRPORT ADVISORY

NAME: Travis Taylor

PHONE: _____

HOME ADDRESS: _____

MAILING ADDRESS: _____

EMAIL: _____

OCCUPATION: Civil Engineer / Developer / Land Entitlement

Education background & Major (if applicable): _____

1993 BS Civil Engineering

1994 MS Civil and Environmental Engineering _____

Planning Classes/Experience: _____

Over 30 years of dealing with cities and their processes. The first 9.5 years were as a consulting engineer designing mostly municipal infrastructure projects with some assignments as a contract City Engineer. ...

Community Service Experience: _____

I have been involved as a church volunteer throughout my adult life in various capacities. This includes many years as a youth volunteer spending countless hours planning and leading meaningful growth activities.

Honors, awards, hobbies, interest: _____

My hobbies have included shooting, woodworking but most of my time was spent with my family of five kids and now several grandchildren. ...

Please describe why you wish to serve on this committee and your concerns for Morgan County and your community (attach additional sheets if necessary). _____

In over 30 years of experiencing many Planning Commissions and even more individual members, I have found that a balanced, thoughtful approach is best.

I'd like to think that I have the ability to see both sides of an issue and to understand the Planning Commissioner's latitude, obligation and limitations. I've seen abuse of power and unprofessional or irrational behavior. I plan to be a steady, reasonable voice on the Commission, applying the code fairly with an eye towards what is best for the community while respecting private property rights. ...

Please disclose any conflicts of interest that you believe you may have concerning business conducted by this committee: _____

Other than living in the county, I have no current business interests in the county.

If a potential conflict were to arise, I would disclose it and act accordingly. _____

Planning Commissioners meet twice per month and are appointed for 4-year terms. Advisory

Committees generally meet twice per month for an approximately 6-month period. Please indicate any concerns regarding your availability:

I am still actively employed and am still required to appear before Planning Commissions and City Councils from time to time in the evening.

From: Tom Telford <tinmg@gmail.com>
Sent: Friday, December 5, 2025 8:09:25 AM
To: Raelene Blocker <rBlocker@morgancountyutah.gov>
Subject: Letter of resignation

Hello Commissioner Blocker. I am grateful for the opportunity to serve on the Morgan County planning commission the last several months. I have seen first hand the care, concern and commitment our community has for doing things right for the betterment of all who live in and enjoy Morgan County. The stewardship for leading growth and change is important and needed currently and ongoing. The role of planning commission member needs to be one that is filled by a citizen who is in a position to be present and engaged. That is not something I can do in my current responsibilities personally and professionally at this time. Please consider this my desire to resign my position on the planning commission effective immediately.

Thank you,
Tom Telford

2025 PORTFOLIO ASSIGNMENTS FOR COUNTY COMMISSIONERS

			P = Primary	A = Alternate
NEWTON (801) 317-6275	FACKRELL (801) 668-0101	BLOCKER (801) 865-6062	NICKERSON - Vice Chair	WILSON - Chair (801) 725-4457
Conservation District Liaison -A	ATAB- P	Airport -A	Airport -P	Audit Committee
Fair Board -P	Audit Committee	ATAB -A	Audit Committee	Broadband Liaison -A
Fire, EMS, Swift Water, Em Mgmt -P	Broadband Liaison -P	CEO - Voting	COG / RPO - Voting	Chamber -P
Historical Society -P	Chamber -A	COG / RPO - Voting	Conservation District Liaison -P	Community Parks Impact Fee -P
Library -P	Community Parks Impact Fee -A	UAC -P	Extension Services -A	Historical Society -A
Planning -P	State Park Liaison -A	Water Feasability Study	Fair Board -A	Library -A
Public Works -A	TTAB -P Voting	Weber Morgan Human Services -A	Fire, EMS, Swift Water, Em Mgmt -A	NACO -P
Regional Parks Impact Fee - P	UAC -A	WFRC Council -A	NACO -A	Planning -A
Wasatch Integrated -P	Water Feasability Study	WFRC Economic Dev. -P	Public Works -P	Water Feasability Study
Weber River -P	Weber River -A	WFRC JPAC -A	Recreation - P	Weber Morgan Human Services -P
WFRC Council - Voting	WFRC Active Transportation -P	WFRC Transportation Comm -A	Regional Parks Impact Fee -A	Rifle Range -P
Extension Services - P	WFRC Economic Dev. -A	YCC - Voting	State Park Liaison -P	Weber Morgan Local Homeless Council
	WFRC Regional Growth -A		TTAB -A	Recreation - A
			Wasatch Integrated -A	
			Weber Morgan Health - Voting	
			Rifle Range -A	
Planning Commission Area: Croydon / Round Valley	Planning Commission Area: Porterville / Richville	Planning Commission Area: Mountain Green	Planning Commission Area: Enterprise / Peterson	Planning Commission Area: Stoddard / Milton
				a/o 20250218