Draft Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, January 30, 2024** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioners Matt Tippets, Randy Asay and Jack Lytle attended in person. Attorney Kent Snider, Auditor Keri Pallesen, Clerk Brian Raymond and Sheriff Erik Bailey attended in person. The meeting was called to order at 9:09 am by Commissioner Matt Tippets. The invocation was given by Clerk Brian Raymond. Commissioner Tippets then led those in attendance in the Pledge of Allegiance.

Present In Person: Peggy White, Bret Reynolds of CIVCO Engineering and the Flaming Gorge Fire and EMS District, Stephanie Rose of the Fire and EMS District.

Present Online or by Phone: There was no one present online.

Motion to Go In and Out of Redevelopment Agency (RDA): Commissioner Jack Lytle motioned to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Randy Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Approve Minutes: Commission meeting minutes for the January 23, 2024 meeting were available for review and approval. Commissioner Lytle asked who Lori and Lance are and Peggy White said it is Lori Haslem and her boss Lance, Commissioner Lytle said the reference to DWR during the issue updates was incorrect and should be DNR or State of Utah according to the Sheriff.

Commissioner Asay motioned to approve the minutes for the Daggett County Commission and RDA Meeting held on Tuesday, January 23, 2024 with the corrections noted. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Issue Updates: Commissioner Lytle asked about the paperwork for the MBA property transfer and Clerk Brian Raymond stated that the Attorney Kent Snider had spoken with Craig Smith who said that the MBA was not an entity. Craig said the MBA was not renewed last year. Clerk Raymond stated that it was renewed and forwarded the information showing the renewal to Kent. Clerk Raymond had not heard back yet.

Commissioner Asay brought up the recent fire that displaced one of our County employees and he thought we should discuss how we might be able to help out. There are others who have already stepped in. A neighbor has come up with a trailer for him to live in for the short term. Another option would be the barracks. A VISA card for $500 was another option. It appears that the family may put a modular on the site, but there is a lot of metal that will need to be moved first. Commissioner Tippets gave condolences to the family for their loss, but fortunately there was no loss

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of life and the Sheriff said he was extremely lucky to have survived. The Sheriff said there was a good response time by the Fire Department. Commissioner Tippets thought we should have a discussion with Keri Pallesen to see what we might be able to do to help the family.

Sheriff Bailey said that he did not get it on the agenda, but he has received an amended contract from the U.S. Forest Service for additional SISK money. There is a chance we might get even more when the Federal Budget is approved. The Sheriff thought it was strictly for the Sheriff's Office for the Services they perform on the Forest lands. Commissioner Tippets thought we could approve it and put it on the agenda for next week to ratify. Kent Snider was asked if he had looked over the agreement. He had not seen it yet, so he reviewed it during the meeting.

Bret Reynolds said that the Fire & EMS District is moving forward and looking into the transfer of the ambulance and has lots of details to tend to regarding a full-time person. Commissioner Tippets said that he was able to get into the meeting, and appreciates the discussion going on. Bret said that the other things that need to be done are to secure an area for the medicine and decide what to do for the ownership of the ambulances for insurance purposes. Stephanie Rose joined the meeting and reiterated that they are working on getting a full-time position hired and getting the bookkeeping upgraded and the position posted. The Sheriff said they could get with Retirement to get a Job Description and Keri Pallesen would be another resource. Steve Forbes has been getting with the County Staff and has gotten good cooperation. Keri Pallesen came into the meeting while Stephanie was saying how helpful she had been and that her efforts were appreciated.

The issue of ambulance ownership and County personnel operating the equipment needs to be discussed, but we can't transfer things around until the meds and equipment can be secured in the new location. Commissioner Lytle brought up the idea of an MOU that could tie everything together and Bret asked if we couldn't keep things the way they are until we are ready to transfer. Commissioner Tippets wants to keep it simple and not slow down any processes. Commissioner Lytle thought that the simplest way was to keep it as is and finalize the transfer when everything is ready. The County has relinquished its right to the land that the station sits on but the equipment was owned by the Town of Manila. The District doesn't want the Dentist chairs. One ambulance is not being used, so there was discussion about moving it now and Keri was okay with that. The County will continue to keep the equipment and insure everything until we do the transfer. Commissioner Asay brought up that the ambulance is available for Dutch John once they join the District or want to use it if properly manned. We just need to keep reinforcing this. Bret asked if the Sheriff's Office had gotten their agreement in order and he hasn't talked with them and Kent Snider said that the attorney talked to him before the change in mayors, but he hasn't heard anything recently. Police Services are expensive and there are efforts to recoup some of those costs. The discussion needs to take place for all services together and advertise it so everyone can provide their input as part of an open meeting. The payment for ambulance services could be waived in lieu of fire services costs being waived. People need to understand that now that the Town is incorporated they are required to provide those services.

Commissioner Tippets brought us back to the SISK grant agreement. Commissioner Lytle motioned to approve the updates to the SYSK agreement for law enforcement services on the Forest including the lake. This will be ratified at the next meeting. Commissioner Asay seconded the motion with the note that it has to be on the agenda next week. Commissioner Tippets said Clerk Raymond had already added it to next week's agenda. All were in favor and the motion carried.

Kent Snider was asked about the MBA issue and explained that Craig Smith thought for some reason that the MBA was not renewed. Brian Raymond has the paperwork that shows it was renewed and the fees paid, so it wasn't clear what the issue was, but Craig did not respond to Kent yesterday. Kent will get the paperwork to Brian so this can be posted for the 20th of February.

Regarding the airport, there was a pre-construction meeting yesterday and there will be an on-site meeting on Friday at 10 am with construction of the fence to start next Monday. Bret

Reynolds was asked how the survey was coming and he said it would cost $3,000 to do the subdivision amendment that would be needed. A prescriptive easement was considered and it was unclear if that would be acceptable to Aeronautics. The survey work would still need to be done, so there would need to be a modification of the contract with CIVCO for next week's agenda. Bret will get that to Brian for next week. The Contractor will work 5 long days each week to get this done. There may be a need to have an extension as the materials are not here yet, but they have been ordered. Commissioner Lytle asked about the depth of the frost and it could be a problem if he pounds posts into frozen ground or mud.

Commissioner Tippets brought up the Manila Airport Layout Plan (ALP) and asked where that is at. Bret Reynolds will get that clarified with UDOT. Commissioner Tippets asked him to check on the status of Instrument Landing approach (ILA) as well.

Clinic update: This Thursday is the meeting with CIB and all the Commissioners were planning on being there at 9 am in Salt Lake.

Roads update: Regarding the Stateline Rd, Bret Reynolds said there were 11 applications submitted for the Non-Urban STIP (Statewide Transportation Improvement Program) and the meeting is scheduled for the 21st at 10 am in Salt Lake. They have $16.5 million in applications and $14.2 Million in funding.

For the trails project it was unsure how many applications were submitted. There is $4.8 million available and about $10 million requested. We have a good chance, but they suggested that we go forward with what we've already got and not contaminate the current funding. This funding would not be available until September or October anyway. Two things need to be done to proceed. We need to split the plans and we need to hear back on the wetlands. Both sections have wetlands. There are 19 properties in the Town and county that need easements. The legal descriptions and the splitting of the projects would cost about $35,000 extra for this to happen. The fill slopes would exceed the UDOT right of way and are the problem that needs to be addressed. UDOT requires a fill slope of 2 to 1 and we might want to go with a 4 to 1 slope or wall, which would add more costs. We are hoping that property owners would be generous and see the easement and trail as a benefit. Some people would want to be compensated. We should get this all done before we start, to avoid problems. We have the wall option that will add expense, and if there is a fence that was taken down the wall would replace it. Peggy White is applying for additional funding. Bret Reynolds would like to get this addendum on next week's agenda. Bret said there is a shoulder for the path, so 2 to 1 is the preference. The meeting for the trail is March 6th and Troy Ostler will be there instead of Bret due to a previous commitment.

Regarding the jail, Peggy White said she would email Lori Haslem to see if she has heard anything. Commissioner Lytle had not been able to get with the Corrections Commissioner.

The Legislature is moving along and Commissioner Lytle asked Brian Raymond and Keri Pallesen if they had any comments from their groups and neither did. Bills coming up are the Primary Elections bill, Workplace drug policies and testing, Retirement Systems changes, Recorder notifications. Locally, Matt Lucas has gotten with Bob Bergaman to get an appropriation for a road widening on Hwy 191 for egress off the highway. That will be discussed tomorrow at 10 am and the Commissioners were okay with that.

Citizen Comments: No Citizen Comments were given today.

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Cash Summary Report & Aging Report Review: The Cash Summaries and Accounts Receivable Reports were provided by the Recorder/Treasurer's Office. Commissioner Asay motioned to accept the Cash Summary Report dated January 26, 2024 and the accounts receivable report also of the same date. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Open Invoice Register: The Open Invoice Register was provided by the Auditor's Office. Commissioner Lytle motioned to approve the Open Invoice Register dated January 29, 2024 for all standard invoices in the amount of $35,068.26. The big thing this week is the Medical Clinic Bill. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Disbursement Listing: The Disbursement Listing was provided by the Auditor's Office. Commissioner Lytle motioned to accept the Disbursement Listing from Zions Checking from January 19, 2024 to January 29, 2024 in the amount of $293,906.35 with no void amount. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Purchase Requests: There was a purchase request from the Clerk's office. Clerk Raymond explained the upgrade for a tabulator machine, DS300, for the elections. Commissioner Lytle asked if this was a need or a want. Clerk Raymond explained that there has been a change in laws and the DS300 will do things the old system could not. This will help with compliance to these new laws. The state will be helping with this purchase by supplying $5,900.00 towards the purchase of the new equipment. This purchase is from Elections Systems and Software (ES&S) in the amount of $9,200.00. This includes training with the new machine from ES&S.

Commissioner Lytle motioned to approve the Purchase Request for the DS300 from Elections Systems & Software in the amount of $9,200.00 Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Discussion And Consideration Of Surplus Of The Following Equipment By Maintenance Department:

a. Horizontal Band Saw **b. Metal Halide Arena Light Fixtures**

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c. Chop Saw **d. Utility Trailer**
e. Truck Shell

Steven Wood had an 11:30 appointment and asked if we could skip to his Agenda Item, so Commissioner Tippets allowed that. Steven noted that the Chop Saw had been transferred to the Road Department and will not be available for surplus. The Utility trailer needs work and would have to be trailered off. There were questions about how to get the word out and Steven said he had spoken with the Clerk's Office. Keri Pallesen said in the past that we had people do sealed bids to the Clerk's Office and then the bids were brought to the Commissioners. Steven checked the KSL classifieds to get market values that are listed. The bulbs are included and there are a few extra bulbs.

Commissioner Lytle motioned to approve the surplus of the items listed:

a. horizontal band saw b. metal Halide arena light fixtures c. utility trailer
d. truck shell

to be surplussed through the Clerk's Office and approved by the Commission. Commissioner Tippets seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Correspondence: Brian Raymond said that there is a new Forest Plan that has been finalized and there will be a signing party coming up soon. This has been 7 years in the making. Peggy White said that there are efforts underway to improve the Forest Service's NEPA requirements.

Calendar: Commissioner Tippets said the CIB meeting is Thursday of this week. Friday at 10:00 is the Manila airport fencing project kickoff meeting. The 12th of February is the next CEOAB meeting. Commissioner Lytle reminded everyone that he will be gone on the 13th. Commissioner Lytle asked if anyone from the Medical Center would be attending the CIB meeting on Thursday and Commissioner Asay was not aware of anyone planning on attending, but said they have a grant writer that might be willing to help with additional funding needs.

POLICY AND LEGISLATION

Discussion And Consideration Of 2024 EMS Medical Director Agreement: Commissioner Tippets asked if Sheriff Bailey had brought this forward and he said he and Casey Olsen had worked with the Clerk's Office to get this ready. It was thought that we did not have a contract, but the Clerk's Office had the old contract that was renewable. The $4,200 for malpractice is new and not in the budget, but there are enough funds in the ambulance budget at the moment, but it is unclear where things will go in the future with the talks of transferring EMS to the District.

Commissioner Lytle motioned to approve the 2024 EMS Medical Director Agreement in the amount of $11,700.00 annually. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

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Discussion And Consideration Of Potential Nominees For County Representative For National Day Of The American Cowboy DuringThe Ogden Pioneer Rodeo: Commissioner Lytle congratulated Commissioner Asay for his recognition last year. Commissioner Asay stated that it was really hot during the daytime (106 degrees) and the drones in the dark were really neat. It would be fun to do that here, but it's pretty expensive. We have time to discuss this further as nominations aren't due until March 31, 2024 Peggy asked that they not wait until the deadline as she has to get the write-up completed. JD Slagowski and Lot Broadbent were names that Commissioner Tippets threw out for consideration. Matt Henry & boys and the Pallesen boys or Donald Pallesen who may have been in one year already. Marge Hullinger might be another one to consider. We will table until February 27th due to March 5th being Election Day for the Presidential Primary.

Discussion And Consideration Of Camping On County Property: Commissioner Tippets noted that the person requesting camping has decided that they do not need camp spots in the park. It was thought that more discussion could be had on the subject. Commissioner Lytle said that when we have allowed camping it has been event centered. Brian brought up that there was one reunion that was two days and they asked for approval for a camper to keep an eye on their equipment. A case by case basis might be the best way to look at it. There was also an issue with semi's being parked in there. Bret said no overnight parking might be the best way to post it. Commissioner Lytle suggested that we monitor it better this year. There have been campers in the parking lot on numerous occasions, but we don't have any statistics. Commissioner Asay didn't think it was time to put a sign up especially if we are not going to enforce it. It's not a huge problem, but we don't want it to become a problem. The Park is not a campground and so it's not really an issue. Peggy White said that Jesse Platt thought there was already a policy in place. The attorney was tasked with finding any information on current policy. It can go back on the agenda with the Cowboy item.

Closed Session: There was discussion regarding a possible closed session. The imminent domain is still in process as they are waiting for their appraisal to come back and we have let them know the urgency of the situation.

Commissioner Lytle motioned to adjourn at 12:13 pm. There was no second, so Commissioner Tippets adjourned the meeting by acclamation at 12:14 pm.

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