Draft Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, February 6, 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 attended virtually. Clerk Brian Raymond attended in person. The meeting was called to order at 9:03 am by Commissioner Matt Tippets. The invocation was given by Commissioner Tippets, who then led those in attendance in the Pledge of Allegiance.

Present In Person: Peggy White the Commission Assistant, Bret Reynolds of CIVCO Engineering and the Flaming Gorge Fire and EMS District, Steven Wood the Daggett County Facilities Director

Present Online or by Phone: Mechelle Miller the State Liaison for Emergency Management, Martin Pierce and Bart Jensen of Jones and DeMille Engineering, Joe Colovich

Commissioner Asay noted that today is Commissioner Tippets birthday and everyone sang Happy Birthday to him!

Motion to Go In and Out of Redevelopment Agency (RDA): Commissioner Randy Asay motioned to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Jack Lytle 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 30, 2024 meeting were available for review and approval. Commissioner Asay motioned to approve the minutes for the Tuesday, January 30, 2024 Daggett County Commission and RDA Meeting. 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: Mechelle Miller, State Liaison for Emergency management was given a chance to share information. She stated that the Declaration was signed and she is working on getting the paperwork together to get everything signed off. They are also working on getting the plan updated.

Clerk Brian Raymond noted that we had received the invoice from the Governor's Office of Economic Opportunity (GOEO) for 2023 and 2024. He noted he had never seen the 2023 invoice. There are issues with the reporting website, but we will work to get the reports done this year.

Commissioner Lytle asked about the MBA and it has not been posted yet, and Kent said that it is finished and ready to go so he will get them to Brian today, but the meeting will have to be bumped out a week.

Pending

Affordable Housing was discussed and it was noted that the Governor is pushing it and there are several bills out there to help. We will keep our eyes on them as they go through the process.

Bret Reynolds of CIVCO Engineering said there was a meeting at the Airport on Friday and he is moving forward on the project. It was decided to use 2 inch staples, so they can use a gun instead of hammers, plus the old barbed wire will not be saved. There is hope we will get some cold weather as the ground is really soupy right now.

Commissioner Asay noted we had gone to CIB last week and there is a moratorium at the moment, but it still looks encouraging. They did not have the funding to fund us, but they put us on the approved list for when there might be money. The majority of the board thought we should be on the priority list for funding when it was available. Jones and DeMille Engineering did some good work for us along with Jesse Platt and Steven Wood. The dilemma was that there wasn't enough funding at this time, so they will reevaluate things in June.

Bret Reynolds said he had been working with Jesse Platt and Peggy White on the sign locations for the welcome signs. Commissioner Lytle asked about the locations and they are doing them along Hwy 43 and 191. Some will be welcome to Daggett County, welcome to Manila and welcome to Dutch John. Commissioner Lytle asked about Brown's Park Road and Birch Creek Road. They were not on the list but with the new signage, there might be money for those other locations. There are some upcoming road meetings. One meeting is on February 21st for Stateline Rd and the other meeting is on March 6th for the Bike Path and both will be in Salt Lake.

Peggy White said she had talked with Lori Haslem and she had asked if the Jail had been put on the EDCUtah inventory list on their website. Nobody was aware of it being put on there as she could not see it listed. EDCUtah will then try to match businesses looking for properties with the opportunity available on that property. Lori will also reach out to the State for the possibility of turning it back over to the State as a State run jail, with the caveat that there is a need for housing for employees. Peggy asked if the listing agreement was still in effect and it was unclear because we had not heard any updates. Kent Snider asked for a copy to see where it is at and Brian Raymond said he will find it and forward it to Kent. It would be good to get an update from the listing agent. Commissioner Tippets brought up the idea of paying off the loan and then doing owner financing to help sell it. Peggy asked if the building and property could be leased and that would trigger the bond needing to be paid off or re-issued with at least $10,000 in bond costs. Commissioner Lytle said he has still not been able to get with the Corrections Director yet, but it sounds like he might be willing to engage in a conversation.

It was unclear if there are any new issues on Code Enforcement. Kent Snider hasn't spoken with Vickie Nelson with Planning and Zoning since last week.

Commissioner Lytle said there was legislation regarding minimum wage modifications. It was thought that the minimum wage was not meant to be a liveable wage. We'll see where the discussion goes. Procurement wages is another bill being considered. Government is asked to allow people to act according to their conscience. Public Lands and Natural Resources is coming up but no specific bills could be found. Clerk Raymond was asked about the Clerks bills and he noted that some voting bills are losing steam, while others are moving forward.

Citizen Comments: No Citizen Comments were given today.

Cash Summary Report & Aging Report Review: The Cash Summaries and Accounts Receivable Reports were provided by the Recorder/Treasurer's Office. Commissioner Lytle asked if we had anything from the Coalition of Local Governments (CLG) and Commissioner Tippets said he had just received it and there was discussion where that expense would be coming from. Commissioner Lytle expressed concern over the outstanding reimbursement for Fund 28.

Pending

Commissioner Lytle motioned to accept the Cash Summary Report dated February 2, 2024 and the accounts receivable report also of the same date. 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.

Open Invoice Register: The Open Invoice Register was provided by the Auditor's Office. Commissioner Asay motioned to approve the Open Invoice Register dated February 5, 2024 for all standard invoices in the amount of $86,886.36. 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.

Disbursement Listing: The Disbursement Listing was provided by the Auditor's Office. Commissioner Asay motioned to accept the Disbursement Listing for Zions Checking from January 29, 2024 to February 5, 2024 in the amount of $35,068.26 with no void amount. 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.

Purchase Requests: There were no purchase requests to consider.

Correspondence: Peggy White said she had received an email form the SCIC regarding the Ski Resort and it is alive and well. Brian Raymond said that there is a copy of the notice for the surplus items discussed last week, plus a sample of a notice he has to post with the entity leadership contact information on the Public Meeting Notice website.

Calendar: Peggy White said that the Leadership Luncheon is next week and Commissioner Lytle said he would be out of town starting tomorrow and would need to be excused for the next Commission Meeting. There is an email from Keri Pallesen regarding the need for a Privacy Notice on the website and Clerk Raymond said it has been agendized for next week.

POLICY AND LEGISLATION

Ratification Of Modification Of Grant Agreement With The US Forest Service For Law Enforcement Services: Commissioner Tippets said this was approved last week, but was not on the agenda, so it has been agendized this week.

Commissioner Lytle motioned to ratify the SISK agreement with the Forest Service for law enforcement on the Forest lands. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion. Yes No Abstained Absent

Pending

Commissioner Tippets:	X
Commissioner Lytle:	X
Commissioner Asay:	X

The motion carried.

Discussion And Consideration Of Amendment To CIVCO Airport Fencing Agreement: Commissioner Tippets brought up the modifications and the time was turned over to Bret Reynolds. Bret explained during the design of the fence around the airport the decision was made to acquire a small piece of property, so the fence does not have to cross a ditch twice. To acquire the property, a legal description and a plat amendment will be needed. The County will work with the property owner on the acquisition of the property. CIVCO will prepare the legal documentation needed. The scope and cost of preparing the legal documentation was not included in CIVCO's original budget for the project. Therefore, this modification is required to include this in the agreement. Compensation for the project will be increased by $3,000.00 for a total of $79,955.00 and the remaining terms and conditions of the contract remain unchanged. There was an error that showed $3,065.00 as the increase that was changed to the correct $3,000.00 increase.

Commissioner Lytle motioned to approve the amendment to the CIVCO airport Fencing agreement increasing it by $3,000.00. 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 Amendment To CIVCO Trail Project Engineering Agreement: Time was turned over to Bret Reynolds of CIVCO. Bret explained while performing services for the Project, it was determined that Temporary Construction Easements (TCE's) are required in several areas to extend the fill or cut slope of the trail beyond the existing right-of-way. The scope and cost of preparing the legal documents to obtain these easements was not included in CIVCO's original budget for the project. Daggett County or the Town of Manila will obtain the signatures from the property owners based on the legal descriptions and exhibits prepared by CIVCO. It was also determined that the project had to be divided into two phases based on the estimated cost of the project and the project's budget.

This amendment is required to include preparing the legal descriptions for the TCE's and dividing the project into two phases in the agreement. Compensation for the project will be increased by $35,000.00 bringing the total to $335,058.00.

Commissioner Asay motioned to approve the increase to the Trail Project Engineering cost by $35,000. 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. Bret said that they are still waiting for the response from the Army Corps of Engineers regarding the wetlands. That should come about the end of March and then we can do the RFP. Commissioner Tippets said he had received the letter from the Mayor and it was informational.

Pending

Discussion And Consideration Of Amendment To Pat Hedrick's RDA Agreement: Commissioner Tippets asked Kent Snider if there was a need to discuss this, so this was on the agenda and Kent did not think that we needed to change the agreement, but we can just tell them thank you for keeping us informed and go ahead and move forward with their project.

Discussion And Consideration Of Possible Updates To The Rodeo Arena Grandstands: Commissioner Tippets turned the time over to Steven Wood and Bart Jensen of Jones and DeMille, who was on virtually. Steven had requested quotes from several engineering firms and only got information back from CIVCO and Jones and DeMille. Steven said Gordian did not reply, but we have their original proposal, however, it doesn't match what we are trying to do in this proposal due to the ADA seating, which increased the size slightly. CIVCO gave us one for $20,000 and Jones and DeMille came in at $14,500 including construction and engineering. We also did not hear from Sunrise Engineering. Commissioner Tippets thought this sounded good, but wanted to check with Keri Pallesen to see if this was sufficient. Gordian is on the State Bid through Landmark. Neither CIVCO nor Jones and DeMille are on the State Bid. Commissioner Tippets asked, since this was not a published RFP, if we need three people/companies to respond? We just need to clarify this with Keri and we could entertain a conditional motion.

Commissioner Lytle motioned to approve the low bid of Jones and DeMille as the Engineer for the Rodeo Arena Grandstands conditional upon the approval of Auditor Keri Pallesen. 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.

Closed Session: There was discussion whether or not there needed to be a Closed Session and Attorney Snider did not know of anything for a closed session.

With no further business, Commissioner Asay motioned to adjourn and Commissioner Lytle seconded the motion. The Commission voted as follows:

	Yes	No	Abstained	Absent
Commissioner Matt Tippets	X			
Commissioner Jack Lytle	X			
Commissioner Randy Asay	X			

The motion carried and the meeting was adjourned at 10:30 am.

Pending