

DAGGETT COUNTY COMMISSION AND RDA MEETING AGENDA
Tuesday May 26, 2026 AT 9:00 A.M.
Daggett County Courthouse (95 North 1st West; Manila, UT 84046)
Public Access Is Available Through Electronic Means At
meet.google.com/ewi-tjqt-axg

9:00 A.M. STANDING BUSINESS FOR DAGGETT COUNTY COMMISSION & RDA

- A. Welcome And Introduction Of Those Attending Electronically By Name
- B. Invocation And Pledge of Allegiance
- C. Motion To Go In And Out of Redevelopment Agency Meeting
- D. Review of Minutes
- E. Issues Updates – Discussion Only
 - a. Redevelopment Agency (RDA)
 - b. Municipal Building Authority
 - c. Affordable/Workforce Housing
 - d. EMS/EMT Sheriff's Office Updates
 - e. Airports
 - f. Clinic Updates
 - g. Roads
 - h. Code Enforcement Issues
 - i. Legislation
 - j. Tourism
 - k. Citizen Comments - 5 minutes
- F. Cash Summary Report & Accounts Receivable Report
- G. Open Invoice Register & Reimbursement Register
- H. Disbursement Summary
- I. Correspondence
- J. Commission Calendar Review

DAGGETT COUNTY COMMISSION POLICY AND LEGISLATION

- 1. 9:30 AM Recess For MBA Meeting
- 2. 10:10 AM Discussion And Consideration Of Opening Of Search & Rescue Surplused Sealed Bids
- 3. Discussion And Consideration Of Victim Advocate Update Given By Monica Guymon
- 4. Discussion And Consideration Of Recommendation For Conditional Use Permit Request On Parcel 01-0090-0268 Serial Number A268 For The Purpose Of Installing A RV Dump Station
- 5. Discussion And Consideration Of Recommendation Of Conditional Use Renewal Permit For Bonnie Youngberg Short Term Rental
- 6. Discussion And Consideration Of Recommendation Of Conditional Use Renewal Permit For Bob & Beckie Niederer Short Term Rental
- 7. Discussion And Consideration Of Purchase Request To Civic Plus In The Amount \$5,565.00 For IT
- 8. Ratification Of State Of Utah Contract Division Of Outdoor Recreation Utah Outdoor Recreation Grant (UORG) FY 2026 For The Daggett County Centennial Park Restoration

Closed Session For Discussion Of Items Permitted By §52-4-205 Of State Code**

REDEVELOPMENT AGENCY (RDA) POLICY & LEGISLATION

Closed Session For Discussion Of Items Permitted By § 52-4-205 of State Code**

COMMITTEE/MAINTENANCE REPORTS

- 1) Mechelle Miller – Dept. Of Public Safety – Emergency Management
- 2) Justice Court Updates.
- 3) Board And Committee Updates
- 4) U.S. Forest Service Updates

Notes: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Larinda Isaacson at 95 North 1st West, Manila, Utah 84046, Telephone: 435-784-3154.

**Pursuant To § 52-4-205 of State Code Closed Session Is For The Purpose Of Discussing The Character, Professional Competence, Or Physical Or Mental Health Of An Individual; Collective Bargaining; Litigation, Purchase, Exchange, Or Lease Of Real Property.

Draft Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday May 19, 2026** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioner Randy Asay and Jack Lytle attended in person. Commissioner Tippetts was excused. Auditor Keri Pallesen and Attorney Kent Snider attended virtually. Clerk Larinda Isaacson attended in person. The meeting was called to order at 9:08 am by Commissioner Lytle. The invocation was given by Cordell McCracken. Commissioner Lytle then led those in attendance in the Pledge of Allegiance.

Present In Person: Bryan Gibson, Cordell McCracken, Terry Wright, Blenda Larsen, George Rawson

Present Online or by Phone: Bret Reynolds, Jesse Platt

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

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

The motion carried.

Committee Reports:

Citizen Comment:

Recess for MBA at 10:16 am. Returned from recess at 10:29 am.

Approve Minutes: Minutes from the May 12, 2026 Commission and RDA Meeting were provided by the Clerk's Office for review by the Commissioners. Commissioner Asay motioned to approve the minutes from May 12, 2026 Commission and RDA Meeting with the correction of Wednesday be changed to Tuesday. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

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

The motion carried.

Issue Updates

RDA: There was nothing new at this time.

MBA: The Water Treatment Plant is up and running.

Affordable Workforce Housing: Things are moving forward. They are needing volunteers to help work on the homes now. It is the start to the busy season, Joseph Harrison will be unable to put time in like he has on Saturdays.

Sheriff Office, EMS, Code Enforcement: Search and Rescue is currently out on a call. A hiker has gone missing. There has been a severe storm that has come through dropping a lot of snow. The helicopter is being deployed this morning to help with the search. A text came through stating with the help of that helicopter the person was successfully located and rescued.

Airports: Bret Reynolds stated that the night test is going to be coming up. AWASH is not working completely. Bret is going to follow up with this.

Clinic: There were no new updates provided at this time.

Roads: There were no new updates at this time.

Code Enforcement: This is moving forward.

Tourism: Jordynn Hewitt and Peggy White are out of the office for a conference. They are getting ready for their busy season.

Citizen Comment: George Rawson addressed the Commission regarding ongoing issues on Bear Paw Lane. He noted that campers are reportedly being rented out in the vicinity of a condemned mobile home and expressed frustration that the matter remains unresolved after being raised on three previous occasions. Mr. Rawson requested the removal of the mobile home. Attorney Snider, who is familiar with the case, noted a prior court order requiring the structure to be repaired or demolished. While there is currently no proof of rental activity, a meeting was scheduled for June 3rd at 9:30 am for Mr. Rawson and the attorney to further discuss the situation.

Regarding county road improvements, Terry Wright inquired about the potential use of the same road base material utilized by the town of Manila. He noted the positive impact it has had on town roads and suggested the county consider a similar application. Following a brief discussion, Mr. Wright agreed to consult with Sean Hughes to determine the feasibility of this proposal and identify the necessary procedural steps.

Legislation: There were no new updates. Commissioner Lytle addressed the water being pulled from the Gorge. There was some discussion.

Cash Summary and Accounts Receivable Reports: The Cash Summary and Accounts Receivable Reports were provided by the Treasurer's Office and reviewed by the Commissioners. Commissioner Asay motioned to acknowledge receipt of the Cash Summary and Accounts Receivable Report for the County and RDA dated May 15, 2026. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

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

The motion carried.

Open Invoice Register: The Open Invoice Register was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to approve the Open Invoice Register dated May 15, 2026 in the amount of \$85,834.34. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

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

The motion carried.

Reimbursement Register: The Reimbursement Register was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to approve the Reimbursement Register dated April 26, 2026 to May 9, 2026 in the amount of \$230.39. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

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

The motion carried.

Disbursement Summary: The Disbursement Summary was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Lytle motioned to acknowledge receipt of the Disbursement Listing as being reviewed from May 10, 2026 to May 15, 2026 for Daggett County Zion's checking in the amount of \$190,810.75 & void amount of \$12,715.93. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

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

The motion carried.

Recess for MBA at 9:55 am. Returned from recess at 10:12 am.

Calendar /Correspondence: Primary election is coming up on June 23.

POLICY AND LEGISLATION

Discussion And Consideration Of Ratification Of Declaration Of Adventure Safe Day To Be May 16, 2026: Commissioner Asay motioned to ratify the declaration of Adventure Safe Day to be May 16, 2026. Commissioner Lytle seconded the motion. The commissioners voted as follows on the motion:

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

The motion carried.

State of Utah Contract Division of Outdoor Recreation -Utah Outdoor Recreation Grant (UORG) FY 2026 for the Daggett County Centennial Park Restoration. There was some discussion. This was received yesterday and due to time constraints was unable to be put on the agenda. It was decided that this would be voted on today and ratified next week. Commissioner Asay motioned to approve the contract with the Division of Outdoor Recreation for the Daggett County Centennial Park Restoration. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:				X

Commissioner Lytle: X
Commissioner Asay: X
The motion carried. This will be ratified next week.

With nothing further to discuss, Commissioner Asay motioned to adjourn. Commissioner Lytle seconded the motion. The commissioners voted as follows on the motion:

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

The motion carried.

The meeting was adjourned by Commissioner Lytle at 10:25 pm.

Accounts Receivable Report for Commission

Who:	Fund:	What:	 How Much:	Received:	Notes:
UDOT	50	Advertising Invoice for SR-43 Trail	\$1,320.00		Followed up w/ Larry Montoya 04/01/2026
State of Utah	30	SHSP Grant	\$6,119.80	05/19/2026	Followed up w/ Katie 05/01/2026 - Federal Government on partial lockdown. No funds to be released.
State of Utah	30	SHSP Grant	\$6,774.28	05/19/2026	Submitted 05/01/2026

County of Daggett
Cash Summary
All Bank Accounts as of 05/22/2026

Bank Account	Account No.	Account Name	Amount
Zions Checking	10.1122	Zions Checking - General	(\$402,480.85)
Zions Checking	11.1122	Cash - checking - Zions Fd 11	\$1,537,537.01
Zions Checking	12.1122	Cash - checking - Zions Fd 12	\$185,614.12
Zions Checking	13.1122	Cash - checking - Zions Fd 13	\$405,696.91
Zions Checking	15.1122	Zions Checking - General	(\$50,429.15)
Zions Checking	17.1122	Cash - Checking - Zions Fd 17	\$9,212.35
Zions Checking	18.1122	Cash - Checking - Zions Fd 18	\$39,844.61
Zions Checking	19.1122	Zions Checking - General	\$345,121.91
Zions Checking	20.1122	Cash-Checks-Zions fd 20	\$3,667.26
Zions Checking	22.1122	Cash - checking Zions Fd 22	\$453,297.98
Zions Checking	23.1122	Cash - checking - Zions Fd 23	\$504,042.55
Zions Checking	24.1122	Cash - checking - Zions Fd 24	\$4,514.54
Zions Checking	25.1122	Cash - checking - Zions Fd 25	\$731,538.98
Zions Checking	27.1122	Cash - checking - Zions Fd 27	\$3,745.51
Zions Checking	28.1122	Cash - checking - Zions Fd 28	\$501,516.63
Zions Checking	30.1122	Cash - Checking - Zions Fd 30	\$4,310.52
Zions Checking	32.1122	Cash - checking Zions FD 32	\$25,902.70
Zions Checking	33.1122	Cash - checking - Zions Fd	(\$9,063.34)
Zions Checking	34.1122	Cash-Checking-Zions Fd 34	\$979,122.13
Zions Checking	35.1122	Zions Checking	(\$22,206.54)
Zions Checking	37.1122	Zions Checking - Combined	\$24,787.35
Zions Checking	40.1122	Cash - checking - Zions Fd 40	\$257,714.36
Zions Checking	45.1122	Cash - Checking - Zions Fd 45	(\$451,100.35)
Zions Checking	47.1122	Zions Checking - General	\$19,791.16
Zions Checking	49.1122	Checking - Zions Fd 49	\$58,472.72
Zions Checking	50.1122	Cash-Checking-Zions Fd 50	\$31,383.21
Zions Checking	72.1122	Cash - checking - Zions Fd 72	\$8,969.10
Zions Checking	74.1122	Cash - checking - Zions Fd 74	\$22,918.40
Zions Checking	75.1122	Cash - checking - Zions Fd 75	\$24,366.77
Zions Checking	76.1122	Cash - checking - Zions Fd 76	\$30,255.58
Zions Checking	77.1122	Cash - checking - Zions Fd 77	(\$196.53)
Zions Checking	78.1122	Cash - checking - Zions Fd 78	\$10,643.39
Zions Checking	80.1122	Cash - checking - Zions Fd 80	\$21,039.18
Zions Checking	81.1122	Zions Checking - General	\$1.53
			\$5,309,551.70
PTIF 2259 General Accounts	10.1151	PTIF 2259 General	\$11,857.14
PTIF 2259 General Accounts	11.1151	PTIF 2259 General	\$255,562.97
PTIF 2259 General Accounts	12.1151	PTIF 2259 General	\$42,256.92
PTIF 2259 General Accounts	13.1151	PTIF 2259	\$103,949.81
PTIF 2259 General Accounts	50.1151	PTIF 2259 General	\$170.00
			\$413,796.84
PTIF 2552 General Fund	10.1161	PTIF 2552 General Fund	\$6,182.93
PTIF 2552 General Fund	28.1161	PTIF 2552 Home Sales	\$21,066.06
			\$27,248.99
PTIF 2772 Farm & Ranch Protection	10.1162	PTIF 2772 General Fund	\$20,922.88
PTIF 2772 Farm & Ranch Protection	47.1162	PTIF 2772 General Fund	\$18.21
			\$20,941.09
PTIF 2834 General Fund	10.1153	PTIF 2834 General Fund	\$195.52
PTIF 3465 General Fund	10.1163	PTIF 3465 General Fund	\$23,932.60
PTIF 3932 General Fund	10.1154	PTIF 3932 General Fund	\$12,580.70
PTIF 5583 Daggett County RDA Fund	25.1151	PTIF 5583 Daggett County RDA	\$1,415,135.32
PTIF 5610 Daggett County Redevelopment #1	25.1158	PTIF 5610 Daggett County RDA	\$875,146.34
PTIF 8676 Water Revenue Bond	28.1168	PTIF 8676 Water Revenue Bond	\$125,017.72
PTIF 8699 WT Bond Reserve Account	28.1169	PTIF 8699 WT Bond Reserve Account	\$25,541.67
PTIF 8700 WT 2015 Replacement Account	28.1170	PTIF 8700 WT 2015 Replacement Account	\$123,586.29
Zions Tax Collection 026134668	81.1130	Zions Checking - Tax Collection	\$116,035.07
PTIF 3200 Motor Vehicle	81.1131	PTIF 3200 Motor Vehicle	\$34,460.46
UNDEPOSITED PAYMENTS	10.1175	Cash clearing	\$6,626.52
UNDEPOSITED PAYMENTS	11.1175	Cash clearing	\$100.00
UNDEPOSITED PAYMENTS	12.1175	Cash clearing	\$0.02
UNDEPOSITED PAYMENTS	24.1175	Cash clearing	\$15.00

**County of Daggett
Cash Summary
All Bank Accounts as of 05/22/2026**

<u>Bank Account</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
UNDEPOSITED PAYMENTS	25.1175	Cash Clearing	\$947.24
UNDEPOSITED PAYMENTS	28.1175	Cash clearing	\$15,296.31
UNDEPOSITED PAYMENTS	30.1175	Cash Clearing	\$12,894.08
UNDEPOSITED PAYMENTS	32.1175	Cash clearing	\$1,250.00
UNDEPOSITED PAYMENTS	33.1175	Cash clearing	(\$1,298.60)
UNDEPOSITED PAYMENTS	35.1175	Cash Clearing	\$1,775.00
UNDEPOSITED PAYMENTS	40.1175	Cash Clearing	\$0.01
UNDEPOSITED PAYMENTS	72.1175	Cash clearing	\$6,653.44
UNDEPOSITED PAYMENTS	74.1175	Cash clearing	\$0.03
UNDEPOSITED PAYMENTS	76.1175	Cash clearing	\$160.00
UNDEPOSITED PAYMENTS	80.1175	Cash clearing	\$298.78
UNDEPOSITED PAYMENTS	81.1175	Cash clearing	\$17,424.44
			<u>\$62,142.27</u>
General Ledger Cash Total:			<u><u>\$8,585,312.58</u></u>

**County of Daggett
Cash Summary
All Bank Accounts as of 05/22/2026**

Description	Amount
Zions Checking	\$5,309,551.70
PTIF 2259 General Accounts	\$413,796.84
PTIF 2552 General Fund	\$27,248.99
PTIF 2772 Farm & Ranch Protection	\$20,941.09
PTIF 2834 General Fund	\$195.52
PTIF 3465 General Fund	\$23,932.60
PTIF 3932 General Fund	\$12,580.70
PTIF 5583 Daggett County RDA Fund	\$1,415,135.32
PTIF 5610 Daggett County Redevelopment #1	\$875,146.34
PTIF 8676 Water Revenue Bond	\$125,017.72
PTIF 8699 WT Bond Reserve Account	\$25,541.67
PTIF 8700 WT 2015 Replacement Account	\$123,586.29
Zions Tax Collection 026134668	\$116,035.07
PTIF 3200 Motor Vehicle	\$34,460.46
UNDEPOSITED PAYMENTS	\$62,142.27
General Ledger Cash Total:	\$8,585,312.58

Daggett County
Open Invoice Register - 5/21/2026

General								
Invoice No.	Vendor	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description	
5.1.2026	Aloules, Inc.	5/1/26	5/1/26	\$ 2,500.00				
				\$ 2,500.00	334148.611	A & C - IT/GIS software & software maint	Service & Maint May 2026	
11JG-N9CW-VKC6	Amazon Capital Services	5/15/26	5/15/26	\$ 199.78				
				\$ 199.78	104148.25	IT/GIS equip supplies & maint	Batteries, Microphones	
13KJ-WKRW-DNP7	Amazon Capital Services	5/12/26	5/12/26	\$ 403.48				
				\$ 403.48	104162.502	BldgGrnds custodial supplies	Trash Bags, GOJO	
1CF7-VJ1J-G3HP	Amazon Capital Services	5/13/26	5/13/26	\$ 349.99				
				\$ 349.99	104148.614	IT/GIS \$1-\$999 inventory	Scansnap Scanner	
Vendor Total:				\$ 953.25				
5.20.2026D	Ameritas Life Insurance Corp.	5/20/26	5/20/26	\$ 2,161.66				
				\$ 2,161.66	101461	Health insurance clearing	Premium for May 2026	
5.20.2026V	Ameritas Life Insurance Corp.	5/20/26	5/20/26	\$ 400.24				
				\$ 400.24	101461	Health insurance clearing	Premium for May 2026	
Vendor Total:				\$ 2,561.90				
50677/1	Benedicts Ace Hardware	5/15/26	5/15/26	\$ 164.61				
				\$ 164.61	754510.73	Park Capital Improvements	Pipe, Elbows, Tees, Primer, Cement, Adaptor, Plugs	
5192026	Boyd, Gary A.	5/19/26	5/19/26	\$ 826.12				
				\$ 680.34	354611.74	Shooting Range Capital Outlay	Electical Parts/Trap Lights	
				\$ 73.80	354611.74	Shooting Range Capital Outlay	Electical Parts for Trap Lights	
				\$ 34.99	354611.74	Shooting Range Capital Outlay	Padlocks for Trap Lights	
				\$ 36.99	354611.74	Shooting Range Capital Outlay	Electical Parts for Trap Lights	
26E0436	Chemtech-Ford, LLC	5/18/26	5/18/26	\$ 112.00				
				\$ 84.00	284420.451	DJ Water Treatment	TOC	
				\$ 28.00	284420.451	DJ Water Treatment	Alkalinity (w/total	
05.20.2026	Lincoln Financial Group	5/20/26	5/20/26	\$ 1,862.67				

Daggett County
Open Invoice Register - 5/21/2026

Invoice No.	Vendor	General		Amount	Account No.	Account Name.	Description
		Ledger Date	Due Date				
				\$ 1,862.67	101461	Health insurance clearing	Premium for June 2026
S107795694.001	Mountainland Supply	4/22/26	4/22/26	\$ 2,488.75			
				\$ 2,488.75	104162.26	BldgGrnds building maint	Pipe, tee Butt Fusion, Plug, Adapter, Bend
S107808169.002	Mountainland Supply	4/30/26	4/30/26	\$ 16.00			
				\$ 16.00	754510.61	Parks Misc Supplies	elbow 90 Butt Fusion
S107822372.001	Mountainland Supply	5/1/26	5/1/26	\$ 300.00			
				\$ 300.00	754510.613	Parks small equipment	Pitbull Rental Machine
	Vendor Total:			\$ 2,804.75			
792701	Public Employees Health Program	5/15/26	5/15/26	\$ 37,963.30			
				\$ 37,963.30	101461	Health insurance clearing	Premium for June 2026
48931353	Quill Corporation	5/14/26	5/14/26	\$ 187.01			
				\$ 175.96	104150.24	NonDept office supplies	Copy Paper
				\$ 11.05	104150.24	NonDept office supplies	Copy Paper Pink
16	Seven County Infrastructure Coalition	4/30/26	4/30/26	\$ 950.00			
				\$ 950.00	224600.603	Rural County Grant Program Expenditures Part B	Greendale Resort Planning April 2026
ARIV1006739	Sunrise Engineering, Inc.	5/14/26	5/14/26	\$ 5,024.00			
				\$ 5,024.00	284420.31	DJ Water Professional Services	Lead & Copper Inventory Project
ARIV1012520	Sunrise Engineering, Inc.	5/4/26	5/4/26	\$ 1,096.25			
				\$ 1,096.25	284420.31	DJ Water Professional Services	Lead & Copper Inventory Project
	Vendor Total:			\$ 6,120.25			
5120387	Superior	5/15/26	5/15/26	\$ 576.90			
				\$ 524.90	334144.614	A & C - Rec/Trs equipment \$1 - \$999	Check Scanner
				\$ 52.00	334144.614	A & C - Rec/Trs equipment \$1 - \$999	Shipping
	Total			\$ 57,582.76			

Daggett County

Open Invoice Register - 5/21/2026

Invoice No.	Vendor	General		Amount	Account No.	Account Name.	Description
		Ledger Date	Due Date				
						GL Account Summary	
				\$ 42,387.87	101461	Health insurance clearing	
				\$ 199.78	104148.25	IT/GIS equip supplies & maint	
				\$ 349.99	104148.614	IT/GIS \$1-\$999 inventory	
				\$ 187.01	104150.24	NonDept office supplies	
				\$ 2,488.75	104162.26	BldgGrnds building maint	
				\$ 403.48	104162.502	BldgGrnds custodial supplies	
				\$ 950.00	224600.603	Rural County Grant Program Expenditures Part B	
				\$ 6,120.25	284420.31	DJ Water Professional Services	
				\$ 112.00	284420.451	DJ Water Treatment	
				\$ 576.90	334144.614	A & C - Rec/Trs equipment \$1 - \$999	
				\$ 2,500.00	334148.611	A & C - IT/GIS software & software maint	
				\$ 826.12	354611.74	Shooting Range Capital Outlay	
				\$ 16.00	754510.61	Parks Misc Supplies	
				\$ 300.00	754510.613	Parks small equipment	
				\$ 164.61	754510.73	Park Capital Improvements	
				\$ 57,582.76		Total	

Daggett County
Disbursement Summary
Zions Checking - 05/15/2026 to 05/21/2026

Payee Name	Reference No.	Payment Date	Payment Amount	Void Date	Void Amount	Source
Amazon Capital Services	101197	5/19/2026	\$ 128.88			Purchasing
Century Equipment	101199	5/19/2026	\$ 1,076.75			Purchasing
Centurylink	101200	5/19/2026	\$ 31.76			Purchasing
Chavez, B Jill	101201	5/19/2026	\$ 1,500.00			Purchasing
Chemtech-Ford Laboratories	101202	5/19/2026	\$ 32.00			Purchasing
CivicPlus, LLC	101203	5/19/2026	\$ 1,643.01			Purchasing
Dan's Tire Service Of Vernal	101204	5/19/2026	\$ 4,854.14			Purchasing
DDI, Inc.	101205	5/19/2026	\$ 495.00			Purchasing
Department of Public Safety	101206	5/19/2026	\$ 200.00			Purchasing
DEX Imaging LLC	101207	5/19/2026	\$ 223.23			Purchasing
Freedom and Glory	101208	5/19/2026	\$ 266.98			Purchasing
Gray's Market LLC	101209	5/19/2026	\$ 4.79			Purchasing
Intergrated Power Solutions LLC dba Simpli	101211	5/19/2026	\$ 199.97			Purchasing
iTouch Biometrics, LLC	101212	5/19/2026	\$ 22,535.00			Purchasing
Les Olson Company	101213	5/19/2026	\$ 789.76			Purchasing
Mountain West Propane Inc.	101214	5/19/2026	\$ 213.98			Purchasing
Mountainland Supply	101215	5/19/2026	\$ 453.73			Purchasing
Town of Dutch John	101217	5/19/2026	\$ 60.00			Purchasing
Uintah County	101218	5/19/2026	\$ 350.00			Purchasing
Union Telephone Company	101219	5/19/2026	\$ 2,440.09			Purchasing
Verizon Wireless	101220	5/19/2026	\$ 80.02			Purchasing
FP Finance Program	ACH	5/19/2026	\$ 85.00			Purchasing
Utah Retirement Systems	ACH 5/14/26	5/15/2026	\$ 12,504.55			Payroll
Utah Retirement Systems	ACH 5/14/26	5/15/2026	\$ 12,569.26			Payroll
Utah Retirement Systems	ACH 5/15/26	5/15/2026	\$ 12,508.73			Payroll
Utah Retirement Systems	ACH 5/15/26-2	5/15/2026	\$ 12,880.62			Payroll
Utah Retirement Systems	ACH 5/15/26-3	5/15/2026	\$ 12,691.04			Payroll
Civco Engineering, Inc.	ACH 5/19/26-1	5/19/2026	\$ 800.00			Purchasing
Jones & DeMille Engineering, Inc.	ACH 5/19/26-2	5/19/2026	\$ 4,010.43			Purchasing
The Bancorp Bank	ACH 5/19/26-3	5/19/2026	\$ 43,922.73			Purchasing
Total			\$ 149,551.45		\$ -	



95 North 1st West, Manila Utah 84046

May 20, 2026

**Letter of Recommendation to the Daggett County Commissioners
Conditional Use Permit Request on Parcel 01-0090-0268/Serial Number A268
For the purpose of installing a Recreational Vehicle Dump Station**

The Daggett County Planning and Zoning Board held a public hearing on March 19, 2026 and three regular meetings, one on March 19, 2026, April 21, 2026 and May 19, 2026 regarding the Conditional Use Permit from The Town of Manila on Parcel 01-0090-0268/Serial Number A268 for the purpose of installing a Recreational Vehicle Dump Station. On May 19, 2026 Jeff with sunrise engineering noted that they will need to get new approval from UDOT and Utah Division of Water Rights as the original plans have changed since applying. That is stated in the Conditional Use Permit Requirements.

On May 19, 2026 the Planning and Zoning Board held a public meeting regarding the application for the Conditional Use Permit . After hearing public comments, consideration and discussion, Tammy Twitchell motioned to approve the Conditional Use Permit request from The Town of Manila on parcel number 01-0090-0268 to allow a Recreational Vehicle Dump Station and recommend it to the County Commissioners. Allan Wood seconded the motion, Chad Reed was opposed, motion carried.

Daggett County Planning & Zoning Board

Chad Reed, Chair
Allan Wood, Vice Chair
Tamara Twitchell
Carrie Poulsen, alternate

Commissioners

Matt Tippetts, Chairman
mtippetts@daggettcountry.org
Randy Asay
rasay@daggettcountry.org
Jack Lytle
jlytle@daggettcountry.org
435-784-3218

Assessor

Jesse Platt
jplatt@daggettcountry.org
435-784-3222 X 120

Deputy Assessor/DMV

Tamara Twitchell
ttwitchell@daggettcountry.org
435-784-3222 X121

Planning and Zoning

Carrie Poulsen
cpoulsen@daggettcountry.org
435-784-3222 X230



DAGGETT COUNTY
95 North 100 West
PO Box 219
Manila, UT 84046
435-784-3218

Conditional Use Permit Application

Title 8, Chapter 11: All rules and regulations of the Conditional Use Permit must be met and followed for the approval of a Conditional Use permit. There shall be no presumption of approval of any aspect of the process. **An application will not be accepted if not complete.** All sections of the application must be filled out and correct information provided. **A Conditional Use Permit application requires a detailed site plan, which includes existing, and future dwellings/structures, distances to property lines, applicant information, etc.**

OFFICE USE ONLY

CUF DAG260319 Fee \$300 - Waived Receipt# X
Is this an amendment? ☐ YES ☒ NO Date Approved _____ Date Paid _____

PROPERTY INFORMATION AND LOCATION

(All lines applicable to this site must be filled in) Parcel 101-0090-0268

SECTION _____ TOWNSHIP _____ RANGE _____
PARCEL# A268 CURRENT ZONING DESIGNATION AG 20 - Rezoned to G/C
TOTAL ACREAGE OF PARCEL 4.87 AREA OCCUPIED BY THIS USE _____
PROPERTY ADDRESS Airport Rd & Hwy 43 CITY/ST/ZIP MANILA UT 84046

YOU MUST INCLUDE A PARCEL MAP OBTAINED FROM THE DAGGETT COUNTY RECORDER'S OFFICE WITH THIS APPLICATION

APPLICANT INFORMATION

OWNER(S) OF PROPERTY Town of Manila
MAILING ADDRESS PO Box 189 CITY/ST/ZIP MANILA UT 84046
ADDRESS OF PROPERTY Airport Rd Hwy 43 CITY/ST/ZIP MANILA UT 84046
PHONE 435-784-3143 EMAIL KATHIK@MANILA UT 84046

PROPERTY OWNER(S) INFORMATION (IF DIFFERENT FROM APPLICANT)

NAME(S) _____
MAILING ADDRESS _____ CITY/ST/ZIP _____
PHONE _____ EMAIL _____

A COPY OF THE DEED, OFFER OR TAX NOTICE MUST BE INCLUDED TO DEMONSTRATE OWNERSHIP

AGENT

☐ FOR THE PROPERTY OWNER(S)

☐ FOR THE APPLICANT

NAME(S) _____

ADDRESS _____ CITY/ST/ZIP _____

PHONE _____ EMAIL _____

AN AGENT AUTHORIZATION FORM PROPERLY SIGNED AND NOTARIZED MUST BE INCLUDED WITH THIS APPLICATION

ATTACH AN 8.5 X 11 COPY OF LOCATION MAP, SITE AND BUILDING PLAN, AND DETAILED DESCRIPTION OF PROPOSED USE, INCLUDING PARKING, BUILDING ACCESS, AND EQUIPMENT THAT WILL BE USED. MUST INCLUDE A NARRATIVE OF INTENTIONS OF USE, INCLUDING HOURS OF OPERATION AND ANY OTHER NUISANCES.

APPLICATION IS HEREBY MADE TO THE PLANNING AND ZONING BOARD REQUESTING THAT:

*Property be rezoned from AG 20 to Commercial
for the purpose of installing an RV
Sanitary Station.*

I (WE) understand that the Daggett County Planning & Zoning Board shall not authorize a conditional use permit unless the evidence presented is such as to establish that such use will not, under any circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, and the proposed use will comply with the regulations and conditions specified in the Daggett County zoning ordinance for such use. As per chapter 5 of Title 8 any person aggrieved by a decision of the planning board regarding the issuance, denial or revocation or amendment of a conditional use permit may appeal such decision to the board of adjustment within 30 days of the date of decision.

I certify that all information listed on this application is true, accurate, and complete. I do hereby acknowledge that any misrepresentation could result in the revocation of this permit.

Signature _____

Date _____

PRINTED NAME OF SIGNED

SIGNATURE _____

Date _____

PRINTED NAME OF SIGNED



RV LENGTH CONSERVATIVELY ASSUMED TO BE 75 FEET

Z:\Shared\VN\Projects\Manila Sewer Sewer Improvements Project 2023\10644 Manila RV Station 2024\DWG\Ref Dwg\RV Spacing Exhibit\RV Spacing Exhibit Gate Option.dwg May 16, 2026 11:53am Davis.smulin

Conditional Use Permit Requirements

Manila RV Sewer Dump Station – Daggett County, Utah

1. General Use

The site shall be developed and operated as an RV sewer dump station facility with associated potable water service for transient public use. No long-term RV parking, storage, or overnight occupancy shall be permitted unless separately approved.

2. Access and Circulation

Access to the site shall be provided via Airport Road. No direct access to Highway 43 is permitted by UDOT. The site shall be designed to allow pull-through circulation and maneuvering of RVs without backing movements into access drives or public roadways.

Any proposed improvements, modifications, or access design elements affecting Highway 43 or its function shall be submitted and reviewed by the Utah Department of Transportation (UDOT).

As a condition of this Conditional Use Permit, approval from UDOT for applicable access and roadway-related elements, when required by UDOT, shall be obtained and provided to the Planning and Zoning Board.

3. Sewer Service and Dump Station Facilities

All waste discharge from the facility shall be conveyed to the Town of Manila sanitary sewer system. The Town of Manila, as owner and sewer provider, has confirmed capacity for the proposed use. Dump station components shall be constructed of durable materials and designed to prevent leakage or uncontrolled discharge. **These items are addressed on the plans dated 12/19/2025, on sheets S-01, GR-01, and D-05.**

Additional review by the Utah Division of Water Quality (DWQ) shall be conducted regarding site containment measures and the management of waters entering and leaving the property to confirm compliance with applicable state

requirements. Prior coordination has occurred; however, final DWQ review and approval will be required as part of project implementation.

As a condition of this Conditional Use Permit, approval from the Utah Division of Water Quality (DWQ) for applicable containment, discharge, and water quality protection requirements, when required by DWQ, shall be obtained and provided to the Planning and Zoning Board.

4. Potable Water, Backflow and Cross-Connection Control

Potable water service shall be provided for RV use. An approved backflow prevention assembly shall be installed in accordance with applicable state and local requirements. The facility shall comply with all applicable cross-connection control requirements to protect the public water system. Potable water infrastructure shall be clearly separated from waste handling components. **These items are addressed on the plans dated 12/19/2025, on sheets S-01, D-03, and D-06.**

5. Off-site Irrigation Water and Stormwater

The project shall not impede existing irrigation water or stormwater runoff conveyed onto the property from adjacent properties, and such flows shall continue to discharge from the property at existing locations.

6. Stormwater and Containment

Stormwater runoff from the site shall be retained on site and conveyed to an approved retention pond. The site shall be graded to prevent offsite runoff impacts. The retention area shall also serve as secondary containment for incidental spills or washdown runoff to the extent allowed by the approved site design. **These items are addressed on the plans dated 12/19/2025, on sheets S-01, SPP-01, D-02, and D-03.**

7. Spill Response and Maintenance

The Town of Manila shall maintain the site in a clean, orderly, and sanitary condition at all times. A spill response plan shall be maintained for the facility, including procedures for immediate containment, cleanup, and notification. Emergency contact information shall be posted in a visible location on site.

8. Solid Waste Handling

Dumpster service shall be provided, upon request from Daggett County, as needed for operation of the site. Any dumpster shall be placed within an enclosed (3 sided) area constructed of durable materials, such as wood, metal, or similar approved screening material.

9. Pavement Design

All drive lanes, dump station lanes, and related traffic areas shall be paved with a minimum of:

- 3 inches asphalt
- 6 inches untreated base course
- 12 inches minimum of competent subgrade material free of excessive clay, organics, or other unsuitable material

Subgrade shall be proof-rolled and compacted to provide a stable foundation. Any unsuitable material encountered shall be removed and replaced with approved material.

These items are addressed on the plans dated 12/19/2025, on sheet D-04.

10. Encroachment Permit

An encroachment permit must be obtained from the Daggett County Road Department for the project. This will include measures to protect the existing county roadway and allow a wider turning radius entering and exiting the property, as required by the road department. Periodic review of the impact the project has on county roads will also take place.

11. Setbacks and Site Layout

Pavement areas shall be set back approximately 10 feet minimum from property lines, as shown on the approved site plan. The dump station island area shall be located approximately 50 feet from the nearest property boundary. **These items are addressed on the plans dated 12/19/2025, on sheet S-01.**

12. Fencing and Screening

A fence shall be installed along the east property line, in order to provide privacy for the adjacent properties and prevent the spread of trash. This fence shall be a minimum of 6 feet tall, and be constructed of durable materials, such as wood, metal, or similar approved screening materials. This fence will also be sufficiently sturdy to prevent collapse from the strong winds in the area.

Additionally, a fence shall be installed along the southern property line. This fence shall be a field, chainlink, or similar approved material. A gate that can be closed and locked outside of operating hours will also be included as part of this fenceline.

13. Signage

Wayfinding and regulatory signage shall be provided as necessary for safe and orderly operation of the facility. Signage shall include direction for entry and exit circulation and measures intended to discourage use of adjacent side streets. Any off-site signage shall be subject to the approval of the applicable roadway jurisdiction.

14. Site Condition

The site shall be maintained in a clean, orderly, and safe condition at all times. The facility shall be operated in a manner that minimizes odor, traffic conflicts, and other impacts to surrounding properties.

15. Hours of Operation

Hours of operation shall be limited to **6:00 a.m. to 10:00 p.m.**, unless otherwise approved by Daggett County.

16. Lighting

Lighting shall be limited to what's necessary for safe operation of the facility. One overhead light may be installed at each constructed dump island. All lighting shall be downward-directed and shielded to prevent glare and light trespass onto adjacent properties or roadways. Lighting shall be placed on a timer or similar control to limit operation to necessary hours only.

17. Future Expansion

The site may be designed to accommodate future expansion, including an additional dump island or related facilities. Any future expansion beyond the initially approved improvements shall be subject to additional County review and approval as required.



State of Utah

SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

DEPARTMENT OF TRANSPORTATION

CARLOS M. BRACERAS, P.E.
Executive Director

TERIANNE S. NEWELL, P.E.
Deputy Director of Planning and Investment

LISA J. WILSON, P.E.
Deputy Director of Engineering and Operations

Jeff McCarty, P.E.
Project Engineer
Sunrise Engineering
148 South Vernal Ave
Vernal, Utah 84078

March 31, 2026

Jeff,

The R930-6-7 (2)(b) of the UDOT Access Management Rule states that when an application is made for access to a Category 4 through 9 highway (SR-43 is Category 4), "If the proposed access does not meet the design or spacing standards, the access shall be denied if the proposed access or the property has reasonable alternative access available to the general street system..." It continues in R930-6-7 (2)(b)(iii) that access to the state road will only be allowed if access to the general street system "will create a significant operational or safety problem," which would not be the case here. Even if a way were possible to meet the 500 ft corridor access spacing on SR-43 the conditional access application would be denied based on this rule.

Shed personnel don't have the authority to speak for the permits office in this regard. Roland Ivie and shed staff may have unintentionally provided misleading information without knowing all the facts. The permits office is the final decision.

Thanks,

Luke Seegmiller
Permits Engineer
UDOT Region 3
Phone: 801-227-8088
Email: luke.seegmiller@utah.gov

May 20, 2026

DAGGETT COUNTY
Tax Roll Master Record

9:49:27AM

Parcel: 01-0090-0268	Serial #: A268	Entry: 031823
Name: TOWN OF MANILA		
c/o Name:		
Address 1: PO BOX 189		Property Address
Address 2:		
City State Zip: MANILA	UT 84046-0000	
Mortgage Co		Acres: 4.87
Status: Exempt	Year: 2026	District: 002 WATER DISTRICT - CODE A 0.007515

Owners	Interest	Entry	Date of Filing	Comment
TOWN OF MANILA		031823	06/07/2024	(0107/0224)

Property Information	2026 Values & Taxes				2025 Values & Taxes		
	Units/Acres	Market	Taxable	Taxes	Market	Taxable	Taxes
LS07 OTHER - SECONDARY LAND	4.87	169,601	169,601	1,274.55	169,601	169,601	1,274.55
Totals:	4.87	169,601	169,601	1,274.55	169,601	169,601	1,274.55

**** **ATTENTION !!** ****
 Tax Rates for 2026 have NOT BEEN SET OR APPROVED! Any
 levied taxes or values shown on this printout for the year 2026 are
 SUBJECT TO CHANGE!! (Using Proposed Tax Rate)

2026 Taxes: 0.00	2025 Taxes: 1,274.55
Special Fees: 0.00	
Penalty: 0.00	Review Date
Abatements: (0.00)	06/05/2021
Payments: (0.00)	
Amount Due: 0.00	NO BACK TAXES!

Back Tax Summary							
Year	Principal	Specials Total	Penalty	Interest Due	Interest Rate	Total Payments	Total Due
2017	0.00	0.00	0.00	0.00	7.25%	20.00	0.00
Totals:	0.00	0.00	0.00	0.00		20.00	0.00

DO NOT USE THIS TAXING DESCRIPTION FOR LEGAL PURPOSES OR OFFICIAL DOCUMENTS. For taxing purposes only. Consult property deeds for full legal description.

Taxing Description

BEG @ A PT LOCATED S 88°52' W A DISTANCE OF 1886.3', AND N 1°08' W A DISTANCE OF 33' FROM THE SE COR OF SEC 17 T3N R20E SLM; TH N 47°18' W A DISTANCE OF 90.5' TO A PT ON THE SOUTHERLY RIGHT OF WAY LINE OF THE ROAD DESIGNATED AS PROJECT #43; SAID PT BEING LOCATED RADially SOUTHERLY A DISTANCE OF 50' FROM SAID HIGHWAY CENTER LINE @ ENGINEER'S STATION 20+50' TH NEASTERLY, PARALLEL WITH AND 50' SOUTHERLY FROM SAID HIGHWAY CENTER LINE, ON THE ARC OF A CURVE WHOSE RADIUS IS 3,869.72'; A DISTANCE OF 961.6' TO A PT LOCATED RADially SEASTERLY A DISTANCE OF 50' FROM SAID HIGHWAY CENTER LINE AT ENGINEER'S STATION 29+99.2; SAID PT BEING ON THE FENCE LINE MARKING THE EASTERLY LINE OF SW1/4SE1/4 OF SAID SEC 17, TH SOUTHERLY, ALONG SAID FENCE LINE A DISTANCE OF 434.2' TO A PT ON THE NORTHERLY RIGHT OF WAY LINE OF THE OLD MANILA-LINWOOD ROAD; TH WESTERLY, PARALLEL WITH AND 33' NORTHERLY FROM THE CENTER LINE OF SAID OLD MANILA-LINWOOD RD, A DISTANCE OF 804.4' TO THE POB 4.87 AC



95 North 1st West, Manila Utah 84046

May 20, 2026

**Letter of Recommendation to the Daggett County Commissioners
Conditional Use Renewal Permit Bonnie Youngberg
Short Term Rental**

The Daggett County Planning and Zoning Board held a public meeting on May 19, 2026 to review a short term rental renewal conditional use permit application from Bonnie Youngberg for a short term rental located at 616 S. Bennion Lane, Manila Utah 84046.

After reviewing the renewal application the Planning and Zoning Board found the application to be complete. Allan Wood motioned to approve the conditional use permit application and forward to the County Commission for review and approval. Tammy Twitchell seconded the motion. All in favor, motion carried.

Daggett County Planning & Zoning Board

Chad Reed, Chair
Allan Wood, Vice Chair
Tamara Twitchell
Carrie Poulsen, alternate

Commissioners

Matt Tippetts, Chairman
mtippetts@daggettcountry.org
Randy Asay
rasay@daggettcountry.org
Jack Lytle
jlytle@daggettcountry.org
435-784-3218

Assessor

Jesse Platt
jplatt@daggettcountry.org
435-784-3222 X 120

Deputy Assessor/DMV

Tamara Twitchell
ttwitchell@daggettcountry.org
435-784-3222 X121

Planning and Zoning

Carrie Poulsen
cpoulsen@daggettcountry.org
435-784-3222 X230

Fax Number: 435-784-3335

DAGGETT COUNTY

**APPLICATION FOR CONDITIONAL USE PERMIT FOR THE SHORT TERM RENTAL OF RESIDENTIAL
PROPERTY**

Property Owner Information

Owner Name(s): Bonnie Youngberg

Mailing Address: 5798 N. Fairbork Ave.

City, State, Zip: Meridian, Id 83646

Cell Phone: 208-642-3291 Home Phone: _____

Email Address: bonnieyoungberg@gmail.com

Type of Ownership: Individual(s) Business Type: LLC Other: _____

Business License #: DG-203

Type of Rental Management:

Owner Manages Only ☒ Rental Agent & Owner Manages ☐ Rental Agent Manage Only ☐

Rental Property

Rental Property Address: 616 S Bennion Lane, Manila, Ut. ⁸⁴⁰⁴⁶

House Living Area (Approx. Sq. Footage) 1232 Number of Bedrooms 3

Maximum Number of Overnight Occupants: 6

Number of On-Site Parking Places 6

Hot Tub: (No) (Yes)

Zone: R-R-1

Emergency 24 Hour Contact:

Name: Vicki Briggs Cell Phone# 435-790-6814

Alternate Phone #: 208-642-3291

DAGGETT COUNTY
SHORT TERM RENTAL DOCUMENTATION

The following information and documentation shall be contained in the application and provided to the Planning & Zoning Secretary:

- A. X Completed Application signed by the Owner(s).
- B. X Proof of Ownership of rental property
- C. X Site Plan, including parking area
- D. X Proof of valid insurance for rental property
- E. X Floor plan drawn to scale with dimensions.
- F. X Zone designation and street address for rental property
- G. N/A If direct vehicular access from the Property to a public street is not shown on the Site Plan, the Application must include a Temporary Access Easement from the owners of each property over which vehicles must pass to access the Property. All Temporary Access Easements shall be signed and notarized by the owner or owners of the property or properties granting the Temporary Access Easements. Upon the termination of any Temporary Access Easement, it shall be the responsibility of the Owner to obtain a new Temporary Access Easement from the new property owner. Failure to obtain a replacement Temporary Access Easement shall be cause for termination of the License.
- H. N/A Copies of currently valid County Sales Tax collection and accounting numbers in the name of the Owner. *Airbnb Pays*
- I. X The name, address, and contact information including a 24-hour contact phone number for the person managing the Property.
- J. X Inspection by a Building Inspector and the Flaming Gorge District Fire Chief. *N/A*
- K. X Approval from Tri County Health of wastewater system and water supply for property, if applicable. *(In Progress)*
- L. X A signed acknowledgement on the application, that the Owner (s) have read all of the County's regulations pertaining to the operation of a Short Term Rental.
- M. X The Owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.

Property Manager:

Vickie Briggs - 24 hr. contact
435-790-6814
PO Box 55
325 Ashley Way
Manila, Utah 84046

As the Owner (s) for the above listed properties I understand that I am responsible for:

- 1) The Owner, or other agent of Owner shall:
 - a. Mail or provide directly to the party signing any rental agreement or reserving the Property a copy of all Short Term Rental rules and regulations as soon as possible, but no later than 10 days after reserving the Property; and
 - b. Display on the Property, all of the rules and regulations pertaining to Short Term Rentals
 - c. Collect Appropriate Sales and Transient Rental Taxes
- 2) Each Short Term Rental shall have a legible notice within the rental property containing the following information:
 - a. The name of the Owner of the Property and the name of the emergency contact persons telephone number
 - b. The maximum number of occupants permitted by the license
 - c. The maximum number of vehicles permitted on the property and that all vehicles must be parked on the Property;
 - d. The number and location of all on-site parking spaces and the parking rules for seasonal snow removal;
 - e. The trash pick-up day and notification of all rules and regulations regarding trash removal.
- 3) The Owner or other agent of the Owner shall agree to provide for adequate maintenance of the short-term rental property. The minimum services required include:
 - a. Structural maintenance to preserve substantial code compliance as described herein.
 - b. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance of adjoining or nearby properties.
 - c. Trash collection which ensures that trash containers are not left at the curb for any period in excess of twenty-four (24) hours and the property must be kept free of the accumulated garbage and refuse.
- 4) I further understand that the following are prohibited activities for short term rentals, as defined by the Short Term Rental Ordinance:
 - a. Occupancy beyond the specified amount in the License.
 - b. Any unauthorized commercial activities
 - c. The preparation of any food on site for persons other than the allowed occupants and the allowed guests. No sale of alcohol on the premises.

I certify that, to the best of my knowledge, all information contained herein is accurate and that I have read and am familiar with the Short Term Rental Ordinance, Title 8 Chapter 15 of The Daggett County Code, and that I will conform to all the requirements therein. I also certify that this rental house complies with all applicable health, safety, fire and related public safety requirements. I further acknowledge that I understand that it is my responsibility to contact the Daggett County Planning & Zoning Department for any changes that might affect the information on this application.

Incomplete applications will not be accepted.

Bonnie Youngberg
Signature of Property Owner(s)

May 15, '26
Date

Vickie Briggs
Signature of Property Owner(s)

May 18, 24
Date

Signature of Emergency Contact Person

Date

Application fee:	\$300 / Renewal \$100	
Safety Inspection	Fee: \$202 plus \$100 for each additional inspection required	
Fire Inspection:	\$100 (Paid to Flaming Gorge Fire District)	Letter Received <u>yes</u> <u>no</u>
Tri County Health	At Cost (Paid to Tri County Health)	Letter Received <u>yes</u> <u>no</u>

Return to:
Daggett County
ATTN: Planning and Zoning
P.O. Box 387
Manila, UT 84046

NEXT PAGE - OFFICE USE ONLY*****

OFFICE USE ONLY

SHORT TERM RENTAL PERMIT: ☒ Approved ☐ Denied

Date: 5/19/26

Notes/Special Conditions:

Recommend to County Commission

Attest: _____ Clerk

Fee Paid: ☐ Yes ☐ No



DAGGETT COUNTY CONDITIONAL USE PERMIT SHORT TERM RENTAL

ISSUED TO:

BONNIE YOUNGBERG

FOR PROPERTY KNOWN AS:

BONNIE'S ACRE SHORT TERM RENTAL

MAXIMUM OCCUPANCY-6

This certificate signifies Payment of required fees and APPROVAL of the CONDITIONAL USE PERMIT APPLICATION by the Daggett County Planning & Zoning Commission.

This permit is good until the expiration date, but is revocable should the Grantee fail to perform any conditions required under this permit. This permit does not waive the responsibility to obtain a building permit for any construction or demolition.

This conditional use permit becomes null and void if the use is changed or the property is sold.

EFFECTIVE DATE: _____

EXPIRATION DATE: _____

APPROVED

David J. Reed

Planning & Zoning Chair

5/19/26

Date Signed





95 North 1st West, Manila Utah 84046

May 20, 2026

**Letter of Recommendation to the Daggett County Commissioners
Conditional Use Renewal Permit Bob & Beckie Niederer
Short Term Rental**

The Daggett County Planning and Zoning Board held a public meeting on May 19, 2026 to review a short term rental renewal conditional use permit application from Bob & Beckie Niederer for a short term rental located at 855 West Hwy 43, Manila Utah 84046.

After reviewing the renewal application the Planning and Zoning Board found the application to be complete. Tammy Twitchell motioned to approve the conditional use permit application and forward to the County Commission for review and approval. Allan Wood seconded the motion. All in favor, motion carried.

Daggett County Planning & Zoning Board

Chad Reed, Chair
Allan Wood, Vice Chair
Tamara Twitchell
Carrie Poulsen, alternate

Commissioners

Matt Tippetts, Chairman
mtippetts@daggettcountry.org
Randy Asay
rasay@daggettcountry.org
Jack Lytle
jlytle@daggettcountry.org
435-784-3218

Assessor

Jesse Platt
jplatt@daggettcountry.org
435-784-3222 X 120

Deputy Assessor/DMV

Tamara Twitchell
ttwitchell@daggettcountry.org
435-784-3222 X121

Planning and Zoning

Carrie Poulsen
cpoulsen@daggettcountry.org
435-784-3222 X230

Fax Number: 435-784-3335

Fun Family Get Away

DAGGETT COUNTY

APPLICATION FOR CONDITIONAL USE PERMIT FOR THE SHORT TERM RENTAL OF RESIDENTIAL PROPERTY

Property Owner Information

Owner Name(s): Bob + Shane Niederer

Mailing Address: P.O. Box 1559

City, State, Zip: Lyman, WY 82937

Cell Phone: (307) 679-5238 Home Phone: NA

Email Address: beckieniederer@gmail.com

Type of Ownership: Individual(s) Business Type: Short-term Other: vacation rental

Business License #: _____

Type of Rental Management:

☒ Owner Manages Only ☐ Rental Agent & Owner Manages ☐ Rental Agent Manage Only

Rental Property

Rental Property Address: 855 West Hwy 43, Manila, UT

House Living Area (Approx. Sq. Footage) _____ Number of Bedrooms 2.5

Maximum Number of Overnight Occupants: 10

Large - 4 - 10 occupants
Small - 1 - 4 occupants

Number of On-Site Parking Places 7

Hot Tub: (No) ☒ (Yes)

Emergency 24 Hour Contact:

Name: Beckie Niederer Cell Phone# (307) 679-5178

Alternate Phone #: NA

DAGGETT COUNTY
SHORT TERM RENTAL DOCUMENTATION

The following information and documentation shall be contained in the application and provided to the Planning & Zoning Secretary:

- Tax Notice*
Warranty deed
- ✓ A. ☒ Completed Application signed by the Owner(s). *Bn*
 - ✓ B. ☒ Proof of Ownership of rental property
 - ✓ C. ☒ Site Plan, including parking area
 - ✓ D. ☒ Proof of valid insurance for rental property
 - E. ☐ Floor plan drawn to scale with dimensions.
 - F. ☒ Zone designation and street address for rental property *Ag 20*
 - G. ☐ If direct vehicular access from the Property to a public street is not shown on the Site Plan, the Application must include a Temporary Access Easement from the owners of each property over which vehicles must pass to access the Property. All Temporary Access Easements shall be signed and notarized by the owner or owners of the property or properties granting the Temporary Access Easements. Upon the termination of any Temporary Access Easement, it shall be the responsibility of the Owner to obtain a new Temporary Access Easement from the new property owner. Failure to obtain a replacement Temporary Access Easement shall be cause for termination of the License.
 - ✓ H. ☒ Copies of currently valid County Sales Tax collection and accounting numbers in the name of the Owner.
 - ✓ I. ☒ The name, address, and contact information including a 24-hour contact phone number for the person managing the Property.
 - J. ☒ Inspection by a Building Inspector and the Flaming Gorge District Fire Chief. *Small Cabin*
 - ✓ K. ☒ Approval from Tri County Health of wastewater system and water supply for property, if applicable.
 - ✓ L. ☒ A signed acknowledgement on the application, that the Owner (s) have read all of the County's regulations pertaining to the operation of a Short Term Rental.
 - ✓ M. ☒ The Owner shall sign the application certifying the accuracy of the information submitted and agreeing to comply with all regulations.

As the Owner (s) for the above listed properties I understand that I am responsible for:

- 1) The Owner, or other agent of Owner shall:
 - a. Mail or provide directly to the party signing any rental agreement or reserving the Property a copy of all Short Term Rental rules and regulations as soon as possible, but no later than 10 days after reserving the Property; and
 - b. Display on the Property, all of the rules and regulations pertaining to Short Term Rentals
 - c. Collect Appropriate Sales and Transient Rental Taxes
- 2) Each Short Term Rental shall have a legible notice within the rental property containing the following information:
 - a. The name of the Owner of the Property and the name of the emergency contact persons telephone number
 - b. The maximum number of occupants permitted by the license
 - c. The maximum number of vehicles permitted on the property and that all vehicles must be parked on the Property;
 - d. The number and location of all on-site parking spaces and the parking rules for seasonal snow removal;
 - e. The trash pick-up day and notification of all rules and regulations regarding trash removal.
- 3) The Owner or other agent of the Owner shall agree to provide for adequate maintenance of the short-term rental property. The minimum services required include:
 - a. Structural maintenance to preserve substantial code compliance as described herein.
 - b. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance of adjoining or nearby properties.
 - c. Trash collection which ensures that trash containers are not left at the curb for any period in excess of twenty-four (24) hours and the property must be kept free of the accumulated garbage and refuse.
- 4) I further understand that the following are prohibited activities for short term rentals, as defined by the Short Term Rental Ordinance:
 - a. Occupancy beyond the specified amount in the License.
 - b. Any unauthorized commercial activities
 - c. The preparation of any food on site for persons other than the allowed occupants and the allowed guests. No sale of alcohol on the premises.

I certify that, to the best of my knowledge, all information contained herein is accurate and that I have read and am familiar with the Short Term Rental Ordinance, Title 8 Chapter 15 of The Daggett County Code, and that I will conform to all the requirements therein. I also certify that this rental house complies with all applicable health, safety, fire and related public safety requirements. I further acknowledge that I understand that it is my responsibility to contact the Daggett County Planning & Zoning Department for any changes that might affect the information on this application.

Incomplete applications will not be accepted.

Signature of Property Owner (s)

Date

Bob Fiedler

Signature of Property Owner(s)

5-18-2026

Date

Beckie Niederer

Signature of Emergency Contact Person

5-18-2026

Date

Application fee:	\$300 / Renewal \$100	
Safety Inspection	Fee: \$202 plus \$100 for each additional inspection required	
Fire Inspection:	\$100 (Paid to Flaming Gorge Fire District)	Letter Received <u>yes</u> <u>no</u>
Tri County Health	At Cost (Paid to Tri County Health)	Letter Received <u>yes</u> <u>no</u>

Return to:
Daggett County
ATTN: Planning and Zoning
P.O. Box 387
Manila, UT 84046

NEXT PAGE - OFFICE USE ONLY*****

OFFICE USE ONLY

SHORT TERM RENTAL PERMIT: ☒ Approved ☐ Denied

Date: 5-19-26

Notes/Special Conditions:

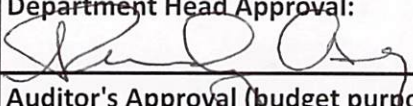
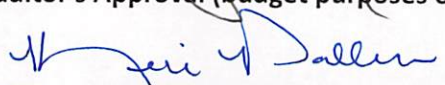
Forward to County Commission

Attest: _____ Clerk

Fee Paid: ☐ Yes ☐ No



Purchase Request Form

Date of Request: 05/21/26	Date Required: 05/26/26	Vendor Name: Civic Plus
Requested By: Cordell McCracken		Vendor Contact: Civic Plus LLC
Department Head Approval: 		Ship to Address: 95 N 1st W Manila UT 84046
Auditor's Approval (budget purposes only):  5/21/26		

Special Instructions, Quotes,
Etc.:

Qty	Item # or Account code	Description	Price Each	Total Price
1	356768	Social Media Archiving Subscription	\$5,250.00	\$5,250.00
1	356768	Public-Facing Portal	\$315.00	\$315.00
TOTAL				\$5,565.00

Account Code	Dollar Amount
23.4191.612 RA	\$5,565.00

Commission Approval:

Date: _____



Sole Source Request

Note: Please complete all fields below. Requests with missing information will be rejected and returned to requestor for completion.

Sole Source Procurement is appropriate when available from a single source only.

Department Requesting Authorization: IT Department

Contact Person: Cordell McCracken

Product/Service to be purchased:

Social Media Archiving Subscription. \$5,250.00

Public-Facing portal. \$315.00

Cost: \$5,565.00

Recommended Supplier: Civic Plus

Phone number: (888) 228-2233

Email: _____

Address: PO Box 737311

Dallas TX 75373-7311

Sole Source Request is based on which of the following:

- ☐ Compatibility of equipment / service (complete sections A and B)
- ☐ Equipment / service is only available from a single supplier in the U.S. (complete section A)
- ☒ Compatibility of professional services (complete Section A)

Continue on page 2

Section A - General Information

1. What is unique about this product / service to justify a sole source?

We use Civic Plus for our Website, our Next Request, and our Social Media Archiving.

2. Could the product / service be reasonably modified to allow for competition?

No.

3. Explain the market research performed to make the sole source recommendation.

We have used Civic Plus for many years.

They have done very well on all the software they provide.

4. List the names of suppliers contacted, contact person and summary of their responses.

N/A

5. Complete disclosure must be included with this request if the requestor has any personal, financial, or fiduciary relationship with the recommended supplier. (See attached)

Section B - General Information

1. Describe the existing equipment that this purchase must be compatible with.

All 3 Programs, coming from the same supplier, integrate with each other.

Not only allowing us to provide outstanding service to the tax payers, but also keeping us compliant with archiving all we do on Social Media.

Requested by:

Approved by:

Elected Official

Commission



Invoice

PAST DUE

#356768

1/1/2026

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

Bill To

Jesse Platt
Daggett County, UT
95 North 1st
West Manila UT 84046

TOTAL DUE

\$5,565.00

Due Date: 1/31/2026

Terms	Customer	Approving Authority
Net 30	Daggett County, UT	

Qty	Item	Start Date	End Date	Amount
1	Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots	1/1/2026	12/31/2026	\$5,250.00
1	A public-facing portal that displays your social media archive search interface on your website. For customers with a CivicPlus Municipal Website (Central), this includes an optional search integration between the website and the Open Archive.	1/1/2026	12/31/2026	\$315.00

Total \$5,565.00

Due **\$5,565.00**

To pay your invoice with a credit card [Click Here](#).

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For our current W-9, please click this link: [CivicPlus W-9](#). For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

To whom it may concern:

Our records indicate that your account is currently more than **90 days past due**. We kindly request that the outstanding balance be paid in full at your earliest convenience.

Please contact us by phone or email to advise when payment has been or will be mailed so we may update your account accordingly.

Additionally, please verify the email address where invoices and statements should be sent to ensure timely delivery of future correspondence.

If you have any questions, believe there is an error with our records, or would like to discuss payment arrangements, please contact Stacey directly at (785) 370-3617 or by email at accounting@civicplus.com, Attention: Stacey.

CivicPlus also accepts ACH/EFT payments. If you would like to receive ACH/EFT payment instructions, please contact us and we will gladly provide the necessary paperwork.

We value our relationship with you and appreciate the opportunity to continue supporting your civic engagement goals. Thank you in advance for your prompt attention to this matter.

Sincerely,

Stacey Kyle
Collection Specialist
CivicPlus
(785) 370-3617
accounting@civicplus.com

Enclosure