

DAGGETT COUNTY COMMISSION AND RDA MEETING AGENDA
Daggett County Courthouse (95 North 1st West; Manila, UT 84046)
Thursday, August 27, 2026 AT 9:00 A.M.
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. Discussion And Consideration Of Quote For DBT Transportation Services LLC In The Amount Of \$14,593.76 For AWOS.
- 3. Discussion And Consideration Of Planning And Zoning Bylaws
- 4. Discussion And Consideration Of Management Control Agreements For IT
- 5. Discussion And Consideration Of CJIS Policy
- 6. Discussion Of Temp Housing For DCHBCC

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 August 18, 2026** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioner Matt Tippetts, Randy Asay and Jack Lytle attended in person. Due to previous obligations Commissioner Jack Lytle was excused approximately at 10:30. Kourtney Hawks and Jesse Platt attended in person. Auditor Keri Pallesen attended both in person and virtually. Attorney Kent Snider attended virtually. The meeting was called to order at 9:10 am by Commissioner Tippetts. The invocation was given by Commissioner Tippetts. Commissioner Tippetts then led those in attendance in the Pledge of Allegiance.

Present In Person: Mayor Butch Johns, Mayor Kathi Knight, Fire Chief AJ Olsen, Chad Huffakes, Sheriff Bailey, Matt Mapstone, Tracey Mapstone, David Smith

Present Online or by Phone: Corey Auger, Ryan Lafontaine, HD Sanderson

Commissioner Tippetts skipped down to Policy and Legislation number two (2) due to high priority.

Recess for MBA at 10:06 am.

Returned from recess at 10:50 am.

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 Tippetts 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.

Approve Minutes: Minutes from the August 11, 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 August 11, 2026 Commission and RDA Meeting. Commissioner Tippetts 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: Nothing at this time

MBA: Nothing at this time

Affordable Workforce Housing: Nothing at this time

Sheriff Office, EMS, Code Enforcement: Nothing at this time

Airports: Nothing at this time

Clinic: Progressing well, with approximately 5% remaining to be completed.

Roads: Nothing at this time

Tourism: Nothing at this time

Legislation: Nothing at this time

Citizen Comment: Matt and Tracey Mapstone inquired regarding assistance with extending the water line on Bennion Lane approximately one mile from its current termination point to their residence, seeking a viable solution. Commissioner Lytle advised that obtaining water might necessitate purchasing a water right. The Commissioners suggested reaching out to Lisa Asay as she is the secretary for the Sheep Creek Irrigation Company to see if Matt and Tracy have any water rights. He noted that while connection to culinary water is possible, it would be at their own expense. The commissioners clarified that irrigation water is non-potable and recommended initiating contact with the State to check for available water shares or purchase options.

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 August 7, 2026. Commissioner Tippetts 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.

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 August 14, 2026. Commissioner Tippetts 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.

RDA 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 August 17, 2026 in the amount of \$500.00. Commissioner Tippetts 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 August 17, 2026 in the amount of \$15,202.15. Commissioner Tippetts 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.

Reimbursement Register: Nothing at this time

Disbursement Summary: The Disbursement Summary was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to acknowledge receipt of the Disbursement Listing as being reviewed for Daggett County Zion's checking in the amount of \$69,243.19. Commissioner Tippetts 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.

Calendar /Correspondence: Jordynn Hewitt presented a letter found on facebook regarding a request for land wanting to be annexed from Dutch John. The commission meeting on the 25th of August has been rescheduled to the 27th of August due to another meeting that the commissioners need to attend. A Planning and Zoning meeting is scheduled for tonight. Commissioner Tippetts has a UDOT meeting Wednesday at 10:00am and a TTAB meeting on the 20th at 1:00pm. There is a Sheep Creek Irrigation meeting tonight. A UOBAG meeting is on Thursday. The Rodeo Board Meeting is on Wednesday. The Road District Meeting is on Thursday. The Highschool Dance and Flag football is happening in the rodeo grounds on Thursday.

POLICY AND LEGISLATION

Discussion And Consideration Of Wildland Urban Interface (WUI) Program:

Commissioner Lytle asked Corey Auger questions regarding the County's current agreement, high-risk areas, and the new House Bill 48 (HB 48). Corey explained that Daggett County currently has an agreement in place for the insurance policy, with a new agreement scheduled to take effect January 1, 2027. HB 48 could potentially be revisited by the Legislature. Corey explained that if the County wishes to appeal the fire risk map, the deadline to submit an appeal is September 5, 2026. The appeal process allows counties to identify areas of the map with which they disagree and submit those concerns to the State. Corey stated that areas designated as red on the map cannot currently be removed from that designation through the existing process. Corey oversees both Uintah and Daggett Counties and noted that it is difficult for him to physically walk and review the entire area. Commissioner Tippetts asked whether the map would be permanent once approved or if it could be edited at a later date. No one present was able to confirm the answer. Corey recommended contacting Joseph Anderson, Program Manager with the Statewide Fire Risk Reduction Program, as a resource for additional information. Mayor Butch Johns of Dutch John informed the Commissioners that he had already appealed the map because the entire town of Dutch John is currently designated as a red zone. As the map currently stands, Sheep Creek, Willow Creek, and Dutch John are also designated as red zones. Mayor Johns further explained that there could be a tax penalty associated with the designation, as well as potential impacts to insurance coverage. He stated that properties located within 200 yards of a red zone could also be affected. Commissioner Lytle requested that the County submit an appeal of the map to allow additional time to review the designations and better understand the potential impacts. Going forward, the Flaming Gorge Fire and EMS District will be included in discussions regarding the fire risk map. Fire Chief AJ Olsen will take this map to his next board meeting that is scheduled for August 26, 2026. Corey also stated it was noted that the appeal form bypasses himself and Ryan LaFontaine and is submitted directly to the State. Corey stated that if there are specific areas the Commissioners would like to review or walk, he would make himself available to assist with the review.

Discussion And Consideration Of MOU With Silver Lining Senior Center: Mayor Kathi Knight formally requested funding to renovate the Senior Center kitchen. Attorney Kent Snider reviewed the agreement, under which the Town will receive the funds and submit quarterly reports to the County. The Town will issue an invoice for \$8,000.00, with payment released by the County upon receipt. Additionally, \$16,000.00 in returned funds from FY 24-25 has been received. Commissioner Tippetts recommended reopening the budget to accommodate the \$16,000.00 adjustment and issue the check for the Senior Center. Mayor Knight noted that much of the work could be handled internally by the Town's Public Works department. This agreement will need to be done yearly. Commissioner Tippet's motion to reopen the FY 2024-2025 budget to account that money in our FY 2026 budget then get an invoice from the town in the amount of \$16,000.00 to write a check. Also the to be determined amount for 2026 is \$8,000.00 for the counties contribution to the Silver Lining Senior Center. 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.

Discussion And Consideration Of Purchase Request For Repairing Deputy Guymon's Vehicle In The Amount Of \$13,287.82: This is a State Bid to Basin Collision. Commissioner Asay

motioned to approve the Purchase Request for Deputy Guymon's Vehicle in the amount of \$13,287.82 to Basin Collision. Commissioner Tippetts 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.

Discussion And Consideration Of Purchase Request For Repairing Sheriff Bailey's Vehicle In The Amount Of \$13,694.39: This is a State Bid to Basin Collision. Commissioner Asay motioned to approve the Purchase Request for Sheriff Bailey's Vehicle in the amount of \$13,694.39. Commissioner Tippetts 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.

Discussion And Consideration Of Purchase Request For Repairing Deputy Harrison's Vehicle In The Amount Of \$9,366.54: This is a State Bid to Basin Collision. Commissioner Asay motioned to approve the Purchase Request for Deputy Harrison's Vehicle in the amount of \$9,366.54. Commissioner Tippetts 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.

Discussion And Consideration Of Purchase Request For The Amount Of \$6,417.40: Because this information is confidential, details regarding the vendor and the specific purpose of the funds will remain undisclosed. Commissioner Tippetts motioned to approve the Purchase Request and sole source request for the amount of \$6,417.40. 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.

Discussion And Consideration Of Purchase Request Of Narcotic Strike Force Share In The Amount Of \$4,200.00: Due to the amount of this purchase request it did not need to be on the agenda. This will get approved administratively.

Closed Session was needed for the Purpose of Purchase, Exchange or Potential Litigation.

Commissioner Tippetts motioned to go into Closed Session for the purpose stated. 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.

Closed Session at 11:30 PM.

Commissioner Asay motioned to go into Open Session. Commissioner Tippetts 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 Session 11:34 AM.

Recess at 11:35 AM

Back from Recess at 12:43

With nothing further to discuss, Commissioner Tippetts adjourned the meeting by acclamation at 12:49 am.

County of Daggett
Cash Summary
All Bank Accounts as of 08/20/2026

Bank Account	Account No.	Account Name	Amount
Zions Checking	10.1122	Zions Checking - General	(\$625,357.36)
Zions Checking	11.1122	Cash - checking - Zions Fd 11	\$1,535,521.67
Zions Checking	12.1122	Cash - checking - Zions Fd 12	\$185,614.12
Zions Checking	13.1122	Cash - checking - Zions Fd 13	\$425,498.75
Zions Checking	15.1122	Zions Checking - General	(\$50,429.15)
Zions Checking	17.1122	Cash - Checking - Zions Fd 17	\$10,551.18
Zions Checking	18.1122	Cash - Checking - Zions Fd 18	\$39,844.61
Zions Checking	19.1122	Zions Checking - General	\$395,848.66
Zions Checking	20.1122	Cash-Checks-Zions fd 20	\$3,667.26
Zions Checking	22.1122	Cash - checking Zions Fd 22	\$382,551.23
Zions Checking	23.1122	Cash - checking - Zions Fd 23	\$489,568.69
Zions Checking	24.1122	Cash - checking - Zions Fd 24	\$4,586.54
Zions Checking	25.1122	Cash - checking - Zions Fd 25	\$731,338.98
Zions Checking	27.1122	Cash - checking - Zions Fd 27	\$3,745.51
Zions Checking	28.1122	Cash - checking - Zions Fd 28	\$474,267.17
Zions Checking	30.1122	Cash - Checking - Zions Fd 30	\$16,922.35
Zions Checking	32.1122	Cash - checking Zions FD 32	\$13,178.17
Zions Checking	33.1122	Cash - checking - Zions Fd	(\$145,289.34)
Zions Checking	34.1122	Cash-Checking-Zions Fd 34	\$1,051,771.97
Zions Checking	35.1122	Zions Checking	(\$26,508.22)
Zions Checking	37.1122	Zions Checking - Combined	\$24,787.35
Zions Checking	40.1122	Cash - checking - Zions Fd 40	\$246,839.35
Zions Checking	45.1122	Cash - Checking - Zions Fd 45	(\$1,362,717.32)
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	\$27,640.60
Zions Checking	72.1122	Cash - checking - Zions Fd 72	(\$13,115.10)
Zions Checking	74.1122	Cash - checking - Zions Fd 74	\$19,758.49
Zions Checking	75.1122	Cash - checking - Zions Fd 75	\$13,703.37
Zions Checking	76.1122	Cash - checking - Zions Fd 76	\$29,125.21
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	(\$7,287.42)
Zions Checking	81.1122	Zions Checking - General	\$3.20
			\$3,984,341.26
PTIF 2259 General Accounts	10.1151	PTIF 2259 General	\$15,633.85
PTIF 2259 General Accounts	11.1151	PTIF 2259 General	\$255,562.97
PTIF 2259 General Accounts	12.1151	PTIF 2259 General	\$42,844.09
PTIF 2259 General Accounts	13.1151	PTIF 2259	\$103,949.81
PTIF 2259 General Accounts	19.1151	PTIF 2259 General	\$108,574.55
PTIF 2259 General Accounts	50.1151	PTIF 2259 General	\$170.00
			\$526,735.27
PTIF 2552 General Fund	10.1161	PTIF 2552 General Fund	\$6,451.00
PTIF 2552 General Fund	28.1161	PTIF 2552 Home Sales	\$21,066.06
			\$27,517.06
PTIF 2772 Farm & Ranch Protection	10.1162	PTIF 2772 General Fund	\$21,128.89
PTIF 2772 Farm & Ranch Protection	47.1162	PTIF 2772 General Fund	\$18.21
			\$21,147.10
PTIF 2834 General Fund	10.1153	PTIF 2834 General Fund	\$197.45
PTIF 3465 General Fund	10.1163	PTIF 3465 General Fund	\$24,168.04
PTIF 3932 General Fund	10.1154	PTIF 3932 General Fund	\$12,704.46
PTIF 5583 Daggett County RDA Fund	25.1151	PTIF 5583 Daggett County RDA	\$1,429,056.78
PTIF 5610 Daggett County Redevelopment #1	25.1158	PTIF 5610 Daggett County RDA	\$883,755.63
PTIF 8676 Water Revenue Bond	28.1168	PTIF 8676 Water Revenue Bond	\$126,247.58
PTIF 8699 WT Bond Reserve Account	28.1169	PTIF 8699 WT Bond Reserve Account	\$25,792.94
PTIF 8700 WT 2015 Replacement Account	28.1170	PTIF 8700 WT 2015 Replacement Account	\$124,802.07
Zions Tax Collection 026134668	81.1130	Zions Checking - Tax Collection	\$234,408.24
PTIF 3200 Motor Vehicle	81.1131	PTIF 3200 Motor Vehicle	\$80,598.08
UNDEPOSITED PAYMENTS	10.1175	Cash clearing	\$83,457.52
UNDEPOSITED PAYMENTS	11.1175	Cash clearing	\$36,150.00
UNDEPOSITED PAYMENTS	12.1175	Cash clearing	\$0.02

**County of Daggett
Cash Summary
All Bank Accounts as of 08/20/2026**

Bank Account	Account No.	Account Name	Amount
UNDEPOSITED PAYMENTS	17.1175	Cash Clearing	\$3,772.27
UNDEPOSITED PAYMENTS	24.1175	Cash clearing	\$47.90
UNDEPOSITED PAYMENTS	25.1175	Cash Clearing	\$1,056.33
UNDEPOSITED PAYMENTS	28.1175	Cash clearing	\$62,861.75
UNDEPOSITED PAYMENTS	30.1175	Cash Clearing	\$1,815.50
UNDEPOSITED PAYMENTS	32.1175	Cash clearing	\$8,497.00
UNDEPOSITED PAYMENTS	33.1175	Cash clearing	\$1,932.79
UNDEPOSITED PAYMENTS	35.1175	Cash Clearing	\$427.75
UNDEPOSITED PAYMENTS	40.1175	Cash Clearing	\$0.01
UNDEPOSITED PAYMENTS	50.1175	Cash Clearing	\$1,320.00
UNDEPOSITED PAYMENTS	72.1175	Cash clearing	\$30,463.23
UNDEPOSITED PAYMENTS	74.1175	Cash clearing	\$2,000.03
UNDEPOSITED PAYMENTS	76.1175	Cash clearing	\$500.00
UNDEPOSITED PAYMENTS	77.1175	Cash clearing	\$20,000.00
UNDEPOSITED PAYMENTS	80.1175	Cash clearing	\$37,838.83
UNDEPOSITED PAYMENTS	81.1175	Cash clearing	\$44,434.90
			\$336,575.83
General Ledger Cash Total:			\$7,838,047.79

**County of Daggett
Cash Summary
All Bank Accounts as of 08/20/2026**

Description	Amount
Zions Checking	\$3,984,341.26
PTIF 2259 General Accounts	\$526,735.27
PTIF 2552 General Fund	\$27,517.06
PTIF 2772 Farm & Ranch Protection	\$21,147.10
PTIF 2834 General Fund	\$197.45
PTIF 3465 General Fund	\$24,168.04
PTIF 3932 General Fund	\$12,704.46
PTIF 5583 Daggett County RDA Fund	\$1,429,056.78
PTIF 5610 Daggett County Redevelopment #1	\$883,755.63
PTIF 8676 Water Revenue Bond	\$126,247.58
PTIF 8699 WT Bond Reserve Account	\$25,792.94
PTIF 8700 WT 2015 Replacement Account	\$124,802.07
Zions Tax Collection 026134668	\$234,408.24
PTIF 3200 Motor Vehicle	\$80,598.08
UNDEPOSITED PAYMENTS	\$336,575.83
General Ledger Cash Total:	\$7,838,047.79

Accounts Receivable Report for Commission

Who:	Fund:	What:	How Much:	Received:	Notes:
State of Utah	28	Drinking Water	\$6,120.25		Submitted 07/15/2026
State of Utah	50	DJ Airport	\$11,520.00		Submitted 08/07/2026
State of Utah	37	SR-43 Multi-Use Trail	\$15,646.20		Submitted 08/06/2026

Daggett County
Open Invoice Register - 8/26/2026

General								
Invoice No.	Vendor	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description	
8.1.2026	AJoules, Inc.	8/1/26	8/1/26	\$ 2,500.00				
				\$ 2,500.00	334148.611	A & C - IT/GIS software & software maint	Service & Maint August 2026	
1CHL-TWCC-RFGK	Amazon Capital Services	8/14/26	8/14/26	\$ 15.24				
				\$ 15.24	804610.240	Weed office supplies	Trash Bags	
1F64-Y7RV-GN69	Amazon Capital Services	8/12/26	8/12/26	\$ 568.78				
				\$ 80.55	284420.260	DJ Water Building	Keyed Entry Door Lock	
				\$ 80.55	284430.260	DJ Sewer Building	Keyed Entry Door Lock	
				\$ 407.68	754510.730	Park Capital Improvements	Neoprene Rubber Sheet Rolls	
1PYT-1DCV-1YJ4	Amazon Capital Services	7/8/26	7/8/26	\$ 15.21				
				\$ 15.21	104210.240	Sheriff office supplies	Folders with Prongs	
1vbx-6wmg-ppq9	Amazon Capital Services	8/1/26	8/1/26	\$ 419.38				
				\$ 419.38	754510.730	Park Capital Improvements	Park Restoration Project - Small Format Interchangeable Core Padlocks,Keyed Entry Door Locks	
1YHH-PK43-YHQW	Amazon Capital Services	8/7/26	8/7/26	\$ 431.63				
				\$ 215.81	284420.260	DJ Water Building	Small Format Interchangeable Core Padlocks	
				\$ 215.82	284430.26	DJ Sewer Building	Small Format Interchangeable Core Padlocks	
Vendor Total:				\$ 1,450.24				
8.19.2026	Boyd, Gary A.	8/19/26	8/19/26	\$ 321.48				
				\$ 321.48	354611.740	Shooting Range Capital Outlay	Paint Supplies for Trap Houses	
2026294	Civco Engineering, Inc.	7/30/26	7/30/26	\$ 12,800.00				
				\$ 12,800.00	504360.730	Airport imp other than bldgs	DJ Airport 2026 Preservation Project Professional Services from June 28, 2026 - July 25, 2026	
8.1.2026Crthse.Par k	DDI, Inc.	8/1/26	8/1/26	\$ 120.00				
				\$ 120.00	104162.270	BldgGrnds utilities	Garbage Collection	
8.1.2026Market.Rod eo	DDI, Inc.	8/1/26	8/1/26	\$ 1,740.00				

Daggett County
Open Invoice Register - 8/26/2026

Invoice No.	Vendor	General Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
				\$ 1,740.00	234191.435	TRT Mitigation - Solid Waste Disposal Operations	Garbage Collection
8.1.2026Roads	DDI, Inc.	8/1/26	8/1/26	\$ 80.00			
				\$ 80.00	114415.270	BRoads Utilities	garbage collection
8.1.2026Rodeo.Park	DDI, Inc.	8/1/26	8/1/26	\$ 160.00			
				\$ 160.00	754510.270	Park utilities	garbage collection
8.1.2026Sheriff	DDI, Inc.	8/1/26	8/1/26	\$ 95.00			
				\$ 95.00	104210.270	Sheriff Utilities	garbage collection
Vendor Total:				\$ 2,195.00			
AR15873949	DEX Imaging LLC	8/19/26	8/19/26	\$ 26.46			
				\$ 10.26	104210.240	Sheriff office supplies	Copies/Prints Black
				\$ 16.20	104210.24	Sheriff office supplies	Copies/Prints Color
AR15873968	DEX Imaging LLC	8/19/26	8/19/26	\$ 197.05			
				\$ 17.61	104141.620	Auditor misc services	Copies/Prints Black
				\$ 54.99	104141.620	Auditor misc services	Copies/Prints Color
				\$ 3.18	104141.620	Auditor misc services	Shipping
				\$ 10.36	104142.250	Clerk equip, supplies & maint	Copies/Prints Black
				\$ 1.26	104142.250	Clerk equip, supplies & maint	Shipping
				\$ 1.65	104210.240	Sheriff office supplies	Shipping
				\$ 10.44	104210.240	Sheriff office supplies	Copies/Prints Black
				\$ 20.34	104210.240	Sheriff office supplies	Copies/Prints Color
				\$ 34.38	104210.620	Sheriff misc services	Copies/Prints Color
				\$ 15.65	104210.620	Sheriff misc services	Copies/Prints Black
				\$ 2.55	104210.620	Sheriff misc services	Shipping
				\$ 2.67	334144.240	A & C - Rec/Trs office supplies	Shipping
				\$ 21.97	334144.240	A & C - Rec/Trs office supplies	Copies/Prints Black
Vendor Total:				\$ 223.51			
1-1074234	Gray's Market LLC	7/16/26	7/16/26	\$ 6.56			
				\$ 6.56	804610.240	Weed office supplies	Rubber Bands
1-1074239	Gray's Market LLC	7/16/26	7/16/26	\$ 7.60			
				\$ 7.60	104162.260	BldgGrnds building maint	Bulk Bolts/Nuts/Nails/etc.

Daggett County
Open Invoice Register - 8/26/2026

Invoice No.	Vendor	General Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
2-1009489	Gray's Market LLC	7/1/26	7/1/26	\$ 13.68			
				\$ 13.68	104162.260	BldgGrnds building maint	Pipe Coupling, Solvent Cement
	Vendor Total:			\$ 27.84			
8230572501	Motorola Solutions, Inc.	7/21/26	7/21/26	\$ 18,134.72			
				\$ 18,134.72	104210.210	Sheriff subs & memberships	Spillman Renewal 2026
19	Rural Utah Infrastructure Coalition	7/31/26	7/31/26	\$ 2,461.00			
				\$ 2,461.00	224600.603	Rural County Grant Program	Greendale Resort Planning July 2026
8.18.2026	Salty Mountain Music LLC	8/18/26	8/18/26	\$ 3,350.00			
				\$ 3,350.00	234191.917.07	TRT Concert/Entertainment Events	Deposit for Band (Kaleb Austin)
75686	Smith Hartvigsen, PLLC	7/31/26	7/31/26	\$ 9,280.00			
				\$ 9,280.00	104150.319	Water Lease professional services	Civil Engineering services to prepare a 40 year water plan covering Daggett County Water Rights
56581	Smuin, Rich and Marsing	7/31/26	7/31/26	\$ 7,774.00			
				\$ 3,887.00	104141.310	Auditor Professional Services	Consulting
				\$ 3,887.00	334144.310	A & C - Rec/Trs professional services	Consulting
Refund: 16911	Steen, Roy	8/26/26	8/26/26	\$ 1,000.00			
				\$ 1,000.00	281311	Accounts receivable	Refund: 16911 - Steen, Roy
1 - 2026 RAV4 Lease 3926	The Bancorp Bank	7/31/26	7/31/26	\$ 4,595.61			
				\$ 4,595.61	154150.511	NonDept Vehicle Lease - principal	Principal - 2026 RAV4 Lease 3926
1 - 2026 RAV4 Lease 4193	The Bancorp Bank	7/31/26	7/31/26	\$ 4,595.61			
				\$ 4,595.61	154150.511	NonDept Vehicle Lease - principal	Principal - 2026 RAV4 Lease 4193
	Vendor Total:			\$ 9,191.22			

Daggett County
Open Invoice Register - 8/26/2026

General								
Invoice No.	Vendor	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description	
2	Town Of Manila	8/19/26	8/19/26	\$ 8,000.00				
				\$ 8,000.00	104300.313	Health senior services	Silver Lining Senior Center payment per MOU	
46204	Uintah County Jail	7/31/26	7/31/26	\$ 1,095.22				
				\$ 1,095.22	104210.310	Sheriff jail contracted services	Inmate care/housing	
261197102-001	United Rentals (North America), Inc	8/7/26	8/7/26	\$ 1,635.74				
				\$ 817.87	284420.255	DJ Water Fleet Maint	Window	
				\$ 817.87	284430.255	DJ Sewer Fleet Maint	Window	
327787	Vernal City	5/5/26	5/5/26	\$ 4,200.00				
				\$ 4,200.00	104210.621	Sheriff pay scale	FY 2026 Narcotic Strike Force Share Apr-Jun	
571937 02	Vernal Winnelson Co	7/21/26	7/21/26	\$ (26.04)				
				\$ (26.04)	284420.452	DJ Water Distribution	Braass Nipple Imp Return	
573536 01	Vernal Winnelson Co	8/3/26	8/3/26	\$ 249.00				
				\$ 124.50	284420.610	DJ Water Misc.	SDSMAX TUN	
				\$ 124.50	284430.610	DJ Sewer Misc.	SDSMAX TUN	
Vendor Total:				\$ 222.96				
Total				\$ 85,862.93				

GL Account Summary

\$ 3,887.00	104141.310	Auditor Professional Services
\$ 75.78	104141.62	Auditor misc services
\$ 11.62	104142.250	Clerk equip, supplies & maint
\$ 9,280.00	104150.319	Water Lease professional services
\$ 21.28	104162.260	BldgGrnds building maint
\$ 120.00	104162.270	BldgGrnds utilities
\$ 18,134.72	104210.210	Sheriff subs & memberships
\$ 74.10	104210.240	Sheriff office supplies
\$ 95.00	104210.270	Sheriff Utilities
\$ 1,095.22	104210.310	Sheriff jail contracted services
\$ 52.58	104210.620	Sheriff misc services
\$ 4,200.00	104210.621	Sheriff pay scale
\$ 8,000.00	104300.313	Health senior services
\$ 80.00	114415.270	BRoads Utilities
\$ 9,191.22	154150.511	NonDept Vehicle Lease - principal

Daggett County

Open Invoice Register - 8/26/2026

Invoice No.	Vendor	General		Amount	Account No.	Account Name.	Description
		Ledger Date	Due Date				
				\$ 2,461.00	224600.603	Rural County Grant Program Expenditures Part B	
				\$ 1,740.00	234191.435	TRT Mitigation - Solid Waste Disposal Operations	
				\$ 3,350.00	234191.917.07	TRT Concert/Entertainment Events	
				\$ 1,000.00	281311	Accounts receivable	
				\$ 817.87	284420.255	DJ Water Fleet Maint	
				\$ 296.36	284420.260	DJ Water Building	
				\$ (26.04)	284420.452	DJ Water Distribution	
				\$ 124.50	284420.610	DJ Water Misc.	
				\$ 817.87	284430.255	DJ Sewer Fleet Maint	
				\$ 296.37	284430.260	DJ Sewer Building	
				\$ 124.50	284430.610	DJ Sewer Misc.	
				\$ 24.64	334144.240	A & C - Rec/Trs office supplies	
				\$ 3,887.00	334144.310	A & C - Rec/Trs professional services	
				\$ 2,500.00	334148.611	A & C - IT/GIS software & software maint	
				\$ 321.48	354611.740	Shooting Range Capital Outlay	
				\$ 12,800.00	504360.730	Airport imp other than bldgs	
				\$ 160.00	754510.270	Park utilities	
				\$ 827.06	754510.73	Park Capital Improvements	
				\$ 21.80	804610.240	Weed office supplies	
				\$ 85,862.93	Total		

County of Daggett
Reimbursement Register
Payroll Period: 08/02/2026 to 08/15/2026

Employee No.	Employee	Payroll Date	Amount	Reimbursement	Ledger Account/Project	Activity
1074	Hewitt, Jordynn R	08/15/2026	131.40	Fuel tourism Development	234191.231 - TRT Fuel	
1084	Crocker, Jantz	08/15/2026	100.00	Boots	104162.410 - BldgGrnds uniform allowance	
1085	Hawks, Kourtney	08/15/2026	59.95	Meals	104170.231 - Election Fuel	
1085	Hawks, Kourtney	08/15/2026	93.22	Fuel	104170.231 - Election Fuel	
T32	Tate, Matthew R.	08/15/2026	108.75	Inspections Mileage	104180.232 - P&Z building inspector mileage	
			\$493.32			

Daggett County
Disbursement Summary
Zions Checking - 08/17/2026 to 08/26/2026

Payee Name	Reference No.	Payment Date	Payment Amount	Void Date	Void Amount	Source
	819261200	8/19/2026	\$ 55,686.57			Paycheck
Airgas USA, LLC (Tulsa)	101431	8/18/2026	\$ 10.21			Purchasing
Amazon Capital Services	101432	8/18/2026	\$ 83.94			Purchasing
Centurylink	101433	8/18/2026	\$ 12.09			Purchasing
Chemtech-Ford, LLC	101434	8/18/2026	\$ 84.00			Purchasing
Daggett County	101435	8/18/2026	\$ 244.00			Purchasing
Downtown Auto Group, Inc.	101436	8/18/2026	\$ 104.65			Purchasing
G & H Garbage Service	101437	8/18/2026	\$ 512.00			Purchasing
GCS Billings	101438	8/18/2026	\$ 1.63			Purchasing
Intergrated Power Solutions LLC dba Simpli S	101439	8/18/2026	\$ 199.97			Purchasing
Jenkins' Tires & Wheels, Inc.	101440	8/18/2026	\$ 1,410.63			Purchasing
Les Olson Company	101441	8/18/2026	\$ 256.82			Purchasing
Nexus IT, LLC	101442	8/18/2026	\$ 65.00			Purchasing
Pelorus Methods	101444	8/18/2026	\$ 2,900.00			Purchasing
Quill Corporation	101445	8/18/2026	\$ 279.83			Purchasing
Slaugh's Sinclair	101446	8/18/2026	\$ 317.49			Purchasing
Strata Networks	101448	8/18/2026	\$ 234.98			Purchasing
Uintah County Jail	101450	8/18/2026	\$ 2,350.80			Purchasing
Union Telephone Company	101451	8/18/2026	\$ 2,865.59			Purchasing
Verizon Wireless	101452	8/18/2026	\$ 80.02			Purchasing
EFTPS	ACH 8/15/26-1	8/20/2026	\$ 15,695.27			Payroll
HealthEquity	ACH 8/15/26-2	8/20/2026	\$ 2,594.46			Payroll
Utah State Tax Commission	ACH 8/15/26-3	46254	\$ 2,540.20			Payroll
Civco Engineering, Inc.	ACH 8/18/26	46252	\$ 3,187.50			Purchasing
Total			\$ 91,717.65		\$ -	

Daggett County Redevelopment Agency
Disbursement Summary
Zions Checking - 08/17/2026 to 08/26/2026

Payee Name	Reference No.	Payment	Payment	Void Date	Void Amount	Source
		Date	Amount			
State of Utah - Governor's Office of Economic	101447	8/18/2026	\$ 500.00			Purchasing
Total			\$ 500.00		\$ -	

Quotation confirmation: 20003090

DBT Transportation Services LLC
1065 National Drive, Suite 1
Sacramento, CA 95834
Tel.: +1 844-343-8328

Please remit to:
DBT Transportation Services LLC
P.O. Box 25221
New York, NY 10087-5221

Page: 1/2

Sold To Party:1122788

Daggett County B K4OU
PO Box 219
Manila UT 84046

Quotation Date: Jun 3, 2026
Customer Reference: SAR 362
Customer Number: 1122788
ADBS contact name: lee gabaldon
ADBS contact email: nicole.gabaldon@adbsafegate.com
Airport code: #UT
Valid From: Jun 4, 2026
Valid To: Aug 31, 2026

Ship To Party:1122788

Daggett County B K4OU
PO Box 219
Manila UT 84046
Contact Person: InvoiceEmail

Pay Item	Contract Item	Item	Product	Description	Quantity	Net Price	Net Value
		10	WMT702-AW20	WMT702 WIND SENSOR AW20 AWOS	1 EA	9,970.92 USD / 1 EA	9,970.92 USD
		Delivery ex-works:		Jun 8, 2026	Confirmed Quantity:		1 EA
		20	AWC203	ACU Second Modem Interface for AW20..	1 EA	2,842.84 USD / 1 EA	2,842.84 USD
		Delivery ex-works:		Jun 8, 2026	Confirmed Quantity:		1 EA
		30	AWSADHOC	Service day to install parts	1 EA	1,780.00 USD / 1 EA	1,780.00 USD
		Delivery ex-works:		Jun 4, 2026	Confirmed Quantity:		1 EA

Payment Terms: Net Due in 30 Days
Incoterms:
Shipment Type: ADB Best Way
FOB: Origin
Freight paid by: YES
General:

Total Net Amount 14,593.76 USD
Total 14593.76 USD

FED ID: 81-2865699
DUNS: 06-430-4214

DBT Transportation Services LLC
Bank: JP Morgan Chase Bank
Address: New York, NY
For ACH Routing: 044000037
For Wire Routing: 021000021
Account#: 827803880
SWIFT code: CHASUS33
Remit details to: ar@dbttranserv.com

Quotation confirmation: 20003090

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Our general terms and conditions apply to all sales and purchases. The English language version may be downloaded from our website:

<https://adbsafegate.com/about/corporate/terms-conditions/>

RESERVATION CLAUSE:

Purchaser acknowledges that ADB SAFEGATE Americas is required to comply with export applicable laws and regulations relating to the sale, exportation ,transfer ,assignment, disposal and usage of the Equipment provided under the Contract, including any export license requirements. Purchaser agrees that such Equipment shall not at any time directly or indirectly be used, exported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by ADB SAFEGATE Americas of its obligations hereunder that compliance with such export laws and regulations be maintained at all times.

PURCHASER AGREES TO INDEMNIFY AND HOLD ADB SAFEGATE Americas HARMLESS FROM ANY AND ALL COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS.

To Reorder call: 800-545-4157 ADB SAFEGATE

FED ID: 81-2865699
DUNS: 06-430-4214

DBT Transportation Services LLC
Bank: JP Morgan Chase Bank
Address: New York, NY
For ACH Routing: 044000037
For Wire Routing: 021000021
Account#: 827803880
SWIFT code: CHASUS33
Remit details to: ar@dbttranserv.com



95 North 1st West, Manila Utah 84046

August 19, 2026

Letter of Recommendation to the Daggett County Commissioners

Updated Daggett County Planning and Zoning By-Laws

The Daggett County Planning and Zoning Board held several work sessions and public meetings regarding updating the Daggett County Planning and Zoning By-Laws. The Daggett County Attorney reviewed the draft and recommended the formatting be adjusted and some minor changes. After the board reviewed and approved the final draft the Planning and Zoning Board held a public meeting on August 18, 2026. Chad Reed motioned to approve the final draft and move it to the County Commissioners. Allan Wood second 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

BY-LAWS OF
THE DAGGETT COUNTY
PLANNING AND ZONING COMMISSION

1. **NAME:** The official name of the board shall be the Daggett County Planning and Zoning Commission, which shall hereafter be referred to as the Planning Commission or Commission.

2. **ORGANIZATION**

- a. **Membership:** The Planning Commission shall consist of five members and two alternates appointed by the County Commissioners. Planning Commission members and alternates shall be residents of Daggett County and serve for a term of three years. Members may serve multiple terms.
- b. **Election of Chair and Vice Chair:** The Planning Commission, at its regular meeting in December of each year, shall elect a Chair and Vice Chair, who shall serve for a term of one year each, starting in January. Officers may be re-elected.
- i. A special election may be held by a majority vote of the Planning Commission in the event that the Chair or Vice Chair is unable to fulfill their elected term.
- c. **Officer Duties:** The Chair shall preside at all meetings of the Commission and shall provide general direction for the meetings.
1. **Duties of the Chair**
- a. The Chair shall preside at all meetings of the Planning Commission and shall call the meetings to order on the day and hour as scheduled and proceed with the order of business.
- b. To announce the business before the Commission in order in which it is to be acted upon.
- c. To receive and submit in the proper manner, all motions and propositions presented by the members of the Commission.
- d. To put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce the results of the motions.
- e. To inform the Commission on any point of order or practice. In the course of discharge of this duty, the chair shall have the right to call upon legal counsel for advice.

- f. To authenticate by signature all of the acts, findings, orders, and proceedings of the Commission as needed.
- g. To maintain order at the meetings of the Commission.
- h. To move the agenda along, hold down redundancy by limiting time allowed for comments if necessary, set guidelines for the public input, and reference handouts and procedures during meetings.
- i. Recognize speakers and Commissioners prior to receiving comments and presentations.
- j. The Chair may vote on all issues before the Planning Commission unless the Chair vote will result in a tie.

2. Duties of the Vice Chair

- a. The Vice Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.

3. Temporary Chair

- a. In the event of the absence or a conflict of interest of both the Chair and Vice Chair, the Chair or the Vice Chair shall appoint another Planning Commission member to serve as Chair until the Chair or Vice Chair returns. In such an event, the temporary Chair shall have all the powers and perform the functions and duties assigned to the Chair of the Commission.

4. Secretary

- a. The County Planning and Zoning Staff member shall serve as secretary of the Planning Commission. The Secretary may also serve as an alternate member of the Commission upon approval of the County Commission.

i. Secretary Duties

- 1. To post public notices of regular and special Planning Commission meetings, consisting of a quorum, 24 hours prior to the meetings.
- 2. To attend every meeting of the Commission to take and record the roll, to ready any communications, resolutions or other papers which may be ordered to be read by the Chair of

the meeting and to receive and bring to the attention of the Commission all messages and other communications from other sources.

3. To keep the minutes of the proceedings of the Commission and to record them.
4. To keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission.
5. To ensure Planning Commission members receive materials pertinent to regularly scheduled Commission meetings twenty four (24) hours prior to Planning Commission meetings.
6. To work with other County Staff, including the Building Inspector to advance the work of the Commission.
7. To perform such other duties as may be required.

3. RIGHTS AND DUTIES OF MEMBERS

- a. **Meeting Attendance:** Every member of the Commission shall attend the sessions of the Commission unless unable to attend due to extenuating circumstances. Any member desiring to be excused shall notify the secretary. The secretary shall inform the Chair of the absence.
 - i. If the Commission member misses three consecutive meetings or six meetings in a calendar year, the Chair shall confer with the member regarding the ability, interest and commitment of the member to continue his/her membership on the Commission.
 - ii. If the Commission member continues to miss meetings, the Chair shall bring the matter to the full **attention** of the Commission. The Commission will decide upon an appropriate recommendation to the County Commission as to whether the member shall be removed from the Planning Commission.
 - iii. A Planning Commissioner may be removed for cause by majority vote of the Planning Commission and approval of the County Commission.
- b. **Conflict of Interest:** A Planning Commission member must declare a conflict of interest for specific agenda items. Members of the Planning

Commission who feel they or any other member of the Commission may have an actual, apparent, or reasonably foreseeable conflict of interest on any matter that is on the Commission agenda shall explain the apparent conflict to the Commission. The Commission may then vote to decide whether the requested disqualification is justified. After declaring a conflict of interest, a Planning Commission member shall not participate in the **public meeting**, a public hearing, the discussion, and vote of that matter, nor attempt to use his/her influence with the other Commissioners before, during or after the meeting. Below are some guidelines for conduct:

- i. There may be a conflict of interest if there are personal, familial, or financial ties between a Planning Commissioner and proponent/ opponent of any item of business.
 - ii. A Planning Commissioner may appear before the Commission through his/her employment as an advocate or agent for a proponent only after the Commissioner's disqualification on the subject matter.
 - iii. A Planning Commissioner must not sell or offer to sell services or solicit prospective clients or employment by stating an ability to influence Planning Commission decisions.
 - iv. A Planning Commissioner must not use the power of **the** office to seek or obtain a special advantage that is not in the public interest nor any special advantage that is not a matter of public knowledge.
 - v. A Planning Commissioner shall not have any ex parte discussions regarding any business before the Commission. For the purpose of Planning Commission policy, ex parte discussions include any communication with one side of any issue coming before the Planning Commission, prior to the Commission's final decision.
- c. **Explaining the Vote:** After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.
- d. **Not to Vote Unless Present:** No member of the Commission shall be permitted to vote on any motion unless the member shall be present; by phone or any electronic means are considered present also, when the vote is taken and when the result is announced. No member shall give his/her proxy to any other person
- e. **Place:** All meetings of the Committee shall be held in the County Commission Chambers of the Daggett County Courthouse in Manila, Utah or at such other place as the Commission or Planning Staff may designate. A meeting having been convened at the place designated, maybe adjourned by the Commission to any other place within Daggett

County for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place, or may be adjourned to any other room more convenient for conducting the business of the Commission, so long as proper notice of the meeting location is posted for the general public.

- f. **Meetings:** Meetings of the Planning Commission shall be ~~held on the 3rd Wednesday of each month~~ held as posted at the beginning of each calendar year, or such other appropriate day as determined by the Planning Commission. At the discretion of the Chair, field trips or work sessions may be held on such other days as determined by the Planning Commission. The Planning Commission shall meet at least once a month.
- g. **Special Meetings:** The secretary shall give notice of the time and purpose of every special meeting of the Commission at least 24 hours prior to the meeting. Such notice shall be delivered to each member of the Commission personally, or by telephone, fax or email.
- h. **Meetings, Matters Considered:** Other business items pertaining to the affairs of the Daggett County Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.
- i. **Quorum:** Three (3) members of the Commission shall constitute a quorum for the transaction of business. Any member disqualified because of conflict of interest shall not be considered when determining whether a quorum is constituted. Members abstaining from a vote, however, shall count toward consideration of a quorum. **Alternate members may participate and vote when needed to constitute a quorum.** A majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission. No business shall be conducted at a meeting of the Planning Commission without a quorum present.

4. PROCEDURE-ORDER OF BUSINESS

- a. **Order of Business:** The order of business shall be as follows:
 - i. Field trip (When needed and advertised)
 - ii. Welcome, Call to Order
 - iii. Roll Taken by secretary
 - iv. Public Hearings (When needed and advertised)
 - v. Approval of the minutes
 - vi. Public Comments
 - vii. Consideration of New business items
 - viii. Consideration of Old Business/Follow-up from previous meetings

- ix. Other business at the discretion of the Chair
 - x. Review date and next meeting agenda items
-
- b. **Field Trips:** On those occasions when site inspections are deemed advisable, field trips shall be held prior to the Planning Commission meetings, the time of the field trip to be posted on the agenda. Only Planning Commission members and pertinent Planning Staff shall be allowed to attend the field trip. The public shall be allowed at the sites of the field trip, but encouraged to present their case at the Planning Commission meeting, not during the field trip. Field trips shall be for the purpose of gathering information, not for discussing decisions. **No final decisions shall be made at that time.**
 - c. **Agenda for Meetings:** The secretary, with the assistance of the Chair, shall prepare a written agenda for each meeting as far in advance as possible and shall place such agenda in the hands of each member of the Commission prior to the commencement of the meeting. Such agenda shall be delivered to the members of the commission at least 24 hours prior to each meeting.
 - d. **Staff Report:** All major issues presented to the Planning Commission for their consideration may be accompanied by a staff report detailing the overview, background, analysis and staff recommendation(s) which shall include findings of fact and conditions for approval. Staff reports may address the portion of the Zoning Ordinance affected by petitioner's request and how it fits within the guidelines of the ordinance and the applicable master plan(s). Staff reports shall be as concise as possible while allowing for adequate coverage of the subject matter and shall be made available to anyone requesting a copy of the staff report.
 - e. **Submission of Written Materials:** Any written material submitted for Planning Commission review should be submitted to the Secretary 24 hours prior to the scheduled Planning Commission meeting, allowing time for incorporation into the Planning Commission meeting, allowing time for incorporation into the Planning Commission packet. Materials submitted after that time may be delivered to the Commission, but may cause that item to be tabled due to insufficient time for review **and not on the agenda.**
 - f. **Notification of Public Hearings:** Notices of all items scheduled for Planning Commission public hearings shall be provided to the appropriate parties within 10 days prior to the Planning Commission meeting, consistent with Utah State code requirements, application and public hearing procedures.

5. PROCEDURE

- a. **Order of Consideration of items:** The following procedure will normally be observed, however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business:
 - i. Item introduction by Chair
 - ii. Staff presentation and recommendations
 - iii. Petitioner/developer presentation of proposal (there shall be a 10 minute maximum petitioner presentation unless the Chair authorizes additional time).
 - iv. Opening of the public portion of hearings
 1. Planning Commission presentations/response (there shall be a 5 minute maximum presentation unless the Chair authorizes additional time).
 2. Opponents/Proponents comments (there shall be a 2-3 minute maximum presentation or comment period per person unless the Chair authorizes additional time).
 - v. Public hearing closed by motion.
 - vi. Planning Commission discussion and vote. The discussion is closed to staff, the petitioner and public unless the Planning Commission requests additional information. Chair outlines possible actions: approval, denial, continuation or approval with conditions. If additional information is required, the public hearing portion of the meeting may be reopened by a majority vote.
 - vii. A five (5) minute recess will be taken every 90 minutes of public hearings.
 - viii. During the course of conducting Planning Commission business other than public hearings, the Chair may elect to receive comment or take testimony from the audience. However, the Planning Commission is not obligated to take any comment from the audience and any comment is at the will of the Chair.

6. Procedure-Motions

- a. **Making Motions:** Any Planning Commissioner, ~~but the Chair,~~ may make a motion.
 - i. Motions should state findings at the beginning of the motion followed by the recommendation to the appropriate body, if any, and should be concluded with the conditions of approval. The motion may refer to the staff report for the detail of the findings of fact and conditions for approval if the author of the motion finds them acceptable.

- ii. The staff summary should be sufficient in detail to assist the Commission in stating findings.
 - iii. Motions may be repeated for clarification following discussion and prior to the vote at the request of any Commissioner.
 - iv. Planning Commissioners may request legal advice from the County Attorney in the preparation, discussion and deliberations of motions.
- b. **Second Required:** Each motion of the Commission must be seconded with the exception of motions to amend a motion and motions to adjourn the Planning Commission meeting.
 - c. **Withdrawing a Motion:** After a motion is stated, the motion shall be in possession of the Commission but may be withdrawn by the author of the motion prior to the vote. Withdrawal of a second is not necessary.
 - d. **Motion to Table:** A motion to table an agenda item for further study should be accompanied by specific reasons for continuing the matter and whenever possible, a specific date to rehear the matter should be scheduled. **If there is no specific date it will go to the next meeting.**
 - e. **Amending Motions:** When a motion is pending before the Commission, any member may suggest an amendment without a second, at any time prior to the Chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order for it to amend the stated motion. The author and the second may choose not to accept the amendment.
 - f. **Amending Amendments to Motions:** An amendment to a motion may be amended, no second required, at any time prior to the Chair putting the motion to a vote. The amendment to the amendment must be accepted by the author and the second of the motion in order for it to amend the stated motion. The author and the second may choose not to accept the additional amendment.
 - g. **Substitute Motions:** A substitute motion, which shall replace the original motion, may be made prior to a vote on the original motion. (by whom and with or without a second?)
 - h. **To Rescind a Motion:** A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.
 - i. **To Reconsider a Motion:** To recall a previous motion for further evaluation and/or action, a motion for reconsideration may be made by a Commissioner who voted with the majority. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand

as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission. Motions to reconsider a previous motion must take place during the same meeting the motion was made or when the minutes containing that particular item are approved.

- j. **Motion to Open and Close Public Hearings:** The Chair shall open and close the public portion hearing prior to Planning Commission discussion and vote on the matter.
- k. **Motion to Recess:** The Chair may call for a break for a specific purpose while also stipulating a specific time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.
- l. **Adjournment:** The Chair shall adjourn the meeting at the end of each Planning Committee meeting.

7. PROCEDURES-DEBATE

- a. **Changing a Vote:** No member shall be permitted to change his/her vote after the decision is announced by the Chair.
- b. **Tie Votes:** Tie votes shall result in no Planning Commission action.
- c. **Conflict of Interest/Disqualification:** Any member declaring a conflict of interest shall be disqualified from participating in that agenda item and not participate in the discussion and vote pertaining to that particular matter.
- d. **Abstention:** Any member abstaining from a vote may remain seated at the table and participate in the discussion. Reasons for abstention must be stated at the time of the abstention and such reason shall not be considered a conflict of interest.

8. PROCEDURES-SUSPENSION OF RULES

- a. **Suspension or Alteration of Rules:** No standing rules of the Commission shall be altered, amended, suspended or rescinded without the vote of a majority of a quorum of the Commission.

9. APPROVAL AND AMENDMENT OF RULES OR PROCEDURE

- a. These rules and procedures may be amended at any meeting of the Planning Commission held after at least 24 hours of written notice of the proposal to amend the rules, upon a majority vote of all of the members of the Planning Commission. The County Commission must approve all amendments prior to taking effect.

10. RECORDING OF THE RULES

- a. These rules and all subsequent amendments shall be furnished to each member and alternate members of the Commission, and placed on the Planning and Zoning webpage by the Secretary.
- b. **Orientation:** All new Planning Commissioners and Alternates are required to have an orientation meeting with the Secretary to receive current Planning Commission documentation including these rules prior to attending and participating in a Planning Commission meeting.

EFFECTIVE DATE:

APPROVED BY DAGGETT COUNTY PLANNING COMMISSION:

_____ 2025

APPROVED BY DAGGETT COUNTY COMMISSION:

_____ 2025

Signature of Chair
Daggett County Planning Commission

Signature of Chair
Daggett County Commission

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draft August 2026