

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board Tuesday, June 16, 2015. Commissioners Karen Perry, and Jack Lytle were present. Niel Lund-County Attorney, and Sue Olorenshaw, County Clerk were also present. The meeting was called to order at 9:15 a.m. by Commissioner Perry.

Also present were: Brian Raymond, Cindy Keller-Auditor/Recorders Office, Kym Slagowski-IT-GIS, Keri Pallesen-Auditor/Recorder, Rowdy Muir-USFS, Lesa Asay-Assessor, and Karinda Henry-CCJR.

No one present with public comment.

The minutes of the June 9, 2015 meeting were presented for review and approval. Motion by Jack Lytle to approve the minutes as written. Seconded by Karen Perry, all in favor.

The Invoice Register was presented by the Auditor's Office for review and approval. Commissioner Perry had a question regarding the charge of \$570.00 for patches purchased by Jerry Jorgensen for the sheriffs' office. Cindy Keller stated that the invoice was for 300 patches at \$1.90 each. With no other questions, motion by Jack Lytle to approve in the amount of \$35,445.77. Seconded by Karen Perry, all in favor.

With regards to Commission correspondence. Jack Lytle stated that he talked to Mark Ward and may be scheduling a meeting with Mark to draft a letter and discuss his proposal for the resource management plan. Discussion regarding the status of the Public Lands Initiative. Commissioner Lytle stated that his meeting in Dutch John was not very well attended; however he felt overall it was a good meeting. Brian Raymond addressed the Dutch John residents regarding the bike trail. There was no major opposition and most in attendance were in favor of the proposed trails, some residents had concerns regarding the High School Mountain Bike event and felt it may be a challenge to coordinate and manage. Commissioner Lytle addressed the fireworks in Dutch John on July 4. Commissioner Lytle asked Brian Raymond to contact Daggett School District Superintendent Bruce Northcott and inquire if the Chamber can use the school area for parking. Discussion regarding the incorporation and timing for getting the new Dutch John officials sworn in. Commissioner Lytle stated that there is still interest in the Dutch John Library and residents may want to pursue re-opening. Further discussion regarding the Town of Dutch John and the possibility that they may be able to use the meeting room at the fire house for a town office.

With regards to old business, the Commissioners discussed the surveyor contract. Commissioner Perry addressed Kym Slagowski and Keri Pallesen regarding their thoughts on what the contract surveyor would be responsible for, what would be required on plat maps, etc. If a minor subdivision needs to indicate that GIS Department can sign in lieu of the surveyor. Surveyor would need to sign on all major subdivisions. Kym Slagowski stated that the Commission needs to clarify who reviews plats if not the County Surveyor. The County needs a process to follow to make sure things are being taken care of properly. After further discussion and comments from Mr. Lund, Commissioner Perry stated the County needs a policy not a resolution and the contract would need to reflect what is in policy. Commissioner Lytle will work with Mrs. Slagowski, Mrs. Pallesen, and Carrie Poulsen to start this process.

There were no business licenses presented for approval.

Rowdy Muir was present to discuss the County building permit process and the recent discovery of trespass issues on Forest Service Land. The Forest Service is not sure when people are building, and wanted to know who is checking property descriptions and boundaries to see if on USFS land. Mr. Muir addressed the Flaming Gorge Acres property and stated that the road system for this development is under a special use permit. Mr. Muir stated that the garage owned by Nate Hadlock is partially built on USFS property. Discussion regarding the process for applying for building permits. Mr. Muir stated that he wanted to give a heads-up to Planning & Zoning that all of that property is not private. This is not a platted subdivision and is by Flaming Gorge Acres Corporation. Mrs. Perry addressed adding an addendum to the Daggett County PLI to include this property. Commissioner Lytle stated he felt the Corporation should be held responsible for allowing the building as the HOA is required to sign off on building permits. Discussion regarding adding a step to the process if property is located on USFS land. Mr. Muir stated that he will bring a copy of the most recent survey to the Records Office. Commissioner Lytle asked Mr. Muir to send an email version as well. Mr. Muir also discussed moving the Greens/Bowden Draw Road which is located in a riparian area. Uintah County Commissioner, Bill Stringer has objected to moving the road; however the Uintah County Commission had already indicated that they had no objections. The Forest Service did not scope to the private landowners and did not address winter travel. The Forest Service has looked at other alternatives, and the landowners want the road closed. No decision has been made at this time. The Road in question is located in Daggett County; not sure why the Uintah County Commissioner objected. One alternative is to move the road, but it would be moved in to the roadless area and would not be feasible due to roadless rules. Mr. Muir stated that the Cart Creek Watershed Roads Improvement Project, Greens Draw FS Road 049 will be re-opened for comment. Most were in favor of the proposed alternative. Commissioner Lytle asked if they would consider allowing seasonal access until November 1st for hunter access. Mr. Muir addressed the Commissioners questions and stated that the plan needs to be changed anyway so they can address a modified alternative. Comment period closes 30 days from June 9, 2015. Discussion regarding the forest plan revision. The Commission asked if there were any other updates. Mr. Muir indicated that bear sightings have been on the increase and they are working on making sure the public is aware. Mr. Muir also stated the reservoir has been coming up approximately four (4) inches per day. Summit Springs will open July 4th, and Ute Tower will be opening this weekend. Mr. Muir stated there was a RAC funding increase. Commissioner Lytle inquired about climate change issues with respect to forest management. Mr. Lytle addressed County involvement in the FPR meeting process.

Commissioner Perry addressed the County Clean-Up and stated that the Town Council was not willing to let County residents use the landfill at no charge for the clean-up. Commissioner Perry stated they should put the Clean-Up on hold and wait to see if the Town is willing to cooperate after they acquire more land to increase the size of the landfill.

The next item on the agenda is the Ratification of the 2015 Tax Sale. Discussion regarding the tax sale. With no further questions, motion by Jack Lytle to ratify the 2015 Tax Sale. Seconded by Karen Perry, all in favor.

Discussion regarding the Travel Policy. Niel Lund stated that he and Keri Pallesen had discussed items listed in the State policy. Mr. Lund indicated that it was his understanding from discussions that it was the reimbursement rates listed in State policy that the Commission wanted to adopt. The Commissioners stated that they would like the language referring to the rates for breakfast, lunch and dinner to reflect State policy. Commissioner Perry stated that she would like to leave the hotel rate as written in current County policy and keep the mileage reimbursement the same, just enforce as it is written. Mrs. Pallesen stated that she had discussed with Mr. Lund the fact that the Road Department took three separate vehicles to the conference in St. George and according to policy, they are to travel together whenever possible. Mrs. Pallesen stated those who took their own vehicles were also paid the full mileage reimbursement because it had been approved by the department head. Mrs. Pallesen stated that she would like to see the County enforce the use of the vehicle policy, and at the very least, they should have received the lower mileage rate. Commissioner Perry indicated that she will send an email to all department heads apprising them of the need to follow County policy. Any future problems with enforcement need to be brought to the attention of the Commission. Mrs. Pallesen questioned enforcement. Mr. Lund stated that even if a department head approves, Mrs. Pallesen can pay per the policy. Further discussion regarding the vehicle policy, it should also be written that all vehicles should be returned clean, with a full tank of gas.

Motion by Jack Lytle to recess for lunch at 12:05 p.m. Seconded by Karen Perry, all in favor.

Motion by Jack Lytle to reconvene at 1:21 p.m. Seconded by Karen Perry, all in favor.

Karinda Henry presented the Commission a plaque from CCJR for their support of the Cow Country Junior Rodeo.

Review of 1st qtr financial report. Commissioner Perry stated she had reviewed and did not see any real problems. The Commission asked Mrs. Pallesen if she had any concerns at this time. Mrs. Pallesen stated she had concerns regarding the ambulance revenues. Commissioner Lytle stated that he thought they were being billed. Mrs. Olorenshaw and Mrs. Pallesen stated nothing has been collected to date, and the contracts were just recently returned to Gold Cross. Mrs. Pallesen stated that she is required to provide the Commission with a copy of the financial statements on a quarterly basis and this is why she asked to have this put on the agenda. Discussion regarding the RDA fund and the fund balance. Discussion regarding the possible implementation of administrative fees for the RDA sales, etc. Mrs. Pallesen indicated that the financial statements are for review only. Commissioner Perry suggested adding a weekly budget review as line item H. Mrs. Pallesen asked the Commission if there were any other items besides the trail budget that need to be adjusted or addressed at the budget hearing. Commission and department heads are to review their budgets and get back to her.

Brian Raymond addressed the Commission regarding the BEAR Grant. The application date has been extended to June 19. Mr. Raymond stated that he is trying to set up an MOU with the Town of Manila for a project area within the RDA. Mr. Raymond indicated that he would like to set up a meeting with Zions Bank to help the new Commissioners better understand what is available through the RDA. Mr. Raymond stated that he is asking for approval from the Commission to submit the BEAR Grant

application in the amount of \$14,950.00 and will use his time and wages including benefits for matching funds. Motion by Jack Lytle to approve the BEAR Grant application. Seconded by Karen Perry, all in favor.

Discussion and consideration of enforcing special event permit fee. Mrs. Olorenshaw stated that her office had received a telephone call regarding the need for a permit for private events where vendors could be doing business and not be required to obtain a business license. Commissioner Perry stated she thought it would be best to use the existing form, wait to charge the fee until the application is presented to the Commission for review and determination of what costs and fees would be associated. Mrs. Olorenshaw and Mrs. Pallesen will work on a policy and forms. Commissioner Lytle stated that he felt even private events such as the Collett's, should at the minimum fill out an application.

Motion by Jack Lytle to go in and out of the RDA portion of the meeting at 2:55 p.m. Seconded by Karen Perry, all in favor.

Discussion regarding the appraisal for the property located near the Dutch John Airport. Motion by Jack Lytle to approve Luther M. Palmer to conduct the appraisal for the purpose of setting a value for forty (40) acres of RDA property with no participation agreement. Seconded by Karen Perry, all in favor.

Consideration of Ordinance #15-19 AN ORDINANCE AMENDING DAGGETT COUNTY'S DUTCH JOHN ZONING MAP; REZONING DESCRIBED PROPERTY ALONG HWY 191 AND LITTLE HOLE ROAD FROM MULTIPLE USE (MU-40) TO COMMERCIAL (C). Motion by Jack Lytle to adopt Ordinance #15-19. Seconded by Karen Perry, all in favor.

Consideration Of Ordinance #15-20 AN ORDINANCE AMENDING DAGGETT COUNTY ZONING MAP; REZONING PROPERTY AT 2625 E LINWOOD LANE, MANILA, UTAH FROM GENERAL INDUSTRIAL (MG) TO GENERAL COMMERCIAL (CG). Motion by Jack Lytle to adopt Ordinance #15-20 with the condition that a map be inserted when completed. Seconded by Karen Perry, all in favor. Mr. Lund stated that in the future when Planning and Zoning makes a recommendation to the Commission, they should have an Ordinance prepared by the County Attorney as well as updated maps, prior to submitting for approval.

Discussion and update regarding the PLAC. Commissioner Perry stated the Committee needs to elect a new chair. Commissioner Lytle stated they have not set a date for their next meeting, but will include that item.

With no further business, meeting was adjourned at 3:15 p.m.

/s/ Sue Olorenshaw

/s/ Karen Perry

/s/ Jack Lytle