

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, July 16, 2019** in the Commission Chambers at the Daggett County Courthouse. Commissioners Randy Asay and Matt Tippetts were present, while Commissioner Jack Lytle was excused. Auditor/Recorder Keri Pallesen, Sheriff Erik Bailey, Attorney Niel Lund and Clerk/Treasurer Brian Raymond were also present. The meeting was called to order at 9:05 a.m. by Commissioner Asay.

Also present: Trevor Brooksby, Debbie Weaver

Issue Updates: Commissioner Asay said that he and Debbie Weaver met with Rebecca Dilge and Linda Gilmore on Friday via video conference and Rebecca and Linda were impressed with the plan. They gave out a few minor corrections.

Citizen Comments: No comments given today.

Approve Minutes: No Minutes were available for review this week.

The Open Invoice Register Was Presented For Review And Approval: The Open Invoice Register of July 15, 2019 for \$12,360.45 was prepared by the Auditor/Recorder's Office. Commissioner Tippetts said there was a purchase order of Inesco but it was under the \$5,000, so no purchase order was needed. Commissioner Tippetts made a motion to approve the Open Invoice Register of July 15, 2019 in the amount of \$12,360.45. Commissioner Asay seconded the motion. All were in favor. The motion carried.

Disbursement Listing: The Auditor/Recorder's Office provided the Disbursement Listing. Commissioner Lytle asked about the Bancorp payment and the payroll. Commissioner Tippetts motioned to accept the County Disbursement Listing dated July 9-July 15, 2019 in the amount of \$53,350.57. Commissioner Asay seconded the motion. All were in favor. The motion carried.

Cash Summary: A Cash Summary dated July 16, 2019 was provided by the Clerk/Treasurer's Office. Commissioner Tippetts made the motion to accept receipt of the County Cash Summary dated July 16, 2019. Commissioner Asay seconded the motion. All were in favor. The motion carried.

Purchase Orders: There were no Purchase Orders presented for approval.

Correspondence: Clerk/Treasurer Brian Raymond noted that there was a letter from the State Tax Commission regarding the AT&T appeal settlement, so you can comment if you want in the next 30 days. A copy was sent to the Auditor/Recorder.

Commission Calendar Review: Commissioner Tippetts said he has the Trails Committee meeting tonight at the Town office. Commissioner Asay said he would attend the Planning and Zoning meeting tonight at 6 pm.

Policy and Legislation Items:

Discussion And Consideration Of Business License For Home Chef's Marketplace: Commissioner Asay brought this up and Mr. Raymond wasn't sure if all the paperwork had been

received. Commissioner Tippetts motioned to approve the license for Home Chef's Marketplace and Commissioner Asay seconded the motion. All were in favor. The motion carried.

Discussion And Consideration Of Economic Development Priorities - Strategic Plan: Debbie Weaver was not present and the plan was reviewed during her meeting with the state and they had a few recommendations and suggestions. Commissioner Asay said that it is coming along and there are more grants out there that could help us. The draft was emailed to the Commissioners yesterday and Commissioner Tippetts said he had reviewed it and thought it looked good. Commissioner Tippetts motioned to approve the updated Strategic Economic Development Plan as written and recognize the efforts of Debbie Weaver the Economic Development Director. Commissioner Asay seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of New Appointed Temporary Employee For Building And Grounds - Gale Lamb: Commissioner Asay said that Jesse Platt had talked to him about getting some help to replace the grounds employee who has been working with the Mosquito District. Gayle Lamb has been a volunteer for the Cemetery Board and will be a good temporary employee. Commissioner Tippetts motioned to approve the temporary position and Commissioner Asay seconded the motion. All were in favor and the motion carried.

It wasn't 10:00 am yet, so the next item was considered. Discussion And Consideration Of Temporary Beer Event Permit For The Daggett County PRCA Centennial Rodeo: Commissioner Asay said that there was some confusion on this and Mr. Raymond explained that it goes to the DBAC and is just allowing Mark Wilson to submit the application on the County's behalf. Commissioner Tippetts motioned to approve Mark Wilson turning in the application for the County. Commissioner Asay seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Economic Development Priorities - Strategic Plan: Debbie Weaver was present and she was told the strategic plan was approved. It was still not 10:00 am yet, so the meeting went into recess at 9:25 am.

Public Hearing: The meeting came back into session at 10:05 am. Commissioner Tippetts motioned to go into public hearing for consideration of the budget opening. Motion was seconded by Commissioner Asay. All were in favor and the Motion carried. (It was not noticed that the recorder did not get turned on until 10:30 am, at which time it was turned on) Commissioner Asay read through the Draft of Resolution 19-11 starting with the General Fund 10 items with the following questions, comments and discussion. Auditor/Recorder Keri Pallesen explained that the items that are highlighted are amounts that need to be verified and others have question marks because that information was not available. The increase to the Intergovernmental Revenue was for new Airport Grant money from the State. The increase to General Fund - Miscellaneous Revenue of \$17,000 was the amount for the sale of a truck to Dutch John Water and Sewer. The Contributions and Transfers In of \$51,409 is still up in the air as any additional changes will change this number. The Clerk/Treasurer amount of \$10,000 was questioned by Debbie Weaver and it was explained that it was money to help with accounting research and suggestions on policy and reconciliation procedures. There was an increase in buildings and grounds budget for purchasing the surplus truck from Road Department, which is a positive in the B Road Fund budget. There was an increase in Sheriff Department expenditures for the difference in new vehicles, plus the costs of stripping off deals and equipment from the surplus vehicles. The increased costs for Airport expenditures include the approved grant amount and the counties match portion. The \$16,000 is requested for the

PRCA Rodeo and will probably come from Fund 40 if needed, (It was not noticed that the recorder did not get turned on until 10:30 am, at which time it was turned on) but a transfer will not be made until it's needed. It is hoped it won't be needed, but not looking too good at the moment. The Decrease Transfer Out to Capital Lease Fund by \$18,091 is the difference of the Sheriff's vehicle lease not renewed. The Total General Fund Revenue numbers may change if any changes are made.

The Capital Lease Fund 15 items were discussed above and represent the three vehicles that were turned in, so additional payments were not made.

The Dutch John Enterprise Fund 28 had several items that were highlighted with question marks showing a need for additional information and/or verification including the revenue figures for Water Sales and Sewer Services, and the increase in the Capital Outlay Expenditures. Keri Pallesen said that there was still an imbalance on the water and sewer revenues and expenditures, so we will need to double check those numbers. Sale of the Truck was an increase to the Sale of Fixed Assets. There is a need to add depreciation to the fund and other expenses to water and sewer, splitting the difference between the original budget and the new water and sewer budget since there is only a half year left. The final amounts for Fund 28 can't be figured until all the revenues are known and then the expenditures can be subtracted to complete this.

Keri Pallesen said that that the budget doesn't have to be closed today, we can spend the next week finding the figures we need and finish at next week's Commission meeting. Mr. Raymond gave some tentative numbers on the water and sewer. Debbie Weaver asked about the Dutch John expenses as she did not understand the changes listed. Commissioner Tippetts explained that there was a new budget developed and a new fee schedule that has been worked on and so this is updating the budget so that information is now part of the budget and the system can be a stand alone system that can function on its own. It is part of the County, so it has to be reflected in the County's budget. There was discussion about what was included in the revenue and no overages were included.

Commissioner Asay said he would talk with Commissioner Lytle and see when we might be able to get together and review this in preparation for next week's meeting. Commissioner Tippetts motioned to go out of Public Hearing and back into regular session at 10:55 am and Commissioner Asay seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Resolution 19-11: A Resolution Opening and And Amending 2019 Daggett County Budget: The budget was not discussed any further than during the Public Hearing.

Discussion And Consideration Of Amending Participation Agreement With Lincoln Berthold: Commissioner Tippetts motioned to go in and out of RDA and Commissioner Asay seconded the motion. All were in favor and the motion carried.

The original agreement is not changing, what this amendment changes is the dates. Commissioner Tippetts motioned to approve the amendment to the Participation Agreement and Commissioner Asay seconded the motion. All were in favor and the motion carried.

Closed Session: Discussion And Negotiation Of Possible Land Sales: No closed session was held.

Commissioner Tippets motioned to adjourn at 10:57 am.

/s/ Randy Asay

Commissioner Randy Asay

s/ Brian Raymond

Clerk/Treasurer_Brian Raymond

Excused

Commissioner Jack Lytle

/s/ Matt Tippets

Commissioner Matt Tippets