

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Wednesday, September 4, 2019** in the Commission Chambers at the Daggett County Courthouse. Commissioners Randy Asay, Jack Lytle, and Matt Tippetts were present. Auditor/Recorder Keri Pallesen, Sheriff Erik Bailey, Attorney Niel Lund and Deputy Clerk/Treasurer Vicki Tanner were also present. The meeting was called to order at 9:18 a.m. by Commissioner Asay.

Also present: Sgt. Travis Dupaix

**Issue Updates:** Commissioner Asay said Sgt. Dupaix is still working on getting a class going and building support for it. It was a busy weekend, but not too bad considering all the people here and no fatalities, but there was one serious injury.

The Firehouse needs some glue like substance to fix the membrane. Commissioner Lytle said he does not have a meeting set up for the Dutch John water billing but he's talked with Mayor Rogers about it and we need to look at that matrix. If people change meter sizes then we need to see what that will do to the revenue. The Big Lawn from the County and the Firehouse from Dutch John are the biggest complaints so far. There was no airport given.

**Citizen Comments:** None given

**Approve Minutes:** The Clerk/Treasurer's Office provided minutes for the August 13, and August 29, 2019 meetings. Commissioner Tippetts motioned to approve the minutes of the August 13, and August 29, 2019 Commission meetings. The motion was seconded by Commissioner Lytle. All were in favor and the motion carried.

**The Open Invoice Register Was Presented For Review And Approval:** The Open Invoice Register of September 3, 2019 for \$84,223.23 was prepared by the Auditor/Recorder's Office. Commissioner Tippetts motioned to approve the Open Invoice Register dated September 3, 2019 in the amount of \$84,223.23. Commissioner Lytle seconded the motion with the comment that most of that is for the Airport projects. All were in favor. The motion carried.

**Disbursement Listing:** There was a Disbursement Listing for August 27 through September 3, 2019. Commissioner Asay asked who is Axon Enterprises and the Sheriff said that is for tasers and Keri Pallesen said the blank one is for payroll. Commissioner Lytle made a motion to approve the Disbursement Listing for \$115,754.63 dated August 27 through September 3, 2019. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

**Cash Summary:** A Cash Summary dated September 3, 2019 was provided by the Clerk/Treasurer's Office. Commissioner Lytle noted it looks like there might need to be some shuffling in the General Fund. Commissioner Tippetts said he is in the process of getting the paperwork together for a reimbursement for weeds in Fund 80. Commissioner Lytle asked about a negative Cash clearing amount for Fund 28 and was told by Keri Pallesen that it is a result of entering a deposit that has not been processed yet. Commissioner Lytle motioned to accept the September 3, 2019 Cash Summary. Commissioner Tippetts seconded the motion. All were in favor. The motion carried.

**Correspondence:** Commissioner Lytle said he had received an email about appreciation week, but he will be gone most of the week. Is the mutual aid agreement on the agenda and it is. Commissioner Lytle said he will be going on the PILT Fly-in and will meet with the different

representatives that approve PILT and they will also meet with the White House staff. There is an attempt to get more PILT for the small counties that are heavily impacted by tourism. There will also be meetings on the Uintah Basin railroad. Commissioner Tippets said there are multiple projects going on at the airport, but nothing specific to note. Mr. Tippets is working with the Mayor and BHI to do a project in the town as the project in Mountain View Special Service Area gets going. Senator Ron Winterton had asked about the Mountain View Project and Commissioner Tippets said it should be finished next week. Commissioner Asay also talked with Senator Winterton about the Jail and Commissioner Tippets had a discussion with the Realtor to get him working on a prospectus Jail.

Commissioner Lytle said he is registered for the USACCC meeting September 25 & 26. Is anyone else planning on going? Commissioner Tippets said he might be available.

### **Policy and Legislation Items:**

**Discussion And Consideration Of Parceling Of Dutch John Land:** Commissioner Asay said we have had some discussion, but the question now is to go through an RFP process. We are waiting on the information from Aeronautics. We need some help to determine what to parcel. Commissioner Lytle asked if we can use the State DOT list. Attorney Niel Lund said we probably could under state code, but we might need to adjust our policy to allow it since it is silent on the matter. We based our policy off the State Auditors recommendations. Commissioner Lytle asked how do we do this process and didn't we already do it in the past? Attorney Niel Lund explained that a while ago we did put out an RFP for a Surveyor and selected CIVCO Engineering. We never got a contract for them to be the County Surveyor, but we have used them and it's been awhile. We could redo the same RFP. We would receive proposals for hourly rates for various types of work. The duties of the County Surveyor are in code and we can add additional duties. Commissioner Asay said that he would like to get an idea on costs. Engineers are not elected positions, but many counties have engineers. The Attorney said it might be useful to reach out to Brandy Grace of UAC to see if there are other counties that are contracting surveying. He said the code is pretty exhaustive and says they can arrange or perform surveys, but wasn't sure if a county surveyor could survey RDA property. There was a question if an Engineer needs to review the plats. Reading further in the code Mr. Lund came across a statement that an executive or legislative body may direct the County Surveyor or his staff to perform engineering or architectural work if they are qualified and licensed to do so. Commissioner Lytle motioned to go in and out of Redevelopment Agency. Commissioner Tippets seconded the motion. All were in favor and the motion carried. Commissioner Lytle motioned to initiate the RFP process to hire a County Surveyor/Engineer in an effort to subdivide different parcels of County and RDA property in Dutch John, but to be County wide. Commissioner Tippets seconded the motion. There were some modifications to the motion as follows: to initiate the RFP process to hire a County Surveyor/ Engineer in an effort to subdivide different parcels of County and RDA property in Dutch John, but also to be County wide. Commissioner Tippets seconded the amended motion. All were in favor and the motion carried.

### **Discussion And Consideration Of Letter of Engagement From Smith Hartvigsen:**

Commissioner Tippets said Craig Smith was thinking that Commission meetings are on Wednesdays. We could do it on the phone on the 17th or 25th. The 10th is another possibility. There is some scrutiny of other counties that have hired and consultants who have traveled first class and we need to make sure that he understands our budget can't sustain that. The attorney said there is a notice of sole source we would have to fill out and we need to look at the policy and add these items to it.

**Correspondence (Cont'd):** Commissioner Lytle said we had received some WUI maps back and Carrie Poulson and Kym Slagowski are working on those.

**Discussion And Consideration Of Library Books Donation Or Sale :** Commissioner Asay said the comment that the books are deteriorating every day and a good beneficial use is nice. Commissioner Lytle didn't know why we wouldn't donate them to a non-profit. Mr. Raymond included a note in the packet with comments from former board members and they were in favor of putting the books to use. Would the school be interested in the books? Commissioner Lytle motioned to go forward with moving the books along to the non-profit, including the books at the jail. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

**Discussion And Consideration Of Letter Of Support For Uintah Basin Railway:** Commissioner Lytle said this was a request from the Seven County Infrastructure Coalition (SCIC) to see if the Commission was in favor of this proposal. Commissioner Lytle read the sample letter and noted that this project is of value to our community. This project may take some trucks off the roads and also opens up shipment of product to additional areas and ports not just the refineries in Salt Lake. Commissioner Tippetts motioned to approve the letter and Commissioner Lytle seconded the motion. All were in favor and the motion carried. Vicki Tanner had the Commissioners sign the letter so it could be mailed today. Commissioner Lytle disclosed that he is a board member of the SCIC representing Daggett County and also the Community Impact Board (CIB) which is helping to fund this project.

**Discussion And Consideration Of Mutual Aid Agreement With Castle Rock Ambulance:** Attorney Niel Lund said he thought we had already done this and Sgt. Dupaix said there was a typo and he had sent it the attorney for review and sent it to them. It covers anywhere in the county. They have signed it and it covers more area than it used to. Commissioner Lytle motioned to approve the Agreement without any concerns and a thank you for Sgt. Dupaix's work to get it done. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

**Discussion And Consideration Of Emergency Management Performance Grant (EMPG) Obligating Document:** Sheriff Bailey asked if this item could be moved up and Commissioner Asay granted his request. Sgt. Dupaix said this is the EMPG grant that we hope to get every year that covers 50% of Emergency Grant. The amount we can submit has gone up, but we have to meet that, so we want to budget that increasing next year's budget. We haven't submitted anything yet this year. This notification is for July 1, 2019 through June 30, 2020. It needs to be signed and commits us to our share and the associated paperwork. We need to cover \$5,000 and 50%. Commissioner Lytle motioned to go forward with this grant agreement as written for the Emergency Management Performance Grant. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Sgt. Dupaix asked for the signed documents and said he would get copies when fully signed. Commissioner Lytle asked about the match and it's not all cash, so Sgt. Dupaix explained how it works. It was asked if the hangar repairs could be counted and Sgt. Dupaix said he would check into it.

**Discussion And Consideration Of Jail Listing Price:** Commissioner Tippetts said that he thought that we did this last week but maybe it needs to be reaffirmed. Commissioner Tippetts said he had already called the Realtor and told him to reduce the price. Commissioner Lytle motioned to

reduce the price on the \$4.495 million and it was lowered to 3.995 million. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

**Discussion And Consideration Of Planning And Zoning Recommendations To Commission To Hold A Public Hearing To Adopt Daggett County Trails Master Plan Into County General Plan and Resource Management Plan:** Commissioner Tippetts said that he attended the meeting and he read the letter of recommendation from the Planning and Zoning Commission. Commissioner Lytle asked if we have to have a Hearing since the Planning Commission already had one. Attorney Niel Lund said that to amend the General Plan both entities need to have a hearing. The first hearing held by the County did not mention it was to be part of the Resource Management Plan. Commissioner Lytle motioned to accept the Planning Commission's recommendation and move forward to calendar a hearing to receive input on the proposal to put the Master Trails Plan into the Resource Management Plan of the General Plan. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Commissioner Lytle said it would be better to do it in the evening to get more participation. Keri Pallesen said that it won't get advertised until the 10th if it gets sent tomorrow. Mr. Lund recommended the Commission Meeting day of the 24th. Commissioner Lytle recommended holding the Public Hearing on Tuesday, September 24th at 6:00 pm and everyone thought that would work.

**Closed Session:** No closed session was held.

Commissioner Lytle motioned to adjourn at 10:45 am.

/s/ Randy Asay  
Commissioner Randy Asay

s/ Brian Raymond  
Clerk/Treasurer\_Brian Raymond

/s/ Jack Lytle  
Commissioner Jack Lytle

/s/ Matt Tippetts  
Commissioner Matt Tippetts