

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, March 17, 2020** in the Commission Chambers at the Daggett County Courthouse. Commissioners Randy Asay, Matt Tippetts were present and Jack Lytle by phone. Auditor/ Recorder Keri Pallesen, Attorney Niel Lund, and Clerk/Treasurer Brian Raymond were also present. The meeting was called to order at 9:06 am by Commissioner Asay.

Also present: Senator Ron Winterton, Jerry Steglich by phone, Mayor Coombs and Gretchen Northcott from the Town of Manila, Justice Court Judge Charlene Hartmann, Kym Slagowski

**Issue Updates:** Commissioner Asay welcomed Senator Ron Winterton. Commissioner Asay said he had reached out to Mike Mower of the Governor's Office that the Jail is a perfect for quarantine or isolation. The Governor cancelled the meeting with us that was scheduled for the 24th due to the current issues. Commissioner Asay brought up the Annexation of part of Summit County and Clerk/Treasurer Brian Raymond said he had provided Jordan Huffman with Commissioner Lytle's phone number and Council Member Kim Carson's contact information, but haven't heard anything since.

Commissioner Lytle said that he hadn't heard anything about the results of last night's Dutch John Planning and Zoning meeting regarding the potential subdivision and he hasn't engaged with them on the Fire Agreement. Commissioner Asay said Mayor Kunkel was in the Courthouse and was wondering where things were at with the Fire Agreement and she was told that nothing has been decided yet.

**Citizen Comments:** Jerry Steglich Chair of Daggett County Republican Party had asked to be called to give an update on the elections. Mr. Steglich said that the Caucus and Convention have been rescheduled, but not sure when they will be scheduled. He said he would get the Clerk a copy of the delegates from the last election and they will continue for this election. The only races that would go through the convention would be those with three or more candidates. If there are two or fewer candidates then there will not be the need for a convention as they will be on the primary ballot. There was discussion that the State will hold a virtual convention and the delegates from 2018 will carry over and that is Chad Reed, JayDee Guymon and Linda Petersen. Senator Winterton said they will not be having a Caucus and will be keeping their delegates from 2018. Mr. Steglich said he would let the Chairman know of any future updates.

Senator Winterton was given some time and he said there will probably be a session in June to deal with the budget due to the current situation and the expenditures that are going on. Instead of the original two weeks for the closures the thought is it might be as long as eight weeks. It is a big change. We are in better shape in the rural areas with not as many people. There are things we can do with the new broadband technology to continue forward. Next week's Commission meeting will probably be held using Google hangouts.

**Approve Minutes:** Minutes for the January 28, 2020 Commission Meeting were available for review. Commissioner Lytle motioned to accept the January 28, 2020 Commission Meeting minutes. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

**The Open Invoice Register Was Presented For Review And Approval:** The Open Invoice Register of March 16, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Tippetts motioned to approve the Open Invoice Register dated March 16, 2020 in the amount of \$17,425.34. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Disbursement Listing:** The Disbursement Listing for March 16, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Tippetts motioned to accept the Disbursement Listing of \$96,615.49 dated March 10-16, 2020. Commissioner Lytle seconded the motion. All were in favor and the motion carried. Commissioner Lytle gave approval for use of his stamp for signatures on the Invoice Register and Disbursement Listing.

**Cash Summary:** The Cash Summary dated March 16, 2020 was available for review. It was noted that Fund 17 had a deficit and it is the VOCA Fund. Commissioner Tippetts asked Mr. Raymond if he had any concerns and he didn't. Commissioner Tippetts motioned to accept the Cash Summary of March 16, 2020. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Purchase Orders:** Mr. Raymond said he had turned in the paperwork for a Purchase Order, but he hasn't seen it yet. It is for the primary elections, and can wait.

**Correspondence:** There was a brief note about UCIPs hotline for people to make anonymous tips that had been sent to all staff. Tri-County Health has asked people within the tri-county area to not travel out of the area. Meetings are not to exceed 10 people now. Commissioner Lytle said that Mary Steinaker passed away and a card should be sent to them from the Commission. Nolan Slaugh has also passed away and a card for him would also be appropriate.

We had received info from Rural Water to ensure that there is backup to keep the water system operating during this situation. Mayor Coombs said they met yesterday and have gotten their contingency plans ironed out. Commissioner Lytle offered up Sean and Trevor to help out if needed and help could also go the other way if needed. Commissioner Lytle brought up the Destination Development webinar for Tourism during the COVID-19 crises. Commissioner Lytle asked about the new Economic Development Director/Commission Assistant and Commissioner Tippetts said that Shiloh Dupax has been hired and will start on March 27th.

Judge Hartmann said she had received directives from the State that the courts will remain open, but jury trials will be delayed. The Justice Courts are to remain open to do business even if local jurisdictions close down. Court hearings are cancelled. Katie Larsen talked with Kym Slagowski and she can set it up to forward phone calls and emails at home. Most things will be continued until May unless immediate action is needed.

**Calendar Review:** Trails meeting tonight is a phone in call and tomorrow is a Planning and Zoning meeting and some will be calling in for that. The Governor's meeting and UDOT meeting have been cancelled.

Commissioner Lytle said that he has a Covid meeting at 2 this afternoon and on the 25th and 26th is a Cooperators meeting. An EUTV meeting is on the 27th as a call in meeting. Green River Flow meeting on Thursday with call in and SCIC is on Friday with a call in meeting. NACO West is holding a call in meeting on the 19th. The PRCA Rodeo Committee meeting is on the 23rd and others. Not sure what's going to happen with

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

**Discussion And Consideration Of Business Licenses for Conquest Expeditions LLC, Creative Fishing Adventures, Dinosaur River Expeditions, Pallesen Construction Inc., Red Canyon Lodge, RMC Unlimited, Sportfishing Adventures Inc., Wakeless Harbor Marine, William H Smith, Willow Springs Outfitters, and Xerox Corporation:** Commissioner Asay read

the list of businesses. Commissioner Tippetts asked Mr. Raymond if he had any concerns and he said that Red Canyon Lodge had not paid their UPP yet, but otherwise there weren't any concerns. Commissioner Tippetts motioned to approve Conquest Expeditions LLC, Dinosaur River Expeditions, Sportfishing Adventures Inc., Wakeless Harbor Marine, Willow Springs Outfitters, Creative Fishing Adventures, Pallesen Construction Inc., RMC Unlimited, William H Smith, and Xerox Corporation. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Discussion And Consideration Of Fire Agreement With The Town of Manila:** Mayor Coombs said they are to hear what the Commission had found out. Commissioner Asay said that he had thought a lot about this and suspected that there was a reason that the County kept the land, but hadn't found anything yet. Senator Winterton was asked if he had any knowledge of CIB involvement and he didn't. Attorney Niel Lund said he had Brianne Carter had done a title search and there were several agreements that were recorded in 2011 and 2012. The property was deeded to the County in 1993 by the Steinakers and in 1998 the County subdivided the clinic property out. Gretchen Northcott said she had talked with Lenita Steinaker and she thought it was given to the County. There isn't much of a paper trail. Mayor Coombs smiled and said since it was probably given to the County the County could just give it to the Town. Senator Winterton said the CIB contract might spell out something. More research needs to be done and the leases reviewed. Commissioner Tippetts recommended tabling it until the documents can be reviewed, but let's keep the discussion going. This affects more than just the Town as there is a similar situation in Dutch John, but it's not quite the same. That's in negotiation still. The Town said that they are willing to pay for it and are not asking for it to be given, but would take it if the County wanted to do that. Mrs. Northcott asked what the next step is and when we'll meet again and nobody was sure with the COVID crises. There is a payment coming due on April 11th and there was discussion as to what the payment should be for that date. The contract has expired and there is a reluctance to set an agreement for longer than three years that would saddle future administrators. There was talk on the Town's part and everyone was pleased with the spirit of cooperation. The \$7,500 was agreeable only if the land purchase was part of it. There was talk that 70-90% of calls were in the County but the town has asked for more and 50/50 would be good, but 20% is a little low. The original contract was to be equitable and not to be so one sided. It hasn't adjusted much over the years and the expenses have gone up exponentially. Commissioner Tippetts said the County has been contributing the land as well as the annual monetary contributions and that doesn't seem to be taken into account. Commissioner Lytle brought up that the County has no control over the budget, so that also needs to be taken into account or arrangements could be made for involvement in that process. The jump in the past few years has been due to compensation for firefighters and chief. Gretchen contended that it's a simple budget. The Mayor suggested that we work towards getting things reviewed and meet again on the 7th of April. Commissioner Tippetts proposed putting this on our issue updates and get it prepared for sending it to the Town for their meeting on the 9th of April. Commissioner Lytle suggested the attorney help with a Term Sheet that is not too formal, but get things in writing. Commissioner Tippetts motioned to move this to the Issue updates and get something ready to go back to the Town before their next meeting. Commissioner Lytle seconded the motion. Commissioner Tippetts asked if the proposal could be prepared and approved during the issues update and the attorney said we could. The final contract would need an actual agenda line item for approval. All were in favor and the motion carried.

**Discussion And Consideration Of Possible Changes to Commission Meetings Scheduled For March 24 and April 7, 2020:** Commissioner Asay said the electronic meeting on Google

Hangouts could work. We will probably get more information in the coming week. With the Governor cancelling next week, we are probably okay with having our meeting as scheduled and maybe doing electronically. Commissioner Tippetts said we should prepare for doing electronic meetings. Attorney Niel Lund said there should be an ordinance specific to electronic meetings, so we might want to get that prepared as he couldn't find any mention of it in our code. Commissioner Lytle said each electronic meeting should be noticed as such. If we do an ordinance then it will be clearly spelled out. It might be worth it to change the ordinance. The attorney went to go get Kym Slagowski to discuss the options of doing electronic meetings as part of the Coronavirus plan item.

**Discussion And Consideration Of Permanent Community Impact Fund (PCIF) Capital Improvements List:** The list was provided by UBAOG for the Commission to review. This is the version that came from UBAOG following the meeting and so if they missed something they want to know that, but it's not really for adding something. There was a question about Commissioner Tippetts motioned to approve the Permanent Community Impact Fund Board 1 Year Plan and 2-5 Year Plan dated 04/2020 amended to April 2020. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Discussion And Consideration Of Coronavirus Plan For Daggett County:** It was discussed that we could set up a Google Hangout. Kym Slagowski said it could do audio and video or just audio. It's controllable to turn the audio on and off. There is a chat function, but somebody would need to handle that and Kym was asked to do that. Google hangouts is part of our contract and would not cost us anything more. Would we need to pay for Zoom? People could still be invited to attend physically if needed and it's within State and Federal parameters. We would like to have audio and video. The attorney said you could do this whenever you want you just to give notice. Commissioner Lytle asked if we still need someone in the room and at this time yes and the members of the public need to know three days in advance and the quorum can be made up for members participating electronically. Could we do a test run after the meeting today and Kym said yes. She also said the Commissioners should be on the call, but the public would participate in a different way. It was asked if it could be recorded and that wasn't clear yet, but the audio recording would still be done to meet requirements.

Kym said as far as remote workers go we can forward phone calls to people's phones and give computer access through VPNs. Commissioner Tippetts thought that there is a critical need for people to work remotely, but it would be good to make it possible wherever we can. There are an unlimited number of VPNs, but IPADs don't do VPN, but it is pretty safe for what it has access to. Commissioner Lytle said we need to look at ways to get grants to offset the costs of doing this. Kym will get with each individual elected official to work through this and see what is needed. Commissioner Asay said we want to be in line with the State and Federal guidelines and mandates.

Attorney Lund said that there is a plan in place and there are resources through Tri-County Health and their participation on the LEPC, plus through UAC and other organizations. There is a website: [coronavirus.utah.gov](https://coronavirus.utah.gov) and a number for the public to get information on the coronavirus: 1-800-456-7707. There is a call at 1 pm for Coronavirus and Mr. Raymond noted the Canvas is set for 1 pm. Commissioner Asay declared the meeting in recess until 1 pm when we will return for the Presidential Primary Canvass.

**Canvass of the 2020 Presidential Primary:** Commissioner Asay welcomed everyone back from the recess at 1:10 pm. Clerk/Treasurer Brian Raymond presented the Audit Summary of the Presidential Primary and explained that he had to review three signatures and three ballots to ensure that everything matched up. The three cast ballot records matched the vote that was cast. Two of the

three signatures were an easy match and the other one needed more research before approving it. Mr. Raymond explained that one signature shows up right away and there can be up to four other signatures stored for comparative purposes. Commissioner Lytle asked about the last paragraph and it was noted that there was information from the previous template that did not get changed and Mr. Raymond said he would update that before getting the Commissioners to sign it.

Mr. Raymond said that 495 ballots were mailed out and 25 ballots were returned undeliverable, others were returned that we are able to resend to a new address. Four ballots came in after Election Day that were postmarked appropriately to be counted and the one provisional ballot was mixed in with those for today's canvass results to help maintain the anonymity of that one ballot. There was discussion on the in person voting. There were 3 people who voted early in Manila and 3 in Dutch John, plus 22 in person votes were cast on Election Day and all those numbers are part of the Election Day results. Commissioner Asay thought it was interesting that 95% of Democrats voted, but Mr. Raymond explained that unaffiliated voters were able to cast Democratic ballots without affiliating, which helped their percentage. The overall percentage of Voter Turnout was 60.81 % with the Democrats having 95.35% and Republicans were at 57.52%. Mr. Raymond said he would update the last paragraph to reflect what happened today and fix the typos found. The Unofficial results were sent to Commissioner Lytle by email as it didn't make it into the packet. The Commissioners further reviewed the printed information. There was a question on what the motion should say

Commissioner Lytle motioned that the Commission had reviewed the Draft Canvass Information dated March 17, 2020 and there no errors in the audited information and the Canvass was complete and accurate and an update to the motions section will be made. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Coronavirus Discussion: Keri Pallesen came into the meeting and the decisions regarding the Coronavirus were reviewed. Kym was authorized to set up computers for staff to work from home. Authority was given to the elected officials to determine staff that could work from home. The Elected Official would then get with the HR Director and then get with Kym to work out the remote work conditions. Keri asked about what happens if someone is asked to go home is that different. This situation is completely different and we are being asked to be more lenient than we normally would because in some areas parents have to stay home with kids that are no longer in school. There were questions on payroll and leave and how that will work. What do we do if we ask people to stay home and there is not enough stuff that they can do from home to work their weekly schedule? Attorney Niel Lund said that he had reviewed some of the sample policies sent out and liked Weber Counties. They allow people to run a deficit if they need to because they are sick or don't want to come to work for other issues. Keri thought as an HR person that we should be lenient and not just do the minimum. There are still a lot of questions that haven't been answered. it was noted that buildings and grounds can't work from home. Staff can be rotated so that they can work and still keep up the distances. There might be up to 15 people in the courthouse, so we may have to look at this and make sure we keep up our distances. Keri was asked if she could draft something for the Commission to review.

Commissioner Tippetts said we need to approach this cautiously and wisely as there is a cost to overreacting. Commissioner Lytle said we can put a big poster up on the door and encourage people to call or email and we will do everything to help them in that manner. Mr. Lund said there is a sample letter from UAC we could get out to people. Commissioner Tippetts thought we don't need to close, but each department head should be able to determine what is best for their department. We could sit down and have a meeting with elected officials/department heads and get on the same page. Then there could be an emergency meeting to address any new policies that need to be approved.

Some of it is administrative. Commissioner Tippets thought we should adjourn and when something is ready for discussion we can hold a meeting. Commissioner Lytle motioned to adjourn at 2:05 pm.

/s/ Randy Asay  
Commissioner Randy Asay

s/ Brian Raymond  
Clerk/Treasurer\_Brian Raymond

/s/ Jack Lytle  
Commissioner Jack Lytle

/s/ Matt Tippets  
Commissioner Matt Tippets