

Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, April 5, 2022** in the Commission Chambers in the Daggett County Courthouse 95 N 1st West in Manila, Utah and through electronic means. Commissioners Matt Tippetts, Jack Lytle and Randy Asay were present in person. Clerk Brian Raymond, Recorder/Treasurer Brienne Carter, Sheriff Erik Bailey attended in person. Auditor Keri Pallesen attended virtually and in person. The meeting was called to order at 9:00 am by Commissioner Tippetts. The Invocation was given by Brienne Carter and Commissioner Tippetts led those in attendance in the Pledge of Allegiance.

**Present In Person:** Brandi Pearson, Trevor Brooksby, Jesse Platt, John Martineau

**Present Online or by Phone:** Senator Ron Winterton, Michelle Miller,

**Motion to Go In and Out of Redevelopment Agency (RDA):** Commissioner Asay motioned to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Approve Minutes:** There were minutes available for the March 15, March 22 and March 29, 2022 Commission Meetings. Commissioner Lytle motioned to approve the minutes for the Tuesday, March 15, 2022 Commission Meeting. Commissioner Asay seconded the motion. Commissioner Asay and Tippetts were in favor and Commissioner Lytle abstained since he was not in attendance, but the motion still carried.

Commissioner Lytle motioned to approve the March 22, 2022 Daggett County Commission Meeting Minutes. Commissioner Asay seconded the motion. All were in favor and the motion carried. The Board of Adjustment minutes included in the meeting will be approved by the Board of Adjustments at their next meeting.

Commissioner Lytle motioned to approve the minutes for the Tuesday, March 29, 2022 Commission Meeting. Commissioner Asay seconded the motion. Commissioner Asay and Lytle were in favor and Commissioner Tippetts abstained since he was not in attendance, so the motion carried.

**Issues Updates:** Commissioner Tippetts asked if there was anything that needed to come forward for the RDA. Recorder/Treasurer Brienne Carter brought up the funds received from the sale of land to the Town of Dutch John and how those funds were to be distributed. Keri wanted a clearer picture of how to allocate the funds from that sale as the RDA may limit use of the proceeds of the sale. Commissioner Tippetts thought that everything was under the RDA and there was further discussion that some of the property may not have been in the RDA but owned by the County. The amount of \$34,610 was the total proceeds and there were closing costs and other costs to be paid. The closing was on March 18th and it was recorded on Monday the 21st. Brienne said that the title company reviewed all the records and everything was thought to be in the RDA from 2012. Brienne also reviewed the records and was comfortable with it being in the RDA. There was discussion of the commitment to use the funds for EMS and Fire in Dutch John. It wasn't clear if the RDA could pay directly to Fire and EMS. Brian didn't know why we couldn't, but he didn't know for sure. Niel was tasked to talk to Craig Smith to see how this could be done. Everyone seemed to be okay with using it towards Fire and EMS, although there was some discontent with it going to the District. The option to recall the loan is always a fall back if the RDA can't directly pay that to Dutch John Fire or EMS. Utility costs might be something that could benefit from these funds, but that was not thought to be the best use of the land. Originally it was thought that the land given to Dutch John was County and the land sold was RDA, and that's what the maps seemed to indicate this, but the title

commitment seems to indicate otherwise. There was a question on the County vs. RDA, but Niel thought the in and out of RDA would cover us as it was thought at least some property was in RDA.

Sheriff Bailey said that he had offered the EMS Director position to Jeanette Hillman contingent on passing the background check. Two EMT candidates are still in class.

Commissioner Tippets said the Dutch John Airport Layout Plan (ALP) was approved last week and the next step is to file the application for creating the new parcels / subdividing the airport. Commissioner Tippets asked Commissioner Lytle if he could check to see if they had a form for submitting the plat for subdivision.

Mechelle Miller said the State EOC is back to Level 5 of Daily Operations. She met with Leonard and Gidget and the Training Officer yesterday to work on the Table top for May in Uintah County. April is the State Shakeout and people can go to the website at [beready.utah.gov](http://beready.utah.gov) to register and watch webinars that give good preparedness information. The EMPG application is out for next year and SHSP projects were submitted and things are moving forward for the grants.

Commissioner Lytle found some information on the Dutch John website but it was more for a developer so it wasn't clear as there are some lot line adjustments also involved in this plat. Trevor Brooksby was asked and he wasn't clear as he doesn't sit on the Planning and Zoning Board. Amy McDonald is probably the best person as the Chair Jared Marquis works at the BOR four days a week and Amy helps with the day to day paperwork. There is a meeting tomorrow night where this could be brought up. Commissioner Lytle will contact Amy McDonald.

Commissioner Asay said that Ashley was no longer at the Clinic and Commissioner Tippets thought it had been posted and Brandi said it was for a new Medical Assistant.

Next week is the discussion on the Linwood Lane issue. Niel was asked if he had any correspondence with them and Niel will meet with Marshall of the Forest Service. He had also received an email from Travis Loftus that the lock had been taken off while this is still being discussed.

**Citizen Comments:** No comments were given.

**Cash Summary And Expected Revenues Report Review:** The Cash Summary Reports were provided by the Recorder/Treasurer's Office. Commissioner Lytle asked Brienne if she had any comments and she said that there was a change in how the grants will be done, so there is a lot of work going into that and more work to come, but it will be good and make the audits easier. The \$69,000 that is Fund 30 has been documented and reimbursement requests submitted. Commissioner Lytle motioned to accept the Cash Summary for all bank accounts as of April 4, 2022. Commissioner Asay seconded the motion. All were in favor and the motion carried. Brienne noted that she will be cutting the quarterly tax disbursement checks this week.

**Approve Open Invoice Register:** The Open Invoice Register was provided by the Auditor's Office. Commissioner Asay motioned to approve the Open Invoice Register dated March 31, 2022 for normal invoices in the amount of \$45,357.20. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Disbursement Listing:** The Disbursement Listing was provided by the Auditor's Office for review. Commissioner Lytle asked if when we see Workforce Services if that is unemployment and if that is only one person? Keri said it was for unemployment but there are two individuals. Commissioner Lytle motioned to accept the Disbursement Listing for Zion's Checking dated March 24, 2022 to March 31, 2022 in the amount of \$128,526.96. Commissioner Asay seconded the motion. All were in favor and the motion carried.

**Correspondence:** Commissioner Lytle asked Brian if there was any correspondence and he said that there was a stack of papers in the packet for Correspondence.

The first item was an itty bitty 411 document that was a possible duplication of information received from Jones and DeMille Engineering regarding possible grants and other funding. Commissioner Lytle said that there will be a new application for ARPA funds from Drinking Water and Commissioner Tippetts will need to be involved as the contact like Commissioner Asay was in the past.

The next thing was the Volunteer Month and there is a way to recognize our volunteers and Commissioner Lytle asked if Search and Rescue could be included. It was noted that this is for non-paid volunteers. Commissioner Asay brought up Mark Wilson and he wanted to nominate him for the Volunteer award and the Tourism Hall of Fame and Commissioner Lytle seconded the motion. Brian was tasked to get the applications completed and he said he would be happy to do that.

National County Government Month is in April. We have done some things in the past but it has been a few years. There is also information about membership for the Utah Redevelopment Association. We get emails, but not sure we ever joined, but it may be helpful to join. There is also information from the National Scenic Byway and the request for a letter of intent on three or four projects, so there may be more to come on this.

This morning a BLM letter was received and it appears that they have received our application for a right of way for the Red Creek Road and we have been given an exempt status and we can appeal if we want. Commissioner Lytle thought we owned the road and asked if we wanted to. The application is to expand the right of way.

Senator Winterton was asked if he had anything to bring forward and he was just listening in.

**Calendar:** Commissioner Tippetts said the LEPC is next Thursday. The Museum Board meeting is on Monday and Commission Meeting and Trails Committee meeting on Tuesday and Conservation District/Weed Board meeting on Wednesday and then LEPC on Thursday of next week. Commissioner Lytle said he has CIB on the 7th and SCIC on Friday the 15th. Commissioner Lytle asked how the Conservation District Area meeting went and Commissioner Tippetts said it went well and we had two board members present: Steve Forbes and Bryan Smith.

Commissioner Lytle asked Commissioner Asay how he thought the Ski Resort meeting went and he thought it went well, but an actual location needs to be decided, but it's a good idea. The Moose ponds would be a good location. Commissioner Lytle thought it was a good idea and the Forest Service needs to be involved in the process. Commissioner Tippetts thought it was impressive that Uintah County is so supportive of it being in Daggett County. Bart said they would be supportive of part of the cost in the Feasibility study that needs to be done. The farther west you go the more permittees would be needed to be involved and that would be good for multiple use.

Mechelle Miller asked if the NIMS classes had been completed and if we need to do some additional calendaring. Mechelle will send an email with what's been done and recommendations for additional classes to take.

**Purchase Request Approvals:** This item was accidentally skipped and came up finally as there were several purchase order requests. Trevor addressed the first one as a Sole Source with Spectra and it will be at the booster station to make the SCADA improvements to allow them to adjust flows and monitor and control them real time. The Fire Flow booster pump can be controlled so that it won't hammer the system if a fire flow is needed. There was more discussion and explanation of this process. There was discussion relating to how the documents that provide a quote and scope of work should be signed. Commissioner Lytle asked about the Sole Source and Keri said the new form has a requirement for the Department Head and the Commission to approve if it's needed. Commissioner Tippetts motioned to approve the purchase request for Spectra for \$6,848.09

for the work Trevor summarized. Commissioner Lytle seconded the motion. There was a question about signing the Scope of Work before or after and Niel said that it really isn't an issue.

Commissioner Tippetts had some correspondence that the Town had received an infrastructure grant from Blake Moore for \$3.6 million for sewer improvements out in the Chettyville area and Bear Paw Lane. The Sheriff said that the Town also finally got the meter installed at the Sheriff's Office. There were questions as to what was involved and that will need further discussion.

Jesse Platt had another Purchase Request that reflects some of the discussion during the budgeting process. It is State Contract pricing and a few discounts on top of that. This will give us all our servers needed. Commissioner Tippetts motioned to approve the Purchase request for Dell Marketing in the amount of \$76,545.11. Commissioner Lytle seconded the motion. Commissioner Lytle asked if Duchesne was involved and there was some involvement, but there have been changes and we have hired this upgrade out separately. Mr. Lytle asked if this was part of the discussion of having the Sheriff's Office be a part of the funding and it is not. All were in favor and the motion carried. Commissioner Asay noted that Jesse had put a lot of work into this request.

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

#### **Discussion And Consideration Of Completed Business Licenses For Ropin' N Smokin' Brew & Q, Mike C Knodel Construction Inc, Bridger Valley Electric, Sysco USA 1, Inc.:**

Commissioner Tippetts read the business names. Commissioner Lytle motioned to approve the licenses for Ropin'N Smokin' Brew & Q, Mike C Knodel Construction Inc, Bridger Valley Electric, Sysco USA 1, Inc. Commissioner Asay seconded the motion. All were in favor and the motion carried. Commissioner Asay asked about the Q and it was for

#### **Discussion And Consideration Of New Part-Time Election Coordinator Position:**

Commissioner Asay asked about this and Brian explained that he is looking for some help with Elections. The position is in the budget and it is for 6-8 hours a week and approx. 32 weeks for a maximum of 192 hours. Keri was asked about it and she said she had looked at it.

Commissioner Lytle motioned to approve the Job Description and the request to. Commissioner Asay seconded the motion, but asked Brian if there were any additional needs for his office. Clerk Raymond said he is working on a new part-time position for his office but that wasn't ready yet. There was further discussion about combining the two positions and Brian said that could be helpful, but the benefits that would be required were not budgeted for. Keri brought up that you may not want to approve this position without considering the possibility of combining the work into another position. Keri explained that a new position has to be approved by the Commission and not necessarily the Job Description. The Commission was willing to approve this now or to consider the request for a budget change and Brian was okay with that. Commissioner Lytle motioned to rescind his motion and table this and Commissioner Asay seconded the new motion. All were in the favor and the motion carried.

**Discussion And Consideration Of Temporary Court Clerk Contract:** Commissioner Lytle thought that it would be good to have Judge Allphin involved in the conversation, but Niel said she was unable to make it and needed this to get approved. The Sheriff noted he is getting a lot of calls and so this needs to get fixed. Commissioner Tippetts said that this is more of a reason to decide on it today. Keri explained that this will help and is part of what the Judge wanted. There was discussion about the paper tickets and electronic tickets and Clerk Raymond said his understanding was that the number on the paper tickets does not work on Instant Payments but the Electronic ticket

number does work for Instant Payments, but not every individual has that number, which leads to all the calls.

Commissioner Lytle motioned to approve the Independent Contractor Agreement for Court Clerk services and ratify the decision to start a remote worker effective April 4th due to the emergency circumstances. Commissioner Asay seconded the motion. All were in favor and the motion carried. A short recess was taken.

**Discussion And Consideration Of Daggett County Ordinance 2022-03: An Ordinance Establishing Method, Rules And Procedures For Conducting The Annual Tax Sale:**

Commissioner Tippetts turned the time over to Keri Pallesen and she said it is just the same as last year except new dates.

Commissioner Lytle motioned to approve Ordinance 2022-03: An Ordinance establishing the methods, rules and procedures for conducting the annual tax sale. Commissioner Asay seconded the motion. Commissioner Asay asked if the sale on the one property does not satisfy the State and County liens, what happens. Commissioner Lytle asked if the value is more than the combined liens and it is not. Niel said the State would probably take over after the taxes are paid. Niel said the State would need to be notified that it is going up for sale and Keri said that would happen, but hasn't yet. Oftentimes a bank will pay the taxes, but the State might not. Commissioner Tippetts did not think the county would want to own this property as there are big liabilities. All were in favor and the motion to approve Ordinance 2022-03 carried.

**Discussion And Consideration Of RFP For County Attorney Services:**

Niel Lund said that he was not aware that this was going to be on the agenda and he had sent the procedure from State Code this morning and if we have less than 15 attorneys there are different procedures than if we have more. If three or fewer attorney's apply then there are other options. Niel recommended that we contact the Lt. Governor's office. There was discussion of County Attorney history. If there are fewer than 3 active bar members to apply then it goes to the Governor. Steve Lisonbee or Mike Mower might be some people that could give us guidance. The 120 days listed leaves the County without an Attorney during that process. Niel said he is willing to stay until the County is covered, but it is unclear how to do that at this time. Brian and Niel will work on getting additional information to help us move forward on this.

**Closed Session For Possible Purchase, Exchange Or Lease Of Real Property:** There was a need, but those individuals delayed their involvement until next week.

Commissioner Tippetts adjourned by acclamation at 11:34 am.

/s/ Matt Tippetts

Commissioner Matt Tippetts

/s/ Brian Raymond

Clerk/Brian Raymond

/s/ Randy Asay

Commissioner Randy Asay

/s/ Jack Lytle

Commissioner Jack Lytle