Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, October 25, 2022** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioner Matt Tippets, Randy Asay and Jack Lytle were present in person. Clerk Brian Raymond, Attorney Kent Snider, Auditor Keri Pallesen and Recorder/Treasurer Brianne Carter attended in person. The meeting was called to order at 9:01 am by Commissioner Tippets. The Invocation was given by Commissioner Matt Tippets and then Commissioner Tippets led those in attendance in the Pledge of Allegiance.

Present In Person: Leonard Isaacson, Jean Dickinson, Hank Gutz, Abby Scholfield, Sadie Davis, Kate Bambrough, Gatlin Pendleton, Stetson Rothlisberger, Zane Thomas, Kyler Hughes, Devon Slaugh, Kathy Parkinson, Marty Henry, Ryan Kelly, Matt Henry, Bryan Wilson of USFS and Vicky Nelson

Present Online or by Phone: Kevin Yack of UBAOG, Mechelle 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. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Approve Minutes: September 27, 2022 minutes for the evening RDA meeting held in Dutch John were available for review. Commissioner Lytle motioned to approve the September 27, 2022 RDA Meeting minutes. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Issues Updates: Commissioner Lytle said he had not been able to speak with Jones and DeMille yet. Mr. Lytle also asked Attorney Kent Snider to talk to Dutch John Attorney Dennis Judd to figure out the process for clarifying what we want and details for following their ordinances.

Attorney Kent Snider and Commissioner Lytle had reached out to the State and others to try and come up with a process to get everything started towards resolving the MBA and County issue on the grants/loans. Trevor mentioned that we received the full amount for the project in loan and grant from CIB for the project based on the original estimates including $3 million from Drinking Water. We may need to use more CIB money than originally planned due to the potential inflation of costs, but we won't know until we get the bids back.

The Guide Row project might fit into the Affordable Housing needs. There was some communication between Rachel and the Attorney regarding selling a trailer and Kent said it would be subject to the agreement. Pat also called the attorney last week about the final transfer to see if it was still online for completion at the end of the year. Pat was warned not to do anything until it transfers and it must have 30 days notice.. Kent asked for the RDA approval to send out notice to get this

completed. Commissioner Tippets was agreeable to adjusting the dates in the agreement to the end of December and giving the needed notice. The others were also agreeable with this idea. Kent will get that prepared.

The furnace is not working at the clinic and so the maintenance department is looking at replacing the furnace. Commissioner Tippets said that JR Brown is an HVAC person and they weren't aware of that and they had planned to talk with Stew Leith's son who also does HVAC. Commissioner Lytle asked if we were getting to where we needed to look at a new building. Is the annual revenue covering the bills so we could use the funds to make it happen. Jesse is working on a plan for building improvements. There is money in the Rural Hospital Tax Fund and it is growing.

Commissioner Lytle commented that for the roads there needs to be a meeting. The Road department or the 2 ranchers were going to put signs up and it doesn't seem to have been done. People are creating problems going cross country. Commissioner Lytle said we might need to talk about seasonal closures, but we don't want to make it susceptible to wilderness designations.

Citizen Comments: This was deferred to 9:30 for the PRCA Rodeo announcements.

Cash Summary And Aging Report Review: The Cash Summary Reports and the Aging Report were provided by the Recorder/Treasurer's Office. Commissioner Lytle said we need to get the account for the RDA back on the agenda. Brianne said there was $108,000 in receipt for Sales Tax that should arrive today. We received the weed money last week. Commissioner Lytle asked about Fund 33. This fund is assessing and collecting and the payroll in the Recorder/Treasurer Office and Assessors Office comes from this account. This fund will be back up after next week's disbursement.

Commissioner Lytle motioned to acknowledge receipt of the Cash Summary and Aging Report for all bank accounts as of October 24, 2022 including the Accounts Receivable of $108, 378.45. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Approve Open Invoice Register: The Open Invoice Register was provided by the Auditor's Office. Commissioner Lytle motioned to approve the Open Invoice Register for normal invoices dated October 21, 2022 in the amount of $45,926.05. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Disbursement Listing: The Disbursement Listing was provided by the Auditor's Office for review. Commissioner Lytle asked about the totals of the cash summary.

Commissioner Lytle motioned to accept the Disbursement Listing for Zion's Checking dated October 17, 2022 through October 21 , 2022 in the amount of $121,811.23. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			

Commissioner Lytle:	X
Commissioner Asay	X

The motion carried.

Citizen Comments: Commissioner Lytle put on his other hat for the Rodeo Committee and said thanks to the Sponsors and helpers who got recognition at the Rodeo, but today is the day they get an actual check. Committee members were introduced: Raymond Pallesen, Matt Henry, Jean Dickinson, Hank Gutz and Jack Lytle. Commissioner Lytle thanked the Committee for their help and Ryan was thanked for his help on behalf of the Chamber because Mark could not be as involved as he was in past years. Kathy Parkinson was representing the Museum Board, next was the Search and Rescue and EMS. The next group was the Manila Vo-ag and FFA. The Manila High school Student Body and Volleyball Team was next. The Volleyball team had a 17-6 record this year. The next group recognized was the Lucerne Valley 4-H group and then the McKinnon 4-H group. The PRCA also donated to the Cow Country Junior Rodeo Scholarship fund and Wendy Hewitt represented them.

Ryan Kelly gave a shout out to Josie Kelly, his daughter. She did a lot of the work on the rodeo animation, a voice over for a commercial, and the Smash video. Commissioner Lytle thanked her for that work and for singing the National Anthem on Patriot night. The other Commissioners agreed and thought the Fish and Cowboy logo should be trademarked. Ryan said that he had worked with Outdoor Recreation to recognize rodeo as a sport. The KSL story helped and that turned out great. Jack Lytle thanked Daggett County for their sponsorship. There are plans to improve the arena and rodeo as part of tourism and give opportunities for something besides fishing. The Rodeo wouldn't exist without the help of the County getting it going. Brianne Carter and Keri Pallesen are here from the Cow Country Rodeo as they were sponsored by the PRCA. We had three local PRCA card holders participate. Other PRCA card holders have participated in the past, plus there are other locals that compete in different rodeo organizations other than the PRCA. People want to see the western way of life. We could do a spotlight in the newsletter, every 3rd or 4th issue will be a ranch and Ag has been represented with the Beck Ranch and the Jarvie Ranch.

Purchase Request Approvals: There was a purchase request from the maintenance department. Ryan brought up a grant for Rodeo grounds, so it should be investigated. Jesse said there was $20,000 allocated last year and they didn't get three quotes, but they did get someone else to bid, so they found their lowest price and have a sole source price and there is enough money in Capital Improvements to make this purchase and the quote is only good to the end of the month. The cost is only for the materials and volunteers will be needed to help install everything. Commissioner Lytle said cows/calves rest better if the ground is level, and Jesse said they are working on this, but it won't ever be completely level. Brianne thought that any improvements are great. Bryan Wilson was thanked for attending and listening to this. Commissioner Lytle said the Forest Service personnel were instrumental in the original construction of the arena and grandstands..

Commissioner Lytle motioned to approve the Purchase Request for $32,850 for Ackerman Distributing. Commissioner Asay seconded the motion. Transportation is included in the bid. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Mechelle has to attend another meeting. She said the state EOC is moving back to a level 5 due to the shutting down of the Fire Season.

Bryan Wilson said there will be a discussion for the Flaming Gorge National Recreation Area Plan, here at the Courthouse, on November 16th at 7:30 PM. They have made it through all the requirements to do prescribed burns, but they did not burn due to the opening of the deer season, but there may be another opening coming up, but it depends on the weather. They are trying to communicate and work with the local community. Bryan had also followed up on the Boating issues and there is no law that limits launching to the Boat Ramps, but they would like to move that direction for AIS and general safety reasons. Commissioner Lytle said most of the electeds will not be here on the 16th due to our Utah Association of Counties (UAC) commitments. Bryan will take that back as Uintah County will also be affected by the UAC meetings.

Correspondence: Commissioner Lytle got a picture from Trevor showing that the Water Tank was tagged in Dutch John. The sheriff office was notified.

Open Invoice Register: Keri Pallesen brought up that the Bond payment is due on November 1st and we haven't seen a bill. Brianne said she had received it. Anyway, it is due and she had an added page for the Invoice register.

Commissioner Lytle motioned to approve the additional page with the payment of the water revenue bond in the amount of $21,000.00. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Correspondence (Cont'd): Commissioner Lytle asked about the Snow Grooming meeting and Brian said he had sent it to the Chamber and others that were involved, but included it in case any of the Commissioners wanted to participate.

Charley Card asked if he could get an old clothesline and a post from the fence from BOR days. Nobody seemed to have an issue.

Calendar Review: Commissioner Lytle will try and be available virtually on November 15 for the opening of the Airport bid. Commissioner Lytle said the AOG meeting is tomorrow or Thursday. Kevin was asked and he didn't respond. Commissioner Tippets said it was Thursday. Kevin and Laurie got on and said it is in Duchesne at 9 am and another meeting at 10, plus one of the Commissioners will need to nominate Mayor Combs.

Keri was asked about the Wage Study meeting and it is at 1 pm. The BOE is following the Wage Study meeting at 2:30.

POLICY AND LEGISLATION:

Discussion And Consideration Of Order Summary For Aviation Support & Maintenance Services By DBT Transportation Services: Commissioner Tippets said that this is the ongoing agreement and is for $5,500. Commissioner Lytle motioned to table the Order Summary For Aviation Support & Maintenance Services By DBT Transportation Services until more information could be

obtained. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Transfer Of Grave Ownership:

(a) Block/Section 6 Lot 04 Graves 1-3 & Block/Section 6 Lot 05 Graves 1-3 From Teddy Potter To Tim Potter. Clerk Brian Raymond said we are still working to clean up the Cemetery Information.

Commissioner Lytle motioned to approve Block/Section 6 Lot 04 Graves 1-3 & Block or Section 6; Lot 05; Graves 1-3 From Teddy Potter To Tim Potter. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

(b)Block/Section 6 Lot 04 Graves 4-6 & Block/Section 6 Lot 05 Graves 4-6 From Teddy Potter Back To Daggett County Commissioner Lytle motioned to approve Block/Section 6; Lot 04; Graves 4-6 & Block/Section 6; Lot 05; Graves 4-6 From Teddy Potter Back To Daggett County. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

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(c)Block/Section 24 Lot 10 Graves 3-6 From Penny Muir Weaver To Vicky Nelson. Commissioner Lytle motioned to approve Block/Section 24 Lot 10 Graves 3-6 From Penny Muir Weaver To Vicky Nelson. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

(d)Block/Section 17 Lot 11 Graves 3-6 & Block/Section 17 Lot 12 Graves 1,2 & 7 From Les Schofield To Wendell Schofield. Commissioner Lytle motioned to approve all the transfer of caretaker responsibilities as stated by Commissioner Tippets. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Reconveyance Of The Trust Deed For Lot 2 Block 5 Of Harper's Landing: Commissioner Tippets & Commissioner Asay asked if the Mills met the requirements for the reconveyance and they have.

Commissioner Asay motioned to approve the Reconveyance Of The Trust Deed For Lot 2 Block 5 Of Harper's Landing for Curtis and Ch'ree Mills. Commissioner Lytle seconded the motion The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Substitution Of Trustee And Reconveyance Of The Trust Deed For Parcel #02-017E-0002: Commissioner Lytle asked for clarification on the property and the requirements of needing a payoff in the amount of $15,192.00.

Commissioner Lytle motioned to approve the Substitution Of Trustee And Reconveyance Of The Trust Deed For Parcel #02-017E-0002. Commissioner Asay seconded the motion. Commissioner Lytle noted the agenda had an error on it and gave the correct number for clarification, which was seconded by Commissioner Asay The Commissioners voted as follows on the corrected motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Property Subdivision For Dave Norwood In The Atwood Subdivision: Commissioner Tippets turned the time over to Vicky Nelson and she said the Town is going to require an 8" water line and a hydrant for parcel 3a and 3b. He hasn't gotten an actual mylar yet from Sunrise Engineering. Vicky asked if the Commission needed to wait for the engineered plans. It's in process and Commissioner Tippets said that it is the Operator of the Water System's responsibility. Vicky thought he had met the requirements for a minor subdivision. The Pallesen Batch Plant is bordering it and there is no parcel showing for that parcel. The need for the water is due to the batch plant and Commissioner Asay said there is also a right-of-way for the canal between the two properties.

Commissioner Lytle motioned to approve the Property Subdivision For Dave Norwood In The Atwood Subdivision. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried. Commissioner Lytle verified with Vicky Nelson that it meets the zoning.

Discussion And Consideration Of A Rezone And Subdivision For Property Owned By Matt Tippets And Located At 645 E. Hwy 43: Vicky gave information on this and Commissioner Lytle asked for clarification on the property. Vicky said that Planning and Zoning was happy with it and has moved it onto the Commission. It is a minor subdivision for 3Z Ranch - Phase 1. Emily will be picking it up the mylar today. Commissioner Tippets recapped that he is seeking a change from R-R-5 to R-R-½ and a minor subdivision. Commissioner Tippets disclosed he is the owner. Commissioner Lytle asked if he was rezoning the whole parcel and Commissioner Tippets said he is.

Vicky said that Planning and Zoning is okay with it. Commissioner Lytle said his only concern was the frontage and it being surrounded by commercial zones and it is changing.

Commissioner Lytle motioned to approve the Rezone from R-R-5 to R-R-½ and the Minor Subdivision For property Owned By Matt Tippets And Located At 645 E. Hwy 43. Commissioner Asay seconded the motion. Commissioner Lytle asked if there were other zones that could accommodate residential and commercial options. Matt Tippets said the minimum size of lots is ½ acre, but they could be larger. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Order Summary For Aviation Support & Maintenance Services By DBT Transportation Services (Cont'd): Attorney Kent Snider called DBT and said there are two issues here. One, is the bill for the past year, and the other, is for the future year bill.

Commissioner Lytle motioned to approve the Order Summary For Aviation Support & Maintenance Services By DBT Transportation Services for the upcoming year and the payment of the previously approved contract. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Rural Opportunity Grant Application Submission Through UBAOG: Commissioner Tippets asked if Kevin was still on and he and Laurie Brummond were still attending virtually. Laurie said the State with the County's permission had reset the County's access to allow Kevin to work on this, but they still need the password. Commissioner Tippets said that Commissioners gave Laurie permission to request that James Dixon reset the password and set it to both UBAOG and Daggett County. She also needs a contact person in Daggett County to answer questions. Keri Pallesen was willing to do this. Commissioner Lytle noted that Procurement has not been done yet and needs to be addressed. Duchesne County has provided a letter of support, but we still have to have a letter from the CED Board and Laurie will get what is needed in that letter. A CED Board meeting is set for Thursday the 10th and Laurie asked if it could be done virtually. Laurie was asked to coordinate what needs to be in the letter with Commissioner Tippets and Kevin said it looks like we need a letter of support. Laurie asked if it had been discussed and asked if she could get a copy of the minutes. Commissioner Lytle said there may not be any minutes. The application is due on the 17th, so she needs the new minutes as quickly as possible.

Discussion And Consideration Of Travel Reimbursement Request For Sheriff's Office: Commissioner Lytle asked if we needed Keri for this and it was thought she should be here. This is similar to what was done several weeks ago but for a different person. Keri didn't have any comments. Commissioner Asay said it is the same or similar to the one approved for the Sheriff, so Commissioner Asay motioned to approve the Travel Reimbursement Request for the Sheriff's Office. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			

Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Election Dates, Election Audit And Canvass Of Election: Commissioner Lytle asked about early voting in Dutch John and Brian said it will be on November 1st from 3 pm to 7 pm.

Commissioner Lytle motioned to do the Audit on November 21st at 2 pm and the Canvass on November 22nd at 1 pm for the 2022 General Election. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay	X			

The motion carried.

Closed Session For Possible Purchase, Exchange Or Lease Of Real Property: There was thought to be a need, but nobody was on and Brian said he had received no texts or emails.

Commissioner Asay said there is a frustration on the Auditor's part as there are people not getting their credit card reports done in a timely manner. Elected Officials are signing things that are not in policy. So they need to be fixed before they are turned in. Keri thought we might need to change the policy because it is difficult. The tentative budget is not ready. There are about $40,000 in outstanding credit cards still needing approval . The tentative budget will be last year's budget, and will be on next week's agenda for approval. Keri will get out departmental budget information this week.

With no further business Commissioner Tippets adjourned the meeting at 11:51 am.