

Minutes of the Meeting of the Daggett County Commission held on **Tuesday, February 23, 2021** in the Commission Chambers at the Daggett County Courthouse and through electronic means. Commissioners Randy Asay and Matt Tippetts were present in person. Commissioner Jack Lytle was excused. Attorney Niel Lund and Clerk Brian Raymond were present in person. The meeting was called to order at 9:04 am by Commissioner Asay.

**Present In Person:** Martin Pierce of Jones and Demille Engineering and Keri Pallesen

**Present Online:** Bret Reynolds, Kym Slagowski, Sheriff Erik Bailey and Keri Pallesen.

**Approve Minutes:** Minutes for the February 16, 2021 Commission meeting were available for review. Commissioner Tippetts noted the misspelling of Brandi Pearson's name. With that correction Commissioner Tippetts motioned to accept the minutes for February 16, 2021. Commissioner Asay seconded the motion. All were in favor and the motion carried.

**Issues Updates:** Commissioner Asay stated that TriCounty Health has changed the format on their website and they no longer post the updates online. The numbers are down and Uintah and Duchesne are in the Moderate Category and Daggett is still in the Low Category.

Commissioner Asay said they had 2 applications but they have until 5 pm on Friday until it closes. It was decided not to put this on the agenda next week, so interviews can be held.

Commissioner Asay asked if there was anything on the Dutch John Airport to bring up today; there was very little new, but they would talk more with the Forest Service, but it looks good so far. Martin Pierce said he will be getting with the Forest Service

Commissioner Asay asked for an update on applicants for the Emergency Manager/EMS Director position. Sheriff Bailey said he had done an initial review on some of them and he has not decided to interview or close it yet. He would like to possibly get some more applications but not sure if he will. There is a possibility to get some EMTs for the summer from Rock Springs so he is looking into that.

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

**Cash Summary And Expected Revenues Report Review:** The Cash Summary was provided by the Recorder/Treasurer's Office. Commissioner Tippetts motioned to accept the Cash summary dated February 20, 2021 for all bank accounts. Commissioner Asay seconded the motion. All were in favor and the motion carried.

**Approve Open Invoice Register:** The Open Invoice Register was provided by the Auditor's Office for review. Commissioner Asay noted that the Miscellaneous Election Equipment was quite high and Mr. Raymond noted that is our annual Maintenance expenses for our equipment and the State will reimburse for this amount this year! The payment to UBAOG was another larger item. Commissioner Tippetts motioned to approve the Open Invoice Register for February 18, 2021, in the amount of \$19,309.51. The motion was seconded by Commissioner Asay. All were in favor and the motion carried.

**Disbursement Listing:** The Disbursement Listing was provided by the Auditor's Office for review. Commissioner Tippetts motioned to accept the Disbursement Listing from Zions Checking for February 14, 2021 to February 18, 2021, in the amount of \$49,943.50. The motion was seconded by Commissioner Asay. All were in favor and the motion carried. Commissioner Asay noted there is a bill from the Clinic, so that is faster than before, which is good.

**Purchase Order Approvals:** No purchase orders were needing approval.

**Correspondence:** Commissioner Asay said that he had received a request for the Cow Country Junior Rodeo Sponsorship for 2021. This will be on the agenda next week.

Commissioner Tippetts said he had received correspondence from Judge Hartmann regarding the Mosquito District and they are looking for new board members. Mr. Raymond said the County has been involved in the past except during the last go round. Attorney Niel Lund looked this up in code and the County may appoint up to one member and so can the Town of Manila. There are other items in the code that could change that. It was thought Layne Ferrin was appointed by the Town of Manila and Jared Gardiner and Judge Hartmann may have been appointed by the County, but it wasn't clear. 17B-1-304 was the Code section for the procedures to appoint and 17B-2a-704 gives information about the Mosquito Abatement District Board Membership. Commissioner Asay asked if Mandi Boren is still the manager and Commissioner Tippetts asked if the manager could also be on the Board. Niel did not see any issue with that, but he will do some additional research.

Commissioner Asay said he had some correspondence with Jones and Demille regarding the airport boundaries and Martin Pierce said that was part of the reason he was in attendance today. He will meet with the Forest Service today and see what their understanding is.

**Commissioner Calendar Review:** Commissioner Tippetts has an update meeting tomorrow with the Tri-County Health Department at 7 am. Commissioner Tippetts said Thursday is the Yellow Cake Caucus on and the Public Lands call on Friday morning. The Commissioners call (USACCC) is tomorrow morning at 9am. Commissioner Tippetts will attend the Town Planning and Zoning meeting on Monday and their Town Council Meeting on Thursday the 11th.

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

**Discussion and Consideration Of Abatement Of UPP Tax For HT-03-TH11:** Mr. Raymond explained that this was from the Assessor and it was done last year as Mr. Macri is deceased and none of his relatives want to take responsibility for this property, nor does the County. Commissioner Tippetts motioned to approve the abatement of the UPP Taxes for Salvatore Macri in the amount of \$39.77. The motion was seconded by Commissioner Asay. All were in favor and the motion carried. The Commissioners initialed the Tax Notice for the Assessor's benefit.

**Discussion and Consideration Of Amending The Daggett County Procurement Code:** Attorney Niel Lund found Keri and had her come into the meeting. He explained that they had checked Uintah County's procurement policy and he also reviewed the State Code. The \$50,000 amount is no longer in State Code. The State Code definition of Professional Services is quite broad and has things that don't really apply to us. The code is found in Title 63G Chapter 6A and is quite lengthy. We could reference some of their definitions even though they are somewhat ambiguous. Specific services like accounting, law, financial services, engineering, etc. are listed but it means labor, effort or work that requires specialized knowledge or discretion. The chart has been prepared and is in the packet and we may want to increase the upper limit. Uintah County is at \$20,000 and we may even want to go higher. State Vendor, Sole Source and Professional Services should not need to go through the Tiered amounts but we may need to tweak the language. Commissioner Asay asked about renewing contracts and Niel Lund said that if the contract had gone through the process already it could be renewed without going through the process again. Commissioner Asay said the Seven County Infrastructure Coalition (SCIC) approved assisting with the contact for Economic

Development services, but it wasn't clear if they were contracting or we were, as they are not covering the full amount. Keri recommended that the upper limit be between \$20,000 and \$30,000. Commissioner Asay asked about the requirement to do an RFP and Keri said the County could always do an RFP for an amount lower than the threshold. The Commissioners thought the forms presented by Keri were helpful. Niel found in the code 63G-6A-802 where the exceptions are and it goes up to \$50,000. Commissioner Tippetts thought that adjusting the limit to \$30,000 was acceptable and Commissioner Asay thought that if the Auditor was comfortable with that he was also. Commissioner Tippetts asked the attorney if he was comfortable with the changes discussed and he was. Niel asked Keri for the editable version to prepare for next week's meeting. Keri said we were going to clarify the state bid, state vendor list and the sole source and add some wording that the Commission can choose to get proposals at any level, but the limit is \$30,000 where they have to accept proposals. It will be on the agenda next week to approve.

**Discussion And Consideration Of Possible Economic Development RFP:** Attorney Niel Lund said there wasn't a need to discuss this at this time, but it may be good to have discussion with Commissioner Lytle next week regarding the SCIC plans.

**Discussion and Consideration Of Amending Daggett County Code Title 3 Section 1 Relating To Business Licences:** Clerk Brian Raymond said he had prepared a list of questions and included information in the packet. The first Question is whether we want to continue requiring business licenses as it provides about \$9,000.00 a year in revenue, with costs consistent with that. Commissioner Tippetts didn't think the revenue was the only reason to do business licenses, but asked why businesses are required to have more than one business license in different locations. He thought one should be sufficient in the businesses main location. Mr. Raymond said he had been talking with the Town of Manila about allowing one business license in the towns or County for all businesses, but hadn't been able to see what the final effect of that would be on revenues.

He said the big thing is that he wants to get the expiration dates need to be changed to match the UPP dates of May 16th instead of March 31st, as it is confusing to businesses. There are other items that need further research, but this could be done while we are doing the research. Commissioner Asay said that he is aware of businesses that have come into the area and done shoddy work so how do we deal with tha. There is an investigations section, but not much beyond that and maybe if we get complaints they can be denied a business license. The business license is a way to help the welfare of the County residents and visitors. The deadline for licenses expiring is March 31st and it is fast approaching so we need a decision so we can mail out the licenses. Is anyone checking that all businesses are licensed, but there is not strict enforcement in that way, but when we are notified of a new business then we send them the information and request they get a license.

Employees is one classification that is allowed and we use that to set different fees. It is confusing and gets complicated really quickly as does it make a difference whether they are full-time or part-time and if they are in the county or at their home location. Utilities are one segment that should be licensed and addressed differently. The State Code is very brief, but there are things hidden in many parts of the code. A clear enforceable policy would be helpful and easier to enforce. Another question is non-profits and groups that make income that aren't really businesses, but meet the definition of a business. Commissioner Tippetts had two thoughts and the first one he expressed

earlier and the other is that everyone should have a license unless they are exempted. Having the UPP paid prior to the license being approved has helped the Assessor's office collect the UPP.

Commissioner Tippets motioned to change the license period from April 1st to May 15th and continue with business as usual with ongoing discussion on the other issues. The motion was seconded by Commissioner Asay. All were in favor and the motion carried.

**Closed Session:** There was no need for a Closed session.

With no further business Commissioner Asay adjourned the meeting at 10:52 am

s/ Brian Raymond  
Clerk/Treasurer\_Brian Raymond

/s/ Randy Asay  
Commissioner Randy Asay

/s/ Jack Lytle  
Commissioner Jack Lytle

/s/ Matt Tippets  
Commissioner Matt Tippets