

**APPROVED**

**CACHE COUNTY  
COUNCIL MEETING  
MINUTES  
NOVEMBER 26, 2013**

**CACHE COUNTY COUNCIL  
NOVEMBER 26, 2013**

**APPOINTMENT – Nielsen, Jeff-Deputy County Surveyor..... 1**

**APPOINTMENT – Strong, David D.-Deputy County Surveyor..... 1**

**ASTLE, JAMES – Public Comment ..... 6**

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**BUDGET – Public Hearing-November 26, 2013-6:16 p.m.-Open 2013 Budget..... 6**

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**CACHE COUNTY COUNCIL MEETING  
November 26, 2013**

The Cache County Council convened in a regular session on November 26, 2013 at 5:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah.

**ATTENDANCE:**

**Chairman:** Val Potter  
**Vice Chairman:** H. Craig Petersen  
**Council Members:** Craig "W" Buttars, Kathy Robison, Jon White, Cory Yeates & Gordon Zilles.  
**County Executive:** M. Lynn Lemon  
**County Clerk:** Jill N. Zollinger (absent)  
**County Attorney:** Denise Ciebien (James Swink absent)

**The following individuals were also in attendance:** Janeen Allen, Mike Anderson, James Astle, Josh Bartschi, Mikelshan Bartschi, Shaun Bartschi, Ralph Chertkow, Clair Christiansen, Denise Ciebien, John Copenhaver, Nathan Daugs, Sharon L. Hoth, Jared Keller, Thad Kunz, Troy Liquin, Phillip Lucas, Tanya Smith Lucas, Neil Murray, Brad Nelson, Sheriff Lynn Nelson, Dave Nielsen, Shannon Nielsen, Todd Parker, Doyle Peck, Director Josh Runhaar, Dianna Schaeffer, Deputy Brad Slater, Auditor Tamra Stones, Reed Tanner, Jason Whittier, Craig Youngberg, **Media:** Shannon Nielsen (Herald Journal), Jenny Christensen (KVNU).

**OPENING REMARKS AND PLEDGE OF ALLEGIANCE**

Council member Robison gave the opening remarks and led those present in the Pledge of Allegiance.

**REVIEW AND APPROVAL OF AGENDA**

**ACTION:** Motion by Council member Yeates to approve the amended agenda as written. Petersen seconded the motion. The vote was unanimous, 7-0.

**REVIEW AND APPROVAL OF MINUTES**

**ACTION:** Motion by Council member Zilles to approve the minutes of the November 12, 2013 Council Meeting as written. Robison seconded the motion. The vote was unanimous, 7-0.

**REPORT OF THE COUNTY EXECUTIVE: M. LYNN LEMON**

**APPOINTMENTS:** Jeff Nielsen Deputy County Surveyor  
David D. Strong Deputy County Surveyor

Due to the closure of the County Surveyor's Office, Executive Lemon recommended approval of Nielsen and Strong to conduct surveyor services for Cache County.

**ACTION:** Motion by Council member Yeates to approve the recommended appointments. White seconded the motion. The vote was unanimous, 7-0.

**WARRANTS:** Warrants for the period 11-05-2013 to 11-08-2013 were given to the Clerk for filing.

**CONSENT AGENDA**

- ◇ **Daug's Minor Subdivision Amendment** – Nathan Daugs requesting approval to amend the Daugs Minor Subdivision including the adjustment of the line between the existing lots 1 and 2 and creation of an additional lot from lot 1 on 12.82 acres located in the Rural 1 (RU2) Zone at approximately 2400 South 1800 West, Young Ward.

**(Attachment 1)**

**ACTION: Motion by Council member Buttars to approve the Consent Agenda - Daug's Minor Subdivision Amendment. Zilles seconded the motion. The vote was unanimous, 7-0.**

**UNIT OR COMMITTEE REPORTS**

- **VAWA Grant Report** – Jared Keller reported that the VAWA requires a biannual report. It was developed to create positions specifically for investigating crimes against women. The grant application for 2013 was denied because the grant was initially received in 2004/2005 with the understanding that once the positions were instituted, the local government would provide the funding to maintain them. If the Sheriff's Office decides to create another new position, Cache County may be eligible to apply for the grant again.

**PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS**

**ACTION: Motion by Council member Yeates to convene as a Board of Equalization. White seconded the motion. The vote was unanimous, 7-0.**

**THE COUNCIL CONVENED AS A BOARD OF EQUALIZATION**

- **Property Tax Exemption Request - Nevada-Utah Association of Seventh Day Adventists** – Auditor Stones explained that this entity qualifies for tax exemption during construction. *(Details are on file in the Cache County Auditor's Office.)*

**ACTION: Motion by Council member Yeates to approve the property tax exemption request for Nevada-Utah Association of Seventh Day Adventists. Petersen seconded the motion. The vote was unanimous, 7-0.**

**ACTION: Motion by Council member Zilles to adjourn from the Board of Equalization. Yeates seconded the motion. The vote was unanimous, 7-0.**

**THE COUNCIL ADJOURNED FROM THE BOARD OF EQUALIZATION.**

**PUBLIC HEARING SET: DECEMBER 10, 2013 – 5:30 P.M.- MOAKE REZONE TO RU2**

**ACTION: Motion by Council member Zilles to set a Public Hearing December 10, 2013 – 5:30 p.m. – Moake Rezone to RU2. Robison seconded the motion. The vote was unanimous, 7-0.**

**PUBLIC HEARING SET: DECEMBER 10, 2013-5:50 P.M.-TOP OF WORLD ESTATES REZONE TO RU5**

**ACTION: Motion by Council member Yeates to set a Public Hearing December 10, 2013-6:15 p.m. – Open 2013 Budget. Buttars seconded the motion. The vote was unanimous, 7-0.**

**PUBLIC HEARING SET: DECEMBER 10, 2013-6:15 P.M.-OPEN 2013 BUDGET**

**ACTION: Motion by Council member Buttars to set a Public Hearing December 10, 2013-6:15 p.m.-Open 2013 Budget. White seconded the motion. The vote was unanimous, 7-0.**

**PENDING ACTION**

**❑ Ordinance No. 2013-17 – Consolidation of Certain Cache County Offices –**

Executive Lemon provided handouts answering questions posed at the November 12, 2013 public hearing on this issue:

1. Where is the data to support the statement that combining Clerk/Auditor offices will be more cost efficient and increase office efficiency? – Lemon attached a budget sheet projecting a \$67,995.00 savings in 2014, but that same amount may not carry over to future years.
2. How is the conflict in the Clerk and Auditor calendars going to be resolved – for instance, during abatement times vs. the fair. – Abatements, etc. will remain with accounting functions and the setting of the tax rate and the internal audits will follow the auditor's functions.
3. How is the transition going to occur? – Beginning the middle of December the Auditor will temporarily move to the Historic Courthouse and then move to the current Fire Department offices after the first of the year because their offices will be moving upstairs.

Council member Buttars asked if Lemon anticipates a reduction in the number of employees needed? Lemon responded no, but employees will be cross-trained to increase efficiency.

Lemon said there may be a need for more funding if there is a greater emphasis on internal audits.

Council member Buttars said he is comfortable with supporting the ordinance after having these questions answered.

**(Attachment 2)**

**ACTION: Motion by Council member Buttars to approve Ordinance No. 2013-17 – An ordinance of the County Council of Cache County, Utah, providing for the merger of the Cache County Auditor’s Office into the Cache County Clerk’s Office. Petersen seconded the motion. The vote was unanimous, 7-0.**

**Ordinance No. 2013-17:** The motion passed 7-0.

	<u>BUTTARS</u>	<u>PETERSEN</u>	<u>POTTER</u>	<u>ROBISON</u>	<u>WHITE</u>	<u>YEATES</u>	<u>ZILLES</u>	<u>VOTES CAST</u>
AYE	X	X	X	X	X	X	X	7
NAY								0
ABSTAINED								0
ABSENT								0

**INITIAL PROPOSAL FOR CONSIDERATION OF ACTION**

- **Jackson Ridge Subdivision** – Request for a three-month extension of the Plat Recordation Deadline – Director Runhaar noted this subdivision was approved a year ago and they need an extension. Runhaar recommends approval of a three-month extension. The applicant has agreed to pay the new costs for engineering services.

(Attachment 3)

**ACTION: Motion by Council member Yeates to waive the rules and approve the Jackson Ridge Subdivision request for a three-month extension of the Plat Recordation Deadline. Robison seconded the motion. The vote was unanimous, 7-0.**

- **Approval of 2014 Meeting Schedule/Deadlines for the Cache County Planning Commission and Board of Adjustments** – Director Runhaar indicated the only changes were to accommodate holidays and staff trainings and recommended approval.

(Attachment 4)

**ACTION: Motion by Council member Zilles to approve the 2014 Meeting Schedule/Deadlines for the Cache County Planning Commission and Board of Adjustments. White seconded the motion. The vote was unanimous, 7-0.**

- **Discussion – By-Mail Vote Issues** – Deputy Clerk Sharon Hoth presented Council members with the mailings that went out to the voters in the unincorporated areas of the county for the Cache County School Bond Election, memos that were sent to each city/town clerk or recorder with specific instructions on how to direct voters on election day and a listing of the voter turnout percentages in the Cache County School District Bond Election.

Council member Zilles suggested that, in the future, there be a statement on the outside of the envelope indicating the ballot for the Cache County School District Bond Election is enclosed. Hoth said she will check the State Code to see if such a statement would be permissible on the envelope.

Executive Lemon said he has had some complaints about the by-mail election. The Clerk's office has received some favorable comments from voters on the by-mail procedure.

- **Hardship Applications** – Executive Lemon reviewed additional information the Council requested on a previous applicant. *(Details are on file in the Cache County Auditor's Office.)*

**ACTION: Motion by Council member Buttars to approve a 25% tax abatement for #06-060-0021 because there is no medical condition. Petersen seconded the motion. The vote was unanimous, 7-0.**

**ACTION: Motion by Council member Robison to approve the hardship application for #08-143-0018. Zilles seconded the motion. The vote was unanimous, 7-0.**

#### **PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS**

**PUBLIC HEARING: NOVEMBER 26, 2013 – 6:00 P.M. – 2014 BUDGET AND TAX INCREASE HEARING** – Chairman Potter invited Executive Lemon to explain the proposed 10% tax increase.

Executive Lemon shared a chart of the property tax burden comparison to other counties which lists Cache County with the lowest average tax liability. Lemon said the increase is needed to fund the road department which has a serious funding problem even though major cuts have been applied; Bear River Mental Health needs \$34,000.00 to be eligible for \$650,000.00 matching funds that are needed to serve the citizens of Cache County; and the county needs \$80,000.00 to fund a critically needed long-term water plan. The Fire Department also has a need for employees – three full-time people now cover the entire county. Retirement system costs increased by \$168,395.00 as well.

Executive Lemon said some citizens want to know why the county is “springing” this on the public when the passing of the school bonds has already raised taxes. Chairman Potter reminded the public that the county has been discussing this since October or earlier. The proposed tax increase is not for employee compensation as some media reports may have inferred.

**Chairman Potter opened the Public Hearing and invited public comment.**

Ralph Chertkow, Lewiston, asked the Council to be mindful that individuals are being affected by any increase. People never “own” their homes because they can be lost any time taxes cannot be paid. Please remember them.

The following individuals from the Cache County Sheriff's Office or spouse of a Deputy asked for an increase in employee compensation to alleviate high turnover costs from employees leaving for better wages elsewhere and to implement a plan to rectify market inequity in wages: Mikelshan Bartschi, Sheriff Lynn Nelson, Craig Youngberg, Reed Tanner, Todd Parker, Brad Nelson, James Astle, Tanya Smith Lucas.

John Copenhaver stated the biggest issue with employees is unfair compensation and supported a wage increase for the Sheriff's Office.

There was no other public comment.

**ACTION: Motion by Council member White to close the Public Hearing. Petersen seconded the motion. The vote was unanimous, 7-0.**

**PUBLIC HEARING: NOVEMBER 26, 2013 – 6:15 P.M. – OPEN 2013 BUDGET –**  
Executive Lemon explained the budget changes.

**Chairman Potter opened the Public Hearing and invited public comment. There was none.**

**ACTION: Motion by Council member Yeates to close the Public Hearing- November 26, 2013-6:16 p.m.-Open 2013 Budget. Zilles seconded the motion. The vote was unanimous, 7-0.**

- **Resolution No.2013-28 – Amendments to 2013 Budget**

(Attachment 5)

**ACTION: Motion by Vice Chairman Petersen to waive the rules and approve Resolution No. 2013-28-Amendments to 2013 Budget. Yeates seconded the motion. The vote was unanimous, 7-0.**

- **Discussion – 2014 Budget** – Chairman Potter invited comments from the Council. Council member Robison asked Sheriff Nelson if the thirty employees who left the Sheriff's office this year included civilians that left? Nelson said it did.

Other points reviewed with Sheriff Nelson were: the percent of salary increases in the last three years, how increases were distributed, number of employees at or above market, changing retirement policies, matching funds from Sheriff's budget for pay increases.

Vice Chairman Petersen asked if the Sheriff's office was given \$600,000.00, how would it affect the average hourly wage. Sheriff Nelson replied it would come close to fixing the issues. Petersen also suggested that any change in retirement policy as mentioned by Council member White would have to occur in the future and can't be considered this year.

Council member White stated that if the Sheriff's Office wages are brought "up to par", then it needs to be done in every department.

Council member Robison asked that the ideas considered tonight be compiled in written form and emailed to Council members for review and thought.

Vice Chairman Petersen said Lemon once said the county could get by on reserve account funds for one more year, but it would be iffy, what about using a percentage out of the reserve account and a lower tax increase or the county could take part of the tax increase for employee compensation and take the rest out of the reserve fund account.

In response to Petersen's timeline query, Lemon said the Council needs to adopt the 2014 budget and adopt an ordinance for 2014 elected officials' salaries on December 3 or 10, 2013. There is a budget opening scheduled for December 10, 2013 for this year's budget. Lemon will meet with Department Heads for this year's budget to finish up prior to those Council meetings.

### **OTHER BUSINESS**

- ✓ **Cache County Employee Christmas Dinner – December 11, 2013, 6:30 p.m. Riverwoods Conference Center**

### **COUNCIL MEMBER REPORTS**

**Kathy Robison** asked about the status of Neighborhood Nonprofit's request for the land donation by the jail for transitional housing. Executive Lemon said Attorney Swink had concerns with having homeless and transitional housing together.

**Cory Yeates** attended the UAC Public Lands meeting and said Congressman Bishop says there is very low interest in transferring Federal lands to the state. Public Lands wants three questions answered before the legislative session: What would be the up side of the lands transfer, what are the primary concerns with respect to the state taking ownership of the lands and what is the economic wish list if the state had access to Federal lands?

Yeates also attended the Sage Grouse meeting and said feedback on the two plans – Plan D (Federal preferred) and Plan E (state preferred) is requested by January 10, 2013.

**Craig "W" Buttars** reported the Water Board has met and discussed options/purposes for spending funds. One of the first things is to implement the water master plan which requires a work document for a conservancy district to be taken to municipalities for input. The stake holder consensus was that a water conservancy district is needed. The County's responsibility will be to compile information and disseminate it to the communities. It would then go on the 2016 ballot for citizen approval.

**Gordon Zilles** said he appreciated the Sheriff's employees being willing to stand before the Council with their comments.

**Attorney Ciebien** informed the Council of a press release by Thermo Fisher stating that the acquisition of Life Technologies requires them to divest themselves of some of their businesses which equal \$180 million worth of businesses in this valley. Ciebien's

Cache County Council  
11-26-2013

Concern is that there will be major companies interested in acquiring those businesses which may take them outside of Cache County. Yeates noted there is a small company at the Innovation Campus he thinks may be interested.

**ADJOURNMENT**

The Council meeting adjourned at 7:50 p.m.

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**ATTEST:** Jill N. Zollinger  
County Clerk

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**APPROVAL:** Val Potter  
Chairman

### STAFF REPORT: DAUGS MINOR SUBDIVISION AMENDMENT

07 November 2013

This staff report is an analysis of the application based on adopted county documents, standard county development practices, and available information. The report is to be used to review and consider the merits of the application. Additional information may be provided that supplements or amends this staff report.

**Agent:** Nathan Daugs

**Parcel ID#:** 11-117-0001, 0002, and 0003

**Staff Recommendation:** Approval with conditions

**Type of Action:** Administrative

**Land Use Authority:** Cache County Council

#### LOCATION

*Reviewed by: Stephanie Nelson, Planner I*

**Project Address:**

1800 South 2400 West

Young Ward

**Current Zoning:**

Rural 2 (RU2)

**Acres:** 12.82

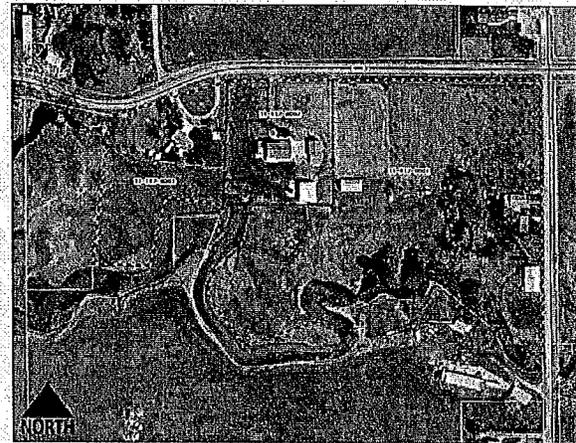
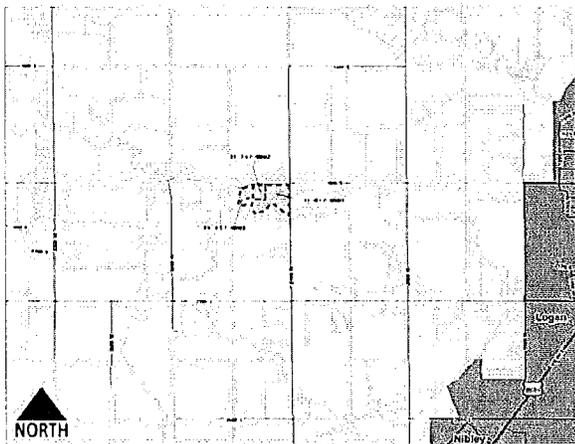
**Surrounding Uses:**

North – Agricultural/Residential

South – Agricultural/Residential

East – Agricultural/Residential

West – Agricultural/Residential



#### PURPOSE AND SUMMARY

**Purpose:**

To create a new developable lot by dividing lot 1, and the amendment of the property line between the existing lots 1 and 2 in the Daugs Minor Subdivision.

**Summary:**

The Daugs Minor Subdivision was rezoned from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone on 26 June 2013 as ordinance 2013-10. Of the existing 12.82 acres, only 8.62 are developable due to the presence of wetlands (-3.42 ac.) and Spring Creek (-0.78 ac.) on the property, and the required dedication of right-of-way. Open water and wetlands are defined as sensitive areas and do not count toward developable acreage. Therefore, one additional developable lot is possible on the 12.82 acre property.

**Access:**

- Access to this property is from county road 1800 South. 1800 South consists of a 23 foot wide paved surface with 1.5 foot wide gravel shoulders; this meets the minimum county standards.
- An Encroachment Permit is required for the placement of an additional residential access.

**Service Provision:**

- Access for emergency response is adequate. Water supply for fire suppression will be provided by the City of Logan Fire Department.

**Public Comment:**

Notices were mailed to the property owners located within 300 feet of the subject property. At this time, no public comment regarding this proposal has been received by the Development Services Office.

**STAFF DETERMINATION AND FINDINGS OF FACT (4)**

It is staff's determination that the Daug's Minor Subdivision Amendment, the addition of 1 lot and amendment of the property line between the existing lots 1 and 2 to a 3-lot subdivision for property located at approximately 2400 West 1800 South with parcel numbers 11-117-0001, 0002, and 0003, is in conformance with the Cache County Ordinance requirements and should be forwarded to the County Council with a recommendation of approval. This determination is based on the following findings of fact:

1. The Daug's Minor Subdivision Amendment has been revised and amended by the conditions of project approval to address the issues and concerns raised within the public and administrative records.
2. The Daug's Minor Subdivision Amendment has been revised and amended by the conditions of project approval to conform to the requirements of Titles 16 and 17 of the Cache County Code and the requirements of various departments and agencies.
3. The Daug's Minor Subdivision Amendment conforms to the preliminary and final plat requirements of §16.03.030 and §16.03.040 of the Cache County Subdivision Ordinance.
4. The Daug's Minor Subdivision Amendment is compatible with surrounding land uses and will not interfere with the use and enjoyment of adjoining or area properties.

**CONDITIONS OF APPROVAL (2)**

The following conditions must be met for the developments to conform to the County Ordinance and the requirements of county service providers.

1. The proponent shall meet all applicable standards of the Cache County Ordinance.
2. The applicant shall reaffirm their 33' portion of Cache County's 66' wide right-of-way for all county roads along the proposed subdivision boundary.

NE COR SEC 15  
T11N R11W S15E M  
EAST 1/4 SPOKE  
C.C.P. 193

SECTION 15 COR SEC 15  
T11N R11W S15E M  
EAST 1/4 SPOKE  
C.C.P. 193

1800 SOUTH

POB

LOT 4  
5.16 A.C.  
2416 WEST

ALISON M DAUGS TR  
LOT 2  
4.06 A.C.  
2495 WEST

CLARK / MARSHA ISRAEISEN TR  
LOT 3  
2.34 A.C.  
2624 WEST

DONALD R DAUGS  
LOT 1  
1.26 A.C.  
1847 SOUTH

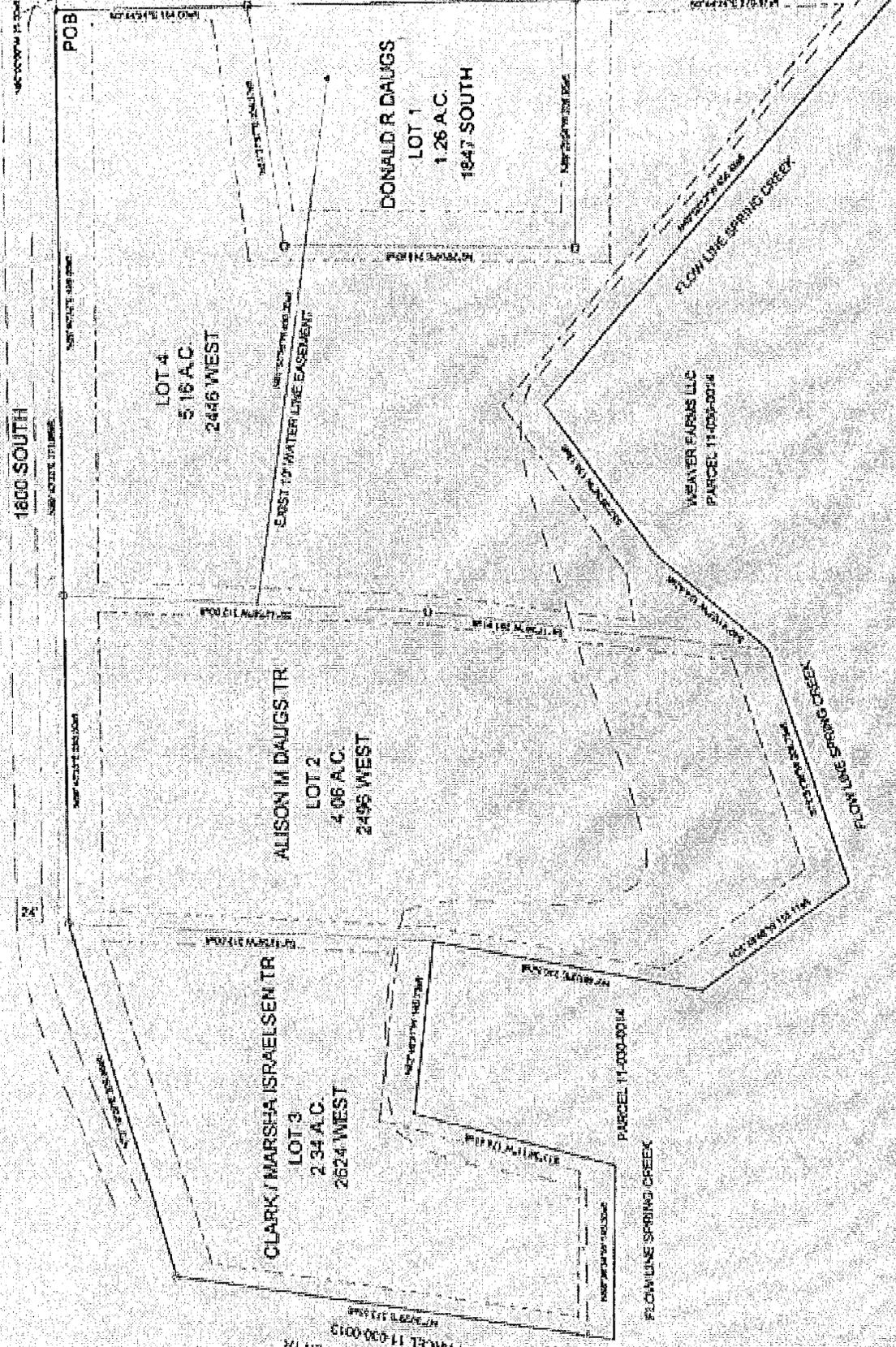
CLARK / MARSHA ISRAEISEN TR  
PARCEL 11-000-0013

PARCEL 11-000-0014

WEAVER FARMS LLC  
PARCEL 11-000-0014

2400 WEST

EAST 1/4 COR SEC 11  
T11N R11W S15E M  
EAST SPOKE C.C.P. 193



PLAT OF LOTS 1, 2, 3, 4  
BASED ON HEARING 2/20/08

FLOW LINE SPRING CREEK

VERBO DUGGS EAST 1/4  
PARCEL 11-000-0014

FLOW LINE SPRING CREEK

1 **Cache County Planning Commission**

2  
3 Minutes for 07 November 2013

4  
5 **Present:** Chris Allen, Chris Sands, Clair Ellis, Phillip Olsen, Stephanie Nelson, Chris Harrild, Josh  
6 Runhaar, Megan Izatt, Denise Ciebien

7  
8 **Start Time:** 05:34:00

9  
10 **Larsen** welcomed and **Allen** gave opening remarks

11  
12 **Agenda**

13  
14 Item #2 was removed because it was not ready to be heard.

15  
16 **Minutes**

17  
18 Passed with no changes.

19  
20 **05:37:000**

21  
22 **Consent Agenda**

23  
24 **#1 Daug's Subdivision Amendment (Nathan Daug's)**

25  
26 **Harrild** reviewed Mr. Nathan Daug's request for a recommendation of approval to the County Council to  
27 amend the Daug's Minor Subdivision including the adjustment of the line between the existing lots 1 and 2  
28 and creation of an additional lot from lot 1 on 12.82 acres of property located in the Rural 2 (RU2) Zone  
29 at approximately 2460 South 1800 West, Young Ward.

30  
31 *Sands motioned to accept the consent agenda with the noted findings of fact and conditions of approval;*  
32 *Allen seconded; Passed 5, 0.*  
33

**CACHE COUNTY  
ORDINANCE NO. 2013-17**

**AN ORDINANCE OF THE COUNTY COUNCIL OF CACHE COUNTY, UTAH,  
PROVIDING FOR THE MERGER OF THE CACHE COUNTY AUDITOR'S OFFICE  
INTO THE CACHE COUNTY CLERK'S OFFICE**

*Disclaimer: This is provided for informational purposes only. The formatting of this ordinance may vary from the official hard copy. In the case of any discrepancy between this ordinance and the official hard copy, the official hard copy will prevail.*

This matter came before the Cache County Council on November 12, 2013 to consider the consolidation of the Cache County Auditor's Office into the Cache County Clerk's Office. After due consideration by the Cache County Council and in light of the following findings of fact and conclusions of law, the Council concludes that:

WHEREAS, the Council finds that certain duties of officers and employees of Cache County could be effectively merged into one office; and

WHEREAS, such a merger would increase the efficiency and efficacy of important Cache County functions and responsibilities; and

WHEREAS, the improved efficiency and efficacy of said merger would also promote consistency and assist Cache County's ability to better serve the interests of the citizens of Cache County; now

THEREFORE, pursuant to the authority granted to the Cache County Council by the Utah State Legislature in Utah Code Ann. § 17-16-3, as amended, the Cache County Council enacts the following:

1. Consolidation of Offices: The Office of the Cache County Auditor will be consolidated with the Office of the Cache County Clerk.
2. Effective Date of Consolidation of Offices: The Cache County Auditor's Office will be consolidated with the Office of the Cache County Clerk pursuant to the statutory provisions of Utah Code Ann. § 17-16-3(3)(b) which mandates the Cache County Council ensure that any ordinance consolidating the Cache County Auditor's Office with the Office of the Cache County Clerk take effect on the first Monday in January after the year in which county officers are elected. Therefore the effective date of this ordinance shall be January 5, 2015.

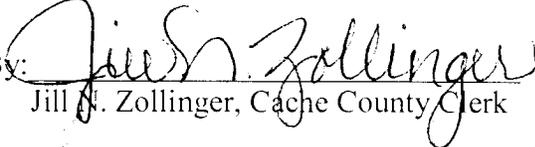
This ordinance was approved and adopted by the Cache County Council on the 26th day of November 2013, upon the following vote:

	IN FAVOR	AGAINST	ABSTAINED	ABSENT
Val K. Potter	X			
H. Craig Petersen	X			
Craig "W" Buttars	X			
Kathy Robison	X			
Jon White	X			
Cory Yeates	X			
Gordon A. Zilles	X			

CACHE COUNTY COUNCIL

By:   
Val K. Potter, Chairman

ATTEST:

By:   
Jill N. Zollinger, Cache County Clerk



Publication Date: December 11, 2013

1-Where is the data to support the statement that combining Clerk/Auditor offices will be more cost efficient and increase office efficiency?

See attached Budget Comparison

2-How is the conflict in the Clerk and Auditor calendars going to be resolved - for instance, during abatement times vs. the fair.

Current Proposal will leave the Clerk of the Board of Equalization and Tax Hardships, Exemptions and Abatement with the Accounting Functions.

Setting the Tax Rate and Internal Audits will follow the Auditor's Functions

3-How is the transition going to occur?

Beginning on December 15, 2013 the Auditor will temporarily move to the Historic Court House and then move to the current Fire Department Office and the Finance Director will move to the "Finance/Accounting" Department which is currently the Auditor's Office.

**2014 BUDGET PROPOSAL  
REASSIGNMENT OF ACCOUNTING SERVICES**

Account	Title	Annual Total		2013		2014		
		2011	2012	Jan - Oct	Budget	Request	Recommend	Reassigned
<b>EXECUTIVE</b>								
100-4131-110	SALARY	163,831	172,867	139,201	182,960	186,553	188,506	113,776
100-4131-130	EMPLOYEE BENEFITS	70,813	71,773	61,536	77,873	83,665	84,407	49,607
100-4131-210	SUBSCRIPTIONS & MEMBERSHIPS	1,530	1,027	835	1,250	1,250	1,250	1,000
100-4131-230	TRAVEL	2,332	1,926	1,792	3,000	3,000	3,000	2,500
100-4131-240	OFFICE SUPPLIES & EXPENSE	1,178	843	524	1,300	1,300	1,300	1,200
100-4131-250	EQUIPMENT SUPPLIES & MAINT	625	716	657	1,500	1,500	1,500	1,000
100-4131-280	COMMUNICATIONS	1,276	1,206	766	1,500	1,500	1,500	1,300
100-4131-310	PROFESSIONAL & TECHNICAL	-	2,500	3,000	3,000	3,000	3,000	2,500
100-4131-330	EDUCATION & TRAINING	976	1,280	942	1,500	1,500	1,500	-
100-4131-620	MISC SERVICES	35	-	-	1,000	1,000	1,000	1,000
100-4131-740	CAPITALIZED EQUIPMENT	1,737	-	-	-	-	-	-
100-4131-999	A&C ALLOC - EXECUTIVE 15% / 30%	(37,508)	(38,121)	(29,844)	(41,232)	(42,640)	(43,044)	(52,165)
<b>Total EXECUTIVE</b>		<b>206,825</b>	<b>216,017</b>	<b>179,409</b>	<b>233,651</b>	<b>241,628</b>	<b>243,919</b>	<b>121,718</b>
<b>FINANCE</b>								
100-4132-110	SALARY							209,398
100-4132-115	OVERTIME PAY							1,500
100-4132-120	TEMPORARY EMPLOYEES							24,710
100-4132-130	EMPLOYEE BENEFITS							109,060
100-4132-210	SUBSCRIPTIONS & MEMBERSHIPS							1,000
100-4132-230	TRAVEL							3,000
100-4132-240	OFFICE SUPPLIES & EXPENSE							7,500
100-4132-250	EQUIPMENT SUPPLIES & MAINT							19,000
100-4132-280	COMMUNICATIONS							2,000
100-4132-310	PROFESSIONAL & TECHNICAL							1,500
100-4132-311	SOFTWARE PACKAGES							23,840
100-4132-330	EDUCATION & TRAINING							3,000
100-4132-520	COLLECTION COSTS							4,500
100-4132-610	MISC SUPPLIES							13,000
100-4132-620	MISC SERVICES							8,000
100-4132-999	A&C ALLOC - FINANCE 33%							(142,233)
<b>Total FINANCE</b>								<b>288,775</b>
<b>AUDITOR</b>								
100-4141-110	SALARY	172,611	180,412	143,883	189,653	193,520	195,246	-
100-4141-115	OVERTIME PAY	53	438	400	1,500	1,500	1,500	-
100-4141-120	TEMPORARY EMPLOYEES	11,761	17,997	10,290	18,710	24,710	24,710	-
100-4141-130	EMPLOYEE BENEFITS	73,019	74,189	63,347	82,794	89,988	89,573	7,446
100-4141-210	SUBSCRIPTIONS & MEMBERSHIPS	818	813	727	750	800	800	500
100-4141-230	TRAVEL	3,340	1,697	1,841	5,129	5,000	5,000	-
100-4141-240	OFFICE EXPENSE	7,480	7,808	10,078	12,000	10,000	10,000	2,500
100-4141-250	SUPPLIES & MAINT	15,171	13,227	5,416	11,438	21,000	21,000	2,500
100-4141-251	NON-CAPITALIZED EQUIPMENT	965	48,468	5,537	6,000	500	500	500
100-4141-280	COMMUNICATIONS	1,426	1,123	882	2,200	2,200	2,200	500
100-4141-310	PROFESSIONAL & TECHNICAL	-	2,500	2,583	2,583	2,500	2,500	1,500
100-4141-311	SOFTWARE PACKAGES	160,646	276	16,925	38,303	23,840	23,840	-
100-4141-520	COLLECTION COSTS	648	6,047	3,258	3,258	4,500	4,500	-
100-4141-610	MISC SUPPLIES	11,570	12,243	12,479	12,480	13,000	13,000	-
100-4141-620	MISC SERVICES	7,252	7,075	7,771	7,772	8,000	8,000	1,000
100-4141-740	CAPITALIZED EQUIPMENT	-	18,438	-	-	-	-	-
100-4141-999	A&C ALLOC - AUDITOR 46% / 90%	(217,482)	(180,666)	(124,379)	(181,503)	(184,487)	(185,090)	(14,801)
<b>Total AUDITOR</b>		<b>249,278</b>	<b>212,085</b>	<b>161,038</b>	<b>213,067</b>	<b>216,571</b>	<b>217,279</b>	<b>1,645</b>
<b>TOTAL BUDGET CHANGES</b>		<b>General Fund: -\$49,060</b>		<b>A&amp;C Fund: -\$18,935</b>		<b>Total Change: -\$67,995</b>		
<b>A&amp;C Allocations</b>	Total Cost:	711,093	646,889	494,670	669,453	685,326	689,332	621,337
	Allocation:	254,990	218,787	154,223	222,735	227,127	228,134	209,199
	Percent:	35.9%	33.8%	31.2%	33.3%	33.1%	33.1%	33.7%



MEMORANDUM

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**Date:** 20 November 2013

**To:** Cache County Council

**From:** Cache County Development Services

**Subject:** Jackson Ridge Subdivision: Request to extend the plat recordation deadline

Lynn Hulme previously requested approval for a 7-lot subdivision on 80.33 acres of property in the Agricultural (A-10) Zone located at approximately 10600 South 1000 East, Avon. This subdivision request was approved as follows:

Findings of Fact: Four (4)

Conditions of Approval: Five (5)

Planning Commission Recommendation: Approval (5, 0)

County Council Action: Approval (7, 0) on November 27, 2012.

Upon the approval of the County Council, Mr. Hulme had one year to record the final plat. Due to the nature, extent, and potential cost of improvements needed on the substandard roadways that provide access to the subdivision, Mr. Hulme postponed taking any action until, at this time, Mr. Hulme has not recorded the final subdivision plat. However, he is in the process of providing the information necessary that will allow him to do so, and will exceed the stated deadline for the recordation.

As Mr. Hulme has agreed to cover the cost of any engineering review of roadway improvements, staff therefore recommends that the Jackson Ridge Subdivision deadline for final plat recordation be extended for three months to allow Mr. Hulme the opportunity to provide the necessary information and to record the final plat. The conditions of approval for the Jackson Ridge Subdivision are hereby amended to include following condition #7:

7. The proponent shall bear any and all costs associated with any engineering review(s) for, and or related to, roadway improvements.

**The new deadline for the recordation of the final plat of the Jackson Ridge Subdivision is:**

**28 February 2014.**

## Staff Determination and Findings of Fact (4)

It is staff's determination that the Jackson Ridge subdivision, a 7-lot subdivision and agricultural remainder for property located at approximately 10600 South 1000 East with parcel number 16-047-0001 is in conformance with the Cache County Ordinance requirements and should be forwarded to the County Council with a recommendation of approval. This determination is based on the following findings of fact:

1. The Jackson Ridge subdivision has been revised and amended by the conditions of project approval to address the issues and concerns raised within the public and administrative records.
2. The Jackson Ridge subdivision has been revised and amended by the conditions of project approval to conform to the requirements of Titles 16 and 17 of the Cache County Code and the requirements of various departments and agencies.
3. The Jackson Ridge subdivision conforms to the preliminary and final plat requirements of §16.03.030 and §16.03.040 of the Cache County Subdivision Ordinance.
4. The Jackson Ridge subdivision is compatible with surrounding land uses and will not interfere with the use and enjoyment of adjoining or area properties.

## Conditions of Approval (6)

Prior to recordation, the following conditions must be met for the development to conform to the Cache County Code and the requirements of county service providers:

1. As identified by the proponent, improve the substandard portions of county roads 800 East and 10600 South to meet the requirements of the Cache County Manual of Roadway Design and Construction Standards. A full set of engineered design and construction plans shall be submitted to the County Engineer for review and approval and shall address the requirements such as but not limited to site distance, grade, drainage, base preparation and construction, and surfacing for said roadways.
2. The proponent shall reaffirm the 33' portion of Cache County's 66' wide right-of-way for all county roads along the proposed subdivision boundary.
3. The design of all private roadways within the development shall be reviewed by the County Engineer for compliance with applicable codes. The proponent shall submit a full set of engineered design and construction plans. These plans shall address issues of slope destabilization, grade, drainage, base preparation and construction, and surfacing for the private roadways. This may require testing of the roadway material depth on the part of the proponent to determine if the County standard has been met. The cost of such review shall be paid by the proponent.
4. The proponent shall post MUTCD type signage at the entrance to Jackson Ditch Road from 10600 North to indicate that the roadways are private and there shall be no county maintenance or snow removal on the private roadways, and shall also submit the locations and language of signage to be posted to the Development Services Office for the review and approval of the Cache County Zoning Administrator and County Engineer.
5. Legal easements for the wastewater transmission pipe and septic drain field as specified by the Bear River Health Department shall be identified and recorded.
6. The proponent shall submit a septic feasibility letter from the Bear River Health Department reflecting the current plat and parcel configuration





<b>2014 MEETING DATES AND APPLICATION DEADLINES</b>					
<b>Planning Commission</b> (1 <sup>st</sup> Thursday of each month)			<b>County Council</b> (2nd & 4th Tuesday)	<b>Board of Adjustments</b> (3 <sup>rd</sup> Thursday of each month)	
<b>Survey Deadline</b>	<b>Application Deadline</b> 3:00 PM	<b>MEETING DATE</b> 5:30 PM	<b>MEETING DATE</b> 5:00 PM	<b>Application Deadline</b> 3:00 PM	<b>MEETING DATE</b> 6:00 PM
27 Nov	4 Dec	2 Jan	14 Jan	23 Dec	16 Jan
31 Dec	8 Jan	6 Feb	28 Jan	29 Jan	20 Feb
29 Jan	5 Feb	6 Mar	11 Feb	26 Feb	20 Mar
26 Feb	5 Mar	10 Apr	25 Feb	26 Mar	17 Apr
2 Apr	9 Apr	8 May	11 Mar	23 Apr	15 May
30 Apr	7 May	5 Jun	25 Mar	28 May	19 Jun
28 May	4 Jun	10 Jul	8 Apr	25 Jun	17 July
2 Jul	9 Jul	7 Aug	22 Apr	30 Jul	21 Aug
30 Jul	6 Aug	4 Sep	13 May	27 Aug	18 Sep
3 Sep	10 Sep	2 Oct	27 May	24 Sep	16 Oct
1 Oct	8 Oct	6 Nov	10 Jun	29 Oct	20 Nov
29 Oct	5 Nov	4 Dec	24 Jun	26 Nov	18 Dec
			8 Jul		
			22 Jul		
			12 Aug		
			26 Aug		
			9 Sep		
			23 Sep		
			14 Oct		
			28 Oct		
			11 Nov		
			25 Nov		
			2 Dec		
			9 Dec		

RESOLUTION NO. 2013- 28

**A RESOLUTION INCREASING THE BUDGET APPROPRIATIONS FOR CERTAIN COUNTY DEPARTMENTS.**

The Cache County Council, in a duly convened meeting, pursuant to Sections 17-36-22 through 17-36-26, Utah Code Annotated, 1953 as amended, finds that certain adjustments to the Cache County budget for 2013 are reasonable and necessary; that the said budget has been reviewed by the County Auditor with all affected department heads; that a duly called hearing has been held and all interested parties have been given an opportunity to be heard; that all County Council has given due consideration to matters discussed at the public hearing and to any revised estimates of revenues; and that it is in the best interest of the County that these adjustments be made.

NOW THEREFORE, it is hereby resolved that:

Section 1.

The following adjustments are hereby made to the 2013 budget for Cache County:

**see attached**

Section 2.

Other than as specifically set forth above, all other matters set forth in the said budget shall remain in full force and effect.

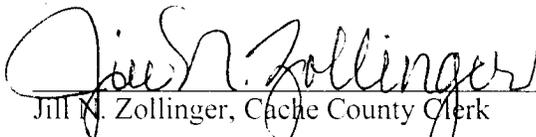
Section 3.

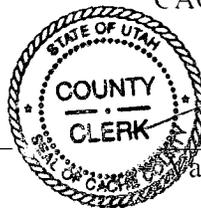
This resolution shall take effect immediately upon adoption and the County Auditor and other county officials are authorized and directed to act accordingly.

This resolution was duly adopted by the Cache County Council on the 26th day of November, 2013.

ATTESTED TO:

CACHE COUNTY COUNCIL

  
Jill N. Zollinger, Cache County Clerk



  
Paul K. Potter, Chairman

**FUND 100 GENERAL FUND REVENUES**

ACCOUNT	DESCRIPTION	Current Budget	Recommended Decrease DEBIT	Increase CREDIT	Amended Budget	Reason for Change
100-31-90000	PENALTIES AND INTEREST	\$ (160,000)		\$ (105,000)	\$ (265,000)	ADJUST TO EXPECTED
	Totals		\$ -	\$ (105,000)	\$ -	
	Net Adjustment				\$ (105,000)	

**FUND 100 GENERAL FUND EXPENDITURES**

ACCOUNT	DESCRIPTION	Current Budget	Recommended Increase DEBIT	Decrease CREDIT	Amended Budget	Reason for Change
100-4255-254	Emg Mgmt - HLS Non-Capitalized Equip	\$ 47,188		\$ (41,000)	\$ 6,188	transfer to capital budget acct
100-4255-744	Emg Mgmt - HLS Capitalized Equip	\$ 47,445	41,000		\$ 88,445	to purchase Paratech rescue equip HLS
100-4211-740	SUPPORT SERV - CAPITALIZED EQUIP	\$ 66,645	105,000		\$ 171,645	NEW SAN SERVER with video capability
	Totals		\$ 146,000	\$ (41,000)	\$ -	
	Net Adjustment				\$ 105,000	
					\$ -	

**FUND 277 AIRPORT FUND REVENUES**

ACCOUNT	DESCRIPTION	Current Budget	Recommended Decrease DEBIT	Increase CREDIT	Amended Budget	Reason for Change
277-33-10520	FED GRANT-TAXIWAY JULIET	\$ (450,000)		\$ (65,000)	\$ (515,000)	Taxiway Juliet-Change Order
277-33-10520	FED GRANT-TAXIWAY JULIET	\$ (515,000)		\$ (46,924)	\$ (561,924)	Taxiway Juliet-Overbudget reimb 2015
277-33-44510	STATE GRANT-TAXIWAY JULIET	\$ (25,000)		\$ (654)	\$ (25,654)	St Match Taxiway Juliet-Change Order
277-33-44510	STATE GRANT-TAXIWAY JULIET	\$ (25,654)		\$ (2,338)	\$ (27,992)	Taxiway Juliet-2013 Overbudget reimb 2015
277-38-70000	APPROP SURPLUS	\$ (88,334)		\$ (2,338)	\$ (90,672)	MATCH FOR TAXIWAY JULIET -CHG ORDER
	Totals		\$ -	\$ (117,254)	\$ -	
	Net Adjustment				\$ (117,254)	

**FUND 277 AIRPORT FUND EXPENDITURES**

ACCOUNT	DESCRIPTION	Current Budget	Recommended Increase DEBIT	Decrease CREDIT	Amended Budget	Reason for Change
277-4460-250	EQUIPMENT SUPPLIES & MAINT	\$ 15,000		\$ (1,600)	\$ 13,400	Backhoe box blade
277-4460-251	NON-CAP EQUIPMENT	\$ 3,000		\$ (3,000)	\$ -	Backhoe box blade
277-4460-620	MISC SERVICES	3000		\$ (900)	\$ 2,100	Backhoe box blade
277-4460-739	GRANT PROJECTS	\$ 652,734	\$ 65,654		\$ 718,388	Taxiway Juliet-Change Order
277-4460-739	GRANT PROJECTS	\$ 718,388	\$ 51,600		\$ 769,988	Taxiway Juliet-2013 Overbudget reimb 2015
277-4460-740	CAPITALIZED EQUIPMENT	\$ 694,078	\$ 5,500		\$ 699,578	Backhoe box blade
	Totals		\$ 122,754	\$ (5,500)	\$ -	
	Net Adjustment				\$ 117,254	
					\$ -	