

APPROVED

**CACHE COUNTY
COUNCIL MEETING
MINUTES
FEBRUARY 25, 2020**

**COUNTY COUNCIL MEETING
February 25, 2020**

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TITLE 17.07 CONCERNING THE USE RELATED DEFINITION OF RECREATIONAL FACILITY – Public Hearing Set-March 10, 2020-5:30 p.m.-Ordinance No. 2020-02-Amendments to Title 16.01, 16.02 and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to3

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**CACHE COUNTY COUNCIL MEETING
FEBRUARY 25, 2020**

The Cache County Council convened in a regular session on February 25, 2020 at 5:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah.

ATTENDANCE:

Chairman: Karl B. Ward
Vice Chair: Gina H. Worthen
Council Members: Paul R. Borup, David L. Erickson, Barbara Tidwell & Jon White,
Gordon A. Zilles absent.
County Executive: Craig "W" Buttars
County Clerk: Jill N. Zollinger
County Attorney: James Swink

The following individuals were also in attendance: Janeen Allen, Matt Anderson, Branden Day, Mayor John Drew, Mike Harper, Interim Development Services Director Chris Harrild, Sharon L. Hoth, Angee Martin, Matthew Martin, Chief Deputy County Executive Bryce Mumford, IT Director Bartt Nelson, Pastor Charles Petty, Joni Theobald, **Media:** none

OPENING REMARKS AND PLEDGE OF ALLEGIANCE

Vice Chair Gina Worthen expressed recognition for the excellent news reporting of Jennie Christensen who passed away recently. Worthen introduced Pastor Charles Petty who gave remarks in the form of a prayer and Worthen led those present in the Pledge of Allegiance.

REVIEW AND APPROVAL OF AGENDA

ACTION: Motion by Council member White to approve the agenda. Erickson seconded the motion. The vote was unanimous, 6-0. Zilles absent.

REVIEW AND APPROVAL OF MINUTES

ACTION: Motion by Vice Chair Worthen to approve the minutes of the February 11, 2020 Council meeting as written. White seconded the motion. The vote was unanimous, 6-0. Zilles absent.

MINUTES FOLLOW-UP: None

REPORT OF THE COUNTY EXECUTIVE: CRAIG "W" BUTTARS

APPOINTMENTS: David Maughn Avon Cemetery District Board

ACTION: Motion by Council member White to approve the recommended appointment. Erickson seconded the motion. The vote was unanimous, 6-0. Zilles absent.

OTHER ITEMS:

- Financial Fund Summary Report** for the month ending January 2020 was presented to the Council and Clerk/Auditor.

(Attachment 1)

- **Legislative Update** – Executive Buttars indicated people like the format of the Cache County Saturday morning Legislator meetings.

The water banking bill is on the Governor’s desk and Cache County will be part of the pilot project.

HB190 – Dan Johnson’s bill to make EMS an essential service is held up in committee.

County classification changes will be addressed next year.

- **Update on hiring of Development Services and Public Works Directors** – Executive Buttars said the interviews are complete and a decision will be announced in the morning.

ITEMS OF SPECIAL INTEREST

- **Second Amendment Sanctuary** – Executive Buttars noted the Council has a copy of the Box Elder resolution. Uintah County passed an ordinance referring to the same issue. Attorney Swink gave the legal opinion that all county officers and employees take an oath to support, obey and defend the Constitution of the United States and the Constitution of the State of Utah and recommends that, rather than being topic or amendment specific, Cache County issue a “message resolution” supporting the U. S. Constitution. Council members expressed varying opinions on the subject.

ACTION: Motion by Vice Chair Worthen to draft a resolution similar to the Box Elder resolution to be considered by the Council. Erickson seconded the motion. The motion passed, 4 aye – Borup, Erickson, Ward & Worthen and 2 nay – Tidwell & White.

PUBLIC HEARINGS, APPEALS AND BOARD OF EQUALIZATION MATTERS

ACTION: Motion by Council member Erickson to convene as a Board of Equalization. Tidwell seconded the motion. The vote was unanimous, 6-0. Zilles absent.

THE COUNCIL CONVENED AS A BOARD OF EQUALIZATION

- **Property Tax Exemption Requests**
 - Alpine Church
 - Cache Valley Bible Evangelical Free Fellowship Church
 - Church of Jesus Christ of Latter-day Saints
 - Ebenezer Church of God (Iglesia de Dios)
 - Emmanuel Baptist Church
 - First Presbyterian Church
 - Logan Church of Christ
 - Logan English Congregation of Jehovah’s Witnesses
 - Mount Horeb North West Latin Conference of the IPHC
 - Mt Logan Baptist Church
 - Oriental Mission Church
 - Prince of Peace Lutheran Church
 - Second Baptist Church

ACTION: Motion by Council member White to approve the property tax exemption requests. Worthen seconded the motion. The vote was unanimous, 6-0. Zilles absent.

ACTION: Motion by Council member Tidwell to adjourn from the Board of Equalization. White seconded the motion. The vote was unanimous, 6-0. Zilles absent.

THE COUNCIL ADJOURNED FROM THE BOARD OF EQUALIZATION.

PUBLIC HEARING SET: March 10, 2020 at 5:30 p.m. – Ordinance No. 2020-02 – Amendments to Title 16.01, 16.02, and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to Title 17.07 concerning the use related definition of Recreational Facility.

ACTION: Motion by Council member Erickson to set a Public Hearing for March 10, 2020 at 5:30 p.m.-Ordinance No. 2020-02- Amendments to Title 16.01, 16.02, and 17.02 concerning parcel legality, Land Use Authority, and the process for the adoption of land use applications; and to Title 17.07 concerning the use related definition of Recreational Facility. Tidwell seconded the motion. The vote was unanimous, 6-0. Zilles absent.

PENDING ACTION

- **Ordinance No. 2020-01 – Amending Title 2, Chapters 36 and 40 of the Cache County Code regarding the Public Works and Development Services Departments** – Vice Chair Worthen asked how this relates to the County Planner when nothing is listed specifically about the Planner. Chief Deputy County Executive Bryce Mumford replied that is so the code remains relevant if titles are changed. The department functions are listed and the Development Services Director determines who does what.

Council member White worried that two departments will create more steps for the public to have to wade through. Executive Buttars assured the Council that applications requiring review by both departments will be forwarded to appropriate departments internally so it will be a one-step process for applicants.

Clerk/Auditor Zollinger remarked Section 4 states the ordinance takes effect immediately and there is normally an effective date upon publication in fifteen days. Attorney Swink agreed.

Council member Borup commented he is not opposed to two directors, but prefers one face to the public; i.e. one counter or window. Is there a way this code keeps one face to the public? Attorney Swink said it is an internal work flow issue that Executive Buttars will oversee as he meets with department heads regularly.

(Attachment 2)

ACTION: Motion by Council member White to approve Ordinance No. 2020-01 – Amending Title 2, Chapters 36 and 40 of the Cache County Code regarding the Public Works and Development Services Departments – with an effective date of March 11, 2020. Worthen seconded the motion. The vote was unanimous, 6-0. Zilles absent.

Ordinance No. 2020-01: The motion passed 6-0. Zilles absent.

	<u>BORUP</u>	<u>ERICKSON</u>	<u>TIDWELL</u>	<u>WARD</u>	<u>WHITE</u>	<u>WORTHEN</u>	<u>ZILLES</u>	<u>VOTES CAST</u>
AYE	X	X	X	X	X	X		6
NAY								0
ABSTAINED								0
ABSENT							X	1

INITIAL PROPOSAL FOR CONSIDERATION OF ACTION

- **Windmill Farms Design Exception** – Interim Development Services Director Harrild said his office has reviewed the request and recommends approval.

(Attachment 3)

ACTION: Motion by Council member Erickson to approve the Windmill Farms Design exception request. Tidwell seconded the motion. The vote was unanimous, 6-0. Zilles absent.

OTHER BUSINESS

- ✓ **Local Legislators Meetings – 2020 Legislative Session** – Saturdays from 7:30 a.m. to 9:00 a.m. – January 25, 2020 through March 7, 2020 – County Historic Courthouse, Council Chambers, 199 N Main – Council member Erickson will moderate on February 29, 2020.
- ✓ **UAC Management Conference** – April 7-9, 2020 – Davis Conference Center – Erickson, Tidwell, Ward and Worthen will attend.
- ✓ **Utah Local Governments Trust** has awarded Cache County \$4,928.00 for the Team Appreciation and Recognition Program (TARP).

Council Member Reports

Gina Worthen reported the review of which department manages the Homeowner’s Tax Credit (Circuit Breaker) applications is ongoing.

Dave Erickson observed UAC has great leadership presently.

Barbara Tidwell clarified her nay vote on the Second Amendment Sanctuary resolution saying she feels the resolution should refer to support for the entire Constitution.

Karl Ward attended the Audit Committee meeting where implementation of better asset controls as related to computer hardware was discussed. Good progress was made.

EXECUTIVE SESSION

ACTION: Motion by Council member Erickson to adjourn to an Executive Session to discuss the character, professional competence, or physical or mental health of an individual. Borup seconded the motion. The vote was unanimous, 6-0. Zilles absent.

The Council adjourned to an Executive Session at 5:54 p.m.

ACTION: Motion by Council member Tidwell to adjourn from the Executive Session. Worthen seconded the motion. The vote was unanimous, 6-0. Zilles absent.

The Council adjourned from the Executive Session at 6:04 p.m.

ADJOURNMENT

The Council meeting adjourned at 6:04 p.m.

ATTEST: Jill N. Zollinger
County Clerk

APPROVAL: Karl B. Ward
Chairman

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	2,413,858.05	2,413,858.05	22,183,000.00	19,769,141.95	10.9
LICENSES & PERMITS	1,480.00	1,480.00	40,000.00	38,520.00	3.7
INTERGOVERNMENTAL REVENUE	(11,190.63)	(11,190.63)	1,089,100.00	1,100,290.63	(1.0)
CHARGES FOR SERVICES	361,179.31	361,179.31	6,361,600.00	6,000,420.69	5.7
FINES & FORFEITURES	1,307.18	1,307.18	93,000.00	91,692.82	1.4
MISCELLANEOUS REVENUE	148,104.85	148,104.85	1,902,000.00	1,753,895.15	7.8
CONTRIBUTIONS & TRANSFERS	1,800.00	1,800.00	162,000.00	160,200.00	1.1
	<u>2,916,538.76</u>	<u>2,916,538.76</u>	<u>31,830,700.00</u>	<u>28,914,161.24</u>	<u>9.2</u>
EXPENDITURES					
COUNCIL	6,819.73	6,819.73	131,900.00	125,080.27	5.2
WATER DEVELOPMENT	.00	.00	275,000.00	275,000.00	.0
PUBLIC DEFENDER	55,183.00	55,183.00	530,200.00	475,017.00	10.4
EXECUTIVE	22,135.16	22,135.16	459,800.00	437,664.84	4.8
FINANCE	55,174.07	55,174.07	597,900.00	542,725.93	9.2
HUMAN RESOURCES	31,697.20	31,697.20	362,600.00	330,902.80	8.7
GIS DEPT	33,912.26	33,912.26	122,500.00	88,587.74	27.7
INFORMATION TECHNOLOGY SYSTE	123,229.06	123,229.06	978,100.00	854,870.94	12.6
AUDITOR	8,074.78	8,074.78	29,000.00	20,925.22	27.8
CLERK	6,769.86	6,769.86	119,200.00	112,430.14	5.7
RECORDER	16,155.25	16,155.25	198,100.00	181,944.75	8.2
ATTORNEY	120,816.98	120,816.98	1,650,200.00	1,529,383.02	7.3
VICITM SERVICES -CACHE ACHIEVE	170.26	170.26	.00	(170.26)	.0
VOCA -VICTIM SERVICES	30,104.98	30,104.98	.00	(30,104.98)	.0
VAWA - ATTORNEY - GRANT SERV	13,447.76	13,447.76	.00	(13,447.76)	.0
NON-DEPARTMENTAL	285,258.28	285,258.28	329,900.00	44,641.72	86.5
CENTRAL MAIL	225.51	225.51	7,100.00	6,874.49	3.2
BUILDING & GROUNDS	17,165.91	17,165.91	328,100.00	310,934.09	5.2
VOCA - MAIN	943.95	943.95	402,700.00	401,756.05	.2
VOCA - SAS	69.16	69.16	125,000.00	124,930.84	.1
VAWA - INVESTIGATION	.00	.00	97,800.00	97,800.00	.0
VAWA - PROSECUTION	.00	.00	96,100.00	96,100.00	.0
ELECTIONS	24,164.23	24,164.23	656,700.00	632,535.77	3.7
PUBLIC NOTICES	.00	.00	3,100.00	3,100.00	.0
ECONOMIC DEVELOPMENT	10,000.00	10,000.00	52,000.00	42,000.00	19.2
SHERIFF - CRIMINAL	235,712.76	235,712.76	4,954,600.00	4,718,887.24	4.8
SHERIFF - SUPPORT SERVICES	139,606.35	139,606.35	2,518,400.00	2,378,793.65	5.5
SHERIFF - ADMINISTRATION	200,915.93	200,915.93	1,665,200.00	1,464,284.07	12.1
SHERIFF - SEARCH AND RESCUE	1,148.39	1,148.39	82,700.00	81,551.61	1.4
SHERIFF - EXPLORER	.00	.00	25,100.00	25,100.00	.0
FIRE DEPARTMENT	54,196.61	54,196.61	1,084,300.00	1,030,103.39	5.0
SHERIFF - CORRECTIONS	541,735.32	541,735.32	8,409,600.00	7,867,864.68	6.4
SHERIFF - IT DEPARTMENT	.00	.00	28,300.00	28,300.00	.0
BEE INSPECTION	.00	.00	2,500.00	2,500.00	.0
SHERIFF - ANIMAL CONTROL	9,987.37	9,987.37	186,100.00	176,112.63	5.4
SHERIFF - EMERGENCY MANAGEME	11,159.23	11,159.23	181,700.00	170,540.77	6.1
PUBLIC HEALTH	.00	.00	320,600.00	320,600.00	.0

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
PUBLIC WELFARE	.00	.00	82,800.00	82,800.00	.0
FAIRGROUNDS	51,921.48	51,921.48	867,200.00	815,278.52	6.0
COMMUNICATIONS	499.18	499.18	15,600.00	15,100.82	3.2
LIBRARY	4,029.86	4,029.86	109,700.00	105,670.14	3.7
USU AG EXTENSION SERVICE	204.00	204.00	244,600.00	244,396.00	.1
COUNTY FAIR	235.00	235.00	159,400.00	159,165.00	.2
RODEO	.00	.00	185,500.00	185,500.00	.0
STATE FAIR	.00	.00	1,000.00	1,000.00	.0
AGRICULTURAL PROMOTION	.00	.00	6,000.00	6,000.00	.0
CONTRIBUTIONS	.00	.00	1,030,000.00	1,030,000.00	.0
TRANSFERS OUT	.00	.00	1,934,800.00	1,934,800.00	.0
MISCELLANEOUS	3,738.87	3,738.87	182,000.00	178,261.13	2.1
	<u>2,116,607.74</u>	<u>2,116,607.74</u>	<u>31,830,700.00</u>	<u>29,714,092.26</u>	<u>6.7</u>
	<u>799,931.02</u>	<u>799,931.02</u>	<u>.00</u>	<u>(799,931.02)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

ASSESSING & COLLECTING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	541,353.81	541,353.81	3,323,800.00	2,782,446.19	16.3
CHARGES FOR SERVICES	8,072.39	8,072.39	585,000.00	576,927.61	1.4
MISCELLANEOUS REVENUE	361.65	361.65	.00	(361.65)	.0
CONTRIBUTIONS & TRANSFERS	.00	.00	483,600.00	483,600.00	.0
	<u>549,787.85</u>	<u>549,787.85</u>	<u>4,392,400.00</u>	<u>3,842,612.15</u>	<u>12.5</u>
<u>EXPENDITURES</u>					
COUNCIL	.00	.00	14,200.00	14,200.00	.0
EXECUTIVE	.00	.00	35,300.00	35,300.00	.0
FINANCE	.00	.00	66,500.00	66,500.00	.0
HUMAN RESOURCES	.00	.00	68,500.00	68,500.00	.0
GIS DEPT	.00	.00	180,800.00	180,800.00	.0
INFORMATION TECHNOLOGY SYSTE	26,041.39	26,041.39	832,600.00	806,558.61	3.1
AUDITOR	.00	.00	178,400.00	178,400.00	.0
TREASURER	17,272.00	17,272.00	325,300.00	308,028.00	5.3
RECORDER	.00	.00	193,400.00	193,400.00	.0
ATTORNEY	.00	.00	164,300.00	164,300.00	.0
ASSESSOR	98,836.26	98,836.26	2,014,800.00	1,915,963.74	4.9
NON-DEPARTMENTAL	.00	.00	29,000.00	29,000.00	.0
CENTRAL MAIL & COPY	.00	.00	3,200.00	3,200.00	.0
BUILDING & GROUNDS	.00	.00	141,800.00	141,800.00	.0
ADVERT & PROMOTION	.00	.00	3,900.00	3,900.00	.0
CONTRIBUTIONS	.00	.00	85,500.00	85,500.00	.0
MISCELLANEOUS	.00	.00	54,900.00	54,900.00	.0
	<u>142,149.65</u>	<u>142,149.65</u>	<u>4,392,400.00</u>	<u>4,250,250.35</u>	<u>3.2</u>
	<u>407,638.20</u>	<u>407,638.20</u>	<u>.00</u>	<u>(407,638.20)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

MUNICIPAL SERVICES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	.00	.00	2,665,000.00	2,665,000.00	.0
LICENSES & PERMITS	92,735.55	92,735.55	1,103,500.00	1,010,764.45	8.4
INTERGOVERNMENTAL REVENUE	8,000.00	8,000.00	2,957,200.00	2,949,200.00	.3
CHARGES FOR SERVICES	51,718.63	51,718.63	1,128,700.00	1,076,981.37	4.6
MISCELLANEOUS REVENUE	21,883.11	21,883.11	300,500.00	278,616.89	7.3
CONTRIBUTIONS & TRANSFERS	.00	.00	1,146,300.00	1,146,300.00	.0
	<u>174,337.29</u>	<u>174,337.29</u>	<u>9,301,200.00</u>	<u>9,126,862.71</u>	<u>1.9</u>
<u>EXPENDITURES</u>					
ZONING DEPARTMENT	31,877.76	31,877.76	589,300.00	557,422.24	5.4
FIRE DEPARTMENT	91,274.82	91,274.82	244,900.00	153,625.18	37.3
BUILDING INSPECTION	39,623.67	39,623.67	834,700.00	795,076.33	4.8
ANIMAL CONTROL	.00	.00	12,000.00	12,000.00	.0
ROAD	135,210.14	135,210.14	6,297,800.00	6,162,589.86	2.2
SANITATION/WASTE COLLECTION	.00	.00	30,000.00	30,000.00	.0
WEED ERADICATION DEPARTMENT	14,257.10	14,257.10	607,600.00	593,342.90	2.4
PUBLIC WORKS	15,888.32	15,888.32	470,600.00	454,711.68	3.4
TRAILS MANAGEMENT	299.39	299.39	125,000.00	124,700.61	.2
CONTRIBUTIONS	.00	.00	56,400.00	56,400.00	.0
TRANSFERS OUT	.00	.00	31,400.00	31,400.00	.0
MISCELLANEOUS	.00	.00	1,500.00	1,500.00	.0
	<u>328,431.20</u>	<u>328,431.20</u>	<u>9,301,200.00</u>	<u>8,972,768.80</u>	<u>3.5</u>
	<u>(154,093.91)</u>	<u>(154,093.91)</u>	<u>.00</u>	<u>154,093.91</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
FUND SUMMARY
FOR THE 1 MONTHS ENDING JANUARY 31, 2020

HEALTH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	153,010.92	153,010.92	966,000.00	812,989.08	15.8
CHARGES FOR SERVICE	23,028.00	23,028.00	280,000.00	256,972.00	8.2
CONTRIBUTIONS	.00	.00	73,400.00	73,400.00	.0
	<u>176,038.92</u>	<u>176,038.92</u>	<u>1,319,400.00</u>	<u>1,143,361.08</u>	<u>13.3</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	327,318.50	327,318.50	1,269,400.00	942,081.50	25.8
CONTRIBUTIONS	.00	.00	50,000.00	50,000.00	.0
	<u>327,318.50</u>	<u>327,318.50</u>	<u>1,319,400.00</u>	<u>992,081.50</u>	<u>24.8</u>
	<u>(151,279.58)</u>	<u>(151,279.58)</u>	<u>.00</u>	<u>151,279.58</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

CACHE CO REDEVELOPMENT AGENCY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	.00	.00	50,000.00	50,000.00	.0
CONTRIBUTIONS	.00	.00	221,000.00	221,000.00	.0
	<u>.00</u>	<u>.00</u>	<u>271,000.00</u>	<u>271,000.00</u>	<u>.0</u>
<u>EXPENDITURES</u>					
COMMUNITY DEVELOPMENT	.00	.00	260,000.00	260,000.00	.0
CONTRIBUTIONS	.00	.00	11,000.00	11,000.00	.0
	<u>.00</u>	<u>.00</u>	<u>271,000.00</u>	<u>271,000.00</u>	<u>.0</u>
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

FUND 230

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	.00	.00	1,050,000.00	1,050,000.00	.0
INTERGOVERNMENTAL REVENUE	.00	.00	18,100.00	18,100.00	.0
CHARGES FOR SERVICES	1,730.84	1,730.84	34,000.00	32,269.16	5.1
MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
CONTRIBUTIONS & TRANSFERS	2,047.25	2,047.25	3,400.00	1,352.75	60.2
	<u>3,778.09</u>	<u>3,778.09</u>	<u>1,106,000.00</u>	<u>1,102,221.91</u>	<u>.3</u>
<u>EXPENDITURES</u>					
VISITORS BUREAU	51,407.04	51,407.04	844,000.00	792,592.96	6.1
TRANSFERS OUT	.00	.00	262,000.00	262,000.00	.0
	<u>51,407.04</u>	<u>51,407.04</u>	<u>1,106,000.00</u>	<u>1,054,592.96</u>	<u>4.7</u>
	<u>(47,628.95)</u>	<u>(47,628.95)</u>	<u>.00</u>	<u>47,628.95</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

COUNCIL ON AGING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	(30,055.05)	(30,055.05)	309,600.00	339,655.05	(9.7)
CHARGES FOR SERVICES	383.75	383.75	8,500.00	8,116.25	4.5
MISCELLANEOUS REVENUE	242.45	242.45	4,100.00	3,857.55	5.9
CONTRIBUTIONS & TRANSFERS	6,539.73	6,539.73	405,900.00	399,360.27	1.6
	<u>(22,889.12)</u>	<u>(22,889.12)</u>	<u>728,100.00</u>	<u>750,989.12</u>	<u>(3.1)</u>
<u>EXPENDITURES</u>					
NUTRITION-MANDATED	31,986.38	31,986.38	430,000.00	398,013.62	7.4
SR CITIZENS CENTER-NON-MANDATE	11,551.98	11,551.98	190,100.00	178,548.02	6.1
ACCESS - MANDATED	8,418.12	8,418.12	109,000.00	100,581.88	7.7
	<u>51,956.48</u>	<u>51,956.48</u>	<u>729,100.00</u>	<u>677,143.52</u>	<u>7.1</u>
	<u>(74,845.60)</u>	<u>(74,845.60)</u>	<u>(1,000.00)</u>	<u>73,845.60</u>	<u>(7484.</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

MENTAL HEALTH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	220,420.00	220,420.00	3,000,000.00	2,779,580.00	7.4
CONTRIBUTIONS	.00	.00	135,000.00	135,000.00	.0
	<u>220,420.00</u>	<u>220,420.00</u>	<u>3,135,000.00</u>	<u>2,914,580.00</u>	<u>7.0</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	.00	.00	3,135,000.00	3,135,000.00	.0
	<u>.00</u>	<u>.00</u>	<u>3,135,000.00</u>	<u>3,135,000.00</u>	<u>.0</u>
	<u>220,420.00</u>	<u>220,420.00</u>	<u>.00</u>	<u>(220,420.00)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

RESTAURANT TAX FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	.00	.00	1,680,000.00	1,680,000.00	.0
	.00	.00	1,680,000.00	1,680,000.00	.0
<u>EXPENDITURES</u>					
CONTRIBUTIONS	.00	.00	1,680,000.00	1,680,000.00	.0
	.00	.00	1,680,000.00	1,680,000.00	.0
	.00	.00	.00	.00	.0

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

RAPZ TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	.00	.00	1,830,000.00	1,830,000.00	.0
	.00	.00	1,830,000.00	1,830,000.00	.0
<u>EXPENDITURES</u>					
FACILITIES AWARDS	7,822.00	7,822.00	.00	(7,822.00)	.0
PROGRAM AWARDS	3,000.00	3,000.00	.00	(3,000.00)	.0
CONTRIBUTIONS	.00	.00	1,802,500.00	1,802,500.00	.0
TRANSFERS OUT	.00	.00	27,500.00	27,500.00	.0
	10,822.00	10,822.00	1,830,000.00	1,819,178.00	.6
	(10,822.00)	(10,822.00)	.00	10,822.00	.0

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

CCCOG FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	.00	.00	4,550,000.00	4,550,000.00	.0
	.00	.00	4,550,000.00	4,550,000.00	.0
<u>EXPENDITURES</u>					
ROAD PROJECTS	.00	.00	4,481,800.00	4,481,800.00	.0
TRANSFERS OUT	.00	.00	68,200.00	68,200.00	.0
	.00	.00	4,550,000.00	4,550,000.00	.0
	.00	.00	.00	.00	.0

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

AIRPORT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	.00	87,500.00	.87,500.00	.0
MISCELLANEOUS REVENUE	426.36	426.36	44,500.00	44,073.64	1.0
AIRPORT LAND LEASE REVENUES	.00	.00	101,300.00	101,300.00	.0
CONTRIBUTIONS & TRANSFERS	.00	.00	118,900.00	118,900.00	.0
	<u>426.36</u>	<u>426.36</u>	<u>352,200.00</u>	<u>351,773.64</u>	<u>.1</u>
<u>EXPENDITURES</u>					
AIRPORT DEPARTMENT	<u>11,061.63</u>	<u>11,061.63</u>	<u>352,200.00</u>	<u>341,138.37</u>	<u>3.1</u>
	<u>11,061.63</u>	<u>11,061.63</u>	<u>352,200.00</u>	<u>341,138.37</u>	<u>3.1</u>
	<u>(10,635.27)</u>	<u>(10,635.27)</u>	<u>.00</u>	<u>10,635.27</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

CHILDREN'S JUSTICE CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	.00	446,600.00	446,600.00	.0
	.00	.00	446,600.00	446,600.00	.0
<u>EXPENDITURES</u>					
CHILDREN'S JUSTICE CNTR - VOCA	13,534.11	13,534.11	248,200.00	234,665.89	5.5
CHILDREN'S JUSTICE CENTER	2,676.89	2,676.89	198,400.00	195,723.11	1.4
	16,211.00	16,211.00	446,600.00	430,389.00	3.6
	(16,211.00)	(16,211.00)	.00	16,211.00	.0

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

AMBULANCE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
CONTRIBUTIONS	(288,000.00)	(288,000.00)	1,192,800.00	1,480,800.00	(24.1)
	<u>(288,000.00)</u>	<u>(288,000.00)</u>	<u>1,192,800.00</u>	<u>1,480,800.00</u>	<u>(24.1)</u>
<u>EXPENDITURES</u>					
AMBULANCE DEPARTMENT	56,710.71	56,710.71	1,192,800.00	1,136,089.29	4.8
	<u>56,710.71</u>	<u>56,710.71</u>	<u>1,192,800.00</u>	<u>1,136,089.29</u>	<u>4.8</u>
	<u>(344,710.71)</u>	<u>(344,710.71)</u>	<u>.00</u>	<u>344,710.71</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	505.28	505.28	.00	(505.28)	.0
CONTRIBUTIONS AND TRANSFERS IN	.00	.00	1,935,500.00	1,935,500.00	.0
	<u>505.28</u>	<u>505.28</u>	<u>1,935,500.00</u>	<u>1,934,994.72</u>	<u>.0</u>
 <u>EXPENDITURES</u>					
CAPITAL LEASE - PATROL VEHICLE	.00	.00	616,400.00	616,400.00	.0
CAPITAL LEASE - ROAD EQUIPMENT	.00	.00	31,400.00	31,400.00	.0
SALES TAX REVENUE BONDS	.00	.00	1,267,000.00	1,267,000.00	.0
CAPITAL LEASE - IT EQUIPMENT	.00	.00	20,700.00	20,700.00	.0
	<u>.00</u>	<u>.00</u>	<u>1,935,500.00</u>	<u>1,935,500.00</u>	<u>.0</u>
	<u>505.28</u>	<u>505.28</u>	<u>.00</u>	<u>(505.28)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JANUARY 31, 2020

CAPITAL PROJECTS FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
<u>EXPENDITURES</u>					
DEPARTMENT 4415	152,762.70	152,762.70	.00	(152,762.70)	.0
	152,762.70	152,762.70	.00	(152,762.70)	.0
	(152,762.70)	(152,762.70)	.00	152,762.70	.0

**CACHE COUNTY
ORDINANCE NO. 2020 - 01**

**AN ORDINANCE OF THE COUNTY COUNCIL OF CACHE COUNTY,
UTAH, AMENDING TITLE 2, CHAPTERS 36 AND 40, OF THE CACHE
COUNTY CODE, REGARDING THE PUBLIC WORKS AND
DEVELOPMENT SERVICES DEPARTMENTS**

- (A) WHEREAS, the County continues to experience growth and an increased need for County services and the fulfillment of County duties; and
- (B) WHEREAS, adjustments in the County's administrative structure are needed from time to time to effectively and efficiently provide those services and fulfill those duties; and
- (C) WHEREAS, the Cache County Council finds that this ordinance is in the best interest of Cache County and its citizens,

NOW, THEREFORE, the County Legislative Body of Cache County ordains as follows:

SECTION 1:

Chapter 36 of Title 2 of the Cache County Code is amended to read as follows:

**Chapter 2.36
PUBLIC WORKS DEPARTMENT**

2.36.010: DIVISIONS

- A. The Public Works Department shall exercise supervisory powers over the following divisions, including their operations and personnel, as the County Executive shall direct:
 - 1. Engineering Division;
 - 2. Road and Vegetation Management Division; and
 - 3. Stormwater Division.
- B. The Public Works Department shall exercise supervisory powers over such other divisions or offices as may be assigned by the County Executive or specified by county ordinance or policy adopted by the County Council.

2.40.020: FUNCTIONS

The Public Works Department and its Director shall function under the direction of the County Executive and have the powers and responsibilities necessary to perform the following functions:

- A. The Engineering Division's functions include but are not limited to the following:
 - 1. supervise the design and construction of public works projects;
 - 2. coordinate all construction work on county roads or within county right-of-ways;
 - 3. review, supervise, and accept/reject all engineering design and construction work required by the County; and
 - 4. provide engineering and surveying services for the County, including by acting as technical staff to the County Executive/Surveyor.

- B. The Road and Vegetation Management Division's functions include but are not limited to the following:
 - 1. plan, construct, and maintain county roadway facilities, including but not limited to roads, bridges, culverts, and all items specified under Title 12 of the County Code; and
 - 2. oversee vegetation management activities, which include noxious weed monitoring and management, roadside vegetation spraying, tree maintenance, and all items specified under Chapter 28 of Title 8 of the County Code.

- C. The Stormwater Division's functions include but are not limited to protecting life and property from flooding and stormwater runoff through the development, construction, and administration of stormwater and flood control facilities and programs as specified under Chapters 28 and 32 of Title 15 of the County Code.

2.36.030: DIRECTOR

- A. The County Executive shall appoint, with the advice and consent of the County Council, a Public Works Department Director to perform the following primary functions:
 - 1. plan, direct, oversee and manage the operations of the department, including the development of a department vision and department policies and the management of department employees;
 - 2. develop an annual department budget, monitor fiscal controls, and assure conformity with the budget and fiscal controls;

3. collaborate on regional issues and provide potential solutions to improve efficiency and effectiveness of county processes;
4. direct the planning, development, coordination, and operations of all Public Works functions and responsibilities, including the overseeing of long-range planning and development of Public Works programs and projects;
5. assure compliance with federal and state agency regulations related to environmental and land management operations;
6. direct and supervise the preparation and negotiation of engineering contracts;
7. oversee training of personnel to ensure a competent and capable staff;
8. direct and coordinate the department's risk management program and assure proper insurance coverage for equipment, operators, and passengers;
9. oversee property acquisitions to secure rights-of-way for roads and drainage system projects;
10. oversee quality assurance of various contracted projects through field inspections;
11. provide technical insight and recommendations related to county infrastructure and development policies, goals, and objectives;
12. establish an office that works with county residents and others within the constraints of the County Code to provide superior customer service; and
13. perform other duties as assigned by the County Executive or County Council.

B. The Public Works Director must be licensed by the Utah Division of Occupational and Professional Licensing as a Professional Engineer and may also serve as the County Engineer.

Section 2:

Chapter 40 of Title 2 of the Cache County Code is amended to read as follows:

**Chapter 2.40
DEVELOPMENT SERVICES DEPARTMENT**

2.40.010: DIVISIONS

A. The Development Services Department shall exercise supervisory powers over the following divisions, including their operations and personnel, as the County Executive shall direct:

1. Planning and Zoning Division;
 2. Building Division; and
 3. Geographic Information Systems Division.
- B. The Development Services Department shall exercise supervisory powers over such other divisions or offices as may be assigned by the County Executive or specified by county ordinance or policy adopted by the County Council.

2.40.020: FUNCTIONS

The Development Services Department and its Director shall function under the direction of the County Executive and have the powers and responsibilities necessary to perform the following functions:

- A. The Planning and Zoning Division's functions include but are not limited to the following:
 1. Planning and Zoning:
 - a. administer all laws, codes, ordinances, and regulations associated with the County's land use review and permitting process; and
 - b. develop, oversee, and maintain the County General Plan and associated current and long-range planning documents.
 2. Countywide Planning:
 - a. coordinate with other local governments and county residents to ensure the completion of the Regional Collaboration Plan, and maintain and oversee the Regional Collaboration Plan;
 - b. maintain a countywide perspective in planning efforts and provide essential services and resources necessary to help county residents fulfill their planning needs; and
 - c. achieve compliance with all state and federal statutes and regulations through ongoing training and compliance efforts.
 3. Trail Planning and Development:
 - a. coordinate with residents, stakeholders, and participating jurisdictions to establish, maintain, and oversee the County Master Trail Plan; and

- b. maintain, enhance, and expand the current network of trails and active transportation corridors.
- B. The Building Division's primary functions, powers, and duties are set forth in Title 15 of the County Code.
- C. The Geographical Information Systems (GIS) Division's functions include but are not limited to the following:
1. coordinate and provide geographical analysis and mapping services to the County;
 2. support other local governments in their GIS efforts, and coordinate GIS projects with federal, state, and local agencies within the county; and
 3. provide information to county residents regarding spatial information relevant to their work and home needs.

2.40.030: DIRECTOR

- A. The County Executive shall appoint, with the advice and consent of the County Council, a Development Services Department Director to administer the following primary functions:
1. plan, direct, oversee, and manage the operations of the department, including the development of a department vision and department policies and the management of department employees;
 2. develop an annual department budget, monitor fiscal controls, and assure conformity with the budget and fiscal controls;
 3. serve as the Land Use Authority for land use activities as directed by the County Council;
 4. collaborate on regional issues and provide potential solutions to improve efficiency and effectiveness of county processes;
 5. develop, organize, and facilitate on-going comprehensive planning processes and procedures for current and long-rang needs, including participation in the development and maintenance of a county general plan and related documents;
 6. provide technical insight and recommendations related to planning and development policies, goals, and objectives;
 7. oversee training of personnel to ensure a competent and capable staff;

8. establish an office that works with county residents and others within the constraints of the County Code to provide superior customer service; and
9. perform other duties as assigned by the County Executive or County Council.

B. The Development Services Department Director must be accredited by the American Institute of Certified Planners (AICP).

Section 3:

This ordinance amends and supersedes Chapters 36 and 40 of Title 2 of the Cache County Code and supersedes all other prior ordinances, resolutions, policies, and actions of the Cache County Council relating to the Development Services Department, the Public Works Department, and the former Planning Department to the extent that the provisions of such prior ordinances, resolutions, policies, or actions are in conflict with this ordinance. In all other respects, such other prior ordinances, resolutions, policies, and actions remain in full force and effect.

Section 4:

This ordinance takes effect 15 days (March 11, 2020) after its passage and approval by the County Council.

PASSED AND APPROVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH
THIS 25th DAY OF February, 2020.

	In Favor	Against	Abstained	Absent
Paul R. Borup	X			
David Erickson	X			
Barbara Tidwell	X			
Karl Ward	X			
Jon White	X			
Gina Worthen	X			
Gordon Zilles				X
Total	6			1

CACHE COUNTY:

By: Karl Ward
Karl Ward, Chairman



Jill N. Zollinger
Jill N. Zollinger, County Clerk / Auditor

Publication Date: March 11, 2020

Memorandum

21 February 2020

To: County Council
From: Chris Harrild, Planning Manager, Interim Director
Subject: Windmill Farms design exception request

Summary

A request has been made by Jed Packer of Windmill Farms Golden Retrievers for a design exception as relates to the operation of a rural kennel on North 2400 West. This dead-end roadway is comprised of a ~1/3 mile section of county road that connects to highway 142, and a ~1 mile private farm access road (Exhibit A – Design exception request).

The Cache County Manual of Roadway Design and Construction Standards (Road Manual) section 1.8 Authority and Design Exceptions, specifies that:

“Full justification and documentation must be provided explaining the reasoning as to why the roadway standards cannot be met, why an alternative design or construction method can meet the intent of the roadway standards, and including any other relevant information.”

The Windmill Farms Golden Retrievers CUP was approved by the Planning Commission on February 6, 2020 with the condition that the proponent either makes the noted road improvement or obtains a design exception from the Road Manual for the substandard sections of the access roads (Exhibit B – Planning Commission staff report).

The submitted request for design exception provides the following reasoning:

1. The kennel will not require any county EMS services related to fire, flooding, etc.
2. The private road is maintained by the private property owners and requires no additional county maintenance.
3. Property and land use is agricultural in nature and will remain as such.
4. No human habitation will be present on the property.
5. Current and historical use of the roadway includes large farm implements and the addition of a ½ ton pick-up truck is minimal. No additional impact to the roadways will result from the activity related to the CUP.

Review

The Development Services staff and Director have completed a review of the design exception request and have identified the following:

1. The Road Manual specifies the following:
 - a. Private Road: Allowed for a maximum of 30 average daily trips (ADT), which is equivalent to 3 houses with a minimum 20-foot wide gravel surface.

- b. Section 2.4-A-1-c, development on inadequate roadways is not allowed, and any substandard sections of roadway access must be improved to meet the minimum standards specified in the Road Manual.
 - c. Section 2.4-A-4-a-ii, requires requests for conditional use permits to meet the road standards.
 - d. Table A-8 Typical Cross Section Structural Values: The minimum structural composition for gravel roads requires 14" depth of granular borrow, 6" depth of road base.
 - e. Section 2.4-A-4-b: The review of requests to allow development on existing substandard roadways must occur through the design exception process.
2. Primary access to the property is via North 2400 West, a county access road that connects to North 2400 West, a private farm access road.
 3. North 2400 West:
 - a. As a private farm access road crosses multiple properties before connecting to a section of county road that connects to SR 142 to the north at the southern boundary of Lewiston.
 - b. Is a 14-foot gravel road with an unknown depth and type of material.
 - c. Is substandard and does not meet the County Road Standards for a private road.
 - d. Is not maintained by the County.
 - e. As the proposed use requires a CUP to operate, the private access road must meet the requirements of a private road as per the Road Manual. Alternatively, the applicant may apply for a design exception from the County Council to determine if the proposed use warrants the required road improvements.
 4. The identified access road will not be impacted by in an increase in ADT due to the Windmill Farms Golden Retrievers CUP as the nature of the use reflects no significant measurable increase in traffic.

Staff Recommendation

The Director recommends that the Council approve this request for a design exception for the substandard areas of North 2400 West as:

1. The identified access road will not be impacted by in an increase in ADT due to the Windmill Farms Golden Retrievers CUP as the nature of the use reflects no significant measurable increase in traffic.



To: Cache County Council & Development Services Department P&Z
Date: February 11, 2020
RE: CUP Design Road Exception Request

Company Information

Windmill Farms Golden Retrievers
Jed Packer
325 South 700 East
Smithfield, UT 84335
435-770-1276

Website: <http://www.windmillfarmsgoldens.com/>

Road Manual:

1.8 Authority and Design Exceptions : The Director of Development Services (herein referred to as the "Director") shall have the authority to enforce this policy. Design exceptions to the Standard will be considered and evaluated on an individual basis by the Director , or the Director's designee. Full justification and documentation must be provided explaining the reasoning as to why the roadway standards cannot be met, why an alternative design or construction method can meet the intent of the roadway standards, and including any other relevant information.

A. In considering any design exception, the Director may consult with the following individuals based on the needs of the project or infrastructure in question:

- 1.Cache County Executive*
- 2.Cache County Road Superintendent*
- 3.Cache County Engineer*
- 4.Cache County Fire Chief*

B.The Director shall evaluate exceptions to the standards as set forth in this policy and approve, deny, or modify the requested exception. Appeals of the Director's decision shall be made to the County Council.

C.For design exceptions on land use issues heard by the County Planning Commission or County Council, a further review and recommendation on the infrastructure improvements may be forwarded from the Commission to the County Council. The County Council shall have the final authority to provide an exception to this standard.

We are seeking a design road exception request for our Kennel CUP for the following reasons:

- WM Farms Kennel will not require any county EMS services.
 - Fire
 - Flood

- Etc.
- WM Farms will not require any essential county maintenance services for the existing private road. It's maintained by the adjacent property owners.
 - No snow removal
 - No spring water run-off concerns.
 - Etc.
- Property is agriculture in nature and will remain agriculture in nature. No changes with the land use.
 - Adjoining properties are currently used as farm land. No change.
 - Road is being used for relocation of farm implements between land. No changes.
- No home or human living quarters on the property. Therefore, no essential county services required.
- The existing road is currently used and has been used over the last ~50 years for large farm implements. Cultivate, Plant, Harvest activities - No change. There will be very little impact driving a ½ ton P/U truck on the existing road.
 - It's a dead end road. Agriculture in nature.
 - There are many PULL-OUTS up and down the road with respect to farm harvest time and larger equipment pass by needs.
 - No traffic concerns. No traffic lights, No business to visit, No retail of any kind to visit and No services offered. It's a private farm road and posted as such.
 - Doesn't need patrolled. It's private, owner used and remains farm/Ag in nature.

Map & location of the road.



Thank you for your consideration.