

**APPROVED**

**CACHE COUNTY  
COUNCIL MEETING  
MINUTES  
MAY 26, 2020**

**COUNTY COUNCIL MEETING**  
**May 26, 2020**

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**CACHE COUNTY COUNCIL MEETING  
MAY 26, 2020**

The Cache County Council convened in a regular session on May 26, 2020 at 5:00 p.m. in the Cache County Council Chamber at 199 North Main, Logan, Utah, 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  
**County Executive:** Craig "W" Buttars  
**County Clerk:** Jill N. Zollinger  
**County Attorney:** James Swink

**The following individuals were also in attendance:** Director Amy Adams, Janeen Allen, Devron Andersen, Rebecca Dilg, Chief Rod Hammer, Development Services Director Chris Harrild, Wendi Hassan, Sharon L. Hoth, Attorney John Luthy, Joel Merritt, Chief Deputy County Executive Bryce Mumford, IT Director Bartt Nelson, Public Works Director Matt Phillips, Betty Weeks, **Media:** none.

**OPENING REMARKS AND PLEDGE OF ALLEGIANCE**

The Cache County Sheriff's Honor Guard presented the colors and led those present in the Pledge of Allegiance. Chairman Ward gave the opening remarks.

**REVIEW AND APPROVAL OF AGENDA**

**ACTION:** Motion by Council member Erickson to approve the agenda. Borup seconded the motion. The vote was unanimous, 5-0. White & Worthen absent.

**ACTION:** Motion by Council member Erickson to amend Item 11c – *Set Public Hearing for June 9, 2020 at 6:00 p.m. – Resolution No. 2020-12-Opening the 2020 Budget – to read – Set Public Hearing for June 23, 2020 at 6:00 p.m. – Resolution No. 2020-12-Opening the 2020 Budget.* Zilles seconded the motion. The vote was unanimous, 5-0. White & Worthen absent.

**REVIEW AND APPROVAL OF MINUTES**

**ACTION:** Motion by Council member Borup to approve the minutes of the May 12, 2020 Council meeting as written. Zilles seconded the motion. The vote was unanimous, 5-0. White & Worthen absent.

**MINUTES FOLLOW-UP:** None

**REPORT OF THE COUNTY EXECUTIVE: CRAIG "W" BUTTARS**

**APPOINTMENTS:** There were no appointments.

**OTHER ITEMS:**

- Financial Statements** for April 2020 were presented.

(Attachment 1)

- ❑ **COVID-19 Update** – Executive Buttars has received the Utah Leads Together 3 document released from the state which includes instructions for high-risk individuals, impact to multi-cultural communities and plans for recovery.
- ❑ **Fair and Rodeo** - There are plans for the Fair and Rodeo to include an extra night activity in the arena on Wednesday called Barrels and Broncs. The hope is to provide more opportunity for people to attend an activity and maintain social distancing.
- ❑ **Mountain Roads Opening** date is June 1, 2020. Executive Buttars still hopes to see a change in the future to move up the opening date, perhaps on Memorial Day weekend. He will be visiting with the Forest Supervisor about this possibility.

### **COUNCIL MEMBERS WHITE & WORTHEN ARRIVED AT THE MEETING**

- ❑ **Fire and EMS Study Update** – Chief Deputy County Executive Bryce Mumford reported meeting with the Public Consulting Group and providing them with a list of areas needing clarification. Mumford said the consultants were told to take the time they needed to prepare a quality report and thanked Chief Hammer for cleaning up the data to give them a clearer picture of Cache County. Mumford expects a final report this week.

### **ITEMS OF SPECIAL INTEREST**

- **Review of the 2020 RAPZ and Restaurant Tax Awarded Funds** – Executive Buttars remarked that, due to COVID-19, the Committee checked to see whether applicants were still planning on their events/projects and a significant amount was left in reserve in anticipation of next year's decline in revenues.

Chairman Ward stated it is important to support the continuance of some of the entities. Buttars agreed and indicated the Tourism Director has some funds available to help with long-time event sponsors.

Vice Chair Worthen asked if a formula was used in the Committee's deliberations. Buttars said, no, the status was looked at and each application was evaluated on an individual basis.

Council member Zilles asked how the Council is to know if the event takes place or is canceled. Council member Tidwell added the Committee was kept apprised of programs/events that were canceled. Council member Erickson agreed and observed that the Cache Valley Cruise-In was still a "go" when the allocations were made, but has now been canceled or modified. The RAPZ Committee will need to meet again for updated reviews of the status of events or projects.

Council member Zilles asked why Utah Festival Opera received their allocation when the Opera season is canceled for 2020. Allocations were given to entities with full-time staff to maintain their viability. Some applicants with canceled events still have other programs that will continue regardless. Council member Borup agreed and commented some have ongoing fixed costs such as Baby Animal Days and the Historical Farm. The event can be canceled or modified, but the farm costs are ongoing.

Executive Buttars pointed out that events must be invoiced in order to receive their funding. Council member Tidwell remarked that some events have been moved to the

fall. The Committee will have to continue to watch and review. Council member Erickson said next year's funds may be dramatically cut and this year's reserves may be needed.

Council member Tidwell observed that because USU closed their housing, the summer citizens will not be in Cache County this year. Council member White asked if USU pays transient room tax. They pay it on the University Inn, but it is not known if they or other private housing complexes used by summer citizens are required to pay it.

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

**PUBLIC HEARING SET:** June 9, 2020 at 5:30 p.m. – Ordinance No. 2020-07-North Pine Canyon Ranch Rezone – Request to rezone approximately 40 acres from the Forest Recreation (FR40) Zone to the Agricultural (A10) Zone, located on two parcels with split zoning within an approved subdivision at approximately 5500 West 4600 South, Wellsville.

**PUBLIC HEARING SET:** June 9, 2020 at 5:45 p.m. – Ordinance No. 2020-08-Pinnacle Estates LLC Rezone – Request to rezone 30.10 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone, located at 190 South 300 West, Mendon

**ACTION:** Motion by Council member White to set a Public Hearing – June 9, 2020 at 5:30 p.m. – Ordinance No. 2020-07-North Pine Canyon Ranch Rezone

**AND**

**Set a Public Hearing – June 9, 2020 at 5:45 p.m. – Ordinance No. 2020-08-Pinnacle Estates LLC Rezone. Worthen seconded the motion. The vote was unanimous, 7-0.**

**PUBLIC HEARING SET:** June 23, 2020 at 6:00 p.m. – Opening the 2020 Budget

**ACTION:** Motion by Vice Chair Worthen to set a Public Hearing – June 23, 2020 at 6:00 p.m. – Opening the 2020 Budget. Borup seconded the motion. The vote was unanimous, 7-0.

### **PENDING ACTION**

- Approval of Tax Cancellation Requests** – Account Nos. BU-11-6175 and BU-27-1994.

(Attachment 2)

**ACTION:** Motion by Council member Zilles to approve the Tax Cancellation Requests as presented. Worthen seconded the motion. The vote was unanimous, 7-0.

### **INITIAL PROPOSAL FOR CONSIDERATION OF ACTION**

- **Resolution No. 2020-10 – Declaring the County's Intent to Pick Up Tier II Public Safety Employees' Contributions to the Utah State Retirement System (NO ACTION TAKEN)** – Director Adams explained the effects of SB129 and SB56 on Tier 1 and Tier 2 public safety employees' retirement benefits and the options available to the county. July 1, 2020 is the deadline for the Council's decision.

Chairman Ward expressed a desire to take the information under advisement with the resolution placed on a future agenda for a decision. The Council members concurred.

- **Resolution No. 2020-11 – Resolution to Create a Cache County Economic Development Advisory Board** – Attorney John Luthy explained that the Rural County Grant program created during this last legislative session requires eligible counties to form an Economic Development Advisory Board. The Board must have at least five members which the Council appoints. This resolution says Cache County wants to participate and will follow the requirements.

Rebecca Dilg, Office of Rural Development, added there are two parts to the grant - \$200,000.00 to every rural county for the first year and a competitive grant in 2021 which will require a 40% match from Cache County. Applications for part one will open June 1, 2020 with funds to be distributed July 1, 2020. The grants are administered through the Governor's Office of Economic Development and overseen by the Governors Rural Partnership Board. This is a replacement for the Rural Fast Track grant and the Business Expansion and Retention (BEAR) program which have both been eliminated.

Chairman Ward and other Council members are in favor of the present Executive Board of the Cache Valley Economic Development Association (CVEDA) becoming the required advisory board. Vice Chair Worthen agreed, but stated that the Board was seeking a representative from Workforce Services as another possible member.

Attorney Luthy asked Dilg if the actual board members are needed to approve the resolution or just a commitment that a board will be formed. All that is needed is the commitment.

**(Attachment 3)**

**ACTION: Motion by Council member Erickson to waive the rules and pass Resolution No. 2020-11 – Resolution to Create a Cache County Economic Development Advisory Board. Worthen seconded the motion. The vote was unanimous, 7-0.**

- **Planning Commission Bylaws and Rules of Procedure Amendment** – Adoption of policies and procedures that guide the conduct of electronic public meetings – Vice Chair Worthen had questions about monitoring or participating and Director Harrild explained that the wording is specific to public meetings not public hearings. A person can monitor a public meeting, but can monitor and/or comment in a public hearing.

**(Attachment 4)**

**ACTION: Motion by Vice Chair Worthen to approve the Planning Commission Bylaws and Rules of Procedure Amendment. White seconded the motion. The vote was unanimous, 7-0.**

**EXECUTIVE SESSION**

**ACTION: Motion by Council member Zilles to adjourn to an Executive Session to discuss reasonably imminent litigation and the purchase of real property. Tidwell seconded the motion. The vote was unanimous, 7-0.**

The Council adjourned to an Executive Session at 6:25 p.m.

**ACTION:** Motion by Vice Chair Worthen to adjourn from the Executive Session. Zilles seconded the motion. The vote was unanimous, 7-0.

The Council adjourned from the Executive Session at 7:13 p.m.

- Approval of Land Purchase for Road Facility on North End of the County

**ACTION:** Motion by Council member Zilles to approve the land purchase for a road facility on the north end of the county. Erickson seconded the motion. The vote was unanimous, 7-0.

- Consideration of Cache County Resolution 2015-30 – Chairman Ward indicated the Council sees a need to readdress Resolution No. 2015-30 over the next several weeks.

### Council Member Reports

Gordon Zilles has been contacted by several farmers who have been told by a developer that 1500 West (Tri-Miller Road) is going to be closed for 30+ days. Farmers need the road for access to their fields. Zilles asked the developer be told he cannot close the road and recommend it be flagged instead. Public Works Director Matt Phillips said he received an email today asking for that closure and thanked Council member Zilles for the information.

Gina Worthen apologized for being late to the meeting. She was participating in her daughter's high school graduation.

Dave Erickson thanked Bryce Mumford for following up on Erickson's request for more information on the Smithfield EMS licensing application.

Jon White asked how districting for the County Council is determined. The County has four high schools and Logan has one yet there are three Logan residents on the Council. Attorney Swink advised White he prepared a memo on the issue and will check to be certain it was sent.

### ADJOURNMENT

The Council meeting adjourned at 7:22 p.m.

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

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**APPROVAL:** Karl B. Ward  
Chairman

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	642,218.03	1,249,337.79	22,183,000.00	20,933,662.21	5.6
LICENSES & PERMITS	1,330.00	9,740.00	40,000.00	30,260.00	24.4
INTERGOVERNMENTAL REVENUE	50,178.81	72,012.75	1,187,400.00	1,115,387.25	6.1
CHARGES FOR SERVICES	246,636.13	1,507,771.01	6,386,600.00	4,878,828.99	23.6
FINES & FORFEITURES	5,501.40	27,174.46	93,000.00	65,825.54	29.2
MISCELLANEOUS REVENUE	127,696.81	404,329.32	2,124,500.00	1,720,170.68	19.0
CONTRIBUTIONS & TRANSFERS	.00	1,800.00	634,500.00	632,700.00	.3
	<u>1,073,561.18</u>	<u>3,272,165.33</u>	<u>32,649,000.00</u>	<u>29,376,834.67</u>	<u>10.0</u>

EXPENDITURES

COUNCIL	6,782.30	35,652.92	128,100.00	92,447.08	27.8
WATER DEVELOPMENT	.00	275,000.00	275,000.00	.00	100.0
PUBLIC DEFENDER	42,805.40	198,497.65	530,200.00	331,702.35	37.4
EXECUTIVE	22,731.17	130,902.78	450,000.00	319,097.22	29.1
FINANCE	41,728.48	207,629.70	622,900.00	415,270.30	33.3
HUMAN RESOURCES	18,291.65	114,824.77	355,600.00	240,775.23	32.3
GIS DEPT	7,319.43	39,580.99	110,700.00	71,119.01	35.8
INFORMATION TECHNOLOGY SYSTE	86,868.64	350,153.45	976,900.00	626,746.55	35.8
AUDITOR	1,418.58	5,752.74	29,200.00	23,447.26	19.7
CLERK	8,229.00	35,349.84	127,500.00	92,150.16	27.7
RECORDER	10,094.68	49,661.85	178,100.00	128,438.15	27.9
ATTORNEY	124,780.56	572,634.62	1,800,800.00	1,228,165.38	31.8
VICTIM SERVICES -CACHE ACHIEVE	.00	1,683.66	.00	( 1,683.66)	.0
VOCA -VICTIM SERVICES	33,560.99	102,353.13	.00	( 102,353.13)	.0
VAWA - ATTORNEY - GRANT SERV	15,095.52	52,155.75	.00	( 52,155.75)	.0
NON-DEPARTMENTAL	12,573.48	373,179.58	329,900.00	( 43,279.58)	113.1
CENTRAL MAIL	195.45	1,217.89	7,100.00	5,882.11	17.2
BUILDING & GROUNDS	16,859.60	65,817.74	404,000.00	338,182.26	16.3
VOCA - MAIN	3,040.54	46,219.16	376,000.00	329,780.84	12.3
VOCA - SAS	1,590.83	18,521.00	128,700.00	110,179.00	14.4
VAWA - INVESTIGATION	4,187.82	15,591.50	92,700.00	77,108.50	16.8
VAWA - PROSECUTION	509.70	5,811.55	116,800.00	110,988.45	5.0
ELECTIONS	57,314.15	233,007.91	673,900.00	440,892.09	34.6
PUBLIC NOTICES	235.13	372.14	3,100.00	2,727.86	12.0
ECONOMIC DEVELOPMENT	10,000.00	22,000.00	52,000.00	30,000.00	42.3
SHERIFF - CRIMINAL	268,131.17	1,245,367.52	4,842,400.00	3,597,032.48	25.7
SHERIFF - SUPPORT SERVICES	167,792.57	805,161.86	2,573,600.00	1,768,438.14	31.3
SHERIFF - ADMINISTRATION	111,594.80	666,250.29	1,717,000.00	1,050,749.71	38.8
SHERIFF - SEARCH AND RESCUE	68,931.78	74,768.85	137,000.00	62,231.15	54.6
SHERIFF - EXPLORER	18.00	579.12	25,100.00	24,520.88	2.3
FIRE DEPARTMENT	97,586.65	345,621.60	1,088,400.00	742,778.40	31.8
SHERIFF - CORRECTIONS	631,188.98	2,655,735.54	8,409,600.00	5,753,864.46	31.6
SHERIFF - IT DEPARTMENT	.00	617.30	28,300.00	27,682.70	2.2
BEE INSPECTION	.00	.00	2,500.00	2,500.00	.0
SHERIFF - ANIMAL CONTROL	12,635.73	55,082.75	187,700.00	132,617.25	29.4
SHERIFF - EMERGENCY MANAGEME	10,527.63	46,602.29	180,200.00	133,597.71	25.9
PUBLIC HEALTH	.00	.00	320,600.00	320,600.00	.0

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
PUBLIC WELFARE	.00	.00	82,800.00	82,800.00	.0
FAIRGROUNDS	83,400.52	408,081.76	1,236,000.00	827,918.24	33.0
COMMUNICATIONS	422.83	3,029.59	15,600.00	12,570.41	19.4
LIBRARY	4,821.79	21,600.49	101,300.00	79,699.51	21.3
USU AG EXTENSION SERVICE	2.50	445.99	244,600.00	244,154.01	.2
COUNTY FAIR	2,364.00	3,776.31	159,400.00	155,623.69	2.4
RODEO	1,672.00	3,372.00	185,500.00	182,128.00	1.8
STATE FAIR	.00	.00	1,000.00	1,000.00	.0
AGRICULTURAL PROMOTION	.00	.00	6,000.00	6,000.00	.0
CONTRIBUTIONS	400,000.00	400,000.00	1,171,400.00	771,400.00	34.2
TRANSFERS OUT	.00	.00	1,981,800.00	1,981,800.00	.0
MISCELLANEOUS	18.50	16,787.05	182,000.00	165,212.95	9.2
	<u>2,387,322.55</u>	<u>9,706,452.63</u>	<u>32,649,000.00</u>	<u>22,942,547.37</u>	<u>29.7</u>
	<u>( 1,313,761.37)</u>	<u>( 6,434,287.30)</u>	<u>.00</u>	<u>6,434,287.30</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING APRIL 30, 2020

ASSESSING & COLLECTING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	47,862.26	65,704.94	3,323,800.00	3,258,095.06	2.0
CHARGES FOR SERVICES	24,671.29	84,018.61	585,000.00	500,981.39	14.4
MISCELLANEOUS REVENUE	294.13	1,357.24	.00	( 1,357.24)	.0
CONTRIBUTIONS & TRANSFERS	.00	.00	569,900.00	569,900.00	.0
	<u>72,827.68</u>	<u>151,080.79</u>	<u>4,478,700.00</u>	<u>4,327,619.21</u>	<u>3.4</u>
<u>EXPENDITURES</u>					
COUNCIL	943.27	4,151.12	13,700.00	9,548.88	30.3
EXECUTIVE	4,052.90	23,142.01	33,500.00	10,357.99	69.1
FINANCE	4,621.25	23,054.72	66,500.00	43,445.28	34.7
HUMAN RESOURCES	3,335.93	20,371.19	67,200.00	46,828.81	30.3
GIS DEPT	10,954.78	59,347.11	179,700.00	120,352.89	33.0
INFORMATION TECHNOLOGY SYSTE	67,034.81	282,855.77	832,000.00	549,144.23	34.0
AUDITOR	8,714.19	35,338.29	180,100.00	144,761.71	19.6
TREASURER	19,264.94	86,905.60	325,300.00	238,394.40	26.7
RECORDER	10,118.35	49,685.53	173,400.00	123,714.47	28.7
ATTORNEY	12,307.83	56,601.09	179,300.00	122,698.91	31.6
ASSESSOR	123,534.83	582,937.52	2,075,600.00	1,492,662.48	28.1
NON-DEPARTMENTAL	1,575.76	34,286.62	29,000.00	( 5,286.62)	118.2
CENTRAL MAIL & COPY	87.81	547.17	3,200.00	2,652.83	17.1
BUILDING & GROUNDS	7,511.78	29,507.46	175,900.00	146,392.54	16.8
ADVERT & PROMOTION	287.38	454.84	3,900.00	3,445.16	11.7
CONTRIBUTIONS	1,212.07	1,976.84	85,500.00	83,523.16	2.3
MISCELLANEOUS	.00	.00	54,900.00	54,900.00	.0
	<u>275,557.88</u>	<u>1,291,162.88</u>	<u>4,478,700.00</u>	<u>3,187,537.12</u>	<u>28.8</u>
	<u>( 202,730.20)</u>	<u>( 1,140,082.09)</u>	<u>.00</u>	<u>1,140,082.09</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING APRIL 30, 2020

MUNICIPAL SERVICES FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	180,334.78	410,654.21	2,665,000.00	2,254,345.79	15.4
LICENSES & PERMITS	120,723.48	493,941.26	1,103,500.00	609,558.74	44.8
INTERGOVERNMENTAL REVENUE	45,839.43	313,160.75	2,957,200.00	2,644,039.25	10.6
CHARGES FOR SERVICES	5,602.14	102,178.16	1,128,700.00	1,026,521.84	9.1
MISCELLANEOUS REVENUE	510.59	16,564.69	300,500.00	283,935.31	5.5
CONTRIBUTIONS & TRANSFERS	.00	.00	2,744,200.00	2,744,200.00	.0
	<u>353,010.42</u>	<u>1,336,499.07</u>	<u>10,899,100.00</u>	<u>9,562,600.93</u>	<u>12.3</u>
<u>EXPENDITURES</u>					
ZONING DEPARTMENT	33,521.65	150,909.49	882,800.00	731,890.51	17.1
FIRE DEPARTMENT	127,354.08	290,532.59	244,900.00	( 45,632.59)	118.6
BUILDING INSPECTION	54,354.97	209,847.95	843,300.00	633,452.05	24.9
ANIMAL CONTROL	.00	.00	12,000.00	12,000.00	.0
ROAD	221,701.68	1,025,097.50	5,382,800.00	4,357,702.50	19.0
SANITATION/WASTE COLLECTION	.00	.00	30,000.00	30,000.00	.0
WEED ERADICATION DEPARTMENT	84,066.06	158,163.70	627,800.00	469,636.30	25.2
PUBLIC WORKS	27,053.87	105,888.20	625,300.00	519,411.80	16.9
TRAILS MANAGEMENT	195,395.66	206,943.72	760,900.00	553,956.28	27.2
CONTRIBUTIONS	.00	.00	56,400.00	56,400.00	.0
TRANSFERS OUT	.00	.00	1,431,400.00	1,431,400.00	.0
MISCELLANEOUS	.00	.00	1,500.00	1,500.00	.0
	<u>743,447.97</u>	<u>2,147,383.15</u>	<u>10,899,100.00</u>	<u>8,751,716.85</u>	<u>19.7</u>
	<u>( 390,437.55)</u>	<u>( 810,884.08)</u>	<u>.00</u>	<u>810,884.08</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

HEALTH FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
TAXES	13,507.16	18,429.15	966,000.00	947,570.85	1.9
CHARGES FOR SERVICE	27,078.75	69,686.25	280,000.00	210,313.75	24.9
CONTRIBUTIONS	.00	.00	73,400.00	73,400.00	.0
	<u>40,585.91</u>	<u>88,115.40</u>	<u>1,319,400.00</u>	<u>1,231,284.60</u>	<u>6.7</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	327,318.50	654,637.00	1,269,400.00	614,763.00	51.6
CONTRIBUTIONS	.00	.00	50,000.00	50,000.00	.0
	<u>327,318.50</u>	<u>654,637.00</u>	<u>1,319,400.00</u>	<u>664,763.00</u>	<u>49.6</u>
	<u>( 286,732.59)</u>	<u>( 566,521.60)</u>	<u>.00</u>	<u>566,521.60</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 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	273,808.00	.00	260,000.00	260,000.00	.0
CONTRIBUTIONS	.00	.00	11,000.00	11,000.00	.0
	<u>273,808.00</u>	<u>.00</u>	<u>271,000.00</u>	<u>271,000.00</u>	<u>.0</u>
	<u>( 273,808.00)</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

FUND 230

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	44,797.85	105,511.81	1,050,000.00	944,488.19	10.1
INTERGOVERNMENTAL REVENUE	.00	.00	18,100.00	18,100.00	.0
CHARGES FOR SERVICES	249.34	4,184.70	34,000.00	29,815.30	12.3
MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.0
CONTRIBUTIONS & TRANSFERS	.00	.00	13,500.00	13,500.00	.0
	<u>45,047.19</u>	<u>109,696.51</u>	<u>1,116,100.00</u>	<u>1,006,403.49</u>	<u>9.8</u>
<u>EXPENDITURES</u>					
VISITORS BUREAU	32,621.36	165,318.30	854,100.00	688,781.70	19.4
TRANSFERS OUT	.00	.00	262,000.00	262,000.00	.0
	<u>32,621.36</u>	<u>165,318.30</u>	<u>1,116,100.00</u>	<u>950,781.70</u>	<u>14.8</u>
	<u>12,425.83</u>	<u>( 55,621.79)</u>	<u>.00</u>	<u>55,621.79</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

COUNCIL ON AGING

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	52,796.98	85,796.52	371,400.00	285,603.48	23.1
CHARGES FOR SERVICES	78.25	899.65	8,500.00	7,600.35	10.6
MISCELLANEOUS REVENUE	.00	652.35	4,100.00	3,447.65	15.9
CONTRIBUTIONS & TRANSFERS	7,860.25	28,911.74	511,700.00	482,788.26	5.7
	<u>60,735.48</u>	<u>116,260.26</u>	<u>895,700.00</u>	<u>779,439.74</u>	<u>13.0</u>
<u>EXPENDITURES</u>					
NUTRITION-MANDATED	37,505.64	161,453.73	454,400.00	292,946.27	35.5
SR CITIZENS CENTER-NON-MANDATE	72,055.13	116,978.25	320,700.00	203,721.75	36.5
ACCESS - MANDATED	9,574.44	41,881.60	120,600.00	78,718.40	34.7
	<u>119,135.21</u>	<u>320,313.58</u>	<u>895,700.00</u>	<u>575,386.42</u>	<u>35.8</u>
	<u>( 58,399.73)</u>	<u>( 204,053.32)</u>	<u>.00</u>	<u>204,053.32</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING APRIL 30, 2020

MENTAL HEALTH FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	754,332.06	993,985.88	3,000,000.00	2,006,014.12	33.1
CONTRIBUTIONS	.00	36,312.00	135,000.00	98,688.00	26.9
	<u>754,332.06</u>	<u>1,030,297.88</u>	<u>3,135,000.00</u>	<u>2,104,702.12</u>	<u>32.9</u>
<u>EXPENDITURES</u>					
PUBLIC HEALTH	.00	( 165,485.65)	3,135,000.00	3,300,485.65	( 5.3)
	<u>.00</u>	<u>( 165,485.65)</u>	<u>3,135,000.00</u>	<u>3,300,485.65</u>	<u>( 5.3)</u>
	<u>754,332.06</u>	<u>1,195,783.53</u>	<u>.00</u>	<u>( 1,195,783.53)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
FUND SUMMARY  
FOR THE 4 MONTHS ENDING APRIL 30, 2020

RESTAURANT TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	103,677.37	225,767.58	1,680,000.00	1,454,232.42	13.4
	<u>103,677.37</u>	<u>225,767.58</u>	<u>1,680,000.00</u>	<u>1,454,232.42</u>	<u>13.4</u>
<u>EXPENDITURES</u>					
TOURISM AWARDS	4,000.00	49,000.00	.00	( 49,000.00)	.0
FACILITY AWARDS	.00	24,075.97	.00	( 24,075.97)	.0
CONTRIBUTIONS	.00	.00	1,680,000.00	1,680,000.00	.0
	<u>4,000.00</u>	<u>73,075.97</u>	<u>1,680,000.00</u>	<u>1,606,924.03</u>	<u>4.4</u>
	<u>99,677.37</u>	<u>152,691.61</u>	<u>.00</u>	<u>( 152,691.61)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

RAPZ TAX FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	117,284.16	269,698.78	1,830,000.00	1,560,301.22	14.7
	117,284.16	269,698.78	1,830,000.00	1,560,301.22	14.7
<u>EXPENDITURES</u>					
FACILITIES AWARDS	112,000.00	120,857.00	.00	( 120,857.00)	.0
PROGRAM AWARDS	.00	56,000.00	.00	( 56,000.00)	.0
CONTRIBUTIONS	.00	.00	1,802,500.00	1,802,500.00	.0
TRANSFERS OUT	.00	.00	27,500.00	27,500.00	.0
	112,000.00	176,857.00	1,830,000.00	1,653,143.00	9.7
	5,284.16	92,841.78	.00	( 92,841.78)	.0

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

CCCOG FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	293,545.98	674,672.64	4,550,000.00	3,875,327.36	14.8
	293,545.98	674,672.64	4,550,000.00	3,875,327.36	14.8
<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
	293,545.98	674,672.64	.00	( 674,672.64)	.0

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 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	.00	10,861.38	44,500.00	33,638.62	24.4
AIRPORT LAND LEASE REVENUES	1,218.00	4,859.87	101,300.00	96,440.13	4.8
CONTRIBUTIONS & TRANSFERS	.00	.00	118,900.00	118,900.00	.0
	<u>1,218.00</u>	<u>15,721.25</u>	<u>352,200.00</u>	<u>336,478.75</u>	<u>4.5</u>
<u>EXPENDITURES</u>					
AIRPORT DEPARTMENT	<u>16,674.76</u>	<u>63,867.76</u>	<u>352,200.00</u>	<u>288,332.24</u>	<u>18.1</u>
	<u>16,674.76</u>	<u>63,867.76</u>	<u>352,200.00</u>	<u>288,332.24</u>	<u>18.1</u>
	<u>( 15,456.76)</u>	<u>( 48,146.51)</u>	<u>.00</u>	<u>48,146.51</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

CHILDREN'S JUSTICE CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	( 28,659.40)	446,600.00	475,259.40	( 6.4)
	.00	( 28,659.40)	446,600.00	475,259.40	( 6.4)
<u>EXPENDITURES</u>					
CHILDREN'S JUSTICE CNTR - VOCA	10,041.29	61,681.14	248,200.00	186,518.86	24.9
CHILDREN'S JUSTICE CENTER	5,120.77	18,544.43	198,400.00	179,855.57	9.4
	15,162.06	80,225.57	446,600.00	366,374.43	18.0
	( 15,162.06)	( 108,884.97)	.00	108,884.97	.0

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

AMBULANCE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
CONTRIBUTIONS	296,750.00	296,750.00	1,309,600.00	1,012,850.00	22.7
	<u>296,750.00</u>	<u>296,750.00</u>	<u>1,309,600.00</u>	<u>1,012,850.00</u>	<u>22.7</u>
<u>EXPENDITURES</u>					
AMBULANCE DEPARTMENT	16,323.69	118,057.33	1,309,600.00	1,191,542.67	9.0
	<u>16,323.69</u>	<u>118,057.33</u>	<u>1,309,600.00</u>	<u>1,191,542.67</u>	<u>9.0</u>
	<u>280,426.31</u>	<u>178,692.67</u>	<u>.00</u>	<u>( 178,692.67)</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

DEBT SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	.00	719.73	.00	( 719.73)	.0
CONTRIBUTIONS AND TRANSFERS IN	.00	.00	1,982,500.00	1,982,500.00	.0
	<u>.00</u>	<u>719.73</u>	<u>1,982,500.00</u>	<u>1,981,780.27</u>	<u>.0</u>
<u>EXPENDITURES</u>					
CAPITAL LEASE - PATROL VEHICLE	52,032.00	63,543.78	663,400.00	599,856.22	9.6
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>52,032.00</u>	<u>63,543.78</u>	<u>1,982,500.00</u>	<u>1,918,956.22</u>	<u>3.2</u>
	<u>( 52,032.00)</u>	<u>( 62,824.05)</u>	<u>.00</u>	<u>62,824.05</u>	<u>.0</u>

CACHE COUNTY GOVERNMENT  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING APRIL 30, 2020

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
MISCELLANEOUS REVENUE	.00	55,011.33	.00	( 55,011.33)	.0
CONTRIBUTIONS AND TRANSFERS IN	.00	.00	15,282,300.00	15,282,300.00	.0
	<u>.00</u>	<u>55,011.33</u>	<u>15,282,300.00</u>	<u>15,227,288.67</u>	<u>.4</u>
<u>EXPENDITURES</u>					
DEPARTMENT 4415	1,025,887.64	2,109,913.71	15,282,300.00	13,172,386.29	13.8
	<u>1,025,887.64</u>	<u>2,109,913.71</u>	<u>15,282,300.00</u>	<u>13,172,386.29</u>	<u>13.8</u>
	<u>( 1,025,887.64)</u>	<u>( 2,054,902.38)</u>	<u>.00</u>	<u>2,054,902.38</u>	<u>.0</u>



## CACHE COUNTY

### *Office of the County Assessor*

179 NORTH MAIN • LOGAN, UTAH 84321

(435) 755-1590 • Fax (435) 755-1989

KATHLEEN C. HOWELL

May 8, 2020

To Whom It May Concern:

We are writing this letter asking that the tax on Javier's Mexican Food be cancelled. Javier's was evicted from their location due to not keeping up with the SBA loan. They had to be out of the building within just a couple of days. We were not made aware of this until after the fact. This is a privately owned restaurant and is not connected to the Javier's in other counties of the state. We have tried multiple times to contact owners through phone calls and text messages. Sometimes they will respond back but we have not heard from them in several months. From what we know, the owners have moved to Ogden and we do not know where the equipment has gone. This is for the 2019 tax year. The account number is BU-11-6175.

At this time we are asking that the tax amount of \$288.46 plus fees and interest be cancelled.

Thank you for your time and consideration in this matter.

Kathleen Howell

Cache County Assessor

# 2019 TAX NOTICE

Cache County Assessor's Office  
179 North Main Suite 205  
Logan, Utah 84321  
(435) 755-1590

Account Number  
BU-11-6175

Due Date  
PAST DUE

Make all checks payable to:  
CACHE COUNTY ASSESSOR

## PENDING SEIZURE AND SALE

BUSINESS ACCOUNT TAX NOTICE FOR THE TAX YEAR 2019

Printed: 5/8/2020

JAVIERS MEXICAN FOOD  
2281 NORTH MAIN  
NORTH LOGAN, UT 84341

Please pay the entire amount due immediately.

We now accept debit and credit cards. There will be an additional fee for this service. Please call (435)755-1590 to make a payment.

Taxing District: 011 NORTH LOGAN CITY W/O CEM

Market Value: 17,385  
Taxable Value: 17,385  
Taxes Due: 201.59

### District Breakdown By Taxing Unit (Apportionment)

Entity Code	Entity Description	Tax Rate	Tax Amount
11	NORTH LOGAN CITY	0.001543	26.83
28	CACHE CO GENERAL FUND	0.001648	28.65
30	CACHE SCHOOL DISTRICT	0.006118	106.36
38	CACHE CO HEALTH FUND	0.000107	1.86
48	MULTI-CO A & C	0.000009	0.16
58	CACHE CO A & C	0.000377	6.55
60	STATE SCHOOL LEVY-CACHE	0.001666	28.96
67	STATE CHARTER SCHOOLS-CACHE	0.000055	0.96
70	CACHE MOSQUITO ABATE, DISTRICT	0.000073	1.27
75	CVTD	0.000000	0.00

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Please return this portion of the notice with your check remittance. DO NOT send cash.

## PENDING SEIZURE AND SALE

Account Number  
BU-11-6175

JAVIERS MEXICAN FOOD  
2281 NORTH MAIN  
NORTH LOGAN, UT 84341

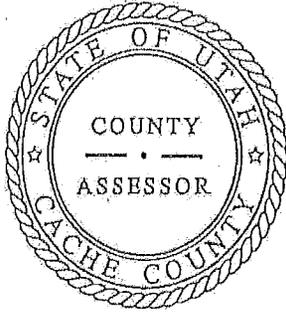
Due Date  
PAST DUE

Taxing District: 011 NORTH LOGAN CITY W/O CEM

TOTAL TAXES	201.59
EXEMPTIONS	(0.00)
FEE & PENALTY	75.00
FEE & PENALTY PAID	(0.00)
INTEREST	16.12
INTEREST PAID	(0.00)
PRINCIPLE PAID	(0.00)
AMOUNT DUE	292.71

Interest will be charged at 6% per annum above the current federal discount rate on all past due accounts. (Minimum 7%)

5/8/2020



## CACHE COUNTY

### *Office of the County Assessor*

179 NORTH MAIN • LOGAN, UTAH 84321

(435) 755-1590 • Fax (435) 755-1989

KATHLEEN C. HOWELL

May 8, 2020

To Whom It May Concern:

We are writing this letter asking that the taxes on Dr John A Israelsen be cancelled. Dr Israelsen passed away on May 12, 2019 after battling a short illness. We have spoken with his attorney and were informed that there was no money left in probate when he passed away. His son who lives in Utah County has since removed all the personal property from the office and has taken it down to Utah County. We were not informed of this until after the equipment was gone. We spoke to his son several months ago. He told us he would try and sell it to pay for the taxes. We have not been able to get a hold of him since then. This is for the 2019 tax year. The account number is BU-27-1994

At this time we are asking that the tax amount of \$1,191.55 plus fees and interest be cancelled.

Thank you for your time and consideration in this matter.

A handwritten signature in cursive script that reads "Kathleen C. Howell".

Kathleen Howell  
Cache County Assessor

# 2019 TAX NOTICE

Cache County Assessor's Office  
 179 North Main Suite 205  
 Logan, Utah 84321  
 (435) 755-1590

Make all checks payable to:  
**CACHE COUNTY ASSESSOR**

Account Number  
**BU-27-1994**

Due Date  
**PAST DUE**

## PAST DUE NOTICE

BUSINESS ACCOUNT TAX NOTICE FOR THE TAX YEAR 2019

Printed: 5/1/2020

ISRAELSEN DR. JOHN A.  
 C/O DOUGLAS ALAN ISRAELSEN  
 1793 WEST 850 SOUTH  
 VINEYARD, UT 84059

Please pay the entire amount due immediately.

We now accept debit and credit cards. There will be an additional fee for this service.  
 Please call (435)755-1590 to make a payment.

Physical Location: **150 EAST 200 NORTH SUITE F  
 LOGAN, UT 84321**  
 Taxing District: **027 LOGAN CITY**

Market Value: **75,220**  
 Taxable Value: **75,220**  
 Taxes Due: **1,009.90**

### District Breakdown By Taxing Unit (Apportionment)

Entity Code	Entity Description	Tax Rate	Tax Amount
27	LOGAN CITY	0.001952	146.83
28	CACHE CO GENERAL FUND	0.001648	123.96
29	LOGAN SCHOOL DISTRICT	0.007475	562.27
38	CACHE CO HEALTH FUND	0.000107	8.05
48	MULTI-CO A & C	0.000009	0.68
58	CACHE CO A & C	0.000377	28.36
68	STATE CHARTER SCHOOLS-LOGAN	0.000192	14.44
69	STWDE SCHOOL LEVY LOGAN	0.001666	125.32
75	CVTD	0.000000	0.00



(Cut along this line)

Please return this portion of the notice with your check remittance. DO NOT send cash.

## PAST DUE NOTICE

Account Number  
**BU-27-1994**

ISRAELSEN DR. JOHN A.  
 1793 WEST 850 SOUTH  
 VINEYARD, UT 84059

Due Date  
**PAST DUE**

Physical Location: **150 EAST 200 NORTH SUITE F  
 LOGAN, UT 84321**  
 Taxing District: **027 LOGAN CITY**

TOTAL TAXES	<b>1,009.90</b>
EXEMPTIONS	<b>(0.00)</b>
FEE & PENALTY	<b>100.99</b>
FEE & PENALTY PAID	<b>(0.00)</b>
INTEREST	<b>80.66</b>
INTEREST PAID	<b>(0.00)</b>
PRINCIPLE PAID	<b>(0.00)</b>
<b>AMOUNT DUE</b>	<b>1,191.55</b>

Interest will be charged at 6% per annum above the current federal discount rate on all past due accounts. (Minimum 7%)

5/1/2020



**CACHE COUNTY  
RESOLUTION 2020 - 11**

**A RESOLUTION TO CREATE A CACHE COUNTY  
ECONOMIC DEVELOPMENT ADVISORY BOARD**

**WHEREAS**, the Utah Legislature passed Senate Bill 95 during its 2020 General Session, thereby creating as of July 1, 2020, a Rural County Grant Program, which is codified as Utah Code Ann. §§ 17-54-101 through -104; and

**WHEREAS**, the Rural County Grant Program's purpose is to award grants to address the economic development needs of rural counties, which needs may include business recruitment, development and expansion; workforce training and development; and business infrastructure and capital facilities improvements; and

**WHEREAS**, Cache County qualifies as a rural county and desires to participate in the Rural County Grant Program to promote opportunities for investors and employers and those seeking to diversify the economy and strengthen existing industries in Cache County; and

**WHEREAS**, Cache County desires to build leaders and inspire the next generation of business owners and entrepreneurs; and

**WHEREAS**, Cache County seeks input from County residents, business leaders, and elected officials to prioritize economic development projects and opportunities in the County; and

**WHEREAS**, a county must create a county economic development advisory board in order to participate in the Rural County Grant Program;

**NOW THEREFORE BE IT RESOLVED** that the Cache County Council hereby creates the Cache County Economic Development Advisory Board as follows:

**A. Cache County Economic Development Advisory Board**

1. The Cache County Economic Development Advisory Board will be composed of at least the following members, who will be appointed by the Cache County Council:
  - a. a county representative;
  - b. a representative of a municipality in the county;
  - c. a workforce development representative;
  - d. a private-sector representative; and
  - e. a member of the public who lives in the County.



2. The Cache County Council may also appoint additional members with experience or expertise in economic development matters.
3. In appointing members of the Cache County Economic Development Advisory Board, the Cache County Council may consider gender and socioeconomic diversity.
4. The Cache County Economic Development Advisory Board shall assist and advise the Cache County Council on (a) applying for Rural County Grants; (b) what projects should be funded by grant money provided to the County under the Rural County Grant Program; and (c) preparing reporting requirements for grant money received by Cache County under the Rural County Grant Program.

**B. Appointment and Terms of Board Members**

1. The Cache County Council shall appoint each member of the Cache County Economic Development Advisory Board.
2. In appointing initial members of the Cache County Economic Development Advisory Board, the Cache County Council shall assign to half, or roughly half, of the initial Board members an initial term of two years. The Cache County Council shall assign to the other half, or roughly half, of the initial Board members an initial term of four years.
3. After the initial Board members' initial terms, all Board members shall serve four-year terms.
4. A person appointed to the Cache County Economic Development Advisory Board is limited to serving two consecutive terms.
5. When a vacancy occurs in the membership of the Cache County Economic Advisory Committee Board for any reason other than the expiration of the Board member's term, the Cache County Council shall appoint a replacement to fill the unexpired term.

**C. Conducting of Board Business**

1. The Cache County Economic Development Advisory Board shall elect from its members a chair of the Board. A person may not serve as chair of the Board for more than two consecutive years.
2. The Cache County Economic Development Advisory Board shall elect annually from its members a vice-chair of the Board.



3. A majority of the Cache County Economic Advisory Committee Board shall constitute a quorum for the purpose of conducting Board business, and the action of a majority of a quorum shall constitute the action of the Board.
  
4. Members of the Cache County Economic Advisory Committee Board who have or may have a conflict of interest with respect to fund allocation decisions or recommendations shall identify the conflict or potential conflict prior to voting on the issue and may choose to recuse themselves from voting on the issue.

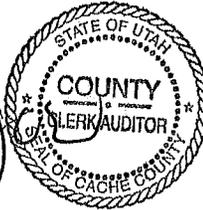
Adopted by the County Council of Cache County, Utah, this 26<sup>th</sup> day of May 2020.

CACHE COUNTY COUNCIL

By: Karl B. Ward  
Karl B. Ward, Chair

ATTEST:

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



**Article 1 - Objectives**

**1-1.** This commission, established in conformance with the motion adopted by the Cache County Commission on the 20th day of December, 1950, has adopted the following Articles in order to facilitate its powers and duties in accordance with the provisions of State Code Ann. §17-27a Part 3.

**1-2.** The official title of this Commission shall be the "Cache County Planning Commission".

**Article 2 - Members**

**2-1.** The Cache County Planning Commission shall consist of (7) voting members. A member of the County Council shall be appointed as an ex-officio member of the Planning Commission and shall be a non-voting member. The Director of Development Services shall serve as an ex-officio member of the Planning Commission and shall be a non-voting member.

**2-2.** The term of the member from the County Council shall be a one-year term or as otherwise designated. As the term of the members first appointed to this Commission, or their replacements, expire, their successors shall be appointed for terms of three (3) years or to fulfill the previously designated term. Each member shall be recommended by the County Executive and evaluated and confirmed by the County Council prior to their appointment or reappointment to the Planning Commission.

**2-3.** The Council may provide for the payment of expenses and a reasonable compensation for members of the Commission who are not County employees.

**Article 3 - Officers and Their Selection**

**3-1.** The officers of the Planning Commission shall consist of a Chair, a Vice-Chair, and a Secretary. If no Secretary is elected from among the serving Planning Commissioners, the Director of Development Services, or their designee, will serve as Secretary of the Commission.

**3-2.** Nomination of officers shall be made by the general membership of the Planning Commission at the regularly scheduled December meeting of the Commission each year. The election of officers shall follow immediately.

**3-3.** A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected. He/She shall take office January 1st, the following year and serve for one (1) year or until their successor shall take office.

**Article 4 - Duties of Officers**

**4-1.** The Chair shall be an appointed member of the Commission and shall:

**4-1-1.** Preside at all meetings.

**4-1-2.** Appoint committees, special and/or standing and liaisons.

**4-1-3.** Rule on all procedural questions (subject to a reversal by a majority vote of the members present).

**4-1-4.** Be informed immediately of any official communication and report same at the next regular meeting.

**4-1-5.** Represent the Commission before the County Council and other public bodies except when this responsibility has been delegated to an appropriate official or Commission member.

**4-1-6.** Carry out other duties as assigned by the Commission.

**4-1-7.** Fill any vacancies in the offices of Vice-Chair or Secretary by appointment lasting through January 1st of the following year.

**4-2.** The Vice-Chair shall be an appointed member of the Commission and shall:

**4-2-1.** Act in the absence or inability of the Chair to act.

**4-2-2.** Have the powers to function in the same capacity as the Chair in cases of the Chair's inability to act.

**4-2-3.** Fill immediately any vacancy in the office of Chair through January 1st of the following year.

**4-2-4.** Be responsible for the orientation of new members of the Commission.

**4-3.** The Secretary shall:

**4-3-1.** Keep a written record of all business transacted by the Commission.

**4-3-2.** Keep a file of all official records and reports of the Commission.

**4-3-3.** Certify all minutes of the Commission.

**4-3-4.** Give notice of all hearings and public meetings.

**4-3-5.** Attend to the correspondence of the Commission.

**4-3-6.** Keep a set of minutes.

**4-3-7.** Prepare and be responsible for the publishing of all advertisements relating to public hearings.

**4-3-8.** If the Secretary is an appointed member of the Commission, the Secretary may, with the consent of the Commission, delegate any of the above responsibilities of the Secretary to the Director of Development Services (or similar official), except that the certification of minutes of the Commission may not be delegated.

## **Article 5 - Standing and Special Committees**

**5-1.** Any standing committees may be appointed by the Chair.

**5-2.** Any special committees may be appointed by the Chair and shall function for a duration as set by the Chair. The duties and responsibilities of any special committee shall be clearly defined and outlined at a regularly scheduled Planning Commission meeting.

**5-3.** Each standing and special committee shall prepare a written report of meetings held to become a part of the permanent records of the Commission.

## **Article 6 - Meetings**

**6-1.** Regular meetings of the Commission shall be held on the first Thursday of each month, commencing at 5:30pm and ending at 8:00pm. Meetings may be extended beyond 8:00 p.m. With the approval of a majority of the members present. When a meeting date falls on a legal holiday, the meeting shall be held on the week following unless otherwise designated by the Commission.

**6-1-1.** Commission public hearings shall be held during the regular meeting on the first Thursday of each month.

**6-2.** Special meetings shall be called at the request of the Chair or at the request of any three members of the Commission. Written notice which states the time and purpose of the special meeting shall be given to each member at least five (5) days prior to such meetings. Noticing of special meetings shall be made in compliance with State Code Ann. §17-27a Part 2 and §17-53 Part 4.

**6-3.** A majority of the membership of the Commission shall constitute a quorum. When a quorum is present, a majority vote of the members present is sufficient for the adoption of any motion. Voting may be a roll call, in which case a record shall be kept as part of the minutes. Any member shall have the right to demand a roll call vote.

**6-4.** Meetings shall be open to the public except when deemed necessary, in which case the Commission may go into Executive (closed) Session, when the provisions of the Utah Open and Public Meetings Act, State Code Ann §17-53 Part 4, shall be in effect.

**6-5.** The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Planning Commission in all cases to which they are applicable and in which they are not inconsistent with the Bylaws, any special rules of order the Planning Commission may adopt, and County or State code that regulates the Planning Commission or its meetings.

**6-6. Electronic Meetings**

**6-6-1.** A Commission meeting may be convened and conducted by means of telephonic, telecommunications, or computer conference by satisfying the requirements of Utah Code Ann. § 52-4-207.

**6-6-2.** The primary purpose for holding electronic meetings is to enable members of the Commission to participate in the meeting electronically. Provision may be made for a member of the public to monitor an open meeting of the Commission through electronic means, provided that the County will not be required to acquire any equipment, facilities or expertise which the County does not already possess in order to accommodate the request. Notwithstanding anything to the contrary in this Policy, with the exception of a public hearing, the general public and other interested persons need not be provided an opportunity to participate in, as opposed to attend and monitor, an electronic meeting.

**6-6-3.** Not less than 24 hour advance public notice, including the agenda, date, time, location, and a description of how the Commission Members will be connected to the electronic meeting, will be given for each electronic meeting of the Commission by posting a written notice at the principal office of the County, or at the building where the meeting is to be held, and providing written or electronic notice to at least one newspaper of general circulation in the County, and by posting the notice on the Utah Public Notice Website created under Utah Code Ann. § 63F-1-701. In addition, the notice must be provided to all Commission Members at least 24 hours before the meeting. These notice requirements are minimum requirements and are not to be construed as precluding such additional postings and notifications as may be directed by the Commission.

**6-6-4.** The Chair, or the Vice-Chair in the Chair's absence, may determine, based upon budget or logistical considerations, that it is not in the best interest of the County to hold an electronic meeting, in which event the meeting will not be held as an electronic meeting. The Chair, or the Vice-Chair in the Chair's absence, may also restrict the number of separate electronic connections that are allowed for an electronic meeting based on available equipment capacity. The request from a member of the public to participate in a meeting electronically may be denied by the Chair, or Vice-Chair in the Chair's absence, based on budget, public policy, or logistical considerations deemed sufficient by the Chair or Vice-Chair.

**6-6-5.** No action may be taken and no business may be conducted at a meeting of the Commission unless a quorum, consisting of a simple majority of the members of the Commission, is present. A Commission Member who is not physically present may nevertheless participate in the meeting through electronic means and be counted toward

the required quorum in accordance with Utah Code Ann. § 52-4-207. Any Commission Member participating via electronic means may make, second, and vote on all motions and participate in the discussion as though present.

### **Article 7 - Order of Business**

**7-1.** The order of business for a Regular Meeting shall be:

**7-1-1.** Call to Order by the Chair

**7-1-2.** Roll call by the Secretary

**7-1-2-1.** Determination of a quorum

**7-1-3.** Approval of agenda

**7-1-4.** Approval of minutes

**7-1-5.** Report of the Secretary

**7-1-6.** Consent Agenda

**7-1-9.** Agenda Items

**7-1-9-1.** Public Comment

**7-1-9-2.** Public Hearings

**7-1-10.** Report of Special Committees

**7-1-11.** Liaison Reports

**7-1-12.** Zoning Administrator's Report

**7-1-13.** Adjournment

**7-2.** The Zoning Administrator is authorized to prepare for each meeting a consent agenda for consideration by the Commission. The consent agenda may include any item believed by the Zoning Administrator to meet all required ordinances, be routine, and not controversial in nature.

**7-2-1.** A single motion and vote in favor thereof shall approve all items on the consent agenda.

**7-2-2.** Any member of the Commission may request to have any item removed from the consent agenda. Such request need not be seconded. Such item shall then be taken up for discussion by the Commission as a regular agenda item.

**7-3.** Public Comment portion of the meeting will be limited to 30 minutes for each agenda item unless otherwise specified by the Chair.

**7-3-1.** The agent for the agenda item will be limited to a 5-minute period of open discussion, with additional time allowed to respond to questions of the Planning Commission.

**7-3-2.** Individual speakers from the public will be limited to 3 minutes each unless prior approval is obtained from the Chair.

### **Article 8 – Communication and Correspondence**

**8-1.** To ensure that the decision-making process is fair and impartial, the Planning Commission is to abide by certain standards regarding "ex parte" communication on cases under review.

**8-1-1.** Ex parte communication is defined as "oral or written, off-the record communication made to or by commissioners or commission decision-making personnel, without notice to parties, that is directed to the merits or outcome of an on-the-record proceeding."

**8-1-2.** If prohibited ex parte communication is attempted, the Commissioner involved should first attempt to stop the party from engaging in prohibited behavior, then document the attempt and notify the Secretary. The Secretary will then enter a statement into the public file and make copies of the statement available to other parties in the case.

**8-2.** If the Planning Commission and/or a Commissioner determines that there is a conflict of interest on an agenda item, that Planning Commissioner shall not participate in the discussion or action on that agenda item. In such event, the Planning Commissioner shall seat themselves in the audience or leave the room. For purposes of determining the existence of a quorum, that Commissioner shall not be counted.

**8-3.** It shall be the duty of the Secretary to communicate by telephone or other means when necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.

**8-4.** All official papers and plans involving the authority of the Commission shall bear the signature of the Chair or Vice-Chair.

#### **Article 9 - Amendments**

**9-1.** These by-laws may be changed by a recorded two-thirds (2/3) vote of the entire Planning Commission and approval by the County Council.