

## CACHE COUNTY COUNCIL

February 27, 2024 at 5:00 p.m. - Cache County Chamber at 199 North Main, Logan, Utah.

*In accordance with the requirements of Utah Code Annotated Section 52-4-203, the County Clerk records in the minutes the names of all persons who appear and speak at a County Council meeting and the substance "in brief" of their comments. Such statements may include opinions or purported facts. The County does not verify the accuracy or truth of any statement but includes it as part of the record pursuant to State law.*

**MEMBERS PRESENT:** Chair David Erickson, Vice-Chair Barbara Tidwell, Councilmember Karl Ward, Councilmember Sandi Goodlander, Councilmember Nolan Gunnell, Councilmember Mark Hurd, Councilmember Kathryn Beus.

**MEMBERS EXCUSED:**

**STAFF PRESENT:** LaChelle Enright, David Benson, Scott Bodily, Robert Johnson, Bart Esplin, Alma Burgess, Dianna Schaeffer, Amy Adams, Terryl Warner

**OTHER ATTENDANCE:** Megan Johnson

### Council Meeting

1. **Call to Order 5:00p.m.** – Council Chair David Erickson [0:08](#)

2. **Opening Remarks and Pledge of Allegiance** – Councilmember Kathryn Beus [0:21](#)

3. **Review and Approval of Agenda APPROVED [1:17](#)**

**Action:** Motion made by Councilmember Nolan Gunnell to approve the amended agenda; seconded by Councilmember Barbara Tidwell. [1:30](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

4. **Review and Approval of Minutes APPROVED [1:40](#)**

**Action:** Motion made by Councilmember Karl Ward to approve the minutes; seconded by Councilmember Barbara Tidwell. [1:46](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

5. **Report of the County Executive [1:57](#)**

#### A. Appointment/Discussion [2:01](#)

Executive Zook introduces three individuals for a Career Service Council 1) Ambree Darley, 2) Doug Bullock, 3) Jake Gordon, and thanked Amy Adams, Director of Personnel Management for locating experts in the community to serve. [2:04](#) Council Member Sandi Goodlander asked what specifically their roles will be. [4:47](#) Chair David Erickson asked how long the duration of the term will be. Executive Zook answered one year. [5:20](#)

David Zook corrected himself on the length of the term. Alternates are 1 year but primary positions are 3 years. [36:22](#)

**Action:** Motion made by Councilmember Barbara Tidwell to accept Ambree Darley, Doug Bullock and Jake Gordon to the Career Service Council; seconded by Councilmember Kathryn Beus. [5:33](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

## 6. Items of Special Interest [5:57](#)

### A. Bear River Mental Health Audited Financial Statements – Rob Johnson, Bear River Mental Health [6:03](#)

Rob Johnson presented the Bear River Mental Health Audited Financial Statements from June 2022-23. [6:32](#) Rob Johnson presented the Auditor's report. [7:38](#) Rob Johnson highlighted some specific numbers in the report. [8:19](#) Councilmember Karl Ward commented on the good cash ratio the report shows. [9:35](#) Rob Johnson discussed the difference in revenue and expenditure from the previous year. [10:03](#) Rob Johnson discussed the functional expenses. [11:00](#) Councilmember Sandi Goodlander asked if the BRMH had received any of the state funds for the receiving center. [11:34](#) County Executive David Zook expressed his appreciation for Rob Johnson's hard work at BRMH. [12:10](#)

### B. Update on the Status of Remaining ARPA Funds – Alma Burgess, Cache County Finance Division [12:57](#)

Alma Burgess discussed the quarterly report. [13:07](#) Alma Burgess is getting month updates from the department heads. [14:01](#) Alma Burgess followed up on projects that the council were worried would be underspent and discussed other projects that the unspent funds could be used on. [14:25](#) Alma Burgess discussed the timeline of some of the projects for completion. [17:35](#) Alma Burgess suggested that the council start discussing how to utilize the buffer and other unspent funds. [18:28](#) Councilmember Karl Ward discussed seeing if any of the Capital expenditures could be approved with ARPA funds. [19:30](#) Councilmember Sandi Goodlander asked if ARPA funds that were obligated by the deadline but then underspent after the deadline could be reallocated. [20:11](#) Councilmember Sandi Goodlander said that for this round, county departments should have preference. Council agreed and discussed further what that entailed. [21:16](#)

### C. Approval of the Transfer of ARPA Funds in Recorder's Office – Alma Burgess, Cache County Finance Division [23:14](#)

**Discussion:** Alma Burgess discussed the two projects that were approved previously by the council. County Recorder is hoping to transfer funds between the two projects. [23:33](#) Chair David Erickson asked if the approval had to happen at a budget opening. [25:54](#)

**Action:** Motion made by Councilmember Mark Hurd to approve the transfer of \$4000 of ARPA funds between two projects in the Recorder's office; seconded by Councilmember Kathryn Beus. [26:33](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

### D. Reassignment of RAPZ Funds in Fairgrounds Budget – Bart Esplin, Fairgrounds Manager [27:26](#)

**Discussion:** Bart Esplin discussed a ventilation project from 2021, and requested an extension to use the RAPZ funds for that project. [27:39](#) Bart Esplin asked for approval to use leftover RAPZ funds from the 2023 project of new flooring to buy new goat panels. [28:57](#)

**Action:** Motion made by Councilmember Karl Ward to reassign the RAPZ funds as requested by Bart Esplin, Fairgrounds Manager; seconded by Councilmember Nolan Gunnell. [30:19](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

## 7. Department or Committee Reports

## 8. Board of Equalization [30:53](#)

**Exclusive Use Exemptions-** Dianna Schaeffer presented 29 exemptions. [31:01](#) Councilmember Karl Ward asked if Dianna if she had an estimate on the amount of property tax that was being exempted. [32:21](#) Dianna Schaeffer mentioned the low income exemptions that she will present at the next meeting. [34:05](#)

- 1. Religious-14
- 2. Education-4
- 3. Charitable-11

**Action:** Motion made by Councilmember Barbara to enter into the board of equalization; seconded by Councilmember Sandi Goodlander. [31:40](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

**Action:** Motion made by Councilmember Barbara Tidwell to approve all 29 applications for 2024 exemptions; seconded by Councilmember Kathryn Beus. [31:51](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

## 9. Public Hearings

- A. **Set Public hearing for March 26, 2024 – Ordinance 2024-03 – An Ordinance to vacate the county road right-of-way located south of Millville City along 500 East, south of 3800 South and north of 4200 south. Including the right-of-ways between the Blacksmith Fork River and 600 East.** [35:20](#)

**Discussion:**

**Action:** Motion made by Councilmember Karl Ward to set the public hearing for March 26 for Ordinance 2024-03; seconded by Councilmember Barbara Tidwell. [35:28](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

## 10. Pending Action

### 11. Initial Proposals for Consideration of Action [36:11](#)

- A. **Resolution 2024-03      A Resolution amending the Personnel Policy and Procedure Manual to Establish a Policy for On-Call Time in the County**

**Discussion:** Amy Adams presented a new policy for how on-call time would be handled. [36:44](#) Councilmember Sandi Goodlander asked if the new policy would change anything that the county has already been doing. [37:37](#)

**Action:** Motion made by Councilmember Sandi Goodlander to approve Resolution 2024-03; seconded by Councilmember Nolan Gunnell. [38:24](#)

**Motion passes.**

**Aye:** 7 David Erickson, Barbara Tidwell, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward, Mark Hurd

**Nay:** 0

## 12. Other Business

- A. **UAC Building Utah Conference      April 10-11, 2024**  
Council chair said if anyone wanted to go to talk with Micah Safsten to get it arranged. [38:53](#)

**B. UAC Management Conference [39:19](#)**

**April 30 – May 1, 2024 in St. George  
Barbara, Karl, Dave (?), Mark, Kathryn, Sandi**

Council discussed getting hotels arranged with Micah Safsten. [39:27](#)

**C. January 2024 Recategorization Report**

Reports were not sent to council, Micah Safsten will send them over for council to review. [40:44](#)

**D. January 2024 Expense Report**

**E. Discuss any updates from the legislative session [41:10](#)**

Micah Safsten discussed bill HB-270 and its current status. [42:04](#) Micah Safsten and council discussed Utah Fair Park Area Investment & Restoration District bill. [44:08](#)

**13. Councilmember Reports**

**David Erickson** – nothing to report [50:00](#)

**Sandi Goodlander** – There is a change in the RFG with the homeless council, where the homeless council has a little more control with state grants. [49:30](#)

**Karl Ward** – nothing to report [49:56](#)

**Barbara Tidwell** – nothing to report [49:28](#)

**Kathryn Beus** – nothing to report [49:25](#)

**Nolan Gunnell** – nothing to report [49:18](#)

**Mark Hurd** – nothing to report [49:12](#)

**Adjourn: 6:50 PM**



**APPROVAL: David Erickson, Chair  
Cache County Council**



**ATTEST: David Benson, Clerk  
Cache County Council**





**CACHE COUNTY  
RESOLUTION NO. 2024 - 03**

**A RESOLUTION AMENDING THE PERSONNEL POLICY AND PROCEDURE  
MANUAL TO ESTABLISH A POLICY FOR ON-CALL TIME IN THE COUNTY**

- A) WHEREAS, Utah Code Ann. § 17-53-2, gives the Cache County Council the authority to “pass all ordinances and rules and make all regulations, not repugnant to law;” and
- B) WHEREAS, Certain county departments must be able to respond to unforeseen events or circumstances in a timely manner, and must have employees who are on-call; and
- C) WHEREAS, a policy establishing the policy of the county with regard to on-call time is necessary to communicate the expectations of Cache County as an employer; and
- D) WHEREAS, the Ordinance and Policy Review Committee approved this policy at its February 12, 2024 meeting with a vote of 3-0;

Now, therefore, the Cache County Council hereby ordains, as follows:

Section 1: The Cache County Personnel Policy and Procedures Manual shall be amended as follows:

**Section VII – Personnel Management**

**U. On-Call Time**

The purpose of on-call time is to provide a cost-effective way for departments to respond to unforeseen demand for essential services that may occur outside of normal working hours and/or above normal staffing levels.

1. Time is considered on-call time when the employee has freedom of movement in personal matters as long as the employee is available for a call to duty. The employee must restrict off-duty activities to ensure the appropriate physical and mental capability to begin work at any time during the on-call schedule.
2. An employee may not be in on-call status while using leave or while otherwise unable to respond to a call for duty.
3. On-call status shall be designated by a supervisor in writing or through scheduling.



4. Employees who are asked to carry a cell phone to answer questions, to be contacted, and/or asked to return to work if possible, or for any other purpose besides being assigned on-call time are not considered to be on-call.
5. Each department determines on-call response time. Employees assigned to work on-call and not able to respond in the time designated by the department are subject to disciplinary action.
6. Pay for on-call time is at a rate recommended by the Compensation Committee and approved by the County Council in the adopted budget.
7. The employee shall record the hours spent in on-call status and any actual hours worked on the official time record for the specific date the hours were incurred in order to be paid.
8. On-call times are independent of overtime provisions and are not considered hours worked for calculating overtime.
9. An employee may not record on-call hours and actual hours worked for the same period of time. On-call hours, actual hours worked, and leave hours cannot exceed 24 hours in a day.
10. Exempt employees from the Federal Labor Standards Act are not entitled to receive on-call pay. Exceptions:
  - a. Victim Advocates
  - b. In cases of operational exigency, the Director of Personnel Management may recommend on-call pay for exempt employees to the Council for approval.
11. On-call pay stops when an employee starts traveling to the work site in response to a call and resumes after the work is complete and the employee has traveled away from the work site. The actual time an employee starts traveling to the work site arrives at the worksite and completes the necessary work, and the time the employee completes his/her travel away from the work site must be documented.

RESOLVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH THIS 27 DAY OF February 2024.

	In Favor	Against	Abstained	Absent
Kathryn Beus	X			



David Erickson	X			
Sandi Goodlander	X			
Nolan Gunnell	X			
Mark Hurd	X			
Barbara Tidwell	X			
Karl Ward	X			
Total	7			

**CACHE COUNTY:**

By:   
David L. Erickson, Chair

**ATTEST:**

By:   
David Benson, County Clerk / Auditor