

COUNCIL MEETING
MINUTES 2/13/96

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CACHE COUNTY COUNCIL MEETING MINUTES

February 13, 1996

The Cache County Council met in regular session on the 13th day of February, 1996 in the County Council Chambers at 120 North 100 West, Logan, Utah 84321.

ATTENDANCE

Council Chairman Sarah Ann Skanchy and Vice Chairman C. Larry Anhder were present. Other Council members present were: Guy Ray Pulsipher, Layne M. Beck, H. Craig Petersen, Jerry L. Allen and Darrel L. Gibbons.

Others present were: Cache County Executive M. Lynn Lemon, Cache County Clerk Stephen M. Erickson, Cache County Auditor Tamra Stones, Cache County Recorder Michael Gleed, Administrative Executive Assistant Mike Nilson, IHC Representatives Jim Matsumori & Richard Smith, Representatives from the local news media and other interested citizens.

CALL TO ORDER

Council Chairman Sarah Ann Skanchy called the meeting to order at 5:05 p.m. and welcomed all who were in attendance.

INVOCATION

The invocation was given by Councilman Jerry L. Allen.

AGENDA & MINUTES

The meeting agenda was discussed and approved.

The minutes from the regular Council meeting held on January 23, 1996 and the minutes of the Special Council meeting held on January 30, 1996 and sent to all members of the Council were discussed corrected and approved.

COUNTY EXECUTIVE REPORT

The County Executive M. Lynn Lemon reported on the following items:

1. Appointments:

Appointment: Ricks, Dean to Benson Planning District
Appointment: Reese, Tracy to Benson Planning District

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Appointment: Ballard, Lois to Benson Planning District

Councilman Gibbons moved to approve the Benson Planning District appointments. It was seconded and carried unanimously.

Appointment: McFarland, Michael to Solid Waste Adv. Board

Councilman Guy Ray Pulsipher moved to approve the Solid Waste Advisory Board appointment. It was properly seconded and carried unanimously.

Appointment: Clements, LaMar to County Planning Comm.

Motion to approve the County Planning District appointment was made by Councilman Gibbons. It was seconded and passed unanimously.

2. Legislature Town Meeting: Another town meeting, using satellite transmission, with the State Legislature will be held on February 20th, 1996. Council members were invited to attend. The meeting begins at 5:30 p.m. and will conclude at 7:00 p.m..

3. Surplus Gravel Pits: Lemon is recommending that the Trenton and Cornish gravel pits, be declared surplus and sold. The County has not used the pits for a number of years. A Public Hearing will have to be scheduled.

4. UDOT County Road Priorities: Lemon and the Council discussed a questionnaire from UDOT concerning county road priorities. After discussing the issue it was determined that the Short Divide Road from Clarkston to Plymouth should be number 1. The Ant Flat and Avon Liberty roads be number 2 and the long Divide from Newton/Clarkston to Fielding/Plymouth as number 3.

(See attachment #1)

5. Bond Refunding Closed: Lemon reported that the 1996 series bonds to refinance the old 1986 & 1991 bonds closed on February 6, 1996.

6. Solid Waste Fee Increase Options: Executive Lemon asked for Council input concerning some optional fee increases for Solid Waste pickup. A Comparison Chart was discussed.

(See Attachment #2)

Executive Lemon is asking for input before February 26th. After the Solid Waste Advisory Board meetings a new fee schedule will be presented to the Council the first part of March.

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7. Landfill Site Suitability Study: A USU student intern has studied alternate county landfill sites. He has narrowed the choice to 3 out of 27 sites. The study is on file in the Executives office for review.

8. Timber Harvesting: Lemon reported that after studying the timber harvesting issue in the County, Inter-Mountain Forestry who has been harvesting logs in the County, has been asked to obtain a business license but will not be required to obtain a conditional use permit.

9: Warrants: The warrants were presented to the County Clerk for filing.

GEOGRAPHIC INFORMATION SYSTEM (GIS): PROJECT PRESENTATION

Representatives from Applied GIS of Logan, Utah, who were hired by the County to assess the needs for GIS in the county, presented a computerized presentation of what GIS can do and how it can help the County.

(See attachment #3)

An Executive Summary needs assessment was also presented along with different options of what it will cost to have the county on GIS.

(See attachment #4)

BUDGETARY MATTERS

Inter-Departmental budget transfer:

Cache Planning and Development Office: \$500.00.

Vice Chairman Anhder moved to approve the transfer. It was seconded and carried unanimously.

(See attachment #5)

PUBLIC HEARING SET: 1996 BUDGET OPENING

Chairman Skanchy explained that the 1996 Budget needs to be adjusted and a Public Hearing is needed.

Councilman Gibbons moved that the Public Hearing be scheduled on February 27th, 1996 at 6:00 p.m. for 20 minutes. It was seconded by Vice Chairman Anhder and it passed unanimously.

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PUBLIC HEARING SET: SURPLUS PROPERTY-TRENTON & CORNISH GRAVEL PITS

Executive Lemon is recommending that the county owned gravel pits in Trenton and cornish be declared surplus and sold to those interested in purchasing the property.

A motion to set a Public Hearing on February 27th, 1996 at 5:45 p.m.. The motion was properly seconded and carried unanimously.

PERSONAL PROPERTY TAXES: CANCELLATION REQUEST/ASSESSORS OFFICE

The County Assessor's Office is requesting that the personal property taxes on two uncollectible accounts be cancelled.

A motion to cancel the personal property taxes on the two requests was made by Vice Chairman Anhder. It was seconded and passed unanimously.

(See attachment #6)

LOGAN CANYON SCENIC BYWAY PROPOSAL: DISCUSSION

Chairman Skanchy reviewed a proposal in cooperation with UDOT, Garden City, Logan City, The Bridgerland Tourist Council and Cache County to have highway 89 through Logan Canyon have interpretive signs as it is a Scenic Byway. UDOT is now asking for further comment on the proposal by February 26th. It was the consensus of the Council that we are still interested in the proposal and Chairman Skanchy will make a written response to UDOT as requested.

PUBLIC HEARING: PROPOSED ISSUANCE OF REVENUE BONDS BY MURRAY CITY

Chairman Skanchy convened a Public Hearing at 6:00 p.m. to receive public input on Murray Citys proposal to issue revenue bonds for financing the acquisition of health care facilities by IHC Health Services, Inc. The amount of the bonds to be issued would be \$95,000,000. Cache County is one of seven Counties that IHC is proposing to do some remodeling and construction work in.

Chairman Skanchy opened the hearing for public comment stating that no written public comment had been received. The seven counties involved are Salt Lake, Davis, Weber, Cache, Utah, Summit and Washington.

Matsumori, Jim who works for Zions Bank and represents IHC as their financial Council reviewed the proposed bonding. He said that the bonding would be used to upgrade IHC facilities in the area. Two of the facilities are the Logan Reg. Hospital and the Budge Clinic.

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Weibel, Michael R. representing The Herald Journal asked how much money would be spent in Cache County. He was told that the amount had not been documented yet. Weibel also asked if the County would be held liable for any default on the bonds. Matsumori said that Murray City who is sponsoring the bonds is the responsible party.

Smith, Richard representing the Logan Regional Hospital said that some of the money would be used to refinance some of the existing bonds for a lower interest rate.

Chairman Skanchy asked for any further public comment. There were no additional public comments made.

A motion to close the Public Hearing was made by Councilman Petersen. It was seconded and carried unanimously.

The Council discussed other issues concerning the bonding such as what would happen if Cache County failed to approve the bonding. Matsumori said that the bond would still pass, but Cache County would not benefit. The interest rate for the bonds will be 5.5 percent and the pay back will be over a 30 year period. Some concern was expressed about the non profit Hospital being able to use the bonding process and the for profit Hospitals not being able too. There is a for profit Hospital proposed in the County.

RESOLUTION NO. 96-05: REVENUE BONDS ISSUANCE BY MURRAY CITY

The adoption of Resolution No. 96-05 will support and approve Murray Citys proposal to issue Revenue bonds for IHC.

A motion to approve Resolution No. 96-05 was made by Councilman Allen. It was seconded and passed on a vote of 5. Councilman Gibbons and Vice Chairman Anhder abstained.

(Res. No. 96-05 will not appear in the minutes as an attachment, but will be on file in the Clerks office when all the necessary corrections and signatures have been completed.)

RESOLUTION NO. 96-06: INTER-LOCAL AGREEMENT WITH MURRAY CITY

The adoption of Resolution No. 96-06 will approve authorizing the execution and delivery by Cache County on an Inter-local Cooperation Agreement, which authorizes Murray City to issue a portion of the bonds on behalf of Cache County and certain other counties located in the State of Utah.

It was moved by Vice Chairman Anhder to adopt Res. No. 96-06. It was seconded by Councilman Allen. The motion passed on a vote of 6 "Yes" and Councilman Gibbons abstained.

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(Res. No. 96-06 will not appear in the minutes as an attachment, but will be on file in the Clerks office when all the necessary corrections and signatures have been completed.)

The Council adjourned from the regular Council meeting into a Board of Equalization.

BOARD OF EQUALIZATION

The Board of Equalization met to taken action on a number of requests for property tax exemption.

1. The Roman Catholic Church and The Nevada-Utah Association of SDA for religious purposes.

A motion to approve the two requests was made by Vice Chairman Anhder. It was seconded and carried unanimously.

(See attachment #7)

2. Boy Scouts of America, Trapper Trails Council and Planned Parenthood for educational purposes.

A motion to approve the requests was made by Vice Chairman Anhder. It was seconded and passed unanimously. Councilman Beck & Gibbons approved the Scouts but abstained from voting on Planned Parenthood.

(See attachment #8)

3. Cache Community Food Pantry and the Child and Family Support Center for charitable reasons.

A motion to approve the two requests was made by Councilman Gibbons. It was properly seconded and carried unanimously.

(See attachment #9)

4. Sunshine Terrace Foundation for charitable services.

It was moved by Councilman Gibbons to approve this request. It was seconded and carried unanimously.

(See attachment #10)

5. Somebody's Attic for charitable purposes.

A motion to approve this request was made by Councilman Gibbons. It was seconded and carried unanimously.

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(See attachment #11)

6. American Legion Post #58 for charitable reasons.

A motion to approve this request was made by Councilman Guy Ray Pulsipher. It was seconded and carried unanimously.

(See attachment #12)

The Board of Equalization adjourned back into the regular Council meeting.

NIBLEY CITY RELEASE WATER-WELL AGREEMENT: DISCUSSION

Executive Lemon told the Council that Nibley City is asking the County to exchange a well permit for any responsibility that may be caused by the County to the Nibley City water source, as they excavate gravel from the area. The County would be responsible for helping Nibley City with pumping costs but not drilling the well. The agreement will be drafted in Resolution form for adoption at the next Council meeting.

SUBSTANCE ABUSE PROPOSAL: DISCUSSION

Executive Lemon reported that he has met with County Commissioners from Box Elder and Rich Counties trying to make a final decision on a provider for the Tri County Substance Abuse program. Lemon said that Commissioner Hardy from Box Elder County and Commissioner Francis from Rich County want Bear River Health Department to provide the service. Lemon, however, disagrees because of the concern he has over problems in the past, with those patients who need mental health treatment that is provided by Bear River Mental Health. Lemon said that it would be better for Bear River Mental Health to provide the service for that reason. The Mental Health Department would go through a hiring process that may result in some employee changes, but the Health Department would hire and train the existing employees for a six month trial period. Lemon said that the Substance Abuse Advisory Board was mixed on the issue and they felt okay about giving the contract to either party. Vice Chairman Anhder suggested that Lemon renegotiate with Box Elder and Rich Counties to solve the problem. Chairman Skanchy said that we should be supportive of Box Elder and Rich Counties. Councilman Gibbons recommended that the Council make the decision tonight. Councilman Beck said that he supports Executive Lemons recommendation of having Bear River Mental Health provide the service.

Councilman Gibbons moved that the Bear River Health Department be awarded the contract. It was properly seconded and passed on 6 "Yes" to 1 "No" vote.

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RESTAURANT TAX APPLICATION FORMS: DISCUSSION

The Council discussed the application form that entities use to apply for Restaurant Tax Allocation. Chairman Skanchy reviewed the present form and stated that research and planning should not qualify for Restaurant Tax. Councilman Gibbons recommended that the form remain the same and that we continue in the manner we did last year.

ORDINANCE NO. 96-01: FISCAL POLICY REVISION CHAPTER 13-GRANT MANAGEMENT-FIRST READING.

The County Auditor Tamra Stones and County Executive M. Lynn Lemon are recommending that the County Fiscal Procedure Ordinance be modified to provide a proper and uniform system in managing grants to the County. The Council had previously discussed the proposed changes to the Ordinance and are supportive of the recommendation.

Vice Chairman Anhder moved that the rules of first and second reading be waived and that Ordinance No 96-01 be adopted. It was seconded and passed unanimously.

(See attachment #13)

MASTER PLAN-ZONING CHANGE IN FR-40 ZONE: DISCUSSION

The Council discussed issues surrounding some requests for development to the FR-40 zone in the County. Those proposed new developments, to get a building permit, will require a rezoning of areas in the FR-40 zone. Executive Lemon recommends that a decision should be made concerning the rezoning issue so that direction to those who are requesting development can be advised. The issue is also being discussed by committees in the County-Wide Planning process. It was recommended that any decision on the matter should not be made until those planning committees have studied the issue and have made recommendations to the Council.

INSURANCE-1996 PREMIUMS: DISCUSSION

Chairman Skanchy asked the County Auditor to list departments where insurance premiums are paid and how much. Most of the insurance premiums come from the Building and Grounds and Sheriffs departments. The insurance premium allocation was presented for Council information only.

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LEGISLATIVE UPDATE:DISCUSSION

The Council discussed various legislation now before the State Legislature. Bills on sales tax, property tax and other bills that could affect the county were discussed.

UAC MANAGEMENT CONFERENCE: DISCUSSION

The Council was informed that the Utah Association of Counties management conference will be held on April 3-5, 1996 in Ogden at the Park Hotel. Those planning to attend should make arrangements with Pat Parker.

COUNCIL MEMBER REPORTS

Guy Ray Pulsipher: Pulsipher commented on a recent newspaper article that told about our Tourist Council advertising in the Salt Lake area by using bill-boards. Pulsipher expressed concern that other Counties allow such advertising but we won't allow large advertisement signs in our County. The Council discussed the cost of such advertising and will address the issue in the future.


Pulsipher mentioned that he is concerned about building homes on property that road right-of-ways are in question. This issue will be addressed in the County-Wide planning process.


Layne M. Beck: Mentioned that the Council had promised to look at developing a policy on logging in the County. Chairman Skanchy said that the matter had not been forgotten and it will be on a future agenda for discussion.

C. Larry Anhder: Questioned why the Street light on 3200 S. Highway 89-91 had not been installed yet. Executive Lemon said that one and another one on 600 S. and 1900 W has been ordered. Anhder also asked Lemon to thank the Road Department for the good work they are doing.

ADJOURNMENT

No further business was presented and Chairman Skanchy Adjourned the meeting at 7:28 p.m..


ATTEST: Stephen M. Erickson
Cache County Clerk


APPROVAL: Sarah Ann Skanchy
Council Chairman



State of Utah
DEPARTMENT OF TRANSPORTATION

3

Michael O. Leavitt
Governor

Thomas R. Warne
Executive Director

Clint Topham
Deputy Director

4501 South 2700 West
Salt Lake City, Utah 84119-5998
(801) 965-4000
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Commission
Glen E. Brown
Chairman
Todd G. Weston
James G. Larkin
Ted D. Lewis
Hal M. Clyde

Memorandum **CACHE** *County*

DATE: December 7, 1995
TO: M. Lynn Lemon
Cache County Executive
FROM: Richard Manser, P.E.
Statewide Planning Engineer
SUBJECT: Statewide Planning and Rural Congestion Concerns

DEC 11 1995

EXECUTIVE

Earlier this year, John Quick sent you a questionnaire similar to this one. I appreciate your efforts to complete the questionnaire and return it. In reviewing your response, we noticed your answer to question No. 1 included State roads instead of County roads. Your assistance in re-completing this questionnaire would be helpful.

Please take a few minutes to answer the following questions. Your help is needed to insure that the local County road systems are considered in the overall statewide planning efforts. The intent is to identify the important corridors in the state for use by the Joint Highway Committee. We would also appreciate your help in identifying locations (State or Local roads) where congestion is becoming a problem.

1. Which one of the County highways (not State highways), in your county, do you feel is the most important for statewide interests and/or for travel between counties? (If more than one, list by order of importance.)

- ① Short Divide Road from Clarkston to Plymouth (B.E.)
- ② Avon-Liberty Road (W. Libby)
- ② Ant Flat Road from Hardware Ranch to Highway 39 (W. Libby)
- ③ Long Divide from Newton/Clarkston to Fielding/Plymouth (B.E.)

2. If there are locations or sections of State or Local roadways that are congested (over crowded) at times during the year, please identify those locations.

Route & Location	Date or Time of Year
89/91 South of Logan to 91 North of Smithfield	All Year
(Critical need for By-pass or Limited Access Road)	

Name: M. Lynn Lemon County: Cache

Please return to:
Richard Manser
UDOT Statewide Planning
4501 South 2700 West
Salt Lake City, UT 84119



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Comparison Chart

	City	County	Per Ton
Option A 90	\$12.75	\$13.75	\$31.00
Option A 60	8.45	9.10	31.00
Option B 90	8.10	8.65	18.50
Option B 60	5.25	5.90	18.50
Option C 90	11.15	11.75	24.40
Option C 60	8.00	7.40	24.40

Rate2A.ppt/grs

Rate Comparison Chart -- Feb 96

Town/Business	Residential Rate \$/Mo.	Landfill \$ per Ton	Curbside Recycling
Waste Mgmt	~9.00	20-62	\$4/mo
Laidlaw	7.50-11.25	20	
BFI	4.92	19-62	1.64/mo
Ogden City	9.00	20	5/mo
No. Ogden City	7.00 - 14.00		
Brigham City	8.38	~15	
Salt Lake City	8.00	\$8/load	4/mo
American Fork City	8.25	\$5-7.50/trk	
Provo City	9.50	25	Quit Dec 95
Bountiful City	6-13.25	18	4/mo
Layton/Davis Co.	12.70	62	
American Falls ID	10.00	34.70	
Pocatello ID	11.79		

Rate2A.ppt/grs

Cache County GIS Presentation Outline

What is a GIS?

A GIS is a database, and as such, it can be queried, viewed, and printed. However, a GIS is much more than simply another database. It is a database that uses geography (maps) as the fundamental building blocks.

How does a GIS work?

The GIS links maps to tables of data. Data tables can range from population data acquired from the U.S. Census Bureau or the County's tax roll database.

How can a GIS be used within a County?

County-wide Planning - e.g., County-wide Comprehensive Plan

Decision Support Tool - Visualization of existing uses and constraints

Land Records / Tax Roll - Existing functions of tax roll *automatically tied to the land records*. Also, all existing records and databases available electronically including photographs and scanned legal documents.

Automate Time-consuming Tasks - e.g., Public notification

Today we have shown only a few samples of data views and a few examples of how a GIS can be used. Literally *any* view can be created if the data are available.

The five components of a successful GIS

Capable equipment - Computers and networks

Powerful software - GIS database software and GIS viewing software

Trained staff - Skilled GIS manager and well-trained users (staff)

Standards and Procedures - Data distribution, data collection, database integrity, and security

DATA - Highly accurate monuments, maps of natural and legal features, and associated databases. Remember, a GIS is a database. The data is everything.

How long will this take and how much will it cost?

The schedule will largely be determined by allocation of funds. The schedule can range from as little as two years, up to five, ten, or more years. Our cost estimates for the first five years range from \$250,000 to \$1,200,000 depending on many factors. Cooperation between the Cities and the County will be the single most important factor in keeping costs down.

Executive Summary

On April 25, 1995 the Cache County Council discussed the publication of a request for proposals (RFP) for "Management of a Needs Assessment/Plan and Development of a Test Project for Design of a Geographic Information System". Following a review of submitted proposals and interviews, the County hired Applied GIS of Logan, Utah to perform the work described in the RFP. Specifically, Applied GIS was hired to do the following:

- Conduct an assessment of existing resources and staff requirements for a GIS
- Develop a test project using County data to demonstrate GIS capabilities and to estimate data acquisition and conversion costs
- Develop a County-wide GIS implementation plan

Conduct Needs Assessment

The needs assessment was initiated by having a GIS workshop to educate staff on GIS. The second step, was to have each department complete a written needs assessment questionnaire. Third, was to meet with each department head to review their written responses and to observe departmental operations. These interviews also provided an opportunity to discuss how GIS could be of assistance to staff with their daily job functions. From the written responses, departmental interviews, subsequent visits with departmental staff, collection of data samples and observations, a report entitled "Findings of the GIS Needs Assessment for Cache County, Utah" was prepared and submitted.

The needs assessment report identified the following:

- Potential users of a GIS
- Existing data including computerized databases (such as the tax-roll database) and maps
- Existing computer hardware and software
- Desired GIS applications
- Problems resulting from existing map data management and distribution methods
- Mapped data wants and needs
- Potential problems to GIS implementation

Develop Test/Demonstration Project

The primary purposes of the test project were to first, develop an accurate understanding of both outside information and the County's existing records, second, to identify the procedures and required labor necessary for developing a County-wide GIS, and third, to demonstrate that the technology is both usable and valuable. The test project consisted of three major tasks; first was to identify potential data providers and cooperators. Second, was to collect samples of existing data from the providers and convert existing County data for a test area within the County. Third, was to develop a demonstration of how GIS could be used to assist County staff with daily tasks.

The pilot area was selected to represent a cross section of both information needed by the County and incorporated cities. The pilot area consisted of three sections of land in the North Logan City area using 1400 North as the southern boundary and from approximately Highway 91 on the west to the Forest Service boundary on the east. Information was collected from state and federal agencies, utility companies, USU, Logan City, North Logan City, and County records. The demonstration project will

be presented to both the department heads and the County council for review and comment.

Develop Implementation Plan

The implementation of a GIS for an organization as large and complex as a County government can be a difficult undertaking. A GIS is not simply a project that at some future time will be completed. Rather, it is a new way of organizing how a County actually does its work. The GIS will become essential to County functions. Subsequently, the GIS will be implemented over time and require perpetual funding.

The implementation plan was developed for a five year installation period. However it is important to note that by no means will the GIS end after five years. This five year time period is flexible because both technology and user needs can rapidly change and there are many factors that will not be known until the implementation is actually under way.

Organizationally, the GIS can be considered a section within the data processing department. The GIS section will need staff, computer hardware, GIS software and on-going funding. Also, to make the GIS serve the needs of the County staff, there will need to be changes in how data is collected, managed and disseminated and additions and changes made to the existing computer facilities. Additionally, the County's existing map data will need to be converted to GIS formats. Staff will need training on how to use the GIS. Special applications to solve particular problems will need to be developed. The existing computers will need to be upgraded to handle GIS operations or will need to be replaced with better computers. And finally, an interface between the GIS mapped information and the existing County tax-roll databases will need to be established.

We also recommend that the County establish the GIS to serve as a data clearinghouse to both collect from and disseminate information to the Cities. This will require some new policies be adopted to establish standards for both information exchange and surveying.

Although we are providing the following estimated costs for implementing the Cache County GIS, it should be noted that there are many factors that could change these estimates. For example, staff may want to have the data sooner, or need data that are more accurate, or they may want to have applications written sooner. Staff may need upgrades to better computers more rapidly than expected. Cooperation with cities may go better (or worse) than expected. With the understanding that GIS is a dynamic technology and will be a dynamic part of County government even as it is being implemented, we present the following cost estimates in a low, medium and high format for the first year. Many of the cost savings under the low or medium options simply defer the total cost to later time periods.

TABLE 1. Estimated Costs for GIS implementation in the first year.

	Low	Middle	High
Hardware *	6,500	\$59,500	\$86,500
Software	\$2,685	\$76,950	\$124,425
Staff & Training **	\$46,000	\$59,000	\$89,000
Data Collection ***	\$40,000 - \$260,000	\$85,000 - \$335,000	\$600,000
Other	0	\$50,000	\$75,000
Totals	\$95,185 - \$315,185	330,450- \$550,450	\$974,925

**Note: Because both new purchases and upgrades to County desktop computers will be beneficial to many functions in addition to the GIS, they may be considered normal operating expenses. Typically, desktop computers are depreciated on a three year life cycle. To keep staff technologically current, the County should upgrade computers on a more frequent basis than has been followed in the past.*

*** Note: The low option is based on the County not immediately hiring new staff and beginning the process with assistance from an outside consultant. The medium option reflects new County staff being hired in lower salary/skill levels, and the high option reflects staffing with fully trained GIS professionals /technicians. It should be noted that the current market demand for upper skill level GIS professionals is very high and competitive.*

****Note: depends on time, accuracy, and the level of cooperation / contribution from cities within the County. Also reflects the availability of the County Surveyor to establish monumentation vs. contracting some monumentation work out to the private sector.*

REQUEST FOR INTRA-DEPARTMENTAL BUDGET TRANSFER

DEPARTMENT: CACHE PLANNING & DEVELOPMENT OFFICE
DATE: 31-Jan-96

Amount to be transferred -- (rounded to the nearest dollar) \$500.00

Transfer From ---
 Line Item No. : 27-4181-310
 Fund Designation: PROF & TECH

Original Budget:	<u>\$2,000.00</u>
Current Budget:	<u>\$2,000.00</u>
Expenditures to date:	<u>\$0.00</u>
Balance before transfer:	<u>\$2,000.00</u>
Balance after Transfer:	<u>\$1,500.00</u>

Transfer To ---
 Line Item No. : 27-4181-120
 Fund Designation: TEMPORARY EMPLOYEES

Original Budget:	<u>\$0.00</u>
Current Budget:	<u>\$0.00</u>
Expenditures to date:	<u>\$0.00</u>
Balance before transfer:	<u>\$0.00</u>
Balance after Transfer:	<u>\$500.00</u>

Description of needs and purpose of transfer ---
TO HIRE INTERN TO COMPLETE PROJECT BEGUN IN 1995

[Signature]
Department Head

Recommendation: Approval [] Disapproval
Comments:

Date: 31-Jan-96

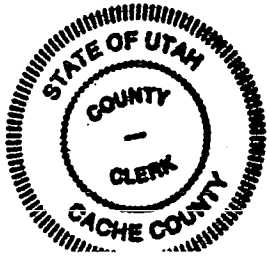
Jamra Stones
Cache County Auditor

Recommendation: Approval [] Disapproval
Comments:

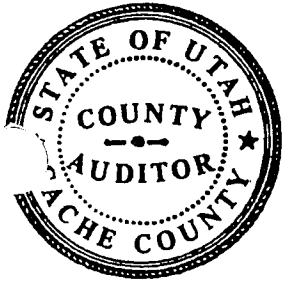
Date: 2-5-96

[Signature]
Cache County Executive

Consented by the Cache County Council meeting in regular session on the 13th day of Feb., 1996.



[Signature]
Cache County Clerk



CACHE COUNTY

Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

Tamra Stones
COUNTY AUDITOR

MEMORANDUM

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: January 26, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Roman Catholic Bishop of Salt Lake City - 05-040-0011, 04-085-0030, 07-109-0015, 07-023-0006 - 567 E. 200 N. Logan, Ut 84321

The application has been reviewed and is complete. This organization serves religious purposes. All real and personal property is used for religious services.

FINDINGS OF FACT - UAC 59-2-1102

DETERMINATION

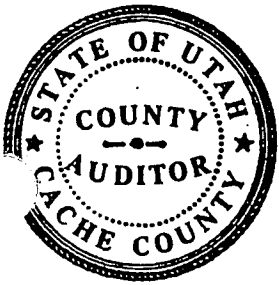
APPROVED TABLED DENIED

Sarah Ana Skaneck
Cache County Council Chairman

2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk



CACHE COUNTY
Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

Tamra Stones
COUNTY AUDITOR

MEMORANDUM

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: January 17, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Nevada-Utah Association of SDA - 06-016-0011 - 240
North 100 W. Logan, Ut 84321

The application has been reviewed and is complete. This organization serves religious purposes. All real and personal property is used for religious services.

FINDINGS OF FACT - UAC 59-2-1102

DETERMINATION

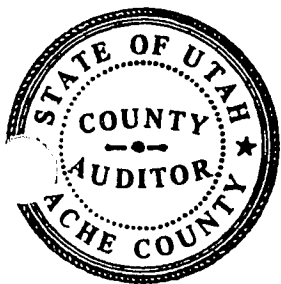
 ✓ APPROVED TABLED DENIED

Sarah Ann Stansby
Cache County Council Chairman

2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk



CACHE COUNTY
Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

Tamra Stones
COUNTY AUDITOR

MEMORANDUM

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: January 22, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Trapper Trails Council, Boy Scouts of America - 05-062-0019 199 Pioneer Ave. Logan. This building is the Boy Scout Service Center. 06-069-0023 - is a warehouse for storage.

The application has been reviewed and is complete. This organization serves educational purposes. All real and personal property is used to provide support materials, advancement records, training records, office space for staff, and training.

FINDINGS OF FACT - UAC 59-2-1102

DETERMINATION

APPROVED TABLED DENIED

Susan Ann Shaver
Cache County Council Chairman

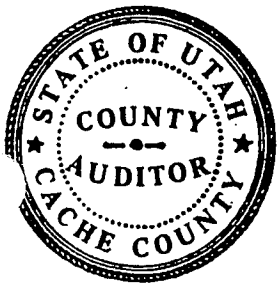
2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk

7511

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CACHE COUNTY
Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

Tamra Stones
COUNTY AUDITOR

MEMORANDUM

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: January 17, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Planned Parenthood, applying for personal property exemption only. The Personal property is located at 550 No. Main Suite 117 Logan, Ut 84321.

The application has been reviewed and is complete. This organization serves educational purposes. All personal property is used for educational services. The center is a reproductive health clinic.

FINDINGS OF FACT - UAC 59-2-1102

DETERMINATION

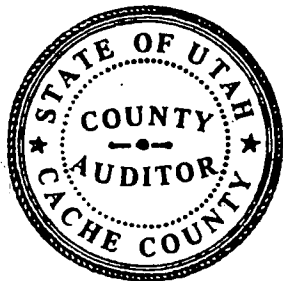
APPROVED TABLED DENIED

Sarah Ann Stoney
Cache County Council Chairman

2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk



CACHE COUNTY

Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

Tamra Stones
COUNTY AUDITOR

MEMORANDUM

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: January 19, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Child and Family Support Center - 05-041-0042 - 380 W. 1400 N.
Logan, Ut 84321.

The application has been reviewed and is complete. This organization serves charitable purposes. All real and personal property is used for child abuse prevention. The center serves the community as a crisis center for parents to bring their children who are at risk of child abuse.

FINDINGS OF FACT - UAC 59-2-1102

DETERMINATION

APPROVED

TABLED

DENIED

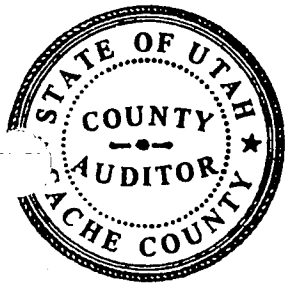
Larry Ann Sparsity

Cache County Council Chairman

2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk



CACHE COUNTY

Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

MEMORANDUM

Tamra Stones
COUNTY AUDITOR

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: February 5, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Sunshine Terrace Foundation - 05-075-0016, 06-014-0028, 06-014-0026 225 North 200 West Logan, UT 84321

The application has been reviewed and is complete. This organization serves charitable purposes. All real and personal property is used for the operation of the Nursing Home.

FINDINGS OF FACT - UAC 59-2-1102

DETERMINATION

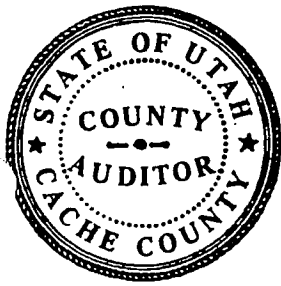
APPROVED TABLED DENIED

Sarah Ann Starchy
Cache County Council Chairman

2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk



CACHE COUNTY

Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

Tamra Stones
COUNTY AUDITOR

MEMORANDUM

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: January 23, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Somebody's Attic - 06-020-0014 - 39 West 100 North Logan, Ut 84321

The application has been reviewed and is complete. This organization serves charitable purposes. All real and personal property is used for the operation of the non-profit thrift store. The proceeds are donated to CAPSA and Child and Family Support Center for the operation of these organizations.

FINDINGS OF FACT - UAC 59-2-1102.

DETERMINATION

APPROVED TABLED DENIED

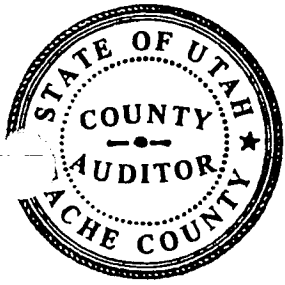
Sarah Ann Stoney
Cache County Council Chairman

2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk

11



CACHE COUNTY

Office of the County Auditor

179 NORTH MAIN
LOGAN, UTAH 84321

Tamra Stones
COUNTY AUDITOR

MEMORANDUM

TO: Cache County Council
FROM: Tamra Stones, Cache County Auditor
DATE: January 31, 1996
SUBJECT: Tax Exemption Affidavits - 1996

Reapplication: Earl S. Harper American Legion Post #58 - 08-074-0014 - 104 S. Main Smithfield, Ut 84335

The application has been reviewed and is complete. This organization serves charitable purposes. All real and personal property is used for the operation of the Post.

FINDINGS OF FACT - UAC 59-2-1102

DETERMINATION

APPROVED TABLED DENIED

David Ann Skanich
Cache County Council Chairman

2/13/96
Date

Attested:

Tamra Stones
Tamra Stones, BOE Clerk

CACHE COUNTY
ORDINANCE NO. 96- 01

AN ORDINANCE AMENDING CHAPTER 13 OF THE FISCAL PROCEDURES ORDINANCE OF THE COUNTY TO PROVIDE FOR A POLICY FOR GRANTS MANAGEMENT.

The Cache County Council of Cache County, Utah, in a regular meeting, lawful notice of which has been given, finds that it is in the best interest of the management and administration of the County that the County Fiscal Procedures Ordinance be amended to provide for a proper and uniform system to manage grants.

Now therefore, the Cache County Council ORDAINS as follows:

SECTION 1: MODIFICATION OF CHAPTER 13, FISCAL PROCEDURES ORDINANCE:

Chapter 13 of the *Fiscal Procedures Ordinance* as set forth in Ordinance No. 90-16 is hereby amended to read as follows:

CHAPTER 13 - GRANTS

13-101. Applications and Contracts.

All applications and contracts for grants to which the County is a party in any manner shall be approved and signed in the manner of other contracts as provided in Chapter 5 of this ordinance.

13-102. Records.

All grant documents, including executed copies of applications and contracts, shall be filed and maintained in the manner provided for contracts and contract documents in Chapter 5 in the Office of the County Clerk with copies being filed in addition in the Office of the County Executive, County Auditor, and County Attorney.

13-103. Auditor.

(A) The receipt and disbursement of grant funds shall be administered by the County Auditor.

(B) The County Auditor shall audit all funds in accordance with the standards and procedures set forth for audits in Chapter 9 of this ordinance and in the grant documents.

13-104. Grant Implementation and Supervision.

The County Executive shall be responsible for the implementation of the grant and supervision of the County's performance of the terms of the grants.

13-105. Grant Review Committee.

(A) A Grant Review Committee shall be established consisting of the County Executive, County Attorney, and County Auditor. The Review Committee shall review all grant applications prior to submittal and after grants are approved by the appropriate state or federal agency.

(B) All county departments requesting state or federal grants shall present all the grant application documentation to the Grant Review Committee for review and approval before submitting the grant application to the appropriate state or federal agency.

(C) Upon approval by the appropriate state or federal agency of the submitted grant, all approved grant documents shall be reviewed by the Grant Review Committee prior to preparing a budget resolution for approval by the County Council. The purpose of this review is to determine the legal and financial obligations of the County. A time schedule for expending funds and filing financial reports must be prepared.

13-106. Auditor's Budgetary Procedures for Approved Grants.

(A) The Auditor will assign specific budgetary accounts for each grant revenue and separate accounts will be assigned where necessary to identify grant expenditures. The grant application containing the detailed budget plan document will be the basis for determining the budgetary accounts.

(B) All grant expenditures shall be submitted to the County Auditor prior to payment so the Auditor's office can verify that the expenditure is appropriate under the terms of the grant. The Auditor's office shall maintain a separate file for each grant and the file shall contain a copy of the approved grant application along with all requests for reimbursements.

(C) The allowable costs will be determined by Federal Circular A-87 and the applicable grant requirements as outlined in the specific grant applications. Circular A-87, attachment B, paragraph C, requires specific approval of the grantor agency of the following costs:

1. Automatic data processing.
2. Building space and related facilities.
3. Capital expenditures.
4. Insurance and indemnification.
5. Management studies.
6. Pre-agreement costs.
7. Professional services.
8. Proposal costs.

The following costs are not allowed under Circular A-87:

1. Bad debts.
2. Contingencies.
3. Contributions and donations.
4. Entertainment.
5. Fines and penalties.
6. Governor's expenses.
7. Interest and other financial costs.
8. Legislative expenses.
9. Underrecovery of costs under grant agreements.

(D) All requests for reimbursements under the terms of the grant shall be co-ordinated through the County Executive's and County Auditor's offices. The Auditor's office shall verify that all expenditure reimbursements have been properly posted to the appropriate budget. The Auditor's office shall co-ordinate with the department administering the grant on a monthly basis to ensure that all reimbursements for expenditures incurred are submitted for on a timely basis.

13-107. Subrecipients and Subgrantees

(A) The County Executive will monitor the activities of subrecipients or subgrantees in accordance with Paragraph 9 of Federal OMB Circular A-128. The County Executive will notify each subrecipient of the County's policies to receive pass-through funds.

(B) Subrecipients' and subgrantees' responsibilities are to:

1. Receive, review and summarize the report of the independent auditor and prepare a corrective action plan for any material audit findings involving non-compliance or weaknesses in internal control.
2. Transmit a copy of the audit report to all Federal agencies as required.
3. Make the audit report available to general public.
4. Retain records for three years after the financial report for the award is made.
5. Cooperate with federal agencies.

13-108. Completed Grants.

Upon the completion of a grant the administering department shall co-ordinate with the Auditor's office on submitting all required documentation to the granting agency as required in the approved grant application.

SECTION 2: EFFECTIVE DATE:

This ordinance shall become effective immediately upon publication in the manner required by law.

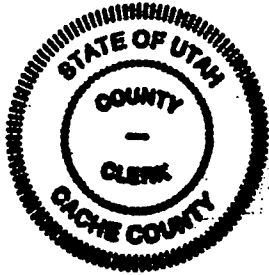
This ordinance was adopted by the Cache County Council on the 13th day of February, 1996, upon the following vote:

	IN FAVOR	AGAINST	ABSTAINED	ABSENT
ALLEN	X			
ANDHER	X			
BECK	X			
GIBBONS	X			
PETERSEN	X			
PULSIPHER	X			
SKANCHY	X			
TOTAL	7			

CACHE COUNTY COUNCIL

By: Sarah Ann Skanchy
Sarah Ann Skanchy
Chairman

ATTESTED BY:



Stephen M. Erickson
Stephen M. Erickson
Cache County Clerk

Publication Date: March 1, 1996

ORD.C\AMENDMENT.C13