

1 **Cache County Council Ordinance and Policy Review**
2 **Committee**
3 **January 10, 2025**
4 **Minutes**

5
6 The Cache County Council Ordinance and Policy Review met in regular session on January
7 10, 2025 @ 9:00 am, in the County Council Conference Room, Cache County Historic Court
8 House, 199 North Main Street, Logan, Utah 84321
9

10 **ATTENDANCE**

11
12 **Board Members Present:**

13 Mark Hurd – County Council
14 Barbara Tidwell – County Council
15 David Erickson – County Council
16 Matthew Funk – County Auditor
17 Chad Jensen – County Sheriff
18 Jeris Kendall – Deputy Civil Attorney
19

20 **Board Members Absent:**

21 David Zook – County Executive
22 Taylor Sorensen – County Attorney
23 Bryson Behm – County Clerk
24 Amy Adams – Director, OPM
25 Dirk Anderson – Chief Deputy Executive
26

27 **Others in Attendance:**

28 Andrew Erickson – Policy Analyst
29 Megan Izatt – Minutes
30 Eric Davis – Deputy Attorney
31 Wes Bingham – Finance Administrator
32 Brittany Kingston – Senior Finance Analyst
33

34 **09:01:00**

35
36 **Call to Order**

37
38 **Tidwell** called the meeting to order and introduced and welcomed Matthew Funk.
39

40 **Approval of Minutes**

41 **#1 Approval of Minutes for December 13, 2024**

42
43 **ACTION: A motion was made by Hurd to approve the minutes from**
44 **December 13, 2024 and was seconded by Tidwell. The vote in favor was**
45 **unanimous, 3-0.**

1 **09:04:00**

2
3 **Items for Initial Consideration**
4 **#1 Fire District Manual Update**

5
6 **Davis** informed the committee of a minor editorial change.

7
8 **ACTION: A motion was made by Erickson to recommend approval to the**
9 **County Council for the updates to the Fire District Manual and was**
10 **seconded by Hurd. The vote in favor was unanimous, 3-0.**

11
12 **09:05:00**

13
14 **#2 Contract Processing and Management Policy – Eric Davis**

15
16
17 **Pending Items**

18 **#1 Whistle Blower Policy – Vote to Forward to County Council**

19
20 **Kendall** informed the committee that there are the two portions, one being added to
21 county code and one being added to the employee policy manual.

22
23 **ACTION: A motion was made by Hurd to recommend approval to the**
24 **County Council for the Whistle Blower Policy and was seconded by**
25 **Erickson. The vote in favor was unanimous, 3-0.**

26
27 **09:07:00**

28
29 **#2 Contract Processing and Management Policy – Eric Davis**

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31 **Davis** and **Kendall** reviewed the updated changes to the debt management policy.

32
33 **Staff** and **Committee** discussed the process for contracts, providing training for Civic
34 Review and the contract process, purchase orders, designation of signatures for
35 contracts, how the finance office helps with payment of contracts, and contracts for bulk
36 purchases.

37
38 **09:56:00**

39
40 **#3 Debt Management Policy – Wes Bingham**

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42 **Bingham** reviewed the best practices for debt management and a provided a copy of
43 the proposed policy.

44
45 **09:59:00**

1 **Items on Hold**

2 **#1 Purchasing Policy**

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4 Staff is still working on the policy.

5

6 **#2 Conflicts Disclosure Policy**

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8 **Kendall** informed the Committee that the County policy has been updated to follow the
9 State Code.

10

11 **ACTION: A motion was made by Erickson to recommend approval to the**
12 **County Council for the Conflicts Disclosure Policy and was seconded by**
13 **Hurd. The vote in favor was unanimous, 3-0.**

14

15 **Next Scheduled Meeting**

16

17 **February 14, 2025 at 8:30 a.m.**

18

19 **10:02:00**

20

21 **Adjourned.**