

Cache County Form of Government Study
Committee Meeting Minutes - August 21, 2025

Time: 7:00 PM – 9:00 PM (MDT)

Place: Cache County Council Chambers (199 N Main St., Logan, UT, 84321)

Present Committee Members/Staff:

- Jack Draxler (Chair)
 - Ed Buist
 - Bryan Cox
 - Jordan Mathis (Vice Chair)
 - Blake Wright
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- Dr. Damon Cann, Committee Consultant, was present (joined remotely).
 - Andrew Erickson, Committee Secretary, was also present.

Others Present: Corbin Allen (Herald Journal), and two unnamed members of the public.

1. Call to Order (0:05) Chair Jack Draxler called the meeting to order at approximately 7:00 PM. All committee members were present.

2. Review and Approval of Minutes from August 7, 2025 Meeting (1:37) A motion was made to approve the minutes from the August 7, 2025 meeting. The motion was seconded and passed unanimously.

3. Review of Committee Timeline Framework & Progress (1:46) Andrew Erickson that the Committee was now entering Phase Two: In-Depth Research and Study. Chair Draxler inquired about members' progress on reading the bill that created the committee and their impressions. Bryan Cox expressed that the bill's content raised many questions.

4. Meeting Time and Space Revision (5:45) Andrew Erickson reported that meeting on the first and third Thursdays at the Cache County Council Chambers was no longer feasible as the location was unavailable due to a scheduling conflict with the County Planning Commission. The Committee decided to switch to meeting at the same location and time on the first and third Wednesdays of the month instead.

5. Public Outreach & Communications Plan (8:45)

- **Update on press release circulation:** Jordan Mathis reported that the press release had been sent to the Herald Journal, Cache Valley Daily, and KSL. He mentioned that the possibility of the message being spread via social media and that he had received positive feedback from a friend who was impressed with the committee's work.

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- **Update on public forums:** Jordan Mathis presented the idea of a public forum, possibly in a format that includes an initial open Q&A session followed by a roundtable format to gather more detailed feedback. Bryan Cox expressed concern that this could turn into an "argument session." The committee did not reach a consensus on the format.
- **New Motion:** Bryan Cox made a motion, seconded by Ed Buist, for the committee to discuss and approve a public engagement plan for Phase Two at a future meeting. This plan would include a public forum, survey, and other methods. The motion passed unanimously.

6. Information Gathering & Research Updates (1:13:00)

- **HB 356 Discussion:** Dr. Cann provided an in-depth summary of HB 356, stating that the bill's intention was to give committees a clear path forward. He confirmed that a committee like theirs can propose a change to the form of government, but cannot bind the public to it. He also clarified that the committee must complete its work and submit a report within one year from the first meeting.
- **GRAMA Requests & Research:** Andrew Erickson reported that obtained a link to the bill's (HB 356's) full legislative history and will provide it to the committee. He confirmed that the research on the Utah County committee and its process is complete and will be distributed to members for review.

7. Survey for Engaging County Employees & Officials (1:35:00)

- **Question Review:** Dr. Cann reviewed the committee's draft survey questions for officials and employees. He provided feedback on each question, suggesting they be simplified to avoid jargon and to focus on getting clear, actionable feedback. He emphasized the importance of separating questions that ask for different types of information.
- **Anonymity:** Dr. Cann stressed that for a survey of employees, a completely anonymous survey is critical to ensure honest feedback without fear of retaliation. He suggested using a secure, third-party service like Qualtrics but that the survey come from outside of Cache County, instead of internally, to increase trust and subsequently increase response rates.
- **Motion:** Jordan Mathis made a motion to move forward with developing a survey for officials and employees based on Dr. Cann's recommendations, with a focus on creating a digital survey using Qualtrics to ensure anonymity. Bryan Cox seconded the motion, and it passed unanimously.

8. Other Business (1:51:13)

- Andrew Erickson brought up the idea of holding open house venues in different parts of the county to ensure geographically diverse input, similar to what was done in Tooele County.

9. Adjournment (1:53:02) A motion to adjourn was made and passed unanimously. The meeting was adjourned at approximately 9:00 PM.

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NEXT COMMITTEE MEETING SET FOR: Thursday, September 3, 2025 at 7:00 PM.