

APPROVED

CACHE COUNTY COUNCIL

August 23, 2022 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 Barbara Tidwell, Vice Chair Paul Borup, Councilmember Gordon Zilles, Councilmember David Erickson, Councilmember Nolan Gunnell, Councilmember Gina Worthen

MEMEBERS EXCUSED: Councilmember Karl Ward

STAFF PRESENT: Executive David Zook, Attorney John Luthy, Assessor Kathleen Howell, Human Resources Director Amy Adams, Chief Deputy Clerk Bryson Behm, Tax Administration Supervisor Dianna Schaeffer, Economic Development Director Shawn Milne

OTHER ATTENDANCE: North Logan Mayor Lindsey Peterson, North Logan City Manager Alan Luce, Wellsville City Manager Scott Wells

Workshop

1. Call to Order – Chair Barbara Tidwell [0:47](#)

2. Cache County General Plan

Discussion: Countywide Planner Lauren Ryan addressed the council regarding the General Plan [1:27](#). Opened to questions and comments from the council [16:28](#). Tim Watkins addressed the council [28:11](#).

3. Salsa Showdown

The county council tastes a variety of salsa recipe entries and votes on the best tasting recipe [50:23](#).

4. Adjourn – Approximately 4:30 p.m.

Council Meeting

1. Call to Order 5:00p.m. – Chair Barbara Tidwell [0:10](#)

2. Opening Remarks and Pledge of Allegiance – County Executive David Zook [0:37](#)

3. Review and Approval of Agenda APPROVED [5:48](#)

Action: Motion made by Councilmember Gina Worthen to approve the agenda; seconded by Councilmember Nolan Gunnell
Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

4. Review and Approval of Minutes APPROVED (August 9, 2022) [6:17](#)

Action: Motion made by Councilmember Gina Worthen to approve the minutes with amendments; seconded by Councilmember Nolan Gunnell

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

5. Report of the County Executive [8:27](#)

a. Appointments to Sheriff's Deputies [8:39](#).

Action: Motion made by Councilmember Gina Worthen to appoint Andy Guadarrama, Kaden Gregory, and Shane Sheil as Deputy Sheriffs; seconded by Councilmember Nolan Gunnell [8:56](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

b. Spoke to the Suicide Prevention Concert held August 22, 2022 [9:19](#)

6. Items of Special Interest [12:36](#)

a. Recognition of Outgoing Assessor, Kathleen Howell [12:41](#)

b. Explanation of CRA Procedures – Shawn Milne, Economic Development Director [18:16](#).

Discussion: North Logan City Manager Alan Luce spoke [28:25](#). North Logan Mayor Lindsey Peterson spoke [38:56](#). Tax Administration Supervisor Dianna Schaeffer spoke [39:34](#). Jason Birmingham spoke [50:50](#). Dianna Schaeffer spoke [1:02:08](#). Lindsey Peterson spoke [1:04:24](#). Dianna Schaeffer spoke [1:08:15](#).

Action: Motion made by Councilmember Gina Worthen to move forward and complete the CRA contracts; seconded by Councilmember David Erickson [1:10:18](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

c. Request for RAPZ Tax Deadline Extension for Wellsville City – Scott Wells [1:14:28](#)

Action: Motion made by Councilmember David Erickson to extend the RAPZ tax deadline for 1 year for the Wellsville city pickleball courts; seconded by Councilmember Nolan Gunnell [1:16:16](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

d. Discussion of Mailing Format of Voter Information Pamphlets for Open Space Bond and RAPZ Tax Renewal [1:16:55](#)

Action: Motion made by Councilmember Nolan Gunnell to direct the Clerk to determine brochure type (tri-fold or half-fold) and precede using available funds from the current election budget; amendment from Councilmember Paul Borup to direct the Clerk to use the same formatting for the brochures as has already been seen by the Council; seconded by Councilmember Gina Worthen [1:22:19](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

7. Department or Committee Reports

8. Board of Equalization Matters [1:23:28](#)

Action: Motion made by Councilmember David Erickson to move into the Board of Equalization; seconded by Councilmember Paul Borup [1:24:36](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

Discussion: Tax Administration Supervisor Dianna Schaeffer addressed the council [1:23:41](#).

Action: Motion made by Councilmember David Erickson to approve an extension of the tax relief filing deadline from September 1, 2022 to November 30, 2022; seconded by Councilmember Nolan Gunnell [1:24:45](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

Action: Motion made by Councilmember David Erickson to move out of the Board of Equalization; seconded by Councilmember Gordon Zilles [1:25:57](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

9. Public Hearings [1:10:56](#)

a. **Set Public Hearing for September 13, 2022 – Ordinance 2022-27 – Campbell Rezone** [1:11:03](#)

Request to rezone 10.0 acres from the Agricultural (A10) Zone to the Rural 2 (RU2) Zone located at approximately 5400 West Red Fox Lane near Mendon

Action: Motion made by Councilmember Gina Worthen to set a public hearing for Ordinance 2022-27 for September 13, 2022; seconded by Councilmember David Erickson [1:11:33](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

b. Set Public Hearing for September 13, 2022 – Ordinance 2022-28 [1:11:58](#)

An Ordinance adopting a Comprehensive General Plan Amendment

Action: Motion made by Councilmember Paul Borup to set a public hearing for Ordinance 2022-28 for September 13, 2022; seconded by Councilmember Nolan Gunnell [1:12:26](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

c. Reset Public Hearing for September 27, 2022 at 6:00 p.m. [1:12:39](#)

Open Space Bond.

Action: Motion made by Councilmember David Erickson to set a public hearing for the open space bond for September 27, 2022 at 6:00 p.m.; seconded by Councilmember Nolan Gunnell [1:12:59](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

d. Set Public Hearing for September 27 or October 11, 2022 [1:13:22](#)

RAPZ Tax Ballot Proposition

Action: Motion made by Councilmember David Erickson to set a public hearing for the RAPZ Tax Ballot Proposition for September 27, 2022; seconded by Councilmember Gina Worthen [1:14:06](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

10. Pending Action

11. Initial Proposals for Consideration of Action [1:26:34](#)

a. Ordinance 2022-26 [1:26:37](#)

An ordinance amending County Code Chapter 2.70 Agricultural Protection Area Advisory Board

Discussion: Councilmember Gina Worthen spoke to the ordinance [1:26:51](#). Councilmembers spoke to the ordinance.

b. Resolution 2022-25 [1:36:55](#)

A resolution establishing the creation of an Agricultural Advisory Committee

Discussion: Councilmember Gina Worthen spoke to the resolution [1:37:03](#). Councilmembers and Attorney John Luthy spoke to the resolution.

c. Resolution 2022-26 [2:10:38](#) **ATTACHMENT 1**

A resolution to amend the Personnel Policy and Procedures Manual Section 4.D Position Compensation

Discussion: Human Resources Director Amy Adams spoke to the resolution [2:10:41](#). Councilmembers asked questions.

Action: Motion made by Councilmember Paul Borup to waive the rules and approve Resolution 2022-26; seconded by Councilmember David Erickson [2:27:33](#)

Motion passes.

Aye: 6 Barbara Tidwell, Paul Borup, David Erickson, Gordon Zilles, Nolan Gunnell, Gina Worthen

Nay: 0

Absent: 1 Karl Ward

12. Other Business [2:28:20](#)

- a. Council Summer Social
- b. River Heights Apple Days Parade
- c. Employee Summer Party
- d. Wellsville Founders Day Parade
- e. USACCC Fall Conference
- f. Cache Cheese and Dairy Festival
- g. USU Homecoming Parade
- h. UAC Annual Conference

Thursday, August 25th at 6:00 p.m. at Gordon's House
Saturday, August 27th at 4:00 p.m.
Thursday, September 1st at 6:00 p.m.
Monday, September 5th at 10:00 a.m.
September 21-23, 2022 at Bryce Canyon
Thursday, September 29 – Saturday, October 1, 2022
Saturday, October 8th at 10:00 a.m.
November 15-17, 2022 in St. George

13. Councilmember Reports [2:42:11](#)

David Erickson – Spoke to a desire Caselle training for the Council, the status of the armory deal, and why some parcels have information “ghosted.”

Gordon Zilles – Expressed excitement for the Council Summer Social.

Karl Ward – Absent.

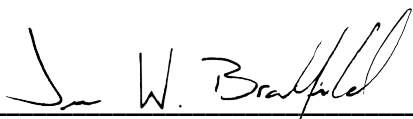
Barbara Tidwell – Spoke to the hiring of a Council policy analyst before the end of the year, and read a thank you note from Public Works.

Paul Borup – No report.

Nolan Gunnell – Spoke to hiring a county council policy analyst.

Gina Worthen – Asked about budget workshops.

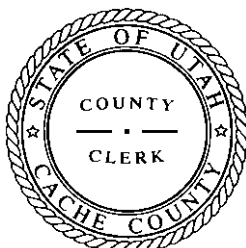
Adjourn: Approximately 8:00 PM



ATTEST: Jess W. Bradfield
County Clerk/Auditor



APPROVAL: Barbara Tidwell
Chair



CACHE COUNTY COUNCIL MEETING
AUGUST 23, 2022

ATTACHMENT 1

RESOLUTION NO. 2022-26
CACHE COUNTY, UTAH

**A RESOLUTION AMENDING THE CACHE COUNTY CORPORATION PERSONNEL
POLICY AND PROCEDURE MANUAL REGARDING POSITION COMPENSATION**

WHEREAS, the Cache County Council on 23rd day of August 2022, in a regular meeting of which lawful notice had been given, considered amending the Cache County Corporation Personnel Policy and Procedure Manual, Section IV regarding position compensation; and

WHEREAS, the Cache County Council finds that it is appropriate and in the best interest of the County and its personnel that the Cache County Corporation Personnel Policy and Procedure Manual be amended as set forth herein;

NOW THEREFORE, BE IT RESOLVED that the County Council adopts the following resolution:

1. **Amendments:** Subsection D of Section IV of the Cache County Corporation Personnel Policy and Procedure Manual is hereby amended to read in full as set forth in the attached Exhibit A.
2. **Application:** This Resolution and the amendments specified in Exhibit A to the Cache County Corporation Personnel Policy and Procedure Manual shall apply prospectively from the date of the adoption of this Resolution.
3. **Prior Resolution and Policies:** This Resolution and the amendments specified in Exhibit A to the Cache County Corporation Personnel Policy and Procedure Manual supersede all previously adopted resolutions and policies to the extent that they are in conflict with the provisions of this Resolution and the attached Exhibit A.
4. **Effective Date:** This Resolution shall be effective immediately upon its adoption.

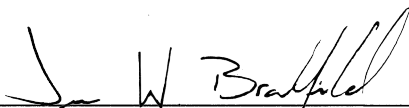
Resolved this 23rd day of August 2022.

CACHE COUNTY COUNCIL:



Barbara Tidwell, Chair

ATTEST:



Jess W. Bradfield, Cache County Clerk

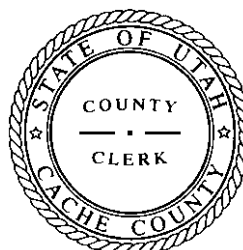


EXHIBIT A

D. Position Compensation

The county determines compensation levels for each merit position according to the compensation plan as developed by the Human Resource Department and approved by the County Council and Executive. The Human Resource Director comparatively evaluates a set of common factors and assigns each county position a job classification that encompasses a specific range of pay. The compensation for all merit positions is set according to each position's classification within the prevailing job market.

1. No compensation will be approved for any individual hired to fill a merit position unless the compensation conforms to the approved classification and compensation plan.
2. Most employees will be hired at the entry compensation level and will progress through the salary range based upon performance.
3. Highly qualified applicants are defined as those that meet and exceed the minimum qualifications of the job and whose experience, training, knowledge, or unique skill, and ability are likely to perform in a superior manner. Generally, the applicant will have 5 or more additional years of experience in a comparable position as determined by the Director of Human Resources. As a recruiting tool, highly qualified applicants may:
 - a. be hired up to 95% of the market rate as warranted and approved by the Director of Human Resources.
 - b. receive up to 40 hours of PLT in their PLT accrual bank that can be used immediately, and accrue PLT at the beginning accrual rate.
4. The County Council determines the amount of compensation for elected officials.
5. Public Safety Lateral Transfers will be given consideration for years of service from other entities and could be compensated at a higher rate and PLT accrual than an entry-level employee as determined by budget allowances and the supervising Elected Official or Department Head, with approval by the Director of Human Resources and County Executive.

REDLINE VERSION OF AMENDMENTS TO THE PERSONNEL POLICY AND PROCEDURE MANUAL

D. Position Compensation

The county determines compensation levels for each merit position according to the ~~market-~~
~~position compensation plan~~ as developed by the Human Resource Department and approved by
the County Council and Executive. The Human Resource Director comparatively evaluates a set
of common factors and assigns each county position a job classification that encompasses a
specific range of pay. The compensation for all merit positions is set according to each position's
classification within the prevailing job market.

1. No compensation will be approved for any individual hired to fill a merit position unless the compensation conforms to the approved classification and compensation plan.
2. ~~Unless an applicant's qualifications or experience suggest a higher beginning rate of pay, m~~Most employees will be hired at the entry compensation level and will progress through the salary range based upon performance.
3. Highly qualified applicants ~~are defined as those that meet and exceed the minimum qualifications of the job and whose experience, training, knowledge, or unique skill, and ability are likely to perform in a superior manner. Generally, the applicant will have 5 or more additional years of experience in a comparable position as determined by the Director of Human Resources. As a recruiting tool, highly qualified applicants may:~~
 - a. be hired up to 95% of the market rate as warranted and approved by the Director of Human Resources.
 - b. ~~receive up to 40 hours of PLT in their PLT accrual bank that can be used immediately, and accrue PLT at the beginning accrual rate.~~
4. The County Council determines the amount of compensation for elected officials.
5. Public Safety Lateral Transfers will be given consideration for years of service from other entities and could be compensated at a higher rate ~~and PLT accrual~~ than an entry-level employee as determined by budget allowances and the ~~supervising Elected Official or~~ Department Head, with approval by the Director of Human Resources and County Executive. ~~However, all new employees will accrue PLT at the new employee starting rate.~~