

**APPROVED**

**CACHE COUNTY COUNCIL**

**January 10, 2023 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, Councilmember David Erickson, Councilmember Kathryn Beus, Councilmember Nolan Gunnell, Councilmember Sandi Goodlander, Councilmember Mark Hurd, Councilmember Karl Ward

**MEMEBERS EXCUSED:**

**STAFF PRESENT:** Executive David Zook, Attorney Dane Murray, Clerk/Auditor Jess Bradfield, Sheriff Chad Jensen, HR Director Amy Adams, Dirk Anderson, Bartt Nelson, Terryl Warner, Rod Hammer, Janeen Allen

**OTHER ATTENDANCE:** Brock Marchant, David Benson, Micah Safsten-, Roy Johnson, Mary Johnson, Yvette Nielson

**Council Meeting**

**1. Call to Order 5:00p.m.** – Chair Barbara Tidwell

**2. Opening Remarks and Pledge of Allegiance** – Councilmember Karl Ward [0:24](#)

**3. Review and Approval of Agenda APPROVED [3:35](#)**

**Action:** Motion made by Councilmember David Erickson to approve the agenda; seconded by Councilmember Nolan Gunnell  
**Motion passes.**

**Aye:** 7 Barbara Tidwell, David Erickson, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Mark Hurd, Karl Ward  
**Nay:** 0

**4. Review and Approval of Minutes APPROVED [3:54](#)**

**Action:** Motion made by Councilmember Karl Ward to approve the minutes; seconded by Councilmember David Erickson  
**Motion passes.**

**Aye:** 4 Barbara Tidwell, David Erickson, Nolan Gunnell, Karl Ward  
**Nay:** 0

**Abstain:** 3 Kathryn Beus, Sandi Goodlander, Mark Hurd

**5. Report of the County Executive [5:11](#) ATTACHMENT 1**

A report from County Executive David Zook.

**Action:** Motion made by Councilmember David Erickson to approve the appointments to the Logan-Cache Airport Authority Board; seconded by Councilmember Nolan Gunnell

**Motion passes.**

**Aye:** 7 Barbara Tidwell, David Erickson, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Mark Hurd, Karl Ward  
**Nay:** 0

**6. Items of Special Interest [16:20](#)**

a. Election of Council Chair and Vice Chair for 2023 [16:24](#)

**Action:** Motion made by Councilmember Nolan Gunnell to nominate Councilmember David Erickson as Chair and Councilmember Barbara Tidwell as Vice Chair; seconded by Councilmember Karl Ward

**Motion passes.**

**Aye:** 6 Barbara Tidwell, David Erickson, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Karl Ward  
**Nay:** 1 Mark Hurd

b. Bear River Mental Health Audited Financial Statements – Rob Johnson, Bear River Mental Health [18:36](#) ATTACHMENT 2

**Action:** Motion made by Councilmember David Erickson to approve the audit review of Bear River Mental Health; seconded by Councilmember Karl Ward

**Motion passes.**

**Aye:** 7 Barbara Tidwell, David Erickson, Kathryn Beus, Nolan Gunnell, Sandi Goodlander, Mark Hurd, Karl Ward  
**Nay:** 0

**7. Department or Committee Reports**

a. Animal Shelter Update – Sheriff Chad Jensen [31:55](#)

## 8. Board of Equalization Matters

### 9. Public Hearings [29:58](#)

#### a. Set Public Hearing for January 24, 2023 – Ordinance 2023-01 – Denali South Rezone [30:05](#)

A request to rezone 12.13 acres from the Agricultural (A10) Zone to the Rural 5 (RU5) Zone located at 3388 South Hwy 23, near Wellsville

**Action:** Motion made by Councilmember Karl Ward to set the public hearing for Ordinance 2023-01 for January 24, 2023; seconded by Councilmember David Erickson [30:31](#)

**Motion passes.**

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

**Nay:** 0

#### b. Set Public Hearing for January 24, 2023 – Ordinance 2023-02 – Amending Title 17, Section 17.07.040 General Definitions ‘Density’ and ‘Developable Acreage’ [30:58](#)

**Action:** Motion made by Councilmember David Erickson to set the public hearing for Ordinance 2023-02 for January 24, 2023; seconded by Councilmember Nolan Gunnell [31:25](#)

**Motion passes.**

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

**Nay:** 0

## 10. Pending Action

### 11. Initial Proposals for Consideration of Action [37:45](#)

#### a. Resolution 2023-01 [37:50](#) ATTACHMENT 3

A Resolution updating the Cache County Personnel Policy and Procedure Manual regarding Merit Increases

**Discussion:** HR Director Amy Adams spoke [38:21](#). Councilmember discussion.

**Action:** Motion made by Councilmember Karl Ward to waive the rules and approve Resolution 2023-01; seconded by Councilmember Nolan Gunnell [43:51](#)

**Motion passes.**

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

**Nay:** 0

#### b. Resolution 2023-02 [45:11](#) ATTACHMENT 4

A Resolution updating the Cache County Personnel Policy and Procedure Manual regarding At-Will Employee Classification

**Discussion:** HR Director Amy Adams spoke [45:29](#). Councilmember discussion.

**Action:** Motion made by Councilmember David Erickson to waive the rules and approve Resolution 2023-02; seconded by Councilmember Sandi Goodlander [47:22](#)

**Motion passes.**

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

**Nay:** 0

### 12. Other Business [47:49](#)

- a. Review of 2022 Council Goals (Discussion Postponed)
- b. 2023 Councilmember Goals (Discussion Postponed)
- c. 2023 Councilmember Boards, Committees and Department Assignments

#### d. 2023 General Session of the 65<sup>th</sup> Legislature

*January 17, 2023 to March 3, 2023*

#### e. UAC County Day on the Hill

*Wednesday, January 18, 2023*

#### f. UAC Building Utah Conference

*April 4-5, 2023 – Dixie Convention Center, St. George*

#### g. UAC Management Conference

*April 27-28, 2023 – Salt Palace Convention Center, SLC*

### 13. Councilmember Reports [1:27:12](#)

**David Erickson** – Question about LATCF money. Thanked Chair Barbara Tidwell.

**Kathryn Beus** – No report.

**Karl Ward** – Welcomed new councilmembers.  
**Barbara Tidwell** – No report.  
**Sandi Goodlander** – Thanks sitting members for their service.  
**Nolan Gunnell** – No report.  
**Mark Hurd** – No report.

**14. Executive Session [1:30:35](#) ATTACHMENT 5**

**Utah Code 52-4-205(1)(a)**

**Action:** Motion made by Councilmember Kathryn Beus to move into Executive Session; seconded by Councilmember Nolan Gunnell

**Motion passes.**

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

**Nay:** 0

**Action:** Motion made by Councilmember Karl Ward to move out of Executive Session; seconded by Councilmember Sandi Goodlander

**Motion passes.**

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

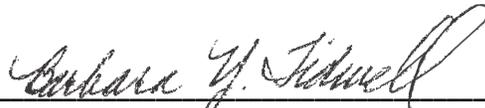
**Nay:** 0

**Adjourn: Approximately 7:15 PM**



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**ATTEST: Jess W. Bradfield**  
**County Clerk/Auditor**



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**APPROVAL: Barbara Tidwell**  
**Chair**



**CACHE COUNTY COUNCIL MEETING  
JANUARY 10, 2023**

**ATTACHMENT 1**

# APPOINTMENTS

01/10/2023

## LOGAN-CACHE AIRPORT AUTHORITY BOARD

**BOARD MEMBER**

*CACHE COUNTY COUNCIL  
REPRESENTATIVE*

**KARL B. WARD**

1542 Hayden Court  
Logan, UT 84321  
435-770-8820

[karl.ward@cachecounty.org](mailto:karl.ward@cachecounty.org)

**Reappointed to a Two-Year Term**

**Beginning: 01/01/2023**

**Expiring: 12/31/2024**

**BOARD MEMBER**

*CACHE COUNTY APPOINTED  
REPRESENTATIVE  
REPLACING BILL FRANCIS*

**RYAN SNOW**

164 North Gateway Drive  
Providence, UT 84332  
435-823-1120

[ryansnow2@providence.utah.gov](mailto:ryansnow2@providence.utah.gov)

**Appointed to a Fill the Vacancy  
of a Two-Year Term**

**Expiring: 12/31/2023**

**CACHE COUNTY COUNCIL MEETING  
JANUARY 10, 2023**

**ATTACHMENT 2**



State of Utah

SPENCER J. COX  
Governor

DEIDRE M. HENDERSON  
Lieutenant Governor

Department of Human Services

TRACY S. GRUBER  
Executive Director

NATE CHECKETTS  
Deputy Director

DAVID LITVACK  
Deputy Director

Certification of Audit Review by County

As required under the provisions of contracts with Local Substance Abuse and Mental Health Authorities

The requirement for members of the Local Substance Abuse and Mental Health Authorities to annually certify receipt and review of the independent audit and interview with the provider's executive officers is to assure compliance with the following statutory mandates:

Each member of the Local Substance Abuse and Mental Health Authority shall annually certify that they have received and reviewed the independent audit and have participated in a formal interview with the provider's Executive Officers. (See Utah Codes 62A-15-110(1)(d) and 62A-15-713(4))

That an independent audit shall be conducted pursuant to title 51-02 and that the prescribed Guidelines and procedures are in accordance with the State Auditor. (See Utah Code 67-3-1)

That the Local Substance Abuse and Mental Health Authority are exercising sufficient oversight and control over public funds allocated for substance abuse and mental health programs and services.

The Local Mental Health Authority of Cache County provides this assurance.

Sandi Goodlander  
County Commissioner/Councilmember

Alan Bunnell  
County Commissioner/Councilmember

Barbara J. Tidwell  
County Commissioner/Councilmember

Kathryn A. Bliss  
County Commissioner/Councilmember

Mark R. [Signature]  
County Commissioner/Councilmember

[Signature]  
County Commissioner/Councilmember

Karl B. [Signature]  
County Commissioner/Councilmember

David [Signature]  
County Manager/Executive/Mayor

Date: January 10, 2023

Please submit this certification electronically to:

The Utah Division of Substance Abuse and Mental Health  
Attention: Kelly Ovard  
kovard@utah.gov

**CACHE COUNTY COUNCIL MEETING  
JANUARY 10, 2023**

**ATTACHMENT 3**



CACHE COUNTY  
RESOLUTION NO. 2023 - 01

**RESOLUTION UPDATING THE CACHE COUNTY PERSONNEL POLICY &  
PROCEDURE MANUAL REGARDING MERIT INCREASES**

- A. WHEREAS, the State of Utah permits Cache County to establish a personnel system administered in a manner that will provide for the effective implementation of equitable and adequate compensation under Utah Code Section 17-33-3; and
- B. WHEREAS, the Office of the County Executive shall prepare rules and regulations for adoption by the County Council to effectively administer personnel under Cache County Code Section 2.60.020; and
- C. WHEREAS, Cache County has a strong interest to create adequate compensation to employees at the top of their pay range by implementing a merit increase; and
- D. WHEREAS, it is in the public interest of Cache County to update its Personnel Policy & Procedure Manual so that employees at the top of their pay range receive a merit increase;

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

Section VII: Personnel Management

E. Merit Increases

A merit increase is an increase in pay for an employee who has given sustained acceptable service over the past year. A merit increase is to be based on an employee's performance during the past year, along with their wage/salary position in relation to what the job market would pay for comparable duties, required education/training, and years of applicable experience. [This merit increase policy applies to all employees with exception of the Sheriff's Office.](#)

1. All merit increases are subject to the approval of funds for such increases by the County Council and budgetary limitations.



2. The performance appraisal form is submitted to Human Resources with a recommendation from the Department Head concerning a merit increase. Merit increases will be effective in January, with the performance appraisal process occurring prior to that time. Merit increases become effective at the beginning of the pay period after the approval process is completed. The Department Head, the Director of Human Resources, and the County Executive must approve the merit increase before it is forwarded to the Finance Department.

3. Should an employee be at the top of the pay range for their position, they may receive a one-time cash payment of 1% of their annual pay rate in place of a merit increase. This one-time payment will not change the base pay rate of the employee and is subject to the approval of funds for such increases by the County Council and budgetary limitations.

RESOLVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH THIS 10 DAY OF January 2023.

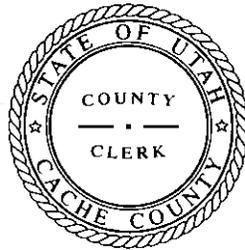
	In Favor	Against	Abstained	Absent
Sandi Goodlander	✓			
David Erickson	✓			
Nolan Gunnell	✓			
Barbara Tidwell	✓			
Karl Ward	✓			
Mark Hurd	✓			
Kathryn Beus	✓			
Total	7			

CACHE COUNTY:

By: Barbara Tidwell  
Barbara Tidwell, Chair

ATTEST:

By: Jess W. Bradfield  
Jess Bradfield, County Clerk / Auditor





Redline Version:

## Section VII: Personnel Management

### F. Merit Increases

A merit increase is an increase in pay for an employee who has given sustained acceptable service over the past year. A merit increase is to be based on an employee's performance during the past year, along with their wage/salary position in relation to what the job market would pay for comparable duties, required education/training, and years of applicable experience. [This merit increase policy applies to all employees with exception of the Sheriff's Office.](#)

1. All merit increases are subject to the approval of funds for such increases by the County Council and budgetary limitations.

[2.](#) The performance appraisal form is submitted to Human Resources with a recommendation from the Department Head concerning a merit increase. Merit increases will be effective in January, with the performance appraisal process occurring prior to that time. Merit increases become effective at the beginning of the pay period after the approval process is completed. The Department Head, the Director of Human Resources, and the County Executive must approve the merit increase before it is forwarded to the Finance Department.

[3.](#) [Should an employee be at the top of the pay range for their position, they may receive a one-time cash payment of 1% of their annual pay rate in place of a merit increase. This one-time payment will not change the base pay rate of the employee and is subject to the approval of funds for such increases by the County Council and budgetary limitations.](#)

**CACHE COUNTY COUNCIL MEETING  
JANUARY 10, 2023**

**ATTACHMENT 4**



**CACHE COUNTY  
RESOLUTION NO. 2023 - 02**

**RESOLUTION UPDATING THE CACHE COUNTY PERSONNEL POLICY &  
PROCEDURE MANUAL REGARDING AT-WILL EMPLOYEE CLASSIFICATIONS**

- A. WHEREAS, the Office of the County Executive shall prepare rules and regulations for adoption by the County Council to effectively administer personnel under Cache County Code Section 2.60.020; and
- B. WHEREAS, Cache County has restructured its internal personnel structure so that there is a need to redefine its at-will employee classification; and
- C. WHEREAS, it is in the public interest of Cache County to update its Personnel Policy & Procedure Manual so that its internal personnel structure is properly reflected;

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

**Section VI: Employee Classifications/Status and Volunteers**

**H. At-Will Employee**

Appointed employees, temporary employees, non-merit employees, and merit employees on orientation, are “at-will” employees and can be terminated at any time without cause.

1. Appointed employees are considered “at-will” and serve at the discretion of the Elected Official. The following is a list of positions deemed “at-will”:

**Executive Office:**

- Director of Logan-Cache Airport
- Director of Development Services
- Director of Human Resources
- Director of Finance
- Fire Chief
- Director of Information Technology
- Director of Senior Citizen Center
- Director of Cache Valley Visitor’s Bureau
- Director of Public Works



- Director of Library
- Chief Deputy County Executive

Assessor's Office:

- Chief Deputy Assessor

Attorney's Office:

- Chief Deputy Attorney(s)
- Director of Children's Justice Center

Clerk/Auditor's Office:

- Chief Deputy Clerk/Auditor

Recorder's Office:

- Chief Deputy Recorder

Sheriff's Office:

- Chief Deputy Sheriff

Treasurer's Office:

- Chief Deputy Treasurer

Council

- Policy Analyst



RESOLVED BY THE COUNTY COUNCIL OF CACHE COUNTY, UTAH THIS 10<sup>th</sup> DAY OF January 2023.

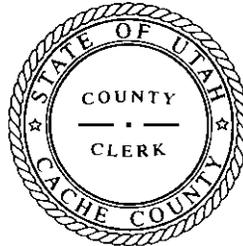
	In Favor	Against	Abstained	Absent
Sandi Goodlander	✓			
David Erickson	✓			
Nolan Gunnell	✓			
Barbara Tidwell	✓			
Karl Ward	✓			
Mark Hurd	✓			
Kathryn Beus	✓			
Total	7			

CACHE COUNTY:

By: Barbara Tidwell  
Barbara Tidwell, Chair

ATTEST:

By: Jess W. Bradfield  
Jess Bradfield, County Clerk / Auditor



Redline Version:

Appointed employees, temporary employees, non-merit employees, and merit employees on orientation, are ~~“At-Will”~~ “at-will” employees and can be terminated at any time without cause.

2. Appointed ~~Department Heads~~ employees are considered ~~“At-Will”~~ “at-will” and serve at the discretion of the County Executive or Elected Official. The following is a list of positions deemed ~~“At-Will”~~ “at-will”:

<ul style="list-style-type: none"> <li>● <del>Director, Human Resources</del></li> <li>● <del>Director, Children’s Justice Center</del></li> <li>● <del>Director, Information Technology</del></li> <li>● <del>Director, Cache Valley Visitors’ Bureau</del></li> <li>● <del>Director, Finance</del></li> <li>● <del>Director, Sr. Citizen Center</del></li> <li>● <del>Road Superintendent</del></li> </ul>	<ul style="list-style-type: none"> <li>● <del>Chief Building Official</del></li> <li>● <del>Fire Chief</del></li> <li>● <del>Lead Surveyor</del></li> <li>● <del>Water Manager</del></li> <li>● <del>Director, Development Services</del></li> <li>● <del>Airport Manager</del></li> </ul>
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Executive Office:

- Director of Logan-Cache Airport
- Director of Development Services
- Director of Human Resources
- Director of Finance
- Fire Chief
- Director of Information Technology
- Director of Senior Citizen Center
- Director of Cache Valley Visitor’s Bureau
- Director of Public Works
- Director of Library
- Chief Deputy County Executive

Assessor’s Office:

- Chief Deputy Assessor

Attorney’s Office:

- Chief Deputy Attorney(s)
- Director of Children’s Justice Center

Clerk/Auditor’s Office:



- [Chief Deputy Clerk/Auditor](#)

[Recorder's Office:](#)

- [Chief Deputy Recorder](#)

[Sheriff's Office:](#)

- [Chief Deputy Sheriff](#)

[Treasurer's Office:](#)

- [Chief Deputy Treasurer](#)

[Council](#)

- [Policy Analyst](#)

**CACHE COUNTY COUNCIL MEETING  
JANUARY 10, 2023**

**ATTACHMENT 5**

**DAVID N. ZOOK**  
COUNTY EXECUTIVE

199 NORTH MAIN STREET  
LOGAN, UT 84321  
435-755-1850  
[WWW.CACHECOUNTY.ORG](http://WWW.CACHECOUNTY.ORG)



**COUNTY COUNCIL**

BARBARA Y. TIDWELL, *CHAIR*  
KATHRYN A. BEUS  
DAVID L. ERICKSON  
SANDI GOODLANDER  
NOLAN GUNNELL  
MARK R. HURD  
KARL WARD

I, Barbara Tidwell, Council Chair for the Cache County Council, do solemnly swear under penalty of law that the Cache County Council did close a portion of the January 10, 2023 meeting of the Cache County Council for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual, in accordance with Utah Code § 52-4-205 (1)(a). Furthermore, this portion of the meeting of the Cache County Council was not recorded, consistent with Utah Code § 52-4-206 (6).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

SIGNED ON THIS 10th DAY OF JANUARY, 2023, AT LOGAN, UTAH.

A handwritten signature in blue ink that reads "Barbara Tidwell". The signature is written in a cursive style and is positioned above a horizontal line.

Barbara Tidwell  
Cache County Council Chair