

**SANPETE COUNTY COMMISSION MEETING**

**September 16, 2025, 2:00 PM**

Sanpete County Courthouse, 160 North Main, Suite 101, Manti, Utah

Present are: Commission Chair Scott Bartholomew, Commissioners Mike Bennett and Jim Cheney. County Attorney Kevin Daniels and County Clerk Linda Christiansen.

Meeting is called to order by Commission Chair Scott Bartholomew.

**OPENING PRAYER OR REMARKS AND PLEDGE OF ALLEGIANCE**

Prayer is offered by Commission Chair Scott Bartholomew. Pledge of allegiance is recited by all.

**SWARING IN JAIL DEPUTY RYAN YOU.**

Sheriff Jared Buchanan swears in Jail Deputy Ryan You. The oath of office is signed by Sheriff Jared Buchanan and Jail Deputy Ryan You.

**STACEY LYON: APPROVAL OF CLAIMS AND APPROVAL OF FINANCES**

Auditor Stacey Lyon presents the agenda items. No questions or concerns are voiced in regards to the claims. Motion is made by Commissioner Bennett to approve payment of claims #362578 through #362694. The motion is seconded by Commissioner Cheney. Vote by voice is taken: Commissioner Cheney votes aye, Commissioner Bartholomew votes yes, and Commissioner Bennett votes aye. The vote is unanimous and the motion passes. No questions or concerns are voiced in regards to the finances. Motion to approve the finances as of September 16, 2025, is made by Commissioner Bennett. The motion is seconded by Commissioner Cheney, and the motion passes.

**APPROVAL OF RIGHT-OF-WAY EXCAVATION LICENSE FOR JASON RHODES IN ORDER TO BUILD DRIVEWAYS IN LITTLE PIGEON HOLLOW.**

Jason Rhodes is present. Mr. Rhodes explains he has begun working on a major subdivision on the Little Pigeon Hollow road and one requirement that needs to be met is driveways. Most of the driveways are connecting to asphalt; the farthest east driveway will go on to dirt. Mr. Rhodes affirms that no cuts will be made to the asphalt. Tom Seely is present; he has approved the excavation license. Motion is made by Commissioner Bennett to approve the right-of-way excavation license for Jason Rhodes in order to build driveways in Little Pigeon Hollow as stated on the agenda. The motion is seconded by Commissioner Cheney, and the motion passes. The excavation license is signed by Commissioner Bartholomew.

**APPROVAL OF RIGHT-OF-WAY EXCAVATION LICENSE FOR SCOTT BARTHOLOMEW TO BURY WATER AND POWER PIPELINES DOWN SIDE OF THE ROAD AND CROSS IN TWO PLACES; NORTH OF FAYETTE ON A DIRT ROAD.**

Tom Seely is present and he has approved the excavation license. Motion is made by Commissioner Bennett to approve the right-of-way excavation license for Scott Bartholomew to bury water and power pipelines down side of the road and cross in two places; North of Fayette on a dirt road. The motion is seconded by Commissioner Cheney, and the motion passes. The excavation license is signed by Commissioner Bennett.

**SHERIFF JARED BUCHANAN: RATIFY APPROVAL TO SIGN JAG GRANT 24A170.**

Sheriff Jared Buchanan presents the agenda item. Sheriff Buchanan explains the JAG Grant is for the purchase of Tasers for the bailiffs of the Court in the amount of \$4,500.00. This will not cover the amount of Tasers needed but it is a start. Motion is made by Commissioner Cheney to ratify the approval to sign the JAG Grant in the amount of \$4,500.00 for the Sheriff's Department. The motion is seconded by Commissioner Bennett, and the motion passes.

**JESSICA DAVIS REPRESENTING SALT GRASS RANCH & DESPAIN'S LIVESTOCK: DISCUSSION IN REGARDS TO CONCERNS AND POTENTIAL SOLUTIONS FOR 13000 SOUTH IN AXTELL; ACTION REQUESTED, PERMISSION TO KEEP THE GATE AND LOCK IT.**

Kerry Despain addresses the Commissioners in regards to the agenda item. The Commissioners ask the County Clerk to pull up the road map on to the TV screen. While they wait, Mr. Despain explains there is a portion of the road that he can't fence off because of power poles but he has livestock in the area and people have used it for dumping grounds and vandalism. He sent pictures of the trash with his agenda packet that the Commissioners received. Mr. Despain explains the reason he is before the Commission today. There is an existing gate that has been unlocked and the other day a person accessed his property; the individual is illegally trapping and littering. The property owners even posted signs for No Trespassing and the same individual called the Sheriff's office complaining he should be able to access the road which led to the gate being opened and their sheep got out. The map has been pulled up on the screen and Mr. Despain points out the location of the road. The road ends at the Sevier River. Commissioner Bartholomew explains the location of the diversion of the Fayette Gunnison canal in respects to this road. He also explains Mr. Despains sheep are a very expensive breed that are hunted and when they get let out by opening a gate, that is concerning. Both sides of the road are private property so there is no reason for anyone to be on the road except the irrigation and power companies. The gate location is on the jog, where the canal crosses. Discussion ensues in regards to the County pushing snow. Tom Seely can't push the snow when the gate is closed because he can't turn around. Commissioner Bartholomew questions whether Mr. Despain could build a turnaround for the County Road to use in order to push snow. Mr. Seely doesn't like to go into an existing driveway for fear of ruining a sprinkler or something else. Mr. Seely does not have a problem with the gate as long as those that need to access the County Road can, if needed. Discussion ensues as to which would be better; a lock with a key or a combination lock that the code is given to those that need access. Tom Seely spoke to the individual that trespassed and explained the only place that he could walk is in the river; anything outside of the river is privately owned. Kevin Daniels arrives to the meeting and Commissioner Bartholomew explains the discussion that has ensued. Mr. Daniels states a public hearing is not necessary to put a lock on a gate; the public hearing is required when a road is petitioned to abandon. Mr. Daniels missed the earlier conversation of the road location and details, so explanation is given. Mr. Daniels states there is no reason for an individual to travel the road because they cannot go on to private property which surrounds the road. Mr. Daniels review the photos of the property. Mr. Daniels states the Commissioners could approve the gate to be locked in the interest of public safety. A person could request access and it would have to be provided but they couldn't get off of the road. Mr. Despain believes the individual that trespassed will request access. Mr. Daniels suggests posting a sign that says; "while this road is a public road, it leads to no public ground and anyone that goes off of the road will be prosecuted for trespass and if you want access call

this number." Mr. Daniels also states, depending on the road width, it may be too narrow to turn around and if so it is illegal to go off the road to turn around. Motion is made by Commissioner Bennett to approve Salt Grass Ranch & Despain's Livestock to put a gate with a lock across 13000 South in Axtell, pertaining to public safety and the private property being trashed, vandalized, with homeless camps, etc. And put up a sign that says this is a public road and in order to access the gate, permission needs to be given and to call Kerry Despain. The combination to the lock will be given to the public entities that need it. The motion is seconded by Commissioner Cheney, and the motion passes. Commissioner Bartholomew discloses that he is the president of the irrigation company that has been mentioned. Mr. Despain addresses the Sheriff as to how do they address any issues with people still wanting access that shouldn't get access. Tom Seely responds, that if he receives a call he will instruct the individual to contact Mr. Despain. Mr. Despain is good to list his phone number. His main concern is, if people complain, that the Sheriff deputies know what is going on.

\* The Commissioners skip ahead to allow the Miss Sanpete Royalty to introduce themselves in order to get to class. Miss Sanpete Ava Jensen introduces herself to the Commission; she is from Mt. Pleasant and her parents are Amy Olsen and Kyle Jensen. Kate Craven, is from Fairview and she is attending school at Snow College. A photo of the royalty is taken with the Commissioners. \*

**DISCUSSION AND POSSIBLE SIGNING FOR A 1 LOT MAJOR SUBDIVISION (BURNINGHAM-FAIRVIEW) APPLICATION BY KEVIN & TIFFANY BURNINGHAM. THE PARCEL IS LOCATED SOUTH OF FAIRVIEW CITY, AND IS IN THE RA-1 ZONE. THE SUBDIVISION WOULD CONTAIN 1 LOT OF 2.61 ACRES. PARCEL # S-22001X**

Steven Jenson presents the agenda item. Mr. Jenson explains the property is just outside of Fairview city limits. This is a major subdivision due to the proximity of an existing subdivision directly across the street. The city will provide water, sewer and power and all impact fees have been paid. The Mylar has been reviewed and approved by the County Recorder and Zoning office. The Planning Commission has approved the subdivision. County Road Supervisor has approved the access. The Police Fire and Ambulance waiver and Owner Affidavit has been signed and notarized. Taxes are paid and up to date. A current title search is on file and it reflects current ownership. No questions or concerns are voiced. Motion is made by Commissioner Bennett to approve the signing of application by Kevin & Tiffany Birmingham; the parcel is located south of Fairview City, in the RA-1Zone. The subdivision would contain 1 lot of 2.61 acres, parcel # S-22001X. The motion is seconded by Commissioner Cheney, and the motion passes. The Mylar is signed by Commissioner Bartholomew, County Clerk Linda Christiansen and County Attorney Kevin Daniels.

**DISCUSSION AND POSSIBLE SIGNING FOR A 1 LOT SMALL SUBDIVISION (DALLEY) APPLICATION BY DAN & MICHELLE DALLEY. THE PARCEL IS LOCATED EAST OF CENTERFIELD CITY, AND IS IN THE RA-2 ZONE. THE SUBDIVISION WOULD CONTAIN 1 LOT OF 2.21 ACRES+. PARCEL #S-10322X**

Steven Jenson presents the agenda item. Mr. Jenson states this property is considered a small subdivision. A letter has been submitted indicating they will tie into Centerfield City's water system. A septic permit has been submitted. County Road supervisor has approved the access. Owner Affidavit and Police Fire and Ambulance waivers have been signed and notarized. The County Recorder and Zoning office have approved the Mylar. A few things

needed to be updated on the preliminary survey and the final plat which included; setbacks, Rocky Mountain Power easement and the removal of a building that was showing on the Mylar. The 33' easement and water line easement needed to be added to the Mylar. All of the items have been updated. At the time of the Planning meeting, the items still needed to be updated so the Mylar has not been signed by the Planning Commission Chairman. It has been voted on and approved by the Planning Commission. The chairman will be in to sign today or tomorrow. The Mylar will not be recorded until he signs. Commissioner Bartholomew questions whether this is a two- acre zone. Mr. Jenson responds it is actually a one-acre zone. Motion is made by Commissioner Bennett to approve the signing of the application by Dan & Michelle Dalley. The parcel is located east of Centerfield City, and is in the RA-2 Zone. The subdivision would contain 1 lot of 2.21 acres +-, parcel # S-10322x. The motion is seconded by Commissioner Cheney, and the motion passes. The Mylar is signed by Commissioner Bartholomew, County Clerk Linda Christiansen and County Attorney Kevin Daniels.

**VICTORIA BOWN REPRESENTING MISS SANPETE SCHOLARSHIP PROGRAM;**  
**INTRODUCTION OF MISS SANPETE AND MISS SANPETE'S TEEN; DISCUSSION AND SIGNING**  
**OF THE COUNTY CONTRACTS; DISCUSSION IN REGARDS TO THE ANNUAL AGENDA FOR THE**  
**MISS SANPETE PROGRAM AND RESPONSIBILITIES FOR THE UPCOMING YEAR.**

Victoria Bown and Sharee Geloff are present. Ms. Bown explains they have come before the Commission today to address some questions and concerns that have arisen with the Miss Sanpete program. Some of the things they would like to discuss are in regards to the budget, float and the program in general. Commissioner Bennett addresses Ms. Geloff and asks if she has stepped down as the pageant director. Ms. Geloff states she has passed the position down to Victoria. The first issue discussed is in regards to the float. Ms. Bown explains there was approximately a year gap between directors and the float was destroyed. It has water damage, broken pieces and sun rot. She also states the frame is an old hay wagon which is very hard to pull and maneuver. Ms. Geloff tried to fix the float with some of the budget funds when she became the director and it was explained that the Travel Council put a lot of money into the float and it should have been taken better care of. Ms. Bown states repairs will need to take place every year because the decorations are made of paper and the float is stored outside. Commissioner Bartholomew agrees there were some miscommunications about the float and those conversations and accusations have been cleared up. Ms. Bown questions when she can use the barn to store the float during the fair time? Commissioner Bennett states they will need to coordinate the scheduling with Kevin Christensen. Ms. Bown also states the fence around the Fun on the Farm makes it difficult to maneuver a truck and trailer. The north end of the building should be the access used and if the tractor needs to be moved they can contact Commissioner Bennett or Bryan Bies. Discussion ensues in regards to covering the float or storing it in the small animal barn but measurements would need to be taken. Discussion ensues in regards to concerns that Ms. Bown has in regards to the frame of the trailer. Commissioner Bartholomew expresses concern in regards to getting a cover; maybe Kevin Christensen can help them get a cover on it. Commissioner Bennett explains the need to advertise the position in the event that a Director steps down, in order for the Commissioners to appoint the new Director. Discussion ensues in regards to how Ms. Geloff's appointment to the director position came to be. If the Commissioners did not make the appointment in the past, does not mean that was the correct way that it was handled. Ms. Bown questions whether the pageant goes through the Miss America organization. Ms. Bown was under the assumption that the organization was under the Miss America organization but the

Commissioners do not believe that is the case. If it is solely under Miss America, the County should not fund it. Commissioner Bennett explains it has always been up to the director whether or not to be involved with Miss America; the majority did not want to be involved with the organization. Kevin Daniels states the majority of the counties manage the pageant program; not Miss America. Ms. Bown is currently a committee member and is happy to apply for the director position, she just wanted to address the miscommunication issues. Commissioner Bennett suggests running an ad for the position. County Clerk Linda Christiansen is willing to post the ad if one of them will give a directive for the wording. Commissioner Bennett mentions a few people have asked him about the status of the pageant and the director position. Ms. Geloff is willing to assist the County Clerk in writing the advertisement. Ms. Christiansen will send the ad to the paper on Friday in order to post it in the next week's publication and the Commission can appoint someone in the October 7<sup>th</sup> meeting. Ms. Bown questions how the funding works when the girls raise money. Stacey Lyon has been called to answer some of the funding questions. Ms. Bown does not believe Miss America contributes any funding. Kevin Daniels states every County attorney in the State verified that their County manages the pageant. Ms. Geloff states she received zero direction from the previous director and had to learn as she went along. She has since created a document that should assist the director to follow. Stacey Lyon arrives to the meeting. Commissioner Bartholomew briefs Ms. Lyon on the ongoing conversation and the questions raised in regards to the budget. Ms. Lyon explains there are two separate accounts; one is the base amount that the Commissioners disperse for the management of the pageant and the other is for the fundraising that pays for the scholarships. The amount raised varies depending on the number of girls that enter. This year they had a lower turnout but they were able to be under the budget amount to run the event. The scholarships have been taken care of according to Ms. Bown but Ms. Lyon stating they have not dispersed scholarships for this year, only last year. Ms. Geloff explains the scholarship money is dispersed the year following the award. Commissioner Cheney questions whether or not there is a contract or document that states what the budgeted money can or cannot be used for. Ms. Lyon believes it was a verbal agreement.

**CRAIG GODWIN REPRESENTING SKYLINE MOUNTAIN SPECIAL SERVICE DISTRICT IN CONJUNCTION WITH JOHNNY BARNES REPRESENTING SKYLINE MOUNTAIN RESORT: DISCUSSION AND POTENTIAL APPROVAL FOR APPOINTMENT OF TWO (2) BOARD MEMBERS TO THE SMSSD BOARD - ONE IN THE 'C-VALLEY' AREA TO FILL VACANCY, AND THE OTHER TO BE THE SMR LIAISON ON THE SMSSD BOARD, AS PRIOR SMR LIAISON DID NOT RUN FOR RE-ELECTION.**

Craig Godwin and Johnny Barnes are present. Craig Godwin explains they had advertised for an opening on the SSD Board in March of 2025. The Board received three resumes and interviewed all three independently. The Board then came together to discuss the candidates and made a recommendation to the Commissioners in May to request appointing Mont Pugmire. Mr. Godwin gives a brief description of Mr. Pugmire's background. The recommendation of the SSD Board is to appoint Mont Pugmire. Motion is made by Commissioner Cheney to approve Mont Pugmire as the new Board member. A discussion is sparked by Scott Olsen when he questions the length of the term. Kevin Daniels states it would be whatever the by-laws state. The motion is seconded by Commissioner Bennett, and the motion passes. Mr. Godwin states the Board would also like a recommendation on term because the way the terms have been handled previously, a Board member term ends January 1, 2026, one on January 1, 2028 and one on January 1, 2029. They would like to recommend that Mont Pugmire's term expire on the

first of January 2027, in order to stagger the term expirations of Board members. The Commissioners agree to the term ending on January 1, 2027 which he can then be reappointed. Mr. Godwin explains the next part of the agenda request to appoint Mike Brems as the liaison, on the SMSSD Board. His resume was submitted to the Commissioners for review. Mr. Godwin gives an explanation of Mr. Brems background. Johnny Barnes, President of the Skyline Mountain Resort Board addresses the Commissioners. Mr. Barnes gives an explanation of his background and expresses his understanding of public service. Mr. Barnes publicly apologizes for the past SMR Board President and one member on the Board; he was a member at the time and the majority of the Board did not agree with what they presented to the Commission and it was not a representation of the majority of the Board. Mr. Barnes expresses his respect for many past and present Board members. Mr. Barnes states since he became the President in June, the communication between Board members has improved and all of his energy has gone towards making sure the relationship between SSD, SMR and the Sanpete County Commission is a good open communication without the conflict and contention. Mr. Barnes commits that going forward, the two Boards will communicate very clearly, openly, friendly while keeping a distance, based on the responsibilities that they have. Each Board has responsibilities and neither Board has any business micromanaging each other. Motion is made by Commissioner Cheney approve the SMR and SSD to appoint Mike Brems as the liaison with the SMR (Skyline Mountain Resort) and the SSD. The motion is seconded by Commissioner Bennett, and the motion passes. Commissioner Bartholomew clarifies the positions have been addressed. The Board is now full but Mr. Barnes mentions that Don Hunter may be leaving.

**JOINT SMR AND SMSSD BOARD DISCUSSION WITH THE COUNTY COMMISSIONERS TO CLARIFY PAST OR CURRENT QUESTIONS AND SHARE JOINT SMR/SMSSD BOARD COMMITMENTS TO COOPERATE AND WORK TOGETHER TO SERVE THE BEST INTERESTS OF SMR, SMSSD, AND SANPETE COUNTY.**

Craig Godwin adds to the comments made by Johnny Barnes in the previous agenda discussion. Mr. Godwin states the Boards have met twice since July to make sure they understand each other's needs in order to collaborate well and answer questions that individuals may ask. Mr. Godwin also states, if they have any issues they will work them out on their own. Commissioner Cheney expresses thanks to the members of the Board for providing the information that the County requested. He explains Stacey Lyon and Kevin Daniels went through all of the documents and it took some time due to trying to keep up with their other job duties as well. Scott Olsen addresses the Board members and expresses his gratitude for their willingness to work together. Mr. Olsen hopes the Board does not expect the Building or Zoning Department to regulate the water; such as the agreements made at the time of the subdivision approval. Mr. Godwin poses the question that has been asked by members, "When the subdivision was approved as a dry subdivision," Mr. Olsen corrects him by saying it was a dry entity, not a subdivision. Mr. Godwin restates that when they were approved as a subdivision, they were approved with water shares (rights), sufficient to meet the State standards. Mr. Godwin believes they have met those standards of 0.45 for the full-time area and 0.25 for the seasonal area. Mr. Olsen states this has been addressed multiple times; there is 222 acre feet of water that is approved in wells and another 166 feet that is approved as Class A share irrigation water that has never been changed to underground water which is not compliant for domestic use. Therefore, they are not fully compliant to provide the amount of water that has been stated for all cabins that are full-time and part-time. Commissioner Bartholomew states they would be short under current standards because one-acre foot is now

required for a home. Mr. Godwin questions whether they need to take action to apply for the transfer of the water use. Mr. Olsen states they may look into it because they are currently short. Mr. Godwin gives an explanation that when the State (Drinking Water Board) ran a test to see how much water was actually used; the report stated they were only using 0.17 acre feet of water per ERC. He states that is nowhere close to the amount needed to allocate.

Commissioner Bartholomew states this might end up in court before this is ever resolved. Mr. Olsen states the County and the State have minimum standards; when the subdivision was approved the minimum standard was agreed upon regardless of the usage report. Mr. Godwin questions whether they should transfer those rights and Mr. Olsen states at some point they need to verify the amount of water with the homes that they have that would require 0.45 acre feet and how much water they have in wells for those homes. Additionally, they are servicing multiple cabins and homes out of the wells above the water system. Mr. Olsen states the Zoning Administrator and himself have been asking for over a year, for the subdivision to verify how many cabins and homes are on the water system. Mr. Godwin asks if that would be helpful for them to do that audit? There is confusion expressed by Board members that were unaware of Mr. Olsen's request; they had not heard of the request for the water usage data. Mr. Godwin explains there may be a miscommunication between the two Boards in regards to water. Mr. Olsen is not sure which Board he requested the data from but it was individuals with Skyline Mountain Resort. Mr. Godwin states they will work on the water issues. Ferris Taylor states there has been two calculations stated in Commission minutes in regards to how much culinary water is being tracked; the 222.85 acre feet and then he implies there must have been a document in 2014, when the subdivision was approved, that stated there was a water master plan. Mr. Taylor states they do not have a copy of that and if the County does they would like to get a copy of it. Mr. Olsen states anything that the County had was provided in previous meetings. Mr. Olsen also states the documents provided to the County in regards to water came from the SMR group at the time of platting the subdivision. Mr. Taylor explains there is a Commission meeting where the 0.45 and 0.25 calculations are given stating 80 acre feet of water was needed and another time it was stated 195 acres of water was needed, so his concern is, what is the target amount? Mr. Olsen states the target amount is based on the information that he put together of 331 full-time residences, requiring 0.45 acre feet which equals 148 acre feet of water. And then an additional, 615 part-time lots at 0.25 acre feet which equals 153 acre feet of water, for a total of 302 acre feet of water. And right now they only have 222 acre feet of domestic use water. The irrigation water was supposed to be transferred to cover the number of homes that needed the water but that hasn't happened.

Discussion ensues in regards to the obligation of the subdivision to meet the standards when the subdivision was platted and approved. Mr. Olsen also states he has discussed with the Zoning Administrator whether or not any more building permits should be issued until the water has been verified. Commissioner Bartholomew states from what he is hearing, they need to transfer some water. Mr. Godwin states they will take care of it.

\*A five-minute break is taken on the recording.\*

**AMEND APPROVAL OF THE 2024-2025 PREDATOR CONTROL PROGRAM CONTRACT WHICH WAS SIGNED AND APPROVED IN THE SEPTEMBER 2, 2025 COUNTY COMMISSION MEETING. THE CORRECT CONTRACT PERIOD SHOULD HAVE BEEN NOTICED AND APPROVED AS 2025-2026 PREDATOR CONTROL PROGRAM CONTRACT.**

The Predator Control Program Contract dated for the 2025-2026 fiscal year was signed in the last Commission meeting but was mistakenly noticed as the previous fiscal year. Motion is

made by Commissioner Bennett to amend the approval of the 2025 – 2026 Predator Control Program Contract. The motion is seconded by Commissioner Cheney, and the motion passes.

**JENNY WILLIAMS: APPROVAL TO PURCHASE REPLACEMENT LAPTOP FOR SHERIFF'S OFFICE, IT LAPTOP WITH DOCK AND FIVE DESKTOPS. DISCUSSION AND POTENTIAL APPROVAL OF CANVA SUBSCRIPTION; DISCUSSION AND POTENTIAL APPROVAL OF OTTER AI SUBSCRIPTION.**

IT Director Jenny Williams is present. Ms. Williams explains the need of computers for different offices. The computer order would include a laptop for the Sheriff's office, an IT laptop with dock and five desktops that are becoming obsolete. Ms. Williams explains this is round one of computer replacements for county staff. Two desktops for the Auditor's office, one for the Road Department, Talisha in the Recorder's office and Mandy in the Assessor. Ms. Williams is working on a full refresh schedule in order to budget for new machines needed in an orderly timeframe. The Sheriff's office laptop should not be more than \$1,400.00 and the IT laptop will be a little more due to the dock and a higher computing capacity. All of the equipment will come out of the supplies budget except the Sheriff laptop. She also mentions that in October, Windows will no longer give updates for the older units. Motion is made by Commissioner Bennett to approve the purchase of replacement laptop for the Sheriff's Office in the amount of \$1,400.05. The motion is seconded by Commissioner Cheney, and the motion passes. Motion is made by Commissioner Bennett to approve an IT laptop with dock in the amount of \$1,650.00 and five desktops in the amount of \$4,764.55. The motion is seconded by Commissioner Cheney, and the motion passes. Ms. Williams explains Canva is an online graphic design website and the Clerk's office uses a lot of templates that are currently on WordPerfect which is very outdated. There is a government version that is more secure and even though she does not have concerns, she would suggest the County has the government subscription. This avenue would be more sustainable and make the Clerk's office staff more efficient in their tasks. The subscription is approximately \$120.00 a year which would include five licenses. Ms. Williams states, with the caveat, that the County keep an eye on what would be more sustainable long term, economical and efficient. Motion is made by Commissioner Bennett to approve a Canva subscription up to \$200.00 per year. The motion is seconded by Commissioner Cheney, and the motion passes. Ms. Williams explains Otter AI is a transcription and recording service that the County Clerk could utilize for meeting note taking and back up recordings. The clerk is currently using Google meeting to record and take notes but it is not as advanced as Otter AI in recognizing voices. Otter AI will flag voices in different colors which will streamline the processes for minutes. The subscription cost is around \$10.00 a month. She is not sure how many licenses need to be included because the Clerk's office is the only office she is aware of that would use it for meeting minute taking. There may not be a need for more than one license if everyone in the Clerk's office could access the one license. Linda Christiansen states the approval for both of the subscription items are not necessarily required based on the dollar amount but they wanted to see how the Commissioners felt about utilizing the programs. Commissioner Cheney agrees this will be more efficient. Commissioner Bartholomew notices the note taking dictation on the screen and questions whether the minutes will be word for word going forward. Ms. Williams assures him that the Clerk will still have the capabilities to edit and format the minutes to meet the preferred standards. Motion is made by Commissioner Bennett to approve Otter AI subscription up to \$10.00 a month. The motion is seconded by Commissioner Cheney, and the motion passes. Ms. Williams is the newly hired IT Director; she is a Manti High graduate that

coaches Volleyball at Manti High and she came back a few years ago when her dad had a heart attack.

**DISCUSSION AND POTENTIAL APPROVAL OF AN ORDINANCE FOR SANPETE COUNTY COMPLIANCE WITH THE UTAH GOVERNMENT DATA PRIVACY ACT (GDPA) WHICH WILL INCLUDE THE APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER; PRIMARY AND ADDITIONAL.**

Motion is made by Commissioner Cheney to appoint Commissioner Michael (Mike) Bennett as Chief Administrative Officer. The motion is seconded by Commissioner Bartholomew, and the motion passes. Commissioner Bennett is willing to fill the position. Vote by voice is taken: Commissioner Cheney votes aye, Commissioner Bartholomew votes yes, and Commissioner Bennett votes yes. Motion is made by Commissioner Cheney to appoint Jenny Williams as the additional administrative officer. The motion is seconded by Commissioner Bennett, and the motion passes. Ordinance No. 09162025-001 is passed and signed.

**LINDA CHRISTIANSEN: APPROVAL TO PAY KP LLC FOR POSTAGE ADVANCE REQUEST FOR THE 2025 MUNICIPAL GENERAL ELECTION MAILING OF BALLOTS.**

County Clerk Linda Christiansen presents the agenda item. Ms. Christiansen explains this invoice is for the postage advance in order to mail the ballots for the upcoming municipal election on November 4<sup>th</sup>. Motion is made by Commissioner Bennett to approve the postage advance request to KP Work Smarter for the mailing of ballots in the Municipal General Election 2025, in the amount of \$2,171.60. The motion is seconded by Commissioner Cheney, and the motion passes.

**UPDATE ASSIGNMENT OF COMMISSIONER DUTIES FOR SENIOR NUTRITION / MEALS ON WHEELS.**

Motion is made by Commissioner Bennett to appoint Jim Cheney as the Commissioner over Senior Nutrition / Meals on Wheels. The motion is seconded by Commissioner Bartholomew, and the motion passes. Vote by voice is taken: Commissioner Bennett votes aye, Commissioner Bartholomew votes yes, and Commissioner Cheney votes aye.

**APPROVAL OF MINUTES**

No questions or concerns are voiced in regards to the minutes. Motion is made by Commissioner Bennett to approve the minutes from the last Commission meeting. The motion is seconded by Commissioner Cheney, and the motion passes.

**CLOSED SESSION**

No closed session was needed.

Not on the agenda; Commissioner Bennett states an invoice from Mid Utah Radio for the advertising of the fair needs to be approved and then ratified at the next meeting in order to get it paid in a timely manner. Motion is made by Commissioner Cheney to approve the payment of invoice to KMTI for 2025 fair advertising in the amount of \$5,500.00. The motion is seconded by Commissioner Bartholomew, and the motion passes. Vote by voice is taken: Commissioner Cheney votes aye, Commissioner Bartholomew votes yes, and Commissioner Bennett abstains.

Motion is made by Commissioner Bennett to adjourn. The motion is seconded by Commissioner Cheney, and the motion passes.

The meeting is adjourned at 3:57 P.M.

ATTEST:



Linda Christiansen  
Sanpete County Clerk

APPROVED:



Scott Bartholomew  
Commission Chair