

**COMMISSION MEETING
PACKET**

DATE:

October 28, 2025

NOTICE AND AGENDA OF A MEETING OF THE KANE COUNTY COMMISSION

PUBLIC NOTICE IS HEREBY GIVEN that the Commissioners of Kane County, State of Utah, will hold a **Commission Meeting** in the Commission Chambers at the Kane County Courthouse, 76 N. Main Street, Kanab, Utah on **Tuesday, October 28, 2025** at the hour of **10:00 A.M.**

*The Commission Chair, in her discretion, may accept public comment on any listed agenda item unless more notice is required by the Open and Public Meetings Act.

View Online www.kane.utah.gov/publicmeetings or Dial: (US) +1 240-394-8436 – PIN: 821 151 844#

CALL MEETING TO ORDER

WELCOME

INVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT:

CONSENT AGENDA:

Check Edit Report: October 15, 2025-\$841,226.20 and October 22, 2025-\$916,204.49

Approval of: Commission Meeting Minutes for October 14, 2025

REGULAR SESSION:

- 1. Presentation by Jeremy Roberts and Daniel Cole with Southwest Utah Public Health Department Regarding Water Hauling Regulations in Kane County / Full Commission**
- 2. Public Hearing Regarding Kane County Resolution No. R 2025-33 a Resolution Re-Appointing Jim Matson to the Canyon Land Improvement District**
- 3. Kane County Resolution No. R 2025-33 a Resolution Re-Appointing Jim Matson to the Canyon Land Improvement District Board of Trustees / Commissioner Brown**
- 4. 2026 Cooperative Agreement for Utah State University Extension Services / Commissioner Brown**
- 5. Discuss/Vote on Placing a 3-Way Stop at the Intersections of Bonanza and Powerline Dr., Redwood Rd. and Arapaho and a 4-Way Stop at Bonanza and Henry Road in the Color Country Subdivision / Commissioner Meyeres**

- 6. Discuss/Adopt Kane County Ordinance No. O 2025-31 Adopting Changes to Kane County Ordinance 1-5-6 Regarding Electronic Meetings / Full Commission**
- 7. Adoption of the 2026 Tentative Budget / Full Commission**
- 8. Approval of the Fraud Risk Assessment / Full Commission**
- 9. Review of Legislative Issues / Full Commission**
- 10. Commissioner Report on Assignments / Full Commission**

Closed Session:

- Discussing an individual's character, professional competence, or physical or mental health.
- Strategy sessions to discuss collective bargaining, pending or reasonably imminent litigation, or the purchase, exchange lease or sale of real property.
- Discussions regarding security personnel, devices or systems.
- Investigative proceedings regarding allegations of criminal misconduct.

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS:

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Chameill Lamb at (435) 644-2458. Agenda items may be accelerated or taken out of order without notice as the Administration deems appropriate. All items to be placed on the agenda must be submitted to the Clerk's office by noon Thursday, prior to the meeting.

CONSENT AGENDA

Approval of:

Check Edit Report: October 15, 2025-\$841,226.20 and
October 22, 2025-\$916,204.49

Commission Meeting Minutes for October 14, 2025

**MINUTES
OF THE KANE COUNTY
BOARD OF COMMISSIONERS' MEETING
October 14, 2025 at 10:00 AM
IN THE KANE COUNTY COMMISSION CHAMBERS,
76 NORTH MAIN, KANAB, UTAH**

Commissioner Attendance: Chair Celeste Meyeres, Commissioner Patty Kubeja, and Commissioner Gwen Brown

Other County Officials in Attendance: Attorney Jeff Stott, Clerk/Auditor Chameill Lamb, Sheriff Tracy Glover, Rhonda Gant, Shannon McBride, Taylor Glover, Janette Peatross, and Bert Harris

CALL MEETING TO ORDER: Commissioner Meyeres

WELCOME: Commissioner Meyeres

INVOCATION: Jeremy Butler

PLEDGE OF ALLEGIANCE: Janette Peatross

PUBLIC COMMENT:

Drew Chamberlain would like the commission to go into more detail regarding the consent agenda and the money that is being spent.

CONSENT AGENDA:

Check Edit Report: October 1, 2025-\$1,685,316.02 and October 7, 2025-\$218,926.31

Motion to accept the Consent Agenda, which includes the Check Edit Reports from October 1, 2025-\$1,685,316.02 and October 7, 2025-\$218,926.31 as well as the Commission Meeting Minutes for September 30, 2025 as presented made by Commissioner Meyeres and motion carried with all commissioners present voting in favor.

REGULAR SESSION:

1. Wreaths Across America Program Update-Kane County Location Manager Alan Seilhammer / Commissioner Kubeja

Alan Seilhammer presented information on Wreaths Across America and announced the times that the six ceremonies will take place on December 13th.

2. Update from the Department of Natural Resources on Aquatic Invasive Species / Commissioner Meyeres

Bruce Johnson introduced Sergeant Jeremy Butler saying that he is the new sergeant for the south half of the state. He then updated the commission on the Invasive Species Program.

3. Marketing Update from Boncom / Commissioner Kubeja

Brett Meldrum, Kenneth Bills, and Matt Decker came and gave a presentation on Boncom regarding their audience and the media they do with the tourism group, the creative messaging they have, as well as some topline results, and then also taking a look into 2026.

4. Update from Jenna Corry and Kylie Shepherd on the Kane County Coalition/Kane County Youth Coalition / Commissioner Kubeja

Jenna Corry and Kylie Shepherd gave an update on the what they have been working on with the Kane County Coalition and the Kane County Youth Coalition. Jenna stated that since starting in May her goal has been to build connection so that the youth feel seen, valued, and supported and believes that connection has truly become our prevention.

5. EMS RFP Bid Award / Full Commission

Commissioner Kubeja stated that current legislation is requiring that counties now have to put an RFP out for Emergency Medical Services.

Taylor said that Kane County put out the RFP with the county being split into two zones. Zone 1 was the greater Kane County area, which includes most of the Valley, Kanab and all the way out to Big Water and the only bidder for Zone 1 was our current service provider, which is the Kane County Hospital District. Zone 2 was the greater Cedar Mountain area including Alton and the current service provider for there was also the only bidder and that is the Cedar Mountain Service District.

Motion to accept the bids from the Kane County Human Resource Special Service District and the Cedar Mountain Service District to provide EMS services for Kane County made by Commissioner Brown and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

6. The Governor's Office of Economic Opportunity Rural County Grant Contract / Commissioner Meyeres

Kelly Stowell stated that every year we participate with the Rural County Grant Program, which is a \$200K grant specifically designed for workforce development, business improvements, capital infrastructure improvements, economic development infrastructure, business skills, and workforce training.

Motion to approve the contract between the Governor's Office of Economic Opportunity Rural Grant Program and Kane County for the upcoming year to accept \$200K made by Commissioner Meyeres and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

7. Kane County Resolution No. R 2025-32 a Resolution Annexing Certain Territory into the Church Wells Special Service District for Fire Protection Services Only / Commissioner Kubeja

Commissioner Kubeja mentioned that the intent of the commission is to expand any of the special service districts they can for fire protection, so we can try to get everyone in the county covered. There were a couple of protests, but not enough to meet the threshold.

Motion to approve Kane County Resolution No. R 2025-32 a Resolution Annexing Certain Territory into the Church Wells Special Service District for Fire Protection Services only made by Commissioner Kubeja and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

8. Public Hearing Regarding Kane County Ordinance No. O 2025-34 and O 2025-35

Commissioner Meyeres opened up for public comment.

No public comment.

Commissioner Meyeres closed the public comment period.

9. Kane County Ordinance No. O 2025-34 an Ordinance Vacating Four Seven and a Half Foot Public Utility Easements in the Strawberry Valley Estates Subdivision Unit 4 / Commissioner Brown

Motion to adopt Ordinance O 2025-34 and Ordinance O 2025-35 as presented including the findings indicated in the staff report made by Commissioner Brown and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

10. Kane County Ordinance No. O 2025-35 an Ordinance Vacating Eight Seven and a Half Foot Public Utility Easements in the Zion View Mountain Estates Subdivision Unit “E” / Commissioner Brown

See motion on item #9.

11. Kane County Ordinance No. O 2025-32 an Ordinance Amending the Zoning of Lot 45-33 in the Strawberry Valley Estates Subdivision Unit No. 4 Residential ½ to Residential 1 / Commissioner Brown

Shannon stated the reason they want to go from R- ½ to R-1 is to build a living quarter above the garage and you cannot do that in R-1/2. P&Z voted unanimously to approve this zone change.

Motion to approve Ordinance No. O 2025-32 an Ordinance amending the zoning of Lot 45-33 in Strawberry Valley Estates Subdivision Unit No. 4 Residential ½ to Residential 1 made by Commissioner Brown and motion carried with Commissioner Meyeres and Commissioner Brown voting aye and Commissioner Kubeja voting nay.

Commissioner Brown-aye
Commissioner Kubeja-nay
Commissioner Meyeres-aye

12. Kane County Ordinance No. O 2025-33 an Ordinance Amending the Zoning of Parcel 8-6-12-6 in the Proximity of Long Valley Estates Subdivision from Agriculture to Residential 5 / Commissioner Brown

Shannon said with this one they would like to subdivide the lot into two five-acre parcels.

Motion to approve Ordinance No. O 2025-33 an Ordinance amending the zoning of Parcel 8-6-12-6 in the proximity of Long Valley Estates Subdivision from Agriculture to Residential 5 made by Commissioner Brown and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

13. Kane County Ordinance No. O 2025-30 an Ordinance Revising Kane County Land Use Ordinance Chapter 2 Planning Commission Adding Section 11-Electronic Meetings / Commissioner Brown

Commissioner Brown said this came about because they had two P&Z members try to call in on a meeting and it wasn't working well. You also have to have an ordinance to allow people to call in and speak. The P&Z members will be able to speak, but the public will not be able to comment.

Motion to approve Ordinance No. O 2025-30 an Ordinance revising Kane County Land Use Ordinance Chapter 2 Planning Commission adding Section 11-Electronic Meetings made by Commissioner Brown and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

14. Kane County Ordinance No. O 2025-36 an Ordinance Revising the Kane County General Plan Water Use and Prevention to Include Revisions for Finalization as Mandated by Utah Code §§ 17-27a-403 and 73-10-32 / Commissioner Brown

Motion to postpone made by Commissioner Brown and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

15. Resolution No. R 2025-30 a Resolution of Appointment of a Kane County Representative and an Alternate Representative for the Utah Counties Indemnity Pool Annual Membership Meeting / Full Commission

Commissioner Kubeja will be the official Kane County representative and Commissioner Gwen Brown will be the alternate representative.

Motion to accept Resolution 2025-30 regarding appointment of Kane County representative and an alternate representative for the UCIP annual membership meeting made by Commissioner Meyeres and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

16. Discuss/Vote on Kane County Resolution No. R 2025-31 a Resolution Supporting Operation Green Light Honoring Veterans / Commissioner Kubeja

Commissioner Kubeja mentioned that last year we passed a resolution to honor the veterans. The initiative started at the National Association of County level, encouraging counties to light up their area with green to support the veterans. This year it would be from the 4th of November to the 11th.

Motion to approve Resolution 2025-31 a Resolution supporting Operation Green Light honoring veterans with green lights made by Commissioner Kubeja and motion carried with all commissioners present voting in favor.

Commissioner Brown-aye
Commissioner Kubeja-aye
Commissioner Meyeres-aye

17. Review of Legislative Issues / Full Commission

The commission has discussions going still/again regarding Preliminary Municipalities and continue with grazing rights and other issues they have been working on.

18. Commissioner Report on Assignments / Full Commission

Commissioner Brown

- P&Z Commission on Wednesday had a good discussion about trying to find ways to get more affordable housing in Kane County
- Found out feasibility study for the Willow municipality is not looking so good

Commissioner Kubeja

- Old Folks Day on the 1st of October was a success
- Went with local ATV club to look at fall colors
- Attended the One Utah Summit in Cedar City
- Free Senior Movie on the 11th had a good turnout

Commissioner Meyeres

- Tonight, there is a training on marketing basics
- Five County Association of Governments is coming on Wednesday from 3:30-5 pm to talk with people interested in becoming a child care provider
- Continuing to work with the federal delegation and the state delegation on all kinds of federal lands issues

Motion to adjourn at 12:30 P.M. made by Commissioner Brown and motion carried with all commissioners present voting in favor.

WHERE UPON MEETING WAS ADJOURNED

Celeste Meyeres Chair

Chameill Lamb Clerk/Auditor

AGENDA ITEMS

ITEM # 1

Presentation by Jeremy Roberts and Daniel Cole with
Southwest Utah Public Health Department Regarding
Water Hauling Regulations in Kane County

ITEM # 2

Public Hearing Regarding Kane County Resolution No. R
2025-33 a Resolution Re-Appointing Jim Matson to the
Canyon Land Improvement District

ITEM # 3

Kane County Resolution No. R 2025-33 a Resolution Re-Appointing Jim Matson to the Canyon Land Improvement District Board of Trustees

KANE COUNTY RESOLUTION NO. R 2025 – 33

**A RESOLUTION REAPPOINTING JIM MATSON TO THE CANYON LAND
IMPROVEMENT DISTRICT BOARD OF TRUSTEES**

WHEREAS the term of office for Jim Matson serving on the Canyon Land Improvement District Board of Trustees, expires December 31, 2025; and

WHEREAS the Kane County Board of Commissioners (“Commission”) has complied with the requirements to solicit applicants for a replacement for this board position including taking public comment; and

WHEREAS the Commission desires to reappoint Jim Matson to the Canyon Land Improvement District Board of Trustees;

NOW THEREFORE BE IT HEREBY RESOLVED BY THE KANE COUNTY BOARD OF COMMISSIONERS, IN AND FOR KANE COUNTY, STATE OF UTAH, AS FOLLOWS:

1. Jim Matson is reappointed to serve as a board member on the Board of Trustees of the Canyon Land Improvement District.
2. The term is a four-year term, which begins on January 1, 2026 and will end on December 31, 2029 or when a replacement has been appointed, whichever is later.

ADOPTED this 28th day of October 2025.

Celeste Meyeres, Chair
Board of Commissioners
Kane County

ATTEST:

CHAMEILL LAMB
Kane County Clerk

Commissioner Meyeres voted _____
Commissioner Kubeja voted _____
Commissioner Brown voted _____

ITEM # 4

2026 Cooperative Agreement for Utah State
University Extension Services

2026 COOPERATIVE AGREEMENT FOR UTAH STATE UNIVERSITY
EXTENSION SERVICES – Kane County

This Cooperative Agreement (“Agreement”) is dated as of the last dated signature below and is between Kane County (“County”) and Utah State University (“USU”), via its Cooperative Extension Service, to promote and provide cooperative extension services (“Extension Services”).

Whereas, USU is the land-grant university in the state of Utah, as authorized by the federal Morrill Acts of 1862 and 1890 (7 U.S.C. §§301-308 and U.S.C. §§321-329), and

Whereas, the federal Smith-Lever Act of 1914 (7 U.S.C. §§341-349) established Extension Services, a collaboration of the U.S. Department of Agriculture and the land-grant universities, and

Whereas, the Utah Legislature has established an extension service at USU (U.C.A. §53B-18-201) and has enabled Utah’s various counties to become a cooperative collaborator in promoting Extension Services, specifically:

USU "may enter into cooperative contracts with the United States Department of Agriculture, county or city officers, private or public organizations, corporations, and individuals, to share the expense of establishing and maintaining an agricultural extension service. The county legislative body of each county may provide sufficient funds to ensure that the agricultural extension service functions properly in its county" (U.C.A. §53B-18-202); and

Whereas, USU has organized its extension service as follows:

(a) Extension faculty and staff, who directly serve specific counties; (b) Extension county directors, who coordinate the services within a specific county; (c) Extension administrators, who coordinate and supervise Extension Services for a multi-county area; (d) on-campus extension faculty, who provide extension service content expertise; and (e) the USU Senior Vice President for Statewide Enterprises, who oversees and administers Extension Services.

Therefore, USU and the County agree as follows:

1. Term and Renewal. This Agreement shall be for the period beginning January 1, 2026, and ending December 31, 2026 (“Term”). USU and the County have had a long-standing relationship concerning Extension Services and anticipate that this Agreement will be renewed annually. At the time this Agreement is renewed, USU and the County may review specific program objectives for Extension Services in the future and evaluate past accomplishments.

2. USU Employees. USU shall assign and provide funding for one or more USU employees to perform Extension Services within the County. USU shall appoint one USU employee to act as the Extension County Director for the County (such appointments shall be satisfactory to both USU and the County). Additional employees may be funded by USU, the County, or a combination of USU and the County, as may be mutually agreed. All USU employees shall be governed by USU policies and procedures.

3. Support Staff. The County shall provide USU with the dollar amount set forth in Appendix A to fund USU in obtaining support staff (e.g. secretary, program assistant, volunteer leaders, office manager, office specialist, etc.) to support Extension Services within the County. Such support staff shall be (i) USU employees whose employment is governed by USU policies and procedures, and (ii) supervised by USU.

4. Facilities and Equipment. The County shall provide adequate facilities, including office space, furnishings, and other necessary equipment, for the extension employee(s) and support staff within the County. The County shall provide the following facilities:

- County Extension offices at 180 W 300 N, Kanab, Utah 84741
- The Kane County 4-H Makerspace 172 E 100 N, Kanab, Utah 84741
- Storage Shed US-89

Any furnishings, equipment, or other property purchased by the County, shall remain as the property of the County. Any equipment or other property purchased by USU, shall remain as the property of USU. By April 1, 2026, each of USU and County agree to provide the other party with a current inventory of its property used in conjunction with Extension Services in the County.

5. Operating Budget. The County shall provide in its annual County budget a total operating budget of \$206,980 for Extension Services. The financial support shall include, but is not limited to, support staff, telephone service, office equipment, supplies, travel expenses, staff in-service training, facility expenses, etc. The total dollar amount of the operating budget shall not be exceeded by USU without the prior written consent of the County. A summary of the budget items and anticipated expenditures are set forth in Appendix A. The County may subdivide the budgeted items listed in the summary to conform to the County's system of account titles.

6. Extension Services. USU shall provide and administer Extension Services within the County, which are directed at improving the quality of life for people in the County, enhancing economic opportunity within the County, and sustaining the natural resources of the County. Educational activities, field days, local leadership development, training schools, etc., are part of Extension Services and expenses for such are acceptable for reimbursement from the operating budget provided by the County.

7. Coordination. The Extension County Director, with the advice and consent of Extension administrators shall directly coordinate all Extension Services, the operating budget, and the support staff within the County.

a. Extension Services shall help the residents of the County analyze their problems, develop solutions, and thereby attain a richer and more satisfying life. Extension Services shall be designed to render effective educational service and to stay within the total dollar amount of the above-recited operating budget.

b. The Extension County Director shall manage the operating budget in accordance with generally accepted accounting principles. Flexibility between budget categories is allowed and adjustments may be made within budget categories for efficient program emphasis and financial management. Reimbursement or purchasing requests for budgeted expenditures shall be

submitted to the County in accordance with County procedures. Extension employees shall keep accurate and detailed records of expenses incurred in accordance with County fiscal procedures.

8. No Discrimination. USU and the County shall provide Extension Services to all segments of the County's population without discrimination based on race, color, sex, age, disability, religion, or national origin.

9. Liability. USU and County are governmental entities under the "Utah Governmental Immunity Act." Consistent with the terms of that Act, USU and County agree that each party is responsible and liable for its own wrongful or negligent acts which it commits or which are committed by its agents, officials, or employees. Neither party waives or intends to waive any defenses or limits of liability otherwise available under the Governmental Immunity Act.

IN WITNESS THEREOF the parties hereto have caused this Agreement to be duly executed on their behalf by a duly authorized representative as of the Effective Date set forth above.

County: By: _____ Print Name: Title: Date: _____	Utah State University: By: _____ Kenneth White Senior Vice President for Statewide Enterprises Date: _____
By: _____ Print Name: Title: Date: _____	
By: _____ Print Name: Title: Date: _____	

Appendix A

Budget Items and Anticipated Expenditures for Term

[illegible]

ITEM # 5

Discuss/Vote on Placing a 3-Way Stop at the
Intersections of Bonanza and Powerline Dr., Redwood
Rd. and Arapaho and a 4-Way Stop at Bonanza and Henry
Road in the Color Country Subdivision

ITEM # 6

Discuss/Adopt Kane County Ordinance No. O 2025-31
Adopting Changes to Kane County Ordinance 1-5-6
Regarding Electronic Meetings

KANE COUNTY ORDINANCE NO. 02025-31

**AN ORDINANCE ADOPTING CHANGES TO KANE COUNTY ORDINANCE 1-5-6
REGARDING ELECTRONIC MEETINGS**

WHEREAS, the Kane County Board of Commissioners recognizes the importance of consistent participation by all board members in meetings in order to effectively conduct district business; and

WHEREAS, on occasion, circumstances or other unavoidable conflicts may prevent a board member from being physically present at a meeting; and

WHEREAS, the Utah Open and Public Meetings Act (Utah Code § 52-4-207) provides that public bodies may establish policies and procedures governing electronic meetings, including attendance by electronic means such as telephone or internet-based video conferencing; and

WHEREAS, the Board desires to make some changes to its previously adopted policy that allows remote attendance by board members under defined conditions to ensure both flexibility and transparency in public meetings;

NOW THEREFORE, THE LEGISLATIVE BODY OF THE BOARD OF COMMISSIONERS OF KANE COUNTY, UTAH, HEREBY ADOPTS THE FOLLOWING CHANGES IN KANE COUNTY ORDINANCE 1-5-6:

1-5-6: ELECTRONIC MEETINGS:

A. The following definitions shall apply to this section. All other words shall carry their normal and natural meaning.

ACT: The Open and Public Meetings Act established in Utah Code title 52 chapter 4.

ANCHOR LOCATION: A location or locations for the public meeting to take place, where interested persons and the public may attend and monitor the open portions of the meeting, and if public comment is accepted, to participate in the meeting, at least one of said locations is the commission chambers at the Kane County Courthouse, unless changed by resolution.

BOARD: Kane County Board of County Commissioners or Kane County Commission.

ELECTRONIC MEANS: Any system or combination of systems that is reasonably available to the county clerk or other appropriate county staff to operate, including a phone, one or more phones or phone systems or other electronic or video system or combination of systems, that would allow one or more commissioners to participate in a board meeting, which system or systems allow all commissioners to adequately hear each other and allow interested persons and the public to attend and monitor the open portions of the meeting. ~~and if public comment is accepted to participate in the meeting.~~

B. The intent of this policy is to: 1) allow the greatest leeway for commissioners to participate in any meeting by electronic means, and 2) allow the public to participate in all open meetings where appropriate, and 3) fully comply with the Act.

C. Any commissioner may participate by electronic means at any meeting of the district by giving advance reasonable notice to the county clerk, ~~prior to the county clerk posting the agenda for the meeting twenty four (24) hours in advance of the meeting.~~

D. Commissioners who participate in a meeting by electronic means shall be counted towards the quorum requirements of the Act.

E. A meeting may be conducted entirely by electronic means with no commissioners present at the anchor location.

F. For any meeting, whether one or all commissioners are participating by electronic means, the county shall provide adequate personnel to be present at all anchor locations to ensure that interested persons and the public may attend and monitor the open portions of the meeting and if public comment is accepted to participate in the meeting.

G. The county clerk may establish more than one anchor location so long as each location is sufficient to comply with the Act and at least one anchor location is the commission chambers at the Kane County Courthouse, unless changed by resolution.

~~H. In addition to the regular notice requirements for a meeting under the Act, when one or more commissioners will participate by electronic means, the county clerk shall include this information on the notice posted at the anchor location and in the notice provided twenty four (24) hours in advance of the meeting on the Utah Public Notice Website.~~

~~I. If one or more commissioners have given notice to the district clerk to participate by electronic means, the county clerk shall give notice of this information to the other commissioners at least twenty four (24) hours in advance of the meeting and shall provide the information on how the commissioner will participate.~~

J. The anchor location for any meeting shall have adequate space for interested persons and the public to attend and monitor the open portions of the meeting and, if comment from the public will be accepted, to participate.

K. The county clerk shall otherwise ensure that all recording requirements of the Act are complied with for any electronic meeting.

~~L. The county may hold a closed meeting entirely by electronic means if requested by all commissioners so long as all items on the meeting agenda qualify for a closed meeting under the Act and the county clerk has provided all notice requirements under the Act.~~

M. No commissioner may participate by electronic means, and no board meeting shall be conducted entirely by electronic means unless the electronic means are adequate to fully comply with the Act. (Ord. O-2020-7, 3-23-2020)

The Kane County Clerk is hereby directed to publish a short summary of this Ordinance, including the names of the Commissioners voting for and against it, along with a statement that a complete copy is available for public inspection at the Office of the County Clerk.

End of Ordinance.

ADOPTED this _____ day of _____, 2025.

Commissioner Brown voted _____

Commissioner Kubeja voted _____

Commissioner Meyeres voted _____

ITEM # 7

Adoption of the 2026 Tentative Budget

ITEM # 8

Approval of the Fraud Risk Assessment

Fraud Risk Assessment

Continued

*Total Points Earned: 315/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?		20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Kane County

*Completed for Fiscal Year Ending: 12-31-2025 *Completion Date: 10-28-2025

*CAO Name: Celeste Meyers *CFO Name: Chameill Lamb

*CAO Signature: _____ *CFO Signature: _____

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			✓	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			✓	
4. Are all the people who have access to blank checks different from those who are authorized signers?			✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

* MC = Mitigating Control

ITEM # 9

Review of Legislative Issues

ITEM # 10

Commissioner Report on Assignments