

**COMMISSION MEETING  
PACKET**

**DATE:**

**March 10, 2026**

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## 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, March 10, 2026** 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.

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### CALL MEETING TO ORDER

WELCOME

INVOCATION

PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT:

### CONSENT AGENDA:

Check Edit Report: February 25, 2026-\$281,826.14 and March 5, 2026-\$802,561.66

Approval of: Commission Meeting Minutes for February 24, 2026

### REGULAR SESSION:

1. **Public Hearing Regarding the Appointment of Cheryl Mattson to the Church Wells Special Service District Administrative Control Board**
2. **Kane County Resolution No. R 2026-8 A Resolution Appointing Cheryl Mattson to the Church Wells Special Service District Administrative Control Board / Commissioner Kubeja**
3. **Discussion/Action on the Disposal of Remaining Containers at the Old Care & Share Property Value vs. Removal / Full Commission**
4. **Financial Update-Chameill Lamb / Full Commission**
5. **2026 Fraud Risk Assessment-Chameill Lamb / Full Commission**
6. **Review of Legislative Issues / Full Commission**

## **7. 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: February 25, 2026-\$281,826.14 and  
March 5, 2026-\$802,561.66

Commission Meeting Minutes for February 24, 2026

**MINUTES  
OF THE KANE COUNTY  
BOARD OF COMMISSIONERS' MEETING  
February 24, 2026 at 10:00 AM  
IN THE KANE COUNTY COMMISSION CHAMBERS,  
76 NORTH MAIN, KANAB, UTAH**

**Commissioner Attendance:** Chair Gwen Brown, Commissioner Patty Kubeja (Online), and Commissioner Celeste Meyeres

**Other County Officials in Attendance:** Attorney Jeff Stott, Clerk/Auditor Chameill Lamb, Janette Peatross, and Taylor Glover

**CALL MEETING TO ORDER:** Commissioner Brown

**WELCOME:** Commissioner Brown

**INVOCATION:** Commissioner Meyeres

**PLEDGE OF ALLEGIANCE:** Commissioner Brown

**PUBLIC COMMENT:**

Jo Anne Rando-Moon stated that it has come to her attention that if someone has a city business license, they don't have to get a county business license because the county will honor a city license. She would like to see that change and have county issue business licenses for any business in the county.

**CONSENT AGENDA:**

Check Edit Report: February 11, 2026-\$1,414,496.76 and February 18, 2026-\$676,440.62

Approval of: Commission Meeting Minutes for February 10, 2026

Kane County Ordinance No. O 2026-5 An Ordinance Amending Kane County Code Title 2 Chapter I Council on Aging

**Motion to approve the Consent Agenda, which include the Check Edit Report from February 11, 2026-\$1,414,496.76 and February 18, 2026-\$676,440.62, the Commission Meeting Minutes for February 10, 2026 and Kane County Ordinance No. O 2026-5 an Ordinance amending Kane County Code Title 2 Chapter 1 Council on Aging made by Commissioner Brown and motion carried with all commissioners present voting in favor.**

**REGULAR SESSION:**

**1. Kane County Ordinance No. O 2026-02 An Ordinance Amending the Zoning of Parcels 258-4, 258-5 and 258-7 in the Oak Ridge Estates Rural Unimproved Subdivision Zoned AG-FAA to Rural-10 / Commissioner Brown**

Jeremy Hardman presented to the commission that he and three other families are wanting to go from AG-FAA to Rural-10 to do a low-density, year-round, cabin and glamping resort on their 30-acre property located in the Long Valley Junction area. RU-10 would allow for a total of 42 units on the 30-acres, but they would likely keep that below what is allowed. They would also like to explore the possibilities of a small restaurant and maybe a convenience store/gift shop.

**Motion to adopt Ordinance 2026-02 an Ordinance amending the zoning of parcels 258-4, 258-5 and 258-7 in the Oak Ridge Estates Rural Unimproved Subdivision zoned AG-FAA to Rural-10 made by Commissioner Meyeres and motion carried with all commissioners present voting in favor.**

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

**2. Kane County Ordinance No. O 2026-03 An Ordinance Amending the Zoning of Parcels 4-5-9-1A and 4-5-9-2 Off of Eight Mile Gap Road from Agricultural to Residential 5 / Commissioner Brown**

Chris Heaton, representing the applicant, stated that the applicant would like to get the zone changed to R-5 so they can do equestrian lots with a 5-acre minimum. He said there were some concerns at the Planning Commission meeting brought up by the public regarding the access to the public land on the south of the smaller piece, which is in Arizona and the applicant has agreed to allow access continuing through his property to that public land. There were also some concerns about the road so Chris said that whatever the owner is required to do at development with regard to the road they will take it on at that time.

**Motion to approve Ordinance 2026-03 amending the zoning of parcels 4-5-9-1A and 4-5-9-2 off of Eight Mile Gap Road from Agricultural to Residential 5 with the stipulation that contingent upon recording of the zone change there also be a recording of prescriptive easements to ensure**

continued access of the public across the road made by Commissioner Meyeres 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

**3. Land Use Update by Shannon McBride / Commissioner Brown**

Shannon presented an update of all the project that have happened and are going on in the county, showing graphs with the number of projects and types of projects from 2021-2025.

**4. Kane County Ordinance No. O 2026-6 An Ordinance Adopting Changes to Business License Regulations, Including Alcohol Licensing and Late Penalties / Full Commission**

Attorney Stott presented the changes for this ordinance stating that currently Kane County has an ordinance regulating how and under what circumstances someone can receive an alcohol license/permit to sell alcohol commercially. In this ordinance we changed it to say when someone wants an alcohol permit, they need to get a license for the alcohol as well as a business license, they need to provide a background check, and they need to meet all the state requirements. The other change made was regarding the late penalty, it was worded odd, so that got cleaned up.

**Motion** to adopt Ordinance O 2026-6 adopting changes to Business License Regulations, including Alcohol Licensing and Late Penalties made by Commissioner Meyeres and motion carried with all commissioners present voting in favor.

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

**5. Review of Legislative Issues / Full Commission**

**[HB510 Municipal Incorporation Modifications](#)**  
**[HB231 Restaurant Tax Repeal Amendments](#)**

**6. Commissioner Report on Assignments / Full Commission**

Commissioner Brown

- No updates on The Willow
- Attended STEM Fest last week which was really fun
- The hospital held their Top Out Ceremony yesterday

- Commissioner Brown and Commissioner Meyeres went and saw the site for item #1

**Commissioner Meyeres**

- Been working with the state of Arizona as well as surrounding counties in Utah and Arizona on recovery, process, and plan regarding the Dragon Bravo Fire

**Motion** to adjourn at 11:14 AM made by Commissioner Brown and motion carried with all commissioners present voting in favor.

**WHERE UPON MEETING WAS ADJOURNED**

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Gwen Brown Chair

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Chameill Lamb Clerk/Auditor

# AGENDA ITEMS

# **ITEM # 1**

**Public Hearing Regarding the Appointment of Cheryl  
Mattson to the Church Wells Special Service District  
Administrative Control Board**

# ITEM # 2

Kane County Resolution No. R 2026-8 A Resolution  
Appointing Cheryl Mattson to the Church Wells Special  
Service District Administrative Control Board

**KANE COUNTY RESOLUTION NO. R 2026 – 8**

**A RESOLUTION APPOINTING CHERYL MATTSON TO THE CHURCH WELLS SPECIAL SERVICE DISTRICT ADMINISTRATIVE CONTROL BOARD**

**WHEREAS** there is a vacancy on the Church Wells Special Service District Administrative Control Board due to the resignation of Jesse Pennepacker whose term for this board position began on January 1, 2024 and shall expire December 31, 2027; 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 appoint Cheryl Mattson to the Church Wells Special Service District Administrative Control Board to fill the remainder of the vacant term;

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

1. Cheryl Mattson is appointed to serve as a board member on the Administrative Control Board of the Church Wells Special Service District.
2. Cheryl Mattson is appointed to fill the vacancy due to the resignation of Jesse Pennepacker. The term is a four-year term which began on January 1, 2024 and will end on December 31, 2027 or when a replacement has been appointed, whichever is later.

ADOPTED this 10th day of March 2026.

\_\_\_\_\_  
Gwen Brown, Chair  
Board of Commissioners  
Kane County

ATTEST:

\_\_\_\_\_  
CHAMEILL LAMB  
Kane County Clerk

Commissioner Brown voted \_\_\_\_\_  
Commissioner Kubeja voted \_\_\_\_\_  
Commissioner Meyeres voted \_\_\_\_\_

# ITEM # 3

Discussion/Action on the Disposal of Remaining  
Containers at the Old Care & Share Property Value vs.  
Removal

**Care and Share Containers**

[Link: Topo with containers numbered](#)

Container 1 Walk in Refrigerator: 10'X8'	<a href="#">Link Image 1</a> <a href="#">Link Image 2</a>	This container has been removed and used in other County Department		
		Insurance assesed value \$27,600.00	D-Blake Assesed Estimate for Freezer \$2500 if auctioned. Their cost for removal \$1500 Reinstall cost is dependent on location and other factors. It Can also be moved on a flatbed.	Assesors Values <a href="#">Link Assessor Email</a> <a href="#">Link Assessor Spreadsheet</a> \$7,000.00
Container 2 Shed: 14'X10'	<a href="#">Link Image 1</a> <a href="#">Link Image 2</a>	Lighting and outlet	No Insurance assesed value insurance must have included it with main structure	\$5,000.00
Container 3 Shed/Office: 16'X12'	<a href="#">Link Image 1</a> <a href="#">Link Image 2</a> <a href="#">Link Image 3</a> <a href="#">Link Image 4</a>	Lighting, outlets, internet,HVAC	Insurance assesed value \$10,000.00	\$9,800.00
Container 5 Shed: 10'X10'	<a href="#">Link Image 1</a>		No Insurance assesed value	\$200.00 \$7,000.00
Container 6 Double Container: 2@8'X40'	<a href="#">Link Image 1</a> <a href="#">Link Image 2</a> <a href="#">Link Image 3</a> <a href="#">Link Image 4</a>	Lighting, outlets, HVAC	Insurance assesed value \$13,500.00	<a href="#">Link Kustom Container Email</a> Containers only combined value per Kustom \$6k this excludes the Electrical and HVAC that has been added Removal and relocation would cost \$3-4k
Container 7 Shed off of Double container: 10'X12'	<a href="#">Link Image 1</a> <a href="#">Link Image 2</a>	Lighting, outlets, HVAC		\$6,000.00
			Total Insurance Assesed Values \$51,100.00	Total Assesors Values \$35,000.00



# ITEM # 4

Financial Update-Chameill Lamb

# ITEM # 5

2026 Fraud Risk Assessment-Chameill Lamb

# Fraud Risk Assessment

Continued

\*Total Points Earned: 375/395 \*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 ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) 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: 12/31/2024 \*Completion Date: 3/10/2026

\*CAO Name: Gwen Brown \*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 # 6

Review of Legislative Issues

# ITEM # 7

Commissioner Report on Assignments