

**ESCALANTE CITY COUNCIL MEETING
MARCH 4, 2025
PUBLIC MEETING/ELECTRONIC MEETING – 6:00 P.M.
REGULAR MEETING/ELECTRONIC MEETING – 6:00 P.M.
ESCALANTE CITY COUNCIL CHAMBERS - 56 NORTH 100 WEST**

Mayor Melani Torgersen called the meeting to order at 6:00 p.m. in the Escalante City Council Chambers.

Present at said meeting were Mayor Torgersen, Council members Blaine Porter, Sally Orme, Lenza Wilson, Marlene Stowe, City Attorney Barry Huntington and City Recorder Stephanie Steed. Council member Chad Lyman arrived at 6:29 p.m.

Also present were Terry Olsen, Tara Woolsey, Paula Shakespear, Krystal Gurr, Hayden Taylor, Bill Weppner, Margie Weppner, Fred Spencer, Terence Tontlewicz, Sandra Holcomb, Randy Holcomb, Steve Witzdam, Page Witzdam, Jared Dunton, Julie Brugger, Nancy Porter, Elaine Lott, Garin Apperson, Haylee Apperson, Paige Collett, Victory Crawford, Lawrence Barnes, Greg Shakespear and Emilee Lott.

Roger Carter, Megan Haws and Ashley Coombs joined electronically.

Mayor Torgersen led the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Council member Orme moved to adopt the agenda as written. Council member Stowe seconded the motion. Motion carried with Council members Stowe, Wilson, Orme and Porter voting aye.

APPROVAL OF THE MINUTES OF FEBRUARY 18, 2025 MEETING

Council member Wilson moved to approve the minutes of the February 18, 2025 meeting as written. Council member Orme seconded the motion. Motion carried with Council members Wilson, Orme, Stowe and Porter voting aye.

OPEN PUBLIC HEARING

Council member Orme moved to open the public hearing at 6:02 p.m. Council member Porter seconded the motion. Motion carried with Council members Porter, Orme, Wilson, and Stowe voting aye.

RESOLUTION 2025-01 – ESCALANTE CITY 2025 WATER CONSERVATION PLAN

Council member Porter explained Resolution 2025-01. Mayor Torgersen asked if there were any questions or concerns from the public.

There were no comments from the public.

CLOSE PUBLIC HEARING

Council member Stowe moved to close the public hearing at 6:03 p.m. Council member

Porter seconded the motion. Motion carried with Council members Stowe, Orme, Porter and Wilson voting aye.

DECISION ON RESOLUTION 2025-01 – ESCALANTE CITY 2025 WATER CONSERVATION PLAN

Council member Wilson said on page two the initial development of springs, initial construction of a pipeline from the springs to the City and initial construction of the City water distribution system needs to be changed from 1890s to 1935-1936. Council member Porter moved to adopt Resolution 2025-01 Escalante City 2025 Water Conservation Plan with changing the dates on the top 3 items on page two to 1935-1936. Council member Stowe seconded the motion. Motion carried with Council members Stowe, Orme, Wilson and Porter voting aye.

PUBLIC COMMENTS

There were no public comments at this time.

PLANNING AND ZONING ITEMS

PLANNING AND ZONING UPDATES

There were no Planning and Zoning updates at this time.

SCHEDULED ITEMS

RJ'S TRUCK STOP INC. – LOCAL AUTHORITY CONSENT – 80 EAST MAIN

Mayor Torgersen explained this Local Authority Consent is for the new owners of the Phillips 66. Council member Wilson moved to approve the Local Authority Consent for RJ's Truck Stop Inc. Council member Porter seconded the motion. Motion carried with Council members Stowe, Porter, Orme and Wilson voting aye.

SPONSORSHIP BANNER \$1000.00 – RIDING CLUB

City Recorder Steed explained she contacted Justin Porter with the Riding Club about getting a banner for the city to have displayed during the 24th of July rodeo. Council member Orme said she would like to stick with the \$750.00 event donations. Jared Dunton explained the bronze, silver and gold sponsorship. Council member Orme moved to donate \$750.00 to the Riding Club for a sponsorship banner. Council member Stowe seconded the motion. Motion carried with Council member Orme, Stowe, Porter and Wilson voting aye.

MAGNOLIA'S KITCHEN - LOCAL AUTHORITY CONSENT – 280 EAST MAIN

Council member Orme moved to approve the Local Authority Consent for Magnolia's Kitchen. Council member Wilson seconded the motion. Motion carried with Council members Wilson, Porter, Stowe and Orme voting aye.

SANDRA HOLCOMB – MOQUI SUCCESS PROGRAM \$500.00 DONATION

Ms. Holcomb said at this time the High School has this program and it is a success. Ms. Holcomb explained the program aims to improve students' academic performance and provide incentives for personal goals. Ms. Holcomb said she would like to implement this program into the Elementary School and is asking the City to donate \$500.00 to help with the prizes for the students. Council member Stowe moved to donate \$500.00 to the Moqui Success Program. Council member Orme seconded the motion. Motion carried with Council members Porter, Stowe, Orme and Wilson voting aye.

GARFIELD COUNTY SCHOOL DISTRICT PROPERTY – 10 NORTH 300 EAST

Mayor Torgersen explained her efforts in acquiring the old elementary school property from the School District. Mayor Torgersen said she has negotiating terms that ensured the district would have to buy it back at a fair market value if the City purchased it and decided to sell it in the future. Mayor Torgersen said she is concerned about the property's condition and the potential for it to become an eyesore if not properly maintained. Mayor Torgersen said she would like to purchase the property so the City would have control over it. Mayor Torgersen said if the City purchases the property we could turn it into a community park, with plans for pickleball courts and other recreational facilities, with the hope of securing grants for the projects. **Council member Wilson moved to purchase the old Elementary School Property from Garfield County School District. Council member Stowe seconded the motion. Motion carried with Council members Stowe, Wilson, Orme and Porter voting aye.**

COMMUNITY PARK PROJECT

Mayor Torgersen said during the last City Council meeting the Council made a motion to move forward with a grant to place Pickleball Courts at the old Mohr Christensen Park but she feels where we are purchasing the School District Property this would be a better location. This item was discussed at length. **Council member Stowe moved to move forward with the grant for pickleball courts at the old Elementary School property. Council member Porter seconded the motion. Motion carried with Council members Stowe, Porter, Orme and Wilson voting aye.**

Council member Lyman arrived at this time.

OPEN AND PUBLIC MEETINGS ACT TRAINING WITH ESCALANTE PLANNING AND ZONING COMMISSION AND ESCALANTE CEMETERY MAINTENANCE DISTRICT BOARD.

Roger Carter with Five County Associations provided an Open and Public Meetings Act training for the City Council, Planning and Zoning Commission and the Escalante Cemetery Maintenance District.

DEPARTMENT REPORTS

ADMINISTRATIVE

City Recorder Steed said the budget and financial reports are available for review.

PUBLIC WORKS DEPARTMENT

The Public Works Department was not present at said meeting.

FIRE DEPARTMENT

BILL WEPPNER

Mr. Weppner said since the last meeting the Fire Department has assisted 506 with some carry-outs and providing drivers for the ambulance.

Mr. Weppner said they have received all the new turnouts and distributed them to the Fire Fighters. Mr. Weppner said they are keeping some of the best used turnouts for future members.

Mr. Weppner said they are still Lacking some of the hose supply they ordered with the grant money.

Mr. Weppner said they are still having issues with the paging system.

COUNCIL REPORTS

MAYOR MELANI TORGERSEN

Mayor Torgersen said next year is Escalante's 150-year celebration. Mayor Torgersen said she feels that the community's 150th year celebration should be a city-sponsored event, potentially involving decorations and activities around the 24th of July.

Mayor Torgersen said she would like to have some work meetings to start working on the 2025-2026 budget. This item was discussed and City Recorder Steed will schedule a work meeting for March 18, 2025.

JARED DUNTON GARFIELD COUNTY SHERIFFS OFFICE

Deputy Dunton reported things have been slow on the East side of the County but the West side has been busy with traffic. Deputy Dunton said things at the Sheriff's office are good and they are happy with their schedules.

COUNCIL MEMBER CHAD LYMAN

Council member Lyman said he and Council member Wilson discussed the ongoing work on the water tank road, including cleaning out the pond, redoing the ditch and putting in a culvert.

Council member Lyman said he has contacted the Utah Division of Transportation (UDOT) and Garfield County road crew about chip sealing our roads this year. Council member Lyman said the County has been helpful and he appreciates them.

COUNCIL MEMBER LENZA WILSON

Council member Wilson had nothing to report at this time.

COUNCIL MEMBER BLAINE PORTER

Council member Porter had nothing to report at this time.

COUNCIL MEMBER MARLENE STOWE

Council member Stowe said she would like to look at fixing up the Old Community Center so the City can rent it out for events. Council member Stowe said Mayor Torgersen has been in contact with Callie Ward from Garfield County to help us look for a grant. Council member Stowe said we need to take out the old carpet and replace the windows.

COUNCIL MEMBER SALLY ORME

Council member Orme had nothing to report at this time.

UNPAID BILLS

Council member Porter moved to pay the unpaid bills. Council member Orme seconded the motion. Motion carried with Council members Stowe, Orme, Lyman, Wilson and Porter voting aye.

EXECUTIVE SESSION

There was no executive session needed at this time.

Council member Orme moved to adjourn the meeting at 6:50 p.m.

Council member Porter seconded the motion. Motion carried with all in favor.

Stephanie Steed, MMC
City Recorder

Date minutes approved:

DRAFT



CITY COUNCIL MEETING AGENDA ITEM REQUEST

1. The undersigned, request(s) the opportunity to present the following matter in city council meeting (please be as clear and specific as possible)

Escalante Youth Sports Insurance
- Soccer - basketball
- trail - volleyball
- dance
- cheer

2. The undersigned requests 1 minutes for presentation.

Dated this 12 day of March, 20 25.

Printed Name Tam Uday Daytime Phone _____

Signature Tam Uday Evening Phone _____

Please note: Items on the agenda for city council meeting are set at the discretion of the mayor. If the mayor approves the above request, you will be on the next agenda. If the request is not approved, you will NOT receive any further notification.

The remaining portion of this form is for office use only

DECISION ON REQUEST FOR APPEARANCE

☒ The above item is APPROVED for hearing before the city council. The city recorder is instructed to place the item on the next available council agenda for 5 minutes.

☐ The above item is NOT APPROVED for hearing before the city council.

Dated this 13 day of March, 2025.


MAYOR

To Escalante City, we truly appreciate all of your support- not just in paying for insurance. From the usage of facilities, every employee being supportive and Nancy not losing her mind over our gym schedule- we would not be able to do it without you. Thank you from all of us!



iMessage





Sports Insurance

[Camps](#) |
 [Teams & Leagues](#) |
 [Tournaments & Events](#) |
 [Sports Instructors](#) |
 [Walk/Run Events](#)

Welcome Jared Woolsey!

[View My Account](#)
[Request Certificate](#)

[Logout](#)

[Get Quotes, Buy Policy](#)

Select a Program

[Other K&K Sites](#)

Select a Category

Enrollment **1** Insured Information **2** Additional Information **3** Certificate Request **4** Warranty **5** Final Summary **6** Payment

Thank You For Your Business.

To print your coverage document(s), click on the blue link(s) below.

Your payment has been processed successfully.

A copy of the confirmation below will be e-mailed to the account supplied in the registration area. Your e-mail will contain the detailed purchase summary along with an evidence of coverage document(s) and additional certificates requested.

PURCHASE SUMMARY

Application Summary

Application Date:	03/17/2025
Applicant:	Jared Woolsey
Insured:	Escalante Youth Sports
Doing business as (DBA):	
Insured State:	Utah

Teams & Leagues General Liability	\$1,822.82
Total Premium	\$1,822.82

Total Premium	\$1,822.82
RPG Administration Fee	\$20.00
Surplus Lines Tax	\$77.47
Stamping Fee	\$3.28
Total Payment	\$1,923.57
Payment Method	CREDIT CARD
Payment Reference	BH0P5C0353CF

Supplemental Coverage Documents

Purchase Details:

[Final summary](#)

Amateur Sports Teams and Leagues #9YAPG0001334486101

[Evidence of coverage certificate for Escalante Youth Sports](#)

[PRG 4290 - AIG Member Certificate](#)

If you do not have the software to open .pdf files, you can download [Adobe Acrobat Reader for free](#).

[Print This Page](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804		CONTACT NAME: Mass Merchandising Underwriting PHONE (A/C, No, Ext): 1-800-426-2889 FAX (A/C, No): 1-260-459-5105 E-MAIL: info@sportsinsurance-kk.com ADDRESS: PRODUCER CUSTOMER ID:	
INSURED Escalante Youth Sports PO box 21 Escalante, UT 84726 A Member of the Sports, Leisure & Entertainment RPG		INSURER(S) AFFORDING COVERAGE INSURER A: AIG Specialty Insurance Company NAIC # 26883 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W02938851

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			9YAPG0001334486101	04/01/2025 12:01 AM EDT	04/01/2026 12:01 AM	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$1,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMP/OP AGG	\$1,000,000
							PROFESSIONAL LIABILITY	\$1,000,000
							LEGAL LIAB TO PARTICIPANTS	\$1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII			9YAPG0001334486101	04/01/2025 12:01 AM EDT	04/01/2026 12:01 AM	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	MEDICAL PAYMENTS FOR PARTICIPANTS			9YAPG0001334486101	04/01/2025 12:01 AM EDT	04/01/2026 12:01 AM	PRIMARY MEDICAL	
							EXCESS MEDICAL	\$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Legal Liability to Participants (LLP) limit is a per occurrence limit.

Sport(s): Baseball Age(s): 12 and under; Basketball Age(s): 12 and under, 13-15; Cheerleading - Youth Age(s): 12 and under, 13-15; Soccer Youth Age(s): 12 and under, 13-15; Tumbling Age(s): 12 and under, 13-15
See Attached Additional Remarks Schedule

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Michael

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSURED: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas



AIG SPECIALTY INSURANCE COMPANY

A stock company

1271 Ave of the Americas, FL 37, New York, NY 10020-1304
800-225-5244

MEMBER CERTIFICATE - COMMERCIAL GENERAL LIABILITY

The insurer issuing this policy does not hold a certificate of authority to do business in this state and thus is not fully subject to regulation by the Utah Insurance Commissioner. This policy receives no protection from any of the guaranty associations created under Title 31A, Chapter 28, (UC 31A-15-103[8]).

MEMBER'S CERTIFICATE NUMBER: W02938852 DATE: 03/17/2025

THIS CERTIFICATE REPRESENTS INSURANCE PROVIDED IN ACCORDANCE WITH AND FORMS A PART OF FOLLOWING:

MASTER POLICY NUMBER: 9YAPG0001334486101 TERM: FROM 03/01/2025 TO 03/01/2028 at 12:01 A.M.
Standard Time at the mailing address of the Master Policy Holder shown on the Declarations.

FIRST NAMED INSURED (MASTER POLICY HOLDER): Sports, Leisure and Entertainment Risk Purchasing Group

MEMBER NAMED INSURED (MEMBER CERTIFICATE HOLDER) AND MAILING ADDRESS

Name and Mailing Address (No., Street, Town or City, State, Zip Code):

Escalante Youth Sports

PO box 21, Escalante, UT 84726

CERTIFICATE COVERAGE PERIOD

Note: ANY PRIOR CERTIFICATE OR COVERAGE BINDER ISSUED FOR THE POLICY PERIOD INDICATED BELOW IS REPLACED BY THIS CERTIFICATE AND SUCH BINDER OR CERTIFICATE EXPIRES AS OF THE ISSUANCE OF THIS CERTIFICATE.

Effective Date: 04/01/2025 Expiration Date: 04/01/2026 at 12:01 a.m. Standard Time at the Member Named Insured's address shown above

Retroactive Date (if applicable)

This replaces prior Certificate Number:

Plan Administered By

K&K Insurance Group, Inc.
1712 Magnavox Way
Fort Wayne, IN 46804

Contact Information

Name: Mass Merchandising Underwriting
Phone: 1-800-426-2889
Fax: info@sportsinsurance-kk.com
Email: info@sportsinsurance-kk.com

Insurer

AIG SPECIALTY INSURANCE COMPANY
A stock company
1271 Ave of the Americas, FL 37, New York, NY
10020-1304

Producer Name And Mailing Address

K&K Insurance Group, Inc.
1712 Magnavox Way
Fort Wayne IN 46804

Endorsements
Forms and endorsements applying to this Member Certificate at the time of Certificate issue and any additional forms adding, deleting, or amending coverage (if applicable).
Refer to master policy including all state amendatory endorsements applicable to the state of this Member Certificate

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS CERTIFICATE AND THE MASTER POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS CERTIFICATE.

Total Premium \$1,822.82 including endorsements.

MEMBER CERTIFICATE PREMIUMS AND FEES	
Commercial General Liability Premium	\$1,822.82
Terrorism Premium	Included
Surplus Lines Tax	\$77.47
Stamping Fee	\$3.28
Total:	\$1,903.57

Issue Date 03/17/2025

Authorized Representative

Julia D. Oser

This Member Certificate, together with the Coverage Form and any Endorsement(s) attached to the Master Policy, complete the above numbered certificate. Coverage is subject to all terms, conditions, limitations, exclusions, and other provisions contained therein.

Fraud Risk Assessment

Continued

*Total Points Earned: ____/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
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?		5
b. Procurement?		5
c. Ethical behavior?		5
d. Reporting fraud and abuse?		5
e. Travel?		5
f. Credit/Purchasing cards (where applicable)?		5
g. Personal use of entity assets?		5
h. IT and computer security?		5
i. Cash receipting and deposits?		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
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		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
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
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

*Entity Name: _____

*Completed for Fiscal Year Ending: _____ *Completion Date: _____

*CAO Name: _____ *CFO Name: _____

*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

MEMORANDUM OF UNDERSTANDING
BETWEEN
UTAH DEPARTMENT OF TRANSPORTATION
REGION 4
AND
ESCALANTE CITY

This Memorandum of Understanding is entered into as of the effective date (as indicated by the latest signatory below) by and between the Utah Department of Transportation Region 4 (UDOT Region 4) and Escalante City.

WHEREAS, UDOT is the sole owner of two (2) chip piles totaling \$42,247.60; Boulder Yard (532 cubic yards at \$58.671086 per cubic yard for a total of \$31,213.02). Pines Yard (242 cubic yards at \$45.603018 per cubic yard for a total of \$11,035.93.)

NOW, THEREFORE, UDOT Region 4 and Escalante and agree as follows:

- A. UDOT and Escalante City acknowledge that this agreement, allowing Escalante City to purchase the items listed above from UDOT, is valid and applicable.
- B. UDOT and Escalante City acknowledge that the items listed above in this agreement constitute the total transaction of this agreement.
- C. Escalante City will be responsible to pay for chips prior to pick up.
- D. Escalante City will be responsible for picking up and loading the chips at the Boulder UDOT Yard located at SR12 MP 85 in Boulder, UT 84716 and the Pines Yard located at SR12 MP 9.68, W00est of Pine Valley UT, 84781.
- E. Escalante City will pick up items prior to 5:00 PM on Wednesday Apr 30, 2025 .

Utah Department of Transportation Region 4

Kimberly Washburn, ASM UDOT Date

Escalante City

Chad Lyman, Escalante City Council Date



