



City Council Meeting/Work Session

Tuesday, August 26, 2025 at 7:00 pm

Attendees: Mayor Bayley Hedglin, Councilmember Kirk Crowley, Councilmember Ron Skinner, Councilmember Nathan Chamberlain, Councilmember Kevin Dunn, Councilmember George Rice, City Manager Kaeden Kulow, Assistant City Manager Megan Gallegos, City Recorder Melissa Gill

Monticello City Council Meeting

Meeting Location: Hideout Community Center 648 S Hideout Way

1. **Call to Order**
2. **Invocation/Opening Remarks/Pledge of Allegiance**
3. **Public Comment**
4. **Consider for Approval: Building Permit/Nuisance Violation Extension 617 W Oak Crest Dr. (discussion/action)**
5. **Consider for Approval: Resolution 2025-11 Enbridge Gas Service Agreement (discussion/action)**
Roll Call Vote
6. **Consider for Approval: Resolution 2025-12 An Interlocal Agreement with San Juan County for Building Inspection Services (discussion/action)**
Roll Call Vote

Attachments:

- **Resolution 2025-12 Interlocal Agreement - Building Inspections** (Resolution_2025-12_Interlocal_Agreement_-_Building_Inspections.pdf)

7. **Consider for Approval: Resolution 2025-13 A Resolution Of Intent to Submit an Opinion Question to Voters on the 2025 Municipal Election Ballot to Reauthorize the Botanical, Cultural, Zoological Organizations and Facilities Tax (discussion/action)**
Roll Call Vote

Attachments:

- **Resolution 2025-13** (2025.08.26_ZAP_Tax.pdf)

8. **Consider for Approval: Resolution 2025-14 Rules of Order and Procedure for Monticello City Council and Planning Commission Meetings (discussion/action)**
Roll Call Vote

Attachments:

- **Resolution 2025-14 Rules of Order and Procedure** (Resolution_2025-14_Rules_of_Order_and_Procedure.pdf)
- **Rules of Order and Procedure for City Council and Planning Commission** (Rules_of_Order_and_Procedure_for_City_Council_and_Planning_Commission.pdf)

9. Monticello City Airport Update (discussion)

10. Monticello City Unpaved Road Plans Draft Review (discussion/action)

Attachments:

- **Gravel Road Management Plan 250825** (Gravel_Road_Management_Plan_250825.pdf)

11. Consider Questions for General Plan Update Survey (discussion/action)

Attachments:

- **2025-08-26 Proposed Community Survey Questions for Monticello** (2025-08-26_Proposed_Community_Survey_Questions_for_Monticello.pdf)

12. Consider for Approval: Move Consolidated Fee Schedule Updates to Public Hearing (discussion/action)

a. Culinary Water Rates (discussion)

Attachments:

- **Proposed Water Rates FY 26** (Proposed_Water_Rates_FY_26.pdf)

b. Landfill Rates (discussion)

Attachments:

- **Fees Landfill 250825** (Fees_Landfill_250825.pdf)

c. Hideout Golf Course Rates (discussion)

Attachments:

- **Fees Golf Course** (Fees_Golf_Course.pdf)

d. Visitor Center (discussion)

Attachments:

- **Fees Welcome Center 250825** (Fees_Welcome_Center_250825.pdf)

13. Annexation Code Revisions Review (discussion)

Attachments:

- **1 2025 Annex Plan** (1_2025_Annex_Plan.pdf)

- **2 Mont 2025 June A** (2_Mont_2025_June_A.pdf)
- **3 Annx 041525 Special Mtg** (3_Annx_041525_Special_Mtg.pdf)
- **4 Annx 060325 Hearing** (4_Annx_060325_Hearing.pdf)
- **5 Annx 061725 Prelim Response** (5_Annx_061725_Prelim_Response.pdf)
- **7 Annx 070125 Hearing** (7_Annx_070125_Hearing.pdf)
- **8 Tax_Evaluation** (8_Tax_Evaluation.pdf)

14. Follow Up Items (discussion)

15. Administrative Communications

16. Consider Upcoming Agenda Items (action)

Public Hearing Annexation Policy

Public Hearing Consolidated Fee Schedule

17. Adjournment (action)

AUDIO FILE

NOTICE OF SPECIAL ACCOMMODATIONS

THE PUBLIC IS INVITED TO ATTEND ALL CITY MEETINGS In accordance with the Americans with Disabilities Act, anyone needing special accommodations to attend a meeting may contact the City Office, 587-2271, at least three working days prior to the meeting. City Council may adjourn to closed session by majority vote, pursuant to Utah Code §52-4-4 & 5. The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.

Contact: Melissa Gill, Recorder (melissa@monticelloutah.org 435-587-2271) | Agenda published on 08/22/2025 at 2:15 PM

**CITY OF MONTICELLO
RESOLUTION 2025-12**

**AGREEMENT BETWEEN
THE CITY OF MONTICELLO AND SAN JUAN COUNTY
FOR BUILDING INSPECTION SERVICES**

This Agreement is made and entered into pursuant to 11-13-1, Utah Code Annotated, as amended, commonly referred to as the Interlocal Cooperation Act, by and between San Juan County, a body corporate and politic of the State of Utah, hereinafter referred to as “County”, and the City of Monticello, a municipal corporation of the State of Utah, hereinafter referred to as “City”.

WITNESSETH

WHEREAS, City wants a safe and secure environment for its citizens, businesses and all others within the City boundaries; and

WHEREAS, City desires to make the most cost-effective use of tax dollars to provide building inspection services; and

WHEREAS, City feels that the San Juan County Building Department can provide excellent, cost-effective building inspection services within the City boundaries; and

WHEREAS, City is required by State Code to have a licensed building official performing the needed functions of inspections and plan approvals, and requests this role be filled by San Juan County Building Department; and

WHEREAS, City and County have determined that it is mutually advantageous to enter into this Agreement for the San Juan County Building Department to provide building inspection services in the City; and

WHEREAS, it is agreed that the services provided will be paid for by the City as hereinafter set forth and the respectful entities have determined and agree that the amount set forth herein is reasonable, fair and adequate compensation for providing the described building inspection services;

NOW THEREFORE, pursuant to the Utah Interlocal Cooperation Act the parties hereby agree as follows:

SECTION ONE:
AGREEMENT

1.01 The County, through the San Juan County Building Department agrees to furnish building official services and to enforce State laws within the corporate limits of City, to the extent and in the manner hereinafter set forth.

1.02 This Agreement terminates and supersedes any existing building inspection service agreement, whether oral or written, between the parties.

1.03 The concepts set forth in the above recitals are recognized and incorporated as an integral part of this agreement.

1.04 The City Manager and City Planning & Zoning Administrator shall be the administrators of this Agreement.

1.05 The City will enforce all City Codes and ensure land use is appropriate and shall issue stop work orders as necessary.

1.06 The County will designate a deputy and/or an appropriate supervisor as the liaison to the City for the purpose of coordinating the activities of the City of Monticello, attending staff and City Council meetings as reasonably requested, and to oversee the delivery of building inspection services under this agreement.

SECTION TWO: SCOPE OF SERVICES

2.01 The City of Monticello shall be responsible to furnish all personnel for the collection of applications and fees, data input into building software, compliance investigations, communications with County, Stop Work Orders, follow-up communications, as well as any other services in the field of construction that are within the legal power and ability of the City of Monticello to provide.

2.02 The County will furnish all necessary labor, supervision, equipment, vehicles, communication software, copy of fee schedule, and other items of equipment reasonably necessary to provide the services described herein.

2.03 The personnel and equipment furnished by the County will provide responsive, direct services within the normal operating hours of County Administration, Monday through Friday, 8am to 5pm.

2.04 The County will adjust operating hours set in accordance with 2.03, to meet all State current and future state code timeline requirements and deadlines. Provided that the change of operating hours is at the cause from County personnel.

2.05 The City will provide the software for the upload and documentation on the City's Building permits. The County will document its work in the City system along with any attachments to each building permit. If work is accidentally uploaded to the wrong entity building permit software, the respected party must notify the other party within 48 hours to correct the upload to the correct software.

SECTION THREE:
AUTHORITY AND EMPLOYMENT STATUS

3.01 For purposes of liability, County officers or employees shall not be deemed to be City officers or employees except as more fully specified in the Agreement. All building inspection officers employed by the County to perform duties under the terms of this Agreement shall be County employees, and shall have no right to any City pension, civil service, or any other City benefit for services provided hereunder. The County will have full supervision authority over all persons employed to carry out the requirements of this agreement.

SECTION FOUR:
INDEMNIFICATION

4.01 The City shall be responsible for all damages to persons or property that occur as a result of the negligence or fault of the City in connection with the performance of this Agreement. The City shall also defend and indemnify the County for all claims and expenses that arise out of the enforcement of a State law or City ordinance that is deemed to be unlawful or unconstitutional.

4.02 The County shall be responsible for all damages to persons or property that occur as a result of negligence or fault of the County in connection with the performance of this Agreement. The County shall indemnify and hold the City free and harmless from all claims that arise as a result of the negligence or fault of the County, its officers, agents and employees.

4.03 In the event that the City or any of its officers or employees are named as co-defendants with the County or any of its officers or employees in any civil action based upon the delivery of services under the terms of this Agreement, the County agrees to undertake the defense of the City or any of its officers or employees so named under a reservation of rights agreement until such time as they have been successfully dismissed from the action or it has been determined by the County that a conflict of interest exists, at which time City will be notified of its duty to independently undertake and pay for the defense of the City or its officer or employee named as a co-defendant in such civil actions.

SECTION FIVE:
RESPONSIBILITY FOR SALARY AND BENEFITS

5.01 The City shall not assume any liability for the payment of any salaries, wages, employment benefits or other compensation to any County personnel performing services hereunder for the City and will not assume any other employment related liability except as provided for in this Agreement.

5.02 The City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his employment, unless otherwise provided herein, and the County hereby agrees to hold the City harmless against any such claim.

SECTION SIX: TERM OF AGREEMENT

6.01 Unless terminated sooner as provided for herein, this Agreement shall be effective 12:01 am, August 27, 2025, and shall run for a five (5) year period until 12 midnight August 26, 2030.

6.02 In the event the City desires to extend this Agreement for a succeeding five year period, the City Council, by April 15 of the year of the expiration date of this Agreement, shall notify the County Commissioners that it wishes to renew the agreement, whereupon the County Commissioners, not later than May 15, shall notify the City Council in writing of its determination concerning the renewal for an additional five-year period together with any readjusted rates for the new extended agreement and a new agreement shall be executed. If these notifications are not made, this agreement shall expire and shall terminate on the final day of this agreement.

6.03 Notwithstanding the provisions of this Section, either party may terminate this Agreement at any time by giving 180 days prior written notice to the other party. In the event of a termination all services will be carried out to the end of the month, regardless of which party terminates the agreement.

SECTION SEVEN: COMPENSATION FOR SERVICES

7.01 The City agrees to pay to the County the amount set forth in Attachment A, which is attached hereto and incorporated herein by reference, for the services provided pursuant to this agreement. The amount listed on Attachment A includes, but is not limited to: building inspection fee, etc., etc., etc. The City shall pay the amount set forth in Attachment A, as scheduled in this agreement, even during times when a new officer is being recruited, hired, trained, etc. to fill a vacancy under this agreement.

7.02 The City's payments will cover all work required for each permit, including all inspections by the County through completion of the permit. If additional inspections or unplanned adjustments are needed, they will be added to the permit with a note explaining the reason. The City will then collect the additional fees based on the agreed fee schedule.

7.03 The City shall budget for and remit the amounts due to the County at the close of the semi-annual year: June and December. If such payment is not remitted to the

County within 30 days following the end of the quarter, a reminder will be send out from the County inquiring about the payment. Both parties are responsible for tracking the payment amounts due on the semi-annual schedule.

7.04 The compensation paid by the City to the County pursuant to this Agreement shall be used for the services provided pursuant to this Agreement, and County shall not have the authority or right to use such funds for other purposes. Further, the County agrees not to offset the City's present or future budget because of the compensation paid pursuant to this Agreement.

SECTION EIGHT: REPORTS AND RECORDS

8.01 Records will be maintained of all building inspection activity and services in the City and the records will be accessible to the City at all reasonable times. The County will prepare an annual report of building inspections in the City and will review the report annually with City Staff at a meeting upon request. The County will also provide updates to building records within 48 hours of services rendered to the City.

SECTION NINE: COORDINATION

9.01 The City's Manager, City's Mayor, or other designated representatives may confer with the County, and/or his designated contract representatives, to coordinate with the San Juan County Building Department regarding the performance or services under this Agreement, the costs for future periods under this contract, or any other issues related to the services provided under this contract. Such meetings will be subject to the discretion and availability of the Building Department Manager and shall be handled in accordance with County policy.

9.02 All inspections must be requested by the City Planning & Zoning Administrator. The County will schedule each inspection directly with the property owner based on the proper timeline for the requested inspection. Following completion, the County shall document the inspection in the City system within 48 hours.

9.03 The County shall notify the City of any adjustments to the County fee schedule for plan reviews or inspection fees within 1 week of adoption, to allow proper collection of the fees.

SECTION TEN: GOVERNMENTAL OR CITY PROJECTS

10.01 City building projects, plan reviews, and inspections will be paid at the applicable rate set forth in Attachment A.

10.02 County projects within the City's municipal boundary will be requested through the City system and given the same timeline as all other building requests. Fees will be waived for inspections of County projects. Non-inspection-related City fees will still be assessed, unless waived or adjusted by City Council at the County's request.

10.03 Other Governmental projects within the City's municipal boundary will pay the set fees and follow the same process as standard building permits, unless an adjustment is requested of and approved by the City Council and the County Commission.

IN WITNESS WHEREOF The City of Monticello, by resolution duly adopted by its City Council, caused this Agreement to be signed by its Mayor and attested by its Clerk, and San Juan County, by resolution of its County Commissioners, has caused this Agreement to be signed by the Chairman of said Commission and attested by its Clerk, all on the day and year appearing below their respective signatures.

THE CITY OF MONTICELLO

By _____
Mayor Bayley Hedglin

Date _____

ATTEST:

Approved as to form and for compliance
with state law:

City Recorder

City Attorney

BOARD OF COUNTY COMMISSIONERS OF SAN JUAN COUNTY

By _____
Chairman Silvia Stubbs

Date _____

ATTEST:

Approved as to form and for compliance
with state law:

San Juan County Clerk

San Juan County Attorney

Attachment A

County and City have agreed upon the following fee schedule.

Payments to County

Semi-Annual payments in the amount of **\$3,000 (\$6,000 yearly)** will be made by June 30 and December 31 of each year. This will continue for five (5) years as stated in the current contract and on the terms specified in Section Seven, Compensation of Services.

Payment Review

When yearly City Inspections reach over 75 inspections or stay under 35 inspections, a review of this agreement be made to adjust the rate of the semi-annual payment. During such time, the rates will be adjusted based on the cost of the building fees as set by the County. Following years will resume at standard rate as set by the above payment schedule.

Payment Review Process:

Upon recognizing that the inspections have increased or decreased below the above threshold, the recognizing party will notify the other of the finding within one (1) month. Parties will hold a meeting to calculate the new fee based on the assumed average for the remaining year. This meeting may be delayed until later in the year once all building has slowed down for the season.

For Example. In the eighth month, only 20 inspections have occurred. Due to this fact the rate will be reduced to reflect that change based on the remaining inspections to be added to the system (2 permits added with a total of 5 inspections). 5 inspections at \$65 per inspection (as set by the County Fee Schedule) would reduce the remaining balance due to \$325. This amount plus any plan review fees would be the total due for the second yearly payment ($\$130 \times 2 = \$260 + 325 = \$585$ total year end payment) Overage inspections would work in the same way increasingly based on the County inspection and plan review fees.

CITY OF MONTICELLO

RESOLUTION 2025-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONTICELLO PLACING THE PAR TAX REVIEW ON THE 2025
BALLOT**

WHEREAS, the voters of the City of Monticello previously passed a Botanical, Cultural, Zoological Organizations Facilities Tax (ZAP) for their Parks and Recreation programs which is set to expire in 2025; and

WHEREAS, the ZAP tax is a local sales tax of one-tenth of one percent (0.1%) to fund publicly owned or operated recreational facilities such as parks, playgrounds, athletic fields, swimming pools, trail systems, or other facilities used for recreational purposes, and was previously approved by the voters in 2008; and

WHEREAS, the City of Monticello desires to renew the ZAP Tax at the current State mandated rate of 1/10th of 1% sales tax; and

WHEREAS, pursuant to Utah Code Annotated Section 59-12-1402, the City Council of the City of Monticello desires to place the renewal of the ZAP Tax on the November 2025 ballot to allow the citizens to approve or deny the renewal; and

WHEREAS, if renewed, the ZAP Tax would remain at the same amount (1/10th of 1%) at which it is collected presently.

NOW, THEREFORE, BE IT RESOLVED BY THE MONTICELLO CITY COUNCIL THAT:

Section 1. Action: City staff is hereby directed to take any and all necessary actions to place the approval of the renewal of the ZAP Tax at the rate of 1/10th of 1% sales tax on the ballot for the upcoming election.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon its approval by the City Council.

IN WITNESS THEREOF, this Resolution is passed by the Monticello City Council on this 26th day of August, 2025.

Bayley Hedglin, Mayor

ATTEST:

Melissa Gill, CMC, UCC

CITY OF MONTICELLO

RESOLUTION 2025-14

A RESOLUTION ESTABLISHING RULES OF ORDER AND PROCEDURE FOR THE GOVERNING BODIES OF MONTICELLO CITY

WHEREAS, Monticello City recognizes the need to conduct the business of the City in an orderly, fair, and efficient manner; and

WHEREAS, the City Council and the Planning Commission are entrusted with making important decisions affecting the community and its citizens; and

WHEREAS, the establishment of clear rules of order and procedure promotes transparency, consistency, and efficiency in public meetings;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Monticello City, that set rules of order and procedure are hereby established and adopted to govern the meetings of the Monticello City Council and the Monticello City Planning Commission; and

BE IT FURTHER RESOLVED that these rules shall guide the conduct of meetings, ensure orderly discussion, and provide a consistent framework for decision-making in accordance with state law and City ordinances.

This Resolution Shall Become Effective Upon Date of Passage.

PASSED, ADOPTED, AND APPROVED THIS 26TH DAY OF AUGUST 2025.

Bayley Hedglin, Mayor

ATTEST:

Melissa Gill, CMC, UCC

Rules of Order and Procedure for Monticello City Council and Planning Commission Meetings

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Section 1 – Role and Authority of the Council and Commission Chair

1.0 – Role of the Council Chair (Mayor) and Commission Chair

- A.** The Mayor shall serve as Council Chair and preside at all City Council meetings. The Planning Commission may choose a Commission Chair each January to preside at all Planning Commission meetings.
- B.** Shall determine that a quorum is present before transacting business.
- C.** Shall recognize and call upon speakers.
- D.** Shall determine if motions are in order.
- E.** Shall preserve order and enforce the rules of procedures and conduct.
- F.** Open discussion and introduce items listed on the agenda. The Mayor/Commission Chair reserves the right to change the order of the agenda at his/her discretion.
- G.** While the Mayor/Chair has the authority to preserve decorum in meetings, the City Manager is also responsible for the orderly conduct and decorum of all city employees under the City Managers direction and control.

Section 2 – General Information on Public Meetings

2.0 General Rules

- A. Quorum** – The minimum number of City Council members necessary to constitute a quorum is three (3), excluding the Mayor. The minimum number of Planning Commission members to constitute a quorum is two (2).
- B. Attendance** – Excused absence shall be granted to any Council/Commission member when requested in advance.
- C. Robert's Rules of Order** – Robert's Rules of Order, 12th Edition or newer, are adopted and incorporated herein by reference.

2.1 Regular Meetings

- A. Standing Location, Date and Time** – Regular City Council meetings shall be held on the second and fourth Tuesdays of each month beginning at 7:00 pm. Regular Planning Commission meetings shall be held on the first Tuesday of each month beginning at 6:30 pm. Meetings shall be convened in the Hideout Community Center, 648 S Hideout Way, in Monticello City.
- B. Alternate Location, Dates and Times** – The City Council/Planning Commission may elect to meet at alternate locations, dates, and times. Upon such election, public notice shall be given of the change in accordance with Utah State Law.
- C. Cancellation and/or Rescheduling of Meetings** – Any regular meeting may be canceled or rescheduled by a majority vote of the City Council/Planning Commission. The City Recorder shall ensure that any cancellation, alternate date/time or alternate location is published on the City's website or other generally accepted medium, as designated by city ordinance or State Law.

2.1 Monticello 101

A. When determined necessary, the City Council may conduct meetings prior to regular City Council meetings, or on other days approved by the city Council, to allow the City Council to informally review items of interest. The time of the workshop meeting will be posted in accordance with State Code. The City Council may not take formal action on items during the Monticello 101 meeting.

2.2 Special Meetings and Emergency Meetings

A. Consistent with State Law, special meetings may be called at any time by the Mayor, two or more members of the City Council, or the Planning Commission Chair. The City Recorder shall post notice thereof as provided by State Code. Special meetings may be held at any location, if such meetings are conducted in accordance with State Code.

1. At least three hours' notice will be given of any special meeting.
2. An order for the special meeting is to be entered in the minutes of that meeting.

2.3 Notice of Meetings

A. Posting in General Circulation – The City Recorder shall publish in at least one newspaper in general circulation within the city, a statement of dates, times and places of the City Council and Planning Commission meetings for the calendar year. Posting shall occur at least one week prior to the first regular meeting of the calendar year. One additional alternate posting shall be on the City's Website.

B. Posting of the Agenda – The regular City Council and Planning Commission meeting agendas shall be posted by 6:00 p.m., the Friday, four (4) calendar days prior to the next Tuesday regular scheduled meeting. However, urgent or time sensitive agenda items and agenda information may be posted up until 24 hours prior to the City Council/Planning Commission meeting as provided by law. Any emergency items may also be posted up until said 24 hours prior to the City Council meeting as provided by law.

C. Conformity – The City Recorder shall check at reasonable intervals to ensure that these postings remain accurate, are accessible to the public, and conform to State Code.

Section 3 – Agenda Submission Deadlines and Distribution

3.0 – Deadline for Submission and Removal of Agenda Items

A. Deadline for the General Public – All items submitted by the general public to be presented at regular City Council/Planning Commission meetings must be in writing and include all desired supporting documentation and material. The general public deadline for submitting an item to the City Recorder is 1:00 p.m., Tuesday, seven (7) days prior to the next Tuesday regularly scheduled meeting at which the item(s) are to be presented. As an alternative, the general public may raise any item with the City Council/Planning Commission that is not on the agenda, during a regular meeting's public comment section of the agenda.

B. Deadline for City Council – The deadline for a City Council Member/Planning Commissioner to submit an item to the City Recorder is 1:00 pm, Thursday, prior to the next Tuesday meeting, or five (5) days prior to the meeting if the meeting falls on an alternate day of the week. Items, including staff reports and supporting material, submitted by the City Council/Planning Commission to present at the regularly scheduled meeting must be in writing and submitted per the referenced deadlines to ensure sufficient time to complete internal administrative reviews of proposed agenda items.

C. Removal of Agenda Items –

1. Individuals may request the Mayor, Planning Commission Chair, or City Recorder to remove any item they submitted from the agenda at any time.
2. Agenda items may be removed by the Mayor, Planning Commission Chair, or City Manager, if the change occurs more than 24 hours prior to the posted meeting time.
3. In the event items are directed not to be placed on an agenda or removed from an agenda by the Mayor, Planning Commission Chair, City Manager, or City Recorder after posting, the governing body shall be informed of such removal, or directive. Additionally, any such removals after posting shall be reflected in the revised agenda as a redline strikeout notation.
4. Staff Reports are to be independent of edit or modification by members of the governing body prior to their submission to the Recorder and placement on the Council Agenda. If, however, a member of the governing body desires specific information be included in staff reports, such requests shall be directed to the City Manager.

3.1 – Agenda Posting and Material Upload

A. Posting of Agenda – Barring unavoidable difficulties or holidays, Meeting Agendas will be posted 6:00 p.m. Friday, prior to the next Tuesday meeting, or four (4) days prior to the City Council/Planning Commission meeting if the meeting falls on an alternate day of the week. The Meeting Agenda may not be changed, this includes but is not limited to adding, removing or modifying any individual item of the Agenda, within twenty-four (24) hours prior to the Meeting, pursuant to Utah Code 52-4-202, and the Public Notice Website.

B. Media Notification – Media notification shall be accomplished by the City's upload to the Utah Public Notice Website.

3.2 – Agenda Item Information

A. Support Material for Agenda Items – Each agenda item shall be accompanied with any support material needed for Councilmembers/Commissioners to take action.

B. Numbering and Indexing of Agenda Items – All items shall be numbered or lettered sequentially for purposes of consideration of the Agenda.

C. Non-Agenda Items – While matters not on the agenda may be discussed, no final action can be taken on any matter not on the written agenda.

Section 4 – Participation in Public Meetings

4.0 – Councilmembers’/Commissioners’ Right to Speak

A. Requesting to Speak – While each member has the right to speak, the Councilmember/Commissioner must request this right by addressing the Chair. The Chair must recognize any Councilmember/Commissioner who seeks the floor when appropriately entitled to do so. Upon being recognized, the Councilmember/Commissioner may proceed.

B. Staying on Topic – Councilmembers/Commissioners will limit their comments to the subject matter, time or motion being currently considered by the governing body.

C. Interrupting – A Councilmember/Commissioner, when given the floor, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another Councilmember/Commissioner, or unless the speaker chooses to yield a question from another Councilmember/Commissioner. Councilmembers/Commissioners shall not be interrupted in making a motion. Any motion shall be allowed to proceed for a second.

4.1 – City Employees’ Right to Speak

A. City Manager and Administrative Level Officials – The City Manager and any other appointed, administrative level official shall be entitled at all times to any privilege of the floor for the purpose of speaking upon any question that pertains to their duties, responsibilities and authority.

4.2 – General Participation in Public Meetings and Public Hearings

A. Invited to Attend – All are welcome to attend City Council and Planning Commission public meetings and hearings and will be admitted up to the fire safety capacity of the room.

B. Addressing City Council/Planning Commission – The Chair must first recognize any party representing an item on the agenda, desiring to address the governing body. When called upon, the person will approach the podium and state their name to be included in the meeting minutes. If speaking for groups, the name of the group should be stated.

C. General Public Comment to Agenda and non-Agenda Items – There shall be a portion of the City Council/Planning Commission Meeting designated as Public Comments for non-Agenda Items. This segment shall be limited to twenty (20) minutes, total. During this time the public may address non-agenda items to the Council/Commission. Each speaker will be allowed three (3) to five (5) minutes to speak, depending on the amount of public comment requests. (Please refer to Item 4.2 F). Persons representing an agenda item shall confine their remarks to matters related to the agenda item (Please refer to Item 4.2 F).

D. Equitable Time to Speak – To guarantee all persons, on the agenda, and acting as presenters an opportunity to be heard, initially, all such speakers will be given the same amount of time to speak. Presentations shall be limited to twenty (20) minutes each but may be extended or shortened at the discretion of the Chair.

E. Rules of Conduct for the Governing Body – Subject to State Rules, Regulations, or Code, Councilmembers/Commissioners may expel any other Councilmember/Commissioner on a two thirds vote, for acts that in the governing bodies majority opinion, rise to a degree of substantially disrupting the orderly function of the Meeting.

F. Rules of Conduct for the General Public – All comments made must fall within the purview of Monticello City’s Legislative or Administrative Bodies jurisdiction. Members of the audience shall not engage in disorderly or boisterous conduct including the utterance of loud, threatening, or abusive language, clapping, whistling, stamping, or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the meeting unfeasible. Such demonstrations shall not be permitted and those engaged in such conduct will be removed from the meeting room at the discretion of the Chair.

G. Banners and Signs – No placards, banners, or signs will be permitted in the City Council/Planning Commission chamber or in any room in which the City Council/Planning Commission is meeting. Exhibits, displays, and visual aids used in connection with agenda items are permitted.

Section 5 – Motion Procedures

5.0 Motions

A. Any matter that requires a decision shall be brought before the Council/Commission by motion.

1. Other than a Motion to Adjourn, Motions are not permitted during Monticello 101 meetings.

B. A Council Member/Planning Commissioner may call for a motion at any time and shall be recognized by the Chair.

5.1 Allowed Motions

A. There are three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

1. Initial Motion – The initial motion is the one that puts forward and item for the City Councils/Planning Commissions consideration. An initial motion might be: “I move that we adopt...”. The commencement of an initial motion suspends debate. The Chair shall recognize the motion and allow for the opportunity of a second, at which point, there may be discussion on the motion by the Council/Commission, but no further public comment. If there is not second, or a motion is defeated, debate may continue unless, or until there is another motion offered.

2. Motion to Amend – If a Councilmember/Commissioner wants to change the initial motion that is before the City Council/Planning Commission, they would move to amend it. A motion to amend might be: “I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows...”. A motion

to amend takes the initial motion that is before the Council/Commission and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

3. Substitute Motion – If a Councilmember/Commissioner wants to completely do away with the initial motion that is on the floor and put a new motion before the Council/Commission, they would make a substitute motion. A substitute motion might be: “I move that we refer ordinance number 10-1 to the Planning Commission for its recommendation”.

5.2 Allowed Number of Motions on the Floor at the Same Time

A. There can be up to three motions on the floor at the same time and no more than three. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

5.3 Motions Not Debatable

A. The following motions are not debatable – a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

5.4 Reconsidering a Motion

A. A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider.

1. Timing – A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council/Planning Commission if the item is properly placed on the agenda.

2. A motion to reconsider cannot be made at a special meeting of the Council/Commission unless the number of members present at the special meeting equals or exceeds the number present at the meeting when the action was approved.

3. A motion to reconsider can only be made by a member who voted in the majority on the original motion.

Section 6 – Voting Procedures

6.0 Council/Commission Voting

A. Methods of Voting – As prescribed by State Law, a roll call vote is to be taken for all ordinances, resolutions, and any action that creates a liability to the City. Each Councilmember's/Commissioner's vote must be clearly set for the record. No member shall address the Chair or demand the floor while a vote is being taken. Every resolution or ordinance shall be in writing before the vote is taken.

B. Abstention – Every Councilmember/Commissioner present has the right to abstain from voting. Abstentions are the equivalent to a no vote when determining the outcome of the vote since it takes three (3) votes to pass any matter in City Council meetings and two (2) votes to pass any matter in Planning Commission meetings.

C. Voting Results – The Chair shall announce the results of the voting, and state whether the matter voted upon passed or failed.

D. Minimum Vote Required – The minimum number of yes votes required for passing of any ordinance or resolution or to take any action, unless otherwise prescribed by State Law, is a majority of the voting members of the Council/Commission. Any ordinance, resolution or motion of the City Council/Planning Commission having fewer favorable votes than required is defeated and invalid.

E. Voting by the Mayor – The Mayor is a non-voting member of the City Council except as provided by State Law: Utah State Code 10-3b-302

1. The Mayor by State Law may vote on each matter for which there is a tie vote of the other Councilmembers present; or when the Council is voting on:

- a. Whether to appoint or dismiss a municipal manager; or
- b. An ordinance that enlarges or restricts the Mayor's powers, duties, or functions.

F. Tie Vote – A tie vote results in a lost motion. In such an instance, any member of the City Council/Planning Commission may offer a motion for further action. If there is no affirmative vote, the result is no action. A vote of 2-2 with one abstention in City Council and a vote of 1-1 with one abstention in Planning Commission means the motion fails. Only when one City Councilmember is absent and the vote is 2-2, the Mayor is entailed to vote.

Section 7 – Order of Business for Regular Meetings

7.0 General Order for City Council

A. City Council Meetings will be generally conducted in the following order, unless otherwise specified.

1. Call to Order
2. Invocation/Opening Remarks/Pledge of Allegiance
 - a. Approval of the minutes of previous meetings (1st meeting of each month)
 - b. Approval of bills as paid (1st meeting of each month)
3. Public Comment
4. General Business/Action Items
5. Follow Up Items
6. Administrative Communications
7. Consider Upcoming Agenda Items
8. Adjournment

7.1 General Order for Planning Commission

A. Planning Commission Meetings will be generally conducted in the following order, unless otherwise specified.

1. Call to Order
2. Approval of the minutes of previous meetings
3. Public Comment
4. General Business/Action Items
5. Administrative Communications
6. Consider Upcoming Agenda Items
7. Adjournment

7.2 Standard Adjournment

A. The hour of adjournment is 10:00 p.m. and will not continue beyond that time without a majority vote of the City Council/Planning Commission.

1. To assist in making the determination to continue past the hour of adjournment, the Council/Commission may determine if deliberation could be concluded by 10:30 p.m. and continue to that time. Otherwise, all items remaining after the hour of adjournment will be deferred until the next scheduled meeting.

Order of Business for Public Hearings

8.0 – General Order

A. Public Hearings will generally be conducted in the following order, unless otherwise specified by Council/Commission.

B. Notice of statutory Public Hearings will be posted as required by Law. Additional or voluntary Public Hearings should be noticed as practicable or as can be reasonably accommodated.

C. The members of the City Council/Planning Commission will receive a staff report on the matter in the agenda packet prior to the meeting. This provides the Council with an opportunity to study the staff report, which will become part of the Public Hearing record, and to become familiar with the item prior to the Public Hearing.

D. When the Public Hearing is called, staff will summarize the matter as contained in the staff report or request a continuation to a future meeting. The City Council may ask staff questions for clarification.

E. The Chair opens the Public Hearing.

F. Subject to reasonable administrative procedures, all members of the public should be given the opportunity to speak during the Public Hearing. General comments and questions from the public may be limited to a maximum of five (5) minutes per person, however, the spokesperson for larger groups may be allowed up to ten (10) minutes (time permitting).

Individuals or groups shall not be allowed to defer any portion of their time to other speakers.

G. No repetitive or redundant testimony is allowed.

1. A speaker shall not present the same or substantially the same items or arguments to the Council/Commission repeatedly or be repetitious in presenting their oral comments.

2. To expedite matters and to avoid repetitious presentations, the designation of a spokesperson is encouraged. Any group of individuals wishing to address the Council/Commission on the same subject matter is encouraged to designate a spokesperson. With the consent of the Council/Commission, the Chair may extend the time allocations for a designated spokesperson as needed.

H. Following each presentation, members of the City Council/Planning Commission may question the speaker(s) for clarity of comments.

I. When all parties have been heard and there are no additional requests to speak the Chair shall close the Public Hearing.

J. Upon completion of public comment, the Council/Commission shall be allowed to deliberate and discuss without interruption.

K. If the Council/Commission raises new issues through deliberation and seeks in its discussion to take additional public testimony, the Public Hearing may be reopened. At the conclusion of additional public testimony, the Chair shall again close the Public Hearing.

L. Any member of the Council/Commission may make a motion to:

1. Continue the Public Hearing to a future date to allow for further study/discussion; or

2. Close the Public Hearing and do one of the following:

a. Approve the matter as submitted,

b. Conditionally approve the matter with certain revisions,

c. Deny the matter, or

d. Deny the matter without prejudice (this action will allow the applicant to re-file without waiting a specified time period and will permit the waiver of any required fees).

M. The applicant may withdraw the matter at any time before a vote is taken by the City Council/Planning Commission.



Internal Management Plan For Unpaved Streets

Created On: August 11, 2025

Reviewed & Updated: August 25, 2025

This plan has been created to outline the specific needs and care required of unpaved roads within the City of Monticello. As this is an internal management plan it is still subject to the constraints of all other City departments (such as financial, personnel, and weather). Unpaved roads are under the operations and directions of the Streets department and will coordinate the following outline into the overall capital plan of City roads.

After a thorough review of City Council meeting minutes from 1991-2016, staff have seen that no past promises to pave any unpaved roads within a specific time frame have been made. Jokingly the only data that could be found promising the possibility of adding 500 N to the paving list was in the 2045 plan (which was never created as current plans are still only out about 10 years). Beyond that comment no mention of paving these roads or changes from the current design has ever been stated in a public meeting that we have records of. The City has acknowledged all roads that are listed below as being roads of the city and under their care.

City of Monticello Unpaved Roads:

Road:	Distance:	Type:
Pinion Drive	.25 miles	Gravel/Road Base
Clay Hill Drive	.45 miles	Gravel/Road Base
Mill Site Access	.46 miles	Gravel/Road Base
Woodland Way	.14 miles	Gravel/Road Base
Golf Course Lane	.17 miles	Gravel/Road Base
East Eldredge Drive	.06 miles	Gravel/Road Base
Heritage Lane	.20 miles	Gravel/Road Base
200 W	.05 miles	Gravel/Road Base
400 S	.11 miles	Gravel/Road Base
450 E	.38 miles	Gravel/Road Base
500 N	.24 miles	Gravel/Road Base
575 N	.05 miles	Gravel/Road Base

1100 East	.08 miles	Gravel/Road Base
1300 East	.26 miles	Gravel/Road Base
Taylor Lane	.13 miles	Gravel/Road Base
Horse Head Drive	.5 miles	Gravel/Road Base
Pehrson Road	.14 miles	Gravel/Road Base
Pehrson Lane	.13 miles	Gravel/Road Base
Total Roads	3.80 miles	Gravel/Road Base

Based on the above 3.80 miles of road the city staff recommend that the following plan be used for all future maintenance on the gravel/road base roads. Each of the following can be adjusted based on the constraints listed above.

- Yearly grading will be completed on each road (with an exemption for roads treated with an overlay where grading the road will negatively impact the road).
- Yearly inspection of City Installed Drainage will be made along with adjustments to ensure no degradation to the roads or surrounding property.
 - Property owners are responsible for any maintenance on self-installed drainage culverts or pipes, including clearing drainage areas after road work or winter plowing has accrued.
- Every 3 to 5 years apply road base as needed to ensure the integrity of the road.
- Every 3 to 10 years, an application will be made to the road to aid in a longer lasting road (such as mag chloride or other applications as they become available).

At this time no improvements beyond the maintenance listed above have been recommended due to the barrier of cost with consideration of the income constraints of the city. This will need to be reviewed on a 5–10-year cycle with the Streets Capital Road Plan for improvements across the whole city. The above recommendations fall into line with all other street maintenance costs to ensure that everyone in the city are receiving the same tax benefits.

Proposed Community Survey Questions for Monticello's General Plan Update

Name (Optional)

Gender

Age

Income

Household Size

Do you live in Monticello full time, seasonal, or in San Juan County but are invested in our city?

1) Are you interested in local government and what would you like to know?

2) Do you regularly participate in activities in Monticello and if so, which ones and how?

Volunteer (Fire Department, Youth Sports, Adult Sports, Rec Committee, Parks and Beautification, Golf Course, City Clothing Drive, Other) – Participant – Organizational

3) Please rank the following city services in order of importance to you:

Sewer	Water	Sanitation	Streets	Tourism
Economic Development	Youth Recreation	Adult Recreation	Landfill	
Parks	Community Events	Code Enforcement		
Pool	Golf Course	Walking/Biking Trails	Emergency Services	

4) Why did you choose your top 3?

5) What do you enjoy about our community?

6) What do you feel is missing in our community?

7) Do you feel the City is transparent regarding all public meetings and actions?

8) What is your preferred method of communication from the City?

Social Media (Website/Facebook)	Text Messaging	Email
Public Postings (Library/Post Office/City Office/Hideout Community Center)		

9) Do you know how to read your secondary water meter and do you understand the format of your utility bill?

Utility Fees	Current Rates	Recommended Rates	% Change
Culinary Water Rate (Residential)			
Fixed Facilities Fee - Monthly	\$ 28.60	\$ 31.46	10%
0-5,999 gallons (per 1,000 gallons)	\$ 1.45	NA	
6,000-20,999 gallons (per 1,000 gallons)	\$ 2.00	NA	
0-9000 gallons (per 1,000 gallons)	-	\$ 1.60	
9001-20000 gallons (per 1,000 gallons)	-	\$ 2.20	
21,000-30,999 gallons (per 1,000 gallons)	\$ 3.00	NA	
20001-30000 gallons (per 1,000 gallons)	-	\$ 10.00	
31,000-50,999 gallons (per 1,000 gallons)	\$ 4.00	NA	
51,000-60,999 gallons (per 1,000 gallons)	\$ 5.00	NA	
>61,000 gallons (per 1,000 gallons)	\$ 50.00	NA	
>30000 gallons (per 1,000 gallons)	-	\$ 25.00	
Culinary Water Rate (Residential No 2nd Available - City)			
Fixed Facilities Fee - Monthly	\$ 28.60	\$ 31.46	10%
0-5,999 gallons (per 1,000 gallons)	\$ 1.45	NA	
6,000-20,999 gallons (per 1,000 gallons)	\$ 2.00	NA	
0-9000 gallons (per 1,000 gallons)	-	\$ 1.60	
9001-20000 gallons (per 1,000 gallons)	-	\$ 2.03	
21,000-30,999 gallons (per 1,000 gallons)	\$ 1.00	\$ 1.10	10%
31,000-50,999 gallons (per 1,000 gallons)	\$ 1.50	\$ 1.65	10%
51,000-60,999 gallons (per 1,000 gallons)	\$ 5.00	\$ 10.00	100%
>61,000 gallons (per 1,000 gallons)	\$ 50.00	\$ 55.00	10%
Culinary Water Rate(Residential County)			
Fixed Facilities Fee - Monthly	\$ 57.20	\$ 62.92	
0-5,999 gallons (per 1,000 gallons)	\$ 2.90	NA	
6,000-20,999 gallons (per 1,000 gallons)	\$ 4.00	NA	
0-9000 gallons (per 1,000 gallons)	-	\$ 3.20	

9001-20000 gallons (per 1,000 gallons)	-	\$	4.40	
21,000-30,999 gallons (per 1,000 gallons)	\$ 6.00		NA	
20001-30000 gallons (per 1,000 gallons)	-	\$	20.00	
31,000-50,999 gallons (per 1,000 gallons)	\$ 10.00		NA	
51,000-60,999 gallons (per 1,000 gallons)	\$ 20.00		NA	
>61,000 gallons (per 1,000 gallons)	\$ 50.00		NA	
>30000 gallons (per 1,000 gallons)	-	\$	50.00	

Culinary Water Rate (Commercial City)

Fixed Facilities Fee - Monthly	\$	34.45	\$	37.90	10%
0-5,000 gallons (per 1,000 gallons)	\$	1.45	\$	1.60	10%
5,001-10,000 gallons (per 1,000 gallons)	\$	1.70	\$	1.87	10%
10,001-75,000 gallons (per 1,000 gallons)	\$	2.00	\$	2.20	10%
75,001-320,000 gallons (per 1,000 gallons)	\$	2.25	\$	2.48	10%
>320,000 gallons (per 1,000 gallons)	\$	50.00	\$	55.00	10%

Culinary Water Rate (Commercial County)

Fixed Facilities Fee - Monthly	\$	88.50	\$	79.23	-10%
0-5,000 gallons (per 1,000 gallons)	\$	1.45	\$	3.19	120%
5,001-10,000 gallons (per 1,000 gallons)	\$	1.70	\$	3.74	120%
10,001-75,000 gallons (per 1,000 gallons)	\$	2.00	\$	4.40	120%
75,001-320,000 gallons (per 1,000 gallons)	\$	2.25	\$	4.95	120%
>320,000 gallons (per 1,000 gallons)	\$	50.00	\$	110.00	120%

Culinary Water Rate(Landlord Master)

Fixed Facilities Fee - Monthly	\$	-	\$	-	
0-5,000 gallons (per 1,000 gallons)	\$	1.45	\$	1.60	10%
5,001-15,000 gallons (per 1,000 gallons)	\$	2.00	\$	2.20	10%
15,001-20,000 gallon (per 1,000 gallons)	\$	10.00	\$	11.00	10%
20,001-30,000 gallons (per 1,000 gallons)	\$	50.00	\$	55.00	10%
>30,001 gallons (per 1,000 gallons)	\$	75.00	\$	82.50	10%

Culinary Water Rate (Industrial City)		
Fixed Facilities Fee	\$ 34.45	Changing to Commercial
0-5,000 gallons (per 1,000 gallons)	\$ 1.45	Changing to Commercial
5,001-10,000 gallons (per 1,000 gallons)	\$ 1.70	Changing to Commercial
10,001-75,000 gallons (per 1,000 gallons)	\$ 2.00	Changing to Commercial
75,001-320,000 gallons (per 1,000 gallons)	\$ 2.25	Changing to Commercial
>320,000 gallons (per 1,000 gallons)	\$ 50.00	Changing to Commercial

Culinary Water Rate (Institutional City)			
Fixed Facilities Fee - Monthly	\$ 34.45	\$ 37.90	10%
0-5,000 gallons (per 1,000 gallons)	\$ 1.45	\$ 1.60	10%
5,001-10,000 gallons (per 1,000 gallons)	\$ 1.70	\$ 1.87	10%
10,001-100,000 gallons (per 1,000 gallons)	\$ 2.00	\$ 2.20	10%
100,001-200,000 gallons (per 1,000 gallons)	\$ 2.50	\$ 2.75	10%
200,001-300,000 gallons (per 1,000 gallons)	\$ 3.00	\$ 3.30	10%
300,001-400,000 gallons (per 1,000 gallons)	\$ 4.00	\$ 10.00	150%
>400,001 gallons (per 1,000 gallons)	\$ 50.00	\$ 55.00	10%

Culinary Water Rate (Institutional County)			
Fixed Facilities Fee - Monthly	\$ 68.90	\$ 75.80	10%
0-5,000 gallons (per 1,000 gallons)	\$ 1.45	\$ 3.20	121%
5,001-10,000 gallons (per 1,000 gallons)	\$ 1.70	\$ 3.74	120%
10,001-100,000 gallons (per 1,000 gallons)	\$ 2.00	\$ 4.40	120%
100,001-200,000 gallons (per 1,000 gallons)	\$ 2.50	\$ 5.50	120%
200,001-300,000 gallons (per 1,000 gallons)	\$ 3.00	\$ 6.60	120%
300,001-400,000 gallons (per 1,000 gallons)	\$ 4.00	\$ 20.00	400%
>400,001 gallons (per 1,000 gallons)	\$ 50.00	\$ 110.00	120%

Culinary Water Rate(Construction)			
Fixed Facilities Fee - Monthly	\$ 34.45	\$ 37.90	10%

0-5,000 gallons (per 1,000 gallons)	\$ 12.50	\$ 13.75	10%
>50,000 gallons (per 1,000 gallons)	\$ 15.00	\$ 16.50	10%

Culinary Water Rate (Pasture City)

Fixed Facilities Fee - Monthly	\$ 28.60	\$ 31.46	10%
0-5,999 gallons (per 1,000 gallons)	\$ 1.45	NA	
6,000-20,999 gallons (per 1,000 gallons)	\$ 2.00	NA	
0-9000 gallons (per 1,000 gallons)	-	\$ 1.60	
9001-20000 gallons (per 1,000 gallons)	-	\$ 2.20	
21,000-30,999 gallons (per 1,000 gallons)	\$ 3.00	NA	
20001-30000 gallons (per 1,000 gallons)	-	\$ 10.00	
31,000-50,999 gallons (per 1,000 gallons)	\$ 4.00	NA	
51,000-60,999 gallons (per 1,000 gallons)	\$ 5.00	NA	
>61,000 gallons (per 1,000 gallons)	\$ 50.00	NA	
>30000 gallons (per 1,000 gallons)	-	\$ 25.00	

Example Rate with New Water Fees:

Average Household using 5,000 gallons		
	Old Rates	\$35.85
	New Rates	\$39.46
	Increase of 10%	\$3.61

Usage for Culinary Water 2024:

Rate	Total Charges	Total Usage (In 1,000 gallons)
WA-Residential - City	\$ 276,604.28	29,086
WA-Residential - No 2W Available	\$ 28,960.58	4,816
WA - Residential - County	\$ 2,172.30	80
WA - Commercial - City	\$ 60,515.71	13,698
WA - Commercial - County	\$ 1,065.62	2
WA - Landlord Master	\$ 4,122.20	2,177
WA-Industrial-City	\$ 5,740.65	1,710
WA-Institutional-City	\$ 44,695.80	8,138
WA-Institutional -County	\$ 3,298.11	69
WA - Construction	\$ 8,886.55	528
WA-Pasture	NA	NA
	\$ 436,061.80	60,304

Does not include forgiveness

Landfill Rates			
Escort Fee			
Fee for visit to the landfill outside operating hours		\$ 25.00	Discontinue
Uncovered Load Fee			
Fee for visiting the landfill without a covered & secured load		Double the Load Cost or \$10 which ever is greater	
City Residents	Transfer Bin Pricing - City Residents		
	Minimum Charge-any type of trash	\$	25.00
	Punch pass	\$	25.00
	Pick up truck or car load	\$	25.00
	Single axle trailer only	\$	25.00
	Double axle trailer only or (est 10YD)	\$	40.00
	Pick up and single axle trailer or (est 15YD)	\$	75.00
	Pick up and double axle trailer or (est 20YD)	\$	100.00
	Larger Vehicles than listed above	\$15/cuyd	
	Landfill Items - City Residents		
	Clean non-hazardous dirt	\$	-
	Yard waste (clean wood materials)	\$	-
	Metals(recyclable)	\$	-
	Construction & Demo Pricing - City Residents		
	Minimum Charge-Const.& Demo	\$	15.00
	Pick up load (5 cuyd or less)	\$	15.00
	Pick up and single axle trailer (10 cuyd)	\$	30.00
	Dual axle truck or trailer (15 cuyd)	\$	45.00
	Larger trucks or trailers (20 cuyd)	\$	100.00
	Commercial semi trailers (End dump/Side dump)	\$	200.00

Any Recommended boxes that are blank mean pricing will remain the same for next year and have only been included for reference.

Miscellaneous Items - City Residents		
Electronics:		
Large Items(<24" TV, copy machines, microwaves, etc.)	\$ 15.00	
Med Items (copier, stereo, vcr, DVD player, computer, etc.)	\$ 8.00	
Small Items (calculators, handheld radios, etc.)	\$ 8.00	
Mattresses & Box Springs (each)	\$ 20.00	
Tires - City Residents		
Car or pickup tire	\$ 6.00	
on rim	\$ 15.00	
Large or semi tires	\$ 20.00	
on rim	\$ 40.00	
Tractor tires	\$ 100.00	
on rim	\$ 120.00	
Appliances - City Residents		
Non Evacuated freezer, refrigerator, & AC Units	\$ 80.00	
Washers, dryers, water heaters, swamp coolers, ranges, etc.	\$ 30.00	\$ 5.00
County Residents	Transfer Bin Pricing - County Residents	
	Minimum Charge-any type of trash	\$ 50.00
	Punch pass	\$ 50.00
	Pick up truck or car load	\$ 50.00
	Single axle trailer only	\$ 50.00
	Double axle trailer only or (est 10YD)	\$ 80.00
	Pick up and single axle trailer or (est 15YD)	\$ 150.00
	Pick up and double axle trailer or (est 20YD)	\$ 200.00
	Larger Vehicles than listed above	\$25/cuyd
Landfill Items - County Residents		
	Clean non-hazardous dirt	\$ -
	Yard waste (clean wood materials)	\$ 5.00 \$ 10.00
	Metals(recyclable)	\$ - \$ 10.00

Any Recommended boxes that are blank mean pricing will remain the same for next year and have only been included for reference.

Construction & Demo Pricing - County Residents		
Minimum Charge-Const.& Demo	\$ 30.00	\$ 40.00
Pick up load (5 cuyd or less)	\$ 30.00	\$ 40.00
Pick up and single axle trailer (10 cuyd)	\$ 60.00	\$ 70.00
Dual axle truck or trailer (15 cuyd)	\$ 90.00	\$ 100.00
Larger trucks or trailers (20 cuyd)	\$ 200.00	
Commercial semi trailers (End dump/Side dump)	\$ 400.00	
Miscellaneous Items - County Residents		
Electronics:		
Large Items(<24" TV, copy machines, microwaves, etc.)	\$ 30.00	
Med Items (copier, stereo, vcr, DVD player, computer, etc.)	\$ 16.00	
Small Items (calculators, handheld radios, etc.)	\$ 16.00	
Mattresses & Box Springs	\$ 30.00	
Tires - County Residents		
Car or pickup tire	\$ 12.00	
on rim	\$ 30.00	
Large or semi tires	\$ 40.00	
on rim	\$ 80.00	
Tractor tires	\$ 200.00	
on rim	\$ 240.00	
Appliances - County Residents		
Non Evacuated freezer, refrigerator, & AC Units	\$ 160.00	
Washers, dryers, water heaters, swamp coolers, ranges, etc.	\$ 60.00	\$ 10.00

Golf		Current	Recommended
Local Green Fees			
Adult - 9 Hole	\$	18.00	\$ 22.00
Adult - 18 Hole	\$	30.00	\$ 34.00
Adult - Season Pass	\$	425.00	\$ 475.00
Senior - 9 Hole	\$	16.00	\$ 20.00
Senior - 18 Hole	\$	24.00	\$ 28.00
Senior - Season Pass	\$	375.00	\$ 425.00
Junior - 9 Hole	\$	7.00	\$ 7.00
Junior - 18 Hole	\$	10.00	\$ 10.00
Junior - Season Pass	\$	75.00	\$ 75.00
Local Cart Fees			
Per Person - 9 Hole	\$	8.00	\$ 9.00
Per Person - 18 Hole	\$	16.00	\$ 18.00
Per Person - Season	\$	400.00	\$ 425.00
Personal Cart Trail Fee			
Per Person - 9 Hole	\$	5.00	\$ 5.00
Per Person - Season	\$	175.00	\$ 200.00
Punch Pass			
20 Play (18 Holes)	\$	300.00	\$ 350.00
10 Play (9 Holes)	\$	150.00	\$ 175.00
Season Pass			
Golf Team	\$	50.00	\$ 75.00
Couple	\$	700.00	\$ 800.00
Punch Pass with Cart			
20 round (18Holes)	\$	360.00	\$ 475.00
10 round (9 Holes)	\$	180.00	\$ 250.00

Any Recommended boxes that are blank mean pricing will remain the same for next year and have only been included for reference.

Western Slope Pass		
Pass Cost	\$ 35.00	\$ 40.00
Hideout Card	\$ 50.00	\$ 60.00
Non-Resident Green Fees		
Adult - 9 Hole	\$ 25.00	\$ 27.00
Adult - 18 Hole	\$ 41.00	\$ 45.00
Senior - 9 Hole	\$ 22.00	\$ 24.00
Senior - 18 Hole	\$ 32.00	\$ 36.00
Non-Resident Cart Fee		
Per Person - 9 Hole	\$ 9.00	\$ 9.00
Per Person - 18 Hole	\$ 18.00	\$ 18.00
Holiday Green Fees		
Adult - 9 Hole	\$ 28.00	\$ 30.00
Adult - 18 Hole	\$ 46.00	\$ 50.00
Senior - 9 Hole	\$ 25.00	\$ 27.00
Senior - 18 Hole	\$ 35.00	\$ 39.00

Welcome Center	
Fees	
Locals Corner (6 - 12 Month Contract)	\$20 per month
RV Water	\$ 5.00
Water per 5 gallons	\$ 1.00

DRAFT ANNEXATION POLICY PLAN

City of Monticello, Utah

The annexation policy plan was prepared in accordance with the provisions of Utah Code Title 10, Chapter 2, Part 4, Annexation, as of the date of approval of this plan. The plan addresses the criteria and relevant matters required by Utah code and was prepared following the procedures specified in state code.

A. Requests For Annexation

- (1) The City will receive annexation proposals only through submission of an annexation petition. (UT 10-2-402(2) and 10-2-403(1)).
- (2) Petitions for annexation must follow the requirements at UT 10-2-403. Failure to meet the requirements at UT 10-2-403 will result in the City's refusal to consider the annexation proposal.
- (3) Petitions that conform to UT 10-2-403 will be accepted or denied by the City in accord with UT 10-2-405 and this Annexation Policy Plan.
- (4) The city may annex an unincorporated area without an annexation petition if the action meets the requirements at UT 10-2-418.

B. Expansion Area Defined

- (1) As part of its on-going effort to plan and prepare for responsible growth, the City of Monticello has identified undeveloped territory in San Juan County that is adjacent to present City boundaries that could, at some time in the future, be a part of the City. (UT 10-2-401.5(3)(b)(i))
- (2) The area proposed for future annexation is not bordered by any other municipality and no urban development is found within 1/2 mile of the city boundary. (UT 10-2-401.5(3)(c))
- (3) The expansion area is more than 5,000 feet from the centerline of the nearest airport runway. (UT 10-2-402(6)(b))
- (4) The expansion area is depicted on the attached map, Monticello City Expansion Area, which is herewith made a part of the Annexation Policy Plan. (UT 10-2-401.5(3)(a))

C. Criteria for Evaluating Area Proposed for Annexation

- (1) Areas to be annexed must fall within the area designated for future expansion on the Monticello City Expansion Area map. If the proposed area for annexation is outside of the current expansion area, the City shall deny the proposal. (UT 10-2-402(1)(b)(iv))
- (2) Areas to be annexed must be compatible with the City's character, which is currently mixed residential, commercial, industrial, and agricultural. The City envisions many opportunities for growth and will consider annexation proposals broadly. (UT 10-2-401.5(3)(b)(i))
- (3) An area proposed for annexation must be a contiguous area. (UT 10-2-402(1)(b))
- (4) Areas to be annexed must be contiguous to the corporate limits of the City of Monticello at the time of the submission of an annexation request. (UT 10-2-402(1)(b))
- (5) Areas to be annexed shall not leave or create an unincorporated island or unincorporated peninsula, unless San Juan County and the City have otherwise agreed. If an unincorporated island or peninsula existed before annexation, the city may consider the proposed annexation if it will reduce the size of the unincorporated island or

peninsula. The city may consider annexation of an unincorporated island or unincorporated peninsula when criteria at 10-2-401(1)(c) or 10-2-418(3) of Utah Code are met.

(6) Annexation cannot include only part of a parcel of real property and exclude part of the same parcel unless the parcel owner has signed the annexation petition. Boundaries of areas proposed for annexation shall follow boundaries of existing parcels and special districts, to the extent practicable and feasible. (UT 10-2-403(5)).

(7) Areas to be annexed cannot include areas or parts of areas that were previously proposed for annexation and not denied, rejected, or granted. (UT 10-2-403(4))

(8) The City shall not annex territory for the sole purpose of acquiring revenue. (UT 10-2-402(4))

(9) The City shall exclude from the annexed area rural real property when the owner of the rural real property has not signed the petition for annexation or has not given written consent to include the rural real property under his or her ownership. (UT 10-2-408(2)(a))

D. Criteria for Evaluating Extension of City Services

(1) For the City to provide culinary water to the area proposed for annexation, an existing City water line must be located near enough to the proposed area that water service can be reasonably extended without exceeding the City's capacity to treat water. If no existing water line is available, the City will consider whether the proposed area is within the City's plan for expansion of the water system. If the proposed area is not within the City's plan for culinary water expansion, the City may deny the annexation request. (UT 10-2-401.5(3)(b)(ii))

(2) For the City to provide sewer service to the area proposed for annexation, an existing City sewer line must be located near enough to the proposed area that sewer service can be reasonably extended without exceeding the treatment plant capacity. If no existing sewer line is available, the City will consider whether the proposed area is within the City's plan for expansion of the sewer system. If the area is not within the City's plan for sewer system expansion or the proposed annexation would exceed treatment plant capacity, the City may deny the annexation request. (UT 10-2-401.5(3)(b)(ii))

(3) The proponent of the annexation proposal will work with the City's electrical provider if electrical service is needed within the area proposed for annexation. (UT 10-2-401.5(3)(b)(ii))

E. Consideration of Anticipated Consequences

(1) The City will include in its deliberations the projected population growth or loss in the City over the next 20 years. In conjunction with the City's general plan, the City will consider the need for land suitable for residential, commercial, and industrial development over the next 20 years. (UT 10-2-401.5(4)(b,d))

(2) The City will estimate the tax consequences to property owners of accepting the annexation proposal on (a) the residents within the current City boundary, and (b) residents within the area proposed for annexation. (10-2-405.1(3)(b)(v))

(3) The City will consider the current and projected costs of infrastructure, City services, and public facilities necessary for (a) full development of the area currently within the corporate boundary, and (b) expanding the infrastructure, services, and facilities into the area proposed for annexation. (UT 10-2-401.5(4)(c))

(4) If the area proposed for annexation includes land to be used for agricultural, wildlife management, or recreational purposes, the City will explain why it would allow these uses within the corporate boundary. (UT 10-2-401.5(4)(e))

E. Interests of Affected Entities

DRAFT City of Monticello Annexation Policy Plan

(1) The affected entities pertaining to annexation proposals are San Juan County, San Juan School District, San Juan Water Conservancy District, San Juan Transportation District, and any properties adjacent to or included within the annexation proposal.

(2) For each annexation proposal the petitioner shall file a notice of intent to file a petition with the city recorder and all affected entities. (UT 10-2-403(2)(a,b))

(3) For each annexation proposal San Juan County shall fulfill its role under UT 10-2-403(2)(b).

(4) Failure of either the petitioner or San Juan County to follow the requirements of UT 10-2-403 shall result in the City's refusal to accept a petition.

APPROVED by Monticello City Planning Commission and forwarded to the Monticello City Council this _____ day of _____, 2025.

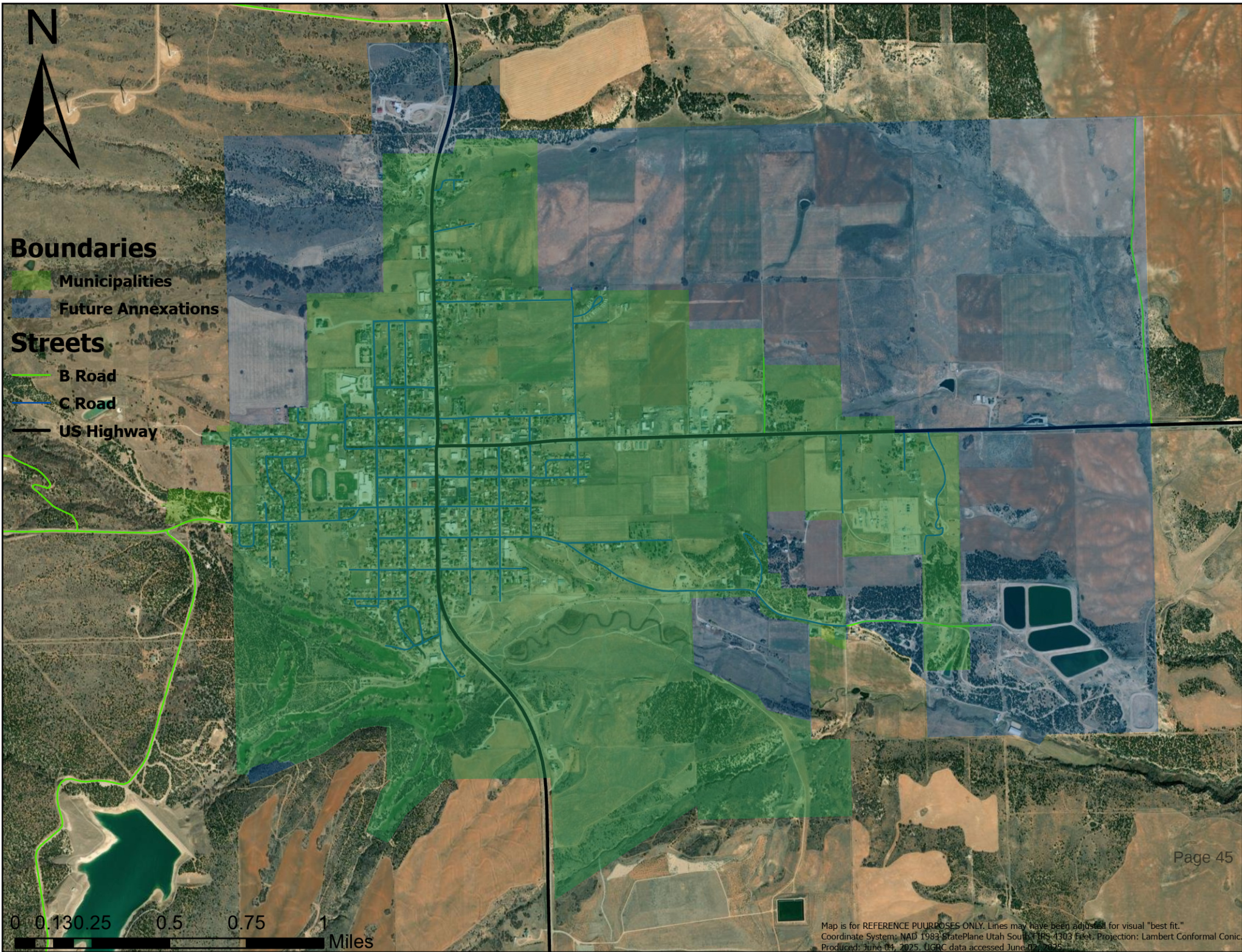
*, Chairperson

ADOPTED by Monticello City Council on this _____ day of _____, 2025,
with without modification.

*, Mayor

ATTEST:

*, City Recorder



City of Monticello, Utah
Planning Commission

SPECIAL PUBLIC MEETING FOR THE ANNEXATION POLICY PLAN

April 15, 2025 at Hideout Community Center

Responses to Questions and Comments

A special public meeting was held by the Planning Commission to acquaint people with the Annexation Policy Plan and to hear their concerns and questions. The City of Monticello was represented by Assistant City Manager Megan Gallegos, City Recorder Melissa Gill, and Planning Commissioners Julie Bailey, Lee Bennett, and Mary Cokenour. Members of the public in attendance were Lejon Gines, Charlotte Johnson, Sue Halliday, Chet Johnson, Jimmie Forrest, Carol Forrest, Adam Halliday, Shalena Halliday, Bryan Bowring, Kevin Francom, Paul Sonderegger, Trent Sonderegger, Stephen Redd, Gary Redd, Jan Redd, Tanner Holt, Brad Bunker, Gary Halls, and Eric George.

Review of the meeting minutes and consideration of requests to withdraw parcels from the proposed expansion area was conducted by the Planning Commission at their regularly scheduled meeting on May 6, 2025. No members of the public attended that meeting. The City was represented by the same three Planning Commissioners and City Recorder Gill. City Councilman Kevin Dunn was present as the Council's liaison to the Planning Commission.

A second discussion of the meeting minutes and requests for withdrawal of parcels was conducted by the Planning Commission at their regularly scheduled meeting on June 3, 2020. Attendance included the three commissioners, City Recorder Gill, Assistant City Manager Gallegos, and City Councilman Dunn. At this meeting new information was provided about the withdrawal requests:

- a. Request by Sue Halliday and Chet Johnson made on April 15, 2025 that had been left out of the previous discussions because of an incorrect parcel number.
- b. Reconnection to City water at the parcel owned by Mike Roring.
- c. Changes to property boundaries and ownership for some of Bryan Bowring's parcels in his request to be removed from the expansion area.

Questions and Answers at Special Meeting on April 15, 2025

1. **Why was the expansion area map being changed after such a long time?** The existing Annexation Policy Plan and expansion area map were last updated in 2003. Changes to state law has rendered the old plan obsolete. The City Council wanted to assure the expansion area included areas surrounding the City that would make sense for future annexation. They particularly wanted to include property owned or managed by the City that had been left off of the 2003 map. The proposed expansion area map was projected for the audience to view.
2. **Is property located within the expansion area automatically approved for annexation?** If the property owner wants to be included in the City, the owner must request to be annexed. If the property receives City utility services, Utah law allows the City to pursue annexation. Both a request from the property owner and the City's desire to annex a

property require a lengthy process to communicate with the property owner, inform the public, hold public hearings, and determine the suitability of the property to be part of the City before the City Council can make a decision.

3. **Has the San Juan Hospital filed an annexation request with the City?** The City has been in communication with the Hospital about annexation. When the Hospital is issued a certificate of occupancy from San Juan County, the Hospital can begin the annexation process.
4. **How can I get my property out of the expansion area?** Anyone wishing to request that their property be removed from the expansion area should email the request to the City Recorder and provide the physical address, mailing address, and parcel number of the property they want to remove from the expansion area. There is a ten-day window for such requests, beginning on April 15, 2025. However, Utah law discourages municipalities from creating islands or peninsulas on the expansion area map. Requests will be considered individually, and some may be denied due to the restriction on islands and peninsulas.
5. **How is the City responding to the State's specific criteria for annexation?** The proposed Annexation Policy Plan was projected for the audience to view. The City asked if the audience wanted to review each of the criteria in the proposed plan and they responded in the negative. The City offered to make copies of the proposed plan available to anyone if they would provide their email to the City Recorder.
6. **Does the blue area on the proposed expansion area map mean that the properties could receive City services with a reasonable effort?** The City confirmed that to be the case.
7. **Will my property taxes increase if my property is annexed into the City?** Once inside the City's corporate boundary the property owner would be assessed city taxes. If all of the property within the proposed expansion area were to be annexed, the City estimates that it would total about \$1500 in city taxes.
8. **Will there be a negative effect to my heirs if my property is removed from the expansion area?** No answer to this question was provided.

Comments at Special Meeting on April 15, 2025

The City should carefully consider the criteria for annexation. The criteria must consider benefits to future generations.

Requests for Removal of Parcels from the Expansion Area

The requests were received by the City Recorder prior to or within 10 days following the April 15, 2025 special meeting. The request by Halliday and Johnson was made during the meeting but the parcel number provided by the owners was incorrect or incomplete. After the City corrected the parcel number, on June 3, 2025 it was added back into documentation of the special meeting. Assistant City Manager will create a version of the expansion area map to display the expansion area if the requested withdrawals were approved.

1. **Parcel 33S24E317204 - Bryan Bowring 1216 E. Clayhill Drive:** His residence receives City water and garbage service and should be included in the expansion area.

2. **Parcel 33S24E317200** - *Bryan Bowring E. Clayhill Drive*: This is an agricultural field that does not receive City services.
3. **Parcel 33S24E26000** - *Bryan Bowring E. Clayhill Drive*: This is an agricultural field that does not receive City services.
4. **Parcel 33S23E24900** - *Mike Roring North Highway 191* (between Chris Halls and Kathy Stewart): The property had a City water connection from 2016-2018 but was disconnected. In May 2025 the property owner requested and was granted reconnection to City water. The parcel receives City services and should be included in the expansion area.
5. **Parcel 33S24E320600** - *Sue Halliday and Chet Johnson East Highway 491*: The property fronts the highway at one point immediately outside the existing corporate City boundary, but the majority of the area is south of and not adjacent to the highway. The parcel does not receive any City services.

Annexation Request

1. **Parcel 33S23E248400** - Four Corners School Canyon Country Discovery Center: The City sent a letter on April 24, 2025 advising that they could submit an annexation request after to City has an approved Annexation Policy Plan. This parcel receives City services by written agreement between the owner and City.
2. **Parcel 33S23E248401** - Four Corners School Canyon Country Discovery Center: The City sent a letter on April 24, 2025 advising that they could submit an annexation request after to City has an approved Annexation Policy Plan. This parcel is outside of the expansion area.

City of Monticello, Utah
Planning Commission

PUBLIC HEARING FOR THE ANNEXATION POLICY PLAN

June 3, 2025 at Hideout Community Center

Responses to Questions and Comments

A public hearing was held by the Planning Commission to receive comments, questions, and suggestions for the proposed Annexation Policy Plan. The City of Monticello was represented by Assistant City Manager Megan Gallegos, City Recorder Melissa Gill, and Planning Commissioners Julie Bailey, Lee Bennett, and Mary Cokenour. City Council representative Kevin Dunn attended in his capacity as council liaison to the Planning Commission. Members of the public in attendance were Steve Simpson, Riley Camron, Sue Halliday, Chet Johnson, Mike Scott Piper, Mike Carter, Jay Booth, Kevin Dunn, Dough McLaughlin.

At their regularly scheduled meeting on June 3, 2025, the Planning Commission discussed the comments and requests made during the public hearing.

Questions and Answers at Public Hearing on June 3, 2025

1. **What are the advantages to being annexed into the city?** The City can provide services such as culinary water, garbage collection, and sewer.
2. **Is secondary water available to the areas in blue on the expansion area map?** Not all areas of the City have access to the secondary water system. The City is not required to provide secondary water. For land that cannot get secondary water the City has established special rates for the use of culinary water. Whether a specific property can obtain secondary water would have to be discussed with the City staff.
3. **What is the property tax impact if a tract of land is annexed?** The City estimates that if all land within the expansion area was annexed into the City, it would result in somewhat less than \$1400 in tax revenue.
4. **Will the City annex everything in blue on the expansion area map?** The City will consider annexation requests if the property to be annexed is located within the expansion area. The City will deny annexation requests for property outside of the expansion area.
5. **Can the City annex property even if the owner disagrees?** If a property already receives City services, the City could annex the land. There is a process for that which includes public hearings and other opportunities for the public and property owner to inform the City about their concerns. The decision will be made by the City Council.
6. **If the property owner wants his or her land to be excluded from the expansion area, how is that done?** The property owner must send a request to the City Recorder within 10 days of this public hearing. The request must contain the parcel number and owner's contact information. The Planning Commission will consider the request and document their reasons for including or excluding the land. After all required public hearings are held by the Planning Commission, they will make a recommendation to the City Council

for approval of the proposed Annexation Policy Plan and expansion area map. The final decision will be made by the City Council after they have also held public hearings.

Requests for Removal of Parcels from the Expansion Area

Parcel 33S24E320600 - On April 15, 2025 at the special meeting about the proposed Annexation Policy Plan, Halliday and Johnson requested a parcel be removed from the expansion area map. The parcel number provided at the meeting was incorrect or incomplete. Corrections were subsequently made by the City. Halliday and Johnson affirmed their desire to have the parcel removed from the expansion area.

Requests for Inclusion of Parcels in the Expansion Area

Parcel 33S23E248401 - Four Corners School Canyon Country Discovery Center: The City sent a letter on April 24, 2025 advising that owners could submit an annexation request after to City has an approved Annexation Policy Plan. However, the parcel was not included within the expansion area at that time and owner's representative asked that the parcel be added to the expansion area so it could be included it in future annexation request.

City of Monticello, Utah
Planning Commission

**PLANNING COMMISSION PRELIMINARY RESPONSE
TO PUBLIC INPUT ON THE PROPOSED ANNEXATION POLICY PLAN**

At the regularly scheduled Planning Commission meeting on June 17, 2025, the Planning Commission discussed public input from the April 15, 2025 special meeting and the June 3, 2025 public hearing on the City's proposed Annexation Policy Plan. The intent was to identify any changes needed prior to the next public hearing scheduled for July 1, 2025. Present were commissioners Cokenour and Bennett, Deputy City Recorder Jazzy Nielson, Assistant City Manager Megan Gallegos, and City Councilman Kevin Dunn in his capacity as liaison to the Planning Commission. No members of the public were in attendance.

Review of Draft Responses to Public Questions and Comments

The Planning Commission reviewed its draft response to questions and comments from the special meeting on April 15, 2025. No changes to that document were made.

The Planning Commission reviewed its draft response to questions and comments from the public hearing on June 3, 2025. No changes to that document were made.

Review of Draft Annexation Policy Plan Narrative

No comments from the public specific to any plan criterion were received. Gallegos had reviewed the document to make sure it addressed the elements required by Utah code and found nothing to add, eliminate, or change. Therefore, the Planning Commission agreed to proceed with the present draft plan narrative for the public hearing scheduled on July 1, 2025.

Review of Draft Annexation Policy Plan Expansion Area Map

Most of the questions and comments received from the public concerned the expansion area map and how property would be affected by inclusion in the expansion area. Four property owners made requests for specific parcels to be added to the expansion area or removed from the expansion area. Gallegos supplied a revised map that showed what the expansion area would look like if all of the changes requested by owners were implemented. She called attention to the area where the new hospital is under construction and pointed out that it should be colored blue on the expansion area map but was inadvertently left off of the map showing the owner-requested changes; she will correct that for the public hearing.

The Planning Commission examined the map provided by Gallegos and discussed each of the owner requests to determine whether implementing the requested changes would result in an expansion area that failed to meet Utah requirements. Of particular concern was an expansion area boundary that followed parcel boundaries, did not create peninsulas or islands, and which considered whether a parcel was currently receiving City services.

The Planning Commission recommended the following changes to the expansion area map for the public hearing scheduled on July 1, 2025, as explained in the paragraphs below and including the correction mentioned by Gallegos.

Parcel No.	Location	Request	Recommendation
33S24E317204	E. Clayhill Drive	Remove	Include
33S24E317200	E. Clayhill Drive	Remove	Remove
33S24E26000	E. Clayhill Drive	Remove	Remove
33S23E24900	North Hwy 191	Remove	Include
33S24E320600	East Hwy 491	Remove	Include
33S23E248400	North Hwy 191	Add	Include
33S23E248401	North Hwy 191	Add	Include

1. **Parcel 33S24E317204- Request for removal** - *Bryan Bowring 1216 E. Clayhill Drive*: His residence receives City water and garbage service. The Planning Commission recommended that this parcel be included in the expansion area because it receives City services, parcel boundaries are followed, and no peninsula or island would be created.
2. **Parcel 33S24E317200 - Request for removal** - *Bryan Bowring E. Clayhill Drive*: This is an agricultural field that does not receive City services. The Planning Commission recommended that this parcel be removed from the expansion area because no City services are provided, the parcel boundaries are followed, and no island or peninsula would be created.
3. **Parcel 33S24E26000 - Request for removal** - *Bryan Bowring E. Clayhill Drive*: This is an agricultural field that does not receive City services. The Planning Commission recommended that this parcel be removed from the expansion area because no City services are provided, the parcel boundaries are followed, and no island or peninsula would be created.
4. **Parcel 33S23E24900 - Request for removal** - *Mike Roring North Highway 191*: The property had a City water connection from 2016-2018 but was disconnected. In May 2025 the property owner requested and was granted reconnection to City water. The Planning Commission recommended that this parcel be included in the expansion area because it receives City services, the parcel boundaries are followed, and no island or peninsula would be created.
5. **Parcel 33S24E320600 - Request for removal** - *Sue Halliday and Chet Johnson East Highway 491*: The parcel does not receive any City services, although City water is provided to an existing business that is bounded by this parcel on three sides. The Planning Commission discussed two options for this parcel.
 - A. Removal of parcel from expansion area: If removed an island would be created within the expansion area. To avoid creating an island and be responsive to the owners' request, the parcel to the east would also need to be removed from the expansion area.
 - B. Include parcel in expansion area: No island would be created within the expansion area. The owners would have opportunities to respond in the event

an annexation proposal was received. This option is not responsive to the owners' request for removal.

The Planning Commission recommended that option B be used for the public hearing scheduled on July 1, 2025.

6. **Parcel 33S23E248400 - Request for addition - Four Corners School Canyon Country Discovery Center:** The City sent a letter on April 24, 2025 advising that they could submit an annexation request after the City has an approved Annexation Policy Plan. This parcel receives City services by written agreement between the owner and City. The Planning Commission recommended that this parcel be included in the expansion area because it receives City services under an existing agreement, parcel boundaries are followed, and no island or peninsula would be created.
7. **Parcel 33S23E248401 - Request for addition - Four Corners School Canyon Country Discovery Center:** The City sent a letter on April 24, 2025 advising that owners could submit an annexation request after the City has an approved Annexation Policy Plan. However, the parcel was not included within the expansion area at that time and owner's representative asked that the parcel be added to the expansion area so it could be included in a future annexation request. The Planning Commission recommended that the parcel be included in the expansion area because it follows parcel boundaries and the peninsula created would extend only 890 feet (0.17 miles) north of the adjacent parcel owned by the same party (#6 above).

City of Monticello, Utah
Planning Commission

PUBLIC HEARING FOR THE ANNEXATION POLICY PLAN

July 1, 2025 at Hideout Community Center

Responses to Questions and Comments

A public hearing was held by the Planning Commission to receive comments, questions, and suggestions for the proposed Annexation Policy Plan. The City of Monticello was represented by Assistant City Manager Megan Gallegos, City Recorder Melissa Gill, and Planning Commissioners Julie Bailey, Lee Bennett, and Mary Cokenour. City Council representative Kevin Dunn attended in his capacity as council liaison to the Planning Commission. Members of the public in attendance were Chet Johnson, Todd Randall, and L.Hardy Redd. Gill reminded those present that they have 10 days from the date of the hearing to submit any written comments to the City.

Questions and Answers at Public Hearing on July 1, 2025

1. **Why is the annexation plan necessary and how will it work?** The City's old plan is about 20 years out of date and the City cannot consider any annexation proposals from the public until the plan is updated to comply with current Utah law. If a proposal is received after the new annexation policy plan is adopted, then the City and proponent can follow the plan guidelines and state requirements to determine whether to annex the area under consideration.
2. **Is the City's zoning map accurate? Are lots and parcels correctly displayed?** The City uses the most current data it can obtain from San Juan County for lot and parcel boundaries. The zoning boundaries as depicted on the expansion area map come from the City's GIS system.
3. **What does plan criterion A(4) mean?** A citizen-driven annexation petition is not required in certain circumstances for the City to annex an unincorporated area. An attempt to call up the Utah code (10-2-418) that pertains to this criterion failed because the state web site was inoperative at the time.
4. **What happens if an annexation petition includes an area where the City cannot provide water and/or sewer?** When a specific proposal is received the City will determine whether certain services can be feasibly provided, and the City engineers will be consulted.
5. **What are the advantages to the property owner if his/her land was annexed into the City?** The property could be connected to the City culinary water system and may be connected to the sewer system. City garbage service could be available. Any roads in the annexed area that are dedicated to the City for public use could be plowed in winter and maintained by the City. The property owner would be eligible for public office and could vote in City elections.

Comments from the Public Hearing on July 1, 2025

1. **The City does not maintain its unpaved streets.** Why would a property owner whose land is accessed from an unpaved City street, want to become part of the City? If the City cannot maintain what they already have, they shouldn't be asking for more.
2. **Some infrastructure is costly to install and probably to operate.** If the developer or land owner is required to pay for it, can the City afford to operate it? What happens when it breaks and who pays for the fix?
3. **There are places within the expansion area where the City won't be able to supply services.** Those locations should be removed from the expansion area map so land owners and developers are not misled.

Discussion of Annexation Policy Plan revisions

After the public hearing was closed, Gallegos met briefly with the attendees to discuss questions they raised that were specific to particular parcels rather than the Annexation Policy Plan or Expansion Area Map. The regular meeting agenda resumed after Gallegos concluded her discussions.

The Planning Commission discussed whether the questions and comments from the public hearing required changes to the draft Annexation Policy Plan, Expansion Area Map, or documentation packet. These decisions were made:

- A. The draft Annexation Policy Plan did not require changes after the public hearing on July 1, 2025.
- B. The draft Expansion Area Map of June 25, 2025 did not require changes after the public hearing on July 1, 2025.
- C. The responses to questions and comments from the special public meeting on April 15, 2025 were acceptable as written. The document should be considered final and the word "draft" removed from the header.
- D. The responses to questions and comments from the public hearing on June 3, 2025 were acceptable as written. The document should be considered final and the word "draft" removed from the header.
- E. The preliminary response to public input on the proposed Annexation Policy Plan that came from the Planning Commission's regularly scheduled meeting on June 17, 2025 was acceptable as written. The document should be considered final and the word "draft" removed from the header.



April 3, 2025

Property Tax Evaluation for Proposed Annexation Expansion Area & Proposed Utility Expansion Funding

As of March 4, 2025 tax records, it is expected that if all properties within the proposed annexation area were to be annexed into the City, we would see an increase of \$1,315.74 in property tax revenue. These numbers are not considering any zone changes or changes from the current uses. This number is lower because the surrounding area is mostly greenbelt properties that are currently in agricultural operations. These funds would aid the City in providing some of the services already available to those within the annexation expansion area. However, more funds would be needed to expand utilities to those locations.

Since property tax would not be a source of significant funding to expand utilities, it would be up to the City to obtain the funding needed to expand the utilities. Slow expansion would be paid for by each utility themselves, or from the city reserves. In the case of a quicker expansion the City would need to request funding through various sources including, but not limited to, Utah Division of Drinking Water, Utah Division of Water Quality, Utah Community Impact Board, San Juan County Water Conservancy District, San Juan County Transportation District, USDA, Utah Inland Port, and other federal or state sources. Based on current long-term debt the city could take on loans through the means above or private loans to pay for the expansion of the service area, with a preference given to grants and lower interest rate options. These options will only be explored if the burden of funding the utilities rests with the City, any utility expansion with a development would be at the cost of the developer.

For the current properties within Monticello City limits there would be no change in property tax. The only changes with property tax would be for new city-wide projects that would have been covered by property taxes regardless of any annexations into the city.

Kaeden Kulow
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