



Mona City Council Emergency Meeting
Wednesday, July 22, 2026
7:00 pm
Mona City Council Room – 20 West Center

Notice is hereby given that the Mona City Council will hold an emergency meeting on Wednesday, July 22, 2026, at 7:00 p.m. in the Mona City Council Chambers at 20 West Center Street, Mona City. The purpose of the meeting is to approve the following:

- Approval of outsourcing a CPA firm for accounting
- Consideration and approval of hiring recommendations
- Service opportunities and ideas

CERTIFICATE OF POSTING

This agenda is hereby properly advertised on the 20th day of July, 2026, by posting copies of this agenda at the Mona City Office, at the United States Post Office located in Mona City, on the Mona City website at monautah.gov, and on the Utah Public Notice Website at www.utah.gov/pmn/index.html.

Upon Request, in compliance with the Americans with Disabilities Act, reasonable accommodations for individuals with disabilities will be provided. For assistance, please call 435-623-4913.



Mona City Council Emergency Meeting

July 22 2026

Mona City Council Chamber
20 West Center Street, Mona, UT
7:00 pm

MEMBERS PRESENT: Troy Painter - Mayor
Devan Ingram - Councilmember
Kris Kay - Councilmember
Tony Openshaw - Councilmember
Kevin Squire - Councilmember (arrived late)
Alesha Newton - Councilmember

STAFF PRESENT: Alicia Hills - Recorder/Clerk
Michelle Dalton - Secretary/Treasurer

OTHERS PRESENT: Jobina Davis; Joshua Davis; Jennifer Donaldsen; Chris Neilsen; Tiffanie McAfee; Amy Stanley; Steve C. Kay; Luke Kay; Chris Nelson; Greg Dalton; Rob McAfee

Mayor Painter called the emergency meeting to order at 7:05 pm.

Councilmember Ingram motioned to open the City Council Emergency Meeting.

Councilmember Kay seconded the motion. The roll call votes to open the City Council Emergency Meeting were as follows:

Councilmember Ingram	Aye
Councilmember Kay	Aye
Councilmember Newton	Aye
Councilmember Openshaw	Aye
Councilmember Squire	Absent

- Approval of Outsourcing a CPA Firm for Accounting

Mayor Painter announced that Finance Director Linda Steele submitted her resignation this week and that the Council is now seeking qualifications from accounting firms experienced in municipal accounting practices to cover the Finance Director position.

Councilmember Newton explained that the contracted position would include responsibilities such as billing, reconciliations, and attendance at City Council meetings as needed. She also stated that the City may consider hiring a part-time Accounts Payable and Payroll Clerk to handle remaining finance duties, including cutting checks.



Councilmember Newton referred to page 2 of the Request for Qualifications for Professional Accounting Services handout, outlining the requirements for the position.

Councilmember Kay asked about compensation, and Councilmember Newton estimated the range at \$3,000–\$4,000 per month with a part-time clerk, or approximately \$10,000 per year more than the current Finance Director position.

Councilmember Openshaw asked about the advantage of the additional cost, and Councilmember Newton noted that the expertise of a CPA would be the key benefit.

Jennifer Donaldson added that the CPA position could be quoted in itemized sections, allowing flexibility in service options.

After discussion, Councilmember Ingram summarized that no decision was being made yet, but the Council was setting in motion the option to hire a CPA firm. Councilmember Newton confirmed that submissions are due by August 5, with a work session scheduled for August 11 to review proposals, followed by consideration of approval during the City Council Meeting on Tuesday, August 11.

Councilmember Kay motioned for the request for accounting services. Councilmember Ingram seconded the motion. The roll call votes for the request for accounting services were as follows:

Councilmember Ingram	Aye
Councilmember Kay	Aye
Councilmember Newton	Aye
Councilmember Openshaw	Aye
Councilmember Squire	Aye

- Consideration and Approval of Hiring Recommendations

Mayor Painter stated that individual names will not be referenced, but the Council has been provided with the applicable hiring recommendations for the position of Communication Coordinator. Interviews were conducted on July 21st by two separate candidates.

Mayor Painter noted that many citizens have expressed difficulty finding information about what is happening in the City. He emphasized the need for improved communication and outreach to help residents stay informed and engaged. As Mona continues to expand community engagement and recreation efforts, he stated that this position would provide valuable support.

The proposed Communication Coordinator position would be up to five hours per week and include responsibilities such as maintaining Facebook and



Instagram posts and other communication outlets. Mayor Painter explained that social media often spreads misinformation, and this role would help ensure that accurate, factual information is shared on behalf of the City.

Chris Nelson, Mona City Emergency Coordinator, added that the position would function similarly to a Public Information Officer, helping the City distribute reliable and timely information.

Councilmembers discussed additional outreach ideas, including Facebook Live, video recording meetings, and posting recordings online so residents can review discussions directly. Joshua Davis suggested using the position to help build a positive public image of the Council.

Tiffanie McAfee noted that while some residents already share positive information online, there will always be differing opinions, and hiring an additional person may not change that dynamic.

Mayor Painter concluded that the City would try the position for a few months to evaluate its effectiveness and suggested using it to promote holidays and community celebrations as well.

Councilmember Kay motioned for the hiring recommendations for the Community Coordinator. Councilmember Squire seconded the motion. The roll call votes for the hiring recommendations for the Community Coordinator were as follows:

Councilmember Ingram	Aye
Councilmember Kay	Aye
Councilmember Newton	Aye
Councilmember Openshaw	Aye
Councilmember Squire	Aye

- Service Opportunities and Ideas

Mayor Painter thanked everyone in Mona for all their service and kindness for the Long Family. He stated that the funeral is on Wednesday July 29th, and on Tuesday they will be digging the graves. Councilmember Ingram stated that he would bring his dump truck and remove the dirt. Mayor Painter also noted that the road work on Main Street would be postponed so as not to impede with the funeral services.

There was a suggestion to run motorcycles down Main Street 5 or 10 minutes before the Mona Celebration parade, and Councilmember Ingram stated that a dirt bike ride is being held the first of August for Spencer Long. It was also noted that the Provo City fire department will be in the Mona Celebration Parade in honor of the Long Family.



Mona City

435-623-4913

www.monautah.gov

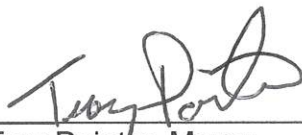
20 West Center Street, Mona, Utah

Adjournment

Mayor Painter requested a motion to close the meeting at 7:49 pm.

Councilmember Ingram motioned to close the City Council Emergency Meeting. Councilmember Kay seconded the motion. The roll call votes to close the City Council Emergency Meeting were as follows:

Councilmember Ingram	Aye
Councilmember Kay	Aye
Councilmember Newton	Aye
Councilmember Openshaw	Aye
Councilmember Squire	Aye



Troy Painter, Mayor
7/28/26

Approved Date



Alicia Hills, Mona City Recorder



Mona City
20 West Center St.
Mona, UT 84645
435-623-4913

MONA CITY, UTAH

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ACCOUNTING SERVICES

Introduction

Mona City (hereinafter referred to as "the City") is seeking qualifications from qualified accounting firms experienced in municipal accounting practices. The selected firm will serve as the Accountant of Record (AOR). The accounting firm must be licensed in the State of Utah with at least five years of experience.

The selected firm will be expected to agree to a non-exclusivity clause, allowing the City to engage other accounting firms when it determines a project falls outside the selected firm's expertise.

The selected firm will also be expected to comply with all applicable state and federal funding requirements for projects involving public funding sources. The firm must be familiar with regulatory obligations, including but not limited to environmental reviews, Davis-Bacon wage requirements, and procurement guidelines.

The City reserves the right to reject any and all submissions.

Scope of Services

The selected firm shall provide accounting services necessary to support the Municipality's financial operations. Services may include, but are not limited to:

- Maintaining the Municipality's general ledger and accounting records in accordance with applicable standards, and federal and Utah laws.
- Assisting with month-end and year-end financial closing, financial reporting, account reconciliations, and preparation of financial statements.
- Supporting the annual audit by preparing schedules, responding to auditor requests, and assisting with implementation of audit recommendations.
- Providing accounting support for budgeting, cash management, grant reporting, accounts payable, accounts receivable, payroll, and other financial functions, as requested.
- Providing financial guidance, recommendations, and consultation to municipal staff and elected officials, including attendance at meetings as requested.



Mona City
20 West Center St.
Mona, UT 84645
435-623-4913

- Performing other accounting and financial services as requested by the Municipality that are within the scope of the firm's professional expertise.

Proposal Requirements

Each proposal must include the following components:

- 1. Letter of Interest & Key Personnel**
 - Identify the project manager responsible for project and team management.
 - Provide education, training, and qualifications of key team members.
- 2. Firm Overview & Relevant Experience**
 - Provide the firm's name, office location(s), and years in operation.
 - Highlight recent contracts of similar scope and size.
- 3. Familiarity with the City**
 - Describe past projects completed for the City or similar entities.
 - Demonstrate an understanding of the City's financial priorities.
- 4. Financial Management**
 - Explain how your firm will provide timely, accurate, and reliable accounting services while ensuring compliance with applicable standards and regulations.
 - Explain how your firm will communicate with municipal staff, respond to questions and requests, and keep the municipality informed of financial matters.
 - Explain your firm's approach to identifying accounting issues, providing recommendations, and supporting the municipality in sound accounting practices.
- 5. References**
 - Provide contact information for relevant references.
 - Include examples of past success in municipal accounting relationships.

Selection Criteria

Proposals will be evaluated based on the following criteria, which correspond directly to the Proposal Requirements:

- 1. Technical Competence & Key Personnel (20 points)**
 - Scored based on the Letter of Interest & Key Personnel section.
- 2. Firm's Relevant Experience (20 points)**
 - Scored based on the Firm Overview & Relevant Experience section.
- 3. Firm's Familiarity with the City (20 points)**
 - Scored based on the Familiarity with the City section.
- 4. Financial Management (20 points)**
 - Scored based on the Financial Management section.
- 5. References (20 points)**
 - Scored based on the References section.



Mona City
20 West Center St.
Mona, UT 84645
435-623-4913

Selection & Negotiation Process

The highest-scoring firm (out of 100 points) will be selected for contract and fee negotiations. If negotiations with the top-ranked firm are unsuccessful, the City may initiate discussions with the next most-qualified firm. The firm selected will be considered the Accountant of Record for the City for up to, but no more than five (5) years.

Submittal Instructions & Proposal Opening

- **Submission Details:** Proposals must be submitted electronically in PDF format by 5:00 p.m. on Wednesday, August 5, 2026.
- **Submission Page Limit:** 12 pages total
- **Submission Contact:** Alicia Hills, alicia.hills@monautah.gov, 435-623-4913
- **Submission Opening:** Proposals will be opened and reviewed in a City Council Working Session on Tuesday, August 11, 2026 at 6:00 PM, and then consideration of approval will be made in the City Council Meeting on Tuesday, August 11, 2026 at 7:00 PM.