



**MONTICELLO CITY COUNCIL/ MUNICIPAL BUILDING AUTHORITY MEETING
AGENDA**

**Tuesday ▪ March 24, 2015 ▪ 7:00 p.m.
17 North 100 East**

- | | |
|---|--------------------|
| 1. Call to Order Municipal Building Authority | |
| 2. Minutes Review/Approval – March 10, 2015 (1) | ACTION |
| 3. Payment of Bills (2) | ACTION |
| 4. Adjourn | ACTION |
| 5. Call to Order Monticello City Council | |
| 6. Invocation/Opening Remarks | |
| 7. Minutes Review/Approval – March 10, 2015 (3) | ACTION |
| 8. Public Comment | INFORMATION |
| 9. Payment of Bills (4) | ACTION |
| 10. Utah DNR Land Use Agreement (5) | ACTION |
| 11. Consider Business License (6) | DISCUSSION |
| 12. Audit Review (7) | ACTION |
| 13. Engineering Contract | DISCUSSION |
| 14. Governing Body/Administrative Communications | INFORMATION |
| 15. Upcoming Agenda Items | DISCUSSION |
| 16. Meetings | INFORMATION |
| 17. Adjournment | ACTION |

Mailing/Posting Date: 03/23/14 /s/Cindi Holyoak, Recorder, CMC

THE PUBLIC IS INVITED TO ATTEND ALL CITY MEETINGS

Monticello City Council holds meetings on the 2nd and 4th Tuesdays of each month, unless otherwise posted, at the Monticello City Office, 17 N 100 E, beginning promptly at 7:00 p.m. 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.

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MONTICELLO MUNICIPAL BUILDING AUTHORITY MEETING MINUTES
Tuesday • March 10, 2015 • 5:00 p.m.
17 100 E, Monticello UT

1. Call to Order Municipal Building Authority

The Municipal Building Authority Meeting was called to order by Mayor Tim Young at 7:00 p.m. The following persons were present for all, or portions of the meeting:

City Officials

Mayor Tim Young

City Council

Scott Frost

Monte Wells

Steven Duke

George Rice

Rick Clark

City Manager: Ty Bailey - Excused

Deputy Recorder: Wanda Skinner

Public Works Superintendent: Nate Langston

Visitors

Mary Cokenour, Roy Cokenour, Todd Thorne (SEUALG), Roma Young, Dorothy Pipkin-Padilla

2. Minutes Review/Approval – February 10, 2015: MOTION was made by Councilman Rick Clark to approve the minutes of the February 10, 2015 Municipal Building Authority meeting. The motion was seconded by Councilman Monte Wells and passed unanimously.

3. Payment of Bills: MOTION was made by Councilman Monte Wells to approve the bills as paid. The motion was seconded by Councilman Scott Frost and passed unanimously.

4. Adjourn: MOTION was made by Councilman Monte Wells to adjourn the Municipal Building Authority Meeting at 7:02 p.m. The motion was seconded by Councilman Scott Frost and passed unanimously.

ATTEST: _____

Wanda Skinner, Deputy Recorder

Minutes APPROVED by: _____

DATE: _____

Mayor Tim Young

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Monticello City
General Ledger for MBA Checking - 3/1/2015 to 3/23/2015

Account		Description	Debit	Credit	Balance
Date	Code				
54	1111 - Checking MBA				(\$101,157.32)
3/4/2015	APCK	Check # 41443 - JONES & DEMILLE ENGINEEGING, INC		7,414.46	(108,571.78)
3/4/2015	APCK	Check # 41444 - WESTLAND CONSTRUCTION		436,268.54	(544,840.32)
3/23/2015	APCK	Check # 41474 - BOB'S SANITATION		1,365.00	(546,205.32)
3/23/2015	APCK	Check # 41491 - QUESTAR GAS COMPANY		1,465.45	(547,670.77)
3/23/2015	APCK	Check # 41492 - RIVER CANYON WIRELESS		718.90	(548,389.67)
3/23/2015	APCK	Check # 41508 - UTAH STATE DIVISION OF FINANCE		10,000.00	(558,389.67)
				(\$457,232.35)	(\$558,389.67)
Report Total:			\$0.00	(\$457,232.35)	(\$558,389.67)

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MONTICELLO CITY COUNCIL MEETING MINUTES

Tuesday - March 10, 2015 - 7:00 p.m.

17 North 100 East, Monticello, UT

Items 1-4 were part of the Municipal Building Authority Meeting held prior to this City Council Meeting.

5. Call to Order - The regularly scheduled meeting of the Monticello City Council was called to Order by Mayor Tim Young, at 7:03 p.m. The following persons were present for all, or portions of the meeting.

City Officials

Mayor Tim Young

City Council

Scott Frost

Monte Wells

Steven Duke

George Rice

Rick Clark

City Manager: Ty Bailey- Excused

City Deputy Recorder: Wanda Skinner

Public Works Superintendent: Nate Langston

Visitors

Mary Cokenour, Roy Cokenour, Todd Thorne (SEUALG), Roma Young, Dorothy Pipkin-Padilla

6. Invocation/Opening Remarks - Mayor Young invited anyone in the audience or the governing body to offer a prayer or opening remarks. A prayer was given by Mayor Tim Young.

7. Minutes Review/Approval - The minutes were mailed with the agendas. Item #14.3 – Mike Bailey should be Mike Palmer.

MOTION was made by Councilman Steven Duke to approve the minutes of the Monticello City Council meeting held on March 10, 2015. The motion was seconded by Councilman Monte Wells and passed unanimously.

8. Public Comment

None.

9. Payment of Bills - Questions and answers were directed to the following bills:

#41419: Panasonic

#41396: Freedom Mailing System

#41442: Family Dollar gift cards

**Monticello City Council
March 10, 2015**

#41405: Max Technology monthly service contract for IT.

#41397: Frontier

San Juan County Road Dept: Large equipment maintenance contract.

#41444: Westland Construction – MBA?

#9999: Verizon Wireless: may want to look into Straight Talk.

MOTION was made by Councilman Scott Frost to approve the bills as paid. The motion was seconded by Councilman Steven Duke and passed unanimously.

10. Welcome Center Report

Welcome Center Manager, Dorothy Pipkin-Padilla, reported a 60% increase in visitation since the 2013/2014 season. Mayor Young asked her what she feels attributes to the increase. She said the focus on public awareness, attendance to county conventions, opening early for tours, cultural artist expositions, and complementary beverages and pastries have helped. The Welcome Center staff have been willing to close late for scout tours and see value in community involvement. Manager Pipkin-Padilla discussed some of the results of the visitor survey and the reasons people are visiting our town. It is her goal to be open seven days per week from 9-6 every day by October 31, 2015. She has recently visited the schools to remind them of the field trip opportunities and the fun displays in the museum. The hotels were also visited to encourage guests to learn more about the area at the Welcome Center. A research center is being added to the museum which will contain historical documents and facts concerning San Juan County. Many items have already been donated to this display. She also discussed the Farmer's market which will begin soon for the summer season. Mayor Young asked what the City Council can do to help make it better. Manager Pipkin-Padilla responded, saying the Welcome Center needs the support of the City Council to allow the Center to move in a positive direction by extending hours and selling "Monticello" products which have been unavailable to tourists in the past due to a Canyonlands Natural History Association (CNHA) Contract that is very restrictive. Councilman Wells asked when the contract will be up for renewal. Manager Pipkin-Padilla said it is to be renewed in September of 2015. Councilman Frost asked how much of the budget comes from the CNHA contract. Manager Pipkin-Padilla said it is about \$6,000. But she feels some budgetary changes could help compensate for the loss of revenue. Her plan is to buy some of the "hot items" back from CNHA and then use Blanding as an example for inventory ideas. Councilman Wells agreed that there is a lot of inventory that would appeal to visitors and he is willing to help find products that will sell. Roy Cokenour said having passionate staff at the Welcome Center has made a great difference in the growth in visitation. Manager Pipkin-Padilla said she and her staff go above and beyond. Mayor Young said he has notice a big difference in the Welcome Center and asked to be informed of changes. He commended the staff for the 60% increase.

11. Secondary Water Rates

Monticello City Council
March 10, 2015

Superintendent Langston discussed options for new rates for the secondary water. Meters have been installed and data from those meters has been evaluated during the 2014 season. The options presented were based on the average usage with the intent to reward conservation efforts and to charge more for over usage. The seasonal secondary billing cycle will be May to October. A public hearing will be scheduled to discuss these rates in detail.

MOTION was made by Councilman George Rice to approve option 1. The motion was seconded by Councilman Scott Frost and opened for discussion.

Councilman George Rice – Aye
Councilman Scott Frost – Aye
Councilman Monte Wells – Aye
Councilman Rick Clark – Aye
Councilman Steven Duke – Aye

The motion passed unanimously.

12. CDBG and RLF Programs – Todd Thorne

Todd Thorne discussed the Community Development Block Grant (CDBG) which is designed to help communities fund different projects based on a priority list. The highest priority for these funds is low income housing. Sewer projects are also often funded by this type of grant. He encouraged participation in this program. He also discussed the Revolving Loan Fund RLF which is available as a small business loan available to business owners.

13. Governing Body/Administrative Communications

13.1 Inn at the Canyons/Street lights and deer Passage. The Council would like manager Bailey to look into the process of acquiring more street lights. 200 W and Center is also a problem area.

13.2 There was discussion concerning the sale of the Dodge Durango to the Fire Department. The Fire Dept. won't be putting a lot of miles on it as it would be used for training travel. The Council would like Manager Bailey to evaluate the finances regarding this sale/purchase.

13.3 Oak Ridge and Pinion Drive: John William expressed concerns about the quality of these roads. There was discussion about a mag chloride application and possible small section of pavement.

13.4 City Kiosk: the kiosk needs to be installed, the question was asked as to who should be responsible for the installation. There is \$400 left for the installation. Councilman Rice said it doesn't look good to have an approved expenditure not stay within budget.

**Monticello City Council
March 10, 2015**

13.5 Transportation District 5 million dollar project. These funds will be split between Blanding and Monticello for road projects. 400 N will be completely reconstructed and 500 N will move up the priority list for pavement.

14. Upcoming Agenda Items

16.1. Business License Approval

16.2 Lands Bill Resolution

17. Meetings:

18. Adjournment

MOTION was made by Councilman Rick Clark to adjourn the meeting at 9:00 p.m. The motion was seconded by Councilman Monte Wells and passed unanimously.

ATTEST: _____

Cindi Holyoak, Recorder

Minutes APPROVED by: _____

DATE: _____

Mayor Tim Young

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**Monticello City
Check Register
Checking Wells Fargo - 03/06/2015 to 03/23/2015**

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
ANDERSON & ANDERSON	41473	14111	03/23/2015	50.00	annual registered agend fee	104150.552 - Non Dept PROFESS
BOB'S SANITATION	41474	18160	03/23/2015	225.00	DELIVER DUMPSTER	544600.250 - Equipment and main
BOB'S SANITATION	41474	18482	03/23/2015	525.00	DUMPSTER SERVICE	544600.250 - Equipment and main
BOB'S SANITATION	41474	18602	03/23/2015	262.50	DUMPSTER SERVICE	544600.250 - Equipment and main
BOB'S SANITATION	41474	18664	03/23/2015	54.00	DUMPSTER RENTAL	544600.250 - Equipment and main
BOB'S SANITATION	41474	18808	03/23/2015	36.00	trash bin rental	544565.730 - Capital outlay - com
BOB'S SANITATION	41474	18810	03/23/2015	262.50	trash haul	544565.730 - Capital outlay - com
				\$1,365.00		
COUNTRY COMFORT, LLC	41475	4368	03/23/2015	36.50	porta potty	104460.280 - Airport UTILITIES
DPC INDUSTRIES INC	41476	DE74000103-15	03/23/2015	90.00	CHLORINE	514751.265 - Water SUPP & MAIN
EFTPS	9999	PR030615-1310	03/06/2015	334.48	FICA Medicare Tax	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/06/2015	334.48	Medicare Tax - Employer	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/06/2015	1,430.28	FICA Social Security Tax	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/06/2015	1,430.28	Social Security Tax - Employer	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/06/2015	1,509.41	FWT	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/11/2015	14.07	FICA Medicare Tax	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/11/2015	14.07	Medicare Tax - Employer	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/11/2015	34.64	FWT	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/11/2015	60.18	FICA Social Security Tax	102221 - FICA/FWT Withholding
EFTPS	9999	PR030615-1310	03/11/2015	60.18	Social Security Tax - Employer	102221 - FICA/FWT Withholding
				\$5,222.07		
EMPIRE ELECTRIC	41477	104feb15	03/23/2015	2,294.58	lights	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1006feb15	03/23/2015	33.75	64 w 100 s shop	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1011feb15	03/23/2015	32.83	sewer lagoon	524752.280 - Sewer UTILITIES
EMPIRE ELECTRIC	41477	1017feb15	03/23/2015	50.23	central & main stoplight	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1034feb15	03/23/2015	56.07	s/pinto sub ind well	514751.280 - Water UTILITIES
EMPIRE ELECTRIC	41477	1035feb15	03/23/2015	297.48	17 n 100 e adm office	104140.280 - Admin UTILITIES
EMPIRE ELECTRIC	41477	1036feb15	03/23/2015	143.21	216 s main	104160.280 - Visitor Center UTILIT
EMPIRE ELECTRIC	41477	1037feb15	03/23/2015	399.63	1/2 mi city limit	514751.280 - Water UTILITIES
EMPIRE ELECTRIC	41477	1042feb15	03/23/2015	189.29	golf course dr	104565.280 - Golf UTILITIES
EMPIRE ELECTRIC	41477	1043feb15	03/23/2015	96.21	17 w 600 s	104565.280 - Golf UTILITIES
EMPIRE ELECTRIC	41477	1044feb15	03/23/2015	61.01	333 w center bb field	104510.280 - Parks UTILITIES
EMPIRE ELECTRIC	41477	1047feb15	03/23/2015	32.83	200 n main s light	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1048feb15	03/23/2015	32.49	200 n main n light	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1052feb15	03/23/2015	46.53	center & main memorial	104510.280 - Parks UTILITIES
EMPIRE ELECTRIC	41477	1056feb15	03/23/2015	220.22	132 s 100 w	104220.280 - Fire UTILITIES
EMPIRE ELECTRIC	41477	1056feb15	03/23/2015	220.23	132 s 100 w	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1057feb15	03/23/2015	162.10	e/450 e & center	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1058FEB15	03/23/2015	309.34	300 E & CENTER	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	1059feb15	03/23/2015	232.38	100 e & center	104410.280 - Streets UTILITIES
EMPIRE ELECTRIC	41477	11476FEB15	03/23/2015	220.82	648 S HIDEOUT WAY	104565.280 - Golf UTILITIES
EMPIRE ELECTRIC	41477	12553feb15	03/23/2015	39.85	7624 n hwy 191	104460.280 - Airport UTILITIES
EMPIRE ELECTRIC	41477	1476FEB15	03/23/2015	138.99	333 W CENTER	104562.280 - Pool UTILITIES
EMPIRE ELECTRIC	41477	1858FEB15	03/23/2015	186.08	7624 N HWY 191	104460.280 - Airport UTILITIES
EMPIRE ELECTRIC	41477	7032feb15	03/23/2015	33.64	s main old log church	104510.280 - Parks UTILITIES
				\$5,529.79		

**Monticello City
Check Register
Checking Wells Fargo - 03/06/2015 to 03/23/2015**

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
EQUITABLE/EQUI-VEST	41467	PR030615-106	03/06/2015	219.05	Equitable EE amt	102223 - State Retirement Withhol
EQUITABLE/EQUI-VEST	41467	PR030615-106	03/06/2015	497.02	Equitable ER	102223 - State Retirement Withhol
				\$716.07		
FAIRWAYS MEDIA	41478	7348	03/23/2015	500.00	fairways media	104566.455 - Pro Shop ADVERTI
FOUR CORNERS WELDING & GAS	41479	CD00170202	03/23/2015	7.00	ARGON MIX	104410.250 - Streets SUPP & MAI
FOUR STATES TIRE & SERVICE IN	41480	267098	03/23/2015	659.80	TIRES NATES TRUCK	514751.250 - Water SUPPLY/MAI
FREEDOM MAILING SERVICES, IN	41481	26305	03/23/2015	365.12	feb billing	104140.210 - Admin DUES, SUBS
FRONTIER	41482	2200feb15	03/23/2015	196.99	phone	104566.290 - Pro Shop TELEPHO
FRONTIER	41482	2618jul14	03/23/2015	169.18	city	514751.280 - Water UTILITIES
FRONTIER	41482	3059jul14	03/23/2015	40.68	golf	104565.280 - Golf UTILITIES
FRONTIER	41482	3497mar15	03/23/2015	52.48	frontier airport	104460.280 - Airport UTILITIES
FRONTIER	41482	4160jul14	03/23/2015	102.45	welcome center	104160.280 - Visitor Center UTILIT
FRONTIER	41482	5033july14	03/23/2015	48.22	pool	104565.280 - Golf UTILITIES
				\$610.00		
FUELMAN	41483	NP43832972	03/23/2015	27.75	FUEL	104210.252 - Police FUEL
FUELMAN	41483	NP43832972	03/23/2015	41.89	FUEL	104210.252 - Police FUEL
FUELMAN	41483	NP43832972	03/23/2015	50.24	FUEL	104210.252 - Police FUEL
FUELMAN	41483	NP43832972	03/23/2015	69.34	FUEL	104410.252 - Streets FUEL
FUELMAN	41483	NP43832972	03/23/2015	85.68	FUEL FOR TRAINING	104140.230 - Admin TRAVEL and
FUELMAN	41483	NP43832972	03/23/2015	102.29	FUEL	104410.252 - Streets FUEL
FUELMAN	41483	NP43832972	03/23/2015	269.03	FUEL	534753.252 - Sanitation FUEL
				\$646.22		
ICMA RETIREMENT TRUST - 457/P	41468	PR030615-141	03/06/2015	261.65	ICMA Retirement ER	102223 - State Retirement Withhol
ICMA RETIREMENT TRUST - 457/P	41468	PR030615-141	03/06/2015	500.00	ICMA Retirement EE amt	102223 - State Retirement Withhol
				\$761.65		
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	24.87	FUEL	104410.252 - Streets FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	39.37	FUEL	524752.252 - Sewer FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	43.09	FUEL	524752.252 - Sewer FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	49.05	FUEL	104210.252 - Police FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	70.14	FUEL	514751.252 - Water FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	75.97	FUEL	104410.252 - Streets FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	95.85	FUEL	104410.252 - Streets FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	193.77	FUEL	104210.252 - Police FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	212.72	FUEL	104210.252 - Police FUEL
KELLERSTRASS ENT INC.	41484	NP43644917	03/23/2015	1,021.21	FUEL	534753.110 - Sanitation SALARIE
				\$1,826.04		
L.N. CURTIS & SONS	41485	3154297-07	03/23/2015	390.36	1.5 bubble cup	404220.740 - Capital Outlay FIRE
L.N. CURTIS & SONS	41485	3154297-08	03/23/2015	124.87	salv cover	104220.250 - Fire SUPP & MAINT
L.N. CURTIS & SONS	41485	CM 41141	03/23/2015	-450.00	over payment	404220.740 - Capital Outlay FIRE
				\$65.23		
LIBERTY NATIONAL	41469	PR030615-2153	03/06/2015	66.00	Liberty Nat Life Ins	102224 - Conesco & Liberty health
MAX TECHNOLOGY LLC	41486	4650	03/23/2015	75.00	monthly data pak	104140.250 - Admin SUPP & MAI

**Monticello City
Check Register
Checking Wells Fargo - 03/06/2015 to 03/23/2015**

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
MAX TECHNOLOGY LLC	41486	67759285	03/23/2015	59.32	data p3	104150.552 - Non Dept PROFESS
				\$134.32		
MONTICELLO HOME & AUTO SUP	41487	386344	03/23/2015	345.41	frun cleaner govs gres gun	534753.250 - Sanitation SUPP & MAI
MONTICELLO HOME & AUTO SUP	41487	386346	03/23/2015	51.34	drill bits	104410.250 - Streets SUPP & MAI
MONTICELLO HOME & AUTO SUP	41487	386347	03/23/2015	9.93	bearing	514751.265 - Water SUPP & MAIN
MONTICELLO HOME & AUTO SUP	41487	386348	03/23/2015	302.68	parking brakes	104210.250 - Police SUPP & MAI
MONTICELLO HOME & AUTO SUP	41487	386349	03/23/2015	36.36	oil filter	104140.250 - Admin SUPP & MAI
				\$745.72		
MONTICELLO MERCANTILE CO	41488	A199231	03/23/2015	31.98	squeegee handle	104410.250 - Streets SUPP & MAI
MONTICELLO MERCANTILE CO	41488	A199325	03/23/2015	15.95	detergent	104410.250 - Streets SUPP & MAI
MONTICELLO MERCANTILE CO	41488	A199351	03/23/2015	27.05	batteries	104160.554 - Visitor Center MISC
MONTICELLO MERCANTILE CO	41488	A199561	03/23/2015	25.99	scraper	104410.250 - Streets SUPP & MAI
MONTICELLO MERCANTILE CO	41488	A199566	03/23/2015	19.99	recipro blade	104410.250 - Streets SUPP & MAI
MONTICELLO MERCANTILE CO	41488	C7336	03/23/2015	8.99	muratic acid	104410.250 - Streets SUPP & MAI
MONTICELLO MERCANTILE CO	41488	C7454	03/23/2015	2.99	hand sanitizer	534753.250 - Sanitation SUPP &
				\$132.94		
OPTUM HEALTH BANK	9999	PR030615-2291	03/06/2015	380.00	Health Savings EE	102225 - PEHP Health Insurance
OPTUM HEALTH BANK	9999	PR030615-2291	03/06/2015	1,038.42	Health Savings ER	102225 - PEHP Health Insurance
				\$1,418.42		
OR Dept. of Justice	41470	PR030615-2723	03/06/2015	135.69	Child Support OR	102231 - Advance & Other W/H
PEHP LTD Program Attn: LTD Paym	41471	PRDISA031315	03/06/2015	120.17	LONG TERM DISABILITY	101563 - Health Insurance clearing
PING	41489	12679188	03/23/2015	1,940.49	mech	104566.482 - Pro Shop MERCHA
PITNEY BOWES/Purchase Power	41490	mar15	03/23/2015	137.26	postage rental	104140.250 - Admin SUPP & MAI
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	3.41	832 w abajo dr	514751.280 - Water UTILITIES
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	7.16	17 w 600 s	104565.280 - Golf UTILITIES
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	7.16	349 w centaral	524752.280 - Sewer UTILITIES
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	107.01	797 sgolf course in	104565.280 - Golf UTILITIES
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	185.43	133 d 100 w	514751.280 - Water UTILITIES
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	185.43	133 d 100 w	524752.280 - Sewer UTILITIES
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	190.85	232 s main	104160.280 - Visitor Center UTILIT
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	523.34	17 n 100 e	104140.110 - Admin SALARIES &
QUESTAR GAS COMPANY	41491	60000feb15	03/23/2015	660.68	832 w abajo dr	514751.280 - Water UTILITIES
QUESTAR GAS COMPANY	41491	6007feb15	03/23/2015	949.27	48 s hide out way	544565.730 - Capital outlay - com
QUESTAR GAS COMPANY	41491	6007mar15	03/23/2015	516.18	gas bill	544565.730 - Capital outlay - com
QUESTAR GAS COMPANY	41491	6351feb15	03/23/2015	20.51	333 w centerpool	104565.280 - Golf UTILITIES
				\$3,356.43		
RIVER CANYON WIRELESS	41492	58483	03/23/2015	718.90	internet install	544565.730 - Capital outlay - com
SAN JUAN COUNTY LANDFILL OP	41493	23218	03/23/2015	203.00	8.12 tn	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23233	03/23/2015	188.25	7.53	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23242	03/23/2015	142.75	5.71	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23257	03/23/2015	207.00	8.28	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23270	03/23/2015	152.75	2.83	534753.267 - Sanitation CONTRA
SAN JUAN COUNTY LANDFILL OP	41493	23276	03/23/2015	223.00	8.92	534753.268 - Sanitation TIPPAGE

**Monticello City
Check Register
Checking Wells Fargo - 03/06/2015 to 03/23/2015**

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
SAN JUAN COUNTY LANDFILL OP	41493	23291	03/23/2015	179.75	7.19	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23302	03/23/2015	191.50	7.66	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23324	03/23/2015	201.25	8.05	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23336	03/23/2015	121.50	4.86	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23341	03/23/2015	187.25	7.49	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23352	03/23/2015	169.50	6.78	534753.268 - Sanitation TIPPAGE
SAN JUAN COUNTY LANDFILL OP	41493	23367	03/23/2015	151.00	6.04	534753.268 - Sanitation TIPPAGE
				\$2,318.50		
SAN JUAN COUNTY ROAD DEPT.	41494	38097	03/23/2015	158.80	AIR COMPRE UNIT 301	534753.250 - Sanitation SUPP &
SAN JUAN RECORD	41495	146651	03/23/2015	23.25	COPIES	514751.610 - Water MISCELLANEO
SAN JUAN RECORD	41495	MNCTY0215	03/23/2015	36.75	AD	104560.220 - Rec PUBLIC NOTIC
SAN JUAN RECORD	41495	MNCTY0215	03/23/2015	36.75	AD	104565.610 - Golf MISCELLANEO
SAN JUAN RECORD	41495	MNCTY0215	03/23/2015	55.00	AD	104140.120 - Admin ELECTIONS
SAN JUAN RECORD	41495	MNCTY0215	03/23/2015	91.88	AD	104140.120 - Admin ELECTIONS
SAN JUAN RECORD	41495	MNCTY0215	03/23/2015	91.88	REC ADD	104560.220 - Rec PUBLIC NOTIC
				\$335.51		
SONDEREGGER, INC	41496	021664	03/23/2015	1,575.00	dump cover up charges	534753.250 - Sanitation SUPP &
SOUTHEASTERN UTAH DISTRICT	41497	0156, 0199	03/23/2015	30.00	WATER SAMPLES	514751.450 - Water WATER SAM
STATE OF UT/DIV WATER RIGHTS	41498	3/16 SSESSEM	03/23/2015	200.00	BLUE MOUNTAIN DISTRIBUTION SYSTEM	514751.210 - Water DUES, SUBS
STERLING CODIFIERS, INC	41499	16504	03/23/2015	970.00	codes updates	104140.210 - Admin DUES, SUBS
STEWART SIGNS	41500	134737	03/23/2015	4,599.00	MESSAGE SIGN	254570 - Economic Grant Expense
TIMES-INDEPENDENT	41501	20452	03/23/2015	351.50	times independa ads	104566.455 - Pro Shop ADVERTI
TITLEIST COBRA/CUSHNET CO	41502	900226194	03/23/2015	704.37	clubs	104566.482 - Pro Shop MERCHA
UPS	41503	73233095	03/23/2015	19.16	mail out for water samples	514751.450 - Water WATER SAM
UPS	41503	73283055	03/23/2015	2.37	fees	104140.610 - Admin MISCELLAN
UPS	41503	73283125	03/23/2015	18.89	mail out for water samples	514751.450 - Water WATER SAM
				\$40.42		
UTAH DEPT WORKFORCE SERVIC	41504	kdressel2/28	03/23/2015	48.62	unemployment insurance k dressel	104565.610 - Golf MISCELLANEO
UTAH STATE DIVISION OF FINANC	41508	3/31/15	03/23/2015	10,000.00	Loan M0703	542510.2 - 2006 MBA Lease Reve
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	15.00	111 - ROTH IRA EE	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	15.95	122 - 401k Tier 2 Public Safety	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	25.00	111 - TRAD IRA EE	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	44.00	111 - 401k Tier 2 DB Hybrid	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	281.01	122 - Retirement Tier 2 Public Safety	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	290.18	111 - 457 Tier 2 DB Hybrid	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	369.28	111 - Retirement Tier 2 DB Hybrid	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	456.15	43 - 401k	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	549.88	43 - Retirement	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	611.10	15 - 457 Plan URS	102223 - State Rt retirement Withhol
UTAH STATE RETIREMENT	9999	PR030615-318	03/06/2015	2,321.11	15 - Retirement	102223 - State Rt retirement Withhol
				\$4,978.66		

Monticello City
 Check Register
 Checking Wells Fargo - 03/06/2015 to 03/23/2015

Payee Name	Reference Number	Invoice Number	Payment Date	Amount	Description	Ledger Account
UTAH STATE TAX COMMISSION	9999	PR030615-319	03/06/2015	972.50	SWT	102222 - State Tax Withholding
ZEE MEDICAL, INC.	41509	0161584411	03/23/2015	108.48	FIRST AID / SAFTEY	104410.610 - Streets MISCELLAN
				<u>\$54,748.19</u>		

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**Forestry, Fire and State Lands
Facility and Land Use Agreement**
Contract # UT-SES-SJ-14001

Incident Name: _____
Incident Number: _____
Resource Order #: _____

1. CONTRACTING PARTIES: This contract is between the following agency of the State of Utah:
Department Name: Natural Resources ; Division Name: Forestry, Fire and State Lands, referred to as (STATE), and the following OWNERS:

SAN JUAN WATER CONSERVENCY DISTRICT
BLANDING CITY
BLANDING IRRIGATION
MONTICELLO CITY

LEGAL STATUS OF OWNER

- Sole Proprietor
- Non-Profit Corporation
- For-Profit Corporation
- Partnership
- Government Agency

Name		
<u>PO BOX 9, 117 SOUTH MAIN</u>		
Address		
<u>MONTICELLO</u>	<u>UTAH</u>	<u>84535</u>
City	State	Zip

Contact Person for: San Juan Water Conservancy District:
Norman L. Johnson Phone # 435-587-3225 Cell # 435-459-1821
Email: njohnson@sanjuancounty.org Vendor # _____ Commodity Code # _____

Contact Person for: Blanding City
Jeremy Redd Phone # 435-678-2791 Cell # _____
Email: jredd@blanding-ut.gov Vendor # _____ Commodity Code # _____

Contact Person for: Blanding Irrigation Company
Shane Shumway Phone # 435-678-2791 Cell # _____
Pete Black Phone # 435-678-2791 Cell # _____
Email: _____ Vendor # _____ Commodity Code # _____

Contact Person for: Monticello City:
Nate Langston Phone # 435-587-3225 Cell # 435-459-0078
Email: _____ Vendor # _____ Commodity Code # _____

2. EIN/SSN and DUNNS # for vendor is on file with the payment agency (Utah State).

San Juan Water Conservancy
Blanding City
Blanding Irrigation Company
Monticello City

3. GENERAL PURPOSE OF CONTRACT: The general purpose of this contract is to provide:

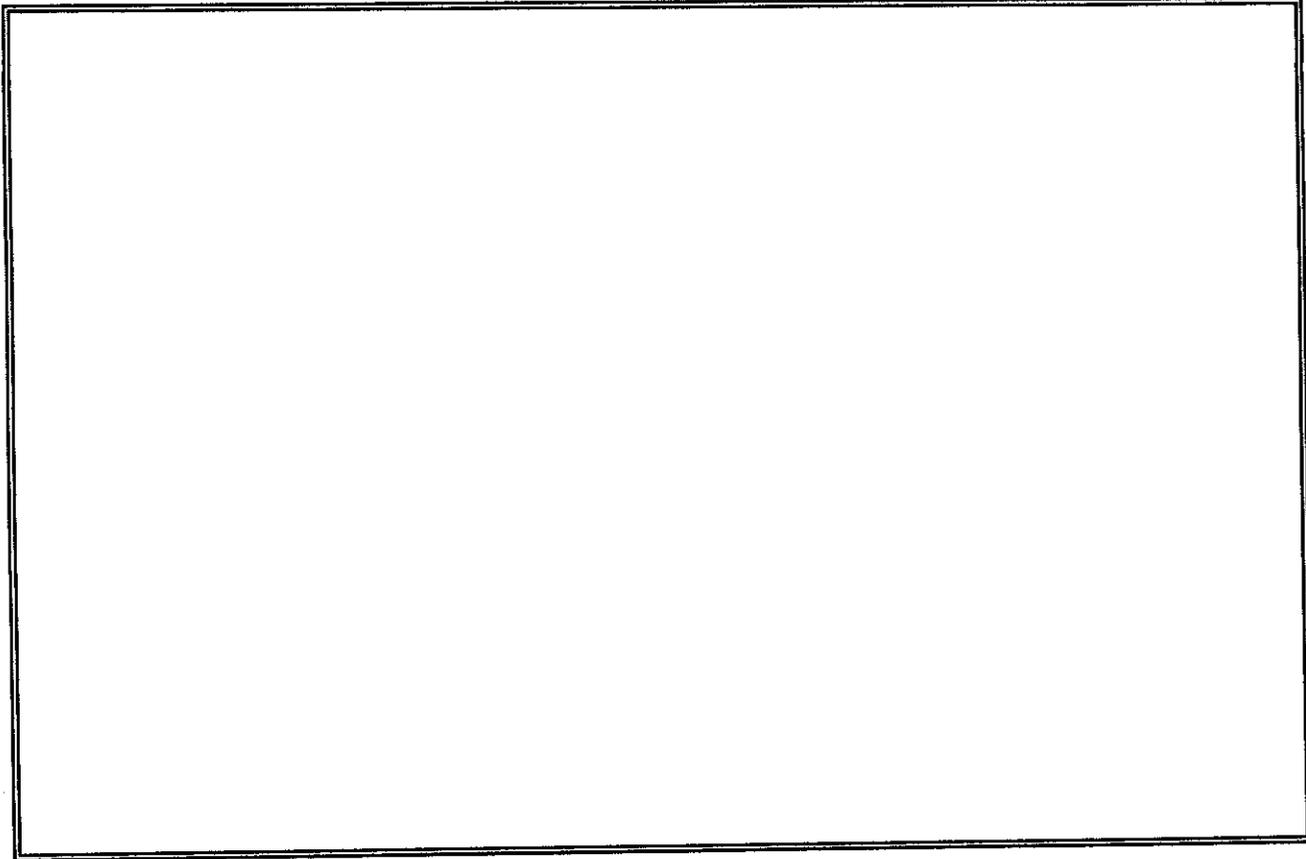
Water/Land usage for fire suppression during the fire seasons.

4. PROCUREMENT: This contract is entered into as a result of a pre-approved authorization; Limited Purchasing Delegation (from the Division of Purchasing) # LPD191.
5. CONTRACT PERIOD: Effective Date: 2-1-2014 Termination Date: 2-1-2019 unless terminated early or extended in accordance with the terms and conditions of this contract.
6. DESCRIPTION OF LAND/FACILITIES: Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable.

RECAPTURE RESERVOIR 37° 39' 38" X 109° 26' 13"
DRY WASH RESERVOIR 37° 46' 29" X 109° 32' 15"
BLANDING THIRD RESERVOIR 37° 40' 12" X 109° 29' 13"
BLANDING FOURTH RESERVOIR 37° 39' 49" X 109° 29' 52"

LLOYDS RESERVOIR 37° 51' 18" X 109° 21' 53"
MONTICELLO LAKE 37° 53' 41" X 109° 28' 04"
GORDON RESERVOIR 37° 54' 30" X 109° 23' 41"
STAR RESERVIOR 37° 40' 51" X 109° 28' 46"

7. **ORDINARY WEAR AND TEAR:** Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.
8. **RATE:** For each day that the land/water/facilities are used, the Government will pay the rate of \$\$20.00 per day, or provide consideration as follows: _____. Ordinary wear and tear is included in the rate _____. The minimum amount guaranteed to be paid under this agreement shall be \$20.00, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar.
9. **UTILITIES AND SERVICES:**
- The above rate includes utility charges for the following: GAS ELECTRICITY WATER TOILET SUPPLIES
 JANITORIAL SERVICES & SUPPLIES TRASH REMOVAL SEPTIC SERVICE EXISTING TELECOMMUNICATIONS.
- The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: Separate and individual Land use agreement with the owner.
10. **RESTORATION:** Restoration beyond ordinary wear and tear. (check only one)
- The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical. Restoration work includes: _____.
- The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.
11. **ALTERATIONS:** The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.
12. **ORAL STATEMENTS:** Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement
13. **CONDITION REPORTS:** A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition.
14. **SPECIAL PROVISIONS:** If use of water use after 3 days
15. **SITE DRAWING:** Show the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.



16. PAYMENT WILL BE MADE BY:

State of Utah;
Div. Forestry, Fire and State Land;
1594 W. North Temple,
Suite 3520,
Salt Lake City, Utah 84116

The State is the payment agency regardless of incident jurisdictional agency and will be listed on the Emergency Use Invoice, Form OF-286

17. ATTACHMENT A: Pre / Post - Inspection
ATTACHMENT B:

18. DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:

- a. State of Utah Contract Standard Terms and Conditions
<http://purchasing.utah.gov/contract/documents/termsandconditionsagencycontract.pdf>
- b. All other governmental laws, regulations, or actions applicable to the goods and/or services authorized by this contract.
- c. Utah State Procurement Code, Procurement Rules

19. Loss, Damage or Destruction. The Government will assume liability for the loss, damage, or destruction of facilities furnished under this Agreement, provided that no reimbursement will be made for loss, damage, or destruction when due to (1) ordinary wear and tear, or (2) the fault or negligence of the owner or the owner's agent(s).

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government's occupancy.

TOTAL AMOUNT DUE \$_____

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the State from any and all claims arising under this agreement except as reserved in remarks.

REMARKS:

OWNER / OWNER'S AGENT SIGNATURE:

DATE:

CONTRACTING OFFICER'S SIGNATURE:

DATE:

PRINT NAME AND TITLE:

PRINT NAME AND TITLE:

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**City of Monticello
APPLICATION FOR BUSINESS LICENSE**

BUSINESS CONTACT INFORMATION

Name of Applicant: Kaitlyn Motes	Date business commenced	State Tax ID:
Business Name: San Juan Biologicals L.L.C.	<input checked="" type="checkbox"/> Sole proprietorship	Utah and/or Federal License No:
Phone Fax: (435) 459-0452	<input type="checkbox"/> Partnership	47-3331939
E-mail: kaitlynmotes@gmail.com	<input type="checkbox"/> Corporation	
Registered Business Address		
City, State ZIP Code: 132 N 100 W Monticello UT 84535		
Business Physical Location: 132 N 100 W Monticello UT 84535		
Type of Business/Profession: Manufacturing of BioTech products		
Owner Phone: (435) 459-0452		
Owner Address, City, State Zip: 132 N 100 W Monticello UT 84535		
Name & Address of Partners, Offices, and Directors:		
none		

TYPE OF REQUEST

<input checked="" type="checkbox"/> New	<input type="checkbox"/> Location Change	<input type="checkbox"/> License Type Change
<input type="checkbox"/> Renewal	<input type="checkbox"/> Name Change	

TYPE OF LICENSE REQUESTED

<input checked="" type="checkbox"/> Annual	License Fee	\$50
<input type="checkbox"/> Temporary (not to exceed 30 days)		\$15

BUSINESS INFORMATION

Describe all business activities to be Conducted:

See attached paper

Will the business create offensive Odors, fumes, smoke, gases, noise, or If yes how these will be controlled:

Other objectionable features?

Yes No

Do you plan to display any type of a sign to advertise your business?

Yes No

If yes, please review the City's Sign Regulations and include a Sign Permit Application with this Application

Mark the following that apply to your business: Create increased traffic in your neighborhood? Cause excessive noise?

AGREEMENT

1. I the undersigned applicant, understand and agree to the following:
2. All licenses expire on the 31st day of December, annually.
3. Final approval or denial of the application rests with the Monticello City Council. Approval, if granted, shall be contingent on the applicant's receipt of a Utah State license, as applicable.
4. The City of Monticello reserves the right to deny any business license application or to revoke any license.
5. **CERTIFICATION:** The information I have provided regarding this application is true and correct. I agree to abide by the laws of the State of Utah and the ordinances of the municipality. I understand that any violation of the City Ordinance will result in suspension or revocation of the municipal license and notification to the State of Utah
6. I the undersigned applicant, am responsible for inspection fees.

SIGNATURES

Name and Title		Name and Title	
Date		Date	
Monticello City Council Approved:	Date:	Monticello City Council Denied:	Date:
Attest: Recorder/Clerk			
Fire Chief Approved for new business: Jon Nielson (435)459-1302		Building Inspection Approved for new business: Greg Adams (435)587-2525	
Health Dept Approval for new business: (435)587-2021			

17 N 100 E, PO Box 457, Monticello UT 84535 * Phone (435)-587-2271 * Fax (435) 587-2272 * email cindi@monticelloutah.org

San Juan Biologicals is a new business providing products to the Biotech industry. Its main objectives will be to provide sheep serum and develop other opportunities and products that will be used in research. The process for producing sheep serum will be to work closely with Blue Mountain Meats and collect the sheep blood into 1-liter centrifuge bottles at the time of slaughter. After the blood is collected it will be transported to the San Juan Biologicals lab where the blood will be centrifuge to separate the red blood cells from the serum.

That days production will be pooled into a tank and mixed well then put into plastic gallon jugs, labeled and frozen. Serum can be stored frozen for an extended period of time, when an order is filled the serum will be shipped to the customer by a frozen truck company. The red blood cells will be extracted from the centrifuge bottles and placed into 5 gallon plastic buckets with lids and taken back to Blue Mountain Meats and disposed of. The bottles will then be washed and prep for another day of production.

If you have any following questions please contact Mark Nebeker at 208-308-6182. Mark is my father and has been working in the Biotech industry for over 30 years and he can answer any question you might have. Thank you.

7

SMUIN, RICH & MARSING

CERTIFIED PUBLIC ACCOUNTANTS

294 East 100 South

Price, Utah 84501

Phone (435) 637-1203 • FAX (435) 637-8708

CRAIG G. SMUIN, C.P.A.
R. KIRT RICH, C.P.A.
GREG MARSING, C.P.A.
DOUGLAS RASMUSSEN, C.P.A.

MEMBERS
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
UTAH ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS

Honorable Mayor and City Council
Monticello City
Monticello, Utah 84535

Ladies/Gentlemen:

The following comments and recommendations are a result of our review of the accounting procedures and internal controls in connection with our examination of the financial statements of the Monticello City for the year ended June 30, 2014. Since our review was made primarily to determine the scope of our auditing procedures and was not intended as a comprehensive study or evaluation of the systems and procedures, this memorandum should not be considered all-inclusive. We welcome the opportunity to discuss any items mentioned in this memorandum or any other accounting or procedural questions.

Internal Controls and Compliance Issues

2014-1 ASSET INVENTORY LIST – PURCHASED WITH FEDERAL FUNDS

The City is currently relying upon their software provider to maintain and keep up to date asset lists. While reviewing the asset inventory list, we found that there is no indication of the funding source used in the purchase and what federal or state funds agency. Fixed assets that are purchased with federal and/or state funds should be identified. This allows the specific tracking of funds used for the purchase and the subsequent discarding of the assets. Funds received upon the subsequent sale of the asset should be corresponded with the proper federal or state agency.

We recommend that the City review the asset inventory list and correspond with their software provider to determine the best process to obtain the additional information. The list should identify additional columns that can be used for the source of the funds and what percentage of funds came from federal or state agencies.

Clients Response

We are still working with our software provider to rectify this issue.

2014-2 PAYROLL LIABILITY DUE DATES

The liabilities for the last payroll in June were entered in the books as being paid prior to the end of the fiscal year. By doing this, the amount shows as a reduction of cash (outstanding bank transaction). When the liability is processed after the year end, then the amount shows properly as a payroll liability.

We recommend that the City actually post these liabilities when paid, so they show as an accrued liability at the end of the fiscal year.

Clients Response

We have discussed this issue with all relevant personal and the issue should not appear again.

2014-3 MBA NOTE RECEIVABLE FROM WATER FUND

The City has a note between the MBA fund and the Water fund that has regularly scheduled payments each year. During the 2014 fiscal year, the payment that was made was substantially less than the required payment per the schedule. No revised payment scheduled could be located nor any authorization in regards to a change.

We recommend that the City either make the additional payment in the current year or create a new payment schedule for presentation and adoption by the City Council.

Clients Response

We are currently in the process of resolving this issue.

2014-4 SCHEDULE OF FEDERAL AWARDS

The City is required to produce a schedule of all grants that have been received during the year. The schedule should include both Federal and State grants. The schedule should include all required information.

We recommend that the City review the process and required information and create the necessary schedule for future awards.

Clients Response

We were unaware of the need for the required schedule and are in the process of resolving this issue.

2014-5 RECORDING OF EXPENDITURES IN PROPER FUNDS

The City expended funds during the year for the new Community Center. The expenditures were recorded in the Capital Projects fund but the project belongs to the Municipal Building Authority fund and all proceeds and or expenditures need to be recorded in the MBA fund.

We recommend that the City ensure that expenditures are recorded in the proper funds.

Clients Response

We have discussed this issue with all relevant personnel and will strive to record all future proceeds and expenditures in the proper funds.

State of Utah Compliance Issues

2014-6 FEE STRUCTURE FOR GRAMA REQUESTS

The City follows the State of Utah for their GRAMA policy, but the City has not adopted a uniform fee schedule covering charges for GRAMA requests. According to UCA 63A-12-103, the City needs to adopt a written fee schedule.

We recommend the City formally adopt a uniform fee schedule covering charges for GRAMA requests and comply with Utah Code.

City's Response

Our personnel is currently working on a fee schedule for presentation to the City Council.

2014-7 FINANCIAL STATEMENTS

While reviewing items for state compliance, it was noted that the City was not presenting financial statements to the City Council for review. Under the new State of Utah Legal Compliance Guidelines, State law requires financial statement information to be presented at each City Council meeting, which must include all revenues and expenditures for the period.

We recommend that the City present financial statements, not just a list of disbursements to authorize, to the City Council at each meeting in order to comply with State law.

City's Response

In the future, the City will make sure that financial statements are prepared and presented to the City Council as required by State law.