



2191 East 6550 South – Uintah, Utah 84405

(801)479-4130

Office Hours M-W 9:00-5:00 Thr-Fri 9:00-1:00

Mayor Kristi Bell

Council Members:

Michelle Roberts
Daniel Combe

Ross Patterson
Teague Sorenson

UINTAH CITY COUNCIL
TUESDAY, OCTOBER 6th, 2026
6:00 p.m.

AGENDA

Planning – Aaron Stuart
Building Inspector-Jeff Monroe
Treasurer – Mike Ulrich
Sheriff – Lt. Slater
Fire Chief – Britt Clark

AGENDA ITEMS:

1. **MEETING CALL TO ORDER:**

PLEDGE OF ALLEGIANCE:

CONFLICT OF INTEREST:

2. **PUBLIC COMMENT: (2 minutes per person):**

We would like to thank those of you who take the time to comment. We will not be addressing comments, and if it is appropriate, we will have staff investigate those items and get back to you or add them as future agenda items.

3. **CONSENT AGENDA: Action Item**

- A. Approval of City Council Minutes September 15th, 2026
- B. Approval of Invoices - None
- C. Financial Reports - None

4. **PUBLIC APPEARANCE:** Waste Management – Blake Leoneli

5. **OLD BUSINESS:** Discussion, consideration, and possible action
None

6. **NEW BUSINESS:** Discussion, consideration, and possible action

- A. Interlocal Agreement with Weber County on behalf of the Weber County Clerk's Office, Elections Division
Presenter: Mayor Bell
- B. Bids for New Flooring for the Scout House
Presenter: Council Member Combe

A. **INFORMATIONAL ITEMS:**

- A. Planning Commission Report: Aaron Stuart
- B. Council Reports:

B. **MEETING ADJOURNMENT:**

****NOTICE****

Uintah City does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provisions of services. If you are planning to attend this public meeting and due to a disability, need assistance in understanding or participating in the meeting, please contact the City Clerk at (801) 479-4130 at least four working days in advance of the meeting and we will try to provide whatever assistance may be required.

***Agenda items are flexible and may be moved in order, sequence, and time to meet the needs of the Council.**

Public meetings will be held in-person at the city offices and electronically via YouTube in accordance with Utah Code Ann. §52-4-202 et. seq., Open and Public Meetings Act. The public may monitor or listen to the meeting in person or electronically by following the link below.

<https://youtube.com/live/06-gVDakBEc>

****CERTIFICATE OF POSTING****

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted at Uintah City Hall, on the Utah Public Notice website, and the Uintah City website.


Michelle Mortensen, Uintah City Recorder


Date



UINTAH CITY COUNCIL
TUESDAY, SEPTEMBER 15th, 2026
6:00 p.m.
MINUTES

Council Members Present: Mayor Bell, Council Member Roberts, Council Member Patterson, Council Member Sorenson

Council Members Absent: Council Member Combe

City Staff Present: City Attorney Bryan Baron, City Engineer Matt Hartvigsen, City Recorder Michelle Mortensen, Lt. Slater

Attendees: Don & Marilyn Pearson, Jill Smith

AGENDA ITEMS:

1. **MEETING CALL TO ORDER:** Mayor Bell called the meeting to order at 6:00 p.m.
PLEDGE OF ALLEGIANCE: Led by Council Member Patterson.
CONFLICT OF INTEREST: None
2. **PUBLIC COMMENT:** (2 minutes per person):
None
3. **CONSENT AGENDA:** Action Item
 - A. Approval of City Council Minutes – September 1, 2026
 - B. Approval of Invoices - August
 - C. Financial Reports – August
 - Motion was made by Council Member Roberts to approve the consent agenda.
 - Motion was seconded by Council Member Sorenson.
 - All in favor; the motion carries. Council Member Patterson, aye; Council Member Roberts, aye; Council Member Sorenson, aye; Mayor Bell, aye.
4. **PUBLIC HEARING:**
None
5. **OLD BUSINESS:** Discussion, consideration, and possible action
None
6. **NEW BUSINESS:** Discussion, consideration, and possible action
 - A. Changing Credit Card Payment Vendors from Xpress Bill Pay to Caselle:
Presenter: Michelle Mortensen
 - City Recorder Michelle Mortensen explained that Uintah City currently uses Xpress Bill Pay to process our credit card and ACH payments. We are looking at changing vendors, as Xpress Bill Pay will no longer integrate with our Caselle municipal software within the next several months. Since Caselle is the system we use for our municipal and utility functions, we want to maintain that integration. The monthly cost for the utility payment portal would be less than what we are paying now. The customer convenience fee for credit and debit cards would also change slightly, from 3% plus \$0.50 to 3% plus \$0.30, with a \$2 minimum. The ACH fee would remain at \$1.00, although we can choose to change the amount of the fee or not charge one at all.
 - The Caselle proposal also includes our CORIS court integration, waives the implementation and utility setup fees, waives the PCI compliance fee, and provides unlimited phone and email support. There are also additional options available in the future for things like permits, business licenses, custom forms, and other resident-facing services. So, essentially, this change allows us to keep our online payment system integrated with the software we are already

- using, reduces our monthly service cost, slightly reduces the card transaction fixed fee for our residents, and gives us some additional options for expanding online services in the future.
- Mayor Bell acknowledged that it is an inconvenience to our residents to have to change but emphasized the long-term benefits. Council Member Sorenson stated that there are some growing pains, but these are all positive things. This move keeps the workload at the same level or less. Council Member Roberts mentioned that we have elderly residents so she wants to be mindful of them, and she feels like it shouldn't be much of a changeover.
- Motion made by Council Member Patterson to approve the move from Xpress Bill Pay to Caselle upon review of the contract by our attorney.
- Motion was seconded by Council Member Sorenson
- All in favor; the motion carries. Council Member Patterson, aye; Council Member Roberts, aye; Council Member Sorenson, aye; Mayor Bell, aye.

7. INFORMATIONAL ITEMS:

A. Sheriff's Report: Lt. Slater

- Lt. Slater explained that the County has been busy working on budget and has been focusing on equipment and related legislative mandates. As he reviewed calls for service, they have been spending a lot of time helping fire with road closures and traffic control. There were 82 incident calls for service, five crashes, and three arrests. In the last few days there have been some fuel thefts, so that may be a trend we see coming. None here in Uintah, but throughout our contract cities. They currently have seven vacancies in the sheriff's department.

B. Council Reports:

- Council Member Sorenson attended mosquito abatement last night, and they talked about West Nile virus in Weber County where three cases have been reported so far this year.
- Council Member Roberts reported that a meeting was held with the railroad the previous week, with another meeting scheduled. Discussion included weed abatement, use of the spray trailer, getting Uintah City on the railroad's spraying schedule earlier in the year, and maintaining open communication. The railroad recently completed some work along the tracks; however, the area was left in poor condition. Additional information regarding the railroad merger was requested.
- Mayor Bell reported on a recent meeting with UDOT regarding the upcoming Highway 84/89 project that will impact Uintah City. UDOT provided an update on a planned system-to-system interchange. City Engineer Matt Hartvigsen noted that the current design is significantly different from what was presented following the environmental review and believes the change is a big improvement. The City Engineer and Public Works Department are working closely with UDOT and will continue to provide input. They have asked us to come up with a design for signage for traffic entering and exiting the City. UDOT will cover the cost of signage, while the City will be responsible for ongoing maintenance. UDOT also discussed the possibility of constructing a sidewalk, curb, and gutter from Combe Road to the hotel as part of the redesign project which will link those on Combe Road to the rest of the City.

8. MEETING ADJOURNMENT:

- Motion was made by Council Member Roberts to adjourn city council meeting at 6:42 p.m.
- Motion was seconded by Council Member Patterson.
- All in favor; the motion carries.

City Contract No. _____
County Contract No. _____

INTERLOCAL COOPERATION AGREEMENT
BETWEEN
WEBER COUNTY
on behalf of the
WEBER COUNTY CLERK'S OFFICE, ELECTIONS DIVISION
-AND-
UINTAH CITY

THIS AGREEMENT is made and entered into the 5th day of October, 2026, by and between WEBER COUNTY, a political subdivision of the State of Utah ("County"), on behalf of its Clerk's Office, Elections Division, and Uintah City ("City"). The County and the City may be referred to collectively as the "Parties" and may be referred to individually as a "Party."

WITNESSETH:

WHEREAS, the County desires to provide the services of its Clerk's office, Elections Division, to the City for the purpose of assisting the City in conducting the City's 2027 and 2029 primary and general municipal elections as well as any other municipal elections, ballot propositions, or other election related processes held during off-year elections.; and

WHEREAS, the City desires to engage the County for such services;

NOW, THEREFORE, in consideration of the promises and covenants hereinafter contained, the Parties agree as follows:

1. **Term.** County shall provide election services to the City commencing on the date this Agreement is executed, and terminating on January 1, 2030. The term of this Agreement may be extended by mutual agreement in writing signed by all Parties. Either Party may cancel this

Agreement upon ninety (90) days written notice to the other party. Upon such cancellation, each Party shall retain ownership of any property it owned prior to the date of this Agreement, and the City shall own any property it created or acquired pursuant to this Agreement.

2. **Scope of Work.** The services to be provided by the Weber County Clerk's Office, Elections Division, shall be as set forth in the Scope of Work, attached hereto and incorporated by reference as Exhibit A. Generally, the County Clerk shall perform all elections administration functions as set forth in Exhibit A and as needed to ensure implementation of the City's 2027 and 2029 primary and general municipal elections as well as any municipal elections, ballot propositions, or other election related processes held during off-year elections.

3. **Legal Requirements.** The County and the City understand and agree that the 2027 and 2029 primary and general municipal elections and any municipal elections, ballot propositions, or other election related processes held during off-year elections are the City's elections. The City shall be responsible for compliance with all legal requirements for these elections and shall direct the manner in which the elections are conducted. The County agrees to work with the City in complying with all legal requirements for the conduct of these elections and conduct these elections pursuant to the direction of the City. The City, not the County, is responsible to resolve any and all election questions, problems, and legal issues that are within the City's statutory authority.

4. **Cost.** In consideration of the services performed under this Agreement, the City shall pay the County an amount not to exceed the rate estimate given to the City by the County in Exhibit B. The County shall provide a written invoice to the City at the conclusion of the elections, and the City shall pay the County from the invoice within thirty (30) days of receiving it. The invoice shall contain the number of active registered voters as of one week before Election Day,

the rate used, and jurisdictions participating in the election(s). In the case of a vote recount, election system audit, election contest, or similar event arising out of the City's election, the City shall pay the County's cost of responding to such events, based on a written invoice provided by the County. The invoice amount for these additional services may cause the total cost to the City to exceed the estimate given to the City by the County. For such consideration, the County shall furnish all materials, labor and equipment to complete the requirements and conditions of this Agreement.

5. **Governmental Immunity.** Both Parties are governmental entities under the Governmental Immunity Act of Utah, § 63G-7-101 to -904, as amended (the "Act"). There are no indemnity obligations between these Parties. Subject to and consistent with the terms of the Act, the Parties shall be liable for their own negligent acts or omissions, or those of their authorized employees, officers, and agents while engaged in the performance of the obligations under this Agreement, and neither Party shall have any liability whatsoever for any negligent act or omission of the other Party, its employees, officers, or agents. Neither Party waives any defenses or limits of liability available under the Act and other applicable law. Both Parties maintain all privileges, immunities, and other rights granted by the Act and all other applicable law.

6. **Insurance.** Both Parties to this Agreement shall maintain insurance or self-insurance coverage sufficient to meet their obligations hereunder and consistent with applicable law.

7. **Election Records.** The County shall maintain and keep control over all records created pursuant to this Agreement and to the elections relevant to this Agreement. The County shall respond to all public record requests related to this Agreement and the underlying elections and shall retain all election records consistent with the Government Records Access and

Management Act, Utah Code Ann. §§ 63G-2-101 et seq. and all other relevant local, state and federal laws.

8. **Service Cancellation.** If the Agreement is canceled by the City as provided herein, the City shall pay the County on the basis of the actual services performed according to the terms of this Agreement. Upon cancellation of this Agreement, the County shall submit to the City an itemized statement for services rendered under this Agreement up to the time of cancellation and based upon the dollar amounts for materials, equipment and services set forth herein.

9. **Legal Compliance.** The Parties, as part of the consideration herein, shall comply with all applicable federal, state and county laws governing elections.

10. **Interlocal Agreement.** In satisfaction of the requirements of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated 1953, as amended (“Interlocal Act”), in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party, pursuant to § 11-13-202.5 of the Interlocal Act;

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney on behalf of each Party, pursuant to Section 11-13-202.5 of the Interlocal Act ;

(c) A duly executed original counterpart of the Agreement shall be filed with the keeper of records of each Party, pursuant to § 11-13-209 of the Interlocal Act;

(d) Each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs; and

(e) No separate legal entity is created by the terms of this Agreement. To the extent that this Agreement requires administration other than as set forth herein, it shall be

administered by the City Recorder of the City and the County Clerk of the County, acting as a joint board. No real or personal property shall be acquired jointly by the Parties as a result of this Agreement. To the extent that a Party acquires, holds, and disposes of any real or personal property for use in the joint or cooperative undertaking contemplated by this Agreement, such Party shall do so in the same manner that it deals with other property of such Party.

11. **Counterparts.** This Agreement may be executed in counterparts by the City and the County.

12. **Governing Law.** This Agreement shall be governed by the laws of the State of Utah both as to interpretation and performance.

13. **Integration.** This Agreement, with attached exhibits, embodies the entire agreement between the Parties and shall not be altered except in writing signed by both Parties.

14. **Data Privacy Act.** As governmental entities, both Parties are subject to Utah Code title 63A, chapter 19, the Utah Data Privacy Act. Under the Act, “personal data” is defined as “information that is linked or can be reasonably linked to an identified individual or an identifiable individual.” See Utah Code Ann. §63A-19-101. Both Parties acknowledge that they are familiar with, and will comply with, the requirements of Utah Code title 63A, chapter 19, with regard to the personal data processed or accessed by the Parties as a part of the required duties under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

UINTAH CITY

By: _____
MAYOR

ATTEST:

City Recorder

Approved as to form and compliance
with applicable law:

City Attorney

Date: _____

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By: _____
Gage Froerer, Chair
Commissioner Arrington Bolos voted _____
Commissioner Harvey voted _____
Commissioner Froerer voted _____

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

Approved as to form and compliance
with applicable law:

County Attorney

Date: _____

Exhibit A
Scope of Work for Election Services

The County shall provide to the City an Official Register as required by Utah Code Ann. § 20A-5-401, (as amended).

The City shall perform all administrative functions related to candidate filing requirements and all other requirements of Utah Code Ann. § 20A-9-203 (as amended), including all administrative functions related to financial disclosure reporting.

The City shall be responsible for all public notice(s) required by law. The County may additionally publish election notices at its own discretion, but this does not relieve the City of its obligations to publish all public notices required by law.

The City shall be responsible for collecting and delivering ballots that are placed in drop boxes within their City to the County in a timely manner, in accordance with drop box procedures created by the County, and according to a schedule agreed upon by the City and the County up through and including the end of Election Night. If the City damages or loses any drop box items or collection supplies, then the City shall pay the County the cost to replace such items. The County shall be responsible for collecting and delivering ballots that are placed in drop boxes within the County in a timely manner. The City shall be given the collection schedule ahead of time, however any and all changes to the schedule or method of collection are at the discretion of the County. The City shall be responsible for returning and delivering ballots on Election Night in accordance with drop box procedures created by the County and according to a schedule created by the County. The City shall be responsible for locking their drop boxes at exactly 8pm on Election Night. If the City damages or loses any drop box items or collection supplies, then the City shall pay the County the cost to replace such items.

The City agrees to consolidate all elections administration functions and decisions in the County Clerk to ensure the successful conduct of multiple, simultaneous municipal elections. In a consolidated election, decisions made by the County regarding resources, procedures and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the City recognizes that such decisions, made for the benefit of the whole, may not be subject to review by the City.

Services the County will perform for the City include, but are not limited to:

- ballot layout and design;
- ballot mailings;
- ballot printing;
- compensate vote center poll worker (Exhibit C);
- conduct audits (as required);
- conduct recounts (as needed);
- delivery of supplies and equipment;
- election day administrative support;
- operation of county wide vote centers (Exhibit C);
- poll worker recruitment and training;
- printing optical scan ballots;

- program electronic voter register;
- program and test voting equipment;
- provisional ballot verification;
- tabulate and report election results on County website; and
- update voter history database.

In the case of a referendum or ballot proposition, the County Clerk's responsibilities are limited to its statutory requirements such as placing the measure on the ballot as required by law. The County Clerk is not responsible for the municipality or special districts statutory responsibilities such as preparing a voter information pamphlet or providing a legal analysis, fiscal analysis, or other explanatory materials regarding the measure. The City will provide the County Clerk with information, decisions, and resolutions and will take appropriate actions required for the conduct of the election in a timely manner.

Exhibit B
Cost Estimate for Election Services

Below is the good faith estimate for the upcoming *election cycles* for Uintah City. The City will be billed for the actual costs after each election, according to the County's cost per active registered voter. The per voter rate will not exceed \$3.25 per active registered voter per election. The number of active registered voters and cost per each will be determined by the registration deadline, one week prior to each election. See the table below for an estimated cost breakdown at the rate of \$3.25 per voter.

Election costs are based upon the offices scheduled for election, the number of voters, and the number of jurisdictions participating. The City will be invoiced for its share of the actual costs of the elections, which will not exceed the estimated rate of \$3.25 per voter.

If one or more jurisdictions, other than the City, hold a special election within the same precinct as the municipal election, then the City shall pay the County the actual cost of the election for that precinct, divided by the number of participating jurisdictions within that precinct. See the table below for an estimated cost of an election with multiple participating jurisdictions at the rate of \$3.25.

A nominal administrative fee will be charged to each jurisdiction sharing a ballot, not to exceed \$0.05 per active registered voter.

Example of the Impact of Cost Sharing Across Multiple Jurisdictions			
Number of Participating Jurisdictions	Active Registered Voters Per Precinct*	Estimated Rate	Total Cost Per Precinct
1	1,000	\$3.25	\$3,250
2	1,000	\$1.67 (half plus \$0.05)	\$1,670
3	1,000	\$1.13 (1/3 plus \$0.05)	\$1,130

*Largest precinct within municipality used as an example

Estimated Cost per Election		
Active Registered Voters Per Municipality	Estimated Rate	Total Cost Per Municipality
37,643	\$3.25	\$122,339.75

*This table represents the total cost per municipality at the highest estimated rate, however cost is calculated per precinct (see table above)

Exhibit C

Core Vote Centers

2027 Locations*
Weber Center
Ogden Valley Library
Weber County Fairgrounds

*Vote Centers are subject to change in accordance with state law and the decision of the County.

Additional polling locations may be established by consent of both the City and the County, the cost of which will be borne by the City, and which would be in addition to the estimates provided in Exhibit B. The County does not guarantee that all vote centers will be used in an election.

**Buckway Enterprises LLC**

PO Box 3271

Ogden, UT 84409

<https://buckwayflooringdesign.com/>office@buckwayflooringdesign.com**Phone:** (385) 205-6052**Fax:** (81) 537-0365**Quote Number****2329****City5031****Type:** Labor Only**Date:** 06/17/2026**Expires on:** 08/16/2026**Sales Rep.:** Dallas Buckway**Email:** dallas@buckwayflooringdesign.com**Phone Number:** (801) 668-7661**GST Number:** 14302997-004-STC**Customer Information****Customer Name:** Uintah City Uintah City**Address:** 2191 East 6550 South, Uintah, 84405-9724**Email:** b.woodbury@uintahcity.gov**Cell Phone:** (801) 458-2475**Service Site Details****Address:** 2191 East 6550 South, Uintah, 84405-9724**Contact Name:** Uintah City Uintah City**Email:** b.woodbury@uintahcity.gov**Cell Phone:** (801) 458-2475

Item	Description/Area	Quantity	Unit Price	Amount
LVT Service				
Lyrus Flex Elite Series	Style: Lyrus Flex Elite Series / Color: Mesa / Description: 9"x60" 5mm Thickness 30Mil	1380 SqFt	\$4.75	\$6,555.00
700 series Wall base	Style: 700 series Wall Base 4 inch with toe / Color: Black	240 Linear Foot	\$1.39	\$333.60
Futura Square Cap 5mm	Style: Futura Square Cap 5mm / Color: None / Description: 5mm/Nickle	3 Each	\$25.00	\$75.00
TAG100 Pressure Sensitive Adhesive	Style: TAG100 Pressure Sensitive Adhesive / Color: 4 GAL BUCKET / Description: 4 GAL BUCKET	5 Each	\$109.00	\$545.00
Uzin NC 888 Patch & Smooth Compound 10lb	Style: Uzin NC 888 Patch & Smooth Compound 10lb / Color: None / Description: 10lb Bags	8 Each	\$19.84	\$158.72
TAG Prime Dry Primer	Style: TAG Prime Dry Primer / Color: 4 Gal Bucket / Description: 4 Gallons	1 Each	\$77.68	\$77.68
LVT REGULAR	LVT Installation	1260 SqFt	\$2.00	\$2,520.00
368	Removal of existing VCT	368 SqFt	\$1.25	\$460.00
CARPET GLUE DOWN REMOVAL	Removal of Glue Down Carpet	99 SqYd	\$6.50	\$643.50
COVE BASE REMOVAL	Removal of Cove Base	180 LF	\$0.50	\$90.00
TRIM LABOR	Labor for Trim Installs	23 LF	\$1.50	\$34.50
PREP EACH		20 Each	\$50.00	\$1,000.00
Subtotal				\$12,493.00



COMMERCIAL FLOORING

August 26, 2026

BRINDY WOODBURY
 UINTA CITY
 2191 EAST 6550 SOUTH
 UINTAH, UT 84405

Re: UINTAH CITY OFFICE REMODEL
 Bid # 451652

Dear BRINDY:

Thank you for the opportunity to submit the following proposal for the above referenced project.

Scope of Work:

VCT DEMO	368 SF	DEMO AND DISPOSE OF EXISTING VCT	\$460.07
CPT DEMO	99 SY	DEMO AND DISPOSE OF EXISTING CARPET TILE	\$247.52
BASE DEMO	23 LF	DEMO AND DISPOSAL OF EXISTING BASE	\$15.33
PREP		ARDEX PATCH AND LABOR TO PREP DEMO AREA FOR NEW INSTALL	\$526.56
LVT	1,458 SF	PROVIDE AND INSTALL LVT – LYRUS FLEX ELITE – COLOR MESA 9" X 60" 5MM THICKNESS/30MIL WEAR LAYER – INCLUDES ADHESIVE AND INSTALL	\$10,581.72
TRANSITION	2 EA	PROVIDE AND INSTALL TRANSITION FROM NEW LVT TO EXISTING FLOORING NOT BEING DEMO'D FUTURA SQUARE CAP5MM ETCHED NICKEL	\$230.69
BASE	240 LF	PROVIDE AND INSTALL ROPPE 700 SERIES 4" WALL BASE W/TOE – COLOR BLACK 100 – INCLUDES ADHESIVE AND INSTALL	\$508.25
Total Price			\$12,570.14



Re: UINTAH CITY OFFICE REMODEL
Bid # 451652

INCLUSIONS AND EXCLUSIONS:

- INCLUDES LABOR AND MATERIALS TO INSTALL ALL QUOTED PRODUCTS
- INCLUDES REGULAR FLOOR PREP (EXPANSION JOINTS)
- EXCLUDES ATTIC STOCK
- EXCLUDES ANY UNFORSEEN MAJOR FLOOR PREP
- EXCLUDES LEVELING AND/OR FLOATING FLOORS
- EXCLUDES FURNITURE REMOVE & REPLACE
- EXCLUDES NIGHT AND/OR WEEKEND WORK
- EXCLUDES MOISTURE TESTING

We appreciate the opportunity.

Thank you,
Todd Myers
Wall 2 Wall Commercial Flooring – Ogden
todd@w2wcommercial.com 801-391-9640

* * *

I hope you find this proposal complete and to your satisfaction.
Please sign below to accept this proposal.

Authorized Signature

Date