PANGUITCH CITY COUNCIL
AGENDA

GARFIELD COUNTY COURT HOUSE
COMMISSION CHAMBERS
55 SOUTH MAIN
PANGUITCH, UTAH 84759
MARCH 12, 2019 6:30 PM

• OPENING CEREMONY
• ADOPTION OF THE AGENDA
• APPROVAL OF MINUTES
• OFFICER REPORT
• HOUSING PROJECT – DENNY ORTON
• MARKETING GRANT FUNDING – MELANIE HEATON
• WELL REFURBISH BID AWARD
• DONATION – EASTER EGG HUNT
• SURPLUS BID OPENING
• BUSINESS LICENSE – SUNLAND EQUIPMENT CO /495 N MAIN
• BASEBALL FIELD MAINTENANCE
• ORDINANCE 2019-5 PANGUITCH CITY WATER TANKS ANNEXATION
• ORDINANCE 2019-6 ROUNDY ANNEXATION
• ORDINANCE 2019-7 TALBOT ANNEXATION
• OPEN MEETING TRAINING
• ASSISTANT CITY MANAGER/EVENT COORDINATOR
• PENDING BUSINESS
• DEPARTMENT REPORTS/CALENDAR
• EXECUTIVE SESSION
• ADJOURNMENT

REASONABLE ACCOMMODATION: The City of Panguitch will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs. Please contact Lori Talbot at Panguitch City office at least 24 hours in advance if you have special needs.
PANGUITCH CITY BUSINESS LICENSE
APPLICATION

25 South 200 East, PO Box 75, Panguitch Utah 84759,
Phone: 435-676-8585, Fax: 435-676-2758, Email tyrissa.panguitchcity@gmail.com

Calendar Year: 2019

Date: 3/5/19

Name of Business: SUNCANDO EQUIPMENT CO
DBA: S/LA

Type of Business: EQUIPMENT SALES/RENTAL

Business Address: 475 N. MAIN ST
City: PANGUITCH
State: UT Zip: 84759

Mailing Address: PO BOX
City: PANGUITCH
State: UT Zip: 84759

State Sales Tax #: 12686056 - 002-5TC
Contractor License #

Name of Business Owner (if partnership, list all partners; if corporation, list principal officers)
SHILOH JAMES POPOVICH

Address: 2001 N. MTN 89
City: PANGUITCH
State: UT Zip: 84759

Phone #: 435-
Email Address: com

Name of Manager: S/LA
Manager Phone#: S/LA

LICENSE FEES (Circle all that apply to your business)

- General Fee - $25.00
- Home Occupation (one time only fee) - $25.00
- Beer Permit - $50.00
- Vendor Permit -
  - Up to 30 days - $20.00
  - Yearly - $25.00

Total amount due - $25.00

NEW APPLICATIONS - This is an application for a business license; the actual license will be issued only when the completed application is received, reviewed and approved by the city council. All information must be accurately completed or the issuance of the license will be delayed. Issuance of the license shall in no way relieve the applicable zoning, health, building and fire regulations. All state and Federal regulations must be complied with.

RENEWAL APPLICATIONS – Renewal forms are sent out the first of every year. If you did not receive one please contact Tyrissa at the Panguitch City Office. Late Fee - $10.00 (If paid after February first of each said year.)

HOME OCCUPATIONS – Home occupations require a conditional use permit. This includes ALL vacation rentals.

I, Shiloh James Popovich hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and understand that it is unlawful to make any false statement, declaration, or report as required in this application.

Date: 3/5/19
Signed by: [Signature]

FOR OFFICIAL USE ONLY
Approved: License #: Receipt #: Total Paid $25.00
**PENDING BUSINESS**

**March 12, 2019**

- Bike path up Lake Road
- Cameron Motel/other blight and abatement
- Panguitch City Springs rehabilitation
- Roads

## Donations

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>4/2017 Patchway Parkway Byway</td>
<td>3/2018 Patchway Parkway Byway</td>
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<tr>
<td>6/2017 Panguitch Homecoming</td>
<td>7/2018 Panguitch Homecoming</td>
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<tr>
<td>5/2017 24th Dinner (Fire Department)</td>
<td>7/2018 Junior Livestock Show</td>
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<tr>
<td>7/2017 Junior Livestock Show</td>
<td>9/2018 Eagle Scout Project – Nathaniel Sarles</td>
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<tr>
<td>9/2017 Panguitch Fishing Derby</td>
<td>10/2018 Eagle Scout Project – Klyn Fullmer</td>
</tr>
<tr>
<td>10/2017 Shooting Range</td>
<td>11/2018 Sub for Santa</td>
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<tr>
<td>10/2017 Christmas in the Country</td>
<td>11/2018 Christmas in the Country</td>
</tr>
<tr>
<td>10/2017 Sub for Santa</td>
<td>2/2019 Bryce Canyon Half &amp; 5K</td>
</tr>
<tr>
<td>12/2017 Eagle Scout Project-Parker Brinkerhoff</td>
<td>3/2019 Mid Utah Radio Basketball ads</td>
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<tr>
<td>2/2018 3 on 3 BB tournament</td>
<td>3/2019 Sportscast Region &amp; State BB</td>
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<tr>
<td>2/2018 Easter Egg Hunt</td>
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<tr>
<td>2/2018 Program Ads Girls &amp; Boys State BB</td>
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<tr>
<td>2/2018 Mid Utah Radio Basketball ads</td>
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<tr>
<td>2/2018 Sportscast Region &amp; State BB</td>
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<tr>
<td>3/2018 Bryce Canyon Half</td>
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<tr>
<td>3/2018 Panguitch Elementary</td>
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<td>4/2018 FCCLA</td>
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<td>4/2018 Little League Baseball</td>
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<td>5/2018 flower pots</td>
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<tr>
<td>6/2018 TARS Nationals</td>
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<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>$17,000.06</td>
<td>7031.00</td>
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PANGUITCH CITY
SURPLUS SALE

PANGUITCH CITY IS ACCEPTING SEALED BIDS ON THE FOLLOWING ITEMS:

1 – 1981 FORD DUMP TRUCK
   MINIMUM BID $300

1 - 1986 DODGE PICKUP
   MINIMUM BID $300

1 - 1991 DODGE PICKUP W 150  6 CYLINDER
   MINIMUM $300

1 - 1995 FORD PICKUP   F 150
   MINIMUM $300

1 - 1995 CHEVROLET PICKUP
   MINIMUM BID $300

1 – 1986 FORD SNOW PLOW 9000
   MINIMUM BID $1,000

1 – BRUSH HOG

1 – TORO LAWM MOWER 224 GROUNDMASTER
   62 " DECK   MINIMUM BID $300
1 – WHITE BOARD 12’ WIDE 4’ TALL
1 – CANON IMAGERUNNER COPY MACHINE
1 – BULLETIN BOARD – SLIDING GLASS DOORS 6’ X 4’
100 + STREET LIGHTS

BIDS WILL BE ACCEPTED IN THE PANGUITCH CITY OFFICE UNTIL 5:00 PM, FRIDAY, MARCH 8, 2019. BIDS WILL BE OPENED TUESDAY, MARCH 12, 2019 AT 6:45 PM IN THE COMMISSION CHAMBERS OF THE GARFIELD COUNTY COURTHOUSE, 55 SOUTH MAIN STREET, PANGUITCH, UTAH. THE SUCCESSFUL BIDDER WILL HAVE 48 HOURS TO COMPLETE THE TRANSACTION.

ALL VEHICLES AND EQUIPMENT WILL BE SOLD IN “AS IS” CONDITION, AND ALL SALES WILL BE FINAL. PURCHASES CAN BE MADE WITH CASH OR CHECK. PANGUITCH CITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL OFFERS. FOR ADDITIONAL INFORMATION CONTACT PANGUITCH CITY AT 435-676-8585.
2019 Garfield County Cooperative Marketing Funds Application

OVERVIEW
The purpose of the Garfield County Office of Tourism is to utilize funds generated by Transient Room Tax in promoting the area to increase visitation to all communities in Garfield County. The efforts of the Tourism Bureau are overseen by the Garfield County Commission under the advisement of the Garfield County Office of Tourism Advisory Board.

The Cooperative Marketing Funds are designated to increase the budget of communities or nonprofit tourism entities within Garfield County to increase their tourism promotional dollars. The applicant entity must come up with 35% of the project budget which will be matched 65% by the Garfield County Office of Tourism. These funds can only be used for marketing and promotional expenses outside of Garfield County or tourism related enhancement projects within a Garfield County community. If you are representing an event that has already been awarded funding through the event process, please note you can only apply for an additional $8,000.00 via these marketing funds. No event shall receive over $11,000.00. Any municipality applying for funding is exempt from this cap.

FUNDING CRITERIA
Consideration will be given to those events/organizations that meet the following criteria:

1. Applicant demonstrates that the event/project has the potential to:
   * Increase Transient Room Tax revenues in Garfield County.
   * Increase visitor stays in Garfield County.
   * Generate off-season or shoulder-season promotion to Garfield County.
2. Applicant verifies that the organization is financially stable. Matching funds may also come from a third party.
3. Applicant must be a non-profit organization or a Garfield County municipality.
   * If applicant needs to create a non-profit organization a tool-kit can be provided and marketing grant funding can be used for the financial obligation of becoming a non-profit organization.

Scoring Parameters & Ranking
The Board will review and score each application based on a point system. Applications must receive a score of 70 or higher by a majority of board members to be eligible for full funding. Applications receiving an average score of 55-69 points will only be eligible for partial funding. Scores lower than 54 points will not receive funding.

FUNDING REQUEST PROCESS
1. Submit a completed application along with the cover page and supporting documentation by January 22, 2019. Requests will not be accepted after deadline.

   Submit request to:
   Garfield County Office of Tourism
   Attn: Falyn Owens, Director
   P.O. Box 77
   Panguitch, UT 84759
   Fax to: 435-676-8239
   Email to: falynowens@brycecanyoncountry.com

2. The request will be reviewed by the Garfield County Tourism Advisory Board at the next scheduled board meeting after the deadline. Applicants will then be notified via email and invited to participate in an interview process with the Tourism Board. The interview will be a five-minute presentation regarding the request plus five-minutes for questions. Notification regarding the outcome of your request will be sent via email after all requests are reviewed. Oral presentations are set for February 5, 2019.

3. Upon approval, funds will be made available starting within a month after approval. The office of tourism will send an initial MOU after that is signed you will be issued the first half of funding (half of the 65%). Final Payment will only be made with a submission of documentation of actual advertising costs incurred and proof of sponsorship recognition and project completion. The ROI form must all be completed and submitted. Projects must be completed by December 15, 2019.
Cooperative Marketing Funds Application Cover Page

Primary Contact Person: Melanie Heaton

Name of the Applicant Organization: Panguitch City

Project: Multi-Use Trailhead Kiosks Project implementation Date 2019

Federal Tax ID #: 87-6000-259

Mailing address: PO Box 75, Panguitch, UT 84759

Telephone: (435)676-8585 Fax: (435)676-2758

Email address: visitpanguitch@gmail.com

Website: panguitch.com

Total Project Cost $10,933.24

Total Amount Requested (65% of total project cost) $7,106.61

I hereby certify that the facts, figures and representation made in this application, including all attachments, are true and correct to the best of my knowledge.

Applicant:

__________________________  __________________________  __________________________  ________________
Signature                Title                  Printed Name                  Date

Submit application and cover page to:
Garfield County Office of Tourism
Attn: Felyn Owens, Director
PO BOX 77
Panguitch, UT 84759
Fax to: 435-676-8239
email to: felynnowens@brycecanyoncountry.com

(5 points for completed application)
2019 Funding Request

Please respond to the following questions and attach to the cover page. Provide complete answers. You can use this form or use your own word document, but you need to include the questions in the exact order below in your application. Attach any supporting material and documentation.

1. Describe your marketing project (10 points).

   Our project is to construct two multi-use trailhead kiosk areas for ATV/UTV, bicycle, and horseback riding trails. The City received a federal grant to construct four kiosks, and engineering and other costs were so high that only two can be built from these funds. The local ATV club is willing to donate labor and equipment as necessary to construct the additional two kiosks at a small fraction of the cost of those in the original grant. Being able to construct all four kiosks would make trail mapping and information cohesive and comprehensive between the Panguitch and Hatch communities. Each kiosk area will consist of a covered shelter with a picnic table, and a kiosk with an overall panel map and safety information, and panels with smaller maps and descriptions of four trails pertinent to that specific area. The maps and trail descriptions have been designed and are ready to be made into panels.

2. List the source of all funds contributed to this project. (i.e. third party funds, sponsors, etc.) (15 points).

   The Panguitch City Council fully supports this project and the City will cover the remainder of the cost.

3. Describe how your project has the potential for bringing new visitors to Garfield County and generating Transient Room Tax (TRT) Revenues including primary goals and objectives of your project or event (15 points).

   Trail systems, especially for ATV/UTV use, have the potential to bring numerous visitors to an area, even providing an economic base. For example, the Paiute ATV Trail system was established in 1990. By 1999, it provided $17.5 million to the local economies of the four counties in which it is located; today that number is estimated at $32 million. ATV and multi-use trail systems have the potential to create significant revenue for small rural communities. These proposed trailhead kiosks will help riders have a better experience and educate them on the many trail possibilities around Panguitch and Hatch. The wayfinding signage Panguitch City received funding for in 2018 will direct visitors to the Panguitch kiosks.

4. Describe how your project has the potential for off-season or shoulder season promotion (15 points).

   The trailhead kiosks will be a permanent addition to the Panguitch and Hatch community visitor amenities. The kiosks, along with advertising, will help visitors want to use the trails throughout the year, especially in the fall and spring months.

6. What is your overall budget for this project? Attach a budget summary, including beneficiaries (10 points).
Demonstrate the return on investment. How will you measure the success of this project? Indicate what will be measured and what information will be collected, i.e. increase in room nights, increase in TRT or Resort Tax revenue, be specific. (15 points).

Panguitch City will continue to measure the change in room nights and camp spaces filled throughout the year. Although it is difficult to measure the exact impact of this project, we can partly determine its effectiveness by visiting with those using the trail systems and kiosks and through local input. This is an investment in the Panguitch and Hatch communities that will help bring awareness of and visitors to our trail systems.

8. In the chart on the next page please outline the specific media you have selected for your project. (15 points).

<table>
<thead>
<tr>
<th>Media Selected/Quantity (i.e. two ½ page ads)</th>
<th>Media Outlet (i.e. Las Vegas Review Journal)</th>
<th>Market Area (i.e. Las Vegas)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic: (TV/Radio/Internet)</td>
<td></td>
<td></td>
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<tr>
<td>Print Media: (Magazine/Newspaper)</td>
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<tr>
<td>Brochures:</td>
<td></td>
<td></td>
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<tr>
<td>Posters/Fliers/Billboards:</td>
<td></td>
<td></td>
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<tr>
<td>Social Media (Facebook ads, Twitter, You Tube, Trip Advisor, etc)</td>
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<tr>
<td>Other (Tourism enhancement project inside a Garfield County community)</td>
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</tr>
<tr>
<td>Total</td>
<td>$10,933.24</td>
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</tbody>
</table>

**FINAL STEP:**
Please complete the ROI spreadsheet found separately as an excel document, if your project cost is over $3,000.00. It is preferable that you get the figures from your local lodging partners, if that is not feasible you can refer to this website [http://gardner.utah.edu/economics/utah-travel-tourism/](http://gardner.utah.edu/economics/utah-travel-tourism/)

**Municipalities are exempt from completing this form.**
Panguitch Trailhead Kiosk Project Proposal

<table>
<thead>
<tr>
<th>2019 Multi-Use Trailhead Kiosks Project Budget</th>
<th>Cost</th>
<th>County 65%</th>
<th>Panguitch 35%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete slab for structure and kiosk, dirt work (2)</td>
<td>$1,500.00</td>
<td>$975.00</td>
<td>$525.00</td>
</tr>
<tr>
<td>Posts, lumber, roofing and structure materials for two kiosks and shelters</td>
<td>1,791.34</td>
<td>1,281.37</td>
<td>509.97</td>
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<tr>
<td>Picnic table (2)</td>
<td>2,500.00</td>
<td>1,625.00</td>
<td>875.00</td>
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<tr>
<td>Sandstone slabs and rock veneer for two kiosks</td>
<td>1,141.90</td>
<td>742.24</td>
<td>399.66</td>
</tr>
<tr>
<td>Panels for two kiosks</td>
<td>4,000.00</td>
<td>2,600.00</td>
<td>1,400.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$10,933.24</strong></td>
<td><strong>$7,106.61</strong></td>
<td><strong>$3,826.63</strong></td>
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<tr>
<td>Item No.</td>
<td>Item Description</td>
<td>Unit</td>
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</tr>
<tr>
<td>1</td>
<td>Mobilization/Demobilization/Clean Up</td>
<td>LUMP</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Remove Existing Pump</td>
<td>LUMP</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>6&quot; Drop Pipe</td>
<td>FT</td>
<td>350</td>
</tr>
<tr>
<td>4</td>
<td>Furnish and Install Pump</td>
<td>LUMP</td>
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<tr>
<td>5</td>
<td>Pump Development Testing</td>
<td>HOUR</td>
<td>10</td>
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<tr>
<td>6</td>
<td>Video Camera Survey</td>
<td>LUMP</td>
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<td>7</td>
<td>Brush and Swab Well Perforations</td>
<td>LUMP</td>
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<tr>
<td>8</td>
<td>Disinfecting</td>
<td>LUMP</td>
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Total Bid: $49,059.00  $82,000.00  $89,250.00  $103,600.00