



MONROE CITY COUNCIL MEETING

Tuesday, August 24, 2021 at 7:00 pm

NOTICE AND AGENDA

Pursuant to 52-4-6(2), UCA, notice is hereby given that the City Council of Monroe City, Sevier County, Utah, will hold a regular council meeting on the above date at the City Office, 10 N Main, commencing at 7:00 p.m. The agenda shall be as follows: (The order of business may be changed as time permits.)

- 1. Welcome and Call to Order: Mayor Johnny Parsons**
- 2. Pledge of Allegiance and Prayer: By invitation**
- 3. Roll Call**
- 4. Consider a motion to approve the minutes of meetings held August 10, 2021 and August 12, 2021**
- 5. Citizen input -Limit of 3 minutes per comment**
- 6. Business**
 - a. Consider water connection outside city limits - Garret Johnson**
 - b. Consider update to Monroe City Procurement (Purchasing) Policy**
 - c. Consider bids for updating Monroe City's Land Use Ordinance including zoning and subdivision regulations**
 - d. Consider cancellation of September 14, 2021 City Council meeting**
 - e. Consider participation in the Steel Solar II Study Project**
- 7. Other Business**
 - a. Staff Reports**
 - b. Department Business-Council**
- 8. Adjournment**

Posted this 23rd day of August 2021

I hereby certify that the foregoing notice and agenda was posted at the Monroe City Hall, website littlegreenvally.com, posted on the Utah Public Notice website and personally delivered to each member of the Monroe City Council.

Allison Leavitt, Monroe City Recorder

In compliance with the Americans with Disabilities Act, individuals needing special accommodations, or assistance during this meeting shall notify Allison Leavitt, City Recorder, at 435-527-4621 at least 24 hours prior to this meeting. Meetings of the

Monroe City Council may be conducted by electronic means pursuant to Utah Code Annotated, Section 52-4-207.

Contact: Allison Leavitt, Monroe City Recorder (monroecity@msn.com 435-527-4621) | Agenda published on 08/23/2021 at 10:01 AM



MONROE CITY COUNCIL MEETING
Tuesday, August 10, 2021, at 7:00 pm
MINUTES

1. The regular meeting of the Monroe City Council was called to order by Mayor Johnny Parsons at 7:00 p.m.

2. Pledge of Allegiance was led by Councilmember Payne. A Prayer was offered by Councilmember Sirrine.

3. Roll Call

Mayor Parsons

Councilmembers:

Dane Buchmiller

Michael Mathie

Perry Payne

Erica Sirrine

Janet Cartwright

Public Works Director Devin Magleby

City Recorder Allison Leavitt

4. Consider a motion to approve the minutes of the meeting held July 27, 2021.

Councilmember Mathie moved to approve the minutes of the meeting held July 27, 2021, as corrected. The motion was seconded by Councilmember Sirrine. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried 5-0

5. Citizen input – Limit of 3 minutes per comment

There were no comments tonight.

6. Approval of August 2021 warrant register, July 2021 cash disbursements, adjustment journal, and aging report.

Councilmembers reviewed and signed the August 2021 warrant register, July 2021 cash disbursements, adjustment journal, and aging report.

7. Business

- a. Consider Resolution 8 2 2021 filing notice of claim regarding certain lots within the Monroe City Cemetery, and related matters.

City Recorder Allison Leavitt explained that if lots in the cemetery have been unused and unclaimed for more than 60 years the Council can adopt a resolution asking that the owner of an unused and unclaimed lot of the cemetery file with the City Recorder a notice of claim for said lot. City Recorder Allison Leavitt will do her best to deliver a copy of the resolution to the owner of record but seeing that these are over 60 years old the owner will probably not be located. To help notify the owners the resolution will also be published in the Utah Public Notice Website and flyers will be posted at the City Office and City Library. After the resolution is passed there is a 60-day waiting period for individual notification and a 30-day waiting period after published. The owners' rights shall be terminated, and the lots will be returned to the City to resell.

Councilmember Cartwright moved to adopt Resolution 8 2 2021 filing notice of claim regarding certain lots within the Monroe City Cemetery, and related matters. The motion was seconded by Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried 5-0

- b. Consider Resolution 8 3 2021 approving an increase in the participant's entitlement share under the Carbon Free Power Project (CFPP) power sales contract.

Councilmember Buchmiller explained that Doug Hunter, UAMPS, suggested that Monroe increase their participation in the CFPP to 1.6 MWh. The Council has talked about increasing to 1.2 MWh, which would double our current participation of 600 kWh. Councilmember Buchmiller stated the difference between 1.2 MWh and 1.6 MWh is a small difference and would be good either way.

Council discussed that if no other buyers came into the project, the project fails, and the City increases their amount to 1.6 MWh the City would be liable for approximately \$350,000. However, Mr. Hunter expressed that this is not likely to happen. Councilmember Buchmiller stated that worse-case scenario is not ideal, but the power department could handle this liability. but the Council needs to look at worse-case possibilities.

79
80 Mayor Parsons stated that we are purchasing power for the next fifty years and our growth
81 has to potential to double by then. Monroe has seen an 18% increase just this past year.
82 Power Foreman Josey Parsons stated that it is expected that the Hunter Plant could be
83 offline by 1930 and we have 600 kWh in the Hunter Plant.

84
85 Mayor Parsons explained that if we have extra power in the CFPP this can be sold on the
86 market and the City could capitalize on this like others are capitalizing on us when we must
87 buy power on the open market. We have had to pay as high as .18¢ per kWh at times.

88
89 Councilmember Mathie stated that Mr. Hunter had explained that there were companies
90 that did not want to be part of the project but would have a power purchase agreement to
91 purchase the power. Power Forman Josey Parsons stated that right now only members of
92 UAMPS can participate in the project, however they are planning on opening this up to other
93 companies if UAMPS members do not purchase all the power.

94
95 Power Foreman Josey Parsons explained that there are different types of pools for
96 participants to purchase and sell power from.

97
98 Public Works Director Devin Magleby stated that if we go with the 1.2 MWh this gives us
99 room to participate in another project in the future to help with being diversified.

100 Councilmember Payne stated that the industry is already looking at ways to recapture the
101 carbon from coal plants to produce carbon free power, so this shows there is new
102 technology coming for clean power production.

103
104 Councilmember Buchmiller asked Power Foreman Josey Parsons how many remaining off
105 ramps there were and why UAMPS seems to be pushing for immediate action from the City
106 to increase their entitlement. Power Foreman Josey Parsons explained that there were at
107 least 2 and maybe 3 remaining off ramps and that the City can at any time increase their
108 entitlement, until the project is full. Jackie Coombs, UAMPS, is just wanting a better idea of
109 where participants are sitting before there August meetings.

110
111 Councilmember Mathie asked how much power would individual solar generate and how
112 does this hurt Monroe City? Power Foreman Josey Parsons explained that solar power is
113 undependable and not knowing how much or how little power our system would get from
114 the solar makes it difficult to plan for our power needs. Councilmember Payne explained
115 that solar power generates the most power in the morning and our power peak is in the late
116 afternoon. The solar power, unless you have some type of battery, can not be stored for
117 when we need it. Power Foreman Josey Parsons explained that our current Solar Policy does
118 protect the City since we charge the customer for the power they generate and use.

Councilmember Mathie stated that with new guidelines coming all the time for clean energy, if the City were ever forced to allow customers to produce solar power should this affect our decision on our level of participation in the CFPP. Councilmember Buchmiller stated that he liked the idea of doubling our subscription in the CFPP because our usage over the past few years shows that the nuclear would never be supplying all our power but would be a good base line since the 600 kWh only covers our power needs twice a year. Even with the 1.2 MWh our system would have the need for other power sources.

Mayor Parsons stated that with an 18% growth in power needs this past year, we need to be looking into the future demands. Mayor Parsons explained that the federal government has committed over a billion dollars to this project, showing that they are in support of this type of energy.

Councilmember Buchmiller moved to adopt Resolution 8 3 2021 increasing Monroe City's Participants entitlement share under the Carbon Free Power Project from 600 kWh to 1.2 MWh. The motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried 5-0

Terry and Stephanie Smith expressed their concerns with their July power billing. City Recorder Allison Leavitt explained that nearly all customers experienced an increase due the extreme heat and extra days in the billing period.

Mr. Smith stated that he has heard the Monroe City's solar policy is not solar friendly. Mayor Parsons explained that customers with solar power must use our power source, unless they are completely off the grid, and due to the unstable nature of solar these customers can be detrimental to our system. Councilmember Payne explained that our power is planned for and purchased in advance. It is very hard to base our power needs to include a solar source because there are so many variables that affect solar power. If we have planned for a certain amount of solar and the solar does not meet our demand then we are buying power on the open market, which can cost up to three times more. Councilmember Payne stated that he thinks trying to be green with solar costs everybody more money and there are other ways to be green that will benefit everyone.

Mr. Smith stated that the proposed nuclear plant is not considered green, and he thinks in the long run it would be better for the City to have a stronger green power source. Power Foreman Josey Parsons explained that most states including Utah are mandating the use of carbon free power by 2050 and this nuclear power is considered carbon free power.

Councilmember Buchmiller stated that he understands the argument of why solar would cost our residents money but how do the larger company's allow individual solar customers. Power Foreman Josey Parsons explained that generally their percentage of solar customers is small enough that it does not affect their bottom line whereas Monroe even 10 customers is too high of a percentage.

Mrs. Smith stated that her power bill nearly double, and from the standpoint of the person paying the bill, solar looks like a good option to help reduce her power costs. Mr. Smith asked if long term does the City want to be considered not solar friendly. Councilmember Payne and Councilmember Buchmiller stated that the city will continuously look for other clean power sources that will benefit both the City and our consumers.

c. Consider approving IT and Computer Security Policy

Councilmember Buchmiller moved to adopt IT and Computer Security Policy. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried 5-0

d. Consider approving 2021 Fraud Risk Assessment Questionnaire

Councilmember Mathie moved to approve 2021 Fraud Risk Assessment Questionnaire. The motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried 5-0

e. Consider polling location for November 2021 Municipality Election

Council decided that a central polling location in Richfield, UT was sufficient for the upcoming municipality election. Monroe has shown a good voting percentage with the mail-in voting process.

Councilmember Mathie moved to not have a polling location in Monroe for the November 2021 Municipality Election. The motion was seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried 5-0

8. Other Business

a. Staff Reports

City Recorder Allison Leavitt –

*RAP tax resolution to send to the Lt. Governor's Office needs to be adopted before August 19, 2021. Council decided to hold a special meeting on Thursday August 12, 2021, at 12:00 p.m. (noon) to consider a resolution stating that the Council has decided to place the RAP tax on the ballot for the November 2021 municipality election.

*Councilmembers need to be at the Mtn. View Park at 5:00 p.m. to start cooking meat for the Public Power Picnic which starts at 6:00 p.m.

Public Works Director Devin Magleby –

*Excavated dirt from construction on the middle school was taken to the Canyon View Park, Public Works Director Devin Magleby spread the dirt out to help cover rocks in this area.

*Water Foreman Darrell Payne and Cemetery Sexton Shad Lee will be working on getting culinary water installed for the restroom and water hydrants at the cemetery.

*Power has been installed at the new cemetery restrooms. \

*Received confirmation from the State Water Division that they are going to consider the water service at the treatment plant as our first customer for testing purposes, this means we will not have to install a separate service for testing purposes. There is some new computer equipment, that they are requiring, that needs to be purchased to meet their new requirements. The cost for this equipment will be approximately \$7,000.00.

Public Works Director Devin Magleby would like to see upgrades done to our Scada equipment, our current equipment is outdated, and these upgrades should keep the plant current for a minimum of twenty years. Council agreed for Public Works Director Devin Magleby to obtain quotes for the equipment updates.

b. Department Business-Council

Councilmember Payne –

*Irrigation water is still holding up to the demand, with citizens conserving and canal company water master Ron Mills working with us.

With the recent rain we were able to cut back on pumping canal water to the pond.

Councilmember Buchmiller –

240
241 No further business tonight.
242
243 Councilmember Cartwright –
244 *Raised a lot of money with the raffle of the gun, quilt, and board flag for the Veteran's
245 Memorial. Jorgensen's has donated a gun and Dogberry has donated a barn door for our
246 next Veteran's Memorial fund raising raffle. This will start in a few weeks.
247
248 *Should be hearing a decision from the Ash Grove Foundation and Sutherland Foundation
249 within the next few weeks on the grants for the Veteran's Memorial that we applied for.
250 Councilmember Sirtine –
251
252 *Red Rock Fly-in is scheduled to start September 27, 2021. The Forest Service has informed
253 organizer Stacey Whitmore that he will need to limit is participants to 300 instead of 500.
254 Because of this he has decided to extend the fly-in event next year to two weeks.
255
256 *Council decided to sponsor a cobbler and band night for the fly-in on Monday September
257 27, 2021, at 7:00 p.m.at the Lion's Park. Gil Smith will cook the cobbler and Councilmember
258 Sirtine will work on booking a band.
259
260 *9-11 Service project. Jordan Mills, RV Park owner, does not want any more rocks for his
261 fence, so the rocks could be piled along the west side of the landing zone, making it easier
262 for City employees to move when needed.
263
264 Councilmember Mathie –
265
266 *Receive an email about a matching fund grant the state legislature is making available to
267 cities for shovel ready projects. Mayor Parsons asked that he forward the email to City
268 Recorder Allison Leavitt.
269
270 Mayor Parsons –
271
272 *No camping signs have been ordered for the rodeo grounds and fishing pond since the RV
273 Park now provides a place for people to camp.
274
275 *Alfalfa at the cemetery needs to be sprayed. It was explained that IFA had been contacted
276 about spraying after last Council meeting, but to reduce costs they like to come when they
277 have multiple customers. Council decided it was needed now so they are willing to pay the
278 extra money. Public Works Director Devin Magleby will follow up on this.
279

280 **9. Adjournment**

281
282 **There being no further business to come before the Council for consideration,**
283 **Councilmember Payne moved the Regular Council Meeting adjourn at 8:18p.m. The**
284 **motion was seconded by Councilmember Buchmiller. The vote was unanimous. The**
285 **motion carried. 5-0**

286
287 The next regular City Council meeting is scheduled to be held on Tuesday, August 24, 2021
288 starting at 7:00 p.m. at Monroe City Office.

289
290 Approved this 24th day of August 2021.

291 Allison Leavitt
292 Monroe City Recorder
293



MONROE CITY COUNCIL SPECIAL MEETING

August 12, 2021

Minutes

1. The regular meeting of the Monroe City Council was called to order by Mayor Johnny Parsons at 12:00 p.m. (noon)

2. Roll Call

Mayor Parsons

Councilmembers:

Dane Buchmiller

Michael Mathie

Perry Payne

Erica Serrine

Janet Cartwright

Public Works Director Devin Magleby

City Recorder Allison Leavitt

3. Business

a. Consider adoption of Resolution 8 4 2021 placing recreation, arts, and parks (RAP) tax on the 2021 municipal ballot.

City Recorder Allison Leavitt explained the Sevier County Commission has indicted that they do not intend to submit an opinion question to their voters as to whether the County should impose a County-wide RAP tax. This means that the Council can now adopt a resolution identifying appropriate uses for the tax. This resolution will be forwarded to the Lt. Governors Office and placed on the November 2021 ballot.

Councilmember Payne moved to adopt Resolution 8 4 2021 to Notify the Lt. Governor's Office of Monroe City's intent to submit an opinion question to their voters regarding whether the City should impose a citywide tax to fund recreational facilities in Monroe. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes:

Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried 5-0

City Recorder Allison Leavitt stated that a notice requesting arguments for and against the RAP tax will be published. These arguments will be included in a voter information pamphlet that is required by law to be prepared and mailed to Monroe citizens.

4. Adjournment

There being no further business to come before the Council for consideration, Councilmember Sirrine moved the Regular Council Meeting adjourn at 12:06 p.m. The motion was seconded by Councilmember Payne. The vote was unanimous. The motion carried. 5-0

The next regular City Council meeting is scheduled to be held on Tuesday, August 24, 2021 starting at 7:00 p.m. at Monroe City Office.

Approved this 24th day of August 2021.

Allison Leavitt

Monroe City Recorder

MONROE CITY COUNCIL AGENDA REQUEST FORM

(Note: This application must be submitted no less than 4 days prior to the City Council Meeting Date by 11:00 a.m.)

DATE OF COUNCIL MEETING: 8/24/2021

WHO IS REQUESTING: Garrett Johnson

PHONE #: 435-893-1483 LENGTH OF TIME REQUESTING: 5 minutes

TITLE OF ITEM ON AGENDA: Water Shares

DETAILED RESON FOR REQUEST & EXPLANATION: (Use additional sheet if needed)

Wants to visit about trading water shares
to be able to hook on to city
water.

Please indicate whether any of the following have been consulted regard this matter:

Zoning Administrator ____ Public Works Director ____ City Council Member ____ (if so, provide name of member) _____

Mayor

APPLICATION REQUIREMENTS

1. Application for consideration of any request before the Monroe City Council must be submitted to the Monroe City Office before 11:00 a.m. the Friday prior to the meeting.
2. Application will be submitted to the Mayor for his signature and approval.
3. If you are applying for approval of a Conditional Use Permit, Single Lot spilt, approval of a Subdivision or land use, you must go to Planning Commission first.
4. If you have any questions, please feel free to call the City Office at (435)527-4621.

Approved: _____ Date: _____

(The Monroe City Council meetings are held the 2nd and 4th Tuesday of each month at 7:00 p.m. at the Monroe City Office, 10 N Main)



MONROE CITY

Procurement Policy

General Provisions

1. Authority to Enter into and Execute Contracts. All contracts are to be approved by the City Council in the City budget or by specific approval of the contract, as set forth in this policy. No department, office, advisory or policy board or other organization of Monroe City, nor any officer or employee thereof, shall be empowered to execute any purchase order or contract except as specifically authorized in this resolution or by other applicable law. All contracts in violation of this provision are considered void and may result in the personal obligation and liability of persons at fault for such violations.
2. Conflict of Interests Prohibited. No officer, employee, agent, representative or member of any committee of the City shall have a financial interest in any contract, bid, or proposal; receive any compensation or gift from any bidder or proposer; or have any other conflict of interest (See Utah Code 67-16 and 10-13).
3. Competitive Procurement. Unless exempted by this policy, all purchases and contracts shall be awarded on a competitive basis, as required by this Resolution and applicable State and Federal law.
4. Participation in State Procurement Unit Agreement and Contracts. Pursuant to Utah Code 63G-6a-2105, Monroe City may make purchases from or participate in state public procurement unit agreements and contracts, pursuant to the terms of said agreements and contracts without soliciting additional procurement options.
5. Unethical Purchasing Practices. Failure of any agent, officer or employee to comply with ethical purchasing requirements may result in suspension, termination, being personally liable for the purchase and/or criminal prosecution. All agents, officers and employees engaged in the procurement process for Monroe City will maintain high ethical behavior in agreement with Utah Code 67-16, Utah Public Officers' and Employees' Ethics Act and avoid the following practices:
 - a. Dividing a procurement to avoid following policy (see Utah Code 63G-6a-2404.3)
 - b. Kickbacks and Gratuities (see Utah Code 63G-6a-2404, 67-16-5 through 67-16-6)
 - c. Failure to Disclose conflicts (see Utah Code 63G-6a-1205 & 67-16-9)
 - d. Cost-plus-a-percentage-of-cost contracts (see Utah Code 63G-6a-1205)
6. Monroe City's purchases are not subject to sales tax. For vendors requiring documentation of tax-exempt status, a TC-712G Exemption Certificate for Governments and Schools may be obtained from Monroe City office staff.
7. When a procurement involves the expenditure of State or Federal funds, Monroe City shall comply with the applicable State and Federal laws and regulations.

8. In other situations, Monroe City may follow State procurement code as a guide, but this policy and other applicable City regulation shall ultimately govern.

Authorization Requirements for Purchases

1. Purchases up to \$1,000. All procurements of services and goods in an amount less than \$1,000 may be approved by the Department Head/Supervisor, provided such procurements have been budgeted for within the department and are in line with the budgeted purposes and responsibilities of said department.
2. Purchases over \$1,000. All procurements of services and goods in an amount over \$1,000 must be approved by Council department head prior to initiating the purchase. Descriptions of items or services will use sufficient and descriptive terminology to allow the reviewer to understand what is being purchased and why.
3. Purchases over \$5,000. All procurements of services and goods in an amount over \$5,000 must have a purchase request form approved by the Council department head. Documentation of the solicitation of two quotes or reference to the exemption of those requirements must be attached. (See telephone quote sheet at the end of this policy).
4. Avoidance of approval and written contract requirements. Purchases shall not be divided into smaller purchases for the purpose of evading the approval process required by this policy, or for the purpose of avoiding the need to obtain a written contract.
5. Solicitation Process– When Required
 - a. All contracts for public improvements of less than \$50,000 may be made by the City or may be negotiated by the City with a contractor or supplier. Improvements which are reasonably anticipated to exceed \$50,000 shall be obtained by competitive sealed bidding or proposal solicitation process. The City Council may also require competitive solicitations for the procurement of goods and services for any amount.
 - b. In the event that responses exceed available funds, and the lowest responsive and responsible response does not exceed funds available by more than 5% percent, the Council may, where time or economic considerations preclude re-solicitation of work of a reduced scope, negotiate an adjustment of the response price, including changes in the contract requirements, with the lowest responsive and responsible respondent, in order to bring the response within the amount of available funds.
 - c. Content of Invitation for Bids. An invitation for bids shall:
 - i. State that the Monroe is seeking bids for a procurement;
 - ii. Contain information on how to contact the person with the most knowledge about the procurement;
 - iii. State the period of time during which bids will be accepted;
 - iv. Describe the manner in which a bid shall be submitted;
 - v. State the address at which a bid may be submitted, and the person to whom the bid should be submitted;
 - vi. Describe the goods or services sought to be procured;

- vii. List or refer to the objective criteria that will be used to evaluate the bids.
 - viii. To the extent possible, include or reference significant contractual terms and conditions.
 - ix. State the date, time and place for the public opening of all bids.
 - x. An invitation to bid may require attendance at a pre-bid meeting for the purpose of obtaining additional information relevant to the bid. The invitation shall list the time, date and place of any pre-bid meeting that will take place.
 - xi. An invitation to bid may require that a bidder obtain additional specifications and objective criteria too lengthy to publish in the invitation for bids. The invitation to bid shall indicate where such information may be obtained.
- d. All invitations for sealed bids shall be issued by public notice 7 days prior to the deadline for submission of a bid.
 - e. All sealed bids shall be opened by the Mayor or designated representative in an open public meeting, before one or more witnesses, at the time and place indicated in the invitation for bids. The name of the bidder and the amount of each bid shall be recorded and made available to the public. Bids shall not be accepted after the time for submission of a bid has expired.
 - f. The City Council shall reject bids from further evaluation that are: incomplete, illegible, conditional, modify bid requirements, contain additional terms or conditions, divide bid into parts, failed to attend required pre-bid meetings, fail to confirm requirements or specifications, the bidder has a pending dispute with Monroe City on a previous project or where the City Council reasonably concludes that the bidder is unable to satisfactorily fulfill the bid requirements or has engaged in unlawful or unethical conduct in attempting to secure the bid. Any bidder whose bid has been rejected may obtain from the City Recorder a written finding stating the specific reason the bid was rejected.
 - g. The City Council shall award the bid/contract to the lowest qualified bidder or the bidder who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the invitation to bid.
 - h. Tied bids may be resolved using any reasonable criteria and at the sole discretion of the City Council.
 - i. Request for Proposals: Monroe City may issue a request for proposals as follows:
 - i. Requests for proposals are appropriate where price is not the only key factor in reviewing proposals.
 - ii. The request for proposal process shall follow the general bid process set forth above, except that the City may open, review, and score

proposals through an evaluation committee, without a public meeting, based on the objective criteria set forth in the request for proposals.

- iii. The contract shall be awarded to the respondent whose proposal scores the highest and provides the most value or benefit to Monroe City, even if the proposal is not the lowest cost.
- j. Monroe City may cancel the solicitation process or reject all responses in whole or in part if it determines that; no responses met the minimum requirements, there are insufficient funds, the item or service is no longer needed or the specifications or timing does not meet Monroe City's current needs or long term plans. In the event of a cancellation the City Council shall publicly state the reason for the cancellation and make that information available for public inspection.
- k. Exemptions from competitive solicitation requirements may include the following: Sole source providers, service contracts with professionals or specialists, emergency purchases. The City Recorder shall sufficiently document the reason for not competitively soliciting the procurement and have it approved by the City Council.
- l. Protests to the solicitation process shall be submitted to the City Recorder in writing within 5 days of the time the event complained of takes place, or within 5 days of the time the protester knew or should have known of the event. The City Recorder will respond to the protest within 5 days of receiving the complaint. The City Recorder's decision may be appealed to the City Council in writing within 5 days. The City Council may address the appeal at its next regularly scheduled meeting or hold a special meeting to evaluate the merits of the protest appeal.

6. Additional Authorizations.

- a. Routine monthly billing will be approved for payment by the City Recorder/Budget Officer. These include payroll/withholding, retirement contributions, health and life insurance premiums, contractual obligations, etc.
- b. Routine service connection supplies for water and power department needs will be approved by the City Recorder/Budget Officer. These items include wire, conduit, pvc pipe and fittings, and etc.

All purchases shall be within the limitations of budget allocations. Councilmembers and the Mayor shall approve payment to vendors by signing the monthly warrant register.

MONROE CITY

By _____

Johnny C. Parsons, Mayor

ATTEST:

Allison H. Leavitt, City Recorder

QUOTE SHEET

Product or Service Requested: (Include specific project requirements such as required completion date etc.)

Vendor #1:

Company Name:

Person Contacted: _____ Date Contacted:

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other:

Contact Information: Phone: _____ Address: _____

Amount Quoted: (Or attach vendor's written proposal or bid) _____

Vendor #2:

Company Name:

Person Contacted: _____ Date Contacted: _____

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other:

Contact Information: Phone: _____ Address: _____

Amount Quoted: (Or attach vendor's written proposal or bid) _____

Vendor #3:

Company Name:

Person Contacted: _____ Date Contacted: _____

Method of Contact: ☐ Phone ☐ E-mail ☐ In-person ☐ Other:

Contact Information: Phone: _____ Address: _____

Amount Quoted: (Or attach vendor's written proposal or bid) _____

From: Bruce Parker <pds@utahplanning.com>
Sent: Monday, October 12, 2020 4:09 PM
To: 'monroe city'
Subject: RE: Land Use book

Allison,

I understand that Monroe City wishes to update the City's Land Use Ordinances, including zoning and subdivision regulations. The following is an estimate to complete this work to satisfy city leaders and residents. I want to be realistic and provide the best and most reliable information possible.

Subdivision Ordinance. Rewrite and update to meet all applicable statutory and case law standards, meet the unique needs of Monroe City, provide the required subdivision options, and comply with all public hearing requirements. **Cost Estimate = \$20,000.00**

Zoning Ordinance. Update (rewrite) the Monroe City Land Use Ordinances (zoning and subdivision). This work shall ensure all applicable statutory and case law standards are met, mindful of the unique needs of Monroe City. Provide required zoning districts (sufficient to meet City needs). Address all land use application decision-making standards for both legislative and administrative actions. Provide required Tables of Uses (with all use definitions), Development Standards, Parking, etc. by zoning district. Include nonconforming use standards. Provisions applicable to Land Use Authorities (administrative and legislative) and Appeal Authority. Other provisions required by Section 10-9a et seq., Utah Code. This work must achieve the needs (and constraints) of the City.
Cost Estimate = \$35,000.00.

As mentioned, I want to provide reliable and realistic information to the City. I hope the preceding is helpful.

Regards,

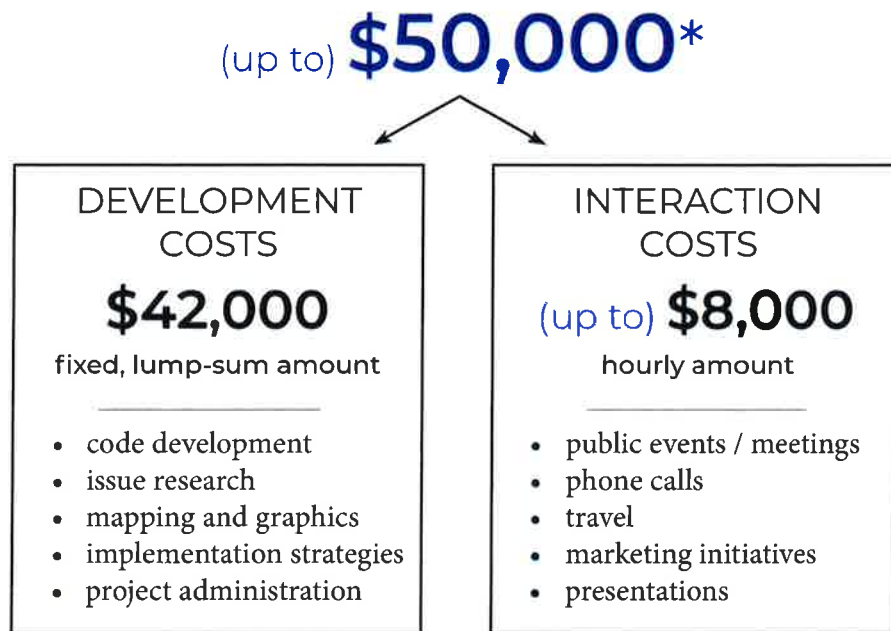
Bruce Parker, aicp
Planning and Development Services, LLC
Salt Lake City, Utah
pds@utahplanning.com
801/277-4435



From: monroe city <monroecity@msn.com>
Sent: Friday, October 9, 2020 4:05 PM
To: Bruce Parker <pds@utahplanning.com>
Subject: RE: Land Use book

PROPOSED BUDGET

Based on our experience doing projects similar to this one, our understanding of the RFP's requirements, available datasets, local issues, etc, we believe that this project can be done for (up to) \$50,000. We propose that this amount be appropriated as follows:



*Interaction efforts are critical to planning initiatives. This arrangement provides flexibility in how interaction is conducted throughout the initiative, and the budget control maintained by the client creates the possibility of the project coming-in under budget.

Monroe City can expect to receive professional planning support that includes findings, objectives, and recommendations that are soundly backed by technical and qualitative information and analyses. The depth and breadth of our experience will ensure that our work will be delivered on time and within the budget.

We have assembled a team of subject matter experts with a proven record of successfully completing projects similar in cost and scope. Rural Community Consultants and Jones & DeMille Engineering are interested in long-term relationships with our clients. We are available to begin now, and will maintain this commitment until it isn't needed by the City.

Our team doesn't anticipate significant changes to our scope, schedule, or budget during this initiative. However, if the client(s) elect to significantly modify the project subsequent to final successful delivery, or retain our team after completion, we would negotiate those changes according to our hourly fee schedule.

Fee Schedule (personnel):

Principal Planner (RCC)	\$190/hr
Planner (RCC)	\$115/hr
Project Planner (JDE)	\$95/hr
GIS Specialist	\$100/hr
Engineer (JDE)	\$125/hr

Fee Schedule (overhead):

Vehicle Mileage + Expenses	\$0.56/mi
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**STEEL SOLAR II PROJECT
INTEREST SOLICITATION**

AUGUST 2021

Member: _____

Please indicate below your desire to participate:

[] We are interested in participating at _____ kW in the Steel Solar II study project.

[] We are not interested in participating in the Steel Solar II study project, at this time.

By: _____

Its: _____

Date: _____