

9/14/11

Francis City Council Meeting
September 15, 2011 7:00 p.m.
Francis City Community Center
FINAL AGENDA

1. Public comment

Comments will be taken on any item not scheduled for a public hearing, as well as on any other City business. Comments are limited to two minutes per speaker. The Council cannot act on items not listed on the agenda, and therefore, the Council may or may not respond to non-agenda issues brought up under Public Comment. Those wishing to comment should state their full name and address, whom they represent and the subject matter to be addressed. No person shall interrupt legislative proceedings. Total time allocated to public comments will be no more than 10 minutes.

2. Department Reports

Mayor Snelgrove

1. Explanation of high power bills at Lower River Road lift station
2. Carollo to make presentation at October Council meeting
3. Frontier Days wrap up at October Council meeting

Council member Major

Council member Melendez

Council member Ure

Town Attorney

Town Engineer

Town Planner

3. Discussion and Possible Appointment: City Council seat vacancy

4. Set Date for Canvassing of Primary Election Returns

5. Financial Reports

a. Payment of Bills

b. Woodland Hills Mutual Water Company reconciliation

6. Discussion and Possible Approval: Noise Ordinance

7. Discussion and Update: Streetlights on SR 32

8. Update on River Bluffs

9. RAP tax updates

10. Discussion: City Personnel Performance Reviews

11. Discussion: Option to Become a Six Member Council

12. Discussion and Possibly Set Date: Council Retreat/Workshop

13. Closed executive session to discuss reasonably imminent litigation

14. Approval of Minutes: August 11, 2011 meeting

15. Adjourn

I certify that this notice has been posted in three (3) public places and on the Utah State Public Notice Website.

Attested by Alison Weyher.

In Compliance with the Americans Disabilities Act, individuals needing special accommodations during this hearing should notify Susan Moses at (435) 783-6236 at least three days prior to the hearing.

Attendance

City Council Meeting

September 15, 2011

~~James H. Harrison~~

~~Bob~~

Bethu Haines

Kim Woodard

Jeremie Forman

JOHN KEYES

CL. FTA KEYES

Pam Bates

Kid Burdick

Key Hallan

Spette Salbe

Bene Atkinson

Julie Keys

Melanie Morgan

Tracy Hunt

Gray Snelgrove

Tracie Forman

Chad Forman

Dale Thomas

Susan Conn

Matt Cullagha

Kathy Dittus

Bob Bates

Georgia Bates

Dixie Thompson

Eileen Dunn

Doug Dance

Merly Thomas

Ed + Frances

Jon Shuppy

John + LouAnn Barclay

Francis City Council Meeting
September 15, 2011 7:00 pm
Francis City Community Center

The Francis City Council convened on September 15, 2011 at the Francis City Community Center. Mayor Snelgrove called the meeting to order at 7:05 pm. Alison Weyher transcribed the minutes from this meeting.

Present: Mayor Lee Snelgrove
Matt Crittenden
Kristi Major
Gio Melendez
Wes Ure
City Clerk: Alison Weyher
City Attorney: Kraig Powell
City Engineer: Scott Kettle
Director of Finance: McNeil Duncan

Others present: Renee Atkinson, Britni Harris, Kim Woodard, Jeremie Forman, John Keyes, Clifta Keyes, Pam Bates, Kit Burton, Rex Hallam, Lynette Hallam, Gene Atkinson, Julie Keyes, Melanie Morgan, Greg Averett, Jody Snelgrove, Tracie Forman, Chad Forman, Dale Thomas, Susan Cann, Matt Crittenden, Randy Butters, Bob Bates, Georgia Bates, Dixie Thompson, Eileen Dunn, Doug Dance, Mickey Grames, Robert Grames, Jon Shuppy, John Barclay, LuAnn Barclay

1. Public Comment.

Kit Burton. Asked if the Council had received his Notice of Breach of Contract dated August 26 and whether the Council is going to respond before he proceeds with legal action. He reminded the Council that in his letter he offered to talk and is wondering if the Council wants to talk or would prefer to meet in court.

Attorney Kraig Powell responded that this is the first meeting of the City Council since the letter was received. Powell continued, explaining that the letters were given to each Council member the same night they were received and that he expects to receive direction from the Council at this meeting, and will then respond. Burton asked what the time frame will be and Powell reiterated that this is the first meeting since the Notice of Claim was submitted and the Utah Notice of Claims Act allows sixty days from receipt of the Notice, although he expects to respond much sooner.

Rex Hallam. Stated that the City has had Pelorus under contract for eight years, and wondered why Neil Duncan is being asked to come to each meeting and what he is being paid to attend. Mayor Snelgrove responded that Duncan is functioning on a temporary basis as the City's financial officer and that is why he attends the meetings. The Mayor stated that he would have to check to determine Duncan's hourly rate.

Hallam continued stating that at the Meet the Candidates Night it was stated that Francis Frontier Days had lost \$40,000 over the last five years, and he would like to see the proof. He continued, commenting that when the water and sewer rates were raised, former Council member Adair

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stated that the City had contracted to spend \$100,000 on the sewer study and wanted to know why the study is not available in the office. Mayor Snelgrove explained the study is not yet completed. In response to a follow-up comment from Lynette Hallam, Alison Weyher stated that she was in the process of responding to the GRAMA request and would have the information out shortly.

Lynette Hallam suggested that the person chosen to fill the vacant Council seat should come from one of the four candidates selected in the primary election to advance to the November general election. She added that if a candidate is selected, they could still run for office and then have their choice of serving for two or four years.

Mickey Grames. Read a statement (attached) stating that she was withdrawing her name from consideration for the vacant seat. It is her belief that the position should be filled by one of the four candidates who advanced through the primary election and received a strong voter approval. She offered her support and willingness to serve as needed.

John Keyes. Asked for a report on the fencing project. He felt that there were discrepancies in the reports he received, and wondered why the low bidder was not accepted. He stated that the bids did not look like those he received when he worked for the highway department. Council member Major responded stating that the bids were not government bids, but were from fence companies and that she would be happy to respond to Mr. Keyes.

Gene Atkinson. Asked if the Council would reconsider adopting an engine brake ordinance in the City. He added that while the speed limit on SR 32 has been reduced, nothing has been done on SR 35, and he wondered if the City could ask to have that reduced as well. Weyher stated that UDOT has committed to lowering the speed limit on SR 35, but that it may take some time.

Sheree Averett asked where the numbers for the new water and sewer rates had come from. She added that the Francis rates are much higher than Kamas or Oakley. Mayor Snelgrove stated that the reason the rates were raised is because the City is losing money in the water department, and that he would provide the rates if they were not available, and that the department had been losing money. Averett continued that she understands the need for the increase but she feels that she is being gouged.

Lynette Hallam interjected that Kamas is in the process of raising their rates. Council member Major verified that rates were last raised eight years ago and stated that the Council spent four months reviewing the costs and considering various rate options. She added that there were several public hearings and opportunities for public input.

Matt Crittenden added that Kamas has just recently raised their rates to \$52.00 per month and dropped their usage amount to 15,000 gallons. John Barclay commented that his bill only increased by \$5.00 and perhaps Averett should see if she has a leak. Averett responded that she has verified that her bill was the correct amount. Jon Shuppy added that his neighbors bills have increased substantially, one by \$500, one by \$400 and one by \$200, and no one has a leak.

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Greg Averett stated that he agreed that the person appointed to the Council be one of the top four in the recent election, and that he is against the six member Council.

Mayor Snelgrove closed the public comment session and asked Chad Ambrose from Rocky Mountain Power to speak. Ambrose presented a check for \$4,000 to the City from the Rocky Mountain Power Foundation to be used for the park restrooms. He added that the Foundation is funded by shareholders rather than ratepayers. Mayor Snelgrove commented that Ambrose is the liaison with the mayors in the valley when there are problems with electrical service.

2. Department Reports.

Mayor Snelgrove

- a. Explanation of power bills at the Lower River Road lift station. Scott Kettle handed out reports indicating power usage at the station (attached) The biggest difference is that it has a three phase motor, which uses more power when starting. The other two lift stations have single phase motors.
- b. The Council has received a letter from Sherry Rydalch, the daughter of Dolly Dugdale (attached). Mrs. Dugdale is 98 years old and doesn't live here full time. She just received her water bill for \$1650 for the month of August. Her sprinkling system had jammed resulting in the overage. She commented in the letter that it bothered her to have an outstanding bill. In the prior months of this year, her bills had been between \$40 and \$52. When the problem was discovered, it was immediately rectified. The Council agreed to write off the overage and only charge Mrs. Dugdale the base amount.
- c. Frontier Days. Mayor Snelgrove proposed having a wrap up and accounting of Frontier Days at the October Council meeting. Council member Major asked if it could include acknowledgements for volunteers.

Council member Melendez explained that the Mayor, Scott Kettle, Kraig Powell and Alison Weyher had met with Carollo Engineering for an update, and that Carollo will make a presentation at the October Council meeting, identifying progress, options and an explanation of where they are in the process. Kraig Powell distributed his notes from the meeting, explaining that most of the meeting was spent reviewing the progress and the good work done by Council member Melendez and former Council member Adair. Council member Major asked how long the project was expected to last. Council member Melendez responded that the contract specifies a nine month completion. Council member Major then commented that previously the Council had been told the consultants were still waiting for data from the City. Council member Melendez replied that he believes they have all the information they have requested. Council member Melendez reminded the Council that the City had requested three options; an immediate fix, a short term option for the next 20-25 years and a final option that would cover the next fifty years. Therefore there may be as many as 9-12 options.

Council member Major recapped the Parks Department projects including the white vinyl fence which has been installed. She reported she has received many compliments on it. Council member Major gave a "shout-out" to Luke, expressing her appreciation of all his efforts to get the park ready for Frontier Days including painting doors and the bridge railing. She also gave a "shout-out" to Luke and Scott Kettle for installing the Tree City signage. Council member Major explained that because of the short construction season, many park projects are occurring

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simultaneously. She distributed handouts (attached) indicating the safe distances required between playground apparatus and explained that grass will be removed to meet those requirements. Council member Major continued, explaining the process which led to the removal of the willow tree in front of the Community Center. She stated that last July Mayor Snelgrove had suggested it be removed, and that subsequently arborists and Rocky Mountain Power agreed.

Council member Major then addressed the Wild Willow park asking for clarification on what types of signage were proposed by the Planning Commission. Following discussion, it was agreed that No Dumping signs should be installed. Council member Major added that the next tree committee meeting will be held on October 6 to talk about winterizing trees and maintaining them. She stressed that this event is open to the public and will be a family activity.

Council member Ure stated that he has been asked to install a "Slow – children at play" sign on Foothill Road. Scott Kettle estimated that the cost will probably be around \$100.00, he will report back to the Council at the next meeting on the final costs.

Mayor Snelgrove asked Council member Ure for the status of the salt and suggested that Council member Ure and Luke Thomas order it in case the weather changes.

Kraig Powell stated that included in the packets is a letter he sent to Mark Atkinson summarizing the agreement reached on the driveway encroachment.

Alison Weyher handed out a staff report (attached) explaining that she has been asked to serve on the Summit County Economic Development Task Force. She stressed that this will be a one to two year process, and will not replace the economic development efforts Francis has considered. She asked for direction from the Council in order to move ahead. Mayor Snelgrove added that he had asked Weyher to represent the City when he is unable to attend. He suggested a work session within the next two months to address economic development.

3. Discussion and Possible Appointment: City Council vacancy

Mayor Snelgrove clarified that Mrs. Grames is the only candidate that has withdrawn from consideration.

Council member Major motioned to appoint Matt Crittenden to the seat vacated by former Council member Adair for two years. Motion seconded by Council member Melendez.

Mayor Snelgrove	aye
Council member Major	aye
Council member Melendez	aye
Council member Ure	aye

Attorney Kraig Powell then swore in Council member Crittenden.

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Mayor Snelgrove commented that all of the candidates have positive attributes that they could contribute to the Council. He expressed appreciation to Mrs. Grames for her candidacy and her choice to withdraw from further consideration.

4. Set date for Canvassing of Primary Election Returns

Mayor Snelgrove explained that the Mayor and Council serve as the canvassers for the municipal elections. State statute requires them to meet between 7 and 14 days after the election to canvass the election. The Council agreed to meet at 6:30 on September 26, 2011.

Mayor Snelgrove added that he may have a candidate for City Recorder who could also be approved that evening. The Mayor agreed to distribute information on the candidate in a timely manner so that the Council could review the materials before the meeting.

5. Financial Reports

McNeil Duncan reviewed the operational budget report for September. The bottom line shows that the total revenues for the month are \$25,490 and \$39,000 for the year, while the expenses are \$22,382 for the month and \$49,880 for the year. Duncan explained that the majority of the City's revenue comes from property taxes, which are collected in November and December so the shortfall is to be expected. Duncan asked for questions. Council member Major asked when training would occur. Mayor Snelgrove responded it would occur in the next several months. Council member Major asked if the Class C road money would remain constant. Duncan responded that it hadn't changed in thirty years. Council member Major asked how many building permits have been requested. Mayor Snelgrove and Alison Weyher said they would need to check the exact numbers. Duncan continued, reviewing the Water Department, indicating that depreciation had not been included. The net income after paying Woodland Hills shows a \$15,000 surplus including depreciation. Line 6410 has been repurposed to show the monthly charge from the Woodland Hills Mutual Water Company.

In the Sewer Department budget the revenue for the month was \$10,000 and the expenses, including depreciation are \$6,000. Duncan explained that in both the water and sewer department the rate increases are keeping both funds in a positive cash flow position. He believes that it is safe to project a positive cash flow for the year based on July and August. The Frontier Days account shows \$41,000 in revenues and \$35,000 in expenditures. However, there are additional expenses yet to be received. Council member Melendez asked if there could be a cut-off date and Duncan explained that would be very difficult. Council member Major added that she had just received the printing bill and had questions on the invoice total which she was reviewing with the vendor. Council member Major asked if there is a line item for silent auction revenue. Duncan explained that it is shown under line item 3492.

Open Invoice Register

Council member Major asked if it would be possible to get the open invoice register early. Duncan explained that he received the invoices the day of the meeting. Duncan then stated that he had been asked to fill in on an interim basis in April for a couple of months to complete the budget, walk the Town through the budget process and train the new City Recorder, and that the assignment would wrap up at the end of June. He continued, commenting that it is now September, and he is still performing these duties. He stated that this is not an efficient process

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and has doubled the Treasurer's work. Duncan added that he is concerned when he hears things like Frontier Days has lost \$40,000, adding that he has kept the records for the past eight years and there has never been a shortage like that. He expressed frustration with the fact that the Frontier Days budgeting process has consumed more time in the past six months for a three day event than the general fund will consume for the entire year. Attorney Kraig Powell added that it is important to note that the City had contracted with Pelorus prior to the current situation and that they have provided computer and accounting support to the City for several years. However, in April the City hired Neil to perform the financial duties of the Town Clerk in addition to those for which his firm is under contract. Duncan added that he would be happy to go back to his regular assignments and stressed the need to appoint a City Recorder.

Council member Major motioned to approve the bills as listed on the Open Invoice Register of September 15, 2011. Motion seconded by Council member Ure.

Mayor Snelgrove	Aye
Council member Crittenden:	Aye
Council member Major:	Aye
Council member Melendez:	Aye
Council member Ure:	Aye

Mayor Snelgrove verified with Duncan that the Woodland Hills financial report had been included in the general financial report. He continued stating that the City needs to appoint a Council member to the Woodland Hills board to replace former Council member Adair. He proposed appointing Council member Melendez to the position. Attorney Powell recommended that the appointment be confirmed at the next meeting.

6. Discussion and Possible Approval: Noise Ordinance

Attorney Kraig Powell explained that this is the third time the Council has reviewed this ordinance. It first began as a nuisance ordinance but last month was revised to be a noise ordinance with very specific provisions (attached). Section two describes the permitted decibel levels which are higher during the day than in the evening. Powell then provided handouts on costs and examples of decibel meters. He explained that Midway uses a meter purchased from Radio Shack that cost \$99.00. Section Five allows for a Special Event Permit to be issued allowing a higher level of sound for a specified time period. He continued stating that he has researched many other cities and feels comfortable with these sound level limitations. He added that at the last Council meeting the Council specifically requested that there be no prohibition on engine brakes.

Council member Major asked if there had been complaints about noise levels at the rec. hall since it is consistently rented. Mayor Snelgrove responded that he was not aware of concerns. Council member Major continued, asking if the office should be more proactive in making sure that those renting the center are aware of the Ordinance. Julie Keyes asked if a provision could be added requiring notification of abutting property owners of special event requests. Council member Melendez suggested that requiring notification of adjacent properties as part of the special event application. Eileen Dunn commented that other communities require notification to surrounding property owners. Greg Averett asked if this is a real problem, adding that he

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believes it is just making more work for the City, and is not necessary. Rusty Harris stated that he believes that 55 decibels is a loud hand clap, and that OSHA requires earplugs after 65 decibels if you are working in the area for eight hours. Powell explained that these requirements are standards used in other communities, and the restrictions take effect after 10:00 pm. A question was asked if the City has had many complaints. Attorney Powell explained the history of the Ordinance, stating that a year ago a person in Francis had a party and the Sheriff was called. The Sheriff suggested that the host obtain a permit for the party, and so this year the request for a permit was made and it was discovered that Francis had no permitting process. The Sheriff requested that an Ordinance be in place so that they could enforce it. Francis considered adopting the Summit County Ordinance; however it is much more restrictive. Alison Weyher added that there have also been complaints about businesses in residential neighborhoods generating more noise than is appropriate, so this ordinance will help enforce those issues.

Jody Snelgrove asked if this Ordinance will have an impact on the road noise which is very loud on SR 35. Attorney Powell responded that this Ordinance cannot be used to enforce traffic noise. Council member Major asked if the Council wished to amend Section Five. Council member Crittenden stated that he feels that if the Ordinance is adopted this evening, Section Five should not be included because he is concerned about the enforcement, and believes that the Sheriff will be asked to enforce, which is the same as it is now. Council member Ure added that he agrees with Council member Crittenden, asking if the Council would be required to take the sound meter and enforce the Ordinance. Council member Major stated that she believes those concerns were addressed at the prior meeting. Mayor Snelgrove stated that the reason for using the decibel meter was to give the Sheriff a specific maximum level that would be permitted and anything over that level would be cited. Attorney Powell explained that he had consulted with the Summit County Sheriff in drafting the Ordinance and they had requested the specificity. Tracie Forman asked if Francis was going to give a meter to every Sheriff. Mayor Snelgrove responded that the Sheriffs already have the meters. Weyher explained that the Ordinance Francis is proposing to adopt is more lenient than the Summit County Ordinance but will still provide a tool to be used to control excessive noise levels. Council member Ure commented that there are more loud trucks on a single day in Francis than there are loud parties in a year. Council member Melendez stated that having the Ordinance will make it easier to enforce because it will be specific rather than arbitrary.

Council member Melendez motioned to approve the Ordinance as written. Motion seconded by Council member Major.

Mayor Snelgrove	Aye
Council member Crittenden:	Nay
Council member Major:	Aye
Council member Melendez:	Aye
Council member Ure:	Nay

7. Discussion and Update: Streetlights on SR 32.

Alison Weyher distributed a staff report (attached) and explained that at the last Council meeting Scott Kettle reported that Rocky Mountain Power had changed their position and no longer allows streetlights to be affixed to their power poles, instead requiring free standing light poles in

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the UDOT right of way, making installation of the lights very expensive. She added that Francis had had requirements for the lights in place for many years, intending to install them at one time to save money. Since the meeting Weyher and Kettle have met with Rocky Mountain Power and obtained permission to mount three streetlights on poles along SR 32 at Wild Willow Road, Tils Way and Scenic Heights Road. Francis will contract with Rocky Mountain Power for the installation of the lights and collect the funds from the developers. Weyher stated that the City has a written commitment from Kit Burton and is working with Chad Mitchell on the streetlight at Uinta Shadows and Doug Dance will discuss the light on Scenic Heights Road as part of his presentation to the Council. In response to a question from the audience, the Council clarified that the proposal is for street lights, rather than traffic signals.

8. Update on River Bluffs

Kraig Powell reminded the Council that at the last meeting, the Council made a motion requiring all outstanding work needed for final approval in River Bluffs be completed by September 15, or face fines and penalties.

Doug Dance addressed the Council, reviewing his memo to the Council (attached) and stating that all items were completed in August with the exception of the streetlights. He explained that the streetlights were ordered in September following approval of the revised design. He added that the fixtures have a four to six week lead time. Probst Electric has been hired to install the wiring and concrete bases. Continuing, Dance stated that the location of the lights remains a concern. The original plans required seven streetlights in both phases of the subdivision. The Planning Commission approved reducing the number of lights to three, throughout the entire development, however they requested one be at the intersection of SR 32 and Scenic Heights Road. Dance explained that this light would be very expensive to install. He stated they have reached the end of their bank account and installing the light at SR 32 is beyond what they can afford. Rather than installing the light at SR 32, Dance offered the Council four proposals; one, to install the third light within the subdivision at the intersection of Scenic Heights Road and River Bluffs Drive, two, to pay Francis \$3,200 to be used on any street light project the City desires, three, to escrow the \$3,200 and install the light at SR 32 when phase two is constructed (paying the outstanding balance at that time), and four, going back to the original plan and installing three streetlights in phase one and four in phase two.

Council member Major asked for clarification of the Planning Commission's recommendation. Weyher responded that the Planning Commission and Council have both voted to approve the three lights, rather than the seven originally specified on the construction drawings. Weyher added that an additional possibility might be for the developer to enter into a 'pioneering agreement' with Kit Burton, so that he would receive reimbursement when the commercial piece is developed. Dance responded that for him it is a cost issue, rather than a timing issue. Weyher commented that she believes it is a safety issue, since the subdivision does not begin at the intersection and it is very dark at that location. Dance reiterated that they can afford to put three lights in, within the development, but the additional cost of installing the light at SR 32 does not fit within the budget.

Mayor Snelgrove asked about the cost of the light. Scott Kettle responded that it is estimated to be \$6,000 plus trenching which is higher than the other lights on SR 32 because of the need to

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run power to the location. Kettle added that it might be possible to modify option three of the developer's proposal so that when fifty percent of the first phase is built out and the City takes over plowing the roads, the developer would install the light. Dance responded that some of his concerns are philosophical, moving the lights requires a cooperative agreement, and he wants to stay within the numbers. He believes there will be no return on his investment until phase two. He suggested only installing two lights, so that he can stay within his budget, which is his main concern. Kettle continued adding that the Town has gone from requiring seven lights to three for the entire subdivision, and believes the Town should receive some credit for that. In addition, the costs for the three will be less than the costs to install all seven lights. Weyher added that the lights had been approved last December, and to find out they hadn't been ordered until September, and were different than what had been approved, shows that the City has been willing to work with the developer and has been fair. She added that one reason the developer can install the lights for \$3200 each is because they are doing some of the work themselves, suggesting that they might also be able to do some of the trenching and other site work on SR 32 to reduce the cost.

Council member Melendez asked about the possibility of installing the light on SR 32 now and the others later. Mayor Snelgrove asked about having the developer pay the \$3200 now, the Town would install the light on SR 32 and they would pay the balance when phase two begins construction. Council member Melendez asked where the Town would get the funds. He stated that he believes the light on SR 32 must go in at this time. Dance stated that for safety reasons, he would install the light on SR 32 and Hilltop and defer the light at the park. Council member Major agreed that deferring the park light makes sense. Council member Ure stated that he worked on Uinta Shadows and it took him two months to complete the final punch list. He added that no one offered him any concessions, and he does not understand why we should offer them to this developer. He stated that he believes the developer should be required to install all three lights at once, adding that he believes the Council should stick to the motion made at last month's meeting. Dance responded that he believes the developers have exceeded requirements, and does not support the Town's position on the lights.

The Mayor summarized the discussion stating that the Council and developer have agreed to install the lights at Hilltop and SR 32 now, with the only remaining question being when the light at the park is installed.

Weyher suggested three options; the first is when the tot lot is installed, the second is when the first phase of the subdivision is fifty percent built out and the third is when the residents require it of the developer. The last option may be viable Weyher said, because the park is private property and liability for what occurs there will rest with the developer rather than the Town. Dance responded that he believes the light should be installed as part of phase two of the development. Council member Melendez stated he would like to see the light installed when fifty percent of phase one is built out, because there are no guarantees when phase two will be constructed. He reiterated that this is the biggest compromise he is willing to make. Council member Ure and Major agreed.

Council member Major asked for Kraig Powell's opinion. He stated he would comment after a motion was made and after Doug Dance responds.

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Council member Melendez motioned that the developer install three lights, one on SR 32 and Scenic Heights Road, one at the intersection of Hilltop Road and Scenic Heights Road and the third at the park which will be deferred until fifty percent of the lots in phase one have been granted occupancy or at the time the City takes over maintenance of the roads. Motion seconded by Council member Major.

Powell then clarified that there will only be three lights in both phases of the development. Greg Averett opined that he had made the presentation on behalf of the developer at the Planning Commission and that the Planning Commission requested three lights in the entire subdivision, at 32, Hilltop and the park.

Council member Melendez restated his motion to state that the developer will install three lights, one on SR 32 and Scenic Heights Road, one at the intersection of Hilltop Road and Scenic Heights Road and the third at the park, which will be deferred until fifty percent of the lots in phase one have been granted occupancy, or at the time the City takes over maintenance of the roads, for a total of three lights in both phases of the subdivision and this will constitute terms of final approval. Motion seconded by Council member Major.

Doug Dance asked what will be the status of the development tomorrow. Council member Melendez stated that with this agreement, the subdivision will have reached final completion. Council member Ure asked what is the timing to have the two lights installed. Kettle and Dance agreed to work with Rocky Mountain Power to have the trenching done as soon as possible. Dance agreed the conduit needs to be installed before October 15. He asked how the work will be completed. Kettle explained that the developer will install the conduit, and the City will contract with Rocky Mountain Power for the installation of the light. Dance agreed the light on Hilltop will be installed and the trenching on SR 32 will be completed by October 15.

Vote on motion:

Mayor Snelgrove	Aye
Council member Crittenden:	Aye
Council member Major:	Aye
Council member Melendez:	Aye
Council member Ure:	Aye

9. RAP Tax Update

Alison Weyher referred to a handout summarizing the status of the RAP tax (attached). She stated that at the present time, the County is proposing to bond for recreational improvements. The bonds would have a ten year life, and would be repaid by the tax. The proceeds from the bond would be divided across the County based on population. South Summit would receive 12 ½% of the proceeds to be divided among the cities and districts in the Kamas valley. It is currently estimated that the Kamas valley share would be \$400,000. Weyher added that if the bond is approved, the City may receive funds that could be used for the Wild Willow park.

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Dale Thomas stated that he has seen children blocking the irrigation ditch in Wild Willow and riding through the culvert. He is concerned that this is a safety issue that the Town should address.

10. Discussion: City Personnel Performance Reviews

Mayor Snelgrove stated that this item is on the agenda at the request of Council member Major. He explained that he has a form that he uses and conducts the reviews annually in October. He explained the form is similar to that which the State uses and it is signed by the employee. Council member Major replied that this answers her questions.

11. Discussion: Option to Become a Six Member Council

Mayor Snelgrove stated that this item was also added at the request of Council member Major. Attorney Kraig Powell distributed his July 6, 2011 memo, clarifying that in a six member council the mayor does not vote. Changing the form of government is initiated by either a city council resolution or by voter submission of an initiative petition. After passage of the resolution, or submission of the petition, a public election must be held at a November general election. Council member Melendez clarified that regardless of how the process begins, it still requires a vote of the public. Council member Melendez added that as far as he was concerned, he did not want to discuss this item again.

12. Discussion and Possibly Set Date: Council Retreat/Workshop

Mayor Snelgrove suggested that this item be addressed after the first of the year when the new Council is in place. Council member Major stated that the reason she brought this up is to project goals for the year which had not been done previously. Following discussion from the public it was agreed that retreats are really work sessions and are open meetings and will be officially noticed.

14. (taken out of order) Approval of Minutes

Weyher stated that she has already corrected the spelling of Carollo. Council member Major noted that the letter was received from Jody Thompson, not Jody Snelgrove. Council member Major requested that the words "the missing" be added to the sentence on page 4 reading "...the confusion was the result of the new purchase order system and 'the missing' revised purchase order. She continued, requesting that on page 10 the words "and Frontier Days" be added to the sentence reading "Council member Major has purchased radio spots to help market the horse pulls 'and Frontier Days'".

Council member Ure motioned to approve the minutes of the August 11, 2011 meeting with the changes as noted. Motion seconded by Council member Major.

Mayor Snelgrove	Aye
Council member Crittenden:	Abstain
Council member Major:	Aye
Council member Melendez:	Aye
Council member Ure:	Aye

13. Closed Executive Session to discuss reasonably immanent litigation

Francis City Council meeting, September 15, 2011

Council member Melendez motioned to enter closed executive session to discuss reasonably immanent litigation. Motion seconded by Council member Major.

Mayor Snelgrove Aye
Council member Crittenden: Aye
Council member Major: Aye
Council member Melendez: Aye
Council member Ure: Aye

Council member Melendez motioned to return to regular session. Motion seconded by Council member MJOR.

Mayor Snelgrove Aye
Council member Crittenden: Aye
Council member Major: Aye
Council member Melendez: Aye
Council member Ure: Aye

The Council returned to regular session at 10:35 pm

15. Council member Crittenden motioned to adjourn. Motion seconded by Council member Melendez.

Mayor Snelgrove Aye
Council member Crittenden: Aye
Council member Major: Aye
Council member Melendez: Aye
Council member Ure: Aye

Meeting adjourned at 10:37 pm

Attachments:

Letter from Mickey Grames
Power Usage at Lower River Road Lift Station
Letter from Dolly Dugdale
Kraig Powell notes on meeting with Carollo
Economic Development staff report
U. S. consumer Product Safety Commission handout on park safety
Operational Budget Report
Open Invoice Register
Noise Ordinance
Sound meter handout
Streetlights on SR 32 staff report

Francis City Council meeting, September 15, 2011

Memo on transition from Town to City of Fifth Class
Memo from Doug Dance
RAP Tax Update
Letter from Powell to Mark Atkinson

Follow up items:

Verify McNeil Duncan hourly rate for Recorder duties
Verify Frontier Days has lost \$40,000 over last five years
Provide water rates to public
Verify number of building permits issued during this construction season
Provide Council with cost of "slow, children at play" sign, including installation
Order salt for winter
Purchase decibel meter



201 South Main Street
Salt Lake City, Utah 84111-2215
Phone 801-220-4270
Fax 801-220-4804
www.pacificorpfoundation.org

September 1, 2011

Ms. Alison Weyher
City Planner
Francis City
2317 S. Spring Hollow Road
Francis, UT 84098

Dear Ms. Weyher:

In response to your grant application for funding submitted for Rocky Mountain Power Foundation's civic and community cycle, we are pleased to award \$4,000 to support the installation of a public restroom facility in the Town Park. Within a few weeks you should receive the grant check from your Rocky Mountain Power Foundation community representative.

Any recognition of this grant should be attributed to Rocky Mountain Power Foundation. After you receive the grant check, please return a signed copy of this letter to indicate receipt of the check and acknowledgment of any associated terms and conditions.

The foundation receives numerous requests each cycle and determined that your project was worthy of funding. For future reference, please keep in mind that the foundation's allocation of grant dollars is determined by the quality of the grant application and the available resources in a given cycle and/or year.

To help us understand the effectiveness of this grant on your program, please provide us with the following information within the next nine months: a) a short report on your program's results, and b) a short description of the publicity coverage of the program, which could include, but is not limited to, a news release, media coverage, name/logo in brochures/newsletters, plaque or other types of recognition.

Congratulations to your organization for being selected a grant recipient! Helping fund worthwhile projects is a gratifying part of the foundation's work.

All the best for your project's continued success.

Sincerely,

A handwritten signature in cursive script that reads "Lilisa C. Hall".

Lilisa C. Hall
Executive Director

c: Chad Ambrose

Received and acknowledged the _____
day of _____.

Francis City
By: _____
Title:

**Francis Town
Open Invoice Listing**

10/13/2011

<u>Vendor Id</u>	<u>Vendor Name</u>	<u>Invoice No.</u>	<u>PO#</u>	<u>Invoice Date</u>	<u>Due Date</u>	<u>Amount</u>
1002.1	All West Communications	10-23110		9/30/2011	9/30/2011	\$68.06
1002.1	All West Communications	10-3459		9/30/2011	9/30/2011	\$129.05
1002.1	All West Communications	10-3508		9/30/2011	9/30/2011	\$69.16
	Vendor Total:					\$266.27
10007	Allied Waste Services #864	0864000494774		9/26/2011	9/26/2011	\$164.92
792	Carollo	0118307	Contract	9/30/2011	10/4/2011	\$10,680.00
10283	Chemtech-Ford Analytical	1107945		9/30/2011	9/30/2011	\$271.00
10085	Horrocks Engineers, Inc.	27762	0190	9/30/2011	9/30/2011	\$3,013.20
	Housel, Myra	Sept 2011		10/8/2011	10/7/2011	\$140.00
766	J & S Auto Inc.	234989	0266	9/30/2011	9/30/2011	\$76.89
10105	KSOP	435-00002-0001		9/25/2011	9/23/2011	\$271.00
137.2	Larsen, Patti	Sept 2011		10/8/2011	10/7/2011	\$140.00
866	Lewis, Travis	Sept 2011		10/8/2011	10/7/2011	\$250.00
10143	Oakley City	September 2011		9/28/2011	9/28/2011	\$158.10
523	Pelorus Methods	10-09302011		9/30/2011	9/30/2011	\$802.50
523	Pelorus Methods	10-11		9/30/2011	9/30/2011	\$750.00
	Vendor Total:					\$1,552.50
684	Powell Potter, PLLC	1350		9/30/2011	9/30/2011	\$3,890.00
548	Public Employees Health Program	10-09302011		9/30/2011	9/30/2011	\$3,469.92
10160	Questar	10-7166430000		9/16/2011	9/16/2011	\$41.71
10274	R. W. Tapping, Inc.	2642		9/11/2011	9/30/2011	\$545.00
631	Rick's Sprinkler Repair	A014		9/30/2011	9/30/2011	\$128.00
10174	Rocky Mountain Power	10-09212011		9/22/2011	9/30/2011	\$29.45
10174	Rocky Mountain Power	10-09222011		9/22/2011	9/30/2011	\$1,806.52
	Vendor Total:					\$1,835.97
10187	South Fork Hardware - Kamas	64460	09272011	9/27/2011	9/30/2011	\$321.15
627	South Summit County Ambulance	09262011		9/30/2011	9/30/2011	\$450.00
10198	Summit City/County Health Dept	7456		10/5/2011	10/5/2011	\$45.00
10198	Summit City/County Health Dept	7458		10/5/2011	10/5/2011	\$45.00
	Vendor Total:					\$90.00
10201	Summit County News	10-091411		9/14/2011	9/30/2011	\$52.55
10240	Utah Dept. of Workforce Services-UI	10-09302011		9/30/2011	9/30/2011	\$1,097.32
10244	Utah Local Government Trust	10102011		9/13/2011	9/30/2011	\$220.70
	Weyher, Alison	09302011		9/30/2011	9/30/2011	\$3,975.00
10281	Wheeler CAT	RSWE1831516		9/30/2011	9/30/2011	\$6,000.00
731	Xtreme Images	241	0265	9/14/2011	9/30/2011	\$81.70
10299	Zions Bank	09302011	0268	9/30/2011	9/30/2011	\$328.89
	Report Total:					\$39,511.79

Francis Town

Open Invoice Register - 10/13/2011 - Normal Invoices

10/13/2011

Invoice No.	Vendor	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name	Description
23110	All West Communications		9/30/2011	9/30/2011	\$68.06			
					17.02	51 6290	Water telephone	Telephone Service 23110 alar
					34.03	52 7290	Sewer telephone	Telephone Service 23110 alar
					17.01	59 6482.6101	WH Other expense	Telephone Service 23110 alar
459	All West Communications		9/30/2011	9/30/2011	\$129.05			
					129.05	10 4140.290	Admin telephone	Telephone Service 3459
508	All West Communications		9/30/2011	9/30/2011	\$69.16			
					69.16	10 4140.290	Admin telephone	Telephone Service 3508
	Vendor Total:				\$266.27			
4000494774	Allied Waste Services #864		9/26/2011	9/26/2011	\$164.92			
					89.92	10 4160.480	B&G garbage service	Basic services
					75.00	21 4566	Dumpsters expenses	Container delivery
8307	Carollo		9/30/2011	10/4/2011	\$10,680.00			
					10,680.00	52 1601	Work in process	Wastewater Collection System
7945	Chemtech-Ford Analytical		9/30/2011	9/30/2011	\$271.00			
					271.00	51 6420	Water samples/testing	Water samples and testing
62	Horrocks Engineers, Inc.		9/30/2011	9/30/2011	\$3,013.20			
					786.15	10 2315.1	Deposit-Village at Lambert La	Horrocks Engineering--Scott K
					1,157.85	10 2315.2	Deposit-River Bluffs	Horrocks Engineering--Scott K
					247.10	10 4140.312	Admin engineering services	Horrocks Engineering--Scott K
					247.10	10 4140.312	Admin engineering services	Rocky Mountain Power-Street
					172.50	10 4140.312	Admin engineering services	Horrocks Engineering--Scott K
					230.00	10 4510.240	Park operating supplies	Horrocks Engineering--Scott K
					172.50	51 6313	Water engineering	Horrocks Engineering--Scott K
11	House, Myra		10/8/2011	10/7/2011	\$140.00			
					140.00	10 4170.610	Elections	Primary Election Judge
989	J & S Auto Inc.		9/30/2011	9/30/2011	\$76.89			
					19.22	10 4410.256	Steet auto & truck maint/repair	Parts for pickup
					19.22	10 4510.250	Park maintenance and repair	Parts for pickup
					19.22	51 6255	Water vehicle equip expense	Parts for pickup
					19.23	52 7255	Sewer vehicle equip expense	Parts for pickup
-00002-0001	KSOP		9/25/2011	9/23/2011	\$271.00			
					271.00	21 4555	Advertizing expenses	Ksop radio advertising
11	Larsen, Patti		10/8/2011	10/7/2011	\$140.00			
					140.00	10 4170.610	Elections	Primary Election Judge
11	Lewis, Travis		10/8/2011	10/7/2011	\$250.00			
					250.00	10 4170.610	Elections	Primary Election - Poll Manag
September 2011	Oakley City		9/28/2011	9/28/2011	\$158.10			
					158.10	10 4140.230	Admin travel, meals, lodging	Francis's half for mileage to St
09302011	Pelorus Methods		9/30/2011	9/30/2011	\$802.50			
					802.50	10 4140.315	Admin other professional fees	September 2011 Financial Ad
11	Pelorus Methods		9/30/2011	9/30/2011	\$750.00			
					250.00	10 4140.315	Admin other professional fees	Pelorus quarterly charges
					250.00	51 6450	Water system materials/suppli	Pelorus quarterly charges
					250.00	52 7450	Sewer system materials/suppl	Pelorus quarterly charges

Francis Town
Open Invoice Register - 10/13/2011 - Normal Invoices

10/13/2011

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
					1,500.00	10 4410.250	Street maintenance and repair	
					19.22	10 4410.256	Street auto & truck maint/repair	
					497.87	10 4510.240	Park operating supplies	
					1,732.28	10 4510.250	Park maintenance and repair	
					21,936.33		Total	
					95.89	21 4501	General supplies, services, pr	
					450.00	21 4525.2	Rodeo/Bull Wars - Ambulance	
					271.00	21 4555	Advertizing expenses	
					75.00	21 4566	Dumpsters expenses	
					891.89		Total	
					1,519.22	51 6255	Water vehicle equip expense	
					564.06	51 6280	Water power/utilities	
					17.02	51 6290	Water telephone	
					172.50	51 6313	Water engineering	
					316.00	51 6420	Water samples/testing	
					795.00	51 6450	Water system materials/suppli	
					3,383.80		Total	
					10,680.00	52 1601	Work in process	
					1,519.23	52 7255	Sewer vehicle equip expense	
					741.84	52 7280	Sewer power/utilities	
					34.03	52 7290	Sewer telephone	
					256.69	52 7450	Sewer system materials/suppl	
					13,231.79		Total	
					45.00	59 6321	WH well sampling, testing	
					22.98	59 6482.6101	WH Other expense	
					67.98		Total	
					\$39,511.79		GL Account Summary Total	

**Francis Town
Open Invoice Register - 10/13/2011 - Normal Invoices**

10/13/2011

Invoice No.	Vendor	Vendor Total:	Check No.	Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
1350	Powell Potter, PLLC	\$3,890.00		9/30/2011	9/30/2011	\$1,552.50	10 2315.1	Deposit-Village at Lambert La	Kraig Powell fees for Village at
		253.50					10 2315.2	Deposit-River Bluffs	Kraig Powell fees for River Blu
		136.50					10 4140.314	Admin attorney fees	Flat Rate Francis City
10-09302011	Public Employees Health Program	\$3,469.92		9/30/2011	9/30/2011		10 1562	Health Insurance Clearing	Susan Moses 09/30/2011
		1,734.96					10 1562	Health Insurance Clearing	Luke Thomas 09/30/2011
10-7166430000	Questar	\$41.71		9/16/2011	9/16/2011		10 4160.281	B&G utilities natural gas, prop	Gas as of 09/16/2011
2642	R. W. Tapping, Inc.	\$545.00		9/11/2011	9/30/2011		51 6450	Water system materials/suppli	Fire hydrant repair and parts
A014	Rick's Sprinkler Repair	\$128.00		9/30/2011	9/30/2011		10 4510.250	Park maintenance and repair	Blow-out services sprinkler sy
10-09212011	Rocky Mountain Power	\$29.45		9/22/2011	9/30/2011		10 4160.280	B&G utilities power	Rodeo grounds power
10-09222011	Rocky Mountain Power	\$1,806.52		9/22/2011	9/30/2011		10 4160.280	B&G utilities power	Item 18 2317 S Spring Hollow
		18.70					10 4160.280	B&G utilities power	Item 19 Public Works
		24.40					10 4160.280	B&G utilities power	Item 2 streetlights
		26.96					10 4160.280	B&G utilities power	Item 3 streetlights
		30.30					10 4160.280	B&G utilities power	Item 5 lights
		31.76					10 4160.280	B&G utilities power	Item 6 lights
		45.55					10 4160.280	B&G utilities power	Item 13 streetlights
		81.29					10 4160.280	B&G utilities power	Item 14 streetlights
		36.74					10 4160.280	B&G utilities power	Item 16
		204.92					51 6280	Water power/utilities	Item 4 Pumps east of town
		564.06					52 7280	Sewer power/utilities	Item 7 Footfill Dr sewage
		71.67					52 7280	Sewer power/utilities	Item 11 sewage 1225S 1000
		54.46					52 7280	Sewer power/utilities	Item 12 1150 W lift station
		294.33					52 7280	Sewer power/utilities	Item 17 Sewer ponds
		321.38							
		\$1,835.97							
64460	South Fork Hardware - Kamas	\$321.15		9/27/2011	9/30/2011		10 4160.240	B&G operating supplies	B & G operating supplies
PO# 09272011		26.43					10 4510.240	Park operating supplies	Miscellaneous supplies for Au
		267.87					21 4501	General supplies, services, pr	Horse show plumbing supplies
		14.19					52 7450	Sewer system materials/suppl	Plumbing supplies
		6.69					59 6482.6101	WH Other expense	Woodland Hill - keys
		5.97							
09262011	South Summit County Ambulance	\$450.00		9/30/2011	9/30/2011		21 4525.2	Rodeo/Bull Wars - Ambulance	Standby ambulance for Fronti
7456	Summit City/County Health Dept	\$45.00		10/5/2011	10/5/2011		51 6420	Water samples/testing	7/27/2011 Water sample 51 E
		15.00					51 6420	Water samples/testing	08/29/2011 Water sample 51
		15.00					51 6420	Water samples/testing	09/28/2011 Water Sample City
7458	Summit City/County Health Dept	\$45.00		10/5/2011	10/5/2011		59 6321	WH well sampling/testing	07/27/2011 Water Sample 203
		15.00							

Francis Town
Operational Budget Report
10 General - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes					
3110 Property tax revenue	6,947.22	3,245.26	11,144.37	167,000.00	6.67%
3130 General sales tax revenue	21,302.64	6,337.62	23,243.87	80,000.00	29.05%
Total Taxes	28,249.86	9,582.88	34,388.24	247,000.00	13.92%
Licenses and permits					
3210 Business licenses	40.00	20.00	20.00	2,900.00	0.69%
3211 Gravel pit license	0.00	0.00	0.00	50,000.00	0.00%
3212 Permits, application fees	275.00	0.00	0.00	500.00	0.00%
3221 Building permits	4,593.18	0.00	612.29	10,000.00	6.12%
3222 Subdivision fees	4,817.98	0.00	0.00	250.00	0.00%
3229 Other permits and licenses	0.00	0.00	0.00	0.00	0.00%
Total Licenses and permits	9,726.16	20.00	632.29	63,650.00	0.99%
Intergovernmental revenue					
3348 Parks grant	0.00	4,000.00	4,000.00	0.00	0.00%
3356 Class C road allocation	15,236.94	5,163.04	13,995.08	40,000.00	34.99%
3358 Liquor fund allotment	0.00	0.00	0.00	800.00	0.00%
Total Intergovernmental revenue	15,236.94	9,163.04	17,995.08	40,800.00	44.11%
Charges for services					
3419 Copies, etc	10.00	2.30	2.70	50.00	5.40%
3420 Subdivision Developer Fees	17,358.66	0.00	2,668.55	25,000.00	10.67%
3473 Park facility rental	1,050.00	475.00	1,350.00	3,000.00	45.00%
Total Charges for services	18,418.66	477.30	4,021.25	28,050.00	14.34%
Frontier Days Revenue					
3498.3 Frontier Days	38,069.56	0.00	0.00	0.00	0.00%
Total Frontier Days Revenue	38,069.56	0.00	0.00	0.00	0.00%
Interest					
3610 Interest revenue	112.31	5.52	112.68	1,500.00	7.51%
Total Interest	112.31	5.52	112.68	1,500.00	7.51%
Miscellaneous revenue					
3640 sales of capital assets	45.00	0.00	0.00	0.00	0.00%
3673.1 Park impact fee	179.00	0.00	0.00	895.00	0.00%
3685 Private Contributions	0.00	0.00	0.00	0.00	0.00%
3690 Other revenue	25.00	0.00	1,420.52	500.00	284.10%
Total Miscellaneous revenue	249.00	0.00	1,420.52	1,395.00	101.83%
Contributions and transfers					
3890 Beg Fund Bal to be Appropriated	0.00	0.00	0.00	0.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	0.00	0.00%
Total Revenue:	110,062.49	19,248.74	58,570.06	382,395.00	15.32%
Expenditures:					
General government					
Council					
4111.100 Council salaries & wages	(1,724.00)	0.00	0.00	(6,600.00)	0.00%
4111.130 Council benefits	(131.90)	0.00	(1,076.51)	(385.00)	279.61%
4111.140 Council discretionary expenditures	0.00	0.00	0.00	(200.00)	0.00%
4111.230 Council travel, training & education	0.00	0.00	0.00	(1,000.00)	0.00%
4111.540 Council contributions	(300.00)	0.00	(350.00)	(500.00)	70.00%
Total Council	(2,155.90)	0.00	(1,426.51)	(8,685.00)	16.42%
Administrative					
4140.110 Admin salaries and wages	(11,678.40)	(3,053.41)	(6,887.60)	(38,000.00)	18.13%
4140.130 Admin benefits	(9,802.88)	(2,382.13)	(6,738.83)	(21,000.00)	32.09%
4140.140 Admin Cobra/Unemployment	(8,244.70)	(1,097.32)	(4,500.05)	0.00	0.00%
4140.210 Admin dues and subscriptions	(738.62)	0.00	(115.00)	(1,200.00)	9.58%
4140.220 Admin public notices	(212.17)	0.00	(120.79)	(1,300.00)	9.29%
4140.230 Admin travel, meals, lodging	(400.00)	(271.95)	(347.58)	(1,200.00)	28.97%
4140.240 Admin office supplies	(829.91)	(302.55)	(717.84)	(1,500.00)	47.86%
4140.241 Admin bank charges	(205.77)	0.00	(129.50)	(400.00)	32.38%
4140.242 Admin postage and delivery	(243.71)	0.00	0.00	(1,000.00)	0.00%
4140.255 Admin auto expense and miles	(313.50)	0.00	0.00	(1,000.00)	0.00%
4140.290 Admin telephone	(632.42)	(198.21)	(607.22)	(3,000.00)	20.24%
4140.310 Admin auditing fees	0.00	0.00	0.00	(6,000.00)	0.00%

Francis Town
Operational Budget Report
10 General - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4140.312 Admin engineering services	(12,023.86)	(666.70)	(1,201.30)	(10,000.00)	12.01%
4140.314 Admin attorney fees	(11,452.24)	(3,500.00)	(10,500.00)	(42,000.00)	25.00%
4140.315 Admin other professional fees	(250.00)	(1,652.50)	(5,715.00)	(5,000.00)	114.30%
4140.330 Admin training and education	(75.00)	(209.97)	(209.97)	(1,000.00)	21.00%
4140.510 Admin liability insurance	(7,561.00)	0.00	(6,830.47)	(10,000.00)	68.30%
4140.610 Admin miscellaneous supplies	(251.24)	0.00	(36.00)	(1,500.00)	2.40%
4140.720 Admin capital outlay	0.00	0.00	0.00	0.00	0.00%
4170.610 Elections	0.00	(86.41)	(86.41)	(2,500.00)	3.46%
Total Administrative	(64,915.42)	(13,421.15)	(44,743.56)	(147,600.00)	30.31%
Buildings and grounds					
4160.100 B&G salaries and wages	(1,585.51)	(1,407.52)	(1,659.79)	(3,000.00)	55.33%
4160.130 B&G benefits	(896.48)	(723.50)	(907.50)	(2,625.00)	34.57%
4160.240 B&G operating supplies	(33.42)	(26.43)	(81.84)	(1,500.00)	5.46%
4160.250 B&G office maintenance	0.00	0.00	0.00	(150.00)	0.00%
4160.280 B&G utilities power	(1,066.93)	(530.07)	(1,196.61)	(5,500.00)	21.76%
4160.281 B&G utilities natural gas, propane	(70.56)	(41.71)	(64.68)	(2,000.00)	3.23%
4160.480 B&G garbage service	(328.50)	(89.92)	(265.92)	(1,000.00)	26.59%
4160.510 B&G property insurance	(747.62)	0.00	18.43	(1,000.00)	-1.84%
Total Buildings and grounds	(4,729.02)	(2,819.15)	(4,157.91)	(16,775.00)	24.79%
Planning and zoning					
4180.250 P&Z materials and supplies	0.00	0.00	0.00	(150.00)	0.00%
4180.310 P&Z committee fees and services	0.00	0.00	0.00	0.00	0.00%
4180.311 P&Z planner	(7,950.00)	(3,000.00)	(9,000.00)	(36,000.00)	25.00%
4180.312 P&Z plans inspector	0.00	0.00	0.00	(750.00)	0.00%
4180.313 P&Z River Bluffs Expenditures	0.00	0.00	0.00	0.00	0.00%
4180.316 P&Z other professional fees	(5.72)	0.00	(27.32)	(50.00)	54.64%
4180.330 P&Z training and education	0.00	0.00	0.00	(500.00)	0.00%
4180.610 P&Z Miscellaneous	0.00	0.00	0.00	0.00	0.00%
4242.310 Insp building inspector	0.00	0.00	0.00	(5,000.00)	0.00%
Total Planning and zoning	(7,955.72)	(3,000.00)	(9,027.32)	(42,450.00)	21.27%
Total General government	(79,756.06)	(19,240.30)	(59,355.30)	(215,510.00)	27.54%
Highways and public improvements					
Highways					
4410.100 Street salaries and wages	(1,081.04)	(283.81)	(608.16)	(6,750.00)	9.01%
4410.130 Street benefits	(721.40)	(178.79)	(419.49)	(5,000.00)	8.39%
4410.230 Highways travel, meals & lodging	0.00	0.00	0.00	(1,300.00)	0.00%
4410.240 Street operating supplies	(36.50)	0.00	0.00	(3,500.00)	0.00%
4410.250 Street maintenance and repair	(1,500.00)	(1,509.90)	(1,509.90)	(86,635.00)	1.74%
4410.256 Steet auto & truck maint/repair	(248.88)	(19.22)	(355.73)	(4,000.00)	8.89%
4410.330 Street training & education	0.00	0.00	0.00	(200.00)	0.00%
4410.610 Streets snow removal	0.00	0.00	0.00	(12,500.00)	0.00%
4410.740 Streets Capital Outlay	0.00	(78.00)	(78.00)	0.00	0.00%
Total Highways	(3,587.82)	(2,069.72)	(2,971.28)	(119,885.00)	2.48%
Total Highways and public improvements	(3,587.82)	(2,069.72)	(2,971.28)	(119,885.00)	2.48%
Parks and public property					
Parks					
4510.100 Park salaries and wages	(4,030.33)	(885.02)	(4,204.66)	(12,000.00)	35.04%
4510.130 Park benefits	(2,086.07)	(492.57)	(2,596.81)	(9,000.00)	28.85%
4510.240 Park operating supplies	(2,568.85)	(497.87)	(1,584.10)	(6,000.00)	26.40%
4510.250 Park maintenance and repair	(2,012.04)	(2,267.34)	(3,249.20)	(15,000.00)	21.66%
4510.740 Park capital outlay	0.00	(2,147.50)	(4,295.00)	0.00	0.00%
Total Parks	(10,697.29)	(6,290.30)	(15,929.77)	(42,000.00)	37.93%
Total Parks and public property	(10,697.29)	(6,290.30)	(15,929.77)	(42,000.00)	37.93%
Frontier Days Expense					
4560.240 Frontier Days operating supplies	(32.85)	0.00	0.00	0.00	0.00%
4560.250 Frontier Days maintenance and repair	0.00	0.00	0.00	0.00	0.00%
4560.480 Frontier Days expense	(38,962.64)	0.00	0.00	0.00	0.00%
4560.489 Frontier Days sales tax expense	0.00	0.00	0.00	0.00	0.00%
Total Frontier Days Expense	(38,995.49)	0.00	0.00	0.00	0.00%
Debt service					
4719.820 Interest expense	0.00	0.00	0.00	0.00	0.00%
Total Debt service	0.00	0.00	0.00	0.00	0.00%

Francis Town
Operational Budget Report
10 General - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Transfers					
4825 Transfer to Frontier Days	0.00	0.00	0.00	0.00	0.00%
4840 Transfer to Capital Projects	0.00	0.00	0.00	(5,000.00)	0.00%
4890 Budgeted increase in fund balance	0.00	0.00	0.00	0.00	0.00%
Total Transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,000.00)</u>	<u>0.00%</u>
Total Expenditures:	<u>(133,036.66)</u>	<u>(27,600.32)</u>	<u>(78,256.35)</u>	<u>(382,395.00)</u>	<u>20.46%</u>
Total Change In Net Position	<u>(22,974.17)</u>	<u>(8,351.58)</u>	<u>(19,686.29)</u>	<u>0.00</u>	<u>0.00%</u>

Francis Town
Operational Budget Report
21 Frontier Days - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Frontier Days Revenue					
3410 Sponsors Revenue	1,250.00	1,750.00	8,955.00	10,000.00	89.55%
3415 Fireworks Revenue	0.00	0.00	600.00	0.00	0.00%
3420 Frontier Days Booth - Merchandise Revenue	185.00	1,056.75	1,796.75	1,000.00	179.68%
3430 Bull Wars Revenue	0.00	3,563.49	3,563.49	4,750.00	75.02%
3440 Rodeo Revenue	0.00	7,839.00	7,839.00	8,500.00	92.22%
3445 Kids Karnival Revenue	0.00	670.90	670.90	650.00	103.22%
3450 Horse Pulls Revenue	0.00	1,375.00	1,375.00	1,200.00	114.58%
3460 Concessions Revenue	0.00	10,114.56	10,114.56	11,000.00	91.95%
3470 BBQ Revenue	0.00	1,238.00	1,238.00	1,200.00	103.17%
3480 Softball Revenue	0.00	600.00	600.00	150.00	400.00%
3485 5k Run Revenue	0.00	790.00	1,130.00	0.00	0.00%
3486 Kids race & scrambles	0.00	0.00	400.00	0.00	0.00%
3490 Hometown Competition Entries	0.00	1,278.00	1,278.00	200.00	639.00%
3492 Proceeds from contributed items	0.00	380.00	380.00	0.00	0.00%
3495 In-Kind Donations Revenue	3,063.00	331.00	1,741.44	3,500.00	49.76%
Total Frontier Days Revenue	4,498.00	30,986.70	41,682.14	42,150.00	98.89%
Miscellaneous revenue					
3810 Transfer from General Fund	0.00	0.00	0.00	0.00	0.00%
Total Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00%
Total Revenue:	4,498.00	30,986.70	41,682.14	42,150.00	98.89%
Expenditures:					
Frontier Days Expense					
4501 General supplies, services, program	0.00	(385.13)	(385.38)	(1,750.00)	22.02%
4510 Fireworks Expense	0.00	0.00	(1,500.00)	(750.00)	200.00%
4515.1 Concession Stand - food & supplies	0.00	(326.51)	(4,832.71)	(4,750.00)	101.74%
4520 Parade - expenses	0.00	0.00	(2.50)	(50.00)	5.00%
4525 Rodeo contract & expenses	0.00	(7,400.00)	(7,400.00)	(7,600.00)	97.37%
4525.1 Rodeo/Bull Wars - Wild cow Rental	0.00	0.00	(350.00)	0.00	0.00%
4525.10 Rodeo/Bull Wars - Hay for stock	0.00	0.00	0.00	0.00	0.00%
4525.11 Rodeo/Bull Wars - Cow hauling	0.00	(65.00)	(65.00)	(500.00)	13.00%
4525.2 Rodeo/Bull Wars - Ambulance	0.00	(450.00)	(450.00)	(450.00)	100.00%
4525.5 Rodeo/Bull Wars - Saddle	0.00	0.00	0.00	(775.00)	0.00%
4525.6 Rodeo/Bull Wars - Cowboy Payouts	(118.00)	(6,780.00)	(6,780.00)	(6,900.00)	98.26%
4525.7 Rodeo - Saturday added money	0.00	0.00	0.00	(1,200.00)	0.00%
4526.2 Junior Rodeo - Trophies expenses	0.00	0.00	(296.65)	(300.00)	98.88%
4530 Vendors Booths - expenses	0.00	0.00	0.00	(100.00)	0.00%
4531.1 Home Town entries - prize money	0.00	(1,508.00)	(1,508.00)	(1,500.00)	100.53%
4535.0 Additional Payouts - Horse Pulls	0.00	(2,500.00)	(2,500.00)	(2,250.00)	111.11%
4538 5k Run Expenses	0.00	25.97	(461.77)	0.00	0.00%
4540 Softball Tournament Expenses	0.00	(735.63)	(735.63)	(500.00)	147.13%
4545 Sponser Expenses	0.00	(131.00)	(131.00)	(425.00)	30.82%
4550 Queens Contest expenses	0.00	0.00	(1,505.89)	(1,750.00)	86.05%
4555 Advertizing expenses	0.00	(271.00)	(1,153.80)	(1,575.00)	73.26%
4560.1 BBQ Dinner - food & supplies	0.00	(619.91)	(719.18)	(650.00)	110.64%
4560.3 Entertainment - Dinner expenses	0.00	0.00	0.00	(200.00)	0.00%
4566 Dumpsters expenses	0.00	(75.00)	(75.00)	(400.00)	18.75%
4567 Insurance expenses	0.00	0.00	0.00	(1,500.00)	0.00%
4568 Porta-Potties expenses	0.00	(375.50)	(375.50)	(375.00)	100.13%
4569 Sound system expenses	0.00	(2,000.00)	(2,000.00)	(2,000.00)	100.00%
4575.2 Frontier Days Booth - Merchandise	0.00	(355.00)	(355.00)	(300.00)	118.33%
4580.1 Horse Show - prize money	0.00	(743.27)	(755.78)	(950.00)	79.56%
4585 Kids Karnival expenses	0.00	(353.02)	(545.20)	(800.00)	68.15%
4590.1 Kids Races/Scramble expenses	0.00	(49.38)	(49.38)	(500.00)	9.88%
4595 Sales Tax Expenses	0.00	0.00	0.00	(1,350.00)	0.00%
4600 In-Kind Donations Expenses	(3,063.00)	(331.00)	(1,741.44)	0.00	0.00%
Total Frontier Days Expense	(3,181.00)	(25,428.38)	(36,674.81)	(42,150.00)	87.01%
Transfers					
4890 Budgeted increase in fund balance	0.00	0.00	0.00	0.00	0.00%
Total Transfers	0.00	0.00	0.00	0.00	0.00%
Total Expenditures:	(3,181.00)	(25,428.38)	(36,674.81)	(42,150.00)	87.01%
Total Change In Net Position	1,317.00	5,558.32	5,007.33	0.00	0.00%

Francis Town
Operational Budget Report
21 Frontier Days - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

Francis Town
Operational Budget Report
40 Capital Projects - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Miscellaneous revenue					
3610 Revenue	1.79	0.60	1.75	0.00	0.00%
Total Miscellaneous revenue	<u>1.79</u>	<u>0.60</u>	<u>1.75</u>	<u>0.00</u>	<u>0.00%</u>
Contributions and transfers					
3810 Transfer from general fund	0.00	0.00	0.00	5,000.00	0.00%
3890 Fund Balance Appropriation	0.00	0.00	0.00	0.00	0.00%
Total Contributions and transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00%</u>
Total Revenue:	<u>1.79</u>	<u>0.60</u>	<u>1.75</u>	<u>5,000.00</u>	<u>0.04%</u>
Expenditures:					
General government					
Administrative					
4140.720 Office Building	0.00	0.00	0.00	0.00	0.00%
Total Administrative	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total General government	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Highways and public improvements					
Shop & garage					
4140.740 Public Works Building	0.00	0.00	0.00	0.00	0.00%
Total Shop & garage	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Highways and public improvements	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Parks and public property					
Parks					
4510.740 Parks capital outlay	0.00	0.00	0.00	(5,000.00)	0.00%
Total Parks	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,000.00)</u>	<u>0.00%</u>
Total Parks and public property	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,000.00)</u>	<u>0.00%</u>
Total Expenditures:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,000.00)</u>	<u>0.00%</u>
Total Change In Net Position	<u>1.79</u>	<u>0.60</u>	<u>1.75</u>	<u>0.00</u>	<u>0.00%</u>

Francis Town
Operational Budget Report
51 Water Utility - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
Water Operations					
5111 Water revenue	57,805.39	6,519.75	53,749.45	152,000.00	35.36%
5121 Service charges / late fees	501.78	(11.58)	(11.58)	0.00	0.00%
5131.1 Water hookup fees	250.00	0.00	0.00	250.00	0.00%
5148 Water adminstartion - woodland hills	0.00	0.00	0.00	0.00	0.00%
5149 Other water income	185.30	0.00	0.00	0.00	0.00%
5151.5 Connect fee in lieu of water share	0.00	0.00	0.00	0.00	0.00%
5180 W Profit/loss on retirement of fixed assets	0.00	0.00	0.00	0.00	0.00%
5851 Transfer from Woodland Hills	0.00	0.00	0.00	0.00	0.00%
Total Water Operations	58,742.47	6,508.17	53,737.87	152,250.00	35.30%
Total Operating income	58,742.47	6,508.17	53,737.87	152,250.00	35.30%
Operating expense					
Water Operations					
6110 Water wages & salaries	(3,738.60)	(1,009.08)	(3,306.57)	(11,500.00)	28.75%
6130 Water benefits	(2,532.08)	(701.84)	(2,404.22)	(8,250.00)	29.14%
6210 Water dues, subs, memberships	0.00	0.00	0.00	(1,000.00)	0.00%
6230 Water meetings and training	0.00	0.00	0.00	(500.00)	0.00%
6231 Water auto expense & miles	(103.00)	0.00	0.00	(600.00)	0.00%
6232 Water travel, meals & lodging	0.00	0.00	(17.68)	(500.00)	3.54%
6240 Water office supplies	(239.97)	0.00	0.00	(1,000.00)	0.00%
6241 Water Postage and shipping	(324.50)	0.00	(158.55)	(1,500.00)	10.57%
6255 Water vehicle equip expense	(1,585.88)	(1,519.22)	(1,858.73)	(3,000.00)	61.96%
6280 Water power/utilities	(3,903.08)	(564.06)	(2,688.22)	(400.00)	672.06%
6290 Water telephone	(76.87)	(34.04)	(76.51)	(400.00)	19.13%
6311 Water legal fees	0.00	0.00	0.00	0.00	0.00%
6312 Water planning	0.00	0.00	0.00	0.00	0.00%
6313 Water engineering	(1,504.10)	(172.50)	(747.50)	(5,500.00)	13.59%
6319 Water Blue stakes	(2.95)	0.00	0.00	(300.00)	0.00%
6410 Water assessments	(342.50)	0.00	(1,404.00)	(4,000.00)	35.10%
6420 Water samples/testing	(290.00)	(271.00)	(271.00)	(3,000.00)	9.03%
6450 Water system materials/supplies	(17,947.25)	(795.00)	(5,284.63)	(30,000.00)	17.62%
6690 Water depreciation expense	(20,663.70)	(6,786.53)	(20,359.59)	(80,000.00)	25.45%
Total Water Operations	(53,254.48)	(11,853.27)	(38,577.20)	(151,450.00)	25.47%
Total Operating expense	(53,254.48)	(11,853.27)	(38,577.20)	(151,450.00)	25.47%
Total Income From Operations:	5,487.99	(5,345.10)	15,160.67	800.00	1,895.08%
Non-Operating Items:					
Non-operating income					
Water Operations					
5151.1 Water Grant CDBG	0.00	0.00	0.00	0.00	0.00%
5152.1 Water impact fee	2,543.00	0.00	0.00	12,500.00	0.00%
5160 Water interest income	104.16	35.98	108.59	1,000.00	10.86%
Total Water Operations	2,647.16	35.98	108.59	13,500.00	0.80%
Total Non-operating income	2,647.16	35.98	108.59	13,500.00	0.80%
Non-operating expense					
6810 Contribution to Woodland Hills	0.00	0.00	(5,000.00)	0.00	0.00%
6820 Water interest expense	(177.38)	(49.49)	(150.75)	(561.00)	26.87%
Total Non-operating expense	(177.38)	(49.49)	(5,150.75)	(561.00)	918.14%
Total Non-Operating Items:	2,469.78	(13.51)	(5,042.16)	12,939.00	-38.97%
Total Income or Expense	7,957.77	(5,358.61)	10,118.51	13,739.00	73.65%

Francis Town
Operational Budget Report
52 Sewer Utility - 07/01/2011 to 09/30/2011
25.00% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
Sewer Operations					
5121 Service charges/late fees	0.00	278.94	605.70	950.00	63.76%
5201 Sewer service fees	20,936.81	10,600.00	31,766.15	87,600.00	36.26%
5232 Sewer connect fee	50.00	0.00	0.00	250.00	0.00%
5241 Sewer pasture rental	0.00	0.00	0.00	0.00	0.00%
5249 Other sewer income	0.00	0.00	0.00	42,000.00	0.00%
Total Sewer Operations	20,986.81	10,878.94	32,371.85	130,800.00	24.75%
Total Operating income	20,986.81	10,878.94	32,371.85	130,800.00	24.75%
Operating expense					
Sewer Operations					
7110 Sewer wages and salaries	(1,878.35)	(477.53)	(1,243.38)	(8,000.00)	15.54%
7130 Sewer benefits	(1,300.19)	(324.56)	(913.37)	(5,525.00)	16.53%
7220 Sewer Public notices	0.00	0.00	0.00	0.00	0.00%
7230 Sewer meetings and training	0.00	0.00	0.00	(500.00)	0.00%
7231 Sewer expense and miles	0.00	0.00	0.00	(375.00)	0.00%
7232 Sewer travel, meals & lodging	0.00	0.00	0.00	(500.00)	0.00%
7240 Sewer Office supplies & postage	(444.48)	0.00	(142.70)	(1,500.00)	9.51%
7250 Sewer Pasture Expenses	0.00	0.00	0.00	0.00	0.00%
7255 Sewer vehicle equip expense	(1,629.88)	(1,519.23)	(1,855.76)	(2,750.00)	67.48%
7280 Sewer power/utilities	(2,814.10)	(741.84)	(1,730.21)	(7,000.00)	24.72%
7290 Sewer telephone	(101.84)	(68.06)	(136.02)	(500.00)	27.20%
7311 Sewer legal fees	0.00	0.00	0.00	0.00	0.00%
7313 Sewer engineering	0.00	0.00	(57.50)	(10,000.00)	0.58%
7420 Sewer samples/testing	0.00	0.00	0.00	(300.00)	0.00%
7450 Sewer system materials/supplies	(1,193.78)	(256.69)	(1,417.11)	(35,000.00)	4.05%
7690 Sewer depreciation expense	(13,271.92)	(4,462.49)	(13,387.47)	(52,994.00)	25.26%
Total Sewer Operations	(22,634.54)	(7,850.40)	(20,883.52)	(124,944.00)	16.71%
Total Operating expense	(22,634.54)	(7,850.40)	(20,883.52)	(124,944.00)	16.71%
Total Income From Operations:	(1,647.73)	3,028.54	11,488.33	5,856.00	196.18%
Non-Operating Items:					
Non-operating income					
Sewer Operations					
5251.1 Sewer Grant CDBG	0.00	0.00	0.00	0.00	0.00%
5252.1 Sewer impact fee	2,519.00	0.00	0.00	0.00	0.00%
5260 Sewer interest income	678.13	214.44	624.26	0.00	0.00%
5280 S Profit/loss on retirement of fixed assets	0.00	0.00	0.00	0.00	0.00%
Total Sewer Operations	3,197.13	214.44	624.26	0.00	0.00%
Total Non-operating income	3,197.13	214.44	624.26	0.00	0.00%
Non-operating expense					
7820 Sewer interest expense	0.00	0.00	0.00	(840.00)	0.00%
Total Non-operating expense	0.00	0.00	0.00	(840.00)	0.00%
Total Non-Operating Items:	3,197.13	214.44	624.26	(840.00)	-74.32%
Total Income or Expense	1,549.40	3,242.98	12,112.59	5,016.00	241.48%