

we establish an age limit of 18 years and older.

Patching oiled roads was discussed. Lyn was instructed to check on a fully equipped patching truck for price and availability.

The commissioners authorized Bernal to oversee the patching and chipping crew and was given the authority and responsibility to hire help and use any equipment needed to get the job done.

Letter to the paper from Aneth Boarding School Administrator was discussed. Lynn was instructed to prepare a report on the last five years activities on the reservation by the San Juan County Road Dept.

Ace reported he was moving the crusher to a new location.

Doug asked what the countys' policy was on road construction in subdivisions in the county. The county is in the process of establishing a policy of standards for subdividers to follow.

Eddie announced the road school would be held on May 10-12. Lynn offered to make reservations for those wishing to attend.

Meeting adjourned.

MEETING WITH VARIOUS CITY OFFICIALS

APRIL 10, 1978

COURTHOUSE

PRESENT: Commissioners E. Boyle, D. Guyman, and C. Black. County engineer D. Pehrson, Road Clerk Lynn Adams, Blanding City Manager, Bud Nielson, Blanding City Attorney, Grant Hurst, Kay Lyman, Monticello City Manager Rick Terry, County Attorney Bennion Redd, Councilman Hal Jensen, and Buckley Jensen, Developer.

Purpose of the Meeting: To discuss an agreement for a working arrangement between cities and the county on maintenance, construction and repairs on city streets. Also, on opening new streets within the cities, and the Cities and Countys policy on doing road work in subdivisions.

Collector streets were discussed in an attempt to describe what constitutes a collector street. It was generally agreed that this problem could not be solved at this time. Bud Nielson suggested that past practice be continued for now. Buckley Jensen commented that County planning on subdivisions should be correlated with cities for a certain distance from city limits. Commissioner Black suggested Grant Hurst draft an agreement to justify the County spending funds within the incorporated cities. The County Attorney will work with him on this.

Commissioner Black further stated the County has rejoined the Association of Governments. This organization can supply information on dealing with other governmental agencies in relation to coal and uranium impacted areas. Bill Dynhart, executive director, will be here April 24th to the 28th to acquaint residents with the program.

In summary: It was generally agreed that the cities should strictly enforce their subdivision ordinances and that the cities and County will not participate in any street construction within subdivisions.

Meeting adjourned.

MINUTES OF THE BOARD OF COUNTY COMMISSIONERS MEETING HELD APRIL 24, 1978

TIME: 10:20

PRESENT: E. S. Boyle, Commission Chairman
David Guymon, Member
Calvin Black, Member
Kristine Frost, Deputy Clerk

Minutes were read and approved on a motion by Commissioner Black and seconded by Commissioner Guymon.

BICENTENNIAL PARK

Mrs. Sue Halliday and Mrs. Julie Fellmeth met with the commissioners to discuss the Bicentennial Park. They are asking for the county's help to grade and spread the top soil. The commissioners will check with Bennion Redd, the county attorney, for the legality of this action. They will take it under advisement.

SUBDIVISION - BLANKENAGEL

Mr. Harvel Blankenagel met with the commissioners to present a subdivision plat. This is located in LaSal. The County will not accept maintenance of dedicated roads until they are constructed to county standards by adjacent property owners.

EXTENSION SECRETARY

Jim Stevens presented the recommendation for Susie Barry's salary. This will be Grade 1, Step 1 at 467.00 a month.

He also discussed the weed letter and program.

TV

Jim Allred met with the commissioners to report that the solar panels for the Bluff translator had arrived but that they were waiting for the storage batteries. The new equipment for Abajo Peak would arrive in July.

ASSOCIATION OF GOVERNMENTS

Mr. Bill Dinehart met to discuss the various services that the Association of Governments and the Economic Development District offered to the county now that the county has rejoined these two organizations.

BRUCE SHUMWAY

Bruce Shumway met with the commissioners to discuss the Battered Spouse Program. San Juan County has been included in a grant to build a facility in Price for this program. The commissioners felt that it would be better if we had a facility here in San Juan County for this purpose.

BLUFF MULTI-PURPOSE CENTER

Mr. Shumway stated that there must be two public hearings on the Bluff Multi-purpose Center. The first of these hearings will be held May 2, 1978 at 7:00 p.m. in Bluff.

WINTERIZATION

The Commissioners approved Tony Nakie and Mary Ann Anteze for Winterization or Low Income Housing help.

INDIAN MEALS PROGRAM

Annie Peterson met with the commissioners to discuss the Indian Meals Program.

ALCOHAL MEETING

Mr. Will Bordeaux met with the Commissioners to discuss forming an alcohol advisory board. There will be a meeting to form this committee on May 18th, 1978 at 7:30 p.m. in Blanding. Commissioner Boyle will attend.

CRISIS INTERVENTION PROGRAM

The following people were approved for the Crisis Intervention Program: Joseph W. Smith, John Wesley Markham, Lee Sanchez, Margaret Montano, Lois Irvin, Pauline Lisonbee, Lilia Adair, Cleopus Archeleta, May Biggs, Billie Mike, Chester Cantsee, Jenny L. Posey, Pete Bishop, John Dutchie, Marie Cantsee, Lola Mike, Mary C. May, Pochief Mike, Lena Yazzie, Navajo Osley, Roy Jones, David Jones, Inez Young, Miguel Romero Thressa Redd, Grady Martin, Stella Kay, Jeri Lynn Rogers, Maxwell Husken, Jennie Bockhold, Chloe Shumway, Uriah Butt, Virginai Archeleta.

Those disapproved are: Ernest Sanchez, Frank Ostrom, Jessie Shaw, Ben Jones, Aaron Keith, Harry Hutchins, Jack Holiday, Frank Benally, LeRoy Stubbs, Laurie Rex, Kay May, Ben Cly, Jim Dandy, Roy Keith.

COUNTY RECREATION BOARD

The commissioners discussed the county recreation board and the recreation directors.

MEETINGS

Commissioner Black attended the Tax Study Committee meeting and the Power Plant Siteing Meeting this last week.

MONTEZUMA CREEK SWIMMING POOL

Commissioner Boyle discussed the Montezuma Creek Swimming Pool Lease with Mr. Tully Lameman.

MINUTES

The motion was made by Commissioner Black that the minutes of the county commission will not be given out over the phone any longer. If anyone wants a copy of these minutes then they will have to pick them up at the clerk's office. The motion was seconded by Commissioner Guymon and it passed unanimously.

MONTICELLO SENIOR CITIZENS CENTER

Commissioner Boyle met with the BLM director, Les Sweeny to discuss getting the BLM building for the Monticello Seniro Citizens to be used as their center. Mr. Sweeney stated that he didn't know how to go about submitting an application but he would find out and get with Commissioner Boyle again.

Commissioner Boyle also presented a petition from the Senior Citizens for a Senior Citizens Center.

CITY ROADS PROGRAM

The commissioners discussed the city roads program.

BEER LICENSE

The county clerk, Clytie Barber, presented 2 applications for Beer Licenses. One from Black Oil Company for the Mexican Hat Texaco and one from Scenic Canyonlands Resort, formerly Canyonlands Resort. These were given to Sheriff Rigby Wright to investigate and they will be returned to the Commissioners for approval or disapproval.

CONTRACT AGREEMENTS

The commissioners approved the following contracts on a motion by Commissioner Guymon, seconded by Commissioner Black and it passed unanimously.

CONTRACT AGREEMENT

OFFICE OF COMMUNITY OPERATIONS

This agreement is made and entered into for the period April 23, 1978, to June 30, 1978, by and between the the Utah State Department of Social Services, Office of Community Operations, hereinafter referred to as STATE, and San Juan County, hereinafter referred to as LOCAL serving the geographic area of San Juan County.

PURPOSE

Provide funds to LOCAL for the purchase of furniture for use by Title XX eligible clients, primarily senior citizens, in the geographic area served by LOCAL and not to exceed \$3,667.00. (See Attachment D "Source of Funds.")

GENERAL PROVISIONS

A. State Agrees To:

1. Reimburse LOCAL not more than \$2,750.25 for the purpose of purchasing the equipment specified in the attached budget, Attachment A. Request for reimbursement is included with this contract and will be processed in a timely manner by STATE.

B. Local Agrees To:

1. Provide LOCAL match in the amount of \$916.75 in purchasing furnishings described in this contract.
2. Provide STATE with a claim for reimbursement, including a copy of each invoice, all to be attached and a part of this contract. Maximum amount of money authorized by this contract will be reduced if required by Federal or State Law or Regulation.
3. Provide a senior citizens center for Title XX residents of Blanding in San Juan County through facilities of and by the personnel employed or retained by LOCAL for this purpose.
4. Allow STATE to make audits, evaluations and inspections as deemed necessary by STATE, and provide all reports requested by Director. LOCAL expenditures under this contract determined by audit to be ineligible for reimbursement in accordance with the approved plan and budget, and for which reimbursement has been made to LOCAL, by STATE, will be refunded to STATE in the same proportion as was paid to LOCAL.
5. Comply in detail with the requirements stated in each paragraph of the Placement Criteria as set forth in Attachment B, attached to and made part of this contract.
6. Comply with signed copy of HEW Form 441, attached to and made part of this contract (Attachment C).
7. Hold STATE harmless for negligent acts or omissions of any employee or any person retained by LOCAL arising out of services provided by LOCAL under the terms of this contract.

It is further agreed by the parties that in the event LOCAL does not comply with the terms and conditions of this contract that upon thirty (30) days notice from the STATE, the furniture purchased under authority of this contract will be delivered to STATE in a damaged condition, LOCAL will be responsible for cost of needed repairs. STATE will retain title to the furniture.

This contract may be modified or changed at any time during its effective term by mutual written agreement of the parties to the contract.

IN WITNESS WHEREOF, the parties sign and consummate this contract this 29th day of April, 1978.

LOCAL
San Juan County

/s/ E. S. Boyle
Date April 20, 1978

STATE
San Juan Community Social Services

/s/ Bruce L. Shumway
Directory
Date

Office of Community Operations

Director
Date

CONTRACT AGREEMENT

OFFICE OF COMMUNITY OPERATIONS

This agreement is made and entered into for the period April 23, 1978, to June 30, 1978, by and between the Utah State Department of Social Services, Office of Community Operations, hereinafter referred to as STATE, and San Juan County, hereinafter referred to as LOCAL serving the geographic area of San Juan County.

PURPOSE

Provide funds to LOCAL for the purchase of furniture for use by Title XX eligible clients, primarily senior citizens, in the geographic area served by LOCAL and not to exceed \$4,173.60. See Attachment D, Source of Funds

GENERAL PROVISIONS

A. State agrees to

1. Reimburse LOCAL not more than \$3,130.20 for the purpose of purchasing the equipment specified in the attached budget, Attachment A. Request for reimbursement is included with this contract and will be processed in a timely manner by STATE.

B. Local Agrees To:

1. Provide LOCAL match in the amount of \$1,043.40 in purchasing furnishings described in this contract.
2. Provide STATE with a claim for reimbursement, including a copy of each invoice, all to be attached and a part of this contract. Maximum amount of money authorized by this contract will be reduced if required by Federal or State Law or Regulation.
3. Provide a senior citizens center for Title XX residents of Bluff in San Juan County through facilities of and by the personnel employed or retained by LOCAL for this purpose.
4. Allow the STATE to make audits, evaluations and inspections as deemed necessary by State, and provide all reports requested by Director. LOCAL expenditures under this contract determined by audit to be ineligible for reimbursement in accordance with the approved plan and budget, and for which reimbursement has been made to LOCA, by STATE, will be refunded to STATE in the same proportion as was paid to LOCAL.
5. Comply in detail with the requirements stated in each paragraph of the Placement Criteria as set forth in Attachment B, attached to and made part of this contract.
6. Comply with signed copy of HEW Form 441, attached to and made part of this contract.
7. Hold STATE harmless for negligent acts or omissions of any employee or any person retained by LOCAL arising out of services provided by LOCAL under the terms of this contract.

It is further agreed by the parties that in the event LOCAL does not comply with the terms and conditions of this contract that upon thirty (30) days notice from the STATE, the furniture purchased under authority of this contract will be delivered to STATE in a damaged condition, LOCAL will be responsible for cost of need repairs. STATE will retain title to the furniture.

This contract may be modified or changed at any time during its effective term by mutual written

agreement of the parties to the contract.

IN WITNESS WHEREOF, the parties sign and consummate this contract this 20th day of April, 1978.

LOCAL
San Juan County

/s/ E. S. Boyle
Chairman, County Commission
Date April 20, 1978

STATE
San Juan Community Social Services

/s/ Bruce L. Shumway
Director
Date 4/20/78

Office of Community Operations

Director
Date

CONTRACT AGREEMENT

OFFICE OF COMMUNITY OPERATIONS

This agreement is made and entered into for the period April 23, 1978, to June 20, 1978, by and between the Utah State Department of Social Services, Office of Community Operations, hereinafter referred to as STATE, and San Juan County, hereinafter referred to as LOCAL serving the geographic area of San Juan County.

PURPOSE

Provide funds to LOCAL for the purchase of furniture for use by Title XX eligible clients, primarily senior citizens, in the geographic area served by LOCAL and not to exceed \$3,884.00. See Attachment "Source of Funds."

General Provisions

A. State Agrees To:

1. Reimburse LOCAL not more than \$2,913.00 for the purpose of purchasing the equipment specified in the attached budget, Attachment A. Request for reimbursement is included with this contract and will be processed in a timely manner by STATE.

B. Local Agrees To:

1. Provide LOCAL match in the amount of \$971.00 in purchasing furnishings described in this contract.
2. Provide State with a claim for reimbursement, including a copy of each invoice, all to be attached and a part of this contract. Maximum amount of money authorized by this contract will be reduced if required by Federal or State Law or Regulation.
3. Provide a senior citizens center for Title XX residents of Monticello in San Juan County through facilities of and by the personnel employed or retained by LOCAL for this purpose.
4. Allow STATE to make audits evaluations and inspections as deemed necessary by STATE, and provide all reports requested by Director. LOCAL expenditures under this contract determined by audit to be ineligible for reimbursement in accordance with the approved plan and budget, and for which reimbursement has been made to LOCAL, by STATE, will be refunded to STATE in the same proportion as was paid to LOCAL.
5. Comply in detail with the requirements stated in each paragraph of the Placement Criteria as set forth in Attachment B, attached to and made part of this contract.
6. Comply with signed copy of HEW Form 441, attached to and made part of this contract (Attachment C)
7. Hold STATE harmless for negligent acts or omissions of any employee or any person retained by LOCAL arising out of services provided by LOCAL under the terms of this contract.

It is further agreed by the parties that in the event LOCAL does not comply with the terms and conditions of this contract that upon thirty (30) days notice from the STATE, the furniture purchased under authority of this contract will be delivered to STATE in a damaged condition, LOCAL will be responsible for cost of needed repairs. STATE will retain title to the furniture.

This contract may be modified or changed at any time during its effective term by mutual written agreement of the parties to the contract.

IN WITNESS WHEREOF, the parties sign and consummate this contract this 20 day of April, 1978.

LOCAL
San Juan County

/s/ E. S. Boyle
Chairman, County Commission
Date April 20, 1978

STATE
San Juan Community Social Services

/s/ Bruce L. Shumway
Director
Date April 20, 1978

Office of Community Operations

Director
Date.

MEMORANDUM OF AGREEMENT

The parties to this Agreement are the San Juan County Commission (Utah) hereinafter referred to as the "Commission", the Navajo Mountain Chapter hereinafter referred to as the "Chapter", the Navajo Mountain Senior Citizen's Council hereinafter referred to as the "Citizen's Council", and Navajo Aging Service - Division of Health Improvement Services of the Navajo Tribe hereinafter referred to as the "Division".

W I T N E S S E T H:

WHEREAS, the parties to this Agreement desire to cooperate with each other for the purpose of providing transportation services and other supportive services for the elderly of Navajo Mountain and for the provision of any other transportation services requested by the Chapter and Citizens Council and approved by the Commission and the Division; and

WHEREAS, the provision of transportation services to the elderly residents of the Chapter is essential

to allow the elderly to participate in the services provided by the Chapter, the Citizens Council, San Juan County, and the Division; and

WHEREAS, it is necessary that all the parties arrive at an agreement to define the responsibilities of each of the parties to insure a coordinated and effectively administered transportation program for the elderly within the Chapter.

NOW, THEREFORE, the parties agree as follows:

1. The Division hereby assigns a GMC One ton Rally Wagon, Serial Number TGL 368U505673, License Number LG-244F, hereinafter referred to as the "Vehicle", to the Chapter to be utilized for the provision of transportation services to the elderly and such other uses authorized by the Commission and the Division.

2. The Division agrees to provide technical assistance and training to the Citizens Council for proper and efficient use of the Vehicle.

3. The Commission agrees to reimburse the Division in the amount of Twenty Cents (\$.20) per mile when the above described vehicle is used to provide services authorized by the Commission and the Division provided, however, the amount of reimbursement paid by the Commission shall not exceed Four Thousand Eight Hundred Dollars (4,800.00) per year.

4. The Chapter agrees to replace the vehicle it is assigned three (3) years hence. The Citizen's Council and the Division agree to assist the Chapter in securing the necessary funds to insure the replacement of the vehicle.

5. With respect to the maintenance, security and licensing of the vehicle, the Chapter agrees to the following:

- a. The Chapter agrees to insure maintenance to the vehicle per the manufacturer's and tribal recommended maintenance schedule, attached hereto and incorporated by reference as an essential part of this agreement.
- b. The Chapter agrees to provide adequate security of the vehicle.
- c. The Chapter agrees to provide a licensed driver (preferably with a chauffeur's license) to operate the vehicle. No one shall be allowed to operate the vehicle who is not in possession of a valid operator's license.
- d. The Chapter agrees to have the Citizens Council prepare bus routes for vehicle and to coordinate the routes with the Navajo Nation Transit System when established.
- e. The Chapter agrees to maintain a vehicle usage log which will include a description of the purpose of which the vehicle was utilized, the number of miles traveled, the date, the beginning and ending odometer reading, and the signature of the operator. A copy of the usage log shall be submitted to the Commission and to the Division during the first week of every month.

6. The term of this Agreement shall commence when all signatures have been obtained and all pre-conditions have been met and shall terminate on September 30, 1978. This Agreement shall be automatically renewed for an additional fiscal year (October 1 - September 30) unless one of the parties gives thirty (30) days written notice to the other parties of intent to terminate this Agreement at the expiration date of the Agreement; provided, however, that any party may terminate this Agreement at any time by providing the other parties with ninety (90) days' written notice of intent to terminate this Agreement.

7. The parties agree that the amendment of any of the terms and conditions of this Agreement shall require the written consent of each of the parties.

8. The parties agree that the authorization and undertakings contained herein are made for the sole and exclusive purpose of providing an orderly and coordinated program of transportation services to the elderly citizens of the Navajo Mountain Chapter and that neither the Navajo Tribe nor the State of Utah to hereby waive or claim any advantage or prejudice on their own behalf or against the other agreeing parties in any matter now contested by them or that may be contested in the future.

/s/ E. S. Boyle
Chairman
San Juan County Commission

4/28/78
Date

BILLS FOR APPROVAL AND PAYMENT

Multigraphics Division	Cotton Ribbon	49.92
Amoco Oil Company	Gas	58.12
John Baker	Travel	166.96
Bancroft-Whitney Co.	Books	75.90
Nelson Begay	Uniforms	70.00
Oley Black	Travel	21.00
Blanding City	Utilities-Tennis Court	20.65
Blanding Home Center	Tools	13.74
Duanine Brown Chevrolet	Engine	869.01
Robert F. Bryan	Tool-Allowance	25.00
Carr Printing	Land Description Card	51.73
Central Utah Insurance Agency	Insurance	294.00
City Drug Store	Strychnine	132.59
Rudy Cook	Uniforms	70.00
CMI Incorporated	Service	26.23
Cake Davis Company	Metal Screen	139.45
Vaughn S. Drury	Truck & Diesel Repair Manual	37.00
Elk Ridge Restaurant	Meal	2.10
Emery County Clerk	TV	2,831.86
Hafer's Inc.	Equipment	400.52
Mike Halliday	Uniforms	70.00
Ronald Harvey	Travel	9.00
Ronald J. Harvey	Tool-Allowance	25.00
John Helquist	Mileage	107.20
High Country Graphics	Sign	37.50
Rick Howell	Uniform	70.00
Dell Hunter	Courthouse janitorial services	875.00
Jack Kirby	Uniform	70.00
Tom Livingston	Janitorial Services	185.00
LaVar B. Lyman	Tool-Allowance	25.00
Macmillan Publishing Co., Inc.	Books	8.19
Barbara Montella	Travel	128.00
Monticello Plumbing & Heating	Labor	20.74
Motorola In.	Communications	384.00
Mountain West Office Products	Envelopes	34.14

Motor Parts	Supplies	606.56
Brad Regan, Inc.	Tires	109.82
Jessie Mae McDonald - Sears Roebuck	Battery	93.14
Sheriff's Office	Petty Cash	461.22
Jerry Smallcanyon	Tool-Allowance	10.00
Southeastern Utah Economic Development Dist.	Dues	500.00
Texaco	Gas	1,078.71
Sports Illustrated	Magazine	17.50
Transport Clearings	Freight	59.94
United Industries, Inc.	Misc.	325.61
Utah State Planning Coordinator	Planning grant refund	1,409.40
Daniel Walker	Uniform	70.00
S. Rigby Wright	Uniform	70.00
Young's Machine Company	Supplies	218.22
Wycoff Company	Freight	4.82
Xerox Corporation	Duplicating Charge	887.06

There being no further business the meeting was adjourned.

Kristine Frost

Clytie Barber, Clerk

Kristine Frost, Deputy

E. S. Boyle

E. S. Boyle, Commission Chairman

ROAD MEETING HELD APRIL 24, 1978

TIME: 9:00 a.m.

Present: Commissioners E. Boyle, D. Guymon, C. Black; and Engineer D. Pehrson, Foremen L. Lyman, B. Bradford and L. Adams

Minutes were read and approved

Doug reported the specifications of Red Mesa Project were approved to go to Bids. Commission Black suggested Doug contact the B. I. A. and get a firm commitment from them that they will build the Mexican Water Road before we advertize the bids.

Doug reported the LBM had approved a right of way in Black Steer Park providing the county would construct approximately 700 ft of fence.

Lyn was instructed to write a letter to the UNDC requesting their participation in Halchita St. and Cross Canyon Road.

Teek requested a used tractor to pull the pneumatic Roller. One is available in Cortez for \$2,000. This was approved by the commissioners.

Dave made a motion Teek be authorized to purchase this used J. D. 830 tractor: Second by Cal, Passed Unanimous.

Lynn Adams said Ace had hired a new employee and recommended a starting salary of 23-1. This was approved by the commissioners.

Lynn reported he had ordered a patching truck for the road dept.

Meeting adjourned

MINUTES OF THE COUNTY COMMISSION MEETING HELD MAY 1, 1978

TIME: 10:00

PRESENT: E. S. Boyle, Commission Chairman
Dave Guymon, Member
Calvin Black, Member
Kristine Frost, deputy clerk

Minutes read and approved on a motion by Commissioner Black seconded by Commissioner Guymon.

MONTEZUMA CREEK SWIMMING POOL

Bill Todichini and Ron Burg met with the commissioners to discuss the lease agreement. The commissioners stated that we must have a lease agreement and have the money for the pool obligated as of June 1st or else we would lose the money. Mr. Todichini asked if Commissioner Boyle would write a letter to Ralph Begay asking that this be put on the agenda for the May 9th meeting. Commissioner Boyle stated that he would do this.

EXTENSION AGENT

Jim Stevens met with the commissioners to discuss the Extension budget because of Fern Peterson's sick leave. The commissioners stated that this could come out of the general fund. They also discussed hiring a helper on the weed program.

EQUITABLE LIFE INSURANCE

Mr. Rick Hollingshead met with the commissioners to discuss his life insurance policy and medical policy. The commissioners stated that they were satisfied with Blue Cross-Blue Shield.

BEER LICENSE FOR FRY CANYON

Bill Jones, Paul Page, and Dave Badger met with the commissioners to discuss the Beer License for Fry Canyon. They are purchasing Orin Story's place. The commissioners stated their policy on beer licenses and the application will be turned over to Sheriff Wright for investigation.

XEROX MACHINE

The commissioners met with the Xerox Service man to discuss the problems that he has been having with the machine. These are all operator related because unauthorized persons are using the machine and then when it jams up they pull the plug or flip the circuit breaker. The commissioners asked him to have a sales representative contact them about an audiotron which leaves the machine on but makes it impossible to run the machine without a key.

Commissioner Black made a motion to adopt the following policy: That Patsy Schneidewind or her delegated representative are the only ones authorized to run the Xerox Machine. The door will be kept locked until an audiotron is purchased for the machine. All noncounty copies will be 10¢ a copy. Commissioner Guymon seconded the motion and it passed unanimously.

Patsy will make some signs to put on the machine and on the door.

There will be a memo sent to all departments on the above entry.