## Utah System of Higher Education

### New Campus Location Request Form

This form is for technical colleges requesting approval from the Utah Board of Higher Education to establish a new campus location. Approval is not required for locations used exclusively for work-based activities (e.g., internships, externships, clinicals), temporary sites, locations serving only secondary students, or sites that will not require accreditation approval.

Note: If the proposed campus location is outside the designated geographic service region, the institution must also complete a Service Region Exception Request form in addition to this form.

#### Section 1: General Information

#### **Requesting Institution**

Mountainland Technical College

Administrative Contact
Holly Peterson, Vice President of Instruction, <a href="mailto:hpeterson@mtec.edu">hpeterson@mtec.edu</a> , 801-753-412
Location Name
Payson Campus
Location Address
993 S. 1950 W Payson, UT 84651
Campus Type
☐ Branch
☐ Instructional Service Center
□ Other
Facility Ownership
☑ Owned
☐ Leased
☐ Rented
□ Other
Implementation Date
7/1/2025
Is the new campus location within the geographic service area?
⊠ Yes

☐ No (If No, complete a Service Region Exception Request form.)

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#### **Anticipated Programs Offered at this Location**

CIP Code	Program Name	Credits	Clock-Hours	Delivery Method
47.0303	Automation Technology	31	930	☐ Traditional ☒ Hybrid ☐ Distance
47.0604	Automotive Technology	40	1200	☐ Traditional ⊠ Hybrid ☐ Distance
12.0503	Culinary Arts	29	900	☐ Traditional ☒ Hybrid ☐ Distance
51.0601	Dental Assisting	24	795	☐ Traditional ⊠ Hybrid ☐ Distance
47.0605	Diesel Technology	35	1050	☐ Traditional ☒ Hybrid ☐ Distance
11.0801	Digital Marketing and Analytics	20	600	☐ Traditional ⊠ Hybrid ☐ Distance
51.0801	Medical Assistant	28	900	☐ Traditional ☒ Hybrid ☐ Distance
51.3902	Nursing Assistant	4	144	☐ Traditional ☒ Hybrid ☐ Distance
51.0805	Pharmacy Technician	13	450	☐ Traditional ☒ Hybrid ☐ Distance
48.0508	Welding Technology	30	900	☐ Traditional ☒ Hybrid ☐ Distance

#### Anticipated Continuing/Professional Occupational Education Courses Offered at this location

Course Name	Clock-Hours	Delivery Method
		☐ Traditional ☐ Hybrid ☐ Distance

#### Section 2: Required Documentation

Institutions seeking approval must submit the following documentation to support the request:

#### 1. Regional Need and Institutional Support Data and Evidence of Need

Mountainland Association of Government Projections: The 50-year projections indicate continued population growth and illuminate a range of future dynamics and structural shifts for Utah. One of those shifts is Utah County's skyrocketing population growth. By 2065, Utah and Salt Lake County will each have 1.6 million residents. As of July 2017, Utah County had 624,000 residents, which puts the growth rate at 176%. Total growth in Utah County will equal the total growth of Salt Lake, Davis, and Weber counties combined.

**Kem C.** Gardner Institute: Utah's seven most populated counties in 2023 were Salt Lake, Utah, Davis, Weber, Washington, Cache, and Tooele. That order is not projected to change by 2033. However, the order of growth for those counties differs. *Utah County is projected to receive the most new residents (164,000)*, followed by Salt Lake (125,000), Washington (63,000), Davis (43,000), Weber (27,000), Cache (22,000), and Tooele (20,000). Tooele County is projected to reach 100,000 residents by 2033.

<u>Payson City:</u> The city and its business recruited MTECH to come to Payson, donating land for the school. There is a lack of higher education opportunities in the south part of the county.

MTECH's Spanish Fork Campus is full to capacity, day and night. There is no space to add additional sections of high demand programs, and there is no opportunity to add new programs, as the economy changes.

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#### Services and Personnel Support

Outline the services and personnel support planned for the new campus, including administration, faculty, staff, budget provisions, and projected student enrollment.

The Payson Campus will have full services, including Student Services, Student Support, Financial Aid, Bookstore, Foodservice, etc.

There will be a drop in office for the President, VP's and AVP's to use when visiting campus. Three Associate Vice Presidents are being assigned to office at the new campus. Six of the 10 programs to be offered at the campus are being moved over from the Spanish Fork Campus. Cosmetology and Electrical and Plumbing Apprenticeship will expand and continue to be taught at the Spanish Fork Campus, for the time being. Legislative funds will cover the cost of the building, equipment, and supplies. Growth funds from 2024 have been secured to cover faculty for the four new programs and building staff. The campus will not open with sections at every time of day. As it grows, additional funds will be needed to pay for expansion of sections. Student enrollment has been projected at approximately 1100 students for the first year.

#### **Institutional Performance Report**

Submit a performance report showing how well the requesting institution serves students in its designated service region, using USHE and Board-determined metrics.

#### 2. Partnership Memorandum of Understanding (MOU): Not Applicable

If partnering with another institution or agency, attach a Memorandum of Understanding that includes the name and address of the partnering institution or agency and responsible administrators; A detailed outline of responsibilities for each institution or agency, including facility sharing, budget implications, faculty sharing, and the number of students served; Any limitations of the partnership.

#### Section 3: Approval Required

**Board of Trustees Approval: 3/5/2019** 

Attach the meeting minutes that confirm the Board of Trustees' approval of the new campus.

#### Section 4: Submission

#### **Previously Approved**

Submit the completed form and all required documentation to the Office of the Commissioner of Higher Education. Requests will be reviewed and forwarded to the Utah Board of Higher Education for approval. Upon approval, provide accreditation approval documentation to confirm the implementation of the new campus location.

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# MTECH Board of Directors Meeting Minutes (Wednesday, March 20, 2019)

Thanksgiving Point Campus, Lehi - Board Room

#### **Board Members present:**

Arthur Newell
Craig Hicken
Julie King
Jonathan Niedfeldt
Karen Acerson
Kevin Orgill
Randall Boothe
Russell Fotheringham
Steve Hardman
Terri Hunter
Tim Osborn

Clay Christensen, College President Barbara Miner, Assistant to the President

#### **Board Members excused:**

Wayne Anderson Brett Allred Craig Carlile Mark Davis McKay Jensen Laura Richards

#### **Special Guests:**

Roger Rice, Custom Fit Director Kelly Stone, Custom Fit Specialist Joe Spencer, Payson South Meadows Developer Thayne Bailey, Payson South Meadows Developer

#### **MTECH Administration present:**

Becky Flinders, Director, Health Care Programs
Blake Hendry, Director, Facilities
Holly Peterson, Vice President, Instruction
Joseph Demma, Vice President, College Relations
Keven Cottle, Director, Finance/Controller
Kirt Michaelis, Vice President, Administrative Services/CFO
Lisa Birch, Director, Technology and Service Programs
Mark Middlebrook, Director, Marketing
Varden Hadfield, Director, Development

#### Meeting called to order at 4:00 PM

#### 1. Opening Items

#### A. Welcome - Members and Guests

Chair Acerson welcomed the board members and staff.

#### B. Pledge of Allegiance

Chair Acerson led the group in the Pledge of Allegiance.

#### 2. Presentations

#### A. Recognition of an Outstanding Employee (Presenter: Vice President Demma)

Vice President Demma honored Roger Rice as the Outstanding Employee. He stated that MTECH is very fortunate to have Mr. Rice as the Custom Fit Director. The other Technical Colleges throughout the State rely on his expertize and guidance. He also created and maintains the Custom Fit Database throughout the State for all the Technical Colleges. Roger Rice gave a handout of the Custom Fit Budget and Goals of Custom Fit to support MTECH for the group to review.

#### **B.** Anatomage Table Presentation (Presenter: Director Flinders)

Through receiving a Talent Ready Grant, MTECH was able to purchase an Anatomage Table. This state-of-theart technology is a virtual cadaver, allowing students to explore, learn and take assessments on the human body. Director Flinders gave a demonstration on how the table works.

#### C. MTECH Board Member Oath of Office - New Board Member (Presenter: Barbara Miner)

Chair Acerson introduced Julie King as a new MTECH Board Member. Julie is a new Alpine School District Board Member and is a representative for the Eagle Mountain and Saratoga Springs area. Barbara Miner administered the Oath of Office to Julie King and welcomed her to the board.

#### 3. Consent Agenda Items (Presenter: Chair Acerson)

#### A. Minutes from the previous MTECH Board of Directors Meeting.

The January 2019 minutes were included for approval.

#### **B. MTECH Check Registers:**

Information regarding MTECH's January and February Check Registers, Accounts Payable Disbursements and Expenditure items for Ratification List, were provided in electronic format for board members to review.

#### C. Approval of the Consent Agenda Items:

Motion by Jonathan Niedfeldt, second by Randall Boothe.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Randall Boothe,

Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

#### 4. Action Items:

## A. MTECH Board of Directors Yearly Meeting Schedule for 2019-2020 year (Presenter: President Christensen)

President Christensen presented the MTECH Board of Directors Yearly Meeting Schedule for 2019-2020 year. He explained that all the meetings are scheduled on the third Wednesday of the month except for October, due to Fall Break. The board members agreed that it would be best to have the board meeting the following Wednesday, October 23, 2019.

#### Approval of the MTECH Board of Directors Meeting Schedule for 2019-2020 year

Motion by Arthur Newell, second by Craig Hicken.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Randall Boothe, Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

#### B. MTECH Fee Schedule 2019-2020 Year (Presenter: Vice President Michaelis)

Vice President Michaelis reviewed the MTECH Fee Schedule 2019-2020 Year with the board members. He stated that there are minor adjustments to the program fees. Some increases are due to adding final testing and licensure fees so that students don't have to pay out-of-pocket expenses at the end of their program. Vice President Michaelis told the School District Board Members that there is a letter for each of them to take back to their school boards to communicate with them about the fee increases. Also, the original letters will be mailed directly to each school district superintendent.

#### Approval of the MTECH Fee Schedule for the 2019-2020 school year

Motion by Russell Fotheringham, second by Terri Hunter.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Laura Richards, Randall Boothe, Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

#### C. Renewal of Lease - Orem South Campus Building (Presenter: Vice President Michaelis)

Vice President Michaelis presented the lease renewal for the Orem South Building. The building currently houses the Precision Machining Program and Apprenticeships Programs. MTECH has renovated the building and would like to continue using it long-term. Vice President Michaelis noted a couple of minor errors on the contract that will be fixed before it's finalized.

#### Approval of lease agreement for the Orem South Campus Building

Motion by Tim Osborn, second by Kevin Orgill.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Randall Boothe, Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

## D. Payson South Meadows Planned Development Site Proposal for MTECH (Vice President Michaelis)

Payson South Meadows Partners, LLC is proposing to donate 13.31 acres of land to Mountainland Technical College, in the South Meadows Planned Development in Payson for the construction of a multi-building campus facility. The land is located approximately 800 South and 1700 West, Payson, Utah.

Vice President Michaelis presented a proposal from Payson South Meadows Planned Development Site, to locate an MTECH campus in Payson. Joe Spencer and Thayne Bailey from Payson South Meadows Development were present to answer any questions about the project. Vice President Michaelis said that Joe and Thayne have done a lot of research and work with Payson City and Mayor Wright.

The Payson South Meadows Project is a 135 acre planned development, which includes a 9.45 acre UTA Front Runner Station. Much of the project is zoned for Transit Oriented Development. The proposed development project includes retail, office and multi-family residential uses. The MTECH Campus will be located approximately 250 feet south of the UTA Front Runner Station and will comprise multiple buildings totaling more than 100,000 square feet. Spring Creek extends through the campus site and provides an open space and trail amenity. The trail will connect the campus with the wetlands trail and open space to the west of the campus.

The Board of Directors asked many questions about the project and after an in-depth discussion decided that MTECH should move forward with the acquisitions with the 13.3 acres off the 800 South Exit in Payson, Utah, subject to further legal review mutually agreeable to all parties.

Approval to move forward with the acquisition of the 13.3 acres off the 800 South Exit in Payson (Payson South Meadows Planned Development site), subject to further legal review mutually agreeable to all parties

Motion by Jonathan Niedfeldt, second by Tim Osborn.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Randall Boothe, Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

E. MTECH's representation on the UTech Board of Trustees (Presenter: Vice President Demma)

Vice President Demma stated that as required under Utah Code <u>53B-2a-103-3(a)(i)</u>, each of the eight Technical Colleges in Utah is to have one representative on the Utah System of Technical Colleges (UTECH) Board of Trustees. Specifically, the language that governs this representation reads:

"i) one member selected from at least two nominees presented to the governor by the board of directors of each technical college"

Due to term limits on the Board of Trustees (2 terms of 4 years each), the MTECH Representative to the UTech Board, Jim Evans, is retiring on June 30, 2019.

Two names have been suggested from the MTECH Board of Directors, they are Arthur Newell and Terri Hunter. Vice President Demma said we can send additional names as well. President Christensen said that MTECH is fortunate to have Vice President's expertise to help nominees through the application process. No other board members or community members were suggested at the meeting.

#### Approval of the following:

- 1. MTECH Board of Director approved to move forward the two current nominees Arthur Newell and Terri Hunter to present to Governor Gary R. Herbert; and
- 2. MTECH Board of Director approval and direction for MTECH President Clay Christensen to communicate Board Action relative to this item to Governor Herbert no later than March 21, 2019.

Motion by Craig Hicken, second by Jonathan Niedfeldt.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Randall Boothe, Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

## F. MTECH Policy 100.103 Mountainland Technical College Governing Authority (Presenter: Vice President Demma)

Vice President Demma explained that as a result of legislation enacted in 2018, the systems of Higher Education and Technical Colleges will undergo modifications to their University Boards of Trustees and Technical College Boards of Directors.

The MTECH Board of Directors' composition is specifically outlined in Utah Code §53B-2a-108 to include a board member from each of the seven school districts in the region, a trustee from Utah Valley University and nine individuals appointed by the governor with the consent of the Senate.

In an effort to ensure the MTECH Board receives representation from relevant business and industry within the region as well as the local education community, the College will work with the Office of the Governor to identify nine industry sectors: Healthcare (2 seats); Information Technology (2 seats); Finance (1 seat); Service (1 seat); Trades/Manufacturing (1 seat); Trades/Agriculture (1 seat); and Trades/Manufacturing/Agriculture (1 seat).

#### Approval to amend MTECH Policy 100.103 College Governing Authority

Motion by Arthur Newell, second by Kevin Orgill.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Randall Boothe, Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

#### 5. Closed Session

N/A

#### 6. Information Items

#### A. Fiscal Year 2018 Financial Audit Report (Presenter: Vice President Michaelis)

The MTECH Audit Committee met prior to the board meeting to discuss the Financial Audit Report for 2018. Vice President Michaelis stated that MTECH continues to improve financially on more solid ground than ever before. The only Finding was the Bank Reconciliation Statements needs to be handled in a more timely fashion, and Director Cottle's department will now be handling them. There was discrepancy from one Financial System to the new system and the financial company is trying to resolve this issue. Board Member Newell served on the MTECH Audit Committee, and he said that MTECH is doing a nice job and the findings were minor.

#### **B. Facilities Update (Presenter: Vice President Michaelis)**

Vice President Michaelis stated that the contractor should be selected in the next couple of weeks for the Thanksgiving Point Trades and Technology Building project. Currently, UDOT is working on a project to build a culvert to cover the ditch on that piece of property. That project is moving quickly and will be done by the time MTECH is ready to move forward on the ground breaking, which is scheduled for May 3, 2019.

Vice President Michaelis informed the board that as of March 1, MTECH gained physical access to the new Provo Campus Building. He told the group if they are interested in seeing the new building that we can schedule a tour for them. MTECH purchased some existing furniture in the building for \$6,000, which will be useful and some furniture will be surplussed. The current plan is to remodel the first floor by the August start date, and will open with Medical Assistant, Nurse Assistant and Information Technology programs. Currently, the mechanical upgrade is out for bid. MTECH Administration is working with Provo City and Peg Development for parking options. This will be a discussion item for the May, Board of Directors meeting. Director Flinders stated that MTECH has received a grant to provide a Nurse Assistant Bi-lingual training at the new Provo Campus location.

Director Flinders has been working with Wasatch School District to relocate the current programs being offered at the Wasatch UVU Campus to their West Campus near Wasatch High School. President Christensen has been working with Superintendent Sweat and Superintendent Sorenson for other potential service area opportunities in Wasatch and Summit County.

#### C. Legislative Update (Presenters: President Christensen and Vice President Demma)

President Christensen stated that MTECH's legislative appropriation request for Employer-Driven Program Expansion and Student Support (Senate Bill 2) was approved for MTECH to receive 1.2 million, which is 78.6% of the funding that was requested. It's the highest percentage MTECH has ever received. Also, MTECH will receive \$155,600 in ongoing Equipment Funds. Custom Fit will receive an extra \$184,600 for economic growth. MTECH will also receive a 2.5% increase for Merit Based Salary and Health Insurance Premium increases. MTECH is very pleased and thankful for the support from the legislature. President Christensen thanked Vice President Demma for the legislative knowledge and support he was able to give UTech and especially for his support of MTECH.

Vice President Demma stated that MTECH has been selected as one of three schools to participate in a 5 million dollar pilot project with GOED. It's part of the economic package to invite companies to relocate to Utah and

the funds will help support new companies for their recruitment and training. The pilot will include 2 million dollars annually to the Mountainland Region for recruitment.

New legislative funding was approved for the UTech Board of Trustees to receive 14 million dollars per year to manage the Technical Colleges project requests. The projects will go through the normal IGG Appropriation process and will be ranked according to the needs of the Technical Colleges. The Utah System of Higher Education will also go through the same process.

#### D. Thanksgiving Point Trades and Technology Building Ground Breaking (Vice President Demma)

The Thanksgiving Point Trades and Technology Building Ground Breaking, will be held on May 3, at 11:00 a.m. Vice President Demma said formal invitations will be sent to the board members, and he asked them to "Save the Date" for this event.

#### E. MTECH Graduation Ceremonies (Presenter: Director Middlebrook)

Director Middlebrook discussed the upcoming MTECH Graduation Ceremonies with the board. May 14, the graduation at UVU Event Center in Orem, will start at 7:00 p.m. On May 15, the graduation ceremony will be held at the Wasatch UVU Campus in Heber City, and will start at 6:00 p.m. after the board meeting. He encouraged all board members to attend the graduations, and he asked for volunteers to conduct the two different ceremonies. Craig Hicken volunteered to conduct the Wasatch ceremony and Tim Osborn volunteered to conduct the Orem ceremony.

#### F. President's Leadership Council - Volunteer Job Description (Director Hadfield)

Director Hadfield has done research on the pros and cons of creating a foundation board. He said MTECH's current priorities aren't necessarily large endowments where a foundation board would be essential. Director Hadfield's recommendation would be to create a President's Leadership Council instead. He reviewed the Volunteer Job Description with the board. Arthur Newell pointed out it's a great idea with the right people on the council. Varden asked the board members to submit candidate's names to him for review.

#### G. MTECH Fundraising Priorities 2019 (Presenter: Director Hadfield)

Director Hadfield presented the Fund Raising Priorities for 2019. He said the focus will be the Provo Campus expansion, scholarship support, and equipment and supplies.

#### 7. Closing Items

#### A. Next Meeting

May 15, 2019 – 4:00 p.m. Wasatch, Utah Valley University Campus Graduation Ceremony will follow at 6:00 p.m.

Chair Acerson pointed out that she will be out of the country and will be unable to attend the next board meeting. Terri Hunter said she will be unable to attend too. Vice Chair Niedfeldt said he will conduct the next board meeting.

#### B. Adjourn

#### The meeting adjourned at (5:50 p.m.)

Motion by Craig Hicken, second by Jonathan Niedfeldt.

Final Resolution: Motion Carries

Yea: Arthur Newell, Craig Hicken, Jonathan Niedfeldt, Julie King, Karen Acerson, Kevin Orgill, Laura Richards, Randall Boothe, Russell Fotheringham, Steve Hardman, Terri Hunter, Tim Osborn

### Site Proposal For

### **MTECH**

Involving 13.31 acres
In The

**Payson South Meadows Planned Development** 

Located at 800 South and 1700 West Payson, Utah

#### PROJECT SUMMARY

#### **Proposed Land Donation:**

Payson South Meadows Partners, LLC is proposing to donate 13.31 acres of land to Mountainland Technology College (MTECH) in the South Meadows Planned Development in Payson for the construction of a multi-building campus facility. Based on the acquisition cost of other land in the development, the developer's allocated cost of the MTECH donation is estimated to be approximately \$7.00 to \$8.00 per square foot or \$4,058,485 to \$4,638,269.

#### **Project Location:**

Approximately 800 South and 1700 West, Payson, Utah.

#### Area:

The South Meadows Planned Development is located in the southwest part of Payson approximately 500 feet west of the 800 South/I-15 interchange. Significant existing and future development in the area is summarized as follows:

- A UTA front runner station is planned for a 9.45 acre site approximately 250 feet north of the proposed MTECH campus.
- A UVU satellite campus will be built approximately three miles north of the South Meadows Planned Development.
- A Walmart Super Center and ancillary commercial uses are located at the southeast quadrant of the 800 South/I-15 interchange.
- Free-standing commercial uses, a theater complex and recently developed office facilities are located at the northwest quadrant of the 800 South/I-15 interchange.
- A Church of Jesus Christ of Later Day Saints temple is located approximately two miles southeast of the proposed MTECH site.

#### **Project Description:**

South Meadows is a 135 acre planned development which includes a 9.45 acre UTA Front Runner Station. Much of the project is zoned for Transit Oriented Development (TOD). Proposed development in the project includes retail, office and multi-family residential uses. The MTECH Campus will be located approximately 250 feet south of the UTA Front Runner Station and will comprise multiple buildings totaling more than 100,000 square feet. Spring Creek extends through the campus site and provides an open space and trail amenity. The trail will connect the campus with the wetlands trail and open space to the west of the campus. Uses in the project are summarized as follows:

#### **Project Description, Cont'd**

USE	ACRES
MTECH CAMPUS	13.31
COMMERCIAL/PUBLIC	9.45
COMMERCIAL/MIXED USE	33.34
MEDIUM DENSITY/OPEN SPACE	52.41
MULTI-FAMILY	26.71
TOTAL USES	, 135.22

#### **Site Data:**

Size: The site area totals approximately 13.31 acres (579,784 square feet)

Shape: Trapezoid with a width of approximately 635 feet and a depth of

approximately 600 feet

Topography: Level with excellent views of open space and mountains to the southeast and

west

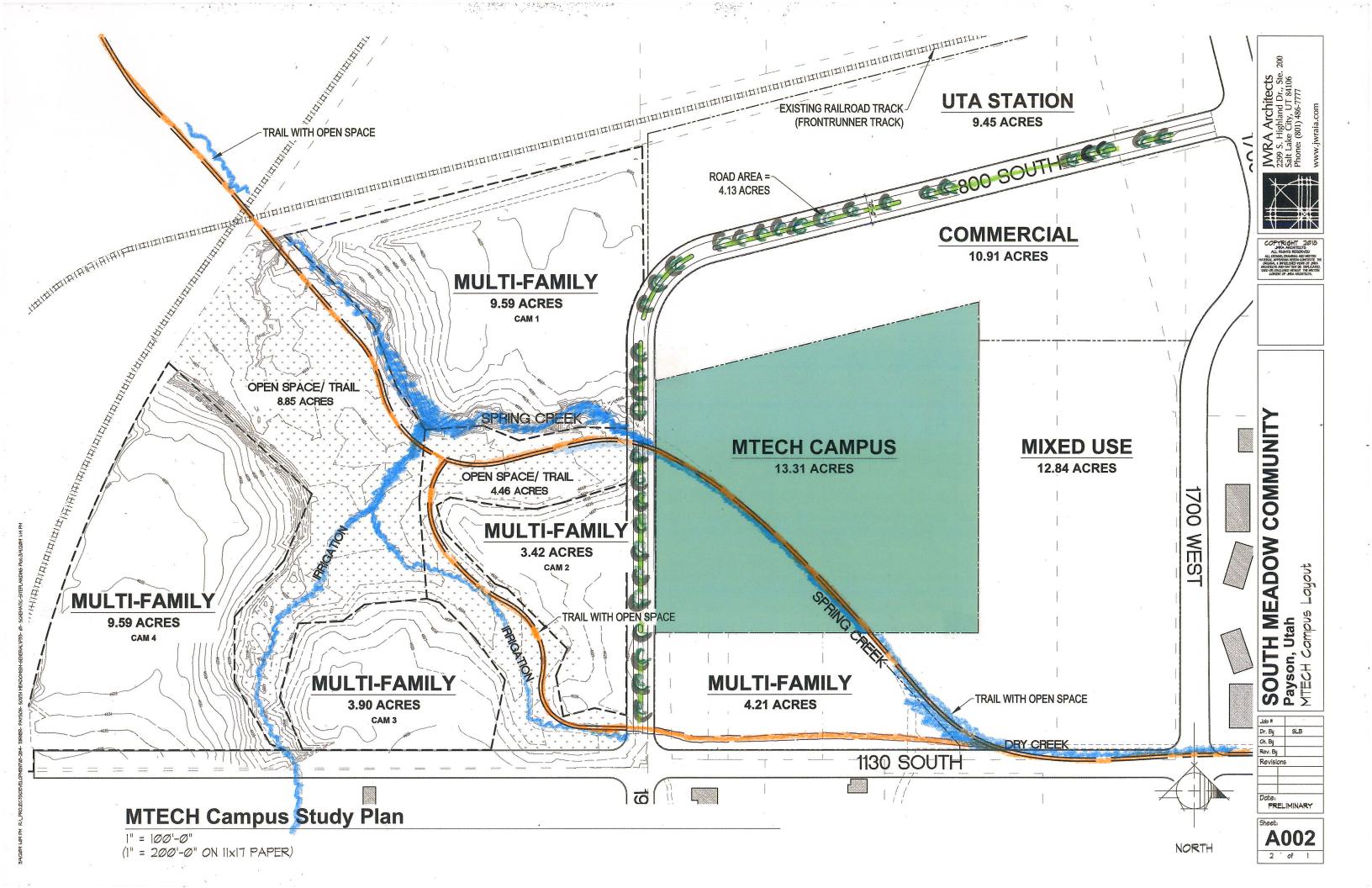
Access: 800 South/I-15 interchange to 1950 West approximately one-half mile.

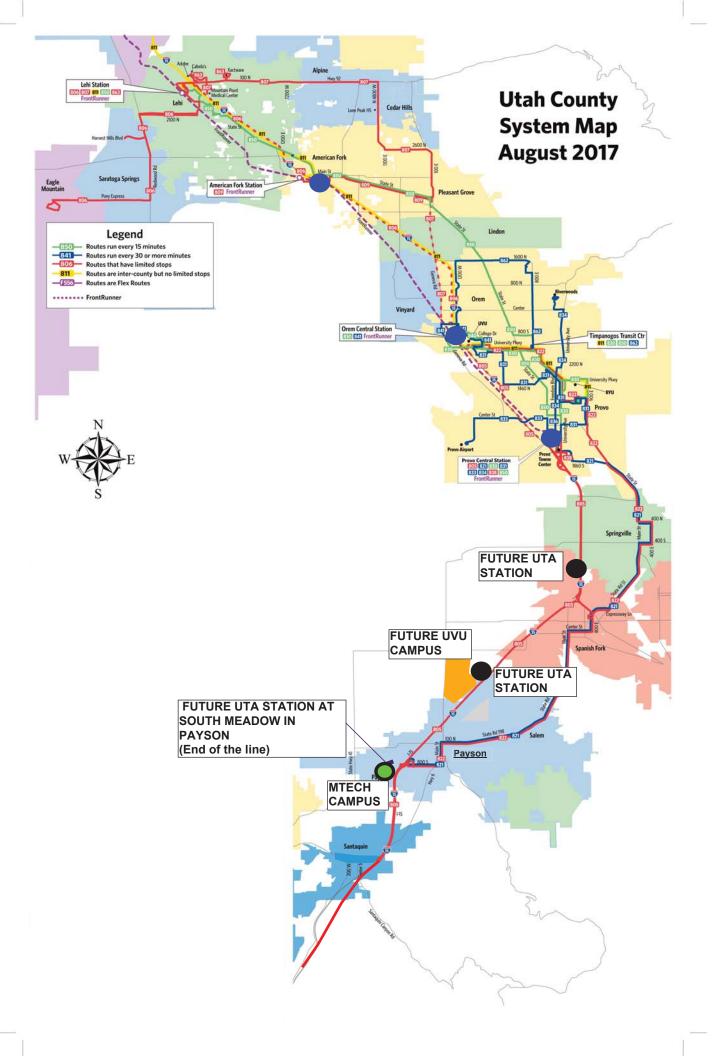
Zoning: S-1 (Highway Commercial) with a Transit Oriented Development (TOD)

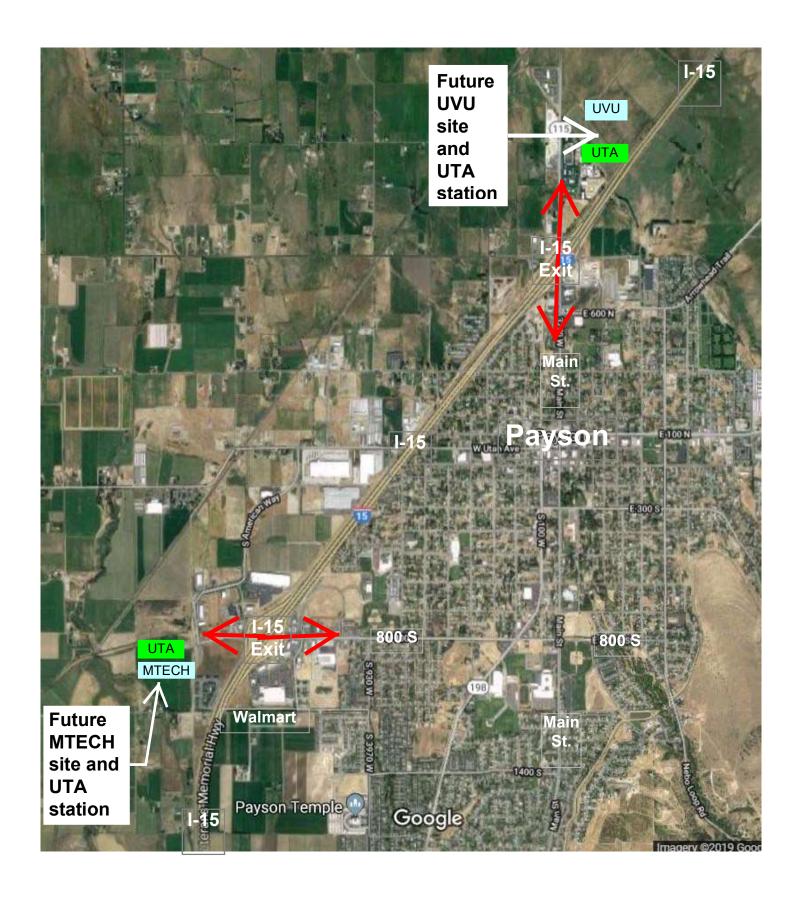
overlay

Utilities: Sewer, gas and culinary water are located at approximately 800 South and

1700 West









# MTECH / Payson

Vicinity Map