

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
March 13, 2025

PRESENT: David Hair, Daniel Grange, Ryan Zollinger, Jeremy Ward, Chad Kendrick, Corey Twedt, Megan Dyer, Kara Everton, Chris Coombs, Mark Bodily, Mandie Gochnour, Tim Ramirez, Chad Jensen, Mark Reeder, Linda Webster, Jackie Hendrickson, John Booth, Paul Edgren, Chelsea Funk

Call to order/Roll call

Mayor David Hair called the City Council Meeting to order for March 13, 2025, at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Daniel Grange, Jeremy Ward, and Ryan Zollinger were in attendance, with Councilmembers Pamela June and Clay Wilker excused.

Opening remarks/Pledge of Allegiance

Councilmember Zollinger welcomed everyone to the Council Meeting and led all present in the pledge of allegiance. He then offered a word of prayer.

Approval of agenda

The agenda for the meeting was reviewed. Mayor Hair suggested they move Item H sooner in the meeting after Item D since Sheriff Jensen was able to make it earlier than expected.

Councilmember Grange motioned to approve the agenda for March 13, 2025, with the proposed change. Councilmember Ward seconded. Councilmembers Ward, Grange, and Zollinger voted yes, with Councilmembers June and Wilker excused. (A copy of the agenda is included as Attachment “A”.)

Approval of minutes of the previous meeting

The Council reviewed the minutes of the City Council Meeting on February 13, 2025.

Councilmember Zollinger motioned to approve the minutes for February 13, 2025. Councilmember Grange seconded. Councilmembers Ward, Grange, and Zollinger voted yes, with Councilmembers June and Wilker excused.

Public comment period

Representatives from the Ridgeline High School Booster Club said that the band Lonestar is booked for a school fundraiser concert on August 23, 2025, at the RHS football field. They said that the concert would be done by 9:45 p.m. and clean-up is planned to be completed by 10:30 p.m. They said that they are planning to have the stage and speakers facing west to reduce the noise to the Millville neighbors to the east. They asked the

Council if notice of the concert could be placed in the City newsletter. Mayor Hair said that this would be fine.

Administrative Hearing for a dog code violation

Chris Coombs received a Notice of Violation for having more dogs than are permitted by City Code. Chris said that when they had received the notice, they were two dogs over the limit, but one has passed away, and they are only one over the limit at this point. He said that the oldest dog is 15 years old, and they don't expect it to live much longer. He asked for an exception, just through the remainder of this dog's life, due to the circumstances. Councilmember Zollinger asked the neighbors, who were at the meeting, if they had any concerns with the request. The neighbors said that they were okay with it. The consensus of the Council was to allow an exception to the code in this case. Councilmember Grange clarified that he was concerned about creating a precedent for having more pets than what code permits, but that in this specific case, he was okay with it.

Councilmember Ward motioned to allow the additional dog for as long it lives.

Councilmember **Grange** seconded. Councilmembers Ward, Grange, and Zollinger voted yes, with Councilmembers June and Wilker excused.

Administrative Hearing for roaming animals violation

Paul Edgren was sent a Notice of Violation following a complaint that was submitted by his neighbor concerning Edgren's chickens getting on the neighbor's property and causing issues.

Paul read a statement he prepared indicating that the issue with the loose chickens started before he moved in. Every time there have been issues with chickens at the Pehrsons, they come to Paul asking that he fix the issue. Paul said that there are neighbors on 3 sides with uncontained chickens. One of these neighbors has twice the number of chickens as him. Paul said that he realizes that his chickens are a problem but said that they are not the only problem.

Mayor Hair said that since his chickens had been getting onto his neighbor's property and a complaint had been filed specifically addressing his chickens, the City was dealing with him for now.

Recorder Twedt said that it was the Edgren's responsibility to maintain their chickens on their property. As long as the chickens don't get out, a citation will not be issued. Paul said he was working on improvements to the chicken coup.

The Council thanked Paul for the effort he is making to remedy the situation with his neighbors.

Business license and microschool request for home at 111 W. 200 N.

Mandi Gochnour has submitted an application for a business license with the intent of running a micro-education entity at a home she plans to rent at 111 W. 200 N.

Mandi said that she has contacted the Hyrum City Fire Department who have done an inspection on the home and determined that it meets fire code requirements. Mandi said that if this location doesn't work, she would likely rent out a commercial space, but it would be a couple of blocks from a park whereas the home in Millville has a yard that the kids could use while they are at school. She said that they only plan to be there for one year and then they expect to grow out of the space.

Mandi said that there are two large rooms in the home for a total of 600 square feet that she plans to use for the school. Each of these two rooms has doors that exit to the outside. She said she planned to have 20-24 students in the micro-education entity she is proposing. Councilmember Ward said that this seems like a large number of students for that small of a space. Mandi said that there are other rooms in the house that could be used as well. Recorder Twedt said that this seemed problematic since the other rooms did not have a direct exit to the outside as the State Code requires.

The Council asked about the drop-offs and pick-ups. Mandi said she was working on a 30-minute drop-off plan.

Mayor Hair said that this rental home is grandfathered in as a single-family home, but that it does not comply with residential setback requirements. Recorder Twedt read Millville City Code Section 5.18.040(a) indicating that all microschools needed to comply with the zoning setback regulations.

Recorder Twedt said that a home in a residential area of Millville would not meet the State requirements for a micro-education entity like Mandi is trying to create. In addition to that, a home-based microschool should not be permitted at this home, because it does not meet the front or the rear setback requirements as required by City Code.

Mandi expressed her concern about finding a home that would work and had hopes that she could run her school at this home. The Council said that they were sorry, but that this would create an undo impact at this location on current residents and would not comply with City Code.

Councilmember Zollinger motioned to deny the application based on the property not complying with setback requirements for residential zones in Millville.

Councilmember Ward seconded. Councilmembers Ward, Grange, and Zollinger voted yes, with Councilmembers June and Wilker excused.

Cache County Sheriff report

Sheriff Jensen reported that so far this year, Millville has had 235 calls for service. This is consistent with numbers from last year. He reported that there has been an increase in

traffic citations in Millville this past year that they attribute to targeted enforcement efforts in problem areas rather than routine patrols. Councilmember Grange said that although he feels that speeding is still a problem on 450 North, the citations are making a difference.

Sheriff Jensen reported on the success they have seen so far with the animal shelter.

Sheriff Jensen said that the current three-year law enforcement contract is coming to an end. He said that he feels the focus on increasing the number of hours in the contract over the past three years has been successful, and they now would like to focus on getting hourly pay up to an acceptable level to ensure they don't have high turnover rates like some other state law enforcement agencies are dealing with. He said he just wanted to present this tonight. The City will be receiving an addendum to the current agreement for review in the next week or so.

Recorder Twedt said that he appreciates the focus on 450 North and 100 North as the two worst roads for speeding in Millville. He introduced Jackie Hendrickson who lives on 100 North and has recently been requesting increased focus with the speeding on this road. Sheriff Jensen said that they would continue to dedicate overtime shifts to this road to help deal with the problem.

Councilmember Ward pointed out that the City Celebration was scheduled for June 14, 2025, and asked that the Sheriff's Department mark this on their calendars.

The Council thanked Sheriff Jensen, Lieutenant Ramirez, and the deputies for all they do for Millville City. (A copy of the staff report is included with the minutes as Attachment "B".)

Consideration of resolution updating subdivision development fees

Recorder Twedt reviewed the proposed resolution that would update subdivision development fees. He said that this was needed for a couple of reasons. With the new subdivision code that was recently adopted in Millville, the review stages had changed and the old fee structure was now obsolete. Also, the new fee structure was meant to deal better with larger subdivisions so that, for example, a thirty-lot subdivision would have a higher cost for review than a ten-lot subdivision. This would better reflect the staff time required for larger subdivisions.

Councilmember Zollinger discussed the engineering fees, which are generally the highest cost for developers. Recorder Twedt said that this was true, especially when developers don't do a very good job of providing everything needed for a full review. The back and forth with the engineers can be expensive.

Councilmember Grange motioned to adopt Resolution 2025-4. Councilmember Ward seconded. Councilmembers Ward, Grange, and Zollinger voted yes, with Councilmembers June and Wilker excused. (A copy of the approved resolution is included with the minutes as Attachment "C".)

Consideration of resolution updating construction deposits and fees

Development Coordinator Everton reviewed the proposed resolution for updating fees with the Council. She said that the purpose of the change was to cover the costs associated with reviewing building applications. Time is spent by the Development Coordinator, Planning and Zoning, and the Public Works Department for any building happening in Millville. This resolution would add a non-refundable fee to cover some of these costs as well as keeping the refundable deposit. The resolution would also add fees for repeat reviews of revised building clearances.

Councilmember Ward motioned to adopt Resolution 2025-5. Councilmember Zollinger seconded. Councilmembers Ward, Grange, and Zollinger voted yes, with Councilmembers June and Wilker excused. (A copy of the approved resolution is included with the minutes as Attachment "D".)

City Reports

Director of Public Works Chad Kendrick said that he and Recorder Twedt had been discussing the possibility of using the budgeted capital projects funds this year to get some new trucks. Recorder Twedt said that he felt this would make more sense to do this year. If there is any remaining grant funding from the sewer project, they could use that on a backhoe, but we need to get a couple of new trucks. He said that they would like to get two new trucks. The plan was to keep the older pickup that we have now for the seasonal staff and then sell the bigger truck. The consensus of the Council was that this would make sense for this year and they briefly discussed purchasing options.

Director Kendrick reported that Whitaker Construction was planning to have all sewer main lines installed within the next month or so. The first pave date this year would be in May.

Director Kendrick said that the cement for the new pavilion has been poured and the building construction should happen pretty soon.

Councilmember Reports and Items for Future Agendas

(A copy of the Councilmember Assignments List is included with the minutes as Attachment "E".) The Council briefly discussed the candidacy filing period for the 2025 election. The filing period will be the first week of June, and a notice will be posted in April with information for residents who are interested in running.

Adjournment

Councilmember Zollinger motioned to adjourn the meeting. Councilmember Grange seconded. Councilmembers Ward, Grange, and Zollinger voted yes, with Councilmembers June and Wilker excused. The meeting adjourned at 8:43 p.m.

NOTICE AND AGENDA**Attachment "A"**

Notice is hereby given that the Millville City Council will hold its regularly scheduled Council Meeting on Thursday, March 13, 2025, at the Millville City Office, 510 East 300 South in Millville, Utah, at 7:00 p.m.

1. Call to Order / Roll Call – Mayor Hair
2. Opening Remarks / Pledge of Allegiance – Councilmember Zollinger
3. Approval of agenda
4. Approval of minutes of the last City Council Meeting – February 13, 2025
5. Agenda Items—
 - A. Public comment period (2 min/person)
 - B. Administrative Hearing for dog code violation – Chris Coombs
 - C. Administrative Hearing for roaming animals violation – Paul Edgren
 - D. Business License and Micro-School request for home at 111 W. 200 N. – Mandi Gochnour
 - E. Consideration of resolution updating subdivision development fees – Recorder Twedt
 - F. Consideration of resolution updating construction deposits and fees – Development Coordinator Everton
 - G. City Reports: Roads, Parks, Water – Public Works Director Kendrick
 - H. Cache County Sheriff report – Sheriff Chad Jensen
 - I. Councilmember reports and other items for future agendas
6. Adjournment.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Corey Twedt at (435) 881-2669 at least three days prior to the meeting.

This agenda was posted on March 10, 2025, to the City posting locations, the City Website, and the Utah Public Meeting Notices Website.



Corey Twedt, Recorder

**AGENDA REPORT: LAW ENFORCEMENT CONTRACT****March 13, 2025****Background**

Every year, the Cache County Sheriff or a representative comes to the Millville City Council to discuss law enforcement within Millville City as well as the updated contract for law enforcement for the upcoming fiscal year.

As stated in the included letter from Sheriff Jensen, over the last four years, we have had incremental increases in our law enforcement to increases the number of contracted hours to be more realistic with the hours actually spent doing law enforcement in Millville City.

The Sheriff's Department would now like to tackle the issue of hourly pay for their officers and are proposing an hourly rate increase from \$52.35 up to \$56.00. This will bring the Millville City FY26 contract amount up to \$35,392 for the year. This is a relatively small increase of \$2,307.

Here is a breakdown by year of the Millville City contract with the Sheriff Department:

Fiscal Year	Hours	Cost
FY22	438	\$22,929
FY23	500	\$26,175
FY24	550	\$28,792
FY25	632	\$33,085
FY26	632	\$35,392

Included Documents

- March 5, 2025 letter from Sheriff Jensen



CACHE COUNTY SHERIFF'S OFFICE

EMPATHY FAIRNESS INTEGRITY PROFESSIONALISM RESPECT RESPONSIBILITY TRUSTWORTHINESS

D. CHAD JENSEN, SHERIFF
Doyle Peck, Lieutenant
Mikelshan Bartschi, Lieutenant
Roy Hall, Lieutenant
Candice Hatch, Lieutenant
Timothy Ramirez, Lieutenant

March 5, 2025

Dear Mayor Hair,

As we approach the annual discussion regarding our patrol contracts, I want to highlight the importance of this moment. Our current three-year budget cycle expires at the end of June, and this presents an opportunity for us to make meaningful adjustments.

Over the past three years, we have focused on increasing the hours provided in our contracts to better reflect the actual service delivered. This effort has successfully aligned both parties, but now I believe it's essential we also address the hourly rate, which has unfortunately remained stagnant for several years.

In the last five years, we have made significant investments in staffing to meet the growing needs of our community and stay competitive with other agencies in the state. This proactive approach has helped minimize turnover—something many agencies continue to struggle with.

The next step is to adjust the hourly rate, which has not been updated in several years as we concentrated on increasing hours. Given the staff increases we've made to keep up with demands, an adjustment to our rates is essential. This change will help maintain the low turnover rate we have successfully achieved compared to other agencies.

For the upcoming contract, I propose a one-year agreement that includes a necessary increase in the hourly rate. This will give me the necessary time to address some of the issues Cache County is facing with the new finance director and auditor.

Regardless of the situation in the valley and the county, I greatly appreciate the relationships I have with all the mayors, councils, and office staff in our city and towns. I look forward to our discussions in the coming weeks at your council meetings. Please feel free to call me directly with any questions or concerns. My cell phone number is 435-757-5850.

City: Millville	Hours: 632	Old Rate: \$52.35	New Rate: \$56.00
New Contract Amount: \$35,392.00			

Sincerely,

D. Chad Jensen, Sheriff

**MILLVILLE CITY
RESOLUTION 2025-4**

FEES PERTAINING TO MILLVILLE CITY SUBDIVISIONS

WHEREAS, Millville City Ordinance, Chapter 16.12.030 states, "All fees required for applications pertaining to this Title shall be set by resolution of the City Council"; and

WHEREAS, the Millville City Council has reviewed the cost to administer and secure approval for development within the City; and

WHEREAS, Millville City Code has defined a major subdivision as having four (4) or more lots and a minor or small subdivision as having less than four (4) lots;

NOW THEREFORE, be it resolved by the Millville City Council that the following fees be charged:

- Preliminary Plat Application and Review
 - Minor Subdivision
 - Review Fee \$250 + \$15/lot
 - Engineering and/or Legal Review Fees Charged
 - Major Subdivision
 - Review Fee \$500 + \$50/lot
 - Engineering and/or Legal Review Fees Charged
- Final Plat Application and Review
 - Minor Subdivision
 - Review Fee \$200 + \$15/lot
 - Recording Fee \$85
 - Public Works Inspection Fee \$20/lot
 - Engineering and/or Legal Review Fees Charged
 - Major Subdivision
 - Review Fee \$750 + \$25/lot
 - Recording Fee \$85
 - Public Works Inspection Fee \$20/lot
 - Engineering and/or Legal Review Fees Charged

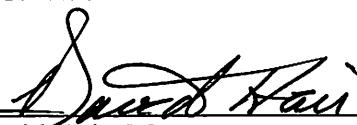
The above fees will cover four reviews during the preliminary subdivision stage and one review at the final subdivision stage. If additional reviews are required, new fees for each stage will be required. If the developer changes to the plat are deemed significant by the City Council, it will be treated as a new submittal, and new fees will be required.

THEREFORE, be it resolved that this resolution and the rates set forth in the fee schedule supersede all prior resolutions and fee schedules. All other fees remain as previously stated as of the date of adoption of this resolution.

THEREFORE, be it resolved by the Millville City Council that this resolution shall become effective immediately upon passage.

Passed and approved by the Millville City Council this 13th day of March 2025.

SIGNED:



David Hair, Mayor



ATTEST:



Corey Twedt, City Recorder

COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Jeremy Ward	✗			
Ryan Zollinger	✗			
Pamela June			✗	
Clay G. Wilker			✗	
Daniel Grange	✗			

**MILLVILLE CITY
RESOLUTION 2025-5**

REQUIRING A DEPOSIT & FEES FOR BUILDING

WHEREAS, the Millville City Council deems it necessary to maintain the integrity of new building and infrastructure improvements and ensure that they are completed in a timely manner; and

WHEREAS, the Millville City Council desires for builders to cover the cost for the time spent by the Planning Commission, Development Coordinator, and Public Works; and

WHEREAS, the Millville City Council wishes to clarify the deposit timeline and the requirements for a deposit refund;

NOW THEREFORE, be it ordained, that the Millville City Council requires the following fees and deposits for building clearance approval:

New residential zoning clearance:

- Refundable deposit = \$2,000
- Review fees = \$250

Addition to an existing residence:

- Refundable deposit = \$1,000
- Review fees = \$150

All other zoning clearances:

- Refundable deposit = \$500
- Review fees = \$150

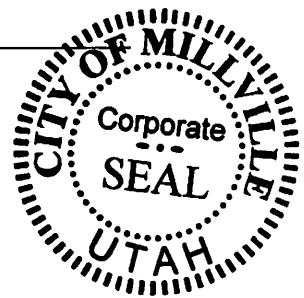
Revised zoning clearances will incur a 50% review fee each time a new review is required. Deposits and fees are to be paid before building clearance is granted. After City inspection of new infrastructure, all requirements from the Manual of Design and Construction Standards and the Deposit Return Requirements Policy must be met before a deposit refund will be granted. The deadline for a deposit refund request will be two years from the date that the certificate of occupancy is granted. After that time, all deposit refunds will be forfeited.

Passed and approved by the Millville City Council this 13th day of March 2025.

SIGNED:



David Hair, Mayor



ATTEST:



Corey Twedd, City Recorder

COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Jeremy Ward	X			
Ryan Zollinger	X			
Pamela June			X	
Clay G. Wilker			X	
Daniel Grange	X			

Millville City Building Deposit Return Requirements

A deposit is required for building inside Millville City in accordance with adopted ordinances and resolutions. This document summarizes the requirements that must be met to be eligible for a deposit refund from Millville City. Additional requirements can be found in the Manual of Design and Construction Standards available on the Millville City website. The deadline for a deposit refund request will be two years from the date that the certificate of occupancy is granted. After that time, all deposit refunds will be forfeited.

SINGLE FAMILY NEW CONSTRUCTION REQUIREMENTS

Landscape

Required yard areas, except those portions devoted to driveways and/or parking, shall be reasonably landscaped with plants, trees, grass, or similar landscaping materials. (17.40.030)

Clear Vision Area/Sight Triangle: In all zones requiring a front yard setback, no obstruction to view in excess of thirty six inches (36") in height shall be placed on any corner lot within a triangular area formed by the street property lines and a line connecting them at points thirty feet (30') from the intersection of the property line.

1. Restrictions: Fencing and planting are restricted within this area as follows:
 - a. No sight-obstructing fence shall exceed thirty-six inches (36").
 - b. Shrubs shall be pruned to a height not exceeding thirty-six inches (36").
 - c. Trees shall be pruned to maintain a clear area below eight feet (8').
2. Functions: This clear vision area of the public right of way serves many different functions simultaneously, such as public access for people and utilities overhead and underground, transition zone from street to adjoining properties, beautification area, storage of rainwater, and snow and play area for children. Our effort is to facilitate all of these uses as much as possible in a balanced manner.
3. Landscaping Permanent and Public: All landscaping installed in the dedicated right-of-way shall be considered open to the public and owned by the public. No removal of landscaping material or any modification to the landscaping or grading shall be made to the dedicated right-of-way without written authorization from the city. (17.40.040 K)

Landscaping is required for stabilization of bare ground per the City Storm Water Ordinance 13.24.

Infrastructure

All driveway approaches shall meet the following specifications: Minimum width of 10 feet and maximum width of 32 feet.

Driveway Offsets: All single-family residential driveways shall be offset from other driveways by no less than twice the flare width as per Plan No. 221 of the Manual of Standard Plans.

Common Driveways: Driveways along the property lines may be installed for common use of both adjacent properties only upon approval by the City Engineer and guaranteed by a recorded access agreement. Such driveway width shall be limited to the maximum allowable individual driveway width. (Manual of Design & Construction Standards 2.04 F)

Construction Completion Inspection: A FINAL INSPECTION shall be made by a City inspector after all construction work is completed. Any faulty, defective, or incomplete work shall be corrected by the persons responsible for the work within a period of thirty (30) days of the date of the inspection report defining the faulty or defective work. If the contractor fails to complete the required work, the City may arrange to have the incomplete/defective work completed and bill the contractor or use the monies in escrow or otherwise held by the City to complete the defective work.

Areas to be inspected: Sidewalks, curb and gutter, roadway surface, swales, storm water lines and associated infrastructure, retention/detention basins, water and meter are to grade, a sewer cleanout with a valve box cover has been properly installed, and water backflow has been properly installed, fencing, shouldering (swales), sump pump discharge, survey markers, and any other items deemed necessary by the City inspector.

City Representative

Corrections needed.

Councilmember Assignments 2025

Councilmember Daniel Grange

- Car Show for City Celebration
- Parks

Councilmember Ryan Zollinger

- Sewer
- School District

Councilmember Clay Wilker

- Ordinance Enforcement
- Fire/EMS/Emergency Preparedness
- Law Enforcement/Animal Control

Councilmember Pamela June

- P&Z
- Youth Council
- Wildfire

Councilmember Jeremy Ward

- City Celebration/Parade
- Trails