

MINUTES
COALVILLE CITY COUNCIL MEETING
Monday, April 28, 2025, 6:00 P.M.
COALVILLE CITY HALL, COUNCIL CHAMBERS
10 N MAIN STREET
COALVILLE, UT 84017

In Attendance

Mayor and Council

Mayor: Mark Marsh

Councilors: Louise Willoughby, Lynn Wood, and John Hansen.

Councilors Excused: Brandon Brady and Shaun Powis

City Staff

Community Development Director: Don Sargent

City Attorney: Sheldon Smith

City Recorder: Trevor Devey

Public Works Director: Kyle Clark

Mayor Mark Marsh opened the meeting at 6:00 p.m.

Mayor Mark Marsh gave rules of conduct for the meeting.

Item 1 – Welcome

A. Roll Call – A quorum was present.

B. Pledge of Allegiance – **Councilor Louise Willoughby** led the Pledge of Allegiance.

Item 2 –Public Comment: The Public may address the Mayor and Council with any matter of City business not listed on the agenda or has a pending application.

No public comment was made.

Item 3 – Review, Discussion, and Possible Adoption: Tentative 2025 – 2026 Fiscal Year Budget.

Mayor Mark Marsh introduced the tentative 2025-2026 fiscal year budget to the council. Council Louise Willoughby asked about 2023 year actual. Dave Sanderson responded to the Councilors questions. Discussion was held over the 2025-2026 fiscal year budget. Councilor Lynn Wood asked for the employee report from M.A.G (Mountain land Association of Governments). Mayor Mark Marsh informed the council that M.A.G is currently working on finalizing the report.

Discussion was held over the 2025-2026 fiscal year budget.

Councilor John Hansen made a motion to table the tentative 2025-2026 fiscal year budget.

Councilor Lynn Wood seconded the motion.

Motion Carried (3-0) with two votes absent.

Item 4 – Review, Discussion, and Possible Approval: Fiscal Year 2025 Fraud Risk Assessment.

Mayor Mark Marsh introduced the 2025 Fraud Risk Assessment. Discussion was held over the 2025 Fraud Risk Assessment.

Councilor Lynn Wood made a motion to approve the Fiscal Year 2025 Fraud Risk Assessment.

Councilor Louise Willoughby seconded the motion.

Motion Carried (3-0) with two votes absent.

Item 5 – Continued Public Hearing Review, Discussion, and Possible Approval:

Ordinance #2025-1: An Ordinance Defining Coalville City Municipal Offices, Powers, Duties, and Appointment Procedures.

Mayor Mark Marsh informed the council of the staff redlined document.

Sheldon Smith introduced the staff redlined document.

Discussion was held over the staff redlined document.

Councilor Louise Willoughby asked City Attorney Sheldon Smith for clarification on the staff redlined document.

Coalville City Community Development Director Don Sargent gave the background and described the staff edits of the draft ordinance 2025-1.

Discussion was had on changing the title of Strategic Planning Director to changing to Strategic Planner.

Councilor Lynn Wood made comments on the form of government that is adopted in Coalville.

Mayor Mark Marsh invited the public to address the council over the draft ordinance 2025-1.

Martin Bushman at 438 East Chalk Creek Court made comment over the draft ordinance 2025-1.

Mathew Boyer at 417 Old Farm Lane made comment over the draft ordinance 2025-1.

Rory Swenson at 200 Park Road made comment over the draft ordinance 2025-1.

David Vernon at 800 North 50 East made comment over the draft ordinance 2025-1.

Brenda Robinson at 370 East 100 South made comment over the draft ordinance 2025-1.

Jodi Coleman 265 East 100 South made comment over the draft ordinance 2025-1.

Jason Moore at 40 East 480 North made comment over the draft ordinance 2025-1.

Trever Johnson 469 South Main Street made comment over the draft ordinance 2025-1.

Tori Welch at 1559 South Dog Ear Drive made comment over the draft ordinance 2025-1.

Mayor Mark Marsh left the public hearing open.

Councilor Lynn Wood addressed questions that were asked during the comments made during the public hearing.

Councilor Louise Willoughby addressed questions that were asked during the comments made during the public hearing.

Tori Welch made comments on the branches of government in Coalville.

Councilor Lynn Wood made comment on the form of Government of Coalville.

Councilor Lynn Wood made comments on why the council wants this ordinance in place.

Councilor John Hansen thanked the public for their comments.

Councilor Lynn Wood made a motion to table Ordinance #2025-1: An Ordinance Defining Coalville City Municipal Offices, Powers, Duties, and Appointment Procedures with the public hearing to be left open until the meeting to be held on May 12th, 2025. Councilor John Hansen seconded the motion. Motion Carried (3-0) with two votes absent.

Item 6 – Continued Review, Discussion, and Possible Approval: Resolution #2025-1, Updates to the Coalville City Fee Schedule.

Coalville City Community Development Director Don Sargent gave the background of resolution 2025-1.

Councilor Louise Willoughby asked for clarification on the water fee in lieu of water dedication.

Coalville City Community Development Director Don Sargent responded to Councilor Willoughby's question.

Discussion was held over culinary and secondary water fees.

Councilor Louise Willoughby asked for clarification on the legal review fees.

Discussion was held over the special services fees.

Discussion was held over the business license fees.

Councilor Lynn Wood asked if the grammatical errors have been corrected.

Councilor Louise Willoughby made a motion to table resolution #2025-1 Updates to the Coalville City Fee Schedule to the next meeting to be held on May 12, 2025.

Councilor John Hansen seconded the motion.

Motion Carried (3-0) with two votes absent.

Item 7 – Review and Discussion: Planning Commission Recommendation – Downtown Main Street Outdoor Dining Provisions, Development Code Amendment and Lease Agreement.

Coalville City Community Development Director Don Sargent gave the background of the Main Street Outdoor Dining Provisions.

Community Development Director Don Sargent gave the conditions of the lease agreement and low impact permit that would have to be filed with Coalville City before restaurants would be allowed to provide outdoor dining on Main Street.

It was decided to schedule a public hearing for the city council meeting to be held on May 12th, 2025.

Item 8 – Review, Discussion, and Possible Approval: Request for Proposal Approval for Coalville City Audit Services.

Mayor Mark Marsh informed the council that the procurement committee has selected the Larson Group to perform audits for Coalville City.

Discussion was held over the audit services for Coalville City.

Councilor Lynn Wood made a motion to table the approval of Coalville City audit services.

Councilor Louise Willoughby seconded the motion.

Motion Carried (3-0) with two votes absent.

Item 9 – Updates:

A. Community Development

Coalville City Community Development Director Don Sargent presented the current, long-range, and on-going Community Development project lists.

Don Sargent presented the water and sewer Equivalent Residential Use reports.

Councilor Louise Willoughby asked for clarification on the legislature from the state.

Community Development Director Don Sargent responded to Councilor Willoughby's question.

Discussion was held over master planned developments and development agreements.

Discussion was held over the appointment or possible electing planning commission members.

Discussion was made over collecting transient room tax.

B. Public Works

Councilor Lynn Wood asked for a tour of the Wastewater Treatment Plant. Mayor Mark Marsh gave updates from Public Works Director Kyle Clark.

C. Engineering

No updates.

D. Legal

Sheldon Smith informed the council that chickens are becoming a problem in certain areas of Coalville where chickens are not permitted. Sheldon Smith stated that he will be sending an enforcement letter to a property regarding chickens on their property.

E. Mayor

Mayor Mark Marsh informed the council that the charging station construction is underway.

Mayor Mark Marsh informed the council the progress of the car show.

F. Council

Councilor John Hansen made comments over the meeting held on April 14, 2025. Councilor John Hansen expressed concerns over the conduct of the meetings. Councilor Hansen made a request to the city recorder to add details to the April 14, 2025 council meeting.

Item 10 – Review and Possible Approval: Accounts Payable dated April 28, 2025.

Councilor Lynn Wood made a motion to approve Accounts Payable dated April 28, 2025.

Councilor John Hansen seconded the motion.

Motion carried (3-0) with two votes absent.

Item 11 – Review and Possible Approval: Minutes dated April 14, 2025.

Councilor John Hansen requested the correction and addition between line 111 and 112 that there was a disturbance in the meeting and two members of the community were not allowed back in because of a citizen keeping them out.

Councilor Lynn Wood requested the spelling correction of Tonja Hanson.

Councilor Lynn Wood made a motion to approve the minutes dated April 14, 2025 with the two corrections mentioned.

Councilor Louise Willoughby seconded the motion.

Motion Carried (3-0) with two votes absent.

Item 12 –Closed Session:

Possible motion to enter a closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the

physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

No closed session was had.

Item 13 - Adjournment

Councilor Lynn Wood made a motion to adjourn.

Councilor Louise Willoughby seconded the motion.

Motion Carried (3-0) with two votes absent.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of the proceedings that occurred at the meeting.

Mark Marsh, Mayor

Trevor Devey, City Recorder