

NOTICE AND AGENDA

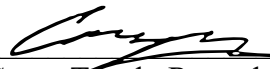
Notice is hereby given that the Millville City Council will hold its regularly scheduled Council Meeting on Thursday, July 9, 2026, at the Millville City Office, 510 East 300 South in Millville, Utah, at 7:00 p.m.

1. Call to Order / Roll Call – Mayor Hair
2. Opening Remarks / Pledge of Allegiance – Councilmember June
3. Approval of agenda
4. Approval of minutes of the last City Council Meeting – June 11, 2026
5. Agenda Items—
 - A. Public comment period (2 min/person)
 - B. Consideration of resolution to update the residential rate for garbage collection – Recorder Twedt
 - C. Campbell subdivision variance request – Development Coordinator Everton
 - D. Review of utility adjustments for FY26 Q4 – Treasurer Dyer
 - E. Review of South Park playground options – Recorder Twedt
 - F. Google Fiber discussion – Councilmember Zollinger
 - G. General Plan request for proposal (RFP) review – Recorder Twedt
 - H. City Celebration review and discussion about next year – Councilmember Ripplinger
 - I. City Reports: Roads, Parks, Water – Public Works Director Kendrick
 - J. 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.

The Millville City Council may enter into a closed session as allowed by Utah Code 52-4-205 to discuss pending or reasonably imminent litigation, to discuss the individual character, professional competence, or health of an individual, or to discuss land acquisition or the sale of real property.

This agenda was posted on July 6, 2026, to the City posting locations, the City Website, and the Utah Public Meeting Notices Website.



Corey Twedt, Recorder

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
June 11, 2026

PRESENT: David Hair, Pamela June, Ryan Zollinger, Jeremy Ward, Darcy Ripplinger, Jacob Ames, Chad Kendrick, Corey Twedt, Megan Dyer, Kara Everton, Autumn Mathews, Jean Culbertson, Tanya McCormick, Joe McCormick

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for June 11, 2026, at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Jeremy Ward, Ryan Zollinger, Jacob Ames, and Darcy Ripplinger were in attendance.

Opening remarks/Pledge of Allegiance

Mayor Hair welcomed everyone to the Council Meeting. He offered a prayer and then led all present in the Pledge of Allegiance.

Approval of agenda

The agenda for the City Council Meeting of June 11, 2026, was reviewed.

Councilmember Ames motioned to approve the agenda for June 11, 2026.

Councilmember Ward seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. (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 May 14, 2026.

Councilmember June motioned to approve the minutes for May 14, 2026.

Councilmember Ripplinger seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes.

Public comment period

Mayor Hair opened the floor for public comments.

Autumn Mathews said that she is here as a representative for the Cache Water District. She briefly discussed a spring grass reseeding program with seed that requires less water. She also discussed the State Landscape Incentive Program that the Council had reviewed in the past.

Consideration of resolution setting Mayor Pro Tempore for Fiscal Year 2027

Mayor Hair reviewed with the Council the resolution and explained that the purpose of the appointment was to ensure that the City still functioned with a Mayor substitute if the elected Mayor was not available. He said that he would like Councilmember Ames to serve as the Mayor Pro Tempore for FY27.

Councilmember Zollinger motioned to adopt Resolution 2026-4. Councilmember Ward seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. (The approved resolution is included with the minutes as Attachment “B”).

Consideration of ordinance updating pay stipend for members of the Planning Commission

Councilmember June reviewed the ordinance that would increase the stipend payment to members of the Planning Commission from \$25 per meeting to \$35 per meeting. She said that this was something Councilmember Ripplinger had brought up at the previous meeting. Councilmember June said she was in favor of the increase and is appreciative of the service of the planning commissioners.

Councilmember June motioned to adopt Ordinance 2026-3. Councilmember Ames seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. (The approved ordinance is included with the minutes as Attachment “C”).

Councilmember Ward motioned to skip forward to item “J” on the agenda as it was not yet time to begin the public hearing. Councilmember Zollinger seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes.

City Celebration planning progress update

Councilmember Ripplinger gave the Council an update on the events planned for the City Celebration that will take place this weekend. She thanked the Public Works employees for all they have done to prepare the park. She also expressed gratitude to the volunteers who had worked so hard on planning the activities for the City Celebration. Many people have helped, but she specifically called out Jill Gebert, Leisa Alsop, and Marjorie Davis who had spent many hours working on the City Celebration this year.

City Reports

Director of Public Works Chad Kendrick discussed the ongoing road work. Temporary asphalt had been placed in some of the lateral crossings on Main Street to hold things over until the major road repairs can be completed by Whitaker Construction.

Director Kendrick reported that although it has been dry, the water system is doing great, and the sewer system is also working well. There are several homes connecting to the sewer system each week.

Mayor Hair pointed out a road issue on 100 West. Director Kendrick said that they would do what they can to make improvements. Councilmember Ames said that he was thankful for the quick response from Public Works on the road issue on 250 East.

Review of FY26 proposed budget revisions and FY27 proposed budget

Recorder Twedt said that since the last City Council meeting, some updates had been made with the latest numbers and projections to get through the remainder of June and for the FY27 Budget. The adjusted budgets had been provided in the City Council packets.

He said that most of his budget comments had been addressed as part of the staff report, which was included in the agenda packet. He reviewed a couple of those points.

As discussed for the last several years, in Millville, sales tax revenue is the largest revenue source for the General Fund. The City currently earns roughly triple the revenue from sales taxes than we do from property taxes. Property taxes remain extremely low when compared to neighboring cities.

Recorder Twedt discussed impact fees. Only 9 new homes were built in Millville this past year. This is the highest number of new homes built in a year since 2023. The City Council has previously discussed the project for widening a section of 550 East with road impact fee money. Because park projects are generally expensive, in the past we have saved up park impact fee money for a few years and then used it to supplement money received from RAPZ for whatever project we are working on if additional funds are required. Water and sewer impact fees are currently going directly to pay down debt in those funds.

Millville has had another good year as it relates to receiving grant money. The City will be finishing up using COG grant funds for the 300 South Roadway Design Project. For parks, Millville will receive \$130,000 in RAPZ grant funding to use on playground equipment at the South Park and improvements at the Glenridge Park. For the updated General Plan, Millville City has been awarded \$50,000. And for the sewer project, Millville received an additional \$1.4 million to help pay for the buy-in to the Hyrum sewer treatment facility.

We continue to move more money to the City Capital Projects Fund each year. In FY27, the Capital Projects Fund budget includes money for a backhoe, lawn mower, and sewer lateral camera system. Recorder Twedt said he is planning to wait on these purchases to see if we can get the backhoe and camera system from the remaining sewer grant money. If that doesn't work out, we are planning to use those saved funds to purchase them this year.

In closing, Recorder Twedt said that as was stated in the staff report, he thinks Millville is doing well financially. We are building some reserves to be able to deal with problems when they happen. (The staff report for the budget is included with the minutes as Attachment "D".)

Mayor Hair explained that there would be two separate public hearings. The first would cover the compensation increases for Millville City staff. The second would be for the FY26 and FY27 budgets.

PUBLIC HEARING

Councilmember Ward motioned to go into the public hearing for the staff compensation increases. Councilmember Ripplinger seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes.

STAFF COMPENSATION PUBLIC HEARING: 7:30 p.m.

PRESENT: David Hair, Pamela June, Ryan Zollinger, Jeremy Ward, Darcy Ripplinger, Jacob Ames, Chad Kendrick, Corey Twedt, Megan Dyer, Kara Everton, Jean Culbertson, Tanya McCormick, Joe McCormick

Mayor Hair said that after the City Council discussion at the previous meeting, the suggested pay increase for staff was changed from 3% to 6%. He then opened the floor for public comment.

Public Comment:

There were no public comments from the people in attendance at the meeting. Councilmember Ward mentioned that the Council had received a public comment by email from a resident recommending acceptance of the 6% pay increase.

Councilmember Ward motioned to close the compensation increase public hearing and open the budget public hearing. Councilmember Ripplinger seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes.

FY26 BUDGET REVISIONS & FY27 BUDGET PUBLIC HEARING

PRESENT: David Hair, Pamela June, Ryan Zollinger, Jeremy Ward, Darcy Ripplinger, Jacob Ames, Chad Kendrick, Corey Twedt, Megan Dyer, Kara Everton, Jean Culbertson, Tanya McCormick, Joe McCormick

Public Comment:

There were no public comments.

Councilmember Ward motioned to close the public hearing. Councilmember June seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes.

Consideration of resolution adopting the revised Fiscal Year 2026 Budget

Mayor Hair reviewed with the Council the resolution to adopt the updated FY26 Budget.

Councilmember Ames motioned to adopt Resolution 2026-5. Councilmember Ward seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. (The approved resolution is included with the minutes as Attachment “E”).

Consideration of a resolution accepting the certified property tax rate

Recorder Twedt reviewed with the Council the resolution to adopt the County-provided Millville certified property tax rate. This means that the City will receive the same amount of revenue from property taxes as it did last year.

Councilmember Ripplinger asked for clarification on the resolution which stated that this was for 2026. Recorder Twedt explained that the City Council is adopting the City property tax rate that residents will see on their property tax bill at the end of the 2026 calendar year. Millville City will receive that tax revenue in our FY27 tax year that begins on July 1, 2026. This resolution is for the calendar year 2026 property tax rate.

Councilmember Zollinger motioned to adopt Resolution 2026-6. Councilmember June seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. (The approved resolution is included with the minutes as Attachment “F”).

Consideration of an ordinance increasing employee compensation

Mayor Hair reviewed the ordinance that would increase compensation for Millville City employees.

Councilmember Ames motioned to adopt Ordinance 2026-4. Councilmember Ripplinger seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. (The approved ordinance is included with the minutes as Attachment “G”).

Consideration of a resolution adopting the Fiscal Year 2027 Budget

Mayor Hair reviewed with the Council the resolution to adopt the FY27 Budget that had been reviewed before the public hearing.

Councilmember Ripplinger asked for more information on the costs for the 550 East Road widening project for which road impact fee funds are allocated in both FY2026 and FY2027. Recorder Twedt said that the engineers have begun the design portion of this project. After that is complete, it will go out for bid for the construction work. Once we have a cost for the project, it will come back to the Council to determine how they want to proceed.

Councilmember Ripplinger asked about the next steps on the General Plan. Recorder Twedt said that he had just started working on the Request for Proposal (RFP) for the selection of a design group or engineering firm for that project. This was discussed further and it was determined that Recorder Twedt would finish a draft of the RFP and then send it by email to the Council for notes and edits. Once approved by the Council, it would be posted and then the Council would be able to select who they want to hire to begin working on the Plan.

Councilmember Ames briefly discussed the Aquifer Storage and Recovery (ASR) Program. He said he thinks it is a good program and the City should look into it again now that we have a sewer system in place. He also discussed the budget for completion of the Water Master Plan.

Councilmember Ripplinger asked about fire and EMS as it relates to the budget. Councilmember Ames explained that there are still a lot of things that need to be resolved as there are many changes coming to fire and EMS on the south side of the County. He said that the budget as drafted covers the worst-case scenario for what those services will cost Millville City this year.

Councilmember Ames motioned to adopt Resolution 2026-7. Councilmember Zollinger seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. (The approved resolution is included with the minutes as Attachment “H”.)

Councilmember Reports and Items for Future Agendas

(A copy of the Councilmember Assignments List is included with the minutes as Attachment “I”.)

Councilmember June recommended the City Council look for a way to ban data centers in Millville while working on the new General Plan.

Councilmember June also briefly discussed Planning Commissioner alternates. The Council is planning to keep an eye on this and see if alternates are needed to ensure there is a quorum present at all the meetings.

Mayor Hair said that he received calls from a couple of residents about advertisements for the City Celebration that had been hung at the LDS Church buildings. Councilmember Ames said that he feels that no City events should be advertised on any property not owned by the City without express permission. It was discussed that volunteers working on the City Celebration should be reminded next year that they shouldn’t post things without permission.

Adjournment

Councilmember Ward motioned to adjourn the meeting. Councilmember Zollinger seconded. Councilmembers Ward, June, Ames, Ripplinger, and Zollinger voted yes. The meeting adjourned at 8:03 p.m.

DRAFT



AGENDA REPORT: SOLID WASTE RATES

July 9, 2026

Background

On May 31, 2022, Logan City gave official notice to the other cities in Cache Valley that they would no longer be offering garbage services to residents outside of Logan City. The Cache Waste Consortium was then established, consisting of most of the cities in Cache Valley.

On March 22, 2023, the Cache Waste Consortium signed a Solid Waste Services Agreement with Waste Management for garbage collection services.

As defined in Section 6 b of the service agreement, Waste Management provided notice that rates will be increased according to the average Consumer Price Index (CPI) increase at a rate of 4.9% this year. The rate increase will go into effect on October 1, 2026.

With this increase from our service provider, the City will need to increase the rate charged to Millville residents. As a reminder, in an attempt to have the service rates cover the actual costs of providing garbage collection services, Millville City adopted a resolution in 1996 adding an additional fee of \$0.50 to cover administrative costs. In addition to Millville admin costs, which have increased since 1996, we now have a yearly fee for the Cache Waste Consortium overhead costs. Millville's portion of the CWC costs is \$600 to \$700 per year. Staff have reviewed our costs to manage garbage service. We may need to increase the administration fee in the future, which would align with what other cities are charging, but for now, we feel comfortable maintaining the \$0.50 administrative charge on top of what Waste Management is charging.

The resolution being considered today includes the cost increase from Waste Management. Below is a cost comparison showing what Millville residents are currently paying and the proposed monthly charges for the upcoming year.

SOLID WASTE (GARBAGE) RATES Residential Single Family	Millville Rates (old)		Millville Rates (new)	
	1st Container	Add'l Container	1st Container	Add'l Container
Refuse, 64 gallon, weekly collection	\$17.10	\$9.60	\$17.90	\$10.05
Refuse, 96 gallon, weekly collection	\$18.20	\$9.60	\$19.05	\$10.05
Recyclables, 96 gallon every other week collection	\$6.05	\$3.80	\$6.30	\$4.00

The resolution being considered tonight would make the changes listed above. This rate change would go into effect for Millville residents' October 2026 utility bill.

Included Documents

- Resolution 2026-8

**MILLVILLE CITY
RESOLUTION 2026-8**

UPDATING FEES FOR SOLID WASTE (GARBAGE) COLLECTION

WHEREAS, on March 31, 2022, Logan City provided official notice that it would no longer be providing garbage collection services to Millville City; and

WHEREAS, on November 16, 2022, the Millville City Council signed the Interlocal Cooperative Agreement between Cache County and Participating Municipalities of Cache County for the Creation of an Interlocal Entity for County and Municipal Solid Waste Disposal creating the Cache Waste Consortium; and

WHEREAS, on March 22, 2023, the Cache Waste Consortium signed a Solid Waste Services Agreement with Waste Management for garbage collection services; and

WHEREAS, the Solid Waste Services Agreement outlines updated service fees for garbage and recycling collection; and

WHEREAS, Waste Management has provided notice to the Cache Waste Consortium indicating that per Section 6 b of the service agreement, rates will be increased according to the average Consumer Price Index increase at a rate of 4.9%; and

WHEREAS, the Millville City Council has determined that an additional administration fee of \$0.50 should be added to the assessed fees from Waste Management to help cover the administration costs for Millville City staff and the Cache Waste Consortium overhead costs for providing solid waste collection services to Millville City residents;

NOW THEREFORE, be it resolved that the Millville City Council adopts the following solid waste service fees:

SOLID WASTE (GARBAGE) RATES	Millville Rates (old)		Millville Rates (new)	
	1st Container	Add'l Container	1st Container	Add'l Container
Residential Single Family				
Refuse, 64 gallon, weekly collection	\$17.10	\$9.60	\$17.90	\$10.05
Refuse, 96 gallon, weekly collection	\$18.20	\$9.60	\$19.05	\$10.05
Recyclables, 96 gallon every other week collection	\$6.05	\$3.80	\$6.30	\$4.00
Residential Ancillary Services/ Charges				
Container Exchange; swap old container with new	\$50.20		\$52.65	
Container Delivery; new starts and additional containers	\$28.10		\$29.50	
Removal Charge	\$28.10		\$29.50	
Contamination Charge	\$6.05		\$6.30	
Overage Charge	\$6.05		\$6.30	
Resume Charge	\$28.15		\$29.50	
Container Replacement - If damage caused by customer	\$83.35		\$87.40	

The rates adopted by this resolution are to become effective as of September 10, 2026.

Passed and approved by the Millville City Council, this 9th day of July 2026.

SIGNED:

David Hair, Mayor

ATTEST:

Corey Twedt, City Recorder

COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Jeremy Ward				
Jacob Ames				
Darcy Ripplinger				
Pamela June				
Ryan Zollinger				



AGENDA REPORT: CAMPBELL SUBDIVISION & BOUNDARY ADJUSTMENT July 9, 2026

Background

Jared Campbell has reached out to Millville City and would like to subdivide his parcel on the northeast edge of Mondaire and do a boundary line adjustment for the newly created parcel to be developed on top of the hill in Providence City. Generally, a request like this would go through Planning and Zoning for the subdivision and then to the City Council for the municipal boundary line adjustment, which essentially follows the annexation process.

This specific case is more complicated because the subdivision being requested would create a non-buildable lot in Millville and the Planning Commission can't approve that subdivision without a variance from the City Council. Millville City staff has met with Providence City staff and we feel that the subdivision should be done before the municipal boundary adjustment so that we don't put a portion of one parcel in two different cities.

Mr. Campbell has been notified that this is not cut and dry and each part of the process would need to be reviewed and accepted or denied on an individual basis. If the Millville City Council grants a variance and allows Planning and Zoning to work on this subdivision, it would still need to meet all requirements and go through that process before it is accepted. If the subdivision is approved, both Millville and Providence would need to agree to the boundary line adjustment. There is no guarantee that this would be approved at this point, as hearings and additional information would need to be provided. The County and Lt. Governor's Office would also need to accept the change. After that, it isn't clear if this would even be a buildable lot. Providence has said that it might be, but they aren't sure at this point.

Tonight, the Council should focus on the first step. Do you want to allow a variance and ask the Planning Commission to review a subdivision that will create a nonconforming lot?

Included Documents

- Map from Mr. Campbell with rough lines showing the desired new lot.
- Larger map showing the parcel in question in relation to more of Mond-Aire and Providence so that you can see where it is located



New lot: 1.125 Acres
To Providence

Buildable Area

Proposed division. Border
adjustment to the red line.

New lot: 1.125 Acres
In Millville

Parcel 03-194-0033 Millville, Ut
198 N. 500 E.
Jared Campbell
435-755-2965
jaredc00@yahoo.com





AGENDA REPORT: GENERAL PLAN RFP

July 9, 2026

Background

Millville City has received funding from UDOT to pay for a portion of the costs for a new General Plan, Transportation Master Plan, and Active Transportation Plan.

The City now needs to send out a Request for Proposal (RFP) to find an engineering or design firm to begin working on the project. A draft RFP has been created and sent to the Mayor and City Council for initial review. At this meeting, the Council will do one more final review and discussion so that the RFP can be finalized and sent out next week.

Some comments have been provided by the members of the City Council and addressed by email. If any of those have not been answered satisfactorily, please bring them up during the review at the meeting.

Included Documents

- General Plan RFP (with comments in red from Councilmember Ames and comments in green from Recorder Twedt)

**MILLVILLE CITY GENERAL PLAN,
TRANSPORTATION MASTER PLAN, AND
ACTIVE TRANSPORTATION PLAN**

REQUEST FOR PROPOSAL

July ?, 2026



1. Introduction

Millville City, Utah, invites qualified planning and engineering consulting firms to submit proposals to prepare an updated General Plan, an updated Transportation Master Plan, and a new Active Transportation Plan. The selected consultant will work closely with City staff, the Planning Commission, City Council, residents, business owners, and other stakeholders to create a comprehensive planning framework for the City's future growth and development.

2. Community Background

Millville City is a growing community in Cache County, Utah. The City desires updated planning documents that comply with Utah law, reflect community values, address future growth, and establish a clear implementation strategy for transportation, land use, infrastructure, and active transportation investments.

3. Project Objectives

- Prepare a legally compliant and implementable General Plan.
- Develop a Transportation Master Plan identifying current and future roadway needs.
- Develop an Active Transportation Plan addressing pedestrian, bicycle, trail, and connectivity improvements.
- Conduct meaningful public engagement using both in-person and online tools.
- Create realistic implementation and capital improvement recommendations.
- Provide GIS-based mapping and adoption-ready documents.

4. Scope of Services

Task 1 – Project Initiation

- Kickoff meeting with City Staff, Planning Commission, and City Council.
- Review existing plans, ordinances, studies, maps, and data.
- Prepare project management plan and detailed schedule.

Task 2 – Existing Conditions Analysis

- Land use and zoning analysis. **Include area in our future annexation plan.**
- Population and housing trends.
- Economic conditions.
- Parks, recreation, and open space.
- Utilities and public facilities.
- Transportation system assessment.
- Active transportation network assessment.
- Opportunities and constraints mapping.

Task 3 – Public Engagement

The consultant shall develop and implement a comprehensive public engagement program.

Required Engagement Elements:

- Stakeholder interviews. **This is vague, if you don't have a specific entity in mind perhaps we should just include it in the public workshops and open houses. This comment matches the comment from Councilmember Ripplinger. No problem, we should remove this line.**
- Public workshops and open houses.
- Planning Commission meetings.
- City Council work sessions.
- Community presentations.

Required Public Survey:

- Consultant shall design, administer, and analyze a community-wide survey.
- Survey shall address land use, transportation, active transportation, growth, parks, and community priorities.
- Results shall be summarized and incorporated into recommendations.

Minimum Meetings:

- Kickoff Public Meeting.
- Community Visioning Workshop.
- Transportation & Active Transportation Workshop.
- Draft Plan Open House.
- Adoption Hearing Support.

Task 4 – Vision, Goals, and Future Land Use within current Millville City limits and within future annexation plan

- Community vision statement.
- Goals, objectives, and policies.
- Future land use map.
- Growth and development strategies.
- Housing and economic development considerations.

Include area in our future annexation plan. Good call... added above.

Task 5 – Transportation Master Plan

- Existing transportation network analysis.
- Roadway classifications.
- Intersection and corridor review.
- Future transportation demand analysis. **Include full build out scenario.**
- Capital improvement recommendations.
- Cost estimates and prioritization.

Coordination with neighboring and regional masterplans.

Task 6 – Active Transportation Plan

- Bicycle and trail connectivity analysis.
- Safe Routes to School evaluation.
- Recommended improvement projects.
- Cost estimates and implementation priorities.

Coordination with neighboring and regional masterplans.

Task 7 – Final Documents and Adoption

- Draft plan preparation.
- Revisions based on public and City comments.
- Adoption-ready documents.
- Attendance at public hearings.

5. Deliverables

- Public Engagement Plan
- Public Survey Instrument and Results Report
- Future Land Use Map
- Draft General Plan
- Draft Transportation Master Plan
- Draft Active Transportation Plan
- Final Adopted Plans
- Executive Summary
- Implementation Matrix – do you mean a capital improvement plan? Same idea. The “Implementation Matrix” would list the things that need to be done for fulfillment of the plan, estimated cost, and estimated schedule. I’m not sure on second thought this should be a deliverable with this plan. This should be discussed by the City Council on 7/9.

6. Project Schedule

The City anticipates a project duration of approximately 12 months. Proposals shall include a detailed project schedule identifying milestones, public engagement activities, draft deliverables, and final adoption dates. Is there a cut off date from the grant? We have 5 years from now to complete the project.

7. Proposal Requirements

Proposals shall include:

- Cover Letter
- Firm Qualifications
- Project Team and Resumes
- Relevant Experience
- References
- Project Understanding

- Detailed Scope and Methodology
- Public Engagement Approach
- Schedule
- Detailed Fixed Cost Proposal

Consider including a page limit. This helps keep all the proposals comparable. 20 pages sound okay?

8. Cost Proposal Requirements

Consultants shall provide:

- Total Project Cost
- Cost for General Plan
- Cost for Transportation Master Plan
- Cost for Active Transportation Plan

9. Reservation of Rights

Millville City reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate scope and fees, or cancel the solicitation.

10. Submittal Instructions

Proposals shall be submitted electronically in PDF format by **((insert deadline date))** to City Recorder Corey Twedt, corey@millvilleut.gov. Late proposals will not be considered.

Councilmember Assignments 2026

Councilmember Jeremy Ward

- Car Show for City Celebration
- Youth Council

Councilmember Ryan Zollinger

- Sewer
- School District
- Parade

Councilmember Jacob Ames

- Fire/EMS/Emergency Preparedness
- Law Enforcement/Animal Control
- Resident Hardship Fund

Councilmember Pamela June

- P&Z
- Ordinance Enforcement

Councilmember Darcy Ripplinger

- City Celebration
- Trails
- Wildfire