

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
August 13, 2026

PRESENT: David Hair, Pamela June, Ryan Zollinger, Darcy Ripplinger, Jacob Ames, Chad Kendrick, Corey Twedt, Megan Dyer, Kara Everton, Owen Geddes, Kalob Wahler, Jean Culbertson, Jared Campbell, Susan Goldsberry

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for August 13, 2026, at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Jacob Ames, Ryan Zollinger, and Darcy Ripplinger were in attendance. Councilmember Jeremy Ward was excused.

Opening remarks/Pledge of Allegiance

Councilmember Zollinger welcomed everyone to the Council Meeting. He expressed appreciation for the way Millville residents support one another, particularly during difficult times, and said the community is fortunate to have so many people willing to help. He led all present in the Pledge of Allegiance and then offered a word of prayer.

Approval of agenda

The agenda for the City Council Meeting of August 13, 2026, was reviewed.

Councilmember Ames motioned to approve the agenda for August 13, 2026.

Councilmember Ripplinger seconded. Councilmembers Ames, June, Ripplinger, and Zollinger voted yes with Councilmember Ward 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 July 9, 2026.

Councilmember Ames motioned to approve the minutes for July 9, 2026.

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

Public comment period

Mayor Hair opened the floor for any public comments. No one signed up for the public comment portion of the meeting.

Ridgeline High School homecoming discussion

Ridgeline High School Student Body President Owen Geddes addressed the City Council and reviewed the proposed homecoming activities. He said the parade would follow the

same route used last year and reviewed the schedule of activities planned for homecoming week, which would conclude with the dance on September 26.

It was discussed that if the school decides to do fireworks at the football game, they will need to get the approvals required by City Code. The City Council expressed no concerns with the planned homecoming activities.

Campbell subdivision variance request

Development Coordinator Everton reminded the Council that consideration of Jared Campbell's subdivision variance request had been continued from the July meeting. She explained that the requested variance would allow the Planning Commission to consider a subdivision that would create a nonbuildable lot in Millville City. The proposed parcel would then be subject to a municipal boundary line adjustment with Providence City. Each step would require separate approval, and approval of the variance would not guarantee approval of the subdivision, boundary adjustment, or a future building lot in Providence City.

Councilmember Ames said the proposal presented a unique situation and that he supported respecting the property owner's rights. Councilmember June asked what would happen if the subdivision was approved but the boundary line adjustment was not. Development Coordinator Everton confirmed that the newly created parcel would remain a nonbuildable lot in Millville City.

Councilmember Ripplinger said she supported allowing the process to move forward but remained concerned about runoff and drainage from the hillside. Councilmember Ames discussed the need for any future development to meet Providence City's engineering and stormwater standards. The Council also confirmed that the proposed subdivision would next be reviewed by the Planning Commission and that any later boundary line adjustment would require approval by both cities.

Councilmember Ames motioned to approve the Campbell subdivision variance request. Councilmember Ripplinger seconded. Councilmembers Ames, June, Ripplinger, and Zollinger voted yes with Councilmember Ward excused. (A copy of the related staff report is included as Attachment "B".)

Accessory building variance request

Development Coordinator Everton reviewed the staff report concerning an accessory building constructed on Kalob Wahler's property at 120 North 300 East. The building had not received the required zoning clearance and had been placed approximately two feet from the south property line. The applicable City Code requires a five-foot side setback. The Planning Commission had denied building clearance because the building did not meet the setback requirement, and Mr. Wahler was requesting a variance from the City Council.

Mr. Wahler said he had not understood that zoning clearance was required for the accessory building. He said he had spoken with the surrounding property owners and none had objected to the building's location. He also said he had an email from the owner of the property directly south of his home stating that the owner did not object. The Council reviewed the building dimensions and confirmed that the building had electricity and concrete footings.

Councilmember Ames expressed concern about establishing a precedent by approving a building that had been constructed without following the required process and outside the setback allowed by City Code. He noted that a future owner of the neighboring property might object even if the current owner did not. Councilmember Zollinger shared the concern about precedent but said the lack of objection from the directly affected neighbor was relevant.

Mayor Hair expressed concern that snow sliding from the building could damage the neighboring vinyl fence. Councilmembers June and Ripplinger discussed requiring a firewall and written acknowledgment from the affected neighbor as conditions of any approval. Development Coordinator Everton reviewed the prior and current setback standards, and the Council confirmed that the five-foot setback requirement applied when the building was constructed.

The Council also discussed the additional staff time required to address construction completed without approval. Councilmember Zollinger suggested that a fine be imposed to help account for that staff time. Councilmember Ames said he did not favor granting the variance because the applicable code and approval process had not been followed. Councilmembers June, Ripplinger, and Zollinger indicated that they could support the variance with appropriate conditions.

Councilmember June motioned to approve the variance with the stipulations that Mr. Wahler provide a signed letter from the owner of the property immediately south of the Wahler home acknowledging the setback, add a firewall to the building, pay a \$250 fine, and complete the required building-clearance and building-inspection process. Councilmember Zollinger seconded. Councilmembers Ames, June, Ripplinger, and Zollinger voted yes with Councilmember Ward excused. (A copy of the related staff report is included as Attachment "C".)

Consideration of resolution approving the FY26 Fraud Risk Assessment

Recorder Twedt reported that he and the City's financial advisor, CPA Scott Swenson, had completed the FY26 Fraud Risk Assessment. The results were the same as the previous year. He explained that the annual assessment is required by the Utah State Auditor's Office and is reviewed as part of the City's independent audit. Because the City's small staff makes a full separation of duties difficult, the City uses oversight from its financial advisor and the independent audit to help mitigate risk.

Councilmember Ames motioned to adopt Resolution 2026-9. Councilmember June seconded. Councilmembers Ames, June, Ripplinger, and Zollinger voted yes with Councilmember Ward excused. (The adopted resolution is included as Attachment “D”.)

Consideration of resolution accepting the Google Fiber contract for fiber line installation

Councilmember Zollinger introduced the proposed agreement as the next step following the Council’s July discussion regarding Google Fiber. Recorder Twedt reported that City staff had met with the Google Fiber team and had compared the proposed agreement with agreements used by other Utah municipalities.

The Council discussed how the proposed project would operate. Google Fiber would install the system at its own expense and would be responsible for customer accounts and service. The City would issue individual excavation and construction permits, collect applicable fees, review the work, and require restoration of damaged rights-of-way. The agreement would be non-exclusive and would not prevent other providers from serving the City.

The Council reviewed provisions concerning repair obligations, subcontractor oversight, advance coordination with City projects, and delivery of as-built mapping in a format compatible with the City’s geographic information system. Mayor Hair focused on Section 3.2, which stipulated that the City could not require relocation of Google Fiber facilities for a planned governmental project with less than 180 days’ notice. Councilmembers expressed concern that the notice period could be too restrictive and asked staff to seek a shorter or more flexible requirement. Recorder Twedt noted that emergency relocation was addressed separately in the agreement.

Councilmember Zollinger motioned to adopt Resolution 2026-10 approving the non-exclusive public right-of-way license agreement with Google Fiber, conditioned on staff addressing the 180-day relocation notice requirement in Section 3.2 with Google Fiber. Councilmember June seconded. Councilmembers Ames, June, Ripplinger, and Zollinger voted yes with Councilmember Ward excused.

South Park playground improvements

Recorder Twedt presented the revised playground concept prepared in response to the Council’s feedback from the previous meeting. The Council liked the overall design but noted that the cost was higher than anticipated. The Council discussed simplifying or removing some features, whether to replace both the larger and smaller play areas at the same time, and the long useful life expected from the new equipment.

Recorder Twedt reviewed the available funding. After discussion, the Council established a maximum budget to be provided to the playground equipment company. Councilmember June suggested asking the company to work backward from that budget and identify which lower-priority features could be removed while preserving the primary play elements.

The Council asked that staff work with the playground equipment company to prepare two revised options within the maximum budget: one for improvements to both playground areas and a separate option for the larger playground area only.

City Reports

Director of Public Works Chad Kendrick reported that the City's water and sewer systems were operating well. Public Works was completing minor asphalt patching, and the Council discussed anticipated chip-seal work in spring 2027.

Director Kendrick reported that Public Works was preparing to begin the Glenridge Park project. Work would begin with tree removal and site cleanup, followed by improvements to the irrigation system, landscaping, and fencing. Councilmember Ripplinger said the Millville City Youth Council might be able to assist with appropriate portions of the project.

Councilmember Ames asked about an irrigation issue on 100 North between Main Street and 100 East. Director Kendrick said the issue was ongoing and resulted from property owners not keeping their irrigation water within the irrigation ditch. The Council discussed the resulting impacts to the road and downstream properties.

Councilmember Ames asked about the stump remaining at the North Park after a dead tree had been removed. Director Kendrick said the stump would be removed when Public Works could bring a backhoe to the site. Councilmember Ames also asked about the health of the maple trees at the North Park and suggested possibly replacing them with another type of tree. Director Kendrick explained that the dry conditions and alkaline soil were affecting the trees and said he could contact Rylan Zollinger about treating them, as had been done in the past. The Council supported having the trees evaluated and treated.

Councilmember Ripplinger also reported dead trees in the South Park and a dip developing in the road on 100 West between 200 South and 300 South.

Councilmember Reports and Items for Future Agendas

(A copy of the Councilmember Assignments List is included with the minutes as Attachment "E".)

Councilmember Ripplinger reported that installation of the new fence around the City-owned parcel on Canyon Road was scheduled to begin soon.

Recorder Twedt said that Councilmember Ames had asked about the process for selecting the consultant for the new City General Plan. Proposals were due August 20, 2026. The Council agreed that the selection committee would include two City Councilmembers, two Planning Commission members, Development Coordinator Everton, and Recorder Twedt. Mayor Hair asked Councilmembers June and Ames to represent the City Council on the selection committee.

Adjournment

Councilmember Zollinger motioned to adjourn the meeting. Councilmember Ames seconded. Councilmembers Ames, June, Ripplinger, and Zollinger voted yes with Councilmember Ward excused. The meeting adjourned at 8:41 p.m.

NOTICE AND AGENDA

Attachment "A"

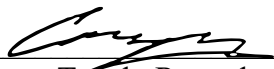
Notice is hereby given that the Millville City Council will hold its regularly scheduled Council Meeting on Thursday, August 13, 2026, at the Millville City Office, 510 East 300 South in Millville, Utah, at 7:00 p.m.

1. Call to Order / Roll Call – Mayor Hair
2. Opening Remarks / Pledge of Allegiance – Councilmember Zollinger
3. Approval of agenda
4. Approval of minutes of the last City Council Meeting – July 9, 2026
5. Agenda Items—
 - A. Public comment period (2 min/person)
 - B. Ridgeline High School homecoming discussion – Owen Geddes
 - C. Campbell subdivision variance request – Development Coordinator Everton
 - D. Accessory building variance request – Kalob Whaler
 - E. Consideration of resolution approving the FY26 Fraud Risk Assessment – Recorder Twedt
 - F. Consideration of resolution accepting GFiber contract for fiber internet installation – Councilmember Zollinger
 - G. South Park playground improvements – Recorder Twedt
 - H. City Reports: Roads, Parks, Water – Public Works Director Kendrick
 - 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.

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 August 10, 2026, to the City posting locations, the City Website, and the Utah Public Meeting Notices Website.



Corey Twedt, Recorder



AGENDA REPORT: CAMPBELL SUBDIVISION & BOUNDARY ADJUSTMENT August 13, 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.

At the last City Council meeting, the Council asked that this be continued to the next meeting to provide more time to consider the issue. 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



← North

400 E

Providence
Millville

Providence
Millville

30%+ Grade Hillside

500 E

200 N

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: KALOB WAHLER ACCESSORY BUILDING

August 13, 2026

Background

A Cache County Assessor was driving around Millville and saw an accessory building that had been built on the Wahler property at 120 N 300 E. Since the County had no record of a building permit, they reached out to Millville City staff. This accessory building had not gone through the process for building clearance with Planning and Zoning as required (City Code 17.80.030(C)) and is built almost right on the property line. City Code requires a 5’ side setback (City Code 17.20.040).

When Millville City staff were made aware of the issue, a Notice of Violation was sent to Kalob Wahler. He attended the Planning & Zoning meeting on July 16, 2026, requesting zoning clearance for the accessory building that had already been constructed. The Planning Commission denied the request for building clearance, because the construction is in violation of Millville City Code regarding the side setback distance. Kalob Wahler is here tonight to request a variance request from the Millville City Council.



MILLVILLE CITY
RESOLUTION 2026-9

RESOLUTION ADOPTING THE FISCAL YEAR 2026 FRAUD RISK ASSESSMENT

WHEREAS, the City is required to provide an annual Fraud Risk Assessment report to the Utah State Auditors; and

WHEREAS, the purpose of this assessment, in part, is to fulfill the requirement set forth by the Utah State Auditor’s Office; and

WHEREAS, the Millville City Council supports internal controls, policies, practices and processes that ensure the operations of the City are performed effectively and efficiently; and

WHEREAS, the Millville City Council supports and is dedicated to providing frameworks and guidance on risk management, internal controls and fraud deterrence.

NOW THEREFORE, be it resolved that the Millville City Council adopts the included Millville Fiscal Year 2026 Fraud Risk Assessment.

This resolution shall become effective upon adoption. Passed and approved by the Millville City Council, this 13th day of August 2026.

SIGNED:


David Hair, Mayor

ATTEST:


Corey Twedt, City Recorder



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

Fraud Risk Assessment

Continued

*Total Points Earned: 370/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)? NA	0	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	0	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Millville City

*Completed for Fiscal Year Ending: 6/30/26 *Completion Date: 8/3/26

*CAO Name: David Hair *CFO Name: Covey Tweed

*CAO Signature: David Hair *CFO Signature: [Signature]

*Required

Scott L. Swenson

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			✓	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			✓	
4. Are all the people who have access to blank checks different from those who are authorized signers?			✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?			✓	
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".			✓	
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

* MC = Mitigating Control

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