

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
July 9, 2015

PRESENT: Michael Johnson, Michael Callahan, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Gary Larsen, Diane Zollinger, Ann Jensen, Brian Jensen, Craig Kendrick, Chad Kendrick, Richard Zollinger, Camille Hustad, Ryan Hustad, Heidi Checketts, Jim Checketts, Brittany Wall, Brian Harding, Bruce Amberson, Kerri Williams, Jon Hoy, Wayne Caldwell, Jason Kimber, Megan Richards, Melia Richards, Ozzie Gonzalez, Kristen Gonzalez, Quin Gonzalez, Joel Duffin, Sarah Duffin

Call to Order/Roll Call

Mayor Michael Johnson welcomed everyone to the Council Meeting calling the meeting to order at 7 p.m. The roll call indicated Mayor Michael Johnson and Councilmembers Michael Callahan, Julianne Duffin, Mark Williams, and Ryan Zollinger were in attendance with Councilmember Cindy Cummings excused. Also Treasurer Tara Hobbs and Recorder Rose Mary Jones were present.

Opening Remarks/Pledge of Allegiance

Councilmember Duffin led those present in the Pledge of Allegiance and offered a prayer.

Approval of agenda and time allocations

The agenda for the City Council Meeting of July 9, 2015 was reviewed. **Councilmember Williams moved to approve the agenda for July 9, 2015.** Councilmember Duffin seconded. Development Coordinator Harry Meadows questioned if an item could be added setting a public hearing for the vacation of property on 100 South between 100 East and 200 East on the north side of right of way. As this was not advertised, it will be placed on the next Council agenda. Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with Councilmember Cummings 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 held June 25, 2015.

Councilmember Duffin moved to approve the minutes of June 25, 2015.

Councilmember Callahan seconded. There was discussion about one of the motions made regarding fireworks but no changes were made. There was clarification made regarding the Pickle Ball courts. An addition was included regarding an Eagle Scout Project as follows: "it was the consensus of the Council to not use this as an Eagle Scout Project." Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with

Councilmember Cummings excused. (A copy of the minutes is included as Attachment "B".)

Sealed bids for Surplus Items Reviewed and Awarded

Mayor Johnson reviewed with the Council two bids that had been received on surplus items. They are as follows: Kevin Baxter, 1971 GMC Snow Plow Truck, \$526.78; Linda D. Norman, Sylvania TV with mount \$50. **Councilmember Duffin moved to accept the bids for the snowplow truck and TV.** Councilmember Callahan seconded. Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with Councilmember Cummings excused. (A copy of the bids are is included as Attachment "C".) Other items that were not bid upon will be discarded by Superintendent Larsen.

Concern regarding Flies

Jason Allred was not able to be in attendance at the meeting; however, there were several other concerned residents that participated in this discussion.

Mayor Johnson summarized what had happened to date on the concern for flies this summer as follows:

- Complaint forms received
- Call into property owner Larry Mathews; no response
- New owner – Lance Mathews
- Attorney contacted and pursued litigation on violations of nuisance and City ordinances
- Legal papers were served on owner
- Contact was made by owner to Mayor
- Lance Mathews was arraigned at court, pleading not guilty
- Court set trial for end of September
- Lance met with Mayor and Councilmembers Cummings and Zollinger to discuss concerns expressed from individuals; Lance also had his attorney present, Scott Rawlings from Salt Lake City
- Lance had recently acquired his license to spray more potent chemicals
- Lance had a plan of action to remove the manure at least two times each month; he will contact Councilmember Cummings or Mayor Johnson when this is completed; he will also text when the spraying is completed
- Mayor Johnson indicated there needs to be some trust in what is being done; will proceed through the summer with the changes proposed
- He indicated the residents would know if the situation is better or not

Councilmember Zollinger added there needs to be transparency in what is happening with a plan in place and documentation of what has been done; Lance agreed to do just that. He will be spraying more regularly with more potent chemicals and has agreed to remove the manure every other week.

Mayor Johnson indicated he has also hired another employee to help with this. The business has been in operation since 1947.

Brian Jensen asked about a third party verification.

Mayor Johnson also reviewed:

- Discussions from Bear River Health Department as well as information from Utah State University on flies and their opinions of where the flies could come from.
- The invoices from Fur Breeders Association which shows what is added to the feed and also what chemicals have been purchased. Lance had provided documentation on the purchase of spray for 2014 and 2015.
- Mayor felt Lance was willing to work with the city regarding this problem.
- Larvicide is put in the feed beginning in May.
- Spraying patterns were discussed; they have been spraying in the later afternoon. They will be spraying earlier in the day. He will also be using a fogger to help with the control. All spraying will be logged, as required by law.
- Remove the manure every other week; will not stockpile it at the site. The manure will be spread out on the fields, not within the City.
- A representative from Fur Breeders had told Mayor Johnson that flies were horrible all over; recommended spraying, as it is the most beneficial thing.

Brian Harding felt the action plan is okay but if it doesn't work, what type of mitigation is available and who will follow through; what type of recourse would residents have in the future.

Bruce Amberson felt the larvicide is a must in preventing the hatching; also the mist and fogging should be frequently used.

Camille Hustad questioned is the larvicide mixed in the feed.

Ryan Hustad expressed the need to have proactive steps. Who will determine what an acceptable level will be.

Councilmember Zollinger questioned what an acceptable level would be; we don't know. If not, another formal complaint should be again filed.

This issue will be reviewed again before the court hearing in September.

Harry Meadows explained the need to learn the life cycle of the flies so spraying can take place at the right time.

Brian Jensen felt USU should be able to help with making this determination.

Mayor Johnson indicated he has also hired another employee to help with this. The business has been in operation since 1947.

Brian Jensen asked about a third party verification.

Mayor Johnson also reviewed:

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Bear River Health Department had supplied a letter to the City after making a visit to the farm as well as to several of the neighbors. There were statements with varying messages from the residents.

Richard Zollinger explained there is a mink farm directly across the street from the Crayon School. The owner is exceptionally diligent in making sure there are no flies; continually fogging and spraying, etc.

Brian Harding questioned about the training for the spraying and whether it is basically by trial and error.

Many factors can play into when the flies hatch—humidity, temperature, etc.

Councilmember Duffin expressed the need to make sure there is accountability in carrying forth his plan.

Kerri Williams felt the flies should be identified; there should be tracking of when the hatchings take place to make sure the spraying is completed on the right days.

Bruce Amberson asked if this is the first time the City has taken action against the farm.

Mayor Johnson indicated because charges have been filed, there still must be proof that due diligence is not being followed.

Bruce Amberson felt the City needs to pursue this because as individuals they do not have the right to go onto the property, etc. The City would have a better chance at moderating the situation.

Harry Meadows felt the need to be constant is the most important factor in trying to resolve this situation.

Gary Larsen expressed that this is not new territory. The City has chosen in the past to not get involved. The outcome may not be what the City is after. Both individuals have to tow the same line.

Mayor Johnson reported the law enforcement officers are not to become involved or go on-site. He felt that at the conclusion of the discussion with Lance, there was a positive feeling. Open lines of communication are needed to mitigate this problem. This will be reviewed again before the September trial date.

Review of Mond-Aire Heights Subdivision, Phase 1, Final Plat located at approximately 380 East to 500 East and 100 North to 225 North

Development Coordinator Harry Meadows explained to the Council he had received the plat which had been approved by our Engineer for the Mond-Aire Subdivision. He had also received the test results from Bear River Health Department for the septic systems. He had received a deed from Ezra Eames to transfer 47.35 acre feet of water from the Young Ward area to Millville City, pending the Mayor's signature. A letter had been provided from a bank with verification of credit worthiness for the required bond. Engineer Murray estimated the infrastructure to cost \$600,000; the bond would need to be for \$900,000.

Mayor Johnson reviewed the purpose of securing a bond for completing infrastructure. It is in case there is a problem during the construction; funds would still be available to complete the project.

All of the required information for approval was not yet completed. Development Coordinator Meadows was asked to contact the State Water Engineer to make sure this water would be able to be transferred to our City. The drawing of the plat presented had not been revised as they had proposed at the last discussion. Their Stormwater Permit is in place. The bond must be issued so Millville City would have the ability to collect on it if needed.

Councilmember Zollinger moved to continue the review of Mond-Aire Heights Subdivision, Phase 1 Final Plat located at approximately 380 East to 500 East and 100 North to 225 North until Ezra Eames can provide the documents needed for approval. Councilmember Callahan seconded. Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with Councilmember Cummings excused.

Consideration of Approval for Joining the County in Hiring a Cache County Regional Trail Coordinator

Mayor Johnson along with the Council reviewed the proposal to hire a regional trail coordinator along with other communities in the valley to work for the County. (A copy of this information is included with the minutes as Attachment "D".) The cost to Millville City to participate in this is \$873.

The discussion about trails ensued. Councilmember Zollinger expressed concern about this position and whether it would just be for two years or would continue as a position in the County. There was also additional discussion about the cost of trails and maintenance of them. He questioned the surveys received for the general plan and what the responses of the residents were; he did not feel it was a highly sought after item. Councilmember Callahan indicated the trails identified in the master plan are quite detailed. Councilmember Duffin indicated the trails would facilitate hooking trails together in our City and surrounding communities. She questioned why there is a trails master plan in the

general plan if we aren't going to plan for it. Mayor Johnson felt that trails in our City would be a positive thing.

Councilmember Duffin moved to join the County in hiring a Cache Regional Trail Coordinator. The motion died for the lack of a second.

Councilmember Williams moved to forward this to the next meeting as an action item. Councilmember Callahan seconded. Councilmembers Callahan, Duffin, and Williams voted yes, Councilmember Zollinger voted no and Councilmember Cummings was excused.

Consideration of Resolution Appointing a Mayor Pro-Tem for Fiscal Year 2016

Mayor Johnson reviewed with the Council the resolution which had been prepared to identify the Mayor Pro-Tem for this current fiscal year. **Councilmember Williams moved to accept the Resolution to appoint a Mayor Pro-Tem for Fiscal Year 2016.** Councilmember Zollinger seconded. Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with Councilmember Cummings excused. (A copy of the resolution is included with the minutes as Attachment "E".)

Bills to be paid

The bills were presented. They are as follows:

Stephanie Eggleston	4.03	General
Tara Hobbs	98.90	Water
Tara Hobbs	16.27	Water
Rose Mary Jones	171.29	Water
Adria Davis	11.67	P&Z
Harry Meadows	37.18	DevelopmentCoord
Julianne Duffin	360.00	Youth Council
Julianne Duffin	282.88	City Celebration
Becky Twedt	6.92	City Celebration
Heidi Checketts	46.23	City Celebration
Melanie Nichols	123.84	City Celebration
Kevin Allen	138.85	City Celebration
Gary Larsen	3.23	Road
Colton Parker	2,000.00	Construction Deposit
Brenda Richardson	75.00	Water
Blue Stakes of Utah	111.72	Water
Lewis Young Robertson Burningham	2,312.50	General/Impact Fee
Rocky Mountain Power—		
North Park	61.17	Park
Shop	168.38	Building
Crossing Guard	16.94	Crossing Guard

BILLS (Continued)--

Ball Park	10.02	Park
North Well	18.80	Water
Park Well	2,187.45	Water
Water Treatment	16.29	Water
Highline Reservoir	758.21	Water
Public Treasurers Investment Fund	7,667.00	Water
Transportation Repair Inc.	1,393.89	Water
Transportation Repair	42.60	Water
DWA Construction Inc.	3,728.00	Water
Thomas Petroleum, LLC	101.05	Water
Cache County Service Area	21,087.90	Sanitation
Cache County Service Area	3,426.00	9-1-1
Cache County Service Area	1,524.29	Stormwater
Caselle	125.00	Water
Watkins Printing	161.70	General/City Celebration
Maceys	2,661.33	General/City Celebration
J-U-B	3,653.25	General/Water
AT&T	51.95	Water
Turf It	300.00	North Park
Riverside Carwash	14.61	Stormwater
Hanceys	1,785.00	Road/Water
Salary Register	12,455.47	

Councilmember Duffin moved to pay the bills. Councilmember Williams seconded. There were questions about the bills for Lewis Young Robertson Burningham (for impact fee calculations) and also DWA Construction (for changing water services over to new line). Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with Councilmember Cummings excused.

City Reports

Roads/Sidewalks:

Superintendent Gary Larsen reported the rocks that were purchased and not used while completing the NRCS Project by the river have been removed. They were traded to Johnson Construction Company for partial payment of the Chip and Seal project that will be completed. A picnic table from the City Park will be taken down to the area and bolted into the cement pad which was previously poured.

Superintendent Larsen updated the Council regarding the Stormwater drain line to be installed on 100 North, west of 100 West. The last bid received from DWA Construction was for \$25,500; the City and the canal company agreed to pay \$17,000 of the cost. There was funding to be obtained from the property owners at approximately 200 West where the

seminary is to be built. However, the funding had not been secured from the seminary. Another proposal was made; however, it also exceeded the funding agreed upon.

There was a third proposal for this line which is approximately 344 linear feet. The proposal was to have concrete pipe remain under the asphalt, routing the line to the right of way (park strip), and using black HDPE pipe for the remainder of the line. The proposal also included two manholes and upsizing the 2x3 box to a 3x3 box for the relocation.

The Council discussed the project and felt this would be adequate. They felt the canal company should be made aware of the changes. Superintendent Larsen was asked to contact Mr. Beazer with the Millville Irrigation Company to discuss this change. If approved, the contract will need to be signed for the project to be completed.

The chip and seal project for the City had been previously reviewed. The scheduled date for this is July 21.

Asphalt has been installed on the road on 200 North from 100 West westward to the school property. There is still shouldering to be completed, but Superintendent Larsen indicated it looked good.

The netting to deter pigeons on the interior of the road salt/sand storage building is being installed.

City Parks:

There were no reports regarding the parks.

Culinary Water System:

The water being consumed within the City is between 1 to 1.1 million gallons a day. The City can provide about 1.4 million gallons in one day.

Superintendent Larsen also reported the ASR project is ongoing and will continue to be monitored every two weeks for nitrates.

Superintendent Larsen informed the Council that the school district has started to drill their well which will be used for irrigation purposes.

Proposal on Form-Based Code

Mayor Johnson along with the Council discussed the Form-Based Code and whether this is what they felt the City needed in planning for the future. The information provided by Civil Solutions Group was discussed. (A copy of this information is included with the minutes as Attachment "F".) After pros and cons were reviewed, it was the consensus of the Council to have some type of an ordinance approved for future development. It was also the consensus to ask for additional vendors to provide ideas to the Council on how to reach this goal. Councilmember Callahan will contact the Utah League of Cities and Towns to ask for referrals on those that could provide this information. This item will be continued to the next meeting for further discussion.

Communication with Residents in case of an Emergency

Councilmember Callahan reported he had yet to contact the right individual at the Sheriff's Office to find out about reverse 9-1-1 calls and how they could help with communicating with residents in case of an emergency. This item was continued to the next meeting for further discussion.

City-owned Property Adjacent to Cemetery

Mayor Johnson along with the Council briefly discussed the City-owned property adjacent to the cemetery. There were differing suggestions made: to sell part of the property, make preparations for allowing 200 East to be installed at a future time, or have the representatives from the cemetery find land and make a trade with the City for the property they desire. It was stated there is a need to complete the infrastructure in this area of the community having the utilities installed; however, this is not a funded project at this time. This will be continued to a future agenda when additional information may be available.

Report on Old Mill Day

Councilmember Duffin reported briefly on Old Mill Day. There were about 50 that participated in the fun run. The water activity with the firemen was a great success. She indicated the rodeo was great; Jason Kimber was recognized for the great job he did announcing it. Councilmember Duffin reported she already has a committee for next year. They are considering switching things around by having the parade start in the morning. She said they are considering having the parade come from the South Park to the North Park ending with the water activity there.

The discussion revolved to the Night Out Against Crime. Councilmember Zollinger reported several communities combine their celebration and their Night Out Against Crime together. He questioned whether the blow up toys are applicable to the theme for the event. There were several ideas discussed that would provide pertinent information for the Night Out Against Crime activities. He reported various events and agencies have been scheduled for this year and it will be held as previously scheduled. There could be

additional discussion on whether this should be combined with the City Celebration in the future.

Councilmember Reports

Councilmember Zollinger indicated the discussion about the Night Out Against Crime had been accomplished in the previous item.

Councilmember Duffin reported that Todd Aslett will be completing the painting for the Pickle Ball court on Saturday, August 1. Superintendent Larsen was asked if he would be willing to oversee the project. The needed specifications are to be given to Mr. Aslett to make the preparations needed.

(A copy of the Councilmember Report list is included with the minutes as Attachment "G".) There was a brief discussion on the effectiveness of using this report format; it will be discussed at a future meeting.

Other items for Future Agendas

Development Coordinator Meadows reported he had received the information from our surveyor on the property to be vacated on 100 South between 100 East and 200 East on the north side of the City's right of way; this has also been approved by the City Engineer. The right of way in just this location of the community was 7 rods wide; all other road right of ways in the City were originally set for 6 rods; therefore, the direction was to make this conforming to other City right-of-ways and allow the property to be given back to the current property owners. This will be continued to the next agenda as an action item.

Development Coordinator Meadows indicated he is now certified in CPR and questioned if the City should have an AED device in the City Office Building.

Ezra Eames would like to propose having dry sewer put in the Mond-Aire Subdivision and would like to speak with the Council about this proposal.

Development Coordinator Meadows briefly discussed the need to have some type of a fee schedule for several items to cover the costs for engineering services as well as legal fees. There will be a proposal made to the Council regarding proposed fees at the next meeting.

Development Coordinator Meadows asked for the status of the Water Share Ordinance and if this will be changed; he indicated he has a couple of subdivisions that are being proposed. The Mayor indicated this is being considered and possibly is still being reviewed by the Engineer.

Mayor Johnson reported he had received notification that Attorney Craig Carlston has accepted employment with Logan City as their Assistant Attorney and will be unable to continue representing Millville City.

Councilmember Duffin questioned if anyone would be attending the Water Conservancy Meeting scheduled in July through the County. Mayor Johnson indicated all were invited to attend.

Adjournment

Councilmember Duffin moved to adjourn the meeting. Councilmember Williams seconded. Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with Councilmember Cummings excused. The meeting adjourned at 9:10 p.m.

ATTACHMENT "A"

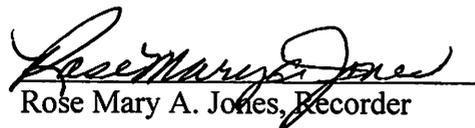
NOTICE AND AGENDA

Notice is hereby given that the Millville City Council will hold their regularly scheduled council meeting on Thursday, July 9, 2015, at the Millville City Office, 510 East 300 South in Millville, Utah, which meeting shall begin promptly at 7 p.m. (Please note the time given to each agenda item is an approximate time.)

1. Call to Order / Roll Call – Mayor Michael Johnson.
2. Opening Remarks / Pledge of Allegiance – Councilmember Julianne Duffin.
3. Approval of agenda and time allocation.
4. Approval of minutes of the previous meeting – June 25, 2015.
5. Action Items—
 - A. Sealed bids for Surplus Items Reviewed and Awarded – Mayor Michael Johnson – 7:05 p.m.
 - B. Concern regarding Flies – Jason Allred – 7:10 p.m.
 - C. Review of Mond-Aire Heights Subdivision, Phase 1, Final Plat located at approximately 380 East to 500 East and 100 North to 225 North –Development Coordinator Harry Meadows–7:25 p.m.
 - D. Consideration of Approval for Joining the County in Hiring a Cache County Regional Trail Coordinator – Mayor Michael Johnson – 7:40 p.m.
 - E. Consideration of Resolution Appointing a Mayor Pro-Tem for Fiscal Year 2016 – Mayor Michael Johnson – 7:45 p.m.
 - F. Bills to be paid.
6. Discussion Items—
 - A. City Reports.
 1. Roads/Sidewalks – Superintendent Gary Larsen.
 2. City Parks – Superintendent Larsen.
 3. Culinary Water System – Superintendent Larsen.
 - B. Proposal on Form-Based Code – Mayor Michael Johnson.
 - C. Communication with Residents in case of an Emergency – Councilmember Michael Callahan.
 - D. City-owned Property Adjacent to Cemetery – Mayor Johnson.
 - E. Report on Old Mill Day – Councilmember Julianne Duffin.
 - F. Councilmember Reports.
 - G. Other items for Future Agendas.
7. Adjournment.

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Rose Mary Jones at (435)752-8943 at least three working days prior to the meeting.

Notice was posted on July 6, 2015, a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after said meeting. A copy of the agenda was sent electronically to the Utah Public Meeting Notices website (<http://www.utah.gov/pmn/index.html>) on July 6, 2015.


Rose Mary A. Jones, Recorder

ATTACHMENT "B"

MILLVILLE CITY COUNCIL MEETING City Hall – 510 East 300 South – Millville, Utah June 25, 2015

PRESENT: Michael Johnson, Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Gary Larsen, Zan Murray, Sally Sears, Martha Balph, Dale Willden, Sherry Willden, Tom Eames, Karla Eames, Judy Dickey, Blaine Dickey, Holly Hinckley, Todd Aslett, Luann Callahan, Wendy Wilker, Clay Wilker, Bob Bates, Cindy Gooch

Call to Order/Roll Call

Mayor Michael Johnson welcomed everyone to the Council Meeting calling the meeting to order at 7 p.m. The roll call indicated Mayor Michael Johnson and Councilmembers Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, and Ryan Zollinger were in attendance. Also Treasurer Tara Hobbs and Recorder Rose Mary Jones were present.

Opening Remarks/Pledge of Allegiance

Councilmember Callahan stated that he would be glad when summer was over because it is hot. He then led those present in the Pledge of Allegiance.

Approval of agenda and time allocations

The agenda for the City Council Meeting of June 25, 2015 was reviewed.

Councilmember Duffin moved to approve the agenda for Thursday, June 25.

Councilmember Williams seconded. Councilmembers Callahan, Cummings, Duffin, Williams, 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 held June 11, 2015.

Councilmember Williams moved to approve the minutes of June 11, 2015.

Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the draft minutes is included as Attachment "B".)

Report on Planning Commission Meeting held June 18, 2015

The Council reviewed the draft minutes from the Planning Commission Meeting held on June 18, 2015. (A copy of the draft minutes is included as Attachment "C".) There was discussion about the rezone request by Martha Balph and the question raised as to why the

parcel had been withdrawn from the last request. Mrs. Balph explained because there had been confusion between two parcels and the parcel was to be divided.

Concerned Residents for Firework Restrictions East of 500 East

Sally Sears representing several individuals living in the neighborhood above 500 East presented to the Council a petition requesting that no fireworks be allowed above 500 East in Millville. She indicated this was a public safety concern because of all of the tall grass in the area and the hazard for starting a fire. (The petition is included with the minutes as Attachment "D".)

There was discussion among the Council for having some type of an ordinance or resolution proposed that would permanently ban the use of fireworks in that area so it would not have to be brought to the Council annually.

Dale Willden indicated he was not in favor of the petition the way it is written. He would not be opposed to limiting aerial fireworks; however, he and his family enjoys using sparklers and other small fireworks. Sherry Willden reiterated these same concerns indicating it would limit their family's traditions. She could see the wisdom in not having the aerial fireworks, but her family enjoys the other smaller displays.

There was discussion about the use of Millville Canyon and the fire hazards that come from use of cigarettes, fireworks, and partying. However, the last fire on the mountain was caused by lightning.

The Council discussed whether there was a need for any restrictions for this area because the majority of the neighborhood has already agreed there would be no fireworks used.

Ms. Sears indicated there had been 38 adults and 2 under the age of 18 that signed the petition out of 47 possible—4 were against the petition and three others were unable to be reached. Ms. Sears indicated that the 4th of July falls on a Saturday this year and she felt this may encourage more activity in their area.

Karla Eames felt that sparklers and small fireworks should not be restricted; family traditions should still be able to continue.

Councilmember Callahan moved to restrict fireworks by ordinance or resolution for the entire summer season allowing no aerial fireworks east of 500 East and no other fireworks east of 550 East. Councilmember Duffin seconded. Councilmember Duffin voted yes and Councilmembers Callahan, Cummings, Williams and Zollinger voted no.

Councilmember Cummings moved to not have the City involved in this and that no restrictions be imposed. Councilmember Zollinger seconded. Councilmembers Duffin and Williams along with Mayor Johnson felt it would be irresponsible of the City to not take some measures to protect the safety of the area. Councilmember Cummings and Zollinger voted yes and Councilmembers Callahan, Williams, and Duffin voted no.

Councilmember Duffin moved for this year only to have no aerial fireworks above 500 East and no fireworks east of 550 East. Councilmember Williams seconded. Councilmembers Callahan, Duffin, and Williams voted yes with Councilmember Cummings and Zollinger voting no. This motion carried. Councilmember Duffin will make signs to be mounted on the "A" frame stands and Mayor Johnson will notify the Herald Journal and the Sheriff's office.

Communications with Residents in Case of an Emergency

Mayor Johnson indicated Councilmember Zollinger had brought up this topic a couple of meetings ago about how Millville would communicate with our residents in case of an emergency. Councilmember Zollinger indicated there is a free app that can be downloaded onto a smart phone called 'remind'. This would be a voluntary participation for the City residents to participate in. Notifications could be made by texting about any emergencies, etc. There was also the option discussed for using Facebook and also by putting information on the website.

There was discussion about the reverse 9-1-1 service that was used by Nibley City. The initial contact only reached about 25% of their residents; as there were more and more contacts given, this was increased to 80% with this system.

Councilmember Callahan will check with Nibley City to find out more about how contacts were made and report back to the Council.

It was the consensus of the Council to continue this to the next meeting for discussion.

Proposal for Pickle Ball at the North Park

Councilmember Duffin reported to the Council on information she had gathered regarding painting lines on the tennis courts for Pickle Ball. Blaine Dickey had contacted Dennis Murray and had obtained an estimate of \$250 per court to have this completed plus the cost of paint and materials. Todd Aslett had done some research on the paint and the tennis court surface and felt with volunteer labor this could be done for under \$200 for both courts. The Council discussed the need to invest in having the tennis courts preserved, as there was a substantial investment that had been made in them. There was also discussion about the color for the lines that should be painted. It was proposed that an Eagle Scout Project could be used to complete this project.

Councilmember Callahan moved to approve up to \$250 for the court painting using the volunteer labor of Todd Aslett and other labor sourced out from the Pickle Ball community. Councilmember Duffin seconded. Councilmember Cummings felt this should be hired out to someone that has done this before. Superintendent Gary Larsen questioned how the paint would be removed if the game is no longer being played. Another suggestion made by Councilmember Zollinger was to hire this out and have the City pay for one-half of the costs and the Pickle Ball community pay for the other half. The Council voted on the motion with Councilmembers Callahan, Duffin, and Williams voting yes and Councilmembers Cummings and Zollinger voting no. Councilmember Duffin will take the lead on this project in having it completed.

Policy on Chain of Command in an Emergency

Mayor Johnson along with the Council discussed various suggestions in determining who would take charge of meetings or would be in command in an emergency in lieu of the Mayor if he was not available. Varying options of how to decide who should do this were discussed.

Councilmember Cummings moved to draft a resolution appointing a Councilmember for a one-year term as Mayor Pro-Tem. Councilmember Callahan seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. This will be discussed at the next Council Meeting.

The consensus of the Council after discussing the specifics of how this would proceed was to have the resolution include the name of the Councilmember and the term they would serve; this resolution would be updated every year. Recorder Jones was asked to prepare a resolution for the Council that would identify a Mayor Pro-Tem for fiscal year 2016.

Review of Millville Future Roadway Capital Projects

Engineer Zan Murray reviewed with the Council an update to the information regarding the Capital Improvement Projects (CIP) which had been reviewed at the last meeting. This information included more specific information regarding the dimensions of the roads and the costs associated with the projections. (The Millville Future Roadway Capital Projects information is included with the minutes as Attachment "E".)

This information will be used in determining the cost of the impact fees for roadways in the future. The roads that will be identified to be built within the next six to ten years will be added into the impact fee calculation. These projects identified in the CIP will be useful with future developments where some various sizes may be requested to complete proposed trails, roadways, etc. These projects may be included with the Roadway Master Plan on the specific map.

Councilmember Callahan expressed concern about some of the roads listed on the plan. He did not want to have 200 East developed on Center Street.

Bills to be paid

The bills were reviewed. They are as follows:

Mike Johnson	50.00	Water
Julianne Duffin	4.41	City Celebration
Becky Twedt	31.67	City Celebration
Alicia Nyman	148.42	City Celebration
Staples	24.99	Water
CenturyLink	179.24	Water
Ecosystems Research	25.00	Water
Utah Local Governments Trust	30.00	General
Rocky Mountain Power	1,157.63	Street Lights
Don's Auto Body	120.80	General
Cache Valley Publishing	49.20	Election
Bear River Health Department	40.00	Water
Maverik	23.84	Water
Kristine Miller	75.00	Water
Jaimie Hamlin	11.27	Water
Peterson Plumbing	69.93	Water
Larry Lewis	200.00	Construction Refund
Utah Local Government Trust	526.58	Water
Comcast	73.75	Water
Julie Hunsaker	100.00	City Celebration
Salary Register	8,924.07	

Councilmember Duffin moved to pay the bills. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

City Reports

Roads/Sidewalks:

Superintendent Larsen reported the Chip and Seal Project for this summer has been identified. (A copy of this map is included with the minutes as Attachment "F".) The project is scheduled for some time after July 6. The County will be spearheading the project. A copy of this map will be posted at the City posting places. The project will be mainly on 300 South and also along 100 West.

Superintendent Larsen updated the Council on the roundabout near the new high school. The water that would be in this area is planned from the school irrigation system. The roundabout has been designed with lights around it; however, there has been no determination if the City will be responsible for the lights or a separate meter will need to

be installed. This is an on-going project, but Superintendent Larsen indicated he is working with the school district on it.

City Parks:

Superintendent Larsen reported the City Park is getting a lot of use and it is becoming a real challenge to water it. There needs to be a schedule posted that identifies when reservations have been made so that watering can be planned around it.

The splash pad water usage is approximately 22 gpm during operation. The City has used approximately 280,000 gallons since June 1, which is about seven gallons per minute. Superintendent Larsen explained it is about one-half of a garden hose running to supply the water. Everything seems to be running fine with the system.

Culinary Water System:

Superintendent Larsen reported the City had received the permanent change order for the City's water in the Garr Spring Irrigation Company. (A copy of this information is included with the minutes as Attachment "G"). This order gives permission for the City to use its' irrigation water for municipal purposes. The intent in the months ahead will be to design a system with engineering to make this change. The plan and pricing for this project will be computed and brought to the Council for their consideration. The project should begin sometime in the fall.

There was discussion about proving up on the City's water usage. Superintendent Larsen explained that an application is required to be renewed every five years, but an extension may be requested.

The City has been using a million gallons of water each day during these hot days.

The Glen Ridge pump has been started. After completing water sample testing every two weeks, the nitrates have been holding at a low level; however, there are no withdrawals or injections being made. The pumping will begin shortly, and this should provide more direction on how the ASR project has affected the nitrate levels in the well.

Proposal on Form-Based Code

Mayor Johnson asked the Council if they would like to discuss the proposal on Form-Based Code at this meeting. It was the consensus to continue this to the next meeting.

City-owned Property Adjacent to Cemetery

Mayor Johnson discussed with the Council the request that had been made by the Cemetery District to purchase property adjacent to the cemetery on the west. Different options were discussed about selling all of the property, part of the property, or developing part of the property, which would enable the 200 East roadway to be installed from 100 North to Center Street.

Superintendent Larsen explained that when the 2005 Water Project was completed, the water master plan was to have the water lines improved in that area upon development of this property. There are no water lines that tie this area of the City to the upper system and he felt it needed to be installed.

The majority of the Council felt that this connecting roadway should be built between 100 North and Center Street. There is currently a partial road dedication that has been made to the City from Center Street going north.

There was no consensus on the direction to take regarding this property at the current time. This item was continued to the next agenda for further discussion.

Review of General Plan Draft

Councilmember Duffin reviewed the draft of the General Plan with the Council, and the following items were discussed:

- Formatting and several clerical changes to be made in the document
- The paragraph on p. 9 regarding the Utah State Municipal Land Use, Development, and Management Act Title 10 needs to be rewritten
- There was considerable discussion about the Future Land Use Map and how it is to be applied to the future growth of the City through the Master Plan. It was the Council's understanding that if this map is adopted, it must be followed with whatever is identified on it. Other items in the general plan are for suggestions and guidance. This map could be changed, but it would require that the general plan be reopened and public hearings, etc. held to complete the process for a change. Cindy Gooch explained that many cities have in their ordinance a fee schedule to have such changes made.
- There was discussion about the width and length of our city blocks; they are measured to the center of the roadways, which adds additional footage onto the measurements.
- The Parks and Trails information is a guideline of proposed areas to have improvements made for the future use of the entire community.
- In Chapter 6 it was requested to insert 'tank' when talking about the Garr Spring 300,000 gallon capacity. It was also suggested to add the water pipeline in miles; it states there is 82,000 feet of pipe *add*: (15½ miles).
- There was discussion about the south fields and what planning should be done for area that may be annexed into the City.

- The survey forms encouraged preserving agricultural land; there was a question raised if the general plan was meeting that desire.
- There was discussion on whether the general plan addresses future sensitive areas; it was understood that this has been addressed.
- Engineer Murray felt that around the fringes of the development which has occurred, this area should be allowed to grow with the same zoning as the property which it is next to.
- There was discussion about the LUDMA laws that are in place. Ms. Gooch explained that if there was a change to density then the plan should be reopened and addressed through the amending process.
- There was discussion about having the south fields, or other lands brought in as agricultural; this is in our ordinance and does not have to happen that way. The ordinance could be changed to allow annexations to come in as the Future Land Use Map and Zoning Maps have it zoned. This would require an ordinance change for us to be able to do it that way.
- There was discussion about one of the goals in the general plan which states it is to preserve the character of the community; however, having sidewalks and curb and gutter installed next to grassy swales was questioned if this was preserving this character. It was felt that this needed to be decided on a case by case basis within the city.
- There was discussion about encouraging in-fill within the community and keeping neighborhoods the same. The subdivision ordinance applies for new subdivisions coming into the community.
- There was discussion about the need to have some of the projects set for the park and trails master plan. This would allow for grants and funding to be pursued that would greatly aid with the cost of the development of these.
- The Capital Improvement Projects (CIP) were discussed. They should be reviewed every year according to Cindy Gooch. There should be projects set for 5, 10, and 20 years.
- The Parks and Trails Plan should be a fluid plan and allows for choosing where and when to have them installed.
- The roadway corridor study that was completed 10 years ago needs to be included in the general planning documents, as overlays or some other way.
- The roadway master plan may only outline the future arterial and collector roads so there are no buildings constructed in these major planned roadways. It was suggested they are to be located at 450/550 North, 100 North, 200 South, 500 South, 900 South, and 1300 South. The consensus of the Council was that they agreed to those corridors.
- The roadway master plan should address the master planning throughout the county as well. The CMPO plan does not match up with roadways we have planned, partly because of political pressures.
- Appendix 1 – General Plan Process, there was a change from Sewer Master Plan to Water Master Plan.

- Attachment 1 – Recreation Classification System – needs to have the pages numbered.
- There was discussion about having all of the Capital Improvement Projects put on the Future Land Use Map. It was determined that only the arterial and collector roads would be on that map with all other roadways included in the transportation plan.
- In the Affordable Housing Plan, there was discussion about housing density. It was suggested that high densities should only be allowed contiguous to the commercial zones.
- There was discussion about the sewer / septic tank systems for Millville City. Millville is in compliance with the Affordable Housing Plan by allowing apartments in homes because we do not have sewer facilities for larger complexes. If the city went on a sewer system, it would be required that smaller, more affordable housing be required because the City would be able to accommodate this.

The next step after reviewing all of these conceptual discussions would be to make any corrections necessary and come back to the Council with a final draft. At that time, the Council would review the document and then set a public hearing. Councilmember Duffin suggested this would be back to the Council by August 20 for their review. After the Council has discussed all needed changes, a public hearing will then be set.

Old Mill Day

Councilmember Duffin reviewed with the Council information for Old Mill Day. She requested the following:

- garbage cans to be put out at various places at the City Park as well as the North Park
- orange cones placed at the south end of the City Park to allow for the Vintage Cars to enter into the grassy area
- orange cones placed at the west of the park along 300 South to secure a drive through for unloading the animals for the rodeo
- splash pad to be closed beginning at 1 p.m. on the day of the celebration
- use of City trucks – one for the Youth Council to ride in for the parade and also one to haul the animals for the rodeo
- flags will be used from the City Office for the event
- payment for Julie Hunsaker for \$100 for her service being the balloon clown
- City float will be used – it will be pulled by Don's Auto Body and the mini miss princesses will ride on it
- The Council was asked to help set up at 10 a.m., getting chairs out to the south pavilion area for the Community Band to sit on
- The dinner will be fried or baked chicken, chicken tenders for the children, with salad, rolls, and drinks

Superintendent Larsen also reviewed information for the surplus sale that will be set up on the east side of the City Park; sealed bids will be made on various items. These items were advertised in the City Newsletter.

Councilmember Reports

There were no Council reports made. (A copy of the Councilmember Reports list is included with the minutes as Attachment "H".)

Other items for Future Agenda

Treasurer Tara Hobbs informed the Council of the MS Bike Tour that will be taking place on Sunday. The North Park pavilion will be used as a rest stop during this ride. She indicated there may be individuals exploring through the City on Saturday routing the course of where the race will be taking place.

Recorder Jones informed the Council that the funding in the Storm Water Fund is very close to becoming non-compliant. This should be watched carefully and the Council may want to consider transferring funds from the General Fund into the Storm Water Fund upon revising the budget.

Development Coordinator Meadows briefly discussed the fee schedule and the charges being made for services through the City that directly relate to engineering costs that could be passed onto the individual seeking the service. This item was continued to the second meeting in July. A proposal of some sort should be developed for the Council to review.

Councilmember Callahan moved to go into an executive session for the purpose of land acquisition. Councilmember Williams seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Executive Session for the purpose of Land Acquisition

PRESENT: Michael Johnson, Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Gary Larsen, Zan Murray

The purpose of the Executive Session was to discuss land acquisition. The executive session began at approximately 11 p.m. and ended at 11:49 p.m.

Councilmember Cummings moved to close the executive session and move back into the regular Council Meeting. Councilmember Williams seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Adjournment

Councilmember Cummings moved to adjourn the meeting. Councilmember Zollinger seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. The meeting adjourned at 11:50 p.m.

DRAFT

ATTACHMENT "C"

Bid onsylvania TV

245-0809

\$50⁰⁰

Linda Dorman

ATTACHMENT "C"

Bid for 1971 GMC snow plow truck

#526.78

Kevin Baxter

760 - 2930 cell

994 - 2021 work



Dear Mayor,

We are writing to invite your participation in an effort to plan, build, and develop a County wide trail system. While many trail segments have been completed on a community by community basis in recent years, the growing interest from the public shows a clear demand for more trails being developed before it is too late and development encroaches onto remaining open corridors. Cache County, in conjunction with the Cache Metropolitan Planning Organization (CMPO), is proposing to initiate a two (2) year trial period for a Regional Trail Coordinator. The purpose of this letter is to see if your city would like to participate in funding this position. By opting into the proposal your community would gain access to the time and resources of this position.

The attached draft staffing proposal outlines in detail the responsibility of this position. The focus will be on regionally significant trails (and ensure linkages to city parks/trails), develop bike/pedestrian facilities in more urban environments, and to provide technical support to individual communities to build trails and procure grant funding for construction. Community oversight of the direction of the program will be vital to ensure that this position is serving the overall community and individual city needs.

The attached document also outlines the funding being brought together to help fund this position. The amount requested from each community is also listed, and based on a base rate plus a population allocation. Should you be interested in participating or have questions about the proposal, please contact either Jeff Gilbert (jeff.gilbert@cachecounty.org) with the CMPO or Josh Runhaar (josh.runhaar@cachecounty.org) with Cache County's Development Services Department at (435)755-1640 by July 17th, 2015.

We appreciate your consideration of this effort to expand and coordinate trail and recreational efforts throughout all of our communities.

Josh Runhaar, Director
Cache County Development Services

Jeff Gilbert, Transportation Planner
Cache Metropolitan Planning Organization

Cache Regional Trail Coordinator

Description

Under supervision, this position will have the primary responsibility to coordinate recreational trail & active transportation facility planning, development and construction throughout Cache County. The primary focus for the person hired for this position will be advancing projects to construction.

Functions and Duties include, but are not limited to:

- 1) Help identify potentially “regionally significant” trail projects that are “ripe” to be advanced to the construction phase (50% Time Allocation).**
 - a) Coordinate trail development with local jurisdictions
 - b) Provide staff support for the Cache County Trails Advisory Committee
 - c) Help pursue project funding and provide assistance with trail grant management and administration
 - d) Coordinate access and right-of-way approvals
 - e) Participate and provide technical support for trail design processes
 - f) Facilitate public outreach and stakeholder involvement activities (when necessary)
 - g) Enhance trail mapping
 - h) Help with the prioritization of trail projects for potential RAPZ or other local funding consideration
- 2) Develop partnerships with local and state government, stakeholders (including CVTD), community based organizations and the private sector to identify, fund and implement active transportation projects (e.g. more urban non-motorized “commuter” pathways and on-road facilities) that will maximize the region’s investment (30% Time Allocation).**
 - a) Providing staff support for the Cache Metropolitan Planning Organization’s (CMPO) Bicycle and Pedestrian Advisory Committee (BPAC).
 - b) Assist local communities as they pursue designation as a Utah Road Respect community
 - c) Help pursue funding and provide grant administration function (as necessary)
- 3) Provide “circuit rider” technical assistance and other resources to support participating cities in their own trail/active transportation planning and development activities (20% Time Allocation).**
 - a) Assist local jurisdictions with the development of local trail/bicycle and Pedestrian Community Plans.
 - b) Assist local jurisdictions with grant writing for trail funding
 - c) Assist local officials as they work with private property owners to allow trail access.
 - d) Assist with public outreach and stakeholder involvement activities
 - e) Coordinate local trail & bicycle/pedestrian plans with neighboring communities and work to resolve conflicts

Position Funding & Overall Budget

Trail Coordinator Position Funding Revenue				
Organization	Budget Process			Additional 1st Year Funding**
	Starts	Funding Available	Funding Request	
CMPO	1-May-15	1-Jul-15	\$20,000	\$10,000
RAPZ	1-Mar-16	15-May-16	\$25,000	\$15,000
County	15-Sep-15	1-Jan-16	\$10,000	\$5,000
City Funding*	1-May-15	1-Jul-15	\$20,000	
			\$75,000	\$30,000

* Number of cities that will opt to participate was estimated.

Cost to participate is \$500 base fee plus .20 cents per capita (based on latest census and adjusted annually)

**1st Year funding is to provide funding for miscellaneous project related expenses

(e.g. preliminary design/engineering, professional cost estimating, project renderings, surveying etc)

City Buy In Cost to receive Trail Coordinator Service		
City	2012 Census Estimate	Circuit Rider Trail Coordinator Fee (\$500 Base + \$0.20/Person)
Amalga	497	\$599
Clarkston	679	\$636
Cornish	294	\$559
Hyde Park	4054	\$1,311
Hyrum	7758	\$2,052
Lewiston	1774	\$855
Logan	48879	\$10,276
Mendon	1272	\$754
Millville	1867	\$873
Newton	787	\$657
Nibley	5827	\$1,665
North Logan	8765	\$2,253
Paradise	922	\$684
Providence	7199	\$1,940
Richmond	2514	\$1,003
River Heights	1769	\$854
Smithfield	9988	\$2,498
Trenton	469	\$594
Wellsville	3500	\$1,200
Potential City Funding		\$31,262.80

Trail Coordinatore Estimated Expenses (Annual)	
Salary	\$35,000
Benefits	\$20,000
Office Expense	\$5,000
Consultant/Project Funds	\$15,000
Total Annual Cost	\$75,000

Employment Oversight Responsibility

The Trail Coordinator would be a full time, benefited employee of Cache County. The position would be organized under the Development Services Department and report directly to the Development Services Director for day-to-day supervision. The position will be housed at the Cache County Administration Building.

Executive Oversight Committee

At least twice a year an executive oversight committee will meet to discuss and help establish the overall goals, focus and direction for the trail coordinator staff position. This committee will also approve any hiring or removal of employee for this position.

The Executive Committee composition will be as follows:

- 1 County Elected Official (Executive or Council)
- 1 CMPO Executive Council Representative (Chair or designee)
- 1 Logan City Representative (by virtue of proportional higher funding level)
- 2 Other City Designees (selected from those cities that agree to the funding commitment)
- 1 County Director of Development Services
- 1 CMPO Staff Representative

Position Start-up Evaluation Period

All initial funding commitments will be required for a minimum of two years. After the first two years the Executive Oversight Committee will evaluate the success of the new position and establish the level of support for continuing to fund the position on an ongoing basis. Any individual hired for this position will be informed up front of this two year trail period evaluation requirement.

ATTACHMENT "E"

RESOLUTION 2015- 7

RESOLUTION APPOINTING A MAYOR PRO-TEM

WHEREAS, the City Council has been reviewing the need for maintaining Public Safety within the community and determining the chain of command; and

WHEREAS, if for some reason the Mayor, Chief Officer of the community, was not available or could not be reached for some reason; and

WHEREAS, the Council felt there should be someone appointed to be in charge and make decisions in behalf of the City;

NOW THEREFORE, it is hereby resolved that Councilmember Cindy Cummings will serve as Mayor Pro-tem for the fiscal year 2016.

Approved and passed by the Millville City Council this 9th day of July, 2015.

BY:



Michael E. Johnson, Mayor

ATTEST:



Rose Mary A. Jones, City Recorder

COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Michael Callahan	X			
Cindy Cummings			X	
Julianne Duffin	X			
Mark Williams	X			
Ryan Zollinger	X			

ATTACHMENT "F"

Millville City – Commercial Design Ordinance



Civil Solutions Group – Millville, Utah Commercial Design Ordinance

April 23rd, 2015

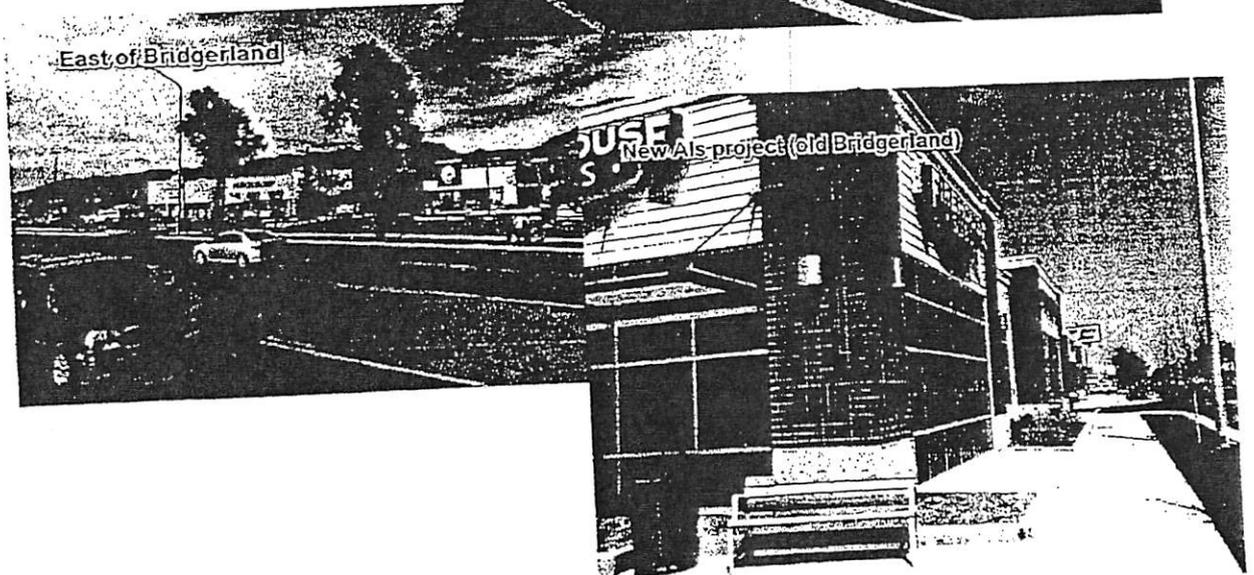
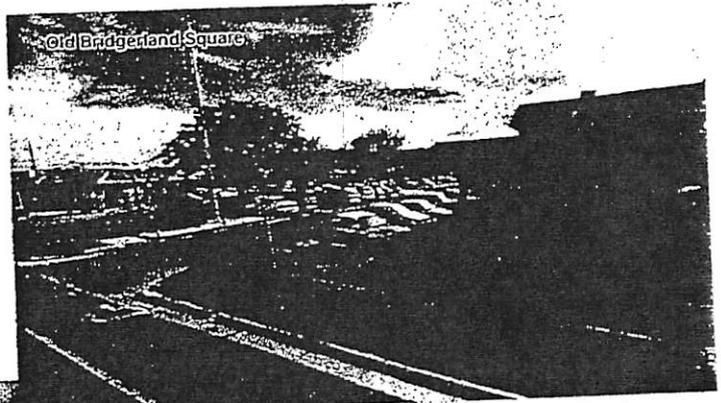
RE: Commercial Design Ordinance

Dear City Council and Mayor,

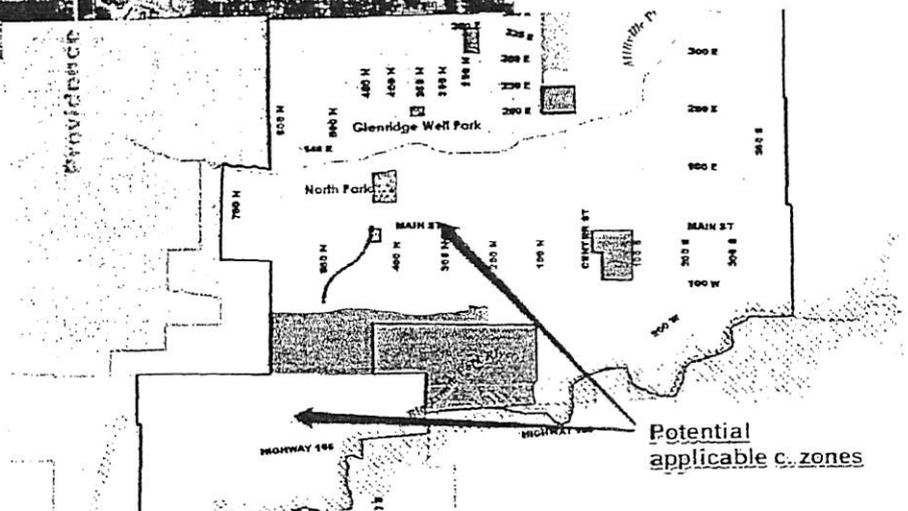
At Civil Solutions Group we are pleased to offer you the following services regarding city planning and design ordinances for your Commercial Zone. Below you will find our proposed services and scope of work.

Background:

1. Zoning and Ordinances matter, many developers, but not all build to the lowest standard or ordinance required by the city. Good planning with proper ordinances will help Millville achieve the buildings and properties that the City desires.
2. Logan City provides a good example with the new Als project. The site design, layout, building types, building facades walks, vegetation and other site elements are direct result of the ordinance.



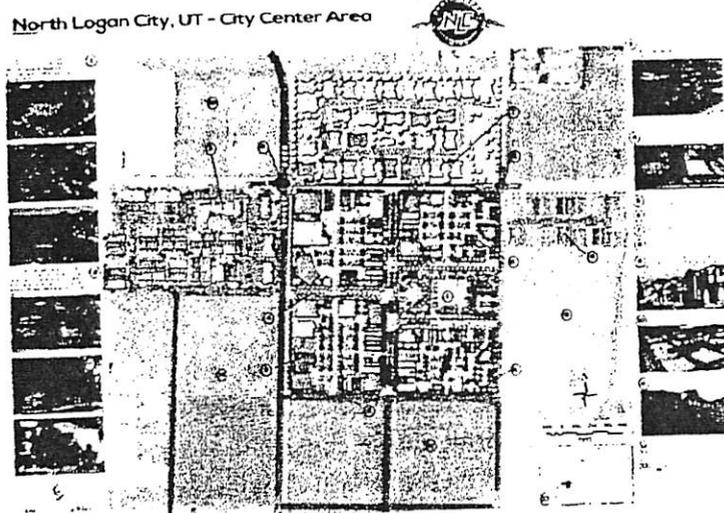
3. Does Millville have the capability of supporting a commercial center? Highway SR-165 has an Average Daily Traffic count of 13,900+. The high school will have approximately 800-1,000 trips a day. In general major retailers want 2 miles from nearest major retail location, but Millville is only about 1.5 miles from Walmart. However business offices, smaller commercial and maybe light industrial would want to be in Millville.
4. CSG recommends the development of a Steering Committee which should include: City Planner (Harry Meadows), City Council Member, and Planning Commission Member. CSG would work directly with the Steering Committee and they would report to their respective groups. The City Planner would provide input, reviews and oversee final adoption.



CSG Team Experience:

North Logan – City Center and Form Based Code-

CSG was retained by North Logan City to assist with the development of a future city center. The work included planning for the area, developing standards and design driven ordinances (Form-based Code) for the city center and working with a citizen committee, Planning Commission and City Council. The goal was to create a city center that is walkable, economically sustainable, and a destination for people to gather



NLC - City Center Plan - by CSG

and entertain. CSG conducted an online city survey for public input into the planning and ordinances. The city center planning included biking planning, street grid planning, town square land planning, buildings, and open space planning. Services included: City Center Master Planning, Community Workshops Leadership, **design graphics to convey the code**, Form-based Code/City Ordinances, Land-use Zoning Planning, Transportation Planning, Town Square Planning, Trails Planning and 3D Modeling.

North Ogden Downtown Plan, General Plan and Master Planned Community Ordinance –

The CSG Team is currently nearing completion of a Downtown Master Plan for North Ogden and helping establish a strong plan to develop a future downtown in a current suburban crossroads area (Washington/2700 N).

South Salt Lake East Streetcar Neighborhood Form Based Code – In 2014 CSG worked with South Salt Lake and WFRC in developing a form-based code for the S-Line Corridor.

Heber City Form-based Code – This project included the development of a new form-based code for Heber City. The project area included a commercial/residential mixed-use. Jake worked on this project while employed at IBI Group.

Vineyard – CSG is currently developing a town center master plan and design ordinance for Vineyard on the former Geneva Steel property in Utah County.

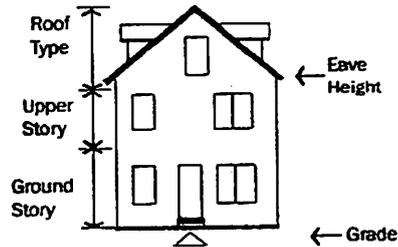
Additional Planning Team Member (John Janson) Experience – West Valley, Pleasant View, Utah Manual for Form-based Codes and Loa.

Design Ordinance Development Process:

1. **CSG Background study.** The CSG Team will review all essential items pertaining to the site(s) include: zoning, general plan, transportation , regional transportation, and adjacent schools.
2. **Kick-off visioning workshop with City Council and Planning Commission**
 - a. Items to be discussed:
 - i. Desired character of commercial area
 1. Does Millville want a unique commercial area or do they want to be anywhere USA?
 - ii. Uses permitted
 - iii. Building types desired
 - iv. Streetscapes desired
3. **Review of comparable codes**
 - a. The CSG team will do a review of applicable codes similar to Millville's needs and provide the Steering Committee with report and list.
4. **Fieldtrip** – The CSG team proposes 1 fieldtrip.
 - a. Option A local trip: During this trip we will visit local business and talk about how the building design, ordinance and current businesses are working together (or not).
5. **Design features identification workshop for commercial zone** - this meeting will include a discussion to consider the potential design features including: building heights, widths, materials, required glass amount, entrances, landscape, signs and etc.
6. **Design Ordinance/Document Outline and Format** – The CSG Team will develop the outline and format for the design ordinance. This will be shared with the Steering Committee.
7. **Development of First Draft** – The CSG Team will develop the first draft of the design ordinance and land-use/area plan based on the SC workshop. Beginning with the first draft and continuing throughout the project the CSG team will provide Millville with updates.
8. **Steering Committee Work Session** – This meeting with the SC is to review the draft design ordinance draft and problem solve.



9. **Development of Second Draft** – The CSG Team will develop the second draft of the design ordinance. It is anticipated that the second draft will be more detail oriented: whereas the first draft will cover the bigger picture items.



10. **Developer Workshop** – During this workshop we will discuss the Ordinance with invited builders, developers and others to get their feedback. This important step helps developers and the City work together in the future.

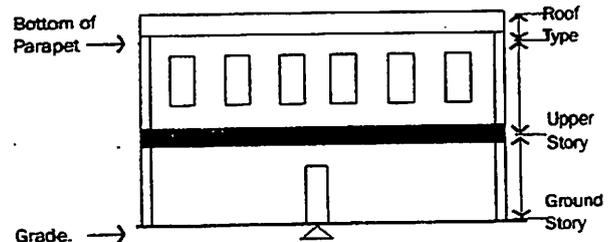


Figure 5.2 (4). Measuring Height.

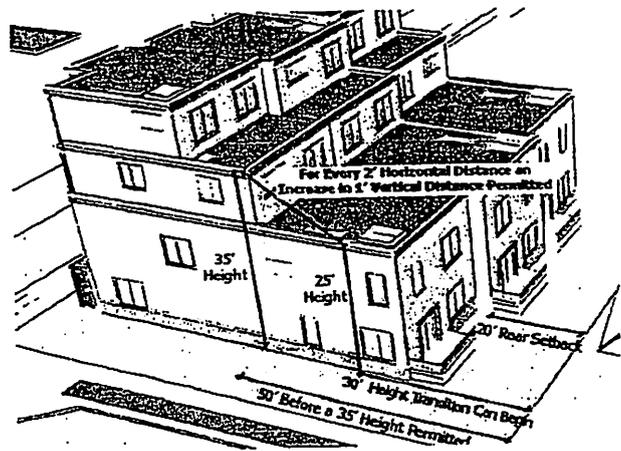
11. **Steering Committee Final Workshop** –

In this the final workshop the Steering Committee and CSG Team will review the feedback from developers and make changes on the design ordinance.

12. **Development of Final Document** – The CSG Team will prepare the final documents and ready it for public hearings.

13. **Public hearing** – Millville City planner will present the ordinance as a public hearing.

14. **Adoption** – Millville City will work to adopt Final Design Ordinance. It is recommended that the City attorney review and approve the ordinance.



15. **Update** – CSG will update the Design Ordinance based on feedback given by the City Council and Planning Commission during hearings and City meetings.



Deliverables:

1. **Site & Inventory and Analysis**
2. **Visioning Document**
3. **Design Ordinance (Design Guidelines or Form-based Code recommended)**
 - a. This includes the text and graphics to show all the requirements for the zones
4. **Fieldtrip(s)**
 - a. Local (optional). Travel to be in car or by CVTD.

Fee Schedule

Item	Description	Fee
Planning Scope items	Design Ordinance, Meetings, Workshops, and Deliverables	\$10,800.00
Total		\$10,800.00

Civil Solutions Group will provide the work described above for a fixed fee, in the fee schedule. Any additional work if requested will be pre-negotiated for a fixed sum or hourly rate. Civil Solutions Group will bill Millville monthly as work is completed. Millville City will be responsible for adopting the Ordinance and it is suggested that the City Attorney review the final draft and provide feedback. If accepted CSG will provide Millville City with a contract.

CIVIL SOLUTIONS GROUP, INC.

Jake Young,

ATTACHMENT "C"

Councilmember Reports July 9, 2015

Sign into Millville – Mayor Johnson/Councilmember Duffin
Fees in Lieu of Water Rights – Gary Larsen/Bob Fotheringham
Review of Group Residential Facilities – Coordinator Harry Meadows
Volunteerism Always Pays (VAP) Projects provided by Wal-Mart – Mayor Johnson
City Artifacts – Councilmember Callahan
Old Mill Day Committee – Councilmember Duffin
CERT Training Program – Councilmember Cummings
Water Rights Recommendation from Planning Commission – Mayor Johnson
High School – Councilmember Duffin
Schedule for Newsletter Article – August, Councilmember Cummings; September,
Councilmember Duffin; October, Councilmember Williams; November –
Councilmember Zollinger; December – Mayor Johnson; January – Councilmember
Callahan. (To be turned in by the 6th of each month)