

NOTICE AND AGENDA

Notice is hereby given that the Planning Commission of Millville City will hold a meeting on Thursday, **Oct 29, 2015** in the Millville City Office, at 510 East 300 South, Millville, Utah, which meeting shall begin promptly at **8:00 p.m.**

1. Roll call
2. Opening remarks/Pledge of Allegiance.
3. Review and approval of agenda
4. Review and approval of minutes from Oct 1, 2015.
5. Action Items:
 - A. Consideration of zoning clearance for a building permit by Jason and Sherri Leishman, for a residence and accessory building to be located at 165 E. 100 S. in Millville, Utah.
 - B. Public Hearing regarding:
 - 1.) Request to rezone parcel 03-037-0054 for Neal E Artz, and parcel 03-037-0015 for Clark Russell Ballard, from Open Space (OS) to Residential (R-1).
 - 2.) Changing the official City Zoning Map to reflect changes in parcel numbers 03-037-0055, 03-037-0020, 03-037-0019, 03-037-0016, 03-037-0015, and 03-037-0054 from Open Space (OS) to Residential (R-1).
 - C. Consideration for recommendation to the City Council regarding the rezone requests from Neal E. Artz and Clark Russell Ballard.
 - D. Consideration for recommendation to the City Council regarding changes to the official City Zoning Map.
6. Discussion Items:
 - A. City Council Report – review minutes from Oct 8 and Oct 22, 2015 meetings.
 - B. Agenda items for next meeting.
 - C. Other.
7. Calendaring of future Planning Commission Meeting.
8. Assignment of Representative to next City Council Meeting.
9. Adjournment.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Adria Davis at (435) 213-0787 at least three working days prior to the meeting.

Notice was posted on Oct 26, 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 Notice Website (<http://www.utah.gov/pmn/index.html>) on Oct 26, 2015.



Adria Davis, Secretary
Millville City Planning Commission

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

Oct 1, 2015

1. Roll Call:

Chairman Jim Hart, Commissioners Bonnie Farmer, Lynette Dickey, Natalie Smith (Alt.) and Larry Lewis (Alt.).

Others Present:

Development Coordinator Harry Meadows, Councilman Michael Callahan, Daniel Grange, Danielle Grange, Bob Bates, and Leanna Ballard. Secretary Adria Davis recorded the minutes.

2. Opening Remarks/Pledge of Allegiance

Chairman Hart opened the meeting at 8:01 p.m.
He led those present in the Pledge of Allegiance.

3. Review and Approval of agenda

The agenda for the Planning Commission meeting of Oct 1, 2015 was reviewed. A motion was made by Commissioner Farmer to approve the agenda as presented. Commissioner Dickey seconded. Commissioners Hart, Farmer, Dickey, Lewis (Alt.) and Smith (Alt.) voted yes, with Commissioner Thompson absent and Commissioner Greenhalgh excused.

4. Review and Approval of the Minutes of the Planning Commission Meeting

The minutes for the meeting of Sept 3, 2015 were reviewed. A motion was made by Commissioner Hart recommending approving the minutes as outlined. Commissioner Dickey seconded. Commissioners Hart, Farmer, Dickey, Lewis (Alt.) and Smith (Alt.) voted yes, with Commissioner Thompson absent and Commissioner Greenhalgh excused.

5.A Consideration of zoning clearance for a building permit by Daniel Grange, for residence to be located at 51 East 450 North in Millville.

Commissioner Dickey made a motion to approve the zoning clearance. Commissioner Farmer seconded. Commissioners Hart, Farmer, Dickey, Lewis (Alt.) and Smith (Alt.) voted yes, with Commissioner Thompson absent and Commissioner Greenhalgh excused.

5.B. Set a public hearing regarding the 2 requests to rezone parcel 03-037-0054 for Neal Artz, and parcel 03-037-0015 for Leanna Ballard, from Open Space (OS) to Residential (R-1).

Commissioner Hart made a motion to set a Public Hearing for Thursday October 29, 2015 at 8:05 pm. Commissioner Dickey seconded. Commissioners Hart, Farmer, Dickey, Lewis (Alt.) and Smith (Alt.) voted yes, with Commissioner Thompson absent and Commissioner Greenhalgh excused.

6.A. City council reports

The commissioners received copies of the minutes from the Sept 10 and Sept 24, 2015 City Council meetings. There were no comments.

6.B. Agenda Items for Next Meeting

Public Hearing

6.C. Other

The City Council has asked the Planning Commission to come up with a legal description to be written into the subdivision ordinance that would allow for pieces of land to be broken off without all the hassle of subdividing (i.e. the parcel housing the well on Grange's property). Chairman Hart asked the commission to take some time to research other cities' wording on the matter. A new ordinance draft will be composed in future meetings.

Harry Meadows discussed the notification of Millville citizens in an emergency and what options were available – Social Media (Facebook, Twitter), reverse 911, and push notifications (landline phone, text, and cell). He is gathering information and options.

7. Calendaring of future Planning and Zoning Meeting

The Planning Commission meeting regularly scheduled for Thursday, Oct 15, 2015 has been postponed due to the UEA weekend. The next meeting will be held Thursday, Oct 29, 2015.

8. Assignment of Representative for City Council Meeting

There were no commissioners assigned to the meeting.

9. Adjournment

Chairman Hart moved to adjourn the meeting at 8:38 p.m. Commissioner Dickey seconded.

DRAFT



MILLVILLE CITY
ZONING CLEARANCE FOR BUILDING PERMIT
THIS FORM EXPIRES 60 DAYS FROM DATE OF APPROVAL

APPLICATION INFORMATION

1. Jason & Sheri Leishman
APPLICANT'S NAME

2. P.O. Box 615
MAILING ADDRESS

Millville UT 84326
CITY STATE ZIP CODE

3. 425-232-4560 4. 435-994-0626
HOME TELEPHONE BUSINESS TELEPHONE

5. _____
OWNER'S NAME (if different from applicant)

6. Home & Shop
TYPE OF STRUCTURE

7. 1681 main 8. Res
SQUARE FOOTAGE ZONE

9. Jason & Sheri Leishman Subdivision Lot #1
SUBDIVISION NAME AND LOT NUMBER (if applicable)

10. 03 - 030 - 0036
TAX IDENTIFICATION NUMBER

11. 165 E. 100 S.
ADDRESS OF CONSTRUCTION

12. 1.17 acre 13. _____
LOT SIZE LOT ELEVATION

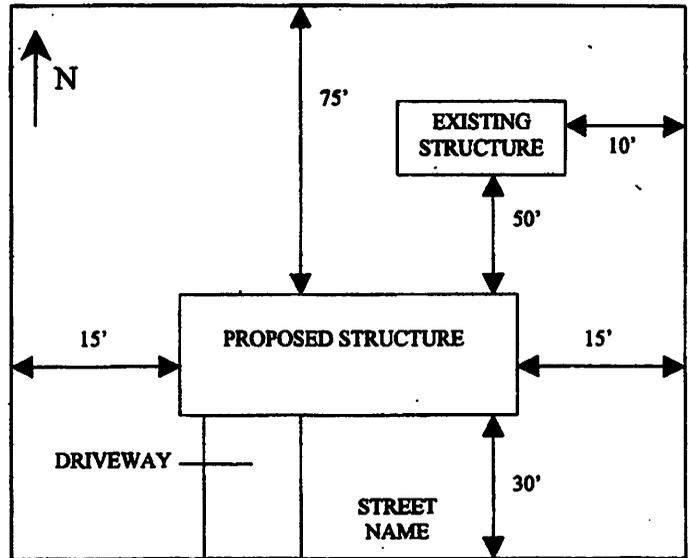
14. SEWER SEPTIC TANK N/A
(choose one)

15. CITY WATER PRIVATE WELL N/A
(choose one)

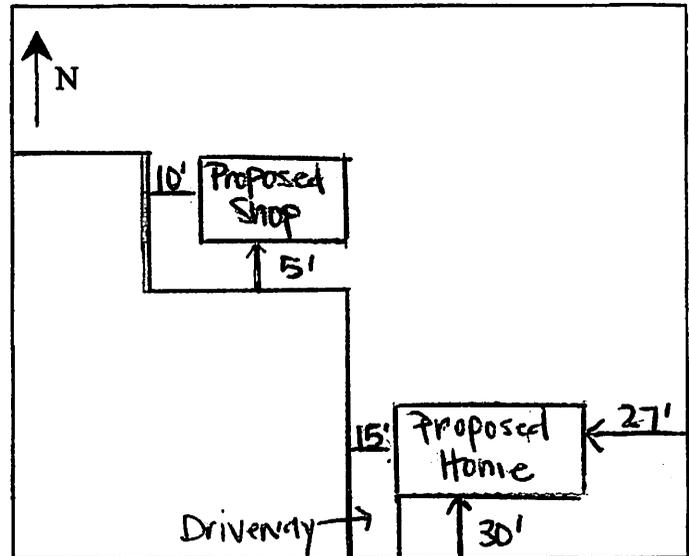
16. ELECTRICITY GAS OTHER UTILITY
(specify in remarks)

17. _____
REMARKS

SAMPLE PLOT PLAN
(numbers do not represent required setbacks)



PLOT PLAN

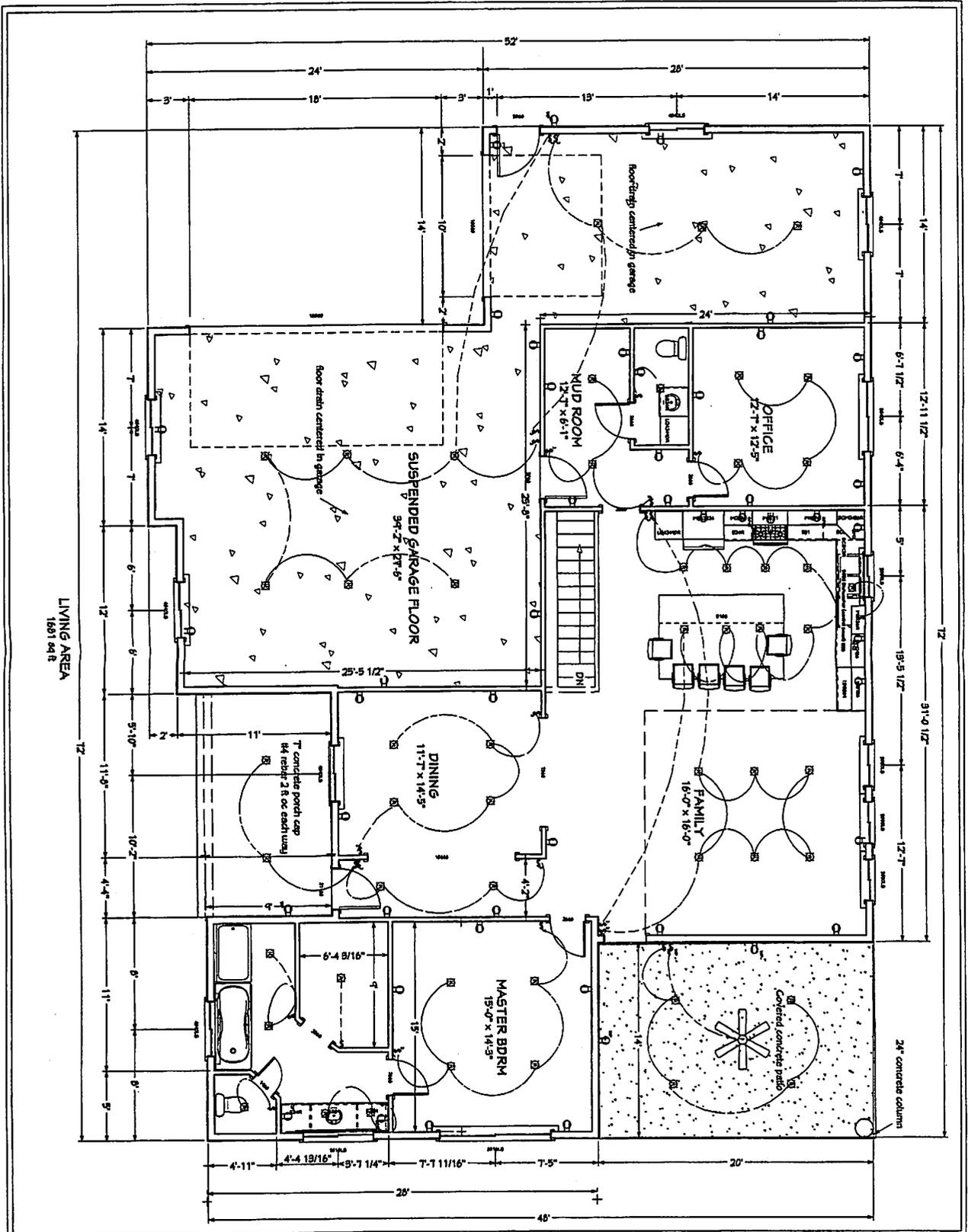


100 South

APPROVED - PLANNING AND ZONING _____ DATE _____

FEES PAID - TREASURER _____ DATE _____

This property is being approved for building permit issuance as indicated above. Any change in the type or placement of the structure is not allowed. This clearance is not a waiver of compliance with either the zoning ordinance or the building codes. Millville City Form 101 - 15 Nov. 2003 (previous edition is obsolete)



LIVING AREA
1681 sq ft

SHEET:
A-3

SCALE:
1/4" = 1 ft

DATE:
10/7/2015

DRAWINGS PROVIDED BY:
Rocky Mtn builders

PROJECT DESCRIPTION:
Jason & Sheri Leishman home

SHEET TITLE:
Main floor

NO.	DESCRIPTION	BY	DATE

Legend	
	Agricultural (A)
	Commercial (C-2)
	Commercial (C-3)
	Residential (R-1)
	Special Use

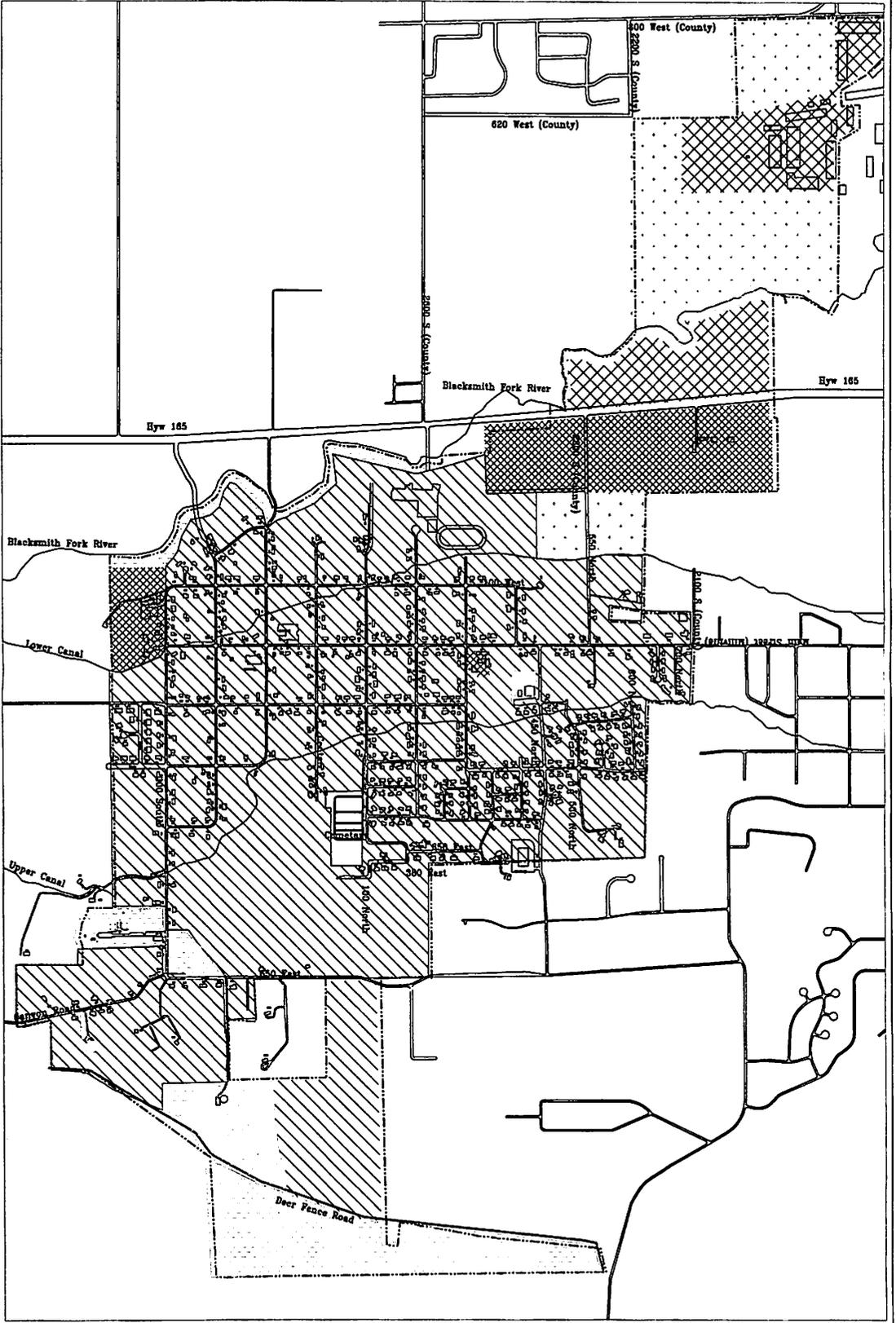
Prepared by: David Dickey
 2 October 2015
 File: Zoning 2015 10-20 rdwg
 Red River Millmaster.dwg

Zoning City of Millville



This is to certify that this map is the official zoning map for the City of Millville, North Carolina, as shown in Section 6-4 of the Millville City Ordinance.

Michael Johnson, Mayor Attest: Rosemary Jones
 City Recorder City Recorder



MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
October 8, 2015

PRESENT: Michael Johnson, Michael Callahan, Cindy Cummings, Julianne Duffin, Ryan Zollinger, Rose Mary Jones, Harry Meadows, Gary Larsen, Bob Bates, Martha Balph, Brennan Duffin, Josh Blankenship, Parker Cummings, Seth Duffin, Fred Philpot, Brookelin Waldron, Brock Norris, Cassie Wilker, Wendy Wilker, Clay Wilker, Hailey Checketts, Heidi Checketts, Kimberly Walton, Sadie Anderson, Michael Duffin, Sara Duffin, Zan Murray, Michael Harris, Bruce McConkie

Call to Order/Roll Call

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

Opening Remarks/Pledge of Allegiance

Councilmember Duffin led all who were present in the pledge of allegiance and then offered a prayer.

Councilmember Callahan arrived at the meeting at this time.

Approval of agenda and time allocations

The agenda for the City Council Meeting of October 8, 2015 was reviewed.

Councilmember Duffin moved to approve the agenda for October 8, 2015.

Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, and Zollinger voted yes with Councilmember Williams 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 for September 24, 2015.

Councilmember Cummings moved to approve the minutes for September 24, 2015.

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

Report on P & Z Meeting held October 1, 2015

Development Coordinator Harry Meadows reviewed with the Council the Planning Commission Meeting Minutes held on October 1, 2015. There was a question regarding the public hearing for the rezone request, as it was scheduled for October 29 instead of October 15; this was because of the lack of a quorum available for the October 15 meeting. These minutes are included as Attachments "C".

Introduction of 2015-16 Youth Council/Oath of Office

Councilmember Duffin indicated several of the Youth Council were involved with a football game at Mt. Crest this evening and were unable to attend the Council Meeting. The members not in attendance will be invited to attend the City Council Meeting on October 22, 2015 to take the Oath of Office.

The Oath of Office was given to all of the Youth Council by City Recorder Jones.

Councilmember Duffin introduced to the Council Brookelin Waldron who will be serving as the Youth Council Mayor through December, 2015.

Youth Council Mayor Waldron identified members with whom she will be serving as: Councilmember for Community Events - Josh Blankenship, Councilmember for Service - Sadie Anderson; and Councilmember for Government Leadership -Laci Leishman. The Youth Council Leadership from January - June, 2016 will be: Mayor, Tori Nyman, Councilmember Community Events, Dixon Johnson; Councilmember Service, Mikaeli Hill; and Councilmember Government Leadership, Laci Leishman. Serving for the entire year as Recorder (Secretary) will be Kaitlyn Woolley and as Treasurer, Kimberly Walton. She explained there are three committees: community events, service, and government leadership with several youth serving as committee members. The theme for the Youth Council for the year is "To be inspired is great but to inspire is incredible."

Report from Youth Council

Youth Council Mayor Waldron reported the Youth Council had participated in the USU Ropes Course which was really fun and gave them training in team work and problem solving; they plan to do this again next summer. The Youth Council had also been involved with the Top of Utah Marathon where they helped at one of the aid stations.

Councilmember Duffin encouraged the Youth Council to stay if possible to watch how government works in Millville City; however, they could leave if they were needing to get to the football game.

Review of Comcast Franchise Agreement

Mayor Michael Johnson reviewed with the Council the Comcast Franchise Agreement. Kirk Nord, representative from Comcast, had been in touch with Mayor Johnson earlier during the day. As he was driving from southern Utah, Mayor Johnson did not feel he would have to be in attendance at the meeting. The agreement had been reviewed by our legal counsel and he felt he would be available to answer any questions via telephone.

Mayor Johnson indicated in Section 4 page 9, it states, the rate of the franchise fee is 3% and questioned if it should be higher. There was discussion about the Telecommunications License Tax. This tax had been negotiated and set; verification will be made that it should be 3%.

Councilmember Zollinger moved to move this to the next meeting so research could be completed on the franchise fee percentage. There was no second to the motion.

Councilmember Zollinger moved to accept the Franchise Agreement with Comcast upon the condition that the franchise fee meets the state and our ordinance as previously determined approving Resolution 2015-13. Councilmember Duffin seconded. Councilmembers Callahan, Cummings, Duffin, and Zollinger voted yes with Councilmember Williams excused. (The agreement and resolution are included with the minutes as Attachment "D".)

Consideration for Updating Millville City Zoning Map

Mayor Johnson reviewed with the Council information from the Utah State Code regarding updating the zoning map with changes or amendments. Information from the ULC&T Powers & Duties book regarding the process for changing the zoning map was also reviewed. The Zoning Map had not been prepared at the time the rezone for the Balph property was approved. The procedure for how and when the map should be drawn was discussed. It was suggested to have the Planning Commission consider the zoning map with the recommended changes. A public hearing should be held on the map and then a recommendation made to the City Council.

Councilmember Callahan moved to have the map go back to the Planning Commission and incorporate the change for the Balph rezone and also give the P&Z the opportunity to incorporate the other rezones which have been proposed. Councilmember Zollinger seconded. Councilmembers Callahan, Cummings, Duffin, and Zollinger voted yes with Councilmember Williams excused. (A copy of the proposed map showing the Balph rezone and ordinance are included with the minutes as Attachment "E".)

Development Coordinator Meadows will have this information available for the Planning Commission's public hearing to be held on October 29, 2015.

Review of Impact Fee Analysis on the Road, Park, and Water Fees/Consideration for Setting a Public Hearing

Councilmember Duffin yielded to Fred Philpot representing Lewis Young Robertson and Burningham to make the presentation regarding the Impact Fee Analysis on the Road, Park, and Water Fees.

Mr. Philpot reviewed with the Council a slide presentation which is included with the minutes as Attachment "F".

He presented an overview on what an impact fee is explaining that an impact fee facilities plan is not required for entities with a population under 5,000. However, a lot of the same information is still obtained and used in the analysis. He reviewed the impact fee process.

He explained the methodology for the Impact Fee Analysis has six requirements: 1) determine existing and future demand with the service area; 2) provide inventory of existing facilities; 3) establish existing and proposed level of service; 4) identify existing and future capital facilities necessary to serve new growth; 5) consider all revenue resources to finance system improvements; and 6) conduct proportionate share analysis.

There was a discussion on whether service areas were viable. It was determined that west of highway 165 may be considered a different service area for roads, as there was no roads owned by the City in that area.

The demand for parks and recreation, water, and transportation was estimated with varying growth scenarios. Existing facilities in the three impact analyses had been computed and were reviewed. Using the capital facilities projects which had been predetermined, the level of service (cost per capita) had been computed and the excess capacity was reviewed. The financing and proportionate share of costs were explained.

Mr. Philpot had used ERC and ERU in the presentation; they will be changed to ERU to be consistent with our City code.

Mr. Philpot explained how a 3% inflation for construction had been factored into the analysis. The fee schedule does not give a definite increase on a year by year basis to be charged.

Discussion regarding how the fees were computed in the water were discussed. The water storage requirements had been regrouped and had changed the sense of direction on how this computation was made.

There was discussion about the park impact analysis and how a large part had been paid out of RAPZ Grant fees. It was concluded that more review of the grant monies must be determined before this fee could be computed.

Mr. Philpot reviewed the procedure to follow through adoption of the fees. The input from the Council will be taken under consideration as revisions are made. This will be brought back to the Council on November 12 and a public hearing will be held in January. If approved at that time, a 90-day waiting period is to elapse before enacting the fees.

Bills to be paid

The bills were presented. They are as follows:

Stephanie Eggleston	4.03	General
Tara Hobbs	77.05	General
Rose Mary Jones	126.62	General
Michael Callahan	577.90	General
Adria Davis	9.66	P&Z
Rocky Mountain Power—		
North Park	62.42	Park
Shop	146.14	Building
Crossing Guard	17.15	Crossing Guard
Ball Park	8.56	Park
North Well	924.00	Water
Park Well	2,289.23	Water
Water Treatment	16.15	Water
Highline Reservoir	1,133.27	Water
Public Treasurers Investment Fund	7,667.00	Water
Cache County Service Area	10,908.30	Sanitation
Cache County Service Area	1,716.00	9-1-1
Utah League of Cities and Towns	888.60	General
Watkins Printing	66.00	General
Hansen's Concrete Cutting	80.00	Water
Caselle	125.00	Water
Salary Register	13,243.24	

Recorder Jones explained that Treasurer Tara Hobbs has been off on a disability because of an injury and should be released for partial work on Saturday. The deposits have not yet been prepared. For the meeting tonight, the amount of the checks is greater than the balance in the account. **Councilmember Duffin moved to pay the bills with the provision that the check for Cache County Service Area will be held until the deposit is made.** Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, and Zollinger voted yes with Councilmember Williams excused.

City Reports**Roads/Sidewalks:**

Superintendent Gary Larsen reported on replacement of asphalt on 100 North at approximately 200 West for Ron Lundberg in the amount of \$3,700; the cost to the City will be approximately \$2,700, as we have a credit of \$1,000 from LeGrand Johnson Construction Co.

The DWA Construction Company is to begin asphaltting the road on 300 West from 550 North southward next Wednesday. There was also discussion about approaches, curbing, manholes, etc. that need to be completed on 100 North.

Superintendent Larsen reminded the Council of an agreement with Majestic Heights Subdivision regarding infrastructure which was installed at the time of that subdivision. There were funds that are to be paid back at the time of development with the adjoining property. This will be researched for further consideration.

City Parks:

Superintendent Larsen had nothing to report on the parks at this time.

Culinary Water System:

Superintendent Larsen explained the 8-inch water line at approximately 150 West to 200 West on Center Street has been replaced and installed. This was a budgeted project.

Superintendent Larsen discussed the need to upgrade the park well pump. There was some concern about the Glen Ridge Well. The ASR Project is showing positive signs in helping with the nitrate levels; however, this is a grey area regarding the nitrate levels and there is not sufficient documentation on the long-term quality of that water.

Superintendent Larsen felt this is the time to make the well upgrade because of the large subdivision that has been started, as well as the school coming on line. Also the Garr Spring water usage is in the process of being changed from irrigation to municipal water and this will help our system.

A permit was required and permission grant by the Division of Drinking Water for the well upgrade; this permit will expire on March 30, 2016. A new permit would need to be applied for after that date. The City had agreed to provide a three-year monitoring on the drawn down and impact of the well. Following that three-year time period, the final approval for the well will come.

There is budgeted funds to use on this project and he is proposing to do this during the winter months. A new source protection delineation plan would need to be made within six months of the project being completed.

The water rights to 900 gpm will be assigned to the park well. The City still has additional rights from Cache Valley Ranches of 40-acre feet of water, an application for 47 acre feet of water has been submitted to the State Water Engineer acquiring water from Mr. Eames for the Mond-Aire Subdivision, as well as the excess Garr Spring winter water which could be injected into the Glen Ridge Well and more fully utilized. These water rights are projected to bring the Glen Ridge Well back up to capacity.

Engineer Murray indicated the park well upgrade and the Garr Spring upgrade would be under \$100,000.

Engineer Murray discussed with the Council about the agreement with the school district on a right turn lane on 550 North. Engineer Murray's understanding was if the CCCOG money was approved, the school district would not have to put in that turn lane. The date for the County Council to vote on the CCCOG recommendations is October 13.

Other items discussed for the school district agreement was the landscaping maintenance on the roundabout. The City is to provide the water.

It was noted that the city will pay for additional manholes on 100 West 200 North. There are to be stubs from the manholes provided.

The retention pond (approximately ½ acre) southwest of the school is to be maintained; the Council was not sure if this is in Millville City limits nor who would do the maintenance.

The impact fees being paid by the school (through various projects) will be documented by J-U-B as they can verify these. There is to be no monies exchanged, as per the written agreement. There was discussion on the location of the west boundary near the river between Nibley.

Engineer Murray identified different items that must be addressed in the near future.

- The sewer agreements with Nibley City and Logan City need to be drawn up and signed. Millville City will own the sewer lines, the meter, and the telemetry for the sewer.
- There are utilities in the right of ways that will need to be relocated. This will be one of the first notifications made for the 450/550 North road project. A schedule will be drawn up to keep the project on time. As a provision in the franchise agreements, the utilities are to be relocated by the companies at their cost. Mayor Johnson reported

that the Questar Agreement is currently being updated. It would be estimated that the utility companies would have about three months to make the changes.

- The plan will be to start breaking ground in March with the contractor selected. This project needs to be done by the end of July.
- The 450/550 North Road project will be over two budget years.

Fire Risk Assessment

Councilmember Cummings reviewed information provided from the ULC&T Conference regarding Utah Living with Fire – Fire Risk Assessment. This information is included with the minutes as Attachment “G”. This program is to encourage communities, which is near high risk fire areas, to take the necessary precautions to mitigate fire. There is a cost factor involved; however, the proposal is to have the community do in-kind services that would help with deterring fires.

Councilmember Zollinger explained about conflicting state laws regarding who pays for what. There is state land being annexed by cities and the City wants to control the building; therefore, the structures are costing a lot in fires on state lands. The proposed amount designated for Millville City is determined by a formula with \$474 as the high risk area and \$685 designated as moderate risk. There was discussion about reducing the risk of fire.

Mayor Johnson indicated that fire departments from all over the valley would come to assist a fire if needed. Discussion was held about whose responsibility to pay if a fire is on privately owned land.

The state does not want a check for this amount of money; they do want documented in-kind services performed that would deter fires. Councilmember Cummings will request a representative to come to make a presentation to the Council regarding minimizing Wild Land fires.

BRAG Disaster Mitigation Plan

Mayor Johnson indicated the Council had a copy of the Disaster Mitigation Plan. The resolution is what is to be adopted. By adopting this, Millville would be included for funding if a disaster were to come upon us. Councilmember Zollinger indicated there are some maps that are beneficial and may want to be included in our master plan; they could be added as an attachment. Mayor Johnson voiced concern about where individuals want to build; he felt they should take the responsibility for their decisions. This will be added to the agenda for action at the next Council Meeting. The information is included as attachment “H”.

Councilmember Reports

(A copy of the Councilmember Reports was included with the minutes as Attachment "I".)

Councilmember Duffin reported on the flyer for the Youth Council Christmas Fundraiser to be held on December 5. This will be included with the newsletter in October and November.

Other items for Future Agendas

Councilmember Callahan would like to include with the discussion about media a presentation from Hyrum representatives about their system and the value of it.

Councilmember Duffin indicated the Impact Fee Analysis would be continued until November 12, with the proposal to set a public hearing in January.

Recorder Jones reported the audit has been going on this week. There are road impact fees that need to be spent in this fiscal year. An impact fee report will be forthcoming for the Council's approval.

Councilmember Duffin requested Councilmember Callahan follow up with North Logan City regarding the form-based code they had completed. She felt they would be able to evaluate those that had worked with this project, the service they were given, and how they felt about the completed product.

Development Coordinator Meadows questioned if he is to still try to get a representative from Nibley City to explain more about the media they use in their City. The consensus of the Council was to schedule this.

Mayor Johnson indicated Councilmember Cummings was having a difficult time in finding land values on property that had not been developed with no utilities. It was the consensus of the Council to hire an appraiser to look into giving the City what the fair market value would be for the property directly west of the cemetery.

Adjournment

Councilmember Callahan moved to adjourn the meeting. Councilmember Zollinger seconded. Councilmembers Callahan, Cummings, Duffin, and Zollinger voted yes with Councilmember Williams excused. The meeting adjourned at 9:52 p.m.

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
October 22, 2015

PRESENT: Michael Johnson, Cindy Cummings, Julianne Duffin, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Gary Larsen, Zan Murray, Mikaeli Hill, Hannah Williams, Carissa Mathews, Stratford Simmons, Emily Pehrson, Gavynn Melani, Grayson Anderson, Jason Johnson, Jacob Hale, Ephraim Hale, Laci Leishman, Kaitlyn Woolley, Conner Woolley, Kennady Zollinger, Kie Allred, Dallin Caldwell, Harrison Low, Clayton Ransom, Trent Tibbitts, Dax Zollinger

Call to Order/Roll Call

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

Opening Remarks/Pledge of Allegiance

Councilmember Williams welcomed the Scouts and Youth Council and all who were present and expressed his appreciation for their attendance. He encouraged them to stay at the meeting as long as they would like. He then led everyone in the pledge of allegiance.

Approval of agenda and time allocations

The agenda for the City Council Meeting of October 22, 2015 was reviewed.

Councilmember Cummings moved to approve the agenda for October 22, 2015.

Councilmember Duffin seconded. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan 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 for October 8, 2015.

Councilmember Cummings moved to approve the minutes for October 8, 2015.

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

Youth Council Introductions / Oath of Office

Councilmember Duffin recognized the Youth Councilmembers attending the meeting by having them stand. The Oath of Office was then given to them by Recorder Jones.

Consideration of Adopting BRAG Disaster Mitigation Plan

Mayor Johnson discussed the Disaster Mitigation Plan that had been prepared by BRAG for the Council to consider for adoption. Councilmember Duffin questioned if the entire plan was being adopted or just the part relating to Millville City; it was understood to be the entire document.

Development Coordinator Meadows indicated there was a FEMA representative coming to a discovery meeting to be held on October 28 and 29 at BRAG to discuss the Cache County Risk Map. All were invited to attend.

Councilmember Cummings moved to adopt the BRAG Disaster Mitigation Plan as presented. Councilmember Williams seconded. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan excused. (A copy of the resolution adopting the Disaster Mitigation Plan is included with the minutes as Attachment "C".)

Review of Business Licenses for 2016 Renewal

Recorder Jones reviewed with the Council the current listing of businesses which are licensed in preparation for the 2016 license renewals. The Council requested having appointments made with the owners of two businesses – D&B Equipment and Artistic Rail. Concerns regarding these businesses will be addressed, i.e. parking and having the business outgrown in size in a residential area where they reside. Recorder Jones will make contact with these individuals and request having them attend the next Council Meeting to review concerns about each business. Also, the YESCO Company has notified the City that they no longer will be in business in the City. There was also a question on the physical location of the DD Heavy Towing & Recovery business, as they have changed location from the one listed. (A copy of the information reviewed is included with the minutes as Attachment "D".)

Councilmember Cummings indicated she will not be in attendance at the Council Meeting on November 12.

Review of Water Shares Available to be Leased

Recorder Jones discussed with the Council the water shares which will be available to be leased for the next two years, as well as those currently leased. (A copy of the information reviewed is included with the minutes as Attachment "E".) The consensus of the Council was to advertise by posting the information in the City's posting locations starting the bidding process. All bids are to be received by December 4, 2015 at 5 p.m.

Consideration of Revision for the 2015-16 Fiscal Year Budget

Recorder Jones reviewed with the Council proposed changes in the fiscal year 2016 budget. (A copy of the information reviewed is included with the minutes as Attachment "F".) The funding for the 450/550 North project has been granted by CCCOG and approved by the County Council in the amount of \$1,735,000 with Millville City paying \$122,000 of that amount as a funding match. The revised budget will reflect part of the funding, as this will be carried over a two-year period. Road impact fees will be budgeted to cover the costs of the match for the road projects during this fiscal year. Also the funding for the stormwater drain line was rebudgeted for this year, as it was not completed in the last fiscal year. As there will be no election held this year, the budgeted amount was decreased significantly. The consensus of the Council was to have a public hearing on this tentatively set for the December 10 Council Meeting.

Superintendent Gary Larsen also discussed possible projects for spending the road impact monies. They are: completing 200 East from Center to 100 North, rebuilding 100 West between 200 and 300 North, and making improvements on the Bench Road between Millville and Providence. There was discussion about using Class "C" monies for these projects as well.

Interlocal Agreement with Cache County School District/Conditional Use Permit

Mayor Johnson along with Engineer Murray reviewed with the Council a draft of an interlocal agreement between Millville City and Cache County School District. (A copy of the information reviewed is included with the minutes as Attachment "G".) There was discussion about whether impact fee funds are being fully expended by the school district with the infrastructure they have built. There were opinions expressed about the City giving up different options with the concern that no money is changing hands for the impact fees. It was also expressed that there is a lot of value given to the City by the school district i.e. increased road sizes, sidewalks, etc. There was also discussion about the roundabout to be built at 450 North and Main Street and how the 450 North road will tie into 550 North at approximately 100 West. The parcel number for the school property was identified to be 02-12-0010.

After reviewing the proposed agreement draft, **Councilmember Duffin moved to approve the Interlocal Agreement/Conditional Use Permit with Cache County School District as reviewed.** Councilmember Williams seconded. Councilmembers Cummings, Duffin, and Williams voted yes with Councilmember Zollinger voting no and Councilmember Callahan excused. Engineer Murray will prepare the agreement in final form before submitting it to the School District.

Bills to be paid

The bills were presented. They are as follows:

Mike Johnson

50.00

General

BILLS (Continued)--

Julianne Duffin	51.56	Youth Council
Tara Hobbs	31.05	General
Gary Larsen	42.80	Park
Bear River Health Department	40.00	Water
Peterson Plumbing	30.88	Water
Questar	18.97	NorthPark/Building
Maverik	327.36	Road
Ecosystems	46.00	Water
CenturyLink	180.85	General
Turf-It Landscaping	300.00	North Park
Intuit	503.00	General
Rocky Mountain Power	1,158.03	Street lights
Olson & Hoggan	210.00	Legal
Olson & Hoggan	160.00	Legal
Lewis Young Robertson & Burningham	2,525.00	General Plan
Utah Local Governments Trust	248.55	General
Utah Geological Survey	1,465.29	Water
J-U-B	6,622.03	General
ACN Communications	15.44	Building
Maceys	99.46	General/Youth Council
Comcast	73.75	Building
Cache County Recorder	32.00	Zoning
South Fork Hardware	31.39	Water
AT&T	50.13	General
J. P. Cooke Co.	72.86	Animal Control
Staples	110.97	General
Hanceys	925.00	Water
HD Supply Waterworks	5,417.64	Water
State of Utah	50.00	Water
Jones Simkins	2,753.03	General/Water
Utah Labor Law Poster Co.	67.25	General
Salary Register	7,353.03	

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

City Reports

Roads/Sidewalks:

Superintendent Larsen discussed the possibility of using Class "C" monies on the CCCOG project match and using the road impact fees on the 200 East proposed road. It was the consensus of the Council to apply the road impact fees to the City's match for the CCCOG grant.

City Parks:

Superintendent Larsen reported the last mow for the summer on the North Park will be next week. Turf-It will then be done for the season.

Culinary Water System:

Superintendent Larsen reported that the upgrade on the City well pump is underway. He will be ordering the pump. This is to be on line and running by next spring. Superintendent Larsen indicated this is being handled through Glenn's Electric.

Superintendent Larsen also indicated that they are looking into the project for Auto Meter Reads for the water system. There was discussion about whether this should be put out to bid. Superintendent Larsen explained there are different types of systems; they are trying to obtain one that best fits the needs of our City. There will be more information forthcoming on this in the upcoming meetings.

The ASR project is basically closed. Invoices have been compiled and will be submitted to the County to receive the \$16,000 grant which had been previously awarded. Currently Utah Geological Survey has granted the City \$21,000 as well. Superintendent Larsen estimated the cost for Phase 2 of this project for Millville City will be between \$6,600 and \$8,000.

The final report is being processed through Utah Geological Survey. When it is completed, a presentation will be made to the Council on the results of the project.

Superintendent Larsen reported the Youth Council will be doing a service project on Saturday, beginning at 11 a.m. They will be painting the fire hydrants in the City.

Councilmember Duffin questioned the land contour (pile of dirt) on the southwest corner of the school. Superintendent Larsen explained this is an agreement between Delmar Anderson and DWA Construction. The dirt is owned by Mr. Anderson and he is planning to sell it.

Councilmember Duffin also indicated that Nibley City is planning to build a trail along the river to the bridge on the property they own which is in Millville City boundaries.

Form-based Code Development

Mayor Johnson indicated information had been forwarded to the Council from Councilmember Callahan on his findings regarding the Form Based Codes. It states:

I spoke with Mayor Lloyd Berentzen from North Logan and with Cordell, his city planner, about their adventure with form based codes (FBC). Here's what they reported:

- Both were very satisfied with Jake Young and his firm's participation in the effort
- In addition to the FBC they also used Jake to help them with development of a master plan
- They had pre-existing design guidelines which were incorporated into the FBC final product
- They had both developers and land owners of areas anticipating development on their FBC development team
- The developers experience since the FBCs were put in place have been very positive.
- Both the Mayor and Cordell were very positive about the end results of their FBC project

Councilmember Duffin indicated she had spoken with Nibley City Manager David Zook and he also had good reports regarding the work completed by Jake Young and his company.

Mayor Johnson indicated he will place this on the agenda as an action item at the next meeting.

Councilmember Reports

(A copy of the Councilmember Reports information reviewed is included with the minutes as Attachment "H".) There was discussion about whether the newsletter article reminder should remain on the Councilmembers Reports list; it was the consensus to let it remain.

Other items for Future Agendas

Engineer Murray reviewed the 450/550 North Road project timeline. There has been a surveyor on site already getting the property surveyed. They have scheduled a conference with the utility companies on November 4 to see about relocating the utilities.

A high priority is to complete the property acquisition; this will be discussed in an executive session at the next Council Meeting. Engineer Murray will work to have property appraised for the 450/550 North Project and also the property west of the cemetery. It was requested that the appraisals be completed and billed separately.

The construction drawings are being worked on at the present time. They should be completed and ready for bidding in January. In February the bids should be released with construction beginning in March. There was a concern that there had been no review or conversation on how the construction for the project, the roundabouts, etc. should be built; the Council has not reviewed any of this material.

Adjournment

Councilmember Williams moved to adjourn. Councilmember Cummings seconded. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan excused. The meeting adjourned at 8:20 p.m.

DRAFT