

NOTICE AND AGENDA

Notice is hereby given that the Millville City Council will hold their regularly scheduled council meeting on Thursday, January 14, 2016, 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 Michael Callahan.
3. Approval of agenda and time allocation.
4. Approval of minutes of the previous meeting – December 10, 2015.
5. Oath of Office to Newly Elected Officials – Recorder Rose Mary Jones.
5. Action Items—
 - A. Appointment of City Recorder and City Treasurer – Mayor Michael Johnson – 7:03 p.m.
 - B. Report on P & Z Meeting held December 17, 2015 and January 7, 2016 – Development Coordinator Harry Meadows – 7:05 p.m.
 - C. Consideration for Appointment for Representative on the Cache Valley Transit District Board – Mayor Michael Johnson – 7:08 p.m.
 - D. Request for a Business License for Craft Contractors LLC at 700 West 1700 S Building 29, Suite 104, in the Zollinger Complex – Lisa Michaelson – 7:10 p.m.
 - E. Request for a Business License for CrossFit Antietam at Zollinger Complex – 700 West 1700 South, Suite 105 – Cerissa Hebdon – 7:13 p.m.
 - F. Business License Renewal for D&B Equipment – David Hair – 7:15 p.m.
 - G. Review of Impact Fee Analysis on the Road, Park, and Water Fees/Consideration for Setting a Public Hearing – Fred Philpot – Councilmember Julianne Duffin – 7:20 p.m.
 - H. Review of Maps for the General Plan – Councilmember Julianne Duffin – 7:35 p.m.
 - I. Review of CMPO and TAP Sidewalk Grant Applications – Councilmember Julianne Duffin – 7:50 p.m.
 - J. Design of Landscaping and Lighting on 450 North Roundabout—Engineer Zan Murray – 8 p.m.
 - K. 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.
 - a. Presentation on Auto Read Water Meters.
 - B. Review Summary Identifying Companies Providing Emergency Notifications to Residents – Councilmember Michael Callahan.
 - C. Miss Millville 2016 – Mayor Michael Johnson.
 - D. Councilmember Reports.
 - E. 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 January 11, 2016, 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 January 11, 2016.


Rose Mary A. Jones, Recorder

MILLVILLE CITY COUNCIL MEETING
City Hall – 510 East 300 South – Millville, Utah
December 10, 2015

PRESENT: Michael Johnson, Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Zan Murray, Garrett Greenhalgh, Ryan Pierson, Tobi Pierson, Ezra Eames, Mike Kidman, Bob Bates, Wendy Wilker, Clay Wilker, Fred Philpot, Deputy Chad Hess

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 absent. Also Treasurer Tara Hobbs and Recorder Rose Mary Jones were present.

Opening Remarks/Pledge of Allegiance

Mayor Johnson welcomed all who were present. He then led everyone in the pledge of allegiance.

Approval of agenda and time allocations

The agenda for the City Council Meeting of December 10, 2015 was reviewed.

Councilmember Williams moved to approve the agenda for December 10, 2015.

Councilmember Duffin seconded. Councilmembers Cummings, Duffin, Williams, and Zollinger voted yes with Councilmember Callahan absent. (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 November 12, 2015.

Councilmember Duffin moved to approve the minutes for November 12, 2015.

Councilmember Williams seconded. There was discussion concerning the motion for the D&B Business License Renewal; however, there was no change made to the minutes.

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

Report on Planning Commission Meeting held November 19, 2015 and December 3, 2015 and Recommendation on the Mond-Aire Subdivision Phase 2

Planning Commissioner Garrett Greenhalgh was present to answer any questions regarding the Planning Commission Meeting held on November 19, 2015. (The draft minutes for P&Z November 19, 2015 is included as Attachment "C".) He explained there was

considerable discussion regarding the Assisted Living Center being proposed on 450 North 300 East. The Planning Commission had discussed several issues which Mr. Roundy would still need to address.

At the Planning Commission Meeting held on December 3, 2015 a proposal was submitted by Hadfield and Saunders to subdivide property at approximately 500 North 300 East. The Planning Commission reviewed the proposal and instructed them on several items that would need to be addressed. There were concerns regarding the hill-side overlay that he felt was quite an obstacle. (The draft minutes for P&Z December 3, 2015 is included with the minutes as Attachment "D".)

Councilmember Callahan arrived at the meeting at this time.

There was discussion about having a commercial business in a residential zone. Mr. Greenhalgh indicated the information which had been provided to the Commission maintained if the developer could comply with the conditions set, they would be able to obtain a conditional use permit. There were citations from our ordinances reviewed; they were: 17.52.010 and 17.52.020. The Planning Commission will review these sections of our code.

Commissioner Greenhalgh informed the Council of the Planning Commission's recommendation regarding the Mond-Aire Subdivision Phase 2; it was recommended to be approved.

Consideration for Approval of the Mond-Aire Subdivision Phase 2, located at approximately 380 East to 550 East and 225 North to Center Street / Building Permits for Mond-Aire Subdivision Phase 1

Mayor Johnson and Development Coordinator Harry Meadows led the discussion with the Council for the Mond-Aire Subdivision Phase 2 approval. It was questioned whether all conditions had been met for the submittal; there are still items to be resolved concerning the payment of the Stormwater Permit and also the water shares required for this development.

Mayor Johnson noted it was time for the public hearing and asked the Council to consider moving to the hearing at this time.

Councilmember Duffin moved to go to Item C – Public Hearing for the purpose to receive public input on revisions to the 2015-16 Budget for Millville City.

Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

PUBLIC HEARING - 7:11 p.m.

PRESENT: Michael Johnson, Michael Callahan, Cindy Cummings, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Garrett Greenhalgh, Ryan Pierson, Tobi Pierson, Ezra Eames, Mike Kidman, Zan Murray

The purpose of the hearing was to receive public input on revisions to the 2015-16 Budget for Millville City.

Mike Kidman recommended to adopt a budget.

There was no additional public comment.

Councilmember Duffin moved to close the public hearing. Councilmember Zollinger seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Consideration for Approval of the Mond-Aire Subdivision Phase 2, located at approximately 380 East to 550 East and 225 North to Center Street / Building Permits for Mond-Aire Subdivision Phase 1 -- Continued

The Council continued with the discussion of the Mond-Aire Subdivision. Ezra Eames indicated he has seven shares of Garr Spring Water. He is proposing to develop property south of 300 South at approximately 100 East. He is planning to use these shares for the water requirement at that time. Development Coordinator Meadows indicated there is a required Stormwater Permit payment of \$1,680 that should be paid. Treasurer Hobbs researched whether this had been paid; it was noted that a payment of \$8,902 had been paid at the beginning of the Phase 1.

Other items considered were: whether there should be more than one access for these two phases; Engineer Zan Murray and Superintendent Gary Larsen had reviewed the Phase 2 proposal and had already submitted their comments; and there is required water to be given to the City. It was noted that Mr. Eames had given most of the required water for Phase 2 and the time the water was turned over for Phase 1. He was just shy a bit; the Council determined that he would still owe \$1,000 for the half share required to complete the needed requirement. Having one access, met the City's requirements at this time. Mr. Eames, Treasurer Hobbs, and Development Coordinator Meadows met to determine the funds that were to be paid.

Councilmember Duffin moved to approve Resolution 2015-16 A Resolution to Establish the Mond-Aire Subdivision, Phase 2. Councilmember Williams seconded.

There was additional discussion about whether Phase 2 should be accepted, as Phase 1 had not yet been completed. The utilities are not completed in Phase 1. The sidewalk has not

yet been installed; Mr. Eames would like to wait to have it installed after the winter months. Rocky Mountain Power have the boxes in but have not yet pulled the cables. There needs to be street lights installed. The street signs for traffic control must be installed. The payment should be made for construction water used during the building to date. There is an outstanding agreement with Jerry and Karla Rogers that must be fulfilled. The paperwork has been submitted to Questar for the gas services to be installed. There was also discussion about the layout of the subdivision and why the streets do not line up with a 4-way intersection instead of two 3-way intersections; this was engineered and thought to be because of the steep slope.

Garrett Greenhalgh questioned if he could get a building permit for Phase 1, as these items should be completed by the time he is ready to build.

The developer will be purchasing the street lights and Rocky Mountain Power will be doing the installation of them.

After consideration for all of the items discussed, the Council voted on the motion to accept Phase 2. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the Resolution is included with the minutes as Attachment "E".)

Mr. Eames will address the items that had been discussed regarding Phase 1. Mayor Johnson recommended to the Council, as Mr. Eames had been accommodating to work with to date, he felt he will complete the items that need to be done. **Councilmember Duffin moved to now accept building permits for Phase 1 of the Mond-Aire Subdivision.** Councilmember Callahan seconded. Discussion noted that the sidewalks would need to go in during the spring. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Consideration for Adopting the Millville City Revised Budget for 2015-16

Mayor Johnson reviewed with the Council the budget proposed during the public hearing. As there was no public opposition to the revisions, **Councilmember Duffin moved to approve Resolution 2015-17 A Resolution to Approve the Revision for the 2015-16 Fiscal Year Budget.** Councilmember Cummings seconded. There was discussion about the road impact fees; they are being proposed for allocation for the City's match on the CCCOG project for the 450/550 North Road. There was discussion about the total cost of this project; the bids have not yet been requested so the costs are estimates at this time. Councilmembers Callahan, Cummings, Duffin, and Williams voted yes with Councilmember Zollinger voting no. (A copy of the budget information is included with the minutes as Attachment "F".)

Business License 2015 Renewal for Artistic Rail

Ryan Pierson, owner of Artistic Rail, discussed with the Council the future of his business, as he is no longer residing in his home. He indicated he is planning to relocate the business within a couple of years; he is exploring different options. Mayor Johnson and the Council explained some of their concerns regarding this business as follows: equipment stored on right of the way, employee parking, material which covers the sidewalk, safety as the trailers park in the right of way close to the asphalted road. Mr. Pierson explained even though he is not living there, he still has his office in the home. The business license renewal process is to discuss concerns that may have surfaced for businesses already licensed. A home business may begin small with limited space required and then grow; however, sometime it outgrows the size of the property. Mr. Pierson agreed he needs more space for what he is doing. It was noted that this small business has become a manufacturing business in a residential neighborhood. Councilmember Zollinger expressed concern for bringing businesses into the Council and hanging their license over their head if they don't conform to zoning. The Council indicated they would like to work with business owners but also feel the need to comply with residential zoning. It was the consensus of the Council to issue the business renewal to Mr. Pierson with him agreeing to remedy employee parking and storing materials and items in the public right of way. Recorder Jones will send out the renewal notice for Artistic Rail.

Financial Audit Report for Fiscal Year 2015

Mike Kidman with Jones Simkins presented to the Council the Audit draft report from 2015. He indicated there were just a few minor changes that had been made to the draft and the final audit report will be ready next week. He reviewed a new requirement for the audit regarding pensions; this is included throughout the report showing the amounts, and he explained the anticipated expense which could be expected. He indicated the audit shows three different perspectives of the financial status: a business view, a fund view, and the budgetary process. There were no findings for non-compliance. He explained the different City funds all have a positive balance which includes the depreciation, making the funds solvent. Mr. Kidman also reviewed a management letter where it indicated the City, being small with limited staff, has difficulty in segregating duties to be completely in line with the required guidelines.

Councilmember Callahan moved to accept the Audit Report for 2015.

Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (The draft report is included with the minutes as Attachment "G".)

Consideration for Approval of the 2016 Annual Meeting Schedule for Millville City

Mayor Johnson reviewed with the Council the proposed annual meeting schedule for 2016. (A copy of this is included with the minutes as Attachment "H".) **Councilmember Duffin moved to approve the 2016 Annual Meeting Schedule.** Councilmember Zollinger

seconded. There was a suggestion to possibly start the meetings earlier if the meetings need to be so long. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes as proposed.

Consideration for Adopting a Resolution Establishing a Recycling Market Development Zone for Millville City Corporation

Councilmember Zollinger reviewed with the Council a proposal which would offer tax incentives for recycling within different businesses. Information had been prepared to start this process. The Council reviewed the Utah Recycling Market Development Zone Application for Designation.

Councilmember Williams moved to accept the Resolution Establishing a Recycling Market Development Zone for Millville City Corporation. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (A copy of the information and resolution approved is included with the minutes as Attachment "I".)

Set dates for 2016 City-sponsored Activities

Councilmember Duffin reviewed proposed dates for the 2016 city activities as follows:

- Easter Egg Hunt, March 26 – 10 to 10:30 a.m.;
- Old Millville Days – Friday evening June 10, 6-11 p.m. – South Park and Saturday, June 11, 7 a.m. to 11 a.m. at North Park and 11 a.m. to 9 p.m. at South Park;
- Christmas Celebration with Santa – Saturday, December 3, 9 a.m. to noon.

There was discussion about the Night Out Against Crime; Councilmember Zollinger had tentatively set the date for August 10. After Council discussion, it was determined to combine the Night Out Against Crime with activities on Saturday along with Old Mill Days.

Councilmember Duffin moved to accept the dates for the City Celebrations for 2016. Councilmember Callahan seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Consideration for Winter Social Scheduling

Mayor Johnson discussed with the Council a date for the winter social. It was tentatively scheduled for Friday, January 8 at 6:30 p.m.

Consideration for Canceling or Rescheduling the Council Meeting to be held on December 24, 2015

Councilmember Duffin moved to cancel the meeting to be held on December 24, 2015. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Revised Impact Fee Report/Revision to Resolution 2015-15

Recorder Jones reviewed with the Council the Resolution 2015-15 adopted at the last meeting. There had been an error in the dates of the expenditures. A revised impact fee report was presented along with a revised resolution.

Councilmember Duffin moved to approve Resolution 2015-19 the current Impact Fee Certification as revised. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes. (This is a revision to Resolution 2015-15, previously adopted. A copy of the resolution and impact fee report is included with the minutes as Attachment "J".)

Councilmember Duffin moved to go to Item N [Review of Impact Fee Analysis...] to allow Fred Philpot to not be at the meeting so late. Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

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

Fred Philpot from Lewis Young Robertson and Burningham made a presentation to the Council with updated information on the Impact Fee Analysis on the Road, Park, and Water Fees. (A copy of the information provided is included with the minutes as Attachment "K".)

The Council discussed the analysis with Mr. Philpot, questioning various aspects of why and how the analysis was completed.

The summary of the information showed the Park Impact fee would increase from \$2,000 to \$5,332; the Water Impact Fee would decrease from \$3,700 to \$3,053, and the Road (Transportation) Impact Fee would decrease from \$4,749 to \$1,864. The total impact fees now collected is \$10,449 and is proposed to be \$10,249, a \$200 decrease or a change of about 2%.

After considerable deliberation, the Council reviewed the next steps to take in adopting the Impact Fees. This is adopted by ordinance with a 10-day period required for advertising prior to a public hearing. The ordinance will be drafted and reviewed by the Council at the

January 14 Council Meeting. Recorder Jones and Mr. Philpot will work on the drafting of this ordinance. The Council will review the information and come to a consensus of what they feel expresses the interests of the community and then set the public hearing date.

Review of Bids and Consideration of Acceptance to Lease Water Shares for Irrigation Water beginning April, 2016

Recorder Jones informed the Council there had been no bids received for the leasing of the irrigation water. **Councilmember Callahan moved to re-advertise for the leasing of water shares for another 30 days having the bids opened at the January 28 Council Meeting.** Councilmember Cummings seconded. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

Bills to be paid

The bills for November 23, 2015 were presented. They are as follows:

Mike Johnson	50.00	General
Tara Hobbs	46.00	General
Julianne Duffin	20.00	General
Melanie Nichols	110.35	Christmas
Bear River Health Department	60.00	Water
Questar	80.60	NorthPark/Building
Ecosystems Research Institute	25.00	Water
CenturyLink	180.85	General
Turf-It Landscaping	300.00	North Park
Rocky Mountain Power	1,157.95	Street lights
Olson & Hoggan	480.00	Legal
Olson & Hoggan	210.00	Legal
Utah Local Governments Trust	248.55	General
J-U-B	17,728.72	General/Water/SW
ACN Communications	14.90	Building
Comcast	73.75	Building
South Fork Hardware	9.38	Park
Staples	204.00	General
Hanceys	3,660.00	Water
Jones Simkins	13,789.90	General/Water
Renegade Rentals	60.60	Park
Ferguson Enterprises	455.71	Park
Moonlight Diesel	2,101.39	Road
Utah League of Cities and Towns	2,565.00	General
Petty Cash	22.75	General
Thomas Petroleum	111.24	Road
Smithfield Irrigation Company	53.47	Water
O'Reilly Auto Parts	45.98	Water

Peterson Plumbing	6.01	Water
Jiffy Lube	62.02	Water
Margaret Pyke	4.00	Water
Salary Register	8,538.85	

The bills for December 10, 2015 were presented. They are as follows:

Stephanie Eggleston	4.03	General
Tara Hobbs	29.90	Water
Rose Mary Jones	126.85	General
Adria Davis	9.60	P&Z
Julianne Duffin	30.91	Christmas
Heidi Checketts	295.08	Youth Council/Christmas
Rocky Mountain Power—		
North Park	43.13	Park
Shop	190.32	Building
Crossing Guard	16.97	Crossing Guard
Ball Park	142.71	Park
North Well	1.83	Water
Park Well	86.37	Water
Water Treatment	19.25	Water
Highline Reservoir	688.05	Water
Public Treasurers Investment Fund	7,667.00	Water
Cache County Service Area	9,997.25	Sanitation
Cache County Service Area	1,716.00	9-1-1
Watkins Printing	274.80	YouthCncl/Gen/DevelCoord
Cache Valley Publishing	52.08	General
South Fork Hardware	27.73	Park
AT&T	53.42	General
Lowes	64.10	Water
Caselle	125.00	Water
Todd Wilson	2,000.00	ConstructionDepRefund
Maverik	375.02	Park
Cache County Corporation	16,111.00	LawEnforcement
Cache County Corporation	3,776.00	Animal Control
Thomson Electric	9.15	Park
Maceys	45.10	General
IPACO	57.97	Road
Intermountain Hydraulics	2.92	Road
Peterson Plumbing	45.38	Park
Dan Hunsaker	75.00	Water Deposit
Dan Hunsaker	75.00	Water Deposit
DWA Construction	2,962.00	Water
Hanceys	1,675.00	Road/Park/Water

O'Reilly Auto Parts	40.50	Road
Cache County Corporation	17,555.71	Road
Salary Register	13,928.49	

Councilmember Williams moved to pay the bills for November 23, 2015 and December 10, 2015. Councilmember Cummings seconded. There was clarification on the payment to ULCT on November 23; this was for conference fees. Also the DWA Construction bill on December 10 was clarified; it was for the 12-inch waterline extension on 550 North. Councilmembers Callahan, Cummings, Duffin, Williams, and Zollinger voted yes.

City Reports

Roads/Sidewalks:

Superintendent Larsen reviewed with the Council a proposal from DWA Construction to install the powerline from the north boundary of the school to the corner of 550 North 300 West. The bid amount is \$14,900 and does not include the light.

Engineer Murray explained the school district had been approached regarding the light and they would be willing to provide the light which is about \$7,600. This would be with consideration for having impact fees waived, if the school increases in size from 1,650 students to 2,000 students. There was discussion regarding the impact fee cost; however, there has been no formal written agreement from that school district received to date. The consensus of the Council was to sign the agreement with DWA Construction. (A copy of this proposal is included with the minutes as Attachment "L".)

Superintendent Larsen requested the Council to contemplate what they envision for the 450 North roundabout, regarding landscaping, power, water, and lighting. It was determined the power and water should be stubbed in during the construction. Engineer Zan Murray explained that Rocky Mountain Power will be doing some power relocation in this area; therefore, the cost should be minimal.

UDOT is sponsoring a Transportation Alternative Program (TAP) to encourage projects in Region 1 for safe routes for non-drivers. This would include trails, sidewalks, and perhaps bicycle lanes. The amount designated for our Region is \$500,000. The deadline for submittal for the application is January 13, 2016. It is quite a simple application. Councilmember Duffin agreed to write the proposal for funding up to \$75,000 for a trail/sidewalk on 100 West from Center Street to 200 North, which is proposed on the Master Plan. This funding is entirely separate from the CMPO funding.

City Parks:

Superintendent Larsen reported that the hand dryer in the north park pavilion had been replaced. He explained the dryer arms had been sheared off; they were unsure what had happened to it.

Culinary Water System:

Superintendent Larsen reported there are \$1,500 scholarships available for employees or children of employees through RWAU. Information is available for this on the RWAU website.

Superintendent Larsen reported on a review for fire services which had been recently completed on the Hyrum City Fire Department through the Insurance Services Office (ISO). The findings indicated the rating will be lowered which will affect the cost of fire insurance throughout the communities serviced by this department. (A copy of supplementary information regarding this is included with the minutes as Attachment "M".)

Superintendent Larsen reviewed information received from the State Water Engineer requesting an extension of the water right for Cache Valley Ranches costing \$50. There were originally four communities (Hyrum, Millville, Smithfield, and Wellsville) which were offered the water rights which had been made available through Cache Valley Ranches; however, only Hyrum and Millville participated in purchasing them. All of these entities received the extension notice and checks were sent in by all of the communities; however, there was only one \$50 payment required. Smithfield City's check arrived first, paying the cost and the other checks were returned. Smithfield City does not own any rights in this but paid the cost. Superintendent Larsen indicated the Council may want to send them a Christmas card thanking them for paying this fee.

Superintendent Larsen reported the new pump has arrived for the upgrade of the park pump. The water purchased from the CV Ranches will be used with this upgrade for our City. This upgrade will allow the City to increase the pumping volume from 680 gpm to 900 gpm.

The Water Source Protection plans for the Park Well and the Glen Ridge Well Area are due next year. A new delineation plan will need to be completed due to the increased size of the park well pump. This will perhaps restrict new construction within Zone 2. Superintendent Larsen reported the last upgrade to the park well pump was in 2003 after pumping approximately 725 million gallons.

The booster pumps were installed in 2008; one of them, that has pumped approximately 542 million gallons, is having problems at this time. This failure may be related to the water being chlorinated. The other booster pump was installed near the same time. Both pumps will require maintenance.

The Utah Geological Survey is still compiling the final report on our ASR Project. The grant funding from Cache County and the Division of Water Resources in the amount of \$16,000 has been received by the City. A final report will be presented to the City Council and the Cache County Council upon completion.

Review Summary Identifying Companies Providing Emergency Notifications to Residents

Councilmember Callahan requested this item be continued to the next Council Meeting for discussion.

Report of Christmas Festivities

Councilmember Duffin reported there were about 400 people in attendance at the Christmas with Santa and the Youth Council Fundraiser. The Youth Council fundraiser brought it about \$1,500; however, for all of the youth to attend the leadership conference, the cost would be approximately \$5,700.

Councilmember Reports

There were no Councilmember Reports. (A copy of the Councilmember Reports are included with the minutes as Attachment "N".)

Other items for Future Agendas

Councilmember Cummings requested having the Fire Risk Assessment continued to a February meeting agenda.

Councilmember Duffin indicated the impact fee analysis will be discussed at the January 14 meeting. Also the maps for the General Plan will be available to review at the meeting.

Councilmember Duffin also requested whether there was information which had been received from the Safety Sidewalk Grant application. This should be awarded in the near future.

Councilmember Duffin also questioned when the RAPZ Grant Proposal would be discussed. It was suggested this should be put on the agenda for the first meeting in February.

Superintendent Larsen requested making a presentation to the Council on Auto Read Water Meters at the next Council Meeting.

Development Coordinator Meadows questioned whether the City should take action to divest itself of the property above the deer fence that is owned by the Forest Service. The Council felt this should be considered during the Fire Risk Management discussion.

Development Coordinator Meadows indicated there are some expenses (approximately \$500) with regard to the Emergency System he will be turning in for reimbursement. He questioned if these need to be included in the budget. It was the consensus that the current budget would cover this cost under the safety department.

Development Coordinator Meadows indicated that he had tentatively scheduled to have Jamie Huff make a presentation to the Council regarding Mitigation for Disasters. This is to be at the January 28 Council Meeting.

Mayor Johnson reported he had received a call from Daniel Grange questioning the charge / cost for the sidewalk and curb and gutter which is proposed to be paid by him. He indicated this is not being handled the same with Jason Leishman on a two-lot subdivision a few blocks away. It was discussed that perhaps a map needs to be created to show where curb, gutter and sidewalk will be required when property is developed.

Councilmember Cummings moved to close the regular City Council Meeting to go into an Executive Session for the purpose of land acquisition. Councilmember Duffin seconded. Councilmembers Callahan, Cummings, Duffin, and Williams voted yes with Councilmember Zollinger voting no.

Executive Session for the purpose of discussing land acquisition

The purpose of the executive session was to discuss land acquisition. The session commenced at 10:33 p.m. and ended at 11:41 p.m. Those in the session were: Mayor Johnson, Councilmembers Callahan, Cummings, Duffin, Williams, Zollinger, Recorder Jones, Engineer Zan Murray, Superintendent Larsen.

Councilmember Cummings moved to go back into the regular Council Meeting. Councilmember Duffin seconded. Councilmembers Callahan, Cummings, Duffin, Williams, Zollinger voted yes.

Consideration for Accepting Negotiated Proposals for Land Acquisition

Mayor Johnson indicated he thought there could have been some action taken for Land Acquisition following the Executive Session; however, there would be no action taken at this time. Therefore, he indicated, he had no other business for the meeting.

Adjournment

Councilmember Cummings moved to adjourn the meeting. Councilmember Callahan seconded. Councilmembers Callahan, Cummings, Duffin, Williams, Zollinger voted yes. The meeting adjourned at 11:43 p.m.

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

Dec 17, 2015

1. Roll Call:

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

Others Present:

Development Coordinator Harry Meadows, Councilman Michael Callahan, and Treasurer Tara Hobbs. Secretary Adria Davis recorded the minutes.

2. Opening Remarks/Pledge of Allegiance

Chairman Hart opened the meeting at 8:03 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 Dec 17, 2015 was reviewed. A motion was made by Commissioner Dickey to approve the agenda as presented. Commissioner Farmer seconded. Commissioners Farmer, Dickey, Hart, Greenhalgh and Lewis (Alt.) voted yes, with Commissioners Thompson and Smith (Alt.) excused.

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

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

5.A Consideration of zoning clearance for a building permit by Visionary Homes, for a residence to be located at 117 North 430 East, Mond-Aire Heights lot #15, Millville, Utah.

Commissioner Greenhalgh declared that he had a vested interest in this request and therefore would not be involved in the vote.

The commissioners were concerned with this building permit since the subdivision is still incomplete, and this may set a precedence for other builders who may be in a rush to move in. The subdivision still has no electricity connected (although power lines are all laid), no sidewalks, signs, or streetlights. Garrett explained that this will be a spec home. The dig is scheduled for 2nd week in January and since it is the holidays they need the time to get everything submitted through the county. All parties (including the City Council, who approved the go ahead) felt confident that the developer would follow through with completing the final details. Chairman Hart made a motion to grant the zoning clearance with the stipulation that all improvements must be completed by the developer within 4 months. Commissioner Dickey seconded. Commissioners Farmer, Dickey, Hart, and Lewis (Alt.) voted yes, with Commissioner Thompson and Smith (Alt.) excused. Commissioner Greenhalgh abstained.

6.A. Residential Facilities for Elderly (Ordinance 17.52)

A question was raised from the City Council whether this ordinance allowed this kind of facility in an R-1 zoning area or not. There was a lengthy discussion regarding the phrasing of ordinance 17.52.10. It was determined that the sentence referring to an exception could be interpreted multiple ways. An agreement could not be reached due to the lack of clarity in the phrasing.

It appears that this facility would not be allowed in its present zone; however, the commission didn't feel comfortable making that determination on their own. They would prefer to gather input from the citizens, city council, and attorney before moving ahead.

6.B. City council reports

The commissioners received copies of the minutes from the Dec 10, 2015 City Council meeting. There were a few brief comments on the length of the meeting and where new roads were being planned.

6.C. Agenda Items for Next Meeting

Set public hearing regarding elderly facilities in residential zones

6.D. Other

A. There has been some interest in solar panels. Some discussion was held regarding how to regulate them. They will require a permit as they use electricity.

B. The Winter Social will be held Jan. 8, 2016. A headcount was taken, all are attending.

7. Calendaring of future Planning and Zoning Meeting

The next meeting will be held Thursday, Jan 7, 2016.

8. Assignment of Representative for City Council Meeting

No city council meeting will be held over the holidays.

9. Adjournment

Chairman Hart moved to adjourn the meeting at 9:06 p.m.

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

Dec 17, 2015

1. Roll Call:

Chairman Jim Hart, Commissioners Bonnie Farmer, Lynette Dickey, Rachel Thompson, Garrett Greenhalgh, and Larry Lewis (Alt.).

Others Present:

Development Coordinator Harry Meadows, Councilman Michael Callahan, Treasurer Tara Hobbs, Roger Roundy, Ken Gardner, Patricia Cronin, Martha Balph, Ryan Zollinger (and daughter). Secretary Adria Davis recorded the minutes.

2. Opening Remarks/Pledge of Allegiance

Chairman Hart opened the meeting at 8:03 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 Jan 7, 2016 was reviewed. A motion was made by Commissioner Thompson to approve the agenda as presented. Commissioner Greenhalgh seconded. The motion carried.

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

The minutes for the meeting of Dec 17, 2015 were reviewed. A motion was made by Commissioner Farmer to approve the minutes as outlined. Commissioner Dickey seconded. Commissioners Farmer, Dickey, Hart, Greenhalgh, Thompson, and Lewis (Alt.) voted yes.

5.A Consideration of zoning clearance for a building permit by Sally Sears, for an accessory building located on the property at 269 South 650 East, Millville, Utah.

This request is for a solar panel which requires a permit because it has an electrical connection. It will be located on a pole in her orchard because the roof of her home is too shaded by trees. There is currently no ordinance that would address solar panels. Commissioner Lewis (Alt.) made a motion to approve the zoning clearance. Commissioner Farmer seconded. Commissioners Farmer, Dickey, Hart, Thompson, and Lewis (Alt.) voted yes. Commissioner Greenhalgh abstained.

5.B. Set a public hearing regarding Ordinance 17.52 (Residential Facilities for Elderly)

Roger Roundy clarified that his facility falls under the category of disabled, with the definition being 'a person unable to perform 2 of the 6 daily functions'. All residents would meet this definition. Under Ordinance 17.52.100 this facility for the disabled would be allowed in any zone. In light of this new information the commission felt a public hearing was unnecessary. Commissioner Greenhalgh made a motion to NOT set a public hearing at this time. Commissioner Farmer seconded.

6.A. Agenda Items for Next Meeting

Solar Panels would be a discussion item.

6.B. Other

A. Reminder of the Winter Social being held Jan. 8, 2016.

B. All Commissioners were asked to update their contact information for Rose Mary to post on the city website.

7. Calendaring of future Planning and Zoning Meeting

The next meeting will be held Thursday, Jan 21, 2016.

8. Assignment of Representative for City Council Meeting

No representative was assigned.

9. Adjournment

Chairman Hart moved to adjourn the meeting at 8:30 p.m.

DRAFT



Millville City
 PO Box 308
 510 East 300 South
 Millville, Utah 84326
 (435) 750-0924 FAX (435) 750-6206
 www.millvillecity.org

CHECK APPLICABLE BOX

Commercial New Application
 Home Business Application Amendment

CHANGE OF:

Ownership Business Name
 Address Business Description

Business License Application

For businesses with a permanent physical location within the Millville City limits.
 This is not the application for special events, temporary businesses or solicitors.

License No. _____
 Date Received _____

SECTION I: Business Information

Application Contact: Lisa Michelson Contact Ph: 435-754-7252

A. Business Name "DBA": Craft Contractors, LLC

B. Business Location: 700 W. 1700 S. Bldg 29 Suite 104 Logan, UT 84321 Millville, UT 84326
Street Address (include unit #)

C. Mailing Address: _____ Same as "B. Business Location"
ATTN: _____ Street (include unit#)/PO Box address City, State, Zip

D. Local Business Ph: 435-754-7252 Fax: _____ www: _____

SECTION II: Business Description — General (complete the commercial or the Home Business AND the far right column)

COMMERCIAL

Building/plaza: Building

Is this a secondary use within an existing business location?
 Yes, in JRG Refrigeration No

Hours of Operation: 7 am -5 pm

Type of Operation: (mark all that apply)

Sales/Service: Customers typically come on site
 Sales/Service: Customers rarely come on-site
 Service no sales
 Fresh food service and/or preparation
 Manufacturing
 Medical/dental
 Daycare
 Instruction
 Preschool
 Other: General Contractor

Previous use of location:

HOME BUSINESS

Please Note:
 A home business does not change the aesthetic character of the area and zone.

On-site employees? Yes No
 If yes,
 Up to how many? _____ Working hours? _____
 Where will they park? _____

On-site customers? Yes No
 If yes,
 Up to how many per day? _____
 Up to how many per week? _____
 Where will they park? _____

On-site business will be performed from a:
(mark all that apply)

Home office Garage/storage room
 Desk and chair Carport/driveway
 Shed/out building Vehicle
 Other: _____

Do you intend to set-up off-site?
 (i.e. in parking lot, at festivals, within stores)
 Yes No

Proposed start date: _____

This Business Includes:

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/> Signage
<input type="checkbox"/>	<input checked="" type="checkbox"/> Alcohol sales and/or services
<input type="checkbox"/>	<input checked="" type="checkbox"/> Live entertainment on-site
<input type="checkbox"/>	<input checked="" type="checkbox"/> Door-to-door solicitation
<input type="checkbox"/>	<input checked="" type="checkbox"/> Fireworks sales on-site
<input type="checkbox"/>	<input checked="" type="checkbox"/> Vending machines on-site
<input type="checkbox"/>	<input checked="" type="checkbox"/> On-site secondary business
<input type="checkbox"/>	<input checked="" type="checkbox"/> On-site events (ie. community party parking lot/sidewalk sales)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Investment advice and/or service
<input type="checkbox"/>	<input checked="" type="checkbox"/> Pesticides use and storage
<input type="checkbox"/>	<input checked="" type="checkbox"/> Hazardous materials use and storage
<input type="checkbox"/>	<input checked="" type="checkbox"/> Vehicle sales
<input type="checkbox"/>	<input checked="" type="checkbox"/> Firearms or explosives sales
<input type="checkbox"/>	<input checked="" type="checkbox"/> Care of children or preschool
<input checked="" type="checkbox"/>	<input type="checkbox"/> Any construction jobs over \$1,000
<input type="checkbox"/>	<input checked="" type="checkbox"/> Piercing, tattooing, perm, make-up
<input type="checkbox"/>	<input checked="" type="checkbox"/> Used merchandise transactions
<input type="checkbox"/>	<input checked="" type="checkbox"/> Changes to existing garbage service
<input type="checkbox"/>	<input checked="" type="checkbox"/> Vehicles, trailers, mowers, etc. (stores on site)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Electrical, plumbing, structural, or mechanical changes to site

SECTION III: Business Description — Specific (attach additional pages if necessary)

General contractor

SECTION IV: Additional Information

E. Utah State Tax Commission — Sales Tax Number: _____ Not applicable

F. State & federal regulatory agency licensing info: General Contractor Not applicable
(Not referring to an EIN or entity number)

G. Did you use "One-Stop Online Business Registration" to Register your business with state and federal agencies?
 Completely Partially Not at all I do not know — someone else did it

H. Previous Business Name: _____ Not applicable

I. Previous Business Location: _____ Not applicable

SECTION V: Ownership (Parent business entity and business officer information)

Parent Entity

Parent Business Name: _____ same as "A. Business Name DBA"

State Entity Type: Sole Proprietorship Partnership LLC Corporation Non-Profit Corporation (w/501 c3 letter)

Officers (1)

Officer Name: Jack Gage Contact Ph. 801-386-0170

Home Address: 15890 N. Beaver Dam Rd. Collinston, UT 84306
 Street (include unit #) / PO Box Address City, State, ZIP

This person can be contacted in the event of an after-hours police or fire emergency.

Sole Prop./Partnership	LLC	Corporation
<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Member	<input type="checkbox"/> President
<input type="checkbox"/> Local Manager	<input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Director
	<input type="checkbox"/> Local Manager	<input type="checkbox"/> Officer
		<input type="checkbox"/> Local Manager

Officers (2)

Officer Name: Jared Graetz Contact Ph. 435-237-1925

Home Address: 470 E. 900 N. Brigham City, UT 84302
 Street (include unit #) / PO Box Address City, State, ZIP

This person can be contacted in the event of an after-hours police or fire emergency.

Sole Prop./Partnership	LLC	Corporation
<input type="checkbox"/> Owner	<input checked="" type="checkbox"/> Member	<input type="checkbox"/> President
<input type="checkbox"/> Local Manager	<input type="checkbox"/> Manager	<input type="checkbox"/> Director
	<input type="checkbox"/> Local Manager	<input type="checkbox"/> Officer
		<input checked="" type="checkbox"/> Local Manager

SECTION VI: Notification and Verification of Authority

- Mandatory review process** – this application does not constitute a business license. All applications are subject to the review process mandated by Title 5 of the Municipal Code. Incomplete applications will not be processed. Decisions on applications will take 15 days (minimum), and are made based on:
 - the information provided on the application, and
 - review of the Mayor and City Council
- Additional Requirements** – Under the Municipal Code, additional Business License application requirements are necessitated for some business types.
- Denial of License** – Application denial or subsequent license suspension or revocation are most often the result of:
 - an inaccurate or incomplete application, or failure to update information with the City and/or
 - non-compliance with the Municipal Code, Land Use Code, and/or applicable building, fire, and environmental codes.
- Other regulatory bodies** – It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.
- Signage** – Permanent signage requires a separate Sign Permit Application, which is located on the city web site, Millvillecity.org.
- Building alterations** – All alterations to buildings or spaces, including electrical, plumbing, and mechanical alterations, require a separate building application.

I/We hereby agree to conduct said business strictly in accordance with the business license regulations as set forth in the Millville City Code, and swear under penalty of law the information contained herein is true.

Lisa Michelson Lisa Michelson 11-30-15
 Signature of Owner/Authorized Agent Printed Name Date

SECTION VII: For administration use only

Classification: Conforming Non-Conforming Child Care Home Business Low Impact Medium Impact

Conditional Use: (If box is checked see conditions)

Agree Do not agree Signature: [Signature] Date: 5 Dec 2015

Yes No City Council grants permission Signature: _____ Date: _____

FEES \$25.00 **PAYMENT TYPE** RECEIPT

STATE OF UTAH
DEPARTMENT OF COMMERCE
DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING
ACTIVE LICENSE

EFFECTIVE DATE: 09/24/2015

EXPIRATION DATE: 11/30/2017

ISSUED TO: Craft Contractors LLC
700 W 1700 S Bld 29, Ste 104
Logan UT 84321



REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAIL(S)

9531910-5501

Contractor With LRF

DBAs: None Associated

B100

SECTION IV: Additional Information

E. Utah State Tax Commission — Sales Tax Number: _____ Not applicable

F. State & federal regulatory agency licensing info: _____ Not applicable
(Not referring to an EIN or entity number.)

G. Did you use "One-Stop Online Business Registration" to Register your business with state and federal agencies?

Completely Partially Not at all I do not know — someone else did it

H. Previous Business Name: CrossFit Iota South Not applicable

I. Previous Business Location: same Not applicable

SECTION V: Ownership (Parent business entity and business officer information)

Parent Entity

Parent Business Name: Lat 38 Fitness, LLC same as "A. Business Name DBA"

State Entity Type: Sole Proprietorship Partnership LLC Corporation Non-Profit Corporation (w/501 c3 letter)

Officers (1)

Officer Name: Cerissa Hebdon Contact Ph. 435-720-3900

Home Address: 395 E 120 S, Smithfield, UT 84335
Street (include unit #) / PO Box Address City, State, ZIP

- | | | |
|--|---|--|
| Sole Prop./Partnership | LLC | Corporation |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Member | <input type="checkbox"/> President |
| <input type="checkbox"/> Local Manager | <input checked="" type="checkbox"/> Manager | <input type="checkbox"/> Director |
| | <input type="checkbox"/> Local Manager | <input type="checkbox"/> Officer |
| | | <input type="checkbox"/> Local Manager |

This person can be contacted in the event of an after-hours police or fire emergency.

Officers (2)

Officer Name: _____ Contact Ph. _____

Home Address: _____
Street (include unit #) / PO Box Address City, State, ZIP

- | | | |
|--|--|--|
| Sole Prop./Partnership | LLC | Corporation |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Member | <input type="checkbox"/> President |
| <input type="checkbox"/> Local Manager | <input type="checkbox"/> Manager | <input type="checkbox"/> Director |
| | <input type="checkbox"/> Local Manager | <input type="checkbox"/> Officer |
| | | <input type="checkbox"/> Local Manager |

This person can be contacted in the event of an after-hours police or fire emergency.

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Signature of Owner/Authorized Agent Printed Name Date

SECTION VII: For administration use only

Classification: Conforming Non-Conforming Child Care Home Business Low Impact Medium Impact

Conditional Use: (If box is checked see conditions)

Agree Do not agree Signature: [Signature] Date: 6 Jan 2010

Yes No City Council grants permission Signature: _____ Date: _____

FEES \$25.00

PAYMENT TYPE

RECEIPT