

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, Gary Larsen, 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.

ATTACHMENT "A"

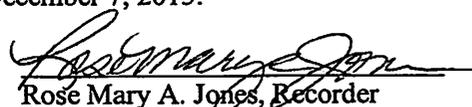
NOTICE AND AGENDA

Notice is hereby given that the Millville City Council will hold their regularly scheduled council meeting on Thursday, December 10, 2015, at the Millville City Office, 510 East 300 South in Millville, Utah, which meeting shall begin promptly at 7 p.m. (Please note the time given to each agenda item is an approximate time.)

1. Call to Order / Roll Call – Mayor Michael Johnson.
2. Opening Remarks / Pledge of Allegiance – Mayor Michael Johnson.
3. Approval of agenda and time allocation.
4. Approval of minutes of the previous meeting – November 12, 2015.
5. Action Items—
 - A. Report on P & Z Meetings held November 19, 2015 and December 3, 2015 / Recommendation on the Mond-Aire Subdivision Phase 2 – Garrett Greenhalgh – 7:03 p.m.
 - B. 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 Michael Johnson / Development Coordinator Harry Meadows – 7:05 p.m.
 - C. PUBLIC HEARING – 7:10 p.m.
The purpose of the hearing is to receive public input on revisions to the 2015-16 Budget for Millville City.
 - D. Consideration for Adopting the Millville City Revised Budget for 2015-16–Mayor Mike Johnson–7:13 p.m.
 - E. Business License 2015 Renewal for Artistic Rail – Ryan Pierson – 7:15 p.m.
 - F. Financial Audit Report for Fiscal Year 2015 – Jones Simkins – Mike Kidman – 7:20 p.m.
 - G. Consideration for Approval of the 2016 Annual Meeting Schedule for Millville City – Mayor Michael Johnson – 7:50 p.m.
 - H. Consideration for Adopting a Resolution Establishing a Recycling Market Development Zone for Millville City Corporation – Councilmember Ryan Zollinger – 7:52 p.m.
 - I. Set dates for 2016 City-sponsored Activities – Councilmember Julianne Duffin – 7:55 p.m.
 - J. Consideration for Winter Social Scheduling – Mayor Michael Johnson – 8 p.m.
 - K. Consideration for Canceling or Rescheduling the Council Meeting to be held on December 24, 2015 – Mayor Michael Johnson – 8:05 p.m.
 - L. Revised Impact Fee Report/Revision to Resolution 2015-15–Recorder Rose Mary Jones–8:10 p.m.
 - M. Review of Bids and Consideration of Acceptance to Lease Water Shares for Irrigation Water beginning April, 2016 – Mayor Michael Johnson – 8:15 p.m.
 - N. Review of Impact Fee Analysis on the Road, Park, and Water Fees/Consideration for Setting a Public Hearing – Fred Philpot – Councilmember Julianne Duffin – 8:30 p.m.
 - O. Bills to be paid.
6. Discussion Items—
 - A. City Reports.
 1. Roads/Sidewalks – Superintendent Gary Larsen.
 2. City Parks – Superintendent Larsen.
 3. Culinary Water System – Superintendent Larsen.
 - B. Review Summary Identifying Companies Providing Emergency Notifications to Residents – Councilmember Michael Callahan.
 - C. Report of Christmas Festivities – Councilmember Julianne Duffin.
 - D. Councilmember Reports.
 - E. Other items for Future Agendas.
7. Executive Session for the purpose of discussing land acquisition.
8. Consideration for Accepting Negotiated Proposals for Land Acquisition – Mayor Michael Johnson.
9. 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 December 7, 2015, a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after said meeting. A copy of the agenda was sent electronically to the Utah Public Meeting Notices website (<http://www.utah.gov/pmn/index.html>) on December 7, 2015.


Rose Mary A. Jones, Recorder

ATTACHMENT "B"

MILLVILLE CITY COUNCIL MEETING City Hall – 510 East 300 South – Millville, Utah November 12, 2015

PRESENT: Michael Johnson, Michael Callahan, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Tara Hobbs, Harry Meadows, Zan Murray, Gary Tibbitts, Vicki Tibbitts, Stephen Nelson, Leanna Ballard, Martha Balph, David Hair, Robert Bates, Zan Murray, Lee Tibbitts

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 Julianne Duffin, Mark Williams, and Ryan Zollinger were in attendance with Councilmember Cindy Cummings excused and Councilmember Michael Callahan absent. Also Treasurer Tara Hobbs and Recorder Rose Mary Jones were present.

Opening Remarks/Pledge of Allegiance

Councilmember Zollinger 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 November 12, 2015 was reviewed. **Councilmember Williams moved to approve the agenda for November 12, 2015.** Councilmember Duffin seconded. Councilmembers Duffin, Williams, and Zollinger voted yes with Councilmember Cummings excused and Councilmember Michael 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 October 22, 2015. **Councilmember Duffin moved to approve the minutes for October 22, 2015 as amended** [amended to include Mark Williams' name with those present]. Councilmember Williams seconded. Councilmembers Duffin, Williams, and Zollinger voted yes with Councilmember Cummings excused and Councilmember Callahan absent. (A copy of the minutes is included as Attachment "B".)

Report on Planning Commission Meeting held October 29, 2015

Development Coordinator Harry Meadows was present to answer any questions regarding the Planning Commission Meeting held on October 29, 2015. There was no discussion on the minutes. (A copy of the minutes is include as Attachment "C".)

Recommendation from Planning Commission for Rezone of Parcels 03-037-0054 and 03-037-0015 as requested by Neal Artz and Leanna Ballard

Development Coordinator Meadows indicated the Planning Commission held a public hearing on the Rezone Petitions for Artz and Ballard for Parcels 03-037-0054 and 03-037-0015 where they had requested the zoning be changed from Open Space to Residential-1. There was no public comment. He indicated the Planning Commission discussed the matter. It was the Planning Commission's recommendation to have the rezone made as requested with updates made to the zoning map.

Councilmember Callahan arrived at the meeting at this time.

Consideration for Approving Rezone of Parcels 03-037-0054 and 03-037-0015 and Updates to the Millville City Zoning Map

Mayor Johnson reviewed with the Council the petitions as received and the updated zoning map. (This information is included with the minutes as Attachment "D".) After the Council's consideration, **Councilmember Duffin moved to approve the rezone from Open Space to Residential-1 for Parcels 03-037-0054 and 03-037-0015 and also update the Millville City Zoning Map.** Councilmember Callahan seconded. Councilmembers Duffin, Williams, Zollinger, and Callahan voted yes with Councilmember Cummings being excused.

Review of 2016 Business License Renewal for D&B Equipment

The Council discussed with David Hair his business of D&B Equipment. As part of the business license renewal process, the Council addressed with him several verbal complaints about the noise and unsightly surroundings of the business. Mr. Hair explained that several of the vehicles are owned by his family members and are not part of the business. He also explained there are several kids that have hobbies that are not affiliated with the business that ride their vehicles on the roads; he indicated he has no jurisdiction to patrol this. There was input read into the minutes by Mayor Johnson as provided by Councilmember Cummings who was excused from the meeting. (This is included with the minutes as Attachment "E".) There was also input from Councilmember Duffin that reflected City ordinances regarding nuisances that were also reviewed. (A copy of this information is included with the minutes as Attachment "F".) There were pictures viewed by the Council that had been taken of the business and the surroundings.

As the Council discussed this business, it was noted there had not been any formal written complaints received by the Council on this business. It was also explained the City has had businesses that have tried to locate in residential zones that have been denied or have out grown the property and have had to relocate.

The ownership of the business was discussed; Mr. Hair indicated the business had not been transferred to his son and that he is still the owner.

Councilmember Zollinger moved to approve the business license for D&B Equipment. Councilmember Williams seconded.

Discussion ensued. The action for this item was not to approve a business license but is part of the renewal for the license. It was proposed to have Mr. Hair resolve the appearance problem with the business within a specified time, which was identified to be the end of this year. He has a mixture of business and personal materials and vehicles that need to be separated.

There was also discussion about fencing around the business. The school district had promised the neighbors near the high school that they would install a fence that the property owners could agree upon between the properties. To date, the school district has not approached the property owners.

It was clarified that this license renewal did not have anything to do with the high school being built. If there are concerns, the elected body should have a discussion about these concerns for businesses within the community.

Councilmember Zollinger moved to amend the original motion and move forward with the review of the business license for D&B Equipment. Councilmember Williams seconded. Councilmembers Williams, Zollinger, and Callahan voted yes with Councilmember Duffin voting no and Councilmember Cummings excused. This will again be addressed at the City Council Meeting on January 14, 2016.

Review of 2016 Business License for Artistic Rail

Ryan Pierson was unable to attend the meeting to review his business license. This was continued to the December 10, 2015 Council Meeting.

Communication with Residents in case of an Emergency

Nibley City Manager David Zook was scheduled to attend the meeting; however, Treasurer Stephen Nelson made the presentation as had been requested by the City Council.

Mr. Nelson reviewed with the Council a power-point presentation which outlined the several media sources which Nibley City is currently using. (A copy of this presentation is included with the minutes as Attachment "G".)

He emphasized the need to have various methods of getting information out to the public; different age groups are informed with various methods. The majority of information in

social media is obtained from Face Book. This is a very inexpensive method, as it is free; however, ads can be purchased that could disseminate information the City felt necessary.

Mr. Nelson reviewed the emergency they had with their water system being contaminated explaining the various agencies that were willing to participate in helping to inform residents. He felt it was necessary to work with our neighbors and various agencies, as they may be the local resources that step in to provide their services when in need.

Nibley City also uses a communication system that communicates by phone, text, and email. It is supplied with data from the utility accounts. This enables them to notify the entire community or a portion of it in the case of an emergency. It also allows notifications to be given to them for events and other business matters the City would like to inform their residents about.

Mr. Nelson was thanked for his presentation and helpful information.

Form-Based Code Development / Budget Consideration

Mayor Johnson followed up with the Council on presentations made a few meetings ago on Form-Based Code Development. The Council discussed the presentations that were made. It was suggested that it may be helpful to suspend any commercial building for a period of time, perhaps six months, while the code is being developed. There was discussion regarding the different firms that had made presentations.

Councilmember Duffin moved to go with Civil Solutions Group to have them help us develop our Form-Based Code with the cost not to exceed \$11,000. Councilmember Callahan seconded. Councilmembers Duffin, Williams, Zollinger, and Callahan voted yes with Councilmember Cummings being excused.

Quarterly Financial Reports for First Quarter of Fiscal Year 2015-16

Treasurer Hobbs and Recorder Jones reviewed with the Council the Quarterly Financial Report for the first quarter of fiscal year 2015-16. (A copy of the report is included with the minutes as Attachment "H".)

Set Public Hearing on Revision to the 2016 Fiscal Year Budget

Recorder Jones reviewed with the Council the revised budget. As expenditures will need to be made in the near future, it was recommended to have the budget revisions adopted.

The Council reviewed the budget with the revisions. The Council also discussed having the budget for the form-based code included as an expenditure from the Capital Projects Fund in the amount of \$11,000.

Councilmember Callahan moved to set a public hearing for the first meeting in December [December 10] for revisions to the budget at 7:10 p.m. Councilmember Williams seconded. Councilmembers Duffin, Williams, Zollinger, and Callahan voted yes with Councilmember Cummings being excused. (A copy of the budget with the revisions is included with the minutes as Attachment "I".)

Impact Fee Report

Recorder Jones presented to the Council the Impact Fee Report for fiscal year 2015. This identifies all impact fee revenues collected and how they are proposed to be expended.

Councilmember Williams moved to approve the resolution for the Impact Fee Certification. Councilmember Callahan seconded. Councilmembers Duffin, Williams, Zollinger, and Callahan voted yes with Councilmember Cummings being excused. (A copy of the information is included with the minutes as Attachment "J".)

Consideration for Canceling or Rescheduling the City Council Meeting to be held on November 26, 2015

Mayor Johnson indicated the next Council Meeting date is on Thanksgiving Day.

Councilmember Duffin moved to cancel the City Council Meeting to be held on November 22 authorizing the Mayor to approve payment of the bills. Councilmember Zollinger seconded. Councilmembers Duffin, Williams, Zollinger, and Callahan voted yes with Councilmember Cummings being excused.

Consideration for Approving an Ordinance Granting Questar Gas Company a Franchise for Construction, Operation and Maintenance of a Gas Distribution System in Millville City

Mayor Johnson reviewed with the Council an Ordinance Granting Questar Gas Company a Franchise for Construction, Operation and Maintenance of a Gas Distribution System in Millville City. This ordinance has been reviewed by our Attorney Bruce Jorgensen, where he suggested some corrections and additions. The ordinance was again reviewed by the Questar representative and some modifications were made. The ordinance was resubmitted to legal counsel for his recommendations. The ordinance as written was approved by counsel.

Councilmember Callahan moved to approve an Ordinance Granting Questar Gas Company a Franchise for Construction, Operation and Maintenance of a Gas Distribution System in Millville City. Councilmember Williams seconded. Councilmembers Duffin, Williams, Zollinger, and Callahan voted yes with Councilmember Cummings being excused. (A copy of this ordinance is included with the minutes as Attachment "K".)

Bills to be paid

The bills were presented. They are as follows:

Stephanie Eggleston	4.03	General
Tara Hobbs	48.30	General
Rose Mary Jones	205.97	Water
Rose Mary Jones	63.16	General
Adria Davis	8.63	P&Z
Rocky Mountain Power—		
North Park	35.13	Park
Shop	161.80	Building
Crossing Guard	17.02	Crossing Guard
Ball Park	7.74	Park
North Well	295.74	Water
Park Well	1,367.96	Water
Water Treatment	16.32	Water
Highline Reservoir	827.48	Water
Public Treasurers Investment Fund	7,667.00	Water
Cache County Service Area	10,655.15	Sanitation
Cache County Service Area	1,719.00	9-1-1
Watkins Printing	82.40	General/P&Z
Matthew Bender	419.61	General
Cache Valley Publishing	137.02	Election / P&Z
Hyrum City	13,717.50	Fire
Public Employee Health Program	1,212.98	General
Anne Torres	50.00	Park
Gina Tingey	200.00	Construction Deposit
Steve Schirado	2,000.00	Construction Deposit
Melanie Nichols	15.99	Road
Downs Printing	96.32	Animal Control
Thatcher Company	514.05	Water
USA Blue Book	260.41	Water
Ecosystems Research	46.00	Water
South Fork Hardware	17.70	Water
Bennetts	38.87	Water
Ryan West	75.00	Water
William Vorel	75.00	Water
Wall to Wall	75.00	Water
Katie Zeller	75.00	Water
Adam Petrone	75.00	Water
Troy Walton	75.00	Water
Court Roberts	75.00	Water
Tammy/Brian Peterson	75.00	Water
Bradely Taylor	75.00	Water
Jennifer Judd	75.00	Water

BILLS (Continued)--

Berrett Benham	75.00	Water
Brandon Blanchard	75.00	Water
Michael Hunter	75.00	Water
Gavin Hall	75.00	Water
Brendon Baker	75.00	Water
Ryan Sigley	75.00	Water
Discount Tire	24.98	Park/Water
AT&T	54.61	General
Jiffy Lube	46.30	Water
Intermountain Sales	502.45	Water
Spring Creek Water	78.00	Water
Lowes	88.65	Water/Park
Caselle	125.00	Water
Cache Mayor's Association	40.00	General
Salary Register	11,819.37	

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

Councilmember Reports

There were no councilmember reports made. (The Councilmember Report list is included with the minutes as Attachment "L".)

Other items for Future Agendas

Councilmember Callahan questioned if the Council would be interested to have more information from the companies regarding emergency notifications. Councilmember Williams suggested having a summary sheet developed which would show what options are available from various companies and the costs for it. Councilmember Callahan will prepare this information for the next Council Meeting on December 10.

Councilmember Duffin indicated she had attended the Cache Summit, which had been sponsored in part by the Civil Solutions Group. She reported it was very informative.

Recorder Jones indicated she had received a request for the festival dates for the upcoming year. This will be included for action on the next Council Meeting agenda.

Development Coordinator Meadows had received a call from Principal Henke of the new high school asking about landscaping in the roundabout by the high school as well as a

sign for the school. The Council felt these requests should be handled through the school district and/or should go through the proper channels as identified in our code. Mayor Johnson indicated we may need to have legal counsel in understanding what Millville City can and cannot do with regard to the school district.

The Council would want to see some type of a written proposal of what is being requested.

Development Coordinator Meadows attended the Risk Map Discovery Meeting that was sponsored by BRAG. He was the only participant that attended. He reported there is information available on several hazards within Millville City, and they would be willing to make a presentation sharing this information. He also reported that he had learned that St. George had adopted a zoning ordinance prohibiting building within an erosion zone; this saved their City considerable amounts of money during their last flood.

The Council was amiable to having this presentation. The presentation will be made by Jamie Huff who is the Risk Map Program Manager for the Utah Division of Emergency Management; this will be set up for the January 26 Council Meeting.

Mayor Johnson left the meeting to consult with Engineer Murray prior to the executive session for a few brief minutes.

Councilmember Williams moved to leave the general Council Meeting and move into an Executive Session to address land acquisition. Councilmember Callahan seconded. Councilmember Callahan, Duffin, and Williams vote yes with Councilmember Zollinger voting no and Councilmember Cummings absent.

Executive Session to be held for the purpose of discussing Land Acquisition

PRESENT: Michael Johnson, Michael Callahan, Julianne Duffin, Mark Williams, Ryan Zollinger, Rose Mary Jones, Zan Murray, Gary Tibbitts, Vicki Tibbitts, Zan Murray, Lee Tibbitts

The Executive Session was held for the purpose of discussing land acquisition convening at approximately 9 p.m. and ending at 11:20 p.m.

City Council Meeting Continued

Councilmember Williams moved to go back into the regular meeting. Councilmember Callahan seconded. Councilmembers Callahan, Duffin, Williams, and Zollinger voted yes with Councilmember Cummings being excused.

Engineer Zan Murray discussed with the Council the roundabout near the school and the required power in this area. He also informed the Council that utility companies have been contacted and will be moving the utilities either to the north or south of the proposed roadway. CenturyLink is the most affected utility having to move about 10,000 feet of fiber cable; this may be a 6-8 month project for them.

The roundabout on the corner of 450 North Main was briefly discussed. This will be located to the north and west of the intersection as far as possible to impose the least impact on the Stevens home near 450 North Main.

Engineer Murray also reported the new pump for the Park Well has been purchased and it is to be on board by spring time.

Adjournment

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

ATTACHMENT "C"

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah

Nov 19, 2015

1. Roll Call:

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

Others Present:

Development Coordinator Harry Meadows, Mayor Michael Johnson, Zan Murray, Gary Larson, and Roger Roundy. Secretary Adria Davis recorded the minutes.

2. Opening Remarks/Pledge of Allegiance

Chairman Hart opened the meeting at 8:05 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 Nov 19, 2015 was reviewed. A motion was made by Commissioner Thompson to approve the agenda as presented. Commissioner Farmer seconded. Commissioners Farmer, Hart, Greenhalgh, Thompson, Smith (Alt) and Lewis (Alt.) voted yes, with Commissioner Dickey excused.

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

The minutes for the meeting of Oct 29, 2015 were reviewed. A motion was made by Commissioner Lewis (Alt) to approve the minutes as outlined. Commissioner Greenhalgh seconded. Commissioners Farmer, Hart, Greenhalgh, Thompson, Smith (Alt) and Lewis (Alt.) voted yes, with Commissioner Dickey excused.

5. Action Items

There were no action items.

6.A. Conceptual Plan – proposed subdivision of parcel 02-129-0014 by Roger Roundy.

Mr. Roundy reviewed his proposal with the commissioners outlining the steps he had already taken including his most recent request to the City Council which was referred back to the planning commission for review, asking for a more engineered design.

Mr. Roundy presented a drawing showing the continuation of the road at 300 East progressing north through his property with a building on either side. The parcel was shown divided into 2 lots, with a 3rd lot (not shown) which would house his future residence. Also included in the drawing were three 6 ft. retaining walls as this property is on a steep slope.

The actual purchase of the property by Mr. Roundy is currently in the works.

This facility, consisting of two buildings, will have 16 beds and 8 parking stalls per building with 2 employees (1 per building) and 1 director onsite. This is not a new design as these models have previously been built in other communities.

Mr. Roundy has been working with Bear River Health Dept. to find an adequate septic system layout with sufficient drainage fields. Two suitable septic systems have been designed (one per building), however a drawing will still need to be provided showing the placement of each in relation to the proposed facilities.

Mr. Roundy is very willing to work with the city to maintain compliance with all the ordinances and considers this a service to the community.

Mayor Johnson expressed concern that all requirements be discussed up front, in order to save Mr. Roundy the time and expense of working through the whole process with the Planning Commission (subdividing of the land), only to be denied by the City Council (conditional use permit). The Mayor felt confident that both groups could work together and proceed at the same time as both are intertwined. He even extended an invitation to the city council to participate in the planning commission meetings and be a part of the process as it progresses.

Chairman Jim Hart addressed some of the concerns that related to the property side of the issue. The 2 lot proposal would need to be split into 3 lots with each building on its own lot. The city ordinances only allow for one building and one septic tank per lot. There is a street running between the two buildings so there needs to be allowances made for the dedication of the road with sufficient setbacks and curb, gutter, and sidewalks included.

One condition that was proposed as part of the conditional use permit (in order to maintain future compliance with our ordinances) was the requirement that both buildings must stay together as one facility with the same owner of all buildings.

If the buildings were sold off separately the conditional use permit could be revoked.

The City Engineer, Zan Murray reviewed the following items:

- Curb, Gutter, and Sidewalks would be required along 450 North and 300 East with the proposed new road matching up to the existing 300 East.
- The water line would need to be extended from where it currently cuts off at the property line to connect with the proposed buildings, plus run an 8" water main to the end of the new street.
- A fire hydrant would need to be within 250 feet of the residence.
- Install water meters with each property (including one in the southwest corner of the residential property).
- Each item in Ordinance 6.16.010 PREAPPLICATION: Conceptual Plan, paragraph E (#1-10) must be met by the subdivider. (attachment included)
- Ordinance 17.52 describes all the guidelines that must be followed. (attachment included)
- The existing layout of the buildings does not meet the setback requirement for corner lots and would need to be redrawn with 20 ft. rear and 30 ft. front setbacks.
- Any structure with footings cannot be within that 30 ft. setback (i.e. awnings).
- There were some concerns if the parking would be adequate. Further consideration would be needed and state requirements reviewed.
- The Commission may set other reasonable requirements if necessary.

Items still missing:

- A topography map must be presented showing the elevations at the street, buildings, retaining walls, and the slope and grading of the lots.
- An acceptable storm water drainage system must be presented.

The process to follow would be first to meet all the ordinances through engineering review and planning commission review. Then he can proceed through the subdivision and building permit processes. If all the provisions are met then the conditional use permit cannot be denied.

City council reports

The commissioners received copies of the minutes from the Nov 12, 2015 City Council meeting. Commissioner Thompson presented a concern regarding the crossing light on the north end of the school. The south end of town is growing and the number of kids approaching the school from the south is increasing. Discussion was held with the Mayor about what could be done to improve the safety of those south end kids.

6.B. Agenda Items for Next Meeting

Final drawings for the second phase of the Mond Aire subdivision.

Requests for building permits are starting to come in from phase one, however no building permits will be granted until the final acceptance of all the improvements is complete.

7. Calendaring of future Planning and Zoning Meeting

The next meeting will be held Thursday, Dec 3, 2015.

8. Assignment of Representative for City Council Meeting

The next City Council meeting has been cancelled due to the Thanksgiving Holiday.

9. Adjournment

Chairman Hart moved to adjourn the meeting at 9:50 p.m. Commissioner Lewis (Alt) seconded.

ATTACHMENT "D"

MILLVILLE PLANNING COMMISSION MEETING

City Hall - 510 East 300 South - Millville, Utah
Dec 3, 2015

1. Roll Call:

Chairman Jim Hart, Commissioners Lynette Dickey, Bonnie Farmer, and Garrett Greenhalgh.

Others Present:

Development Coordinator Harry Meadows, Mayor Michael Johnson, Zan Murray, Gary Larsen, Chad Kendrick, Tara Hobbs, Michael Callahan, Ezra Eames, Brett & Meagan Hadfield, Paul Saunders, Robert Bates, and Todd Aslett. 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 3, 2015 was reviewed. A correction was noted changing the date of the minutes from Oct 19 to Nov 19. A motion was made by Commissioner Dickey to approve the agenda with the noted changes. Commissioner Greenhalgh seconded. Commissioners Farmer, Hart, Greenhalgh, and Dickey voted yes, with Commissioner Thompson absent.

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

The minutes for the meeting of Nov 19, 2015 were reviewed. A motion was made by Commissioner Farmer to approve the minutes as outlined. Commissioner Greenhalgh seconded. Commissioners Farmer, Hart, Greenhalgh, and Dickey voted yes, with Commissioner Thompson absent.

Commissioner Rachel Thompson arrived at the meeting at this time.

5.A. Consideration of zoning clearance for a building permit by Todd Aslett for an accessory building to be located on the property at 26 West 300 North in Millville, Utah.

A letter in opposition to this request was received by Harry Meadows and reviewed by the commissioners (Letter attached). Discussion was held as to the legality of a commercial building within a residential zone. It was determined that the planning commission could not regulate the use of the accessory building. Mr. Aslett already has a business license granted by the city for this address. A motion was made by Commissioner Greenhalgh to approve the zoning clearance. Commissioner Farmer seconded. Commissioners Hart, Farmer, Thompson, and Greenhalgh voted yes. Commissioner Dickey abstained.

5.B. Review and Consideration for recommendation to the city council of the final plat for the Mond-Aire Heights Subdivision, Phase 2.

The first phase had 19 lots, the second phase has 11 lots and still only 1 access. The development coordinator discussed with Mr. Eames some items relating to storm water permits and water shares that he would need to make some decisions on as he proceeds with this second phase. Chairman Hart moved to recommend to the City Council to approve the final plat for phase 2 of the Mond-Aire Heights Subdivision. Commissioner Dickey seconded. Commissioners Hart, Dickey, Farmer, Greenhalgh, and Thompson voted yes.

6.A. Conceptual Plan – proposed subdivision of parcels 02-129-0033 and 02-129-0034 by Brett & Meagan Hadfield, and Paul & Mykell Saunders.

Items discussed were as follows:

- Concerns over layout and frontage of lot 22. Lot lines must meet the street at right angles.
- 2 proposed roads connecting to private property (access, traffic, dead ends).
- Water pressure on last lot within guidelines.
- Recommendation to loop water system, no dead ends.
- Private water system vs. municipal water system.
- Possible pressurized water system available for connection.
- Location of new private lines (water, utilities) in city right of way.
- Grade of roads and curve at bottom of the hill.
- Control of overflow for storm water.
- Terminal street no longer than 600 ft.
- Intercity agreement with Providence
- Overlap into Providence zone 4
- Septic tanks and well protection areas
- Cell tower on the property
- Hillside overlay
- Grade of lots with lot size requirements
- 20% Grade and existing sewer lines of Providence
- Water shares

6.B. Agenda Items for Next Meeting

None

7. Calendaring of future Planning and Zoning Meeting

The next meeting will be held Thursday, Dec 17, 2015.

8. Assignment of Representative for City Council Meeting

Commissioner Garrett Greenhalgh will attend the next City Council meeting.

9. Adjournment

Chairman Hart moved to adjourn the meeting at 9:16 p.m.

ATTACHMENT "E"

RESOLUTION 2015- 16

A Resolution to Establish the Mond-Aire Subdivision, Phase 2

WHEREAS, a request to subdivide property located at approximately 380 East to 550 East and 100 North to 225 North has been received; and

WHEREAS, the Planning Commission reviewed the request on December 3, 2015, and recommended approval to the City Council on December 10, 2015; and

WHEREAS, the City Council has previously discussed and reviewed the conceptual plan for this subdivision with the approximate address of 380 East to 550 East and 225 North to Center Street; and

WHEREAS, the City Council reviewed the proposed Final Plat for Phase 2 of this subdivision at the City Council Meeting held on December 10, 2015;

THEREFORE, BE IT RESOLVED that the City council hereby accepts Phase 2, in the Mond-Aire Subdivision as proposed in drawings and documents submitted. These documents have been found to be in compliance with applicable Millville City Ordinances.

Passed and approved by the Millville City Council this 10th day of December, 2015.

SIGNED:



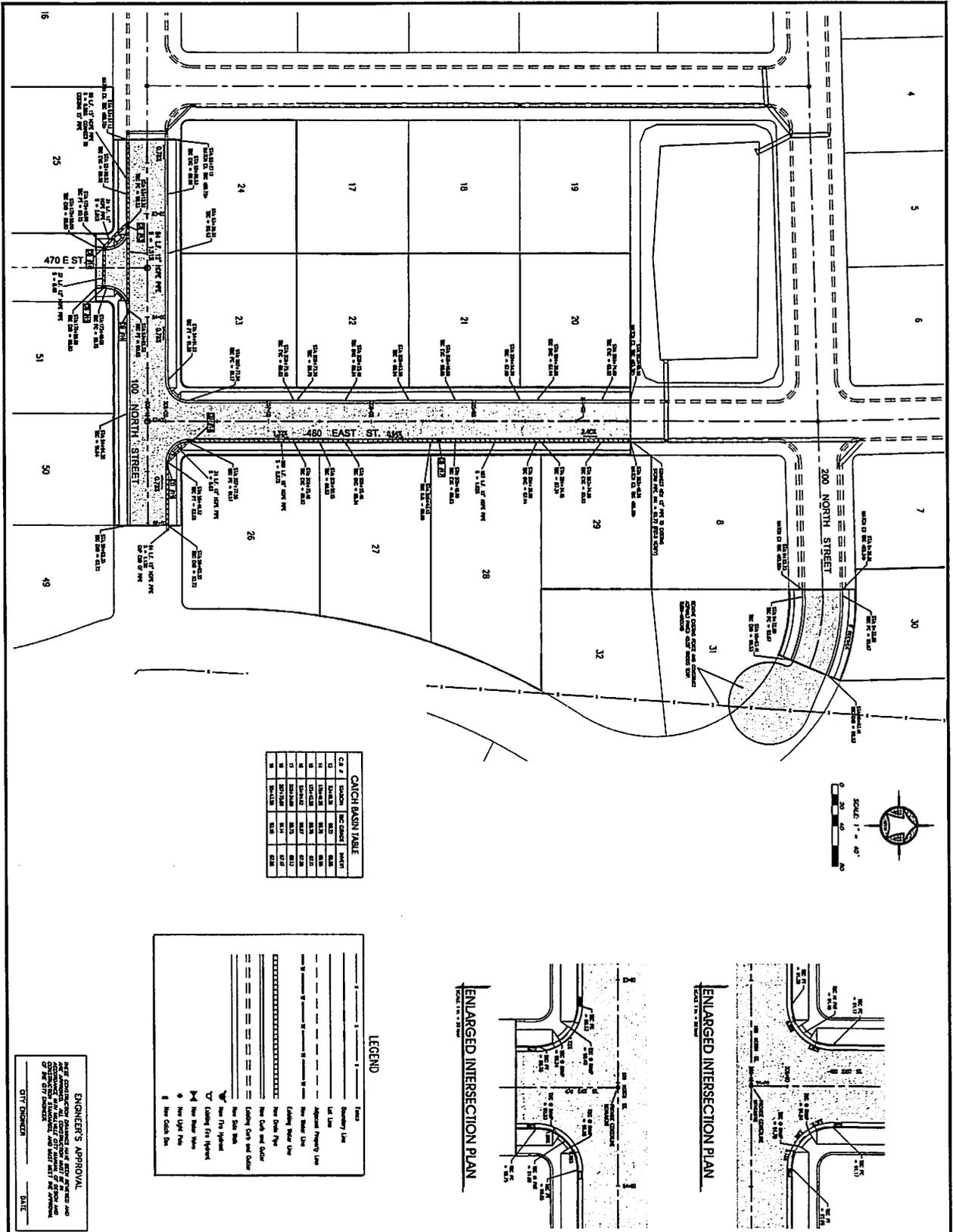
Michael E. Johnson, Mayor

ATTEST:

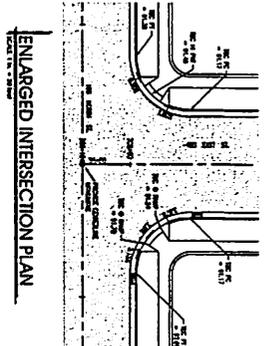
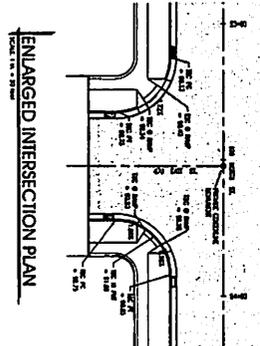
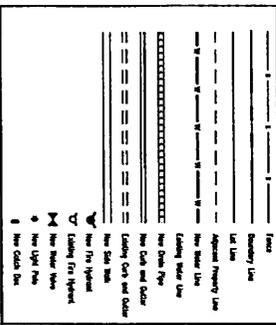


Rose Mary A. Jones, City Recorder

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



Catch Basin No.	Location	Area (sq ft)	Notes
1	Lot 17	100	
2	Lot 18	100	
3	Lot 19	100	
4	Lot 20	100	
5	Lot 21	100	
6	Lot 22	100	
7	Lot 23	100	
8	Lot 24	100	
9	Lot 25	100	
10	Lot 26	100	
11	Lot 27	100	
12	Lot 28	100	
13	Lot 29	100	
14	Lot 30	100	
15	Lot 31	100	
16	Lot 32	100	



ENGINEER'S APPROVAL
 I, _____, a Professional Engineer in the State of Michigan, do hereby certify that I am the author of this plan and that it was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Michigan.
 CITY ENGINEER _____ DATE _____

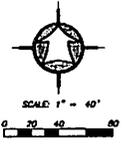
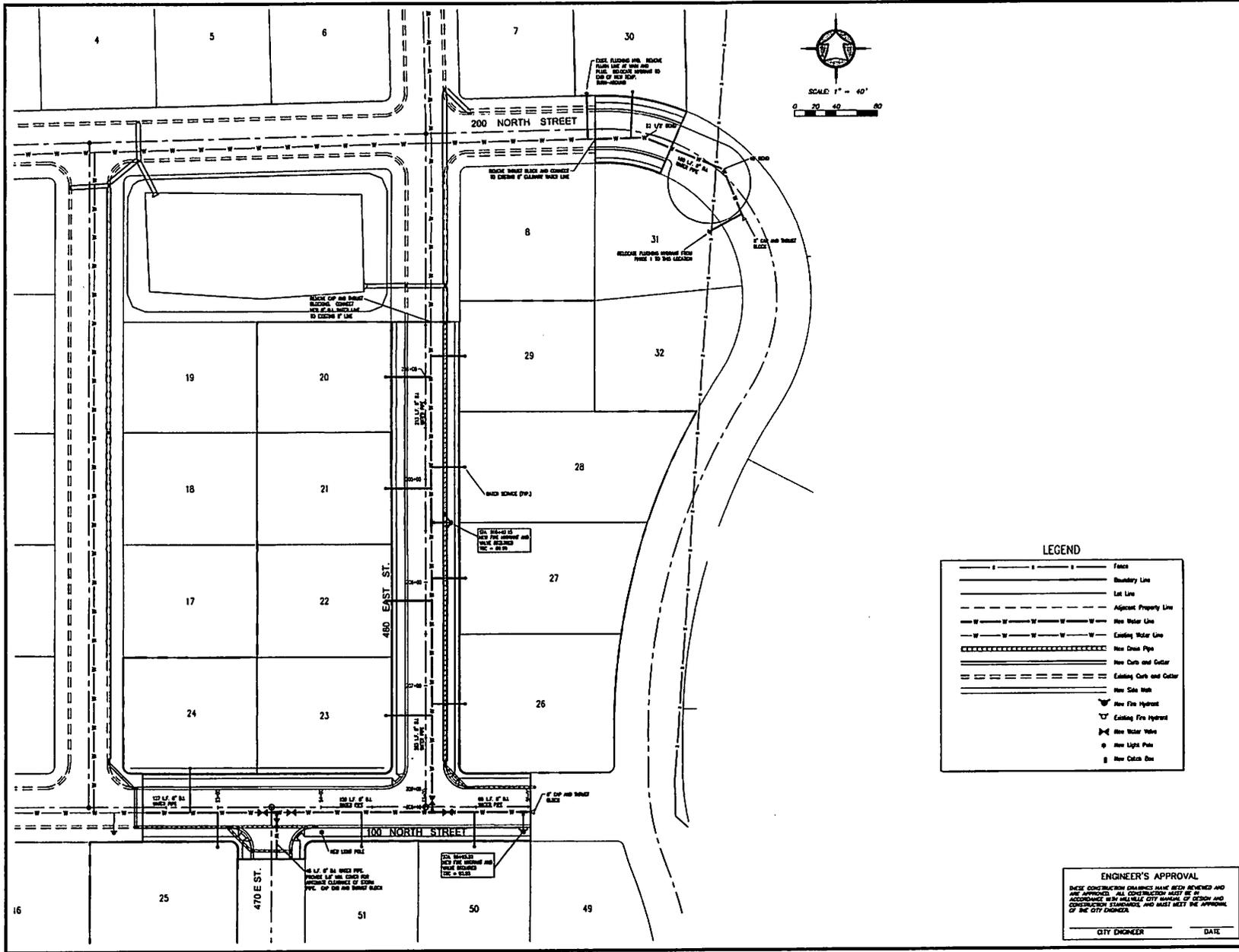
- NOTES**
1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, LATEST EDITION, AS ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF MONTECALM, MICHIGAN.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY ENGINEER AND THE STATE OF MICHIGAN.
 3. ALL MATERIALS AND CONSTRUCTION SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.

SKYLINE
 Aerial Inc.
 10000 Woodward Ave., Suite 200
 Detroit, MI 48224
 Phone: (313) 963-1100
 Fax: (313) 963-1101
 Website: www.skylineaerial.com

MOND-ARE HEIGHTS SUBDIVISION PHASE 2 GRADING AND DRAINAGE PLAN

Project No: _____
 Date: 13 OCT 2015
 Drawing No: C101

NO.	REVISION	DATE
1	ISSUE FOR PERMIT	10/13/15
2	AS NOTED	



NOTES

1. ALL STREET LIGHTS ARE TO BE ONE 100 WATT - 2800 LUMEN - HIGH PRESSURE SODIUM STREET LIGHTS
2. ALL WATER LINES SHALL HAVE A MINIMUM COVER OF 8 FEET AND A MAXIMUM COVER OF 9 FEET.
3. WATER VALVES SHALL BE LOCATED NEAR GATE VALVES.
4. ALL WATER LINE SERVICES SHALL BE 1" DIAMETER TYPE B COPPER LINES WITH 2" CAP WATER SERVICE AND LEAK CHECK BUNDLES SHALL BE INSTALLED 10' OFF BACK OF SERVICE SHALL COMPLY WITH ILLINOIS CITY MANUAL OF DESIGN & CONSTRUCTION STANDARDS, SECTION 22-42.
5. THE HOUSING ASSEMBLIES SHALL BE ACCORDING TO ILLINOIS CITY SPECIFICATIONS FOR ILLINOIS CITY MANUAL OF DESIGN & CONSTRUCTION STANDARDS, BRANNING 22-42.

LEGEND

	Fence
	Boundary Line
	Lot Line
	Adjacent Property Line
	New Water Line
	Existing Water Line
	New Drain Pipe
	New Curbs and Gutter
	Existing Curbs and Gutter
	New Side Walk
	New Fire Hydrant
	Existing Fire Hydrant
	New Water Valve
	New Light Pole
	New Catch Bas

ENGINEER'S APPROVAL
 THESE CONSTRUCTION DRAWINGS HAVE BEEN REVIEWED AND ARE APPROVED. ALL CONSTRUCTION MUST BE IN ACCORDANCE WITH ILLINOIS CITY MANUAL OF DESIGN AND CONSTRUCTION STANDARDS, AND MUST MEET THE APPROVAL OF THE CITY ENGINEER.
 CITY ENGINEER _____ DATE _____

Skyline A/E/S, INC.
 ARCHITECTS / ENGINEERS / SURVEYORS
 1010 West Center St., P.O. Box 1000, Moline, IL 61401
 (309) 742-4881 / Fax (309) 742-4897

This document and the ideas incorporated herein, are the intellectual property of Skyline A/E/S, Inc. and are not to be used in whole or in part, nor are they allowed without the written authorization of an authorized representative of Skyline A/E/S, Inc. Any unauthorized use will be prosecuted to the full extent of the law.

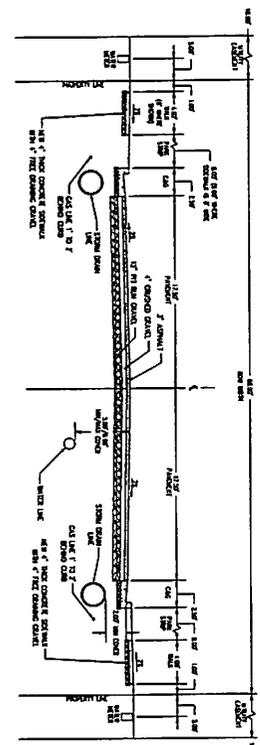
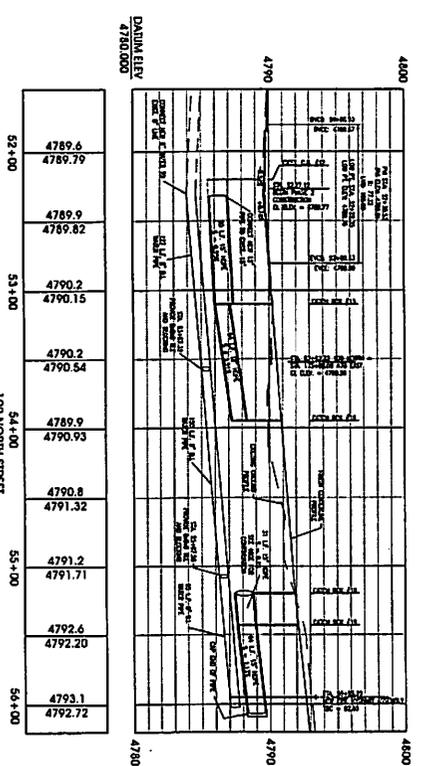
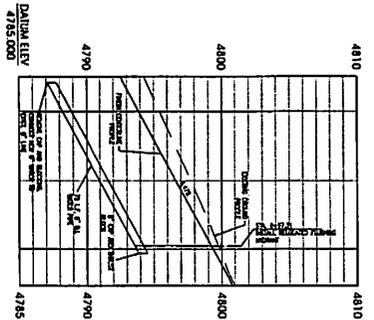
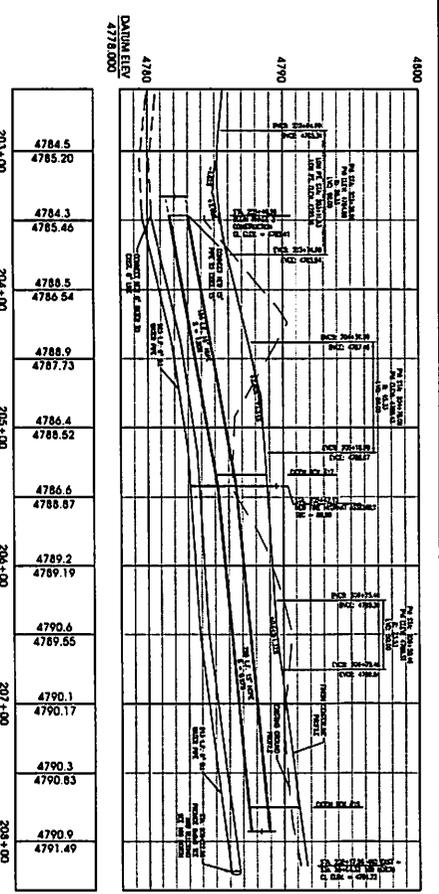
Professional Seal: _____

Copyright © 2010 Skyline A/E/S, Inc.

Project Name:
MOND-AIRE HEIGHTS SUBDIVISION PHASE 2
 MELVILLE, ILLINOIS

Sheet Name:
UTILITY PLAN

Drawn By: D. BOUCH	Project Number: 11-016	Sheet No.:
Designed By: D. BOUCH	Date: 13 OCT. 2010	C102
Reviewed By: M. PERCE	Sheet Name: UTILITY PLAN	
1:00M (1:000) 11-016 (M) 211 - PHASE 2 - PWS - CONSTR DOC		2 of 5



ENGINEER'S APPROVAL
 DATE

- NOTES**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS AND STANDARDS OF THE MISSOURI DEPARTMENT OF TRANSPORTATION AND SHALL BE SUBJECT TO THE REVIEW AND SUPERVISION OF THE DISTRICT ENGINEER.
 2. ALL WORK SHALL BE SUBJECT TO THE REVIEW AND SUPERVISION OF THE DISTRICT ENGINEER.
 3. ALL WORK SHALL BE SUBJECT TO THE REVIEW AND SUPERVISION OF THE DISTRICT ENGINEER.



MOND'AIRE HEIGHTS SUBDIVISION PHASE 2
 PROFILE AND DETAILS
 C103

Project No.	11-818
Drawn By	D. K. B. / 11 OCT 2013
Checked By	
Scale	1" = 40' - 0"
Sheet No.	3 of 3

NOTICE OF PUBLIC HEARING

The Millville City Council will hold a public hearing on Thursday, December 10, 2015, beginning at 7:10 p.m. or as soon thereafter as possible, at the Millville City Office, 510 East 300 South, Millville, Utah, 84326, for the purpose of receiving public input on proposed revisions to the Millville City 2015-16 Budget.

Copies of the proposed budget is available for inspection by contacting City Recorder Rose Mary Jones at (435)752-8943, 145 East 300 North, Millville, Utah 84326 or at the City Office, 510 East 300 South, PO Box 308, Millville Utah 84326. Interested persons are encouraged to attend and make comment or submit written comment prior to the hearing.

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.

Publication Date: November 29, 2015.

ATTACHMENT "F"

RESOLUTION 2015-/7

A RESOLUTION TO APPROVE THE REVISION FOR THE
2015-16 FISCAL YEAR BUDGET

WHEREAS, the Millville City Council has reviewed the budget which was adopted on June 11, 2014; and

WHEREAS, there have been changes proposed to increase and decrease various department revenues and expenses to meet the needs of the City; and

WHEREAS, a Public Hearing was held by the Millville City Council on December 10, 2015, for the purpose of receiving public comment on the proposed revisions;

THEREFORE, BE IT RESOLVED that the Millville City Council adopts the Revised Budget for 2015-2016 as proposed.

Approved and passed by the Millville City Council this 10th day of December, 2015.

BY:



Michael E. Johnson, Mayor

ATTEST:


Rose Mary A. Jones, City Recorder

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

MILLVILLE CITY PROPOSED BUDGET 2015-2016				June, 2015**			
Description	General Income	Revision 12/15	Rev Oct/2015	Description	General Expense	Revision 12/15	Rev Oct/2015
Property Tax	\$59,465.00		\$59,465.00	General Government	\$45,000.00		\$45,000.00
Sales Tax	\$172,000.00		\$172,000.00	Auditor	\$10,600.00		\$10,600.00
Comcast Franchise	\$8,500.00		\$8,500.00	Financial Consulting	\$8,070.00		\$8,070.00
In Lieu Fees	\$6,500.00		\$6,500.00	Elected Officials	\$18,700.00		\$18,700.00
Building Permits	\$4,000.00		\$4,000.00	Insurance/Bonds	\$15,050.00		\$15,050.00
Animal Licenses	\$5,000.00		\$5,000.00	Recorder	\$13,500.00		\$13,500.00
Sanitation	\$130,000.00		\$130,000.00	Treasurer	\$6,800.00		\$6,800.00
Fines / Court	\$4,200.00		\$4,200.00	School Crossing Guard	\$3,600.00		\$3,600.00
Interest	\$3,800.00		\$3,800.00	Development Coordinator	\$3,700.00		\$3,700.00
Business Licenses	\$2,200.00		\$2,200.00	Legal	\$10,000.00		\$10,000.00
9-1-1 Service	\$21,000.00		\$21,000.00	Building	\$8,400.00		\$8,400.00
Class "C" Roads	\$85,838.00		\$85,838.00	P&Z Budget	\$4,800.00		\$4,800.00
Energy Sales and Use Tax	\$113,000.00		\$113,000.00	City Engineering	\$45,000.00		\$45,000.00
Appropriated Fund Balance	\$45,332.00	\$8,400.00	\$53,732.00	Police	\$16,111.00		\$16,111.00
Park Impact Fee	\$10,000.00		\$10,000.00	Fire	\$14,000.00		\$14,000.00
Appropriated Road Impact Fee		\$131,000.00	\$131,000.00	Animal Control	\$6,000.00		\$6,000.00
Road Impact Fee	\$22,800.00		\$22,800.00	Elections	\$5,000.00	-\$4,500.00	\$500.00
Restaurant/RAPZ Tax	\$23,000.00		\$23,000.00	First Responders	\$7,266.00		\$7,266.00
Appro. Fund Bal. Class "C" Rd	\$2,862.00		\$2,862.00	Roads-General	\$88,000.00	\$900.00	\$88,900.00
Appro. Fund Bal. Park Capital	\$9,500.00		\$9,500.00	Roads-Class "C"	\$88,700.00		\$88,700.00
Designated for Future Use				Roads - Capital Outlay	\$0.00		\$0.00
Youth Council	\$2,600.00		\$2,600.00	Road Impact Fees Capital Outlay	\$22,800.00	\$108,200.00	\$131,000.00
Mass Transit Sales Tax/CVTD	\$13,500.00		\$13,500.00	Road Impact Fee Desgnted Future	\$0.00	\$22,800.00	\$22,800.00
Park Rentals	\$2,800.00		\$2,800.00	Class "C" Desgntd for Future Use	\$0.00		\$0.00
Motor Tax	\$500.00		\$500.00	Parks-General	\$82,200.00		\$82,200.00
Property Review Fee/Conceptual Plan	\$1,000.00		\$1,000.00	Parks-Other	\$8,200.00		\$8,200.00
Millville Memories Books	\$150.00		\$150.00	Park Capital Improvement RAPZ	\$20,000.00		\$20,000.00
CIB Grant	\$10,000.00		\$10,000.00	Sanitation	\$130,500.00		\$130,500.00
CCCOG Grant	\$0.00	\$1,200,000.00	\$1,200,000.00	9-1-1 Service	\$21,000.00		\$21,000.00
				Disaster Relief Fund	\$2,600.00		\$2,600.00
				Public Safety	\$4,850.00		\$4,850.00
				Youth Council	\$5,600.00		\$5,600.00
				Designated for Future Use	\$0.00		\$0.00
				Mass Transit Tax Distribution/CVTD	\$13,500.00		\$13,500.00
				Park Impact Desgnted Future Use	\$10,000.00		\$10,000.00
				CIB Grant	\$20,000.00		\$20,000.00
				Transfer to Capital Project Fund			
				Transfer to Stormwater Fund		\$12,000.00	\$12,000.00
				CCCOG Road Project		\$1,200,000.00	\$1,200,000.00
TOTAL GENERAL	\$759,547.00	\$1,339,400.00	\$2,098,947.00	TOTAL GENERAL	\$759,547.00	\$1,339,400.00	\$2,098,947.00
Description	SW Income	Revision	Rev Oct/2015	Description	SW Exp	Revision	Rev Oct/2015
Stormwater Fees	\$13,600.00		\$13,600.00	Salaries/Benefits	\$6,500.00		\$6,500.00
Interest	\$20.00		\$20.00	Special Department Supplies	\$11,100.00		\$11,100.00
Appropriated Fund Balance	\$3,980.00	\$5,000.00	\$8,980.00	SW Drain Line 100 North		\$17,000.00	\$17,000.00
Transfer from General Fund		\$12,000.00	\$12,000.00				
TOTAL STORMWATER	\$17,600.00	\$17,000.00	\$34,600.00	TOTAL STORMWATER	\$17,600.00	\$17,000.00	\$34,600.00

Description	CapProj Income	Revision	Rev Oct/2015	Description	CapProj Exp	Revision	Rev Oct/2015
Interest	\$2,500.00		\$2,500.00	City Pickup Truck	\$35,000.00		\$35,000.00
Appropriated Fund Balance	\$32,500.00	\$11,000.00	\$43,500.00	Form Based Code		\$11,000.00	\$11,000.00
Transfer from General Fund							
TOTAL CAPITAL PROJECT	\$35,000.00	\$11,000.00	\$46,000.00	TOTAL CAPITAL PROJECT	\$35,000.00	\$11,000.00	\$46,000.00
Description	Water/Sewer Income	Revision	Rev Oct/2015	Description	Water/Sewer Exp	Revision	Rev Oct/2015
Charges for Water Service	\$305,000.00		\$305,000.00	General	\$34,200.00		\$34,200.00
				Salary/Benefit	\$86,000.00		\$86,000.00
Interest	\$500.00		\$500.00	Legal	\$2,000.00		\$2,000.00
				Auditor	\$5,300.00		\$5,300.00
Impact Fee	\$18,500.00		\$18,500.00	Financial Consulting	\$4,100.00		\$4,100.00
				Bond (1997)	\$57,000.00		\$57,000.00
Tapping Fee	\$400.00		\$400.00	Bond (2006)	\$91,700.00		\$91,700.00
				Cap. Facility Rplcmnt Fund Reserve	\$30,000.00		\$30,000.00
Filing Fee	\$1,200.00		\$1,200.00	Bond -06 Reserve Fund	\$10,000.00		\$10,000.00
				Special Department Supplies	\$25,000.00		\$25,000.00
InterCity Sewer Upsizing Line	\$13,500.00		\$13,500.00	Insurance	\$9,675.00		\$9,675.00
				Capital Outlay - Highline Reservoir	\$0.00		\$0.00
Grant Revenue for ASR Project	\$16,000.00		\$16,000.00	Engineering	\$10,000.00		\$10,000.00
				Water Capital Projects	\$198,000.00	\$3,000.00	\$201,000.00
Appropriated Fund Balance	\$248,975.00	\$5,400.00	\$254,375.00	InterCity Sewer Upsizing Payment	\$13,600.00		\$13,600.00
				InterCity Nibley Sewer Payment	\$0.00		\$0.00
				City Sewer	\$5,500.00	\$2,400.00	\$7,900.00
				ASR Project	\$22,000.00		\$22,000.00
TOTAL WATER AND SEWER	\$604,075.00	\$5,400.00	\$609,475.00	TOTAL WATER AND SEWER	\$604,075.00	\$5,400.00	\$609,475.00
BUDGET TOTAL	\$1,416,222.00	\$1,372,800.00	\$2,789,022.00	BUDGET TOTAL	\$1,416,222.00	\$1,372,800.00	\$2,789,022.00
DIFFERENCE	\$0.00						