

MILLVILLE CITY COUNCIL MEETING
Ridgeline High School – 180 North 300 West – Millville, Utah
September 23, 2021

PRESENT: David Hair, Daniel Grange, Michael Callahan, Pamela June, Ryan Zollinger, Tara Hobbs, Chad Kendrick, Corey Twedt, Paz Calderon, Katie Evans, Quintin Karasek, Isabelle Ogden, Sabene Ogden, Jaycie Williams, Allie Williams, Karli Gowen, Kenzie Everton, Kendyllee Jensen, Emma Ferrin, Addee Belle Davis, Cole Smith, Zadok Sheen, Hadley Sheen, Courtney Bishop, Denaeyer Dean, Sarah Duffin, Sadie Low, Decatur Nielsen, Greta Greenhalgh, Brielle Hustad, Lauren May, Sydnee Walton, Michael Duffin, Maria Floyd, Dannalee Walton, Sydnie Barfuss, Dylan Twedt, Linkyn Twedt, Ashley Woffinden, Allee Carlsen, Pierce Carlsen, Annie low, Kim Barfuss, Julianne Duffin

Call to Order/Roll Call

Mayor David Hair called the City Council Meeting to order for September 23, 2021 at 7:00 p.m. The roll call indicated Mayor David Hair and Councilmembers Pamela June, Ryan Zollinger and Daniel Grange were in attendance with Councilmember Michael Callahan to arrive later and Councilmember Clay Wilker excused. Also, Treasurer Tara Hobbs and Recorder Corey Twedt were present.

Opening Remarks/Pledge of Allegiance

Councilmember Zollinger welcomed everyone to the Council Meeting. He said he was excited to see the Millville City Youth Council in attendance and expressed his gratitude for the advisors and their dedication to the program. Councilmember Zollinger led all present in the pledge of allegiance and then offered a word of prayer.

Approval of Agenda

The agenda for the City Council Meeting of September 23, 2021 was reviewed.

Councilmember Grange moved to approve the agenda for September 23, 2021.

Councilmember June seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmember Callahan to arrive later and Councilmember Wilker excused. (A copy of the agenda is included as Attachment “A”.)

Approval of Minutes of the Previous Meeting

The Council reviewed the minutes of the City Council Meeting for September 9, 2021.

Councilmember June moved to approve the minutes for September 9, 2021.

Councilmember Grange seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmember Callahan to arrive later and Councilmember Wilker excused.

Public Comment Period

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

Millville City Youth Council Introductions

The Millville City Youth Council Advisor Julianne Duffin turned the time over to the Youth Council Mayor, Sydnie Barfuss. Mayor Barfuss introduced the Youth Council leadership for this year: Recorder Sadie Low, Treasurer Hunter Johnson (not present at the meeting), and Councilmembers Lauren May, Ashley Woffinden, Sydnee Walton, Dylan Twedt and Allee Carlsen.

Mayor Barfuss briefly discussed the upcoming Youth Council activities. She said that they would have a Halloween activity in October. In November they will have a military service members "Dinner for Defenders". In December the Youth Council will run the annual Santa event as well as the Youth Council breakfast and fundraiser.

Swearing in of the Millville City Youth Council

Recorder Twedt then swore in the 2021/2022 Millville City Youth Council. (A list of the MCYC members and advisors for 2021/2022 is included with the minutes as attachment "B".)

Request for a Business License for Red Poppy Rentals

Justin Hamilton has submitted a request for a business license for Red Poppy Rentals at 695 W. 1700 S. Bldg. 28 Unit 111. Paz Calderon was present at the meeting representing Red Poppy Rentals. Paz explained that the business rented out supplies for special events.

Councilmember Grange motioned to approve the business license for Red Poppy Rentals. Councilmember Zollinger seconded. Councilmembers June, Grange and Zollinger voted yes with Councilmember Callahan to arrive later and Councilmember Wilker excused. Recorder Twedt said that an invoice had been sent out. As soon as payment was made, the City would mail out the official business license. (A copy of the license application is included with the minutes as Attachment "C".)

Councilmember Callahan arrived at this time.

Request for a Business License for Home Plan Portfolio

Katherine Evans has submitted a request for a business license for Home Plan Portfolio at 543 North 300 East. Katherine said that she runs a website and sells home plans. The intent is to not have customers in her home. **Councilmember Zollinger moved to approve the business license for Home Plan Portfolio.** Councilmember Grange seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember

Wilker excused. (A copy of the license application is included with the minutes as Attachment “D”).)

Consideration of a Resolution Accepting the Millville FY2021 Fraud Risk Assessment

Recorder Twedt said that he had met with Scott Swenson, the contract CPA used by the City, and that they had reviewed the State fraud risk assessment for FY21. Recorder Twedt said that when they had completed the assessment for last year (FY20), they had identified several policies that the City was missing that they had felt would add value. Over the past year, the City Council had adopted resolutions with new policies to fill these gaps. Recorder Twedt said that they had scored 340 out of 395 this year which places the City in the “low risk” level. This is a significant improvement over last year when the fraud risk score was 280 which had been at the low end of the “moderate risk” level.

Councilmember Zollinger said that he felt the City was doing a good job mitigating fraud risks with the limitations on separation of duties as a result of such a small staff.

Councilmember Callahan moved to approve Resolution 2021-26. Councilmember Grange seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker excused. (The approved resolution is included with the minutes as Attachment “E”).)

Report on P & Z Meeting held September 16, 2021

Councilmember June reviewed with the Council the Planning Commission’s draft minutes for the meeting held September 16, 2021.

TAP and Safe Sidewalks Grant Funding Programs

Recorder Twedt said that the application period was open for applying through these match grant programs for additional sidewalks in Millville City. The current programs seem to be a little less involved and cumbersome than the Safe Route to School (SRTS) grant funding the City had received about five years ago. Recorder Twedt said that the application was fairly simple. He felt that he could get some cost estimates together with work the City is currently doing with Legacy Concrete to complete the application without adding engineer overhead and they could see what happens. The Council agreed that applying for sidewalks with these programs would be a good idea.

Recorder Twedt suggested that the Council consider desired locations for the sidewalks unless they already had something in mind and then they could come up with a plan in the next meeting. Councilmember Zollinger suggested the City look at applying for grant funding for completion of the sidewalk on 100 East from 300 South to 100 South. This would complete that important section of sidewalk and fill in the gaps left from the sidewalks installed by the Andersons and Berry Banham. The consensus of the Council was to proceed with this direction and look at the expected 25% match that the City would need to pay if they received grant money for this project.

Water Share Bidding

Recorder Twedt reviewed the staff report with the information on water shares owned by the City that are leased out to residents. He asked the Council if they were okay with the City proceeding once again with four-year leases for the City-owned water shares.

Councilmember Zollinger said that he was okay with it. He said that he felt the City might as well put the water to use since there was not a current need for the City to use those water shares. Councilmember Callahan agreed and said it would be good to show beneficial use of that water. Councilmember Grange briefly discussed the minimum bid requirements as compared to the cost to the City for the shares.

The consensus of the Council was to proceed as outlined in the staff report for advertising and leasing of the City-owned water shares.

Councilmember Reports and Items for Future Agendas

(A copy of the Councilmember Assignments List is included with the minutes as Attachment “G”.)

Councilmember Grange said that Brian Jenkins had reached out to him on some affordable hard cases for storing the City emergency radio equipment. Councilmember Grange said that he would look into it further and see if it would make sense to purchase the cases.

Councilmember Zollinger mentioned the recent KSL reports about RV parking issues in Salt Lake City. Public Works Director Chad Kendrick said that they had been fixing a water leak and had been approached about someone potentially living in an RV near a home in Millville. These issues will be addressed in the near future with the focus on code enforcement and parking issues throughout the City.

Director Kendrick said that the sidewalks near the south bathrooms in the South Park were underway.

Recorder Twedt said that the Treasurer computer was having issues again and they were planning on a replacement. Recorder Twedt said that he felt they could fit this within the existing budget, but he wanted to make the Council aware of the upcoming purchase.

Mayor Hair said that the work on the well house had begun. They are currently installing the electrical lines.

Mayor Hair also reported that he had attended the COG meeting on Monday and it looked likely that the City would receive funding for the project to add a right turn lane on 550 North approaching the highway.

Mayor Hair said that he met at Hyrum City with some other Mayors to investigate the possibility of an alternate contractor for garbage services. More information will be provided in the future.

Recorder Twedt reported that the lawsuit with Celco concerning their disconnection from the City was continuing. The City has received a counter-offer from the Celco attorney and there will be a meeting next week to review the offer and determine next steps.

Recorder Twedt also reported that the City has submitted an application for the ARPA grant program sponsored by the Governor's Office for additional sewer funds. Also, RDA had reached out and suggested there may be a small amount of grant money available at the federal level to cover some additional costs for the well project. There had been some tight time constraints, but Mayor Hair and Recorder Twedt had submitted the application to see if the City could capture some of those additional grant funds.

Adjournment

Councilmember Grange moved to adjourn the meeting. Councilmember Callahan seconded. Councilmembers Callahan, June, Grange and Zollinger voted yes with Councilmember Wilker excused. The meeting adjourned at 7:42 p.m.

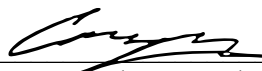
NOTICE AND AGENDA

Notice is hereby given that the Millville City Council will hold their regularly scheduled Council Meeting on Thursday, September 23, 2021, at the **Ridgeline High School Lecture Hall**, 180 North 300 West in Millville, Utah, at 7:00 p.m.

1. Call to Order / Roll Call – Mayor Hair
2. Opening Remarks / Pledge of Allegiance – Councilmember Zollinger
3. Approval of agenda
4. Approval of minutes of the City Council Meeting – September 9, 2021
5. Agenda Items—
 - A. Public Comment Period (2 min/person)
 - B. Millville City Youth Council Introductions – MCYC Advisor Julianne Duffin
 - C. Swearing in of Millville City Youth Council – Recorder Twedt
 - D. Business License request for Red Poppy Rentals at 695 W. 1700 S. Bldg. 28, Suite 111 – Justin Hamilton
 - E. Business License request for Home Plan Portfolio at 543 N. 300 E. – Katherine Evans
 - F. Consideration of Resolution adopting the Millville FY2021 Fraud Risk Assessment – Recorder Twedt
 - G. Report on P&Z Meeting held September 16, 2021 – Councilmember June
 - H. TAP and Safe Sidewalks Grant Funding Programs for sidewalk development – Recorder Twedt
 - I. Water Share Bidding – Recorder Twedt
 - J. Councilmember Reports and Other Items for Future Agendas
6. Adjournment.

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during public meetings should notify Corey Twedt at (435) 881-2669 at least three days prior to the meeting.

This agenda was posted on September 20, 2021 to the City posting locations, the City Website and the Utah Public Meeting Notices Website.



Corey Twedt, Recorder

2021-22

Millville City Youth Council

Executive Leadership

Mayor: Sydnie Barfuss

Recorder: Sadie Low

Treasurer: Hunter Johnson

Council member: Lauren May

Council member: Ashley Woffinden

Council member: Sydnee Walton

Council member: Dylan Twedt

Council member: Allee Carlsen

Youth Members

Abby Bodily	Decatur Nielsen	Linkyn Twedt
Addie Davis	Denaeyer Dean	Maria Floyd
Allie Williams	Emma Ferrin	Michael Duffin
Annie Low	Greta Greenhalgh	Owen Fullmer
Blake Whitesides	Hadley Sheen	Pierce Carlsen
Brielle Hustad	Isabelle Ogden	Reece Karasek
Carolyn Davidson	Jacob Thompson	Ronan Melani
Claire Jensen	Jaycie Williams	Sabene Ogden
Cole Smith	Karli Gowen	Sarah Duffin
Courtney Bishop	Kendyllee Jensen	Tanner Hancey
Dannalee Walton	Kenzie Everton	Trevyn Davidson
		Zadok Sheen

Advisors:

Julianne Duffin, Kim Barfuss, Rachel Thompson, Roxy Hancey



SECTION IV: Additional Information

- E. Utah State Tax Commission — Sales Tax Number: _____ ☐ Not applicable
- F. State & federal regulatory agency licensing info: _____ ☐ Not applicable
(If not licensing, leave blank or attach 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: 316 N. 850 W. Building C Logan, UT 84321 ☐ Not applicable

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

Parent Business Name: Red Poppy Rentals Inc ☐ 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: Justin Hamilton Contact Ph. 435-770-3363

Home Address: 1195 N. 320 W. Logan, UT 84341
Street (for License Unit ID / PO Box Address) City, State, ZIP

Sole Prop./Partnership	LLC	Corporation
☐ Owner	☐ Member	☒ President
☐ Local Manager	☐ Manager	☐ Director
	☐ Local Manager	☐ Officer
		☐ 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 (for License Unit ID / PO Box Address) City, State, ZIP

Sole Prop./Partnership	LLC	Corporation
☐ Owner	☐ Member	☐ President
☐ Local Manager	☐ Manager	☐ Director
	☐ Local Manager	☐ Officer
		☐ Local Manager

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

SECTION VI: Notification and Verification of Authority

- 1) **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:
(i) the information provided on the application, and
(ii) review of the Mayor and City Council
- 2) **Additional Requirements** — Under the Municipal Code, additional Business License application requirements are necessitated for some business types.
- 3) **Denial of License** — Application denial or subsequent license suspension or revocation are most often the result of:
(i) an inaccurate or incomplete application, or failure to update information with the City and/or
(ii) non-compliance with the Municipal Code, Land Use Code, and/or applicable building, fire, and environmental codes.
- 4) **Other regulatory bodies** — It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.
- 5) **Signage** — Permanent signage requires a separate Sign Permit Application, which is located on the city web site, Millvillecity.org.
- 6) **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.

Signature of Owner/Authorized Agent

Printed Name

Date

JUSTIN HAMILTON

1/7/21

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: _____ Date: _____

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

FEES ☐ \$25.00

☐ EXEMPT

PAYMENT TYPE

☐ RECEIPT



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

Attachment "D"

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: Katherine (Katie) Evans Contact Ph: 435-757-4320

A. Business Name "DBA": Home Plan Portfolio

B. Business Location: 543 N 300 E Millville, UT 84326
Street Address (include unit #)

C. Mailing Address: P. O. Box 568 ☐ Same as "B. Business Location"
ATTN: Street (include unit#)/PO Box address City, State, Zip

D. Local Business Ph: 435-535-1192 Fax: n/a www: homeplanportfolio.com

Unpublished @ this time

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

COMMERCIAL

Building/plaza: _____

Is this a secondary use within an existing business location?

☐ Yes, in _____ ☐ No

Hours of Operation: _____

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: _____

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: 1 Sept. 2021

This Business Includes:

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

SECTION III: Business Description — Specific

☐ (attach additional pages if necessary)

I will offer stock home plans and customization services through my website. The home plans can be purchased and customized entirely online, so I am not anticipating any in-home client consultations.

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: _____ ☐ 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: Katherine C. S. Evans Contact Ph. 757-4320
Home Address: 543 N 300 E PO Box 568 Millville, UT 84326
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
☐ Owner	☒ Member	☐ President
☐ Local Manager	☐ Manager	☐ Director
	☐ Local Manager	☐ Officer
		☐ Local Manager

Officers (2)

Officer Name: _____ Contact Ph. _____
Home Address: _____
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
☐ Owner	☐ Member	☐ President
☐ Local Manager	☐ Manager	☐ Director
	☐ Local Manager	☐ Officer
		☐ Local Manager

SECTION VI: Notification and Verification of Authority

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(i) the information provided on the application, and
(ii) review of the Mayor and City Council
- 2) **Additional Requirements** — Under the Municipal Code, additional Business License application requirements are necessitated for some business types.
- 3) **Denial of License** — Application denial or subsequent license suspension or revocation are most often the result of:
(i) an inaccurate or incomplete application, or failure to update information with the City and/or
(ii) non-compliance with the Municipal Code, Land Use Code, and/or applicable building, fire, and environmental codes.
- 4) **Other regulatory bodies** — It is the applicant's responsibility to determine and comply with any requirements from other regulatory agencies.
- 5) **Signage** — Permanent signage requires a separate Sign Permit Application, which is located on the city web site, Millvillecity.org.
- 6) **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.

Katherine C. S. Evans Katherine C. S. Evans 30 Aug. 2021
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: _____ Date: _____

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

FEES ☐ \$25.00 ☐ EXEMPT **PAYMENT TYPE** ☐ RECEIPT

HOME-BASED BUSINESS FEE EXEMPTION CERTIFICATION

Business Name Home Plan Portfolio, LLC

Owner Name Katherine (Katie) Evans

Business Address 543 N 300 E

I hereby attest that the business operations I run from my home do not create any additional offsite impacts in my neighborhood. I see no clients or customers and require no off or on street parking, no large equipment is stored at my home and my business operations will not impact the neighbors through loud noise, odors, traffic or other unusual activity. Other reasons as to why I believe that my business qualifies for a fee exemption from the Millville City business license requirements (Millville Code 5.04.140) are as follows:

All business operations will be entirely online. There is no signage, or anything that would change the look or function of our home, neighborhood, utilities, etc.

For all of the foregoing reasons, I hereby request that my home-based business be granted exempt status from the business license fee.

Katherine C.S. Evans

Signature

30 Aug. 2021

Date

MILLVILLE CITY RESOLUTION 2021-26

RESOLUTION ADOPTING THE FISCAL YEAR 2021 FRAUD RISK ASSESSMENT

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

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

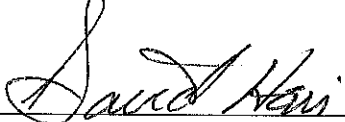
WHEREAS, the Millville City Council supports internal controls, policies, practices and processes that ensure the operations of the City are performed effectively and efficiently; and

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

NOW THEREFORE, be it resolved that the Millville City Council adopts the included Millville Fiscal Year 2021 Fraud Risk Assessment.

This resolution shall become effective upon adoption. Passed and approved by the Millville City Council, this 23rd day of September 2021.

SIGNED:


David Hair, Mayor

ATTEST:


Corey Twedt, City Recorder



COUNCILMEMBER	YES	NO	ABSENT	ABSTAIN
Michael Callahan	X			
Daniel Grange	X			
Clay G. Wilker			X	
Pamela June	X			
Ryan Zollinger	X			

Basic Separation of Duties

See the following page for instructions and definitions.

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

* MC = Mitigating Control

Fraud Risk Assessment

Continued

*Total Points Earned: 340/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

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

*Entity Name: Millville City

*Completed for Fiscal Year Ending: 2021 *Completion Date: 9/20/21

*CAO Name: David Hair *CFO Name: Corey Twedt

*CAO Signature: David Hair *CFO Signature: Corey Twedt

*Required



AGENDA REPORT: WATER SHARE LEASING

September 23, 2021

Background

Millville City owns several shares of irrigation water from irrigation companies that they are not actively using and wish to lease out to people that can use the water. The City continues to pay the yearly fees for the shares, so the money collected by leasing out the water helps to offset some of those costs.

In 2017, the City requested and received closed bids for a four year lease on these available water shares. The existing leases expire at the end of October 2021. It is time again to request bids for the water shares.

Included here is the proposed notice for accepting bids. Notification is planned to be posted in the Herald Journal, on the Millville City Website, on the Providence City Website (if possible), through a Regroup message, on the posting boards, in the October and November newsletter and by letter to all of the existing people that have leased shares over the past four years.

The Council should decide today if they want to make any changes to this plan.

Included Documents

- Draft request for bids for water share leases

MILLVILLE CITY WATER SHARES FOR LEASE

Millville City has the following irrigation shares available for lease for a four-year period:

- **Millville Irrigation Company – 17 shares**
- **Providence Blacksmith Fork Irrigation Company – 6.62 shares**
- **Spring Creek Irrigation Company – 3 shares**

The City Council will be accepting bids to use these shares requiring a \$50/yr minimum bid for one share or a \$25/yr minimum bid for one-half share. The bids must be submitted and received no later than 5 p.m. on December 1, 2021. The bids will be reviewed and awarded at the City Council Meeting on December 9, 2021. Those interested in bidding are to prepare a written bid and it should include: name, address, phone and email; the dollar amount bid per share; the number of shares requested (no more than 3 shares per acre with a minimum of a half share); the total for the bid; which canal company and the address of the parcel where the water will be used. Please remit to:

**Millville City
ATTN: Corey Twedt, Water Bid
PO Box 308
Millville UT 84326**

Councilmember Assignments 2021

Updated 12/10/20

Councilmember Daniel Grange

- Sewer
- Fire/EMS/Emergency Preparedness

Councilmember Ryan Zollinger

- Ordinance Enforcement
- Fiber Internet
- Sewer Support
- Trails

Councilmember Clay Wilker

- Animal Control
- City Celebration Support
- Youth Council and Parades

Councilmember Pamela June

- City Events (Millville Days/ Night Out Against Crime, Easter, Christmas, Fair Booth)
- P&Z

Councilmember Michael Callahan

- Water
- Wildfire
- P&Z Support
- Sewer Support