

Coalville City Council  
Regular Meeting  
HELD ON  
April 11, 2022  
IN THE  
Coalville City Council Chambers And Virtual

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Mayor Mark Marsh opened the meeting at 6:00 P.M.

**MAYOR And COUNCIL PRESENT:**

Mayor Mark Marsh  
Council: Tyler Rowser, Don Winters,  
Phil Geary, Louise Willoughby,  
Steven Richins

**CITY STAFF PRESENT:**

Sheldon Smith, Attorney  
Don Sargent, Community Development Director  
Zane DeWeese, Public Works Director  
Nachele Sargent, City Recorder

**PUBLIC IN ATTENDANCE:**

Candace Horne, Margarita Richins  
Virtual Attendance: Tom Rees, Sheryl Rees,  
Dena, Jim, Emily Quinton, John, Jack  
Walkenhorst, Jim Boyden

**Item 1 – Roll Call:**

A quorum was present.

**Item 2 – Pledge Of Allegiance:**

Mayor Mark Marsh led the Council, Staff, and Public in the Pledge of Allegiance.

**Item A – Public Comment – The Public May Address The Mayor And Council With Any Matter Of City Business Not Listed On The Agenda (You Must Complete A Request Form And Comments Are Limited To 3 Minutes):**

There were no public comments tonight.

**Item B –Review, Discussion, And Possible Approval: Candace Horne Minor Two Lot Subdivision Final Plat, 150 South 50 East, (CT-341-A-3):**

Don Sargent stated Chris Thomsen had a conflict and was not able to attend to present this information and stated he would be covering for him. Mayor Mark Marsh questioned if the Council would be okay with Don Sargent presenting this item. The Council agreed to allow Don Sargent to present the information for the Candace Horne Minor Two Lot Subdivision. Don Sargent stated this was a continuation from the last business meeting. He referred to the Staff report (Exhibit A) and

1 reviewed the items for continued consideration. He stated the Applicant had an updated site plan  
2 (Exhibit B) which was handed out to the Council. Don stated any home or building could not be  
3 built on a slope steeper than 30% and showed the line for the top of the slope. He stated he had  
4 requested for a note to be placed on the site plan that the setbacks for residential use would be 12  
5 feet from the property line for side and rear and 20 feet from the property line for the front and  
6 for commercial use the setbacks were 12 feet from the nearest adjacent building but no less than 3  
7 feet from the property line. Council Member Steven Richins questioned how far it was from the  
8 street to the top of the slope. Don Sargent stated it was approximately 75 feet. The Council didn't  
9 have any other questions or comments.

10  
11 **Council Member Don Winters made a motion to approve the Candace Horne Minor Two Lot**  
12 **Subdivision Final Plat. Council Member Phil Geary seconded the motion.**

13  
14 Council Member Louise Willoughby questioned if the sidewalk requirements applied here. Mayor  
15 Mark Marsh stated when the Council discussed that requirement, they decided to there wasn't a  
16 need since there wasn't a sidewalk in place now and there wasn't room for one. Don Sargent  
17 stated the Council determined that it wouldn't be necessary here for the health and safety of the  
18 public. He stated there was a provision in the sidewalk ordinance that provided the opportunity for  
19 the Council to make that determination and it had not been added as part of the conditions.  
20

21 **Roll Call:**

22  
23 **Council Member Rowser – Aye**  
24 **Council Member Richins – Aye**  
25 **Council Member Winters – Aye**  
26 **Council Member Geary – Aye**  
27 **Council Member Willoughby - Aye**  
28

29 **Item C – Review, Discussion, Public Hearing, And Possible Approval: Development Code**  
30 **Amendment, Section 8-4-060: Water Facilities Ordinance 2022-4 and Water Capacity Reservation**  
31 **Ordinance 2022-5:**  
32

33 Don Sargent referred to the Staff report (Exhibit C) and stated this was to refine the language in the  
34 Code and set a water reservation ordinance. He stated the Planning Commission had held a public  
35 hearing and recommended approval to the Council with the Findings and Conditions in the Staff  
36 report and additional clarifications for the basis for the payment of the "fee in lieu" option and the  
37 reservation capacity ordinance draft. Council Member Phil Geary asked for Don to explain the "fee  
38 in lieu" option. Don Sargent explained the "fee in lieu" payment was for applications that didn't  
39 have water rights or a water source on the property. He stated the new ordinance addressed  
40 having this option at the discretion of the Council. He reviewed the proposed redlined language  
41 with the Council. Council Member Louise Willoughby questioned what a "redevelopment" would  
42 be. Don Sargent gave the examples of a re-subdivision where a property had been subdivided  
43 before but had additional density available and did another subdivision for the property or an  
44 existing commercial building that someone would tear down and start over and rebuild. Don  
45 Sargent read and reviewed Item #2 regarding the "fee in lieu". He stated the option had been

1 added for major subdivisions that it could be at the discretion of the City. Council Member Steven  
2 Richins suggested for the "City" to be replaced with "Council". Council Member Louise Willoughby  
3 agreed and stated she would prefer for it to be listed as "Council" and there were other areas in the  
4 document that also needed to be changed. Council Member Phil Geary questioned if the \$5,000  
5 fee in lieu amount was a standard fee. Sheldon Smith stated it was the amount the City had been  
6 using for around the last ten years and they should review it to see if it was up to date. Don  
7 Sargent reviewed how the Council would determine if the "fee in lieu" payment would be required,  
8 Item #2-A,B,C. He stated the amount would be determined by the water analysis provided for the  
9 project. Council Member Tyler Rowser questioned if they would be adopting a new fee each time a  
10 project was reviewed. Don Sargent stated the fee would be adopted with the current fee schedule  
11 at the time and would be verified that it was still in line with the current requirements. Council  
12 Member Louise Willoughby questioned what the difference was between a "final subdivision plat"  
13 and a "site plan approval". Don Sargent stated the final subdivision plat was for a subdivision  
14 project and site plan approval would be for a commercial development. Council Member Louise  
15 Willoughby questioned what "annual duration" would be comprised of. Don Sargent stated the  
16 annual duration was if it was available all year. Sheldon Smith stated it referred to what was  
17 happening throughout the year. Council Member Steven Richins stated water may be available, but  
18 not all year long. Council Member Louise Willoughby verified if the water agreement would be part  
19 of the approval packet. Don Sargent stated yes, it would be. Sheldon Smith stated they always  
20 ended up with the agreement, but it was sometimes after the development approval. Council  
21 Member Tyler Rowser stated this language would mean it would hold up the development until the  
22 water agreement was completed. Don Sargent stated that was correct. Council Member Phil  
23 Geary referred to the capacity ordinance paragraph K and verified if the capacity would go beyond  
24 the 90% for lots that were approved. Sheldon Smith stated that was correct and stated the City  
25 would try and hold to the 90% capacity, but if someone had a vested right or lot of record, they  
26 would still be able to connect to the system. The Council stated they would like the number to be  
27 85% instead of 90% and discussed what that would look like. Council Member Phil Geary  
28 questioned if the City had to supply water to Ivory Homes. Mayor Mark Marsh explained the  
29 original annexation document required for the developer to bring wet water. He stated he had  
30 been discussing the water needs with the County Manager, Tom Fisher, and questioned if Ivory  
31 Homes would have to provide enough water to handle their development for fire suppression, etc.,  
32 and the increase of water needs and fire suppression for the school district where there would be  
33 an increase in students. Sheldon Smith stated they would have to provide enough for their  
34 development or project, but the City couldn't require them to provide additional service for  
35 something outside of their property. Council Member Tyler Rowser stated this was basically  
36 imposing a moratorium without imposing a moratorium. Sheldon Smith stated if the City were at  
37 100% capacity then it would kind of being like that, but the new ordinance was saying 90% was  
38 100% capacity. Council Member Louise Willoughby stated she felt the language needed to be  
39 clearer when referring to the "City" and more defined. She stated there were very specific people  
40 that would be approving this and she would like it to be more specific in the document. Don  
41 Sargent stated there was a definition for "City" in the Code that stated it was Coalville City  
42 Municipal, but recommended for the language to be specified as "Council" for any Land Use  
43 Authority decisions. Council Member Louise Willoughby stated the language for when a  
44 Development Improvement Agreement was required needed to be clarified. Don Sargent stated he  
45 would add the language to Item #5 "for all major subdivisions". Council Member Tyler Rowser

1 questioned what would happen when a subdivision was being redivided and it was kicked into a  
2 major subdivision. Don Sargent stated they were working on new language right now that would  
3 clarify if the re-subdivision was still five lots or under, it would follow the minor subdivision  
4 requirements. Council Member Tyler Rowser questioned if that wasn't in place before this  
5 ordinance was in effect if the Council would have discretion to follow the minor subdivision  
6 requirements. Sheldon Smith suggested adding language to specify "or at the Council discretion" to  
7 cover any exceptions for minor subdivisions. Don Sargent agreed and stated there may be  
8 occasions when a minor subdivision would need a Development Improvement Agreement. The  
9 Council agreed to adding that language to the ordinance. The Mayor, Council, and Staff discussed  
10 the reservation ordinance Item K and discussed whether to leave the 90% as part of the ordinance  
11 or to just reference the ordinance number. They decided to leave the 90% as part of the ordinance  
12 and add "or as amended". This would put a developer on notice and if the number changed it  
13 would still be enforceable. Council Member Louise Willoughby requested clarification for "existing  
14 approved and platted subdivision lots and/or lots of record". Don Sargent stated a subdivision had  
15 to be recorded within a year of approval. He stated a conditional use permit would have to actively  
16 start construction at time of issuance. He stated a lot of record was Grandfathered in if it was  
17 recorded before January 8, 1994. Don verified a lot of record was eligible for one development  
18 right, but would have to go through a process if they wanted more density and it would have to  
19 meet the requirements for the current Code including this ordinance if approved. He stated the  
20 90% capacity would apply for any new development. Sheldon Smith verified even if there were  
21 additional connections available, the ordinance was saying that was all the capacity that was  
22 available based on the legal reasons like health and safety. Council Member Tyler Rowser stated he  
23 would like to have a count of how many vested lots of records there were. Don Sargent stated they  
24 were working on putting a list together. The Mayor, Council, and Staff discussed whether to list  
25 85% or 90% for the capacity limit. Sheldon Smith stated a higher percentage was easier to defend.  
26 He stated the City had the responsibility to develop their water sources and when they hit the  
27 capacity level, they needed to have plans in place. He stated they couldn't find anything in the  
28 State Code that gave a percentage for when the City needed to develop more source. He stated his  
29 opinion was to leave 90% as the capacity level and then review it when they had more information  
30 on the numbers coming into the City and the source available. Zane DeWeese reviewed the  
31 numbers for the Water Treatment Plant capacity with the Mayor, Council, and Staff. The Council  
32 decided to leave the percentage at 90%. Council Member Phil Geary questioned if Wohali had  
33 been approved for all of their water requirements. Don Sargent stated they had vested rights with  
34 the preliminary approvals of Phase I and Phase II, but it was reviewed each time a preliminary plan  
35 went through the process. Sheldon Smith stated it was possible, with subsequent Phases, that they  
36 may have to bring water if there wasn't capacity in the system at the time of application. He stated  
37 that was part of their agreement. Sheldon Smith recommended for the Council to consider  
38 approval for the ordinances tonight with the conditions and changes discussed. Council Member  
39 Louise Willoughby questioned if the City had source protection zones and if there was a standard  
40 for how far away from a zone they needed to be. Zane DeWeese stated the City had source  
41 protection zones for all of their sources. He stated the standard for how far away something had to  
42 be was based off of the zone classification. He stated zone one was always the first classification  
43 and you had to be able to protect 100 feet from your wellhead or spring source and that was  
44 determined by and engineer. He stated it wasn't just based on land acreage. He stated they also  
45 took other factors into account with their geotechnical report with things like how long it took

1 water travel, etc. Sheldon Smith stated they had talked about adopting an ordinance to give  
2 additional protection to the source protection zones beyond what Zane had referred to and  
3 recommended they look at that in the future.

4  
5 Mayor Mark Marsh opened the public hearing at 7:05 P.M.

6  
7 There was no public comment.

8  
9 Mayor Mark Marsh closed the public hearing at 7:06 P.M.

10  
11 **Council Member Tyler Rowser made a motion to approve Ordinance No. 2022-4 Development**  
12 **Code Amendment, Section 8-4-060: Water Facilities and Ordinance No. 2022-5 Water Capacity**  
13 **Reservation with the changes and amendments discussed and the Findings listed in the Staff**  
14 **report. Council Member Louise Willoughby seconded the motion. All Ayes. Motion Carried.**

15  
16 **Roll Call:**

17  
18 **Council Member Rowser – Aye**  
19 **Council Member Richins – Aye**  
20 **Council Member Winters – Aye**  
21 **Council Member Geary – Aye**  
22 **Council Member Willoughby - Aye**

23  
24 **Item D – Review, Discussion, And Possible Approval: Interlocal Cooperation Agreement Among**  
25 **Public Entities Regarding The Community Renewable Energy Program Resolution 2022-2 And**  
26 **Board Members Appointment:**

27  
28 Mayor Mark Marsh referred to Resolution No. 2022-2 Interlocal Cooperation Agreement Among  
29 Public Entities Regarding The Community Renewable Energy Program (Exhibit D) and reminded the  
30 Council about the information provided at the previous meeting from Emily Quinton, Summit  
31 County Sustainability Program Manager. Council Member Phil Geary asked for Emily Quinton to  
32 explain what this would provide for the citizens of Coalville. Emily Quinton stated in the short term,  
33 if Coalville City joined the Community Renewable Energy Agency, it would provide the City with a  
34 voice on the design portion of the program. She stated in the intermediate term, they would be  
35 focusing on designing the program and getting approval through the Public Service Commission.  
36 She stated if the program were approved, the City would then decide if they wanted to move on to  
37 the next step which be providing the opportunity for citizens to receive renewable energy through  
38 Rocky Mountain Power and the potential to access new energy efficient programs and benefits.  
39 Emily Quinton stated the decision right now would determine if the City would be eligible to  
40 continue in the program. She verified there would be another decision further into the program  
41 where the City would decide if they wanted to continue to be part of the process. Council Member  
42 Don Winters stated it wasn't technically possible to have renewable energy by the time period  
43 listed of 2030 and questioned what happened when the goal wasn't met. Emily Quinton responded  
44 that after the State Legislation made the renewable energy effort possible in 2019, Coalville City  
45 and other cities in the County had adopted by resolution the goal to establish and provide

1 renewable energy sources by the year 2030 which was the first step in the process. She agreed it  
2 was a slow and deliberate process, but the Agency had been established and was continuing with  
3 the process to meet the renewable energy goals. She stated right now they were only focusing on  
4 electricity and they were working with Rocky Mountain Power to develop renewable energy  
5 sources to be able to generate the amount of electricity needed for the communities involved  
6 which was what the net 100% was referring to and the key to thinking through the feasibility goal.  
7 She stated she thought it would be less feasible to expect that all the electricity being used at any  
8 given second would be coming from renewable resources because the sun didn't always shine or  
9 the wind didn't always blow. She stated they would always have the baseload resources on the  
10 grid to supply the electricity needed. Council Member Don Winters questioned if there would be  
11 large fees placed on the residents if the City joined the Agency. Emily Quinton stated if the City  
12 joined the Agency, they would be participating in the design of the program to help determine  
13 what the cost would be. Council Member Phil Geary questioned why Rocky Mountain Power didn't  
14 pursue this on their own for all of the people of Utah instead of just the 23 cities that had signed up  
15 for the program. Emily Quinton stated Rocky Mountain Power was owned by a larger company,  
16 PacifiCorp, and they serviced six different States. She stated the utility company was pursuing it in  
17 some States that mandated them to do so, but Utah didn't have that kind of mandate and so the  
18 local communities were establishing the pathway to make it possible. She stated it would probably  
19 take a combination of a policy change and a State mandate to make the utility company pursue it  
20 on its own. Emily stated House Bill 411 stated that no costs or benefits could be passed on to non-  
21 participating customers which meant that any costs or benefits associated with the program had to  
22 stay within the program. Council Member Phil Geary questioned if there was a projection of how  
23 much it would cost for this to happen by 2030. Emily Quinton stated they did not have a figure  
24 right now of how much it would cost, but they were gathering information to be able to start  
25 making those cost estimates. She stated they would have cost estimates before the decision to  
26 enter the approved program needed to be made. Council Member Tyler Rowser verified even if the  
27 City opted into the program at that time, the individual residents could still opt out if they wanted  
28 to. Emily Quinton stated that was correct. Council Member Louise Willoughby questioned how the  
29 program benefited Summit County. Emily Quinton stated Summit County was very interested in  
30 seeking a way for customers to have access to renewable energy sources and the reason for each  
31 community being part of the program would be unique to them. Mayor Mark Marsh verified for  
32 people interested in getting renewable energy sources, there may be benefits or discounts  
33 available to the property owners through this program. Emily Quinton stated that was correct. She  
34 gave the example of crediting individual property owners when they were generating more power  
35 than what they needed. She stated this example and others would be part of the design program  
36 and they would be working all of that out. She stated she didn't know if that would include tax  
37 incentives or rebates at this time. She stated part of the goal was to be more energy efficient  
38 overall and thought there would be the possibility of rebates and incentive programs. Council  
39 Member Don Winters questioned why some of the major cities weren't on the list and gave the  
40 example of Provo City. Emily Quinton stated the law was written that a community had to be a  
41 Rocky Mountain Power customer to be eligible to participate in the program and Provo City had  
42 their own electricity company. Council Member Don Winters verified if they passed this resolution  
43 they wouldn't be obligating the residents to anything at this time. Mayor Mark Marsh stated that  
44 was correct. Sheldon Smith stated the amount the City would owe to join the Agency was  
45 \$1,125.98.

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**Council Member Tyler Rowser made a motion to adopt Resolution No. 2022-2 Interlocal Cooperation Agreement Among Public Entities Regarding The Community Renewable Energy Program.**

Council Member Don Winters stated there were still too many unknowns and he wasn't comfortable joining something when there was no idea of what it was. Mayor Mark Marsh stated joining this right now would be keeping the City in the game to be eligible to participate if they wanted and it would fill in the unknowns. Council Member Phil Geary questioned if the Public Utility Commission was still over and would regulate the rates. Council Member Tyler Rowser stated it had to go to them for approval. Council Member Steven Richins stated this was just for the design and they still had the option to opt out. Council Member Louise Willoughby stated if they passed the resolution, they needed to have someone on the Agency board. She stated she wanted to stay in the game and see where the program went. Council Member Steven Richins stated he would like to see how the design portion went.

**Council Member Louise Willoughby seconded the motion. The Ayes won the vote. Motion Carried.**

**Roll Call:**

- Council Member Rowser – Aye**
- Council Member Richins – Aye**
- Council Member Winters – Nay**
- Council Member Geary – Nay**
- Council Member Willoughby – Aye**

The Mayor and Council discussed if anyone was interested in being the City representative for the Agency board. The Council requested for Mayor Mark Marsh to be the Primary representative. Mayor Marsh agreed to be the Primary representative and stated he would find the alternate representative.

**Item E – Community Development Updates:**

Don Sargent stated he had two business license applications for approval. The first was Anson Tree Care Corp., J. Anson, for a home-based business located at 146 South 50 East. He stated he would recommend approval with conditions based on the provisions of the Code; it would be a home occupation only, all business-related equipment shall be parked or stored indoors or screened from public roadways and adjacent properties, and no more than two business related vehicles could be parked or stored at the residence at one time. Don stated the second application was for the Excite Dance Company, Jessica Mosher, located in the strip mall behind the bank. He stated he was recommending approval with the condition that they would need a sign permit for their sign/banner if they wanted to leave it hanging up.

1 Council Member Tyler Rowser made a motion to approve the business licenses for Anson Tree  
2 Care Corp and Excite Dance Company with the recommended conditions of approval. Council  
3 Member Steven Richins seconded the motion. All Ayes. Motion Carried.

4  
5 **Roll Call:**

6  
7 **Council Member Rowser – Aye**  
8 **Council Member Richins – Aye**  
9 **Council Member Winters – Aye**  
10 **Council Member Geary – Aye**  
11 **Council Member Willoughby – Aye**

12  
13 Don Sargent stated the Planning Commission would be holding a work session and a public hearing  
14 at their next meeting for the Red Hills Preliminary proposal. He stated they would also be holding a  
15 public hearing for the Chalk Creek View Final Plat and continuing the discussion for the MPD Code  
16 refinements and the Code Clarifications.

17  
18 Don Sargent informed the Mayor and Council that Wohali had applied for and received a permit  
19 from Summit County for a gravel pit/crushing facility at the same location as the previous Rees'  
20 gravel pit. He stated it wasn't located in the City limits, but wanted to make them aware. Council  
21 Member Phil Geary stated there was a small sign directing people to the Wohali property, but it  
22 had been knocked down. He stated there had been semi-trucks that had been parked out in the  
23 road because they didn't know where to go. He stated there needed to be better signage there.  
24 Jim Boyden contacted Don Sargent during the meeting and informed him the signage had already  
25 been improved and was on a post.

26  
27 **Item F – Public Works Updates:**

28  
29 Zane DeWeese stated they were working to get the secondary water meter installed for the NSPIC  
30 pipeline. He stated they wanted to get the meter in before the water was in the line. Council  
31 Member Steven Richins questioned if he knew when the water was going to be put in. Zane  
32 DeWeese stated he didn't know the NSPIC plans, but CCNIC planned on starting around April 20<sup>th</sup>.

33  
34 Zane DeWeese stated they would be doing the Cemetery clean-up from April 15<sup>th</sup> – 30<sup>th</sup>. He stated  
35 this was when they went in and removed all of the decorations from the grave sites. He  
36 recommended for the Council to let everyone know so people could remove and take anything that  
37 may be sentimental to them. He stated there were signs posted in the Cemetery and it was also on  
38 the City Website and Facebook. Council Member Louise Willoughby stated she would also take a  
39 picture of the signage and put it out on Facebook.

40  
41 **Item G – Engineer Updates:**

42  
43 Don Sargent stated Chris Thomsen was working on routine items and meetings. He stated he held  
44 a construction meeting for the Wohali project and he was making sure everything was in place.

45



1 **Item H – Legal Updates:**

2

3 Sheldon Smith stated he didn't have any other updates tonight.

4

5 **Item I – Mayor Updates:**

6

7 Mayor Mark Marsh stated he was a representative for the County for the climate risk assessment  
8 group. He stated they had met and identified three items that they would be working on. The top  
9 three items were water scarcity, a study on whether the drought and water decline in the  
10 reservoirs and lakes was due to weather related temperatures or something else, and wildfire  
11 concerns.

12

13 Mayor Mark Marsh stated he had met with Summit County Manager, Tom Fisher, today and  
14 discussed working together for land planning for our borders with Summit County in a way to  
15 benefit both entities. He stated they would be hearing more from them regarding that in the  
16 coming future. Mayor Marsh stated they also discussed working with Summit County on  
17 Emergency Planning and had discussed partnering with them for an Emergency Manager for our  
18 City. He stated he would bring more information to the Council before a decision had to be made.

19

20 Mayor Mark Marsh stated he was waiting to hear back from Summit County concerning the MAG  
21 FEMA Pre-disaster Mitigation Plan. He stated it had been approved by FEMA and Summit County  
22 was currently reviewing it before forwarding it to the City for review and adoption.

23

24 Mayor Mark Marsh stated the City would be hosting the Summer Celebration this year on July 15<sup>th</sup>  
25 and July 16<sup>th</sup>. He stated a concert would be held on Friday, July 15<sup>th</sup> and a car show on Saturday,  
26 July 16<sup>th</sup>. He stated they were planning to hold both events at the Summit County Fairgrounds.

27

28 Mayor Mark Marsh stated he would be meeting with Weber Basin on possible plans for cutting  
29 back on outdoor watering this year. He stated there may be some water restrictions placed on the  
30 residents this year. Mayor Marsh stated Weber Basin had already issued restrictions for their water  
31 supply and we may be in the same situation with our irrigation water.

32

33 Mayor Mark Marsh stated he would be meeting with the Summit County Health Director, Phil  
34 Bondurant, to review the community needs for Coalville City. He questioned if the Council had any  
35 questions or concerns that they would like him to address when they met. Mayor Marsh stated he  
36 had noticed a health and education screening bus that was parked in their parking lot in Park City  
37 and wanted to discuss the possibility of having it available in Coalville City as well as any other  
38 services being offered to the public. Council Member Louise Willoughby stated they had provided  
39 the COVID testing trailer at the Health Department here in Coalville and it had received a great  
40 response. Mayor Mark Marsh stated he also wanted to make sure our community was receiving  
41 the Meals On Wheels program for all that wanted to participate. Council Member Louise  
42 Willoughby stated she thought it would be a good idea to make sure the Hispanic citizens were  
43 receiving the help they needed.

44

1 Mayor Mark Marsh stated he, Council Member Willoughby, and Council Member Geary would be  
2 attending the Utah League Of Cities And Towns Mid-year Conference for training. He stated he  
3 looked forward to the information and training that would be provided especially the information  
4 on the changes from the Legislative Session.

5  
6 Mayor Mark Marsh informed the Council he had taken the Planning Commission Members to a  
7 training seminar in Morgan. He stated it was very good training. He gave the Council a copy of the  
8 book Ground Rules and stated it was a great book for land use information. He stated there were  
9 other free training meetings available for anyone that was interested in receiving more information  
10 about land use and regulations.

11  
12 **Item J – Council Updates:**

13  
14 Council Member Steven Richins stated he had a conflict for the Work Session meeting on May 23<sup>rd</sup>.  
15 He stated he would be attending the North Summit High School graduation. Council Member  
16 Willoughby and Council Member Geary stated they would also be attending the graduation. Mayor  
17 Mark Marsh questioned if they would like to cancel or reschedule the meeting. The Council  
18 decided they would like to reschedule the meeting to Tuesday, May 24, 2022 at 6:00 P.M.

19  
20 Council Member Louise Willoughby updated the Mayor and Council that the North Summit Fire  
21 District had hired a new Fire Chief, Ben Nielsen. Mayor Mark Marsh stated he had invited him to  
22 the Work Session to be introduced to the Council. Council Member Louise Willoughby stated they  
23 had extended the contract with the Park City Fire Department to still cover our area until  
24 everything was up and running.

25  
26 **Item 4 – Review And Possible Approval Of Accounts Payable:**

27  
28 The Mayor and Council reviewed the accounts payable for April 2022. Council Member Phil Geary  
29 stated he was concerned about the payment for Don Sargent's services. Mayor Mark Marsh and  
30 Don Sargent explained the large developments had agreed to pay for his consultant services and  
31 the City was reimbursed by them for the hours he spent on their projects. Council Member Phil  
32 Geary stated if the City kept up this pace, between JUB Engineers and Don, the City was going to  
33 spend the budget in wages. Council Member Louise Willoughby stated she was also questioning  
34 and had concerns about the job descriptions and who did what and who was hired for each  
35 position because with all the development coming in, this was a lot of hours. She stated it was a lot  
36 of hours for Don Sargent and that transferred to a lot of hours for Niki Sargent and Sheldon Smith  
37 and questioned how this would be divided up. She stated she felt Don Sargent had too many hours  
38 involved with way too many jobs for Coalville City and she would like to look into that. She stated  
39 if they were going to be growing, they needed to look at how they were going to Staff the City  
40 because it was a lot of money. Mayor Mark Marsh stated it was a lot of money, but it was a lot of  
41 jobs that the City needed. Council Member Louise Willoughby stated she realized they needed the  
42 jobs, but questioned how they were going to staff that and she felt they needed to have the right  
43 job descriptions to match all of the jobs. Mayor Mark Marsh stated there were certain people that  
44 could only do certain things. He gave the example of the City Attorney, Sheldon Smith, and stated  
45 Sheldon was the only one with a law degree to give the legal advice and there wasn't anyone else in

1 the City Staff that could do that job. He stated the Community Development Director, Don Sargent,  
2 was the only person educated to do that job. Council Member Louise Willoughby stated but Don  
3 Sargent's job was working with many, many other entities. Mayor Mark Marsh stated but it was  
4 still just one job and there wasn't any difference between that and all of the different legal issues  
5 that Sheldon did. Council Member Louise Willoughby stated they had met in a different meeting  
6 and the Mayor had said that this could come up. Mayor Marsh stated it could if they wanted to  
7 discuss it and questioned if she was looking at hiring another person to fill that role. Council  
8 Member Louise Willoughby stated that was a possibility and they needed to analyze it. She stated  
9 she didn't even know what a Community Development Director was. Don Sargent stated there was  
10 a definition in the Code for the Community Development Director. Council Member Louise  
11 Willoughby stated they would be discussing it at the next work session meeting. Mayor Mark  
12 Marsh stated they could add it for discussion if they wanted to do that in place of working on  
13 something else. Council Member Louise Willoughby stated it would be discussed when they  
14 discussed the new low impact permit. Council Member Phil Geary stated he thought it was a lot of  
15 hours and last month was probably the biggest month ever. Council Member Tyler Rowser stated  
16 they could look at the critical mass to see if the position needed to be added as an employee  
17 instead of contracted out. He gave the example of the Summit County Planning Department and  
18 stated they didn't work on one single project at a time. He stated they were working on several at  
19 the same time. He asked Don Sargent if he was over tasked. Don Sargent stated he had cut back  
20 on his personal business to devote more time to Coalville City. Council Member Louise Willoughby  
21 stated Don Sargent would also be working on the Development Code along with all the developers  
22 and that was a lot of money that would be increasing. She stated with all the growth they needed  
23 to look at how they staffed the City. Mayor Mark Marsh stated he could visit with the Staff and  
24 review the needs of the City. Council Member Louise Willoughby stated they knew with all of the  
25 growth coming in they would need to add staff for the City. Mayor Marsh stated that may be true,  
26 but they would also need to wait to see how to budget for added staff as there wouldn't be any  
27 additional taxes coming in until the building actually started. Council Member Louise Willoughby  
28 stated it would come in incremental amounts, but in looking at this month, these were two really  
29 large amounts. Council Member Phil Geary referred to the JUB Engineers bill and stated there were  
30 two large amounts listed for Wohali and questioned what the difference was. Don Sargent stated  
31 the item for Wohali inspections was paid for by the Developer and was for the inspections made on  
32 the property improvements. Sheldon Smith stated there would probably be a time when the City  
33 would need a full time Planner part of the responsibilities. Council Member Phil Geary stated they  
34 were going to bury Don. Don Sargent stated having a junior planner on Staff would help to take  
35 over some of the things like the business licenses, sign permits, and other small reviews. He stated  
36 he had reduced his fees for Coalville City because he liked being part of the community and helping  
37 them out. Sheldon Smith stated the rate Don Sargent was charging was about half of what JUB  
38 Engineers was charging. Council Member Louise Willoughby reiterated they needed to look at the  
39 job descriptions and how they designated the jobs. She stated any time someone was  
40 overburdened they couldn't keep on top of things. Mayor Mark Marsh questioned if they wanted  
41 to discuss it at the April Work Session. Council Member Louise Willoughby stated she thought they  
42 could add it to the May Work Session agenda. Mayor Mark Marsh stated he would review the job  
43 descriptions for discussion at the end of May. He stated currently Niki Sargent was full time and  
44 RaeShel Hortin was part time and they may need to add more time to the office. Council Member  
45 Steven Richins questioned if they could hire someone to help Niki Sargent and gave the example of

1 someone typing up the minutes. Mayor Mark Marsh stated that was part of the City Recorder job,  
2 but they could review the needs because they were growing. Council Member Phil Geary stated  
3 the City was growing, but there wasn't any revenue coming in yet. Mayor Marsh agreed and stated  
4 some building lots had been sold and it was moving forward, but it would be three or four years  
5 before the City saw any tax revenue. He stated the City may need to look at doing truth in taxation.

6  
7 **Council Member Tyler Rowser made a motion to approve the accounts payable for April 2022.**  
8 **Council Member Phil Geary seconded the motion. All Ayes. Motion Carried.**  
9

10 **Item 5 – Review And Possible Approval Of Minutes:**

11  
12 The Mayor and Council reviewed the minutes of the February 28, 2022, March 14, 2022, and March  
13 28, 2022 meetings.

14  
15 **Council Member Tyler Rowser made a motion to approve the minutes of February 28, 2022,**  
16 **March 14, 2022, and March 28, 2022 as written. Council Member Steven Richins seconded the**  
17 **motion. All Ayes. Motion Carried.**

18  
19 **Item 6 – Adjournment:**

20  
21 **Council Member Steven Richins made a motion to adjourn the meeting. Council Member Tyler**  
22 **Rowser seconded the motion. All ayes. Motion Carried.**

23  
24 The meeting adjourned at 8:55 P.M.

25  
26  
27  
28  
29 \_\_\_\_\_  
30 Mayor Mark Marsh

31 Attest:

32  
33 \_\_\_\_\_  
34 Nachele D. Sargent, City Recorder