

**TOWN OF LEEDS
PUBLIC NOTICE**

FEBRUARY 23, 1996

The Town of Leeds will hold a pre-application meeting with J. D. McDonald, Utah Water Quality Board on Wednesday, February 28, 1996, concerning a sewer facility plan . All public invited to attend this meeting.

POSTED THIS 23rd DAY OF FEBRUARY 1996


Patrick J. Franks, Manager / Clerk

**TOWN OF LEEDS
TOWN COUNCIL**

FEBRUARY 23, 1996

The Town Council of Leeds will hold a Town Council Meeting on Wednesday, February 28, 1996 at 7:30 at the Leeds Town Hall. Public welcome to attend.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge
4. Approval of Financial Statement and Minutes (10 minutes)
5. Swearing-In of New Council Members (5 minutes)
6. Kyle Leamy--Application for Conditional Use Permit (10 minutes)
7. Bill Western for James Parnell--New R. V. Park on Valley Road (15 minutes)
8. Pauline Fowlks, Treasurer (10 minutes)
 - Copy Machine
 - Policies and Procedures Manual
9. Mayor DeMille (25 minutes)
 - Calendar Items
 - Discussion of Mayor's Association Meeting
 - Change of Bank
 - Hiring of New Police Officer
 - Report on Elk Re-Introduction
 - CDBG Grant
 - Policy Declaration Questions
9. Joanne Thornton (25 minutes)
 - Sewer Application for Facility Plan
 - Dry Sewer Line on all new development
 - Report on Acquisition of Stanton Property (Leeds CCC Camp)
10. Charlie Scott (10 minutes)
 - Water
 - Annexation
11. Mel Evans (15 minutes)
 - Manufactured Homes
 - Update on Sidewalk Project
12. Patrick Franks, Manager / Clerk (15 minutes)
 - Annexation
 - Report on B&C Roads Meeting
13. Other Business
14. Adjournment to Executive Session--Personnel Salaries

POSTED THIS 23rd DAY OF FEBRUARY 1996


Patrick J. Franks, Manager / Clerk

Town of Leeds

**Minutes for the
Town Council Meeting
of February 28, 1996**

1. **CALL TO ORDER:** Mayor Brent DeMille called the meeting to order at 7:30 p.m.

2. **ROLL CALL:** Mayor DeMille and Council Members Joanne Thornton, Charlie Scott and Mel Evans.

3. **PLEDGE:** Mayor DeMille.

4. **APPROVAL OF FINANCIAL STATEMENT AND MINUTES:**

Mel made a motion to accept the financial statement as presented, the agenda with the revision of ~~Paul Mann~~, EMT, added and the minutes as amended. Joanne seconded the motion and it passed unanimously.

5. **~~SWEARING IN OF NEW COUNCIL MEMBERS:~~**

Patrick Franks, Town Manager / Clerk gave the Oath of Office to Council Members Thornton and Scott. Each raised their right arm and repeated the Oath. Pauline Fowles, Town Treasurer notarized the document directly after the meeting.

6. **~~KYLE LEANY--APPLICATION FOR CONDITIONAL USE PERMIT:~~**

Charlie made a motion to give Mr. Leany the conditional use permit contingent upon the terms of paying up front the Impact Fee and Building Permit Fee for the home he plans to build. The home is to be built South of ~~Paul Leany's~~ existing home on property owned by Kyle Leany. Joanne seconded the motion and it passed.

7. **~~APPLICATION FOR ZONING PARALLEL--NEW R. V. PARK ON VALLEY ROAD:~~**

The Council had a chance to review the blueprints with Mr. Western and he answered their questions on the location of ~~the driveway~~ and access to and from the park. Mel then made a motion to accept the plans and approve the R. V. Park consistent with our current zoning. Charlie seconded the motion and it passed. The ~~impact fee~~ of \$550.00 per space was mentioned and will be re-evaluated at a later date.

7a. **~~PAUL MANN, EMT:~~**

Paul approached the Town Council about purchasing a ~~Pulse Oximeter~~. The piece of equipment measures the oxygen saturation in the blood cells and as gives a read out of a patient's pulse. It is a very badly needed piece of equipment to help in the assessment of emergency patients. The Town Council gave approval for the purchase of the machine contingent upon the EMT's having enough funds in their budget.

8. **PAULINE BOWLES, TREASURER:**

Copy Machine—Pauline gave 3 recommendations to the Council for their approval of the purchase of a new copy machine. After reviewing each of these, the Council chose the [redacted] Copier and went with the bid from [redacted] Copier and Fax Company. Mel gave the motion and Joanne seconded it. It passed unanimously. The copier will be purchased on a lease agreement and will be signed for by the Mayor.

Policies and Procedures Manual—Pauline also told the Council that the new "Policies and Procedures Manual" from the Utah League of Cities and Towns had arrived and will be in the office for use.

9. **MAYOR BRENT DEMILLE:**

Calendar Items

Washington County Conservancy District Meetings—Charlie will attend.

Ash Creek Coordinating Committee Meetings—Joanne will attend.

Dog Clinic—March 9, 1996 at 10:00 a.m.

Water Users Workshop—March 12-13, 1996 at St. George.

Utah Flood Plain Conference—April 11, 1996.

Checking Bank
The Mayor informed the Council that we will be changing our checking account from Zion's Bank to [redacted] American Credit Union as soon as we get the information requested from Mountain America.

New Officer

The Mayor told the Council that the Town has hired a new Police Officer. Her name is [redacted] and she is currently attending the Utah Peace Officers Standards and Training (POST). Her date of return from the POST is expected to be the end of May.

Meeting
The meeting attended by the Mayor and several interested parties in the area was very poorly run as far as due process of law and speech is involved. The Mayor was told that he could not be heard from in this forum. He will keep the Council posted.

Meeting
The Mayor told the Council that we have been prioritized and are awaiting the Federal Government's decision as to how much money our region will receive. He and Patrick will attend a meeting in Beaver on March 21, 1996. He also told the Council that by increasing our match and cutting the overall project size down we will be able to do what we need to on the addition to the Fire House.

10. JOANNE THORNTON, COUNCIL MEMBER:

Application for [REDACTED]
The meeting with [REDACTED] of the Utah Water Quality Board previous to this Town Council Meeting was very beneficial in helping the Town evaluate where we are concerning a sewer system. We have requested through application to have a study for sewer feasibility.

Dry Sewer Line on all [REDACTED]
Joanne brought up the question of whether we require new subdivisions to put in dry sewer lines. The Town currently requires that any subdivision put the dry lines in and this is contained in the Town of Leeds Subdivision Ordinance.

Report on Acquisition of [REDACTED]
The Stanton Family have received \$38,000.00 for the property that the Leeds CCC Camp is located on. The next step is to obtain the deed to the property.

11. CHARLIE SCOTT, COUNCIL MEMBER:

Charlie informed the Council that the [REDACTED] Well has been drilled North of Leeds. [REDACTED] has verbally agreed with Charlie that they might be able to drill a well at [REDACTED] to sell to the Town for use at [REDACTED].

[REDACTED]
Charlie is still in the process of working on annexing the [REDACTED] side of Harrisburg and will continue to work on this project.

12. MEL EVANS, COUNCIL MEMBER:

Mel noted that lately there have been a lot of manufactured homes brought in to Town. He requested that the Town and the Council encourage good sound development within the town limits.

[REDACTED]
[REDACTED] is donating equipment and labor on the sidewalk project and on [REDACTED] Street and [REDACTED] Lane. [REDACTED] will start on the sidewalk project this coming week.

13. PATRICK FRANKS, MANAGER / CLERK

[REDACTED]
Patrick informed the Council that he had received most of the Petition to Annex forms back from the potential annexes. We have yet to schedule a meeting with all annexes and this dated will be decided soon.

Report on B&C Road Testing

Patrick attended the Annual Meeting of the B&C Road Testing Region. It was informative and offered all aspects of what B&C Road money can and can not be spent on. At looking at the money receive, we have been spending this money appropriately.

14. OTHER BUSINESS—FIRE CHIEF:

The Chief asked the Council to do all they could to work with [redacted] regarding the [redacted] system used at [redacted]. With each new subdivision they start remembering at 1. This is very confusing when an emergency needs to attended to.

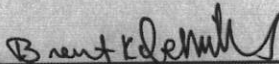
15. ADJOURNMENT:

The meeting was adjourned at 10:05 p.m.

EXECUTIVE SESSION:

The salaries of all employees were reviewed. It was decided by the Town Council to continue to pay the Police Department Employees \$8.00/hour. The Manager / Clerk and Public Works Director will receive \$7.50/hour and all other employees will receive \$7.00/hour.

PASSED THIS 27th DAY OF MARCH 1996



Brent K. DeMille, Mayor

attest: 
Patrick J. Franks, Manager / Clerk



Town of Leeds
Statement of Revenues & Expenses
For the Seven Months Ending January 31, 1996

Account	Account Description	Current Month	YTD	Budget	Variance	% Var
GENERAL FUND REVENUE						
Taxes						
3110	General Property Tax	\$ 0.00	\$ 12,100.00	\$ 14,500.00	2,400.00	0.17
3120	Prior Years Taxes	0.00	197.93	450.00	252.07	0.56
3130	General Sales & Use Tax	1,507.03	12,912.08	22,000.00	9,087.92	0.41
3140	Franchise Taxes	0.00	693.85	2,000.00	1,306.15	0.65
	Total Taxes	1,507.03	25,903.86	38,950.00	13,046.14	1.79
Licenses & Permits						
3210	Business License	645.00	675.00	1,500.00	825.00	0.55
3221	Building Permit Fee	400.00	1,216.10	2,850.00	1,633.90	0.57
3225	Animal License Fees	0.00	5.00	900.00	895.00	0.99
3227	Impact Fees	2,000.00	4,000.00	5,000.00	1,000.00	0.20
3228	Conditional Use Permit	0.00	100.00	150.00	50.00	0.33
	Total Licenses & Permits	3,045.00	5,996.10	10,400.00	4,403.90	2.65
Intergovernmental						
3312	County Fire Service Payments	0.00	0.00	5,000.00	5,000.00	1.00
3340	Grants-State and Federal	3,780.00	4,159.00	3,400.00	<759.00>	<0.22>
3356	Income Class "C" Road Fund	0.00	4,860.00	9,000.00	4,140.00	0.46
3358	State Liquor Fund Allotment	0.00	75.19	175.00	99.81	0.57
3360	State Fynts. in Lieu of Taxes	0.00	6,300.00	4,000.00	<2,300.00>	<0.58>
	Total Intergovernmental	3,780.00	15,394.19	21,575.00	6,180.81	1.23
Service Fees						
3443	Solid Waste Collection Fees	2,089.60	11,757.00	16,000.00	4,243.00	0.27
3481	Sale of Cemetery Lots	0.00	930.00	1,000.00	70.00	0.07
3482	Burial Fee	0.00	230.00	400.00	170.00	0.42
3490	General Government	0.00	122.20	100.00	<22.20>	<0.22>
3491	Payments for Fire Service-Other	508.00	6,392.00	8,000.00	1,608.00	0.20
3492	Insightor Comm. Advertisements	90.00	100.00	200.00	100.00	0.50
	Total Service Fees	2,687.60	19,531.20	25,700.00	6,168.80	1.24
Fines & Forfeitures						
3511	Court Fines	15.00	175.00	700.00	525.00	0.75
	Total Fines & Forfeitures	15.00	175.00	700.00	525.00	0.75
Miscellaneous						
3610MR	Interest Earnings - Misc Rev	20.36	467.96	1,500.00	1,032.04	0.69
3620	Rents and Commissions	0.00	120.00	200.00	80.00	0.40
3640	Sale of Fixed Assets	0.00	0.00	50.00	50.00	1.00
3690	Sturdy Revenues	0.00	532.68	1,000.00	467.32	0.47
	Total Miscellaneous	20.36	1,120.64	2,750.00	1,629.36	2.56
Contributions & Transfers						
3870	EMT Contributions	9.00	2,764.16	3,000.00	235.84	0.08
3890	Beginning Gen'l Fund Balance	0.00	27,687.00	27,687.00	0.00	0.00
	Total Contributions & Transfers	9.00	30,451.16	30,687.00	235.84	0.08
	Total General Fund Revenue	\$ 11,063.99	\$ 98,572.15	\$ 130,762.00	32,189.85	10.30
GENERAL FUND EXPENDITURES						
Legislative						
4111-210	Legislative-Memberships/Retiree	\$ 0.00	\$ 290.00	\$ 390.00	100.00	0.29
4111-230	Legislative-Travel/Training	0.00	210.07	250.00	39.93	0.16
4111-510	Legislative-General Liability	0.00	6,194.00	6,194.00	0.00	0.00

Town of Leeds
Statement of Revenues & Expenses
For the Seven Months Ending January 31, 1996

4111-511	Legislative-Public Serv. Bonds	0.00	255.00	255.00	0.00	0.00
	Total Legislative	0.00	6,909.07	7,049.00	139.93	0.45
Judicial						
4120	Judicial-Court Expenditures	0.00	0.00	350.00	350.00	1.00
4121	Judicial-Washington Co. Fines	6.00	62.00	200.00	138.00	0.69
4122	Judicial-State of Utah Fines	0.00	0.00	100.00	100.00	1.00
	Total Judicial	6.00	62.00	650.00	588.00	2.69
Administrative						
4140-210	Administrative-Memberships/Sub	0.00	0.00	100.00	100.00	1.00
4140-230	Administrative-Travel/Training	0.00	110.00	250.00	140.00	0.56
4140-240	Administrative-Office Expense	52.00	750.23	800.00	49.77	0.06
4140-250	Administrative-Equip. Supp. Main	0.00	164.51	400.00	235.49	0.59
4141-310	Administrative-Accounting Serv	0.00	200.00	2,000.00	1,800.00	0.90
4142-111	Administrative-Wages(#111)Clrk	123.50	1,534.01	2,500.00	965.99	0.39
4143-114	Administrative-Wages(#114)Trsn	176.75	1,867.25	4,700.00	2,832.75	0.60
4143-511	Administrative-Treasurer's Bond	0.00	0.00	50.00	50.00	1.00
4145-311	Administrative-Legal Services	0.00	0.00	1,500.00	1,500.00	1.00
4146	Administrative-Engineer	0.00	0.00	1,000.00	1,000.00	1.00
4150-130	Employee Benefits/Withholdings	164.91	2,848.87	5,500.00	2,651.13	0.48
	Total Administrative	517.16	7,474.87	18,800.00	11,325.13	7.58
General Governmental Buildings						
4161-271	Gen.Gov.Build-Town Hall Electr	0.00	135.99	250.00	114.01	0.46
4161-272	Gen.Gov.Build-Town Hall Fund	0.00	69.61	300.00	230.39	0.77
4161-280	Gen.Gov.Build-Town Hall Teleph	0.00	302.64	600.00	297.36	0.50
	Total General Governmental Bldg	0.00	508.24	1,150.00	641.76	1.72
	General Governmental Subtotal	523.16	14,954.18	27,649.00	12,694.82	12.44
Elections						
4172	Elections-Elections	0.00	334.07	150.00	<184.07>	<1.23>
	Total Elections	0.00	334.07	150.00	<184.07>	<1.23>
Planning & Zoning						
4180-230	Plan&ZoneComm-Travel & Train	0.00	0.00	100.00	100.00	1.00
4180-240	Plan&ZoneComm-Office Expense	0.00	269.87	250.00	<19.87>	<0.08>
	Total Planning & Zoning	0.00	269.87	350.00	80.13	0.92
Education & Community Promotion						
	Total Education & Promo	0.00	0.00	0.00	0.00	0.00
	General Government Exp. Subtotal	523.16	15,558.12	28,149.00	12,590.88	12.13
Police Department						
4200-115	Police Dep.-Crime Control Wage	386.00	2,704.00	5,400.00	2,696.00	0.50
4200-790	Police Dep.-Vehicle Purchase	0.00	1,779.64	1,780.00	0.36	0.00
4214	Police Dep.-Training	0.00	0.00	100.00	100.00	1.00
4215-1	Police Dep.-Communications	0.00	681.79	850.00	168.21	0.20
4215-2	Police Dep.-Auto Fuel & Maint.	33.35	409.04	1,100.00	690.96	0.63
4215-490	Police Dep.-Equip. & Supplies	0.00	0.00	200.00	200.00	1.00
4218-115	Wages Liquor Law Enforcement	0.00	0.00	200.00	200.00	1.00
	Total Police Department	419.35	5,574.47	9,630.00	4,055.53	4.33

Town of Leeds
Statement of Revenues & Expenses
For the Seven Months Ending January 31, 1996

Fire Department						
4221	Fire Dep.-Fire Administration	37.00	77.78	300.00	222.22	0.74
4222	Fire Dep.-Fire Suppression Mts	5.49	678.59	1,000.00	321.41	0.32
4222-230	Fire Dep.-Apparatus Maintenance	26.40	10,232.77	13,000.00	2,767.23	0.21
4224	Fire Dep.-Fire Training-Person	0.00	301.68	500.00	198.32	0.40
4225	Fire Dep.-Fire Communications	0.00	280.00	500.00	220.00	0.44
4228-270	Fire Dep.-Fire Station-Utilities	0.00	212.16	600.00	387.84	0.65
	Total Fire Department	68.89	11,782.98	15,900.00	4,117.02	2.76
EMT						
4229-1	EMT-Training	0.00	207.66	300.00	92.34	0.31
4229-2	EMT-Vehicle Fuel/Maint.	5.09	2,391.67	3,700.00	1,308.33	0.35
4229-3	EMT-Medical Supplies	24.98	1,040.14	3,338.00	2,297.86	0.69
4229-4	EMT-Delibrillator	3,780.00	6,280.00	6,829.00	549.00	0.08
	Total EMT	3,810.07	9,919.47	14,167.00	4,247.53	1.43
Protective Inspection						
4242-312	Protoc. Inspcn.-Building Insps	253.88	843.85	1,500.00	656.15	0.44
	Total Protective Inspection	253.88	843.85	1,500.00	656.15	0.44
Other Protective						
4253-310	Other Prot.-Shelter Fees/Vet	0.00	0.00	700.00	700.00	1.00
	Total Other Protective	0.00	0.00	700.00	700.00	1.00
	Total Public Safety	4,552.39	28,120.77	41,897.00	13,776.23	9.95
Highways						
4413	Highways-Road Construction/Repair	646.00	741.68	1,000.00	258.32	0.26
4413-271	Highways-Electricity Street	0.00	1,487.55	3,200.00	1,712.45	0.54
4415	Class "C" Road Program	0.00	0.00	9,000.00	9,000.00	1.00
	Total Highways	646.00	2,229.23	13,200.00	10,970.77	1.79
Sanitation						
4423	Sanitation-Wash. Co. Solid Wst	1,491.00	10,451.91	14,300.00	3,848.09	0.27
4423-240	Sanitation-Office Expenses/Fuel	64.00	366.74	1,000.00	633.26	0.63
4423-360	Sanitation-Add'l Dumpsters	0.00	0.00	500.00	500.00	1.00
4423-520	Sanitation-Collection Costs	0.00	0.00	200.00	200.00	1.00
	Total Sanitation	1,555.00	10,818.65	16,000.00	5,181.35	2.90
	Total Highways & Public Improv	2,201.00	13,047.88	29,200.00	16,152.12	4.70
Parks						
4500-113	Park&Ree-Public Works Dir.	481.25	3,950.02	6,000.00	2,049.98	0.34
4500-121	Park&Ree-Serve Lewis Wagon	60.30	60.50	1,327.00	1,266.50	0.95
4500-122	Park&Ree-Don Trucks Wagon	0.00	1,072.50	1,073.00	0.50	0.00
4500-790	Park&Ree-Vehicle Purchase	0.00	500.00	500.00	0.00	0.00
4510-340	Park&Ree-Auto Fuel & Maint.	0.00	200.80	350.00	149.20	0.43
4510-330	Park&Ree-Equip. Supp. Admin.	300.00	730.08	1,000.00	269.92	0.27
4510-372	Park&Ree-Parks-Water	16.00	213.80	300.00	86.20	0.29
4510-373	Park&Ree-Parks-Pool	0.00	0.00	75.00	75.00	1.00

Town of Leeds
Statement of Revenues & Expenses
For the Seven Months Ending January 31, 1996

Total Parks		757.75	6,727.70	10,625.00	3,897.30	3.28
Recreation & Culture						
4560-610	Recreation-Culture-Plaques & Awards	0.00	50.00	50.00	0.00	0.00
4561-1	Recreation-Culture-Princess Pageant	0.00	117.71	500.00	382.29	0.76
4562	Recreation-Culture-Other Town Calendars	0.00	600.40	1,000.00	399.60	0.40
Total Recreation & Culture		0.00	768.11	1,550.00	781.89	1.16
Cemeteries						
4590-250	Cemeteries-Equip. Supplies/Maint	0.00	876.33	1,700.00	823.67	0.48
4590-260	Cemeteries-Rentals and Fuel	0.00	15.98	1,200.00	1,184.02	0.99
4590-750	Cemeteries-Beautification Proj	0.00	23.26	450.00	426.74	0.95
Total Cemeteries		0.00	915.57	3,350.00	2,434.43	2.42
Total Parks, Recreation & Cemeteries		757.75	8,411.38	15,525.00	7,113.62	6.86
Economic Development & Assistance						
Total Economic Devel & Assist		0.00	0.00	0.00	0.00	0.00
Debt Service						
4720	Debt Service-Wash. Co. School	0.00	1,000.00	1,000.00	0.00	0.00
4730	Debt Service-Zions-Trunk Leas	0.00	6,189.89	6,190.00	0.11	0.00
Total Debt Service		0.00	7,189.89	7,190.00	0.11	0.00
Transfer & Other Uses						
Total Transfer & Other Uses		0.00	0.00	0.00	0.00	0.00
Miscellaneous						
4960	Miscellaneous-Banking Fees	15.75	429.43	500.00	70.57	0.14
Total Miscellaneous		15.75	429.43	500.00	70.57	0.14
Total General Fund Expenditures		8,050.05	72,757.47	122,461.00	49,703.53	33.78
Surplus Revenue		\$ 3,013.94	\$ 25,814.68	\$ 8,301.00	<17,513.68>	44.08

**Town of Leeds
Check Register**
For the Period From Jan 1, 1996 to Jan 31, 1996

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Check Account	Amount
3210	1/7/96	PAULINE FOWLES	1111	113.98
3211	1/7/96	PATRICK FRANKS	1111	161.78
3212	1/7/96	ELVIN E. BRAMAN	1111	348.60
3213	1/7/96	STEVEN L. LEWIS	1111	55.87
3214	1/7/96	VERN WATKINS	1111	428.75
3215	1/8/96	POST OFFICE	1111	64.00
3216	1/8/96	KINKO'S COPY CENTER	1111	6.00
3217	1/9/96	Leeds Domestic Waterworks Assn	1111	16.00
3218	1/9/96	Moore	1111	24.98
3219	1/9/96	ABC Auto Parts	1111	5.49
3220	1/9/96	Stamardler Copies	1111	52.00
3221	1/9/96	DON FAWSON	1111	37.00
3222	1/9/96	WASH. CO. SOLID WASTE	1111	1,491.00
3223	1/9/96	Texas Fleet Management	1111	33.55
3224	1/9/96	WORKERS COMP. FUND OF UTAH	1111	61.14
3225	1/9/96	ZION'S FIRST NATIONAL BANK	1111	197.50
3226	1/9/96	NATIONAL FIRE PROTECTION AS	1111	26.40
3228	1/15/96	Burton Land Surveying	1111	100.00
3229	1/15/96	PHYSIO-CONTROL CORPORATION	1111	3,780.00
3230	1/15/96	Washington County Treasurer	1111	6.00
3227V	1/15/96	VOIDED CHECK	1111	
3233	1/16/96	Weaver, Bill	1111	138.48
3234	1/16/96	Mink, James P.	1111	115.40
3231V	1/16/96	VOIDED CHECK	1111	
3232V	1/16/96	VOIDED CHECK	1111	
323	1/16/96	ZION'S BANK	1111	15.75
3235	1/18/96	United Parcel Service	1111	5.09
3236	1/28/96	W. R. White	1111	640.00
3237	1/31/96	Leeds Waste	1111	100.00
Total				<u>8,885.16</u>