

# Town of Leeds

---

## Agenda Town of Leeds Town Council Wednesday, May 24, 2023

**PUBLIC NOTICE** is hereby given that the Town of Leeds Town Council will hold a **PUBLIC MEETING** on Wednesday, May 24, 2023, at 7:00 pm. The Town Council will meet in the Leeds Town Hall located at 218 N Main, Leeds, Utah.

### Regular Meeting 7:00pm

1. Call to Order/Roll Call
2. Invocation
3. Pledge of Allegiance
4. Declaration of Abstentions or Conflicts
5. Consent Agenda:
  - a. Tonight's Agenda
  - b. Meeting Minutes of April 26, 2023
  - c. Meeting Minutes of Work Session April 26, 2023
6. Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person).
7. Announcements:
  - a. Election and Dates for Filing a Declaration of Candidacy, June 1 through June 7, 2023
8. Public Hearings: None
9. Action Items:
  - a. Resolution 2023-01, Acknowledging Receipt of and Adoption of the Tentative Fiscal Year Budget for the Town of Leeds and Setting the Date for the Public Hearing, June 14, 2023
  - b. Resolution 2023-02, Restricting Access to ACE Complaint Records
  - c. Discussion possible action regarding Designation of Restricted Area for Fireworks
  - d. Resolution 2023-03, Modify Oak Grove Road Speed Limit to 25 mph.
10. Discussion Items:
  - a. Discussion regarding compliance for SLFRF/ARPA funds spending.
  - b. Updating Ordinance 2009-21, Consolidated Fee Schedule
  - c. Peach Days scheduled for August 31, 2023, Leeds Seed Display
  - d. Planning Commission appointments
11. Citizen Comments: No action may be taken on a matter raised under this agenda item. (Three minutes per person).
12. Staff Reports:
13. Closed Meeting- A Closed Meeting may be held for any item identified under Utah Code section 52-4-205.
14. Adjournment

The Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call Leeds Town Hall on 879-2447 at least 24 hours prior to the meeting.

The Town of Leeds is an equal opportunity provider and employer.

Certificate of Posting.

The undersigned Clerk/Recorder does hereby certify that the above notice was posted May 22, 2023 at these public places being at **Leeds Town Hall, Leeds Post Office**, the **Utah Public Meeting Notice website** <http://pmn.utah.gov>, and the **Town of Leeds website** [www.leedstown.org](http://www.leedstown.org).

  
Aseneth Steed, Clerk/Recorder



## TOWN OF LEEDS

218 NORTH MAIN STREET  
PO BOX 460879  
LEEDS, UT 84746-0879  
PHONE: 435-879-2447 FAX: 435-879-6905  
E-mail: [clerk@leedstown.org](mailto:clerk@leedstown.org)  
Website: [www.leedstown.org](http://www.leedstown.org)

# Public Notice

## Of Election and Dates for Filing a Declaration of Candidacy

Notice is hereby given that the Town of Leeds will be holding a Municipal Election on November 7, 2023

The Positions to be filled are:

**Two (2) Town Council Member - each a 4-year term**

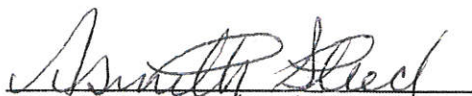
**The Town of Leeds will accept Declaration of Candidacy between June 1, 2023, and June 7, 2023, at the Leeds Town Hall During the filing period Townhall Office hours will be extended from 8:00am to 5:00pm**

Each person seeking to become a candidate for office must file a Declaration of Candidacy in person with Aseneth Steed the Town Clerk/Recorder at 218 North Main Street, Leeds Utah. During the filing period Office hours will be extended from 8:00am to 5:00pm Monday thru Friday

Qualifications for a candidate are:

1. Be a United State citizen.
2. Be a resident of the municipality for at least twelve consecutive months immediately before the date of election.
3. Be a registered voter of the municipality.
4. Cannot be a convicted felon.

Any questions should be directed to Aseneth Steed at 435-879-2447, or email [clerk@leedstown.org](mailto:clerk@leedstown.org)

  
Aseneth Steed, Clerk/Recorder

**Town of Leeds**  
**Profit & Loss Budget vs. Actual**  
July 2022 through March 2023

Proposed

	YTD Budget 2023 Projection	Budget	\$ Over Budget	2023-24 Budget	Budget
Ordinary Income/Expense					
Income					
<b>CHARGES FOR SERVICES</b>					
Charges for Services Other					
Charges for Copies and Fax	0.00	0.00	25.00	0.00	-25.00
GRAMA Request	0.00	0.00	50.00	0.00	-50.00
Charges for Services Other - Other	10.00	12.50	25.00	0.00	-25.00
<b>Total Charges for Services Other</b>	<b>10.00</b>	<b>12.50</b>	<b>-87.50</b>	<b>0.00</b>	<b>-100.00</b>
Cemetery Revenue					
Burial Fees	550.00	687.50	1000.00	1000.00	0.00
Lot Sales	0.00	0.00	800.00	800.00	0.00
<b>Total Cemetery Revenue</b>	<b>550.00</b>	<b>687.50</b>	<b>1800.00</b>	<b>1800.00</b>	<b>0.00</b>
Sanitation Revenue					
Curbside Recycling	8387.94	10484.93	9500.00	10500.00	1000.00
Sanitation Revenue - Other	47418.69	59273.36	63000.00	59273.00	-3727.00
<b>Total Sanitation Revenue</b>	<b>55,806.63</b>	<b>69,758.29</b>	<b>72,500.00</b>	<b>69,773.00</b>	<b>(2,727.00)</b>
<b>Total CHARGES FOR SERVICES</b>	<b>56,366.63</b>	<b>70,458.29</b>	<b>74,400.00</b>	<b>71,573.00</b>	<b>(2,827.00)</b>
<b>CONTRIBUTIONS &amp; TRANSFERS</b>					
Princess fund raiser	0.00	0.00	0.00	0.00	0.00
Contributions	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00
Donations/Grants					
<b>WCSSD RECYCLE CONTRIBUTIONS</b>					
Cemetery Donations	13,850.00	13,850.00	0.00	13,850.00	0.00
Donations	550.00	550.00	0.00	550.00	0.00
Historical					
Tithing House	0.00	0.00	0.00	0.00	0.00
CLG GRANT	0.00	0.00	0.00	0.00	0.00
Historical - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Historical</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Donations/Grants</b>	<b>14,400.00</b>	<b>14,400.00</b>	<b>0.00</b>	<b>14,400.00</b>	<b>0.00</b>
<b>General Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>4,688.47</b>	<b>4,688.00</b>	<b>(0.47)</b>

**Town of Leeds**  
**Profit & Loss Budget vs. Actual**  
July 2022 through March 2023

Proposed

	YTD Budget 2023 Projection	Budget	\$ Over Budget	2023-24 Budget	Budget
<b>Total CONTRIBUTIONS &amp; TRANSFERS</b>	14,400.00	14,400.00	4,688.47	4,688.00	-0.47
<b>IMPACT FEES INCOME</b>					
Impact Fee Public Safety Income	0.00	0.00	0.00	0.00	0.00
Impact Fee Roads Income	0.00	0.00	13,180.00	0.00	(13,180.00)
Impact Fees Park Income	0.00	0.00	5,200.00	0.00	(5,200.00)
<b>Total IMPACT FEES INCOME</b>	0.00	0.00	(18,380.00)	0.00	(18,380.00)
<b>INTERGOVERNMENTAL REVENUE</b>					
Class C Road Funds	46,442.25	60,033.08	314,059.11	337,451.00	23,391.89
Court Fines	9,571.55	11,964.44	18,000.00	12,000.00	(6,000.00)
Federal Grants	51,660.00	51,660.00	51,660.00	51,660.00	51,660.00
Leeds Area SSD 911 Fees	0.00	0.00	3801.00	0.00	-3801.00
Leeds Area SSD payment	0.00	0.00	0.00	0.00	0.00
State Grants					
1a0000 - CARES	0.00	0.00	0.00	0.00	0.00
State Grants - Other	35,000.00	35,000.00	(322,291.00)	357,291.00	0.00
<b>Total State Grants</b>	35,000.00	35,000.00	(322,291.00)	357,291.00	0.00
<b>Total INTERGOVERNMENTAL REVENUE</b>	142,673.80	178,342.25	693,151.11	758,402.00	65,250.89
<b>LICENSES &amp; PERMITS</b>					
Liquor	0.00	0.00	400.00	0.00	-400.00
Encroachment Permits	375.00	468.75	125.00	500.00	375.00
Animal Licenses	175.00	218.75	300.00	200.00	-100.00
Annexation Fees	0.00	0.00	0.00	0.00	0.00
Building Inspection Fees	300.00	375.00	900.00	400.00	-500.00
Building Permits	5,620.38	7,025.48	12,000.00	7025.00	-4975.00
Business Licenses	610.00	610.00	600.00	600.00	0.00
Conditional Use Permits	200.00	250.00	100.00	250.00	150.00
Developments Fees	0.00	0.00	0.00	0.00	0.00
Application Anendment	0.00	0.00	0.00	0.00	0.00
Misc. Licenses, Permits & Fees	2,245.00	2,806.25	0.00	2,800.00	2,800.00
<b>Professional Services Revenues</b>					
Engineering Fees	0.00	0.00	0.00	0.00	0.00
Legal Fees	0.00	0.00	0.00	0.00	0.00

## Town of Leeds Profit & Loss Budget vs. Actual July 2022 through March 2023

Proposed

	YTD Budget 2023 Projection	Budget	\$ Over Budget	2023-24 Budget	Budget
Professional Services Revenues - Other	0.00	0.00	0.00	0.00	0.00
Total Professional Services Revenues	0.00	0.00	0.00	0.00	0.00
Subdivision Applications	0.00	0.00	0.00	0.00	0.00
Zone Change Applications	0.00	0.00	0.00	0.00	0.00
<b>Total LICENSES &amp; PERMITS</b>	<b>9,525.38</b>	<b>11,906.73</b>	<b>(2,518.28)</b>	<b>12,000.00</b>	
<b>MISC. REVENUE</b>					
Miscellaneous Revenue Other					
Returned Check Fees	25.00	31.25	31.25	0.00	0.00
Developer Expense Reimbursement	0.00	0.00	0.00	0.00	0.00
MISC REVENUE uncategorized inco	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenue Other - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Miscellaneous Revenue Other</b>	<b>25.00</b>	<b>31.25</b>	<b>31.25</b>	<b>0.00</b>	<b>0.00</b>
Appropriation of Gen Fund Bal	0.00	0.00	(82,080.00)	82,080.00	0.00
Interest Earnings on accounts					
Interest Income Parks Fund	1,624.68	2,030.85	1,730.85	2,000.00	1,700.00
Interest Income Roads Fund	2,143.92	2,679.90	2,279.90	2,700.00	2,300.00
Interest Capital Imp Fund	13,404.60	16,755.75	16,155.75	16,700.00	16,100.00
Interest Inc Public Safety Fund	111.51	139.39	122.39	150.00	133.00
Interest Income General Fund	16,814.82	21,018.53	17,018.53	21,000.00	17,000.00
Interest Income Other	4.86	6.08	2.08	6.00	2.00
Interest Income Historical Fund	24.59	30.74	(969.26)	30.00	(970.00)
Interest Income Roads B&C Fund	7,728.83	9,661.04	9,561.04	9,500.00	9,400.00
Interest Inc Sidewalks & Gutter	462.60	578.25	(421.75)	600.00	(400.00)
Interest Earnings on accounts - Other	711.47	889.34	889.34	900.00	900.00
<b>Total Interest Earnings on accounts</b>	<b>43,031.88</b>	<b>53,789.85</b>	<b>46,368.85</b>	<b>53,586.00</b>	<b>46,165.00</b>
Rents & Concessions					
Community Celebrations	444.98	444.98	-555.02	500.00	-500.00
4th July Revenues	1,690.00	1,690.00	190.00	1700.00	200.00
Princess Pageant Fund-Raiser	0.00	0.00	0.00	0.00	0.00
Rent and Deposit on Pavilion	150.00	187.50	-312.50	200.00	-300.00
Wild West Days in Leeds	0.00	0.00	0.00	0.00	0.00
Rents & Concessions - Other	150.00	187.50	187.50	0.00	0.00

**Town of Leeds**  
**Profit & Loss Budget vs. Actual**  
July 2022 through March 2023

	Proposed	
	YTD Budget 2023 Projection	Budget \$ Over Budget 2023-24 Budget Budget
Total Rents & Concessions	2,434.98	3,043.73
Total MISC. REVENUE	45,491.86	56,864.83
Tax Revenues	92,501.00	92,501.00
Property and RAP Tax Revenues	4,131.99	5,164.99
Prior Years' Taxes - Delinquent	74.29	92.86
Penalties	0.03	0.04
Interest on taxes	138,876.55	173,595.69
Gen. Sales & Use Taxes	66,943.93	83,679.91
Gen. Property Taxes - Current	3,453.62	4,317.03
Fee-in-Lieu of Property Taxes	13,754.29	18,354.29
RAP Taxes	227,234.70	284,043.38
Total Property and RAP Tax Revenues	217,705.00	217,705.00
Franchise Taxes	39,604.94	49,506.18
Municipal Energy Tax	8,886.01	11,107.51
Municipal Telecom License Tax	1,312.10	1,640.13
Franchise Taxes - Other	49,803.05	62,253.81
Total Franchise Taxes	277,037.75	346,297.19
Total Tax Revenues	545,495.42	681,869.28
Total Income	681,869.28	1,177,450.58
Gross Profit	545,495.42	681,869.28
Expense	(95,000.00)	(495,581.31)
CULTURE & RECREATION EXPENSE	0.00	0.00
4th July fireworks	0.00	0.00
Beautification project	0.00	0.00
Cemetery Expenses	569.15	711.44
Cemetary Water Expense	0.00	0.00
Lot buy-back	1,000.00	1,250.00
Open/close grave	12,921.23	12,921.23
Cemetery Expenses - Other	14,490.38	18,112.98
Total Cemetery Expenses	2,089.70	2,089.70
Culture & Recreation Costs	0.00	0.00
Community Celebrations	2,089.70	2,089.70
	2,100.00	2,100.00
	15,382.98	4,550.00
	231.44	800.00
	-250.00	250.00
	-750.00	2000.00
	12,921.23	1,500.00
	2,730.00	1,500.00
	15,382.98	1,820.00
	2,089.70	2,100.00
	0.00	2,100.00
	2,089.70	2,100.00
	66,392.19	347,700.00
	66,392.19	67,795.00
	(495,581.31)	1,332,429.00
	1,332,429.00	157,403.42
	(495,581.31)	1,332,429.00
	1,332,429.00	157,403.42

## Town of Leeds Profit & Loss Budget vs. Actual July 2022 through March 2023

	YTD Budget 2023 Projection	Budget	\$ Over Budget	2023-24 Budget	Budget
Refund back on Peach Pavilion	0.00	0.00	150.00	150.00	0.00
Wild West Days	0.00	0.00	0.00	0.00	0.00
Arbor Day	185.43	185.43	0.00	200.00	200.00
Easter	0.00	0.00	300.00	300.00	0.00
Princess Pageant	0.00	0.00	1,000.00	1,000.00	0.00
Washington Co Fair	0.00	0.00	1,300.00	1,500.00	200.00
Culture & Recreation Costs - Other	17.82	22.28	(1,300.00)	1,500.00	200.00
<b>Total Culture &amp; Recreation Costs</b>	<b>2,292.95</b>	<b>2,866.19</b>	<b>116.19</b>	<b>5,250.00</b>	<b>0.00</b>
<b>Total CULTURE &amp; RECREATION EXPENSE</b>	<b>16,783.33</b>	<b>20,979.16</b>	<b>12,999.16</b>	<b>14,800.00</b>	<b>0.00</b>
<b>GENERAL GOVERNMENT EXPENSES</b>					
Administration					
Administration General					
CARES Act Funds	0.00	0.00	0.00	0.00	0.00
LASSD BOND	0.00	0.00	0.00	0.00	0.00
Liability Insurance & Bonds	11,956.27	11,956.27	20,000.00	20,000.00	0.00
Prisbrey Dispute	0.00	0.00	0.00	0.00	0.00
Planning & Zoning	0.00	0.00	2,000.00	2,000.00	0.00
Materials	0.00	0.00	0.00	0.00	0.00
CARES Act	0.00	0.00	0.00	0.00	0.00
Materials - Other	0.00	0.00	0.00	0.00	0.00
<b>Total Materials</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Meals	0.00	0.00	0.00	0.00	0.00
Dues & Subscriptions	1,284.06	1,605.08	2,000.00	2,000.00	0.00
Building Maintenance	1,464.10	1,830.13	30,000.00	5,000.00	0.00
Bldg Permit Surcharge Fees	0.00	0.00	0.00	0.00	0.00
Banking Fees	146.51	183.14	100.00	200.00	0.00
Power	2,171.50	2,714.38	3,600.00	3,800.00	0.00
Gas	962.62	1,203.28	750.00	1,500.00	0.00
Water-Admin	722.78	903.48	480.00	1,000.00	0.00
Phone	2,656.12	3,320.15	3,000.00	3,500.00	0.00
Travel & Training	828.83	1,036.04	3,000.00	3,000.00	0.00
Administration General - Other	1,761.95	2,202.44	3,801.00	3,000.00	0.00

Proposed

## Town of Leeds

### Profit & Loss Budget vs. Actual

July 2022 through March 2023

	YTD Budget 2023 Projection	Budget	\$ Over Budget	2023-24 Budget	Budget
<b>Proposed</b>					
Total Administration General	23,954.74	29,943.43	(68,731.00)	45,000.00	0.00
Admin Office Supplies	0.00	0.00	0.00		
Copier Lease	891.51	1,114.39	1,114.39	1,200.00	0.00
Postage/Shipping	721.37	901.71	(298.29)	2,000.00	0.00
Admin Office Supplies - Other	1,440.06	1,800.08	(3,199.93)	5,000.00	0.00
Total Admin Office Supplies	3,052.94	3,816.18	(2,383.83)	8,200.00	0.00
4142 - Admin Wages					
Unemployment Insurance	0.00	0.00	(1,200.00)	1,200.00	0.00
Admin Wages	0.00	0.00	0.00	0.00	0.00
Payroll Processing	726.00	907.50	(92.50)	1,000.00	0.00
Payroll taxes	6,044.81	7,556.01	(857.46)	8,500.00	0.00
4142 - Admin Wages - Other	38,726.27	48,407.84	(12,692.16)	100,000.00	0.00
Total 4142 - Admin Wages	45,497.08	56,871.35	(14,842.12)	110,700.00	0.00
Total Administration	72,504.76	90,630.95	(56,013.52)	163,900.00	0.00
Legislative					
Codification	0.00	0.00	(1,500.00)	1,500.00	0.00
Dues and Subscriptions	1,853.33	2,316.66	(1,433.34)	2,400.00	0.00
Total Legislative	1,853.33	2,316.66	(2,933.34)	3,900.00	0.00
Professional Services General					
Professional Services Admin					
Planner	6,000.00	7,500.00	(6,500.00)	17,000.00	0.00
Computer Technology	3,414.31	4,267.89	(232.11)	5,000.00	0.00
Information Technology	1,124.61	1,405.76	(2,594.24)	4,000.00	0.00
Engineering	1,858.75	2,323.44	(4,676.56)	15,000.00	0.00
Building Inspections	7,500.00	9,375.00	375.00	15,000.00	0.00
Accounting	-	-	(900.00)	1,200.00	0.00
Total Professional Services Admin	19,897.67	24,872.09	(14,527.91)	57,200.00	0.00
Professional Services					
Public & Legal Notices-General	281.55	351.94	(1,648.06)	2,000.00	0.00
Legal					
Prosecutor-Public Defender	7,387.50	9,234.38	(2,765.63)	12,000.00	0.00
Legal - Other	19,835.79	24,794.74	(5,205.26)	50,000.00	0.00



**Town of Leeds**  
**Profit & Loss Budget vs. Actual**  
July 2022 through March 2023

	Proposed				
	YTD Budget 2023 Projection	Budget	\$ Over Budget	2023-24 Budget	Budget
Total Legal	27,223.29	34,029.11	(7,970.89)	62,000.00	0.00
Audit	6,129.50	7,661.88	2,661.88	8,000.00	0.00
Early Appeal	0.00	0.00	0.00	0.00	0.00
Elections	0.00	0.00	0.00	2,000.00	0.00
Independent Contractor	0.00	0.00	0.00	0.00	0.00
Total Professional Services	33,634.34	42,042.93	(6,957.08)	74,000.00	0.00
Total Professional Services General	53,532.01	66,915.01	(21,484.99)	131,200.00	0.00
Total GENERAL GOVERNMENT EXPENSES	127,890.10	159,862.63	(80,431.85)	299,000.00	0.00
HIGHWAYS & STREETS					
Class B & C Road Funds	0.00	0.00	(314,000.00)	314,000.00	0.00
Equipment	0.00	0.00	(6,000.00)	50,000.00	0.00
Fuel for Truck	999.74	1,249.68	(50.33)	1,500.00	0.00
Main Street Project	1,500.00	1,875.00	(340,125.00)	342,000.00	0.00
Repair & Maintenance	2,626.42	3,283.03	(11,716.98)	75,000.00	0.00
Utilities Street Lights	3,771.59	4,714.49	(285.51)	7,500.00	0.00
4401 - Highway & Street Wages	10,886.38	13,607.98	(392.03)	14,000.00	0.00
Total HIGHWAYS & STREETS	19,784.13	24,730.16	(672,569.84)	804,000.00	0.00
Parks/Public Works					
TreeCityUSA	0.00	0.00	(1,786.00)	1786.00	0.00
Building repairs/maintenance	0.00	0.00	(1,700.00)	1500.00	0.00
Park Equipment	169.15	211.44	(1,288.56)	1500.00	0.00
Park improvements	67.62	84.53	(9,915.48)	10000.00	0.00
Park Maintenance	0.00	0.00	0.00	0.00	0.00
CARES Act	0.00	0.00	0.00	0.00	0.00
Park Maintenance - Other	2,841.62	3,552.03	552.03	3500.00	0.00
Total Park Maintenance	2,841.62	3,552.03	552.03	3500.00	0.00
Shop Repairs/Maintenance	0.00	0.00	(1,300.00)	1,500.00	0.00
Silver Reef Highlands Park	0.00	0.00	(97,871.00)	97,900.00	0.00
Truck Fuel & Maintenance	485.17	606.46	(893.54)	2,000.00	0.00
Water & Utilities	996.70	1,245.88	345.88	1,443.00	0.00
4601 - Public Works Wages	28,840.38	36,050.48	1,170.48	37,000.00	0.00
Total Parks/Public Works	33,400.64	41,750.80	(112,686.20)	158,129.00	0.00

**Town of Leeds**  
**Profit & Loss Budget vs. Actual**  
 July 2022 through March 2023

Proposed

	YTD Budget 2023 Projection	Budget	\$ Over Budget	2023-24 Budget	Budget
<b>SANITATION EXPENSE</b>					
Dumpster	2,131.40	2,664.25	664.25	3,000.00	0.00
BluCan- Recyclable	7,407.90	9,259.88	1,259.88	9,500.00	0.00
Garbage	35,640.43	44,550.54	(4,449.46)	49,000.00	0.00
<b>Total SANITATION EXPENSE</b>	<b>45,179.73</b>	<b>56,474.66</b>	<b>(2,525.34)</b>	<b>56,500.00</b>	<b>56,500.00</b>
<b>Total Expense</b>	<b>243,037.93</b>	<b>303,797.41</b>	<b>(855,214.06)</b>	<b>1,332,429.00</b>	<b>56,500.00</b>
<b>Net Ordinary Income</b>	<b>302,457.49</b>	<b>378,071.86</b>	<b>359,632.75</b>	<b>0.00</b>	<b>100,903.42</b>
<b>Net Income</b>	<b>302,457.49</b>	<b>378,071.86</b>	<b>18,439.11</b>	<b>359,632.75</b>	<b>0.00</b>
					<b>100,903.42</b>



May 24, 2023

## **RESOLUTION 2023-02: RESTRICTING ACCESS TO ADMINISTRATIVE CODE ENFORCEMENT (ACE) COMPLAINT RECORDS**

WHEREAS, the Town of Leeds recognizes the importance of maintaining transparency and openness in its administrative processes while also protecting the privacy and confidentiality of individuals involved in code enforcement complaints; and

WHEREAS, the Government Records Access and Management Act (GRAMA) grants residents certain rights to access public records, subject to certain exceptions and limitations; and

WHEREAS, the Town of Leeds aims to strike a balance between transparency and privacy, ensuring the fair treatment of all residents and safeguarding sensitive information; and

WHEREAS, it is necessary to establish clear guidelines regarding access to Administrative Code Enforcement (ACE) complaint records to ensure compliance with privacy laws and protect the rights of individuals involved;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Leeds that:

1. Access to ACE complaint records shall be regulated to strike a balance between transparency and privacy.
2. Effective immediately, residents of the Town of Leeds shall not have direct access to ACE complaint records through GRAMA requests unless authorized by a court of law.
3. The Town of Leeds shall continue to comply with all applicable state and federal laws regarding the handling and disclosure of public records, including but not limited to the Government Records Access and Management Act (GRAMA).
4. Residents seeking information regarding ACE complaint records may submit a written request to the appropriate department responsible for code enforcement. The department shall review the request and determine if the disclosure is permissible under applicable laws and regulations.
5. The Town of Leeds shall establish appropriate safeguards to protect the privacy and confidentiality of individuals involved in ACE complaint records, including redacting personal identifying information and other sensitive details as necessary.
6. Any requests for ACE complaint records that are denied by the appropriate department may be subject to appeal as provided by applicable laws and regulations.
7. This resolution shall be effective immediately upon adoption by the Town Council and shall supersede any conflicting policies or resolutions previously in effect.

PASSED AND ADOPTED by the Town Council of Leeds on this 24<sup>TH</sup> day of May, 2023.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
MAYOR: BILL HOSTER	X			
COUNCILMEMBER: DANIELLE STIRLING	X			
COUNCILMEMBER: RON CUNDICK	X			
COUNCILMEMBER: STEPHEN WILSON				X
COUNCILMEMBER: KOLE FURLEY				X



Bill Hoster, Mayor,

ATTEST:



Aseneth Steed , Clerk/Recorder

TOWN OF LEEDS

RESOLUTION No. 2023-03

**RESOLUTION AMENDING ORDINANCE 2019-01 OF THE TOWN OF LEEDS  
REGARDING TRAFFIC REGULATIONS ON OAK GROVE ROAD**

WHEREAS, the Town of Leeds has adopted the Utah Code traffic regulation rules as they apply to cities and towns; and

WHEREAS, it is necessary to establish additional restrictions for streets controlled by the Town of Leeds; and

WHEREAS, it has been determined that the speed limit on Oak Grove Road should be amended; NOW, THEREFORE, BE IT RESOLVED by the Town Council of Leeds that the following amendments to the existing ordinance are hereby adopted:

1. The speed limit on Oak Grove Road shall be amended to 25 mph due to limited sight distance resulting from curves and the road's termination at an unpaved road within the Dixie National Forest.

All other provisions of the original ordinance, as previously adopted, shall remain in full force and effect.

BE IT FURTHER RESOLVED that appropriate signs shall be installed to notify drivers of the amended speed limit on Oak Grove Road.

BE IT FURTHER RESOLVED that all other traffic regulations shall continue to be set according to the Utah Code, and all traffic control devices, including signs placed by the municipality, shall be adhered to.

BE IT FURTHER RESOLVED that any violations of the established regulations shall be subject to penalties as outlined in the State of Utah Uniform Fine/Bail-Forfeiture Schedule, which is adopted as a part of this resolution.

This resolution shall become effective immediately upon its adoption.

Passed and adopted by the Town Council of Leeds on this 24 day of May, 2023.

TOWN OF LEEDS COUNCIL

By: \_\_\_\_\_  
Bill Hoster, Mayor

[SEAL]

VOTING:

Mayor: Bill Hoster	Yea	___	Nay	___
Councilman: Ron Cundick	Yea	___	Nay	___
Councilman: Danielle Stirling	Yea	___	Nay	___
Councilman: Steven Wilson	Yea	___	Nay	___
Councilman: Kolh Furley	Yea	___	Nay	___

ATTEST:

\_\_\_\_\_  
Aseneth Steed, Town Clerk

# **Town of Leeds Ordinance 2019-01 Traffic Ordinance**

An Ordinance of the Town of Leeds adopts all of the Utah Code traffic regulation rules as they apply to cities and towns with the following additional restrictions allowed by law. The additional restrictions are applicable only to those streets controlled by the Town of Leeds (i.e., excludes County and State Roads). They are:

## **Speed Limits (prima facie)**

1. The speed limits on Vista Avenue and East Center Street are set at 20 mph, because of the danger of children at play on, or near the streets.
2. The speed limit on Babylon Mill Road is set at 15 mph from Main Street to Valley Road, because it is alongside of a town park.
3. The speed limit on West Mulberry is set at 10 mph, because it is a short Dead-End Street serving a Historical Site parking lot and ending at a pond.
4. The speed limit on West Center is set at 10 mph for that portion west of the first turn, because the next curve occurs with "limited sight distance" (over a knoll) followed by a Dead-End barrier.
5. The speed limit on Cherry Lane is set at 20 mph, because of the danger of children at play on, or near the streets.
6. The speed limit on Valley Road is set at 20 mph, because of the RV parks with visitors who are unfamiliar with the area.
7. The speed limit on Silver Reef Road from Main Street to the point where it forks with Oak Grove Road is set at 35 mph.
8. The speed limit on Silver Reef Road beyond the Rice Bank building is set at 20 mph due to limited sight distance resulting from curves and elevation changes.
9. The speed limit on Oak Grove Road is set at 20 mph due to limited sight distance resulting from curves and the road's termination at an unpaved road within the Dixie National Forest.
10. The speed limit on Old Highway 91 north of 900 North is set at 45 mph, consistent with the speed limit on the portions of that road north of Leeds maintained by Washington County.

The notice of these restrictions will be made by appropriate signs. Otherwise, the State Code setting (prima facie) speed limits at 25 mph for residential areas will apply on Leeds streets. Exceeding these speed limits will result in a citation. The Town of Leeds adopts as a part of this ordinance the State of Utah Uniform Fine/Bail-Forfeiture Schedule.

## **OTHER TRAFFIC REGULATION**

Other traffic regulations will be set according to Utah Code. All traffic control devices (including signs placed by the municipality) shall be adhered to. If any of these regulations are broken the penalties will be given through the State of Utah Uniform Fine/Bail-Forfeiture Schedule.

ROLL CALL VOTE:


	Yea	Nay	Abstain	Absent
MAYOR: WAYNE PETERSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILMEMBER: ALAN ROBERTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILMEMBER: DANIELLE STIRLING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILMEMBER: ELLIOTT SHELTMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COUNCILMEMBER: NATE BLAKE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ORDINANCE 2019-01 WAS ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LEEDS, WASHINGTON COUNTY, STATE OF UTAH, ON THE 24<sup>th</sup> DAY OF SEPTEMBER, 2019.

  
\_\_\_\_\_  
Wayne Peterson, Mayor

Attest:

Seal

  
\_\_\_\_\_  
Peggy Rosebush, Clerk/Recorder





program. The final rule took effect on April 1, 2022, and the interim final rule remained in effect until that time, although recipients could choose to take advantage of the final rule's flexibilities and simplifications prior to April 1, 2022. Recipients may consult the [Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule](#) for more information on compliance with the interim final rule and the final rule.

It is the recipient's responsibility to ensure all SLFRF award funds are used in compliance with the program's requirements. In addition, recipients should be mindful of any additional compliance obligations that may apply – for example, additional restrictions imposed upon other sources of funds used in conjunction with SLFRF award funds, or statutes and regulations that may independently apply to water, broadband, and sewer infrastructure projects. Recipients should ensure they maintain proper documentation supporting determinations of costs and applicable compliance requirements, and how they have been satisfied as part of their award management, internal controls, and subrecipient oversight and management.

### C. Treasury's Final Rule

Treasury's [final rule](#) details recipients' compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements.

**1. Eligible and Restricted Uses of SLFRF Funds.** As described in the SLFRF statute and summarized above, there are four enumerated eligible uses of SLFRF award funds. As a recipient of an award under the SLFRF program, your organization is responsible for complying with requirements for the use of funds. In addition to determining a given project's eligibility, recipients are also responsible for determining subrecipient's or beneficiaries' eligibility, and must monitor subrecipients' use of SLFRF award funds.

To help recipients build a greater understanding of eligible uses, Treasury's [final rule](#) establishes a framework for determining whether a specific project would be eligible under the SLFRF program, including some helpful definitions. For example, Treasury's [final rule](#) establishes:

- A framework for determining whether a project responds to the COVID-19 public health emergency or its negative economic impacts;
- Definitions of "eligible employers," "essential work," "eligible workers," and "premium pay" for cases where premium pay is an eligible use;
- The option to select between a standard amount of revenue loss or complete a full revenue loss calculation of revenue lost due to the COVID-19 public health emergency;
- A framework for necessary water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency's Drinking Water and Clean Water State Revolving Funds along with certain additional projects, including a wider set of lead remediation and stormwater infrastructure projects and aid for residential wells; and
- A framework for necessary broadband projects that allows for projects that are designed to provide service of sufficient speeds to eligible areas, as well as an affordability requirement for providers that provide service to households.

Treasury's [final rule](#) also provides more information on important restrictions on use of SLFRF award funds, including that recipients other than Tribal governments may not deposit SLFRF funds into a pension fund; and recipients that are States or territories may not use SLFRF funds to offset a reduction in net tax revenue resulting from the recipient's change in law, regulation, or administrative interpretation. In addition, recipients may not use SLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a "rainy day" fund. Recipients should refer to Treasury's final rule for more information on these restrictions.

Dear Town Council Member's and Commissioners and staff

I hope this message finds you well. I wanted to provide you with a brief overview of the American Rescue Plan Act (ARPA) and the State and Local Fiscal Recovery Funds (SLFRF). As a member of our Town Council, it's important to understand these funds and what is expected from us.

ARPA is a federal law passed in response to the COVID-19 pandemic to provide economic relief and support to communities across the United States. One key component of ARPA is the SLFRF, which allocates funds to state, local, territorial, and tribal governments.

The SLFRF aims to help communities recover from the impacts of the pandemic and address various economic and public health challenges. As a recipient of these funds, Leeds has the opportunity to invest in key areas that will benefit residents and promote recovery. A Pickle ball court was considered in previous meetings.

Here are some essential points to consider:

1. **Allocation of Funds:** Leeds has received \$103,320. The amount is based on a formula determined by the federal government. The funds are intended to address COVID-19 related needs and support our community's recovery efforts.
2. **Eligible Uses:**
  - Here are suggestions that have been made for utilizing the SLFRF funds and ideas from other communities plus ideas considering the town's demographic and the recent closure of the local market:
    1. Town Hall Renovation: Allocate funds towards the renovation of the Town Hall building to create a more accommodating and accessible space and digital experience. This may include improving accessibility features such as ramp and accessible restrooms. Upgrading (HVAC) systems, as well as addressing any structural issues or necessary repairs.
    2. Pickleball court: which can provide a popular recreational amenity for residents of all ages.
    3. Update Internet service: enhance connectivity for residents and businesses within the community.
    4. Community Food Program: Allocate funds to establish a community food program that provides assistance to elderly and low-income residents. This could include organizing food drives, partnering with regional food banks, or supporting local farmers' markets to ensure access to fresh and affordable produce.
    5. Senior Support Services: Enhance support services for the elderly population, including transportation services to medical appointments, meal delivery programs, and social engagement initiatives. Collaborate with local nonprofits or senior centers to expand existing services or establish new ones.
    6. Job Training and Employment Programs: Invest in job training programs or partnerships with vocational training institutions to equip residents,

d) Regularly updating our residents in the agenda announcements will tick off engaging the community requirement as well as foster a sense of ownership and ensure that the allocated funds meet their needs.

4. **Timeline:** The SLFRF funds have a specific period during which they must be spent. It's crucial to ensure that funds are allocated within the designated timeframe. The treasury has issued guidelines requiring the funds be obligated ( i.e., legally committed) by **December 31, 2024**. After that you will no longer be able to legally commit those funds to new projects or initiatives. All the funds must be expended (i.e. actually spent) by **December 31, 2026**.

Thank you for your dedication to serving the town.

Aseneth Steed

\* on line 49, where is this amount coming from? Is this in a PTIF account? It's showing us at a significant loss of revenue. It is not a PTIF account. Budgeted number consists of 311,580 of UDOT funds for Main Street storm water project and 45,711 of ARP funds.

\* on line 79, where is this number coming from? As of March 31st, we had \$160,857 Appropriation of General Fund Balance is specific items from the preceding year that did not get spent, but were designated for a specific project still to be completed. In this case the 82,080 was the Town's share towards the Main Street storm water project that UDOT was providing the 311,580.

\* these balances show a significant deficit on summation lines 117/118 393,660 is from the Main Street storm water project still to be completed.

\* need your insight on lines 204 & 207 - is DOT funds included? Line 204 includes accumulated, unspent B & C road funds from previous years. Best practice as explained to me was to include these funds as expenditures in the budget, even though it was likely they would not be all used, but would be available to address a significant road maintenance emergency, without having to reopen the budget first. Line 207 is the Main Street storm water project. I believe there were some engineering expenses in previous years, with this being the balance of the 393,660.

\* Line 222 - what is this? Is it in a fund? That is the ARP money received over the past two years for, most likely, recreational use (pickleball court was discussed, for example)

\* we're going to need to add to lines and I'm wondering where you suggest

- ordinance officer Line 174, Admin Wages
- new vehicle for Antonio Line 205, Highways & Streets Equipment

July  
Sept 1  
002  
000  
0-C  
51,660.00 +  
51,660.00 +  
103,320.00 \*

TOWN OF LEEDS  
**ORDINANCE 2009-21**

Amending ORDINANCE 2009-11

**ADOPTING THE CONSOLIDATED FEE SCHEDULE FOR THE TOWN OF LEEDS**

WHEREAS, the Town of Leeds staff reviewed and made recommendations on the Consolidated Fee Schedule, which outlines the costs of town services to comply with Town Ordinances; and,

WHEREAS, at the Town Council Meeting on December 16, 2009, the Town Council discussed the Consolidated Fee Schedule; and,

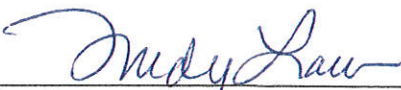
WHEREAS, the Consolidated Fee Schedule established by Ordinance 2009-11 requires an update and reformatting;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LEEDS, UTAH, that the attached Consolidated Fee Schedule, be adopted, and be effective as of Thursday, December, 17, 2009.

**ORDINANCE 2009-21** PASSED AND WAS ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LEEDS, WASHINGTON COUNTY, STATE OF UTAH, ON THIS 16th DAY OF December 2009, AND BECOMES EFFECTIVE ON December 17, 2009

**ROLL CALL VOTE:**

	Yea	Nay	Abstain	Absent
<b>MAYOR TRUDY LAW</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COUNCILMAN JARED WESTHOFF</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COUNCILMAN ALAN ROBERTS</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COUNCILMAN KEITH SULLIVAN</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COUNCILMAN FRANK LOJKO</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

  
 \_\_\_\_\_  
**Trudy Law, Mayor**  
**TOWN OF LEEDS**

**ATTEST:**

  
 \_\_\_\_\_  
**Debbie Shakespeare, Town Clerk/Recorder**

# TOWN OF LEEDS

## CONSOLIDATED FEE SCHEDULE

Revised by Ordinance 2009-21

Effective Date: December 17, 2009

***If review of an application or permit by outside professional service providers is required (in the Town's sole discretion) the Town will provide an estimate of such costs to the applicant. Upon the applicant's payment of the estimated cost, the professional services will be provided. Final issuance of the approval or permit requested will not be given until payment in full of the actual cost of professional services is received by the Town.***

### 1. ADMINISTRATION

a. Certified Mail .....	\$5.00
b. Certified Mail regarding delinquent account .....	\$10.00
c. Copies – Customer Provided	
1) 8.5" x 11" .....	\$.10 per page
2) 8.5" x 14" .....	\$.15 per page
3) 11" x 17" .....	\$.20 per page
d. Copies – Legal / Official Documents	
1) 8.5" x 11" .....	\$.20 per page
2) 8.5" x 14" .....	\$.30 per page
3) 11" x 17" .....	\$.40 per page
4) Electronic Copy of Public Meeting .....	\$30.00 each
e. Copies – Maps	
1) 8.5" x 11" Black and White .....	\$5.00
2) 8.5" x 11" Color .....	\$7.00
3) 11" x 17" Black and White .....	\$8.50
4) 11" x 17" Color .....	\$10.00
5) 17" x 22" Black and White .....	\$12.00
6) 17" x 22" Black and White .....	\$15.00
f. Fax Transmissions	
1) 1 <sup>st</sup> page sending or receiving .....	\$2.00
2) Each additional page .....	\$1.00 each
g. GRAMA Requests	
1) Request must be in writing, using GRAMA Request Form	
2) Once request is received, the Town Office has ten (10) days to fill the request	
3) First 15 minutes of research time .....	No Charge
4) After initial 15 minutes .....	\$20.00 per hour
5) Applicant will pay for all additional expenses associated with the government records request, including research, supplies to grant the request, travel expenses, professional fees etc.	
h. Notary Service	
1) Resident of Leeds .....	No Charge
2) Non-Resident .....	\$5.00 per signature
i. Return Check Fee	
1) Any returned check .....	\$25.00 per item
2) Certified Mail to notify of delinquent account .....	\$10.00
j. Staff /Administration Time .....	\$30.00 per hour

2. PROFESSIONAL FEES (Attorney, Engineer, other).....Actual Cost to Town

# TOWN OF LEEDS

## CONSOLIDATED FEE SCHEDULE

Revised by Ordinance 2009-21

Effective Date: December 17, 2009

### 3. BUILDING PERMITS AND IMPACT FEES

- a. Building Permit
  - 1) Application & Packet..... \$5.00
  - 2) Building Permit Filing Fee..... \$100.00
  - 3) Building Permit Fee ..... Based on Valuation
  - 4) Building Permit Extension Fee..... 1% of evaluation of home
- b. Excavation Permit..... based on volume of earth removed
- c. Excavation Plan Review ..... based on volume of earth removed
- d. Impact Fees
  - 1) Park Impact Fee..... \$1,300.00
  - 2) Road Impact Fee ..... \$3,295.00
  - 3) Public Safety Impact Fee..... \$525.00

### 4. CEMETERY

- a. Cemetery Plot
  - 1) Leeds Resident..... \$400.00
  - 2) Non-Resident..... \$800.00
- b. Exhumation..... \$500.00
- c. Internment
  - 1) Weekdays ..... \$450.00
  - 2) Weekends & Holidays..... \$550.00
- d. Moving Headstones ..... Actual Cost to Town
- e. Sale of Plot back to the Town..... \$100.00

### 5. CIVIL PENALTIES FOR VIOLATION OF ORDINANCES

- a. Abatement Costs
  - 1) Removal of noxious weeds; garbage, refuse, deleterious objects or structures, including staff time..... \$50.00 per hour
- b. Penalties (Civil Penalties assessed for multiple offenses for previously cited violations within a twelve (12) month period shall be in addition to the civil penalties assessed on the prior citations for the same offense.)
  - 1) First Offense ..... \$100.00
  - 2) Second Offense - Same within twelve (12) months..... \$250.00
  - 3) Third or More Offense – Same within twelve (12) months ..... \$500.00

### 6. LICENSES

- a. Alcohol License
  - 1) On & Off Premise, Beer Only..... \$200.00
  - 2) On Premise, Restaurant Wine and Beer ..... \$200.00
- b. Animal Licenses
  - 1) Dog, each license, up to 4 dogs ..... \$5.00 each
  - 2) Kennel License, for over 4 dogs ..... \$25.00, plus each dog license
  - 3) Commercial Kennel License ..... CUP Category fee plus Business License Fee
  - 4) Late Fee, beginning February 1..... \$5.00 per month/per dog
- c. Business License
  - 1) General Commercial Only ..... \$50.00
  - 2) Home Occupation Only..... \$50.00
  - 3) Late Fee, beginning February 1..... \$10% of License Fee

# TOWN OF LEEDS

## CONSOLIDATED FEE SCHEDULE

Revised by Ordinance 2009-21

Effective Date: December 17, 2009

**7. PARKS AND BUILDING USE**

- a. Peach Pit Pavilion
  - 1) Cleaning Deposit (Refundable, within 7 days)..... \$50.00
  - 2) Rental to Town of Leeds Residents (Non-Refundable)
    - 4 hours or less, each day ..... \$25.00
    - Over 4 hours, each day ..... \$50.00
  - 3) Rental to Non-Residents (Non-Refundable)
    - 4 hours or less, each day ..... \$50.00
    - Over 4 hours, each day ..... \$100.00
  - 4) Rental to Non-Profit Organizations ..... No Charge
- b. Building Rental..... as allowed by Town Resolutions

**8. PERMITS**

- a. Encroachment Permit (Ordinance 2007-08)
  - 1) Application Fee ..... \$125.00
  - 2) Completion Guarantee Deposit
    - Pavement Surface (including chip/seal) ..... \$3,000.00 up to 70 sq. ft.
    - Pavement Surface (including chip/seal) ..... \$45.00 per sq. ft. over 70 sq. ft.
    - Gravel Surface..... \$6.00 per sq. ft.
    - Unimproved Surface..... \$3.00 per sq. ft.
- b. Handbill Permits
  - 1) Permit..... \$30.00
  - 2) Cleanup Bond (Refundable within 7 days) ..... \$200.00
  - 3) Non-Profit Organizations ..... \$1.00
  - 4) Open Air Display Permit ..... \$125.00
- c. Peddler, Solicitor, or Itinerant Permit
  - 1) Per Week ..... \$100.00
  - 2) Per Year ..... \$400.00
- d. Sign Permits
  - 1) Permanent, Each ..... \$50.00
  - 2) Temporary, Each ..... \$25.00
  - 3) Special Event Permit ..... \$100.00

**9. PLANNING / DEVELOPMENT FEES (Non-Refundable)**

- a. Annexation Application ..... \$800.00
- b. Development and/or Annexation Agreement ..... \$500.00
- c. Appeal Application ..... \$550.00
- d. Conditional Use Permit (Ordinance 2008-04; 7.5.)
  - 1) Category 1 ..... \$100.00
  - 2) Category 2 ..... \$350.00
  - 3) Category 3 ..... \$650.00
  - 4) Category 4 ..... \$1,000.00
- e. General Plan Amendment Application..... \$1,000.00
- f. Hillside Permit Review ..... \$200.00
- g. Lot Line Adjustment ..... \$200.00
- h. Ordinance Amendment Application ..... \$1,000.00
- i. Sign Review Board ..... \$100.00
- j. Site Plan Review



# TOWN OF LEEDS

## CONSOLIDATED FEE SCHEDULE

Revised by Ordinance 2009-21

Effective Date: December 17, 2009

- 1) Site Plan Review is used for commercial, industrial and institutional developments; site plans to the Hillside Review Board; site plans that go to the Planning Commission. Exceptions are Public Schools and minor additions to existing buildings \$200.00 plus \$50.00 per
  - k. Subdivisions
    - 1) Conceptual Review  
(Fees to be applied to Preliminary Plat Review)..... \$250.00 plus \$25 per lot
    - 2) Preliminary Plat Review ..... \$500.00 plus \$25 per lot
    - 3) Final Plat Review ..... \$500.00 plus \$75 per lot
    - 4) Minor Subdivision ..... \$250.00 plus \$25 per lot
    - 5) Plat Amendment Filing Fee ..... \$100.00 per lot
    - 6) Subdivision Filing Fee..... \$50.00 per lot
    - 7) Inspection Fee ..... \$100.00 per lot  
If the fund is exhausted before the completion of the subdivision, the developer shall pay the Town of Leeds an amount estimated by the Leeds Engineer or Inspector to be sufficient to cover completion.
  - l. Temporary Use Review ..... \$50.00
  - m. Variance Application ..... add postage costs and admin time @ \$30.00 per hour
  - n. Zoning
    - 1) Design Review Application ..... \$350.00
    - 2) Zone Change Application ..... \$1,000.00 plus \$50.00 per acre
  - o. Project or Development Plan Changes ..... \$200.00 per change (plus professional fees)
10. RECORDING FEES ..... Paid by Applicant
11. SERVICE CHANGE, UTILITY PERMITS ..... \$100.00
12. MISCELLANEOUS FEES
- a. Inspection, each hour, 1 hour minimum
    - 1) Residential ..... \$55.00 per hour
    - 2) Commercial ..... \$75.00 per hour

**Enforcement:** Any person who willfully violates any provision of this Ordinance shall be guilty of a Class B Misdemeanor and will be charged the current fees, as established in Washington County.

**Repealer:** If any provision or clause of this Ordinance or application thereof to any person or entity or circumstance is held to be unconstitutional or otherwise invalid by any court or competent jurisdiction, such invalidity shall not affect other section(s), provision(s), clause(s) or applications hereof, and to this end the provisions and clauses of this Ordinance are declared to be severable.



## TOWN OF LEEDS

218 NORTH MAIN STREET  
PO BOX 460879  
LEEDS, UT 84746-0879  
PHONE: 435-879-2447 FAX: 435-879-6905  
E-mail: [leedstownhall@beyondbb.com](mailto:leedstownhall@beyondbb.com)  
Website: [www.leedstown.org](http://www.leedstown.org)

### CERTIFICATE OF POSTING

I, Debbie Shakespeare, duly appointed and acting Clerk/Recorder for the Town of Leeds,  
hereby certify that the forgoing ordinance 2009-21  
was passed by the Leeds Town Council on the 16th day of December, 2009,  
and that copies of the foregoing ordinance were posted at three public places within the Town  
this 17th day of December 2009, which public places were:

Leeds Town Hall  
Leeds Post Office  
Leeds Market

Dated this 17th day of December 2009.

Debbie Shakespeare  
Debbie Shakespeare, Clerk/Recorder

[Home](#) ▶ [GRAMA Essentials](#) ▶ [Section 2](#) ▶ 2.4. Fees

- [Home](#)
- [1. General Provisions](#)
- [2. Access to Records](#)
- [3. Classification](#)
- [4. Appeals](#)
- [5. Applicability to Political Subdivisions, the Judiciary, and the Legislature](#)
- [6. Other provisions in GRAMA](#)
- [Download/print GRAMA law](#)
- [Download/print this training](#)
- [Begin the Test](#)

[« Previous Section](#) | [Next Section »](#)

## 2.4. Fees (63G-2-203)

GRAMA states that a governmental entity may charge a reasonable fee to cover the actual cost of providing a record.

### 63G-2-203. Fees.

(1) A governmental entity may charge a reasonable fee to cover the governmental entity's actual cost of providing a record. This fee shall be approved by the governmental entity's executive officer.

(2) (a) When a governmental entity compiles a record in a form other than that normally maintained by the governmental entity, the actual costs under this section may include the following:

- (i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;
- (ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and
- (iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (2)(a)(i) and (ii).

If the record is provided in a form other than that in which it is normally maintained, then the fee can include: (Subsection (2)(a))

- the actual costs of staff time used for compiling, formatting, manipulating, packaging, summarizing, or tailoring data into a format or organization that meets the requester's needs;
- the direct administrative costs and staff time for search and retrieval; and
- the administrative costs and actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users.

Staff time must be based on the salary of the lowest paid employee with the necessary skill and training to fulfill the request, and there can be no charge for the first quarter hour of staff time. (Subsection (2)(b))

For state agencies, fees are established by the Legislature. Local governments should establish fees by ordinance or written formal policy. (Subsection (3)) It is a good idea to establish a fee schedule that includes copying costs. Fee schedules provide consistency and let requesters know what to expect.

Before processing a request, a governmental entity may require payment of past fees or of future estimated fees if fees are expected to exceed \$50 or if the requester has not paid for previous requests. Any excess must be refunded to the requester. (Subsection (8))

Fees **cannot** be charged for reviewing a record to determine whether it is subject to disclosure or for allowing a requester to inspect the record. (Subsection (5))

### 63G-2-203. Fees.

(5) A governmental entity may not charge a fee for:

- (a) reviewing a record to determine whether it is subject to disclosure, except as permitted by Subsection (2)(a)(ii); or

- (b) inspecting a record.

### **Fee waivers, 63G-2-203(4) and (6)**

In some instances fees may be waived. GRAMA encourages waiving the fee when the request benefits the public rather than a specific individual. (Subsection (4))

A person who requests a record to “obtain information for a story or report for publication or broadcast to the general public” is presumed to be acting to benefit the public. (Subsection 63G-2-204(4))

GRAMA also encourages the waiver of fees if the requester is the individual who is the subject of the record—or the guardian or legal representative—and for impecunious individuals [meaning impoverished] whose legal rights are directly implicated by the information in the requested records. (Subsection (4))

A governmental entity cannot routinely deny requests for fee waivers, but must consider the merits of a request. If a person is denied a fee waiver, that denial can be appealed in the same manner as a denial of public records access (Subsection (6)). The governmental entity must provide a notice of this right in its response to the requester.

#### 63G-2-203. Fees.

... (6) (a) A person who believes that there has been an unreasonable denial of a fee waiver under Subsection (4) may appeal the denial in the same manner as a person appeals when inspection of a public record is denied under Section 63G-2-205.

[« Previous](#) | [To Top](#) | [Next »](#)

## Fwd: Peach Days Seed Displays

Logo



**From** <mayor@leedstown.org>  
**To** Clerk <clerk@leedstown.org>  
**Date** 09.05.2023 17:56

Hi Aseneth,

Please add this to the next town council agenda.

Thank you,

Bill

----- Original Message -----

**Subject:** Peach Days Seed Displays  
**Date:** 05.05.2023 11:05  
**From:** Clark FAWCETT <FAWCETT2417@msn.com>  
**To:** "flindhardt@applevalleyut.gov" <flindhardt@applevalleyut.gov>, "mayor@leedstown.org" <mayor@leedstown.org>, "mayor@hildalecity.com" <mayor@hildalecity.com>, Barbara Bruno <bbruno@springdale.utah.gov>, "justin@toquerville.org" <justin@toquerville.org>, "Mayor@virgin.utah.gov" <Mayor@virgin.utah.gov>, "mayorstaheli@washingtontcity.org" <mayorstaheli@washingtontcity.org>, "chart@ivins.com" <chart@ivins.com>

### PEACH DAYS Hurricane, Utah

May 1, 2023

Dear Mayor,

Peach Days is scheduled for August 31, September 1,2, 2023. We are inviting each City in Washington County to join us by entering a Community Seed Display in Peach Days. The tradition of Seed Displays goes back to the early days of Hurricane when Peach Days was held. Peach Days was then combined with the County Fair which was held in Hurricane for many Years. Three years ago the County Fair changed their date to April. Along with this change the traditional seed display competition between the communities was discontinued. The Peach Days committee is continuing the tradition of Community Seed Displays. Last year, Hurricane, LaVerkin, and Rockville participated. We thank them for their support and wonderful displays. This year we are hoping for many more cities to participate. We are moving into a larger room to accommodate them. The theme for the display is "Under the Sea". Display stands will be provided, and participants may build the display at the Hurricane Community center starting Monday August 28. The room will be open Monday, and Tuesday from 8:00 AM to 7 PM, and Wednesday until noon. Judging will take place Wednesday afternoon. A cash prize of \$500 will go to the winner with 2nd place receiving \$250.00 and 3rd \$100.00.

The display size is 4 by 8 feet. A backdrop may be added but is not required. Any type of materials may be used, be creative, but we would ask that it be predominantly seeds or nature items. No name of the city should show up on the Display or the backdrop. The judging will be done without knowledge of which city entered the display. A city name identification may be added after the judging is complete, Thursday morning 9:00 AM or after. Each City should provide a typed list of the materials used. The list needs to be with the display on Wednesday for the judging. This will be available for the public during the event. Stands for the list will be provided.

#### Judging Criteria

1. Quality of the display. Overall appearance, color, ability to determine what the picture represents, and tidiness.
2. Number of different items used in the display.
3. Relationship to theme.
4. Artistic ability.
5. Creativity.

Please join us for this celebration in bringing the Cites together for this competition. I know the display takes a lot of work. I have been building these for over 30 years. Help us keep the tradition alive. Please respond back to me with a contact name I can work with by July 1st. If I don't hear back, I will continue to contact you. If you have any questions or need help, contact Clark Fawcett, 435-668-5617, [fawcett2417@msn.com](mailto:fawcett2417@msn.com) or 351 West 300 South Hurricane Utah, 84737. We would be happy to put together training on how to build the displays if needed.

Clark Fawcett

Teach InfoWest Spam Trap if this mail is spam: