

The regular meeting of the Richmond City Council was held at the Community Building on September 25, 2001. The meeting began at 7:00 p.m. Mayor Kip Panter was in the chair and the opening prayer was offered by Mayor Panter.

The following council members were present: L.D. Bowcutt, Cordell Johnson, Leslie Erickson, Allen Lundgreen, and Kim Christensen.

The minutes of the previous meeting were read and approved.

Marlowe talked for Gavin about City Maintenance:

Marlowe: We have had the street employees working pretty hard. We are almost completely finished running the city water line from Lois Humphreys home to the City boundary where UDOT will hook up for their shed. I have provided work requests to run an 8 inch sewer line from the manhole on 250 East 400 South to the west and south to the edge of the road so we can pave the road and not have to tear it up at a later time.

Lynn Bair, Fire Chief, came to report to the Council.

Lynn: We had 10 calls last quarter, 3 false smoke alarms at Lower Foods, 3 fire call outs, one was a lightening strike, a stubble field and a field by the shooting range. We had 1 agency assist call to Smithfield City and 2 agency assists to Franklin County, one was a hay barn and one was a wildland fire in Mink Creek. We had one vehicle accident spilling antifreeze and we cleaned it off. We put on 3 new firefighters. They are Trinity Murray, Stony Tanner and Cindy Winn. We applied and received a \$5,000 matching grant for equipment and we received a \$500 grant for training. We ordered 4 field packs to use if the firefighters stay overnight while in the field. We ordered headlamps for our wildland fires. Doug Roe plans to donate some money to cover the cost of some of this equipment and Bob Hugo donated 18 lockers to us.

Sandra Petroff reported on Richmond City EMT calls for the quarter.

Sandra: The Emergency Medical Services for Richmond had a total of 15 calls for the last quarter. They are broken down as follows: July – 1 call; August – 10 calls and September 4 calls. There were 2 overdoses; 1 psychiatric/behavioral problem; 1 long fall, 3 ground level falls, 2 football trauma calls at North Cache, 1 allergic reaction, 1 head injury, 1 burn, 2 auto accidents and 1 unconsciousness.

Stacee: (Treasurer Report) We are in the process of completing the city audit. They have suggested that I need to be more aggressive on collecting delinquent utility bills. They think we should have those overdue residents cleared up their account before they

start over. I break out in hives over the shutoff notices. In two weeks, October 22, I will be going to the Treasurer Classes at BYU. I will be gone the whole week.

Preliminary Review of Proposed Zoning Ordinance:

Marlowe: I am handing out information on mobile homes, trailer houses. Add it to your zoning ordinance pile. We need to wrap this up as soon as possible so we can be reimbursed from the quality growth grant.

Personnel Manual:

Mayor: I have some concerns over the vacation and sick leave policy. I suggest we look at our current policy and stay close to that. I would also suggest that employees could accumulate up to 6 weeks or 240 hours of vacation. Each Jan. 1 any time over 240 would be forfeited.

Rod Going: Some companies are combining sick and vacation and calling it personal leave. Then you don't have to worry about whether it is sick leave or vacation.

Cordell: I like Rod's suggestion to combine the two.

Mayor: In the current policy the 1st year you get 11 days from your hire date, then the calculation goes to the calendar year. The second year you get 15 days. You then add one day a year up to a maximum of 21 days (all vacation leave). Currently, all employees get 6 days sick leave. I think we should eliminate separate funeral leave if we go to the personal leave route and everything would just be considered personal leave.

The council agreed to the following personal leave policy for the personnel manual: Personal Leave will be established for all employees instead of vacation and sick leave. At the end of the first year, the employee will receive eleven days (eighty-eight hours) of paid personal leave. One additional day (twenty-four hours) of personal leave will be added on December 31st of each subsequent year to a maximum of twenty-five days (two hundred hours) per year.

Mayor: On the issue of children of parents working for the city, I don't think we should allow children (under age 14) whose parents' work for the City to work for the City or accompany parents while they do their work. If they are 14 or over, they should not be allowed to accompany parents or work for the city unless they are hired to do so. I think Marlowe and I should work up an evaluation form and we should conduct a performance evaluation once a year on our employees.

The issue of bidding purchases of up to a \$1,000.00 was discussed.

L.D.: I think a P.O. is needed on all items especially over \$1,000, but I don't think we need to get 3 bids as suggested unless the value is much more than this. The job description for our employees needs to be broader. I don't want anyone saying it is not in their job description when they are asked to do something.

Council Member Reports:

Cordell: How are we doing on the Public Hearing on water rate increases? I am wondering about our emergency preparedness, could we put something into it about checking our water system.

Mayor: I agree and in fact we have recently asked the employees i.e. Gavin and Marlowe to make sure the water tanks and springs are secure, locked lids and surrounding fences. I have talked to Nancy Hess and I'm trying to get in touch with Tim Beaver DEQ to see if we could get permission to use our sewer escrow money to buy and repair the aeration units from Morgon. I have not been able to get Tim on the phone and Nancy can't give me the answer.

L.D.: Brent Webb was talking to me about the water problem at Burningham's. Has the water letter been sent yet? We wrote a city letter stating we had increased the parking fee at the Black and White Pavilion, but Lyle Anderson and Mutt Murray should be waived as they watch over the pavilion area. The Veteran's War Memorial project is going to cost less than what they thought it was going to cost. I think we should pour the slab and the pillars this fall as we had previously agreed. I would like the sod from where we will put the Veteran Memorial cut by a sod cutter and taken down to the Maintenance Building where we will lay it down on a graded area with a flag pole in the middle. Marlowe, have you got a price on the Stony Tanner sidewalk yet?

Mayor: I would like to donate all fines (less the State 35% surcharge) received on water citations issued during this summer to the Veteran War Memorial.

- ** The Council o.k.'d this request.
- ** A motion to go into Executive Session was made by L.D., seconded by Cordell and the vote was unanimous.
- ** A motion to come out of Executive Session was made by Leslie, seconded by Allen and the vote was unanimous.

The following bills were presented for payment:

AT&T	113.38
Allen Gravel	132.97
Al's Trophies	86.90
Bairs Backhoe	75.00
Chem Tech Ford	25.00
CVTD	480.08
Cache Service Area	11,011.84
Ipaco	80.74
Jardine	534.54
JUB	800.00
Edwards	52.50
Library Video	60.72
Newman	347.70

Old Castle	403.00
Olsen & Hoggan	2,275.00
Office Depot	198.96
Qwest	17.14
Safety Supply	50.93
Staples	88.37
Scholastic	307.55
Texaco	657.43
Thatcher Co.	397.50
Reliable Business	330.54
Utah Power	1,796.72
Utah Com.	98.02
U.S. Filter	408.00
Valley Implement	70.56
Waldenbooks	86.30
Xerox	197.80

A motion to pay the bills was made by Allen, seconded by L.D. and the vote was unanimous.

A motion to adjourn was made by Kim seconded by Leslie and the vote was unanimous.

Adjournment at 9:40 p.m.

An agenda scheduled Executive Session was held. Following the Executive Session, the following statement is entered into the official minutes as a record item:

“The Fire Chief, Assistant Fire Chief, Training Officer(s) and Secretary for the Richmond Fire Department will be appointed by the Mayor of Richmond City upon the concurrence of the Richmond City Council for a period of two (2) years. Officers for the Emergency Medical Services (EMS) will also be appointed in a similar manner in the future.”

Mayor Kip Panter

Boyd Lewis, City Recorder