

## **RICHMOND CITY COUNCIL**

**March 15, 2005**

The regular meeting of the Richmond City Council was held at the Community Building on March 15, 2005. The meeting began at 7:00 p.m. Mayor Kip Panter was in the chair and the opening remarks were by Allen Lundgreen.

The following members were in attendance: L.D. Bowcutt, Leslie Erickson, Allen Lundgreen, Cordell Johnson and Terrie Wierenga.

The minutes of the previous meeting were read and approved and the financial statement for February 2005 was read and approved.

### **Dave Gordon - Black & White Carnival Request**

**Dave:** I come before the council to ask about putting a mini carnival at the Black and White Days celebration. I know there is a concern with the paintball area as there was a problem in the past. To correct the problem I have placed a 4-foot wall for safety, and added a mesh to the tent walls. The problem that arose in the past was resolved and paid by the insurance company. I currently have a \$1 million in insurance for my business and go to over 200 shows a year and the previous Black and White problem is the only problem I have ever had.

**L.D.:** I would like a copy of your insurance policy and remind you that the area you will occupy needs to be roped off.

**Leslie:** I think it would help generate income for the Lion's club.

\*\* The request was approved by the council.

### **Deputy Comments**

**Marlowe:** I received an e-mail from Deputy Brandon Douglas. The e-mail stated that all McGruff Safe House applications need to be turned in immediately. There are concerns about placing Social Security Numbers on the application but it is necessary to check background information. Brandon has issued several tickets recently in the school zones.

### **Emergency Communication System**

Jay Downs of Cache County EMS came before the council to discuss the Emergency Communications system. Kelly Pitcher, County Fire Chief was present as well.

**Jay:** I am going to read the following from a letter dated March 8, 2005.

“On March 3, 2005, 911 Center Operations Director Bryan Low, Cache County Fire Chief Kelly Pitcher and the Cache County EMS Coordinator Jay D. Downs tested the signal strength for the

Cache County fire paging channel and the Cache County fire channel on the locations that were submitted to us from the Richmond City Council in their letter dated January 17, 2005. Signal strength measurements were taken using standard measurement procedures. A COM-120C service monitor was used to measure signal strength received in dBm. An initial noise floor measurement was taken in the Richmond Fire Station, which indicated a noise floor of around –105dBm. An acceptable range for the pager is between 60 and 90 dBm. Signal strength from the transmitter was measured at –74dBm inside the Richmond Fire Station. Two of the three pagers were activated at that signal level. The third page was identified as a Motorola Minitor 3 pager which is several years old did activate the alert tones but not the voice. We also tested the other areas that were submitted, the results were the following:

<u>Location</u>	<u>Level</u>
Fire Station	74
100 South State	68
29 North State	71
300 North 100 East	67
1400 East 12100 North	58

The signal levels at all locations tested was more than sufficient to activate a pager given the pager is in good operating condition. It is recommended that older pagers carried by Fire and EMS personnel in Richmond be replaced or sent in for regular maintenance. This should resolve many of the issues currently being reported for the paging system. Please note: Because of the poor antenna system used by pagers, one cannot expect coverage 100 percent of the time. Metal buildings, basements, and other structures create losses in signal strength.” Some of the pagers are Minitor 2 which are from the 1990’s. If a pager is dropped it has the potential to lose signal strength and needs regular maintenance. The Minitor 4 is the pager that is currently available for purchase but the Minitor 5 will be out in the next couple of months. The current pagers need to be replaced or repaired immediately. Money should be budgeted for next year for the purpose of purchasing new pagers. The average cost of a pager is \$400-450. Periodic maintenance and replacement is the key to keeping pagers up to date. It is recommended to have \$2,000 –3,000 in the budget each year for pagers. There are currently 22 pagers in the Richmond system.

**Kip:** I recommended that we budget for the purchase of 4 pagers immediately and start repairing the others as needed.

**Terrie:** Is there any grant money available for the purchase of pagers?

**Jay:** Kelly Pitcher, Cache County Fire Chief, said there is a FEMA grant, which has an April 6 deadline. Possibility of a Homeland Security Grant and Natural Resources Grant. He stated there is good signal from Trenton hill and this summer the pole will be relocated which should give 33% more power. There is significant signal from Dispatch but not a good signal going back to Dispatch. He stated the problem is elevation related since Smithfield is higher than Logan. The solution is to run a telephone line to Smithfield and install a repeater at that point. This cost is approximately \$10,000 and the money is not in the current budget.

**Cordell:** Could the pager frequency be interfering with the telemetry for the city water system. We continually get false reading on the water tank levels.

**Kip:** We need to determine who will be in charge of these grants so we get them done.

**Cordell:** Bob Hugo, the Fire Chief will take charge of the grants and he will assign someone to follow up or he will ask the council for help if needed.

**Terrie:** I think the new computer should be setup in the Fire Station immediately.

### **Youth Council Presentation**

Shareese Gilbert and Tristen Forsgren from the Richmond City Youth Council gave the City Council an update of their activities.

**Tristen:** We would like to ask the Council for permission to sell hats at the Black & White Days breakfast to raise money. The Logo Shop quoted \$5.00 per hat and \$3.85 for custom embroidery.

**Kip:** The price is pretty high and I think you may want to consider other bids. You could also check to see if there are volume discounts available.

**Tristen:** The Youth Council would also like to help the city with their emergency preparedness plan. Would that be possible?

**Kip:** It would be great to have the Youth Council work with us. I will try to get all the current information together and we will go from there. Either myself or a member of the City Council will get information to you.

**Terrie:** Some testing will be done on March 30<sup>th</sup>, we would like the Youth Council to help if possible.

### **Auditor's Annual Report**

Curtis Roberts from Jones Simkins came to speak to the Council about the last fiscal year.

**Curtis:** The City is on track financially like all other small towns. The City is in good financial condition. The Water and Sewer Enterprise Funds are also in good condition. I think I need to mention that the accounting is getting more difficult and time consuming and will require more and more time in the following years. Audit costs will increase and more time will be spent doing reports required in future years due to new government regulations. You may want to contact the League of Cities and Towns to try and help get some of these new regulations changed.

### **City Manager Report**

**Kip:** Marlowe invited Brad Humphreys to be here tonight to discuss enhancement ideas for the city. I have discussed four ideas for the enhancement with Brad and UDOT's architect

1. As number one, I would like to extend the decorative lighting on both sides of the street from the highway east on Main to 100 West. I think this money can be used to the end of UDOT's construction contract which is about half way up the block and the city would pay for lights beyond that. Ideally, I would like to see those decorative lights extend to the Post Office or even a block east of that. This will have to wait until another year.

2. Second priority would be to landscape the park strips from North Cache Middle School to White Pine Middle School using bushes, plants, trees and decorative bark to enhance the park strip. Plants will need to be salt resistant so that when snow is piled on in the winter that the plants do not winter kill. This will be designed professionally, and I have discussed this with Bio West (Chris Sands). This would also include trees and shrubs in front of individual's homes along the highway. We would need to go to homeowners and get input from each of them as to what they would accept in front of their house and if they would maintain them.
3. Provide an enclosed bus stop at North Cache Middle School such as the one at the Black and White Building.
4. This option would put a taller decorative light pole at the intersection or gateway into Richmond where a banner could be hung across the road and a planter box would be designed around it with some kind of shrubs.

**Brad:** I want to remind the council that time is short on this project and the \$70,000 allowance must be spent by December 31, 2005 or it will be lost.

**Kip:** Richmond will install the park strip area but then it will be the homeowner's responsibility to take care of the area.

**Terrie:** My preference is that Idea No. 2 from above be switched to No. 1.

**Brad:** I believe that Idea No. 1 and No. 2 should both be possible with the allotted money.

**Dan Miller:** I would like to see the park strips before the pedestal lighting.

**Kip:** I think we should have Bio West make two proposals. One with the pedestal lights and one without.

**Brad:** The design phase must be complete by July 1, 2005.

### **Old City Table**

**Marlowe:** The old City Council table has a broken leg. Should it be repaired?

**Terrie:** I think it should be repaired as it could be used for other things.

**Leslie:** Marlowe, would you contact Rich Simmons to see if he would repair it.

### **New Subdivision Ordinance**

**Marlowe:** The bid for the new Sub-Division ordinance is \$4,820 from J\*U\*B Engineering. They are willing to do the work now and bill us in July, as the money will be allocated in the 2006 Fiscal Year. I think we should add a surcharge to building permits to cover this cost.

**Kip:** I think that Impact Fees need to be reevaluated and we should include the new annual audit fees that will arise in the future.

**Marlowe:** To do that the Impact Fees have to be re-engineered. I think that a grid system for the streets needs to be evaluated. Logan City has realized that they have erred over the last 50 years. I believe the new Construction Standards and Sub-Division ordinances would be an appropriate place to include this concept.

**Kip:** This grid system is part of our general plan and was intended to provide guidelines for the future. I guess if we need an ordinance it would put it into law.

**L.D.:** I think the grid system should be included in the new Sub-Division ordinance.

### **Business License**

**Marlowe:** I recommend that Pizza Villa and Big J's should be combined into one business license now they are in the same physical location. The legal name is Egbert's Utah Inc. dba: Taco Maker, Pizza Villa and Big J's. The car wash would still continue to have a separate business license.

\*\*The change was approved by the council.

**Marlowe:** Tavis and Amber Ervin want to renew their home business license called "Headlines" which is a Hair/Nail Salon.

\*\*Council approved this request.

### **Blue Stakes Group**

**Marlowe:** I recommend that Richmond City should join the Blue Stakes of Utah group. There is a \$150.00 initial setup fee with a subsequent \$50.00 annual fee. Notification costs will be \$0.95 per fax sent or \$0.73 per e-mail sent to Blue Stakes. The new service would give priority service, eliminate the previous \$5.00 fee, and severely reduce our liability. In 2000 a phone cable was damaged by the City and it cost \$1,400 to repair due to Blue Stakes not being used. I suggest that the fee could be included in hookup fees.

**Kip:** I think we need to add the fee into hookup fees and if needed include this in the re-evaluation of the impact fees.

### **Child Abuse Prevention Month**

**Sue Hoffman:** I would like to ask the council that April be designated Child Abuse Prevention Month in Richmond City. Children are 25% of all crime victims. There were 252 children abused in Cache Valley in 2004. Blue Ribbons symbolize Child Abuse Prevention. I have brought each member of the council a blue ribbon and a brochure.

\*\*A motion that April be designated Child Abuse Prevention Month in Richmond was made by Terrie, 2<sup>nd</sup> by Leslie, and the vote was unanimous. The proclamation was signed by the Mayor and Recorder

### **Chris Nickle Retirement Error**

**Kip:** I wanted to inform the council that an error had occurred on Chris Nickle's retirement plan and that approximately \$6,000 had not been paid. The error occurred due to her being a part time employee quite a while ago, before any of us were here. I believe it had something to do with her working more than 20 hours per week at that time. Richmond is only obligated for about half of this but if the City does not pay it then Chris would be expected to pay it or she would get a reduced benefit. I think that because of Chris's service to the city we should go ahead and pay the entire amount. The actual cost is \$6,893.00.

\*\*Council voted unanimous to pay the amount of \$6,893.00 to the Retirement Board in Chris Nickle's behalf.

### **Council Member Reports**

**Terrie:** The Library appears to be over budget because of some unforeseen expenses such as the electrical problems and the cost adjustment for the retirement benefit we just discussed. There is a \$700.00 bid by TEC Electric to repair the hazardous wiring. The Library Building Fund raised \$600.00 from the Big J's celebration. The Historical Commission is exploring the idea of showing more movie pictures to raise money. There will be an EMT cookout on Saturday. Eric Jorgensen has submitted an application to be an EMT. The new computer we just purchased needs to be installed in the Fire Station and will require User Id's and Passwords.

**Kip:** Terrie I believe there was a problem in the past with certain Internet sites being visited on the Fire Station's computer. We need to have the ability to monitor that .

**Terrie:** The Cache Mosquito Abatement District will not have any money until December of 2005. They don't have any money at this time. Seven other communities have pledged funds to help out. They have contributed \$1.00 per home. Property tax will generate approximately \$158,000 per year for the district. They will receive about 70% of that amount this winter.

**Kip:** There are about 657 homes in Richmond so Richmond would need to pledge about \$660.00.

**L.D.:** I want to remind everyone that the citizens voted for the district and therefore Richmond City should do their part to help.

\*\* The Council approved the donation of \$660.00 as discussed above.

**L.D:** The breaker panel and wiring in the rental home was a fire hazard and needed immediate repair. I told Marlowe to have the repair performed immediately. The approximate cost is \$2,000 and the repair is currently in progress. I was approached by Norton Thurgood of PABAS, LLC about evaluating the condition of the city roads. Norton would analyze, measure and make a report about the condition of each city road. I don't see a use for this service but asked the council for their opinion. The cost for the service is 5% of the cost incurred on the roads and 3% for estimates. There is currently not money in the budget for this item at this time.

**Kip** I want to remind everyone that the City Party is on September 9, 2005.

**Bills:**

The following bills were presented to the Council for approval to pay:

Alert-all	724.95
American Water Works Assoc	218.00
Aqua	8068.00
AT&T	110.12
Bart Rindlisbacher	18.50
Bear River Health	60.00
Bennetts Glass	12.00
Cache Chemical	115.35
Cache Service Area	11428.57
Cache Valley Tire	903.62
California Contractors	119.60
Cantwell Brothers	10.14
Chevron	28.10
Denny's	87.55
Direct Safety Company	372.73
Draxler Apprais	1000.00
Ecosystems	90.00
Every Bloomin'Thing	64.00
Gall's	423.87
HACH	735.80
Holland Equipment	99.50
Intermountain Farmers	350.81
IPACO	16.27
Itty Bitty	1504.11
Jones Simkins	500.00
JUB	374.50
Kaylene Pitcher	18.50
Kings	118.93
Lewiston State Bank Visa	814.64
Metrocall	12.96
N.W. King	1200.00
NAPA Communications	53.87
National Battery	152.29
Olson & Hoggan	735.00
Paul Cottle	18.50
PC's Unlimited	33.90
Peterson Plumbing	230.00
Pizza Villa	215.51
Questar	1998.67
Qwest	426.54
Qwest Internet	75.27
Scholastic	38.35
Shell Fleet Plus	394.03

Smithfield Auto	604.65
Smithfield Blue Sox	35.00
Smithfield Imp	131.62
Staples	33.99
Suburban Propane	40.00
TEC Electric	234.07
The Home Depot	103.34
The Logo Shop	114.00
Time Rental	28.08
Utah Local Governments Trust	1441.70
Utah Power	1988.85
Utah State Univ	1025.00
Verizon	31.76
Vivian Christensen	18.50
Walden Book Co.	308.36
Xerox	197.60
Zane Christensen	18.50

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

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

Adjournment at 9:50 p.m.

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Kip E. Panter, Mayor

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Boyd A. Lewis, City Recorder