

RICHMOND CITY COUNCIL

July 19, 2005

The regular meeting of the Richmond City Council was held at the Community Building on July 19, 2005. The meeting began at 7:00 p.m. Mayor Kip Panter was in the chair. The opening remarks were made by Chris Purser.

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

FIRE DEPARTMENT QUARTERLY REPORT

BOB HUGO: We have received a few calls over the last couple of months. There were three fire alarm calls from North Cache and one from White Pine. The main concern we currently have is a person started a fire on the side of State Street on June 14th. A box of kitchen matches wrapped in paper towel was used to ignite the fire. The fire consumed about 500 yards of brush. Trevor Theurer reported the fire but did not see the suspect. Currently the remains of the device used to start the fire is being checked for fingerprints. Also, the Fire Department has been awarded a \$1,250.00 grant, the smaller of the two we applied for. The large grant has been awarded to 8 cities throughout the State but they have not yet announced which cities were selected.

EMT DEPARTMENT QUARTERLY REPORT

TRINADEE ABEL: During the quarter we responded to an ATV accident, three car wrecks and a few physical problems such as back and heart problems.

BOB HUGO: Also, the battery charger from the Fire Station is missing and has been gone for a couple of weeks.

COURT QUARTERLY REPORT

JUDGE SKIDMORE: Overall cases are down from last quarter. There were 107 cases filed.

State Revenue

Assessment	\$1,978.47
Court Security	\$2,293.00
Subtotal	\$4,271.47

City Revenue \$9,126.28

TOTAL \$13,397.75

In the past, I have provided the supervision for probation. I can no longer do this due to regulations from the State of Utah. It must be done by Professional Probation Services. I have signed a contract with them that also needs endorsement from the Mayor.

L.D.: Is there a monetary charge for this to the City?

JUDGE: No, there is not a charge to the City but there is a charge to the Defendant. Also, I have the authority to look at criminal records. It is mandatory now that anyone working in the office where these records are stored be certified and there will also be an audit of these procedures. The court records need to be protected and currently they are not in a secure room with only access for myself. Anyone that has access to this information needs to have a background check and do standard fingerprinting with the county. There is not a cost for this procedure.

TERRIE: Would finger print log-in work on your computer?

JUDGE: No, it would not work due to hard copies being located in the file cabinets.

DEPUTY'S REPORT

DEPUTY KEN EGGLESTON: The other Deputies and I have been trying to monitor the speeding occurring on 300 East. Currently, we have not ticketed anyone, they have been obeying the speed limit. Deputy Brandon Douglas wanted me to pass on to the Council that the EMT's worked very professionally last week at an incident they responded to. Also, what would the Council like us to do at the City Party?

MAYOR: We will review what is needed and try to provide a list. Does the City have a responsibility in the roll over near the Maverik, where the construction may have contributed.

KEN: No, the City is not liable, it would be UDOT's or Staker-Parson's problem to deal with. They need to make sure it is properly marked and it would be their problem to deal with.

QUARTERLY MAINTENANCE REPORT

MARLOWE: Robert has asked me to fill in for him due to the long hours he has been working. Gerald is back at work for the City. He has no feeling in one of his hands and is somewhat limited in what he can accomplish. I am going to have him take the tractor and mow weeds on the sides of the roads. We are continuing to work on a list of prioritized jobs, a copy of which you have been provided.

L.D.: Are the drinking fountain heads in yet?

MARLOWE: I am not sure. I have been busy and not had the opportunity to check on them.

L.D.: I will take care of this and pick up the parts from Sprinkler Supply or another vendor.

TREASURER QUARTERLY REPORT

CHRIS: There was a good turnout for youth baseball, 72 youth signed up. Three items were reported stolen from the Cemetery on Memorial Day weekend. There will need to be three new Cemetery Board Members. Alwin Rawlins would like to meet with the new Board as soon as they are chosen. He needs to make rules for what items can be left at the cemetery and how long

before they will be removed. There will also need to be discussion about opening a new portion of the cemetery to the north.

FINANCIAL REVIEW

BOYD: Martin Neel has filed for unemployment benefits. The City opted to pay this as unemployment benefits were paid for, not on a quarterly basis that is an estimate based on payroll. Martin will cost \$240.00 per week in unemployment benefits or up to \$6,240.00 if he remains unemployed for 6 months.

L.D.: I think we should keep paying the unemployment benefit as currently established. It would cost the City more to pay on a quarterly basis.

MOTOR VEHICLE ORDINANCE DISCUSSION

TERRIE: I am proposing an ordinance regarding motor vehicle use on sidewalks and City roads.

MAYOR: How will this protect the citizens?

LESLIE: We don't enforce the current ordinances we already have in place.

TERRIE: Enforcement can happen because more officers are being hired throughout the state.

L.D.: How would an ordinance like this be enforced?

TERRIE: Take pictures and call the cops.

MAYOR: What are the specific complaints with these mini bikes?

TERRIE: Noise, speed, being used after 10 P.M., careless riding.

LESLIE: Isn't there a current ordinance that would work for this?

TERRIE: These scooters are not street legal and should only be used on private property. There is no code on this. It is left to the individual communities to decide. Please think about it. There have been numerous complaints about these bikes.

MARLOWE: Would you like this issue on next month's agenda?

MAYOR: Let's check existing ordinances and laws. Also, let's see what other neighboring cities are doing to control this and we can discuss it at the next meeting and make a decision whether to move forward with the ordinance.

DAN MILLER: Would it be possible to legalize ATV use?

MARLOWE: No, there is not a way to get around State of Utah law.

DAN: I believe that Kanab City did it.

MAYOR: Dan, if you could check it out with Kanab City then we can revisit the topic at a later meeting.

BUSINESS LICENSES

MARLOWE: Michelle Rogers, 74 North 500 East, has requested a license for house

cleaning. She would have an office in her residence.

***Approved by Council.**

TERRIE: What about the Common Ground Van parked in front of the Relief Society Building? The way it is being parked, there is no access for elderly people to get to the building.

MAYOR: I will take care of this issue Dave Gordon. There are also semi trucks parking on City right of way that concern me. Marlowe please prepare a letter to Mr. Gordon about his van and I will deliver it to him. We should probably also consider the semi truck parking issues sometime in the future.

CITY MANAGER REPORT

MARLOWE: Water testing is being done properly at this time; however, I discovered that this was not previously the case. I have been sampling three times a week at three different locations for the free chlorine level. This is required now by the EPA and Division of Drinking Water. What I discovered through my reading and research, however, is that we also need to check the pH level and for coliforms. Because of the Council's previous investment in high-quality testing equipment for wastewater, these culinary tests can be done by the City with minimum additional expense. There also needs to be a chlorine tank repair kit at each of the three chlorination areas. So far I have only been able to locate one emergency breathing apparatus, but I'll continue looking.

CORDELL: There should be three, I remember us buying them a few years back.

TERRIE: Is anyone certified to use the breathing apparatus? They need to be certified yearly.

MARLOWE: Currently nobody has certification.

CORDELL: Marlowe, check BATC and BRAG for training and certification.

MAYOR: We need to get up to speed on these safety areas.

CORDELL: Do we have the time?

MARLOWE: I am trying. My time is limited with only two employees. I am proposing a Maintenance Department staff realignment. Instead of the previous position of Maintenance Supervisor, I propose that we have two key supervisors with separate responsibilities for each supervisor. Each will be on the alert for his or her specific area, but they will also work together on a regular basis. Unlike the past when only one person was licensed for water and sewer, each supervisor will be required to hold valid water distribution, water disinfection, sewer collection, and sewer treatment licenses, as well as their CDL license. All new employees in the part-time classification would be on a year round basis and with appropriate benefits as outlined in our Personnel Manual. Seasonal employees will be hourly with no benefits.

CHRIS: What about Gerald?

MARLOWE: He is covered due to our previous agreement and will retain his status quo. With approval from the Council, Robert would be over Streets, Roads, Sidewalks, and Grounds. The new supervisor will oversee Water, Sewer, and Buildings.

MAYOR: This new arrangement would require you to be in the field more frequently.

LESLIE: I don't think Marlowe has the time. I have a concern about this arrangement. Can we discuss it further before we make a final decision?

MAYOR: Let's think about this for a future discussion. We need to be very careful about putting the City Manager on the same work level as the Maintenance Employees.

MARLOWE: My intent is to act as the coordinator once the system is in place. In the meantime I'll be doing what is necessary.

MAYOR: I think we are going to be looking at a working supervisor in about a year as we need a "go-to" guy on site at the most jobs.

MARLOWE: It will take one year to complete the training. I do not want to work 40 hours per week, I want to keep the current hours already set which is 30. Please review the pay scale information I have provided. I would like to adjust Robert's wage to the increase stated and pay the new employee \$11.00 - \$12.00 per hour. This arrangement will not cost the City any new money as it is all based upon what was previously budgeted for Gavin as Maintenance Supervisor. We need to put an advertisement in the *Herald Journal* immediately for a full time employee to replace Gavin.

L.D.: Curtis Smith would like information on the opening. Please forward him the pertinent information.

CORDELL: Does the new employee have to be a Richmond City resident?

MAYOR: Not necessarily, but I would like the new employee to be a resident due to concerns with snow plowing. I would also like the new employee to be a member of the Fire Department as there are times such as when we flooded, when City equipment is needed to help out the fire department.

CORDELL: I suggest we add to the advertisement that the new employee be able to get to the Richmond City Maintenance Building within 15 minutes.

MARLOWE: On August 16th will be the first public hearing on the sewer treatment proposal. I would like to insert an explanation relative to the background of our sewer system in the August utility bill. There are 29 sticks of 8" culinary water pipe, C900, left over from last year. I would propose we keep 4 sticks and with the permission of the Council donate the other 25 sticks to potential residents who will be required to extend culinary water lines.

MAYOR: How much longer are they good for? I think we can use them in the next year to extend service for new residents. We have a proposal on north state that would use some and if we loop the system on 4th west as has been suggested, we might be able to use it all up.

MARLOWE: I'd want to use these within the next year to eighteen months. We've had them on hand, in outside storage, since last summer.

MAYOR: Clyde Hendricks is on a 1" line. It needs to be an 8" line with the addition of the new house by Clyde's residence.

TERRIE: Your saying to donate the pipe only? No labor?

MARLOWE: Correct. And on another issue, I was misinformed about the Blue Stakes program we signed up for. There is a cost of \$0.78 associated with each e-mail we receive telling us to mark water and sewer. The cost is over a dollar if a phone call or fax is utilized, so we are getting the best rate. This is a management fee and is not negotiable. As you'll see in the booklet I've handed out, Utah Code Annotated requires any entity with underground infrastructure to belong to Blue Stakes. In all actuality, we should have been a member of Blue

Stakes for years. Mayor, please be advised the ground breaking for the Habitat for Humanity home is tomorrow at 2 p.m. and you are all cordially invited to attend. I am also asking for permission to order the new sander to mount on the white truck so it will be ready for this winter. **MAYOR:** Please get the sander ordered. I won't have time to attend the ground breaking for Habitat for Humanity.

CITY PARTY

MAYOR: We are going to do the same as usual.

L.D.: What about entertainment? Are we asking Gloria Larsen again? What about the Coke Wagon, watermelon, etc? There were 450 people last year. How many people do we anticipate this year?

MAYOR: 400-500.

MARLOWE: Last year following the party I think you said to plan on closer to 500.

CORDELL: I think we should invite the workers from Staker-Parson's and UDOT that have worked on the new Highway project.

MAYOR: I agree, as well as Chris Sands from Bio West and Representatives Lyle Hillyard and Craig Buttars. The party is September 9th and will start at 6:00 P.M. and go until 9:00 P.M.

COUNCIL MEMBER REPORTS

L.D.: I need the opinion of the Council on the roads for this year. Since there is a lack of City manpower should we turn to an outside source?

MAYOR: Let's use the County Interlocal Government Agreement, they will do everything. Marlowe can get the agreement signed.

L.D.: We need to make sure that the weeds on the sides of the road are cut. It sounds like Gerald will be doing this soon.

MAYOR: Let's hire a part time person if necessary.

L.D.: I would like to get the round tables for the community building. Sam's Club is the cheapest with the same quality as everywhere else.

MARLOWE: We will need an exact quantity and cost as Sam's Club requires a check in the exact amount.

L.D.: There are some dead trees on the park.

LESLIE: I have trees to replace the dead ones.

MAYOR: This could be a good Eagle Scout project.

LESLIE: There are at least 2 that need to be replaced.

L.D.: We need to get the toilet repaired in the Black & White Building and then send the Black & White Committee the bill.

MARLOWE: I noticed there has been some over-watering at the park. Water has been running down the road. The time on the zones needs to be adjusted.

MAYOR: Who is paying the utility bill on the new street lights that are on during the day?

MARLOWE: Richmond City is paying the bill.

ALLEN: We should not be paying the bill until the State turns over the lights to the City. We don't own them.

MARLOWE: We are being billed since the invoice is in our name, and these lights are replacing the old “cobra heads” that have now been removed.

TERRIE: How are the Construction Standards coming along?

MARLOWE: I am currently in the process of reviewing them.

TERRIE: They are already three months late. The County Council is currently evaluating the Book Mobile service. The cost is \$108,000.00 per year. They are also looking at a countywide library system which would close all libraries except Smithfield, Hyrum and Logan. We are opposed to this. This coming Thursday we will be voting for the Library Board. The Historic Preservation Committee is looking at producing a book to be done for Christmas 2006. I attended, along with Katie Adkins, some training for Homeland Security. I was concerned that they did not have enough solid answers.

MAYOR: Terrie, please write a letter to the EMT’s expressing our appreciation for their great work last week.

L.D.: I contacted Don Webb about doing the lawn mowing at the park, Community Building and ball diamond. It would cost \$100.00 per week for the ball diamond and Community Building. The City park would also cost \$100.00 per week.

MAYOR: Please inform Don we would like him to do it.

L.D.: I will let him know.

MAYOR REPORT

MAYOR: I have been informed we are going to receive \$37,000.00 in Restaurant Tax money. This can be used for fencing and ADA issues at the Cub River Sports Complex.

L.D.: There should be enough carryover money to pay for the cost of the fence. We are going to need some engineering for the ADA.

CHRIS SANDS: I would suggest contacting USU Extension Service, they have a Center for Disabilities.

Chris Sands from Bio West attended the meeting to discuss the Highway Enhancement Project.

CHRIS: I need to discuss tree spacing. I currently have the trees at 50 feet on center. The trees will spread about 35 feet. So there will be some open space between the trees even when they are full grown.

L.D.: The majority of the trees are going to be on private property.

CHRIS: I currently show 87 trees on the project.

CORDELL: Make sure they don’t block any of the street lights.

CHRIS: The tree line will start at 600 South and create a sight triangle.

MAYOR: What if there are complaints and certain citizens don’t want any trees on their property?

CHRIS: They can be removed from the project. But the idea is to have a consistent tree line like Logan. I would suggest you inform the land owners about what the City is trying to

accomplish with this project and give an overview of the entire enhancement corridor. The trees will stop by the park area.

MAYOR: What trees are being used at White Pine Elementary?

CHRIS: They are using a native landscape that will eventually not need any irrigation after the plants have established themselves in a year or so. What spacing are you thinking on the trees?

LESLIE: Put the trees between the lights.

CHRIS: There is 75 feet between lights. I will check to see if this can accommodate the trees. Also, these trees are slow growing and due to cost, the 2" Caliper tree is considerably more money than the 1 1/2" Caliper tree, we will be using the 1 1/2 " size. I have found out the 2" cost about \$350.00 installed and the 1 1/2" about \$250.00 installed. The park strip consists of 50 feet of space then repeated. There is a good variety of color in the wild flowers and shrubs I have chosen. They should bloom all during the summer. They will require pruning about every 2 years as they grow onto the sidewalk. I am checking to make sure they are all sodium chloride resistant. Please keep in mind they will require some water. I need to know the priorities of the Council. This entire project has a cost estimate of \$250,000.00 of which Smithfield City, White Pine Elementary each receive a portion of. This project for Richmond City has a budget of \$70,000.00. We need to decide the priorities to due to costs. The Council mentioned before their priorities were:

1. Landscaping on the park strips
2. Lighting and landscaping east on main street to 100 West.
3. Decorative Banner Poles
4. Bus Stop at North Cache.

I have reviewed the estimated costs the State of Utah is using and I know their estimate on topsoil is incorrect. They estimated \$3.00 per cubic yard and Brad Humphrey's from UDOT told me the real cost is about \$12.00 per cubic yard. Brad suggested that the banner poles and concrete staining be removed. He also suggested cutting down on the number of lights coming up to 100 West. The estimated costs for the concrete staining is \$9,000.00, Bus Stop \$6,500.00, Banner Poles \$28,000.00. I would suggest removing the banner poles, bus stop and then the concrete staining. The 10 lights that will come up Main Street to 100 West will cost about \$26,000.00. I would suggest keeping the lights and Richmond City paying for the last 4. I will have a better cost estimate after my meeting with UDOT tomorrow.

CHRIS PURSER: Larry Larson, principal at North Cache has called again regarding the park strip in front of North Cache. He would like stamped concrete and said the school will pay the difference on cost. He is concerned the students will ruin the flowers and bushes.

MAYOR: I will contact Larry about this issue.

A motion to pay the following bills was made by Leslie, 2nd by Terrie, and the vote was unanimous.

Cleaning	7260.77
Porting goods	730.03
on Seed	288.89
Monograms	76.50
iver Health	30.00
akes	34.31
land	166.50
oncrete Cutting	240.00
Chemical	344.02
Valley Extermination	40.00
Valley Tire	5.00
ill	130.47
n	49.75
s	57.95
	158.95
	287.30
store	202.00
	100.92
imkins	562.75
	656.00
	243.74
	545.89
on State Bank	53.00
all	12.91
& Hoggan	812.00
limited	21.95
thy	136.19
n Plumbing	92.14
	447.81
Internet	78.27
s	130.90
's Digest	13.98
son Manufacturing	52.00
ush	450.00
leet Plus	475.00
eld Imp	19.45
Print	40.26
ome Depot	720.40
nes Hopp Co.	15.00
deo Store	39.23
Grove	536.49
ocal Government Trust	27,057.65
ower	1041.78
oltzbrinck	43.11
ibook	305.12

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

Adjournment at 10:10 P.M.

Kip E. Panter, Mayor

Justin B. Lewis, Recorder