

RICHMOND CITY COUNCIL

March 25, 2008

The regular meeting of the Richmond City Council was held at the Richmond Community Building located at 6 West Main, Richmond, UT on March 25, 2008. The meeting began at 7:00 P.M. Mayor Michael Hall was in the chair. The opening remarks were made by Terrie Wierenga.

The following Council members were in attendance: Brad Jensen, Jeff Young, Terrie Wierenga, Keith Ward and Allen Lundgreen.

A motion to accept the February 19, 2008 City Council meeting minutes was made by Keith, seconded by Terrie and the vote was unanimous.

EAGLE SCOUT PROJECT

JORDAN NIELSEN: For my Eagle Scout project, I would like to paint the south pavilion at the park. I would also repair some tables and make some minor repairs to the pavilion as well. The cost of the materials will be approximately \$400.00.

TERRIE: What color do you want to paint the pavilion?

JORDAN: The same color that it already is.

DEMAR NIELSEN: The main repair is to the fascia on the pavilion.

KEITH: When do you plan on getting started?

DEMAR: As soon as possible. Hopefully mid April or so.

BRAD: Make sure that you coordinate with Chris to make sure that the pavilion is not rented out when you plan on doing the project.

DEPUTY REPORT

DEPUTY NYBERG: Activity has been slow recently; no news is good news in this case. Do you have your Black & White Days schedule yet? We need to make arrangements and coordinate scheduling on our end as soon as possible.

JEFF: The official agenda will be presented at the April Council meeting. I would like to see the local S.W.A.T. Department as well as the others that have attended in the past.

DEPUTY: So, the same as past years?

JEFF: Yes.

MAYOR: The dates this year are May 15th through 17th. Please let the other deputies know they are welcome to attend the breakfast on Saturday morning.

JEFF: We also want to make sure that you participate in the parade like in previous years. I also have another question. I was recently told that Richmond is known for drug use?

DEPUTY: Drug use is a countywide problem. Every city has its own problem. Richmond is not worse or better than any other community.

SAFETY COUNCIL

DEPUTY MITCH FROST: I am here this evening to introduce myself and Erin Griffiths our local community services director. We are over several local programs that include youth programs, help at local schools, Explorers, gang related issues, and I also help with explosives issues. We are in the process of starting a Youth Safety Council. We are always receiving input from adults but not much input from the youth of the valley and we feel it is important to have their perspective as well. We would like one youth from each community to be on the council. There will be a council in the north end of the valley as well as the south end of the valley. The meetings will be at Sky View and Mountain Crest. We would like a member of your youth council to be on the council. We would prefer that the person you select be between 16 and 18 years old so they will be able to drive to the meetings. We would like the council to be formed and start meeting by the start of the school year this fall. If you could please contact Erin when you have someone selected and she will make arrangements from there. The meetings will be on a quarterly basis.

MAYOR: Jeff will talk with Janice Swendsen, our Youth Council coordinator, and inform her of this new council and one of them will contact you with a name.

FINANCIAL REPORT

JUSTIN: There will be a public hearing at the April Council meeting to discuss and update the current budget as well as the new year budget. This will help bring each department in check as they make plans to finish up the current budget year. It is time to start thinking of the new budget year. I would ask that each of you come up with an itemized list of what items you would like to present for the new budget so they can be discussed and prioritized. I have contacted Bob Hugo and Juliene Parrish about their current budgets and the new budget. I have requested their additional items as well that can be presented to the Council. The new budget will need to be approved by June 22nd at the latest. Juliene has presented her proposed budget for the new year already. In regards to the current budget, \$1,700.00 was brought in during February in regards to the Richmond History Book. That is a total of \$4,217.00 brought in for the book sales in this budget year. This does not include the presale amounts collected in the previous budget years. Building and Parks are currently over budget because of the decision to hire Tamara to help on those areas. When the budget is adjusted next month it will bring this back into line. I appreciate the help of Juliene on her budget. She is always very proactive and makes sure her department is always in compliance. The Water and Sewer Enterprise Funds show a profit due to the amount above normal collected in Impact Fees. More has been collected on these fees in this budget year than any previous budget year since the fees were applied. Please send me an itemized list or let me know what additional items you are hoping to include in the new budget.

CHILD ABUSE PREVENTION MONTH PROCLAMATION

LEIGH DEAN: The Child and Family Support Center is a non-profit organization that was formed in 1982. We have a shelter to help citizens from Cache and Rich counties. We have a good touch, bad touch program in the local schools as well. There is a respite nursery in Logan as well; for when parents need a break from their kids and have no one to help. April is child abuse prevention month. We need the support of the entire county. Unfortunately abuse is a very real problem; even locally.

Seven Minute Video Presentation at this point.

TERRIE: Is there a website for your organization?

LEIGH: All of our information is on the brochure that I have provided to each of you this evening.

TERRIE: I would like to include this information on our city website.

A motion to approve April 2008 as Child Abuse Prevention Month was made by Terrie, seconded by Allen and the vote was unanimous.

BUSINESS LICENSES

NIKKEN MIRACLES

VERGENE WALKER: I am a consultant for the largest health company in the world. It started in 1975 in Japan and eventually by word of mouth spread to the United States. My husband is using the products and they work. He was told by various local doctors that nothing could be done and this product has given him his life back. I have been selling their products for about four months. I would like a license so that I can do door to door sales in Richmond.

MAYOR: Knocking on doors of local citizens, correct?

VERGENE: Yes. The product that I sell is magnets, insole magnets. The focus of the company is to have total balance in life. There are also products for the sick, water, air, physical fitness and nutrients.

JEFF: Do we have any soliciting guidelines?

MARLOWE: No. In the past we have been issuing temporary licenses to sell Avon, Tupperware and the like door to door. In this instance no separate document would be needed for solicitation.

JEFF: The soliciting should not be late at night unless by appointment.

VERGENE: All evening visits will be appointment only. I want to do the door to door sales during the daytime hours.

MAYOR: What about parking at your residence?

VERGENE: If parking is needed we can use the Boots-N-Things parking area.

TERRIE: You do not warehouse any product at your residence?

VERGENE: No. It is shipped directly to the consumer after I order it on the InterNet. It is all done with network marketing.

Approved by Council.

PACK RAT... THE CLEAN-UP CREW

KELLY ROBERTSON: I would like to do clean up work at repossessed homes. We would come in and clean up the yard and then do what interior work was needed. I have a covered trailer to haul debris to the local landfill. I currently have a contract in place with the Logan Landfill.

Approved by Council.

TRIPLE H WINDOW CLEANING

HAROLD HORNBERGER: I want to start a window cleaning business. I would be doing soliciting only to give bids to perspective clients.

TERRIE: Any chemicals used or stored?

HAROLD: I use a combination of vinegar, water and toilet bowl cleaner. I have less than a gallon of each product.

Approved by Council.

MOBILE MARINE SERVICES

DEVIN MIGLIORI: For the last four years I have done mobile marine service work. I had a license when I lived in Hyde Park but recently moved to Richmond and would like to obtain a license here. All of the work occurs at the customer location. Nothing at my residence. I am currently building a prototype trailer in my garage and I hope to sell the patent in the future.

Approved by Council.

CITY MANAGER REPORT

MARLOWE: The snow blower bid repair from Bair Auto Repair is \$364.55.

BRAD: I have talked with the Mayor and Justin. Please get this project completed.

MARLOWE: I did not yet receive a bid from Advanced Heating in regards to the furnaces. I have provided each of you a copy of the letter sent by Cache County Building Inspector Paul Berntson to Jim McCune in regards to his tanning business. Paul contacted Jim and Jim told him that he was recently injured and they would not be moving forward with opening the business anytime soon. A couple of days later I noticed a sign by the road stating they were open for business. Paul immediately went to inspect and found eight deficiencies that need to be fixed in order for the building to pass inspection. There are two options in regards to this business and

their license. One, rescind license. Two, send a letter of notice to comply by a certain date and if not in compliance by that time then the license will be rescinded.

BRAD: I would like to review the recent Council meeting minutes in regards to this issue.

MARLOWE: The sweeper is functioning and the new brushes have been installed. The first day it was used we did not use any water and created quite the dust storm. Since then we have been using water. I acquired the flags for the Maintenance Shop and Fire Department buildings.

The conditional use permit has been approved for the MBR plant contingent upon approval of the access variance by UDOT. All of the paperwork has been submitted for approval. We are giving up three access points for one. As soon as the variance is approved we can get the building permit for the plant.

WASTE WATER SYSTEM BID PRESENTATION

MAYOR: The bids were opened on Tuesday, March 18th. I am pleased about the bid amounts. The bids do not include the cost of the membranes. We did not include this in the bid process because we did not want to allow the contractor's to mark up the price and make a profit. We will purchase them direct when the time comes. The approximate cost will be \$800,000 to \$840,000.

BRAD RASMUSSEN: I am also excited about the bid. At the time of the bid, we were not sure if we would receive any additional funds from the Corp of Engineers so we asked each contractor to bid the project in two ways. One as a normal bid and two as if the Corp is going to help which requires Davis Bacon wages to be paid. Historically there is a large spread in the two bids. The Davis Bacon bids are normally quite a bit higher. The Corp of Engineers is going to offer additional help so we will only discuss Bid Option 2. The bids range from \$3,852,400 to \$5,411,000. Nelson Brothers Construction is the low bid of \$3,852,400. They constructed the exact same type of facility as yours in Hyrum and Moroni. They are the most experienced contractor that I know of in regards to installing this type of system. The Council can approve any of the bids. I would like you to select a contractor so that they can lock in the prices with their subcontractors. In order to get the building built this summer we need to award the project now. With your approval I would give the contractor a Notice to Proceed. I can complete all the paperwork. The loan from the State of Utah DWQ is \$3,300,000 with additional funds from the United States Army Corps of Engineers of \$2,765,000. The membranes will cost approximately \$836,000. The Corps requires that the City pay 25% of the project so the grant money will help to off-set that requirement. I have figured a 12% contingency on this project. The State of Utah requires a 5% contingency. If we drop the contingency from 12% to 5% your payment would decrease.

MARLOWE: The bonding process will have to start over if the numbers are adjusted and lowered.

BRAD R.: The project has a 365 day completion requirement. Ideally the tanks will be installed and the building built by this fall. In summer 2009, the facility should be up and running. I expect it will take about one month to debug the entire system when operational.

TERRIE: What are the provisions for making sure that all requirements are met? Is there going to be an on-site inspector?

BRAD R.: We handle all of that. I will oversee the project to completion. We want it done exactly as planned and engineered. There will be a minimum of one weekly inspection, if not more. All issues will be resolved through myself or our firm. There are certain items like the rebar inspection that someone will be on-site for the entire process. Our firm does all of the system integration.

JEFF: Approving a contractor now is a benefit and will get the project started.

MAYOR: An added benefit is that the low bid is also the most experienced contractor for this type of work. Brad (Rasmussen) is incredible and always takes the time to answer my calls and e-mails. Brad and his firm are a tremendous asset to the City.

A motion to accept the bid proposal of \$3,852,400 from Nelson Brothers Construction for the construction of the new wastewater facility was made by Brad, seconded by Terrie, and the vote was unanimous.

MAYOR: Brad (Rasmussen), please issue the award letter to Nelson Brothers.

ALLEN: I would like to also like to thank Cordell (Johnson - previous member of the City Council) for the time he spent on this project in its beginning stages.

COUNCIL MEMBER REPORTS

KEITH: Not much is currently happening in regards to streets as the weather has not been good enough to do any work. 800 South is now able to drive up and down. It will be paved later this summer. Lewiston City has contacted me and asked if I know of anyone that would like to work 15 -20 hours per week at the Cub River Sports Complex. The person would be watering and mowing lawns.

CHRIS: We can advertise this in the newsletter.

KEITH: The slurry seal that was applied last fall to 200 East, 400 East, 500 East and Erickson Circle is bad. Morgan Paving is saying it was a bad batch of oil that caused the problem. All of these roads were recently swept to try and remove the loose slurry seal. Morgan Paving has said they will fix the problem when the weather warms up and the repair can be performed.

BRAD: Is there any damage to the road base since the slurry seal was poor?

KEITH: No.

MAYOR: This is where it is a real benefit to have Norton Thurgood and PAVAS on our side. They can help to get problems like this resolved as they helped to oversee the project from the start.

TERRIE: The library will be receiving additional money from the State of Utah as part of the recent census challenge. Richmond was awarded 500 more citizens in regards to the census and that brought an additional allocation of \$2,200.00 from the State. We will now be able to do technology updates sooner than expected. The Black & White Days essay contest has had a sharp decline in participation the last few years. This year there will be an art contest instead. Painting and sculptures can be submitted. The theme is "What Black & White Days Means To Me". Camille Gilbert is doing an internship at the library. She will be working 150 hours to obtain some credit at the school. Part of internship will be doing website updates. Brad and

myself recently met with Bob Hugo and several members of the EMT and Fire Department. We are in the process of updating guidelines, and by-laws. They have not been updated in several years. We will also need to pass an enabling ordinance in the future. CERT is meeting on a monthly basis. Doing refresher training and always hoping to add new members. There is always a need for new training as well. We will be purchasing some supplies in the near future for the CERT program.

JEFF: Do the radios work on the City frequency?

TERRIE: Currently CERT does not have any radios. Hopefully we can obtain some down the road.

JEFF: As other radios are replaced, the old ones need to go to the CERT program.

TERRIE: As for the Community Wide Emergency Plan, the LDS church has a coordinator in each ward but nonmembers of the church need to be notified as well. Currently they are being missed.

MARLOWE: Richmond City has its own radio frequency and the Fire Department does as well.

TERRIE: There are a lot of historical records and donations that we don't know what to do with. They are just sitting in the basement. I would like to know what the Council would like to see done with these old records. There are strict guidelines to documents and pictures that if we want to see them preserved. Richmond City has nothing to help preserve these items. Negatives are extremely fragile. We were able to make digital files of some items when the Richmond History Book was completed. USU Special Collections could do a special archive of these items but it would take 12-18 months to complete.

MAYOR: USU is free to the public and is in close proximity to the city for the citizens to go and view at their discretion.

JEFF: I think it would be great as well.

MAYOR: Let's have USU make a presentation of what they would do at the next Council meeting.

JEFF: I think it is very important that we have an archive of the minutes from previous Council meeting minutes.

TERRIE: All that is needed is a scanner and Adobe software program. Estimated cost would be \$700.00. The only other item required would be the manpower to feed the scanner. I think there would be interested citizens that would want to help.

BRAD: I think that is a great idea.

MAYOR: I think it is a great idea as well but we already have a current back up of all meeting minutes. This would not be something new.

MARLOWE: In 2000, all City records were copied and put into the State of Utah archives.

MAYOR: We can look at purchasing a scanner and the software in the next budget year if money is available.

MAYOR'S REPORT

MAYOR: The current year RAPZ Tax applications have been submitted. Brad is the contact on the proposal for a park performance pavilion. We submitted a joint application with Lewiston City for a project at the Cub River Sports Complex. Keith is the contact on this project. The bid on the Sports Complex project is about \$42,000 which was for additional sidewalks and home run fences. On the park pavilion, we took the bid and added a 5% contingency. The amount submitted was for \$26,500. This would include a 20' x 20' building, landscaping, and electrical work. The money will be allocated by the end of May. This is a great program that allows small communities like Richmond to complete projects that otherwise would never be able to be completed. The next Voice of the City in the newsletter will be about Black & White Days and have the agenda. The League of Cities and Towns will be September 10th through 12th this year. Let's get the rooms reserved now.

CHRIS: We are going to have to switch health insurance providers at the start of the new budget year so we will need to get some quotes on what is available. The health insurance portion is no longer associated with the Utah Local Government Trust as in the past.

MAYOR: At the last Mayor's meeting, we were shown a copy of the aerial photograph taken of the valley by Kent Brady. At a previous meeting before I became Mayor, it was agreed that the bill for this photography would be paid by the cities based on acreage. The Cache County Council paid \$63,000 already towards this project. Lewiston is the biggest city based on acreage and their portion of the bill would be \$2,545, Richmond's portion would be \$345.71. There are 2,212 acres located within the city boundaries. The aerial map of the community is amazing.

Approved by Council to pay the Cache County Council \$345.71 towards the aerial photography of Richmond City.

MAYOR: The Daughters of the Utah Pioneers (DUP) has informed me that the Relic Hall needs a new security system. The old system has not worked for several years. I tried to obtain several bids for this but the only business that I could find willing to do this project is Kelly Daniels of Kelly Electronics. The project would cost approximately \$400.00.

JEFF: I have one issue with Black & White Days. I cannot get anyone willing to help with the melodrama. Is anyone against having a different activity this year? Maybe a family movie or something. I have only had one person inquire about the melodrama. There does not seem to be any interest.

TERRIE: Let's try something new and see how it works out.

JEFF: If people ask why there is not a melodrama, please let them know it was due to lack of interest.

TERRIE: If you elect to do a movie, you will need to make sure there is a health department permit for the food and check on the broadcast rights of the movie.

BRAD: Did we decide on a logo? The league's is "Making Life Better".

TERRIE: Nothing has been officially decided.

BRAD: I have checked and vinyl banners are \$5.00 to \$9.00 per square foot depending on the supplier.

TERRIE: "Making Life Better, Richmond City" on about a 2 ½' X 10' banner would be nice.

MAYOR: It could be hung periodically.

BRAD: Get a banner made?

MAYOR: Yes.

BRAD: I would like to show representation of the City at future meetings with a shirt with our City name and logo. There are many choices of shirts and styles available.

CHRIS: Tamara's (Petersen) charge was a \$45.00 set up fee and \$5.00 per shirt.

MAYOR: I would like to see shirts for the Council, employees and the Youth Council. Let's get some bids and discuss at the next Council meeting.

MARLOWE: I would suggest avoiding black or white shirts. Get light colors for the men that will be working in the heat.

JEFF: Maybe we could introduce them at Black & White Days.

MAYOR: At the December 18, 2007 Council meeting we met with Jim McCune and Sheryl Henderson in regards to their proposed business. See copy of Council meeting minutes for your review. Also, see the letter sent to Jim by Cache County Building Inspector, Paul Berntson.

There are eight major deficiencies that need to be addressed per Paul's letter. We can tell Jim and Sheryl to cease business immediately until in compliance or give them 30 days to comply.

TERRIE: They have already had three months to get it done.

ALLEN: I agree with Terrie.

A motion to immediately rescind the business license of Sheryl's Express Tanning (Jim McCune and Sheryl Henderson) was made by Terrie, seconded by Allen, and the vote was unanimous.

MAYOR: Marlowe, please inform them immediately. If they get these items repaired they will then need to come before the Council again for approval of a new license.

BRAD: When will the dumpsters be available for spring clean up?

CHRIS: They are delivering them on Friday and they will be available to the citizens next Wednesday.

MARLOWE: There is a small fee for garbage and no fee for green waste.

JEFF: What about a free month of not having to pay to encourage citizens to clean up. We could put it in the newsletter.

MARLOWE: The dumpsters will be filled within an hour whether they are free or we charge the fee.

MAYOR: We have made a request for additional bins but there are not any available. This will be addressed in the current newsletter.

TERRIE: Additional bins are the only way to accomplish encouraging more citizens to clean up.

MAYOR: Do we want to try and achieve gold medal status for the healthy community award?

TERRIE: By updating the website, we would get three points and be approximately 1/3 of the way towards the goal. Some policy changes would need to be made and there could be some infrastructure issues but I think it is within reach.

MAYOR: Let's try to obtain.

TERRIE: I will spearhead this project.

A motion to pay the following bills was made by Terrie, seconded by Keith, and the vote was unanimous.

Advanced Heating	355.00
Allied	138.00
American Water Works	173.00
AmpliVox Sounds Svstems	1659.60
AT&T	143.66
Bear River Health	55.00
Bestsellers	91.00
C.V. Mavors Association	260.00
Cache Chamber of Commerce	200.00
Cache Chemical	125.95
Cache County Corp	345.71
Cache Service Area	29742.40
Cache Vallev EMS	1500.00
Cache Vallev Tire	290.64
Colonial Flag	104.00
DataComputer Products	57.94
Dennv's	299.97
Deputv Bartschi	18.50
Deputv Larsen	18.50
Deputv Olsen	18.50
Ecosvstems	90.00
Edwards Floral	42.40
Ferguson	144.55
Geneva Rock	941.64
Intermountain Hvdraulics	83.48
Jones & Bartlett	220.97
Kevin Ogden	1000.00
Kids Discover	19.95
Kimball Midwest	953.28
Laser Precision	96.00
Lee's	168.84
Lvn Distributing	137.40
Maverik	615.04
Moore Medical	2.58
Nextel	256.40
Olson & Hoggan	1974.00
PC's Unlimited	19.95
Poster Compliance	158.00
Postmaster	175.00
Public Emlovees Health	1629.28
Ouestar	4633.31
Owest	398.85
Remote Control Svstems	650.00
Richmond Irrigation	20.62
Rockv Mountain Power	4501.79
Sinclair	93.40

Smith Hartvigsen	3512.47
Smithfield Auto	423.80
Square One	154.00
Staples	42.29
Suburban Propane	51.00
Thatcher	1204.20
The Herald Journal	24.03
Tina Reese	57.06
Transport Diesel	383.60
UEN	267.06
Utah Justice Court Judges	25.00
Utah League of Cities and	826.06
Utah Local Governments	10.00
Visa	152.59
Waldenbook	109.53
Xerox	242.56

A motion to adjourn was made by Jeff, seconded by Brad, and the vote was unanimous.

Adjournment at 9:15 P.M.

Michael E. Hall, Mayor

Justin B. Lewis, Recorder