

The regular meeting of the Richmond City Council was held at the Richmond Community Building located at 6 West Main, Richmond, UT on March 17, 2009. 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, Keith Ward, Terrie Wierenga and Jeff Young. Allen Lundgreen was excused.

A motion to accept the February 17, 2009 City Council meeting minutes was made by Terrie, seconded by Keith and the vote was unanimous.

DEPUTY REPORT

SHERIFF LYNN NELSON: Did you receive the letter from me regarding some federal funding? I would suggest working with Mayor Pugmire on this. The grant would allow for more coverage. The grant would cover around \$50,000 and the participating cities would be responsible for about \$34,000. This would be the case for the first three years and then for year four and after the participating cities would be 100% responsible for the cost. The reason I mention this is that there is a tight application window. We need to know if the City has any interest by April 1st. The biggest thing is just determining which cities want to participate. I would suggest the Mayor's get together and discuss/review.

DEPUTY CARLEY: Now that the snow is melting there is more activity. Make sure to tell citizens to report any suspicious activity. Make sure to watch school crossings as well.

TERRIE: There was some graffiti at the library. The library workers immediately cleaned it up because they did not know that they should have filed a report. Who should have been contacted?

DEPUTY CARLEY: They just need to call Dispatch and a Deputy will be dispatched and if gang related passed onto the appropriate person.

MARLOWE: Thanks for your recent coverage on Main and State Street.

CACHE COUNTY BUILDING INSPECTOR ANNUAL REPORT

PAUL BERNTSON: There was only half the number of building permits issued in the City for 2008 compared to 2007. This is a pretty normal trend for the valley. There were 12 home permits issued for 2008 as compared to 37 in 2007 and 12 in 2006. I would expect this year to be the same or lower. The MBR contractor is very conscientious and doing a great job. I see that you have hired a new man to run the MBR plant. I appreciate the opportunity to serve the community.

MAYOR: Thanks for you and your department.

MARLOWE: So far this year only one permit has been issued.

BUSINESS LICENSE

RLH ENTERPRISES

BOB HUGO: I would like to make windshield washer fluid and engine degreaser in my garage. I would not have any hazardous waste. I have made these products previously in Smithfield for 12 years. I would have a 55 gallon drum of methanol at the house. I do not have any drains in my garage. I just pump the product that I need out of the top of the drum as needed. Methanol evaporates as soon as it comes into contact with the air. I will be delivering all of the product and sales tax will be collected. I am the sole owner and the business is registered as an S-Corporation in the State of Utah. The methanol is very flammable but there are not any heat sources near the drum. The reason that a portion of the windshield washer fluid has to contain methanol is so that it won't freeze in the winter. The engine degreaser is used to clean engines and floors. I will be selling to local truck shops and a bus shop.

Approved by Council.

CHILD ABUSE PREVENTION MONTH PROCLAMATION

SHERIFF LYNN NELSON: I have worked with the Child and Family Support Center for 10 years and I am currently the Chairman. It is a private, nonprofit organization located on approximately 1400 North and 400 West. The goal is to strengthen families and protect children. It also helps those that don't have health insurance and do not qualify for government assistance. There is 24-hour support service. Therapy is available for children as well as abused women. The shelter is to help with those that have been abused. Over 3,000 local kids visited the shelter last year and over 3,600 phone calls were taken; 236 attended parenting classes as well. We are known as one of the safest communities in the country but we have our issues as well. There are several dedicated employees that work above and beyond what they are paid to do. I believe this is because of their willingness to serve. April is Child Abuse Prevention Month and the blue ribbon signifies this. On April 25th there will be a mile and 5 kilometer race/walk. We also do "flamingo flocking" at local businesses for \$20.00. There are also \$1.00 cards available at local grocery stores. On the 24th there will be a dinner/fundraiser at the Coppermill. Pirates of the Caribbean is the theme this year; it was Phantom of the Opera last year. We have a wish list of items we would like to receive but any donation is appreciated. It is simple things like plastic forks and paper plates as well as toilet paper that are needed so badly. This year there was a water pipe that broke and caused about \$20,000 in damage. The insurance paid all but about \$8,000 but that is very hard to pay when it is a nonprofit organization in a down economy.

A five minute video presentation was shown.

Mayor Hall read the Child Abuse Prevention Month Proclamation.

A motion to adopt April 2009 as Child Abuse Prevention Month in Richmond City was made by Terrie; seconded by Keith and the vote was unanimous.

RICHMOND CITY THEATER RESERVATION CITIZEN REQUEST

NANETTE MILLER: A group of local artists would like to use the theater to perform a Scrooge Christmas.

MAYOR: When do you want to use it?

NANETTE: Periodically from September through December to rehearse and then perform from the week before school gets out up to Christmas time.

MAYOR: Please coordinate when you want to use it with Chris.

JEFF: Please e-mail me your info. I have some citizens that have an interest in a holiday program. There are two or three people that want to help out. I think this is a fantastic idea. There will not be a melodrama at Black & White Days this year. I have not received any calls or e-mails about it.

TERRIE: Normally two-thirds of the entire budget is used just for the melodrama.

JEFF: There are some props in the basement but several need repair or to be replaced. The cost of the production could be up to \$2,000. I need someone to spearhead a project like this. We have talked about a Christmas program.

NANETTE: Can I organize and put on a melodrama this year?

TERRIE: No.

JEFF: I would like you to plan for next year. I don't want this thrown in at the last minute. This needs to be planned and done properly.

NANETTE: Can we do it even if it does not cost the City anything?

TERRIE: No. The Black & White Days celebration is already planned for this year. There have been meetings regarding this since January for anyone that wanted to attend or help out.

JEFF: Jeremy, your son, was aware of the situation. I don't want this happening last minute like several things last year.

CHRIS PURSER: I know a big part of the budget was for costume rental.

JEFF: We support this; if done properly and planned properly.

NANETTE: I have done some checking in regards to the farmer's market. Items that are cooked at home and brought don't have the same regulations that were in place previously.

TERRIE: The bylaws for the market will be posted soon. There are special storage requirements for what you are referring to.

NANETTE: Made-at-home products have different restrictions and don't have to be labeled with the ingredients they contain. I am very excited about the market.

TERRIE: The City won't be liable for possible allergens. The City won't take on anything that is not done properly and is a risk. Allergens must be listed.

ORDINANCE 2009-1

Mayor Hall read Ordinance 2009-1.

TERRIE: Our volunteer Fire and EMS Departments have been operating without an ordinance for over 35 years.

MAYOR: It will be good to be official.

A motion to adopt Ordinance 2009-1, AN ORDINANCE ESTABLISHING A NEW CHAPTER 3-700 ENTITLED *FIRE DEPARTMENT AND EMERGENCY SERVICES* TO TITLE 3-000 IN THE *CODE OF REVISED ORDINANCES OF RICHMOND (1975, ADOPTED 1976)*. was made by Terrie, seconded by Brad and the vote was unanimous.

COLTIN LARSEN: We have two new EMT's; Amber Cox and Dustin Mayhew. They have both received their certification on their own. We have interviewed both of them and have no issues or concerns and recommend both of them for the department.

BRAD: Amber is current EMT/Firefighter John Cox's wife.

A motion to endorse Amber Cox and Dustin Mayhew as new members of the EMS Department was made by Brad, seconded by Terrie and the vote was unanimous.

COLTIN: Two firefighters will be receiving their Level 2 certification in April. That is myself and Trinadee Abel. The extracting equipment should be arriving this week. This will generate income for the City from the County when it is used on a scene.

MAYOR: We appreciate the dedication of yourself and your department.

A motion to approve the bylaws, standard operating procedures, and standard operating guidelines for the Fire and EMS Departments was made by Keith, seconded by Terrie and the vote was unanimous.

BRAD: For next month's Council meeting we will have a resolution in regards to the Fire and EMS departments to discuss.

TERRIE: I will be happy to write the resolution.

MARLOWE: Please forward me the information when available and I'll put into our format.

RESOLUTION 2009-1

TERRIE: This resolution is to update the job descriptions of the Library personnel. It has not been done for many years and does not include items associated with new technology.

MAYOR: Juliene is responsible for employee evaluations?

TERRIE: Yes.

***A motion to adopt Resolution 2009-1, A RESOLUTION REVISING APPENDIX B RELATIVE TO THE RICHMOND CITY LIBRARY OF THE

PERSONNEL POLICY AND ADMINISTRATIVE PROCEDURE MANUAL
was made by Terrie, seconded by Jeff and the vote was unanimous.***

TERRIE: On a sad note, the Mendon City library is closing due to budgetary concerns.

ORDINANCE 2009-2 DISCUSSION

TERRIE: I talked with Ryan Hatch and Golden Thomas of the ULGT about the farmer's market and being able to rent the Community Building or other City owned properties to private or commercial groups. There are no issues for the farmer's market. If we rent the Community Building then we require an insurance certificate from the event organizer. When we have special events such as the City Party and Black & White Days we just need to send an e-mail to the ULGT so they can add a rider to the insurance.

JEFF: A simple ordinance can be written for renting the buildings. I have reviewed agreements that are from one page to twenty pages in length.

TERRIE: I think the fees should be based on the function.

BRAD: At the Black & White Days building, it is only the reception area not the entire building?

MARLOWE: Yes. See Section 2B in the proposed ordinance.

BRAD: Does this conflict with any other City ordinance?

MARLOWE: No, there is nothing currently in place.

BRAD: Do we need to change until sun down at the park rather than 10 P.M.?

MARLOWE: No, the park pavilions have lights.

BRAD: Is the entire park being rented or just the pavilion?

MARLOWE: The pavilions only. We may want to consider adding a paragraph 9 that talks about the exchange of insurance information.

TERRIE: This will be included in the resolution when the fees are established.

JEFF: Is it easy to get insurance for these types of events?

TERRIE: Yes, it is fairly easy to get insurance.

BRAD: It would only be required from the event sponsor, not each individual booth?

TERRIE: Yes.

JEFF: I think the fee should be as minimal as possible.

MARLOWE: See paragraph 6; this discusses how the fee will be determined based on our insurance costs, utilities, maintenance and cleaning costs. I am worried about a variable rate; I would propose a flat rate. Then we cannot be accused of discrimination. I think you should at least consider it.

TERRIE: I think there are options that can be considered. Possibly a standard fee plus a gate fee. There would be different requirements for different fees. There will no longer be different fees for residents versus nonresidents.

MARLOWE: I think it should be a flat rate based on the ordinance factors.

TERRIE: I think we should get some options to review.

BRAD: I would like to see something written for both variable and flat rate fees.

MARLOWE: Do you want to vote on the resolution and ordinance in April or just discuss the resolution in April?

TERRIE: I would like to have both ready to vote on.

BRAD: I have been approached about an Eagle Scout project at the park that would be a park reservation board done by Nate Ashby. It is being designed and will be either metal or wood.

CHERRY CREEK HEIGHTS PUD CONCERNS/QUESTIONS

MARLOWE: I just discovered that the signs that were supposed to have been ordered last year for Phase 2 were never ordered; but they have been ordered now. I have not ordered the street signs as I have some concerns. The purpose of the street sign is to help non-City emergency service personnel to find locations. On the proposed signs, we should have the street name as well as the coordinate location. We would need to get the proper location of each sign to make it exact.

JEFF: I am confused? Why not just coordinate the locations on the signs?

MARLOWE: So that specific ingress and egress instructions can be given. In this subdivision the City allowed arches and turns. The new rules won't allow this in the future and will again be based off of compass coordinates.

TERRIE: My point is that the emergency dispatch is being directed by computer. Utah is one of the only states to use grid coordinates. I don't see an issue on this and changing the signs won't improve emergency services.

BRAD: I agree with Terrie. Paying an engineer to give exact locations is not a top priority at this time.

JEFF: I like the number reference. I have noticed that Logan uses both the street name and coordinates on their signs.

BRAD: If the numbers are posted they must be correct.

MARLOWE: This is the only P.U.D. that has these issues.

MAYOR: Let's get the signs and put 300 East Cherry Ridge Lane, and Sunburst Lane with 500 North.

JUSTIN: What about Sunset Circle?

MAYOR: Yes, there should be signs on Sunset Circle, Sunburst Lane and Cherry Creek Parkway.

JUSTIN: The only concern as a representative of the P.U.D. this evening is that there is not a sign at the top of Cherry Creek Parkway. We are also wondering about the possibility of getting a couple of "Children At Play" signs in Sunburst Lane. There are many children on this road and there are several speeders.

JEFF: We passed installing the signs in Cherry Creek Parkway last April and were told several times the signs were on back-order. Then I find out tonight that they were not ordered until recently; there needs to be better communication in the future.

TERRIE: We need to get accurate information in the future to give citizens informed and accurate information.

MARLOWE: Those issues are being resolved.

TERRIE: Shouldn't there have been purchase orders issued for the signs and you would have known they were not on order?

BRENT: I installed four street signs in phase 3; two yield signs, one stop sign and one street sign. The total cost was around \$700.

MAYOR: We will go a 50/50 split on the "Children At Play" signs and send the P.U.D.

an invoice when appropriate.

BRAD: Who is ordering all the new signs?

MAYOR: Marlowe will take care of it. It is not very often that something like this happens and slips through the cracks. We run pretty efficiently on a small amount of manpower.

JUSTIN: The P.U.D. would also like to see if we pay for a street light at the west side of Sunburst Lane if you would allow for it to be installed and if so which light you would like installed. The same type as Phase 3 or the street lights on the highway as Marlowe as communicated he would like to see. The conduit and wiring is there we would just need to install the light pole. I don't know how soon we would do this as it will be expensive and most likely not happen until the street lights are installed in Phase 4. Which most likely will be a long time down the road. Rocky Mountain Power will not mobilize to install just one light.

MAYOR: Our new standards state the light should be like those on Main Street and the highway.

BRENT: Phase 3 was paid by myself and installed by Rocky Mountain Power. I did not try and circumvent the system; I just contacted Rocky Mountain Power and that is what they installed.

MAYOR: There are only two lights in phase 3 that would be different and the others need to match the rest of the City. The new lights being installed in the Sadler subdivision are like those on the highway.

BRENT: The City did not want lights in the beginning in the phases and neither did the homeowner's but now they have seen phase 3 and those lights and realize it is very dark and now they want them.

MAYOR: If you choose to install the light in Sunburst Lane it needs to be like those installed elsewhere in the City and not like the lights in phase 3.

FINANCIAL REPORT

JUSTIN: In April, we will have a public hearing to reopen the current budget and make adjustments. The RAPZ tax reimbursement requests for the Cub River Sports Complex and park pavilion have been received this month. Two water and sewer impact fees were collected in February. We also received \$875,433.21 from the Army Corp of Engineers in regards to the MBR Plant. It is time to start thinking about the new budget. Based on the current economic status of the country and State of Utah I would expect that the new budget year will be very tight but please submit your requests and let's see what we can do. I feel really good about where we are today compared to other cities. We don't have an abundance of additional funds but we are not closing down departments or laying off workers like other municipalities.

TERRIE: The EMT Department and Library are working on their proposed budgets.

JUSTIN: Please review before they are submitted I want to make sure you approve of their proposals.

MAYOR: There was a meeting two weeks ago with everyone that is working on the MBR plant. At this point it is going to be completed on time, under budget. In April, there is the possibility of doing clean water tests. Possibly by the end of May there could

be some effluent testing as well. Ideally the entire system could be switched over sometime in June. The contractors were very complimentary towards Scott.

TERRIE: Are we going to have an open house or dedication ceremony?

MAYOR: Yes. This is the biggest infrastructure item to ever be completed for the City.

BRAD: Was the landscaping going to be xeriscaping?

MARLOWE: I don't think any of the landscaping was included in the bid but I know that the asphalt was included. We will need to fence in the working area as well.

CITY MANAGER REPORT

MARLOWE: Scott called with the following update. The north cement wall was poured about two weeks ago. The rebar installation is being completed on the east side and the cement should be poured on Friday. Scott is taking pictures of everything and good notes about exact locations of all items.

BRAD: There are multiple conduits and plumbing in the floor.

MARLOWE: Dale Nelson said the project should be done on time which the contract shows as June 26th. They even hope to be done sooner. The boom on the boom truck is not working and is at Dennis Bair's to be repaired. Mary Ellen Glenn took a proposal to Planning & Zoning this month. She is asking that some property at her residence be rezoned from A10 to medium density. She has two sons that will get the house and she wants to split off the land for inheritance purposes. Planning & Zoning approved the request but it will not be official until their minutes are approved at their April meeting. There would need to be a public hearing in April. Do you want to discuss and vote in April and then vote in May?

BRAD: Let's discuss in April and then vote in May. That piece of property is below sewer grade.

MARLOWE: I explained there could not be a subdivision at this time due to the sewer issues as well as lack of access. There is a possible problem on 200 North State with a French drain. The water collects but does not drain. The City owns the property by the Glenn's two blocks further north on State Street. Perhaps we could run a line west from the existing drain across the street, and then north to our property. We could then set up a drain field well below the existing problem area. How does the Council feel about having J*U*B do a feasibility study on this?

JEFF: Can J*U*B give us some options?

BRAD: There is a drainage ditch in that area?

MARLOWE: Yes, there is a portion of an old, unused canal; however, we would be liable for whatever we put into the ditch. We had an insurance claim in this area previously and the ULGT said they would definitely frown on this if another problem happens. They told us to get it fixed over two years ago and we have done nothing to this point.

BRAD: The bad part is that storm water is a general fund issue not a water or sewer fund issue.

COUNCIL MEMBER REPORTS

KEITH: We have already discussed our Class C Road fund concern. We need to get some bids for the roof repair on this building as well as the Fire Station.

BRAD: The Fire Station problem is only around a vent and is just a patch job not an entire roof repair.

MARLOWE: I will prepare a Request for Quotation for this project.

TERRIE: Juliene has applied for a \$6,000 technology grant. It would be used for the purchase of a presentation center. This would be very valuable for the Story Hour. There were 83 in attendance at the last Story Hour. There is only a 10% match in-kind or monetary match. The EMT extrication tool is coming from North Logan, they had an extra base unit.

BRAD: They are providing training on the unit as well.

TERRIE: We will receive \$1,500 per call out if the device is needed. This will help to recoup our costs in the future. I believe the working relationship with the Fire and EMS department is improving as the guidelines and rules are being implemented. CERT is still meeting every month and does refresher training on a monthly basis. There are usually 6 to 16 in attendance at each meeting. Thirty-five or so have had the eight week training program. There will be a press release in regards to the Harvest Market this week. The market will run from Memorial Day through October 17th; from 10 a.m. to 2 p.m. There is a vendor application that must be filled out for those wanting to participate. It will be open to handmade/handcrafted items. Baked good restrictions are not as restrictive as previous but there are still some restrictions. The items must have listed the included contents.

JEFF: Logan has them listed at their market.

TERRIE: It will be put on the website on March 25th.

MARLOWE: In the April and May newsletter as well.

TERRIE: It will be much more structured this year. I think this is a great place for interaction with citizens in a more relaxed setting. I think everyone should attend at least once if possible. I have sponsors that have been calling as well.

JEFF: I just want to give a quick update on Black & White Days. There will not be a melodrama this year. We are going to focus on family activities that are free or very cheap. We want to keep the families here throughout the day. The Youth Council will be in charge of the movie this year. We would like to show the movie on Friday night down at the park then on Saturday at the theatre. The committee is great and we are moving forward. The horse show and race are already progressing along.

CHRIS: Can you please give me a contact list?

JEFF: Yes.

TERRIE: The Lion's Club is the grand marshal this year for the parade.

JEFF: The Fire Department will help clean up Saturday morning after the cow sale. The fire hoses will work great for use in supplying the water to clean the cows. Terrie is over the parade again this year and Brad will be in charge of the breakfast.

MAYOR'S REPORT

MAYOR: Justin please give Gail Alvey an update on the funds in the Veteran's Memorial Account. J*U*B has a presentation ready on the water storage tank; it is a bound copy. I am very happy with how it is put together and being presented. Darek will get it to the proper government authorities.

BRAD: I really like that it shows the proposed locations as well as the best option.

MAYOR: We have tried to see if any of the Obama stimulus package money would be available for the City to use for our infrastructure and it is not. The majority of the money available in Utah will be given to UDOT.

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

Allied Insurance	138.00
Al's Trophies	210.00
Altius	954.05
American Water Works	336.50
AT&T	165.08
Bear River Health	40.00
Borders	20.74
Boundtree	385.88
Brent Webb Excavating	111.27
Cache Chamber of Commerce	210.00
Cache Service Area	15376.70
Cache Valley Tire	43.00
Cantwell	127.03
Century	175.96
Clinton Dirks	60.00
Deluxe Business Checks	67.91
Dennys	291.55
Deputy Carley	18.50
Deputy Rick Black	18.50
Digital Innovations	7.95
Ecosystems	226.00
Filbies	87.35

Fleet Services	186.16
Gall's	25.38
Hach	294.73
IPACO	30.63
Jardine Petroleum	1485.69
JUB	2810.00
Kimball Midwest	211.69
Lee's	1.29
Lyn Distributing	58.41
Maverik	434.56
Nextel	256.99
North Cache Vet	65.00
Olson & Hoggan	1050.00
PC's Unlimited	19.95
Public Employee Health	107.28
Questar	2804.35
Qwest	477.03
Randy's	221.93
Rockmount	255.62
Rocky Mountain Power	3569.43
Smithfield Auto	1187.65
Smithfield Blue Sox	40.00
Smithfield imp	122.8
Stacie Spackman	60.00
Staples	185.69
Surburban Propane	51.00
Tamara Hardy	61.00
The Herald Journal	18.90
The Home Depot	254.00
Ut Dept of Workforce Services	87.28
Ut Justice Courts Judges Assoc	25.00
Utah Local Governments trust	206.91

Visa	1113.87
Waterford	231.09
Wilson Motor	993.42
WR White	7617.17
Xerox	193.64

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

Adjournment at 9:45 p.m.

Michael E. Hall, Mayor

Justin B. Lewis, Recorder