

RICHMOND CITY COUNCIL

JANUARY 18, 2011

The regular meeting of the Richmond City Council was held at the Richmond City Community Building located at 6 West Main, Richmond, Utah on Tuesday, January 18, 2010. The meeting began at 7:00 P.M.; Mayor Michael Hall was in the chair. The opening remarks were made by Mayor Hall.

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

A motion to approve the December 15, 2010 City Council meeting minutes was made by Terrie, seconded by Jeff and the vote was unanimous.

DEPUTY REPORT

DEPUTY CARLEY: Just normal monthly stuff. There were forty-four calls last month. Twenty-seven citations were issued and fifteen warnings. There were four suspicious incidents reported but nothing came from any of them. There was one DUI as well. One theft and that suspect has been arrested. I really don't have anything else to pass along. There were a couple of good leads on the Judge Funk shooting case but they both fell through. This case is something that they are working very hard on. It is being actively pursued and this situation is unacceptable that something like that would happen. We are keeping a very close eye on him and his staff as well as everyone else in the community. Report anything out of the ordinary; even small things. Any current skateboarder issues?

MAYOR: No, not since snow has hit the ground.

PAUL: What is a suspicious activity call?

DEPUTY CARLEY: There are a wide variety of things. For example we received a call from a citizen in Clarkston that they thought they were being followed in their vehicle. When people observe people around homes and buildings that don't belong or are acting in a suspicious way. When a person sees the same car travel up and down the road many times in short period of time. There are dozens of things but those are just a few that I have mentioned.

JEFF: When we were up on the roof doing some internet wiring work we noticed some of the wires running into the Sheriff office here in this building have the exterior coating coming off of them. It is the Ethernet cable that would control the internet/wireless network. It will continue to work until the wire breaks but that could be anytime. If you have problems that is the most likely cause.

DEPUTY CARLEY: I will notify Sergeant Collins.

MAYOR: We appreciate your service to the community. We also appreciate the increase in patrolling since the Judge Funk incident; thank you. We very much appreciate that this is a priority.

QUARTERLY COURT REPORT

JUDGE FUNK: As you can see; cases in the fourth quarter were down. They were down for a couple of reasons. We had less court dates than normal because of some scheduling conflicts. Historically cases are down around the holidays as patrolling has decreased because the deputies are using their vacation time. Since cases are down then revenue is down as well. This is pretty much normal.

	1st Qtr 10	2nd Qtr 10	3rd Qtr 10	4th Qtr 10	Total
Cases Filed	164	169	185	118	636
State Revenue	\$3,560	\$11,398	\$13,595	\$6,458	\$35,012
City Revenue	\$1,631	\$4,935	\$5,671	\$3,019	\$15,255
Total	\$5,191	\$16,333	\$19,266	\$9,477	\$50,267

MAYOR: Is everything working in the office?

JUDGE FUNK: Once we get the wireless setup for Melissa we will be good to go. The report due to the State of Utah was filed late last month because of this; I am sorry about that. We are making one noticeable change. We are getting set up for video conferencing so that the prisoners don't have to be transported back and forth.

JEFF: So we just need to get your computer to be able to print through the wireless network and you are good to go?

JUDGE FUNK: Yes. I will need the wireless password as well.

JEFF: I am sorry; I thought I had given it to you. I will make sure you get it.

CACHE VALLEY TRANSIT DISTRICT YEARLY REPORT

MAYOR: Richmond City CVTD representative/board member Larry Dunkley is here this evening to give us an update on the district.

LARRY DUNKLEY: CVTD manager Todd Beutler might be attending the meeting as well to offer some comments or answer any questions that you may have. I will just pass on a few comments that I have from things that have happened over the last year. My responsibility on the board is serving on the "Service Committee". We deal with issues regarding the bus stops. If we need to add a bus stop or if there are problems with a certain bus stop. We address the issue/concern and then pass on our recommendation. They can accept or reject the recommendation but most of the time the recommendation is accepted. The mission of the CVTD is to become the premier transportation agency with the highest quality service. This is something that is followed in everything the district does. Todd (Beutler) is a man of passion and there is no one more dedicated to their job or to a district than he is. Safety is by far the number one concern that is considered and addressed in everything that is done. There are also issues with questionable stops that have to be addressed and if a particular route may have too

many turns. Another goal is to make Cache Valley less dependable on the automobile. Improving the air quality in the valley is another goal/concern of the district as well. CVTD got the Risk Manager of the Year award out of 500 or so applicants. This is a very prestigious award. On-time transfer happens in 96% of all trips. We are still fare free with no reduction in service. Eight-four percent of the other districts in the state are raising fares and cutting service. Increased ridership to 1.9 million rides in 2010 and we anticipate 2011 to be higher. We are staying within budget as well and have \$684,000 in our fund balance to use towards future projects. Last year we did receive \$2,000,000 and purchased 17.24 acres of land for a new facility. The new facility will be built when funding is available. This property is located east of the Logan airport. It located in the Eagle Creek development and is lots 15-18. It is currently zoned manufacturing and heavy commercial. With some other federal funding that we received we were able to purchase three new hybrid buses. They are a quiet beautiful bus. They are used in Logan mostly. We also purchased three new forty foot diesel buses last year as well. We only had one spare bus until then. That is a summary of what I wanted to let you know about. I have supplied each of you with the annual report for the CVTD as well that contains more detailed information. It talks about goals and awards and training for employees.

PAUL: Do you have an estimate of Richmond City ridership?

TODD BEUTLER: I don't have that information with me.

LARRY: Lisa could supply this information but it will take some time.

PAUL: That would be good information to see.

TODD: Three times a year we survey each stop for a week. We will be doing your areas in the next week or so for the current quarter. I can get the ridership information and e-mail to Marlowe and he can then send to the appropriate people.

LARRY: I ride at 6:25 A.M. each morning and there are about 8-10 people that ride from the three Richmond stops. I know that some USU employees catch the next bus an hour or so later.

BRAD: I know that the bus that goes from Sky View is full. Are there rules of conduct on the bus for riders?

TODD: There is a nuisance policy. There is a specific action that can be taken. A lot of times the drivers cannot hear everything that is going on because it is load. If there is a problem it needs to be reported to the driver or our office. We will take action on it. We have a contract with the Cache County Sheriff's Office to help us as well. Our policy allows for some training of the riders and if they don't change their behavior then their riding privileges can be suspended. We have had to do that from time to time.

BRAD: So the first step is to notify the bus driver?

TODD: Yes or contact myself or Nathan. We will make sure it is resolved. If you file a complaint and want to be contacted about how it was resolved all you need to do is leave your name and phone number and we will contact you.

LARRY: I have been on the bus and heard some questionable language. I have asked the other riders to tone it down as I was offended and in most cases they have. You have to be careful because what is appropriate to one person might not be appropriate to another. There are times that I have reported concerns to the bus driver as well.

TODD: Please make us aware of any concern. If we are aware; we can address it. Larry is such a good board member and his service is much appreciated. He is always evaluating the system

where he uses it frequently. He is a good representative for Richmond City and CVTD. He is very dependable and much appreciated.

MAYOR: We appreciate, Larry, Todd and CVTD. Thank you for attending this evening.

QUARTERLY TREASURER REPORT

CHRIS PURSER: I have provided you a summary of the income and expenses for the roll on/roll off garbage bins for 2010 calendar year. We took a lot more garbage in the bins in 2010 compared to 2009. The workers are either paid with wages or wages credited to their utility account.

MARLOWE: The workers are very helpful and have helped get rid of all the issues that were occurring before we had someone monitoring what was going on.

CHRIS: There is a small charge for garbage put in the bins and nothing charged for green waste. We do not make any money or even come close to breaking even with this service but it is a good service for the citizens.

MARLOWE: Before we had someone monitoring the bins we were receiving garbage from people from all over the valley and we were paying for it to be hauled away for non-citizens. They put in tires and dead animals and many things that were not appropriate. This does not happen anymore.

2010 Roll on/ Roll off Garbage Bin Summary

Income	\$987.50
Wages	(\$3,434.00)
Garbage Fee	(\$7,446.87)
Total Loss/Cost	(\$9,893.37)

CACHE VALLEY MOSQUITO ABATEMENT DISTRICT YEARLY SUMMARY

SHANE LEWIS: We had another good year and I think that Terrie would agree with that. There were a few complaints that were resolved. I think the personnel have handled the spraying very well; especially in trying to kill the mosquitoes before they hatch. There were no reported cases of West Nile Virus in Cache Valley in 2010.

TERRIE: There were just a few reported cases throughout the State of Utah in 2010.

SHANE: I personally did not receive any complaints from anyone from the community and if you hear complaints please feel free to contact me. We are anticipating another good year this year. Even with a wet spring last year we still did a really good spraying job. We had to increase our budget and raised property taxes. There were a few complaints on the increase but it was approximately \$1.60 per year on a home valued at \$150,000. The costs of the spray and other items has been increasing so we needed more funds to cover these increases.

TERRIE: There is a season summary on the website for anyone that wants to see it.

MAYOR: We appreciate your service to the community and taking time from your schedule to come before us this evening.

FIRE & EMT QUARTERLY REPORT

MARLOWE: Chief Bair and Coltin were not able to attend this evening.

REVIEW OF THE RICHMOND MEADOWS ESTATES SUBDIVISION

MAYOR: Kirt Sadler won't be here this evening. I am going to turn sometime over to City Engineer Darek Kimball to go over the issues or concerns that are remaining.

DAREK: There have been some e-mails going back and forth and we have asked Kirt (Sadler) to finish up some loose ends. When we did a walk through back in 2008 there was a two-page list of things that needed to be done. Most of them were resolved immediately but there are still some lingering issues. The irrigation shares being deeded to the lots being one of the bigger concerns/problems.

MAYOR: Please remind me, can the irrigation shares be tied to the property or just to a specific owner?

TERRIE: The shares are issued to a specific person but can be tied to a specific property as well.

MAYOR: So we don't know if they were ever transferred correctly.

PAUL: They are a marketable security subject to the Richmond City Irrigation Company rules.

DAREK: Kirt claims he sent a letter to the City but we have never received it. The street light has been repaired. There is a valve box that needs repair but won't be able to be done until this coming spring. The issues with the road shoulder are what they are and nothing can be really done. I know there were some wording issues on the detention pond. Was this resolved?

MARLOWE: Yes, it was resolved.

MAYOR: I know it was for sure as it was processed by Hickman Land Title Company.

TERRIE: I know it was addressed as well and is in the minutes from a previous meeting.

MAYOR: We received the deed, reviewed it and signed it.

DAREK: Looking through some old notes; I don't think the top soil and sod on the west side of the project were ever addressed. The sidewalk is below the grass and we had asked Sadler's to cut the ground on an angle to the sidewalk. The homeowner has not said anything so I am guessing it is fine. Was there a one year warranty bond?

MAYOR: No warranty bond on this project, we did not require those until later projects.

MARLOWE: That is correct, new projects do require one, however.

DAREK: I think that Kirt needs to formally come before the Council and ask the City to officially take over the subdivision.

MAYOR: We need that water junction box issue resolved as well.

MARLOWE: I suggest that we have a written agreement of the acceptance.

MAYOR: We are already doing everything over there anyway.

PAUL: Do we want to do the chip-seal this year or hold off until resolved?

MAYOR: If in your budget I would suggest doing it.

DAREK: I know it is always better to get the roads done sooner than later. Makes them last for many more years. I think a letter or coming before the Council to officially ask the City to take over the water, sewer, roads and street lights needs to be done. I will also follow up with Brent Webb on the chip-seal in the Cherry Creek Heights Subdivision as well.

FINANCIAL REPORT

JUSTIN: All of the park bench donation funds have been collected and we will get the plaques installed this spring when the snow is gone. The three DWQ water bond payments were made in December and totaled \$99,371.39. At the start of January we made the final payment on the USDA Sewer Bond from I believe 1993. The final payment was \$47,755. This was a balloon payment for the final payment; the normal payment was around \$16,500 per year. We have seen an increase in bad checks and it seems they are always from the same people. It is frustrating; if it continues with this people we may have to look at some other options with them like requiring cashier’s checks, money orders or paying by credit card. If you notice you see a negative number in “Parks-Salaries”; this is because throughout the year we charge all of the workers hours to each individual department and then in December we allocate the hours spent at the cemetery to the cemetery district. This is a good deal for both parties. You will also see that \$1,100 was spent in attorney’s fees for the Cub River Sports Complex and it was in regards to the land swap and water well issue.

PAUL: Have we seen the bill for the survey out there yet?

CHRIS: No, just another attorney bill at this point.

BUDGET PUBLIC HEARING

A motion to close the regular Council meeting and open the public hearing was made by Paul, seconded by Jeff and the vote was unanimous.

MAYOR: The purpose of this public hearing is to hear comments regarding the proposed changes to the July 1, 2010 through June 30, 2011 budget.

JUSTIN: The proposed changes are to allocate items like the Federal Grant that was received for the Fire Department as well as some donations that were received and the funds received from the Herriman fire as well as some impact fees that were collected.

A motion to close the public hearing and reopen the regular Council meeting was made by Terrie, seconded by Jeff and the vote was unanimous.

A motion to adopt the proposed changes to the July 1, 2010 through June 30, 2011 budget was made by Terrie, seconded by Jeff and the vote was unanimous.

BUDGET ADJUSTMENTS

General Fund

Revenue

3382	Fire Dept – Federal Grant	\$14,560
3358	State Liquor Fund Allotment	\$(509)
3611	Penalty Interest	\$2,500

3663	Misc Library Income	\$816
3672	Sidewalks	\$2,772
3673	Road Improvements	\$5,000
3682	Fire Dept Activities	\$8,913
3828	Donation – Harvest Market	\$195
3831	Donation – Fire Dept	\$450
3834	Donation – Park	\$1,184
	Transfer from CPF	\$23,485
	Total	\$59,366

Expenses

4120	Adm – Mileage & Conv	\$23
4149	Adm – Cell Phone Tower Tax	\$81
4150	Adm – Handi Hut Prop Tax	(\$3)
4159	Adm – City Party	\$173
4211	Bldg – Salaries	\$6,240
4213	Bldg – Benefits	\$2,000
4228	Bldg – Xmas Decorations	(\$500)
4250	Bldg – Historic Commission	(\$1,000)
4320	P/S – Mileage & Conv	\$80
4326	P/S – Utilities	\$140
4331	P/S – Countywide Planning	\$31
4334	P/S – Misc Services	\$100
4363	P/S – Sundry	\$220
4381	P/S – Liquor Allotment	(\$509)
4420	Streets – Mileage & Conv	\$33
4435	Streets- Sidewalks	\$4,413
4460	Streets – Backhoe	(\$700)
4490	Streets – Broom Sweeper	\$2,471
4563	Parks – Sundry	\$236
4598	Parks – Picnic Tables	\$3,870
4591	Parks – Park Playground	\$17,000
4611	Fire – Salaries	\$5,678
4613	Fire – Benefits	\$563
4651	Fire – Insurance	\$42
4662	Fire – Supplies	\$1,128
4663	Fire – Sundry	\$72
4695	Fire – Federal Grant	\$14,560
4698	Fire – Clothing	\$884
4711	EMT – Salaries	\$996
4863	Library – Sundry	\$1,044

Total	\$59,366
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WATER ENTERPRISE FUND

REVENUE

3717 Water – Impact Fees	\$8,702
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EXPENSES

5123 Water – Memberships	\$195
5125 Water – Maintenance	\$2,000
5127 Water – Gas & Oil	\$700
5132 Water – Attorney Fee	\$4,010
5133 Water – Engineering	\$40,000
5134 Water – Misc Services	\$1,110
5148 Water – Supplies	(\$40,000)
5163 Water – Sundry	\$687

Total	\$8,702
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SEWER ENTERPRISE FUND

REVENUE

3734 Sewer – Impact Fees	\$11,000
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EXPENSES

5220 Sewer – Convention	\$1,000
5226 Sewer – Utilities	\$42,701
5227 Sewer – Gas & Oil	\$4,500
5251 Sewer – Bonds & Ins	\$1,824
5263 Sewer – Sundry	\$975
5248 Sewer – Supplies	(\$40,000)

Total	\$11,000
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BUSINESS LICENSE

ONEIRIC CONSULTING

JEFF YOUNG: I need to get a license for the computer repair work and Apple TV support that I help people with. This is not something I do for a living but more as a hobby. Enough people have started asking for help on these items that I felt I needed to get a license. I am also doing

digital archiving of movies. I take a tape and put it onto a disc. Probably should have a formal license. I want it to be a legit business now so I can charge people where in the past I was doing it for free. There won't be any traffic and I will only have one or two extra computers at my house at a time.

A motion to approve the business license for Oneiric Consulting was made by Paul, seconded by Terrie and the vote was unanimous. *Jeff abstained from the vote.*

ORDINANCE 2011-1

MAYOR: This is the proposed ordinance we discussed last month regarding electronic media for employees, volunteers and Council members.

****Mayor Hall read proposed Ordinance 2011-1.****

TERRIE: I would recommend on Item 7 that we restate it to include elected and appointed officials as well.

JEFF: This is something that was given to all the Council and employees for review. We have met with the employees and reviewed the ordinance. They wanted some clarification on some specific wording in the ordinance. This just helps to clarify the rights of the City. It is an obligation that we must meet as well to the community and everyone that helps or works for the City. Everyone that acts in behalf of the City needs to understand what can and cannot be done with these City owned devices.

BRAD: I don't see this policy spells out exactly what happens with an elected official if they are in violation. What action would be taken? Do we need to spell it out?

TERRIE: That is dealt with in the State of Utah ethics code. We would follow the State of Utah guidelines but basically if they did not correct the problem they would be removed from their position.

BRAD: So we don't need to change this ordinance?

MARLOWE: Yes, you don't need to change it; you are in a different category.

JEFF: What about volunteers?

MARLOWE: They are treated like employees. Their service or help would be terminated.

JEFF: This revised policy needs to be sent to the Fire Department.

SCOTT BALL: They have signed the draft copy.

MARLOWE: They will need to review and re-sign the final document.

A motion to adopt Ordinance 2011-1; "AN ORDINANCE ESTABLISHING A NEW SUB-SECTION ENTITLED "ELECTRONIC MEDIA AND SERVICES POLICY" TO SECTION VI: EMPLOYEE CODE OF CONDUCT TO THE *PERSONNEL POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL FOR RICHMOND, CITY, UTAH.*" was made by Jeff, seconded by Paul and the vote was unanimous.

JON WHITE SUBDIVISION PRESENTATION

MAYOR: Jon (White) has come in this evening to present his proposed subdivision and get tentative approval to start the necessary water and sewer impact studies. Jon wants to be able to get the final engineering started.

JON: I know the proposed design is still subject to Planning & Zoning approval as well as the results of the sewer and water impact studies. I know that one big factor also is the availability of culinary water.

BRAD: Did you add more lots from the last time we viewed this?

JON: Yes, I have proposed to change the area where the Vivian Christensen residence is located. I purchased that property.

MARLOWE: He has requested that it be re-zoned from RE-2 to RLD.

PAUL: When are you ready to start this project based on not being held up by the City for issues like the water tank?

JON: I am not sure. I don't want the water tank to be an issue I have to worry about. I am going to get some quotes and go from there. I would say more likely in 2012 than in 2011.

PAUL: Is there always going to be this access point from the east?

JON: Yes. There are 47 total proposed lots in the subdivision.

BRAD: Have you given any thought to the appearance of the back of the homes since they will not face the road (300 East & 500 North) as the homes are turned to the inside?

JON: My proposal would be to fence all of it.

BRAD: With zero area from the sidewalk to the fence?

JON: No, there needs to be a space there. There are also power lines in that area on 300 East and 500 North that will have to be dealt with. Maintenance of that area is key, I know.

PAUL: Are you going to put together a Homeowner's Association to maintain areas like this?

JON: I am not planning on it at this point.

PAUL: So you would pay for the fence initially and then the new homeowner would be required to maintain at that point?

JON: Yes.

BRAD: Will there be a sidewalk on 300 East?

JON: Yes, I was planning on it but I am open to discussion. A trail would be very nice since that road is very narrow. The power lines are there as well.

BRAD: We will need some type of agreement that it is the homeowner's responsibility to maintain the area between the sidewalk and the fence, not the City.

JON: Maybe I will maintain it to make sure it gets taken care of. We can work it out. Use some nice looking rock with weed barrier or something.

BRAD: Some of the lots will have sidewalks on both sides?

JON: Yes.

BRAD: Very nice.

PAUL: So there are 47 lots including Vivian's residence. What about the irrigation water shares?

JON: There are 23 irrigation shares with the property.

PAUL: How are you going to manage that?

JON: I will install the irrigation lines when we do the subdivision infrastructure. I am not sure of my options on the shares. I would like to see them with the bigger lots but not sure. They will be included in the cost of the lots for those lots that have them available.

BRAD: This road that is going to the east in the subdivision, is it a dead end road?

JON: Yes. I have drawn it that way so if there was ever development on the parcel to the east there would be an access point from that property.

BRAD: So right now it dead ends with no turnaround?

JON: Yes.

BRAD: We may want to keep that easement but not do the road until down the road if it is ever needed. That would eliminate the cul-de-sac turn-around problem for the snow plows.

JON: The road going to the north aligns with Sunburst Lane to the north.

BRAD: What about maintaining the open space?

JON: I will maintain the green space as well as the entry way.

PAUL: Do you have a copy of our current construction standards?

JON: Yes.

TERRIE: Are all of these items trees or street lights?

JON: Trees. I don't know what to do with the well that is located by the barn. I am open to suggestions.

MAYOR: Where is it exactly?

TERRIE: It is right by the road on 300 East next to the watering box by the barn.

JON: It is really close to the road.

TERRIE: I appreciate your willingness to wait and work with us on this, it has been a long process.

BRAD: I think it looks good.

MAYOR: I think it looks good as well.

DAREK: I am not sure if Jon's questions are being answered.

JON: I went over the water and sewer study with Darek today and I think I have a pretty good understanding.

DAREK: I have briefly talked with Jon about the findings. The sewer system looks like it can handle the subdivision. The water system is adequate in a normal day but not if there are any fire flow issues. There are a couple of proposed options to fix that. One is a new line when the water tank is installed. Another is a loop line. I will sit down with Jon and review exactly what needs to be done.

JON: Is the water line part of the proposed water tank plan?

MAYOR: Yes.

JON: So we could just connect onto it. Has the tank project gone to bid yet?

MAYOR: Not yet. We are waiting to finalize the plans and then acquire the financing and go to bid.

JON: So you are hoping to start this spring?

MAYOR: That is our hope. We are getting real close.

DAREK: I have been given tentative approval on the tank project by the State of Utah. There were just a couple of minor changes like a chlorine vent.

SCOTT: There just has to be a vent line from the chlorinator.

DAREK: I have received the special use permit from the DWR; now onto the funding portion of the project. I will meet with Jon and then get with Brad after that conversation.

MAYOR: Alex Buxton from Zions said there is a chance that there might be some funding available from the mineral producing counties of the State of Utah. If they have an overage; they

are willing to loan to other counties within the state. This is something that Alex found out about last minute and let us know about. The application must be done and completed by February 1st. So we have got to make sure we get it done by then. I am not sure if we will or can get the funding but we are willing to try. They will go a thirty year repayment plan and that would help us immensely. Second plus is that the anticipated interest rate would be 2.5-3.5% which is lower than the other funding sources we have looked at. The negative is that it is a slow process and not as fast as private funding.

BRAD: Another plus is that our monthly utility fee would not be state mandated like the sewer monthly fee.

MAYOR: That is correct, if we keep the state out of the funding then we can control the rate.

JON: What is my next move?

MAYOR: The next step would be take a formal plat before Planning & Zoning and then after their recommendations or changes come before the City Council for final approval.

PAUL: He will need the water and sewer study info for Planning & Zoning?

MAYOR: Yes, the complete engineering.

DAREK: So the preliminary and final plat at the same time?

BRAD: I would wait for the corner lot, Vivian's, to be officially resolved before I did anything.

JON: So another thirty day wait?

BRAD: Yes, I don't perceive a problem with your request.

MARLOWE: One option is to have the public hearing and the initial presentation at the same time.

MAYOR: I am not opposed to that. We will get the notice published and you can make your presentation and get public input on it.

MARLOWE: So it would be reviewed with comment on February 15th and have a possible vote on March 15th.

MAYOR: I think it is a good idea.

MARLOWE: Another thing regarding the financing of the tank. I have been working on the paperwork literally non-stop and have not had a chance to do anything with LUDMA this month. One thing we are required to do is pass a resolution at the next Council meeting stating that we are working on resolving our culinary water issues. It is a required resolution for the funding process. I just thought I would let you know. It is just a resolution saying that we are going to improve our culinary water system.

CITY MANAGER REPORT

MARLOWE: In regards to the Jack Nixon annexation request. I have supplied you with a list of how this process works. Item 1 has been completed which is the annexation request to the City. Item 2 is partially complete. The annexation request has been published and protests can be received through January 31st. Number 3 is to present the summary of protests if any at the February Council meeting. Number 4 is to mail a notice of proposed annexation to the Cache County Recorder, Cache County School District, Cache County Sheriff's Office, Cache County Fire Chief's Office, and the Cache Service Area. They will have until February 14th to file any protests that they may have.

TERRIE: The mosquito abatement district should be included in the mailing as well.

MARLOWE: Protests or no protests we will have a public hearing on this matter at the February 15th Council meeting which is number 5 on the list. Item 6 would be to have a vote on the proposed annexation at the March 15th Council meeting. Item 7 only occurs if the annexation is approved which is the acceptance of the annexation. Item 8 would occur if the annexation is accepted and that would be an annexation ordinance that would be voted on at the April 19th Council meeting. I am just trying to give you a timeline of the process. These are the things that the Council must consider but are not limited to doing. As a side note, the Census Bureau is requiring by May 1st that we submit any boundary proposal changes or they will not be considered for another two years. They used to only visit this issue once every ten years but it is now every other year. I turned in the wrong form last time and once submitted it cannot be changed. I am going to Boise the 26th of this month for training to prevent another “goof.” If this annexation is passed as planned it would allow us to include that property in the new Census Bureau information that we are required to submit.

MAYOR: Sewer capacity is an issue in that area.

MARLOWE: Yes.

DAREK: I think the biggest sewer capacity issue is along the highway.

MARLOWE: Also, this annexation has nothing to do with the proposed future use of the property.

COUNCIL MEMBER REPORTS

PAUL: We are still working on the Cub River land swap and it is getting closer each day. The survey has been completed. An irrigation line pipe easement has been written and will be signed by the Merrill's on closing. The existing water rights are being divided between the Merrill's, Skabelund's, and the Cub River Sports Complex. An attorney firm from Salt Lake is overseeing this portion of the agreement. We have successfully implemented a modest use fee for the complex. The \$15,000 early budget for the complex is not much but the use fee is very small. We have met with the representatives of District 7 soccer. The fee goes into effect starting in June 2011. Basically it will be \$2.00 per player per year. Last week we did a walkthrough of the proposed land swap and could see the survey markers. This project is very close to completing.

MAYOR: The fee is \$1.00 per player per season for competitive teams only. I would guess this will only generate around \$1,000 or so per year.

PAUL: I went to the Richmond City Irrigation board meeting. Scott and I will walk their areas of concern as soon as the weather permits. They were glad to have a Council member attend their meeting. I will also be attending their annual meeting next month. They have requested that any spare dirt we might have from the water tank project be used to help reinforce the banks along the irrigation water canal. Tentatively there will be a road clean up day on May 7th. This information will be posted in the newsletter. The LDS church, Boy Scouts and Lion's Club will be participating. We want to get anyone and everyone that is willing to help spiff up the community. Lastly, I would like the Council to help give me names of potential volunteers for the new Master Plan committee. I want to find a diverse group that represents all of the community. This will be five to eight people. The only requirements are that they must be a citizen of Richmond and cannot have any conflicts of interest with the City. Under Mayor Hall's

direction we will be using some of the City Council members as well as the City engineer in this project.

BUSINESS LICENSE

LEFT BANK BOOKS

KATHY GANTZ: I am proposing to open a book store on the back (north) side of the bank building. It will be a place to buy used books. We will also offer coffee, tea and greeting cards. Not much more than that. The area for the business is very small. I don't have an opening date yet. There is much work to be done first. At the start it will only be open on Saturday's since I have a Monday through Friday job. I am not sure what it will evolve into. It will only be open during the day; not at night. I would like to have some outside seating in the summer.

PAUL: Where would the seating be located?

KATHY: To the west of the building on the parking lot/sidewalk area. The sign will not be out on the sidewalk. It will be under the awning facing State Street.

MARLOWE: Anyone who wants to display a sign must go to the Planning & Zoning Commission and they meet the first Tuesday of each month.

BRAD: What about snow removal? You will need to make sure the snow stays on your property and not onto the neighbors.

KATHY: We will just push to the north end of the parking lot.

BRAD: That is fine as long as it stays on your property and does not cause any issues to the neighbor to the north.

A motion to approve the business license request for Left Bank Books was made by Terrie, seconded by Jeff and the vote was unanimous.

COUNCIL MEMBER REPORT

TERRIE: The Library is in full swing with some new board members. We had some move away. I think this is a very effective committee. They meet on a bi-monthly basis. That still keeps us in compliance with State and Federal regulations. Federal grants are pretty much gone for at least three to four years in the current economy. In the past we received around \$5,000 to \$6,000 per budget year in these types of funds. Juliene and the staff have done such a good job in the past that if funds are available we are high on the list to receive them. The lecture series is the second Friday of each month. Sherik Peck did a lecture on stress relief techniques last week and fifty or so people attended. Bryan Dayton is giving the lecture next month on the way to properly trim fruit trees. This will be done outside on the second Saturday of February. The lectures are very good and informative. We had an Islam heritage talk last fall that was very informative. There is a huge variety of topics and I would encourage anyone to attend. There are free refreshments at the end as well.

JEFF: The server in the Library is very slow. It is around a \$4,000 or so server. We can make some memory upgrades and a new hard drive and improve the performance. This is something I need to discuss with Terrie and we will work together to get it resolved. The data is extremely slow to get right now.

TERRIE: We need more EMT's, especially those that work in town and can respond during the day. Three are currently in training. There has been a fairly decent volume of calls, so they are all keeping their skills up. A couple of more people have joined CERT. We meet once a month on Wednesday's right now and attendance is up. As for the website, the Richmond City Irrigation Company has asked if we can post their by-laws and water turn information on the website? They were wondering if we allowed it, if there would be a fee?

JUSTIN: I would say no on the fee.

TERRIE: There would not be much maintenance to deal with what they are talking about.

JEFF: I think this is a great way to provide information to the citizens.

TERRIE: We don't have a policy per say of what can or cannot go on the website. Do we need something formal?

JEFF: It is at your discretion in my opinion.

TERRIE: I don't think we should allow any commercial or political ads or lobbying. The website is to supply information to people at home.

MAYOR: I agree. I have no problem with the irrigation company, Lion's Club, or DUP posting on there.

TERRIE: The Southerland Institute did some website grading but we were not included in it. They judge on how transparent the website is with information. We are in pretty good shape as far as Council meeting minutes, contact info, how to contact people but areas to consider would be posting the budget information as well as the audit and our property tax rate.

MARLOWE: Our tax rate is actually working against us in this water application fee process since we have not raised rates in over 20 years.

TERRIE: I had wondered about posting the beginning budget for the year and the audit when complete.

MAYOR: All of that information is available on the State of Utah website, I would just put a link on there to that website.

TERRIE: I have already had some requests in regards to the Harvest Market and Black & White Days parade.

MAYOR'S REPORT

MAYOR: I received a request from a citizen wanting a committee to be formed in regards to the water tank project. I think we already have a committee on this issue; that is the City Council. I asked Bruce Jorgensen (City Attorney) for his thoughts on this and he has sent me a letter which I will send to the citizen as well.

TERRIE: For those that have questions they can get all the answers on the website. The information is there.

DAREK: I would like a copy of Bruce's letter for my file.

MAYOR: I have given you a proposed Voice of the City for next month detailing the process of the water tank project.

****Mayor Hall read the proposed Voice of the City article.****

DAREK: I would change to saying it is mostly buried as it is not going to be completely buried.

MARLOWE: I will modify.

JUSTIN: I have had some inquiries about the water tank project and I think it is very important to let people know that this tank is a necessity even if there is not one more house ever built in the City we must still have this tank to correct our existing deficiency problem.

MAYOR: I agree, we need to make sure people are informed.

BRAD: The fire suppression issues are right now and must be resolved.

MAYOR: I know that all of us will get calls and e-mails regarding this issue and I want everyone to be informed every step of the way. Our goal is to keep costs as low as possible but still meet the demands of the City. Our next Council meeting will be on February 15th.

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

Advanced Heating	65.00
Aflac	244.18
Allred Jackson	9000.00
Altius	1601.85
American Waterworks	173.50
Bair Design	175.00
Bear River Health	40.00
Blue Stakes	210.15
Brag Area Clerks Assoc	32.00
Cache Chemical	295.94
Cache Mayor's Assoc	350.00
Cache Service Area	16382.42
Century	5557.72
Chevron	82.70
Coats	1000.00
CV Specialty Hospital	480.00
Delco Western	7518.94
Denny's	294.68
Fleet Services	26.25
Industrial Tool & Supply	60.84
IPACO	50.81
Itty Bitty	461.38
Jardine Petroleum	1195.99
JUB	6107.92
L.D's	21.79
Lyle Bair	160.94
Maverik	841.32
Nextel	189.38
Olson & Hoggan	1435.00

PC's Unlimited	19.95
PEHP	160.68
Pitcher Propane	5610.91
Pizza Villa	16.14
Questar	2172.48
Qwest	437.84
Randy's	68.45
Rocky Mountain Power	8795.81
Safety Supply & Sign	366.35
Sensus	1452.00
Six States	44.04
Smithfield auto	76.68
Smithfield Imp	18.99
Staples	140.36
Tamara Hardy	62.00
Thatcher	3677.23
The Herald Journal	282.01
The Home Depot	42.44
Utah Local Government Trust	10824.73
UVU	245.00
Verizon	60.07
Visa	252.78
Xerox	365.73

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

Adjournment at 8:55 P.M.

Michael E. Hall, Mayor

Justin B. Lewis, Recorder

