

**RICHMOND CITY COUNCIL**

**FEBRUARY 15, 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, February 15, 2010. The meeting began at 7:00 P.M., Mayor Michael Hall was in the chair. The opening remarks were made by Allen Lundgreen.

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

\*\*\*A motion to approve the January 18, 2011 City Council meeting minutes was made by Paul, seconded by Terrie and the vote was unanimous.\*\*\*

**UTAH GEOLOGICAL SURVEY REPORT**

**MAYOR:** Paul Inkenbrandt conducted a survey on our well and spring protection zones for the City. We appreciate the work he has done and his coming up this evening to give us this report.

**PAUL INKENBRANDT:** I am going to give you a brief summary of the work that I completed and address any concerns you may have on that work. There are three wells and three sets of springs that I reviewed. One of the wells is not being used because the water is not up to standard but was still included in the report. I did a preliminary evaluation report on it. One spring is not a municipal spring but the State of Utah required delineation. The new City well is part of this report. As you can see by the report there is a deep basin fill, shallow basin fill, salt lake formation and bedrock. The well is shallow and has consolidated material underneath. On this protection area it is smaller than the original area from the last report. As you can see it is long and narrow. The water moves from east to west. The well that is not in service has a long and narrow protection zone as well. The zone breakdowns you see are how long it takes the water to travel from a given area to the well. It takes 250 days, three years or fifteen years from a given area to reach the well.

**PAUL ERICKSON:** Is this based on gravity flow?

**PAUL INKENBRANDT:** It is only a measuring stick of how quickly the water is traveling. On the Cherry Creek well it has a much broader protection zone than the others due to the fault line in that area. Springs are different than wells as the flow comes through fractures in the quartzite. The water from the Logan syncline has a U-shaped fold. This water is going to Rick Springs, Wood Camp Hollow Spring, Logan Cave Spring, and the Benchmark Spring to name a few. One question that comes up is the water for the Richmond wells and springs coming from the Logan Canyon side of the mountains? I don't think it is because of this U-shaped fold that you can see. The quartzite does not dissolve and form caves on this side of the mountain divide. The water is coming from the topographic divide. As you can see on this map, these are the areas that need to be protected for the springs. The area goes all the way to the Cherry Creek Peak ridgeline.

**TERRIE:** So the spring protection area is much wider than the well zones?

**PAUL INKENBRANDT:** Spring protection areas are much larger than well zones. Mainly because springs are fed from surface water and it takes a much larger area to feed them from.

**PAUL ERICKSON:** On the WDCI well, I heard there was a discussion regarding the packing around the well casing, is there an issue? It is not the same as the other wells and it had something to do with when it was drilled?

**PAUL INKENBRANDT:** It is the Cherry Creek well that you are referring too that has some questions regarding it. It was drilled for a community but there are not records regarding it and it needs a grout seal as required by the DWQ. The grout seal is usually either clay or cement. The well driller would put it between the spring and the well opening so no contaminants are allowed. I want to let you know that I appreciate the opportunity to work with the City, it was a fun project.

**TERRIE:** We want to thank you for what you have done and coming up this evening.

**MAYOR:** In your opinion, where are we at and what is the next step?

**PAUL INKENBRANDT:** This is the preliminary report you have this evening. It is the first step in developing the source protection area. Next thing to do is to submit the report. You then have one year to move forward in establishing the protection area. On the 600 South well, you might want to put a camera down in there and see exactly what is going on in there. Fortunately for the City, most of the protection areas are in a designated wilderness area.

**MAYOR:** This is good information and a great report. I appreciate you traveling this evening to report to us. I also want to thank Joel Pedersen and Dan Miller for their help in getting this process started.

### **RESOLUTION 2011-1**

**MAYOR:** This Resolution is required by the financial agencies that we are applying to receive funding for the new culinary water system upgrade. We need to make an official statement of intent to bring our culinary water system into compliance for the entire community.

**MARLOWE:** When seeking private or state funding they want something formally passed that you have a specific purpose in what you are trying to accomplish with the funds. This is a requirement for two of the agencies we are applying for funding with. Something we have to do to be able to proceed in that process.

**PAUL:** In Paul's (Inkenbrandt) report it refers to a population of approximately 2,919. What is our current population?

**MARLOWE:** I don't know the exact number but it is close to 2,400, I think.

\*\*\*A motion to adopt Resolution 2011-1, A RESOLUTION TO ENGAGE IN A CULINARY WATER IMPROVEMENT PROJECT TO ENSURE CULINARY WATER IN QUALITY AND QUANTITY TO MAINTAIN LEGAL LIMITS AND SERVE THE CITIZENS, was made by Terrie, seconded by Brad and the vote was unanimous.\*\*\*

### **ORDINANCE 2011-2**

**MAYOR:** We need to update the flood plain map from time to time for insurance purposes for Richmond citizens and their homeowner's insurance policies. It is the same information as FEMA provides. The study has been done and submitted. We actually got it back today.

**MARLOWE:** You are looking at what FEMA sent to us. It must be approved by the State of Utah and the federal government. I changed some of the wording to match our ordinance format but the verbiage is the same. This is something we are required to do periodically.

**MAYOR:** It needs to be submitted by May 1<sup>st</sup> but I wanted to be proactive and get it done so we are sure to stay in compliance.

**PAUL:** Page 2, Part "C", Number "7", it states that "Insure that potential buyers are notified that property is in a flood area". Who is supposed to do this and are we in any way liable?

**MARLOWE:** We don't have to tell them. We are not liable. I receive calls from time to time asking if certain properties are in the flood plain. I always provide the information if someone calls. I have a copy of the maps showing the flood plain.

**JEFF:** Is this something we can post on-line?

**MARLOWE:** I only have a hard copy of the maps. I do not have a digital format right now.

**TERRIE:** I will check with FEMA and see if we can get a PDF file.

**JEFF:** So we could possibly get a PDF file of the map?

**TERRIE:** Possibly, I know FEMA has it.

**MARLOWE:** Our flood plain did not change from the last time but we did acquire more land in the Cherry Creek flood plain area. The map is for all of Cache County and is not city specific.

\*\*\*A motion to adopt Ordinance 2011-2, "A NEW CHAPTER 10-600 ENTITLED "FLOOD DAMAGE PREVENTION" TO TITLE 10-000 IN THE *CODE OF REVISED ORDINANCES OF RICHMOND (1975, ADOPTED 1976)* was made by Terrie, seconded by Jeff and the vote was unanimous.\*\*\*

### **REZONE REQUEST OF 1.37 ACRES AT APPROXIMATELY 300 NORTH 300 EAST BY JON WHITE**

**MAYOR:** This is the Vivian Christensen residence property that Jon (White) has purchased to go with the land he owns around this residence. Changing the zoning would keep it in harmony with the adjoining land/parcel. The Planning & Zoning Commission approved.

**MARLOWE:** In our ordinance it states that we prohibit rezone requests of under five acres but there are exceptions and this would qualify under those rules. The property would go from RE-2 to RLD. It is allowed because it would stay in harmony with the adjoining land.

**MAYOR:** You each have a copy of the Planning & Zoning Commission meeting minutes on this topic where they approved and forwarded to the Council for consideration.

**MARLOWE:** Tonight you are just accepting the application for the request and having the public hearing regarding it. There cannot be a vote on this tonight.

### **PUBLIC HEARING REGARDING THE REZONE REQUEST OF 1.37 ACRES OF LAND BY JON WHITE**

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

**MAYOR:** This public hearing is regarding the property we just discussed that Jon White has purchased from Vivian Christensen on approximately 300 North and 300 East.

**DAN MILLER:** You mentioned special criteria, what does that mean?

**MARLOWE:** Bringing into harmony with the surrounding property.

**MAYOR:** Currently the property located by this parcel is zoned RMD and RLD.

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

**MAYOR:** This will be an action item at the March Council meeting with a possible vote.

### **PUBLIC HEARING REGARDING THE POSSIBLE USE OF COMMUNITY IMPACT BOARD MONIES (CIB) FOR USE ON THE CULINARY WATER SYSTEM IMPROVEMENT PROJECT**

**MAYOR:** This is a formality for us to apply for CIB monies. One of the steps in the process is to have a public hearing and receive public comment. We have already submitted our application and having the public hearing this evening is another step in the process.

\*\*\*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:** We are looking at different areas to acquire funding for future projects and right now it would be for the upgrade to our culinary water system.

**MARLOWE:** We have been working with Alex Buxton from Zions Bank on the application process. One of the steps is having the public hearing this evening. Let me give you some background on the CIB monies. There are some counties in Utah that produce energy which in turn generates some tax funds. There is a Community Impact Board that helps determine where these funds are spent and what type of projects they are spent on. The funds are normally loaned to the counties from which they were collected but from time to time they have extra funds that non-energy producing counties can apply for. Normally the interest rate on these loans is at a lower interest rate than private funding. I would expect the interest rate to be 2.5 - 4.0% based on certain conditions but don't know that for sure. We will be seeking between 4.0 million to 5.8 million dollars of funding for this culinary water system upgrade project. This is not a grant and does have an interest rate associated with it. The Council is in support of applying for these funds and wants input from the citizens regarding this matter.

**JEFF:** If we receive these funds, will they (CIB Board) be able to dictate what we charge the citizen's per month for their utility fee like with the sewer system upgrade?

**MAYOR:** No. This is totally separate. The sewer funds were from a State of Utah grant. The application has been made and turned in. I spoke with a local Mayor that received some of these funds for their project and they said it was a very positive experience. The interest rate is

approximately half of what private funding would be. They will also go a thirty year repayment term where all the other funding is based on a twenty year repayment term. The board consists of elected officials and appointees from the mineral producing counties. We are hopeful to make the presentation to the board within the next month.

**MARLOWE:** The application deadline was February 1<sup>st</sup> but they are allowing us to submit the Council meeting minutes regarding the public hearing at a later time.

**DAN MILLER:** Is this a bond or loan?

**MAYOR:** It is a loan.

\*\*\*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.\*\*\*

### **JACK NIXON ANNEXATION REQUEST REPORT/UPDATE**

**MAYOR:** Marlowe is going to give us an update on the Jack Nixon annexation request process. We are bound by State of Utah code to report if there are any protests.

**MARLOWE:** There were zero comments positive or negative on the request from citizens. We did receive three letters regarding this request from County level. We received a letter from Cache County Sheriff Lynn Nelson, from Cache County Corporation and from Darrell Erickson who is the Cache County Road Department Supervisor. They were all in support of the request but did make a couple of notes to consider. Cache County (Corporation) and Darrell (Erickson) both stated that we should either annex the entire road or none of the road but not half of the road.

**MAYOR:** We don't want the road anyway.

**MARLOWE:** I would recommend that we annex the entire road. If we need to run water or sewer through that area we would have to get an excavation permit from Cache County in order to do so if it is their road. We can do with the road as we desire if it is our road. We take control of what happens with it. To me, plowing the road is petty in exchange for being able to have the ability to control what does or does not happen with the road. This would not include the road on 800 West that runs north and south. I am talking our 200 South from the maintenance shed to the Boyd Lewis intersection on 800 West if it were in the City, actually 300 East on the County map.

**MAYOR:** It is probably a quarter to three-eighths of a mile long.

**MARLOWE:** I think something you need to consider is that the sewer is located on the south side of the road in question.

**BRAD:** I am of a different opinion. That road is thrashed. Both (road) banks are crumbling all the way down that entire stretch of road. There are manhole issues especially on the west manhole. The patch work on the railroad track was not good. I think we should have PaVas check it out and report back to us on the condition of the road and what it would take to make it up to par/standard.

**PAUL:** I agree.

**BRAD:** I would really like to know the cost to bring the road up to our standard.

**JEFF:** Is this something that will be a dilemma soon or just down the road?

**BRAD:** There are agricultural pieces of property on both the north and south side of this road. The landowner can enter and exit the field wherever they want. The road has a very soft shoulder and heavy equipment damages it each time it is crossed over. There are major drainage issues. In fact, there is not even a drain. There is a major drainage issue on the south side of the road on the far north west corner of that property. We could possibly be responsible for the drainage issue if the road becomes ours.

**PAUL:** Let's get PaVas to do a specific report on that road addressing our concerns.

**BRAD:** Darek, can you please look at the drainage issues and report back what you find.

**DAREK:** Normally UDOT won't turn over a road until they have brought it up to the proper standard.

**MAYOR:** Let's see what PaVas recommends and then visit with Darek regarding the drainage issue. It needs to be up to standard before we will even consider accepting it.

**PAUL:** We need a specific report before any determination can be made.

### **JACK NIXON ANNEXATION REQUEST PUBLIC HEARING**

\*\*\*A motion to close the regular Council meeting and open the public hearing was made by Allen, seconded by Brad and the vote was unanimous.\*\*\*

**MAYOR:** This public hearing is in regards to the 6.51 acres that Jack Nixon has requested be annexed into the Richmond City limits located on 200 South and down by the City maintenance shed.

**BRENT WEBB:** Why not make a square rather than just one little tiny parcel? Annex that entire section of property all the way north to the conference road.

**MAYOR:** That is a good suggestion but we cannot annex property that is not being requested by the landowner.

**BRENT WEBB:** The City did it years ago on a parcel up by my residence.

**MARLOWE:** Our policy for the last decade has been not to do that.

**BRENT WEBB:** There is forty acres up by my subdivision that was annexed in and was not requested by the landowner.

**MARLOWE:** It must have been before 1999 when I came on board with the City because it has not happened while I have been part of the process.

**BRENT WEBB:** It would be a lot easier if you just had definite straight boundary lines.

**MAYOR:** Yes, it would be good in a perfect world but we cannot solicit the landowner to annex property. It would be cleaner for everyone involved.

**DAN MILLER:** Is this a City or county policy?

**MARLOWE:** According to the State of Utah we can do what we want but under LUDMA guidelines we would have to eminent domain the property to bring it in since the landowner did not make the request.

**MAYOR:** We won't do that.

**MARLOWE:** We would have to prove that it would benefit the City by coming into the City limits.

**DAN MILLER:** So it is a City policy?

**MAYOR:** Yes, because we are going to stay within the guidelines set by LUDMA.

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

## **BUSINESS LICENSE**

### **MASKED MACKERAL**

**RHONDA GUYMON:** I have had a City business license for the last five years but our business is changing what we do. The ice cream truck is gone and we now want to do a home based business. We want to do face air brush painting. It is a water based paint. We also use some stencils to help make the drawing. I recently purchased a new system that is safe on how the paint is delivered to the face. It is a new business opportunity for us. It won't happen at my house but on location for things such as birthday parties and hockey games. I just don't want to have any issues with the Council or City regarding this new venture. There will never be anyone at my house regarding this business and no traffic or chemicals either. I am hoping to have a booth at the Black & White Days celebration.

\*\*\*A motion to approve the business license request for the Masked Mackeral was made by Paul, seconded by Jeff and the vote was unanimous.\*\*\*

## **FINANCIAL REPORT**

**JUSTIN:** We received \$17,657.62 in Class C Road Funds in January. We are about \$1,800 above what we received at this point last year. We received the insurance payoff on the Chevy truck that was totaled when Scott hit that deer. The amount received was \$3,337. I have given Mayor Hall all of the bids on the proposed RAPZ tax park pavilion project except for the bids on the picnic tables and I will e-mail those to him tomorrow. We paid for the audit last month at a cost of \$9,000. This is year one of a five year agreement so the price is locked in for that entire term. Cache County used to ask to be paid for the dog catcher service and police protection in June of each year but have moved it up to December or January. So we paid \$8,400 for the dog catcher service contract and \$21,092.68 for police protection for the year. The backhoe snow sweeper has been received and paid at a cost of \$5,185. As you know in a few e-mails I have sent recently we are now required by State of Utah law to comply with the new transparency act which was established in 2008 and amended in 2009. They started by making government agencies with budgets over ten million comply by May 2010 and now are making those with budgets of over one million comply by this May. Basically we have to post our entire general ledger on the state website so that anyone can view revenue and expenses at anytime they choose. We will be required to update the revenue and expense information every three months and the employee wage and benefit information once per year. I don't see this causing anyone any work except for myself. I have been dealing with Darrell Swensen from the State of Utah. He has been great to work with and is walking me step by step through this process the first time. I believe we will be in compliance by the May 1<sup>st</sup> deadline. I know there are concerns regarding

if we have to post names and information regarding monthly utility billings. I was told no we don't have to post that information but will clarify tomorrow. Marlowe and I are attending a transparency meeting in Logan that all of the local recorders and City managers have been invited to attend.

**TERRIE:** Juliene got notification that the library has received a grant in the amount of about \$4,400.

## **BUSINESS LICENSE**

### **4.U.**

**JERRY UDY:** I want to do handyman type work. Just little jobs.

**MAYOR:** Such as remodels?

**JERRY:** No, more like small jobs under \$1,000.

**TERRIE:** Any chemicals stored at your residence?

**JERRY:** No.

**BRAD:** Do you know about the permit requirements for structure, electrical and plumbing? I know there is certain criteria of what you can and cannot do as a handyman.

**JERRY:** Very minor plumbing and electrical, anything to complex is beyond me.

**BRAD:** So you are aware of the regulations?

**JERRY:** Pretty much. I won't do it if I don't think I am allowed to do so legally.

\*\*\*A motion to approve the business license request for 4.U. was made by Terrie, seconded by Brad and the vote was unanimous.\*\*\*

## **COUNCIL MEMBER REPORTS**

**BRAD:** I have quite a few things this evening. Terrie and I met with Fire Chief Bair and the other officers last Thursday to discuss the fire station building remodel project.

**LYLE:** I have a copy of the proposed plans for everyone to review. Jay (Bair) is still updating a few items on the plans. We would be expanding the training room. Removing a bathroom and making the storage closet area into one room. We will also change some lighting. It will make the room much more functional for training purposes. In the upstairs we will have a locked storage area as well.

**BRAD:** We will be removing a door from the training room to the shower area. Rather than having a changing room under the stairs we are going to extend the kitchenette counter space to the outside wall. We are going to remove the traditional lighting and replace with recessed lighting. They will be dimable lights as well. There will be a projection screen on the west wall as well as additional seating. It is silly to have two bathrooms so we will get rid of the one.

**LYLE:** Where we are not a full-time station there is no need for two bathrooms.

**BRAD:** One unisex bathroom will be fine. Once complete, the building will look much more professional. It will help get new recruits as well. Currently the area is very tight for seating and

is very dated looking. Also, on the north side of the room we will have two computer terminal areas.

**LYLE:** Most of our training is done on-line now. We have lots of power point presentations as well. Almost all of the reports we are required to fill out are done on-line as well.

**BRAD:** On the west wall will be some wall cabinets. The area upstairs will be a secure area for personnel files and expensive gear. With the consent of the Council I would like to go ahead and get a building permit to get this project started. We will look for donations for the cabinets and other items. Are there any objections from anyone to move forward?

**PAUL:** Do we have any cost estimates?

**LYLE:** Not yet but we will be getting some estimates. The department personnel will do as much of the labor as we can. The majority of the labor will be donated.

**BRAD:** I would say 80% of the labor will be volunteer.

**PAUL:** Who is overseeing this project?

**LYLE:** Brad and Terrie and I.

**PAUL:** What number (dollar amount) is needed to complete this project in this budget year?

**BRAD:** It is premature at this point to throw out any number.

**LYLE:** I forgot to mention that we have a couple of wall mount heaters and one does not work. We will be adding a furnace and A/C unit for the upstairs to replace those heaters.

**PAUL:** I just don't want it to get started with a low number in mind and ends up costing significantly more.

**BRAD:** I don't see that happening and will oversee it.

**PAUL:** How long before the building permit will expire?

**BRAD:** They don't expire as long as the project continues to be worked on.

**PAUL:** Within the next month or two I would like to see some cost estimates.

**BRAD:** That is the next step. Jay Bair showed us the design in 3D form and it is really easy to see the changes when viewing it that way. The building will be improved by leaps and bounds.

**PAUL:** The building is definitely in need of some attention.

**JEFF:** The computers in the department are in need of some work. We need to go over the standard computer policy for the department. It is necessary to protect the City as well as the employees and volunteers. There is a lot of stuff being viewed on-line that is not related to the fire department. Currently the system is not password protected. I want those that need access to be able to have it but those that don't to be kept out. I don't want to slow down the workflow but make it more efficient.

**BRAD:** The computers will be right out in the open on the new plan. We need some protection software.

**JEFF:** We are implementing things on the City machines and should have a standardized system by the end of 2011.

**LYLE:** Everyone on the department knows about the new City policy.

**BRAD:** Lyle received that grant a while back and some of it can be used for training.

**LYLE:** Some of the funds might be able to be used on this remodel project, about \$4,300 can be used for training. We did get two chainsaws, some hoods and six SCBA masks with the grant funds at a cost of \$11,026.

**BRAD:** These are very specialized saws.

**LYLE:** The blades are carbide and cost around \$300.

**BRAD:** These saws are used for getting into vehicles and buildings. The depth and other things can be adjusted for exact cuts.

**LYLE:** I have a couple of prospective new members. For the year 2010, there were 103 calls, that was 20 more than the previous year. So far this year there have been seven calls. It is slower than last year but that is fine. I have two names to present to join the department.. Coby Ellis has been attending drills for about a month and a half. He has worked for the USU farm and is familiar with big equipment and has his CDL license. He does not have past fire department experience but does have CPR experience. I think he will be a good asset. He will turn 21 in August so he would not be allowed to drive any of the equipment until that time.

**PAUL:** Do we do background checks on anyone?

**LYLE:** We have not in the past but could if we needed too.

**JEFF:** Does anyone know what that costs?

**PAUL:** It depends on exactly what you want checked.

**LYLE:** The second person is Jeremy Gillen. He has some medical experience and is a CNA. He mainly wants to help out on the medical side but would help on the fire side if needed. He just moved here and the only downside I can see is that he will be here only around two years or so I would guess. We have a contract they are required to sign that states they will be part of the department for four years or they are responsible for some of the training costs involved and so I am not really worried about that.

**MAYOR:** So you would recommend both?

**LYLE:** Yes. Jeremy has been attending drills as well. I have not seen any behavior issues with either of them that I am concerned about.

\*\*\*A motion to approve Coby Ellis and Jeremy Gillen as members of the Richmond City Fire and EMS departments was made by Brad, seconded by Terrie and the vote was unanimous.\*\*\*

**MAYOR:** Lyle, I appreciate the time spent to get those grant funds.

**BRAD:** I have received lots of inquires about the water system. We need to be clear that we are not proposing just a new water tank but a water system upgrade. It would be the tank, some looping lines, some pressure reduction stations and a chlorinator to name a few things. Regardless if another home is built in this City or not we have to do some upgrades to the water system because of fire flow related issues. I know a lot of citizens are concerned that they will be paying for growth. I want it to be clear that they are paying for deficiencies in the system not growth. With the new water model these issues were identified. It is not a tank but a system upgrade. Regarding sewer, there are a few issues we are dealing with. Right now we are monitoring some flows, strength of flows and then that data will be reviewed. There are some unexpected items going into the system. I have visited with Darek and Chris Slater of J-U-B about doing a sewer model for the City just like they recently did the water model. It would identify the main lines, the main manholes and some of the pipe depths but not all. There will be some assumptions made on the depths based on the depths in the manholes. J-U-B is coming up with a scope of the project and the costs and associated fees for that project. There might be some grant opportunities available to help with these costs. This would be very useful

information to have as the master plan is reviewed and updated. This would help to identify issues moving forward on proposed annexations if any. There are no new nuisance complaints at this time.

**MAYOR:** In regards to the sewer issues, we will tweak our existing ordinance to fix this issue.

**JEFF:** We had our first Black & White Days meeting last week. Everything is moving forward. Lots of projects are already being worked on. We will have a lot of family activities like normal. The Youth Council will be more proactive than ever. They will be attending more functions and have more awareness of what is going on. We are thinking of having some local bands like we did a couple of years ago. It was very popular. Weather could potentially be an issue so we are working on having a backup plan if needed. Sound has been an issue in the past when the weather is not perfect. The Horse Pull Committee will be meeting next week. The Cow Show Committee has already met. We are trying to get more people involved each year. Shane Larsen is taking over the advertising and is a great asset. We are talking with Regan Signs about a few ideas for next year. There are some issues to deal with in order to be able for Regan to continue to do the sign for free. The 100 year celebration will be in four years and we are trying to be very proactive for that event. A carnival is being discussed. I know there have been good and bad experiences in the past with carnivals. We need some time to evaluate and see where it could go and be effective. We are looking at the corner of 100 South 100 West. The Black & White Days Committee will support it. I would like to give an update on the cemetery mapping project. The last section of the cemetery should be completed within the next month. I have a group that is ready to start doing the data recording. I think entering all the data into the database will take four months or so. The map is being updated and I will have Chris (Purser) double check it for me. Once we get to that point, Gateway Mapping will take over. In the next couple of months I will meet with the Cemetery Board and see exactly what they want to see on the final database. Gateway Mapping will build the database exactly how we want it. By the end of the year I am hoping this project will be complete. Eventually I will make a presentation to the Council to show what has been done and what the final result is. We are going from a book entry system to a computer database system.

**MAYOR:** It is a great project. I would like to eventually have an article for the voice of the City regarding the cemetery project.

**JEFF:** Let's do it after Black & White Days so we can identify and thank the Eagle Scout projects and recognize those that have been involved.

**MAYOR:** Let's plan on it being the Voice of the City article for the August newsletter.

**BRAD:** Are the Black & White Days vendors being taken care of?

**TERRIE:** They are being handled by the Lion's Club, specifically by Bob Petroff. The information is on the website as well.

**ALLEN:** I did a walkthrough of the old Theurer's building a couple of weeks ago. There are some good improvements to the building. It will contain some office space and a laboratory when completed. They also repaired a damaged portion of the roof as well.

**MAYOR:** I know that our building inspector, Paul Berntson, said they have been good to work with.

**PAUL:** Any idea how many employees will work there?

**ALLEN:** I think there will be five or so here at the Richmond facility. They are going to be building a warehouse facility in Lewiston. They are an organic fertilizer company. In the beginning there will be a lot of research done.

**BRAD:** They will have to have a City business license so we can visit with them when they come before the Council?

**ALLEN:** Yes.

**BRAD:** Good. I would like to visit with them.

**ALLEN:** Suzanne Dent resigned from the Planning & Zoning Commission in December. I have asked Rod Going to take her place and he has accepted. Chris Anderson's term expires in March and I would like to reappoint him to a second term.

**BRAD:** How long is the term?

**ALLEN:** Four years. Two consecutive four year terms are allowed. I would also like to reappoint Daryl Black for a second term retroactive to August 2010 when his first term expired. In May, we will need to replace Lee Anderson as his term will expire and he has now completed two terms.

\*\*\*A motion to approve the addition of Rod Going to the Planning & Zoning Commission, Chris Anderson to a second term on the commission, and Daryl Black to a second term retroactive to August 2010 was made by Allen, seconded by Terrie and the vote was unanimous.\*\*\*

## **MAYOR'S REPORT**

**MAYOR:** I failed to previously mention that after Lower's had their company Christmas party here in the Community Building that Alan Lower donated some rectangular tables to the City. They are here in the dance hall closet.

**ALLEN:** There are seven tables or so. Alan (Lower) mentioned to me that it seems like there are fewer tables each time he rents the building so he chose to donate his tables that he brought for the party to the City.

**JEFF:** If we get more tables I would suggest that they are not all round. We need some rectangular tables like those as well. A good mix of both would be best.

**MAYOR:** Marlowe, please prepare a thank you letter to Alan and Lower's. Please also write on the tables that they are the property of Richmond City.

**JEFF:** Get rid of those old broken wood ones if there are any left.

**MAYOR:** Let's have Marlowe and Scott (Ball) go through them and get rid of the bad ones and keep the good ones.

**MARLOWE:** I would suggest we purchase a few more rectangular tables the next time someone has to go to Sam's Club.

**MAYOR:** The Cache County Sheriff's office is having their Citizen's Academy from March 2<sup>nd</sup> through April 13<sup>th</sup>. This is a good program and most of the Council has been through it. They explain the programs that they are responsible for such as search and rescue, emergency ops, bike patrol, gang unit and school resources to name a few. They provide a tour of the Cache

County jail as well. The current RAPZ tax application is due by the end of the month. I have the bids on the park remodel and will write up the proposal. We had also talked about a second project of updating the Community Building flooring, seating, paint, etc. I am not sure what can or cannot be done so we will get some bids and see. We won't be doing anything with the kitchen just the dance hall at this point. I know that Cache County has indicated that things are tight but they do have more funds to give out than anticipated. We have been fortunate in the past to get funding for various City projects. The next Council meeting is on March 15<sup>th</sup>. After the Planning & Zoning Commission meeting in March, April and May there will be some training put on by Cache County. The first meeting will be here in the City office on March 1<sup>st</sup> at 7:00 P.M. after the regularly scheduled Planning & Zoning meeting. Marlowe, please get an appreciation plaque for Suzanne Dent and I will present it to her for her time spent on the Planning & Zoning Commission. As for an update on the water tank. I have talked with Alex Buxton from Zions Bank and he has provided a couple of amortization schedules for us to review. They are based on a 30 year loan at 2.5% interest. The schedules are for \$4,000,000 and \$5,800,000. This just gives us a feel of what the yearly loan payment could potentially be. I don't think the \$5,800,000 loan is doable unless we get some grant money. We might get some help from the USDA because of the cities MAGI (Median Adjusted Gross Income). We will see what comes of our conversation with them. I don't think the 2.5% interest rate is realistic, I think it will be more in the 3.0-3.5% range. There will not be any decisions made regarding the tank and culinary water project until we have public hearings and follow the formal process. If we were to get some grant funds we could either reduce the amount of private funding we would need or take the grant money and do more of the projects that are needed. We have lots of needs in the system. I think the bidding will still be favorable in 2011. We will be getting together with the CIB for our presentation. We have given them the dates that we are available to meet and waiting to hear from them.

**PAUL:** How long before we anticipate being able to get bids?

**MAYOR:** Until we see which direction we are going on the financing so we know how much funding we have we cannot go to bid. Once the amount is determined we will tidy up our scope of work and then go to bid.

**DAREK:** As soon as the funding is in place and see what numbers are available then we will select the projects to be done and move forward.

**BRAD:** It is way premature to discuss any amount of monthly utility increase at this point.

**MAYOR:** I agree, this is for informational purposes only.

**DAN MILLER:** Will the increase be per month or per year?

**MAYOR:** Per month.

**BRAD:** We are so premature in talking about utility fee increases but have to start somewhere. The final numbers will be fine tuned and then we will have a public hearing and follow the process.

**MARLOWE:** Darek has turned in the plans to the State of Utah and they have provisionally approved the project and their concerns have already been addressed. I should have tentative approval from the Utah Division of Wildlife Resources soon as for being able to use their land while the tank is constructed.

**MAYOR:** The DWR has some stipulations but we can do what they are requesting. Looking down the road, I need to reschedule the June 21<sup>st</sup> Council meeting.

**JUSTIN:** I will be out of town on the 28<sup>th</sup>.

**PAUL:** The 14<sup>th</sup> is bad for me.

**JUSTIN:** Just a reminder that the final new budget must be approved no later than June 22<sup>nd</sup>.

**MAYOR:** Let's go June 8<sup>th</sup>.

**JUSTIN:** There will also be a fifteen minute meeting on June 30<sup>th</sup> to pay end of year bills.

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

AFLAC	244.18
Altius	1601.85
Anderson Doors	65.00
Bear River Health	40.00
Brent Webb Excavating	467.57
Bureau of Emergency Medical	65.00
Cache Chamber of Commerce	220.00
Cache County Corp	29492.68
Cache Service Area	15454.75
Carpenter Paper	87.90
Chemtech-Ford(Symbiotics)	636.00
Clinton Dirks	120.00
Coats Rooter	925.00
Electrical Wholesale Supply	411.77
Fleet Services	146.50
Gale	38.22
Industrial Tool & Supply	145.09
Intermountain workmed	45.00
JUB	5646.57
Lyle Bair	399.76
Maverik	583.42
NAPA	27.20
Nextell	189.38
North Cache Vet	146.00
Olson & Hoggan	3602.50
PC's Unlimited	19.95
PEHP	160.68
Pitcher Propane	4482.90
Poster Compliance	138.00
Questar	2984.86
Qwest	455.57
Randy's	236.89
Rocky Mountain Power	8479.27

Safety Supply	192.78
Shannon Demler	100.00
Six States	30.56
Smithfield Auto	480.87
Smithfield Imp	8.58
Staples	145.08
Symbiotics	1216.00
Tamara Hardy	105.00
Thatcher	2333.96
The Herald Journal	93.08
Ut Dept of Workforce Services	10.44
Verizon	60.29
Visa	1544.95
Water Environment Federation	98.00
Xerox	193.64

\*\*\*A motion to adjourn was made by Paul, seconded by Terrie, and the vote was unanimous.\*\*\*

Adjournment at 9:15 P.M.

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Michael E. Hall, Mayor

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Justin B. Lewis, Recorder