

RICHMOND CITY COUNCIL

JULY 17, 2012

The regular meeting of the Richmond City Council was held at the Richmond City Office Building located at 6 West Main, Richmond, Utah on Tuesday, July 17, 2012. The meeting began at 7:00 P.M., Mayor Michael Hall was in the Chair. The opening remarks were made by Marlowe Adkins.

The following Council members were in attendance: Brad Jensen, Paul Erickson, Terrie Wierenga, Jeff Young and C.J. Sorenson.

A motion to approve the June 19, 2012 City Council meeting minutes was made by Terrie, seconded by C.J. and the vote was unanimous.

A motion to approve the June 28, 2012 special City Council meeting minutes was made by Paul, seconded by Terrie and the vote was unanimous.

COURT QUARTERLY REPORT

JUDGE FUNK: Not much going on right now. I do have two items that I think are newsworthy. A State of Utah Senate bill is now in effect that starting on July 1, 2012 and thereafter all proceedings must be digitally recorded. We are in full compliance. The second is that now the Cache County Sheriff's Office is required to submit all citations via e-filing. This mostly effects the Sheriff office side and not us. There are still a few bugs that are being worked out in this regard. One math note. I noticed for the budget years ending 2007, 2008, 2009 and 2010 Court filings remained fairly constant, there were 514 to 530 citations on average. Last year, for the year ending June 30, 2011 there was an increase in filings to the low 600's. We were down about 18% from that number for the period ending June 30, 2012. I am not sure why the difference. The volume in the 500's or 600's is fine and we are handling it well.

BRAD: Have you seen any animal citations this year?

JUDGE FUNK: Early this Spring there were some dog citations issued for some vicious dogs. There were two so far this year and one of those would fall in the current budget year. There are miscellaneous unregistered dogs that come along once in a while.

BRAD: There have not been anything in regards to dogs killing things?

JUDGE FUNK: Yes, there was an issue where two dogs mauled a cow on the west side of town. If I recall, one of the dogs was put down and I am not sure about the other one. Neither defendant was very cooperative and warrants were issued and fines were approved in about the \$500 to \$600 range in each case, if I recall correctly.

PAUL: I think you are doing a great job.

MAYOR: Thanks for all you and your department do.

FIRE AND EMT QUARTERLY REPORT

LYLE BAIR: For the last quarter there was a total of 48 calls. There were 19 EMT calls and 29 fire related calls. There were a few grass fires elsewhere but none in the City. We did respond to a structure fire in Smithfield last week. It has been around 40 days since we received a medical call. We have two new EMT's, Justin Gilbert and Dennis Wood. They have passed their exams and we have welcomed them to the Department.

BRAD: Do we do anything for people when they get certified? Any type of recognition?

LYLE: We purchase them a medical kit to keep with them in their personal vehicle so if they need to respond they have a few items on hand with them.

BRAD: How much are those kits in regards to your budget?

LYLE: They are easily covered with our budget funds and only cost a couple of hundred dollars each. We did get an award for the fireman convention parade we attended in Hyrum.

BRAD: Were all vehicles put to use on the Smithfield structure fire?

LYLE: We only had three people that could respond so we did not have a full truck. One of the members on call was at a family reunion and the other was at work and could not leave so we were a little bit short handed. Smithfield had enough there that it was not an issue.

BRAD: Was our engine used?

LYLE: No, our guys were just used for manpower purposes. I did get to assist with a hose line rather than doing traffic directing like in the past which was nice. The structure was a vacant home. We did take the tender out for precautionary purposes to a house outside of town that was full of propane and was a high risk. We were staged there in case a problem arose.

MAYOR: We have dodged a bullet for sure so far this year in regards to grass fires.

PAUL: What is the Fire Department doing at the City party this year?

MAYOR: They will have the trucks there like in the past.

LYLE: We are planning on bringing the trucks again. There will be fireworks again on July 24th and I am sure you all know of the regulations that were changed this year since things are so dry. All setting off of fireworks right now is illegal. For the 24th the same regulations will apply above 300 East. Fireworks can be lit from July 21st through July 27th from 11:00 A.M. to 11:00 P.M. and has been extended on the 24th until midnight.

PAUL: Have any citations been issued this year for illegal fireworks?

MAYOR: I am not sure.

BRAD: What are the restrictions on open fires?

LYLE: Yes, there are restrictions for the entire state. Fires are only allowed on private property and in certified fire pits. There are not many certified fire pits in the state. On County property and public property nothing is allowed except in approved camp sites and there are not any close around here. The only fires allowed around here would be on private property.

QUARTERLY TREASURER REPORT

CHRIS: I need a final count for the Utah League of Cities and Towns Meetings which are September 12th through the 14th. Also, Patti Liebes called and said she is very close to having all of the cemetery information entered and it is about ready to be merged.

JEFF: That is great news. I might have Gateway Mapping do the merging where they have done it a lot and guarantee they can merge all the information correctly.

CHRIS: She said she is concerned that some of the information might be wrong, she went up and looked for a grave and the information she had did not match as there was not a picture to match it too.

JEFF: I am sure with over 6,000 graves a few will be missed for sure. I can guarantee we will have some that need to be fixed.

CHRIS: We are going to need pictures of all of the new graves as well.

JEFF: Tell her we appreciate her service on this project. For a few hundred dollars Gateway Mapping can do the merge and it will be correct.

BRAD: Chris or Marlowe, please verify the insurance has been terminated on the blue truck that was damaged when it hit a deer. Thanks.

FINANCIAL REPORT

JUSTIN: The audit will occur the last week of October. We so far have collected \$3,560 in Black & White Days sponsorship fees. Good job Jeff and those involved. In getting things caught up for year end, I would like to make a formal proposal to transfer \$2,500 from the General Fund to the Cub Rivers Sports Complex Fund as of June 30th. I made this entry but would like you to officially approve it. I sent a letter to Mayor Field of Lewiston as well asking them to do the same thing.

A motion to approve the transfer of \$2,500.00 from the General Fund Cash Account to the Cub River Sports Complex Cash account on June 30, 2012 was made by Paul, seconded by Brad and the vote was unanimous.

JUSTIN: The sewer line cleaning with Twin "D" ended up costing \$16,507 which is about \$2,000 less than our normal average so that is good. We did collect one Impact Fee for water and sewer in June. As things are wrapping up for yearend we have not made any payments on the loan between the Capital Projects Fund and Water Enterprise Fund for a while and I would like to propose we make the following payment as of June 30th. The payment total would be \$4,503.81 which would be \$3,305.25 in interest and \$1,198.56 in principal. If approved, this transfer will take the water impact fund fee to a balance of zero.

A motion to approve the transfer of \$4,503.81 from the Water Enterprise Impact Fee Cash Account to the Capital Projects Fund Cash Account on June 30, 2012 for a payment on the loan between the funds was made by Brad, seconded by Jeff and the vote was unanimous.

JUSTIN: Back in May the annual payment on the MBR plant bonds was made in the amount of \$130,000. I would like to propose that Sewer Impact Fee funds in the amount of \$75,041.04 be used as part of that payment. If approved that would put the Sewer Impact Fee cash account at a balance of zero.

A motion to approve the use of \$75,041.04 in Sewer Impact Fee Cash Account funds as part of the May 2012 bond payment was made by Brad, seconded by Paul and the vote was unanimous.

JUSTIN: So far the cost invested in the culinary water system upgrade is \$1,116,889. The two new/used dump trucks that were purchased will be split across the general, water and sewer funds at 1/3 each. The funds to pay for the dump trucks were available since we have been putting money aside for this purchase for a very long time.

MARLOWE: This is good as the impact fees have to be spent within five years of being collected.

TERRIE: Can you tell me the status of the outstanding bond loans and when they will be paid off? I have had a few inquiries at the Harvest Market as people are wondering about the third increase on the water system utility fee and if some of the current loans will be paid off before the next proposed increase comes around.

JUSTIN: We only have one outstanding bond issue in the sewer fund and that was for the MBR Plant. The current outstanding principal balance is \$2,936,000. The principal payment in May on that loan was \$130,000 and it is a zero percent loan. There are several loans in the Water Enterprise Fund. There is the loan from the Capital Projects Fund to the Water Enterprise Fund that has a current principal balance of \$145,701. This loan has a 3% interest rate and is paid as impact fees are collected. There is not set amount of time that this loan will take to repay. The Gibbons/Skabelund well purchase has a maximum outstanding balance of \$659,500 but the actual amount will not be finalized until the State of Utah approves how much water we are allowed to have. This number is a maximum number and will most likely decrease as it is not expected that the State will approve the full amount. Another loan has a principal balance of \$68,946 with a yearly principal payment of approximately \$11,000. We pay \$49,000 per year on another of the loans and the remaining principal balance on that loan is \$98,946, so it will be paid off very soon. The last older loan has a principal balance of \$263,000 with yearly principal payments of approximately \$36,000. The current water system upgrade will have a maximum loan amount of \$5,145,000 if all of the funds are used.

MAYOR: My hope is that we don't have to implement the last proposed increase. The CIB has been really good to work with and we have explained to them our three year tiered rate increase plan.

BRAD: Justin, I know previously that you mentioned what other communities were charging for their monthly base utility fee can you get the current information on this and provide to us when you can. Thanks.

JUSTIN: I will work on gathering that information again and passing along to the Council.

MARLOWE: I know that I read an article on a community in the Salt Lake area that has a much smaller base fee than we do. When a citizen approached me on this, I explained that the reason they can do this is that they have thousands of users and we only have 750. The fewer the users, the higher the fee in this case.

MAYOR: There is a cost to live in a rural area. There are some fixed costs that cannot be avoided and this has been a good discussion in the General Plan meetings we have had.

JUSTIN: Another item not talked about much when people complain about our monthly utility fees is that our property tax rate is very low compared to other communities. The last time I

checked, our rate was the 13th lowest out of 15. For the new budget year I have presented you with the proposed wages for the employees and the monthly stipend for the Council and Mayor. I need formal approval of these wages.

A motion to approve the wages for the budget period of July 1, 2012 through June 30, 2013 was made by Jeff, seconded by C.J. and the vote was unanimous.

RICHMOND CITY EMPLOYEE WAGES FOR JULY 1, 2012 THROUGH JUNE 30, 2013

	Semi-Monthly	Monthly	Yearly
Adkins, Marlowe	\$1,405.62	\$2,811.24	\$33,734.88
Bair, Robert	\$1,555.15	\$3,110.30	\$37,323.60
Ball, William Scott	\$2,187.50	\$4,375.00	\$52,500.00
Chase, Gordon (Cemetery)	\$12.00 per hour		
Chism, Charles	\$12.36 per hour		
Forsgren, Murphy	\$7.93 per hour		
Forsgren, Patricia	\$9.07 per hour		
Funk, Judge Matthew		\$992.25	\$11,907.00
Gilbert, Jan (When School in Session)		\$431.30	
Gilbert, Justin	\$1,146.60	\$2,293.20	\$27,518.40
Gilbert, Michelle	\$7.73 per hour		
Lewis, Justin		\$1,201.95	\$14,423.40
Lundgreen, Ben	\$1,315.90	\$2,631.80	\$31,581.60
Parrish, Juliene		\$1,828.55	\$21,942.60
Petersen, Brenda	\$7.73 per hour		
Petersen, Richie (Cemetery)	\$12.00 per hour		
Petersen, Tamara (When School in Session)			\$338.78
Purser, Chris	\$1,292.72	\$2,585.473	\$31,025.16
Ramirez, Misti Dawn	\$8.70 per hour		
Reese, Tina	\$9.33 per hour		
Titensor, Melissa		\$437.13	\$5,245.56
Mayor Michael Hall		\$400.00	\$4,800.00
Council Member Brad Jensen		\$200.00	\$2,400.00
Council Member Paul Erickson		\$200.00	\$2,400.00
Council Member Terrie Wierenga		\$200.00	\$2,400.00
Council Member Jeff Young		\$200.00	\$2,400.00
Council Member C.J. Sorenson		\$200.00	\$2,400.00
Fire Chief Lyle Bair		\$200.00	\$2,400.00
EMT Assistant Leader Katie Wallentine		\$100.00	\$1,200.00
Fire Assistant Ben Lundgreen		\$100.00	\$1,200.00
Roll On/Roll Off Dumpster Workers	\$8.00 per hour		
EMT/Fire Dept Employees	\$8.00 per drill or call		

JUSTIN: The Cemetery workers are included since the City handles the accounting for the Cemetery District and oversees the workers. The cemetery board has approved these wages and the Council is acknowledging them as well since they actually make the payments.

MAYOR: We received a letter from the State of Utah regarding the last audit and it states we are in "substantial compliance" so that is good and I appreciate what Marlowe, Chris and Justin do to keep it this way.

COUNCIL MEMBER REPORT

PAUL: As I am sure many of you have noticed there was a bunch of chip sealing done last week. It was done within budget and we were able to do the Christensen and Sadler subdivisions as well as several other areas. With falling oil prices we might come out ahead on this project. Any funds that are remaining will be utilized elsewhere. Any remaining funds will be used to fix the radius of several roads. The dirt on the sides of the road keeps encroaching onto the roads. We are going to be putting some large grade road base in some erosion areas as well. We were informed earlier this month that there is the distinct chance that we could get approximately \$150,000 in some grant funding to repair a road. The funds were requested to remove, replace, repair and widen 600 South from State Street to the highway which is also 200 West. We will have a commitment of a 7% match for this project if approved. If the grant funds are approved the work might be able to be done before school starts on August 21st but I am not sure if that is possible. We should find out by the end of the month if we are approved. I will contact the Principal at North Cache if this project is approved and work with him on it. There will be a couple of major changes. The existing road needs to be widened and because of the high amount of traffic it is a public safety issue as it is hard to get past the buses and other vehicles. Parents are dropping of children and there are buses parked on both sides of the road. I will be very grateful if we can improve that road. That road will be improved immediately if approved. I do have an update on the sidewalks in town. I have made commitments to citizens on 100 North and 100 South. The projects will be from about 100 East to 150 East on each block. The 100 North project is an LDS church supported project that has had about 250 feet of sidewalk removed. All of the labor is being done 100% by the local homeowners and church. The City will pay for the materials like on other projects. As for 100 South.

BRAD: Isn't there still a resident on 100 North that needs to complete their sidewalk?

PAUL: Yes, Monte Frandsen. He is fully aware of the eighty feet or so he must put in. I have contacted him in this regard and he is dealing with a major house issue. About six to nine months ago when some water infiltrated his basement they punched a hole into the floor to drain the water. Somehow through that process the house is getting filled with CO2 gas and the house is not able to be lived in. They have contracted with USU and some other engineers to try and get it resolved. They don't know what the source of the problem is right now. I have asked him to have the sidewalk in by the end of October and I will make sure that it gets done. On 100 South, I was contacted by homeowner Del Keck who resides at 137 East 100 South. He has contacted me many times about replacing the sidewalk in that area that runs from his place down to the west in front of Marlowe's (Adkins) to the corner. The commitment on this project came through Del and not Marlowe. I would like to mention that some of this sidewalk is from the early 1900's and many different treasures were found when digging up the old sidewalk.

JEFF: 100 South is an important sidewalk that has a direct link to the schools. It is used all the time. I see a lot of kids on that sidewalk. I like that we are focusing on that area where there is higher foot traffic.

PAUL: Some areas of that sidewalk were not even cement but grass. There was only about thirteen feet of good sidewalk in that area. The homeowner's will pay the labor for that project and Del is overseeing the payment for that project.

JEFF: I see some of it is complete and it looks good.

PAUL: We have a long standing City agreement that sometimes we will pay for the tear out of the old sidewalk and will pay for the materials for the new sidewalk as long as the homeowner pays for the labor. We contracted with Gary Dent on the sidewalk removal as it did not cost a lot to remove the existing sidewalk. For safety reasons sometimes we need a professional to do this type of work.

MAYOR: Darek (Kimball) approached Paul and myself about four or five months ago about applying for this Cache County government road application. The proposed cost for our project is \$163,800 and we asked for \$146,700. All of the local Mayor's make up the members of the C.O.G. as well as Cache County Executive Lynn Lemon. Each project that is submitted is given a score. Traffic count and economic impact or major factors. Our project actually scored quite low. There were only six applications and all six got preliminary funding. The difference between funding all of the projects or having to not approve some of them was about \$500,000. A motion was made to fund them all but then some concern came up regarding an issue on the 200 East project in Logan. The committee meets again on July 31st. Logan is still not ready to discuss the round-about issue on 200 East but Jeff Gilbert has put in a letter to the Cache County Council asking them to fund the other five projects right now and look at the 200 East project in Logan at a later time. Logan City is having some workshop type meetings on this project in September. We are hopeful that on the 31st they will recommend that five of the six projects be funded immediately.

JEFF: If approved, can we get going before school starts?

PAUL: We are doing some soil sampling this Thursday to determine what the current road base consists of. We are hoping that the main section of road base is okay.

DAREK: The road is going to be widened quite a bit. The contractor can work around the school buses if needed. The school and the contractor can make it all work out.

JEFF: I agree. The width is a big issue.

MAYOR: It has helped a bunch having Darek and Norton (Thurgood) there to help us maximize our dollars.

PAUL: Our 7% match would cost about what the chip seal we were already planning on doing on that road would cost. The cracks and stress on that road are severe. We were almost to the point of considering having to use an entire budget year worth of funding just for that project alone.

DISCUSSION AND CLARIFICATION RELATIVE TO THE USE OF EXISTING LIGHT INDUSTRY STRUCTURE PENDING REMODELING/ADDITIONAL CONSTRUCTION

MAYOR: Ray Winn is here this evening with a discussion and presentation regarding the remodeling project at the old cheese factory building. He is here this evening to propose his plan and discuss any concerns we may have.

RAY WINN: Do you want to see the plans?

MAYOR: Yes.

PAUL: Yes.

RAY: I have two copies with me if you all want to see. Here is the outline of the existing building. This is the area where we are proposing the work. The area would be 275 feet long and 39 feet wide and would be located on the south east corner of the existing building.

PAUL: What will it look like? How are you finishing it?

RAY: It will be the same on the outside as the rest of the building. The roof will be B-decking and insulated. Here you can see the trusses.

PAUL: How many square feet?

RAY: About 12,000.

C.J.: What is the height at the highest point?

RAY: About 13 1/2 feet on the inside.

PAUL: It will be used for storage? One or more tenants?

RAY: We may store for others. I have to heat it do to water being in there. The restroom is located right here.

BRAD: Why do you need a restroom in a warehouse?

RAY: The County requires it. It is more elaborate than we need.

BRAD: So will there be public access to the building restrooms? Are the restrooms on the second floor?

RAY: They are on the main floor.

PAUL: On the inside walls, they are going to be reinforced with a concrete spray?

RAY: Yes.

PAUL: I noticed an engineering stamp on the plans.

RAY: Yes, I have a statement from J-U-B addressed to the Cache County Building Inspection Department and Paul Berntson.

PAUL: I would like to include that letter with the minutes. How are you planning to reinforce?

RAY: It will be fire proof inside and have a steel roof. It will be concrete everywhere else.

PAUL: So it will be a bunch of open space with access from the south?

RAY: Right. You can see that on another page of the engineering.

JUSTIN: Is it sprinkled?

RAY: No.

PAUL: Darek do you know what the requirement is for that?

DAREK: You would need to ask the fire chief.

RAY: The architect did everything with the intent to pass all those rules. Here is the south entrance. There is a ground level dock.

PAUL: Are you going to use the existing dock to the west to off load and go into the new building?

RAY: Good question. I guess it depends. Right now we are just working on the south east corner. I had not really thought of using that other dock. This is part of the structure here but it is not wide enough to go through.

PAUL: So there will be a new dock?

MAYOR: There is a proposed new one and this existing one as well.

BRAD: The submitted plans show a boiler room.

RAY: I am not going to have a boiler.

PAUL: So you are going to plumb for a boiler but not use one?

RAY: No, not for that. The only water needed will be for the restrooms. We were going to only set up for one hole and Paul Berntson said to stub in two for future expansion, which is probably a good idea.

PAUL: For the heat, are you going to use natural gas?

RAY: Yes, there is gas down there now.

PAUL: What about the access point by our Maintenance Shop?

RAY: They are independent of each other.

JEFF: How much space does that leave? So you are adding onto the existing building?

BRAD: It will all be within the existing building. They are taking a brick wall and reinforcing it that way.

RAY: We are going to be doing both sides of the walls. There will be rebar all the way through and Shot-Crete on both sides of the wall.

PAUL: The same material that is for swimming pools, it is a mixture of concrete and plastic.

RAY: It was used in the valley in the Old Main building after it burned. Logan City used in at the power plant at about 300 South 300 West as well.

BRAD: With these plans and in the past we have talked about floor drains. What is the purpose of them and where do they end up going too? It is hard to control what ends up in our sewer system so please tell us about them.

RAY: I have not proposed anything different. It is going to be a dry warehouse. The drains are already there. There won't be a boiler there, on the final plans they (floor drains) won't be there either.

BRAD: We need to talk about some planning questions. The plans look like they are in order for the part you are remodeling but there are other existing site issues. The final plan will need to show the boiler and floor drains gone. I have concerns about the attached structures, our ordinance has set backs.

RAY: What do you mean? The engineering took that into account.

BRAD: These plans do not take into account the other buildings, walls or roof lines. Here is the proposed remodel. This line is the existing structure. Nowhere in the plans is the existing structure addressed.

RAY: I think that is why we are Shot-Creting both sides of the walls.

BRAD: These roof lines attach and are one of the purposes of this discussion.

MAYOR: What are the setbacks from this building to this building?

RAY: That would be impossible.

JEFF: What is needed for the attached roof lines?

RAY: They had to address that as part of the plans.

JEFF: Who would address that?

BRAD: We need to address it tonight. We need to address the existing building and how it relates to the remodel.

JEFF: Does this other building have a roof on it?

BRAD: Kind of. The east side roof has been removed down to the rafters. The roof in other areas has been removed as well.

MAYOR: Darek, if this building is proposed to have a roof tie-in what does that do with safety?

DAREK: I don't know. We need to find out if Alliance Engineering and J-U-B took that into consideration. Our people (J-U-B) just reviewed what was presented to them. If they did not know about the existing structure they would not know to look at it.

MAYOR: We need to know that if the other area collapsed, what would be the problem in this new area.

BRAD: We need to review the fire plan. Did you do any planning in regards to fire access and fire code?

RAY: The fire hydrants are on there for the site. I have not studied that over. They have to be on there for the Fire Chief to review.

BRAD: I don't think the Fire Chief has reviewed it yet.

RAY: Paul Berntson will be handling that anyway.

MAYOR: Rod Hammer and our local Fire Chief will need to review.

BRAD: I talked to the Fire Chief briefly and it must meet State Fire Code. There will need to be 300 feet of access all the way around the building. I don't know what else for sure. I know we asked for this information in 2009.

RAY: Look closely, I think you will see they (fire hydrants) are there. If you want me here all night to keep going over these plans I am okay with that.

MAYOR: Where does the building start and stop?

PAUL: Mayor, I was wrong on what I showed you. The outside wall is here and here and will be spanned with new trusses.

MAYOR: Were these all originally stand alone buildings?

RAY: As far as I can see. Be assured that Paul Berntson and the Cache County Fire Chief will have it the way they want it.

BRAD: Is there a site plan?

RAY: Not sure, I did not look through it.

TERRIE: I don't see it.

RAY: These plans are non-functional right now, there will need to be new ones.

MARLOWE: Right now there is a fire hydrant right in front of the City maintenance shop.

MAYOR: What about the north end?

BRAD: I think there is one over by the Bill Harris home.

MAYOR: As part of the approval down the road we would need a new fire hydrant at a minimum.

BRAD: There are not any plans here that indicate water?

MAYOR: Does the front plan show it?

BRAD: There will need to be a new water line from the maintenance shop area as well as a sewer line.

RAY: The sewer line that was installed six or seven years ago won't work? Your records should show it. We dug up a line. It is a plastic line and I think it is about 4". It goes right to your manhole.

MARLOWE: A previous owner, Lance Henderson, did install some lines down there for something.

BRAD: It does not matter what line is on your property, it will require a new connection. There will be water and sewer impact fees. What is on your property is your responsibility. There will be a pretreatment plan required.

RAY: You need a plan for this?

TERRIE: Every commercial building requires it.

SCOTT BALL: He is responsible from the main line to his building.

JEFF: The treatment plan can be very simple.

BRAD: We need to address access for fire response vehicles. I don't see the fire response vehicles having an issue from the south but we need to address from the north.

JEFF: The Fire Department should be able to review it.

TERRIE: There will need to be a turnaround or a pass through.

JEFF: Chief Rod Hammer and Chief Lyle Bair will be able to address that issue.

BRAD: What is your plan for the building as far as the number of vehicles that will be there and the number of people working there? We have to know that information for concerns with our well protection zone area.

MARLOWE: That is something I can get with Ray on after the permit is approved.

BRAD: Before a permit can be issued we need to get something stating that no sprinkler system is required.

MARLOWE: Will there be a fire wall in the attic?

RAY: The whole building is shown with that intent.

BRAD: The emergency response vehicle access from the north will need to be signed off as well.

RAY: Won't Rod Hammer address that?

BRAD: We need this information to process this permit. We need the information for the site plan. We stated all of this in 2009 and there is nothing new.

RAY: I understand that. You are telling me that I have to have them do it before I even show them the plans.

BRAD: They need some information on the site and you need to say I want to do a remodel here and this is an old building what needs to be done. Are you representing the property owners?

RAY: Yes.

BRAD: We need to be able to put out a fire anywhere on that entire building, new and old. They can meet you on site and discuss.

JEFF: So there are two concerns, the roof review being one of them.

BRAD: We need the attached structure reviewed which would be the walls and the roof.

JEFF: That is something you will need to address with your engineer.

RAY: We just need to ask.

PAUL: We did not read the specs.

RAY: I don't read them well either.

JEFF: The fire suppression concerns need to be addressed by the County and City and we need a letter from each Fire Chief. You also need to understand that there are impact fees associated with this.

BRAD: Since the restroom is on the main floor, are there are grade issues from 200 South to the building? That is quite a long ways away. That is quite a long ways and you will need to make sure you don't need a pump station.

RAY: The house will be on the same sewer system.

BRAD: If it is, then it is illegally.

MARLOWE: The houses are not on sewer they are on septic.

BRAD: It is an illegal hook-up if they are accessing the system.

MAYOR: It is a dry line.

MARLOWE: They have been using septic from the get go.

C.J.: We need to make sure we are in compliance with our ordinance. This project needs to go to the Planning & Zoning Commission and then onto the Council. There are three or four different requirements that need to be done before it can be approved. Check out the site design in section 12-222.

MAYOR: That is why we are having this discussion item this evening. It must go to the Planning & Zoning Commission eventually and then onto the Council from there.

C.J.: I would suggest that you review the ordinance, it is quite lengthy. There are many things that must be done before a permit is issued.

RAY: So I need a site plan to take to the Planning & Zoning Commission for review?

C.J.: Yes.

TERRIE: The ordinance is on our website.

JEFF: It is a good process. I know it can be tedious. I like the idea that the building is being made better. There are some concerns and we are not trying to discourage but we have to make sure the guidelines are followed.

RAY: Here we are this month, then to Planning & Zoning and then back to the Council. It will take another month and I did not realize that. The neighbors are doing a new roof and they found five layers of asphalt shingles.

JEFF: We have given you the process to follow through on.

RAY: When does the Planning & Zoning Commission meet?

MAYOR: The first Tuesday of August and we meet on the third Tuesday of August.

JEFF: This is the normal process, the old Theurer's store building just did the same thing. We are not trying to hinder your process but we have to cover our bases.

MAYOR: Are there any more questions on the plans?

BRAD: I don't see a problem with the plans.

MAYOR: At this point, the plans look good. You will need to go through Planning & Zoning to make sure we are in compliance with the ordinance. We have also outlined what we would like to see in the future.

BRAD: You have got plenty of space to address some of the issues.

JEFF: We need to know about the roof tie-in from an engineering perspective.

MAYOR: We can provide you a copy of these minutes for review as well.

JEFF: Keep in mind if you come back and ask the same questions it will require another month. You need to address everything we have discussed this evening.

MAYOR: If you have questions you can get a copy of the minutes outlining our discussion.

DAREK: Can I make just one comment?

MAYOR: Yes.

DAREK: Get everything to the Planning & Zoning Commission at least five days ahead of the meeting so they will have ample time to review.

MAYOR: Get with Marlowe to get on the meeting schedule for the Planning & Zoning meeting and come and present the materials we have asked for.

DISCUSSION ON THE UTAH NATIONAL GUARD COMMUNITY COVENANT PROGRAM

MAYOR: Captain Simmons from the Utah National Guard is here this evening to make a presentation to the Council.

CAPTAIN EARL SIMMONS: I am the Northern Utah National Guard Community Covenant Program leader and would like to show a short video that explains the program.

****A short video was shown explaining the Utah National Guard community covenant program.****

CAPTAIN SIMMONS: My mission is to provide you with answers of what we are and find out if you are willing to participate. We would need to establish a military liaison within the City. We want you to think of the service members that reside in the community and think of their daily challenges. Whether it is a father, mother or sibling it is very tough. Our goal is to show these service members that there are resources out there and most just don't know about it. That is why this program was created. I would like to read our mission statement. " The Mission of the UTNG Community Covenant Program is to foster and sustain formal, continuing relationships with communities in order to increase the quality of life, well-being, and readiness of Service-members/Veterans and their families." Basically we are trying to create a network of community leaders and military leaders. After much brainstorming the idea is to find ways to make life easier for veterans. We want to create awareness and get a formal community commitment. Here is a copy of the Cache County Community Covenant. We are trying to get each community to formally support us and create a network. It has been a great few last months as the fruits of our labor are coming together. We would like to get an assignment for one person and then do some training with that person. There is an on-line database of what is available. I would like to talk about the history of the covenant. It was started in 2008 by the Secretary of the Army. It was a way to communicate with communities located around big army installations. In 2010, the Utah State Legislature was the first to sign up. Then we proceeded to start going to all of the local communities like I am doing this evening. We want all the cities, towns and counties to join the network. As far as a signing ceremony, we have one in each town. You saw some examples in the video, some are big and some are very low scale. Some just use a future Council meeting and sign it and some cities do it during a City celebration or a patriotic holiday. We would work with the City liaison to determine what is best for the community. We would like to get key leaders and the whole community there for a big kick off if possible. Here is my contact information as I am the Northern Utah leader. We have three teams strategically placed in the state.

MAYOR: Questions?

JEFF: I think it is a really cool thing. My wife was able to view the trip for the fallen soldier as he was taken from the airport to Preston and it was very emotional for my wife and kids and they did not even know him. There was just something about it. Politics and everything that we

squabble about was forgotten and we all felt a sense of dignity, I think. It was a really unique thing and gave us a good reminder.

CAPTAIN SIMMONS: Even though this program is run by the National Guard it benefits all service areas. Any war that has been fought in from Viet Nam to World War II.

TERRIE: Right now I have the internet link to the overall program, does the Utah National Guard have one of their own?

CAPTAIN SIMMONS: Yes, I commend you for already having on there what you have. Some communities are already involved and we are just trying to recognize what is being done and link everyone together. We have a site and I will get you that information.

JEFF: What is the next step?

TERRIE: We could do the formal signing at the City party on Saturday, September 8th.

JEFF: That is the most people we will have at one setting for the community for the entire year.

CAPTAIN SIMMONS: We could quickly explain to everyone what it is as well.

JEFF: We could do it right at 6:00 P.M. and possibly have a flag ceremony as well.

TERRIE: I have four family members serving and so I will fully support it.

MAYOR: Can you or a member of your office be to the City party and take a minute to explain the program?

CAPTAIN SIMMONS: Yes.

TERRIE: I will provide you with my contact information. How much time is required?

CAPTAIN SIMMONS: It is not a huge commitment and an official position is not needed.

MAYOR: We will plan on Saturday, September 8th at 6:00 P.M.

CAPTAIN SIMMONS: I will be in touch and contact Terrie to make the necessary arrangements.

MAYOR: That will be a good kick off to the City party.

JEFF: Will we do the Council signing there as well?

MAYOR: Yes.

PAUL: That is a great plan.

MAYOR: Thanks for all you do and drive safe.

COMMUNITY BUILDING RENTAL FEE SCHEDULE DISCUSSION

MAYOR: You have the proposed rental agreement to review. Also, Ordinance 2009-2 has been included for your review. We need to make sure the new agreement matches up with what we want.

PAUL: After we agree on the specifics is it then a resolution or ordinance to be official?

MAYOR: An ordinance. The rental agreement will be incorporated into the ordinance but we need to make sure they are both in agreement.

JEFF: The rental agreement can be changed without having to change the ordinance if done this way.

MAYOR: Yes, some time it might need to be adjusted as needed. Marlowe will hit on the highlights between the two.

MARLOWE: We need to bring the times into conformance.

BRAD: Do we have a truancy ordinance?

MARLOWE: Yes. On the proposal the time is listed from 6:00 A.M. to 11:00 P.M..

BRAD: The times are not as important as some of the other things.

MARLOWE: Timing is critical since parties would go early into the morning and we need to be able to come in and clean before the next group arrives. I would recommend 6:00 A.M. to 11:00 P.M.. Some people want to set up early.

SCOTT BALL: In December, January and around Thanksgiving time we would have to have people in here cleaning at midnight or 5:00 A.M. in order to be ready for the next group and that would be difficult.

JEFF: Very seldom is that the case.

MAYOR: Not very often are you going to have groups back to back from 6:00 A.M. to 11:00 P.M..

BRAD: So what is the issue that needs to be decided then?

JEFF: If this becomes an issue we can address it at that time.

MAYOR: I would say to change the 7:00 A.M. to 6:00 A.M. but I did not see a lot of other things to change.

JEFF: Scott, I can see you are concerned and we will address it if it becomes an issue.

TERRIE: I know one of Marlowe and Chris's concerns is the judgment if someone is a resident or not. Bottom line if the check is from outside of the City they are a non-resident.

CHRIS: Do the same conditions apply for the park?

TERRIE: I think it should be for the park as well. Our citizens are paying for the maintenance and improvements to all of these structures.

JEFF: I agree with that.

CHRIS: We get people from all over the place at the park.

MARLOWE: Is there an issue with the double rate between resident and non-resident? You had prior to the current ordinance, a double rate in place.

TERRIE: The reason we changed it was that we were told the majority of those using the City facilities were residents.

MARLOWE: Chris and I run into problems with this issue as people will lie to us.

JEFF: What I am saying is not to have to track people down for this information.

MAYOR: I think we can leave the judgment to Chris and Marlowe.

MARLOWE: We have people call up all the time from all over the place wanting to make reservations for reunions. They have local ties but have all moved away. Do we charge them as residents or non-residents?

BRAD: Non-residents.

PAUL: We could put that residents of Richmond City pay 50% of the posted rate.

TERRIE: In all of the research that I did, only one out of twenty charged the same fee. Every other group used a tiered system.

MARLOWE: I am just trying to make you aware of the day to day problems that we incur.

TERRIE: Give them the written notice explaining everything in regards to renting the facility.

MARLOWE: I would like to make one recommendation and that is to eliminate the performance pavilion from this schedule.

BRAD: I agree.

MARLOWE: It is so small and usually only used for pictures.

JEFF: Has anyone ever rented it?

MARLOWE: No.

JEFF: I think it is just a bonus that if you rent the pavilion you can use the performance pavilion as well.

MAYOR: Change the time from 7:00 A.M. to 6:00 A.M. and remove the performance pavilion.

BRAD: If we are going to rent the pavilions at the park then we need to post at the park when they are rented and by whom.

PAUL: We could post on the City website as well.

MARLOWE: I would suggest a new ordinance with the new fees in a new resolution.

JEFF: We could use a Google calendar with a public link as well.

TERRIE: A Google calendar is an easy way to go and people can still call in as well.

CHRIS: Some people don't think the park needs to be reserved.

MARLOWE: I want the park to be a nice place to stop for those coming through. I will have an ordinance and resolution for your review at the August Council meeting.

PAUL: I would like to see that ahead of time so I can have a chance to review.

DISCUSSION REGARDING ADDING A NEW ZONING CLASSIFICATION

MAYOR: The zoning throughout the City is being reviewed as part of the General Plan process. We have a hole in the zoning classifications. We jump from Residential Medium Density (RMD) to two acre lot zoning. There is the thought of incorporating a new classification for residential one acre or RE-1.

PAUL: I like it.

MAYOR: The process would be to start in the General Plan process then forward to the Planning & Zoning Commission and then onto the Council.

JEFF: I think it makes sense.

PAUL: We need to make sure we have a good definition of that classification, if discussed.

MARLOWE: You will need to decide what you want for the width on the frontage. Do you want a minimum of 120 feet for one acre also?

BRAD: Take a normal City block and split it up and see what that comes up with.

MARLOWE: You could have a lot that goes all the way through a block.

PAUL: Personally, I think 120 feet works.

BRAD: We need a number that divides easily.

C.J.: One hundred ten feet divides right.

DAREK : The 660 feet you are using is from the center of the road to the center of the road.

MARLOWE: Our maps show corner to corner.

C.J.: The minimum requirement for RLD is 120 feet.

MARLOWE: That is something that will need to be discussed more in depth at the General Plan meetings.

PAUL: Ninety feet is quite skinny, 120 feet is more rural.

BRAD: Keep in mind this is just minimums.

PAUL: I think 110 feet works as well.

C.J.: Residential Low Density requires 120 feet and putting Residential One Acre at 110 feet does not make sense.

PAUL: Let's see how the County does it.

MARLOWE: We did have an RE-1 classification in the past and it was never used. We had RLD to RMD to RE-1 to RE-2.

PAUL: What are the size of lots in high density?

C.J.: The minimum is 14,500 square feet.

PAUL: No that is low density.

DAREK: I will tell you that every community is different. There is not just a standard.

PAUL: This needs to be a major line item of discussion during our General Plan meetings. I will take note of that.

COUNCIL MEMBER REPORTS

TERRIE: You have already heard the EMT report. Nancy and Jim LaMunyon have agreed to be the CERT organizers for the next year. We are following the County CERT training. We did get the higher Library certification which means more money will be coming in through grant funding. The summer story hour is going along strong. The North Cache Library Consortium is

working well. I have overheard a few people discussing it and they like it. Smithfield's fear of being overwhelmed by residents from Hyde Park is not happening. So far we are having higher numbers attending the Harvest Market than last year. The hits on the website are increasing each month as well. For the earthquake commemoration there will be a meeting on August 30th at 7:00 P.M. and the program will start in the Richmond theatre. A geologist will be the keynote speaker and then a few comments from local individuals. The Relic Hall will be open that day as well. The program would read like an old times newspaper. We have contacted *The Herald Journal* and we can use the published information from them if we choose to do so. We are coming up with lots of photo sources that have never been previously printed. There will be a looping power point presentation in a couple of places as well. We will have the headlines printed and hanging up on posters as well. There will also be a station where people can record and share their stories. The Library, D.U.P. and Lion's Club will host the event. I would like to see if we can use \$100 or so from the budget?

DAREK: J-U-B could help with the printing of the news articles as well as for a few small items.

MAYOR: That is not a problem to use some budget funds for this event.

TERRIE: We have a meeting tomorrow night at 6:30 P.M. to discuss as well.

MAYOR'S REPORT

MAYOR: Ordinances 2012-1 and 2012-2 had an incorrect date and the dates have been corrected so they match. Terrie caught the issue when posting the ordinances on the website. There has been a request for a service project on July 31st in the community by the North Cache LDS Single Adult ward. We are going to have them work at the nature park. Paul will work with Scott (Ball) to make sure we have the necessary equipment we need there. Paul will coordinate with Curt Kidd who oversees the ward.

TERRIE: Do we need to formally designate that the area will be a park?

MAYOR: Yes, at some point.

JEFF: It will need to be on the new General Plan.

PAUL: It is already there.

MAYOR: Next month we will have the formal introduction of the nature park.

PAUL: Darek can lead the discussion. The proposal for the park and what is going to be done. I have a second builder looking at getting a quote for the restroom facility.

DAREK: I will need to sit down and discuss a few things on it and get a few things ironed out.

MAYOR: I know one concern that Bishop Kidd has about the service project is that it needs to be organized and ready to go as soon as the kids arrive, they don't want to stand around for a while waiting. As a follow up item, a formal letter has been sent to Brent Webb in regards to the tree he came in and visited with the Council about. The letter is quoted chapter and verse from the surveyor and State of Utah code. On the Gibbons well final payment, I am leaning towards using CIB funds to pay it off if possible. All of that will play out later on when the project finishes out. I would suggest going up and seeing the tank site if you have not. My first thought when I heard about the recent small earthquake in Trenton was that I sure hoped the walls held on the new tank. I have not received any negative comments about the tank contractor, nothing

but good comments regarding the contractor. I think that intersection they just finished looks great.

BRAD: It really looks good.

MAYOR: We have received the official letter of approval from the State of Utah regarding the projects at the MBR plant. I have got several letters, inquiries and phone calls regarding emission testing since the county has announced they are considering emission controls. Lewiston City recently passed a resolution asking Cache County not to pass emission testing. This is just for informational purposes only and all of the letters I have received have pretty much said the same thing. They all want us to resist going to emission testing. The problem is that the EPA has stated that either Cache County correct the problem on its own or the EPA is going to step in and fix the problem. The county is looking at an area in Montana that refused to do anything and now the EPA has come in and told them what they are going to do. The rules that the county will pass will be the minimum possible to get us all by as easily as possible. I think it will be as much common sense driven as possible. It is a countywide problem not just city to city.

TERRIE: Is Franklin County part of this issue since some of it is in the valley?

MAYOR: Franklin County is where we were at a couple of years ago. We are now on the radar of the EPA. Everyone involved realizes that testing is not the best option. The new cars easily meet the standards of today. One thing they are considering is no testing on new vehicles until they are five years old.

BRAD: People don't realize we are already paying for emission control every time they buy a new vehicle.

CHRIS: Is Logan part of this as well?

TERRIE: Everyone in Cache Valley is included, including Logan.

MAYOR: The cost of the emission testing equipment is quite high.

JEFF: I can understand Lewiston's concern where there are a lot of farms.

MAYOR: Farm equipment is not included.

BRAD: A fee is going to be set and only certain stations will be able to do the testing since the equipment cost is so high.

JEFF: There will probably be little testing vans here and there that do the testing.

MAYOR: It is a work in progress for sure.

A motion to close the regular Council meeting and go into an executive session was made by Jeff, seconded by Paul and the vote was unanimous.

A motion to close the executive session and reopen the regular Council meeting was made by Terrie, seconded by Paul and the vote was unanimous.

MAYOR: I am going to turn a few minutes over to C.J..

C.J.: I have a formal letter of resignation that I would like to read.

C.J. read his formal letter of resignation from the Richmond City Council effective at the close of the July 17, 2012 Council meeting. C.J. accepted a new employment opportunity with Utah State University in Moab and will be moving immediately.

C.J.'s resignation letter is included at the end of these minutes.

TERRIE: Your number one priority is your family and that is why you are doing this and I support you in your new opportunity.

PAUL: I wish you the best.

MAYOR: C.J. you are a fantastic citizen, committee member and City Council member. You will do a great job. Moab's gain is Richmond City's loss. I will accept this letter of resignation with mixed emotions. I think it will be a great move for you and your family. Thank you for all you have done. The process will be just like with Keith Ward's resignation. We will publish an article in the Richmond Record. We will probably have all of the candidates that apply come before the City Council in September and fill the position at that time. We will ask each candidate to give a synopsis of why they want to serve. There will then be an executive session to discuss and then a formal decision made. That person will serve through December 31, 2013 and the position will be back up for election at the November 2012 election. C.J. if you can, please attend the City Party and sign the City covenant if possible. Your position will not be filled before that time.

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

Aflac	178.38
Altius	1944.16
Angela Fannesbeck	40.00
Bear River Health	40.00
Bluestakes	108.81
Cache County Weed Dept	306.04
Cardwell	634.84
Century Link	400.86
CNH	387.42
Coats	108.35
Denny's	12.36
Hall's Store	148.77
High Smith	94.28
Intermountain Healthcare	80.00
IPACO	88.77
Juliene Parrish	166.46
K&B Service	15.00
KCA Construction	142.50
Lee's	55.01
Lewiston City	26.25
Library & Educational	18.34
Logan Memorials	615.00

Lowe's	12.32
Maverik	1326.80
N.W. King	1105.00
Nextell	606.72
North Cache Vet	195.00
Oldcastle	1987.84
Olson & Hoggan	2198.00
PavAs	650.00
PEHP	160.68
Phillips 66	53.65
Pitcher Propane	32.15
Pizza Villa	68.19
Randy's	145.96
Rebound Unlimited	150.00
Richmond Irrigation	1182.00
Rockmount	295.95
Rocky Mountain Power	8616.85
Rosemount Inc	795.24
Safety Supply & Sign	34.04
Smithfield Imp	58.22
Sprinkler Supply	129.03
Steve Regan Co	499.96
Sun n Snow Runners	50.00
The Herald Journal	24.43
UEN	86.24
Ut Local Gov Trust	74.32
Ut State Tax Commission	2918.00
Utah Local Gov Trust	39430.83
VISA	755.01
Weidner	4271.62
Wright Express	114.25

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

Adjournment at 10:05 P.M.

Michael E. Hall, Mayor

Justin B. Lewis, Recorder