

**December 18, 2012**

**RICHMOND CITY COUNCIL**

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, December 18, 2012. The meeting began at 7:00 P.M., Mayor Michael Hall was in the Chair. The opening remarks were made by Terrie Wierenga.

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

\*\*\*A motion to approve the November 20, 2012 City Council meeting minutes was made by Paul, seconded by Terrie and the vote was unanimous.\*\*\*

**DEPUTY REPORT**

**DEPUTY HATCH:** I really don't have anything new to pass on. Myself and a couple of others from the department are looking at teaching a self-defense class at the junior high school after what happened back east. Sadly, it is reality and we need to know what to do in a situation like that. We would like to try and educate the kids and some adults as well. If you could put it in the City newsletter that would be great. We are looking at having the class at the end of January but don't have an exact date yet. We might teach another one at the end of the year as well if there is enough interest.

**MARLOWE:** I will need a write-up by the end of this week in order for it to be in the January newsletter.

**DEPUTY HATCH:** It will be in a newsletter at the school as well.

**TERRIE:** I can put on the City website as well.

**DEPUTY HATCH:** I passed along the stop sign issue at 500 North 300 East and the other deputies have reported that they have caught a few people. Is there any news from the Council that I need to report to our department?

**MAYOR:** No, but please know that we appreciate your service and quick response to issues in the City.

**DOG KENNEL LICENSE CONDITIONAL-USE PERMIT REQUEST**

**MAYOR:** Kelsey Dodge appeared before our Planning & Zoning Commission on November 6th requesting a conditional-use permit for a dog kennel permit since she has three dogs.

**KELSEY DODGE:** I reside at 489 West Main down by the railroad tracks. I have three dogs and just got the third dog. I want to get a kennel permit to be legal.

**MAYOR:** You have a copy of the P&Z meeting minutes from the November meeting as well as a letter from some of Kelsey's neighbors stating that it is okay with them for the license to be granted.

**PAUL:** I commend you for coming in and making the request for the license. Some people would not do it. I am glad that you are wanting to comply and I personally appreciate that.

**KELSEY:** I have a small house dog and two larger dogs, one being a husky but he is an inside dog as well.

**BRAD:** Can you tell me who the signatures are on the letter from your neighbors.

**KELSEY:** Ben Knecht, Rene Harris, Gerri Traveller, Judy Harris and Vern Fielding.

**BRAD:** Just to clarify, the kennel is for the property and if she moves it expires.

**PAUL:** I agree with that.

**MARLOWE:** The kennel permit is in the name of the person not the property.

**BRAD:** So what happens if they relocate to another place in town?

**MARLOWE:** If they relocate then they must start over with the process.

\*\*\*A motion to approve the conditional-use permit request for a kennel license for Kelsey Dodge at 489 West Main was made by Brad, seconded by Tucker and the vote was unanimous.\*\*\*

#### **AUDIT PRESENTATION FOR THE 2011/2012 BUDGET YEAR**

**JUSTIN:** I would like to welcome Diana Cannell from the firm Allred Jackson to present the findings from the audit this evening. Like in years past it is always a pleasure to work with Diana and her staff. It is nice to have continuity and work with the same people year after year. We know what they need and try and have it all gathered beforehand.

**DIANA CANNELL:** I will go over just a few highlights from the year. Remember that this report is for the period ending June 30, 2012. The report is due to the State of Utah by December 31st. I would like to thank you for always being very organized. It is good to work with Chris, Marlowe, Justin and others. On Page 18, that is a list of all the assets of the City. You have lots going on and can see an increase from twelve million in assets to seventeen million in assets but there is also an increase in debt as well. There is the \$5.145 million of new bonds that were issued for the culinary water project and an overall increase of \$1.1 million in assets. Page 20, shows all the governmental funds. Page 22, shows revenues and expenses but does not include depreciation. Total revenues were up about \$276,000 which was mainly due to the fire tender grant. There was an overall loss in the general fund of \$228,000. Page 24, shows budgeted amounts versus actual amounts. All of the departments are positive and that requires planning on your part so kudos to all of you. Page 26, shows the water and sewer enterprise funds. Revenues were up about \$100,000 and expenses were about the same. There is a net income for the water fund and a loss for the sewer fund. When both are combined there is a net loss of \$165,000. Page 25, shows the new bonds issued through the CIB for the water tank project.

**PAUL:** Do we use standard straight line depreciation?

**DIANA:** Yes.

**TERRIE:** So are we still in good shape financially?

**DIANA:** Yes. If you look at your ten year history you will see there have been lots of really big projects. The infrastructure is continually improving.

**PAUL:** I see it mentions a sixty year recovery, do we actually depreciate anything over sixty years?

**DIANA:** I would have to double check.

**JUSTIN:** I don't recall any in that category.

**DIANA:** We are required to do a multitude of testing for compliance for the state. There was just one item or deficiency. The fund balance in the water fund had a negative balance. Just make sure to budget for it in the future to keep it positive. We have covered a lot of information in a hurry so please feel free to contact me at anytime. I am always willing to review anything with any of you.

**MAYOR:** We appreciate what you do and know that it takes a lot of time and effort by everyone involved.

**JUSTIN:** Just to clarify, the deficiency is that the checkbook balance in the water fund had a negative balance as of June 30th. We have a large positive of the remaining funds available from the CIB funds but the unreserved fund balance or the money we can spend on other items was a negative on June 30th.

## **BUSINESS LICENSE REQUEST**

### **KYLIE'S HAIR STUDIO**

**KYLIE MEACHAM:** I would like to have a salon at my house at 307 South 100 East. I would only use it a couple of days a week and there is a separate side entrance.

**TERRIE:** What is the volume of product that you will have?

**KYLIE:** I do hair and eye lashes but no perms.

**TERRIE:** So, no bulk storage of any products?

**KYLIE:** Maybe a gallon of shampoo but nothing more than that.

\*\*\*A motion to approve the business license request for Kylie's Hair Studio (Kylie Meacham) was made by Terrie, seconded by Jeff and the vote was unanimous.\*\*\*

## **CITY MOSQUITO ABATEMENT DISTRICT REPRESENTATIVE**

**MAYOR:** Shane Lewis has served as the City representative on the mosquito abatement district for the last four years. He did not want to do another term as he is involved in some other things now. I have contacted Raymond Smith and he is willing to serve in behalf of the City. This is something very new for him as he did not really understand how the District works. He wants to serve and Tucker has recommended him as well.

**PAUL:** It is nice to have volunteers to serve.

\*\*\*A motion to appoint Raymond Smith as the Richmond City representative on the Cache Mosquito Abatement District was made by Jeff, seconded by Tucker and the vote was unanimous.\*\*\*

**TERRIE:** It is a four-year appointment and does not have any term limits.

## **FINANCIAL REPORT**

**JUSTIN:** So far this month we have collected \$41,968.59 in property tax. December and January are the two biggest collection months of the year. On Page 3, see item 4367 (Dog Catcher) in the amount of \$8,400 and 4380 (Police Protection) in the amount of \$21,093. We have paid the contracted price for the current budget year. We could not even purchase a vehicle or hire one employee for that price. I think we get a tremendous service for what we pay.

**MAYOR:** I agree. We could not even hire one person for those totals.

**TERRIE:** I think it is a benefit where they can office here in the building as well.

**MAYOR:** I agree. It is a major benefit that they office here as they patrol when coming and going as well. It is an added bonus for sure.

**JUSTIN:** On Page 4, item 4589 (Nature Park) in the amount of \$1,300 is for the cement pad work done at the Nature Park. The invoice from Western Construction for the restroom facility has not come in yet. You can see in 4611 (Fire Dept - Wages) and 4711 (EMT - Wages) that the wages for the calls and responses for the year have been paid. Rather than pay \$8.00 here and there we wait and lump all of the calls together for one payment when they have their yearly Christmas party. There were two water and sewer impact fees collected in November for the two new homes west of the Helen Robinson residence. The interest earned for November on the CIB bond account was \$1,842.97. I would like to propose a payment on the loan from the Capital Projects Fund to the Water Enterprise Fund. The interest due through November 30th is \$355.98 and the principal paid would be \$8,446.02 for a total payment of \$8,802.00.

\*\*\*A motion to approve the transfer of \$8,802.00 from the Water Enterprise Restricted Cash Account to the Capital Projects Fund Cash Account consisting of \$355.98 in interest and \$8,446.02 in principal was made by Paul, seconded by Brad and the vote was unanimous.\*\*\*

**JUSTIN:** The total of the two sewer impact fees collected is \$11,000 and we collect the sewer fees throughout the year and will use what is available as part of the MBR payment in May of each year. Right now we have \$16,500 in sewer impact fees that will be a part of the May 2013 payment. The annual Cemetery Board meeting was on November 27th and the new 2013 budget was approved. Chairman Kip Panter resigned at the end of the meeting as he has relocated from Richmond to Smithfield. Board members Albert Purser and Denise Allen do not want to be the Chairman and it has been suggested that Jeff Young join the Cemetery District Board and be the Chairman. He is already the go between for the City and the District and is a natural fit in my opinion. I checked with Lynn Lemon to verify that there is not a conflict or issue where Jeff is on the City Council and he said there are not any issues with it where it is a non-paying position and is not required to be advertised.

**JEFF:** As an update on the mapping software, we are delaying taking it on-line until we can incorporate the new sections of the cemetery into the software. By waiting and including them now rather than later it will save us thousands of dollars in software changes and upgrades. I am sorry for the delay but it will save us money in the long term.

## **LEWISTON SENIOR CITIZEN CENTER INFORMATION UPDATE & DISCUSSION**

**GAY JORGENSEN:** I appreciate the Mayor letting us come before you this evening. We are in need of all the help that we can get. I am an advocate for the elderly. I have worked with the elderly for some time. I am part of the Sunrise Park facility in Lewiston. Tonight, I am here to discuss something else, a new project. It is an organization in the making, the Northern Cache Valley Senior Support Center. We have tried to include as much information in the handout as possible. It is a huge project that we will have to do one step at a time but we need to move faster. We are short in numbers this evening in regards to who is here in attendance but everyone that has agreed to help us is an expert in their field. We are all advocates for the elderly. Regan Wheeler is the acting Vice President and just started a new foundation for helping children in need. He has a lot of experience in fundraising. Marian and Vern Fielding are helping as well and they just moved to Richmond. Vern is an experienced fundraiser as well. George Dimick has extensive experience in grant writing as well as experience in regards to senior citizen centers. Shirley Littlefield is from Cornish and is an LPN that has 20 to 25 years working with the elderly.

**CHRISTA MCDEARMON:** I am the director of Maximum Style Tec in Logan and reside in Lewiston. My expertise is that I am a manager and can do hair and toenails as well. How many of us know an elderly citizen that lives alone in town? Do you wonder if anyone is taking care of them? Are they safe? There was an elderly man that recently died in northern Cache Valley and it was not discovered for days. There are 463 people in the northern area that we plan to serve. Most senior citizens are isolated by distance. Ninety-eight percent of senior citizens live alone twenty-two hours per day with no contact from anyone. Fraud, extortion, abuse and social problems are just a few problems where attention is needed. Those are not any of the items we are going to discuss this evening. We are going to just talk about social isolation and malnutrition.

**GAY:** Most seniors just want to stay in their homes but the bathrooms and stairs are not safe in most cases. They have social isolation and most are malnourished and dehydrated. We had a man leave the care center and go back into his home as he was adamant about doing so. We would go in and take care of him at his home, we did cleaning and yard work and made sure he got three meals per day as well as to his doctor appointments. There was always someone coming and going and then one morning he did not answer the door and he had a stroke during the night. We immediately took him to the doctor but he will never speak again. We were able to move him into an apartment by the post office and he has lived there for over a year. He said he would never go back to his old house. He said he had never felt so alone but yet we constantly had people coming and going to help him. He just felt lonely. He actually wanted to move into an apartment closer to where the people are at the center. Malnutrition and dehydration are a problem. The elderly don't want to eat, buy food, or fix the food. They don't want the mess and so they don't eat. When alone they just take a nap and start sleeping more and eating less. Before long they are in bad shape physically. We have a plan and it involves the City and all the members of the community. I am not sure if we can start on January 7th like we want to but we want to start a pilot program. We want you to bring us three times per week elderly people from Richmond that need a meal. We will feed them a hot meal and then have a social event. We usually do Bingo, a sing-along or various other activities. By bringing some

members in and visiting with them we can find out what we do or don't know locally. Our hope is to bring in other communities eventually. We need to find a way to fund the program. We are asking that each senior citizen donate \$3.00 or half the cost of the meal. It is strictly on a volunteer basis and we don't keep track of who donates and who does not. Nobody will go without a meal if they cannot pay. We are asking that the City help by paying \$2.00 per meal and we will raise the other \$1.00 per meal we are short through fundraising. We are attempting to cover the cost of the meals and eventually get some government money through grants and commodities and whatever else may be offered. We have some skilled grant writers that are waiting to apply but we have to do the pilot program first.

**REGAN WHEELER:** I started working with a gentleman about two or three years ago that was getting Meals on Wheels. At that time he weighed only about 100 pounds and now after helping him, he is up to about 150 pounds and is self-sufficient once again. Winter is a tough time and is darker. Food is a big hurdle when people are alone. Especially for those that are 80 years of age or older. I've seen a local need. I have seen other areas where this type of program works. I think it would be beneficial to a lot of local seniors.

**TERRIE:** How do we identify people needing meals or social interaction?

**GAY:** For socializing they can come at anytime. We don't ever discriminate and anyone this is over 55 years of age is welcome. The numbers we have presented are only for those 65 and older, imagine how many more if you include from age 55 and not 65.

**REGAN:** The social aspect is very important.

**TERRIE:** In South Dakota, senior centers are very big there. They have meal programs as well. Do you need to know in advance how many people will be attending for the meal? What about those with special dietary needs?

**GAY:** Special need foods are not a problem. We have state certified meals. We also have a menu book for people to review if they want too. We eat very healthy meals. In order to be economical, we do need to know how many are coming for meals. It is not possible to be economically sound if we don't know. The social aspect is very important as well and everyone is welcome in that regard.

**TERRIE:** You are requesting \$2 per meal, is that now or when?

**GAY:** It would only apply to the pilot testing period. The intent is to get government funding in the future. It would be nice to have the funds up front to pay for supplies and food.

**TERRIE:** How do you suggest we let citizen's know about this?

**GAY:** You are the first to know in the community. We will be advertising on free radio as well. I am hoping that local networking will help out as well. We don't have a lot of money to spend for advertising. We need to spend the money on the people not on advertising.

**REGAN:** We are trying to get through the holidays and then get this going.

**TERRIE:** Do the drivers need any type of certification?

**GAY:** No, it is just a volunteer service at this point. I think they should be able to deduct \$0.55 per mile or \$1.67 per volunteer hour off of their taxes but they would need to double check on that.

**TUCKER:** When in full swing, how many of the 222 in Richmond are you expecting to participate?

**GAY:** We had no idea. There are not any figures in the information that we are using from Idaho. Lewiston is scattered over 27 miles and some of the old farm houses are very isolated.

Those people are very vulnerable because they are isolated. Richmond is not as spread out so it is easier to spread the word.

**TERRIE:** I would say in South Dakota that the participation was 5-30% depending on the area.

**JEFF:** Do you need someone from Richmond to spearhead this program?

**GAY:** Vern and Marian (Fielding) live in the City and we were thinking they could be the liaison to the City. I would like a member of the City Council on our Board of Directors if any of you are willing to serve.

**JEFF:** Do you have a set number of participants you are wanting for the pilot program?

**GAY:** We are hoping to get about ten people based on the size of our current facility. We are in the process of remodeling the kitchen right now. With the 11 people we are already taking care of that would be 21 total. We know what they like to eat and want them to be able to socialize as well. If we have the support from the local community then we will go ahead with this project.

**JEFF:** So you are wanting five from Richmond to attend?

**GAY:** Yes, four or five. That would be about 120 meals for the pilot testing program. We need a driver three times per week at 1:00 P.M.

**BRAD:** What about just asking for a general donation rather than per meal? This is a good cause and I think you would get some donations. It is easier to donate than to commit the City to something long term.

**GAY:** We know that cities allocate their budgets once per year so we would be approaching the City each July.

**BRAD:** We could put something in the newsletter.

**GAY:** We would be willing to accept donations from anyone. We are a non-profit organization and just waiting for our 501(c)(3) paperwork to come through.

**MAYOR:** To clarify, you would run the pilot program and see how successful things have gone and then the City would be out of the loop at that point from a financial standpoint?

**GAY:** That is correct.

**MAYOR:** So you need us to help start the project and get word out.

**GAY:** Yes. We would ask for donations for the program at any time.

**MAYOR:** As far as finding a driver and those in need, who is responsible? The Board of Directors? The City Council?

**GAY:** The local citizens know the community better than we do. We would like to have someone from Richmond on the Board of Directors. Vern and Marian live here. We need help from the communities to get this going. Our goal is to have the same people each week for four weeks for the pilot program.

**MAYOR:** Our intent would be to ask Vern and Marian Fielding to represent the City.

**GAY:** The pilot program will take 30 to 45 days.

**JEFF:** I am curious about this program. I don't know how many people need this service but I am curious to know.

**TERRIE:** We are in the process of updating our General Plan and the survey mentioned several times about the need for something for senior citizens to do. I like your proposal with the pilot program.

**GAY:** I am sure there is more need for this program than you realize. People are afraid to leave their homes even for a meal and we are hoping you can help us in that regard.

**JEFF:** I am not opposed to helping with the pilot program. I would want the Fielding's to be the City liaison. We need someone from the community that has an interest in the program and

the passion to make it work. We need the right person with the instinct and drive to make this succeed. Passion and desire help to spread the word about the program easier.

**MARIAN FIELDING:** I am new to the community and would need some help with the local community members as I don't know many of them very well.

**CHRIS:** I know that it can be hard to get older people to participate unless they can attend with a friend.

**GAY:** We did a pilot program three years ago and did a full course meal on Wednesday's and then Bingo but we went broke doing it.

**MARIAN:** I just need to know who to contact and help to find those that have an interest in the program. Vern can be reached at [vernfielding@gmail.com](mailto:vernfielding@gmail.com) and I can be reached at [marianfielding@gmail.com](mailto:marianfielding@gmail.com).

**MAYOR:** We cannot take an official vote on this tonight as it was just listed as a proposal. It will be a discussion and decision item at the January Council meeting on the 15<sup>th</sup>. I think it is a worthwhile project. I think there is an interest from the Council to help where it is just for a pilot program and not a long term financial commitment.

## **CACHE COUNTY PLANNER PRESENTATION**

**MAYOR:** I have asked Josh Runhaar from the Cache County planning office to attend the Council meeting tonight and give the same presentation that he just made at the Mayor's meeting in November.

**JOSH RUNHAAR:** I am providing you a copy of what I gave the Mayor's for that meeting as well. I am going to hit a few points on that documentation. There are road and right-of-way issues that need to be dealt with. The County has just put new policies in place on the roads. We have a new set of road standards. There are many cases where local communities have annexed parcels of land into a City and not included the roads. On the recent Jack Nixon annexation in the City, neither road (south or west) was included in the annexation. You are not alone in having done this, Logan, Providence and Millville have done the same thing. The County has decided that enough is enough and we can no longer do this. The County cannot continue to service all of these roads. We have a new policy that states we won't approve any access onto our roads coming in or out until the issue is dealt with for the community and the developer.

**MARLOWE:** How does this work like on the west side of the Nixon annexation where it is only a small portion of the road and not from intersection to intersection? I can see on the south side that we would be required to take the entire road where it is from the railroad tracks to the next intersection.

**JOSH:** You would take half of the road. If there is not going to be any access granted from the west then leave it out. That would be an issue for the developer to figure out. Neither Cache County nor Richmond City want to pay for what a developer should be paying for. Recently, Millville took the right of way but not the road. That is a problem as the only way to control the roads is if you own the roads.

**BRAD:** What role is the County playing in this in the future?

**JOSH:** An encroachment permit would be required and we would deny the application until this is resolved.

**BRAD:** So the developer would need to come back to the City?

**MAYOR:** So they would need to start over or how does that work?

**JOSH:** The annexation request could be modified if there are not any new property owners being affected. The City would take ownership to the center of the road and if you don't take half the road on the east side we would deny access from that side.

**DAREK:** If the City approves the request can they require the developer to pay for the cost of the road?

**JOSH:** The County won't dictate what the City requests and in turn the City won't dictate what the County requests.

**TERRIE:** How does it work if we only own half the road?

**JOSH:** You could do a half improvement if you choose. You would need a two lane road to be approved.

**MARLOWE:** So no half improvements?

**JOSH:** Logan and Providence have done them but usually it amounts to 2/3 and not 1/2.

**JEFF:** So a half would really be a full improvement?

**DAREK:** Whatever is required to make it a full two lane road is what would be required.

**JOSH:** The requirement calls for thirty feet of asphalt roadway and the cost is put on the first to develop the area.

**MARLOWE:** If only annexing half the road we would run into water and sewer issues where they are on the opposite sides of the road.

**JOSH:** The sewer, water and gas lines are quite common to deal with. We need to stop having developments where no new roads are installed by the developer. If the area is developed the developer needs to figure out and pay for the road situation.

**BRAD:** So this all needs to be discussed at the time of annexation?

**JOSH:** Moving forward we will file an appeal every time a road is not included in an annexation request. We are not asking you to do anything we would not do ourselves. There are a number of parcels that are split between the City and County. This is something we are just making you guys aware of. There are a couple of these parcels on the east side of town. Richmond is cleaner in this regard than most communities in the valley.

**TERRIE:** Do you know the areas with issues?

**JOSH:** That information is in the packet that I gave you. You have taken a half road on the west side of the Gibbons annexation but nothing on the north side. It still all shows in the County. I don't see any huge problems in the City. This will effect current development and future annexation requests. We do have an internet mapping software. All of our GIS information has been uploaded and put on our website. Zoning will be on there soon. The problem is the gathering of the information. If you gather it, we will house it. This is something we are currently doing for the local canal companies. Certain information is available on-line and currently available if you go to [www.cachecounty.org](http://www.cachecounty.org), you can search for name, property owner, zoning, etc. There are many currently available tools and will be many more in the future. We can do a training session on the website if needed. You can do subdivision searches as well. Maps can be accessed, zoning, title work, etc. If you get us the information we will enter it. We won't gather it but will keep track of it after you get it for us.

**JEFF:** I have been discussing this type of thing with Gateway mapping.

**JOSH:** We house the information and they do the leg work. It is not something we would work on daily but can input on a regular basis if needed. We are willing to house the data but you own the data.

**JEFF:** Can we make changes and updates or does the County need to do that?

**JOSH:** Once the basic structure is set up you can then modify it. We have to avoid our workers going onsite to gather information. That is up to you. There is a flood plain viewer as well. We are adding more fields all the time. We are finally fully staffed at the GIS level. The countywide planning services is in jeopardy as there is not enough money there to cover their current costs. We will either have to reformat that office or shuffle priorities. The option to get more funding is to get more funding from the local communities. The program was set up in 1994 to help with planning assistance. Since that time, most cities have hired full time people for this purpose. Cities have outgrown the need of assistance from the County. This year was a negative budget and next year the budget does not work. We are in the process of reconsidering how to do it. I would like to keep the service but the needs of the cities are shifting. Bigger cities are more interested in GIS services.

**MAYOR:** We appreciate you attending this evening and this subject is something that the Council needs to be aware of. The roads are an issue and the cost will be passed onto the City and then in turn to the developer where needed.

**TERRIE:** Can you import our road data? We work with PavAs and they have our road system in their database.

**DAREK:** Yes, it can be done. Sometimes it is easy, sometimes it is complex.

**JOSH:** We can help with your cemetery mapping if you need a place to house it. Gateway Mapping cannot support it in the long term, we can. You don't want to pay in the long term either. We would suggest having one or two people on your staff to gather and support the information.

**TERRIE:** This can be a very valuable tool if done right.

**JOSH:** You can see the County boundary, road signs, future capital improvement projects and County roads by class on this map. It is hard to get started but easy to maintain. The key is getting the initial framework established. It is a free on-line service that we offer. You will see a lot more available as the County keeps adding things as well as local communities. We will be adding water rights in the future.

**TERRIE:** So who owns the information?

**JOSH:** We house it, you own it. If someone discovers a discrepancy we send them to you to verify and change as needed. I will let you know when training will be available.

## **HARVEST MARKET GRANT OPPORTUNITY DISCUSSION**

**TERRIE:** Utahns Against Hunger have contacted the Harvest Market about some grant funding that is available that would allow for us to accept food stamps at the Harvest Market. The grant would pay for the equipment and activation fees for the first year. The food stamp program is now known as SNAP. We would get an EBT machine which is a debit card reader. We would be responsible to be licensed, trained, keep records and doing any necessary reporting that is required. I would like to get the Council's comments in this regard. The wireless internet fee would be about \$25 per month or \$125 for the Harvest Market season. I think we could get

some sponsors to cover the cost. Is this something the City would want to budget for? Pete and Jennifer do have wireless service at the market and we can access it. We would have to run a phone line and get power to the Welcome table.

**BRAD:** This is a big commitment if we don't find a sponsor.

**TERRIE:** Spending City funds on a private group function is a hard thing.

**JUSTIN:** Just to clarify, the City would have to collect all of the funds and then disburse the funds to the vendors. That could be a lot of small payments if a person buys a dozen ears of corn from this vendor and a tomato from another vendor.

**TERRIE:** Yes, that is correct. The Harvest Market is at a tipping point, we need more vendors and more customers.

**BRAD:** I think we should leave it up to the vendor to decide whether this is something they want to pursue on their own.

**TERRIE:** The fees are one thing but the time involved and the auditing could be an even larger commitment and could be expensive. It takes about 45 days to get licensed and then another 30 days or so to get the equipment and get the equipment setup. A firm decision would need to be made no later than March. I think it would be great but it would require a lot of volunteer work and potentially a lot of money.

**JUSTIN:** My concern would be that you are doing this on a volunteer basis and if there is a weekend you could not attend we would have to make sure someone is trained and potentially have to pay them to be there.

**MAYOR:** At this point it appears that it is a subject that can be addressed later if needed.

## **COUNCIL MEMBER REPORTS**

**BRAD:** The Cherry Creek water tank has passed the leak down test and the back filling has begun.

**PAUL:** Have we received clearance on the new well?

**DAREK:** The public hearing in that regard will most likely be in January.

**TUCKER:** How are the MBR plant upgrades coming along?

**BRAD:** On the sewer project upgrades it is an improvement project. The engineering will be finished up and then it goes to the state for approval. Once approved by the State then the project goes out for bid. I hope the actual project work can start in the Spring.

**JEFF:** I am going to start the annual City computer maintenance upgrade. We will be updating to a standard antivirus offered through Comcast. They provide us with up to twelve licenses and that will save us \$300 to \$500 per year. I will use it on all of the systems that I can. We implemented a new computer policy last year regarding what sites were not acceptable to enter into. The computers that I have checked so far don't show any problems so that is a good thing. I think that was good decision in what we decided to do in this regard. I am going to work on wirelessly connecting the Maintenance Shop to the MBR plant. Eventually, I would like to connect to the City system and create our own network. If we spend about \$1,000 to \$1,500 now it will save us about \$2,500 per year in the long run. There have not been any maintenance problems in this regard and routine maintenance once we go this way should be minimal. Our workers can help me run the wire and install the antennas.

**TERRIE:** Are there any security risks?

**JEFF:** The antennas cannot be connected to and the frequency is hidden and encrypted. A person cannot just search for it and find it. You would have to have specific information to find it like police stations do where they have their own frequency.

**TUCKER:** At the last Planning & Zoning meeting there was a request for a conditional-use permit. I have supplied you with the draft minutes from that meeting. A decision was not made since the applicant left before a decision could be made.

**MAYOR:** I appreciate Planning & Zoning's time on that issue.

### **MAYOR'S REPORT**

**MAYOR:** The City employee Christmas party will be at 6:00 P.M. on Friday, January 11th. The next regular Council meeting will be on January 15th. Is there an update on the Sokun Dy nuisance complaint? Has the trailer and cement mixer been moved? I was told that the cement mixer has been moved but not the trailer.

**PAUL:** I will speak with Sokun in this regard.

**MAYOR:** The Christmas bonus checks were handed out and I was told by everyone to please thank the Council in this regard. They are not expected but much appreciated. A few years ago, the City was contacted by former resident Gordon Olson and his wife Elizabeth Betty Olson. They wanted to donate some stocks and money to the Library on the condition that it remain anonymous until they both passed away. They have both now passed away. We are now allowed to make this announcement and to use the money at this time and Marlowe has been in contact with the family and discussed the donation with them. We received our last donation from the family on about the 10th of this month. There is about \$33,000 in stock and \$27,000 in cash money that has been donated. It is roughly \$60,000 total. The purpose of the donation was for a physical upgrade to the Library building and has to be used in this regard.

*\*\*\*Mayor Hall read a letter that is being mailed to Mr. and Mrs. Olson's daughter regarding the donation.\*\*\**

**MAYOR:** Moving forward, Terrie will get with Juliene to discuss within the next month and let her know about the donation. I have visited with Justin and Marlowe about how to proceed and we will get some bids after Juliene puts together a priority list and see what can be done.

**MARLOWE:** Gordon stated that the improvements have to be to the physical building and cannot be used for books or computer purchases.

**MAYOR:** Paul will be involved as well since it involves buildings.

**PAUL:** I think we need to let people know about this as it is a very big deal. I think it should be put in the newsletter.

**MAYOR:** Gordon's only request was that there be a plaque put in the Library stating the improvements were in behalf of his wife. We will for sure install a plaque in behalf of both of them as it is very much appreciated and things will be accomplished that otherwise would not occur.

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

A&D Landscaping	1783.29
Aflac	178.38
Altius	1936.67
APGN	800.00
Cache Chemical	276.90
Cache Service Area	17133.75
Carpenter Paper	100.86
Century Link	322.40
Chemtech Ford	624.00
Coca Cola	36.18
Consolidated Electrical Dist	43.92
Denny's	77.98
Electrical Wholesale Supply	615.23
Glenn's Electric	6642.82
Hall Oil	1719.91
High Smith	94.91
Intermountain Hydraulics	177.16
Interstate All Battery	172.70
Interwest Supply	246.05
Interwest Supply	47.90
IPACO	236.87
JG Builders	3158.75
Johnson Welding	150.00
Kids Discover	19.95
Lewiston City	128.37
Lowers	239.64
Low's	181.88
Maverik	967.89
Maverik (cemetery)	36.85
Nextel	301.95
Oldcastle	22.76
Olson & Hoggan	5122.00
Ovivo	1238.03
Parsons	42544.50
PEHP	135.48
Pitcher Sales	203.15
Questar	54.37
Randy's	63.53
Rocky Mountain Power	2663.1

Six States	60.82
SKM	47.50
Smithfield Auto	143.5
Smithfield Imp	29.59
Smithfield Public Library	150.00
Standard Plumbing	19.69
Staples	397.17
Symbiotics	427.80
Tamara Hardy	21.94
Thatcher	1969.40
The Book Table	35.14
The Home Depot	307.48
Thomson Electric	176.50
Traffic Safety Corp	3300.00
Treewise	110.00
Ut Local Governments Trust	74.32
Ut State Division of Finance	100205.74
Utah vet Diagnostic Lab	53.00
Utah Workforce services	126.81
Visa	310.73
Weidner	250.56
Wex Bank	91.50
Xerox	193.64

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

Adjournment at 9:50 P.M.

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Michael E. Hall, Mayor

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Justin B. Lewis, Recorder