

February 19, 2013

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, February 19, 2013. The meeting began at 7:00 P.M., Mayor Michael Hall was in the chair. The opening remarks were made by Tucker Thatcher.

A flag ceremony was performed by Boy Scout Troop 303.

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

A motion to approve the January 15, 2013 City Council meeting minutes was made by Terrie, seconded by Paul and the vote was unanimous.

DEPUTY REPORT

DEPUTY HATCH: I don't have anything new to report. I did send an email to the other deputies about continuing to monitor the stop sign on 500 North 300 East. I am not sure how much it is being patrolled since I am currently on the graveyard shift.

PAUL: It is still a concern and we appreciate the department continuing to monitor it.

DEPUTY HATCH: There is another deputy that will start working with the City. He was going to attend tonight but he was in a training meeting. He will be here with me next month. His name is Deputy Craig Youngberg. I will send Marlowe his contact information to distribute to the Council. Both of us will be patrolling in town but on different shifts.

MAYOR: We appreciate your service.

BUSINESS LICENSE

R & M ONLINE

RHONDA GUYMON: My husband and I want to start an on-line business. There will not be any traffic or shipping. Everything will be done on-line. It is basically affiliate marketing. Our goal is to direct Internet traffic to websites and then we get a percentage off the traffic we send to that website. Basically it is on-line advertising.

TERRIE: So no consultations?

RHONDA: No. Just all on-line.

A motion to approve the business license request for R & M Online/Rhonda Guymon was made by Brad, seconded by Terrie and the vote was unanimous.

MANDY'S SALON

BRIAN GIBBONS: We have an in-house salon. We are reapplying as we previously had a license but let it lapse for some reason. We will only have one car at a time and we have a driveway for them to park in.

MAYOR: So you had a license in the past?

BRIAN: Yes, but we let it lapse and need to get it renewed.

TERRIE: Any bulk chemicals?

BRIAN: No, just a gallon of shampoo.

PAUL: Is this a new license or a renewal?

MARLOWE: New.

A motion to approve the business license request for Mandy's Salon/Mandy Gibbons was made by Paul, seconded by Tucker and the vote was unanimous.

CACHE VALLEY TRANSIT DISTRICT YEARLY REPORT

MAYOR: Todd Beutler and Diane Bush are here this evening to give us an update on the Cache Valley Transit District. I would like to thank you both for attending. Diane is the City representative on the Transit District Board.

DIANE BUSH: I have a flyer that I would like to present to the Council for review. The District had over two million trips for the second consecutive year. Our focus right now is improving service in these financially hard times. We have been talking about our short term transit plan which is for the next three to five years. Richmond is in the scope of that project. We are one of the longer routes. Part of the plan cannot be implemented until finances improve. The Pepperidge Farms route stopped a few months ago. As a rider that is better for me. I am seeing more people on the bus and many new faces. Things are going good for the amount of cold weather and snow we have had this year. What questions do you have?

PAUL: Is there any specific data on ridership from the City?

TODD BEUTLER: That is a challenge. It is hard to track people getting on and off of the buses. A few years ago we did some tracking three times per year. It is a hard process. The driver was doing the counting and with timing and passenger loading it was hard to properly track. It is actually not worth the effort. Due to some national guidelines we do have to do some random sampling. I am sorry that I cannot give you a specific information from the community. Richmond citizens have always used the system and supported the program. A new Cache Valley North route is being considered for additional services when funds are available.

MAYOR: Can you please give us an update on the new hub.

TODD: The hub is located at 150 East 500 North. It is currently being modified and the shipping dock that is attached to the Sears building is changing. As it currently sits, it does not allow for through bus flow. Our goal is to get more buses at the Transit Center. This project should get under way within the next month. This will help with the round-about planned for 200 East and 500 North as well and improve flow. We have purchased the property to the east of the transit center and down the road will utilize it when funding is available. It will be for a park and ride. There will be 60 parking stalls. We want to get all the environmental work done this year and hopefully start the project next year.

MAYOR: Have you noticed any impact on ridership based on air quality on a given day?

TODD: Ridership is a big variable day to day. It is hard to determine why people are riding and when they are riding. It could be because of the weather, errands that day, car availability at home. We do a “cash in for clean air” program and 26 businesses partnered up with us last year. Last year we had 1,522 participants during the month of February and 250 of those were new riders. Not everyone participated, it was a choice. Most riders can be retained after getting the fear of riding a bus out of the way, after the first time. I was down at the State Legislature today and there was some talk of making UTA fare free on red air days. We are currently a fare free system.

JUSTIN: Can you tell me what is considered a trip? It says two million trips last year, exactly what does that mean?

TODD: We use the national definition of a trip. When a person boards the bus and then gets off that is considered one trip. We use the national standard.

PAUL: We are glad to have the service. I am glad that Diane is willing to serve the community. The program is a benefit to the community.

TODD: I appreciate Diane and her service to the Board as well.

MAYOR: Thank you for presenting your annual report this evening. Diane we appreciate your service. Thank you.

BUSINESS LICENSE

CHUBBY CHEEK BOUTIQUE

REBECCA WILLIAMS: I would like a business license for a baby boutique. I make headbands, beads and stuff for babies. I just moved here and did this same business at my last residence. I started by doing headbands and it just keeps getting bigger and I thought I should get a license.

PAUL: How do people find you?

REBECCA: Mainly on Facebook. I don't have much walk in traffic, most of the stuff is mailed or I meet the customers in Logan. Sometimes people will stop by the house but that is very rare.

TUCKER: Do you make the product?

REBECCA: I make some of the stuff and then assemble some products as well, like the headbands.

TERRIE: No parking issues, you have a driveway?

REBECCA: Yes, we have a driveway and when people stop by it is just long enough to get their product and then they leave.

A motion to approve the business license request for Chubby Cheek Boutique/Rebecca Williams was made by Terrie, seconded by Jeff and the vote was unanimous.

FINANCIAL REPORT

JUSTIN: President Wayne Henderson of the local LDS church asked that I read the following letter.

Justin read a thank you letter from President Wayne Henderson of the LDS church. The letter is included at the end of the minutes.

JUSTIN: We collected \$40,895 in property taxes in January and that brings us to \$86,218 so far this budget year. I read a recent article in *The Herald Journal* and it stated that sales tax was up in some areas. I compared the last two years through January of each year and we are up slightly. Through January 2013 there has been \$107,145 collected and through January 2012 there was \$101,090 collected. I also compared Class C Road Funds as well and there is a slight decrease this year. Through January 2013 the amount collected is \$47,889 where through January 2012 there was \$49,265 collected. Interesting that one tax is up and the other one is down. See line item 3670, Cache County Ambulance, there was \$2,425 collected which is part of the interlocal agreement we are part of. This is a once per year payment. The budget figures you see this evening reflect the approved budget changes that were authorized at the January Council meeting. On Page 4, see line item 4589, Parks – Nature Park, in the amount of \$19,442.90 and a yearly total of \$22,579.87. We paid for the park restroom last month that was worked on by Western Construction. I have submitted a RAPZ tax reimbursement request in the amount of \$22,579.87, I would expect it will be paid and approved at their next monthly meeting. On Page 7, line item 3722, Water – Interest Bonds, there was \$1,658.99 in interest collected on the remaining bond proceeds last month. Marlowe just submitted draw number nine and ten on the tank project so our interest will be decreasing and the amount in the escrow account decreasing as well. Currently, there is \$3,007,193 remaining in the water tank PTIF account. I am going to let Mayor Hall discuss a recent payment on the Gibbons/Skabelund well.

MAYOR: The final payment on the Gibbons/Skabelund well purchase was made at the start of this month. Bruce Jorgensen drafted the documents stating that if the State of Utah does not approve all of the water rights then the seller will pay us back the balance due. The document covers all parties and our obligation has been paid-in-full.

JUSTIN: The final payment to the Skabelund family was in the amount of \$329,570.

PAUL: What do you expect for property tax collections this budget year?

JUSTIN: I am guessing we will be up a couple of thousand over last year but it is hard to know for sure when past due collectibles are figured in.

COUNCIL MEMBER REPORTS

BRAD: In regards to water, there is a hearing tomorrow to discuss the protests on the diversion of the new well. Just to clarify on the Gibbons/Skabelund payment, the original agreement stated that hookups would be included in lieu of payments on the well. That did not occur since the project was not started so moving forward that entire project will be responsible for all fees and hookups. The well is a great purchase for the community and will help to meet demand in the future.

DAREK: The Water Master Plan will project how the new well will affect the City in the future as well.

BRAD: The plan will show flows and how much room we have for growth with our current water allowance. In regards to the recent water line breaks and other issues. Scott, thanks to you and the rest of the crew for getting all of those projects completed in a timely manner in the mud and the cold. Tucker helped on the last break, thanks Tucker.

SCOTT: We appreciate the help of the Mayor and Council in physically helping us on some of those projects as well.

PAUL: Any idea what caused the breaks?

MAYOR: I think the recent break, on about 100 East 475 South, was an existing leak that was quite small and it finally just ruptured. It was an old galvanized pipe and it just kept breaking while the men tried to repair it.

SCOTT: We ended up replacing the entire pipe from the main line to the meter. It was about fifty feet.

MAYOR: It was best and easiest to replace the entire pipe since the entire road was dug up anyway.

BRAD: I feel fortunate that we have quite a decent infrastructure. It is aging but it is in better shape than most communities. I do have a concern about the lack of materials on-site. I am not talking about fittings or pipe but rather sand, gravel and road base. We need some new bin storage. We need to have at least ten yards of product on hand at all times. The Maintenance Shop lot looks great and we could easily install some concrete bins.

TUCKER: Our biggest problem was finding a truck to move the materials on a Sunday afternoon.

BRAD: I am going to get with Justin and review the budget and see if this is something that we can afford.

TUCKER: It will help to save on load fees as well. I think it is a great idea.

BRAD: As an update on the water tank project. The snow has stopped ABC from doing any more backfill work. We will have to wait until spring. Weather permitting they will start again as soon as possible. The backfilling will start again and the chlorination building will be started and completed. It remains to be determined where the well will be located, either at the new proposed site or the existing site. There are just a few minor details remaining on this project. The sewer upgrade project plans have been returned from the state with a few minor comments. Those issues will be addressed this week. I am hoping to get the project to bid shortly.

DAREK: I am hoping to start the "Statement of Qualifications" this week.

BRAD: I am hoping we can send to bid next month. We can start construction as soon as the contracts are awarded. We have been very lucky with our MBR plant maintenance costs up to this point. I think we will start to see an increase in maintenance costs as the plant ages. Currently, we are not paying for sludge disposal and the screw press is not being utilized. Cell (1) has been a big money saver. The improvement project will help the plant to run quite a bit smoother. Scott will be going to several different conferences for water and sewer to keep his certifications current. I have his schedule of when he will be gone. He will be available via cell phone while he is gone. He will be gone around Memorial Day and Black & White Day's time. Jeff, since you are over Black & White Days, I suggest you scrutinize this so that the men can know what needs to be done well ahead of time. There are no new nuisance issues at this time.

MAYOR: Do we have a rough idea on the timing of the tank, chlorination building, well and implementation into the system?

DAREK: Once they start construction again, the backfilling should be done within 30 days and the chlorination building within 60 days. I think the tank could be up and running by June. I was hoping to start drilling the well in the winter but the site did not allow for that to occur. Hopefully, after approved by the State Engineer, the well can start to be worked on in May, maybe June. We will move onto the next phase after that.

MAYOR: So the entire project should be done by the end of summer?

DAREK: I would think the entire project would be completed by the end of the summer. We have a new permit with the DWR as well.

JEFF: I forgot to bring the billboard entries. There were six entries and two winners. One will be displayed on the north billboard and the other one on the south billboard. One of them will be on the flyer that gets distributed as well. The Library has overseen the contest in the past but this year, I think we are going to involve the three local schools. In regards to the cemetery software, we are waiting to implement the software until the new section can be included. Google Earth does not have a picture with the new roads. We need a good picture so the area can be properly platted. We need the exact coordinates. Right now it is covered with snow and not possible.

TERRIE: What about the flyover maps the County did?

JEFF: Yes, I submitted those maps. The issue is the new roads. We want them to match and the layout to be very accurate. If they can use the existing maps then great but if not then we will have to wait until spring. Cost wise it is much better to include the new section so we don't have to start over when including the new section later on. Gateway Mapping has been great to work with. It could be several years before the new section is completed to allow for burials. It will just take a couple of months longer to incorporate the new section into the software. I am working on getting most of the City facilities to wireless internet. In the long term, this will save about \$2,500 per year. We have ordered a new scanner for the City office as well. The plan is to make as much as possible, digital. Justin and Marlowe are already using Dropbox and we are going to incorporate Chris into that as well. They will all be interlinked. We are moving forward with some really good things.

TERRIE: I have had some inquiries into when the first Black & White Days meeting for this year will occur.

JEFF: Generally the first meeting is in February but I have delayed it until March this year. We have a new Youth Council coordinator and I am meeting with her tomorrow and want her to be included in the Black & White Days meetings since the Youth Council will be helping out quite a bit this year. The meeting will be in the first week or two of March. I am hoping to have a date to get the information in the next newsletter.

PAUL: May 4th is the date for the City wide cleanup. It will be the same plan as last year and we will have lunch for those that helped.

TERRIE: Do you want me get the food permit?

PAUL: Yes. The focus this year will be on the Black & White Days area. It was well supported by the community last year.

MARLOWE: I have been contacted by four or five people about reserving booth spaces at the Black & White Days festival. I have just been sending them to the City website.

CHRIS: For booths, have people email richmondcitylions@gmail.com. The Lion's Club takes care of all the booths.

TERRIE: I will put that on the City website as well. Parade applications will be listed on the website as well.

JEFF: I sent an email to Park School. They were recently listed in the top 20% in the state in several academic areas. I sent the email to the Principal. She forwarded me some information and we can put it on the website. I do have a question on the signs that were recently installed by Park School. The sign is really, really tall. It is the tallest sign on the block by far. I have

noticed that the school workers have to climb up on the snow to turn the sign on and off. Once the snow is gone they won't be able to reach the switch. The Principal commented that the switch was located very high as well.

TERRIE: What is the State code?

DAREK: The bottom of the sign has to be seven feet from the ground so that people don't hit their heads.

JEFF: I know that there are regulations on where the signs can be and hopefully people get used to them.

MAYOR: Can the switch unit be moved down to allow for easier access?

SCOTT: No, it is part of the unit.

JUSTIN: Let's call Corey Hansen of KVA Electric and have him do what can be done.

MAYOR: I agree. I have had many positive comments on the sign. Has a meeting been set up yet with the American Legion?

JEFF: Marlowe is going to get it scheduled and let us know when.

TUCKER: Things are going well with the P&Z Commission. When the Commission met earlier this month an approval was issued by the Commission for a CUP at the WDCI factory for a warehouse in a portion of the building. I am guessing the applicant will be coming before the Council soon. I don't have anything else to discuss.

MAYOR: We will be seeing the applicant at the March Council meeting for his request to the Council.

TERRIE: There will be four Library Board openings to fill in June. With Juliene's help we have come up with a list of several names. Sharik Peck, Jr. has expressed a desire to serve. Adrienne Larson and Sara Alleman were mentioned as well. We will be losing Board members Minonette Dayton, Shane Larson, Marlyne Natali and Anna Marie Isaacson. Anna Marie has expressed a desire to serve another term. The appointment is for three years and there is a two term limit. The Board meets every other month. Some other names that were suggested were Heather Moore, Mandy Smith, Ashley Christensen, Paula Covington, and Kristi Knecht. I will ask Juliene to see who is willing to serve.

MAYOR'S REPORT

MAYOR: We will be submitting a joint application with Lewiston City for RAPZ tax funds for a project at the Cub River Sports Complex. The City will apply for a project as well. I think we will inform the county that if we can only get approved for one project this year than our first choice would be the Cub River project since Lewiston is not submitting a City application for themselves. Darek has addressed the water hearing that will occur tomorrow. I would like to thank the Lion's Club and Library Board for the annual State of the City address. One last item, please let myself know when City Attorney Bruce Jorgensen is being utilized by any of you so we can keep an idea of where we stand with him on a monthly basis.

JUSTIN: I am thankful for his help putting together the final agreement on the Gibbons/Skabelund well purchase.

DAREK: Is there going to be an invitation to sponsor any of the picnic tables at the Nature Park like was done at the City playground?

PAUL: That is a good idea and something we should consider.

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

Aflac	178.38	
Altius	1936.67	
Angela Fannesbeck	37.10	
Bair Auto Repair	18.10	
Bear River Health	40.00	
Cache Chamber of Commerce	240.00	
Cache Service Area	15500.75	
Cardwell	1816.98	
Century	444.78	
Coca Cola	65.19	
Comcast	429.36	
Cox Data	347.50	
Denny's	198.78	
Ecosystems	497.70	
Fastenal	14.58	
Fat Boy Ice Cream	226.80	
Giles Dairy Service	946.90	
Intermountain Farmers	163.57	
Intermountain Workmed	65.00	
Itty Bitty	65.46	
KVA Electric	72.00	
Lowe's	128.17	? Void
NAPA	35.76	
National Geographic Society	57.95	
Nextel	301.67	
North American Salt	2304.47	
North Cache Vet	50.00	
Oldcastle	202.39	
Olson & Hoggan	5317.50	
Oneiric	1650.00	
PEHP	135.48	
Peterson Metal Products	475.00	
Peterson Plumbing	206.8	
Pitcher Propane	4654	
Poster Compliance	158.00	
Questar	3327.08	
Randys	86.00	

Rocky Mountain Power	16183.84
Smithfield Auto	97.86
Smithfield imp	441.27
Staples	562.96
Symbiotics	676.20
Tamara Hardy	19.95
Thatcher	2068.56
The Book Table	31.96
The Herald Journal	78.64
The Kings English	59.16
Utah Local Gov Trust	74.32
VISA	3081.84
Watkins	92.00
Western Construction	19442.90
Wexbank	55.60
Wheeler	97.00
Willowbrook Cabinets	1100.00
Workforce Services	192.88
Zions bank visa	434.99

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

Adjournment at 8:10 P.M.

Michael E. Hall, Mayor

Justin B. Lewis, Recorder