

RICHMOND CITY COUNCIL

DECEMBER 16, 2014

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 16, 2014. The meeting began at 7:00 P.M., Mayor Michael Hall was in the Chair. The opening remarks were made by Justin Lewis.

The following Council members were in attendance: Brad Jensen, Paul Erickson, Jeff Young and Tucker Thatcher. Cheryl Peck was excused.

City Manager Marlowe Adkins, City Recorder Justin Lewis, City Treasurer Chris Purser and City Engineer Darek Kimball were also in attendance.

APPROVAL OF CITY COUNCIL MEETING MINUTES

*****A motion to approve the November 18, 2014, City Council meeting minutes was made by Brad, seconded by Paul and the vote was unanimous.*****

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

DEPUTY'S REPORT

MAYOR: There won't be a deputy report this evening as it is the Cache County Sheriff's Office annual Christmas party and the deputies asked to be excused so they could attend.

PAUL: In the past, I have asked some questions about the increased traffic on 300 East due to the ski resort. Since our initial discussion there has been a reasonable increase in the department's presence in that area. I am glad they are keeping tabs on the area. Just so everyone is aware, a two-way stop has been installed on the County property going up to the ski resort. I was not expecting it when I was up there but it is a necessity and I am glad it is installed.

MAYOR: Marlowe, please send the deputies an email thanking them for the patrol and extra time spent on 300 East and 500 North.

DISCUSSION AND DECISION ON THE ROCKY MOUNTAIN POWER WATTSMART PROGRAM

MAYOR: This is the discussion and follow up on changing the light bulbs in the street lights on the highway (200 West) from regular bulbs to LED bulbs.

JUSTIN: After discussing with Marlowe and the research he has done on the incentive to convert to LED bulbs there are two different parts to this plan. The first part is that if we change all 74 light bulbs and upgrade the fixtures to LED bulbs at the cost of approximately \$15,000,

Rocky Mountain Power will then come up and do some tabulating and issue the City a check for approximately \$8,000. This is money we would actually receive to help offset the cost of the project, not just a credit on our monthly power bill.

JEFF: Does Rocky Mountain Power have to approve the bulbs we install?

MARLOWE: No. There are three different levels of brightness available. I would recommend we install a couple of the medium and low illumination lights and then see which one we prefer.

JUSTIN: The second part of the plan is once the bulbs are installed, the City will then start to save money on a monthly basis as the LED bulbs use considerably less power than the current bulbs so moving forward we would receive a reduction in price each month.

MAYOR: I agree with Justin after reviewing this as well. There was some initial confusion on the \$8,000 payment from Rocky Mountain. They will actually pay us and not apply it to the monthly bill. Over 50% of the cost of the project is being paid for by Rocky Mountain Power and the other 50% will be paid for over time with a reduction in the monthly electrical charge.

BRAD: I am aware of at least 22 of the bulbs that are out right now. There are possibly a few more as well.

PAUL: Does anyone know the wattage in the existing bulbs?

TUCKER: Most likely 175.

MARLOWE: That is correct.

BRAD: I was a little concerned we might have more than a bulb problem on the west side of the road but I see at least one of the lights is working so it should be a bulb issue and not a circuit issue.

PAUL: What about the cobra lights? Are there options to change them?

JUSTIN: When they are out it is very simple to make a request on the Rocky Mountain Power website. It is extremely easy if you have the plate number off of the pole.

MARLOWE: They are being replaced on a regular basis by Rocky Mountain Power but they keep getting shot out.

MAYOR: On the cobra lights, we pay the electrical bill but Rocky Mountain Power owns the lights and poles and is responsible for the maintenance of each fixture.

MARLOWE: That will not be the case in the future as all of the lights in the new subdivisions are turned over to the City after they are installed by the developer.

JUSTIN: The proposed agreement with Rocky Mountain Power has a project completion deadline of October 31, 2015.

MAYOR: I have talked to George Humbert and this program will most likely go away in the future as more and more LED lights are installed throughout communities. The program will be decreased on a yearly basis until it no longer exists.

BRAD: If we can buy the light conversion kits for \$160 the net cost to the City would only be \$3,300.

PAUL: The highest amount we would pay for the project is \$6,000 if each conversion kit is purchased at \$200.

A motion to approve the Richmond City LED Street Lighting Project agreement with Rocky Mountain Power, Project Number WBUT_17710, was made by Paul, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

BUSINESS LICENSE

PDW HOLDINGS, LLC

PAUL WHITE: I need a license for a real estate holding company.

PAUL ERICKSON: This business only appears on paper, no physical presence?

PAUL WHITE: Correct. I am using my home address and there is not an actual business or building, it is just a real estate holding company.

A motion to approve the business license request for PDW Holdings, LLC (Paul White), was made by Jeff, seconded by Brad and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

THE CLEANING CREW

ANN WHITE: I need a license to clean the Cache Valley Cabinets and Tops building.

PAUL ERICKSON: Will there be any chemicals stored at your home? We need to know for fire response concerns.

ANN: No.

BRAD: Will the chemicals be stored at the business?

PAUL WHITE: Yes. Cache Valley Cabinets and Tops supplies and stores all of the chemicals on site. Nothing will be stored at my home.

A motion to approve the business license request for The Cleaning Crew (Ann White) was made by Brad, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

CITIZEN SUGGESTION FOR LIGHT POLE DECORATIONS

MAYOR: Cheryl Anderson would like to make a presentation on decorating the light poles along the highway.

CHERYL ANDERSON: I know there used to be flags on the poles on the highway and the wind ruined them. I was looking at some Christmas decorations at Hobby Lobby. There are some fun ideas but they were expensive. I think I could make some decorations and save the City some money or we could buy some from Hobby Lobby. I am not sure the distance between the rods on the poles?

JEFF: It is less than two feet. It is an odd size. It is a big issue as most decorations are bigger than that. Anything displayed in that small space needs to be big so it can be seen.

PAUL: I think it is a great idea but I am concerned not as much about the money as about the weather. The items would be in the weather 24 hours per day, 365 days per year and getting blasted with wind, sand and salt. They need to last more than a couple of years.

CHERYL: I agree.

PAUL: Are you wanting to install lighted decorations?

MARLOWE: Most of the poles have an electrical socket on them but some don't.

CHERYL: I think the ones purchased at Hobby Lobby should last. I want classy ones but I don't want things to be overdone either. I love our lamp posts and they need to be decorated. In Preston, Idaho they install wreaths on the poles. They added some new ones this year but they are plain and boring. They are okay but not great.

PAUL: At least they have something. I thinking wrapping the poles would be a nice idea.

CHERYL: Some lighted garland would look nice like Preston has done. I know we are getting more high end homes and the ski resort and I want the City to look nicer but not spend a lot of money. I can make three or four foot wreaths. I like the Smithfield snowflakes.

PAUL: They are nice.

CHERYL: I want something generic and not offensive. Hobby Lobby has some nice pine candy canes that I could wrap ribbon around.

PAUL: How much does Smithfield spend per year?

JUSTIN: Several thousand.

JEFF: How many poles do we have to decorate?

BRAD: There are 74 if you decorate up Main Street as well.

JEFF: The cost for all 74 poles would be under \$2,500 if the cost per pole is around \$30.

CHERYL: There is no way we would be over \$50 per pole.

JEFF: We need to address putting them up and down each year as well.

CHERYL: Storing them needs to be discussed as well.

JEFF: I think there should be a set time each year they go up and are taken down.

SCOTT BALL: How would they be installed? Would we be able to use a regular step ladder?

MIKE: How high are they? I know I have seen the guys from Smithfield and Logan in the back of a pickup truck.

SCOTT: They are using a boom truck. I don't think it can be done from the back of a pickup truck.

CHERYL: I think from Thanksgiving through January 10th or so would be nice.

BRAD: Check out www.holidaylightsandmagic.com

CHERYL: I think the ones at Hobby Lobby are better. Lighted decorations will cost more money.

MAYOR: I am not opposed to doing something. Scott how would we install them? We would need to know how to do it. Cheryl get a cost and a diagram of what you want to do.

JEFF: We could do just a few each year if money is a big factor.

PAUL: Agreed.

SCOTT: On the highway the decorations must be placed high enough that semi-trucks won't run into them.

CHERYL: I will get some pictures.

PAUL: Will purchasing the materials after Christmas be cheaper?

CHERYL: Yes.

PAUL: I would say after Christmas we start putting them together.

JEFF: I think we start by buying some material this year for a few for next year and then set aside money each year for some nicer ones or new ones.

PAUL: I think it is a good idea but it might take 10 years or so to buy enough for all of the light poles.

CHERYL: I can make one wreath per day. I could have them all done in a few months. My husband is a welder and could help as well. I like the tin man look and he could weld some things for me.

PAUL: Do you mean toy soldier?

CHERYL: Yes, they are cute.

JEFF: Are you thinking the cost will be \$30 or \$40 per light pole?

CHERYL: The wreaths cost around \$15 to \$17 each but after Christmas there are usually 40% off coupons that can be used.

PAUL: We need to make sure and purchase them tax exempt.

CHERYL: I would say \$50 per light pole would cover the decoration and lights. I can do the wreaths and some candy canes and make them cute. Hobby Lobby has some decorations when not on sale cost \$35 each.

JEFF: At \$50 per pole that would be \$3,700 for all 74 light poles.

CHERYL: I would like to have them ready for next year.

JUSTIN: Where would we store all of these items?

SCOTT: That is my question as well. We are going to spend thousands of dollars and have nowhere to store stuff. Right now I have baseball stuff stored at the sewer plant in between pieces of equipment. A storage shed would be needed.

JUSTIN: What about the quonset?

SCOTT: It is full.

JEFF: Maybe we can work with the Fire Department and remove some of that old equipment that is not being used.

BRAD: The quonset needs to be kept for the Fire Department.

JEFF: Can we increase the budget \$3,700 for Christmas decorations this year?

JUSTIN: That much of an increase is not possible right now.

PAUL: Maybe we do half this year. I would say we authorize a certain amount of money and let Cheryl make some examples and bring them to the Council for review.

CHERYL: I think that is a great idea. I will make four to six and come back. How many could be done for \$1,500?

JEFF: Half.

MAYOR: We could spread them throughout the City until we had enough for each pole.

PAUL: I would prefer to spend more for something that looks nice and is durable and just purchase fewer at a time.

CHERYL: Garland will last.

JEFF: I would like to appropriate some money now for decorations for next year.

PAUL: How much can we save?

CHERYL: You will save money by me making the decorations.

JEFF: Agreed.

MARLOWE: Keep in mind the items need to be installed easily. The more complicated the installation the longer it will take. Normal years require a lot of expended time for snow removal this time of year.

CHERYL: I think some type of clip that needs to be tightened would work.

PAUL: I think this is a good idea and I am in favor of allocating some money.

JUSTIN: We would need the consent of the Council and can adjust the budget in January.

CHERYL: I am not sure how many items Hobby Lobby has on hand to purchase right now.

PAUL: I would say to make six examples and come back before the Council in January.

BRAD: February would work as well so she has more time to complete the samples. Please make sure to use LED light bulb strands.

A motion to allocate \$1,500 for the design and creation of Christmas decorations for the decorative lights poles on the highway was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

CHERYL: Do you want me to bring the examples back to the January Council meeting?

BRAD: Yes.

MARLOWE: I would say February is better as the January meeting is almost full.

MAYOR: January is fine.

MARLOWE: Cheryl our next meeting is on January 20th.

BID OPENING FOR THE CHERRY CREEK WELL PUMP AND MOTOR WITH FINAL DECISION FOLLOWING SUBSEQUENT EVALUATION

MAYOR: This is the bid opening for the pump and motor for the new well.

DAREK: We will open the bids this evening for the pump and motor project. The pumps are made to order and have approximately a 20 week lead time. This part of the project needs to be completed before the building is done.

PAUL: What is the life of the pump?

DAREK: It really depends. Factors are how much sand is in the water, the amount of time the pump is used and other considerations like that. We invited five suppliers that make or sell these products to bid on the project and four submitted bids.

****Darek opened the sealed bids in the following order with the amount as stated.****

Nickerson \$68,964.00

CH Spencer \$64,000.00

Delco Western \$69,445.00

Mountain Valley Pump and Motor Service \$74,895.05

DAREK: The math and the specifications on each bid now needs to be reviewed by our department.

PAUL: Have you worked with all of them?

DAREK: Yes. This is their specialty.

TUCKER: They are all distributors.

DAREK: Nickerson actually builds and installs their product. The apparent low bid is CH Spencer and Company. All of the bids will be reviewed to make sure they conform. The Council could conditionally approve the award to the low bidder. We estimated around \$100,000 for this part of the project so we will see a cost savings.

JUSTIN: I would recommend approving the bid with the condition it must be approved by J-U-B Engineers.

MAYOR: I agree. If there is an issue with the low bidder then we would readdress the approval at the January Council meeting.

****A motion to accept the bid from CH Spencer & Company for the pump and motor for the Cherry Creek well project in the amount of \$64,000.00 conditional upon being reviewed and approved by J-U-B Engineers was made by Paul, seconded by Tucker, and the vote was unanimous.****

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

MAYOR: Darek thank you for your time in preparing this and we will wait for your response if the bid meets specifications and is approved.

**PRESENTATION, DISCUSSION AND POSSIBLE PASSAGE OF RESOLUTION 2014-3,
“A RESOLUTION ENCOURAGING THE STATE OF UTAH TO ADDRESS
COMPREHENSIVE TRANSPORTATION FUNDING”**

JUSTIN: The proposed Resolution is in regards to supporting a proposed sales tax increase of one quarter of one percent (0.0025%) dedicated to street maintenance and repair.

PAUL: Who came up with the language in the Resolution?

MARLOWE: The Utah League of Cities and Towns prepared the wording.

JUSTIN: The League is trying to get the Resolution passed in as many cities and towns as possible to show support for the proposed increase that will go before the Legislature.

PAUL: Is this part of the \$100 payment and discussion we had last month about this issue?

MARLOWE: Yes, the same project.

BRAD: I know in attending the luncheon at the League meetings that the lack of road funding is a big issue. There needs to be an avenue to increase road funding. I am not sure why we would be opposed to an increase in road funding.

PAUL: The increase would help the rural areas that have a very limited revenue stream. I talked to a friend in Manti that is on their City Council and they were reviewing the same topic. I asked him how much they struggle in regards to road funding. He said it is an issue every year and they have a better tax base than we do as they have more business. It is an issue everywhere not just here in the City. We have very limited funding and it is not an issue the Council can fix.

MAYOR: Any concerns about the resolution?

PAUL: There is some of the wording that I don't like.

*****A motion to approve Resolution 2014-3, A RESOLUTION ENCOURAGING THE STATE OF UTAH TO ADDRESS COMPREHENSIVE TRANSPORTATION FUNDING, was made by Jeff, seconded by Paul, and the vote was unanimous.*****

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

PRESENTATION, DISCUSSION, AND POSSIBLE AGREEMENT TO RENEW THE EXISTING FRANCHISE AGREEMENT BETWEEN COMCAST COMMUNICATIONS AND RICHMOND CITY

MAYOR: Is this just a renewal of our existing agreement?

MARLOWE: Yes.

PAUL: This doesn't have anything to do with rentals?

MARLOWE: Correct.

PAUL: It is much like them needing a business license to operate in the City.

MARLOWE: The biggest change is we cannot require a contractor to put the cables underground if everywhere else in the existing area is above ground.

JEFF: Comcast is everywhere in the City.

PAUL: I find it interesting that when I called Comcast to get service at my new home the customer service representative informed me there is not any service north of Salt Lake City but the service is located in front of my residence on existing infrastructure. We need to renew the agreement.

*****A motion to approve the renewal of the Franchise Agreement with Comcast of Utah II, Inc. was made by Paul, seconded by Jeff, and the vote was unanimous.*****

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

PAUL: Marlowe thank you for your notes and review of this agreement.

DISCUSSION AND POSSIBLE PASSAGE OF THE RICHMOND FIRE DEPARTMENT POLICIES AND PROCEDURES

BRAD: I have met with Fire Chief Dennis Wood and gone over the Standard Operating Procedures (SOP) and the Standard Operating Guidelines (SOG) and would ask Chief Wood to explain why a change is needed.

FIRE CHIEF DENNIS WOOD: Right now the procedures and guidelines are very vague. From my past experience elsewhere, we need more detail on how to run things. There is no clarity on discipline. The guidelines and procedures in the past have not been utilized and followed. Now everything would be spelled out step by step. Everyone would now know what the procedures and guidelines are and how to respond to a situation. Dress code for the Department is addressed as well. Each member will be required to sign off they understand the guidelines and procedures. The guidelines and procedures can be modified in the future, if needed. As things change and equipment is updated, the procedures and guidelines will need to be updated. In the future the intent would be for the department to vote on the changes and then bring the changes to the Council for formal approval.

MAYOR: Has the Fire Department leadership already approved the new guidelines and procedures?

CHIEF WOOD: I know Ben has reviewed them and the other officers have seen them and had a chance to read through them. I have not had much response from anyone. I wanted the Council to approve them since you have the final say. Once approved, I would then send to the entire department for review. I think there will be changes that will come through this process.

BRAD: The main personnel change is the structure of the officers.

CHIEF WOOD: We would change to one assistant chief and not have two like we currently have. The captains are now the training officers. There is no reason to have two assistant chiefs where we only have 12 or 13 members. Ben Lundgreen is the assistant chief. Justin Gilbert and Jon Hayes are the captains.

BRAD: We also need to maintain proper records for drill attendance as there is a state requirement on attendance for recertification.

CHIEF WOOD: We don't have records from the past to support the required hours. The reason for the 70% drill attendance is that is the minimum requirement to keep the certifications valid.

BRAD: Within the guidelines there is a way to make up for missed drills. This is a volunteer Department and we cannot pay what we would need to pay to get a 100% commitment for drill attendance. There is a way in there to make up for missed drills.

CHIEF WOOD: Yes, make up drills can be done.

BRAD: If a Department member is at a training session that will be counted in the drill attendance. The probationary period is discussed as well. What if someone moves within that time period?

CHIEF WOOD: In the past it was supposed to be that if a Department member left within a certain amount of time they had to reimburse the City. I have never seen or heard of this during my time and experience with other departments. We do have a six month probationary period for new members. We are the same across the valley in this regard. We had a problem where a person went through the Fire I and II sessions and graduated and then moved onto the Logan Fire Department.

BRAD: Are the Fire I and II sessions paid for by the County or City?

CHIEF WOOD: The County is paying the cost right now. The County offers their own class so the classes taught at BATC are not paid for by the County. It is a benefit to all of the small departments of having the courses paid for by the County. Most of our training budget is for EMT's. The cost is \$800 per person for the EMT course and one member just completed the program on Saturday.

JEFF: Who?

CHIEF WOOD: Chris Ross, he teaches at one of the local schools.

TUCKER: Are you going to take one of the drill nights and review the guidelines and procedures?

CHIEF WOOD: I will email them to all of the Department members so they can review them and then we will discuss them at one of the drills. There might be a change here or there depending what is brought up by the Department members. I have been working on this for nine months with the help of my wife, Lori. Changes can be made but we need to get something out there and implemented.

DUSTIN MAYHEW: I was just given a copy of the guidelines and procedures around noon today. I have found a couple of things. I think there might be a liability issue in the extrication portion. I think the guidelines and procedures should be done right the first time when they are approved so they don't have to be changed again. I have been a member of the Department for

eight years and I do what I can to help the community. There are some things in there that affect me and my colleagues.

JEFF: What specifically?

DUSTIN: I have an issue with some of the wording. I work full-time as a fire fighter. The new rules state I have to have 70% drill attendance or I will not be paid at the end of the year but sometimes my work schedule won't allow me to attend the drills. I would not be compensated as written in the new policy where in the old policy I would be. The new policy does not feel fair. I would like the Department members to review the guidelines and procedures first to get their thoughts and then have the Council review at that time. I want to feel more involved. This affects me and what I do. I want the Department to be strong. Chief Wood is right, we need procedures.

BRAD: What is your drill attendance right now?

DUSTIN: I am not sure I was in training from January through April so I was not able to attend any drills during those months.

BRAD: A part of the 70% attendance is that it is important to work and drill together and training together is important. Every member needs to be familiar with the City equipment and know where they fit into the team.

DUSTIN: I agree 100%.

BRAD: I do have a concern on the attendance. If someone is training all the time and never has a chance to attend drills and train with the team I am concerned. I am not a member of the Department so please address this concern for me.

DUSTIN: We train on two standards, all departments do. Overall, the skills learned here are the same skills learned everywhere else. The standard and the scope in all departments is the same.

BRAD: What happens when you miss one drill where you would have learned a certain skill and then you have to respond to a fire and you don't know that skill? I don't want the Department members to miss any skills. Based on what you are saying a fire fighter is a fire fighter no matter what department they are working for.

DUSTIN: I am getting training if I am attending a class elsewhere.

BRAD: This is not a full-time job.

DUSTIN: Don't you want the more experienced guys going out on the calls?

JEFF: I want the opinion of Chief Wood. I see advantages and disadvantages to both sides.

BRAD: Dustin Mayhew and Coltin Larsen are the two full-time fire fighters working for our Department. It is a small pool of people we are talking about. There are 13 full-time volunteers in the Department right now.

CHIEF WOOD: The reason to attend the classes is to get better training. Dustin is paramedic level certified which is a higher level than our Department can attain. We have no intermediate skills on our Department. We are only allowed to have basic EMT and basic squad skills. Members can train at a higher level but as a Department we cannot use those skills as we are on a basic level in regards to how we are approved. About four of the members fall into the 70% category or less and would be effected. I have talked to them. One member works on Wednesday night and cannot attend the drills. We cannot make exceptions for one member and not the other. There are different protocols for counties and states. You don't know other people's abilities unless you train with them. There is the concern of going to a burning building and not knowing what your partner is capable of doing. I understand Dustin's concern. I did not come up with the 70% rule. The rule is based on the percentage required to keep certified. The attendance level is based over a four year period of time.

JEFF: What are other departments doing?

CHIEF WOOD: They all use 70%.

DUSTIN: I get my hours elsewhere.

JEFF: Dustin is a benefit to the City. He has all the certifications.

DUSTIN: I am learning new skills and bringing them back to the community.

JEFF: Is there a way for this to be considered? You cannot skip every local drill. There needs to be something we can agree too.

CHIEF WOOD: I think Dustin attended somewhere between 9 and 13 drills of the 49 in the last year.

DUSTIN: That is not counting the training sessions I attended.

CHIEF WOOD: Dustin has training above what we can offer and can offer better patient care. There are things he can do that the department cannot offer because of the size of our squad.

DUSTIN: Maybe a competency test could be included.

CHIEF WOOD: That is what the certification process is for.

JEFF: For the betterment of the group we need to find a way for this to work. This is not a personal thing but for the group as a whole.

DUSTIN: I agree it betters the group.

MAYOR: The personal aspect and the group aspect are intertwined.

JEFF: The Chief has to see this from all sides as he needs to know what everyone is doing at all times.

BRAD: I think we need a foundation to build on and we can amend the guidelines and procedures at any time.

DUSTIN: Why would you pass something that needs to be immediately amended?

BRAD: Rules are always being changed.

DUSTIN: I think you need to look at what other departments are doing.

BRAD: We have been for nine months.

DUSTIN: The Department members have been cut out of this process.

BRAD: The officers in the Department have seen them. Chief do any of them have a concern?

CHIEF WOOD: Not that I am aware of. I have been mentioning the guidelines and procedures have been reviewed for the last nine months. I am trying to find a way. Other departments require drill attendance.

JEFF: If a member misses a drill night because of training that needs to be cleared by the chief.

BRAD: It is included in the new guidelines and procedures.

DUSTIN: My work schedule is set for the year.

JEFF: It is your job to go to the Chief with your work schedule to try and work it out. It is not his job to come to you.

DUSTIN: You are just asking me to volunteer more time.

JEFF: Volunteers cannot dictate the organizational group and individuals cannot dictate the process.

DUSTIN: So there is only one way to do it?

JEFF: No but the Chief cannot go to each person and try and adapt to them each time.

DUSTIN: It is a volunteer thing and that is the beauty and downfall of the Department.

MAYOR: We cannot implement a rule that will cause us to lose 20% of our staff, especially where they are volunteers.

JEFF: That is why we are bringing this up to try and resolve it. Dustin, I can see you are emotional.

DUSTIN: I have worked with the Department for eight years. I try and do extra stuff for the City and I have helped to train other members in the past. Because my full-time job conflicts with this you are basically asking me to quit my full-time job to be a volunteer for the department and then change how the volunteers are compensated.

PAUL: This is not a compensation issue. Chemistry is an issue, not compensation. There is a risk to everyone involved. I am not sure how to solve it either.

DUSTIN: I think we should put it to a vote in the Department.

PAUL: I don't think so.

MAYOR: Who decides what counts as attendance for a drill?

CHIEF WOOD: Basically, I do.

JEFF: How do we clarify that?

BRAD: The 70% number is not a change from the past. The issue is the way it is being tabulated. Drill attendance has not been accurately documented in the past.

CHIEF WOOD: It has been this year.

BRAD: But not previous to this year.

PAUL: I am glad we are now keeping track.

DUSTIN: I think the documentation is accurate for the year.

CHIEF WOOD: We lost Dustin from drill attendance for three months while he was at a paramedic class. The class was not sponsored by the City and not counted as part of his drill attendance.

BRAD: His drill attendance would still be under 50% even if that training was included in the attendance calculation.

CHIEF WOOD: The issue is because of his full-time job. The issue is not with Dustin personally but with the Department as a whole. I have another member of the Department that cannot attend drills, as well, because of his work schedule.

DUSTIN: I feel the Department is not wanting to utilize my skills.

PAUL: If the drill night changed would that work?

CHIEF WOOD: We switched the drill night from Thursday night to Wednesday night since the local training occurs on Tuesday and Thursday nights. Right now I have 10 or 11 Department members attending each drill regularly.

PAUL: It won't help to change the night as you still cannot achieve your objective.

BRAD: The issue is how do we safely and effectively include someone in the department that cannot attend the drills on a regular basis. We need to figure out a way to solve this. I don't want to lose volunteers.

MAYOR: Especially those with the professional training like Dustin. I know if I have an issue and someone responds I want the best guy with the most experience showing up.

DUSTIN: We need to find a way to include the other training. The City is not paying the bill for my training.

BRAD: This is not about the money for the training. We want people working together.

JEFF: I think there can be a compromise on both sides. The Chief might have to be creative. Dustin also must be willing to say he is not above the rest of the group. Dustin you are valuable and incredible in what you offer.

DUSTIN: The support of the Department is very important.

PAUL: I don't think this can be solved tonight.

JEFF: Maybe those working as full-time fire fighters or EMS personnel should be exempt. Dustin's experience is valuable. There needs to be a respect and understanding between the members and what the department is trying to accomplish. I will side with the Chief before I side with an individual if it cannot be worked out.

DUSTIN: I think you need to look at drill attendance and maybe it can be based on the days we are on duty at work.

MAYOR: I will support Chief Wood and want every opportunity to look at anyone that wants to volunteer. Overall, the plan the chief has is good. I don't want to lose two Department members on a staff of only 13 members.

CHIEF WOOD: The 70% requirement would not go into effect until April 2015.

JEFF: I am worried about how Dustin is feeling and we need to address his concerns.

CHIEF WOOD: I don't have a problem with that but let me know how it can be done.

BRAD: This is something that has been worked on for nine months.

CHIEF WOOD: This will also affect those members that are attending all of the drills as well.

PAUL: Maybe we could have a workshop session in January to discuss this issue.

BRAD: I would say to the Chief, let's let the members of the Department review the procedures and guidelines for 30 days. I want positive ways to serve the community. If we cannot get the majority to approve then we are looking at starting over.

CHIEF WOOD: I don't have a problem with that.

DUSTIN: Thank you for listening to my concerns.

BRAD: I want to see people here to voice their concerns. I am glad you came.

DUSTIN: This is nothing against Chief Wood. I think he is doing a great job but I do have some concerns with the proposal.

BRAD: Send the suggestions to Chief Wood and the Council for review. I don't want to see the Department divided over this issue.

PAUL: I am willing to attend a workshop session if that would help.

JEFF: We could also attend a drill night as well and discuss.

CHIEF WOOD: I am not available on Monday evenings.

BRAD: The idea is to come up with solutions to the concerns, not to create more problems.

A motion to table the possible passage of the Richmond Fire Department Policies and Procedures was made by Brad, seconded by Jeff, and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

DISCUSSION ON THE REPORT PREPARED BY NORTON THURGOOD ON THE CONDITION OF THE CITY ROADS

PAUL: Norton Thurgood has been helping us evaluate our roads for several years.

NORTON THURGOOD: Since 2005.

MAYOR: The roads have improved throughout town with his help. I appreciate the annual report and updates as well.

PAUL: Where should we focus our efforts and get the best value in return for our remaining budgetary funds? We have very few resources left in this budget year.

NORTON: I have been thinking about some different ideas over the last three weeks. Hill Haven is an obvious choice. We did some skin patching in the area in November. A good job was done with the work that was completed. More could be done there in the spring. Chip sealing will buy a few more years of use.

PAUL: With our remaining \$10,000 in budgetary funds should we do chip sealing or crack sealing?

NORTON: Crack sealing.

PAUL: Not in Hill Haven?

NORTON: Correct.

PAUL: What are our top priorities?

NORTON: South State Street could be done now. On Main Street from 100 East to 300 East could be done now. There were some contraction cracks in that area I was surprised to see. There are some cracks in the new section of road on 300 East that need to be filled before the road is sealed. All of the crack sealing on the roads that are rated six or less could be done for \$10,000 but that does not include Hill Haven.

PAUL: It would be nice to do all the rest.

NORTON: I provided some inaccurate numbers on the chip sealing information. There were a couple of blocks that were duplicated and the duplicates have now been removed.

PAUL: Did Top Job Asphalt do a good job?

NORTON: Pretty much. I need to talk to their operators. I see where they were in a hurry in some areas and did not get all the way to the end of some cracks. They just need to slow down a little bit and do the job right.

PAUL: The new road on 300 East was discussed during our workshop session. What is the downside of not chip sealing that section of road until 2016 as opposed to 2015?

NORTON: It would not be catastrophic.

PAUL: There were six areas that were repaired and replaced after the initial repair. The repaired areas now have seams that can lead to future problems.

NORTON: It won't be catastrophic to wait an extra year.

PAUL: Does something need to be done with those seams? That section of road is in the priority list. The seams could be filled and the chip sealing delayed for a year. The 500 North road is going to need to be dealt with as well.

PAUL: We are going to apply for some grant funding through the COG for 500 North. The edges need to be repaired, compacted and chip sealed. The ski resort sewer line runs on the north side of the road and must be connected before any type of road work can be completed. Some trees will be removed in that process as well. What should we do in Hill Haven?

NORTON: Are you just wanting to buy a few more years?

MAYOR: If we were to chip seal that area again would we be able to buy another three to five years?

PAUL: The last time it was done was around 2008. The road is hurting now and needs to be repaired.

NORTON: We have had around six years of wear on the current chip seal.

JEFF: Could we chip seal it now and buy another six years of use?

NORTON: I think so. We need to fix the alligator crack areas for sure. I would recommend having the oil shot at a higher rate than normal. Lots of oil will not hurt that area where it is not a high use area. If the oil bleeds a little bit that won't be a problem. Bleeding would actually help the road.

PAUL: Should we rent a roller and smash the chips in?

NORTON: When the county puts down the chips they will roll the area. When the area is good and hot a couple of days later it would not be a bad idea to roll and compact the chips again. The

oil spray team will balk at adding more oil and say it is too much but it is not. It will help to seal the road better. The road won't be pretty but it will be in better condition.

JEFF: I like that idea.

MAYOR: I do as well.

NORTON: On 100 South from 100 West to 200 West needs to be chipped as well. I would like to get there as well as back to 300 East. In 2005 when I started helping the City that is the first section of road that was chip sealed first.

PAUL: When do we need to sign the contract with the county?

NORTON: They need oil estimate numbers by mid-January.

MAYOR: We won't do anything on 500 North until after the application for the grant has been reviewed. We don't want to do anything to jeopardize the grant application. I am hopeful the board will give consideration to that road since 300 East and 500 North were both areas of concern in regards to increased traffic from the ski resort. This concern has been expressed from the beginning. I appreciate Paul and Norton's help on gathering this information.

NORTON: I would say to do the chipping next year in Hill Haven and I would think all of our chipping projects for next year could be less than \$40,000, especially if the price of oil stays low. We will also plan \$10,000 worth of crack sealing for the spring as well. The west end of 100 South from 100 West to 200 West and 100 North from 100 West to 200 West have some real problems by the highway. The area by the dentist office is really bad.

PAUL: By North Cache Veterinary Clinic as well.

MAYOR: The vet clinic area really gets hurt by all of those buses.

PAUL: The south road in Hill Haven is really bad.

NORTON: Some skin patching can be done there. Any crack sealing is money well spent. Some roads have been crack sealed and some of the cracks have opened up again. There are some on 300 South I have noticed. It is from fatigue in the cracks. The cracks will get worse if the issue is not addressed. We need to keep our eyes on that area.

PAUL: Norton thank you for your time and effort on this project.

NORTON: I am hopeful we can get that grant for 500 North.

MAYOR: Darek please give us an update on the grant application for 500 North.

DAREK: We are considering doing a joint application with the County. A traffic count was done about a month ago and a second one will be done later when the ski resort is operating. I have had the edges of the road surveyed while our surveyor was in town. A bus and a car cannot pass each other safely on that road. We are gathering some photos and other evidence for the application. Justin is helping to obtain some pictures. The application is due in February and awarded later in the spring. The application is to the same group that approved the grant for the North Cache road repair on 600 South. I am pushing this grant as a safety issue. The County is aware of the concerns of the City.

PAUL: Road condition and angle of the road are issues as well.

DAREK: The width is a big issue.

PAUL: That section of road was not designed for what it is being used for.

MAYOR: The application is being prepared by the County and then they will send to the cities to be filled out.

DAREK: We want to get it filled out as soon as possible and not wait until the last second.

MAYOR: Darek and Norton thank you for your help on this project.

SCHEDULING OF EMPLOYEE EVALUATIONS

MAYOR: It is time for annual employee evaluations and we need to determine a night in January that will work. I need a couple of Council members that are willing to attend. Everyone can attend if they want too.

BRAD: Thursday is best for me.

MAYOR: January 8th is the State of the City address presented by the Library and Lion's Club.

MARLOWE: The City employee Christmas party is on January 9th.

PAUL: I will be out of town January 15th through the 19th.

MAYOR: Will January 15th or 22nd work?

PAUL: I am good on the 22nd.

JEFF: I am as well.

MAYOR: Let's plan on January 22nd.

BRAD: I am not available until 6:00 P.M.

MAYOR: Let's have Scott, Ben and Rob come in.

BRAD: Any part-time employees we want to come in?

JEFF: I would like Yumi to come in as well .

MAYOR: What about Charles?

BRAD: Yes.

MAYOR: What time do we want to start?

BRAD: I think we schedule them 20 minutes apart.

MAYOR: Let's start at 6:00 P.M. and have Scott as the last interview. That way any concerns that are addressed in the other interviews can be addressed with Scott.

JUSTIN: Be advised that if three or more Council members attend the meeting, it will need to be advertised as a workshop meeting as it would be an official meeting.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY

JUSTIN: I have the list for employee net Christmas bonuses for the year. These are budgeted amounts and we save them to pay at Christmas time so the employees have a little bit more this time of year. Juliene has reviewed and approved of the Library staff bonuses. Chief Wood receives a bonus this year since he took over for Chief Bair who received the bonus last year. Overall the bonus list is almost identical to last year.

A motion to approve the following net Christmas Bonuses for the Richmond City employees for the year 2014 was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

Net Bonus Amount

ADKINS, MARLOWE	500.00
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BAIR, ROBERT	500.00
BALL, SCOTT	500.00
CHISM, CHARLES	500.00
FORSGREN, PATRICIA	100.00
FUNK, MATTHEW	500.00
GILBERT, JAN	150.00
LEWIS, JUSTIN	500.00
LUNDGREEN, BEN	500.00
PARRISH, JULIENE	500.00
PETERSEN, TAMARA	150.00
PURSER, CHRIS	500.00
REESE, TINA	100.00
TITENSOR, MELISSA	200.00
NIELSEN, SHAYLEE	50.00
REESE, JANESSA	50.00
WOOD, DENNIS	300.00

JUSTIN: Building permits are up from the last few years with the 16 new homes going in the Cherry Creek Heights P.U.D. We received \$21,864 in Class “C” Road Funds for the months of September and October. We are a few hundred dollars ahead of last year. I am happy to report that J-U-B submitted the reimbursement request for the Federal high pressure gas line grant and the money for the project has been received by the City. The total paid to the City is \$49,765. It does not show on this report since the report is through November but we received the first of our two big property tax receipts. The amount received this month was for \$57,801 and will show up on the report for next month. We also received the \$300 donation from Rocky Mountain Power for Youth Council activities. There will be a budget public hearing at the January Council meeting as we adjust the budget at the midpoint of the budget year.

MAYOR: A thank you letter has been sent to Rocky Mountain Power.

JUSTIN: The cement work for the Black & White Days RAPZ tax project has been completed and will be paid for this month. Jeff will work with Mark Bergeson on the renovation of the grandstand area. Paul, I would feel comfortable in stating you have \$12,000 left in Class “C” road funds for the budget year.

PAUL: I will get with Norton and get the remaining work scheduled. I am not sure how much longer the interlocal agreement will stay in effect but it sure saves the City money as the County does the work significantly cheaper than private contractors.

JUSTIN: There was \$86 collected in use fees at Cub River for soccer field use and that makes a total of \$533 collected this year for use fees at the complex. The impact fees on the Abbott home in the Cherry Creek Heights P.U.D. has been received this month so it will show up on the report for next month. The loan payments on two of the water loans will be paid this month. The big payment on the water tank project is due at the start of July of each year. Marlowe informed me the funds from the last draw request on the water tank project have been deposited into the checking account this week.

COUNCIL MEMBER REPORTS

PAUL: Darek, Tucker and myself attended an Irrigation Board meeting on the proposed piping project. The meeting was held on December 10th. It was an open house type format. Drainage is a big issue and nobody really knows how to manage it. There is a big concern about piping all of the canal and then filling in the canal. There is not a consensus in how to manage the storm water issue. One of the selling points to the shareholders was that the new system would be pressurized out to approximately Judge Funk’s property at the south end of town. The Bureau of Reclamation is providing a one million dollar grant but it has some electricity generation stipulations. It is an engineering issue that will need to be dealt with as it does not appear it will be pressurized all the way. The shareholders to the south are not happy about not having a pressurized system. An open pipe is only around 20 pounds per square inch. It is an issue that will need to be resolved. One proposal that the Council needs to be aware of is the idea of not using the existing stream bed for the piping of the project but using the City right of way area throughout town. The cost would be different if that route is chosen but it would allow all of the lines to possibly be pressurized. There was a spirit of cooperation at the meeting. President Terry Spackman did not speak much during the meeting, most of the talking was done by the project engineer.

DAREK: The north end users are very concerned about the storm water issue and the farmers and landowners in the area led the discussion on the issue. They are aware of the concern and know it is a concern.

PAUL: Correct.

TUCKER: If the City right of way is used several roads will be crossed. I don't think it will be possible to bore the roads with that size of pipe. We might be able to coordinate fixing some of the intersections as part of the pipe project. Maybe we could widen some areas thirty or forty feet. I would guess that the boring or digging concern will be addressed in the design of the project. It was a very cooperative meeting. I have talked to Terry Spackman and they are going to have another meeting in January. They will be discussing storm water again as something will have to be done to resolve the problem. It was good to attend the meeting.

DAREK: There are currently not any design plans that have been completed. Nothing has formally been approved yet.

MARLOWE: Just as a reminder as I am sure you are aware but any storm water line would have to be installed under the culinary water line per State Code.

PAUL: I am aware but it is not a point to worry about until they decide for sure what they are going to do.

MAYOR: I appreciate Paul, Tucker and Darek attending the meeting. I am glad they are keeping up to speed on the project in behalf of the City.

PAUL: There are definitely strong opinions by everyone involved.

MAYOR: Cheryl is absent this evening but has asked Jeff to give her report.

JEFF: The Harvest Market is done for the year and tallied over 1,500 visitors. There was live music almost every Saturday. About 40% of the people that passed through the market were from Richmond so as you can see there were many people from other places. The market runs from June through approximately October 17th. There will be some new signs for next year.

JUSTIN: The intent is to take the donations and budget for the market and have some signs made up and placed throughout the valley to advertise the market.

JEFF: For the year there have been over 15,000 visitors to the website so we are averaging over 1,000 per month. There are a lot of people on-line looking at stuff. Overall, the newsletter, municipal code and City Council meeting minutes are the most viewed items. I think it is great people are looking at the website. In January and February it is time for the annual computer cleaning and updating. I am recommending this year we move to an enterprise antivirus system. The home version is not good enough any longer for businesses and cities as there has been a major uptick in spyware and adware in the last year. The new viruses can now bypass some of

the lighter or cheaper antiviruses. This is an across the board problem for businesses and cities to deal with. I am trying to prevent future problems before they happen. The enterprise antivirus will block basic porn sites, malware, spyware and adware. I am getting some pricing and where I am working with so many other groups I think I can get a bulk pricing discount. The cell phones for the employees are eligible to upgrade and we will look at upgrading them in January or February. We are in a good position with being able to upgrade as there are a lot of new phones available. I am still in the process of reviewing the time tracking software. I am going to review a few options and then test them out before I bring a recommendation to the Council for consideration.

MAYOR'S REPORT

MAYOR: Justin can you please update the Council on the small claims case.

JUSTIN: I have been working with Kelly Smith and he has issued a demand letter to the person that signed the contract for the rental of the Community Building. The contractee was requested to pay \$300 immediately or the case will go to small claims court and additional fees will be added. The contractee was sent a letter detailing the damage and filth that was left behind and the \$300 is to pay for the damage to the men's restroom. The person has to respond this week or Kelly will pursue the issue further, if needed.

MAYOR: Do any of you have thoughts of who would be willing to serve as the new representative on the Cache Valley Transit District board?

PAUL: When is Diane Bush done?

MAYOR: She would like to be done in January or February.

JEFF: Elbert Sweeten rides the bus every day.

MAYOR: Please talk to him and see if he has an interest.

PAUL: We need to make sure we find someone that rides the bus on a regular basis.

MAYOR: If Elbert is interested we can make arrangements for him to meet with Diane to discuss what is involved. The City employee Christmas party will be on January 9th at 6:00 P.M. at the Birch Creek golf course clubhouse. The next City Council meeting is on January 20th. On the one nuisance complaint a letter was sent to the owner of the property. The person residing at the home is not the property owner. The property owner has responded to the City informing us he has approached the tenant and asked for a detailed plan of what will be done to resolve the issue. If we have not heard from Scott Fife, the property owner, or the tenant by the end of the

year we will move forward within in our legal rights. Scott wants the issue resolved and was good to chat with in wanting to get it resolved.

EXECUTIVE SESSION

*****A motion to close the regular Council meeting and open the executive session to discuss a personnel matter was made by Jeff, seconded by Paul and the vote was unanimous.*****

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

*****The executive session started at 9:16 P.M. ****

Those in attendance: Brad Jensen, Paul Erickson, Mike Hall, Jeff Young, Tucker Thatcher, Justin Lewis, Marlowe Adkins.

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

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

Absent: Peck

*****The executive session closed at 10:28 P.M.*****

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

Yes Vote: Jensen, Erickson, Young, Thatcher

No Vote: None

None: Peck

A&D	4799.49
ACP Direct	75.45
Advanced Heating	225.00
Aflac	228.18

Allred Jackson	9000.00
Al's Trophies	112.07
Altius	1817.49
Angela Fannesbeck	110.00
Apparatus Equipment	285.00
Bear River Health	40.00
Beeline Digital	23.00
Big J	110.46
Cache County Corp	1885.50
Cardwell	1294.40
Century Link	237.1
Demco	100.94
Denny's	85.98
Ecosystems	427.80
Fastenal	35.11
Gall's	216.94
IFA	39.99
Interstate All Battery	902.45
Itty Bitty	111.09
Johnson Welding	100.00
Jrock	27055.31
KCA Const	750.00
Lee's	83.95
Lee's Plumbing	95.00
Lewiston City	65.11
Logan City	16911.68
Maverik	1311.12
Maverik Cemetery	852.27
Maverik Fire	97.50
N.C. Vet	123.00
Northstarts Ultimate	87.10
Outdoors	
Oldcastle	295.86
Olson & Hoggan	2641.00
PEHP	101.96
Pitcher Propane	415.13
Questar	968.08
Randy's	594.41
Rocky Mountain Power	3967.83
Safety Supply	82.62
Shane Larson Art	300.00
SKM	42.50
Smithfield Imp	6.99

Standard Plumbing	110.63
Staples	46.28
Tamara Hardy	23.20
The Herald Journal	34.54
Top Job	11990.00
UEN	150.41
ULGT	52.89
USA Bluebook	822.05
UT Div of Finance	51002.1
Valley Agronomics	342.00
Verizon	249.45
Waterford	6560.60
Zions Bank Visa	288.68

Adjournment at 10:30 P.M.

RICHMOND CITY CORPORATION

Michael E. Hall, Mayor

ATTEST:

Justin B. Lewis, City Recorder