

## **RICHMOND CITY COUNCIL**

**OCTOBER 20, 2015**

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, October 20, 2015. The meeting began at 7:00 P.M., Mayor Michael Hall was in the Chair. The opening remarks were made by Marlowe Adkins.

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

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

### **APPROVAL OF CITY COUNCIL MEETING MINUTES**

\*\*\*A motion to approve the September 15, 2015 City Council meeting minutes was made by Brad, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck, Thatcher

No Vote: None

### **DEPUTY'S REPORT**

**DEPUTY JARED KELLER:** There were 46 calls of service last month. The call volume is higher on graveyard and swing shift throughout the valley. Twenty-five citations were issued last month. We try and work with the citizens and offer courtesy warning tickets when appropriate. There was a burglary yesterday. The modus (*modus operandi*) of the burglary fits some of the other recent burglaries between North Logan to here in the City. Three agencies are involved in the investigation. The Cache County Sheriff's Office, North Park Police Department and Smithfield Police Department are all engaged in finding the burglars. The targets are higher end homes. Usually the burglary happens in the middle of the afternoon. Doors and windows have not been secured and allow easy access. This is a bad habit throughout Cache Valley. Can you put something in your newsletter?

**MAYOR:** We are going to put in the newsletter, on Facebook and send a message through our City communication system.

**DEPUTY KELLER:** It is a good rule of thumb to keep doors closed even when you are home. Right now is a higher risk time because of the recent burglaries. I am not trying to scare the community but want to make sure people are aware and take precautions. The two burglaries in town were homes that were side by side. The suspect fled when one homeowner came home. The suspect is getting braver.

**PAUL:** Is there a physical description of the person?

**DEPUTY KELLER:** No. The homeowner in town opened the garage door and only saw a shadow or figure exiting the back door of the garage. The homeowner then called 911.

**MAYOR:** We appreciate your service. We especially appreciate the recent patrol on 300 East.

**PAUL:** Is there extra coverage for Halloween?

**DEPUTY KELLER:** A lot of overtime shifts will be worked. The entire Department will be working. There will be at least one deputy in every city we cover and there might be as many as two or three deputies per city. There will be at least one or two deputies in Richmond.

## **PRESENTATION BY CACHE COUNTY SHERIFF CHAD JENSEN**

**SHERIFF CHAD JENSEN:** I am just checking in as I have not been here in a while. I have the overall numbers from last year and have been tracking those against the current year. The Department has made good strides. Good things are happening in the Department. We have been able to reduce some administrative costs at the office. Deputy wages have been raised. Previous to last year the Department lost, on average, 60 employees per year. Last year we lost 12 to 14. This year we have lost three and they were all employees that retired. Morale throughout the Department is better. All of the patrol shifts have been redone; therefore, the coverage moving forward should be better. Our response time to calls is better. More patrols are being done in town. Patrol shifts in town are better than the previous two years. We did have some issues with animal control I need to apologize for. The City did not get the service it deserves in this regard for a period of time. Kenny Eggleston retired from the animal control position after seven years and went back to the jail. Deputy Parker was put in to take over the animal control position. We found out in the process of Kenny retiring that the Utah Retirement System did not count his seven years of animal control service towards his retirement. I pulled Deputy Parker back to a patrol position until the retirement issue could be resolved. The issue was resolved and Deputy Parker is now the animal control officer. Right now we have one full-time animal control officer and will have a second full-time animal control officer by mid-November. I apologize for the lack of service in this transition.

**MAYOR:** I am not aware of any problems. Kenny was great to work with.

**SHERIFF JENSEN:** I did not want to jeopardize an officer's retirement so until the issue could be resolved we had to make some changes. I have looked over last year's numbers. In 2014 we spent about 2,500 hours in the City. This year we are on track for 2,450 hours. In regards to incident reports we are about 150 calls of service higher this year above last year. It is a small worry but not a big concern at this point. Citations are up from last year. Nothing else major is changing and I am not worried about anything. I am out meeting with all of the cities to see if there is anything in particular I need to address.

**MAYOR:** We want to thank you for your participation at the City party. Your Department went well above and beyond what you needed to do. We received nothing but positive comments. Everything was great. The horse rides and handcuff van were especially popular.

**DEPUTY JENSEN:** Many cities have done away with their city parties over time. There are only three left that I work with and this one is by far the biggest. We appreciate being able to attend and putting a positive light on the Department.

**MAYOR:** We appreciate you and your team.

## **QUARTERLY REPORTS**

### **FIRE & EMT REPORT**

**FIRE CHIEF DENNIS WOOD:** Two members of the Department have been moved to associate members. If they participate in more drills they can rejoin the force.

**JEFF:** Who are they?

**CHIEF WOOD:** Sam Andrews and Lyle Bair. There are three new members on the force: Jeff Jenkins who has been a past member, Tanner Smith and Juston Kowalski. They are all about ¾ of the way through the EMT class. The County will teach the fire fighter classes in the future. No longer will Bridgerland Applied Technology College teach the class. By March 2016 everyone in the Department will be fire and EMT certified. We are always looking for new members. From January through September there were 52 calls of service. There were 10 mutual aide calls. So there have been 62 calls so far this year which makes a volunteer department fairly busy. There have not been any fire losses in the city. Our average response time to a call is 5.22 minutes.

**CHERYL:** What is considered a loss?

**CHIEF WOOD:** A car fire is not a loss to the City as the car was not from here. The wreck on the highway with the cement truck did not include a vehicle from Richmond so there was not a loss there. Most losses are structure related. We are going to apply for an SCBA grant. We are the only Department in the valley using low pressure bottles. If we have to respond to a mutual aide call we want to be able to share bottles, if needed. We are busy giving station tours to local Scout groups and preschool kids. Last Wednesday we spent two hours at White Pine Middle School doing a presentation. Our members are willing to take time off of work to do this. We are doing another tour this Wednesday. We are considering trading Engine 30 with Hyrum for one of their vehicles. Engine 30 is of no value to the city. We would trade our truck for a structure truck. The County is considering and going to let us know. The truck we would be trading for is in the rotation to be replaced in 2018 so we could get a new truck for free at that time if this happens. I am working with Kevin Maughan of Hyrum to see if this might work out for both departments.

**BRAD:** Who designed the new logo?

**CHIEF WOOD:** The entire Department was involved. It was about a nine month process. We all have new dress clothes for the Department for presentations and other meetings.

**MAYOR:** We appreciate your service and let the department know as well. The response time of the department is great.

## **BUSINESS LICENSES**

### **BELLAME SMOOTH**

**ANGELA ANDREW:** I have been in the profession for ten years. I have had a licensed LLC for four years. The place I worked at recently closed and now I want to offer my services in the basement of my house. I do manicures, pedicures, waxing and facials.

**MAYOR:** How much traffic will you have at your home?

**ANGELA:** I would only have seven or eight clients per week coming by. I am not accepting any new patients. I would work for one or two hours per day.

\*\*\*A motion to approve the business license request for Bellame Smooth (Angela Andrew) was made by Paul, seconded by Jeff and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck, Thatcher

No Vote: None

**CHRIS:** Is the business license only good for 2015 or 2016 also?

**MAYOR:** It will be good for 2016 as well.

### **TIDBITS SHOP**

**CAMILLE GRAHAM:** I have a website and selling items on it and it is turning into a profitable business. We want to be legal. We sell items that we make at home, mostly woodworking or craft items.

**MAYOR:** Any traffic?

**CAMILLE:** No.

\*\*\*A motion to approve the business license request for Tidbits Shop (Camille & Kevin Graham) was made by Brad, seconded by Jeff and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck, Thatcher

No Vote: None

### **CONTINUED DISCUSSION ON PROPOSED ORDINANCE 2015-4 RELATIVE TO CULINARY WATER RATES**

**MAYOR:** We have been talking about this since May or earlier. The public hearing was held last month. The item will be a decision item at the November Council meeting. Tonight is a discussion of any concerns or issues the Council might have.

**BRAD:** I did have a follow up conversation with Craig Harris but I am still unsure of what his position is.

**MAYOR:** A summary of the new rate is the base rate will stay at \$55 per month and include up to 10,000 gallons. There is a \$1.00 per month base rate increase in July of each year for cost of living increases. A surcharge of \$1.00 per 1,000 gallons of water used will be included for 10,001 to 100,000 gallons used and the surcharge will increase to \$2.00 per 1,000 gallons used over 100,001 gallons per month.

**JUSTIN:** The ordinance, if passed, would go into effect January 1, 2016.

**MAYOR:** Please include as a decision item for next month.

### **DISCUSSION ON ADJUSTING WASTEWATER RATES TO COVER THE INCREASING COST FOR TREATMENT OF EXCESSIVE TOTAL SUSPENDED SOLIDS (TSS), BIOCHEMICAL OXYGEN DEMAND (BOD), NITRATE/NITRITE AND PHOSPHOROUS CONTAINED WITHIN WASTEWATER COMING FROM DESIGNATED SOURCES.**

**MAYOR:** This is our initial discussion on increasing certain fees in the sewer enterprise fund fee schedule. This won't affect the resident's monthly bill. This will mostly affect certain businesses. The State approves a permit for us to dump into the river. The discharge permit has certain guidelines. We will be increasing the billing rate to those sending more than standard household waste into the system.

**DAREK:** We did a cost of service study to show what it costs to treat your wastewater. Electricity, the loan, chemicals, etc., are all included. Residents are billed based on a typical strength level and a certain amount of flow. Anything above the regular household strength costs more to treat at the plant. There is a cost to meet the discharge requirements into the river and this ordinance helps to account for the extra costs above regular household wastewater.

**MAYOR:** There is also a resolution for consideration. If costs of the items needed to treat the wastewater go up or down we can adjust by resolution rather than ordinance.

**MARLOWE:** The ordinance is 2015-6 and the resolution is 2015-7. Public hearings are not required for resolutions.

**MAYOR:** The ordinance and resolution would go into effect on January 1, 2016, if approved. Is a public hearing required for the ordinance in November?

**MARLOWE:** No.

**MAYOR:** It will be a discussion and decision item at the November Council meeting.

**JEFF:** The State has requirements we need to meet and this has to happen.

**PAUL:** Those dumping excess into the system need to pay their fair portion.

**BRAD:** Limits have been established. A consumer will only be charged for the excessive strength above the normal amount not the entire amount. The difference between the actual reading and the regular amount will be the multiplier in the formula.

**MARLOWE:** We can only charge for above the regular household amount.

**BRAD:** As written standard strength waste will not be penalized.

**MARLOWE:** The change in the new ordinance compared to the past ordinance is because we have learned as the system has developed.

**BRAD:** There are new factors in the strength calculation due to the requirements of the new permit we received this year. Currently BOD and TSS are in the formula. New additions will be TKN, TP and FOG. I am not sure how we are going to account for FOG which is fats, oils and greases. Industry wide nobody else charges for this. It needs to be addressed in our pretreatment agreement with each entity. In the cases where FOG is an issue we make the business install a grease trap before the wastewater enters our system. If there is a FOG issue we can go to our individual pretreatment agreement with each entity to resolve.

**MARLOWE:** FOG is not listed in the new ordinance and will be dealt with in each pretreatment agreement.

**MAYOR:** We don't want to be the first to deal with this issue and will address on a case by case basis.

**BRAD:** The intent of this ordinance is not to make money but to pass through the cost to treat the heavier waste.

**TUCKER:** FOG will show up in the BOD and TSS readings, as well, so it is not completely slipping through the calculation.

**MAYOR:** That is a good point.

**BRAD:** Scott do you have anything to add?

**SCOTT BALL:** Heavier loads lessen the life expectancy of the plant.

**MAYOR:** We will discuss and vote on this at the November Council meeting.

**MARLOWE:** Ordinance 2015-5 is the enabling ordinance for the water and sewer fees. Several items were missed in the last ordinance and have been added to this ordinance. The changes are mainly administrative items.

## **MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY**

**JUSTIN:** Early voting started today. Residents can vote at the City office the rest of this week and all of next week from 9:00 A.M. to 5:00 P.M. The general election will be on Tuesday, November 3<sup>rd</sup> from 7:00 A.M. to 8:00 P.M. here in this building.

**JEFF:** How does a person get an absentee ballot?

**JUSTIN:** The absentee ballots have already been mailed but a resident can contact the City office and request one to be sent. There is no guarantee it will get back in time.

**TUCKER:** I would suggest putting out a message on Parlant on election day as a reminder to vote.

**JUSTIN:** I am planning on it. The audit is being worked on right now. This year we have tried something different and submitted all of the information to the auditors electronically through Dropbox. They have not come out to the office yet as they have been able to work and process the information at their office so far. Thanks to Marlowe and Chris for their help in getting ready for the audit and working through it with me. The surplus sale was a big success. Through September we collected \$7,275 in revenue and as of today we are at \$12,290. Lots of old equipment was cleared out and we received quite a bit of money as well. The City party will be over budget as after discussing with the auditors we moved the fireworks show into this budget year. Where the fireworks show did not actually occur until the City party we showed the payment as a prepaid expense and then will adjust the budget for the City party later this year. It is more of an accounting item than anything else. A portion of the roof on this building will be replaced in November. The new roof is a membrane type system. Police protection has been paid for in the amount of \$23,779 for the year.

**JEFF:** That is over 2,500 hours of service for that amount of money.

**PAUL:** At an average of 6.5 hours per day. That is less than ten dollars per hour for service.

**MAYOR:** The price includes SWAT and all of the specialty departments as well.

**JUSTIN:** Class "C" Road funds spent through September total \$63,649 and with the 700 South project all of the budget allocation will be gone this month. Lewiston City has paid their annual \$10,000 allocation for the Cub River Sports Complex. We also received the remaining balance on the RAPZ playground project of \$6,560. The portable bleachers which are also a RAPZ tax project have been paid for in the amount of \$62,054 and the reimbursement request has been submitted to the county.

**BRAD:** The bleachers have arrived and are under the Black & White Days pavilion.

**JUSTIN:** Impact fees for water and sewer have been collected on the two homes in the White Pine subdivision as well as the Griffiths home. The Fischer home was paid this month and will show up on your statements next month. We are considering some large budgetary items such as a new fire truck and should be able to work through those items and come up with some answers within the next month.

## **COUNCIL MEMBER REPORTS**

**PAUL:** All of the Class "C" Road Funds have been spent for the year. Some sidewalks have been replaced as well. Parking spaces have been striped and crosswalks marked. The last road project for the year is at approximately 700 South 300 East. There are some major drainage issues there. We are working with the owner of the road, Scott Tripp, on the project. The

project should take about two weeks to complete. Several Eagle Scout projects helped on the striping projects.

**JUSTIN:** Tanner Hugo recently did a project at the north park pavilion by installing a fire pit and Paul Jenkins cleared out the star garden as part of his project. I will be finishing up the star garden later this year or in the spring.

**JEFF:** I am constantly getting asked about Eagle Scout projects. We don't give the kids a list of projects. The kids need to find the projects that will benefit the City and present them for approval. Some recent projects have been really good and helped to improve the City.

**CHERYL:** Juliene recently went to Arkansas in behalf of the City and Library. The Library will be receiving two Kindles with fifty dollars' worth of books installed on them and another fifty dollars to purchase new books or the City can receive four Kindles with no material on them and the Library will need to pay for the material downloaded. The Meet the Candidates meeting was held in October with the help of the Lion's Club. The November Library lecture will be on military families and is scheduled for November 5<sup>th</sup>. There are some cracks in the stairs leading up to the Library entrance that has the staff concerned.

**BRAD:** There are some good products available that can help to fix this. I will get the contact information of company that does this type of work.

## MAYOR'S REPORT

**MAYOR:** Our next Council meeting will be on November 17<sup>th</sup>. Just a reminder about the Cache County Mayor's Association meeting on November 12<sup>th</sup>. All Council members and their spouses are invited. Lieutenant Governor Spencer Cox is the speaker.

**JEFF:** I thought it was the 19<sup>th</sup> not the 12<sup>th</sup>?

**MAYOR:** I will confirm the date and let everyone know. I know the date has changed a couple of times. Please let me know if you plan to attend as reservations are required.

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

Yes Vote: Jensen, Erickson, Young, Peck, Thatcher

No Vote: None

## October Bills:

A-1 Uniforms	95.11
Aflac	456.36
Allied Insurance	118.00
Al's Trophies	62.65
Altius	2677.97
Beazer	8.75
Beeline Digital	23.00
Bennetts Paint	254.74
Big J's	16.86
Bridgerland	2555.00

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Brown Monument	170.00
Cache Chemical	19.90
Caspers	226.80
Center Point Large Print	175.00
Century Link	236.39
Coats	99.00
Coca Cola	180.52
Comcast	854.94
Discount School Supply	114.28
Ecosystems	2115.74
Every Bloomin' Thing	81.00
Ferguson	2467.17
Freedom Electric	635.00
Great Basin Graphics	106.98
Hall's	166.76
Hobbs Turf Farm	73.44
IFA	343.96
Itty Bitty	3.03
Jenny Bair	159.71
JP Cooke	103.71
L.D.'s	28.70
Larsen Fire Apparatus	470.00
Lee's	300
Les Olson	92.88
Lewiston City	4862.77
Logan City	18118.23
Maverik City	1607.89
Maverik Cemetery	681.55
Maverik Fire	209.77
Merk Bergeson Constr	242.00
Meterworks	1967.43
Moore Medical	100.78
Mountain Peak Builders	220.00
NAPA	58.56
North Cache Vet	160.00
Olson & Hoggan	3322.75
Pepsi	75.50
Peterson Plumbing	1422.83
Platt	1393.65
Postmaster	182.00
Questar	93.17
Rocky Mountain Landscape	125.00

Rocky Mountain Power	12413.04
Safe Choice	
Electric	355.23
Safety Supply & Sign	1481.88
Sams	45.00
Skm	954.37
Smithfield Imp	517.26
Square One	8.70
Staker Parsons	1928.40
Stotz	81.78
Tamara Hardy	66.67
Tess A. Davis	195.00
Thatcher	4083.36
The Herald	
Journal	427.17
The Logo Shop	567.48
Tob Job	1867.50
UEN	215.89
ULGT	123.70
Verizon	261.21
Watkins Printing	792.00
Wex Bank	32.65
Zions Bank Visa	3512.81

Adjournment at 7:57 P.M.

**RICHMOND CITY CORPORATION**

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Michael E. Hall, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder