

RICHMOND CITY COUNCIL

MAY 17, 2016

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, May 17, 2016. The meeting began at 7:00 P.M.; Mayor Michael Hall was in the Chair. The opening remarks were made by Chris Purser.

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 Christine Purser were also in attendance.

APPROVAL OF CITY COUNCIL MEETING MINUTES

A motion to approve the April 19, 2016 City Council meeting minutes was made by Brad, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Peck, Thatcher
No Vote: None

DEPUTY'S REPORT

MAYOR: Tonight is the annual awards dinner for the Sheriff's department so they have been excused from this meeting so they can attend.

YOUTH COUNCIL REPORT

MAYOR: The Youth Council is doing a run through at the hamburger stand this evening to figure out they want to do things for Black & White Days so they won't be in attendance this evening. Tamara Hardy has done a great job with the kids and it is nice to see so many new kids involved.

PRESENTATION, DISCUSSION AND POSSIBLE PASSAGE OF RESOLUTION 2016-2 ENTITLED "A RESOLUTION TO INITIATE THE CREATION OF THE CACHE WATER DISTRICT".

JUSTIN: The County called me and asked me if we would delay the vote on the proposed Resolution until June. The County found out the advertisement that has to be run in *The Herald Journal* has to be a certain size and font. Basically a full one-page advertisement that costs over \$1,000 each time it is run and it has to be run four times. The County is willing to pay for the advertisement but we must have the vote on the resolution the first week of June and then the public hearing on the district within 45 days of the passage of the Resolution. In order to make this happen I talked to Mayor Hall and we have rescheduled the June 21st Council meeting to June 7th and the July Council meeting from July 19th to July 12th. The County is willing to pay for the advertisement and save us the \$4,000 but we had to reschedule our meeting dates to make

this happen. I have talked to the Council and we will have enough for a quorum on June 7th and everyone will be in attendance on July 12th.

MAYOR: I have asked Marlowe to keep the agenda on June 7th as small as possible since Jeff and Brad will not be in attendance that evening.

JUSTIN: If we did not reschedule it would cost us \$4,000 that we don't have available and it was better to reschedule and have the County pay for the advertising.

PRESENTATION, DISCUSSION AND POSSIBLE APPROVAL OF THE PROPOSED MULTIPLE FAMILY STRUCTURE TO BE ESTABLISHED AT APPROXIMATELY 375 WEST MAIN STREET.

MAYOR: We are considering approval of the apartment complex at 375 West Main. The concept plan was previously approved by the Council.

DOUG POOLE: I would like to build a similar structure to the one in this picture that is built in Smithfield. I have decided to go with a three-plex not a five-plex as we originally discussed.

JEFF: Why are you going down to three units?

DOUG: I want to pay cash for the project and don't want to get a loan. This is something new for me. I don't want this to be a hassle down the road. I won't have to dig into the ground with a three-plex but with a five-plex there are unknowns if I have to dig a basement. This will be a slab on grade process with no secondary access needed.

PAUL: Will this be a patio style layout with everything on one level?

DOUG: Yes. Having everything on one level would be good for older residents. As far as the actual layout the front will be all brick. There will be some brick on the sides and the rest will be siding. We will put in some trees throughout the property. The Utah Department of Transportation (UDOT) has approved the access.

BRAD: Is the approach 16 feet 1 inch wide?

DOUG: Yes. UDOT has approved that as well. There is just one access point and there will not be any parking allowed at the access/entrance point. I know there was a concern about the retention pond at a previous meeting. The concern was the runoff to the southwest corner of the property. We have removed some cement and other material to make the area more porous. The engineer is still working on this but we will be able to reduce the impact of storm water and there should not be issues to affect anyone.

NANETTE SEELEY: Will the pond be like the one in Smithfield on the highway at the north end of town?

DOUG: Yes.

MAYOR: It will be grass and mowed and taken care of.

DOUG: In the rear of the units I have tried to make a place for the children to be able to play. I want children to go into the backyard not the front yard. There will be a small picnic area for each unit. I am considering adding a two pole fence around the perimeter.

NANETTE: I want to visit with you about the landscaping and fence.

JEFF: The way you are handling this is beyond reproach. You are more than accommodating to those in the area. I don't think the neighbors understand how good you are being to work with. You don't have to do this. You could do a five plex and move on. It is allowed. I have nothing but respect for you in the way you are handling this. You have gone out of your way with your neighbors. You have listened to the concerns of all of your neighbors. I hope they appreciate how accommodating you have been.

BRAD: The two remaining pine trees to the east by the sidewalk, will they be removed?

DOUG: One of them is leaning towards the power lines and needs to be carefully removed so when it falls it does not hit the power lines. The other trees are on Nanette's property and I am not sure what she is going to do with them. I would be glad to remove all of the trees.

BRAD: I am concerned about the trees and the condition they are in.

DOUG: I would like to see them all removed but that is up to Nanette.

JOHN WATTERSON: Have you determined what you are doing for a fence?

MAYOR: That is not part of the approval process and up to Doug with what he wants to do.

BRAD: The only requirement is it cannot be over six feet tall.

PAUL: And it must be lowered to four feet tall if next to a road.

CINDY ALLEN: Are you planning on renting the units to only a certain demographic such as 55 and older?

DOUG: I am not going to restrict it from any age group. I just want to offer a service to the community where needed.

NANETTE: The units have three bedrooms so I think you will get some young families.

DOUG: I have to make good decisions about who I am going to rent too. I will accept young couples. I appreciate the communication I have had with the neighbors.

A motion to approve the conditional use permit request to allow for a three-plex apartment complex at approximately 375 West Main was made by Paul, seconded by Jeff and the vote was unanimous.

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

No Vote: None

INITIAL DISCUSSION ON A NEW WASTEWATER PRETREATMENT POLICY AND PROCEDURE MANUAL.

DAREK: There is already an existing ordinance in place that was tailored to handle the lagoon system. The policy would change to adapt to the treatment plant we now have in operation. Some chemicals we now have to test for have been added. The main changes are to Chapters 4 and 5. We had to reallocate the limits of what the plant can accept. The limits are spread over commercial and residential use. Our generic permit would be updated to come in line with what our treatment plant can accept. A draft copy of the permit for Lower's Food, Pepperidge Farms and the Cherry Peak resort has been sent to each of those companies. This is just a draft copy of the manual so when the council actually votes on it we will need to update all of the dates in the manual. I have highlighted all of the proposed changes.

PAUL: What is POTW?

DAREK: Public owned treatments works or sewer plant.

PAUL: We are not changing how we do things or what we are doing?

DAREK: Correct.

BRAD: This is just an initial discussion. We need to get in compliance with our MBR plant. The plant has been operational for a few years but our permit is fairly new.

JEFF: Any other areas we need to specially review?

DAREK: The allocation of the limits is important to understand. The treatment plant can only handle "X" amount of material such as phosphorous. We have tried to tailor the permits to meet

the needs of the consumers as well as leave some capacity for future growth. We need room especially for industrial and commercial growth. We are really reducing the limits allowed by one user. They will review the draft copy and offer comments; I would hope. They have had the draft copy for around two months. I have tried to be fair on the allocations. We know we will have residential growth but I am hopeful we will have some commercial and industrial growth as well. The allocations for commercial use have decreased and the allocations for industrial use have increased.

BRAD: We have not wanted to run the plant at capacity on any limit. We did replace the membranes this year. We had some inaccurate data in the past. The membranes lasted seven years rather than the ten years that was projected.

MAYOR: The membranes did not wear out because of overload on the system but mainly because of grit.

JEFF: Now we have the grit removal system in place that should take care of that problem.

DAREK: Commercial users such as fast food places are already required to have grease traps installed on site. Industrial restrictions have been tightened up. One of the large users on the system is looking at building a pretreatment facility. We pass the cost along to the users. There is a cost to treat every pound we have to deal with. The majority of the manual has not changed.

MAYOR: I encourage the Council to review the document and we will have it as a discussion item and vote at the July Council meeting.

PUBLIC HEARING FOR THE PURPOSE OF MAKING ADJUSTMENTS TO THE FISCAL YEAR 2016 BUDGET.

A motion to close the regular Council meeting and open the public hearing was made by Jeff, seconded by Paul and the vote was unanimous.

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

No Vote: None

The public hearing opened at 7:32 P.M.

JUSTIN: Proposed changes to the general fund total \$46,868 of increased revenue and expense. The increase in revenue is from sales tax, court fines, RAPZ tax, a Library grant and donations to Black & White Days. Changes to expenses in the administration fund are for engineering and attorney fees. Building fund changes for utilities and maintenance. Public safety increase in fines paid to the State. The more fines we collect the more we pay to the State. Street fund changes for supplies, sidewalk additions and engineering. Parks department increase for maintenance and repair. Fire department increase for radios, clothing and utilities. A decrease in the EMT budget to take the wages to actual. An addition to the Library fund for the State grant received. Water fund changes in revenue for increases in the monthly utility fee as well as impact fees and interest. Changes in the sewer fund revenue for impact fees and expense increases for sampling and engineering. An increase of revenue and expense in at the Cub River Sports Complex of \$25. A decrease in the transfer to the capital projects fund of \$2,772.

A motion to close the public hearing and reopen the regular Council meeting was made by Jeff, seconded by Brad and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Peck, Thatcher
No Vote: None

The public hearing was closed at 7:36 P.M.

A motion to approve adjustments to the fiscal year 2016 budget was made by Jeff, seconded by Paul and the vote was unanimous.

Yes Vote: Jensen, Erickson, Young, Peck, Thatcher
No Vote: None

GENERAL FUND

Revenue 46,868

Expenses:

Administration 6,867

Building 8,448

Public Safety 6,714

Streets 11,581

Parks 3,197

Fire Dept 5,000

EMT (264)

Library 5,325

WATER ENTERPRISE FUND

Revenue: 76,790

Expense 5,718

SEWER ENTERPRISE FUND

Revenue 14,566

Expense 5,735

CUB RIVER SPECIAL REVENUE FUND

Revenue 25

Expense 25

CAPITAL PROJECTS FUND

Expense (2,772)

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: Just a reminder the June 21st council meeting has been rescheduled to June 7th. The July 19th Council meeting has been rescheduled to July 12th. We need to plan a short meeting at the end of June to pay bills for the end of the budget year.

MAYOR: Let's go Monday, June 27th at 7:00 A.M. for a few minutes.

JUSTIN: The cement work at the hamburger stand and in front of the restrooms has been completed. We used our population based RAPZ tax assessment to help pay for this project. I have submitted a reimbursement request of \$4,053 to the County. The sidewalk at the Library has been completed. The sprinkling system will be repaired and the patio secured to the cement and that project will be complete. The new sidewalk from L.D.'s Café to 100 West has been poured. The next project is to remove and replace the curb and gutter in the same area. After the curb and gutter is completed we will determine how much asphalt needs to be replaced in the area with the available budgetary funds. The new budget will be adopted at the June 7th Council meeting. The only changes to the new budget since our last meeting is we have been preliminary approved for \$75,000 in RAPZ tax funding for a park land purchase. The final approval will be on May 24th. If the project is for some reason not approved I will remove this line item from the budget before it is approved. So far property tax collected this year totals \$107,004. The youth baseball program is doing amazing and has brought in registration fees of \$2,865. Kudos to Jenny Bair and those helping her out. Black & White Day sponsorship fees total \$1,400 so far. The remaining balance of Class "C" Road Funds will be spent on the curb and gutter and road project from L.D.'s to 100 West. Juliene is in the process of getting the grant funding of \$5,310 spent for the Library. Water impact fees collected in April total \$8,728 and sewer impact fees collected in April total \$8,763. Darek submitted the final invoice from Terry R. Brotherson Excavating before the meeting and so far the total cost of the new sewer trunk line is \$172,225. There is still some engineering expense that will need to be paid as part of this project.

DAREK: A private power pole also had to be relocated as part of this project. Spackman Brothers Farm owns the pole and Rocky Mountain Power will not invoice the City but will invoice Spackman Brothers. I have advised Terry when he receives the bill from Rocky Mountain Power to bring it to the City for the City to pay the cost. I would expect this cost will be under \$1,000.

BRAD: What have we done with the commodity bins for the new budget?

JUSTIN: I have talked to Jason Rock and we will do something similar to what Rocky Mountain Landscape Products did. If we don't get the project completed in this budget year we will move it to the new budget year.

MAYOR: I talked to Rob about his using a mini excavator up at the cemetery and he said it did great. He said it will be good for the city to have and use.

JEFF: The mini-x is so much better on the grounds and does not tear the grass up nearly as much.

JUSTIN: The new budget is projected right now to require a transfer of \$4,517 from the Capital Projects Fund. Normally we start off the budget year with a transfer of around \$20,000 with the goal to get back to even or possibly transfer some funds into the Capital Projects Fund at the end of the year. The main reason for the decrease this year is we are not purchasing a new backhoe but getting a new mini-x, trailer and compactor at a substantial price difference than the backhoe. Funding for the general fund is about 57% taxes, 20% pass through fees such as garbage

collection, recycling and 911 service. Class "C" Road Funds account for about 11% of the revenue. On the expense side the street department is around 46% and includes Class "C" Road Funds, 13% goes to public safety and 14% to administration.

COUNCIL MEMBER REPORTS

BRAD: There was a recent article in *The Herald Journal* about cities such as Richmond, Mendon and other small communities having a problem staffing their fire departments during the day. We are aware of this problem and taking steps to hopefully help correct it. We need to get more EMT coverage during the day. I met with Chief Wood last week and we will keep discussing ways to improve daytime coverage. We are all well aware of the need for this service. The intent is to up the recruiting efforts for the department especially during Black & White Days as well as at the City party. We are going to put out some information through the Parlant system as well.

JUSTIN: We always get a good response through Parlant. We just sent out an email asking for help with the CERT program and several people responded.

CHERYL: Nancy LaMunyon is working on this transition.

BRAD: There was a miscommunication on the response vehicle with the Fire Department and we are looking at it again. The current vehicle has some major problems and we don't want to fix the current vehicle if we are going to purchase a new one.

JUSTIN: I learned at a recent meeting the average age of a volunteer firefighter is 42 years old. The younger generation is not really interested unless they are getting paid. They don't want to volunteer unless they are being compensated.

BRAD: The only remaining item on the water tank project is resolving the land dispute. We are working with the property owner as well as the State Property Rights Ombudsman. A second appraisal has been ordered. The new sewer trunk line project is basically completed. There are no new nuisance complaints or major maintenance items.

TUCKER: The June Planning and Zoning Commission meeting has been cancelled since the Council meeting has been rescheduled for that evening. There was only one item on the agenda and we contacted the person making the request and they were fine to wait until July.

JEFF: The parks and cemetery look amazing right now. I usually always have anxiety this time of year with Black & White Days and Memorial Day. This year I have a good feeling and everything looks really good. I have met with Shane and Rob about helping out with Black & White Days, the cemetery and how they can help during Black & White Days. We have a good working relationship with the cattle committee. The Youth Council is busy. It was good to see all of them working hard and volunteering to man the hamburger stand. There are dozens of kids involved. I am excited to see where it is going. I am glad we are able to switch things up with the hamburger stand every few years. The movie in the park will be held on Friday night. Paul will be in charge of picking up the food.

PAUL: Other than hot dogs and hamburgers let me know what else I need to pick up.

JEFF: If it rains Friday night we will move the movie into the theatre.

CHERYL: I have obtained the food handlers permit.

CHRIS: Tamara Hardy has one as well.

JEFF: I am going to turn some time over to Darek to discuss the breakfast.

DAREK: I will pick up some of the items at 1:00 P.M. on Friday.

JEFF: I need to get a truck with a 5th wheel plate to bring the freezer trailer here to the office building to store the items.

TUCKER: We have one and I can help you with it.

BRAD: We need to get the sausage as soon as possible from L.D.'s as it takes up a bunch of space in his freezer.

****Mayor Hall left the meeting at 8:06 P.M.****

DAREK: We will need several warming ovens. I will be here on Friday afternoon to start setting up. Brad has helped me in the past on Friday afternoon to setup.

BRAD: I am planning on being here to help.

DAREK: We will need the sound equipment at the park for Friday night.

BRAD: I will take care of it.

JEFF: The movie we are showing is Inside Out.

DAREK: Will there be hamburgers and hot dogs during the movie in the park?

JEFF: Yes.

JUSTIN: Is the Youth Council manning the Coke trailer?

JEFF: Yes.

DAREK: Lee's Marketplace is going to rent us a sneeze guard for the fruit trays.

JEFF: We can use members of the Youth Council as needed. I just need to let Tamara know how many and what time. The royalty ladies will be here to help during the entire breakfast.

DAREK: We need five total youth.

JEFF: I will get three Youth Council members to be here at 7:00 A.M. to help with the breakfast.

DAREK: They will help with the fruit and drinks. Rob, Shane and Scott will get the propane tanks filled and delivered here to the building.

PAUL: I will make sure and ask Boyd Lewis if he is willing to help in the kitchen.

DAREK: I have the signs we will put up outside.

JEFF: Amy West and her family as well as the Fire Department and their family members can eat at the breakfast for free.

BRAD: They will be at the station getting ready for the day and then come down here as a group.

DAREK: I would like a member of the Council to call and personally invite the Sheriff's office to attend.

BRAD: I have talked to several of them recently.

CHERYL: Who is the Grand Marshal?

JEFF: It is the Black & White Days committee.

BRAD: Have the logistics with the Highland Games been worked out?

JEFF: Yes. They will be the entertainment for the day.

MAYOR'S REPORT

BRAD: The next Council meeting has been rescheduled to Tuesday, June 7th starting at 7:00 P.M.

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

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

No Vote: None

A&D Landscaping	3693.41
Advanced Heating	225.00
Aflac	189.30
Airgas	322.36
Al's Trophies	45.00
Badger	563.30
Beazer	7.50
Bridgerland	105.00
Brown Monument	85.00
Burbidge Concrete Pumping	761.08
C.V. Insurance	1965.60
Cache Chemical	462.47
Cache Design	88.50
Century Link	241.94
Class C Solutions	7.99
Dairy Council of Utah	150.00
Demco	89.79
Dennys	102.97
Ecosystems	441.11
Freedom Electric	400.00
Great Basin Graphics	32.00
HACH	193.79
Hall's	86.32
Hobbs Turf Farm	300.00
IFA	722.04
Johnson Welding	750.00
Jrock	11220.10
JUB	11548.57
Lee's	19.000
Lewiston City	906.89
Logan City	17892.93
Maverik	276.01
Maverik Cemetery	391.59
Maverik fire	103.02
Meterworks	4156.56
NAPA	50.58

Richmond City Council Meeting Minutes, May 17, 2016

Olson & Hoggan	2851.00
Parsons	3945.51
PEHP	177.66
Pepsi	101.00
Peterson Plumbing	388.57
Pitcher Propane	474.45
Pride Embroidery	434.49
Questar	1265.11
Randy's	13.99
Rockwell Digital	23.50
Rocky Mountain Landscape	3120.00
Rocky Mountain Power	9083.31
Ron Keller Tire	2439.45
Select Health	1316.00
SKM	21.25
Smithfield imp	54.56
Square One	500.08
Stotz	273.19
Tamara Hardy	315.50
Terry Brotherson	
Excavating	154990.42
The Book Table	71.92
The Herald	
Journal	32.70
The Home Depot	146.87
UEN	143.93
ULGT	20.90
Ut State Div of Finance	158,000.00
Utah Business Licensing	
Assoc	40.00
Utah Water Users Assoc	100.00
Verizon	322.41
Wex Bank	95.70
Zions Visa	2395.92

Adjournment at 8:14 P.M.

RICHMOND CITY CORPORATION

Michael E. Hall, Mayor

ATTEST:

Justin B. Lewis, City Recorder