

**RICHMOND CITY COUNCIL**

**DECEMBER 13, 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, December 13, 2016. The meeting began at 7:00 P.M.; Mayor Jeff Young was in the Chair. The opening remarks were made by Lyle Bair.

The following Council members were in attendance: Paul Erickson, Tucker Thatcher, Cheryl Peck, Lyle Bair and Kelly Crafts.

City Manager Marlowe Adkins, City Engineer Darek Kimball, Fire Chief Dennis Wood, City Recorder Justin Lewis and City Treasurer Christine Purser were also in attendance.

**APPROVAL OF CITY COUNCIL MEETING MINUTES**

\*\*\*A motion to approve the November 15, 2016 City Council meeting minutes was made by Tucker, seconded by Lyle and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

**MAYOR'S REPORT**

**MAYOR:** Chief Wood has a new member of the fire department I would like him to introduce this evening and I will do the rest of my report later this evening.

**DENNIS WOOD:** I have a new member to introduce. Troy Hooley would like to join the department. He has been in and around the fire business for about 25 years. He is a paramedic as well. The nice thing is Troy is available during the day to respond.

**TROY HOOLEY:** I moved to the City around eight years ago. I have worked for Logan City since 1991 as a full-time firefighter and paramedic. Lyle approached me and asked me to help as there is a need in the City and I am willing to help.

**BUSINESS LICENSE**

**ELK MEADOWS FENCE PRODUCTS**

**RANDY NIELSEN:** We want to sell agricultural fence like steel products such as drill rod pipe. We have been selling the fencing in Cove. We want to have a more visible location on the highway. We mainly sell farm fencing and livestock supplies. We won't sell livestock feed products, just equipment items.

**TUCKER:** Are you going to build a building or have a sales office onsite?

**RANDY:** We are thinking about some type of mobile unit but nothing built onsite.

**TUCKER:** Will most of your sales come from phone calls?

**RANDY:** Yes.

**PAUL:** Will your property be accessed from 600 South?

**RANDY:** Yes. Craig Allen and Daryl Black own the property we are going to put the products on.

**TUCKER:** How much inventory will you have on hand?

**RANDY:** A decent amount with a lot of it being steel pipe.

**TUCKER:** Will it be nicely stacked? I am concerned where this is the entrance to the City.

**RANDY:** The plan will be to stack the product and not just have giant heaps of product.

**CHERYL:** Will it block the view of those entering the highway on 600 South coming from the west?

**RANDY:** The parcel is below the grade of the highway and visibility will not be blocked. I think the piping will only be stacked five or six feet high.

**LYLE:** Any flammables onsite?

**RANDY:** No, other than a generator that runs on gasoline.

**PAUL:** Will anyone be working there as I would be worried about theft issues.

**RANDY:** We are a seasonal business with the majority of the sales being in the summer months. We will fence off the area and limit the access to the property.

**TUCKER:** Are you planning on having a sign?

**RANDY:** We are not sure if we will or where we will put it. There is already a billboard on the property.

**PAUL:** I would suggest you review the City's sign ordinance before you do anything with a sign.

**TUCKER:** All signs must be approved by the Planning Commission.

**MAYOR:** Does UDOT control signs on the highway?

**PAUL:** It depends on their location.

**CHERYL:** It is nice to know what is going on with that parcel after all the work that has been recently completed.

\*\*\*A motion to approve the business license request for Elk Meadows Fence Products (Randy Nielsen and Craig Allen) was made by Tucker, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

## **YOUTH COUNCIL REPORT**

**TAMARA PULLEN:** Not many of the kids are here this evening. We just wanted to thank the Mayor and Council for your support throughout the year. I also want to give an update on what we have done the last month. We helped with the Veteran's Day dinner. There were around 12 kids that helped and we only needed six so it was nice to have so many wanting to help.

**PAUL:** Any idea how many veterans were served?

**TAMARA:** I would say at least a dozen and maybe 14 or 15. We also helped with hanging the Christmas lights at the park. There were around 20 kids that helped out and only three or four Lion's Club members. We also helped with the clothing drive at Park School and it started at 3:00 P.M. and did not end until around 9:00 P.M. We are doing a canned food drive right now. This Thursday we are doing a pizza party and then going to do some Christmas caroling around town.

**CHERYL:** Do you know how long it will last on Thursday?

**TAMARA:** The pizza party and games start at 4:30 P.M. and the caroling will start at 6:00 P.M. In January we are going to design t-shirts for the New Year. Maybe this year we will offer hoodies and t-shirts.

**JUSTIN:** We cannot afford to purchase hoodies they are significantly more in cost than regular t-shirts.

**MAYOR:** We also don't want to put any pressure on the kids to think they need to buy a hoodie when they cannot afford it. If we want to do a fundraiser or something and purchase hoodies for everyone I am fine with that.

**TAMARA:** Some of the kids are going to go to the Day at the Legislature but I am not sure who will be attending yet.

**MARLOWE:** As a veteran I want to say what a good job the Youth Council did that night at the dinner.

**PUBLIC HEARING TO CONSIDER POTENTIAL PROJECTS FOR WHICH FUNDING MAY BE APPLIED FOR UNDER THE CDBG SMALL CITIES PROGRAM FOR PROGRAM YEAR 2017. SUGGESTIONS FOR POTENTIAL PROJECTS WILL BE SOLICITED, BOTH VERBALLY AND IN WRITING, FROM ALL INTERESTED PARTIES.**

Mayor Young reading the following statement:

Richmond City will now open its 1st Public Hearing for the 2017 Community Development Block Grant Small Cities program. The purpose of this hearing is to gain citizen input regarding community needs and potential CDBG projects.

Approximately \$600,000 is expected to be available in the Bear River Region for CDBG projects, \$400,000 of which will be available through competitive grants for projects that meet U. S. Department of Housing and Urban Development national objectives to benefit low and moderate income individuals. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual in the City Office and interested parties can review it at any time. Projects may include local infrastructure projects such as water system improvements, construction of a fire station, or purchase of playground equipment; or projects that improve the availability and quality of housing for low and moderate income individuals and families such as purchasing land for subsidized housing, or rehabilitation of homes and apartments. Richmond City will list eligible activities in the City Capital Improvement List, which is also available for public review upon request.

We would like to ask that representatives of the public and non-profit organizations that are in attendance specifically for this hearing please sign the attendance roll, including your name, address, and telephone number. If you have questions or comments, we would like to invite you to share them. Please identify yourself by name before you speak. The clerk will include your name in the minutes and we would like to specifically respond to your questions and suggestions during the hearing. We will now accept public comment.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

*The public hearing opened at 7:21 P.M.*

**VISITORS IN ATTENDANCE:** Lora Smith, Ryan Smith, Douglas DeSpain, Corey Anderson, Kent Dunkley, Will Healy, Shellie Healy, Jane DeSpain, Jaxon Lewis

**JANE DESPAIN:** I am here representing Bear River Head Start. We want to remove our existing playground. We want to install a new playground that is larger and more appealing. The wood chips at the playground need to be replaced and to be in compliance they need to be 14 inches deep. They are not deep enough right now. We also want to remove the existing fence and install a new semi-private vinyl picket fence. The fence will be able to be locked.

**MAYOR:** What would be locked?

**JANE:** Just the gate would have a padlock on it.

**CHERYL:** Will the playground area be bigger?

**JANE:** We are going to use the same area. We will use the existing space. We are required by the guidelines to move the playground away from the existing fence as currently it is too close.

**MAYOR:** Is the playground age specific?

**JANE:** It will be for those two to five years old. It is tailored toward that age.

**CHERYL:** Will there be something for younger children? At the last meeting it was mentioned younger children might be accepted in the future for the program.

**JANE:** The only one we are considering right now is for two to five year olds.

**KELLY:** Will all of the existing equipment and fence be removed as part of this project?

**JANE:** Yes. There is not much there right now. We will add a slide and some climbing walls. There will be a lot more than the three existing items.

**MAYOR:** The trees in close proximity need to be trimmed as well.

**JANE:** The new playground will have a shaded area as well.

**CHERYL:** How does this process work?

**MAYOR:** They apply for the funds, the funds are paid to the City and then we pay Bear River Head Start if the project is approved. They are required to have the City be a sponsor for the application.

**CHERYL:** Justin what is your take on this?

**JUSTIN:** I have dealt with these before. There is a lot of paperwork and additional times they will come to the Council but at the end the revenue in and the expense going out will be the same.

**PAUL:** When is the application due by?

**JANE:** The pre-application is due by January 31<sup>st</sup>. If the application is accepted then a second application is due in May. There is a lot of paperwork that has to be completed to even apply.

**PAUL:** Do you know the cost of the project?

**JANE:** The total bid amount is for \$41,730 which includes a new fence, wood chips, playground equipment and the labor to install everything.

**CHERYL:** Does this include removal of the old items as well?

**JANE:** Yes.

**JUSTIN:** This is about a two year process. A year to get approved and do all the paperwork and the second year to accomplish the project and get paid.

**JANE:** I just did this process in Hyrum City last year. We asked for a larger amount but for the same playground.

**PAUL:** Did you install a fence in Hyrum?

**JANE:** No. We are requesting one for this area.

**PAUL:** I would do a wire fence, not a vinyl fence. Vinyl is too brittle when cold.

**CHERYL:** We have a vinyl fence as well and I agree.

**PAUL:** Vinyl can easily shatter.

**MAYOR:** Around a playground you would want solid wire or chain link.

**JANE:** We have vinyl in Logan and there are problems with both types of fence. There are scratching hazards with chain link.

**PAUL:** Get the project approved and then we can discuss the type of fencing that would be best.

**JANE:** We must do exactly what we apply for and not spend any over the allocated amount.

**PAUL:** This is a worthy project.

**MAYOR:** Make sure and include everything you might need. You can always spend less but never spend more.

**CHERYL:** Can the residents of the City use this playground?

**JANE:** I don't know that answer for sure. I would think so.

**MAYOR:** If kids want to use the playground when school is out can they?

**JANE:** I understand your question now. I have not been asked this before. I would assume they could. They do lock the gate at night. We can discuss this with the City.

**MAYOR:** The residents need to be able to use this playground. I don't want a playground that is only available for around 20 kids.

**JANE:** Are there any liability concerns for this area?

**JUSTIN:** All City owned property and buildings are covered by our insurance.

**MAYOR:** From a public relations standpoint having the gate to the playground locked is bad. It is counter intuitive for what the city is trying to accomplish. We need to work together on this.

\*\*\*A motion to close the public hearing and reopen the regular Council meeting was made by Cheryl, seconded by Lyle and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

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

**DISCUSSION WITH PRINCIPAL SHELLIE HEALY OF PARK SCHOOL  
ELEMENTARY RELATIVE TO THE TRANSITION FROM THE CURRENT PARK  
ELEMENTARY SCHOOL BUILDING TO THE CURRENT WHITE PINE MIDDLE  
SCHOOL BUILDING.**

**SHELLIE HEALY:** I want to thank Richmond City as I have such amazing students and staff. I have been involved in education for the last 22 years and taught classes all the way up to eighth

grade. I would like to see the intersection at 100 North 100 West become a four-way stop. I am also proposing to the School Board to only have cars enter through the east access. There are more cars coming to Park School than buses so buses would enter the west entrance and cars the east entrance. Right now there are only two buses that go to Park School. There will be a significant increase in traffic to the new school and that intersection.

**MAYOR:** We have talked about a four-way stop and it makes sense there. We also want to square up the crosswalk. It is not square right now. We will add some new sidewalk and straighten out the crosswalk and connect the school sidewalk with the City sidewalk. Winter time is the biggest issue with that section of road. Until this year kids did not have anywhere to walk but in the road. We recently installed a new sidewalk from State Street to 100 West on 100 North on the south side of the road. Kids can now walk on a sidewalk but will need to use the crosswalk. The road is also very narrow in that area. Our long term plan is to continue the sidewalk on 100 North all the way to 300 East. We have replaced sidewalk on 100 West from about 100 North to 300 South other than 100 South to 200 South.

**CHERYL:** If cars enter through the east driveway will they also exit through there as well?

**SHELLIE:** That is a question I need to work on.

**CHERYL:** I would be worried about having traffic backed up if the entrance is also the exit. I think it would be better to push the traffic to exit through the west entrance and onto the highway.

**LYLE:** Kids will also be using the sidewalk and crosswalk at the proposed east entrance. I think the cars should go down and around and exit out the west. It would be better to have them go to the west and onto the highway or back to 100 West and then turn south to avoid the crosswalk.

**MAYOR:** We need our sidewalk plan to match the school district's plan.

**DAREK:** We have previously completed a Safe Routes to School map but it will need to be updated now Park School is moving into the White Pine Middle School building.

**MAYOR:** Do we need to provide something to the school district?

**DAREK:** It is just a map we can send to anyone. The crosswalk is going to be fixed in the spring.

**SHELLIE:** What about signage?

**DAREK:** The current signs will be upgraded when the intersection is made a four-way stop.

**MAYOR:** We need to update our sidewalk map. We have been spending about \$15,000 per year on new sidewalks in anticipation of the change in the schools. We will be applying for future grants as well. The sidewalks need to show on the maps for safety use as well as general use.

**SHELLIE:** I am glad to help in any way I can. I am new to grant writing but willing to learn and help.

**MAYOR:** You will have a better feel for traffic flow after being there the first year. I know there can be a bottle neck of people getting onto the highway if there are more than three cars in line.

**SHELLIE:** Another proposal was to take 1/3 of the south parking lot and turn it into a bus turnaround. A barrier would be added to keep the parking for cars separate from the bus area. I don't like only having one inlet and one outlet.

**CHERYL:** By removing 1/3 of the parking lot that would reduce a lot of vehicle parking for concerts and other events.

**SHELLIE:** They are also considering removing and modifying the west parking lot for the buses to be able to turn around there.

**MARLOWE:** Keep in mind both parking lots are owned and maintained by the school district and we have no say in the matter.

**MAYOR:** It is our kids and we can be part of the discussion even if we don't have the final say. We are just trying to point out areas of concern. If the south parking area is changed for buses then cars will be able to utilize the west parking lot.

**SHELLIE:** We want to make good decisions from the start. This is a big transition. Some of the teachers have been at White Pine Middle School for years. I would like to have a ceremony as part of this transition. I want to thank a lot of people for their service. Some of the teachers are going to other schools, teaching different subjects and even in some cases changing grades. We are leaving a building that has been recognized as Park School for many decades. I would like to see a ceremony or city event. The PTA mentioned maybe a fun run where the kids could run from Park School to White Pine. I am concerned about the move. There is a lot of furniture to move. Other principals I have talked to have recruited help from the city when they relocate. They have set aside a Saturday to have the community help out.

**MAYOR:** When will the transition occur?

**SHELLIE:** There is some retrofitting that needs to be done to White Pine. The lockers will be removed. Carpet will be added. The shop will be converted into two kindergarten classes. I am guessing we will be able to move around the second week of August. The sooner the better but I think the reality is sometime in August.

**MAYOR:** The City gets the deed to the Park Elementary building on September 1<sup>st</sup>. JustServe is a program made for events like this. It is solely for service projects. Once you know when we will be glad to post and advertise. We are glad to support and help with the transition. It makes sense for the community to help.

**SHELLIE:** The name of the new school still has not been decided. There has been a voting box here at the City office, Library and at White Pine. We just sent out an electronic survey as well. The choices are White Pine Elementary or Park School Elementary.

**MAYOR:** We posted the survey on our City Facebook page yesterday at the request of one of your staff members.

**SHELLIE:** Some of the teachers organized something similar to a petition at the City party as well asking people to vote. The kids will present the results to the school board on January 19<sup>th</sup>. The proposed name will be based on the votes received.

**MAYOR:** Where are we at right now on the vote?

**SHELLIE:** The White Pine name has a very slim lead. The eagle mascot will be the same no matter the name of the school. I wouldn't mind if the name changes as right now we have issues with being a very similar name to North Park Elementary and we see our packages delivered there and their packages to us and sometimes substitute teachers go to the wrong school. I do love the Park School name and not opposed to either name.

**MAYOR:** I want to thank you for being part of the City. We have had a big turnover in principals the last few years. We like continuity in that position. I can tell you have a connection with the staff and students and take pride in what you do. I want to support the local schools. We want to help when we can. Ultimately, we are all stewards over the same children. I appreciate you attending this evening. We look forward to helping with the transition.

**DEPUTY'S REPORT**

**DEPUTY BRAD NELSON:** I don't have anything new to report. We are watching for winter parking issues now it is starting to snow. No citations have been issued so far.

**CHERYL:** Are you aware of any problems?

**DEPUTY NELSON:** I have been working swing shift and I am now headed back to graveyard and will be able to let you know.

**MAYOR:** We appreciate how you and fellow officers respond when there is a death in the police officer fraternity. It is nice to see the support for the family. It is nice to serve with people like you who see the big picture. We appreciate you being part of the community. I appreciate what you do for the city. You do more than just standard protocol.

**DEPUTY NELSON:** I enjoy serving in the City.

**PUBLIC HEARING, NO SOONER THAN 7:30 P.M., TO DISCUSS THE REQUEST BY COREY AND BRENDA ANDERSON TO DISCONNECT PARCEL NUMBER 09-044-0056, 10.0 ACRES, LOCATED AT APPROXIMATELY 11400 NORTH 1200 EAST FROM THE CITY LIMITS OF RICHMOND, UTAH.**

**JUSTIN:** Corey Anderson has made a request to disconnect ten acres of land from within the City limits. I had never dealt with this type of request and called the State for guidance. A legal advertisement was required to be posted for three weeks, a public hearing held during a Council meeting and then a vote to take place by the Council. The County would then consider the request at that point. Corey is asking to disconnect ten acres that used to be listed as Parcel Number 09-044-0003 but was changed by the Cache County Recorder's Office to 09-044-0056 when the legal description of the parcel was changed. Corey purchased this parcel from Gary Gibbons and they adjusted the legal description of two existing parcels as part of this transaction. A new parcel has not been created. There were two parcels to start with and are only two parcels now. The parcel in question is bordered by property in the County on the north, east and south and the City to the west.

\*\*\*A motion to close the regular Council meeting and open the public hearing was made by Lyle, seconded by Tucker and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

*The public hearing opened at 8:04 P.M.*

**MAYOR:** There are several things we need to be aware of on this request. We need to be careful on reviewing this request objectively. We want to work with people and not interfere with what they are doing but at the same time we have an obligation and responsibility to the residents. A general plan was created and we have projected and estimated growth in this area. This area and the surrounding area is included in our projections. We have built a new sewer plant and water tank in anticipation of growth. We have spent millions of dollars on these projects. We have put resources in place for future growth. There are always unique scenarios



that come into play. Corey's request is one of those. By law he is allowed to make this request. For clarification, do you have a water connection on your parcel?

**COREY ANDERSON:** There are ten shares in the Cherry Creek Water Company and I own one of those shares. It was transferred to me by Gary Gibbons when I purchased the land from him.

**MAYOR:** Corey's parcel is unique in that there is not another option for water in the area other than drilling a well and we don't allow wells in town. What is the distance to the nearest City culinary water line?

**JUSTIN:** From the west is well over a mile and from the south is around a half mile or more.

**COREY:** I was told it would cost around \$70,000 to run a water line from Kevin Forsgren's home to my property. The Cherry Creek Water Company pipeline runs through my property already.

**MAYOR:** When the annexation request was made many years ago by Gary Gibbons he was aware of the need to loop the water system from the east and west. Is that access point now closed off?

**COREY:** There is not a utility easement through my property. There is an easement for the Cherry Creek Water Company water line and for the Richmond Irrigation Company water line.

**MAYOR:** Anytime we get a request for an exception to what is normal we need to consider all future ramifications. What if the same request is made in the future? No other area is like this that has a water share like Corey has. This is very unique.

**LYLE:** The future plan for this entire acreage was to have a City culinary water line run through this parcel.

**PAUL:** When was this parcel annexed into the City?

**MARLOWE:** I don't recall the year.

**JUSTIN:** It was sometime after 2005 as Mayor Hall was in office.

**PAUL:** Our system needs to loop and have access from the east. I wonder why the seller of the land would allow this to happen. It is good for Corey but bad for the seller. I don't see how it is economically feasible to run the water line now. Our water model won't work unless the pipes are looped.

**TUCKER:** It makes me wonder what the intentions are with the rest of the parcels.

**COREY:** Gary told me this does not affect his plan for future subdivisions on his land.

**JUSTIN:** We were previously told there would be a road through your property connecting to the main road since this is the only access point to the east.

**PAUL:** Is your intent to use the water share for a new home?

**COREY:** Yes.

**PAUL:** Would you have a need to drill a well?

**COREY:** No not at this time but things could change over time.

**MAYOR:** We need to consider all scenarios when people talk about drilling wells. We are also worried about access routes for the future.

**COREY:** On the maps I have seen I have never seen a road through my property.

**MARLOWE:** We have only seen concept plans to this point.

**JUSTIN:** When the annexation request was made many years ago there was a road through this parcel as people discussed it during the annexation public hearing.

**MAYOR:** If the parcel goes into the County it would require a septic tank and well but Corey does have a water share for his property.

**CHERYL:** What happens if people to the east want to annex into the City?

**MARLOWE:** It would not be allowed because an island or peninsula cannot be created.

**MAYOR:** If this disconnect request is allowed there could be future requests by others. If future requests are made it would require the creation of a subdivision.

**TUCKER:** We would also find out the real intentions of the developer at that time. They could request ten acre lots or smaller lots but would have to go through the subdivision process. They do have the right to disconnect or stay in the City.

**MAYOR:** This is a rare scenario where an existing parcel was realigned by changing the legal description. The parcel number was changed by the County as well but the total number of parcels stayed the same.

**COREY:** The County recorder did that and I am not sure why.

**PAUL:** The land use authority for the city is the City Council and they represent what happens within the City limits. We have had others request to have the water and sewer requirement waived and they have been denied. Our concern is will this set a precedent we cannot control? In this case, I don't think so. We have had many conversations about this. I am bothered we did not find out about the parcel realignment until well after the fact. We were not required to be notified legally but it would have been nice to know. There is a significant difference between making a request if the parcel is located within 300 or 400 feet of City services as compared to a mile. This request makes sense. We are not directly affected as a City. Our ordinance does not list a specific footage of where a request can be made but some may read it that way. We don't list a specific footage right now but it might be something we need to consider for the future. We are very concerned about this request and the precedent that can be set. This decision could really impact the City for the future.

**MAYOR:** There are legal ramifications as well. We cannot deny it just because we don't like the request. For some land use issues like this one there has to be a legal justification. We do not want to create a problem or issues that the City cannot control or mitigate. We have to abide by our ordinances as long as people conform and are legal we cannot just abide by an opinion. Corey is following the proper process. We have to follow due process. We can get sued if we don't follow ordinance and be proper stewards for the City.

**TUCKER:** Corey contacted me and asked some questions. I have been up and looked at the property. Three sides are bordered by the County. What Corey wants to do with the property is very similar to those around him. There are a bunch of large lots with open space up there. We consider on a Planning Commission level the surrounding area when making a decision. What Corey wants to do fits that area. The initial concept for this area was different when the parcel was annexed into the City. The plan has changed since that time. Corey wants to do something different than the original plan and it fits what the County is doing. I support the disconnect request. It seems like the right fit for the area. As we look at other areas of town that have utilities closer we will hold our ground.

\*\*\*A motion to close the public hearing and reopen the regular Council meeting was made by Paul, seconded by Lyle and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

*The public hearing closed at 8:24 P.M.*

**DISCUSSION AND POSSIBLE VOTE ON THE REQUEST TO DISCONNECT PARCEL NUMBER 09-044-0056 FROM THE CITY LIMITS OF RICHMOND, UTAH.**

**CHERYL:** What happens if someone buys another parcel and wants to do the same thing as Corey?

**TUCKER:** If they want to split the parcel they would have to come to the Planning Commission and City Council for approval. They would have to get an approved subdivision.

**CHERYL:** How can we stop others with a similar request?

**MAYOR:** Theoretically the Gibbons family could sell off small chunks of land if they want too.

**LYLE:** If they do they would not have any access. A person would need to buy the entire parcel to have access to the parcel or they would need an easement.

**MARLOWE:** Any future division of the land requires approval of a subdivision and must be approved by the Planning Commission and City Council.

**TUCKER:** Also, at that point we could find out their intent for the property and let them know of any requirements.

**MARLOWE:** The Planning Commission and Council have the authority to approve or deny any subdivision request. In this case the parcels legal description changed but no new parcels were created so the subdivision rules did not apply.

**MAYOR:** Legally I don't see how we can fight this particular request but down the road we can with other requests. This one was unique.

**LYLE:** All utility costs will be the responsibility of the landowner not the City. If it costs the developer more money to run the water and sewer lines because they gave up an easement that is their problem not ours.

\*\*\*A motion to approve the request by Corey and Brenda Anderson to disconnect Parcel Number 09-044-0056 from the city limits of Richmond, Utah was made by Tucker, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

**DISCUSSION AND POSSIBLE DECISION RELATIVE TO EXPIRING TERMS OF THREE (3) PLANNING & ZONING COMMISSION COMMISSIONERS.**

**TUCKER:** The terms of Planning and Zoning Commissioners Kimball Judd, Zane Bagley and Jerry Kidd expire at the end of this year. Jerry would like to serve another term. Jay Bair and Vern Fielding both would like to serve as well. They have all agreed to serve if approved by the council.

\*\*\*A motion to approve Jerry Kidd, Jay Bair and Vern Fielding as Commissioners on the Richmond City Planning and Zoning Commission was made by Cheryl, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

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

**JUSTIN:** The 1988 Chevy truck has been retired and taken to Valley Metals. It was finally beyond repair. We are purchasing a new 2016 Ford F150 for \$34,339 which will be paid for by the City and the Cemetery District. We received three bids on a new truck and Bear Lake Motor from Montpelier, Idaho was the lowest bid. The new truck will be delivered by the end of this week. We will hold a public hearing and adjust the budget in January as we are at the midway point of the budget year. We discussed last month that Raymond Smith's term on the Cache Mosquito Abatement District Board of Trustees is expiring at the end of the year. Raymond does not want to serve another term. I talked to the District about the process of appointing a new trustee. We have advertised the position on Facebook, Parlant and the advertisement will publish in *The Herald Journal* this Sunday. At the next Council meeting applications will be reviewed and a person appointed. We already have one person that has submitted an application for consideration. The Board meets the fourth Thursday of each month so the new appointee will be able to attend the January Board meeting. Building permit revenue is up for the year with all the new homes going in the White Pine Subdivision. We budgeted \$4,000 in revenue and are already over \$6,000 at this point in the budget year. The Legislature finally got the Class "C" Road funds allocated correctly and we finally received the last distribution from the last budget year and the first two from this budget year. We receive six distributions per year. The total of the first two this year is \$46,251. The property tax on the cell phone tower has been paid for the year in the amount of \$698. The land/road purchase was completed last month with Scott Tripp and shows up in the Class "C" Road fund line item. So far this year we have spent \$96,789 in Class "C" Road funds. The Fire and EMT department recently had their annual Christmas party and paid out their calls of service for the year. The Department's employees do not want to be paid small checks for \$8.00 per call and asked to have one check prepared and distributed at their annual Christmas party. The total Fire Department wages were \$6,872 and total EMT wages were \$5,032. The new SCBA's are starting to arrive and so far we have paid \$63,000. The total purchase will be around \$110,000 and a grant will pay all but about \$5,000 of the total cost. The City transferred \$2,000 to the Cub River Sports Fund. Lewiston City paid an additional \$2,000 as well. The total paid by each city this year is \$12,000. I would anticipate we are going to have to make another transfer before the end of the budget year. Last month the Council approved the forgiving of a loan from the Capital Projects Fund to the Water Enterprise Fund. The transaction now shows up in the financial statements in the amount of \$318,726.50. Three impact fees have been collected so far this month. We don't budget any amount on this line item at the start of the year and then adjust the budget as needed when they are collected as we don't know how to anticipate growth in the City. The impact fees collected help to pay for projects such as the new sewer trunk line, MBR plant and new water tank and infrastructure project. The Cemetery District held their annual budget meeting and approved as part of their budget to help pay for a new truck along with the City as well as a new lawnmower. The lawnmower will arrive sometime in the first quarter of next year. The staff utilizes four mowers. We have one John Deere that is used about 400 hours per month and we have had for many years. We would keep the old mower and mainly use it with the sweeper and snow blower and the new mower would be able to use the existing attachments of the old mower.

**MAYOR:** With the property tax increase approved by the Cemetery District Board last year I now feel the Cemetery District can pull their weight in regards to purchases and costs. They

have helped as much as possible in the past but now will be able to pay their fair share for sure moving forward.

## COUNCIL MEMBER REPORTS

**LYLE:** I appreciated being able to attend the Fire Department Christmas party. The bottle filling station for the new SCBA's has arrived.

**DENNIS WOOD:** All of the equipment has arrived as well.

**LYLE:** My first meeting with the sports committee will happen in January.

**MAYOR:** I am glad Troy Hooley is willing to join the Fire Department. Sometimes it can be hard to have Department members working full-time elsewhere and volunteering here.

**DENNIS:** Sometimes there can be attitude issues but I have known Troy for years. He will get along just fine with the other Department members. I might have two or three more members to bring to the Council for consideration in the future as well.

**MAYOR:** We need to make sure we find a good way to have a good relationship with all Department members but especially those working with other cities under different guidelines and rules. I think it is good he can help out during the day.

**LYLE:** When are the two new members taking their tests?

**DENNIS:** Right now they are going through the background check process. Wes is going to test next week and Miguel will test in the future. Miguel works the graveyard shift at JBS in Hyrum so he will be available during the day after he tests. We have four or five members that can help during the day right now.

**MAYOR:** How does the testing work for the new members?

**DENNIS:** The EMT's are tested at BATC.

**LYLE:** We could do the testing if we had a certified instructor.

**DENNIS:** Smithfield does their own testing. A new EMT class is starting in February at BATC. Usually firefighter classes start in January of each year. Wes has an interest in becoming a firefighter as well. Miguel is not sure because of his military leave schedule. The County pays for all of the firefighter training.

**MAYOR:** We aren't able to test here?

**LYLE:** No. The course instructor cannot administer the test. How many hours of instruction are required for Fire I?

**DENNIS:** Fire I takes 105 hours.

**LYLE:** Training is usually done by one or two guys since it takes so many hours. The County has done the training and testing in the past.

**DENNIS:** When I lived in Smithfield the County taught the firefighter classes and then they changed to BATC and now they are back to the County. Ben Lundgreen, Justin Gilbert, John Hayes and myself have all been through the instructor class last year. This year Lance Jenkins and Chris Ross are going through the instructor course. The cost to train an EMT is around \$970.

**MAYOR:** Do we have an agreement in place for those receiving EMT training?

**DENNIS:** If an EMT trainee does not pass the course or work for the force for one or two years they have to pay back the city the cost of the course. We are getting more interest in those wanting to be on the Department. I am meeting with a young lady tomorrow night. She is a student at USU and lives in Logan during the week but is here in the City on weekends and she

wants to help out. With the recent discussion in the media about the lack of help it has helped to get people to listen and volunteer.

**LYLE:** Chief have you had a chance to review the new wildland fire agreement?

**DENNIS:** Somewhat and it is confusing. It does go into effect on January 1, 2017.

**MAYOR:** I think it makes sense for us to participate. It won't cost the City a lot of money each year. I know we can count in-kind donations as well towards the amount we owe but there is certain criteria for how we track that time. We need to protect against future liability. Cities can be held liable for wildfires. I have talked to Chief Rod Hammer about this proposal. I don't really know of any reason why we won't participate. The key is tracking volunteers and the hours they spend.

**DENNIS:** The only complaint I am aware of is one other Chief stated it is already hard to track the hours of the volunteers and it will be even harder to track resident volunteer hours for this agreement. I know Wellsville City had to pay about \$83,000 to \$89,000 for the wildfire there last year. A one-time event like that could cripple the City financially.

**KELLY:** I have contacted the committee chairs for Black & White Days. They are all ready to go for next year. The Cow-A-Bunga race is going to be overseen by Stephanie Hall. Amy West handled advertising in the past and has moved but recommended Heather Miller and Heather is willing to take over advertising. Rhonda Davis is thinking of having the royalty selected in February rather than in April or May. How much money is in the budget for the royalty?

**JUSTIN:** Between the Lil Miss Contest and for the royalty the total budget allocation is \$1,250.

**MAYOR:** The dresses for the royalty ladies can be very expensive and need to be monitored closely. I would look at all options in this regard.

**CHRIS:** I know you could get some sponsors to help with the cost as well for the royalty pageant.

## **MAYOR'S REPORT**

**MAYOR:** The annual employee Christmas party will be held in January.

**JUSTIN:** It will be on Friday, January 6<sup>th</sup> starting at 7:00 P.M. at the Birch Creek Golf Course Clubhouse in Smithfield.

**MAYOR:** Are invitations being sent out?

**CHRIS:** Yes, I will take care of them.

**MAYOR:** Please make sure Mayor Hall, Brad Jensen and Juliene Parrish are invited this year as well.

**JUSTIN:** Our next Council meeting will be on January 17<sup>th</sup>.

**MAYOR:** We are going to renovate the rental house next year. We will do some painting and new flooring. After the work is complete we will rent the house at a higher rent than currently being charged as there are not many places with animal rights for rent. Our rental agreement is going to be reviewed and modified as needed. Tucker will be overseeing this project. In regards to City personnel we are in the process of making some changes and Shane Lewis is going to be appointed as a supervisor. He will be the go between for the Council and the City staff. At this time of year I like to reflect on Christmas and the opportunity to serve with each of you. I appreciate how we interact and I appreciate working with each of you. We all have the same goal of making the community a better place. Shane will be receiving a wage increase as part of

his promotion to supervisor. He will have many new obligations as supervisor and should be paid accordingly. I am going to review all of the other personnel as well.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

Advanced Heating	225.00
Aflac	190.34
Agri-service	31.00
Airgas	26.01
Allen Rock	2598.09
Allred Jackson	13900.00
Al's Trophies	50.66
American Water Works	215.00
Bair Auto	1118.51
Bear Lake Motor	34339.00
Bear River Health	40.00
Bridge Plumbing	350.00
Brown Monument	85.00
Cache Chemical	418.30
Cache County	31875.27
Cache Mayors	
Assoc	350.00
Century Link	246.51
Class C Solutions	201.17
Coats	300.00
Comcast	343.28
Demco	103.32
Discount School Supply	100.76
Ecosystems	1655.90
Fastenal	58.26
Gateway Mapping	184.84
HACH	52.69
Hall's	1200.35
Interstate All Battery	36.00
JUB	1940.39
Justin Lewis	29.00
Lee's	464.76
Legrand Johnson	936.56
Lewiston City	30.75
Logan City	18084.83

Maverik	190.48
Maverik Cemetery	354.49
Moore Medical	354.97
NAPA	216.50
Olson & Hoggan	2171.00
Paul Erickson	33.05
Pepsi	231.00
Petersen Plumbing	18.18
Pitcher Propane	1992.84
Questar	757.06
Randy's	45.95
Rocky Mtn Landscape	250.00
Rocky Mtn Power	11339.21
Saltworx	2920.54
Selecthealth	1316.00
Smithfield Imp	24.72
Standard Plumbing	17.62
Stotz	449.00
Tess A. Davis	345.00
The Bluebird Restaurant	368.81
The Herald Journal	197.88
The Home Depot	94.92
ULGT	38.20
USDA Forest Service	78.07
Verizon	323.46
Weidner	1912.35
Wex Bank	64.65
Wheeler	46.57

Adjournment at 9:06 P.M.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder