

RICHMOND CITY COUNCIL

JANUARY 17, 2017

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, January 17, 2017. The meeting began at 7:05 P.M., Mayor Jeff Young was in the Chair. The opening remarks were made by Mayor Young.

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, City Recorder Justin Lewis and City Treasurer Christine Purser were also in attendance.

APPROVAL OF CITY COUNCIL MEETING MINUTES

A motion to approve the December 13, 2016 City Council meeting minutes was made by Paul, seconded by Lyle and the vote was unanimous.

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

No Vote: None

DEPUTY REPORT

DEPUTY ROBERT BERGSJO: I don't have anything new to report. Do you have any items or concerns?

MAYOR: I am hearing reports when the ski resort closes for the night around 9:00 to 10:00 P.M. as the people exit through town there is excessive speeding on 300 East. There are not as many problems on this section of road outside of ski season.

PAUL: I have not noticed as much speeding this year compared to last year. There is a lot of traffic on that section of road. I see a fair number of people speeding on 300 East and 500 North as well.

DEPUTY BERGSJO: I will notify the other officers in town to watch this section of road.

QUARTERLY REPORTS

MAINTENANCE

MARLOWE: We received 3,000 sand bags today.

MAYOR: Our goal is to have 3,000 to 5,000 sand bags in storage at all times. One issue from last week was there were not enough sand bags in the valley to meet the demands of all of the cities. We bought 1,000 sand bags last week and went through them quickly. The intent is as we use the sand bags we will make another order to replace them so we always have some on hand. The bags will be stored under cover to keep them protected and from rotting.

PAUL: Did we have any reports of flooding?

MAYOR: Yes. Most were top grade flooding coming in through window wells and vents.

CHERYL: I am aware of one home in Hill Haven.

MAYOR: We made the decision to ask the community to help on a Saturday afternoon and over 1,000 bags were filled. All of the bags were taken by Monday to help in areas of need.

FIRE AND EMT DEPARTMENT

LYLE: I am working with Chief Wood to obtain an equipment maintenance log and schedule.

TREASURER

CHRIS: I don't have any new items.

LIBRARY

LORA SMITH: I am going to update you on the current happenings at the library. In December, we accepted cans of food in place of people paying fines and we were able to donate over 100 cans. We are working closely with Park Elementary and White Pine Middle School. The Utah online library is a great resource. It is used by schools, our library and local colleges. We need to make students aware of this available resource. Each month we are going to focus on a different section. The current section we are discussing is Explora. This is a good resource to help with research projects. We might only have one or two books in the library on a particular subject but Explora has many articles and items to view. The intent of the local schools and the library staff is to let students know about this resource and where it is available. The focus next month will be on NoveList. This allows people to find books by the same author as well as books that are similar in style to a specific author. We received a robotics grant last year and the program is growing. Jon Haws oversees this program. We are starting a new program. The new program will be baby story time for kids zero to two years old. We already have a preschool story hour. This new program will start on January 31st.

<p>PRESENTATION OF PLAQUES OF APPRECIATION TO PLANNING AND ZONING COMMISSIONERS KIMBALL JUDD AND ZANE BAGLEY FOR SERVING FROM 2012 – 2016.</p>

MAYOR: I would like to present this plaque of appreciation to Kimball Judd this evening. Kimball served on the Planning Commission from 2012 through 2016. Kimball thank you for taking the time to serve the community and participate.

TUCKER: I appreciate your service. It is not always easy to attend meetings. Kimball always came prepared and studied the items beforehand. Zane Bagley could not attend this evening and I would like to thank him for his years of service as well.

MAYOR: Kimball and Zane both served for four years. They volunteered their service to the community for many years and it is appreciated.

INQUIRY RELATIVE TO USING THE COMMUNITY BUILDING FOR A FUNDRAISING DINNER

CHARLES THOMPSON: I finished my Master's degree a year ago. I want to help rural community kids academically. I have formed a non-profit tax exempt company. I need to raise funds to get the doors open. I need to do a fundraiser. I am looking at possible locations where I can raise money. I would like to rent or use the Community Building for a fundraising dinner. I would like to hold the event around February 28th. I would sell tickets for a family for \$25.

MAYOR: Your request seems reasonable. Who are you trying to help out?

CHARLES: I want to start by helping kids in grades kindergarten through sixth grade. I want to help students of all ages improve their grades and do better later in life. I want to help rural community kids. Rural community kids cannot stay at the school after school lets out for help as they have no way to get home. I want to help them. I want to help families.

PAUL: How many places do you want to open?

CHARLES: I envision a one year trial run. I have been a teacher for 15 years. I have handled budgets in the past. I want to have three or four established places in the valley. I have reserved a website name and will start advertising on Facebook. I have up to five years to keep my tax exempt status but want to be up and going within two years. I have spent two years developing this program. I live in Clarkston. I have reserved the website www.u-leadutah.com. I did a recent fundraiser at Chili's restaurant in Logan and it did not do too well. I learned from it. I am willing to give back 5% of the proceeds to the place holding the fundraiser. I need to do flyers and coupons to help advertise.

MAYOR: Are you competing against or assisting the current after school programs?

CHARLES: I want to supplement the academic performance of students who cannot stay after school for help.

PAUL: Would we waive the fee to reserve the building?

MAYOR: We would one time for a non-profit entity but it still must be cleaned and kept up as required.

CHERYL: If you provide a meal, you will need a food permit.

CHARLES: I have someone helping out who has a food handler's permit.

CHERYL: Food permits are event specific so you would need one for this event.

TUCKER: You need to schedule the building now or you might not get the date you want.

JUSTIN: Why do you want to hold this event in Richmond when you are from Clarkston?

CHARLES: The venue size is good. I am going to other cities with the same request. I will be going to several local rural communities in the areas I want to help.

MAYOR: Will people pay for your services?

CHARLES: No. I might need to charge an application fee of around \$25 but I won't be charging a monthly fee.

MAYOR: When you reserve the building please submit a copy of your resume with some references. This is information we need on-hand when we are dealing with children and fundraisers.

CHARLES: You are welcome to do a background check if needed.

MARLOWE: So we are clear on this; this event is not endorsed and part of the City. It is a private enterprise renting the community building for a fundraising event.

PUBLIC HEARING TO DISCUSS ADJUSTMENTS TO THE BUDGET FOR THE PERIOD OF JULY 1, 2016 THROUGH JUNE 30, 2017

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

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

No Vote: None

The public hearing opened at 7:36 P.M.

JUSTIN: Traditionally we amend the budget in January, May and June of each year. Proposed changes to the general fund revenue and expense are \$216,751. The biggest change in revenue coming from the SCBA grant for the Fire Department of \$105,000. Increases were also for a fire helmet grant for \$3,710 and building permits for \$3,000. I decreased the annual rent of the rental home since we will be remodeling it soon and won't receive 12 months of rent. The purchase of the highway property was completed in the current budget year so I added in the monthly rent for the remainder of the year. The water and sewer department each paid 1/3 of the cost of the new truck so I added in that revenue as well as some donations. Administration expense increases were for the Youth Council and a payout of personal leave hours at the end of the year. Building department changes were \$20,000 for the rental home remodel and the replacement of the fire station roof. Public Safety changes were for increases to the amount owed to the State for fines received. Street Department changes were for additional salt as the 200 plus tons we had on hand have already been used. One Parks Department addition is for the purchase of the new truck. The general fund paid the entire cost of the truck and the water and sewer fund each then paid the general fund 1/3 of the cost. Fire Department additions were for helmets, turnouts and SCBA's. EMT Department changes were for additional training costs. The library budget is increased for computer maintenance and repair. Expenses are up at the Cub River Sports Complex so we are transferring an additional \$2,000 and Lewiston City has done so as well. Water revenue is increasing because of the forgiving of the loan from the Capital Projects Fund to the Water Enterprise Fund and for impact fees collected. We do not budget any amount of impact fees at the start of the budget year. Water expenses are down because of the change in the interest expense owed on the water tank loan. We applied the remaining bond proceeds to the loan and the monthly interest amount decreased. Water expense line item additions were for the new truck and the pension expense. Sewer revenue increased as there is one commercial user that has been putting some discharge into the system that was very expensive to handle and they are paying for it. Sewer impact fees were adjusted as well. Sewer expenses were increased for the pension expense as well as an estimate on engineering while J-U-B Engineers helps the City transition to the new MBR plant operator. The Cub River Sports Complex revenue increased because of rent and use fees as well as additional transfers in from Richmond and Lewiston. The Capital Projects Fund revenue decreased as the interest earned on the loan to the water fund has decreased as the loan was forgiven. Capital Projects Fund expenses increased from transfers to the water fund and the general fund.

PAUL: Why is the transfer to the general fund from the capital projects fund so much at this point?

JUSTIN: Normally, we spend the majority of our funds in the first half of the budget year on large purchases and then take the second half of the year collecting the revenue. This year large ticket items like the new truck, rental house remodel and fire station roof repair were not included in the original budget but have been included with this proposed midyear change.

SHARIK PECK: It is amazing to see so many departments all come together in one document to keep track of.

PAUL: Also, we have not raised our property tax rate since 1976.

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 7:45 P.M.

A motion to amend the budget for the period of July 1, 2016 through June 30, 2017 was made by Paul, seconded by Tucker and the vote was unanimous.

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

No Vote: None

BUDGET ADJUSTMENTS JANUARY 2017

General Fund

Revenue	\$216,751
Expenses	
Administration	\$6,722
Building	34,713
Public Safety	2,316
Streets	20,791
Parks	34,339
Fire	114,710
EMT	128
Library	1,032
Cub River Sports	2,000
Total	216,751

Water Enterprise Fund

Revenue	\$361,400
Expense	(\$15,145)

Sewer Enterprise Fund

Revenue \$179,061

Expense \$50,666

Cub River Special Revenue Fund

Revenue \$7,929

Expense \$7,929

Capital Projects Fund

Revenue (\$2,000)

Expense \$377,887

PRESENTATION, DISCUSSION AND POSSIBLE PASSAGE OF RESOLUTION 2017-1 ENTITLED “RESOLUTION APPOINTING MR. DAN RICHINS AS TRUSTEE REPRESENTING RICHMOND CITY ON THE CACHE MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES”

JUSTIN: Raymond Smith’s term on the board expired at the end of 2016 and we put out an advertisement and Dan Richins is willing to serve on the Board.

PAUL: I know Dan and I am in favor of his approval. He will serve the City well.

A motion to adopt Resolution 2017-1, A RESOLUTION APPOINTING MR. DAN RICHINS AS TRUSTEE REPRESENTING RICHMOND CITY ON THE CACHE MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES, was made by Paul, seconded by Lyle and the vote was unanimous.

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

No Vote: None

PRESENTATION, DISCUSSION AND POSSIBLE PASSAGE OF ORDINANCE 2017-1, ENTITLED “AN ORDINANCE TO DISCONNECT CERTAIN DESCRIBED LAND FROM THE CORPORATE CITY LIMITS OF RICHMOND CITY, COUNTY OF CACHE, STATE OF UTAH”

JUSTIN: At the last Council meeting the Council approved the request by Corey and Brenda Anderson to disconnect a parcel from the City limits. I found out after the meeting the request should have been approved as an ordinance. Marlowe has prepared an ordinance for the same request and I need the Council to approve the ordinance which allows the disconnect to take place. After the ordinance is passed we will file the paperwork with the State of Utah Lieutenant Governor’s Office and they will issue a certificate on the disconnect request when complete.

PAUL: Where did the legal description in the ordinance come from?

MARLOWE: It was from the surveyor, Timothy Christensen of A.A. Hudson.

A motion to adopt Ordinance 2017-1, AN ORDINANCE TO DISCONNECT CERTAIN DESCRIBED LAND FROM THE CORPORATE LIMITS OF RICHMOND CITY, COUNTY OF CACHE, STATE OF UTAH, was made by Paul, seconded by Lyle and the vote was unanimous.

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

No Vote: None

PAUL: This is an item that I have reviewed again and should have never happened to start with. There is a purpose on an annexation request. I am still puzzled by how all of this happened. This is an example of a good way not to do things. I think we might need to consider a future ordinance with specific measures in regards to water service and sewer service. We might need to create some guidelines for the future.

MAYOR: This is a downside to such a large annexation area. All annexations are proposed by property owners not the City. The same for this process. The City could not start the process the landowner had to. After visiting with legal counsel they said it would be hard to deny the request.

PAUL: I think we should consider establishing future guidelines.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY
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JUSTIN: About 90% of our property tax is collected in December and January of each year. In December, we received \$74,989. The water and sewer fund paid their portion of the new truck in the amount of \$22,892 in December. The Cemetery pays a fee to the City for the use of the backhoe and equipment at the cemetery. The Cemetery pays the fee in June and December of each year. In December we collected \$2,400 in grave digging fees for July through December 2016. The audit was paid in December and split over the general fund, water fund and sewer fund in the amount of \$4,633 each. We had over 200 tons of salt to start the season and it has all been used. Another 200 tons has been ordered. The new truck was paid for and shows in the Parks Department in the amount of \$34,339. So far this budget year we have received \$37,836 in water impact fees and \$47,561 in sewer impact fees. Depreciation is calculated every six months so we input it into our system in December and June of each year. Water department depreciation for July through December totaled \$100,065. Sewer department depreciation for the same time period totaled \$159,820. The Water Department and Sewer Department each paid their share of the new truck in the amount of \$11,446.

PAUL: What is the depreciation basis the City uses?

JUSTIN: The lower limit is \$5,000. Equipment is depreciated over five to seven years. Infrastructure and buildings are depreciated at a minimum of 20 years and some even up to 30 to 40 years. Each item is different and depreciated over the length of time of the useful life of the project as well as the recommendation of the audit staff. Last month Shane Lewis was promoted to Public Works Supervisor but his new wage was not formally approved by the council. I need his new wage of \$50,500 approved by the Council with an effective date of January 1, 2017.

A motion to approve the yearly wage of Shane Lewis at \$50,500 effective on January 1, 2017 was made by Paul, seconded by Tucker and the vote was unanimous.

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

No Vote: None

COUNCIL MEMBER REPORTS

PAUL: Scott Ball, our MBR plant operator resigned on December 14th. I would like to thank Darek, Shane, and Rob for helping out down there in the short term. Charles Chism retired at the end of the year as well. Scott has accepted employment elsewhere and we wish him the best of luck. Currently, J-U-B Engineers is overseeing the operation of the plant until we hire a new operator. We will be doing interviews later this month. The springs are producing around 1,000 gallons a minute right now which is high for this time of year. We held a work session to discuss the water lines, sewer lines and road issues in the Hill Haven area. After getting a preliminary estimate for the project we determined it is best to fix each problem one at a time at this point. There is one problem area right now but the service line cannot be repaired until spring time. It is too cold right now to make the repair. The preliminary estimate to replace the water lines and redo the roads was around \$1,500,000. The estimate did not include replacing any of the sewer lines either. The chip seal on the road surface out there has helped out quite a bit since the area is not well travelled. Ultimately, failure rates on the water service lines in the area will determine when the project is done. We have had around eight failures in the area in the past. Repairs could be up to \$5,000 per single repair. We will continue to use the current resources we have available. If we did this project we would have to borrow money and with the recent increases to the water and sewer rates we don't want to add an additional amount. At this time the best option is to wait. The pipe in the subdivision is poor and was installed in the 1960's. The pipe from that time period is bad.

MAYOR: Another problem is all of the water meters are located in the backyards of the homes. They need to be moved into the front yards.

DAREK: I have also come up with a detailed estimate of the cost of repairing only 470 South as well.

TUCKER: There was not a Planning Commission meeting in January as there was a lack of business. I will continue to work on buildings. The remodel of the rental house will start this spring. The roof on the fire station will be replaced as well. I have also been made aware of a few other leaks in other buildings as well.

CHERYL: I don't have any additional items this evening.

PAUL: Kelly have you made initial assignments for Black & White Days? Black & White Days will be the week of May 15th and I am out of town until May 17th.

KELLY: I am looking for some help with stage activities.

MAYOR: Darek are you still in charge of the breakfast?

DAREK: Yes.

TUCKER: I will help where needed and plan on helping Darek with the breakfast.

PAUL: Are hamburgers going to be served on Friday night at the park?

MAYOR: Yes, the Youth Council is in charge that evening. There is a lot of momentum right now with the kids drawing pictures that might be chosen to be displayed on the billboards commemorating Black & White Days.

PAUL: I am working on getting new polo shirts for the Council and staff.

KELLY: I need suggestions of who I can contact for stage help.

MAYOR: Possibly Trevor Jackson.

KELLY: His wife, Seantae, is helping with advertising but she would be done by the time the event starts.

MAYOR: What about the melodrama?

KELLY: I have not had any requests or heard anything about it from anyone.

MAYOR: If someone comes forward wanting to write the script and oversee the melodrama that is fine. If not, then there will not be one. A melodrama does well when someone has a vision and passion to do it. It does not do well when we have to ask for volunteers.

LORA SMITH: Roger Berger did some singing for one of our monthly library presentations. I know he wrote a song about Black & White Days. As a Library Board we would like to have people come and sing once a year. Maybe you could get local musicians to come and sing. We put together a list of local musicians you could contact.

MAYOR: If that is what we want to do I would suggest putting one of the musicians over the program and let them coordinate it.

CHERYL: It would all be volunteer. We are not paying for musicians to play.

MAYOR: That is correct.

LORA: I will provide a list for you to review and consider.

KELLY: Who can handle putting up and taking down the sound system?

MAYOR: Trevor Jackson is an expert in this regard. Contact him. He is currently evaluating where we are at in the City and what items the City is in need of in this regard. He is a good person to have set up and take down the items. He understands how they work and how to make them work.

MAYOR'S REPORT

MAYOR: We need to set a time to do interviews for the new MBR plant operator. There were around 15 to 20 applications but only a handful were qualified. We will interview the three candidates that have the qualifications needed for the job. If none of the three are a good fit for the job we will reopen the application process.

DAREK: I would like to get a copy of the applications to review the qualifications and make sure they are correct and up to date.

JUSTIN: Those in the interview process need to be determined.

MAYOR: It will be myself, Darek, Paul and one other Council member. Tucker are you willing to be part of the interview process?

TUCKER: Yes. I am glad to help where needed.

PAUL: I would like to schedule the interviews on Thursday, February 2nd starting at 2:00 P.M. if possible.

MAYOR: Everyone check your schedule and let me know if that works. The annual employee Christmas party was held this month and I want to thank everyone that attended. It was a nice event.

JUSTIN: The next Council meeting will be on February 21st.

MAYOR: My wife is having some major surgery next week and I will only be available on an emergency basis during the week.

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

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

No Vote: None

Advanced Heating	85.00
Aflac	190.34
Agri-service	31.66
Air-gas	53.48
Alltech	197.50
Al's Trophies	107.36
Bear River Health	40.00
Beazer Lock	410.93
Bluestakes	153.36
Cache Chamber of Commerce	278.00
Cardwell	676.69
Carpenter Paper	89.94
Century Link	246.51
Comcast	343.28
Demco	49.52
Ecosystems	2364.14
Facer Trucking	501.9
HACH	2065.73
Intermountain Hydraulics	668.76
Interstate All Battery	6.00
Itty Bitty	1873.04
L.D.'s	65.21
Lee's	102.34
Lewiston City	30.75
Logan City	17637.16
Maverik	358.85
Maverik Cemetery	217.43
Maverik fire	41.57
NAPA	162.1
North Cache Vet	75.00
Off Premise Catering	1230.60
PEHP	366.08
Peterson Plumbing	299.22

Pitcher Propane	6167.5
Postmaster	215.00
Questar	2359.32
Randys	511.79
Rocky Mountain Power	9287.18
Saltworx	10429.58
Selecthealth	894.00
SKM	63.75
Smithfield imp	169.95
Staples	115.14
Stotz	21.40
Tamara Pullen	10.00
Thatcher	1276.13
The Herald	
Journal	129.19
The Home Depot	93.79
UEN	270.76
ULGT	18150.2
Upstart	115.83
Ut state Div of Finance	64719.64
Verizon	323.46
Weidner	52897.00
Wex Bank	36.00
Wheeler	2986.25
Zions Visa	3314.27

Adjournment at 8:18 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder