

**RICHMOND CITY COUNCIL**

**AUGUST 29, 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, August 29, 2017. The meeting began at 7:00 P.M., Mayor Jeffrey Young was in the Chair. The opening remarks were made by Chris Purser.

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

Lyle Bair was excused.

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 July 18, 2017 City Council meeting minutes was made by Paul, seconded by Tucker and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Crafts

No Vote: None

Absent: Bair

**DEPUTY'S REPORT**

**MAYOR:** This will be Deputy Nelson's last Council meeting in the City. He is moving onto another assignment within the Sheriff's department. He will be doing investigations in the future. I want to publicly thank Deputy Nelson for his service to the community. I let Sheriff Chad Jensen know how much we as a City appreciate having the STAR deputies in town for a long period of time. Deputy Nelson has always attended Council meetings, helped the Council and done what we have asked. Best of luck to you in your new assignment.

**DEPUTY BRAD NELSON:** We are ready for the City party and excited to attend. The canine unit will be in attendance.

**DEPUTY ROBERT BERGSJO:** We are finalizing our plans this week. We are ready to be there.

**MAYOR:** The kid's rides start at 5:00 P.M. so we are hopeful you can start to arrive with your items around 4:00 P.M.

**DEPUTY NELSON:** We are planning to be there around 4:00 so we are in place before the kids rides open.

**MAYOR:** As always we want you and the Fire Department staff to eat first so you can go back to manning your apparatus.

**DEPUTY NELSON:** Deputy Bergsjo will still be working with the City. A new STAR deputy will be assigned in my place. I apologize for the confusion on not attending the recent Youth Council dance. I had a calendaring issue and apologize for not being in attendance.

## **FIRE DEPARTMENT REPORT**

**CHRIS ROSS:** We had a busy month in July with 10 fire calls and four EMS calls. August has been busy as well with 12 fire related calls and seven EMS calls.

**CHERYL:** Have all of the calls been in town?

**CHRIS:** Yes. We did assist on the wildfire at Twin Lakes. We are very involved with the concerts at the Cherry Peak Resort. We water down the parking lot area about two to three hours before people start to arrive. It takes an hour and a half to wet down the area. The Department has attended the last four concerts.

**CHERYL:** How many staff members do we have at the event?

**CHRIS:** Around four to six Department members and the tender are at the ski resort during the concert. As well as the brush truck. We are there until everyone is gone after the concert is over. Thankfully we have not had any major local forest fires. Right now the staff is busy with training. Around half of the staff is involved in some type of training. Usually the training is 12 hours per week for four to five weeks on average. Right now three members are taking the EMT class. Two members are taking equipment maintenance classes and other members are doing advanced wildland fire training. There is a lot of specialty training happening right now. Our goal is to have more certified members for the long term. We are hopeful to have more daytime coverage in town after the training is completed. When the cement work is done on the north side of the fire station we will reposition all of the equipment to exit the back of the building as we cannot drive on the new cement for a couple of weeks. Morale in the department is good and we have some new Department members as well.

**KELLY:** Will the Department attend the City party?

**CHRIS:** The majority of the staff will be in attendance but some have training classes that night and cannot attend.

**MAYOR:** In the past the Fire Department equipment has usually arrived late. It would be nice to have the equipment in place sooner than later.

**CHRIS:** What time would you like us to arrive?

**MAYOR:** Around 4:00 P.M. if possible. I don't care if the equipment is brought down and the staff leaves and comes back later. It is better to have you in the best possible areas than trying to find spots after the area is full of kids.

**CHRIS:** Where do you want us located?

**MAYOR:** The equipment will enter into the parking lot by the north pavilion and then we will work with your staff to determine the best location.

## **YOUTH COUNCIL REPORT**

**TAMARA PULLEN:** The dance went well. We profited around \$115 but our goal was to have fun not make a profit. Last Saturday, we took a bunch of the kids to Bear Lake. We were able to rent seven paddle boards and a trailer relatively cheap. The new leadership council will be picked soon. On Thursday, September 21<sup>st</sup>, we will have a family night where we ask parents to attend. There will be a slideshow done by the kids. We would like to do it in the theatre.

**MAYOR:** That is great. Just notify Trevor Jackson to have the sound system and projector set up for you.

**TAMARA:** We would like to have the Mayor speak for five minutes that night. The Youth Council Mayor and Council for the prior year will be recognized. When would you like to present the Youth Council Mayor the scholarship for the past year?

**MAYOR:** At the City Council meeting on September 26<sup>th</sup>.

**TAMARA:** The kids would like to go to Lagoon for an activity. Is that okay?

**MAYOR:** Yes.

**TAMARA:** Can we have a booth at the City party?

**MAYOR:** Yes.

**TAMARA:** Our goal is to get as many kids from town involved as possible.

### **JUSTSERVE SPONSORSHIP REQUEST AND DISCUSSION**

**AARON TAYLOR:** Each year parents with kids in school get a letter asking to help the teachers at the school by purchasing and donating school supplies. I want to help decrease the burden on the teachers from having to purchase supplies. I have a vision about what I want to see. I talked to Principal Healy about this concept. Principal Healy spent \$400 of her own funds this year for supplies for her office. Over \$10,000 is needed for supplies for all of the teachers at North Cache Middle School and White Pine Elementary. I want to help minimize that cost. Long term I would like to completely eliminate the need for teachers to spend any of their own funds for supplies. I reviewed this concept with Mayor Young and Justin and we all feel the best avenue for this project is through the JustServe program. One requirement of the JustServe program is a charitable organization, such as the City, needs to be the program sponsor. There are similar projects in Logan City and North Logan City through JustServe but nothing in this area currently. The local Lion's Club has contributed \$200 and some supplies already. I have contributed another \$200. I want to officially create this project and make it discoverable on the JustServe smart phone app. I am hoping the City would be willing to advertise this program once or twice a year through the citywide communication system. I thought about having a booth at City sponsored event as well. There is a Facebook page specifically for this project. I will post a list of needed items for those not wanting to donate money. I will spearhead this project and be the main contact person. I don't want to place any additional burden on the City staff for this project.

**MAYOR:** I would suggest getting an updated list of needs from the school staff after the initial delivery by the students' parents at the start of the school year. I don't know what is needed or not needed and it would be nice to know.

**AARON:** That is very reasonable to do. We need to put that information out there for people to find. Maybe we could even get a list from each teacher as well as a general supply list for the school. I would like to ask people for assistance before school starts each year and around the midpoint of the school year. Maybe we could have a donation box for supplies here at the City Office building.

**CHERYL:** I would suggest having a booth at the upcoming City party.

**AARON:** That is a good idea to consider.

**MAYOR:** JustServe is a good program to bring projects and people together. I support this project.

The consensus of the Council was for the City to be the project sponsor for this project.

**INITIAL DISCUSSION AND POTENTIAL PLAN FOR USE OF THE PRESENT COMMUNITY BUILDING AFTER THE CITY MOVES ALL OFFICES TO THE NEW CITY OFFICE BUILDING, FORMERLY PARK ELEMENTARY SCHOOL.**

**REESE HULBERT:** We own a lot of equipment and want to open a gym. We want to have a gym in the City. We think we could possibly open the gym in this building after the City relocates to the Park School building. We had also considered Park School as a possibility as well. I need the thoughts of the Council to see if this is even possible. This is just an initial discussion this evening.

**PAUL:** What do you need to do to the building to make it functional for what you are wanting to do?

**REESE:** We would use the Council room for spin classes. We need access to the bathrooms. There are not any showers so long term we might convert the kitchen into some showers. The equipment would be in the main area (dance hall). The electrical service would need to be upgraded. There are some concerns with the floor that need to be investigated. We need to find out what is underneath the floor and benches. The commercial grade equipment we would bring in weighs substantially more than people.

**DAREK:** I don't know what is under the floor but we need to get under there and find out.

**MARLOWE:** I think the floor sits on 2" x 12" beams but there is only concrete in certain areas.

**MAYOR:** How do we find out?

**DAREK:** An access point needs to be located and a structural engineer needs to review. A load rating test needs to be completed.

**REESE:** We will need 220 volt electrical service as well. We are not sure what is involved in upgrading the electrical system.

**PAUL:** Be advised there is air conditioning in the Council room and office but not in the dance hall area.

**REESE:** That would be an issue. We need air conditioning long term. We would have an initial investment in the building to make this workable.

**MAYOR:** What about locating in the Park School building?

**REESE:** We would want to be in the south wing towards the west end of the building.

**MAYOR:** The police department will be utilizing the far west side of the south wing.

**REESE:** We would need separate access.

**PAUL:** Are you going to be open 24 hours per day?

**REESE:** Yes.

**TUCKER:** I think the current City Office building is a better fit.

**MAYOR:** The Justice Court and City Council room would be right by the area they want to use at Park School and that would not be a good fit for us. I would like to see if this building will work.

**CHERYL:** What about use of the theatre?

**REESE:** We don't need or want to use the theatre so the City would still have full control of it.

**MAYOR:** The theatre is used less than six times per year so I don't see that as an issue.

**CHERYL:** I think this is a good idea to pursue.

**MAYOR:** Reese, the City will continue to operate in this building and rent the dance hall area through the end of the year. The building would not be available until sometime next year. We need to figure out if this building is structurally sound for what you want to do.

**MARLOWE:** The electrical will be an issue.

**PAUL:** I would like to see a drawing of what the building would like inside if you were to rent the building. I think we should consider your request.

**MAYOR:** The floor and electrical need to be reviewed. We need Darek and J-U-B to see if the floor is structurally sound. We need to gather some information and could possibly discuss this again at the next council meeting.

**REESE:** Who will pay for the structural review of the floor?

**MAYOR:** The City will as we need to know for ourselves what can or cannot be done in that room. Anything to do with obtaining electrical cost estimates you will need to pay for. Any costs to upgrade the building would be your responsibility if you lease the building.

**TUCKER:** This building would be a good fit if they can make it work.

**MAYOR:** It seems logical to rent the building if we can. We need to explore all options. We will be in touch when we have the assessment on the floor.

**PAUL:** They would be required to have insurance as part of their lease agreement.

**MARLOWE:** I would suggest having Miles Jensen write-up a legal agreement if we get to that point.

**PAUL:** What would we charge per month?

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

**TUCKER:** Do they have a number in mind of what they are willing to pay?

**MAYOR:** I don't know. That is a good question.

**MARLOWE:** Who would pay for the improvements?

**MAYOR:** They would.

**PAUL:** We will have long term problems with this building if it is not rented or utilized.

<b>DISCUSSION RELATIVE TO NEED AND PLACEMENT OF SPEED LIMIT SIGNS IN SCHOOL CROSSING AREAS.</b>
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**MAYOR:** The school crossing guards have a concern about tickets not being issued in areas that are properly posted. Is there something we need to do or can do?

**PAUL:** What is the intent of their request?

**MAYOR:** Main Street just says school zone but a speed limit is not posted.

**DAREK:** An ordinance needs to be in place and the area needs to be posted correctly. There is a speed limit sign in front of the LDS Stake Center for those travelling west to east. I would need to review where the sign is going east to west.

**TUCKER:** Are there issues in this area?

**JUSTIN:** School hasn't even been in session a week. How could they know if there are issues?

**MAYOR:** I am not sure. I want the crossing guards to track incidents of abuse when a citation should be issued but cannot because of how the area is posted.

**TUCKER:** We can request the STAR deputy to be in certain areas at certain times if there are issues.

**PAUL:** What is the cost of signs?

**DAREK:** Around \$300 to \$400 I would estimate.

**MAYOR:** What about flashing signs?

**DAREK:** Those have different rules and are very costly. I think you need to monitor the area for a year to figure out what is going on.

**KELLY:** A cone with a speed limit sign could be put in the crosswalk area for people to be aware.

**DAREK:** That type of sign is not enforceable but people would notice it and most likely comply.

**PAUL:** We need to review what is going on for the next couple of months before a decision can be made. First North is a narrow road.

**DAREK:** Remember there are stop signs on 100 North 100 West so this will help to slow people down as well. Narrow roads make people drive slower and more cautiously as well.

<b>MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.</b>
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**JUSTIN:** The crosswalk at 100 North 100 West has been completed. The new sidewalk on 100 North from State Street to 100 East has been completed. Around 80% of the block was replaced. Several sections of sidewalk were also replaced on 100 North from 100 East to 200 East. The next project for next fiscal year starting in July 2019 will be on 100 North from 200 East to 300 East. There are three new homes going in on that block so the City will only have to pay for about 50% of the cost of the sidewalk for that entire block. Rocky Mountain Power has a WattSmart program the City is utilizing. Rocky Mountain Power will come into all of the City buildings and replace all of the lights with new LED lights. So we will have all new lights that are LED which means they will be brighter, last longer and save us money on our monthly electrical bill. The total cost of the project to the City is around \$5,100. The new backhoe arrived in July. We replace the backhoe every other year. We will replace the mini track hoe next fiscal year. The general fund, water fund and sewer fund split the cost of the backhoe purchase equally. In July, we paid our annual insurance payment for the entire fiscal year for automobile, property and liability insurance. It equates to around \$4,600 per department. The Fire Department is very busy with training. Normally we don't have to pay for firefighter training but we do pay for EMT training. In July, we paid \$3,000 for three members to attend the EMT class. We transferred \$10,000 in July from the general fund to the Cub River Sports Complex Fund for our annual start of fiscal year transfer. Lewiston City paid their amount of \$10,000 in August. Two impact fees were collected in July for new homes in the White Pine Subdivision. The audit will start in September and will be presented to the Council at the November Council meeting.

**PAUL:** What is the policy on the posting of City Council meeting minutes?

**JUSTIN:** We are required to post them on the Utah Public Notice Website after they are approved by the City Council. So for example, the July 18<sup>th</sup> City Council meeting minutes will be posted on the Utah Public Notice website tomorrow since the Council approved them tonight. We also post them on the City website as well. A draft copy can be obtained sooner, if needed, but a GRAMA request must be made at the City Office building and the minutes will be marked "Draft Copy" since they have not been officially approved.

## COUNCIL MEMBER REPORTS

**KELLY:** The City party is on Friday, September 8<sup>th</sup>. Assignments have been made and everyone is ready to go for the event. A JustServe project is being sponsored by the City for the gathering of school supplies.

**MARLOWE:** What is the status of reroofing the post office building?

**CHERYL:** I am still waiting for a bid.

**MAYOR:** We need the bid by next month.

**CHERYL:** Do we want shingles or steel?

**PAUL:** Architectural shingles will be great.

## MAYOR'S REPORT

**MAYOR:** If you are not aware there are major parking and traffic issues at White Pine Elementary before and after school. The school is working on options and will consider changing how the buses enter and exit as well as vehicles. There is going to be a meeting next week with the community council to discuss this issue.

**TUCKER:** It might be easier to funnel the vehicles around the school than the buses.

**MAYOR:** The issue needs to be resolved before winter.

**CHERYL:** The winter months will be much worse.

**MAYOR:** Principal Healy is working on the issue. She knows there is a major problem. Darek is there someone in your office that can help with this issue?

**DAREK:** There is but someone is going to have to pay us for our time spent on the project.

**JUSTIN:** This isn't a City issue and we shouldn't be paying for it.

**MAYOR:** It is a City issue as cars are backing up on our roads, parking on the sides of our roads and other issues. The buses only bring around 70 kids to school out of the 350 in attendance. Principal Healy wants to work with the City on finding a good solution.

**CHRIS PURSER:** When are we going to start to rent the gym at Park School? Bear River Head Start is wondering if they can use the gym on cold or bad air days.

**MARLOWE:** Right now the gym is full of desks and cannot be utilized.

**MAYOR:** I am meeting with representatives from Bear River Head Start next week. They would like to utilize one or two classrooms in the building.

**PAUL:** What is happening with the temporary buildings?

**MAYOR:** The school district has a year to decide what they want to do with their two buildings. They for sure do not want one of them. They might want the other one. I am still working on the details with them on these two buildings. The Head Start building would go away, as well, if they move into the building. We need to make an inventory of what is in the building at this time. Everything currently in the building belongs to us now. I want to get the gym cleared out so it can start to be utilized.

**PAUL:** We need to make a list of priorities on what we want to do to the building and come up with a timeline.

**MAYOR:** I agree. The community council is going to come up with some options for the City Council to consider. The City Council will have the final say on what happens.

**PAUL:** Is there internet service in the building currently?

**MAYOR:** Yes.

**PAUL:** Will there be WiFi throughout the building?

**MAYOR:** Yes. The fiber is up and ready to be configured and put into operation. We will have a private network there.

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

Yes Vote: Erickson, Thatcher, Peck, Crafts

No Vote: None

Absent: Bair

Adjournment at 8:23 P.M.

**BILLS PAID**

5 Star Window Cleaning	290.00
A&D Landscaping	863.90
A.A. Hudson	328.00
Aflac	220.88
AirComm	1758.90
Airgas	27.88
Allen Rock	9411.35
Alltech	13259.50
ARS	130.00
Bear River Health	40.00
Beazer	8.75
Brent Webb Excavating	315.00
Brown Monument	95.00
Cache Chemical	110.80
Cache County Road Dept	47537.56
Cache Valley Fire	420.00
Century Link	254.91
Coca Cola	288.73
Codale Electric	12687.81
Cody Stokes Plumbing	1050.00
Comcast	695.65
Consolidated Electrical Dist.	20.12
CV Extermination	32.00
Darrell's Appliance	1494.00
Denny's	27.96
Dominion Energy	245.27
Ecosystems	434.20
Grainger	105.44
Hall Drywall	1450.00

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Hall Oil	139.35
Honeybucket	233.00
IFA	668.94
Johnson Welding	260.00
Jrock	19755.25
Lee's Marketplace	151.97
Les Olson	182.11
Lewiston City	3269.27
Logan City	36809.82
Lowers	30.34
McGinnis Law	300.00
NAPA	106.84
North Cache Vet	40.00
Olson & Hoggan	2708.00
Overhead Door	809.00
Parsons	8232.38
Peterson Plumbing	445.00
Rebound Unlimited	1500.00
Remote Control	750.00
Rocky Mtn Landscape	100.00
Rocky Mtn Power	25716.31
Rural Water	820.00
Sadler & Sons Concrete	1941.00
Seamons Painting	1700.00
Selecthealth	2064.00
Sign Pro	135.00
SKM	467.50
Smithfield Imp	15.98
Staples	4.99
Stotz	162.24
Sunrise Environmental	1342.98
Tess A. Davis	327.50
The Herald Journal	127.46
The Home Depot	63.43
The Logo Shop	665.31
Tidflex	1909.18
Treewise	875.00
Troy Hooley	3275.00
ULGT	76.40
USA Blue Book	1047.77
Ut Div of Water Quality	550.00
Verizon	324.66
Wex Bank	975.00

Wheeler	19800.00
Zions Visa	1963.73

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder