

RICHMOND CITY COUNCIL

NOVEMBER 21, 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, November 21, 2017. The meeting began at 7:00 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Paul Erickson.

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, Sewer Plant Operator Jeremy Kimpton and City Treasurer Christine Purser were also in attendance.

APPROVAL OF CITY COUNCIL MEETING MINUTES

A motion to approve the October 17, 2017 City Council meeting minutes was made by Lyle, seconded by Cheryl and the vote was unanimous.

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

No Vote: None

DEPUTY'S REPORT

DEPUTY TYSON NIELSEN: Please update the email addresses you have in your system for our department from ending in @cashesheriff.com to @cashesheriff.org. I don't have any other issues or concerns to report.

PAUL: Thanks for your department's continued presence at the cemetery. I am not aware of any issues since you have started monitoring the area.

MAYOR: When does our winter parking ordinance go into effect?

PAUL: November 1st.

MAYOR: As a point of clarification, we have asked that at the start of the winter year warnings are issued rather than citations.

MARLOWE: We have asked for warnings to be issued before the first big storm of the year.

DEPUTY CANDICE HATCH: In the past we have usually written warnings for the first couple of weeks.

PAUL: The current forecast is calling for mild weather the next couple of weeks.

MAYOR: I am just asking for you to not be extreme and issue tickets to everyone. A few years ago 15 people were issued tickets in one night and it created problems. We want the residents to be safe as well as our snowplow truck drivers.

PAUL: The downside is it only takes one issue to create a hazard. If someone needs to be issued a ticket then by all means issue a ticket and not a warning.

DEPUTY HATCH: Normally if it is not storming we issue a warning but if there are bad storms we issue tickets. If there is not an issue with a plow truck being in harm's way we try and issue a warning. When will the city staff relocate into the Park School building?

MAYOR: We are planning for May or June 2018. I am hoping before Black & White Days 2018. We will be working with your department as this transition begins. Who replaced Mike Petersen in your department? We are hoping to start the building renovation project in January and should have a rendering of the remodel by the end of the month. I want us to be ready to start construction in January.

DEPUTY HATCH: Right now Sheriff Jensen is doing his job and Mike's as well. I would expect there will be a promotion to fill Mike's job in January or February. Deputy Bergsjo is still working in the city and can answer any questions you have as well.

ACCEPTANCE OF A DONATION FOR THE YOUTH COUNCIL FROM ROCKY MOUNTAIN POWER.

MAYOR: Rocky Mountain Power has donated funds to help our youth council for several years. The youth council keeps growing from year to year. Thanks to their funding and others we are able to continue to grow the youth council and support new activities.

BRYAN ANDERSON: It is a privilege to work with the city. We take our relationship with the city very serious. Rocky Mountain Power has a franchise agreement in place with the city. We are able to work in the city by accessing easements and right of ways. We serve both commercial and residential clients. We do in-kind donations as well, such as allowing our bucket trucks to be used to hang Christmas lights for the city.

DAREK: We have a bus stop light I talked to representatives of Rocky Mountain Power about and never received a response.

BRYAN: I can help with things like that as well. We also help the local Lion's Club as well and pay membership dues in some cases. Part of my job is to track outages and problem areas in the city. We are always looking to improve reliability. If you know me it is because you have had problems in the past. Our goal is to be as efficient as possible. I appreciate being able to come before the council. We are glad to support your youth council. I am hoping to increase the amount we can contribute next year to your youth council.

MAYOR: Sometimes small communities like us don't get paid much attention. We have more requests than we can meet. Every penny makes a difference in a small town. I appreciate Rocky Mountain Power and their willingness to help the city and especially our youth council.

BRYAN: I am here to serve all of you. If you have different causes in the future that need funding please let me know. I handle budgeting needs for Northern Utah and Southern Idaho. We are glad to help with other programs as well as the youth council when we can.

BUSINESS LICENSE REQUEST

SOLACE RESIDENTIAL, LLC.

POLLY PEART: I just moved to the city. I have a small business where I take care of an elderly lady in my home. I am required to have a business license as part of my state licensing. I do in-home care. I don't have any parking issues. I have some staff coming and going every once in a while but most people won't even notice.

TUCKER: Will you be adding additional patients on top of the one you currently have?

POLLY: No.

PAUL: Does the state limit the number of patients you can care for?

POLLY: Yes, I can have up to three individuals at my home. I don't want to do that. I only want to have one patient at my home.

A motion to approve the business license request for Solace Residential, LLC (Polly Peart) was made by Tucker, seconded by Paul and the vote was unanimous.

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

No Vote: None

PUBLIC HEARING, NO SOONER THAN 7:15 P.M., FOR THE PURPOSE OF DISCUSSING THE RENEWAL OF THE LOAN FROM THE SEWER ENTERPRISE FUND TO THE WATER ENTERPRISE FUND.

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 7:22 P.M.

JUSTIN: In June 2013, the sewer fund loaned the water fund \$400,000. Since that time payments have been made against the loan and the remaining principal balance is \$329,907.10. We have been renewing the loan on a yearly basis. The state requires us to charge at least the interest rate we are earning on our accounts held by the state. Right now the rate is 1.50%; last year it was 1.00%. I would propose we renew the loan through December 31, 2018 at an interest rate of 1.50%. Payments will be made in the amount of \$8,000 bi-monthly.

TERRIE WIERENGA: Why was this loan originally made?

JUSTIN: Back in 2013 we had to make the final payment on the water rights purchase for the new well we purchased from Gibbons and Skabelund. The thought process was to loan the funds internally so we could keep the interest that was paid rather than pay a bank interest on a loan.

RYAN SMITH: When will the loan be paid off?

JUSTIN: It is reviewed on an annual basis at this time.

TERRIE: What if the funds are needed for expenses in the sewer system?

PAUL: We have some membranes on hand for when needed. There are some venting issues we need to fix. I am not aware of any major problems at this time.

JUSTIN: If we got in a position where significant funds were needed and the water fund could not pay back the entire amount owed to the sewer fund at that point we could secure a loan to get the sewer fund the funds that are owed to it.

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

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

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON THE RENEWAL OF THE LOAN FROM THE SEWER ENTERPRISE FUND TO THE WATER ENTERPRISE FUND.

A motion to renew the loan from the Sewer Enterprise Fund to the Water Enterprise Fund with a current principal balance of \$329,907.10 at an interest rate of 1.50% through December 31, 2018 was made by Paul, seconded by Tucker and the vote was unanimous.

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

No Vote: None

CANVASS THE ELECTION RESULTS OF THE NOVEMBER 7, 2017 GENERAL ELECTION.

JUSTIN: The general election was held on Tuesday, November 7, 2017 here at the Richmond City Office Building. There are 1,175 registered voters in the city. Accounting for all ballot types there were 244 votes. The voting percentage was 20.77%. All votes were accepted; none were rejected. I would like to thank Geraldine Hansen, Lori Lefgren and Deanne Cottle for their service to the community on Election Day. They arrived at about 6:30 A.M. and did not leave until around 10:00 P.M. They offer an invaluable service for the community. I am not aware of any issues or concerns with the election. Jeffrey D. Young was elected as mayor. Lyle R. Bair and Cheryl Peck were elected to four year council terms and Kelly Crafts was elected to a two year council term.

PAUL: It is sad we only had a turnout of 21%.

MAYOR: I agree. It was crazy how low it was.

TERRIE WIERENGA: It is unfortunate the majority don't chose to exercise their right to vote. In Australia if a person does not vote they are issued a citation.

A motion to certify the election results of the 2017 General Election was made by Paul, seconded by Lyle and the vote was unanimous.

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

No Vote: None

**RICHMOND CITY CORPORATION
6 WEST MAIN
RICHMOND, UT 84333**

Tuesday, November 21, 2017

General Election Canvass for November 7, 2017

Polling Location: City Office Building

	City Office/Early/Absentee	Provisional	Total	Percent
Mayor – Four (4) Year Term				
Jeffrey D. Young***	156	3	159	65.43%
Terrie L. Wierenga	84	0	84	34.57%
				100.00%
City Council – Four (4) Year Term				
Cheryl Peck***	184	2	186	46.97%
Lyle R. Bair***	207	3	210	53.03%
				100.00%
City Council – Two (2) Year Term				
Kelly Crafts***	228	3	231	100.00%
Total Votes	244			
Total Registered Voters	1,175			
Voting Percentage	20.77%			

PUBLIC HEARING, NO SOONER THAN 7:30 P.M., TO CONSIDER POTENTIAL PROJECTS FOR WHICH FUNDING MAY BE APPLIED FOR UNDER THE CDBG SMALL CITIES PROGRAM FOR PROGRAM YEAR 2018. SUGGESTIONS FOR POTENTIAL PROJECTS WILL BE SOLICITED, BOTH VERBALLY AND IN WRITING, FROM ALL INTERESTED PARTIES.

Visitors: Terrie Wierenga, Ryan Smith, Lora Smith, Jane Despain, Vern Fielding

Mayor Young read the following statement:

Richmond City will now open its 1st Public Hearing for the 2018 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 \$400,000 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.

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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 recorder 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 Lyle, seconded by Kelly and the vote was unanimous.*****

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

No Vote: None

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

JANE DESPAIN: I am here tonight to represent Bear River Head Start. We have a project we would like to apply for. We want to replace our existing playground equipment with new playground equipment. The new equipment would be specifically for those three to five years old. We would also replenish the wood chips and install a border around the playground area. A ramp would be installed for handicap access as well. The current fence would need to be relocated as well as it is too close to the existing playground equipment.

CHERYL: Will the new equipment be installed in the same area as the existing equipment?

JANE: Yes.

MAYOR: Are you expanding the size of the playground area?

JANE: No, we are just purchasing newer and larger equipment.

MAYOR: How much funding are you requesting in the application?

JANE: Our application will be for \$53,754 which includes the equipment and the labor to remove the old equipment and install the new equipment.

PAUL: This is a great project.

MAYOR: The city office will be relocated to this area as well.

PAUL: Is the Head Start building and equipment on city property?

MAYOR: Yes.

CHERYL: Will you lock the fence around the playground equipment?

JANE: There will be a gate but it won't be locked.

PAUL: Will Head Start relocate into the Park School building?

MAYOR: That is a topic we can discuss in another setting.

PAUL: This would be great for the Head Start program as well as the city.

*****A motion to close the public hearing and reopen the regular council meeting was made by Tucker, seconded by Kelly and the vote was unanimous.*****

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

No Vote: None

The public hearing closed at 7:37 P.M.

MAYOR: The city is providing internet access to the Head Start building. There has not been internet service to their building in the past.

JANE: I was not aware of this either until recently.

MAYOR: We have run an internet connection to their building. The full fiber connection will be up and running by next month.

PAUL: Is this a wireless internet connection?

MAYOR: Yes. In the future there will be a discussion about relocating the Head Start program into the Park School building. Hopefully at the start of the year we can discuss an agreement between Head Start and the city for them to move into the building. They would like to have a classroom in the northwest portion of the building.

DISCUSSION AND POSSIBLE VOTE ON THE INTERLOCAL FIRE AGREEMENT BETWEEN RICHMOND CITY AND SMITHFIELD CITY.

MAYOR: For many years we have had issues with daytime coverage on calls for our fire department. We have issues Monday through Friday from 7:00 A.M. to 5:00 P.M. We have a lot of volunteers on the department but they work out of town during the daytime hours. We have had multiple events we could not cover. Through the current interlocal agreement when a page/call for service is sent it goes to our staff first and then five minutes later if there is not a response from our staff it goes to surrounding agencies. Then at that point the surrounding agencies respond.

CHERYL: This could be a real problem is something life threatening is going on.

MAYOR: That is the issue. Valuable time is lost when nobody responds to the first page. When we brought on Fire Chief Troy Hooley months ago we asked him to evaluate everything. This item has been an issue for many years. After reviewing over the course of several months Chief Hooley came to Lyle and me and informed us the department cannot cover the calls during the day. This could potentially endanger our residents. If someone dies we could potentially be held liable. Chief Hooley's recommendation was to find a way to cover our daytime shifts. There are really only two options. We could look at hiring employees but that is not an option from a cost perspective. We could also look at making an agreement with another city where they only respond Monday through Friday from 7:00 A.M. to 5:00 P.M. Lewiston City has a volunteer department that is similar to ours and if they have to respond to Richmond it doesn't leave anyone in Lewiston to respond to their own calls. The Lewiston department has helped us out in the past. Smithfield City has a full-time department. They are currently helping to cover the city during the day. If we put an agreement in place they come immediately rather than wait five minutes to see if anyone responds. Fire Chief Jay Downs from Smithfield and Chief Hooley have worked together to put this contract together. Right now Smithfield has similar agreements with Hyde Park City and Amalga. The proposed contract is almost identical to the contract between Smithfield and Hyde Park. The exception being our contract is from 7:00 A.M. to 5:00 P.M., Monday through Friday where Smithfield covers Hyde Park 24 hours per day, seven days per week. We would pay Smithfield for this service and it would be based on the following as written in Item 4 of the contract.

Mayor Young read the following from the proposed contract:

4. As and for consideration for said firefighting, fire protections, and medical first response to be provided by Smithfield City, Richmond City agrees to pay for said services as follows: An amount equivalent of 0.000742 per hour, per capita, per year.

MAYOR: The population would be based on the yearly census. We know this amount is not increasing significantly on a yearly basis. We are paying for coverage on an hourly basis based on the population of the city. This would be reviewed and adjusted yearly. I would need to check but I believe our population is currently around 2,700 and that would equate to our cost being about \$5,000 per year.

LYLE: The appendix referred to in the agreement is mainly related to the operational side of the department. If minor changes need to be made the fire chiefs and mayors can agree on the changes and not have to wait a month to bring the proposed changes before the council. For example, if the hours need to be changed the mayors and fire chiefs can agree without having to ask the council.

JUSTIN: The contract is based on the number of hours of coverage we need. The more we need the more we pay and vice versa.

MAYOR: Neither mayor wants to micromanage either chief as well. For \$5,000 I think this is something we have to do.

PAUL: I agree, we need to do this.

TUCKER: This is a great solution to our problem.

CHERYL: Is it based at all on the number of calls responded to?

LYLE: No.

PAUL: How is this cost fair to Smithfield?

JUSTIN: I work for Smithfield during the day so I understand what they are trying to accomplish as well. By getting rid of the five minute window waiting to respond it helps to lessen the possible liability of Smithfield. They can respond immediately if the contract is approved. Right now as part of the interlocal agreement they are already responding and not getting any revenue. This contract allows them to respond quicker as well as earn additional revenue for their department.

PAUL: Do we ever bill health insurance companies for the calls we respond to?

LYLE: Ambulance calls are invoiced. First responders do not invoice for calls they go on. Supplies are billed in some cases. Transfer calls are invoiced by the ambulance provider. Non-transfers are not invoiced.

PAUL: We don't bill for fire calls?

JUSTIN: Correct.

PAUL: Did the Smithfield council feel this was fair?

JUSTIN: They reviewed and approved of the contract as written at their November 15th council meeting.

MAYOR: We also pay a very low amount for police protection as well. The county recently asked me to participate in a new governing body which is being created to review small town fire and EMS department challenges. We need to be involved. If we don't resolve our problem then the county will and we might not like their remedy. Is going to a fire district for the valley a good option? This is something the county needs to review and discuss. The county is already discussing this option. The county and little communities need to work together to come up with a plan that works for everyone. I hope to see something positive happen in the next year.

JUSTIN: The contract allows Smithfield or Richmond to opt out with 90 day notice as well. We are not tied into this contract long term if we don't want to be.

LYLE: That is correct.

MAYOR: This contract is positive for the city. The contract has not had a positive response from some of the members of our fire department. Some of them are not happy we are considering this contract. They don't want another city here responding to calls.

CHERYL: That doesn't make a lot of sense where the other cities are already helping out now.

MAYOR: I appreciate Chief Hooley and what he has accomplished. He took a lot of heat for even presenting this contract to our department. Lyle and I offered to attend the meeting and he said as chief it was his responsibility to notify the department. We need to watch the department as a whole. I hope it works out well but if not and we need to make changes we can. Our department could easily feel threatened. We don't want that to happen as that is not the intent of this agreement.

TUCKER: What about the use of our equipment?

LYLE: Smithfield will bring their own equipment to each call. If their equipment is being used elsewhere they might need to use our equipment but overall they will only use theirs.

CHERYL: Can our staff still respond to calls as well during the day?

LYLE: Yes, both staffs will still be paged. Chief Hooley will still be in charge if he is on the scene even if the Smithfield department is on the scene as well. Both departments can work together.

MAYOR: Fire departments working together is always contentious for some reason. Not just in this case but throughout the valley. Chief Hooley will always be in charge when he is on scene in Richmond. There are some emotions involved from our department where they are not in charge all the time. I have told them and any other volunteer if they have issues to reach out to myself or any council member. I appreciate everyone who has been involved in putting this together. I think Chief Downs, Chief Hooley and Lyle all did a great job. It is the responsible thing to do for the city. We owe it to our residents.

A motion to approve the Agreement for Fire Protection Services between Richmond City Corporation and Smithfield City Corporation was made by Paul, seconded by Lyle and the vote was unanimous.

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

No Vote: None

CONTINUED DISCUSSION AND POSSIBLE APPROVAL OF CHANGES IN THE AMOUNT THE CITY CONTRIBUTES TOWARDS EMPLOYEE HEALTH INSURANCE.
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JUSTIN: Last month we had an initial conversation on possibly changing the amount the city contributes to monthly health care costs for the employee's family. Currently, the city pays 100% the cost of the employee and nothing for additional coverage such as two-party or family. The council asked me to provide information on our current employees and the associated costs if the city were to pay for two-party or family coverage. The intent was to review this policy now as the city is hiring a new employee and reclassifying a couple of existing employees. We want to be able to hire the best possible employee. Our current policy could keep us from doing that where few if any places don't pay at least a portion of the health insurance coverage for two-party or family. I have provided you a chart showing the cost to the city for family coverage on the existing employees if the city were to pay 50%, 60%, 70% or 80% of the cost. The average of other cities is around 70% to 80% being paid by the city. Some cities pay

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100% of the cost whether single, two-party or family. My recommendation is the council consider paying 70% or 80% to be in line with other local municipalities.

PAUL: Most people need benefits. In most cases a significant portion of the cost is paid by the employer. A change to this policy will cost the city money in the long term but will also be responsible for attracting better employees.

JUSTIN: I agree. Right now we don't have an issue and I want the council to evaluate this situation without any emotion. This could potentially be an issue as we hire a new employee in the next month or two.

LYLE: Can our budget afford this?

JUSTIN: Right now nothing would change. None of the employees are requesting a change. This would be for the future. Yes, more funds will be spent but I agree with Paul that I think a better class of employee will apply and be hired. I would hate to lose the best possible candidate because we are so different in what we offer in regards to health insurance benefits. We are at the very low end in what we offer compared to others.

PAUL: I think we should pay 80% of the cost of two-party and family coverage.

TUCKER: I like 80% as well as having the employee pay 20%. This makes them have a vested interest in what we are doing.

PAUL: I have to pay 40% of the cost where I work.

MAYOR: I think the city paying 60% is too low and the difference between 70% and 80% is not much and I would recommend the city pay 80%.

A motion to approve Richmond City paying 80% of the cost of employee health insurance premiums for two-party and family coverage and 100% of the cost of individual coverage with the employee paying 20% of the premium cost for two-party and family coverage was made by Paul, seconded by Tucker and the vote was unanimous.

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

No Vote: None

CHERYL: What happens if the employee does not need health insurance coverage from the city?

JUSTIN: We add to the employee's wage 80% of the cost of the average single person coverage amount.

PAUL: This is money well spent.

CHERYL: Lora (Smith) will this change make any difference to you?

LORA SMITH: None at this time.

PAUL: I don't want us to be at a disadvantage when hiring new employees.

CHERYL: Premiums will increase yearly.

PAUL: And we will deal with it just like everyone else does.

MAYOR: Another factor is we are not at the high end in what we pay our employees either. We need to make sure we have good benefits to help offset the lower wage we pay.

DAREK: I have worked for a city as well as in the private sector. This is something you need to do for the employees especially where a lower wage is paid.

MAYOR: We are just fortunate to have the staff we have. This will help to retain employees' long term as well as hire new employees.

DISCUSSION AND APPROVAL OF INTERIM CITY ADMINISTRATOR.

MAYOR: Marlowe is retiring at the end of this year. Marlowe how many years have you worked for the city?

MARLOWE: Eighteen.

MAYOR: This has been a second career for Marlowe after he retired from the school district. We appreciate Marlowe and all he has done for the city. Transitions like this can be hard. Marlowe has been here for a long time. As a council we have talked and we are not 100% sure what we need in a new city administrator. All of our employees carry many different hats and responsibilities. At this point we would like to consider an interim appointment as city administrator until we can figure out for sure what we need this employee to oversee and be responsible for. Moving forward this employee will be full-time. Marlowe has worked part-time for the city but put in as many hours as a full-time employee most of the time. Chris works part-time for the city as well. We are growing and the city is changing and we need a full-time administrator.

CHERYL: Our employees have made it work with the resources and time we have given them.

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MAYOR: We need someone full-time. There are many areas to oversee from maintenance in all departments to the office and many other areas. I would like to ask the council to approve Jeremy Kimpton as our interim city administrator as of December 1st. Jeremy oversees our MBR plant at this time.

PAUL: When would this position be effective?

MAYOR: December 1st. Jeremy is already helping in many areas. Marlowe will assist and work with Jeremy through the end of the year. Jeremy came to the city when our MBR plant operator accepted employment elsewhere. We had J-U-B Engineers run the plant while we were looking for a new employee. Jeremy was the best applicant for the position even though he did not hold all of the certifications we needed at that time. Jeremy stood out in the interview process because of how he works with other employees and residents. Jeremy has done a tremendous job at the MBR plant for the last six to eight months. The goal would be to have myself, the council and Jeremy work together over the next few months to see what exactly we want this position to do for the city.

CHERYL: What is the timeline for making the decision on having a permanent city administrator?

JUSTIN: Our goal is June 30, 2018.

MAYOR: Marlowe's shoes will be hard to fill. Council members and mayors have come and gone and Marlowe has always been a constant as well as Chris. Chris how long have you worked for the city?

CHRIS: Fifteen years.

MARLOWE: Rob Bair has been with the city 24 or 25 years.

MAYOR: This is a big change for the city. Change is hard.

A motion to appoint Jeremy Kimpton as Interim City Administrator from December 1, 2017 through June 30, 2018 was made by Cheryl, seconded by Tucker and the vote was unanimous.

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

No Vote: None

PAUL: I want to give a heartfelt thank you to Marlowe for all of his years of service to the city.

LYLE: Marlowe, thank you for your service.

TERRIE: Would you like me to update the contact information on the website?

MAYOR: We will be changing email addresses in the future as well as switching our email to Office 365. I will send you the email addresses and phone numbers to update once we have made the change.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: The fire department is paid when they offer service during concerts at the Cherry Peak Resort. For the concerts they helped on this year they collected \$1,250 in revenue. Rocky Mountain Power donated \$300 to the youth council. The fire station approach has been completed and the concrete is curing at this time. The sale of the rental house has been completed and a check in the amount of \$148,525.33 was deposited this month. The second to last payment on the water share purchase agreement between the city and Morley Cox was made this month. The payment to Morley was for \$12,952 of which \$12,000 was principal and \$952 was interest. The annual cemetery board meeting will be on Tuesday, December 12th at 7:00 P.M. here at the city office building. Kelly will attend in behalf of the council as she is the council member representative on the board. The Texaco Station has been demolished and hauled away. I would expect to pay that cost in the next month or so. Renting out the portable bleachers from Cub River has been a good source of income for the sports complex. This year we have collected \$4,300 in rental fees for the bleachers. We rent them to other local municipalities and the county when needed. So far this fiscal year we have collected \$56,100 in water impact fees and \$61,660 in sewer impact fees. Each year the city includes funding for Christmas bonuses for the employees. This is included in the budget but I like to have a vote of the council to approve so you are all aware since this is not part of our normal bi-weekly and monthly payroll deposits. Lora has reviewed and approved the amounts for the library staff. Mayor Young has reviewed and approved the amounts for the rest of the staff. The proposed amounts are net amounts after tax has been deducted.

A motion to approve employee Christmas bonuses for fiscal year 2018 was made by Paul, seconded by Lyle and the vote was unanimous.

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

No Vote: None

RICHMOND CITY EMPLOYEE NET CHRISTMAS BONUS 2017 FOR FY18

	Net Bonus Amount
ADKINS, MARLOWE	500.00
BAIR, ROBERT	500.00
COLLINS, YUMI	500.00
FORSGREN, PATRICIA	150.00
FUNK, MATTHEW	500.00
GILBERT, JAN	150.00
HAWES, KRISTIE	150.00
GUYMON, MACK	150.00
KIMPTON, JEREMY	500.00
LEWIS, JUSTIN	500.00
LEWIS, SHANE	500.00
PURSER, CHRIS	500.00
REESE, JANESEA	100.00
REESE, TINA	150.00
SMITH, LORA	500.00
TITENSOR, MELISSA	300.00
HOOLEY, TROY	300.00

COUNCIL MEMBER REPORTS

PAUL: I would like Jeremy to update us on some repairs at the MBR plant.

JEREMY: We have installed new fans in the building and they are now working.

PAUL: Did we use the same fan motors as in the past?

JEREMY: Yes. It would be hard to retrofit to something else. We found an issue where some of the fans were rubbing on the housing. This might have caused them to overheat and burn up. We replaced all of the motors with labor from our staff. We rented a lift and did the rest of the work ourselves.

MAYOR: Did you replace all four fans?

JEREMY: Yes. The cost was around \$1,500 plus the rental of the lift. Three of the city employees did the work.

PAUL: What are the motors rated at?

JEREMY: Eleven amps.

PAUL: Hopefully we won't have to replace them again in twelve months.

JEREMY: The MBR plant is a hard environment for all equipment. It is a humid and corrosive environment.

MAYOR: It will be good to track and monitor how long these last. How long did the last motors last?

JEREMY: I am not sure. I don't know if the new motors will last months or years. Only time will tell.

PAUL: I want to see items repaired correctly. I don't like band aid repairs. I don't want to be extravagant but want to see repairs done correctly.

JEREMY: We replaced a diffuser valve as well. Some of the pumps are wearing out and we will replace them when needed.

MAYOR: I noticed there are some sand and sandbags under the Black & White Days pavilion.

JEREMY: We are preparing for winter.

MAYOR: It is nice to be proactive and not reactive. Please see how many sandbags we have on-hand. We can order some if needed. When we are in a flooding crisis that is not the time to need to purchase sandbags. I want to keep 3,000 to 5,000 sandbags on-hand at all times. Home Depot and Lowe's only had a few thousand last year and they sold out in a short period of time. We purchased a new sandbag filling machine as well. It is on wheels and portable. We now have two machines to help fill sandbags.

JEREMY: I will count the sandbags and we can order some if needed.

CHERYL: Rose Ann Anderson has resigned from the library board as she has another commitment she needs to attend to. I have a name I would like to present to the council for consideration. I would like to nominate Terrie Wierenga to serve on our library board. I have talked to Terrie and she is willing to serve if approved.

Richmond City Council Meeting Minutes, November 21, 2017

A motion to appoint Terrie Wierenga as a member of the Richmond City Library Board was made by Cheryl, seconded by Tucker and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts
No Vote: None

MAYOR'S REPORT

MAYOR: The annual city Christmas party will be held on Friday, January 12th at 7:00 P.M. at the Birch Creek Golf Course Clubhouse in Smithfield. I need to see if we can reschedule the December 19th council meeting to another date.

KELLY: I have a conflict on the 19th as well.

The consensus of the council was to reschedule the Tuesday, December 19th council meeting to Wednesday, December 20th.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts
No Vote: None

Adjournment at 8:47 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder