

**RICHMOND CITY COUNCIL**

**JANUARY 16, 2018**

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 16, 2018. The meeting began at 7:00 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Cheryl Peck.

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

City Administrator Jeremy Kimpton, City Engineer Darek Kimball, City Recorder Justin Lewis and City Treasurer Christine Purser were also in attendance.

**OATH OF OFFICE CEREMONY FOR MAYOR JEFFREY D. YOUNG AND COUNCIL MEMBERS  
LYLE BAIR, CHERYL PECK AND KELLY CRAFTS**

Justin administered the Oath of Office to Mayor Young, Lyle, Cheryl and Kelly for their new terms in office.

**APPROVAL OF CITY COUNCIL MEETING MINUTES**

**KELLY:** I will abstain from voting since I was not in attendance at the meeting.

\*\*\*A motion to approve the December 20, 2017 City Council meeting minutes was made by Paul, seconded by Cheryl and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Peck, Bair

No Vote: None

Abstain: Crafts

**DEPUTY'S REPORT**

**DEPUTY ROBERT BERGSJO:** I don't have anything new this evening to report.

**MAYOR:** It has been quiet because there is little snow and ice.

**DEPUTY BERGSJO:** I agree.

**MAYOR:** I don't have anything particular to add. It has been a mild winter compared to most. I am not aware of any issues or concerns.

**QUARTERLY REPORTS (FIRE, LIBRARY, YOUTH COUNCIL, TREASURER)**

**FIRE DEPARTMENT**

**FIRE CHIEF TROY HOOLEY:** I want to thank the council for supporting the department. We are in a much better place than a year ago. In December at our annual Christmas social I presented some awards to members of the department. Jeff Jenkins for Firefighter of the Year. Dustin Mayhew for EMT of the Year. Katie Wallentine for the Chief's Accommodation Award for Exemplary Service. One of the things Katie does is our monthly newsletter submittal. In December, the department responded to eight medical calls and three fire calls. New turnout boots have been purchased for each member of the department. The new boots are leather. Some of the old boots had holes in them and were worn out. We are getting ready to submit a grant for some new turnouts. Turnouts have a life of "X" amount of years and most of ours have expired. The LED lighting project on the inside and outside of the fire station has been completed. The new fire truck should arrive sometime in September. I have attended a couple of meetings where the specifications of the new engine were discussed.

**LYLE:** Will the new engine come with a hose package?

**CHIEF HOOLEY:** Yes.

**LYLE:** Will the new truck come with new SCBA's?

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**CHIEF HOOLEY:** No. The new truck will have a new high diameter hose included which is about 1,000 feet long.

**PAUL:** Who is the new engine being purchased from?

**CHIEF HOOLEY:** The trucks are being taken out to bid soon. I would expect the new engine will be purchased from Rosenbauer or Pierce Manufacturing.

**PAUL:** The County actually owns the truck but we are allowed to use it?

**CHIEF HOOLEY:** Correct. Wellsville and Lewiston are both receiving new engines as well. There is about \$1,000,000 which will be split to pay for the three new engines. One engine could cost as much as \$750,000 depending on various factors and options. The truck we receive will meet our needs.

**PAUL:** What will happen to our existing fire engine?

**CHIEF HOOLEY:** It will be taken and utilized at the Hyrum fire station.

**LYLE:** Do you know which chassis is being used?

**CHIEF HOOLEY:** I don't. There are two options when ordering a new engine. Custom where we add items when the truck arrives or ready to go which means it comes complete. I would expect we will get a ready to go truck. There will not be very many bells and whistles but it is a solid truck.

**PAUL:** It will be nice to have a new truck.

**CHIEF HOOLEY:** Two members of the department just went through and passed the EMT class. We also have two new members in the department; Carson Traveller and David Bair. Right now they are enrolled in Fire 1 and there is no cost to the city for the course. In the future we will be working on updating our SOP's (Standard Operating Procedures).

**PAUL:** I would like the three department members who were honored at the Christmas social to come before the council in February so we can thank them as well.

**CHIEF HOOLEY:** I will let them know. I want to thank the council for getting the contract between Richmond and Smithfield completed. The agreement has already proven it works. The agreement is a benefit to our department and community.

### LIBRARY

**LORA SMITH:** In 2016, we did a Cans for Fines program and collected about 100 cans of food to donate to the local food pantry. This year we did the program again and collected 150 cans. The robotics program started last Wednesday. Normally, we have about four to eight who attend the class but this time we had eighteen. We were planning on doing the program twice per month but are now considering doing it weekly. We are in the process of getting rid of old cassettes and VHS tapes. We are getting some new DVD's as well. We need to acquire more as we have substantially less than other local libraries. We are participating in a One Book One School program with White Pine Elementary. The book everyone will be reading is Charlie and the Chocolate Factory. There will be a display at the library about this program and some information in an upcoming newsletter. Terrie Wierenga is helping me apply for an LSTA grant. There is funding available this year. Last year there was not. It is a technology grant. Something new this year is we have to submit a letter of intent to apply. The state has a program called OverDrive which runs through the state library. It allows people to check out audio and video items. The log-in process has changed. There might be some questions about this in the future as people try and log-in. The numbers are growing for digital materials. In November 2016, we had 13 digital items checked out. In October 2017, we had 400 digital items checked out. We only have ten digital books we can check out right now. We have spent limited funds in this area in the past. We should consider allocating more funds for these items in the future.

**MAYOR:** Please explain OverDrive a little bit more.

**LORA:** A person has the ability to check out digital items through the State of Utah library. The issue is normally there is a waiting list to view these items. Some people are willing to wait and others are not. The prices vary greatly as well to purchase digital books if we consider doing so in the future.

**MAYOR:** We appreciate what you and your staff do and the service you provide.

### TREASURER

**CHRIS:** I don't have anything new.

**MAYOR:** On average, how many people come to the city office from 9:00 A.M. to 2:30 P.M. daily?

**CHRIS:** It depends on the time of the month. During shutoff notice time we have a steady stream throughout the day.

**MAYOR:** What are they mainly coming in for?

**CHRIS:** To pay for utility bills, business licenses and dog license renewals.

**MAYOR:** We are going to consider going to online payments in the future.

**PAUL:** Do we have the capability to do payments via ACH (Automated Clearing House)?

**JUSTIN:** No, we cannot do ACH payments but can do debit and credit card payments.

**PAUL:** We estimated we saved \$10,000 by no longer printing and mailing the newsletter. I think the next logical step in the process is to consider doing utility bills electronically for those who want them that way. How many people pay with cash?

**JUSTIN:** There are still a significant amount who do.

**CHRIS:** Many pay with handwritten checks as well. We get more card payments all the time where we don't charge a processing fee.

**MAYOR:** We are going to consider all online payment options in the future.

**PAUL:** ACH is cheaper than credit and debit card processing but there can be liability issues.

**TERRIE WIERENGA:** I am working with Clarkston to help them go to online billing. There is a huge liability risk in accepting people's account information. It is much safer to go with an established billing service.

**MAYOR:** I want us to look at all options in the next six months. The court is going to online payments as well. The court system needs to be automated as quickly as possible for convenience reasons.

**PAUL:** Online payments have existed for a long time, it is just researching and picking the best option.

### **BUSINESS LICENSE REQUEST**

#### **ARI SKUNKWORKS, INC.**

**KEVIN STALLARD:** I do 3D printing and prototyping work. The work is mainly for my company but I want to have the option in the future to offer this service to others as well. It would be a good way to generate additional revenue. The business is in the back of the old Theurer's Store building. Housley Construction helped to remove some walls and remove the old concrete floor and install a new floor for the CNC machines we use.

**LYLE:** I was told the building will be inspected on Thursday?

**KEVIN:** Yes, that is correct. I also talked to OSHA and they are going to come and do an inspection as well.

**MAYOR:** I reviewed his business today. He has some very nice CNC machines. They have a good layout and setup in the building. The building looks very clean and professional. Only the back of the building is being utilized at this time. Approval of the business license would be conditional upon the county approving as well.

\*\*\*A motion to approve the business license request for ARI Skunkworks, Inc. (Kevin Stallard) with the condition the Cache County Building Inspection department approve the request as well was made by Lyle, seconded by Tucker 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 REZONE REQUEST BY TOM HARWARD FOR PARCEL NUMBER 09-084-0056, 0.60 ACRES, LOCATED AT APPROXIMATELY 200 WEST 600 SOUTH FROM A-10 (AGRICULTURAL 10-ACRE) TO HC (HIGHWAY COMMERCIAL).**

**MAYOR:** Tom Harward has requested to rezone a small parcel on the west side of the highway across from North Cache Middle School from A-10 (Agricultural 10-Acre) to HC (Highway Commercial).

\*\*\*A motion to close the regular council meeting and open the public hearing 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 opened at 7:33 P.M.

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**PAUL:** Mr. Harward the parcel is not listed in your name. Whose name is it listed under?

**TOM HARWARD:** My spouse.

\*\*\*A motion to close the public hearing and reopen the regular council meeting 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 closed at 7:35 P.M.

**DISCUSSION AND POSSIBLE VOTE ON THE REZONE REQUEST FOR PARCEL NUMBER 09-084-0056.**

**PAUL:** It is a small parcel. Only about 0.60 acres in size. Justin please explain why this is allowed.

**JUSTIN:** LUDMO allows for parcels under five acres to be rezoned to HC (Highway Commercial) and Planned Industrial Commercial. This request is allowed. Normally we don't allow rezones for parcels under five acres.

**PAUL:** The parcel is on the highway so it makes sense in that regard.

**MAYOR:** What is the setback along the highway?

**TUCKER:** I think it is 70 feet past the State of Utah easement but would need to double check.

**PAUL:** The road on the north end of this parcel is a city owned road. The highway is overseen by the state.

**PAUL:** So the easement goes 70 feet past the edge of the highway?

**TUCKER:** I believe so.

**PAUL:** Tom do you know the size of the frontage on the north end of the parcel?

**TOM HARWARD:** I think it is about 110 feet wide.

**PAUL:** The setback along the highway could be a problem and you would want to check into it. The zoning does not matter in regards to the state easement. I think the rezone request seems reasonable.

\*\*\*A motion to approve the rezone request for Parcel Number 09-084-0056, 0.60 Acres, from A-10 (Agricultural 10-Acre) to HC (Highway Commercial) was made by Paul, seconded by Lyle and the vote was unanimous.\*\*\*

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

No Vote: None

**PUBLIC HEARING, NO SOONER THAN 7:30 P.M., FOR THE PURPOSE OF DISCUSSING ADJUSTMENTS TO THE FISCAL YEAR 2018 BUDGET WHICH IS THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018.**

**JUSTIN:** Traditionally we adjust the budget in January, May and June of each year. We are at the half way point in the budget year and need to make some adjustments. I won't review line by line but will hit the major items. In General Fund Revenue, there are increases for the sale of the rental home, mass transit tax, RAPZ tax, grave digging and donations. The cemetery district contracts with the city for grave digging purposes and pays the city in December and June of each year. Reductions to General Fund Revenue would be for rental income from the rental home as well as rental income from the service station which was razed. These two items can no longer be rented. In regards to expenses in the General Fund, there are increases in Administration for the youth council, auditor, travel and training. Increases in Buildings include the new post office roof, finishing up of the rental house remodel and the park school renovation project. An increase to Public Safety is for insurance costs. Streets would increase for the city portion of the trail system on 300 East from 300 North to 500 North, mass transit tax expense and additional salt needed for the roads. Parks increase for insurance as well as the purchase of the service station property and the cost to raze the building. Fire Departments increase for the inclusion of the Smithfield City contract as well as an increase in gasoline expense. Library increase is for insurance and miscellaneous material purchases. We don't budget any amount for impact fees for water and sewer and only include them after they are received. So both items will be adjusted as well as the amount of interest we are receiving in each fund. Water Fund expense increase is for insurance, building maintenance and interest on the loan from the sewer fund.

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Increases to the Sewer Fund are for line cleaning as well as building maintenance. The Cub River Sports Complex received \$4,300 for the rental of the portable bleachers so we will include that revenue and increase the maintenance and repair line item by the same amount. There is an increase in the capital projects fund for interest received.

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

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

The public hearing opened at 7:45 P.M.

There were not any comments or questions.

\*\*\*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 7:46 P.M.

**DISCUSSION AND POSSIBLE VOTE ON ADJUSTMENTS TO THE FISCAL YEAR 2018 BUDGET.**

**CHERYL:** Justin thank you for being well prepared and explaining the proposed changes.

\*\*\*A motion to approve adjustments to the Fiscal Year 2018 Budget was made by Paul, seconded by Cheryl and the vote was unanimous.\*\*\*

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

**MONTHLY CITY ADMINISTRATOR REPORT**

**JEREMY:** We have several roads with drainage problems. When water does not drain and collects on the side of the road, it gets under the road and then freezes and causes the asphalt to buckle. We need to start to use a grader to repair some drainage issues. There are several roads that need work on the shoulder, mainly from 300 East Main going east and on 500 North.

**PAUL:** The slope might be an issue in some of those areas.

**DAREK:** Some of the roads in question might have been chip sealed multiple times and are coming apart. Multiple chip seals on the same road make them soften long term.

**JEREMY:** There are significant issues on 500 North along the edge of the asphalt.

**PAUL:** We asked for some COG funds there to repair the road in the past and our application was denied.

**JEREMY:** Doing some grading would help.

**PAUL:** Grading won't solve our problem long term. We need to look at other permanent surface options long term.

**DAREK:** Grading helps to create a channel down the side of the road to allow for drainage.

**JEREMY:** The area by Gordon Palmer's driveway at approximately 500 East Main is a major problem.

**PAUL:** The water starts running from hills to the east of his location and grading will not stop the problem.

**DAREK:** In some areas we have put down two inch rock in the past to help stop rutting issues on the side of the roadway.

**PAUL:** Is there any storm drain piping in that area?

**DAREK:** No. The water runs down the shoulder of the road and into the irrigation canal at about 400 East Main.

**MAYOR:** The Briggs home at about 400 East Main flooded last year.

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**DAREK:** All of the water caught in the irrigation canal flows south and eventually ends up in City Creek. The canal is still open for a reason, to catch storm water. There is a storm water drain inlet at 300 East Main.

**MAYOR:** I think the Briggs home has flooded the last four years. There needs to be a channel through that area.

**DAREK:** Water from the Rocky Mountain Power Substation drains into the Briggs parcel.

**PAUL:** I understand the concern for having a channel on the side of a road but the water still needs to go somewhere.

**TUCKER:** Is there a drain by Kim Christensen's home?

**DAREK:** Yes and the irrigation canal is open as well.

**PAUL:** These issues need to be reviewed onsite.

**DAREK:** There is a culvert at 300 East 500 North and the inlet needs to be uncovered. I am sure the homeowner in the area does not even know about the storm drain system.

**PAUL:** We are going to need to allocate funds to repair the areas Jeremy has shown us tonight.

**DAREK:** There are multiple drainage issues along 300 East.

**PAUL:** Let's get together onsite and review these problems. I will have Norton Thurgood attend as well since he is our road expert. I am currently working with Norton on a crack seal project for this fiscal year.

**JEREMY:** We have ordered four more loads of salt. Right now we are in the process of pulling the cassettes and membranes in the MBR plant. Each membrane is removed, inspected, cleaned and replaced if needed. Three of us are working on this project. The project is only one of the two basins.

**TUCKER:** How many cartridges are there?

**JEREMY:** There are 200 membranes per cassette.

**MAYOR:** How many total membranes?

**JEREMY:** There are 4,800 total. There are two basins with 2,400 in each basin. When we inspect them we look for tears and stains. Each one is sprayed off and scrubbed. Around 50-60% of those we have inspected are still good. Usually the end membranes in a cassette are bad. Each membrane costs \$75 to replace. It would be nice to replace them all but we need to clean and save as many as possible. We are also patching and repairing some of the membranes that can be saved.

**PAUL:** The expenses at the MBR plant seem to come and go in waves. We won't have anything for a while and then we will have a major expense.

**LYLE:** How often do you do this cleaning procedure?

**JEREMY:** Every three years or so. Hyrum City cleans their system as often as every two years or as long as every four years. The plates wear. Some of the membranes are still good but get grooves worn in them from shaking. The welds on the cassette will break and have to be repaired.

**DAREK:** I have toured the Hyrum plant before and a lot of their racks are welded as things break from being used.

**JEREMY:** A cassette will weigh 2,900 pounds without any water in it.

**PAUL:** How long has the MBR plant been in operation?

**DAREK:** I think this is year nine or ten.

**JUSTIN:** The plant was built in 2008 and 2009.

**PAUL:** Maybe we should consider having an extra cassette on-hand so we can swap them out when needed. I will have Jeremy give an update on some storm drain cleaning we did as well.

**JEREMY:** We had an issue with some storm drains backing up in November and December. Mud was caked in the collection boxes and the storm water could not flow. There was a big problem near White Pine Elementary. Coats Rooter came in and cleaned an area but I think it pushed the debris further down the system. Twin "D" came in and did extensive cleaning in several places throughout the city. Twin "D" was cheaper than Coats Rooter so we used them for the bigger project.

**JUSTIN:** If I recall correctly we spent \$3,850. A great project to have completed.

**JEREMY:** We need to start to budget for some storm drain cleaning on a yearly basis. I am not sure how the rest of the city looks. The sander has been repaired and should be back in service. Itty Bitty Equipment did the repair.

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

**JUSTIN:** The majority of property tax is collected in December and January. In December, we received \$84,373. Class "C" Road Funds were received in the amount of \$24,269. The cemetery district paid the city for grave digging charges for July through December in the amount of \$2,850. The interlocal fire/ambulance agreement revenue received for the fiscal year has been received in the amount of \$2,615. All RAPZ tax reimbursements have been received totaling \$28,431 in this fiscal year. Marlowe had some comp time and personal leave hours owed to him when he retired. Payment was made this month to get those hours paid out. Employees are not allowed to have

more than 240 hours of personal leave time after December 31<sup>st</sup> of each year. So in January of each year we pay the employee out for any hours accumulated over 240. There were two employees paid for personal leave hours this month. The cost of the demolition of the service station was paid in December. The total cost of the land purchase and demolition costs are \$39,861 for the project on 200 West Main. Depreciation Expense is added in twice per year in December and June. I have included the amount for the halfway point of the budget year. For the water fund the Depreciation Expense for July through December totaled \$105,257 and for the sewer fund \$162,015.

#### COUNCIL MEMBER REPORTS

**KELLY:** Shane Spackman asked if the horse pull committee could extend the dirt area at the ball diamond an additional 20 feet south for the horse pulls.

**MAYOR:** We need to make sure they do not disturb the area where soccer is played. The area they are talking about is only growing weeds right now as the horses ruined the grass in past years.

**TUCKER:** How close does this go to the gate to the east?

**MAYOR:** They are basically adding the width of the gate. I told them in the past if this is approved they will have to take care of it not the city. I don't see an issue with it.

**PAUL:** Are the Highland Games being held again this year?

**MAYOR:** Last I heard they were still planning to.

**KELLY:** The horse pull committee meets in March and I will let them know their request has been approved.

#### MAYOR'S REPORT

**MAYOR:** The state of the city address will be on Thursday, February 22<sup>nd</sup>. I would like to make a request we move the location to Park School. I think the gym would work just fine. There is an item I would like to openly discuss and address. The council has notified the county of the intent to consider raising the property tax rate this year. I will have a PowerPoint presentation which we will review that night. To my knowledge property tax has not been raised since 1978. We only collect about \$110,000 in property tax right now. This is something we need to address. The city has grown a lot since 1978 and our revenue has not increased in the same proportion. Park School is a good place for the staff and council to move into but there is a cost. Just to keep the heat and electricity on right now is \$2,500 per month and that is with nobody in the building. We have worked with what we have for a long time. I want to post this will be discussed. It is not a secret. I want people to know we are considering this. I want to have an open forum and discussion.

**TUCKER:** We need to get people the facts. The more people that know in the community the better. This is a serious issue.

**CHERYL:** It would be good to explain why an increase is being proposed.

**MAYOR:** We need to discuss how property tax is collected. If someone moves in and builds a new home the rate a current resident pays decreases and the amount the city receives stays the same. Costs are increasing. Taxes are going up everywhere but here. I am hopeful the entire council will be in attendance at this meeting. I have asked the architect for the Park School renovation project to print out a large layout of the proposed changes to Park School so we can show everyone that evening. Phase 1 would consist of creating a council room and the area for the Cache County Sheriff's Office staff.

**CHERYL:** I think we need to let everyone know what is going on with the land where the old service station was located at 200 West Main.

**MAYOR:** I agree. Let's discuss it as well.

**DAREK:** Most residents don't understand how much of the property tax they pay comes to the city. If the average home pays \$150 a year to the city each new home built does not add an additional \$150. The \$150 will actually decrease. The more homes there are the less the rate becomes. Developers are wrong when they say they bring substantial property tax to a town when a development is built. People need to be informed.

**MAYOR:** All of this will be included in a PowerPoint presentation. I want to discuss options for the future as well. Some cities hold the property tax rate from year to year meaning new homes add revenue to the city. The rate stays the same so new growth adds property tax revenue.

**DAREK:** Currently, we are getting further behind each year.

**MAYOR:** Our next council meeting is on February 20<sup>th</sup>.

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

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

Adjournment at 8:28 P.M.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder