

**RICHMOND CITY COUNCIL**

**MARCH 21, 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 Wednesday, March 21, 2018. The meeting began at 7:00 P.M.; Mayor Jeffrey 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 and Lyle Bair.

Kelly Crafts and City Engineer Darek Kimball were excused.

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

**APPROVAL OF CITY COUNCIL MEETING MINUTES**

\*\*\*A motion to approve the February 20, 2018 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

Absent: Crafts

**PRESENTATION AND APPROVAL OF APRIL 2018 AS CHILD ABUSE PREVENTION AND SEXUAL ASSAULT AWARENESS MONTH**

**BRANDY MOURITSEN:** I have three objectives this evening. One is to update you on the growth of the center. Two, get the council to support April as Child Abuse Prevention Month in the city. Three, request a partnership between The Family Place and the city to inform the residents about child abuse. The center has been in operation since 1982. There are four main services offered which are counseling, educational classes for children and parents and the Kids Place which is a shelter for those residing in Cache and Rich County. Our services are free of charge. We have grown substantially and have buildings in Hyrum, Smithfield and a new facility in Logan. In 2017, there were 11,087 people served by the center. April is child abuse prevention month. We want the city to commit to strengthening families and keeping children safe. In 2017, there were 364 children who were victims of child abuse in Cache and Rich County. Three hundred sixty of those cases were in Cache Valley and the remaining four were in Rich County. The most common type of abuse in Utah in 2017 was neglect which includes child endangerment, non-supervision and deprivation of necessities. Thirty-eight percent of child victims were between the ages of zero and five years old. Most perpetrators are between the ages of 18 and 34 years old. We are hopeful a council member would like to be involved and be a liaison between the city and the center. The council member would be part of Northern Utah Trauma Resiliency Collaborative and they meet quarterly. Please advertise our services to the community. Involve your youth council when you can. Share our posts on social media on your city page.

*Mayor Young read the Child Abuse Prevention Month Proclamation.*

**MAYOR:** The city has been involved for many years. I don't see a downside to being involved. The down side is that abuse is occurring. I am happy to have the staff send out this information. We will add this to our upcoming newsletter. We can also advertise through Facebook and our citywide communication system.

**PAUL:** Kelly would be a good liaison for this project.

**MAYOR:** We need some direction on specifically how we can help. Do you have demographics of this issue for the city or just the entire county?

**BRANDY:** Our information is based on the entire valley not each city.

**TUCKER:** Does CAPSA have demographic information from the city?

**SHELLIE LUSK:** Just generalized information. Some things we can help with but most encompasses the entire county.

**CHRIS:** Our youth council is always looking for service projects.

**SHELLIE:** The Family Place always has projects and a need for service.

**MAYOR:** Cheryl please inform the youth council they need to call the Logan office of The Family Place for service project information.

**SHELLIE:** I work with CAPSA. We work with The Family Place. April is child abuse month as well as sexual assault awareness month. Most crimes are against children. We want a message of hope. We want the city to accept and declare April as Sexual Assault Awareness Month. Logan City has been involved with this program since the start. This is a valley issue not just a Logan City issue. We want to encourage people to be involved with the Start by Believing campaign. We are all guilty of victim shaming. Nobody ever asked to be abused. There is a fine line between prevention and awareness. This program started in 2011 on a national level. One of the recent changes is victims are now not interviewed immediately. They are not interviewed for two sleep cycles. The pain is so severe they need time to calm down. Victims will always blame themselves. We should not blame them. In 2015, the State of Utah started to support this program. We are not here to judge anyone who committed the act of abuse as that is for the court system. We are here to help the victim. We are asking the city to start by believing.

**MAYOR:** Right now everyone is aware of the sexual misconduct movement. To some degree sexual misconduct has been culturally accepted. I know some men who are nervous to work with women and some women afraid to work with men.

**SHELLIE:** In Utah, the statistics are higher than the national average. Locally, one in three women will be the victim of sexual assault in their lifetime. Nationally, it is one in five. For males, it is one in seven locally. This goes both ways. We need to protect people from a young age and into adulthood.

**MAYOR:** Is there any specific training we need to do with our employees?

**JEREMY:** Jason Watterson from the Utah Local Governments Trust does this type of training all the time.

**SHELLIE:** CAPSA will do training for free as well.

**PAUL:** I think some training would be appropriate.

**BRANDY:** We do a presentation for parents as well.

**MAYOR:** This would be a good topic for a monthly library lecture. This is an important and real issue to discuss in a public and private setting. I have been discussing this with my family recently. We need to do yearly training in this regard. We could tie it into our safety training program meetings.

**JEREMY:** Do you want the council involved as well?

**MAYOR:** Everyone should be invited. The council works with the staff and a lot of specific volunteer groups. We are in a position of power and need to know what is allowed and what is prohibited.

#### **DISCUSSION AND UPDATE WITH NORTON THURGOOD ON THE 2018 ROAD CONDITION SURVEY**

**NORTON THURGOOD:** The numbers in my survey are not based on how a road rides. The numbers are based on the condition of the road. A road can be rough, and that is not part of this score. We are looking for stresses in a section of road. We are looking at how to treat problems with the roads. We will target specific blocks. I have prepared a proposed crack seal list. Some cracks are just on the surface, and others are all the way through. Some blocks in town are repaired more frequently than others, as they are problematic for various reasons. The issues are usually how the road was built and drainage issues. Some roads last five or six years between repairs, and others last ten to twelve years. I think the bid I received is high.

**PAUL:** Is there a better way to spend money on roads than crack sealing and chip sealing?

**NORTON:** No.

**PAUL:** I have reviewed your proposal, and we are ready to move ahead.

**NORTON:** We had a bad winter in regards to road surface issues. It is best for a road to freeze one time for the winter and stay frozen. Freezing and thawing continuously causes major problems. At 500 East Main, about one to two feet of the roadway is ruined. There are asphalt and drainage issues at 600 South 100 East. We need to get water away from the roads. There are three things to remember in regard to roads, and they are drainage, drainage and drainage. Most drainage issues can be repaired with a backhoe and dump truck. At 50 South 300 East there is a major drainage issue. At 300 South 300 East, there are issues on the east side of the road as well as going west down 300 South. The drainage issue is so bad the water runs down the road not down the side of the road. There is major alligator cracking in this area. This road is an old double chip seal road. Asphalt can be added in some places to some of these problem areas. We need to remove the old asphalt, grade the area and roll in some new asphalt. Drainage issues must be fixed before any new asphalt is put down. You will need to budget for extra asphalt work. I was told the county now has to comply with FEMA guidelines as part of the interlocal agreement, and this will cost the city more money. The chip sealing estimates I have provided are based off what they charged in 2017.

**PAUL:** My understanding is they must pay a specific wage for these types of projects moving forward. Norton please work with Jeremy, and let's coordinate the work needing to be done with the county. If we are within 20% of our estimate, please proceed as outlined.

**MAYOR:** Can we do some of this work ourselves? Can we rent a roller if needed?

**JEREMY:** It is better to use a grader for the sides of the road than a backhoe.

**NORTON:** I think you would only need to hire a grader operator for a day.

**JUSTIN:** I would suggest contacting Clair Cole from Cove. He owns his own grader.

**PAUL:** Jeremy do you know Clair?

**JEREMY:** Yes. I have worked with him in the past, and he does a good job.

**NORTON:** Some check dams need to be installed at 500 East Main going west. They need to be every 10 to 15 feet. I would suggest installing them before the ground dries out, as it would be easier. Three to four inch rock and some fiber logs should work well in that area. The maximum distance I would go between the dams is 20 feet. Leave the swell about four inches below the surface of the road.

**MAYOR:** This is a cost-effective option, and the raw materials are readily available.

**NORTON:** I am guessing this area will cost \$4,000 to \$5,000 just for the asphalt. Grading and raw material costs will be on top of the asphalt cost.

**PAUL:** We have committed to chip seal our right-of-way area behind L.D.'s Café. L.D. asked about chip sealing the west side of his building, but we will have to see if it is part of our right-of-way. We need to see if this area is public or private. Some of the area will need to be graded before it is chip sealed. I want us to go all the way to the sidewalk to the east.

**NORTON:** I worry about this project. This is not a pavement project but a chip seal project. Chip sealing in a small area with a lot of stop and go results in a lot of excess chips being put down.

**PAUL:** We understand and are realistic with our expectations of what we will get in this area.

**NORTON:** This area has very little traffic. Traffic is good for chip seal projects. We might want to rent a roller to get the chips pushed down.

**PAUL:** Norton, please work with Jeremy on the crack seal projects and chip seal projects. We want to get the crack sealing done.

**MAYOR:** Norton, thanks for having such a good relationship with the city.

**PAUL:** Norton's career was with UDOT (Utah Department of Transportation). He worked there over 20 years. I am grateful to have him working with us.

**MAYOR:** His expertise is a big asset to a smaller town like us with a small public works staff. We have a lot of work needing to be done with minimal funds.

**PAUL:** The interlocal agreement is good for the city. Cache County has been very good to work with. They don't have quite the expertise as LeGrand Johnson or Staker Parson, but they do a good job at a significantly cheaper price.

<b>CONTINUED DISCUSSION AND POSSIBLE VOTE ON THE SANITARY SEWER MANAGEMENT PLAN FOR THE CITY</b>
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**PAUL:** The plan is quite complete. The fail safes and procedures are reasonable. It is nice to have some SOP's (Standard Operating Procedure) in place to know what the standard is. Where did we get this information?

**JEREMY:** From the DEQ website. We then changed it to fit the city.

**PAUL:** I don't have any hesitation to adopt this document.

**MAYOR:** We are now a big enough city I would like to look into obtaining some maintenance software that lets us know when routine maintenance is needed. We are not a little town anymore. I want to look at some options. We can start tracking work orders and other documents. It is good to document what we are doing with our equipment.

**JEREMY:** It is nice to receive maintenance reminder notifications as well. Some will track the progress of a project. I found one software that is free and I have used it on a limited basis. I used it on a limited basis when I worked for Franklin. I will be working with Troy Hooley on this when we get caught up at the MBR plant. The reminders are nice to receive. We can print out what needs to be done on a yearly, weekly and daily basis. We can track what has been done or not completed. Budget information can be tracked. Projections can be done. I like to track and see trends.

**PAUL:** There are some grammatical errors which need to be corrected in the plan.

## Richmond City Council Meeting Minutes, March 21, 2018

\*\*\*A motion to adopt the Sanitary Sewer Management Plan was made by Paul, seconded by Tucker and the vote was unanimous.\*\*\*

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

### MONTHLY CITY ADMINISTRATOR REPORT

**JEREMY:** We are getting further behind at the MBR plant. I am asking the council to approve some overtime hours for the staff to work at the MBR plant.

**MAYOR:** This is a balancing act. We cannot continue to make a worse backlog but need to be budget conscience. What specifically needs to be done?

**JEREMY:** All of the work is at the MBR plant. Cassettes need to be cleaned, diffusers repaired and basins cleaned.

**PAUL:** Troy is spending time working on the Park School renovation project and needs to spend more time at the plant.

**JEREMY:** Shane and Rob will be helping with Black & White Days soon. Shane will need to start focusing on the parks and cemetery soon. Plus, there will be time needed to move the city office staff to Park School.

**MAYOR:** Maybe we need to hire a part-time person to help with parks.

**PAUL:** How many hours are needed at the MBR plant?

**JEREMY:** I am not sure. The amount of time needed down there is significant. I think with four employees it will take one or two very long days. With three employees, probably three full days.

**PAUL:** I want to get it done.

**JEREMY:** The south basin is getting worse. It is packed full of debris. The membranes will get damaged if we don't start cleaning.

**MAYOR:** Can some work be done now and the rest next winter?

**JEREMY:** We need to get through each cassette, drain each basin and clean the diffusers now.

**PAUL:** The work needs to be completed.

**JEREMY:** This is not a job that can be done by one person. It is a three or four person job.

**PAUL:** I am willing to approve overtime for a month to get as much done as possible.

**MAYOR:** Troy needs another week or two at Park School and then he can focus on the MBR plant.

**JEREMY:** Troy is learning. Roads are a concern based on our earlier conversation in this meeting. I would prefer our guys to do the work, not hire new employees. Right now with the spring runoff, we are up about 20,000 gallons per day. I think the flow will hold pretty close to where we are at now. I don't see any extreme flows coming unless we get some big storms.

**MAYOR:** I would like to focus one more week on Park School and then focus on the MBR plant.

**PAUL:** Is hiring temporary workers worth considering?

**JEREMY:** Possibly. The problem is if they damage one membrane, it will cost us \$85. The work would be scrubbing bio-solids off of the equipment.

**JUSTIN:** Temporary workers will not do this job due to the smell and other aspects of the product they would be working with.

**MAYOR:** We need to add at least one more full-time employee at the plant to help out.

**JEREMY:** We need at least two workers to do the work.

**MAYOR:** I am not opposed to overtime, but we need to limit it as much as possible.

**PAUL:** I want to see what can be done by the end of April and then evaluate where we are at.

**MAYOR:** I don't think it is realistic to get everything done in a month.

**PAUL:** This is a problem that has been building for years. How do we stop this from happening in the future?

**JEREMY:** It is visible to see when the diffusers are not working. The plant has been run at capacity in the past. Lower Foods installed their own system which decreased the flow. Pepperidge Farms is doing a lot better and cut down their flow significantly.

**PAUL:** Is this something which will be an issue monthly, quarterly or annually?

**JEREMY:** If we do it right the first time, we should not have to do it again for three years.

**MAYOR:** I think this should be a winter project each year.

**JEREMY:** In an ideal world, that would work. We have been short staffed for months. We need to keep the diffusers clean.

**PAUL:** Is the forklift repaired yet?

**JEREMY:** No. The part has been repaired and is being shipped back to us to install.

**PAUL:** Are the fans in the roof still working?

**JEREMY:** Yes.

**PAUL:** We received bids of \$15,000 to \$20,000 and did a minor repair ourselves for \$1,200 and it worked. I am willing to authorize overtime hours strictly for the MBR plant and want to evaluate where we are at the end of April.

<b>MONTHLY FINANCIAL REPORT WITH DISCUSSION AND DECISIONS AS NECESSARY</b>
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**JUSTIN:** Where are we planning to hold council meetings in the future? I need to know which building we will be in for advertising purposes.

**JEREMY:** We will need to get a recording system in place at Park School.

**MAYOR:** I would like to have the April council meeting in this building and the May council meeting at Park School. We can create a temporary area for the city council to meet at Park School. The court has different requirements for where the judge sits and how he sits in relation to people coming in.

**JUSTIN:** Why not leave the court in this building until we are ready to move them into their permanent place?

**MAYOR:** We could do that. I want to hold the May council meeting at Park School. The council meeting in May is during Black & White Days, so we need to plan accordingly.

**PAUL:** We might want to consider moving the meeting from the 15<sup>th</sup> to the 22<sup>nd</sup>, so there is not a conflict during Black & White Days week.

**JUSTIN:** Sales tax received in February for the month of December was very good. We received \$39,168. So the council is aware, the legislature recently passed a bill which will reduce the amount of sales tax the city receives. The legislature is funding the homelessness problem in the state by charging each city and town in the state for a portion of this problem. The estimated cost to the city is \$5,500 to \$6,000 per fiscal year. The amount is automatically deducted from our sales tax, and we do not have a choice of whether or not we want to pay it. The proposed budget for Fiscal Year 2019 will be presented and reviewed at the April council meeting. The current budget will be adjusted in May and June. The new budget must be adopted no later than June 22<sup>nd</sup>. Chris put together some information on the garbage and green waste dumpsters for calendar year 2017. The cost of the dumpsters to the city was a loss of \$12,348. I am not recommending to get rid of them but want the council to be aware of the cost to the city for offering this service.

**CHRIS:** We pay a monthly charge for the dumpsters plus the weight of the garbage.

**MAYOR:** We need to spell out what we charge people. I think the minimum garbage fee should be \$5.

**CHRIS:** A pickup load is \$10. Less than a pickup load, the workers have charged less.

**TUCKER:** I see a line of people lining up on Saturday morning to dump their items. Only receiving \$1,659 in revenue for an entire year is too low.

**PAUL:** We need to make some adjustments to what we charge.

**CHRIS:** Many of the people only use the green waste dumpster. We don't charge anything for the use of the green waste dumpster.

**MAYOR:** The minimum charge for the garbage dumpster should be \$5. People need to pay a reasonable amount. Normal trash can just go in a garbage can at a home.

**LYLE:** For green waste, do we pay for weight and the dumpster?

**JUSTIN:** They recycle and sell the green waste in Logan as mulch. I am not suggesting getting rid of the dumpsters. We need to keep them, so people will dispose of their trash and debris. The council just needs to be aware of the cost of offering this service to the residents.

**CHRIS:** The dumpsters are open Wednesday and Saturday. They are dumped Friday and Monday.

**MAYOR:** We have several different people overseeing the dumpsters. We need to have a standard fee. Let's charge \$10 for a truckload and \$5 for any amount less than a truckload. We need some signs there. We need to clarify the fees and when the dumpsters are opened and closed. Jeremy please get a sign made and installed. Make sure it says tires and concrete are prohibited.

**PAUL:** Let's charge \$5 for less than a truckload for a year and then evaluate.

**MAYOR:** If needed, we can see what signs in other cities say and use their wording on our sign.

**PAUL:** Logan City is very specific on their signs stating what is allowed and prohibited.

**TUCKER:** We could charge a minimum \$10 fee like Logan City does.

**MAYOR:** Let's start with \$5 for small loads.

**TERRIE WIERENGA:** What would you like me to put in the newsletter?

**PAUL:** The minimum charge is \$5 for less than a truckload.

**TUCKER:** And \$10 for a truckload.

**MAYOR:** There is no charge for the green waste dumpster. It is simply used on a first come first serve basis until it is full.

**JUSTIN:** Green waste can go into the garbage dumpster but people would have to pay for it. Any item placed in the garbage dumpster must be paid for.

**MAYOR:** I want the sign to list the hours as well. I get calls all the time asking what days and times the dumpsters are open.

**PAUL:** Justin, please explain the rental revenue line item in the general fund.

**JUSTIN:** We budgeted \$81,600 for this fiscal year. The revenue from renting the community building is budgeted at \$1,600. The remaining \$80,000 is \$40,000 from the water fund and \$40,000 from the sewer fund. The general fund is paying all of the costs associated with the Park School renovation project. At the end of the fiscal year the water fund and sewer fund will each pay 1/3 of that cost. We also do this with equipment. When we purchase a new backhoe; the general fund pays the entire cost of the backhoe and then charges the water fund and sewer fund each 1/3 of the cost. We only do this when the fund benefits from the use of the building or equipment. If the item were for streets only and does not benefit the water or sewer fund, the water or sewer fund would not pay any of the cost of the equipment.

### COUNCIL MEMBER REPORTS

**PAUL:** We need to make sure we follow our construction standards. We have people wanting occupancy permits, and there are slope issues and the sidewalk has not been installed. I would estimate the sidewalk will cost \$10,000, and we only have \$2,500 in escrow for this specific home. We need to make sure we follow proper procedures. I am not sure if the builder knew what was going on in this case.

**JEREMY:** I talked to the builder, and he stated he had not read our standards. The builders of the two homes in question don't do much work in the city. Both contractors acknowledged they received the standards but did not read them.

**MAYOR:** So, the ground is still muddy, and they want to move in.

**PAUL:** Yes. We have standards on how a driveway needs to connect onto a city road. Whether gravel or a hard surface, there must be a swell to keep the water moving. One of the contractors is building two other homes in town and is now aware of the requirement. With the other home, the slope of the dirt comes right to the road. A sidewalk is needed and a swell installed. The entire area needs to be contoured.

**JEREMY:** The sidewalk is only allowed a slight tilt as well. It is a problem. I am meeting onsite with the builder and Darek on Monday.

**MAYOR:** As a matter of clarification, all items need to go through Jeremy. He will involve Darek if needed.

Jeremy is a city employee, and Darek is a paid professional. Darek works for J-U-B Engineers who is a third party the city utilizes. Jeremy is getting more familiar with our code, and we are having to rely on Darek less. J-U-B is very good to the city.

**PAUL:** As an update on the Texaco Service Station, thanks to J-U-B Engineers for their help in securing funds to remove the gas tank and backfill the property. The tank is removed and gone. The area is cleaned up, and the contractor is gone. There might be some potential soil issues. They are doing some testing, but it takes a long time to get the results back. The removal of the tank was a quick project.

**MAYOR:** A split tank was removed.

**PAUL:** The State of Utah paid the entire cost of the project.

**MAYOR:** One thought I have is to relocate the Veteran's Memorial to that corner.

**PAUL:** Some residents will have a concern about the memorial being relocated.

**MAYOR:** It is a discussion worth having if we can make it better.

**PAUL:** I think the main concern is the future use of this building, not the monument itself.

**MAYOR:** There are not any other local governmental agencies who can utilize this building.

**PAUL:** Our long term options with this building are to lease, sell or raze the building. The monument must be protected long term. There are building code issues for anyone taking over this building.

**MAYOR:** We cannot diminish in anyway the current monument, no matter what happens with this building long term.

**CHERYL:** Lora Smith and Terrie Wierenga are going to attend the Library Journal Design Institute.

**LORA SMITH:** We will be taking a tour of several libraries in the Salt Lake City area. They are going to talk about funding options for new libraries, existing libraries and libraries needing to be renovated. There will be a break out session to discuss our building situation.

**TERRIE WIERENGA:** I am going to get some information and pictures on the Park School library and the Carnegie library to take with us.

**LORA:** Let me know if you have any questions or concerns.

**MAYOR:** I think our biggest concern is creating the right balance between being elegant and being done at a reasonable cost.

**LORA:** We want it to be nice enough people will not miss the Carnegie library.

## **MAYOR'S REPORT**

**MAYOR:** The office area at Park School is about complete. A nice roll-up door has been installed for Chris's office. Troy has done a tremendous job on the remodel. The city office and court staff will relocate down there. The office has come along nicely. The plan is to move the city staff down there the first week of April. The electronics are down there. Wiring will be done for the network next week. It will take a day or two to move down there. We will close the city office down for a couple of days while we move. We will announce on Facebook and Parlant and leave a phone number for people to call with emergencies. We have an option to rent a portion of the building to a medical company. The first discussion was very positive. They considered this building, but the cost to renovate to meet their needs is too much. They feel Park School is a better option. They will have less startup costs there. Their return on investment would be better. They would like to use four classrooms in the south wing next to the sheriff's office. They would have their own entrance/exit doors. A wall would be installed to keep them independent and away from the city staff. I don't see a downside. They would help to pay our monthly utility costs. Right now, we are 100% responsible for all costs associated with the building. They will renovate and maintain the classrooms they rent at their expense. We need to notify the renovation committee of this possibility and keep them in the loop. We are just trying to be creative and find ways to cover the costs of being in the building. I would like to reach an agreement with them as soon as possible, if we can. Our next council meeting will be on April 17<sup>th</sup>.

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

Yes Vote: Erickson, Thatcher, Peck, Bair

No Vote: None

Absent: Crafts

Adjournment at 8:59 P.M.

## **RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder