

RICHMOND CITY COUNCIL

APRIL 17, 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, April 17, 2018. The meeting began at 7:00 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Kelly Crafts.

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

Paul Erickson was excused.

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

APPROVAL OF CITY COUNCIL MEETING MINUTES FOR MARCH 21, 2018

KELLY: I will abstain from this vote where I was not in attendance at the meeting.

A motion to approve the March 21, 2018, City Council meeting minutes was made by Lyle, seconded by Tucker and the vote was unanimous.

Yes Vote: Thatcher, Peck, Bair

No Vote: None

Abstain: Crafts

Absent: Erickson

BUSINESS LICENSE REQUESTS

TRAVIS STEVENS DRAFTING SERVICES

TRAVIS STEVENS: I would like to have a drafting company based out of my house. There will not be any parking issues. No people will be coming to my house. Everything I do is online.

TUCKER: Any chemicals onsite?

TRAVIS: No. There will not be anyone coming and going other than my family as well.

A motion to approve the business license request for Travis Stevens Drafting Services (Travis Stevens) was made by Tucker, seconded by Cheryl and the vote was unanimous.

Yes Vote: Thatcher, Peck, Bair, Crafts

No Vote: None

Absent: Erickson

DESERT VIBES SUCCULENTS

JESSICA MACE: I make wedding favors, home décor and sell succulents.

CHERYL: What are succulents?

JESSICA: They are a small plant. They require very little water. The plants need a lot of sunlight. They are alive.

KELLY: Will you sell them out of your home?

JESSICA: Yes. The succulents are very hardy. I can make headbands out of them as well. They will continue to grow as long as they are trimmed periodically. They only need to be watered every other week depending on the amount of sunlight they receive.

A motion to approve the business license request for Desert Vibes Succulents (Jessica Mace) was made by Lyle, seconded by Tucker and the vote was unanimous.

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

LITTLE VELLA DESIGN CO.

SHELSEY LUTZ: I have an online baby boutique. I make pacifier clips, teething rings and hope to make wood play mat gyms in the future. It is all done out of my home. Everything is done online. I order the beads in bulk and have them shipped to my house. I then put the beads together to make a product to sell. The products are safe and can be cleaned with soap and water. They can also be put in a dishwasher. A nylon string is what the beads are attached too.

A motion to approve the business license request for Little Vella Design Co. (Shelsy Lutz) was made by Kelly, seconded by Lyle and the vote was unanimous.

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

QUARTERLY REPORTS

LIBRARY

LORA SMITH: The smell issue in the building is currently gone. Terrie Wierenga and I will be attending a design institute conference in Salt Lake City at the end of next week. There will not be a breakout session to discuss our library like I had hoped for. We will still discuss our library, just not in a one on one session. We will be touring several Salt Lake area libraries. We hope to get some new ideas. I will be attending the Utah Library Association conference in May. Right now we are looking for teenagers to be part of a program we are doing. If we can get enough kids, in combination with other local cities, we can rent the entire movie theatre on Friday, April 27th for one of the Avenger movie showings. The robotics program was very successful. We had over 12 kids to each session. The program will finish up later this month. I am hoping to do the program again in the fall. I want to thank Tamara Hardy for her help with the youth council. She has had an impact on my son. I have seen firsthand her dedication to the youth in the city.

YOUTH COUNCIL

TAMARA HARDY: The youth helped out with the Easter egg hunt by helping to fill the eggs. This Friday, we will be picking out our shirts for the year. The Smithfield youth council has invited us to a retreat, but I don't know if any of the kids want to attend. The Lewiston youth council is putting together a dinner and dance. They are trying to get several local youth councils involved. I think it is a good idea. I am still waiting for some information on it. Blake Johnson is the current youth council mayor. He is going on a church mission at the end of June. I am hoping the council can thank him for his service and present him with his scholarship at the June council meeting. We are going to have a movie showing the Monday after Black & White Days as a family activity. We will plan to start the movie at 6:30 P.M. The movie will be held in the Park Community Center. The youth council will be overseeing the hamburger stand again this year. We are going to have a test run on Tuesday night at 6:00 P.M.

KELLY: The test run for the hamburger stand will be on Tuesday, May 15th.

TAMARA: Please bring your families for the test run.

MAYOR: Can we possibly move up the time as we have council that evening?

TAMARA: Let's have the council come at 5:30 P.M. so you can get to your meeting on time.

DAREK: I will need some kids to help with the Black & White Days breakfast.

TAMARA: Five?

DAREK: Five or six would be great. Just a reminder the breakfast will be at the Park Community Center.

MAYOR: Did you find some adults to help with the hamburger stand?

TAMARA: So far only one adult has committed to help. Some of the parents are willing to help, if needed. I cannot be there during the day, as I must be at my job.

CHERYL: We need to make sure we have all of the appropriate food permits.

MAYOR: When will the stand be open?

TAMARA: Wednesday through Friday during the day. It will not be open Friday night, as we will be doing the movie at the Park Community Center. The stand will be open all day Saturday. The kids understand their parents need to help to make this successful. I will not allow the kids to leave school early to make sure the stand is open during the week.

MAYOR: It is good to have adult help. You have done an amazing job with the program. You have an emotionally hard job. You have done amazing things.

TAMARA: I work with a great group of kids.

KELLY: Do we want to include the family movie night in our advertising?

MAYOR: Yes. Please include on the poster.

TAMARA: I will get the food handler's permit for the hamburger stand.

JUSTIN: Paul asked me to mention an item. Lee's Marketplace has donated five trees to the city. They have a program called Lee's Trees. They donate trees to the city and help plant them. They will be doing this on Saturday, May 5th at 9:00 A.M. as part of the citywide cleanup. The youth council is going to help with the tree planting. The kids need to bring gloves, and the city staff will supply shovels and other needed items.

MAYOR: Jeremy, please make sure the staff have all of the equipment, garbage bags, etc. ready for that day.

KELLY: Tamara, I have aprons for the adults helping at the hamburger stand if they need some.

FIRE DEPARTMENT

FIRE CHIEF TROY HOOLEY: Thanks for your support. We did some training with the Smithfield Fire Department last month. We used their driving simulator. It was good training. Last week we did some training at the Park Community Center. We did some training where we black out the masks, so the firefighter cannot see. We then put obstacles in their way while they look for mannequins in the event of a fire. The department has a Facebook page, and if you follow it, you can see some of the things we do. We film and post some of our drills. We are getting ready for the wildfire season. We installed some new toolboxes on one of the trucks. The trucks have been inspected for the year. We will get on the wildland fire callout list. Right now the department is going through the air pack test. It involves a physical fitness test.

MAYOR: Remind me what the staff has to do for the test?

CHIEF HOOLEY: They have to do a 1.5 mile run in under nine minutes. There is also an option to walk three miles in under 38 minutes carrying a 38 pound backpack. It is hard to do. We are getting ready for Black & White Days. The staff is working on compiling photos and the history of the department. We want to show what we have during Black & White Days. We are going to hand out some safety information as well. The contract with Smithfield City is working well. I am very happy with it.

MAYOR: I appreciate your service as well as the service of all of the members of the department. It is always a hard balance having volunteers. I am grateful you are involved. I am thankful to everyone in the department. I think you are doing the best you can with the budgetary funds available. Let the department know they are appreciated. We are not on scene responding to what they respond to, but we appreciate their service to the community.

TREASURER

CHRIS: The new city office is awesome. It has a nice view.

MAYOR: I would suggest to everyone to go and tour the Park Community Center. The city office is open. Jeremy and Chris have moved their offices down there. This is the last time we will meet in this building as a council. We will start meeting down there next month. The renovation of the building will take place over several years.

TERRIE WIERENGA: Will the planning commission meetings and justice court be meeting there as well?

MAYOR: Yes. I have had a hard goal in place of getting everyone down there. The council will meet in the south wing in the eastern most classroom.

DISCUSSION WITH REPRESENTATIVES OF CACHE COUNTY AND BRAG REGARDING THE TRAIL SYSTEM ON 300 EAST.

ZAC COVINGTON: Dayton Crites is here with me this evening. He is a great resource. Dayton works for the county and worked for BRAG (Bear River Association of Governments) in the past. I want to give an update this evening on the multi-use pathway that has been proposed on 300 East. Last year the city applied for and received a grant in the amount of \$50,000 from the Utah Recreational Trails Program. The project must be completed within

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two years to utilize these funds. This year the city applied for \$75,000 in RAPZ tax funding for this project. The RAPZ tax application will be considered by the county in the next month or so. Last week, the city applied for a grant in the amount of \$96,200 from the Utah Office of Tourism and Recreation. The city won't know until this fall if the grant has been approved. If the grant is approved, the city will have to pay \$3,200 of cash towards the project and \$14,500 of in-kind labor such as engineering, tree removal and other physical projects. BRAG is providing \$5,000 worth of planning and design assistance on this project free of charge. The intent is for the trail to start at the intersection of 300 North 300 East and go south all the way to the horse arena. The estimated cost of this project is \$243,900. The only way this project gets completed is if the grants are received. The city will utilize whatever funds are available and do as much of the project as possible. The project is designed in phases. The completed phase is the trail on 300 East from 300 North to 500 North. Phase 1 consists of the trail going from 300 North to the horse arena. Phase 2 would continue the trail south from the horse arena to the road leading to the gun range, 250 East 565 South, and then east to the irrigation canal trail. So far the city has received \$50,000 towards this project.

MAYOR: Some decisions had to be made on this project. The developer of the White Pine Subdivision was required to put in a five-foot-wide sidewalk from 300 North to 500 North. The city approached the developer and asked for an eight-foot-wide sidewalk to be installed, and the city paid for the additional three feet. The cost to the city was approximately \$28,000. A concrete sidewalk is nice. If all of these grants were approved, the funds would only pay for two to three blocks of concrete sidewalk. We then considered asphalt. By using asphalt, a lot more of the project can be completed. We know there will be more maintenance and upkeep with asphalt as opposed to concrete. Right now 300 East has safety issues. People are running and walking on the road at all times including when it is dark. Kids and adults both walk on the road. There is nowhere else to walk. This is a worthy project. The city has risk in this area. There will be a time when something bad happens in this area if we don't do something. This is a busy area.

JUSTIN: I was told there are over 110 homes in the Cherry Creek Heights PUD and the White Pine Subdivision which utilize this road, 300 East, as their main point of access to and through the city.

MAYOR: I was told the road services over 200 homes including those in the county. There are just over 800 homes in the entire city.

ZAC: Almost every road in town connects to 300 East either from the east or west.

MAYOR: The city has made a focus to get a good sidewalk from White Pine Elementary to 300 East. The only section of sidewalk missing is on 100 North from 200 East to 300 East. Three new homes are being built on this section of road and will have to install sidewalk.

JUSTIN: The city will pay for sidewalk to be installed in front of the existing homes on this block to get the sidewalk completed on this block.

ZAC: There is always someone walking on 300 East which could be considered stroller alley. This will help with safety. The approaches will all be ADA compliant. There are a couple of areas where a retaining wall around two feet high will need to be installed. We did apply for a signalized crosswalk at 300 East 100 North. A button would be pushed and the sign would start to flash when someone wants to cross the road. The cost of just this portion of the project is \$8,000 to \$10,000.

MAYOR: Speeding is a concern on that road. There is traffic coming from both the east and the west, especially at 300 North 300 East. After reviewing the project, it was determined the pathway should be on the east side of the road. Less road crossings are required on the east side of the road. We don't want people having to cross the road multiple times. Crosswalks will be painted where needed.

CHERYL: Are there stop signs going east and west on 300 East 300 North?

MAYOR: Yes.

ZAC: There are not stop signs at every intersection on 300 East going east and west. I would consider making 300 East Main a four-way stop.

DAYTON CRITES: The city will know by the end of May if the RAPZ tax application was approved. The city should know sometime in the fall about the Utah Office of Tourism and Recreation grant.

ZAC: The timeline for the project will be by the end of 2019, or the grant funding will be lost.

MAYOR: When would we want to notify the effected homeowners? I don't know if any of them even know we have applied for funding for this project. Some of the yards will be cut into with this project. The project will occur in the city right-of-way, but the areas have been landscaped in some cases in front of the homes.

ZAC: I would recommend notifying the homeowners after you know which grants were approved and how much of the project can be completed. All of the project might not be able to be completed, so you won't want to involve homeowners who are not affected.

MAYOR: The city has large right-of-ways in most cases. The areas are for the city to install a sidewalk or trail.

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ZAC: Around one dozen landscaped properties will be crossed with this project. This area of town is not as dense as other areas of the city. This is a good time to do this project.

TERRIE WIERENGA: Is the trail mixed-use? Can horses, joggers, walkers, bicycles and ATV's use the trail?

ZAC: The trail is for non-motorized use. Horses are not allowed on the paved surface as well. Maybe a parallel pathway can be put next to the trail at a future date.

MAYOR: We already allow motorized vehicles on our roads. They don't need to be on the trail. Animals would be a concern. Eight feet is needed for a trail. Twelve feet is needed for a trail which allows animals.

ZAC: Gravel or another type of surface is good for horses. Maybe an adjoining pathway can be installed in the future.

MAYOR: It is a worthy discussion.

TERRIE: If the trail is for non-motorized use, can electric wheelchairs and scooters use the trail?

ZAC: Yes.

MAYOR: I cannot thank Zac enough for his help on this project and his service to the community. We don't have the staff to do what he does. He is a tremendous asset to the city. Dayton, I want you to know I was the only council member who voted to support paying the county for your services. I hope to be able to do this in the future. We appreciate you being here. We want to have a trail system long term.

DAYTON: Trails are good for safety and growth management. I help with trail planning throughout the entire county. The first ever countywide trails master plan was recently adopted by the county. The plan includes the proposed trail on 300 East. There is also a trail from Richmond to the Cub River Sports Complex and then on to Lewiston. The Bonneville Shoreline trail is the biggest trail. We have also planned a trail along your existing irrigation canal. We are always looking at ways to connect these trails. I am currently working on projects all over the valley. One project is a walkway from Utah State University to the Bonneville Shoreline Trail. I am working on another project with Hyrum in the Blacksmith Fork Canyon area. We can get access from the Forest Service; it just takes time. We need to work with landowners as well. They can simply say yes or no if they will allow access. I am willing to help out where I can.

MAYOR: I would like you to work with Darek and Jeremy on a project. On the road leading to the gun range, 565 South 250 East, we purchased the road from the landowner. As part of our agreement, the landowner was willing to grant access for a trail system. This would connect a couple of parcels. I need you to work with the landowner, Scott Tripp, to get what needs to be done completed in regards to access. I will talk to and work with the irrigation company when needed. The irrigation canal could tie several trails together. I have had favorable discussions with them in the past. The biggest concern is liability.

DAYTON: There is a state statute protecting the landowner if a fee is not being charged by the landowner to access the property. There is also protection if the trail has been established and an easement signed. The trail must be identified in the trails plan. If the trail is official, there is full protection for the property owner. I am willing to attend meetings and bring documentation to show the property owners what is available.

MAYOR: It would be nice to see the 300 East trail connect to the irrigation canal at some point south of the horse arena.

INITIAL PRESENTATION ON THE BUDGET FOR FISCAL YEAR 2019, THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019.

JUSTIN: A property tax increase is being proposed. Currently, the city receives \$110,000 per year. The proposed rate would be \$200,000 per year which would be an increase to the average home in the city of \$83 per year. A parcel specific mailing on the proposed increase will mail in July. The public hearing will be held August 21st. The council will vote on the proposed increase on September 18th. If the increase is not approved, two major items will be cut from the budget immediately. The renovation of the Park Community Center will stop. A proposed increase in the fund balance/reserve will not be possible. As an item of note, we started the last few budget years having to pull from the reserve and not add to the reserves when the original budget was adopted. For Fiscal Year 2013, we budgeted a transfer of \$6,498. For Fiscal Year 2014, we budgeted a transfer of \$41,319. For Fiscal Year 2015, we budgeted a transfer of \$16,365. For Fiscal Year 2016, we budgeted a transfer of \$12,617. For Fiscal Year 2017, we did not budget a transfer. For Fiscal Year 2018, we budgeted a transfer of \$18,120. I would have to pull up the numbers, but if I recall correctly, we were able to save enough each year that we did not have to transfer any funds from the Capital Projects Fund. At the same time, we also either did not add any to the reserve, or if we did, it was very little. Class "C" Road funds are proposed to increase from \$120,000 to \$124,000. The city is not purchasing a new backhoe this year but is getting a new mini excavator instead. We rotate these two items every other year. Rental income from the rental house has been removed as we sold the rental house in this fiscal year. Rental

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equipment of \$40,130 is from the water and sewer funds, each paying 1/3 of the cost of new equipment we plan to purchase. The general fund purchases the equipment and then charges the water and sewer fund 1/3 each. Rent is proposed at \$81,600. This includes the water fund and sewer fund each paying 1/3 of the cost of the Park Community Center renovation project. Garbage, central dispatch and recycling are all increasing. As the city grows, revenue increases but so does the expense. They are all pass through fees to the county who oversees the service. The General Fund budget for revenue is projected at \$1,333,664. This is an increase of \$209,220 over the current fiscal year budget. I have included a 3.00% cost of living increase in wages for employees who have not changed positions in the current fiscal year and see a pay rate change. We just received our new health insurance rates for the year, and they have increased. I have included the increase across all budgets. We also have added a couple of more employees to our health insurance plan than in the past. You will notice a decrease in wages in the Administrative fund. This is because in the current fiscal year, we knew Marlowe was going to retire, and we budgeted to payout his comp and personal leave time. The Administrative fund is budgeted at \$121,081 which is an increase of \$4,540 over the current fiscal year. The Building fund is projected to increase \$45,036 to \$169,824. The majority of this increase being the Park Community Center renovation project. We don't have any other big projects in the new fiscal year in regards to buildings or infrastructure. This year we did several projects such as the driveway and approach at the Fire Station and a new roof on the Post Office. Public Safety is increasing \$7,623 to \$177,858 with the majority being for the addition of a third crossing guard. We only budgeted for two crossing guards in the past.

MAYOR: I would like to talk about the crossing guard on the highway. Is a crossing guard really needed there? Are there other options to consider?

DAREK: I can check rules and requirements, but I don't think a crossing guard is needed since there is a signal light in place.

MAYOR: I agree. I know we were worried about safety of the children crossing the highway in the past. I don't see any issues there now. I proposed to the school last year we would have three crossing guards for this school year and then evaluate.

CHERYL: The crossing guards have mentioned there might not be a need.

LYLE: If the city grows to the west, there will be a need.

CHERYL: I know the local bus driver added a stop on the west side of the highway which has decreased the number of children crossing the highway.

MAYOR: We will leave the third crossing guard in the proposed budget. I will speak with the principal to see if there really is a need on the highway.

JUSTIN: The Streets budget is projected to increase \$79,113 to \$583,682. Equipment purchases comprise \$60,195 of the increase. It is proposed to purchase the new mini excavator at a cost of \$7,000. A new snowplow would be purchased for the 2004 Ford F350 at a cost of \$6,500. Rob Bair is driving a 1984 Ford F250. The truck is almost completely rusted through. We would replace that truck with a new Ford F350 with a utility box bed at a cost of \$46,695. Keep in mind the water and sewer fund will each pay 1/3 of the cost of this equipment, and it shows up on the revenue side of the budget. Salt is always hard to budget for as it is an unknown of how hard of a winter we will have. I have increased the budget \$7,000 this year.

MAYOR: Is the blue salt worth the price? I know the staff likes it. It is also more expensive than other options.

JUSTIN: I have been working with Jeremy on this item. Jeremy has expertise in this field and is going to review all options heading into the upcoming winter. There is a chance we stay with the blue salt and a chance we switch to something else.

MAYOR: Jeremy, let us know what you recommend. I would like to know the logic and reasoning behind whichever option you think is best. There are a lot of different options in this regard.

JUSTIN: The Parks budget is projected to increase \$16,255 to \$82,480. The majority of the increase, \$13,441, is for the purchase of a Grasshopper lawnmower/snow blower unit. The cemetery district will pay half, and the city will pay half. This is a commercial grade unit. Mayor Young has committed to cleaning the sidewalks leading to the schools, and we need a commercial grade unit to do so. A regular snow blower or small lawnmower will not work.

MAYOR: I have seen the Grasshopper units, and they are impressive. I am wondering the feasibility of rotating the big lawnmowers every other year like we do the backhoe and mini excavator. I would like to trade them in when they still have value. Right now we use them until they cannot be used any longer.

JUSTIN: The Fire Department budget is projected to increase \$10,445. The majority of the increase coming from the Smithfield City contract which is \$5,425 and for more maintenance and upkeep to the fleet. In the past, this line item has been lacking and the equipment has not been maintained as well as it should be. The proposal is to increase this line item \$3,400. The Library budget is projected to increase \$5,428 to \$76,265. Half of the increase is increasing the wage and benefit line items to allow the library to be open two more hours per week. Lora and Chief Hooley have been really good to work with on preparing the new budget. The city will continue to pay \$10,000 to

the Cub River Sports Complex fund. The proposed increase to the fund balance is \$40,780. The total general fund expense is projected at \$1,333,664.

CHERYL: If the property tax increase is approved, when would the funds be collected?

JUSTIN: This year. In November when property tax is due.

MAYOR: I want to address taxes. I have asked for the information on the proposed property tax increase to be put on the city website. If the city wants to continue to pay cash for projects, then we need to have a reserve on hand. If we don't change how much we collect, we will eventually have to borrow funds to purchase items and pay interest. I specifically mentioned this proposal at the annual state of the city address. I want the residents to be aware. I want to discuss the reasoning behind the increase. The public hearing will be held in August. I want people to ask questions, so they can get answers and understand what is going on.

JUSTIN: The only proposed change to the water fund revenue is for interest being collected on the reserve. . Water fund revenue is projected at \$660,000. Water fund expense is projected at \$679,976 which is a \$39,673 increase over last year. Depreciation expense is projected to increase \$9,000. The water fund will pay \$20,065 towards the purchase of new equipment and \$40,000 towards the cost of the Park Community Center renovation project. Interest payable on the water tank project is decreasing approximately \$10,000 per year and is estimated at \$113,631 for the new fiscal year. Sewer fund revenue is projected to increase \$48,964 to \$540,464. We have finally settled into consistent billing with one of the large commercial users on the system. The monthly utility charge is projected to increase \$43,364 and interest revenue is projected to increase \$5,600. Sewer fund expenses are projected to increase \$57,570 to \$854,291. Depreciation expense is increasing \$10,000. The sewer fund will pay \$20,065 towards the purchase of equipment and \$40,000 towards the cost of the Park Community Center renovation project. Utilities are increasing by \$10,000. The biggest use of electricity in the city is the MBR plant which costs about \$6,000 to \$6,500 per month.

MAYOR: Maybe we should consider solar panels at the MBR plant. We have a lot of open space in the area around the plant.

JEREMY: We also spend around \$1,900 per month in propane, and there is no way around that expense.

MAYOR: I would like to know if solar power is even an option. I know there are grants available in this regard. I think we should see if this is a viable option.

JUSTIN: The Cub River Sports Complex budget will stay at \$20,000. Revenue being \$10,000 from Richmond and \$10,000 from Lewiston. The Capital Projects Fund shows an increase of \$46,080. This is made up of \$5,300 in interest on the reserve and \$40,780 being transferred in from the General Fund to help increase the reserve. The State of Utah Auditor's Office recommends each city have one year of reserve on hand at all times.

MAYOR: That would mean our reserve needs to be \$1,300,000. How much do we have right now?

JUSTIN: Approximately \$383,000.

MAYOR: We are almost \$1,000,000 short of where we need to be. The intent is to increase this some yearly. It will take many years to reach our goal. I don't want to make drastic changes. Right now, if a big anomaly came along, we would be in trouble.

TUCKER: I have talked to several residents about the proposed increase. Most understand once you explain the situation. There will be some opposition. Some of the feedback I have received is positive.

CHERYL: People should care and have an opinion.

TUCKER: People want services and amenities, and there is a cost associated with those services. We need to clearly explain where the money is going.

MONTHLY CITY ADMINISTRATOR REPORT

JEREMY: The membranes we ordered for the MBR plant have arrived.

MAYOR: How many did we order?

JEREMY: One thousand.

MAYOR: What is the cost of each membrane?

JEREMY: They are \$85 each plus freight. We are making progress on cleaning the plant.

MAYOR: I am impressed with the work Troy is doing as the new plant operator. He dove right in. He is studying and learning how to operate the plant.

JEREMY: The basins are just under 18 feet deep. We drained one of them, and he had to crawl in and work on it. Troy is doing a great job. He is willing to do everything I ask him to do.

MAYOR: Thanks for all you are doing. Thank the rest of the staff as well. This has been a team effort.

JEREMY: There is not a mentality of this is my job and this is your job. We all work together to get the job done.

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MAYOR: We appreciate you and the entire staff. I want to have yearly interviews with the entire staff now. We have not done them this year, since we were still in the process of hiring more employees and shifting job responsibilities. I would like to get them done within the next couple of weeks. Paul has been involved in the past. I would like myself and two council members to be involved.

TUCKER: I can help where needed.

MAYOR: I want Jeremy involved as well. I want to start doing them in January of each year. I hear what is happening in other cities with their employee issues. We are trying to work together. We don't always agree with each other, but it is nice to be able to sit down and work together to get things done.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: The library received a grant in the amount of \$4,900. Lora is in the process of making sure the funds are spent by the end of the fiscal year. Chris and Jeremy have been busy with dog license renewals. We received a Class "C" Road Funds allocation in the amount of \$21,789. So far this fiscal year, we have received \$84,123 and have two allocations remaining. Sales tax received for the month was \$26,516. Mass Transit tax is up for the fiscal year totaling \$48,143. We only budgeted \$50,000 for the entire fiscal year. The mass transit tax is a pass through tax. The exact amount we receive is the exact amount which goes out. This is funding collected by the state and sent to the Cache Valley Transit District which we are part of. Youth baseball signups have been increasing as the registration deadline has come and gone. Through the end of March, registration fees collected total \$1,740. We will hold a public hearing and adjust the budget at the May council meeting. We will also hold the public hearing on the new budget and, hopefully, adopt it that evening as well. The new budget must be adopted no later than June 22nd. The American Legion has an annual budget of \$1,250. Two girls recently attended Girls State at a cost of \$800.

MAYOR: Why does the American Legion only help with Girls State and not Boys State as well? Every place I am aware of, the American Legion handles both.

JUSTIN: I don't know, but I will ask Patricia Forsgren and see if she knows or can help us. The Park School Renovation project has cost \$26,711 so far in this budget year. Lora is working on spending the funds for the grant and has spent \$1,534 so far. Two impact fees were collected for water and sewer in March. So far this fiscal year, we have collected \$85,140 in water impact fees and \$99,670 in sewer impact fees. The water impact fees help to pay for the water tank and infrastructure project. The sewer impact fees help to pay for the MBR plant.

COUNCIL MEMBER REPORTS

KELLY: I have some people looking for service projects. Do we need any help with Black & White Days?

MAYOR: I would like to see all of the homes along State Street cleaned up before Black & White Days. There will be several projects at the citywide cleanup on Saturday, May 5th.

JUSTIN: The youth council will be helping plant trees at the park. The royalty ladies could help hand out garbage bags and direct people to projects.

CHERYL: Terrie (Wierenga) can you cover for me if I cannot attend the citywide cleanup cookout? We need someone there with a food handler's permit?

TERRIE: I should be able to attend.

DAREK: Where is the cookout being held?

MAYOR: At the city park.

KELLY: Who is handling purchasing the food for the movie at the Park Community Center on the Friday of Black & White Days week?

JUSTIN: Paul and Darek have taken care of it in the past.

MAYOR: We need to make sure and turn the freezer and fridges on at the Park Community Center.

DAREK: I will be helping with the cookout and Black & White Days breakfast.

TUCKER: For the movie, we could cook the hamburgers and hot dogs in front of the building.

JUSTIN: Kelly, please let me know anything you want advertised for Black & White Days.

MAYOR: We need to let the sheriff's office know all of the changes we have made such as the Cow-A-Bunga race being relocated and the breakfast being relocated to the Park Community Center.

LYLE: I reviewed the fire department budget. In talking with Chief Hooley, we think it would be best to sell the old green engine. The truck has run two calls in the last three years. The maintenance cost on the truck in that period of time has been \$800. We could sell it, but I would expect that will create turmoil with some previous fire department members.

TUCKER: Does the city or county own the truck?

LYLE: The city does. The new fire engine will be coming soon. There is a lack of space in the fire station. The green engine does not carry any hose. We could save some money getting rid of it. We would also gain about thirty feet of space in the fire station.

TUCKER: We cannot afford a new fire station.

JUSTIN: You might want to consider offering the green engine to the county first. There might be a need at another local fire department in the valley for the truck, and the county would know for sure. We are going to need to do something as the fire equipment cannot be left outside the fire station.

CHERYL: The new budget is well put together and not easy to do. I want to thank Justin, Lora and others who have done this necessary task.

MAYOR'S REPORT

MAYOR: The County is considering adding 0.25% to the sales tax rate. The county would get 58% of the sales tax collected from this increase. If passed, this would generate the city an additional \$26,456 per year.

JUSTIN: Spending the funds is very flexible. The funds can be used on roads, curb, gutter and sidewalks. If approved, the city would start to receive the funds in July 2019.

LYLE: What happened with the sales tax rate on the state level?

JUSTIN: The state considered removing sales tax on food. The legislature did not adopt this proposal, so the sales tax rate did not change in that regard.

MAYOR: The Supreme Court will be dealing with sales tax for online sales. The question is will online sales be taxed? I think long term it will pass. Anywhere you go and purchase something you pay sales tax on items with the exception of the internet. More sales are happening online at this time.

CHERYL: There is already a law in place where people are supposed to pay sales tax on the items they buy tax exempt.

MAYOR: That is correct but nobody pays it. If sales tax is not collected when an item is sold, it won't be collected.

CHERYL: This will be an accounting nightmare for the seller.

MAYOR: Amazon alone would collect millions in sales tax per year. The burden is being shifted. This is our last council meeting in this building. We will meet next month at the Park Community Center. The council will temporarily meet in the southern wing in the furthest east room. A timeframe for renovations has not been set. The only planned item we had was getting the city office staff down there. We have done minimal work down there just to make it presentable. The creation of the future city council room could take one to three years depending on finances. We have done painting in some areas. A temporary city council room will be established. The electronics we purchase now will be the ones going in the future council room. By putting the temporary council room in the southeast corner, this will allow us to work on the future council room without problem. After establishing the temporary council room, we will start to work on the sheriff's office next. We need to get that agreement in place. What rooms they utilize in that building directly effects the amount we need to pay them yearly. We need to work with them. We will have to pay them more if they cannot use that building. After the sheriff's office is done, we can consider working on the council room. The council room might not be done for three years if the sheriff's office takes a year or two to complete. The library will relocate down there after the council room and sheriff's office are complete. We need time to plan things correctly. I would encourage people to tour the building. The work done by the employees down there has been great. Troy has done quality work on all of the projects he has been working on.

LORA SMITH: I have been telling people the city office renovation project will take two to three years. I think the soonest the library can move down there is five years, but most likely it will be beyond that point.

MAYOR: I am glad you are looking at other buildings to see how they do things. I am fine to pay a design engineer to give us some options for the Park Community Center, if needed.

LORA: We are attending an upcoming conference to get some new ideas.

MAYOR: Most people I have talked to are fine with the renovation of the building, as long as we stay in budget and pay for the project as we go.

JUSTIN: The first council meeting down there will be on Tuesday, May 15th.

MAYOR: During the Black & White Days breakfast, I want the office rooms and temporary council room open for people to be able to see them and what is going on. For a future Eagle Scout project, I have a proposal. Most of the

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other cities I have toured have pictures of previous mayors with the dates they served and their names. We are one of the few cities who does not have something like this. I would like to see this happen for an upcoming Eagle Scout project.

KELLY: I think it is a great idea.

TERRIE: We have some pictures from the history book.

MAYOR: I think it will be a great project. I have talked to resident, David Koch, about doing a mural in the new council room. He will provide some concept drawings for the council to consider. I would like to see the picture placed between the two flags in the council room. The only requirement I told Dave we have is that the mural needs to represent the entire history of the city. There will be preliminary drawings for us to consider and review. The council will choose the one they want.

DAREK: The fuel tank removal project at the old Texaco gas station was completed. The tanks were removed, and the soil tested. The testing is done, and no further action is required by the city. A grant from the State of Utah paid for this project. I was surprised the tanks could be removed without having to remove any trees in the area.

MAYOR: I think a memorial on that corner is appropriate. Possibly relocating the Veteran's memorial down there. We talked about having a flag memorial somewhere in the city. We now have options the tank issue is no longer an issue. We can start to work on the property.

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

Yes Vote: Thatcher, Peck, Bair, Crafts

No Vote: None

Absent: Erickson

Adjournment at 9:07 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder