

**RICHMOND CITY COUNCIL**

**MAY 15, 2018**

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Tuesday, May 15, 2018. The meeting began at 7:00 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Paul Erickson.

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

Cheryl Peck arrived at 8:11 P.M.

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 FROM APRIL 17, 2018**

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

\*\*\*A motion to approve the April 17, 2018 City Council meeting minutes was made by Lyle, seconded by Tucker and the vote was unanimous.\*\*\*

Yes Vote: Thatcher, Bair, Crafts

No Vote: None

Abstain: Erickson

Absent: Peck

**MAYOR'S REPORT**

**MAYOR:** I would like to thank everyone who helped renovate this new council room, so we could hold council meeting in here tonight. There was carpet on the walls. Cabinets were all along the west wall of this room. The carpet was removed, the walls textured and painted. The chairs were left over from when the building was a school. We purchased some used desks out of Salt Lake City. The city staff did all of the work. Many hours were spent getting ready for tonight. The people behind the scenes are the ones who made this possible. The council says things will get done, but the employees are the ones doing the actual work. This room turned out nice. This room is temporary. We will meet in here for the foreseeable future. Long term the two rooms to the west of this room will be renovated into the permanent council room. There is no hurry for that room to be completed. It is nice having employees with building and construction expertise. We have not had that in the past. The cost savings is immense having the employees do the work. By not using a contractor, the renovation project will take longer, but we will save a considerable amount of money. There is not a set timeline for future projects. I want to thank those who have completed this work, especially Troy Hooley. It is a job well done, and the room turned out great.

**PAUL:** Where will the court meet?

**MAYOR:** They will meet in this room as well. Every group will meet in here until the new council room is completed down the road. This room will eventually be converted into a conference room or a room where attorneys can meet with their clients before or after court. The city administrator and city treasurer offices have been completed as well. The police department rooms at the west end of the south wing will be worked on next. Then either the council room or library. It will take several years for some of these projects to be completed.

**BUSINESS LICENSE REQUESTS**

**LILY'S CLEANING BUSINESS**

**LILIA JIMENEZ:** I have been working with my aunt cleaning homes. I want to start my own business.

\*\*\*A motion to approve the business license request for Lily's Cleaning Business (Lilia Jimenez) was made by Paul, seconded by Tucker and the vote was unanimous.\*\*\*

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

**RGS SERVICES**

**RYAN SMITH:** I do lawn care and window washing throughout the valley.

**PAUL:** Is there room at your house to park the equipment off of the road?

**RYAN:** Yes, we park the trailer and equipment on the side of my parent's house.

\*\*\*A motion to approve the business license request for RGS Services (Ryan Smith) was made by Tucker, seconded by Lyle and the vote was unanimous.\*\*\*

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

**THANK YOU AND DISCUSSION WITH CHRIS ROSS FOR TIME SERVED AS RICHMOND CITY ASSISTANT FIRE CHIEF.**

**FIRE CHIEF TROY HOOLEY:** I want to recognize and thank Chris Ross for his time served as Assistant Fire Chief for the last year and a half. Chris is hard working and has done a lot of studying. He has been focusing on wildfires. Chris wants to focus on wildfires. Chris stepped down as Assistant Fire Chief, so he can take some wildland fire classes as well as focus on our wildland fire program. I want to thank him for his service. He will still be part of the department. Chris is a good asset to the city and is very reliable. I want to publicly thank him for his service. On another note, we will be cleaning up all of our apparatus on Thursday night to get ready for the parade on Saturday. The council is invited to have hamburgers with us between 5:30 and 6:00 P.M. on Thursday while we get ready.

**MAYOR:** I appreciate Chris and his service. During our monthly mayor's meetings, we talk about the local fire departments. It is a hard balance to have a small community fire department and volunteers. I would like to know if the department can be involved in wildland fire opportunities in the future. We have an interlocal agreement in place. I know we track hours cleaning up debris and other brush which can be fuel for a fire. We are liable if a fire starts in the city and goes out into the Forest Service area. We need to do what we can to lessen our liability. I think long term we might have some wildland fire opportunities we can participate in. I appreciate our fire department. I appreciate all of the members of the department attending tonight. We have discussed the fire department and how important it is to the community since the day I was sworn in as mayor. Volunteering is tough, and we appreciate your service. I don't know how volunteerism will work in the future, but it works right now for us. I know we can count on each of you. I have seen the logs of service. I know how much time you spend. We appreciate your willingness to serve. I think we have a pretty decent sized budget for a city of our size. I know it can always be more, but we spend quite a bit based on our population. I am thankful how you maximize the resources you are given.

**PUBLIC HEARING, NO SOONER THAN 7:15 P.M., FOR THE PURPOSE OF DISCUSSING ORDINANCE 2018-1, AN ORDINANCE MODIFYING AND UPDATING TITLE 12-000, CHAPTER 12-503 (REZONING OF LAND) AND CHAPTER 12-805-15 (CORNER LOTS).**

**JUSTIN:** We have been reviewing some items on rezones with legal counsel. There is a section they highly recommend we remove. They do not understand why we have a section in our code not allowing for a rezone of a parcel under five acres. They are not aware of any other city in the state with this requirement. They do not feel this ordinance would stand up in a court of law if we were sued. They recommended this section of our code be removed immediately. The second portion of this ordinance is dealing with setbacks on corner lots. Currently, Section 12-805-15 states the setback is a minimum of twenty feet. Our Construction & Design Standards say this same setback is thirty feet. The proposed ordinance is changing the code to ready thirty feet not twenty like currently listed. The ordinance and standards would now be the same.

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

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

*The public hearing opened at 7:20 P.M.*

**TERRIE WIERENGA:** There would not be any minimum size requirement for any rezone request in the future?

**JUSTIN:** Correct.

**PAUL:** This is just a section in our code which would be removed. All of the other sections of the code would stay in place.

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

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

*The public hearing closed at 7:22 P.M.*

<b>DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2018-1.</b>
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**TUCKER:** The five acre rule which is in place is not convenient for simple changes. The rule has helped to avoid spot zoning. I think we can do without this section in our code. It is important the planning commission and council be careful about spot zoning. Just because a request is made, does not mean it has to be approved. We need to protect the existing neighbors. Spot zoning needs to be avoided in the city.

**PAUL:** Jerry, do you have any concerns where you are on the planning commission?

**JERRY KIDD:** No.

**PAUL:** We need to make sure rezone requests are compatible with the general plan.

**MAYOR:** My concern with the general plan is it needs to be current. When was the last time it was updated?

**TERRIE WIERENGA:** I would have to check, but I think 2012. Previous to that time it was 20 years.

**MAYOR:** That is my concern. The general plan works if it is active and reviewed. Over a period of 20 years, at least four different city councils would have been in place and not helped to update or change it. The dynamics of the city change. One new commercial business in town changes everything. I hope we can update the general plan when needed. Darek how often should the general plan be reviewed?

**DAREK:** Every five to ten years depending on the city.

**PAUL:** We could update it now. It has been five years.

**JEREMY:** Correct, we are in year six.

**MAYOR:** We could even do it at year seven and year twelve.

**DAREK:** The thing to consider: is the city developing as predicted? If not, what needs to be changed.

**PAUL:** Since the general plan, we have had three drastic changes or inquiries. The White Pine Subdivision on 300 East. A request for apartments and townhomes north of town by White Pine Elementary. A proposed subdivision on the west side of town by Brian Webb.

**DAREK:** The general plan predicted the majority of the growth would be north of town.

**MAYOR:** We did not predict growth west of the highway. The parcel purchased by Lee's Marketplace is a perfect example. We did not plan for a west corridor build out.

**TERRIE:** We did include mixed use north of town.

**PAUL:** We need to try and figure out the feasibility of these projects. The city is not going to pay development costs.

**DAREK:** The water and sewer master plans we refer to all the time cover these concerns.

**TERRIE:** The last general plan was adopted in December 2013.

**PAUL:** There are certain areas of town which need to be reviewed.

**DAREK:** The north end of town is challenging for sewer. It will take a big development to pay for the required sewer infrastructure.

**MAYOR:** We need to make sure we calendar to have the general plan looked at five years after adopted and again at ten years. With the council and mayor possibly rotating every four years, the staff needs to calendar for this item.

**PAUL:** Does Cindy Gooch still work for J-U-B? We could ask her to attend a council meeting and advise us what we should consider for a five year update.

**DAREK:** Yes, she does. It won't be a problem. She has good insight into this process.

**MAYOR:** The general plan does not expire. It needs to be updated periodically. Issues arise when we don't review and discuss things. We need to discuss the anomalies we talked about earlier.

**PAUL:** I would suggest doing an update to the general plan before the council changes. Sitting council members have experience. New council members need to be able to come in and learn. The general plan is a big undertaking.

**JUSTIN DOWELL:** I think you should review every ordinance every two years.

**MAYOR:** The general plan is not an ordinance but a guiding tool.

**PAUL:** The last general plan cost approximately \$100,000, and we received a grant to pay for 50% of the cost. We can review as needed. I think council members could be given assignments. Sections could be picked to be reviewed. We need it to be a relatively quick process. The entire general plan took years.

**DAREK:** Updates are done much quicker than an entire new general plan.

**MAYOR:** I would like to see if Cindy can attend the July council meeting.

**PAUL:** Darek and Jeremy, what are your thoughts with the proposed ordinance?

**DAREK:** I don't have a problem with it. I have never experienced this restriction anywhere else I work with. I have never seen this section of code in place anywhere but Richmond. The council and planning commission are tasked to review each zoning request. It would be good, if adopted, so that everyone could make a request. It does not mean everyone would be approved, but they could make the request no matter the parcel size.

**JEREMY:** From a legal standpoint, it was highly recommended to remove this section of code. It is highly restrictive as it currently reads. I have never seen or heard of our code as written. I recommend approving the ordinance based on the recommendation of legal counsel.

**TERRIE:** I know Marlowe used the majority of the wording in the code as a template for the council to follow. This was from the late 1990's or so.

**JEREMY:** Land use has changed significantly in two decades.

**MAYOR:** I think this ordinance is logical.

**TUCKER:** The corner lot issue needs to be corrected as well.

**DAREK:** Sight distance is helped, and it is good to have the code and standards match.

\*\*\*A motion to adopt Ordinance 2018-1, AN ORDINANCE MODIFYING AND UPDATING TITLE 12-000, CHAPTER 12-503 (REZONING OF LAND) AND CHAPTER 12-805-15 (CORNER LOTS), was made by Paul, seconded by Tucker and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Bair, Crafts

No Vote: None

Absent: Peck

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2018-2, AN ORDINANCE ESTABLISHING TITLE 3000, CHAPTER 3, PART 565 ENTITLED "APPOINTMENT OF CITY RECORDER, CITY TREASURER AND CITY ADMINISTRATOR" IN THE CODE OF REVISED ORDINANCES OF RICHMOND.**

**MAYOR:** When I attended the monthly mayor's meeting in December, I realized that 75% of the mayors in the valley had changed in one election cycle. I am the third most senior mayor, and I have been in office less than two years. Some towns had very contentious elections. Mayors can come into office with an agenda. They don't have a vote, but they have a lot of pull. Mayors are involved in a lot of behind the scenes items. I don't like that our code allows the mayor to hire and fire certain employees at his/her will. The city council approves ordinances and almost everything else. I am a firm believer and feel the council should hire and fire the three administrative positions which are City Treasurer, City Administrator and City Recorder. I don't want this challenge. It can be personal. I don't think the mayor should have the right to hire and fire the three management positions. This ordinance does not apply to other employees. As our code is currently written, the mayor could walk in on his first day in office and fire

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all three of the employees without any reason. This ordinance would change that policy and establishes a policy where the council will hire and fire the city recorder, city treasurer and city administrator.

**TUCKER:** We have a great staff. It is a career for them. For one person to be able to come in and have a difference in opinion and fire someone is not good. It is good to have checks and balances. With other employees, it is good to be more flexible.

**MAYOR:** The mayor is an administrator and can work with the other full-time and part-time employees and handle them as needed.

**PAUL:** We don't want employees being fired because of one person.

**LYLE:** I agree.

\*\*\*A motion to adopt Ordinance 2018-2, AN ORDINANCE ESTABLISHING TITLE 3000, CHAPTER 3, PART 565 ENTITLED "APPOINTMENT OF CITY RECORDER, CITY TREASURER AND CITY ADMINISTRATOR" IN THE CODE OF REVISED ORDINANCES OF RICHMOND (1975, ADOPTED 1976) was made by Lyle, seconded by Kelly and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Bair, Crafts

No Vote: None

Absent: Peck

**PUBLIC HEARING, NO SOONER THAN 7:30 P.M., FOR THE PURPOSE OF DISCUSSING AMENDMENTS TO THE FISCAL YEAR 2018 BUDGET (JULY 1, 2017 THROUGH JUNE 30, 2018) AND DISCUSSING THE NEW FISCAL YEAR 2019 BUDGET (JULY 1, 2018 THROUGH JUNE 30, 2019).**

**JUSTIN:** Typically, we adjust the budget in January, May and June. Our last adjustment was in January. The proposal is to increase the general fund revenue and expense by \$72,216. The majority of the revenue is from an increase in the amount of sales tax received as well as the mass transit tax. Black & White Days donations, as well as garbage, recycling and central dispatch are all increased. As the city grows, the revenue and expense on those three items increase. The administration budget is increased \$6,989 with the main increase to the youth council and office expense line items. The building budget is increased \$8,250 with the increase being for the wages and benefits paid to the employees for their work on the Park Community Center renovation project. Public safety increases \$6,276 which is mainly from the addition of the third crossing guard for the entire school year. Streets are increased \$43,550 with the main increases for garbage, recycling and mass transit tax. The mass transit tax is a pass through tax meaning the exact amount in is the exact amount out. The parks budget would decrease \$5,701. Maintenance in the parks has been less this year than in the past several years. Kudos to the employees for being frugal. The fire department budget would stay the same. The library budget would increase \$12,852 with the majority of the increase being for wages and the CLEF grant received. Water fund revenue would increase \$138,034 and expense \$20,100. The revenue increase for impact fees, connection fees and the monthly charge collected. Expense increases to depreciation, maintenance and insurance. Sewer fund revenue would be increased \$98,188 from impact fees collected as well as the monthly charge. Expense increase for changes in depreciation, utilities and office expense. The Cub River Sports Complex budget would stay the same. Capital Projects Fund interest received would be increased \$500 and expense would be decreased \$18,120. The decrease coming from no funds needing to be transferred to the general fund this year. Sales tax received has helped to make this possible. There are some changes since last month to the new budget. Just to be clear the property tax increase is included in the new budget but won't be voted on until September. The parcel specific mailing will happen in July. The public hearing will be at the August council meeting. The vote of the council will be at the September council meeting. For the proposed budget general fund revenue would increase \$13,058 to \$1,346,722. Increases are for mass transit tax, interest earnings, garbage and central dispatch. A decrease would be for court fines. The current interest rate we are receiving on our accounts at the state is 2.2%. Last year it was around 1.0%. The city is accepting credit and debit cards more each month. Currently, the fees associated with these transactions are included in the office expense line item. For the new budget, I have split these fees out into their own line item. I am projecting \$9,400 in credit/debit card fees for the new budget year which will be split 1/3 to general fund, water and sewer.

**PAUL:** Have we checked to see if the fee we are paying is reasonable?

**JUSTIN:** It is in the 2.0 to 2.5%. We work with a company called Modern Payments.

**MAYOR:** When I reviewed this, we were paying about as low as we could.

**PAUL:** What about ACH (Automated Clearing House) payments? They are cheaper.

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**MAYOR:** People will pay with a card 90% of the time over ACH if given the choice. ACH is a good option if credit and debit cards are not accepted. Some cities charge a convenience fee when credit and debit cards are used.

**PAUL:** There are strict rules of when and what can be charged in this regard.

**MAYOR:** It is problematic, and there are laws and calculations which come into effect. I want to avoid that, and we don't charge a fee.

**PAUL:** This is a fee we should evaluate each year to make sure we are using the cheapest card processor.

**MAYOR:** People want online payment for their utility accounts in the future. People want convenience. More and more people are paying each year with a card.

**JUSTIN:** The administrative budget stays the same at \$121,081. The building budget is increased to \$170,974 with an increase being made to the utility line item. The Park Community Center has been hard to budget for in regards to utilities where we have not been in here a year to obtain solid numbers. I have made a minor change there.

**PAUL:** On the revenue side, tell me about 3693 "Rent – City Building".

**JUSTIN:** We have budgeted \$81,600. Of this amount \$1,600 is for the rental of the Park Community Center and the Community Building. The other \$80,000 is the water fund and sewer fund each paying their portion of the Park Community Center renovation project. The general fund pays all of the cost of the renovation project, and then the total cost is split 1/3 to the general fund, water fund, and sewer fund.

**PAUL:** We need to discuss what we are going to do with the community building. Right now we are paying utilities for the building and getting nothing in return. The building is essentially abandoned.

**MAYOR:** The biggest concern is the theatre.

**PAUL:** If we get another leak in the roof, that is a quick \$20,000 we will have to spend.

**MAYOR:** We need to rent out as much of this building as we possibly can but still keep enough room for the city. I don't want to sign a 20 year lease but to look at options with potential renters. Head Start will be moving into the north wing in one of the classrooms on the west side for the new school year starting this fall. Is anyone opposed to renting portions of this building or the community building? We don't have a use for all of this space. I think our only option is to find a private firm who needs to rent space. It is a big appeal that we have fiber in this building.

**TUCKER:** Ideally, we would rent the community building first.

**MAYOR:** The only realistic option I see for the community building is a daycare center.

**JUSTIN:** The public safety budget would decrease to \$175,566. Bonds and insurance were slightly increased. The biggest change being a decrease in the fee we pay to our prosecutor. As fine revenue decreases, so does the amount we pay legal counsel for the court. The streets budget would increase to \$597,382. The biggest changes being to maintenance expense, as well as increases to garbage expense and the mass transit tax line item. The parks budget would increase to \$82,980. I have added a line item for engineering, as we will be utilizing J-U-B Engineers to help design and oversee the new trail on 300 East. The fire department and library budget would stay the same at \$71,694 and \$76,265 respectively. Right now, we are projected to transfer to our reserve \$40,780. Water Fund revenue would stay the same at \$660,000, and expenses would increase to \$682,076. The only increase being a change to the bonds and insurance line item. Sewer fund revenue would stay the same at \$540,464, and expenses would slightly increase to \$856,291. The increase being to the gasoline line item. The Cub River fund and capital projects fund would stay the same. The Cub River budget is \$20,000 in revenue and expense. The capital projects fund has revenue of \$46,080 and expense of zero.

\*\*\*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, Bair, Crafts

No Vote: None

Absent: Peck

*The public hearing opened at 8:09 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, Bair, Crafts  
No Vote: None  
Absent: Peck

*The public hearing closed at 8:10 P.M.*

Council Member Cheryl Peck arrived at the council meeting at 8:11 P.M.

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

**CHERYL:** I will abstain from the vote where I was not in attendance during the discussion on these items.

\*\*\*A motion to approve amendments to the Fiscal Year 2018 budget was made by Lyle, seconded by Paul and the vote was unanimous.\*\*\*

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

**BUDGET AMENDMENTS TO THE FISCAL YEAR 2018 BUDGET**

**GENERAL FUND**

Revenue 72,216

**EXPENSES**

Administration 6,989  
Building 8,250  
Public Safety 6,276  
Streets 43,550  
Parks (5,701)  
Fire Department 0  
Library 12,852  
To Cub River Sports 0  
Total Expenses 72,216

**WATER ENTERPRISE FUND**

Revenue 138,034

Expense 20,100

**SEWER ENTERPRISE FUND**

Revenue 98,188

Expense 28,200

**CUB RIVER SPECIAL REVENUE FUND**

Revenue 0

Expense 0

**CAPITAL PROJECTS FUND**

Revenue	500
Expense	(18,120)

**DISCUSSION AND POSSIBLE VOTE ON APPROVING THE FISCAL YEAR 2019 BUDGET.**

\*\*\*A motion to adopt the Fiscal Year 2019 budget was made by Lyle, seconded by Paul and the vote was unanimous.\*\*\*

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

**FISCAL YEAR 2019 BUDGET**

**GENERAL FUND**

Revenue	1,346,722
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**EXPENSES**

Administration	121,081
Building	170,974
Public Safety	175,566
Streets	597,382
Parks	82,980
Fire Department	71,694
Library	76,265
Cub River Sports	10,000
Capital Projects Fund	40,780
Total Expenses	1,346,722

**WATER ENTERPRISE FUND**

Revenue	660,000
Expense	682,076

**SEWER ENTERPRISE FUND**

Revenue	540,464
Expense	856,291

**CUB RIVER SPECIAL REVENUE FUND**

Revenue	20,000
Expense	20,000

**CAPITAL PROJECTS FUND**

Revenue	46,080
Expense	0

**PAUL:** I am grateful for our city staff. I know Justin spent a lot of time on the budget. There is a significant amount of time spent on projects by the staff, and the budget is one of them. Justin, thank you for your service as the budget is a big undertaking.

**MAYOR:** I am thankful for Justin and the entire staff as well. Justin is very good at recordkeeping and keeping the finances of the city taken care of. I discuss the budget with Justin constantly, and he always has the information on hand or available when I ask for it or have questions.

**DISCUSSION AND VOTE ON THE PUBLIC ENTITY RESOLUTION, A RESOLUTION AUTHORIZING USERS TO HAVE ACCESS TO AND TO MAKE CHANGES TO THE PTIF (PUBLIC TREASURER INVESTMENT FUND) ACCOUNTS OF THE CITY.**

**JUSTIN:** The state notified Chris of a new compliance item we must complete. A significant amount of the funds of the city are held in PTIF accounts. These are state maintained accounts and are interest bearing like a savings account. The state is requiring the council to adopt a resolution acknowledging which employees have access to these funds to open new accounts, make transfers, changes, etc. Chris deals with these accounts 90% of the time, and I reconcile them on a monthly basis. Chris, Jeremy, and I are listed as having access to these accounts. The state sent a copy of the resolution they want the council to adopt acknowledging the three of us can have access to these accounts.

**PAUL:** It makes sense.

\*\*\*A motion to adopt the Public Entity Resolution, a Resolution authorizing users to have access to and make changes to the PTIF (Public Treasurer Investment Fund) accounts of the city was made by Paul, seconded by Lyle and the vote was unanimous.\*\*\*

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

No Vote: None

**DAREK:** Cindy is available to attend the July 17<sup>th</sup> council meeting to discuss the general plan.

**MAYOR:** We should plan for it and include it on the agenda.

**JUSTIN:** I would suggest holding a joint meeting with members of the city council as well as the planning commission. The commissioners have been asking questions about the general plan, and I think it would be good for them to be involved as well.

**MAYOR:** I agree.

**DAREK:** I will get with Cindy, and we can come up with a few different dates to see which ones work, and then we can schedule a meeting.

**MONTHLY CITY ADMINISTRATOR REPORT**

**JEREMY:** Bill Van Dyke, realtor, called and asked about the possibility of rezoning Parcel Number 09-082-0041 located at 450 South 250 East from Agricultural 10-Acre to RLD (Residential Low Density). This would be a spot zoning request. The closest low density housing is a small section of land located northwest of this parcel a block away across the irrigation canal. The rest of the parcels in this area are zoned for two acre or larger lots.

**TUCKER:** There is not enough frontage on this parcel to subdivide.

**JEREMY:** Bill wants to redo the road and create a new road with frontage to be based off of the new road not 250 East.

**DAREK:** There is a history on this parcel and parcels to the south of this. Pat Lewis wanted to do some subdividing of property in this area in the past, and it was denied.

**JEREMY:** Water pressure could be an issue as well.

**PAUL:** The request would not be compatible with the zoning of the rest of this area.

**JEREMY:** Bill would build a new road and make a cul-de-sac, so new homes could be built east of the existing home.

**DAREK:** There is about 250 feet of frontage on 250 East. I would suggest reviewing the minutes where similar requests were made in the past in this area and denied. I think there were some past conditions put in place on this subdivision as well.

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The consensus of the council was they would not allow for this parcel to be rezoned to RLD (Residential Low Density).

**JUSTIN:** The parcel is 5.3 acres in size.

**MAYOR:** This is spot zoning, and we want to avoid it.

**PAUL:** Mini subdivisions require street frontage for each parcel, and in this case, it would be 250 East.

**JEREMY:** Scott Tripp would like to request the transfer of some water connections for a parcel he owns at 825 South 250 East.

**PAUL:** He only has access to livestock water rights, if I recall correctly.

**JEREMY:** Scott wants to sell Parcel Number 09-085-0011. Can we supply culinary water outside of the city limits?

**PAUL:** Legal counsel would need to review this request.

**JUSTIN:** I will find and send the legal agreement to you for review to see what was agreed to in the past.

**PAUL:** We cannot do anything outside of our existing agreement.

**DAREK:** The parcel being sold is outside of the city limit.

**JEREMY:** Roger Smith owns a parcel located at 60 East 600 South. He would like to split this lot, so his son can build a home on 600 South. Where can he get water from for this parcel? I am not sure if there is enough pressure in this area. There is not a culinary water main line on 600 South from 100 East to State Street.

**DAREK:** The pressure is borderline in this area. We do not allow booster bumps as that is a State of Utah rule.

**PAUL:** Would it be possible to run a private lateral from 100 East with the condition the meter be put by the road on 100 East?

**DAREK:** The water line on 100 East is a high pressure line.

**JEREMY:** What size of pipe would be required?

**DAREK:** That is up to the builder. Is a water meter allowed to be installed without being in front of the home?

**JEFF:** The main line in this area should have been installed in the past when the other homes were built on this road.

**JUSTIN:** The home built by Justin Smith was built in 2004 which is the home built in the middle of the block. The Bowden's recently built a home just west of Justin Smith.

**MAYOR:** I am worried about other future homes being built on this road. The entire north side of the road could be developed in the future. Another couple of homes could be built on the south side of the road (600 South) as well.

**TUCKER:** Is there a fire hydrant in the area?

**JUSTIN:** I would have to double check, but I believe there is one by Rod Johnson's home.

**MAYOR:** We need to stand strong and look to the future. This is why we have construction standards in place is so the main line will be installed.

**JUSTIN:** The developer could put a pioneering agreement in place as well.

**TUCKER:** Would the water line need to be looped in this area?

**DAREK:** No. This line would not be looped.

**PAUL:** Is there enough frontage on 100 East for a home to be built between Shelly and Roger?

**DAREK:** No. It appears there is about 80 feet from roof top to roof top.

**MAYOR:** A new mainline needs to be installed when the next new home is built on this block whether it is by Roger's son or anyone else.

**PAUL:** This is very similar to the request on the north end of State Street which was denied.

**MAYOR:** The original grid system is sound, and the city needs to be developed as such.

The consensus of the council was a new culinary water main line will be required to be installed on 600 South between State Street and 100 East if future development is considered on this road.

**JEREMY:** There is a problem with the French drain in Erickson Circle. I don't think the drain has been cleaned since it was installed. The drain does not drain, and the area fills up with storm water into driveways and yards. Larry Larson approached me about seeing what can be done as he wants to make repairs to his driveway, curb, and gutter and sidewalk in front of his home.

**PAUL:** If the repairs to the curb and gutter are maintenance items, then we need to pay for them.

**JEREMY:** This drain box and several others in town are going to be cleaned this summer. French drains work if kept clean.

**PAUL:** I don't think this one has ever been cleaned.

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**JEREMY:** The drain pipe going out behind the home owned by Kevin Graham needs to be kept clean and screened off, so bugs and rodents cannot enter it.

**PAUL:** It is very reasonable for us to pay to clean the drain.

**JEREMY:** I recommend cleaning the drain and then seeing how the drain functions at that time. We don't want to fix the curb and gutter or asphalt problem until the drain problem is resolved.

**MAYOR:** The concrete and asphalt in that area are sinking.

**TUCKER:** Will a vacuum truck be used to clean the drain?

**JEREMY:** Yes. We need to come up with a plan to clean the storm drains throughout the city on a consistent basis.

**JUSTIN:** We budget our sewer line cleaning back to back for budgetary reasons. Some work will be done in June and some in July, so we pay only one mobilization fee but get work completed in two different budget years.

**DAREK:** Getting the silt out of those drains will make a difference.

**JEREMY:** Larry said the entire cul-de-sac will back up right now.

**MAYOR:** I think we need to make this repair of the drain a priority.

**JEREMY:** Will we pay for the curb, gutter, sidewalk, and asphalt for this repair?

**MAYOR:** Yes, but we do not pay for driveway repairs.

**PAUL:** On the sidewalk, we pay for the materials, and the property owner pays for the labor. We will pay for all of the curb and gutter and asphalt work.

**DAREK:** You might want to consider rebuilding the sump if the concrete and asphalt all have to come out anyway.

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

**JUSTIN:** The job opening application period closed for the part-time administrative assistant position. Interviews were completed, and Holly Karren was selected for the position. With the transition to the Park Community Center, the council felt it was important the city office is open Monday through Friday from 9:00 A.M. until 5:00 P.M. This has not always been the case in the past. Holly was hired at a wage of \$15.00 per hour for the first three months, and then at \$15.50 per hour after the three-month probationary period.

**CHERYL:** How many applicants were there?

**JEREMY:** Seven.

\*\*\*A motion to approve the hiring of Holly Jo Karren as a part-time administrative assistant at a wage of \$15.00 per hour was made by Tucker, seconded by Kelly and the vote was unanimous.\*\*\*

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

No Vote: None

**JUSTIN:** Normally in June we have our regular council meeting and then a short meeting at the end of the month to pay bills. If the council wanted to hold only one meeting in June, we could reschedule the June 19<sup>th</sup> council meeting to June 26<sup>th</sup>.

**MAYOR:** That is a good idea. Let's do that.

**JUSTIN:** There are some rumors going around that the city paid the school district a significant amount of money for the Park School building. To be clear: the school district gave the city the building. The only costs we have paid so far are for utilities and for the renovation projects. There is not a loan on the building, and the city does not owe the school district any money. The final distribution of property tax has been received, and for the year, we have collected \$113,266. Sales tax is still up, and we collected \$30,445 in April. The Black & White Days committees have been busy collecting donations for the various programs, and in April they collected \$1,700. The salaries line item in the building fund has been increased to pay for the labor of the employees who helped to work on and renovate some of the rooms in this building. Through the month of April, renovation expenses totaled \$41,395. There has been a significant amount of money spent this month as the council room was completed. Three impact fees were collected in April. The total collected through April in water impact fees is \$100,155 and \$119,014 in sewer impact fees. These fees are used to help pay for the water tank and infrastructure project as well as the MBR plant. The water fund has a remaining loan balance of \$308,327 with the sewer fund. This year we have been fortunate and not had a bunch of significant expenses in the water fund. Revenues are up as well over the budgeted amount. I would like to pay an additional \$50,000 in principal on the loan. The water fund has been making bi-monthly payments of \$8,000.

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\*\*\*A motion to approve paying an additional \$50,000 from the Water Enterprise Fund to the Sewer Enterprise Fund loan was made by Paul, seconded by Tucker and the vote was unanimous.\*\*\*

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

**COUNCIL MEMBER REPORTS**

**PAUL:** In April, Morgan Paving did a significant amount of crack sealing throughout the city. Norton Thurgood reviewed their work and said they did a good job. I want to go on record and state I hired Morgan Paving to do some work at my residence. I personally paid them for their services done at my home.

**KELLY:** Day 1 of Black & White Days is complete. We need to discuss security and entering the grounds before the horse pull event.

**ROGER PRIEST:** I think we have it covered. We are going to use the orange netting to block the east entrance.

**PAUL:** I will help to patrol that area and inform people they need to enter on the north or west.

**ROGER:** We need to have people in place before the parade is over. People try and enter the grounds to get a good seat quite early. We will have ticket sellers on the north and west entrances.

**MAYOR:** Do we need a credit card machine to accept payment? What is the entrance fee?

**TERRIE:** The cost for adults is \$5 and for children \$2. Young children are free.

**MAYOR:** I have Square credit card readers which will work on any smart phone, and we can use them at the two entrances.

**TERRIE:** I would say around 10% of the people wanted to pay with a debit/credit card last year. Some people had to leave and come back as they did not have any cash on hand.

**MAYOR:** It makes sense to offer the credit/debit card option.

**PAUL:** Jeremy, we need to make sure we block off the man gate entrance in the southwest corner of the grounds.

The council held a discussion regarding food preparation and logistics for the Black & White Days movie on Friday night, May 18<sup>th</sup> and the chuck wagon breakfast on Saturday morning, May 19<sup>th</sup>.

**ROGER:** I need to work with the youth council to have them supply 65 meals for the participants of the Highland Games.

**KELLY:** They can use the gym in the Park Community Center to eat if it is raining.

**MAYOR:** Let's accommodate them as much as possible. This is a great event for the city to watch. We need to make sure we coordinate trash detail on Saturday as well.

**JEREMY:** There will be staff members in place on Saturday to take care of it.

**MAYOR:** I want all of the employees to help on Saturday. Everyone can participate at different times throughout the day, so one employee doesn't have to work all day long. The trash cans need to be checked and emptied multiple times per day. Once or twice a day is not enough. In the past, we have done really well keeping up on things until the Saturday of Black & White Days, and then none of the employees are around on Saturday. We need all employees to be able to help on Saturday. The youth council has a small dumpster at their location, but all of the rest of the garbage cans need to be dumped every couple of hours on Saturday.

**MAYOR'S REPORT**

**MAYOR:** Just a reminder: the June 19<sup>th</sup> council meeting has been rescheduled to June 26<sup>th</sup>.

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

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

Adjournment at 9:31 P.M.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder