

RICHMOND CITY COUNCIL

JULY 10, 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, July 10, 2018. The meeting began at 7:00 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Cheryl Peck.

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

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

VISITORS: Terrie Wierenga, Ryan Smith, Tamara Hardy, Deputy Tyson Neilsen

APPROVAL OF CITY COUNCIL MEETING MINUTES FROM JUNE 26, 2018

A motion to approve the June 26, 2018, City Council meeting minutes was made by Paul, seconded by Cheryl, and the vote was unanimous.

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

No Vote: None

DEPUTY'S REPORT

DEPUTY TYSON NIELSEN: It has been pretty quiet the last two weeks. I did add the traffic concern on 400 West Main to our route. Two citations in that area have been issued in the last two weeks. The average speed in that area is 35 to 40 miles per hour which is below the speed limit. We will continue to monitor the area. I am not aware of anything else that is alarming in that area.

MAYOR: The comments I made at the last council meeting about the motorcycle cops could be taken as harsh. I don't want my comments to have the wrong impression. I will call the motorcycle cops and clarify my comments.

CHERYL: They are doing a good job.

DEPUTY NIELSEN: Their focus is traffic and not other types of calls. They cannot carry the equipment needed for other types of calls. They typically focus on traffic, and the cars and trucks focus on the other types of calls.

MAYOR: We appreciate what your department does. I feel good about what we have going on in the city. The city has a good association with the sheriff's department. Thanks for always coming to our council meetings.

KELLY: The city party will be on Friday, September 7th.

DEPUTY NIELSEN: Deputy Bergsjø is aware. I will not be able to attend that evening, as I will be out of town.

KELLY: We are just doing what we have done in the past.

DEPUTY NIELSEN: What time will it start?

KELLY: The dinner starts at 6:00 P.M.

MAYOR: The kid's rides will be from 5:00 to 8:00 P.M.

DEPUTY NIELSEN: I will pass along this information, and our department will be in attendance.

QUARTERLY REPORTS

YOUTH COUNCIL

TAMARA HARDY: We had our meeting where leaders for the new year are elected. Jenny Vail was elected as mayor. This will be my last year overseeing the youth council. I plan on being done after Black & White Days next May. This year, we have elected a public relations representative who will come before the council. Ryan Smith was elected to this position.

RYAN SMITH: We had a lot of help at the hamburger stand during Black & White Days. We made quite a bit of money. We helped with the Black & White Days breakfast as well.

TAMARA: We need to finish cleaning up the stand for the year.

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RYAN: This Thursday, we are doing a karaoke activity.

TAMARA: We had a lot of kids graduate this year. We still had 30 or so kids attend the meeting where the new youth council was voted in. There are a lot of eight and ninth graders who want to participate. There are two additional adult supervisors willing to help this year.

RYAN: We are planning to have a booth at the city party.

KELLY: What do you plan on doing?

RYAN: We will give out some candy and let the youth of the city know they can be involved and have them sign up. We will explain what we do.

TAMARA: The kids want to go to Bear Lake for their summer activity. This activity will most likely take place in August.

MAYOR:	Jenny Vail
VICE MAYOR:	Makayla Johnson
SECRETARY:	Ian Alleman
PARTY PLANNER:	Allie Thacker
PUBLIC RELATIONS:	Ryan Smith
HISTORIAN:	Shaylee Davis
8 TH GRADE REP:	Katelyn Davis
9 TH GRADE REP:	Halle Ripplinger
10 TH GRADE REP:	Kassie Thacker
11 TH GRADE REP:	Brandon Curdy
12 TH GRADE REP:	Caitlynne Tarbet

ADULT SUPERVISORS: Tamara Hardy, Jamielyn Davis, Amanda Dowding

LIBRARY

LORA: I am glad to see the city already has a resolution in place allowing for seven library board members. Kayla Robison is willing to serve on the board. She has a bachelor's degree in English from Utah State University. Kayla has lived in the city for over a year. She wants to be involved in the community. She will work with programming. We are still looking for a seventh board member.

CHERYL: After reading the resolution, I noticed a council member is a board member by default who is also a voting member, so we would have seven board members now we have added Kayla.

JEREMY: There are two resolutions regarding the library board but no ordinances that I could find.

LORA: The Family Place came before the council a few months ago. They are going to do a presentation at the library on September 20th at 7:00 P.M. They will provide a summary of the services they offer and what they can provide to people in the city. They are willing to come back to a future meeting to discuss specific items or programs. The local faith-based groups could be included as well since The Family Place offers programs the church deals with as well.

MAYOR: It makes sense to let everyone in the community know what is offered.

LORA: The railing and doors have been painted. Thank you for getting that done. Also, thanks for changing the thermostats in the building. Terrie is working on a coding grant. The grant is for smaller-sized libraries like ours. If received, we will be working with the elementary school on this project. The school is no longer a Title I school which is good for the community. We are always working with the schools the best we can. The grant includes supplies and training. Terrie is also working on the LSTA grant. A survey was sent out about the library. One question asked people what they like best about the library. Most people responded their favorite item is the staff. I was excited and happy to see this as I really stress customer service. Robotics was mentioned as a favorite as well. Even recommendations for certain books were made. Some programs we did in the past that had small attendance and I did not think were very successful were mentioned. It does make a difference even when some programs are not well attended. What we do is not always about numbers. Suggestions were made on some future activities to offer. Some of them will be planned for in the future. Terrie is going to discuss a grant. Jeremy, thank you for all of your service to the library.

TERRIE WIERENGA: We were awarded an LSTA grant. The grant must be completed or at least started by September 30th. It has a quick turnaround. The program must at least be started by September 30th. The library staff is working on it. We have not started this project until we got to the new budget year: July 1st. We were going to spend \$3,700 of the funds to purchase 185 new non-fiction books. The books would be for ages three to twelve.

After doing some bids and obtaining discounts, we were able to purchase 245 books for the same cost. An after-school program will be started in September. Some funds will be used for the purchase of new computers, and \$750 will be used for electronic media. The interim report on the grant is due by this Sunday. All of the discovery kits will be ready by mid-August.

PAUL: What is the amount of the grant?

TERRIE: The grant is for \$5,300, and the city has to contribute \$1,000 as well as some in kind labor.

LORA: The discovery kits can be checked out. One kit is for photography. We are working to include the city logo as well as "Richmond Library" on the backpacks. We will start with nine discovery kits.

APPROVAL OF JEREMY KIMPTON AS PERMANENT CITY ADMINISTRATOR

MAYOR: Jeremy was previously approved as interim city administrator. As part of our original discussion, we were not sure what we needed in this position. There were many things going on as we moved from the old city office building into this building. It has been determined it is best to have a full-time city administrator as opposed to a part-time position like in the past. Jeremy was originally hired to run the MBR plant for the city. Over time we noticed his attention to detail among other things. Jeremy has previous experience in city administration from previous jobs he worked at. Our biggest concern was we were not sure what we needed in this position. We asked Jeremy to serve in an interim role until we could decide what we wanted to do. Jeremy has been game-on since day one. It has been nothing but positive. I would recommend we appoint Jeremy as the permanent city administrator.

TUCKER: I want to thank Jeremy for all he has done for the council and city.

PAUL: I agree. We are very fortunate. Jeremy has a good background and is very knowledgeable. Jeremy still covers the MBR plant when Troy is off. Jeremy is always willing to help no matter what the project is.

JEREMY: I appreciate the opportunity. Thanks for all you do for me and my family.

A motion to appoint Jeremy Kimpton as the full-time/permanent City Administrator for Richmond City was made by Tucker, seconded by Kelly, and the vote was unanimous.

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

No Vote: None

MAYOR: I appreciate all Jeremy does. I am excited to have him onboard. Richmond has a lot going on, and there are great things happening. We are still growing and expanding. We have a good team in place.

DISCUSSION AND POSSIBLE VOTE ON EXPANDING THE LIBRARY BOARD FROM FIVE (5) BOARD MEMBERS TO SEVEN (7) BOARD MEMBERS.

A city resolution was previously adopted by the city council several years ago allowing for the library board to consist of seven members with one council member included as a board member.

VOTE ON RESCINDING THE REZONE REQUEST APPROVAL FOR BRIAN WEBB, AGENT FOR WEBB PROPERTIES, LLC FOR A PORTION OF PARCEL NUMBER 09-067-0053, 1.90 ACRES, WHICH WAS REZONED FROM MLI (MANUFACTURING/LIGHT INDUSTRIAL) TO RLD (RESIDENTIAL LOW DENSITY). THE REZONE REQUEST APPROVAL IS BEING RESCINDED DUE TO AN INCORRECT SURVEY PLAT.

JUSTIN: We were informed of some inaccuracies on the legal description and survey plat map for a rezone request by Brian Webb. The survey plat map was incorrect, and the legal description was wrong. The acreage listed in the advertising and the description of the rezone request were also wrong because of the survey map being done incorrectly. The only way to correct this problem is to rescind the previous approval. At that point, Brian will start over with his request and will be required to go back before the planning commission as well as the city council. Brian cannot start this process until the recent approval is rescinded.

PAUL: How do we stop this problem from happening again?

JUSTIN: We need to put a fee structure in place, so the city staff can review the request as well as the engineering firm of the city. Darek or a co-worker from J-U-B Engineers needs to review these requests. Fees need to be charged to cover these costs. The residents should not pay this cost; the developer should. At this time we do not charge any

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fees. I am not aware of any other city that does not charge development fees. This issue would have been discovered had J-U-B Engineers reviewed the request. I would suggest putting a fee structure in place similar to other cities in the valley, so the developer is not wasting time, and the city is not paying for developer costs.

PAUL: I agree.

JEREMY: Brian Webb discovered the error and brought it to our attention. The surveyor had the correct information but did not put the correct information on the survey. The boundary, legal description, and acreage are all different than we were originally told. The process will have to start over because of these errors.

JUSTIN: I will provide some fee schedules other cities use, and the council can decide if they want to implement developer fees in the future.

DAREK: Brian discovered the error and knows it needs to be corrected. This will be my third time reviewing this plat map. I agree with Justin; fees need to be charged in the future to cover these costs.

MAYOR: I want to discuss a possible fee schedule at the September council meeting. We can review what other cities are doing and see if it is appropriate for Richmond to charge those fees as well. We need to protect the residents from paying any developer costs.

JUSTIN: In my opinion the most important thing the council needs to do now is put a development agreement in place. This protects the city and the developer.

DAREK: I agree. This will help future mayors and city council members. A development agreement puts in writing what the city has agreed to as well as what is required of the developer. We need to get this agreement put in place.

PAUL: Can you get us some examples to review?

JEREMY: I have one already I can send to you for review.

DAREK: I think there should be one for single lots as well. It is always good to have in writing what is required, so everyone understands what is going on.

PAUL: Sidewalk requirements need to be included.

JUSTIN: I agree, and we need to change the definition of frontage when it comes to sidewalks on corner lots. We require sidewalk on both sides of a corner lot, but developers in the past have fought us saying frontage is only the side the home faces.

A motion to rescind the rezone approval from June 26, 2018, for 1.90 Acres of Parcel Number 09-067-0053 from RMD (Residential Medium Density) back to MLI (Manufacturing/Light Industrial) due to an incorrect survey plat map and legal description was made by Paul, seconded by Lyle, and the vote was unanimous.

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

No Vote: None

MONTHLY CITY ADMINISTRATOR REPORT

JEREMY: Paul and Mayor, I need to meet with you to determine the location of the sidewalk we are installing on 100 North from 200 East to about 250 East.

MAYOR: My preference is closer to the road. We will have major landscaping issues if we go inside (north) the power poles.

PAUL: I am happy to meet you there Monday morning.

JEREMY: The new homes east of this sidewalk are about to the point they need to install the required sidewalk for their project, and a location must be determined.

MAYOR: The builders of the new homes know we are installing a sidewalk just to the west of their projects. I have talked to the effected homeowners where the new sidewalk will go. One homeowner does not want their large pine tree removed.

PAUL: Let's meet, discuss, and get a location determined.

TUCKER: Putting a sidewalk over a city water line could have issues long term if the water line breaks.

JUSTIN: Mayor, are you talking about putting the sidewalk right next to the road, or will there be a park strip area between the road and sidewalk?

MAYOR: There will be a park strip. Let's review our options and see what is possible. I would prefer the sidewalk is between the road and power poles. What happens on the spec homes that don't have sidewalk installed yet?

JEREMY: A certificate of occupancy is not issued until the sidewalk is completed. Or the certificate of occupancy can be issued, but we keep the escrow funds until the project is completed.

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MAYOR: Once we complete our project and the two new homes install sidewalk in front of their homes, there will only be one vacant lot that does not have sidewalk in front of it, and it is the corner lot at 100 North 300 East.

PAUL: A crosswalk needs to be painted on the road when this project is complete.

MAYOR: Zac Covington has already designed the crosswalk for this crossing.

JEREMY: I keep getting asked when we will have online payment for utility bills.

JUSTIN: We have discussed in the past but delayed making a decision until we got moved into this building. I will get some options for the council to consider.

MAYOR: The issue is not paying the bill online; it is getting a software compatible between our utility billing system and the bill pay system. We are not going to use Caselle like some of the other local communities. It is expensive, and there are other options. We now have a server in this building which can have additional software added to it.

JUSTIN: There are some good options; we just need to find the best one for us.

MAYOR: I am hopeful that, long term, paper bills will not have to be mailed. I want them sent electronically.

PAUL: I think once we are able to do that, we charge a fee for anyone wanting a paper bill mailed to them.

MAYOR: Right now, our only option is printed monthly invoices. I know some cities charge \$3.00 for a printed invoice, and one city I work with charges \$12.00 for a printed monthly bill. We now have the resources in place to get our system set up for a bill pay system.

JEREMY: We have been contacted by Cornish, as they want to know if we have an interest in taking over their court system. They have been working with Lewiston City in the past.

MAYOR: I told them about 18 months ago we would discuss it when the time came. I talked to a previous mayor about this, but they have a new mayor, and I have not talked to him.

JUSTIN: Are they wanting to just use our building, or do they want Judge Funk and our clerk to oversee their cases?

MAYOR: They are part of the Lewiston court system right now. The Lewiston City court system is going away, as they are going to send their cases to First District Court. I want to see their agreement with Lewiston City.

CHERYL: When do they want to do this?

MAYOR: They need to do it very soon. Many local cities no longer want to pay for a court system. There is not a cost to the city if the cases go to district court. Cornish prefers people come to Richmond to pay their citations or go before the judge. They would prefer not to have people have to drive to Logan. The county is pushing for a countywide court system. They want everything centrally located in Logan.

CHERYL: Why not close our court?

JUSTIN: We would not want to consider closing our court system until the term of our judge is expiring. If we closed our court now, we would still have to pay the judge through the end of his term. His term lasts for six years, and I think we are only two years into the current term.

TERRIE: Like the homeless assessment, I think the county will then charge all of the cities a fee for the court system in the future if a countywide court system is implemented.

MAYOR: I have been to First District Court and listened to a couple of cases. I have talked to Judge Funk. I have also talked to Judge Marx who oversees the Hyde Park and North Logan courts. I support local courts. There is one very noticeable item with a local court. The judge knows and understands the community. Where there are so many cases going to district court, there is not any compassion or local feel. Lewiston City closed their court system as the state mandated all judges retire at 75 and Judge Evan Hall recently turned 75. I don't see any reason we would close our court system.

JUSTIN: Why would we add Cornish to our court?

MAYOR: They would have to pay us for the service, and it would offer Cornish a local community environment.

TUCKER: I want to see the case numbers and the dollar amounts involved. I have talked to Judge Funk as well.

JUSTIN: Through May 31st, revenue from fines totaled \$47,485 for the fiscal year. Some of the expenses are wages for the judge and clerk, as well as benefits at a cost of \$33,025 and \$4,568 respectively. Fines paid to the state total \$17,547. The amount paid to the prosecutor and defense attorneys when appointed by the judge totals \$20,283.

MAYOR: The court system costs us money. We do not breakeven.

TUCKER: If we take over their court system, will we receive the revenue from the citations?

MAYOR: I need to see the agreement, but I think Cornish paid Lewiston based on workload.

JUSTIN: We cannot offer this service for free. The residents of the city should not pay anything for the Cornish court system.

MAYOR: I agree.

PAUL: When did Judge Hall retire?

JUSTIN: This year.

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MAYOR: I like where we are at with our court system. I was on the council when Judge Funk was hired. He does an excellent job. I think it still makes sense to have our own court system. Unless we encounter a major problem in the future, I don't see a reason to disband our court system.

PAUL: Cornish will have to pay for services rendered.

JEREMY: As we start to clean out this building room by room, what do we want to do with items such as old cabinets? Do we want to throw them away? Sell them? What do you want to do, so the city staff knows how to proceed?

PAUL: People should pay for any item they take, even if it is just a small amount.

MAYOR: I agree. We could put everything we want to get rid of in one classroom. I know people would like to purchase the drop-down screens and old whiteboards. We don't need to charge a bunch, but we need to charge something.

JUSTIN: I would recommend a small amount such as \$5 or \$10. If we don't sell the items, they go to the junk, and we have to pay for them to be disposed of.

PAUL: Let's charge \$5 for each item.

MAYOR: Jeremy, please make sure the Veteran pictures are hung in this room in the next month or so. I would like to have a picture of the Constitution hanging in this room as well. I want a large zoning map on the wall as well.

DAREK: We don't want to print a new zoning map until the Brian Webb rezoning request is approved or denied.

COUNCIL MEMBER REPORTS

KELLY: I need to discuss the city party, as I won't be able to attend the August council meeting. The Lion's Club is in charge of the soda pop and water. Tucker is taking care of the meat. Jeremy and Darek will take care of the baked beans. Lee's Marketplace will take care of the rolls and butter. I ordered two gallons of barbeque sauce and one gallon of horseradish from L.D.'s Café. I am looking at options of where to purchase the corn from. I got a local quote of five dollars per dozen which is quite expensive. We might want to consider breaking them in half as we usually have a bunch left over. People could then have two pieces if they want. I know we always have a lot of tomatoes left over as well.

CHERYL: There were a lot of bad cobs of corn last year.

MAYOR: But the flavor is always good from that place.

KELLY: The kid's rides have been arranged for. The Sheriff's Office and youth council will also be participating and having booths. We will meet at 3:00 P.M. to shuck the corn. The youth council will help where needed.

MAYOR: I have the ice cream taken care of. Last year, having four warmers full of baked beans was perfect. We have always seemed to run out in the past.

KELLY: Cheryl will get the food permit from the health department. We are also working on some other possible entertainment before dinner. Terrie, I will get you some information to put in the newsletter, so we can start advertising.

MAYOR'S REPORT

MAYOR: The 100 North sidewalk and road project is almost complete. The sidewalk and curb and gutter were done last week. A top coat will be put on the asphalt tailings in the next few weeks. There will be two top coats applied.

PAUL: Is the road going to be double chipped?

JEREMY: I am not sure. At least one coating will be done this year and then another one next year.

MAYOR: Two coatings have to be done long term.

PAUL: The county will come back this year and apply the second coating if we make the request.

MAYOR: It would be good to have both coatings put down in one year if possible.

JEREMY: I will contact the county and see if we can make those arrangements for this year.

MAYOR: We need to finish the landscaping on the north side of the sidewalk. We will also work with the school to have them put out information on parking for the new school year.

PAUL: Are we going to add some signage about no parking during school hours?

MAYOR: We need to review. I am fine adding some signage.

PAUL: Jeremy, please get some signs, and get them installed before school starts. We also need signs on 100 North from 100 West to 200 West. Cars are parking everywhere.

TERRIE WIERENGA: Are you going to put the time parking is not allowed on the signs?

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MAYOR: There should not be any parking there anytime as 100 West to 200 West has several driveways.

TERRIE: So you are going to ban parking in front of homes 24 hours per day 7 days per week on those roads?

PAUL: We will specify the time people cannot park in certain areas.

MAYOR: Homeowners need to be able to park in front of their homes.

CHERYL: Any signage should not affect homeowners living in the area.

MAYOR: People cannot park in driveways that do not belong to them. This is currently an issue.

TUCKER: People will park in no parking areas, as they think it is allowed if they stay in their car.

MAYOR: The improvements we have done will help the parking problem. The parents will learn to adapt to the new parking after a couple of weeks. The school will work with us to show the parents how traffic should flow. We will need to stripe the new area.

JEREMY: So, you want signage on 100 North from State Street to 100 West?

MAYOR: Yes.

PAUL: Darek can work with you on the appropriate wording and signage?

MAYOR: The new computer server will be installed soon. The new phone server will be installed as well. The library and the city office will both use the phone server. We are required to have at least one landline in case of a natural disaster, but the rest of the phone lines can be on a VOIP system. The main office number will be a hard line. There is one exception to this rule, and it is if we have a fiber connection. Having a fiber connection is the same as having a hard line. I am still reviewing to determine which is best.

PAUL: What is the cost of the phone server?

MAYOR: The cost is \$1,500, and the server will last about eight to nine years. The phone server should be installed and working next week. The city party is on Friday, September 7th. The League meetings are in September as well. Chris has been working with those attending to make the appropriate reservations. Who is going this year?

CHRIS: So far Paul, Jeremy and the mayor.

MAYOR: I would encourage all of you to attend if possible. You don't have to go to all of the days. There are not many places a council member or mayor can receive training. It is always good to learn from others, especially when they share their experiences. It is worthy to attend.

JUSTIN: If you can only attend one day, I would suggest going on Thursday as that is land use day.

LYLE: I might be able to attend, but I don't know my schedule yet for September.

MAYOR: It is valuable training. We will pay for other trainings sessions as well if you find something you want to attend that is beneficial. We all need to receive training when possible. It is not required to go to the League meetings, but I recommend attending. It is really good for new council members.

CHRIS: If you are planning to attend, you need to let me know as everyone who attends must be registered beforehand.

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

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

No Vote: None

Adjournment at 8:29 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder