

**RICHMOND CITY COUNCIL**

**DECEMBER 18, 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, December 18, 2018. The meeting began at 7:05 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Cheryl Peck.

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.

**VISITORS:** Lora Smith, Terrie Wierenga, Brian Webb, Brenda Mouritsen, Neil Mouritsen

**APPROVAL OF CITY COUNCIL MEETING MINUTES FROM NOVEMBER 20, 2018**

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

\*\*\*A motion to approve the November 20, 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

Absent: Erickson

Abstain: Crafts

**BUSINESS LICENSE REQUEST**

**ANNIE'S LEGACY QUILTING LLC**

**BRENDA MOURITSEN:** I grew up in Richmond and recently moved back.

**TUCKER:** What exactly does this business do?

**BRENDA:** Machine quilting. I do sewing for people. One of the machines has a 14 foot arm. It is on an appointment only basis. I will only have one client at a time at the house. I own two sewing machines. It is a simple business.

**CHERYL:** Are the machines noisy?

**BRENDA:** There is not any noise.

**MAYOR:** You have a machine with a 14 foot arm?

**BRENDA:** Yes. You are welcome to tour the home if you want. I have done this type of work for several years. I used to do it in Hyrum when we lived there and then in Montana for eight years while we lived there.

\*\*\*A motion to approve the business license request for Annie's Legacy Quilting, LLC was made by Cheryl, seconded by Tucker, and the vote was unanimous.\*\*\*

Yes Vote: Thatcher, Peck, Bair, Crafts

No Vote: None

Absent: Erickson

**DISCUSSION AND POSSIBLE VOTE ON THE FINAL PLAT FOR THE ELK MEADOWS SUBDIVISION. AN (11) LOT SUBDIVISION (9 RESIDENTIAL LOTS & 2 COMMERCIAL LOTS) LOCATED SOUTH OF 450 WEST MAIN AND WEST OF 50 SOUTH 400 WEST. ZONED RLD (RESIDENTIAL LOW DENSITY) AND MLI (MANUFACTURING/LIGHT INDUSTRIAL).**

**TUCKER:** The preliminary plat was reviewed last month and a new more detailed plat has been received for our review this month.

**DAREK:** There are several notes in the “General Notes” section of the plat. The preliminary plat has been converted to a final plat. Signature blocks were added as well as information on the survey. All of the easements are included. There is a large easement for access to the retention pond. The retention pond is an easement as well. It also states whoever owns Lot #4 cannot fill it in. It will always have to be a pond.

**CHERYL:** How would someone know they cannot fill it in?

**DAREK:** The realtor would know as part of the title search. There are easements for the city as well as for utility services. Note #4 talks about the retention pond. The pond cannot be filled in or reduced in size. There was an issue with the retention pond in the Sadler Subdivision as the property owner was not aware of some regulations. The city will maintain the retention pond. There have been issues in other cities when it comes to ownership and maintenance. Inevitably the city ends up taking care of and maintaining the retention pond. The easements are perpetual. There cannot be any structures placed in or on an easement.

**CHERYL:** Will the surface of the retention pond be grass?

**DAREK:** It will most likely be weeds we have to cut down on occasion. The weeds will need to be periodically sprayed as well. The retention pond is in the southwest corner of Lot #4. Lot #1 is located by the home owned by Kevin and Vicky Dodge. UDOT (Utah Department of Transportation) won't allow access for this lot onto Main Street (SR-142). I have also included the garage for the house needs to be on the south side of the house to keep it as far away from the highway, Main Street, as possible. Note #7 discusses relocating the existing culinary waterline which services three homes down by the old factory. There is an easement included for this waterline. The waterline will run along the southern boundary of Lot #3. The waterline is owned, operated and maintained by the city.

**MAYOR:** Will this clear up all of the issues with that waterline?

**DAREK:** Brian is going to install a new waterline in a new location to replace the existing waterline. Long term the city will take care of and maintain the new waterline. Note #8 discusses the easement for the existing irrigation line. Note #10 talks about an overlap on the deed for Lot #4 which will need to be corrected with a boundary line adjustment in the future. There is a small corner which overlaps.

**CHERYL:** Is the boundary line ten feet away from the Dodge home?

**DAREK:** There is 174 feet of frontage on the survey and the old parcel showed 184 feet. The difference of ten feet is the area between the Dodge home and the boundary line. Brian was not aware there was even a discussion about him owning all the way to the Dodge home. Brian has always been under the impression the boundary line is ten feet east of the Dodge home.

**MAYOR:** We need to make sure that is recorded correctly and notify the Dodge family the issue has been resolved.

**DAREK:** All of the lots are larger than the minimum size for the zoning classification. Sidewalk will be installed as part of the project as well as all of the required infrastructure. There has not been a requirement for any fencing included. There were not any other type of barrier requirements included. There was a question regarding connecting the sidewalk on the highway from about 460 West Main to 400 West Main. That area is not part of the subdivision. There has been a requirement of the city in the past to take the irrigation shares associated with the property. Some residents expressed concern during the public hearing about making sure the building lots have secondary water. There is limited water in our culinary water system. We want the water used on the land. The water master plan takes this into account as well.

**MAYOR:** We will be working with the irrigation company on possibly revising our city code.

**DAREK:** Brian has the shares available for the parcel as he received them as part of the parcel purchase. We are not asking for shares to be transferred from another location. I would suggest requiring the shares be turned over to the city as part of the approval process. I would recommend the city require at least eleven irrigation shares which is one share per building lot. The irrigation company will not allow the shares to be assigned to the building lots. This issue came to light in the Richmond Meadows Subdivision. The property owners took the shares and sold them. In this case, I recommend the city install an irrigation water line and control it. I propose we install an irrigation system along the lots in the park strip area. We can meter each connection, if needed. The property owners can be invoiced for use of the irrigation water. The system should be connected to the Main Street line, not the line on 400 West. We can meter and control the flow of water to the lots if it is our system. The flow can be restricted as needed. We need to keep outdoor water on outdoor areas.

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**MAYOR:** Irrigation water has been a concern for multiple councils in the past. It is difficult to manage secondary water since we don't own the system. We have not been able to keep the water in areas where the homes were built. The irrigation company bylaws don't allow the shares to be assigned to specific lots. Most of the shares in the Richmond Meadows Subdivision were sold because they are worth \$3,000 a piece on average.

**CHERYL:** How would a property owner access the system?

**MAYOR:** We have talked to several other different cities. After discussing, we knew we needed to be creative. The city needs ownership of the shares. The city can then lease the shares. We need to create a system to keep water in the area. We need to work with the developer to install the irrigation system as part of the subdivision process. It would require the city to participate in this part of the project. All of this responsibility should not be on the developer.

**CHERYL:** Brian, how many shares did you get with the property?

**BRIAN WEBB:** Fourteen.

**DAREK:** We should have at least one per building lot. Each share allows for ten gallons per minute of use when not on restrictions.

**MAYOR:** Is there a reason we would not take all fourteen shares?

**TUCKER:** We have taken them all in the past.

**MAYOR:** Is this system on Lateral 8?

**TUCKER:** Yes.

**MAYOR:** My understanding is this lateral is tapped out and no additional shares can be added. In order to use this system, a person must purchase existing shares on this system.

**DAREK:** I would have to check, as I am not sure if the irrigation water to this parcel is supplied from Main Street or 200 South.

**BRIAN:** I think it is supplied from 200 South.

**DAREK:** Our standards do not require the developer to install the system, so we need to work with him on the request to install the system.

**MAYOR:** This is a good time to review. There were shares transferred when this parcel was purchased.

**TUCKER:** This would also be a good precedent moving forward.

**MAYOR:** We need to make sure the water is properly utilized on this parcel. We need to review our ordinance and change if needed. We need to discuss this concept with the irrigation company as well. We can amend our code as needed.

**DAREK:** We need to make sure the easement for the sewer line through the old milk factory property has been completed.

**BRIAN:** It is recorded, and I can supply you a copy.

**LYLE:** If we take the shares how do we deal with future property owners? Would they pay us a hookup fee?

**TUCKER:** We would take ownership of the shares now and work out the details of the system in the future.

**LYLE:** So, each of the eleven property owners would be notified there is an irrigation system and what the monthly fee is?

**MAYOR:** Correct. Those are issues we need to work out and discuss.

**TUCKER:** If someone opts out and chooses not to use the irrigation system, we then have the share and can utilize elsewhere on Lateral 8.

**DAREK:** People want irrigation water and are willing to pay for it, especially those who water their yard heavily. Sometimes, it is not financially feasible to water a yard with culinary water. Keeping this subdivision on irrigation water is a good way to go and a good way to stretch our culinary water resources.

**JUSTIN:** The specifics of how to deal with the shares and the system can be worked out, but the motion of the council would need to include the shares being turned over to the city.

**MAYOR:** I don't want to impose on Brian, but I am hoping we can both commit to install an irrigation water system.

**BRIAN:** I want to keep some of the shares to use for my benefit on the lot I am keeping which is Lot #3. I support installing an irrigation water system. I am not opposed to helping out on the system. I would be willing to supply the labor if the city will pay for the materials.

**DAREK:** All of this should be included in the development agreement. The city will take "X" number of shares, and in turn, the city will install an irrigation system where the developer pays for the labor to install the system and the city pays for the materials. All of this is spelled out, so what is required from each party is known.

**MAYOR:** You are going to keep one lot?

**BRIAN:** Yes, Lot #3.

**MAYOR:** How about we take one share for each residential building lot and two for each commercial building lot?

**BRIAN:** I might end up keeping Lot #4 or I might have to sell it.

**MAYOR:** You have fourteen shares associated with this parcel?

**BRIAN:** Yes, I would like to keep one. I am okay with one for each residential lot and two for each commercial lot.

**JUSTIN:** So, the city would require thirteen shares as part of the project approval, and Brian would be allowed to keep one.

**DAREK:** We would take control of all thirteen now. We then have the ability to monitor and control the use of those shares on the parcel.

**MAYOR:** I think each lot should be metered.

**DAREK:** That is something the city would take responsibility for, not the irrigation company.

**MAYOR:** Brian, is requiring the city be given thirteen shares acceptable?

**BRIAN:** Yes.

**DAREK:** We will govern and monitor this system. We will collect fees to use the system and be responsible to pay the annual assessment on the shares.

**TUCKER:** How are signage and items like that dealt with?

**DAREK:** The next step in the process is Brian has to decide how he wants to proceed. If the plat is recorded now without the infrastructure installed, he will have to bond for the project improvements. He would be able to sell the lots. Or, Brian can install all of the infrastructure now before the plat is recorded, and when the work is done, the plat is recorded. At that point, he can sell the building lots. Either way, there will be a bond for warranty purposes and chip seal. The development agreement states what both parties will do and agree too. Both parties sign the agreement.

**BRIAN:** Right now, I am planning to install all of the improvements and then record the final plat.

**JEREMY:** The construction drawings include all of the city standards.

**BRIAN:** The construction drawings are complete and have been submitted.

**DAREK:** My staff will review them. The council does not have to be involved in that part of the process.

**BRIAN:** I am willing to install the irrigation system as long as I don't have to cross Main Street.

**DAREK:** The motion could say the irrigation system will be installed to the boundaries of the subdivision.

\*\*\*A motion to approve the Final Plat for the Elk Meadows Subdivision, an eleven (11) lot subdivision (nine (9) residential and two (2) commercial lots) located south of 450 West Main and west of 50 South 400 West with the following conditions: (1) The developer turn over thirteen (13) irrigation water shares from the Richmond City Irrigation Company before the final plat is signed, (2) The developer pay for labor/installation costs of an irrigation water system to the boundaries of the subdivision, (3) Richmond City Corporation commits to pay for the design and material costs for the Richmond City owned and operated irrigation system installed in the subdivision, (4) A copy of the easement for the sewer line running through Parcel Number 09-067-0024 be supplied to the city before the final plat is signed was made by Tucker, seconded by Kelly, and the vote was unanimous.\*\*\*

Yes Vote: Thatcher, Peck, Bair, Crafts

No Vote: None

Absent: Erickson

**DAREK:** The city will own, maintain, and operate the irrigation water system once installed.

**INITIAL DISCUSSION ON PROPOSED ORDINANCE 2019-1, AN ORDINANCE MODIFYING AND UPDATING TITLE 12-000, CHAPTER 12-602 (PARKING SPACE FOR BUILDINGS OR USES OTHER THAN DWELLINGS), SECTION (E).**

**MAYOR:** We discussed at our last council meeting possibly modifying our requirements for the number of parking spaces needed for some buildings.

**JUSTIN:** The ordinance is a proposal only and can be modified as the council chooses.

**MAYOR:** What are other cities doing in this regard?

**JEREMY:** The proposed ordinance is about in the middle. Some cities would require more parking stalls and others fewer. We tried to take the average from Preston, Logan, Tremonton, and Smithfield.

**JUSTIN:** Another factor to consider is the legislature is not happy with the number of parking stalls required for example at Wal-Mart. The number of parking stalls is based on a one or two time a year event, and the parking stalls

sit empty 50% of the time the rest of the year. All of that space is unable to be used. The legislature wants restaurants and others buildings to utilize some of that space.

**LYLE:** What does Logan require?

**JEREMY:** Their ordinance is confusing. We reviewed the aerials of several parking lots in Logan. We, also, looked at Tremonton, Smithfield, and Preston and counted the number of stalls, as well as approximated the size of the building. From that point, we made some estimates.

**DAREK:** I have dealt with this issue in other cities. From what I see, 200 to 250 square feet is common. We looked at grocery stores. We counted parking stalls on aerial photos. I visited with my staff at J-U-B. We wanted to include a realistic number. We are not taking the gross building size as well. We wanted to be reasonable for everyone involved in this.

**MAYOR:** I think this proposal is more reasonable than our existing code. I don't think any of us support our current code as written.

**TUCKER:** We need to have different occupancy levels as well.

**JEREMY:** Restaurants and retail buildings have been split. We also tried to consider a mom and pop shop versus a big box store. We did not focus on one city in this proposal but the average of several.

**CHERYL:** Does this only apply to new buildings? What about buildings where the use changes?

**DAREK:** The rules apply if there is a change of use of the property/building.

**JEREMY:** We receive minimal to no change of use requests on a yearly basis.

**DAREK:** Apartment complexes are complicated. The requirements are bumped up for those requests. We wanted this ordinance to be reasonable for what we expect to encounter in the city.

**JUSTIN:** Just as a reminder, this is a discussion only this evening to see if the council even wants to proceed. The ordinance would have to officially go before the planning commission as well as well as have a public hearing at the council level.

**TUCKER:** Should we consider 225 or 250 square feet rather than 200?

**DAREK:** You mean require fewer parking stalls than required in the proposed ordinance?

**TUCKER:** Yes.

**JEREMY:** Lee's Marketplace in Smithfield is around 45,000 square feet and has around 129 parking stalls.

**DAREK:** Keep in mind the 45,000 square feet is the entire building size not the actual usable floor space.

**LYLE:** The proposed ordinance does not include anything about requiring additional parking stalls for employees. Do we need to include something in the proposed ordinance in this regard?

**JEREMY:** We tried to incorporate that into the proposed ordinance.

**DAREK:** When we counted parking stalls at specific locations it included where the employees were parking.

**MAYOR:** Our goal is to try and find a balance to encourage businesses to come to town.

**JUSTIN:** The council just needs to let the staff know if they want to proceed as written or change the proposed ordinance to something else.

**TERRIE WIERENGA:** Will you consider allowing one business to sublet parking stalls to another business?

**MAYOR:** It would make sense to do that.

**LYLE:** Let's look at Big J's. There could be joint use of their large parking lot.

**TERRIE:** There might be something in this regard in our existing code.

**DAREK:** Other cities allow this. An example is an office which operates during the day that shares parking stalls with a restaurant which is busy at night.

**TERRIE:** When there are not enough parking stalls at a business, the driveways to residences get blocked. I am in support of the proposed ordinance.

**TUCKER:** This is something new that we have not dealt with in the past.

**MAYOR:** These are items we will have to review and discuss as we go and questions are asked.

**JEREMY:** I see in the code it states in no case shall the calculation formula be changed. All requests must meet the formula.

**MAYOR:** I like the idea of being able to allow two businesses to use the same parking lot, especially when their hours of operation are not similar.

**JEREMY:** There is a section which talks about the use of parking in the same lot.

**MAYOR:** We need to start to review LUDMO. Businesses are starting to ask questions. I think we proceed with this ordinance but understand there are other sections which need to be addressed. This is a bigger project than modifying just one section.

**TUCKER:** If a grocery store comes to town, other businesses will want to build by it.

**LYLE:** Do we need to add one additional parking stall to be required for employee parking for every 500 square feet of floor space? I am concerned about the use in buildings changing and there not being enough parking stalls for the new business.

**JUSTIN:** All change of use applications must be approved by the council.

**JEREMY:** Most likely, a conditional use permit would be required.

**MAYOR:** I think we move forward with this section as proposed and review other sections in the future.

**JEREMY:** It is impossible to legislate all of the what-if scenarios. Things will always change, and we can consider as requests are made.

**MAYOR:** Do I have the consensus of the council to proceed?

**TUCKER:** I am fine with 200 square feet but would be willing to change as well.

**MAYOR:** Do you want to change to 225 or 250 square feet?

**CHERYL:** I would support proceeding as-is.

**LYLE:** I think by keeping it tighter at 200 square feet, it gives us a buffer, and I propose to leave as proposed.

**KELLY:** I support proceeding as written.

**JUSTIN:** The planning commission will hear the request in January, and then it will proceed to the council for the public hearing and vote.

<b>MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.</b>
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**JEREMY:** The online bill pay system is up and functioning properly. We can now advertise it to the residents.

**CHERYL:** We need to make sure and include there is a \$1.00 fee to use the system.

**TERRIE WIERENGA:** I will include information on this in the next newsletter.

**JEREMY:** We had a glitch on the initial startup, but it has been corrected, and the system syncs with our software.

**TUCKER:** Will there be a link on the website?

**JEREMY:** Yes.

**JUSTIN:** For clarification purposes, the city is not profiting by charging \$1.00 for the service. The service provider charges us one \$1.00 per transaction no matter the dollar amount of the transaction. We are passing on the fee charged by the provider. Since this is an optional service for the residents to use, the \$1.00 fee is charged. Residents can still pay with cash or check, and payments will always be accepted at the city office.

**MAYOR:** We were in the process of updating our system to allow for online court payments to be made. The State of Utah is in the process of updating their system, so we won't implement this option until the state has made their changes. In the future, there will be a link on the website to pay court citations by simply entering the citation number.

**TERRIE:** Only utility bills can be paid through the website with this feature?

**JEREMY:** Correct.

**LYLE:** Maybe we could pay business licenses and dog tag fees in the future on the website.

**JUSTIN:** That could be an option, but we need to make sure the utility payment software works properly before we add additional features. The cemetery board held their annual meeting on December 10<sup>th</sup>. They asked me to thank the council for their continued support and help with the cemetery. About three years ago, the city purchased some water rights from Morley Cox on a three-year loan. The last loan payment was made in November. The annual employee Christmas party has been scheduled for January 25<sup>th</sup> at 6:30 P.M. We are at the midway point of the fiscal year, so we will be adjusting the budget in January. There will be minimal adjustments since the budget is very tight this year. Departments will not be receiving additional allocations because of bigger projects which have been completed or will be worked on this fiscal year. Our second Class "C" Road Funds allocation for the fiscal year was received in the amount of \$25,498. We are hopeful each allocation will be over \$21,000. Sales tax received for last month was \$35,170. It is always good when we receive over \$30,000 per month.

**MAYOR:** I would like to see a breakdown of where the revenue comes from. Please send out a monthly report for us to review.

**JUSTIN:** Building permits issued have decreased substantially from last year. We contract with the county, and our revenue from last month was just over \$26. There is almost no building activity going on in the city right now. As part of the Cub River Sports Complex parking lot project, there was \$30,000 worth of work completed by Staker Parson Companies. The city contributed an additional \$15,000 to the complex fund, as did Lewiston City. Each city has put \$25,000 into the fund so far this fiscal year. One impact fee for water and sewer was received in November. So far this fiscal year, only three impact fees have been collected - a major drop off from the last couple of years.

**COUNCIL MEMBER REPORTS**

There were not any additional comments from the council.

**MAYOR'S REPORT**

**MAYOR:** The Sterling Medical clinic has opened in the Lower Foods building. They are open during the day on weekdays. In the past, we have highlighted some local businesses. I was sent a flyer by Sterling Medical I would like us to advertise.

**JUSTIN:** In the past, we have advertised business highlights on Facebook and in the newsletter.

**TERRIE WIERENGA:** I will include this information in the newsletter, and we can put a link on the website as well like we have done for other businesses.

**MAYOR:** Sterling has a work program. I think we should consider it for the city staff. The cost would be about \$1,200 per year for an employee and their family. It covers little things most major insurance providers don't. The convenience is hard to beat. There is a doctor onsite at different times. They do tele-med as well.

**JUSTIN:** We haven't allocated any funds for this in the current budget year.

**MAYOR:** I want to discuss this at the January council meeting.

**JUSTIN:** I am not sure we can afford the additional expense in this fiscal year.

**MAYOR:** It is not that much, and I want to discuss it and what is offered.

**JUSTIN:** Do you want to discuss it during the budget amendment process?

**MAYOR:** That is fine, as long as it is discussed. They accept most insurance carriers as well a cash clients. There are some other perks if an employee is linked to a business who participates with Sterling.

**LYLE:** Do you have an update on the fire department contract?

**MAYOR:** I met with the county. The county held their property tax rate this year which allowed for them to fund four new full-time employees. Two of the employees will be assigned to the north end of the valley and two to the south end of the valley. I have been talking with representatives of Smithfield as well. We met with our fire department last week, and they agreed it is time to finalize and secure leadership for the department. I think we need to look to joining with Smithfield on a short term basis while we work with other cities to see if a metro type system will work long term. At the January 15<sup>th</sup> council meeting, we will discuss entering into a temporary contract with Smithfield City for 24/7 fire coverage. We can specify it runs through June 30, 2019, or there is a clause that allows us to opt-out with 30-day written notice.

**LYLE:** I think we have to give a 90-day written notice.

**MAYOR:** We would change the proposal to 30-day written notice. We need to finalize the agreement. There are many topics to discuss. The biggest question is how is the county going to handle the new full-time staff members. This is something new for the county. I am not sure how it will work. There is a concern if the county contracts with cities who have existing fire departments the volunteers will go away. Another question is if there are full-time employees in the city, what do our volunteers do on a call of service. The full-time employees would dispatch to a call, and the volunteers would be coming to the station minutes later, and the equipment and full-time employees would already be headed to the scene. I think it is problematic on the volunteer side. Hyrum has experienced an issue as volunteerism has decreased since full-time employees staff the ambulance station. We don't want the same situation created here. Cache County Fire Chief Rod Hammer and Smithfield City Fire Chief Jay Downs have been fantastic to work with and discuss the issue. Both sides have been very respectful and understand what we are considering. Chief Hammer will be attending and presenting some information at our January council meeting, as will Chief Downs. Chief Hammer will make a proposal about working with the county long term.

**TUCKER:** So is the intent to finalize a short term contract with Smithfield while we work on a long term concept with the other local cities?

**MAYOR:** Yes. There will be fees paid by the city for the service. The easiest way to do it is by population with a factor included for growth. Everyone in the entire valley should be paying for this service.

**TERRIE:** Do you want this advertised in the upcoming newsletter?

**MAYOR:** Yes, I will do a write-up I want you to include. I promised the residents we would provide information and give an update when we had something to discuss. I will need a large section in the newsletter to explain what is going on.

**JUSTIN:** I would not advertise on Facebook as we cannot control misinformation, but we could put in the newsletter and send out through Parlant.

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**MAYOR:** We will not respond to malicious attacks on peoples' personal Facebook pages, but we will respond to any false posts on our Facebook page.

**JUSTIN:** Do you want to delay sending out the newsletter, so your write-up for the newsletter can be included?

**MAYOR:** Or, we can just send out information regarding the fire department at a later date when I have the write-up completed.

**LORA SMITH:** I would like to see the newsletter go out like normal, as I have some items in there I want advertised sooner than later.

**MAYOR:** Let's send the newsletter out like normal and then send something at a later date regarding the fire department.

**LORA:** I would not send out the newsletter until after Christmas as everyone is focused on the holidays right now.

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

Yes Vote: Thatcher, Peck, Bair, Crafts

No Vote: None

Absent: Erickson

Adjournment at 8:40 P.M.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder