

**RICHMOND CITY COUNCIL**

**FEBRUARY 19, 2019**

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, February 19, 2019. The meeting began at 7:04 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Kelly Crafts.

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

Cheryl Peck and City Administrator Jeremy Kimpton arrived during the meeting.

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

**VISITORS:** Travis Hansen, Brittney Hansen, Terrie Wierenga, Paul Borup, Cache County Fire Chief Rod Hammer, Jen Geddes, Michelle Downs, Smithfield City Fire Chief Jay Downs

**APPROVAL OF CITY COUNCIL MEETING MINUTES FROM JANUARY 15, 2019**

\*\*\*A motion to approve the January 15, 2019 City Council meeting minutes was made by Lyle, seconded by Paul, and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Bair, Crafts

No Vote: None

Absent: Peck

**BUSINESS LICENSE REQUESTS**

**ELLIE AVENUE**

**BRITTNEY HANSEN:** I am the owner of an online shop. We sell jewelry, home décor and put logos on various items. The biggest piece of equipment we have is a printer. There is no exhaust or waste from the machine. The byproduct from the printer is about two to three ounces of waste per month. The waste is absorbed into kitty litter and then disposed of. Approximately 90% of our sales are online. There will not be any parking issues associated with this business.

**MAYOR:** Brittney and Travis purchased the home formerly owned by Kimball and Leslie Judd on the highway.

**BRITTNEY:** There will be a lot less traffic coming than when the karate studio was open. I might consider holding a craft class in the future.

**TUCKER:** Almost all of your sales are online?

**BRITTNEY:** Yes, about 90%.

\*\*\*A motion to approve the business license request for Ellie Avenue was made by Paul, seconded by Tucker and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Bair, Crafts

No Vote: None

Absent: Peck

**THE BOOK ARTISAN**

**JEN GEDDES:** I take books and fold the pages to make home décor. The pages are folded to form a word when the book is opened. I started doing this around 3 ½ years ago. I learned how to do it on YouTube. I have been getting more requests and keep making these books. The business consists of me and my husband. Over the last three years, we have sold around 2,800 books. All of the sales are done online through our website. We ship the books worldwide.

\*\*\*A motion to approve the business license request for The Book Artisan was made by Tucker, seconded by Kelly, and the vote was unanimous.\*\*\*

Yes Vote: Erickson, Thatcher, Bair, Crafts

No Vote: None

Absent: Peck

**CONTINUED DISCUSSION WITH CACHE COUNTY FIRE CHIEF ROD HAMMER.**

**MAYOR:** Last month we talked with Chief Hammer about fire coverage. The Smithfield City council will consider our new full-time coverage agreement and vote on it at their city council meeting next Wednesday, February 27<sup>th</sup>. Richmond City adopted the agreement at our last council meeting on January 15th. We are going to review and discuss some additional information with Chief Hammer and Chief Downs this evening. We are talking about working with the county long term. The county is looking at adding new firefighters to provide additional fire coverage for the north end of the valley.

**FIRE CHIEF ROD HAMMER:** Your agreement with Smithfield City is mutually exclusive of my proposal. I want to station two full-time employees here in your fire station during the day. The employees in my department serve the entire valley. You would continue to have daytime coverage with Smithfield City. These employees could respond to calls for service as well. These new employees would allow for additional coverage and offer faster daytime coverage. There is no cost to the city for these personnel. The new city fire engine will arrive later this week or next week. It is in the rotation to be replaced. A new brush truck would be stored here as well with the two new employees. These employees could also help with the maintenance of the fire station as well. We are looking at wanting to get a contract in place to make this happen. We need you to allow them to be here. I have been back to South Dakota to look at the new fire engines. There are three new ones coming to Cache Valley. They are made by Rosenbauer. I have driven one of them. They have automatic chains as well as some other preset options.

**LYLE:** How many gallons will it hold?

**CHIEF HAMMER:** One thousand.

**PAUL:** Where does the funding come from for them?

**CHIEF HAMMER:** The Cache County general fund.

**MAYOR:** Are the engines rotated every 20 years?

**CHIEF HAMMER:** Yes. It has been about 22 years since the city had a new engine.

**MAYOR:** We did some engine swapping in the past with Hyrum City.

**CHIEF HAMMER:** That is correct and your current fire engine will go to Hyrum City.

**MAYOR:** I am going to offer a summary of where we are at. The county has approved funding for four new firefighters. Two for the north end of the valley and two for the south end of the valley. The county operates on a calendar year budget. The new employees are part of their current year budget. There are lots of other things evolving as part of this. The cities are talking more than in the past about mutual aid and assistance. Rod did a report last year on fire service for Cache Valley. The report included calls and funding. All of the information on the system was included. Some communities are not spending very much per capita. Some cities spend as low as \$10 per person while other cities are spending \$50 per person. Richmond had a daytime coverage problem. The Smithfield and Lewiston departments were being overrun with our calls. They did not mind helping out but needed some assistance from us as well. Last year, Richmond contracted with Smithfield for daytime coverage. The agreement has been very positive. Our department is working well with them right now. We adopted and the Smithfield City council will consider adopting an agreement next week where the Smithfield fire department will administer, govern, and oversee our department. I have been frustrated since I came on the council, we have limited options. I have approached multiple cities in joining together. Outside of our existing contracts we could form a metro. Trenton, Amalga, Hyde Park, Smithfield, and Richmond would be involved. The metro would govern all of those cities as well as the county land in those areas. The cities I have talked to are in favor of working together. I presented this concept to the Cache County Fire Board last month. They approved looking into seeing if a metro could work. How to utilize these two new employees is a key question. The fire board asked us to draft a written proposal of what we are considering. Either way, Richmond is better off teaming up with Smithfield City or being part of a metro. I support working with Smithfield City and considering a metro long term. I think the other four cities want to be part of something bigger. In the next month, I will be working with Chief Hammer and Chief Jay Downs to come up with a draft agreement. We will see if there is something we can consider long term that will last.

**PAUL:** Rod's discussion tonight is not part of being a metro but just asking to use our facility for the two new employees.

Richmond City Council Meeting Minutes, February 19, 2019

**MAYOR:** I am saying if a metro is possible and ready to go, it makes sense to utilize those funds for the employees in a larger body.

**TUCKER:** Basically, maximizing resources.

**PAUL:** Do you need to place these employees now?

**CHIEF HAMMER:** Yes, I need to place them now. I won't disagree with Mayor Young's comments, but I don't see the new employees being part of a metro. Other local cities are having daytime issues as well. I don't see money just going into a metro.

**MAYOR:** We discussed this exact proposal at the board meeting. I asked them about forming a metro. They gave me the go ahead to discuss creating a metro. If nothing can be worked out, then we can stay independent. I am saying this is a way for the county to join in with multiple cities. I think better overall coverage will be offered from a metro. This is a completely new concept for this area. I think it would be great if we can work together long term rather than continuing to be independent. Cities pay more when they are independent.

**PAUL:** We either support Rod's request to station the two new employees here, or we don't.

**CHIEF HAMMER:** The money is already approved for the new employees.

**PAUL:** You just need the go ahead from us to proceed?

**CHIEF HAMMER:** You can wait to make a decision until your decision regarding a metro is finalized. I just want to get going since the money has been approved.

**MAYOR:** The fire board is willing to consider looking at the metro concept before hiring the new employees. The money is not going away this year. The fire board is not shutting down the idea of considering a metro or hiring the new employees at a later date.

**CHIEF HAMMER:** The question about forming a metro is all in the details. The county is already helping to fund the city on a yearly basis. There are other services we provide as well.

**LYLE:** I think the question or issue is how we blend everything together. In the north end five cities might join together but other cities might not want to join in and how will that effect the two new employees.

**CHIEF HAMMER:** Richmond is not being asked to participate in the cost of the two new employees because we cannot guarantee they will be working in the city.

\*\*\*Council Member Cheryl Peck arrived at the council meeting at 7:37 P.M.\*\*\*

**TUCKER:** I think maximizing our resources and working together is ideal. We want to work together.

**CHIEF HAMMER:** The biggest weakness in the study is the lack of daytime help. If there are not paid firefighters on the job, then there are not usually firefighters available during the day.

**MAYOR:** A valid concern is if there is full-time staff in the station, it will kill off the volunteer staff. Volunteers would respond to the station for a call and the equipment would already be gone as the full-time employees would have already dispatched. How do we rely on full-time staff if they are not here? We assume they are here to go on a call, but they could be working in another city.

**PAUL:** As an item of clarification we cannot vote on anything tonight as it was not advertised as a voting item.

**JUSTIN:** That is correct.

**MAYOR:** We won't vote on anything until we know if Smithfield approves the full-time coverage contract.

**FIRE CHIEF JAY DOWNS:** The Smithfield City Council will vote on the contract on February 27<sup>th</sup>.

**PAUL:** I need to know how Richmond City benefits being part of a metro. Sharing is great, but how do we benefit? I am happy with the Smithfield contract. I respect Rod coming before us with this request. On the surface, it makes sense to maximize resources, but I think there are other options than a metro. We need time to evaluate these proposals. I am less concerned about a metro. I am more comfortable working with Smithfield and the county.

**MAYOR:** There are steps which must be taken to even consider a metro. Right now 80% of all calls are EMS related. Only 20% of calls are fire related. Who are the first responders on the fire calls? Who is responsible and liable?

**CHIEF HAMMER:** Your daytime coverage from Smithfield is showing to be effective. There would be less of a delay in responding to a call if full-time staff were located in your station.

**LYLE:** Are the two new employees only firefighters or EMT's as well?

**CHIEF HAMMER:** That is up to the city council. EMS falls under you. We are not looking to provide EMS service.

**MAYOR:** I have had several meetings regarding costs and level of response with other local cities.

**PAUL:** How is the city helped with a metro? We have a contract with Smithfield.

**CHIEF DOWNS:** There are a lot of details to work out in a metro. I will give an example of how things currently work. There was an automobile accident on the highway just south of Richmond, and we were also responding to

another call in another city at the same time. The other call was in Smithfield. On the Richmond call, we had three Richmond fire department members show up. Katie Wallentine, Lance Jenkins, and Chris Ross showed up. Katie helped assist with the person thrown from the car. Lance and Chris helped to extricate the other person from the car. Resources of both departments were used. There was good interaction between the departments. Right now, the two departments are training together. Training is good for the two departments to interact together. As call volume increases, we will continue to evaluate how we do things. The calls are very EMS heavy right now. A metro is more fire oriented. The details of the metro are key, so it helps out everyone involved. We are already doing training with the Richmond staff. Because of the training, the Richmond department members already knew what to do on the extrication call.

**PAUL:** Rod is here tonight to ask about putting two employees in our fire station. I don't want to waste his time talking about a metro.

**MAYOR:** Until the Smithfield contract is voted on, we cannot do anything.

**LYLE:** I think a metro is the best way to go long term. My stumbling block is seeing how the county will think they benefit if the five cities come together to form a metro. Some other local cities will not be part of it. I don't see county funds being part of a metro. There are specific details which must be discussed. We would benefit when the employees are in town, and we are not out anything if they are not here. I think a metro can be considered long term.

**MAYOR:** I talked to the board and thanked them for the support of adding additional employees. We are not ungrateful to the county by working with Smithfield. We want to work with the county. The county is allocating \$500,000 for the four new employees and equipment. Richmond would be receiving full-time personnel as well as new equipment. With the new fire engines, over \$1,000,000 is being invested in the valley. Rod is going out on a limb by incorporating these new employees in what he is doing.

**PAUL:** Rod is not here this evening to discuss a metro. He is simply here to know if we are interested in allowing the two new full-time employees to be based out of our fire station. I understand the metro concept.

**CHERYL:** If the new employees are not based in Richmond, where will they go?

**CHIEF HAMMER:** We need assistance on the west side of the valley, so most likely they would be based out of the Mendon fire station. If the metro is as strong as it is claimed to be, there is no need to have the two employees in your station.

**LYLE:** The issue is not the number of calls of service but whether or not someone will show up to the calls. There are more calls in the Richmond area than all of the other areas west of Richmond combined.

**MAYOR:** I think the impression is being made we have to make a decision tonight. Right now, the decision on the two new employees is based on putting something on paper and talking to the fire board. The fire board is not moving forward with anything until we discuss if a metro can work or not.

**PAUL:** Rod, are you saying you have approval to hire the new employees now?

**CHIEF HAMMER:** Yes. The metro does not include these two employees.

**PAUL:** Rod is asking if we want the employees based out of our fire station, and I would say yes we do.

**MAYOR:** I think there is some confusion from the last fire board meeting I attended. The board said to hold off hiring the new employees until we could discuss a metro. I don't think I am confused about that. Before I left the meeting, they said to hold off hiring the new employees.

**CHIEF HAMMER:** That is not my understanding. They are allowing you to consider a metro. All of this is truly in the details. We already have a mutual aid agreement in place. What is a metro outside of that? It has not been decided. Nobody has decided what the metro is. The only thing that has been said is the cities can consider working together.

**PAUL:** So, you are confident you have the ability to hire new employees? You want to know if we are interested. Other than that, everything else is on hold.

**CHIEF HAMMER:** We are not hiring anyone right now.

**MAYOR:** Rod is an ally in what we are doing. They have contracts in place, and so do we. I have met with multiple entities who are working independently on their own. I am saying we all need to work together.

**PAUL:** You want to know if we are interested in having the two new employees stationed here, even though you cannot hire them right now, so you can report to the county if they can be located here or not?

**CHIEF HAMMER:** I was ready to hire the new employees last month, and now I am in a holding pattern.

**PAUL:** I support Rod's request to have the employees stationed out of our fire station.

**MAYOR:** I do as well, but I also support a metro. I want to work with the county. We will have problems long term if we don't work together. Some cities think the county is over helping them while other cities are not very interested in mutual aid. We need to figure out how the county would be involved in a metro. Rod and Jay would be involved in creating a metro. It is crucial we all work together.

**PAUL:** Rod just needs to know if we are interested in allowing the employees to be stationed here. Rod is not concerned about a metro right now.

**MAYOR:** We need to figure out how the new employees would fit in short and long term.

**LYLE:** Right now the hiring of the new employees is in a holding pattern until something is figured out on the metro.

**TUCKER:** I think we have an interest but can discuss a metro as well. If a metro is not created we for sure want the full-time employees here. They are going to be based somewhere if not here. We want to be a partner and work together.

**CHIEF HAMMER:** We have good access to the west side of the valley from your station.

**MAYOR:** We need to sit down with everyone and see if a metro will work. I will bring something to the council at a future date of how a metro would work.

*\*\*\*The city council took a short recess at 8:04 P.M.\*\*\**

City Administrator Jeremy Kimpton arrived at the meeting.

*\*\*\*The city council meeting was reconvened at 8:15 P.M.\*\*\**

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2019-2, AN ORDINANCE CODIFYING THE RICHMOND CITY MUNICIPAL CODE, MAKING TECHNICAL CHANGES, SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.**

**JUSTIN:** This ordinance will allow us to take all of our city code online and make it easily amendable and searchable. Municipal Code Online is the company we are working with. The code will still be found on our website, but a link will be added to take a person to the code. This ordinance allows for the code to be codified and taken online in conjunction with working with Municipal Code Online.

**PAUL:** What is the yearly cost?

**JUSTIN:** We will pay \$400 per year.

**DAREK:** I have been begging for this to happen for years. It will save the staff and residents immense time in regards to making a search in the code. This is very good for the staff and public.

**CHERYL:** How does the search feature work?

**JUSTIN:** An example would be if you typed in the word “dog,” it would pull up every section of code where the word “dog” is listed.

*\*\*\*A motion to adopt Ordinance 2019-2, an Ordinance of Richmond City, Utah, codifying the Richmond City Municipal Code, making technical changes; severability; and providing an effective date, was made by Cheryl, seconded by Paul, and the vote was unanimous.\*\*\**

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

No Vote: None

**PUBLIC HEARING, NO SOONER THAN 7:30 P.M., FOR THE PURPOSE OF DISCUSSING ADJUSTMENTS TO THE FISCAL YEAR 2019 BUDGET WHICH IS THE PERIOD OF JULY 1, 2018, THROUGH JUNE 30, 2019.**

**JUSTIN:** Traditionally, we adjust the budget in January, May, and June of each year. This year, we are amending in February as the January council meeting was quite large. These mid-year adjustments are typically for grants, impact fees, or other items we did not know about when the original budget was adopted. The General Fund is proposed to increase by \$115,481. If you recall, the original budget included property tax revenue in the amount of \$200,000. The council reduced this amount to \$175,000, so there is a \$25,000 decrease to the property tax line item. A CLEF Grant is being added for \$5,400 and an LSTA Grant for \$6,300. Last year, the interest rate we were earning was around 1.0%. Right now, the rate is around 2.94%, so interest earnings are increasing by \$3,000. Fire Department revenue received totaled \$7,408. RAPZ tax received for the Black & White Days Pavilion roof totaled \$28,900. There would also be a transfer-in from the Capital Projects Fund in the amount of \$87,555. The goal is to have this transfer amount to zero with funds actually being transferred into the Capital Projects Fund at yearend. The

Richmond City Council Meeting Minutes, February 19, 2019

main Administrative Department changes are for office expense and engineering as well as \$1,000 additional for the youth council.

**CHERYL:** What does the youth council need more funding for?

**JUSTIN:** Approximately 16 to 19 youth attended the annual Day at the Legislature activity, and it is their most expensive activity of the year. There were so many youth who attended, an extra adult had to go along as well. The Building Fund would be increased mainly for building maintenance in the amount of \$10,000 and for the Black & White Days RAPZ tax project in the amount of \$28,900. The Public Safety Department is increasing \$99 for maintenance and repair as well as the increased amount paid by the city for the countywide planner. The Streets Department is mainly increasing for sidewalks and Class "C" Road Fund expenses. An additional \$30,000 is being added for the new safety sidewalk on 100 North. The cost of that project will be reimbursed to the city by the State of Utah in Fiscal Year 2020. The city has saved \$79,238 in the past in Class "C" Road Funds and some of those funds are being used in this fiscal year so that line item is increasing \$13,000. Increases to the Parks Department are for engineering, \$14,000, which is for the design work on the 300 East Trail as well as \$2,200 for expenses related to the construction of the trail. The city has two grants to help pay for this project, but the revenue will not be received by the city until the project is completed and signed off so that might be this fiscal year or could be in the next fiscal year. The Fire Department is increasing mainly for the change to the contract with Smithfield City. The increased coverage will cost \$21,914 for March through June 2019. The three main increases to the Library Fund are for the LSTA Grant in the amount of \$6,300, the KUED Grant in the amount of \$300, and the CLEF Grant in the amount of \$5,400. An additional \$15,000 is being transferred to the Cub River Sports Fund for infrastructure work. Lewiston and Richmond each paid \$10,000 at the start of the fiscal year. The road project by the parking lot has started, and each city is putting in an additional \$15,000. There is \$80,000 in RAPZ tax funding available for this project which is scheduled to be worked on this spring.

**PAUL:** Will the parking lot be chip sealed? Will the area be graded and prepped?

**MAYOR:** The intent is to chip seal as much of the parking lot as possible.

**JUSTIN:** The two bids we received included grading and some road base where needed.

**PAUL:** The County is not doing this project?

**JUSTIN:** They cannot do this project. It is not a road and is considered a private parking lot. Water Fund revenue would increase \$182,744 which consists of increases for interest received, water meter connection charges, impact fees, and the monthly water charge. Water Fund expenses would increase \$4,961 which is mainly for office expense, credit/debit card transaction fees, and interest on the interfund loan. If you recall, we renew the loan from the sewer fund to the water fund on a yearly basis. The interest rate has to be what we are earning at the state level at the time of the loan, so the interest rate was increased which resulted in an increase to this line item in the amount of \$1,000. Sewer Fund revenue would increase \$32,501 for impact fees and interest received. Sewer Fund expense would mainly increase for an increase to depreciation expense in the amount of \$20,000. The Sewer Fund always shows a negative balance on the income statement as we have not been able to generate enough revenue to cover depreciation expense on a yearly basis. The Cub River Special Revenue Fund would increase \$33,100. This is mainly for \$30,000 worth of road work. Lewiston and Richmond each paid an additional \$15,000 each towards this project. Lewiston also rented out the portable bleachers to some other cities which resulted in additional revenue along with interest received in the amount of \$3,100.

\*\*\*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, Peck, Bair, Crafts

No Vote: None

*The public hearing opened at 8:37 P.M.*

**TERRIE WIERENGA:** What loans does the city currently have?

**JUSTIN:** There are three loans. Two with the State of Utah and one internal loan from the sewer fund to the water fund. The remaining principal balance on the water tank and infrastructure project is \$3,028,179. The remaining principal balance on the MBR Plant loan is \$2,013,000. The remaining loan balance on the loan from the sewer fund to the water fund is \$229,966. The State of Utah sewer loan is interest free, and the water loan is between 3% and 4%. I hope we can pay off the internal loan later this year towards the end of the budget year.

Richmond City Council Meeting Minutes, February 19, 2019

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

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

*The public hearing closed at 8:40 P.M.*

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

**PAUL:** At the next city council meeting, I would like to review the income statement for the sewer fund for the last five years as I am concerned we are not generating enough revenue to pay for future expenses.

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

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

**GENERAL FUND**

REVENUE	\$115,481
EXPENSES	
ADMINISTRATION	\$4,954
BUILDING	\$36,950
PUBLIC SAFETY	\$99
STREETS	\$43,759
PARKS	\$20,150
FIRE DEPT	\$22,464
LIBRARY	\$12,885
CAPITAL PROJECTS FUND	\$(40,780)
CUB RIVER SPORTS	\$15,000
	\$115,481

**WATER ENTERPRISE FUND**

REVENUE	\$182,744
EXPENSE	\$4,961

**SEWER ENTERPRISE FUND**

REVENUE	\$32,501
EXPENSE	\$24,133

**CUB RIVER SPECIAL REVENUE FUND**

REVENUE	\$33,100
EXPENSE	\$33,100

**CAPITAL PROJECTS FUND**

REVENUE	\$(37,080)
EXPENSE	\$87,555

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

**JUSTIN:** Property tax received so far this year totals \$143,637. Class “C” Road Fund revenue received for the first half of the year totals \$70,081. I hope this stays on course for the rest of the year as we budgeted \$124,000, so anything over that is good. The interlocal ambulance contract revenue was received in the amount of \$3,017. Revenue from renting the gym in this building has increased substantially. Normally, we receive around \$1,600 per year renting out our buildings. So far this year, we have received \$2,225 which is mainly from renting the gym in the Park Community Center.

**PAUL:** What are we charging to rent this building?

**JEREMY:** Most of the rentals for the gym are from sport teams. It is \$50 per month for one hour per week for teams. A single multi-hour rental is \$50 for the use fee plus a \$50 deposit.

**PAUL:** I seldom see anyone at the community building anymore. I don’t know what to do with that building. I am worried about upkeep of that building as well as liability associated with the building.

**JEREMY:** We installed thermostats in the community building and the Park Community Center where we can control them remotely. If someone leaves a thermostat high after they leave, we can control it without having to physically go into the building to adjust it. Right now, the system is set to decrease to 55 degrees at 10:00 P.M. each night.

**JUSTIN:** So far, we have spent \$14,853 on engineering for the trail on 300 East, and actual projects costs are \$2,170. Two impact fees were collected for water and sewer in January for homes in the White Pine Subdivision. So far this fiscal year, there has been \$21,036 collected in water impact fees and \$26,501 in sewer impact fees. Depreciation expense for July through December has been added. With the help of the audit staff, we have depreciation calculated twice per year. We will be increasing depreciation in the sewer fund this year since we are spending a considerable amount of funds right now repairing equipment and the insulation in the roof at the MBR plant.

**PAUL:** Are we collecting enough funds in the sewer fund where we are not meeting annual depreciation expense?

**JUSTIN:** I am worried we are not. I would like to see us have a rate study completed when the new impact fee analysis is done, so there is an independent party reviewing the numbers as well when it comes to what is being collected and if it is enough. The water fund is doing okay, but the sewer fund concerns me. We have some very costly repairs this year and have not budgeted enough to cover depreciation in the past.

**COUNCIL MEMBER REPORTS**

There were not any additional comments from any council member.

**MAYOR’S REPORT**

**MAYOR:** I think the employee Christmas party which was held in January was very nice. The experience was very positive, and it was good to have members of the fire department in attendance as well. The annual State of the City address will be held on Thursday, February 28<sup>th</sup> at 7:00 P.M. here at the Park Community Center. I would ask each of you to attend if possible. I would like each of you to participate in the discussion.

**CHERYL:** I can attend, but I will be arriving late.

**MAYOR:** The State of the City is reflective of all of us. The city council have the final say and vote on everything. I won’t be talking long and want you to participate. We will be talking about the fire department for sure. I would like each of you to talk about the departments you oversee. I talked to someone today who is interested in renting some of the rooms in this building. I am also meeting with someone next week who is interested in renting the community building. The business would like to rent the west end of the south wing of the Park Community Center. They would like to rent multiple rooms by the bathrooms.

**CHERYL:** They would not interfere with the sheriff’s office rooms?

Richmond City Council Meeting Minutes, February 19, 2019

**MAYOR:** Correct. Businesses are looking for a fiber connection and a place they can put some cubicles for their staff. They want to rent here for a year or two. There will be some options to discuss. Renting the gym on occasion is not helping us much financially. We need a permanent renter for some of the rooms. We will be running a point to point internet connection system to the library and community building this spring. A trench will have to be run so there will be power to the units transmitting the signal.

**CHERYL:** Will it be done before May?

**MAYOR:** That is our goal. Fiber is one of the top requests people are making right now when they look for a place to rent.

**CHERYL:** Especially if the price is reasonable.

**PAUL:** Who is digging the trench for the power line?

**JEREMY:** The city staff will do it. It will basically run from one end of the Black & White Days arena area to the other end.

**TUCKER:** The trench is needed to provide electricity to the fiber point to point units.

**MAYOR:** Point to point is the key. I used the kitchen and gym in the Park Community Center this past weekend. I think it is time for us to allow use of the kitchen. It is perfect to use. What are your thoughts? I also think we need to require each renter to cover the tables when they use them. There was old food stuck to some of the tables we used. I think we continue to charge \$50 for the use of the gym and an additional \$25 or \$50 for the use of the kitchen. For an extra \$50, we should include table cloths. We do not need to supply plates and utensils.

**PAUL:** Are you talking custom table covers?

**MAYOR:** No, just paper.

**PAUL:** Are all of the tables round?

**JEREMY:** There are both round and rectangular.

**PAUL:** We just need to supply a roll of paper?

**CHRIS:** Yes, we have already done this in the past.

**MAYOR:** The old office space in the kitchen is perfect for having the cleaning supplies locked in there. I would like to secure some items in the kitchen and then start renting it.

**TUCKER:** Renting the kitchen for \$50 is a remarkable deal.

**PAUL:** There is some equipment which cannot be used for liability reasons. I also think we need to increase the amount of the cleaning deposit.

**MAYOR:** I agree and feel renting the kitchen for an additional \$50 on top of the gym fee of \$50 is appropriate.

**CHERYL:** What items need to be purchased now to make the kitchen functional, or what needs to be repaired?

**MAYOR:** There are some exposed wires which need to be fixed.

**PAUL:** There is also a commercial dishwashing unit which needs to be dealt with.

**MAYOR:** We can put Jeremy in charge of removing some items and relocating other items.

**JEREMY:** The commercial dishwashing unit does work.

**MAYOR:** The warmer is nice to use as well.

**JEREMY:** There is only one oven in there.

**PAUL:** Is natural gas available in the kitchen?

**TUCKER:** No.

**MAYOR:** We need to make sure the freezer is locked. It would not be allowed to be used. We can install a refrigerator, so the freezer is not needed. The gym is getting used more all the time. It is time to take the next step.

**PAUL:** Someone needs to be put in charge of monitoring this area.

**JEREMY:** The staff is already monitoring all of the buildings daily.

**MAYOR:** The buildings need to be monitored daily whether they were used or not. We have talked about the cleaning process of when someone is done renting the building. We need to have a checkoff sheet for people to review. They don't know what needs to be cleaned unless it is listed.

**CHERYL:** Why not \$25 for the use of the kitchen and a larger cleaning deposit?

**MAYOR:** We need to go \$50 since the kitchen is so big and nice. We can have people pay \$200 if they rent the gym and the kitchen, and \$100 will be refundable if they clean up when done.

**PAUL:** We also need to have a liability agreement and damage waiver signed as well.

**KELLY:** I think renting the gym for \$50 and the kitchen for \$50 is fair.

**MAYOR:** The community will respond well to having the kitchen available. What needs to be done in order to charge the fee?

**JUSTIN:** It should be included in a fee schedule.

**MAYOR:** Let's get it approved at the next council meeting.

**JUSTIN:** The council will adopt the fees in the form of a resolution.

Richmond City Council Meeting Minutes, February 19, 2019

**MAYOR:** Our next city council meeting is on March 19<sup>th</sup>.

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

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

No Vote: None

Adjournment at 9:09 P.M.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder