

RICHMOND CITY COUNCIL

APRIL 16, 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, April 16, 2019. The meeting began at 7:05 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Paul Erickson.

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

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

VISITORS: Gary Dent, Julia Dent, Reyes Martinez, Lora Smith, Holly Karren, Jonathan Badger, Richard Bagley, Billie Lu Bagley, Kirk Bagley, Morty Jenkins

APPROVAL OF CITY COUNCIL MEETING MINUTES FROM MARCH 19, 2019

A motion to approve the March 19, 2019 City Council meeting minutes was made by Lyle, seconded by Cheryl, and the vote was unanimous.

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

No Vote: None

PRESENTATION TO GRANT RICHARD BAGLEY FOR 60 YEARS OF SERVICE IN THE RICHMOND AMERICAN LEGION POST 33.

MORTY JENKINS: Richard is a good friend of mine and is the longest serving member in American Legion Post 33. Richard joined in 1959 and has been serving continuously since then. Richard has been serving for 60 years. I would like to present Richard with this certificate of continuous membership. This is also the 100th year of the American Legion in the United States. A silver commemorative coin has been created in honor of the 100th year. I would like to present Richard with this coin as well.

MAYOR: We appreciate you being here this evening. As generations come and go, the meaning of service has diminished. Only those who sacrificed understand. It is difficult for the current generation to understand what happened. I hope future generations will engage and be involved with some service. The next generation needs to be ready to serve. The Greatest Generation has left a legacy for all of us. It is good to be reminded of their sacrifice. All of us appreciate the American Legion and the service they provide.

DEPUTY'S REPORT

DEPUTY MICHAEL CHRISTIANSEN: I have been working for the sheriff's office for four years. I have been doing patrol since last Thanksgiving. I am now assigned to Richmond City as a Star Deputy.

MAYOR: We appreciate you attending. I like to have an open dialogue with the sheriff's office. Let us know how we can help the department, and we will let you know as well how you can help us.

PAUL: Can you provide a brief summary of what is happening locally?

DEPUTY CHRISTIANSEN: I will have some information prepared for the future. The highway is busy with people speeding. Overall, the rest of the city is not very busy right now. Nothing stands out as a major problem right now.

MAYOR: Black & White Days is upcoming, and we need the assistance of the department that week.

KELLY: We need help with traffic control for the Cow-A-Bunga race on Saturday, May 18th. There is a new route this year, and the race starts at the community building.

DAREK: On the night of May 17th, there is a movie in this building, and hamburgers and hot dogs are served.

KELLY: We need help for the race no later than 7:45 A.M., as the race starts at 8:00 A.M.

MAYOR: Last year we had elementary school kids who walked from White Pine Elementary to the Black & White Days pavilion area. We need help with traffic control when they cross Main Street. There will be a few hundred kids crossing the road.

KELLY: This event happens on Tuesday, May 14th in the morning. I will notify you of the exact time.

JUSTIN: We, also, need some presence in the city during the night of the cattle auction.

MAYOR: It is always good to have a presence during the movie as well as during the day on Saturday. The parade starts at 5:00 P.M. on Saturday. We like to have a big presence in town during Black & White Days week.

DISCUSSION AND POSSIBLE VOTE ON MAKING APRIL 2019 CHILD ABUSE PREVENTION MONTH IN THE CITY.

JONATHAN BADGER: I am a board member for The Family Place. We want for families to be better. Local cities have supported the Child Abuse Prevention Proclamation for the last 15 years. We want to protect families and children. The center offers free or low cost programs. There is a shelter in Logan. Over 14,000 people were served by the center last year. This year the center is not asking the city to support Child Abuse Prevention Month but instead to support Utah Family Month which includes the entire family not just children. Governor Gary Herbert has declared the time from Mother's Day to Father's Day as the time for the "Be Kind Utah" campaign. The governor would like to see one million acts of kindness done throughout the state in those 40 days. Please advertise our programs and what we are doing on your social media page. We want everyone to "be kind" as everyone is fighting their own battle. Kindness builds connections. I would like to invite the council and mayor to a luncheon being sponsored by The Family Place on May 15th at Herm's Inn in Logan from noon until 1:00 P.M. to discuss what the center does and how it can help the community. We are asking for at least one representative of the city to attend.

Mayor Young read the Utah Family Month Proclamation.

A motion to support May 12, 2019 through June 16, 2019 as Utah Family Month was made by Paul, seconded by Tucker, and the vote was unanimous.

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

No Vote: None

MAYOR: We appreciate you attending. I am surprised how many small communities are dealing with this issue. I guess I am naïve to what is happening locally. It is nice to know there is help. We will make sure a representative of the city attends the luncheon.

BUSINESS LICENSE REQUEST

THE CLEANING GIRLS

CHRISTINE WILLIAMS: I have lived in the city for two years. I used to have a full-time job but quit to take care of my dad. I started a cleaning business, so I can work on my own schedule.

LYLE: What are you doing?

CHRISTINE: Cleaning new homes, remodels, and regular house cleaning.

KELLY: Do you have any employees?

CHRISTINE: It is just me right now. If I get really busy, I might have to hire one or two people.

TUCKER: Do you store any chemicals or supplies?

CHRISTINE: I have small quantities of a few chemicals stored at my house. I mostly try and store the supplies onsite.

A motion to approve the business license request for The Cleaning Girls (Christine Williams) was made by Tucker, seconded by Cheryl, and the vote was unanimous.

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

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON THE CONDITIONAL-USE PERMIT REQUEST BY JULIA DENT, AGENT FOR JJ'S SHAVED ICE, TO HAVE A TEMPORARY SHAVED ICE BUSINESS LOCATED ON CITY PROPERTY FOR A PERIOD NOT TO EXCEED FIVE MONTHS.

JULIA DENT: We would like to be open from Black & White Days until Labor Day. We want to have our shaved ice business again this year. We will have six to eight employees. We want to operate like we did last year.

MAYOR: Paul, have we had a discussion with them about a change in location?

PAUL: I briefly spoke with Gary about it. We don't have an ordinance in place stating where temporary businesses can be located on city property. Most other cities do not allow temporary businesses on city property. I support having these temporary businesses on city property. I am concerned about putting something in place long term. Tonight we have two conditional-use permit requests to review in this regard. Reyes, I will include you in this conversation, as well, since we are talking about the same parcel at the same time, and it affects both of your businesses.

REYES MARTINEZ: I need a space for my taco bus. Right now, I am currently parked at the city park.

PAUL: Do you both want to stay by the park area?

JULIA: I am okay being where the city will allow. Our location last year was not very visible. We were not allowed any big signs. I think we will have more business if we can advertise better.

PAUL: There are many factors we have to consider. We will need to define what we are going to allow. The parcel where the old Randy's Texaco was located is about 25,000 square feet. Our city engineer created a possible rendering of how the vendors could be located on the parcel. We are going to have to work on putting an ordinance in place. The ordinance, once in place, will dictate what is allowed. There are some good things about this location. There is good visibility. This would be for temporary use only, as we are not sure what the long term use of the property will be. We plan to apply for some grant funding to eventually build a restroom and pavilion in the area. There are utilities close to this parcel. Our RAPZ tax application this year was for funding for the 300 East Trail project. In future years, we could apply for funding for this area. Some temporary improvements will need to be done for you to occupy this parcel. Based on the amount of parking needed, we think three vendors can occupy the parcel. We would only authorize this parcel for these types of businesses in the future.

TUCKER: You are referring to food vendors being located on city property?

PAUL: Yes. They can be located on private property. There is some gravel on the proposed site now. Water service is on the parcel. There is power to the parcel. We will have to limit the number of vehicles that can pull in and out at one time. There is a retaining wall which limits the sight distance. What are your thoughts on locating your business there?

REYES: I am fine with that area. I am wanting to find a year round location. I cannot stay where I am at long term.

PAUL: We will create an ordinance for long term use of the parcel as well.

JUSTIN: An ordinance can be written, but you will have to decide what you will or will not allow for the two current applications.

PAUL: Right now we are thinking of allowing the use of the space from May 15th through September 15th. We need to put something together officially. We cannot have anyone in there in the winter months because of snow, ice and other winter related issues. Our preference, as a council, is to not have any businesses located on a city street. Some basic improvements need to be done to the parcel. The sharp edges need to be cut off the asphalt. Access from the highway to the parcel will be cut off. We cannot allow highway access. Vehicles could access the parcel off of Main Street. As designed, there is enough room for six vehicles and three vendors on the parcel. People could also park on Main Street as well as at the city park to the south. We want to improve this parcel long term.

JULIA: I would prefer to be on this parcel. I wanted to be there last year but was not allowed.

PAUL: We need to talk about the cost of being located there. The city will need to provide garbage service. We were thinking the most visible spot by the retaining wall would be \$750 for five months. The other two locations would be \$500 for five months. This would include culinary water service and garbage. Providing power and water to the parcel is a concern. It would be hard to accomplish this in two weeks. We also need to discuss restroom facilities.

JULIA: The health department requires me to have running water in the area.

PAUL: What about a port-a-potty?

JULIA: I can ask. I need water for employees to be able to wash their hands and the equipment.

PAUL: Culinary water is located on the parcel.

JULIA: I am required to have a certain amount of water at the building. We need water. I had to have a drain tank last year as well. Could the tank be hooked to the sewer system?

GARY DENT: We need the sink drain water to go into the sewer system?

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PAUL: There is not an active sewer service on that parcel.

GARY: We need a place for sink water to run into.

JEREMY: We would have to spend time trying to locate the sewer line, as it is not exposed.

DAREK: An RV trailer dump type setup could be used.

JULIA: Yes, something like that would work for what we need.

GARY: Have you talked to Rocky Mountain Power about that parcel?

PAUL: No.

JULIA: I ran the power and phone line at my own cost last year. Would we split the power cost at this parcel?

PAUL: We would need each of you to have your own power source.

GARY: We need temporary service for the summer months. That is what was installed last year. It was a set meter but temporary service.

DAREK: I am not sure what would be done for a phone line on the parcel we are discussing.

GARY: Where Reyes is mobile, it would be easy for him to pull in and out on the east side of the parcel. The utilities could be put behind our building. We are temporary but stationary once put in place. The curb by the grass was removed, so there is not a defined edge.

DAREK: Some tables could be added to the parcel. I don't know about the power supply to that area. Conduits could be added and run to each vendor.

MAYOR: Why not block off the parcel and keep vehicles out? There will be kids coming and going. The open area could be used for tables and chairs not cars.

PAUL: How do most people approach your business?

JULIA: In all ways; car, foot, scooter, etc.

PAUL: We are okay not letting vehicles in there if both of you are okay with that. We want to provide space for three or four vendors to be there. No matter what, there will not be access from the highway.

MAYOR: I support parking on Main Street and at the city park but not specifically on this parcel.

CHERYL: I think parking along Main Street is a better option.

PAUL: Right now, we only have two applications. When people hear about this, they might want to go there as well with their business. We can try it this year and see how it goes.

REYES: I prefer cars coming into the lot. They want to come in, grab their food, and leave quickly. Time is important to them, as they must come and go quickly to get back to work.

GARY: I don't like the proposed spot by the retaining wall. There will be a lot of heat generated from the road and retaining wall.

JULIA: When could we occupy the parcel?

PAUL: We need to talk to Rocky Mountain Power. They might not need to do anything, or some temporary power might need to be run.

REYES: I just need power for one extension cord.

TUCKER: Temporary service was used last year for the shaved ice building?

GARY: Yes, but it was a metered service, and we paid for it. We can run a 220 outlet and then install outlets for each of us.

PAUL: There will need to be outlets available for each vendor.

GARY: There are not any outlets there now.

MAYOR: I am told the power only runs the sprinkling system in that area.

TUCKER: There is a meter for our service already installed.

PAUL: I don't think power is a big issue since a meter is already in place. We need to run water. There need to be two spigots at the south end, and one at the north end.

DAREK: Water service is by the traffic signal pole.

MAYOR: A third spigot will be required for other vendors.

PAUL: There needs to be a water source on the north and south end of the parcel.

JULIA: What is the address of the parcel?

DAREK: 11 South 200 West.

MAYOR: A port-a-potty will cost about \$100 a month.

JULIA: I already paid \$50 for the conditional-use permit fee. Do I have to pay more?

PAUL: We talked about a rental fee of \$500 for the two spots off of the highway and \$750 for the spot on the north closest to the highway.

GARY: From May 15th to September 15th is only four months not five.

MAYOR: I think \$100 per month is fair.

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GARY: It takes a couple of weeks for us to get set up. We don't sell much until school is done for the year. We want to try and be open for Black & White Days.

MAYOR: We looked at our actual costs for garbage, water, and sewer. We need to at least cover our costs. We don't need to make a lot of money, but we need to cover costs. We cannot pay for you to be there.

JULIA: So, the \$100 per month would cover water, sewer, and garbage?

MAYOR: Yes.

REYES: So, I will receive a monthly city bill?

MAYOR: Basically.

JUSTIN: Just to be clear the \$50 paid for the conditional-use permit application fee is totally separate from the fees charged to access the parcel.

MAYOR: The lot needs to be repaired before anyone can occupy it.

GARY: It needs some road base and needs to be rolled.

JULIA: Gravel will just make a mess, and everything will sink.

GARY: There is some pit run there now. The area needs to be graded.

JEREMY: I would agree. Putting down some road base and compacting it is the best thing to do.

MAYOR: The area is a big mess right now where it is wet from the rain.

GARY: We could cut off the approach and flatten the area. It would make it more accessible for those walking into the area since cars cannot enter from the highway. There needs to be some road base put down. Then the area needs to be rolled. Some crushed gravel could then be put on the top of the road base at that point.

PAUL: We need to consider what we will allow this year, so you can proceed.

MAYOR: My concern with the current location is where they are parking is the only parking area for the city park. If there are two vendors in that area, all of the parking is taken up.

TUCKER: Which is not fair to those paying a fee to rent the park.

GARY: Last year, almost every customer parked on the east side of the snow shack. They parked closer to the bathroom to the east. Very few people parked on the west side closer to the highway.

JULIA: I can only think of one regular customer who parked on the west side of the snow shack.

MAYOR: We are required to keep everything away from the fire hydrant which is to the west of where you were located last year.

GARY: The previous snow shack vendor was by the fire hydrant sitting on the grass at the park.

HOLLY KARREN: What happens at the end of five months? Can they reapply? Can someone new go there?

PAUL: I think those who came first should have the option to utilize the space for up to three years. We need to review the entire process. We talked about approving for three years if all the conditions of the conditional-use permit are met.

GARY: It would be nice if those who are initially there get first option.

MAYOR: We need to figure this out long term. Long term we need to put something in place. We want something like this in the center of town. There needs to be a reasonable resolution for everyone. We can try it this year and see if it works.

PAUL: We need to get the water spigots in place, find the sewer line, and get some garbage cans there. We would take responsibility for those three items.

MAYOR: We need to determine what we can do ourselves.

JEREMY: The staff has many projects which are starting. I don't know when we would have time for this project.

GARY: What is your long term plan for the area? Are you going to build a pavilion?

MAYOR: Somewhere in the area of the Star Garden, we would like to put a pavilion and restroom facility long term.

PAUL: We don't have any exact plans at this point.

MAYOR: Our goal would be a pavilion, restroom, and small parking lot.

GARY: Don't install any long term improvements on this parcel, where the temporary businesses will be located, if the improvements are going to be removed long term.

PAUL: The Church of Jesus Christ of Latter Day Saints is considering adding some parking on the west side of their building. We are not exactly sure where or how that will play out as well.

LYLE: The surface should be prepared for both long term and short term use.

PAUL: Darek, do we need to dig down, or what needs to be done with the surface material?

DAREK: We already brought in pit run to fill in the hole from the fuel tanks. We need to add a few inches of road base and level the area.

PAUL: Can the city staff do this? Do we have the equipment?

JEREMY: We could haul the road base with our trucks.

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PAUL: If we pay for the materials, will you help prepare the area?

GARY: Yes, I can help out.

JULIA: What about having a sign at that location?

PAUL: I think one on the building and an A-frame sign, which is taken down daily, is okay.

JULIA: Could we hang a sign on the retaining wall?

PAUL: No, because of the sight distance which is required for the intersection.

JULIA: What about a wind sign?

DAREK: They are allowed.

PAUL: No sign can be put by the road to block the view or sight distance.

MAYOR: So everyone is aware, we are working on updating and reviewing our sign ordinance.

REYES: Can I put out my wind signs as well? I was told I had to take them down where I am at now.

MAYOR: We cannot clutter up that corner with signs. We need to be reasonable. Any sign not attached to the building or bus needs to be taken down at night.

PAUL: How will we find the sewer line?

JEREMY: We will have to review the video footage from the main line as well as look from the closest manhole.

MAYOR: The city will supply sewer, water, and garbage to the parcel.

PAUL: The renters can pay for the electricity on their own.

MAYOR: You will need to rent and supply a port-a-potty as well at your expense. The garbage cans will need to be put by the road on a weekly basis, so they can be dumped.

PAUL: What about power at the parcel?

GARY: I think power will be the easiest thing to deal with. I think we can install some outlets by the sprinkler system box connection. I think we can install four outlets. If we block off access to the parcel can we put the snow shack building anywhere on the parcel?

MAYOR: Yes.

PAUL: So, we are not going to allow vehicle access?

MAYOR: I am fine either way.

PAUL: I think we should allow vehicle access from the north to start with.

JULIA: I am okay with that.

PAUL: Gary, can you saw cut off the rough edges?

GARY: Yes.

PAUL: What will we allow for signs?

MAYOR: They can have a sign on their building and vehicle. We will allow one small A-frame type sign, but they will need to take it down each night.

JULIA: Can we put a wind sign by the highway entrance?

PAUL: It cannot obstruct the view in any direction. It would be best if the wind sign is by the building.

A motion to approve the conditional-use permit request for JJ's Shaved Ice (Gary & Julie Dent) with the following conditions: (1) The snow shack building will be allowed on Parcel Number 09-058-0015 located at 11 South 200 West from May 1st through September 30th, 2019, (2) The city will supply culinary water service, a sewer clean out, and up to three shared 90-gallon garbage cans at the location, (3) The city will pay for leveling, grading, and preparation of the parcel surface, (4) JJ's Shaved Ice will pay for any cost associated with obtaining electricity and/or owed to Rocky Mountain Power to have power service at the location, (4) JJ's Shaved Ice agrees to pay \$500 to the city for the use of the parcel from May 1st through September 30th and understands if the parcel is not utilized for the entire period of time, a refund will not be given (5) JJ's Shaved Ice understands the business will be required to completely vacate the parcel no later than October 1, 2019 (6) JJ's Shaved Ice agrees to pay for any cost associated with the business such as supplies, permits, licenses, and any other item relating to the operation of the business, (7) JJ's Shaved Ice agrees to supply a portable toilet for use by customers of the business, (8) JJ's Shaved Ice will be allowed one A-frame type sign to be put out during regular business hours and removed when closed at night, (9) JJ's Shaved Ice will be allowed to use one Wind Sign as long as the sign is located next to the shaved ice building, (10) JJ's Shaved Ice understands the snow shack building cannot be located on any other city owned parcel or right-of-way without formal approval by the city council, (11) The fee owed to the city must be paid-in-full before the parcel is occupied, was made by Cheryl, seconded by Kelly, and the vote was unanimous.

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

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON THE CONDITIONAL-USE PERMIT REQUEST BY TACOS REYES TO HAVE A TEMPORARY MOBILE FOOD TRUCK/TACO BUS LOCATED ON CITY PROPERTY FOR A PERIOD NOT TO EXCEED FIVE MONTHS.

A motion to approve the conditional-use permit request for Tacos Reyes (Reyes Martinez) with the following conditions: (1) The mobile food truck/taco bus will be allowed on Parcel Number 09-058-0015 located at 11 South 200 West from May 1st through September 30th, 2019, (2) The city will supply culinary water service, a sewer clean out, and up to three shared 90-gallon garbage cans at the location, (3) The city will pay for leveling, grading, and preparation of the parcel surface, (4) Tacos Reyes will pay for any cost associated with obtaining electricity and/or owed to Rocky Mountain Power to have power service at the location, (4) Tacos Reyes agrees to pay \$500 to the city for the use of the parcel from May 1st through September 30th and understands if the parcel is not utilized for the entire time period, a refund will not be given, (5) Tacos Reyes understands the business will be required to completely vacate the parcel no later than October 1, 2019, (6) Tacos Reyes agrees to pay for any cost associated with the business such as supplies, permits, licenses, and any other item relating to the operation of the business, (7) Tacos Reyes agrees to supply a portable toilet for use by customers of the business, (8) Tacos Reyes will be allowed one A-frame type sign to be put out during regular business hours and removed when closed at night, (9) Tacos Reyes will be allowed to use one Wind Sign as long as the sign is located next to the mobile food truck/taco bus, (10) Tacos Reyes understands the mobile food truck/taco bus cannot be located on any other city owned parcel or right-of-way without formal approval by the city council, (11) The fee owed to the city must be paid-in-full before the parcel is occupied, was made by Paul, seconded by Kelly, and the vote was unanimous.

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

No Vote: None

MAYOR: Reyes and the Dents can work together to prepare the site and get ready to relocate to there, or they can do their own thing. It is up to you.

PAUL: Are we allowing them use of the location for three years?

MAYOR: We did not include anything like that in the approval. We will address items as they come up. We need to review the year round long term impact to the city and vendors for allowing them use of the parcel.

PUBLIC HEARING, NO SOONER THAN 7:30 P.M., FOR THE PURPOSE OF DISCUSSING ORDINANCE 2019-3, AN ORDINANCE ADOPTING A RICHMOND CITY SUPRLUS PROPERTY ORDINANCE.

JUSTIN: The city had been contacted about the possibility of selling a small parcel of land. The transaction is no longer being considered. During the discussion, legal counsel informed me the staff we did not have an ordinance in place regarding the sale of property. Legal counsel drafted this ordinance and recommended we have it in place in case we are asked or choose to sell property in the future.

LYLE: Does this include equipment?

JUSTIN: This is about the sale of land or buildings.

MAYOR: I support the ordinance. The council and mayor would be involved in the process.

PAUL: I will recommend two changes. In the title it needs to read "real property" not just "property". In Section 8.102.030 (C) it should read "real property" not "property".

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

Yes: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The public hearing opened at 8:26 P.M.

There were not any comments or questions.

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

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

The public hearing was closed at 8:27 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2019-3.

A motion to adopt Ordinance 2019-3, an Ordinance adopting a Richmond City Surplus Property Ordinance amending the title to read “Real Property Surplus Ordinance” and Section 8.102.030 (C) “Procedures” to read “surplus real property” not “surplus property” was made by Paul, seconded by Tucker, and the vote was unanimous.

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

INITIAL PRESENTATION AND DISCUSSION ON THE FISCAL YEAR 2020 BUDGET WHICH IS THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020.

JUSTIN: Tonight is the introduction of the new budget which starts on July 1st. I will cover some highlights in the new budget. Many items are the same as in the past or current budget. The staff is still working on finalizing some information for the budget, so it will change before it is adopted. Property tax revenue is currently budgeted at \$175,000. This number will change since the council has elected to hold the property tax rate the same as last year. I don't have an exact number until the county notifies me of the total value the rate is multiplied against. I should have an exact number at the end of May or start of June. Building permit revenue is being decreased \$3,000. The White Pine Subdivision is almost complete, and there is very little building happening in the city right now. The grants for the 300 East trail project have been included. There are the Utah RTP Grant in the amount of \$55,500 and the Utah Recreation Grant in the amount of \$65,000. There is also \$25,000 from the UDOT Safe Sidewalks program. As you recall, we paid to install the new sidewalk on 100 North from State Street to 100 West this fiscal year, but UDOT will not pay us until the new budget year. Justice Court fines have been reduced by \$13,000 to \$38,000. Fine revenue throughout the state is decreasing. There is also a decrease in expenses for the prosecutor and the amount paid to the state. Rental Equipment is where the water and sewer fund each pay 1/3 of the cost of the equipment we purchase. This year, we are purchasing a new backhoe and small tractor. Throughout the budget, all revenue and expense line items for Black & White Days have now been combined. The total is the same as previous years, but there will only be one revenue line item and one expense line item moving forward. There are increases for garbage, central dispatch, and recycling services. As the population grows, these amounts will increase. The same can be said for the expense side, as we collect these fees in behalf of Logan City. During this budget year, several employees have changed job responsibilities, so in the new budget, their wages have been allocated differently. Any employee who received a raise sometime during the current budget year will not receive a cost of living increase on July 1st. A 3.00% cost of living increase has been included in the proposed budget for those who have not received an increase since July 2018. The total proposed General Fund revenue is \$1,450,494 which is up \$103,772 from last year. The main change coming from the addition of the two grants on 300 East. The Administrative fund is projected to increase \$9,853. The main increases coming from engineering, office expense, and the general election this fall. The city hosts the election every other year. This year, three council members are up for election. The Building Fund is projected to decrease \$82,901. The biggest decrease coming from renovation projects to the Park Community Center being put on hold. Building maintenance and repair is being increased \$10,000, as it is becoming more expensive, on a yearly basis, to maintain all of the city buildings. The Public Safety Fund is projected to decrease \$4,388. The biggest decreases coming from the amount paid to the state for court fines as well as the amount paid to the prosecutor. When fine revenue goes down, these two expenses go down as

well. The Streets Department Fund is projected to decrease by \$22,184. A mini excavator and new utility truck were purchased in the current budget year. New equipment for the upcoming year will be a backhoe. The expense for garbage and recycling are projected to increase \$13,100 and \$1,320 respectively. The Parks Department Budget is projected to increase \$151,132. The biggest increase coming from \$120,000 for the 300 East Trail. There is also an increase to wages in the amount of \$14,627 for the two seasonal summer jobs which are new. It is anticipated two employees will be hired to help with the parks for May through August or September of each year. All of the Black & White Days activities have been combined, and there is now one line item in the amount of \$16,750. A new tractor will be purchased. Right now, the budget includes a new tractor and snowblower for the tractor. The cemetery district has agreed to pay for the cost of the snowblower unit, so that item will be removed from the proposed budget. The Fire Department Fund is projected to increase \$5,398. The biggest increase coming from the Smithfield City fire contract in the amount of \$52,592. Several line items have been reduced to zero, as Smithfield assumed those expenses as part of the contract. The city is still responsible for building and equipment maintenance and repair. The Library budget is projected to increase \$5,022. The increases being for cost of living wage increases as well as an increase to the Technology and Programs line items. Water Enterprise Fund revenue is projected to increase \$58,000 from usage fees as well as interest income.

TUCKER: What is the interest revenue from?

JUSTIN: Our funds being held in reserve. Right now, we are earning a very nice interest rate on our reserve amounts compared to previous years. Total expense in the water fund is projected to decrease \$5,484. The loan from the sewer fund to the water fund will be paid off on June 30th, so the interest expense line item will be reduced to zero for this loan. Building rent in the water and sewer fund is being reduced since the Park Community Center renovation project has been put on hold. Depreciation Expense is being increased \$10,000. The intent is to surplus the older of the two Ford Escapes and purchase a new half ton truck. The older Escape has a significant oil leak as well as major transmission problems. The vehicle is not safe to drive out of the city. Sewer Enterprise Fund revenue is projected to increase \$4,536 with the main increase being from the interest being earned on the reserve. Sewer fund expense is projected to increase \$13,629. The main increases coming from Utility Expense and Depreciation Expense. Several large projects will be worked on and completed over the next several months at the MBR plant. The Cub River Sports Complex budget is staying the same at \$20,000. Lewiston and Richmond each pay \$10,000 per fiscal year. Richmond handles the finances for the sports complex, and Lewiston maintains and oversees the grounds.

MAYOR: Remind me of the process if we hold the property tax rate the same as last year?

JUSTIN: The County will notify us of what the new rate would be based on the property values in the city. The city can make no changes to the rate and generate approximately \$175,000 in revenue. If the rate is held, because of increases to property values, the city would see an increase in revenue. Holding the rate is considered a property tax increase so a public hearing is required. The public hearing must be held between August 1st and August 15th. Ours is scheduled for Tuesday, August 6th at 7:30 P.M. The August 20th council meeting will be rescheduled to August 6th.

MAYOR: I support holding the rate the same. I don't understand why the rate decreases because of growth. Holding the rate is a simple way to maintain and account for growth. We would not have had to have an increase last year if the rate had been held for many years before then. It is a responsible way to maintain growth. It will show as a property tax increase. The rate was raised last year, and I would like to see it held the same this year. The residents are going to think we are doing an increase. Lewiston City has held the rate for several years. They do it on a yearly basis. The process starts with the new budget. We need to properly plan.

PAUL: When are our next two council meetings?

JUSTIN: May 21st and June 18th.

DISCUSSION ON THE CONSTRUCTION AND DESIGN STANDARDS MANUAL FOR THE CITY.

DAREK: The standards were last updated in 2013. Since it has been six years, it is time for an update. There have been issues we have run into since the standards were adopted. We need to update and change. There are small changes. We will now refer to APWA (American Public Works Association) 2017 not APWA 2012. Some information regarding fire hydrants and valves has been updated. There were some typos we needed to fix. The standards required for any development in the city are included in these standards.

MAYOR: When will the changes be voted on?

JUSTIN: Tonight was just an introduction. The intent is to have the council vote on the changes in May.

DAREK: The State of Utah reviews our standards as well.

MAYOR: Please send the proposed changes to the council for review.

DAREK: I will send a set of proposed changes for you to review.

TUCKER: Based on our discussion and approval of a recent subdivision, we need to include our new requirements for secondary water as well.

DAREK: I need to review that section, and we can update as needed.

TUCKER: Our new requirements for secondary water need to be included.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: We received our fourth allocation of Class “C” Road Funds for the year in the amount of \$20,318. So far this year, \$90,399 has been collected. There has been a significant amount of signups for baseball this year, and revenue totals \$3,250. All of these funds will be spent on the program. One of the main sponsors for Black & White Days submitted their donation. There will be a lot of donations collected to help towards the Black & White Days programs over the next month. The budget will be adjusted in May and June. The new budget must be adopted no later than June 22nd. The American Legion has selected four girls to attend Girls State this year. Normally, only two go, but the leaders felt all four are deserving to go. Mayor Field of Lewiston notified us the lawnmower used at the sports complex needs to be replaced. To my knowledge, we have not purchased a new lawnmower since the complex was built. The estimated cost of the new lawnmower is \$8,000. No new water or sewer impact fees were collected. Building has slowed in the city. Overall, things are quiet right now as we ramp up for Black & White Days and continue to work on the new budget.

COUNCIL MEMBER REPORTS

CHERYL: The terms of two board members have expired. We have two new people willing to serve: Melinda Howell and Kristi Priest.

A motion to appoint Melinda Howell and Kristi Priest to the Richmond City Library Board was made by Paul, seconded by Lyle, and the vote was unanimous.

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

No Vote: None

LYLE: The SCBA’s (Self-Contained Breathing Apparatus) at the fire station will be tested in July when Smithfield has theirs tested.

PAUL: On the Saturday of Black & White Days, I will not be able to attend the afternoon or evening events.

LYLE: I will attend events as I can that day.

MAYOR’S REPORT

MAYOR: Spartan, the Cache County Building Inspection Department, and the contractor are working together to finalize the plans for the renovation project in this building.

PAUL: They are working on obtaining the building permit?

MAYOR: Yes.

PAUL: Have the lease and payment terms been finalized?

MAYOR: The agreement will be finalized before they proceed. They are hoping to move in sometime in June, but it might be later than that. We are on schedule to have fiber internet service at the library for Black & White Days.

LORA SMITH: Will this allow for internet everywhere in the area?

MAYOR: We have to change the setup. Some modifications are needed since the roof was replaced on the Black & White Days building. We are still in the process of upgrading computer security throughout the city. Some tweaks and changes are being made. This will be an ongoing process. Some training and protocols are being put in place for the staff as well as the council. Each council member needs to understand the process of communicating with the staff electronically where you work one on one with certain employees.

Richmond City Council Meeting Minutes, April 16, 2019

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 8:58 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder