

**RICHMOND CITY COUNCIL**

**APRIL 9, 2024**

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 9, 2024. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Bryce Wood.

The following Council Members were in attendance: Lyle Bair, Amber Ervin, Bryce Wood, and Joel Draxler.

Daryl Black was excused.

City Treasurer HollyJo Karren, City Engineer Weston Bellon, and City Recorder Justin Lewis were also in attendance.

**VISITORS:** Kassy Greer, Blake Davis, Rhonda Davis, Cindy Allen, Jeff Young, Aaron Curdy, Kristi Priest, Roger Priest, Alyna Ohling, Austin Hinckley

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM MARCH 21, 2024.**

\*\*\*A motion to approve the March 21, 2024 city council meeting minutes was made by Bryce, seconded by Joel and the vote was unanimous.\*\*\*

Yes Vote: Bair, Ervin, Wood, Draxler

No Vote: None

Absent: Black

**DISCUSSION AND UPDATE ON THE CULINARY WATER SYSTEM WITH AUSTIN HINCKLEY.**

**AUSTIN HINCKLEY:** I have been working with Bret Christensen on the Johnson View project. The storage unit project on 600 South will be starting soon. There is also a lot of other general building going on in the city. The generator project at the Cherry Creek well will start next week. We are working with TEC Electric on it. We are also installing a new large water meter here at the city park.

**MAYOR:** Tell us about that project.

**AUSTIN:** A new backflow preventer was needed. It stops irrigation water from contaminating the culinary water system. The water meter is currently in a culvert and the culvert has crumbled and fallen in. We purchased a vault and will install it and the new water meter inside it.

**MAYOR:** We are purchasing water meter connectors in the new budget year?

**AUSTIN:** We have updated how we read water meters. We are still using old technology in some places. We will have cellular service available to read meters in the future. It is still being worked on and not in production yet.

**HOLLY:** We are requesting to add two new antennas in the new budget.

**AUSTIN:** They can read in real time and we would no longer have to physically read the meters.

**MAYOR:** How many meters have you set so far this year?

**AUSTIN:** I would estimate around 30 meters that are 3/4 inch. We have also replaced some of the industrial meters as well. We have various size large meters from 2-inch to 4-inch.

**MAYOR:** We are adding a lot of new meters in the Richmond Village. Tell us about the bubbly water issue we were having.

**AUSTIN:** We closed the valve some to slowdown the runoff water. The well water is warmer than the spring water. It creates bubbles and air in the water. We tested the water in a few homes. All of the water tested fine but it looked cloudy. We also flushed some waterlines and when that happens it can stir up sediment in the system. Our sampling is current and all of the quarterly reports for the last quarter have been submitted.

**MAYOR:** Tell those in attendance the purpose of the generator at our water source.

**AUSTIN:** If the power goes out, we have no way to supply water to the city. We have other smaller sources but this is our main source. We also would have no way to add chemicals to the system without power. Power is a necessity for the water system. Without power we cannot monitor the system either. I am surprised a generator was not installed when the well was drilled and project completed.

**HOLLY:** Austin is doing a great job for the city.

**AMBER:** I have had several members of the community reach out to me and they complimented Austin and his willingness to help them.

**AUSTIN:** I try to not be a grumpy city employee like I have encountered elsewhere.

**MAYOR:** With our restructuring last fall, Austin is over the culinary water system of the city. He reports to Holly. He is our water system advisor. We have given the managers, of each area, the ability to make changes. Tell us about the Johnson View Subdivision issue.

**AUSTIN:** A 3-inch waterline was discovered we were not aware of. The waterline only fed the home owned by Robert Housley. They had bad pressure off of the old line. We worked with Bret Christensen and tied their home into the high-pressure waterline. We left the old 3-inch line in place for now. It is a benefit to the city and the Housley home with the changes which have been made.

**HOLLY:** They have never really had pressure in their home until now.

**AUSTIN:** We also found a storm drain line in that area we were not aware of and will do some investigating on it.

**DISCUSSION AND UPDATE WITH REPRESENTATIVES OF CAPSA ON APRIL BEING SEXUAL ASSAULT AWARENESS MONTH.**

**ALYNA OHLING:** I am over business and citizen engagement for CAPSA. We like to come before the city council yearly and provide an update on our services, provide some numbers and ask for your support. We are a domestic violence and support center. Usually they are separate but there are benefits for them being combined. In a recent incident, a college student was assaulted by her landlord. A need arose for her where shelter was needed. We placed her in safe housing. From January 1<sup>st</sup> through April 1<sup>st</sup> we helped 150 people who were dealing with sexual assault issues. We helped another 220 people with a secondary issue such as domestic violence. We are an advocate for survivors during exams at the Cache Valley Hospital and have been involved in 15 cases so far this year. These events need to be recorded within six days of when they occur. Everyone has a role to fulfill. The survivor has rights and we advocate for them. People need to believe their stories. The commitment I am asking from you is to start by believing. If victims are questioned, they will not report the issue. Three out of four sexual assaults are not reported. There is a QR code on our brochure that is a link to our pledge. Take the pledge to start by believing. You can also leave a note for a survivor. The notes are anonymous. Denim Friday will be the last Friday in April. We need to show survivors we support and believe in them. This year we are teaming up with Utah State University to host our second annual conference. There will be some fantastic speakers. It is a free conference which will be held in May.

**MAYOR:** Over time are incidents increasing as the population increases or is the percentage increasing of these types of issues.

**ALYNA:** It is hard to say. There is more awareness locally. Our services are confidential. Generally 1 in 3 women and 1 in 5 men will be victims of violence sometime in their life. We had six male survivors in our shelter last week. Last year we only sheltered 14 men for the entire year. In talking with the case workers it seems like there is less physical abuse and more emotional abuse now.

**AMBER:** I attended an event and saw your facility. It was very emotional and overwhelming. It is an opportunity for people to be helped. We need to let people know it is there. What a gift to the community.

**ALYNA:** I hear all the time that people don't know about us. When people say they have been there and seen it that really helps us. We have a 20,000 square foot building and over 70 employees.

**JOEL:** Thank you for what you do. A good friend of mine works in the Cache County Attorney's Office and he speaks very highly of CAPSA. It is sad we need it but thankfully it is available for people. I have a friend who works for the Malouf Foundation and they speak very highly of what you offer to the community as well.

**DISCUSSION AND UPDATE WITH REPRESENTATIVES OF ALLTECH, LLC.**

**JEFF YOUNG:** Technology and security is a constant battle. The questions are always when, where, why and how much. This is something we have to deal with all the time. Richmond has done a lot in regard to technology. CARES Act funds were utilized and many improvements made. There are some state and federal mandates which have been put in place. In 2023, the legislature adopted some changes which effect cities, towns and counties of all sizes. A top-level domain is usually a .gov, .edu or .military. There was a deep concern in 2023 about communication from governmental entities and who the communication is really coming from. The other concern was security. There is a massive issue with security all the time. We are always worried about possible breeches. The city now has a top-level requirement. We finally found out what this means at the end of last year. It means all email addresses moving forward for someone associated with the city will end in .gov. This applies to the mayor, council members, planning

commission members, employees and anyone conducting city business. The rule of thumb is if someone is communicating on behalf of the city they must have a .gov email address. This is a big change. Also, all of this must be stored on its own server. We will have to physically migrate everything for this new "G" license to a new server. The average cost per month of the new license per person is \$4.00 to \$12.00 but some could be as much as \$60.00 per month. The overall average is around \$20.00 per license per month. Security is a concern. The new .gov accounts are highly targeted accounts for hackers. There will be much more encryption in the future especially on backups and the SCADA system. Some governmental grants have been approved and this will help with antivirus and scanning. The government will pay for this service for the next three years. A lot of changes will be coming. The use of private email addresses will need to be gone by January 2025. You will need to adjust for this in the current budget year or the new budget year. We work with many cities and this is a massive migration to get your data to your new account. It will take a lot of man hours to make this happen.

**MAYOR:** Do you have an estimated cost?

**JEFF:** We have some general numbers but are looking to finalize them soon. We have to confirm the number of accounts the city has and things like that. The cost per license varies from \$4.00 to \$60.00 per month.

**MAYOR:** Currently, I don't use a city email address. When this is enacted, I will need to move to a city email address moving forward?

**JEFF:** Yes. There is going to be a challenge with training as well. We want to start some cities on this migration process as soon as possible. We have used Microsoft in the past and some cities are using Google.

**MAYOR:** How soon before you will have some numbers?

**JEFF:** In the next week or two. We will be reviewing our yearly contract as well. You are using more hours than in the past. We are working with the state on a grant which will pay for some of the monitoring. You will need someone who oversees your account. We will get the totals and get you some information.

**MAYOR:** During the migration process what impact will that have on the staff?

**JEFF:** That is something we are still trying to determine. We have done massive migrations in the past and they are hard. Smithfield did a massive migration last year. We have a roadmap of how to do this in the future. I am estimating the cost of the migration will cost \$7,000 to \$10,000 which is a one-time cost. There will be a monthly cost moving forward which will need to be determined as well. The SCADA system will always be a target and need its own server as well.

**MAYOR:** Do we need Jeff to come back to the May council meeting with the cost?

**JUSTIN:** No, I will work with Jeff on the cost and incorporate it into the new budget.

**AMBER:** Thanks for the update and letting us know what is going on and why.

**MAYOR:** For the seniors of the city we offer a free course to help talk about scams and how to avoid them.

**AMBER:** Who would I contact to schedule this?

**JEFF:** Myself.

**AMBER:** It would be wonderful to have that happen for us.

**MAYOR:** We appreciate our relationship with AllTech.

**PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2024-04, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 14-000 "UTILITIES", CHAPTER 14-200 "SEWER", PART 12-214 "USE OF PUBLIC SEWERS REQUIRED".**

**JUSTIN:** This is a housekeeping Ordinance in regard to when a home or business needs to be on the sewer system of the city. Legal counsel doesn't understand why the word "new" is used in several places in this section of code and suggested we remove that word. We are also referencing a section of state code where it talks about sewer connections when the sewer system is within 300 feet of a home or business. The main part of this Ordinance is adding "upon notification by the city" which means when the sewer system is within 300 feet of a property not on the sewer system the city council and mayor can notify the property owner that they need to connect to the sewer system. It is not mandatory but at the discretion of the city council and mayor. All new homes and businesses within 300 feet of the sewer system must connect by default. This allows the council and mayor to work with a property owner who is not on the sewer system to connect to the system when a major project or something happens which makes it the time to connect to the system.

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

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Yes Vote: Bair, Ervin, Draxler, Wood  
No Vote: None  
Absent: Black

*The public hearing opened at 7:13 P.M.*

There were not any comments or questions.

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

Yes Vote: Bair, Ervin, Draxler, Wood  
No Vote: None  
Absent: Black

*The public hearing closed at 7:14 P.M.*

### **DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2024-04.**

**MAYOR:** We have been working with legal counsel, the city engineer, staff and others on sewer related matters. We have met with three property owners who are not currently on the sewer system. We have reviewed how our code reads and what the state code says. The state code says “may” not “shall” so we would change our code to say, “upon notification by the city”. In the southeast portion of the city there are several homes not on the sewer system. We are not asking them to connect to the system at this time because we don’t have any major projects going on in that area. When we make major improvements in those areas, down the road, we could ask them to hook onto the sewer system at that time. I think this is good clarification for the council and residents. We have one case where the property line is within 300 feet of the sewer system but the home is about 1,000 feet from the sewer system. It makes no sense for them to hook on at this time.

\*\*\*A motion to adopt Ordinance 2024-04, an Ordinance amending the Richmond City Municipal Code, Title 14-000 “Utilities”, Chapter 14-200 “Sewer”, Part 12-214 “Use of Public Sewers Required” was made by Bryce, seconded by Amber and the vote was unanimous.\*\*\*

Yes Vote: Bair, Ervin, Draxler, Wood  
No Vote: None  
Absent: Black

### **DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2024-04, A RESOLUTION WAIVING THE SANITARY SEWER IMPACT FEE ON THREE SPECIFIC PARCELS AS ALLOWED IN MUNICIPAL CODE PART 6-450 (C) (1) “RESPONSE TO UNUSUAL CIRCUMSTANCES IN SPECIFIC CASES”.**

**JUSTIN:** This Resolution would waive the sewer impact fee for three specific properties. The reason the Resolution is being considered is because the city is doing two substantial road improvement projects in front of those properties. One project on 400 West and one on 500 North. On 400 West there is one home not on the sewer system. New water and sewer infrastructure is being installed in this area and the new piping will run right in front of one of the homes. The intent is to allow the property owner to hook onto the system now so the road does not have to be cut open later for the connection. This is an older home that has never had sewer within 300 feet until this project is completed. The 500 North project is a city and county project. There are two homes on 500 North which are not on the sewer system. Both homes are older homes and are on septic. The intent is to allow these two homes onto the sewer system so the new road does not have to be cut at a later time as well. The 500 North project includes a new storm drain system as well as a road widening project. In order for the impact fee to be waived the property owner must hook onto the sewer system during the construction period of the two projects. If the home is not connected during that timeframe the sewer impact fee will not be waived.

**MAYOR:** The new Ordinance allows the city to notify a property owner when they are within 300 feet of the sewer system that they need to connect. We have met with the three property owners listed on the Resolution. The intent is to have them hook onto the system during the construction period of these two projects.

**BRYCE:** I like this proposal.

**JOEL:** It incentivizes the property owner to hook on while the project is being completed. It has less impact to the city as well as the property owner long term. We want to collect impact fees but, in this case, where these are city projects, I support this request.

**AMBER:** This has been discussed a lot with many different options considered.

**MAYOR:** I spoke with Daryl about the Resolution and he supports it as written.

\*\*\*A motion to adopt Resolution 2024-04, a Resolution waiving the sanitary sewer impact fee on three specific parcels as allowed in Municipal Code Part 6-450 (C) (1) "Response to Unusual Circumstances in Specific Cases" was made by Bryce, seconded by Lyle and the vote was unanimous.\*\*\*

Yes Vote: Bair, Ervin, Draxler, Wood

No Vote: None

Absent: Black

**INITIAL DISCUSSION ON THE FISCAL YEAR 2025 BUDGET WHICH IS THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025.**

**JUSTIN:** Tonight is just an initial discussion on the new budget. We will discuss it again in May and then have the public hearing and adopt the budget in June. The proposed increase in sales tax revenue is from the addition of Lee's Marketplace. The justice court is now closed so the revenue and expense are basically all gone. We will still receive approximately \$5,000 per year in fine revenue and we still are responsible to pay for the prosecutor. The cemetery contract is added for this fiscal year. We made the change in the agreement on January 1<sup>st</sup>. The RAPZ Tax line item is for the new bathroom facility which will be located by the Star Pavilion on the north end of the park. Interest earnings across all funds are up substantially compared to last year. We are proposing a 4.00% cost of living adjustment for all employees. We looked at inflation for July 2023 through January 2024. Nationally it was 3.8% and in Utah it was 4.1%. We feel 4.00% is a reasonable number. Thanks to Holly and Melissa for the changes they made with our credit card processor. We are saving a substantial amount in this regard and the number of transactions we process via debit or credit card increases monthly. We are proposing to include \$52,000 to insulate the south end of the Park Community Center. There is no insulation in that end of the building. We are proposing the addition of two new software packages; CivicReady and CivicClerk. CivicReady would allow us to post more information about city council and planning commission meetings such as the packet the council receives. We have had a lot of requests from the residents for this information. We have been using the Parlant communication system for over a decade. We found out we have not paid for it since 2015. Parlant made a change to focus on school districts and not cities. We were unaware, until recently, they had not been charging us and that we were allowed to use the system until it no longer functions. This is a very important system to communicate with the residents so we are proposing to make the switch to a new system which will be similar to Parlant but have a more professional look. We have included the new contract amounts for dog catcher service and the sheriff's office. The dog catcher service amount has not increased for many years and they are asking for a yearly increase of \$825. The police protection agreement has an increase of \$10,574. We could not afford to purchase a new truck for what we pay in total for both contracts. We appreciate our relationship with the sheriff's office. This year we will trade in the mini excavator for a new one at a cost of \$12,850. Next year we will trade in the loader. We exchange these every other year. One item we are not addressing is tree pruning. We budget \$6,000 for tree pruning and that does not allow for many trees to be pruned on a yearly basis. For the library, they are proposing two building improvement projects. The first is to remodel the decades old bathroom. The second is to make a handicap entrance along the curb and gutter. The current proposal being considered by both Richmond and Lewiston for the Cub River Sports Complex is to increase the yearly amount from \$10,000 to \$25,000. If I recall correctly, the complex has been around since 1993 and each city has only paid \$10,000 per year since that time. It is time to make some improvements out there. The monthly culinary water base rate will increase \$1.00 in July. The monthly sewer rate will increase \$2.00 per month in July. There are no proposed changes to the garbage utility rate. In the water fund we are including \$23,160 for new culverts to be installed in front of two properties on 250 East. We have a situation with water running from the gun range road to the nature park. The city staff can create the swell but we need a professional to install two culverts. We are also requesting funding for two additional water meter connectors so we can work on being able to

read water meters remotely from the city office. We have not included any major projects in the sewer fund as we are waiting for the results of the studies being done on the sewer system. Last year was a scary year as we transitioned away from Logan City offering garbage service to Econo Waste. Econo Waste has been fantastic to work with. It was scary in the fact of trying to determine a rate schedule that would cover our costs and not be short but not charge to much. We feel really good about where we are at and are not proposing an increase. I have been asked to explore the possibility of adding green waste service dumpsters in April and October of each year at the maintenance shop. We are currently gathering information. The biggest issue is with people putting garbage in the green waste bin which contaminates the entire load.

**AMBER:** In regard to green waste, didn't we pay employees to monitor this in the past?

**JUSTIN:** Yes, and it is something we have to consider again.

**MAYOR:** Holly, Justin and I met with a vendor from Lewiston who will offer this service.

**AMBER:** It is interesting that almost a year later people are still confused about what goes in our black and blue cans. We only offer garbage service so the color of the can is irrelevant.

**MAYOR:** What color are the new cans we ordered?

**HOLLY:** They will be dark blue. The vendor said that black cans crack easier for some reason. They are also adding our logo for free.

**MAYOR:** Here is the issue with green waste. If one person puts any garbage in their green waste can and it goes into the garbage truck the entire load is now contaminated. The tipping fee is much higher for garbage than green waste.

**AMBER:** I think we could do a survey to see if there is enough interest from the residents in offering the service. Do we need 50% participation? Seventy percent? Maybe we could charge an extra \$1.00 per month and offer the green waste dumpster at the maintenance shop.

**BRYCE:** I think that is something reasonable to consider.

**JOEL:** I agree.

**LYLE:** I think \$1.00 per month is manageable but there are people who won't use the service or have the ability to use the service. They would be paying something for nothing.

**MAYOR:** These are all questions to ponder.

**JUSTIN:** One item we will address in the next couple of months is the property tax rate. We have tried to hold the rate the same in previous years to have small incremental increases so we don't have to have a large increase. We won't have numbers in this regard until the start of June. Once we gather some information we will bring it to the council for consideration.

**MAYOR:** The new budget must be adopted in June.

#### COUNCIL MEMBER AND MAYOR REPORTS

**MAYOR:** We have been working on job descriptions for Justin and Holly. Justin is the City Recorder and City Finance Director. There are many duties included in his job description and we recently added real estate transactions to the list. For example, he will be working with Joel on some property acquisitions on 500 North as part of the road widening project.

**JOEL:** This is very new to me and what is being presented. I am okay as presented but don't know everything that Justin and Holly do. I am still learning.

**MAYOR:** These can be amended as needed. We need to review the City Administrator job description as well. This is something that is new. Marlowe Adkins was hired around 1999 and then Jeremy Kimpton took his place. Neither of them had a job description. They just operated under generally understood duties. This is to put something formal in writing.

**AMBER:** The pecking order needs to be defined. Employees need to know the pecking order and have the tools to do their job. Employees need to know what their lane is and what they need to accomplish. We invest in our employees. These need to be appropriate and work for all involved. They should be reviewed without an employee's name attached to make sure they are appropriate. There are so many questions such as what happens when we have a mayor that an employee cannot work with but the employee reports to the mayor.

**MAYOR:** We have a City Administrator not a City Manager. There are three positions in the city which are appointed by the city council; City Administrator, City Treasurer and City Recorder. The rest are hires which are made in a normal manner. There are many different definitions of what a City Administrator is or isn't. Many people think a City Administrator and City Manager are the same but they are very different by Utah code. A City Manager typically has a contract and other powers and duties a City Administrator doesn't have. When a City Manager is

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hired the mayor actually votes in this case to hire or terminate. City Managers usually work for larger cities. Justin is the full-time City Manager for Smithfield City. How many department heads and employees do you oversee?

**JUSTIN:** Nine department heads, 51 full-time employees and approximately 108 total employees with seasonals and part-time included.

**MAYOR:** We want to empower our employees to do their jobs. North Logan has a part-time mayor and a City Administrator. Each city is different. I have talked with Daryl and he supports the job descriptions as written.

\*\*\*The consensus of the City Council was to approve the job descriptions for the City Administrator and City Recorder/City Finance Director as written.\*\*\*

### **DISCUSSION AND POSSIBLE APPROVAL OF HOLLYJO KARREN AS CITY ADMINISTRATOR.**

**AMBER:** Thank you for what you have done the last few months. What I love about Holly is she gets things done.

\*\*\*A motion to appoint HollyJo Karren as City Administrator was made by Amber, seconded by Bryce and the vote was unanimous.\*\*\*

Yes Vote: Bair, Ervin, Draxler, Wood

No Vote: None

Absent: Black

**MAYOR:** Holly, thank you and congratulations. You can now remove the interim title.

**JOEL:** You do an amazing job. I really appreciate the work you put in. It has been an eye opener for me to see what the employees do. I am glad I better understand what the employees do and glad I am getting to know them.

**HOLLY:** Thank you for trusting me with this. I didn't see this happening. I would not be able to do it without the team I have in place. We are still working to change the culture of the staff. The crew is doing an awesome job overall. I feel good about things based on what they are doing.

### **STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.**

**HOLLY:** The Wiser storage unit project on 600 South is getting underway. The infrastructure is being installed in the Johnson View Subdivision. The backflow preventer in the city park has been installed. Madelyn and Bryan took a tour of the sewer ponds to review the sludge. The chip seal map for 2024 has been created.

**MAYOR:** Do we plan to do any sweeping this spring?

**HOLLY:** Yes. A zoning clearance has been issued for a new home in the City Creek Subdivision. Logan Schenk has been great to work with. Progress is being made on the 250 East water project. Rob is using the guidance Weston has given him to create a swell by the Nature Park. The culvert has been jetted.

**MAYOR:** Is the culvert big enough for the water to flow?

**WESTON:** It appears to be adequate in size.

**HOLLY:** The pond at the Nature Park looks bad right now. We will clean it up long term. We are well aware of how it looks. We intend to clean out the pond and help the flow. Ally is going to start a city newsletter and it will be distributed starting in May. She is excited to do it. She does art projects on the side. She currently oversees the front desk during the day. We are working on updating our punch list of projects in iWorQ. We are trying to get a lot of projects done before Black & White Days week and then will continue on with them the week after.

**MAYOR:** We are getting a cost for a variable frequency drive (VFD) for the WDCI well. I am concerned about the age of the motor as well. Weston, please review this. It is our main backup source if the main well does not function.

**WESTON:** We are scheduled to do some work on it this fall.

**MAYOR:** The VFD allows us to speed up or slow down the motor. Right now it is either off or running at full capacity. We have met with the property owners who will be affected on the 500 North road widening project.

**WESTON:** Things are moving along there. We have met with the homeowners. Joel is working on pricing for the land we need to purchase. It has taken a team effort to make it happen.

**MAYOR:** Joel is working on a fair price. I hope to discuss that at the May 16<sup>th</sup> council meeting.

**WESTON:** The 400 West road project will start in May. Holly, Austin and the rest of the city staff are doing a great job.

**JUSTIN:** We collected \$57,744 in sales tax revenue last month. We will amend the budget in May and June. We paid the dog catcher service invoice in the amount of \$4,800 which covers January through June. We paid the police protection invoice in the amount of \$26,175 which covers January through June. They invoice us for July through December and then January through June. Lewiston and Richmond each deposited their annual \$10,000 payment for the Cub River Sports Complex last month. So far, this fiscal year we have collected \$517,840 in water impact fee revenue and \$364,971 in sewer impact fee revenue.

**MAYOR:** In June, the amount we pay to Lee's Marketplace for their sales tax rebate decreases from 90% to 80%.

#### COUNCIL MEMBER AND MAYOR REPORTS

**BRYCE:** I toured the Cub River Sports Complex area. Getting a screen on the irrigation water system will definitely help.

**MAYOR:** They are looking at running a new waterline as well from their new water tank.

**BRYCE:** The youth council met last night. The Highland Games are moving ahead again this year. The dance during Black & White Days is progressing and the menu is being finalized. Thanks to Kassy for her help on this. We have some trees in the park that have a beetle issue. We are looking at treating strategies in the spring and fall to help deal with this issue. I need to disclose that I own Cache Valley Extermination and do work for the city on occasion. I was talking to Calvin Swendsen about trees and he is willing to help write some grants for some trees if help is needed.

**MAYOR:** Justin is our grant writer. He can work with Cal as needed.

**ROGER PRIEST:** I want to thank you for the assistance you offered me this evening in regard to the sewer impact fee on the 400 West project by my home.

**JOEL:** The planning commission met last week. They had a good meeting with a lot of community involvement on a rezone request. The planning commission recommended the rezone request be denied by a vote of 4-1. It was an enjoyable meeting to hear different points of view. I have a new thought process on that parcel now. It is not coming before the city council at this time at the request of the developer. The planning commission is working on the framework for a new multi-family zone and areas for higher density housing. Each planning commission member has been given an assignment. They are looking at building heights, setbacks and other items as well. We are trying to be proactive and not reactive. We want to avoid state mandates. I have been working to get the Black & White Days promotional flyers completed. They have been signed off on and are headed to the printer. I am in charge of the bike race and fun run. Things are well underway. I have a friend that works for the Utah Division of Wildlife Resources. He oversees the local management area which includes the gun range east of town. People are taking items up there, shooting them and then leaving them as garbage. They are looking for someone to clean up the area such as a local youth group. This is state owned property. It is supposed to be closed until the second Saturday in April but people are already up there shooting. The division is based out of Salt Lake City so they are looking for thoughts and ideas of how to help them out and keep this area cleaned up.

**BRYCE:** I wonder if some trail cameras could be installed. I know they had similar issues in Preston.

**JOEL:** There is also an issue with people hiking to the east and people shooting in that direction. All of the shooting should be done to the north but someone has installed some gongs to the east and people shoot at them not knowing there are hikers in the area. It is a bad situation.

**MAYOR:** Maybe we could send people up there during the citywide cleanup.

**AMBER:** I know some of the Park Bench members go up there on a regular basis. They bring trash back with them that others have left and ask if they can put it in our dumpster because they don't have enough room in their garbage can. We have people who are willing to help.

**BRYCE:** We could possibly get the youth council involved as well.

**LYLE:** We have ongoing studies in the water and sewer departments.

**MAYOR:** Weston, any idea when we might see some information in this regard.

**WESTON:** We prioritized the sewer treatment plan as our top priority. I would estimate we will see something in July.

**AMBER:** It is nice having committee members help with Black & White Days who can make things happen. I have been working with Joel extensively. Everyone has an assignment. We have an amazing community but need more

## Richmond City Council Meeting Minutes, April 9, 2024

volunteers. All of us have full-time jobs and this takes a lot of time to pull together. Sponsorship funds are starting to come in. The dairy show is moving forward. The Park Bench is overseeing the Hamburger Stand this year. We have been working with the sheriff's office on safety and security for the parade and other events.

**JOEL:** Have you met with them recently?

**AMBER:** No, we have exchanged a few emails. They are going to have more feet on the ground this year.

**JOEL:** I will reach out to them about leading the races like last year.

**AMBER:** In the past we have not met with them. This is something new we are doing this year.

**JOEL:** I will email them with my request for the races.

**AMBER:** The dance on Friday night is progressing. There is a lag after the horse pulls end on Saturday night. We are going to hook some music up to the speaker system and let people dance if they want too. We will call it the Horse Stomp. Rhonda Davis is over the royalty and it is progressing. The royalty is going to oversee the family activities on Saturday. They are going to do some line dancing.

**MAYOR:** If Craig Harris has any issues, he has been informed he needs to work directly with me and nobody else and you can remind him of that.

**AMBER:** I am available during Black & White Days week from Wednesday onward. There were 1,134 food pantry items distributed to 137 food pantry visitors. We are in need of honey, eggs and yogurt. We are averaging about 55 volunteer hours per week. We are working with the LDS Church on a clothing drive. There are three dates. Drop off dates on April 13<sup>th</sup> and 17<sup>th</sup>. The exchange date is on April 20<sup>th</sup>. The Park Bench is doing an art show on May 18<sup>th</sup>. There will be a \$2.00 entry fee. The DUP (Daughters of Utah Pioneers) is doing well. They are going to start to open the Relic Hall and Relief Society Building on the second Saturday of each month from 10:00 A.M. to 2:00 P.M. They will be open during Black & White Days as well.

**MAYOR:** Our June council meeting will be on the 20<sup>th</sup>.

**LYLE:** I might be gone that day.

**MAYOR:** Everyone is vital to what is being done for the city. Thanks for all you do.

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

Yes Vote: Bair, Ervin, Wood, Draxler, Black

No Vote: None

Absent: Black

Adjournment at 8:25 P.M.

## RICHMOND CITY CORPORATION

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Paul J. Erickson, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder