

RICHMOND CITY COUNCIL

SEPTEMBER 18, 2025

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Thursday, September 18, 2025. The meeting began at 6:30 P.M.; Mayor Paul J. Erickson was in the chair. The opening remarks were made by Daryl Black.

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

Joel Draxler was excused.

City Administrator HollyJo Karren, Karyn Tejan, John Harris, Bryan Tolbert and City Recorder Justin Lewis were also in attendance.

VISITORS: Todd Smith, Cindy Smith, Dave Cavanaugh

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM AUGUST 19 & 21, 2025

A motion to approve the August 19 and 21, 2025 city council meeting minutes was made by Bryce, seconded by Daryl and the vote was unanimous.

Yes Vote: Bair, Ervin, Wood, Black

No Vote: None

Absent: Draxler

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-11, AN ORDINANCE REZONING CACHE COUNTY PARCEL NUMBER 09-051-0018 FROM RLD (RESIDENTIAL LOW DENSITY) TO RMD (RESIDENTIAL MEDIUM DENSITY). THE PARCEL IS LOCATED AT 396 WEST MAIN AND IS 0.61 ACRES.

JUSTIN: The request is to rezone a parcel located at 396 West Main from Residential Low Density (RLD) to Residential Medium Density (RMD). The parcel is 0.61 acres. The parcel has two homes on it. There is a regular house on the south end and a mobile home on the north end. Each home has separate water, sewer, electricity and natural gas connections. The current lot is nonconforming because it has two units on it. Vern Fielding, who is the applicant, submitted the following letter with his rezone application:

“August 18, 2025

Richmond City Planning and Zoning Committee

RE: REZONE REQUEST FOR TAX ID#09-051-0018

Please note the following information while considering this application for rezone from RLD to RMD.

The city approved a building permit in 1974 for the construction of a second home behind the house at 396 W Main, Richmond. It is built on a permanent cinder block foundation and has always had its own separate water, sewer, power and gas hookups.

Because there are two residences on a single tax id, our options are limited with what we can do with the property.

The property has .61 acres and is short 8000 sq feet to be able to subdivide in the RLD zone. It has more than enough acreage and frontage to legally subdivide into two conforming lots in the RMD zone.

PLEASE NOTE: This rezone will not facilitate any new structures or homes. It is simply a way to bring the current property into conformity and resolve a situation that was created 50+ years ago. Also, the city will benefit by receiving the tax revenue from the second lot, with no increase in infrastructure or maintenance.

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Thanks for your consideration of this matter.

Vern and Marian Fielding”

AMBER: The planning commission did not have any concerns. They recommend approval of the request. Their only real point of discussion was regarding the advertising of the public hearing. About 80% of the utility accounts in the city are on the CivicReady email system. How do we inform the neighbors of a rezone request?

MAYOR: What was their discussion in this regard?

AMBER: It was just a comment which was made.

MAYOR: Some cities require adjoining parcel owners to be notified. I encourage people to become more involved and pay attention to the emails we send out.

AMBER: This was a topic of discussion around 18 months ago. Some cities actually require a sign to be posted on the parcel.

MAYOR: Logan City does something similar. Do you have a recommendation?

AMBER: I don't have a problem informing the community as there might be a need in this regard. We are meeting the legal requirements for advertising. We can talk to the city employees and see how they feel as they would have to deal with additional requirements. The advertising is separate from this request and the planning commission does recommend approval of the rezone request.

DARYL: The parcel has a very confusing legal description.

MAYOR: It basically states the parcel cannot be modified while those people are alive.

AMBER: The original owner allowed a family member to put a mobile home on the north end of the parcel. The original homeowner passed away but those residing in the mobile home still live there.

DARYL: The Harris parcel west of this is zoned RMD (Residential Medium Density)?

JUSTIN: Correct.

AMBER: There were not any comments at the public hearing on the request.

DARYL: I don't see the neighbors being impacted by approving this request. What are the differences in lot sizes?

JUSTIN: RLD (Residential Low Density) is a minimum lot size of 14,500 square feet and RMD (Residential Medium Density) is a minimum lot size of 10,000 square feet.

A motion to adopt Ordinance 2025-11, an Ordinance rezoning Cache County Parcel Number 09-051-0018 from RLD (Residential Low Density) to RMD (Residential Medium Density) was made by Daryl, seconded by Bryce and the vote was unanimous.

Yes Vote: Bair, Ervin, Wood, Black

No Vote: None

Absent: Draxler

UPDATE AND DISCUSSION ON THE SANITARY SEWER SYSTEM OF THE CITY.

MAYOR: Bryan Tolbert is our MBR Plant Manager. I have asked him to provide an overview and management plan for the MBR Plant. Bryan recently received his Level III Wastewater Treatment license for our mechanical (MBR) plant. We also have another employee who passed this test recently as well.

BRYAN TOLBERT: We have a great team. We have a work order program we use to track maintenance and repairs. We can add specific notes and details in the system about the work that was completed. If you do a search, you can find most of the work completed since the system was implemented in 2021 or 2022. Over 60 work orders have been completed in the last 15 months. I have asked Shane to do an inventory of the parts on hand. We want to do a facility assessment in January. This would review our equipment and the process as well as look at inefficiencies. The cassettes are a big deal. The eleventh section was installed this morning. We have now rebuilt 11 of the 12 sections.

MAYOR: Was this done with only our staff helping?

BRYAN: Yes. Shane and I had some additional assistance from other city employees. It is a great accomplishment. We have spent a lot of money to get to this point. We need to replace the RAS pump. It is original equipment. It is a recycling pump and runs constantly. It helps make the biology in the plant. We have a pump on hand and need to change it out. We changed out the motors last fall.

MAYOR: Can the pump be rebuilt?

BRYAN: I don't recommend doing that where the pump is 17 years old.

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MAYOR: Do you have a cost estimate?

BRYAN: I would estimate around \$10,000. We have a couple of new pumps installed and have rebuilt a couple of pumps as well.

MAYOR: How long does it take to acquire a new one?

BRYAN: A few weeks is all. They are available.

MAYOR: If an extra one is needed, I would order one.

BRYAN: We don't need an additional one right now. Most of the lighting has been updated to LED. We are getting a bid from TEC Electric to update the remaining lights. The lights are basically on 24/7. There is only one roof ventilator working, the other three are in disrepair. Shane and I are concerned about the inflow and infiltration into the system from rainstorms. We think it needs to be addressed. We have talked to a company that seals manholes. It will cost around \$2,500 to \$4,000 per manhole to seal them. It depends on the depth.

MAYOR: Do you have any idea of which ones need to be sealed?

BRYAN: I would start in the flatland areas. Typically there isn't flow into a manhole on a hill it is in the flat areas. There are three manholes by the city maintenance shop and we have observed runoff water running into them. Ground water does not need to be treated and should not be in the sewer system. Some cities require manholes to be sealed on new developments. I think it is something you should consider. We don't want to pump and treat that water. The maintenance document I provided is a working document and will change over time.

MAYOR: Who came up with the idea of dredging the lagoon in the manner which was done?

BRYAN: I got the ball rolling but several people deserve credit. The problem was in lagoon one. We cannot have sludge above the waterline. We saved a lot of money by not dredging the lagoon. The depth of the sludge in the pond was anywhere from six feet to one foot. A vendor brought in a mixing boat. They pumped and mixed the sludge for three days. We did some measurements the day after they were done to see how it panned out. The depth was about two feet where it had been six feet. Some places settled down to about 18 inches. The average depth was 1.7 feet. We should be able to get another ten to fifteen years before it needs to be dredged.

MAYOR: The estimated cost to dredge the lagoon was approximately \$1,000,000.

AMBER: Since those 60 work orders have been completed have you noticed a change in day-to-day responsibilities?

BRYAN: There are always things to do down there. The numbers on the permitting side have always looked good. The lab results look good.

AMBER: Has efficiency improved?

BRYAN: Some filters had plugged and failed which causes a loss of capacity. When that happens not as many gallons can be treated. I think our treatment capacity has increased quite a bit with the improvements we have made.

MAYOR: It is a vital job and we are glad Bryan and Shane do it.

DARYL: Thank you for putting these plans together.

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

HOLLY: There were two generous anonymous donations to the city. One for The Park Bench and the other for the library. We appreciate everyone who contributes to the various departments in the city. The water tank cleaning project at the Cherry Creek tank was completed today. They recommend it be cleaned every three to four years not every eight to twelve years at least for the first couple of segments.

MAYOR: How many times has that one been cleaned?

JUSTIN: Once if I recall correctly.

HOLLY: They will start to clean the Main Street tank tomorrow. I would like to thank the Richmond Lions Club, youth council, and everyone else for their help at the city party. Lots of great comments on the fireworks show as well. This is a great event for the city. The Halloween Carnival will be on Friday, October 3rd. The banners will go up next week. This years sidewalk replacement projects will start within the next two weeks. I will provide the council a list of areas. There are two new zoning clearances in The Knolls, one in Johnson View, three sheds and one pavilion recently approved. Shane Lewis passed his Wastewater Level III certification exam. It was originally approved with a restriction. We learned the restriction would be removed once some paperwork is submitted. I appreciate the support of the council in helping to get two employees on staff with Level III certifications. I am in the third week of the human resources class. It is a great class and I am learning a lot of things. The course ends in November. We have obtained one bid so far for a new roof on the community building.

MAYOR: We need to install some rain gutters on the north side of the building as well. Daryl has reviewed the building and recommended we start the renovation project by repairing the roof.

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DARYL: Water has been coming off of the roof through the threshold and into the kitchen. There is frost damage to some of the bricks. We need to address these items before we do anything inside the building. I think the bid is fair.

JOHN HARRIS: I am obtaining another bid tomorrow. I talked to another company as well and it is not a project they can complete.

DARYL: The work needs to be completed. Some slope and drainage will be added so the project will be completed in the correct way.

MAYOR: The funds to pay for the project would come from the Capital Projects Fund.

DARYL: The building is worth saving and updating.

HOLLY: We had our post Black & White Days meeting. Some suggestions were given. We will meet again in December with the various committees. We have received some good input on the Hamburger Stand. Joel and Amber attended the meeting. We are considering hiring an outside vendor to oversee the Hamburger Stand next year. The one thing they must include on the menu is a hamburger option. We are going to reach out to the local businesses first to see if they have any interest.

MAYOR: When is our next council meeting?

JUSTIN: Thursday, October 16th. Next month the council will review Ordinance 2025-12 which includes a few housekeeping items. It will update our code in regard to campaign financial statements to follow the state code. The second item is it will state officially in our code we are a six-member form of government which is a five-member council and mayor. It does not change anything we are currently doing but adds a section in our code to refer to the state code in this regard. It also includes some verbiage about referring to the state code when it comes to filling a mayor or council member vacancy. I have provided each of you an Ethical Behavior Pledge Form which I should have done at the same time I had you complete the Conflict-of-Interest forms earlier this year. Also, included is a copy of the annual Fraud Risk Assessment we are required to complete and submit on a yearly basis. The new entrance door to the gymnasium on the east side of the Park Community Center has been replaced. We are starting to pay for a lot of the road work which was completed in July and August. Those funds come out of Class "C" Road funds, local road tax and the Rural Transportation Investment Fund (RTIF) tax we receive. In the Capital Projects Fund the two items we budgeted for are complete or received. The sprinkler system at the Black & White Days building is done and we have received our new lawnmower. For the first two months of the fiscal year we have received \$45,352 in water impact fees and \$30,957 in sewer impact fees. We have also purchased some new garbage cans. As we grow more cans are needed and old cans need to be replaced. The city party was a great success. We ran out of plates at about 720. We estimate with the kids who did not eat we had around 800 in attendance. I would like to thank Lower Foods, Lee's Marketplace and Kevin Humpherys, Checketts Amusements, the Richmond Lions Club, Karyn Tejan and The Park Bench, the youth council, Shirley Whitman, the Smithfield Fire Department and Riley Jensen and his fireworks team. Free food, free kids rides and free fireworks was a big success. The number one comment I have received is that the city should make the fireworks show part of the city party each year. I would like to offer a special thanks to Spartan Companies because without their generous donation the fireworks show would not have been possible.

MAYOR: The audit is currently being worked on.

JUSTIN: We are almost complete with this year's audit and the auditor's will come before the city council in the next couple of months. I haven't seen the final numbers but we had a really good year overall. Impact fees and grants were a big focus this year. Impact fees are tested right from the zoning clearance being issued all the way to where the funds were deposited in the bank and accounted for on the annual impact fee report. Grants are always tested. I knew the COG (Cache County Council of Governments) road grant would be a focus point mainly based on the size where it was over \$800,000. I would like to thank the council and mayor going back to approximately 2013 when we made the decision to store all documents electronically. We pulled more documents than ever this year because we are growing and our finances are growing. Hours were spent gathering these items but many more hours would have been spent had the items not been available electronically. All of the items we gather are uploaded through an online portal. We spent a lot of time on the audit but saved a lot of time based on the internal documentation system we have created.

COUNCIL MEMBER AND MAYOR REPORTS

DARYL: We are obtaining bids for the Community Building roof project. We are also getting some bids for some pickle ball courts to go where the tennis courts are currently located. The painting portion of the project is very labor intensive. We will have a future discussion on this topic. We could possibly use the help of the seniors on this project. We are going to need to talk about irrigation water shares moving forward. The dynamics of the water

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system is changing. The time is coming where the connections will need to be metered. We are going to have to discuss how we bill for this service and who oversees it. There is one situation we are aware of where the developer provided irrigation water shares to the city in lieu of paying the water dedication payment fee and sold the remainder of the shares to the property owners in the subdivision. The issue is the irrigation system does not go to their subdivision. They will be responsible for getting the mainline to their subdivision and it will be expensive.

BRYCE: The youth council did a great job with the city party. The royalty was involved as well.

MAYOR: They all helped to get plates for the seniors.

AMBER: They were busy helping and serving all night long.

BRYCE: Lyndsey Bair got a promotion where she works and will no longer be able to help with the youth council. The school community council is worried about the kids crossing the road at 100 North State Street. There have been some close calls where people are speeding and kids are crossing the road. The parents are asking for options.

HOLLY: We can request an officer patrol this area.

BRYCE: Could we get some orange crossing flags?

HOLLY: We have some by the post office and could put some there as well as they are quite cheap.

AMBER: The school also needs to educate the kids on how to use the flags.

AMBER: It is nice to get happy calls about the city and I did after the city party. There were a lot of comments about how the community looks. I delivered some meals a few weeks ago. One of the people told me the city has never physically looked better. It is so good to have two Level III wastewater operators on staff. It is nice not having this worry like in the past. I attended the ribbon cutting at the new flour mill by Pepperidge Farms. There were around 25 people from Japan in attendance. This project has been a significant investment in this area. They will have a thrift store long term. They supply a lot of products to big companies. The Cache Chamber of Commerce was in attendance. People in Cache Valley love food outlets. They have a good relationship with Pepperidge Farms. The third anniversary of The Park Bench will be on Thursday, November 6th at noon. We surveyed those who attend The Park Bench and they preferred noon over a nightly activity. Karyn does a great job with the monthly calendar and the lunches have been great.

LYLE: I want to thank Weston and Holly. Our list of outstanding projects keeps decreasing. We will have some preliminary numbers for the sewer pipe expansion project soon.

HOLLY: Weston will be discussing the water master plan and sewer collection master plan at the October council meeting.

MAYOR: Horrific things have happened in the last couple of weeks. The worst thing I think I have ever seen in Utah happened a couple of weeks ago. There were some very professional people who did not rest until they found the person who committed the crime. The governor held his composure during the entire event and he is a good leader. Closer to home, something happened in a neighboring city and it is bad. I hope this person chooses to make a change in his life. I hope he has a desire not to repeat what happened. When elected officials disparage someone they should be exposed. I want to thank our council, staff and community members who would never do this. We had a great fireworks show. I hope it is considered on an annual basis. The audit will show we have accountability, reportability and every dollar is accounted for.

The council took a short recess at 7:34 P.M.

The council meeting was reconvened at 7:43 P.M.

CLOSED MEETING TO HOLD A STRATEGY SESSION TO DISCUSS A PROJECT PROPOSAL AND THE PURCHASE, EXCHANGE OR LEASE OF REAL PROPERTY. UTAH CODE ANNOTATED 52-4-205 (1) (D).

A motion to close the regular council meeting and open the closed meeting was made by Bryce, seconded by Amber and the vote was unanimous.

Yes Vote: Bair, Ervin, Wood, Black

No Vote: None

Absent: Draxler

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The closed meeting opened at 7:43 P.M.

Those in attendance: Mayor Erickson, Lyle Bair, Amber Ervin, Bryce Wood, Daryl Black, HollyJo Karren, Justin Lewis

A motion to close the closed meeting and reopen the regular council meeting was made by Bryce, seconded by Amber and the vote was unanimous.

Yes Vote: Bair, Ervin, Wood, Black

No Vote: None

Absent: Draxler

The closed meeting closed at 8:20 P.M.

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

Yes Vote: Bair, Ervin, Wood, Black

No Vote: None

Absent: Draxler

Adjournment at 8:21 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder