

**RICHMOND CITY COUNCIL**

**OCTOBER 16, 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, October 16, 2025. The meeting began at 6:30 P.M.; Council Member Joel Draxler was in the chair. The opening remarks were made by Bryce Wood.

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

Lyle Bair and Mayor Paul Erickson were excused.

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

VISITORS: Terrie Wierenga, Fran Schumann, Cindy Allen, Craig Harris, Kalli Fitzgerald, Regan Fitzgerald, David Cavanaugh, Diana Cannell, Adrian Wall, John Harris, Jeff Young, Todd Smith, Melissa Titensor, Bryan Tolbert

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 18, 2025**

\*\*\*A motion to approve the September 18, 2025 city council meeting minutes was made by Bryce, seconded by Amber and the vote was unanimous.\*\*\*

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

**AUDIT PRESENTATION FOR FISCAL YEAR 2025, WHICH IS THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025, BY REPRESENTATIVES OF RICHEY MAY FORMERLY ALLRED JACKSON.**

**DIANA CANNELL:** The audit document has a new look; we have a new name and more offices and opportunities. It is still the same team as before. I would like to thank Justin and the rest of the team for their help gathering all of the information. They give us what we need on a timely basis. I am going to provide a quick overview but happy to answer any questions you have. Page 17 shows the total assets of the city. There was approximately a three million dollar increase over last year from \$22,990,178 to \$25,939,504. There were a lot of improvements to infrastructure, buildings and some land purchases. Cash increased approximately 1.3 million dollars. Revenues were up over the previous year as well. Page 18 shows liabilities and they are down in total. Approximately \$334,000 in debt was paid off. Accounts payable was higher on June 30, 2024 than June 30, 2025. Equity increased from \$18,432,497 to \$21,888,076 over the last year. It was an equity increase of approximately 19% across all funds. Page 22 shows each fund separately. Revenue increased from \$2,636,168 to \$3,564,397. The majority of the increase coming from the COG (Cache County Council of Governments) grant for the new road. Revenues over expenditures increased from \$360,192 to \$629,257 over the last year. Enterprise fund revenue increased approximately \$200,000 due to usage and growth in adding new utility accounts. Expenses were up approximately \$682,000. There were significant funds spent purchasing membranes for the sewer system. Impact fee revenue for water and sewer totaled approximately \$1,300,000. Contributed capital was approximately \$470,000. As new subdivisions are built the roads, sidewalk, water and sewer infrastructure are eventually turned over to the city in most cases. This shows as revenue when accepted and then is capitalized over time. Page 46 shows the capital asset changes. Page 47 shows your debt and how much is owed over the next several years.

**JOEL:** For those in attendance I would like the staff to tell people some of the things we did at the sewer plant this last fiscal year.

**BRYAN TOLBERT:** The membranes cost approximately \$108 each and there are 4,800 in the plant. The bulk of the money spent was to purchase new ones. They needed to be replaced. When they are in good shape the capacity in the plant for water to flow through increases. We also made improvements to the HACH equipment, mixer and installed some flow meters to monitor the inflow to the plant.

**JOEL:** There was a bigger expense at the sewer plant than in the previous few years but there was a purpose behind every expenditure. We purchased some additional cassettes as well. We stocked up with what we could find to purchase. It was money well spent.

**DIANA:** Page 77 shows there was one minor finding for state compliance. The new requirements come out in May of each year and some new items were added for this year. The Fraud Risk Assessment is not new but how it is tested was changed this year. There are 40 hours of annual training required for the person in charge of finances and budgeting. We are required to review the documents showing the proof of training. I believe the training happened but there were not enough documents to show the 40 hours were completed. The training was scattered over time. Now that you know it is a requirement you can track it. We test around 60 state compliance items. One out of all of them is all that was found and it is minor.

**JOEL:** I work in banking. There are a lot of regulations. You can see things are great and then run into documentation issues. You know how to do the work but sometimes you cannot prove it on paper.

**DIANA:** I would be more concerned if it was a financial finding. We know this will be cured moving forward now you are aware of the requirement.

#### **REVIEW OF THE WASTEWATER COLLECTION MASTER PLAN WITH REPRESENTATIVES OF J-U-B ENGINEERS.**

**JOEL:** The sewer master plan and system matter a lot more now than I realized before I was involved with the city council. We are going to have Weston review the sewer collection master plan.

**WESTON:** The “20 Year Model Reserve Capacity” map shows the sewer collection system and the issues. The red is over capacity, then it shows areas nearing capacity and then areas which are good. Overall we are doing pretty well. There are only a couple of over capacity areas we are showing for the next 20 years. One of them is the sewer line leading into the MBR Plant and that project is in the design phase and will go out to bid soon. Another problem area shows an issue at approximately 200 South 400 West. Table 8-2 – CIP Projects shows the proposed projects over the next 20 years and a probable cost.

<u>Project Name</u>	<u>Implementation Timeframe</u>	<u>Opinion of Probable Cost</u>
Main Street Upsize Phase 1	0-10 years	\$413,000
S 800 W Pipe Upsize	10-20 years	\$547,000
Main Street Upsize Phase 2	10-20 years	\$581,000
W 100 N Relief	As needed with growth	\$632,000
Northern Trunkline Extension	As needed with growth	\$1,508,000
470 S Replacement	0-10 years	\$1,344,000

**WESTON:** The Main Street Upsize Phase 1 project is currently the one being worked on. The 470 South replacement project is Hill Haven. This is not a capacity problem project; it is because of the condition of the pipe. The 470 South project cannot be funded with impact fees as it is an operation and maintenance item.

**AMBER:** Can Hill Haven be done in phases?

**WESTON:** The city can do it in any manner it wants but it would be more efficient to do it all at once. No design or plan has been created in this regard. This is not an immediate need.

**HOLLY:** It is something we are aware of and need to plan for.

**AMBER:** I am glad there are not any emergency projects needed.

#### **REVIEW OF THE CULINARY WATER MASTER PLAN WITH REPRESENTATIVES OF J-U-B ENGINEERS.**

**WESTON:** Table 4 “Source Peak Day Flow Requirements” includes data from 2023. Right now there is sufficient supply. There will be a deficiency in 2033. The proposal will be to drill a new well/source in the southeast corner of the city. There are also water pressure problems in that area of the city as well. Figure 3 “Existing Peak Day” shows where we have high pressure problems in the northwest part of the city. Most of these areas are above 110psi but some are over 150psi. Pressure-reducing stations need to be installed to reduce and lower the pressure in this area. The life of the system will be extended if the pressure is reduced. High pressure is hard on the pipes and valves and is also difficult to work on. Table 7 “Recommended Project Summary” shows the list of projects needed over the

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next several years. They are expensive based on preliminary estimates. A new well is priority one and is listed to start in 2025-2027. The new well can be paid for with impact fee funds as it is needed for growth. A new water tank is included in that area of town as well. A new water tank would increase the pressure in that area of town and resolve that issue.

Project Type	Project Location	Year	Estimated Cost
New 500 GPM Well	South of 400 South and east of State Street	2025-2027	\$4,300,000
New 8" PRV	600 S east of State Street	2025-2027	\$350,000
New 1M Tank with PRV's	East of the south end of the city	2027-2030	\$3,500,000
Create lower pressure zone	West of 200 West	2030-2032	\$1,200,000

**JEFF YOUNG:** You mentioned a new well and tank in the southeastern portion of the city and this would help resolve pressure issues. How many homes are affected in that area with low pressure?

**WESTON:** Not very many at this time. It is the area around the Kade Smith home.

**JEFF:** So only a couple of homes.

**WESTON:** Yes. A new well is needed no matter where it is located.

**JEFF:** But the purpose is to help the pressure in just a few homes? There are not many homes in that area right now.

**WESTON:** A new water tank is needed by 2045 and that information is located in 3.2 "Water Storage".

**JEFF:** But you want to start this project within the next two years?

**WESTON:** The well is needed sooner and we are showing it needs to be online by 2033. It is a very long process to get a new well up and running. The intent is to start working on the project between 2025-2027. It will also help with projected deficiencies.

**JEFF:** So a new well is not needed for ten years?

**WESTON:** We don't know what development will do as a project like the Richmond Village would require us to need it sooner. Also, impact fees have to be spent within a certain amount of time or given back to the developer.

**JEFF:** Smithfield City recently drilled a new well. Justin what as the timeline?

**JUSTIN:** I don't recall the exact timeline but I would estimate it was around five years from concept to actually functioning. You have to work with a hydrologist for a couple of years to determine the best location to drill and then either purchase the land or make sure it can have a well drilled on it. Planning for a test well and then drilling it can take up to a year. Once the test well is good then you redrill the long term well to the proper size and install all of the components that are needed. Figure a year for the new well to be drilled and taken care of and then another year for the well house, generator, and connection to the water system. Impact fees can be used but not for a test well. If the test well fails those funds come out of the enterprise fund. Impact fees can only be used for the final product. The most important part is making sure you make the best possible decision of where to drill. There is no guarantee when you drill that it will be a good location or produce worthwhile flow but it will be expensive no matter what. It is a several year project from the process to start until a well is actually flowing water into a system.

### DISCUSSION AND POSSIBLE APPROVAL OF THE EMERGENCY OPERATIONS PLAN.

**DAVE CAVANAUGH:** I am a ham radio operator. Every year we participate in The Great Utah ShakeOut. It is nationwide. About three years ago we were operating out of a little enclosed trailer. The mayor asked our group to make something official for the city. The radio room was funded and built in the Park Community Center. We utilize the room at least once a week if not more. We use it for drills. I have been working on an Emergency Operations Plan. The state requires us to have one and the Cache County plan is quite general in nature. Most cities in the county have adopted the county plan. Some cities have adopted a more robust plan. We looked for an old one for the city and could not find one in paper version or electronic. We started this from scratch. I worked with the Cache County Emergency Services Manager as well as other cities. They had some good information for us to utilize. It took about a year to put together. I know myself, the mayor, Holly and legal counsel have all reviewed it. Legal counsels comments were mainly to do with legislation. The Preface and Promulgation talk about why we are doing this plan. The NIMS (National Incident Management System) is discussed. The main part of the plan is the Concept of Operations. The duties of the elected officials are included in this section. This section talks about the city and who will be and be in charge of what areas and items. Please review what you would be required to do. The Annexes

are next and are labeled “A” through “M”. There are a lot of checklists included. Mutual aid agreements need to be finalized. The annexes are technical. Annex “L” is the Communications Plan. Annex “M” is the Bear River Association of Governments Pre-Disaster Mitigation Plan. There is also a section from the Richmond Stake Emergency Plan. Towards the end you will also find information on earthquakes, power outages, fire, flooding and more. This plan should not be provided to everyone as it contains personal and protected information on city employees, volunteers and others. This plan is also required if the city were to ask FEMA (Federal Emergency Management Act) for funding. Without this plan in place if we ask for funding and don’t have it, they won’t fund it. We need to add contact information for the schools and some of the local businesses. I am working with Will Lusk on this. Will is the Cache County Emergency Services Manager.

**AMBER:** I attended the Utah League of Cities and Towns meetings a while back and five cities made a presentation on this. They said their greatest failure was they did not have an emergency preparedness plan in place during COVID-19. They were all large sized cities. We need to know what to do, manage and support. The staff needs to know what to do. I like this plan. It will continually need to be updated. I commend you and the others who drafted this. This would not have been possible without volunteers.

**DAVE:** If this is adopted, we would be one of the few in the valley to have it. Smithfield, Hyde Park and Logan have one in place. Most of the other cities do not. I am currently working on an evacuation plan with the Logan City coordinator. This is a new position they recently created. We are also coordinating with the county. We are looking at evacuation zones in Richmond and Cove. We will continually need to update this document with local church information and businesses as they are always changing. The city cannot handle this alone. We need the help of others who can help out.

**AMBER:** How many ham radio operators do we have in the city or locally?

**DAVE:** There are around thirty licensed and fifteen active locally. Five of them participate with us on a regular basis. Josh Gerber, Kenlee Brown and myself are the most active. We had a new recruit join us yesterday. We have around twenty people we can call. Lewiston has some as well. Richmond and Lewiston share the same radio frequency. Lewiston will now need their own where the church stakes have been split. Most ham radio operators are older in age. We need some new young operators.

**BRYCE:** This is an awesome plan. It is good to have it.

**DAVE:** Eventually this will need to be signed when it is put into place.

\*\*\*A motion to adopt the Emergency Operations Plan was made by Amber, seconded by Bryce and the vote was unanimous.\*\*\*

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

**HOLLY:** I have been working with Dave for 18 months. Dave has donated countless hours to the community. He has worked with the staff on the operation of the radios if needed. Thank you for your time and effort.

**PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2025-12, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 3-000 “MUNICIPAL GOVERNMENT”, PARTS 3-110 “CAMPAIGN FINANCE DISCLOSURE”, 3-111 “GENERAL”, 3-112 “DEFINITIONS”, 3-113 “FILING OF DISCLOSURE REPORTS”, 3-114 “TIME OF FILING”, 3-115 “CONTENTS OF STATEMENT”, 3-116 “PUBLIC INFORMATION”, 3-117 “PENALTY FOR NONCOMPLIANCE”, ADDING PART 3-201 “SIX-MEMBER COUNCIL FORM OF MUNICIPAL GOVERNMENT”, AMENDING PARTS 3-210 “ELIGIBILITY FOR ELECTIVE OFFICE”, 3-220 “VACANCIES IN ELECTIVE OFFICE”, 3-221 “VACANCY IN OFFICE” AND 3-222 “VACANCY IN OFFICE OF MAYOR”.**

**JUSTIN:** The proposed Ordinance is a housekeeping Ordinance to clean up a few sections of the code. The first update is to the financial disclosures required by the candidates during a municipal election. There are several deadlines and requirements that must be met by each candidate. I am sure they are tired of my repeated emails reminding them of upcoming deadlines and submittal dates. The update would remove the existing code and refer it to Utah Code Annotated 10-3-208 “Campaign finance disclosure in municipal election”. It does not state in our code we are six-member form of government which consists of a mayor and five council members. We would add this section and refer to Utah Code Annotated 10-3b “Forms of Municipal Government”. We would update the code

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sections on eligibility for elected offices as well as what happens when a vacancy occurs. Eligibility would refer to Utah Code Annotated 10-3-301 “Notice – Eligibility and residency requirements for elected municipal office – Mayor and recorder limitations”. Vacancies would refer to Utah Code Annotated 20A-1-510 “Midterm vacancies in municipal offices”.

**BRYCE:** Will this Ordinance have any impact on the current election cycle or to the candidates?

**JUSTIN:** No.

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

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

*The public hearing opened at 7:25 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 Daryl, seconded by Amber and the vote was unanimous.\*\*\*

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

*The public hearing closed at 7:26 P.M.*

### DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-12.

\*\*\*A motion to adopt Ordinance 202-12, an Ordinance amending the Richmond City Municipal Code, Title 3-000 “Municipal Government”, Parts 3-110 “Campaign Finance Disclosure”, 3-111 “General”, 3-112 “Definitions”, 3-113 “Filing Of Disclosure Reports”, 3-114 “Time Of Filing”, 3-115 “Contents Of Statement”, 3-116 “Public Information”, 3-117 “Penalty For Noncompliance”, adding Part 3-201 “Six-Member Council Form Of Municipal Government”, amending Parts 3-210 “Eligibility For Elective Office”, 3-220 “Vacancies In Elective Office”, 3-221 “Vacancy In Office” and 3-222 “Vacancy In Office Of Mayor” was made by Bryce, seconded by Daryl and the vote was unanimous.\*\*\*

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

### STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

**WESTON:** I don’t have any additional items tonight.

**HOLLY:** The Halloween Carnival had over 700 attendees. Thanks to the seniors, Lee’s Marketplace, the youth council, staff and more for making it happen. Pumpkins were painted by students at White Pine Elementary and North Cache Middle School. Now the event is over the kids can come in and pick them up and take them home. The Holiday Festival will be on Friday, December 5<sup>th</sup> and Saturday, December 6<sup>th</sup>. There will be more auction trees this year and we will have the Candy Cane Lane contest again. There was one zoning clearance in the last month and it was in the Johnson View Subdivision. The Peak View Subdivision plat is working its way through and in the Final Plat process.

**JOEL:** Please tell people where this is located.

**HOLLY:** It is on 400 West behind the Mike Harris residence. John Harris will be taking a culinary water distribution course soon. The sidewalk replacement on 200 East Main going north is now complete. The staff now needs to do

the backfill and clean up process. The sidewalk on 100 East will start after things dry up from the last rainstorm. We don't want to tear up the right-of-way any more than is needed. The community building roof project is about 70% complete. Ivan is working with John on the last remaining items. The contractor has been great to work with. The new handrails at the entrance to the Black & White Days pavilion have been installed. Two of the three trees in front of the post office have been removed. They were diseased. We plan to plant one new tree in the spring. The sweeper is out and active. The next movie night is planned for Friday, October 24<sup>th</sup> and is sponsored by the Brady Christensen family.

**JOEL:** Thanks to Holly and the staff for what they do. What recognize what is being done and the effort it takes.

**JUSTIN:** The ballots for the upcoming General Election started arriving at peoples homes this week. There is one big change this year. The ballots must be physically received by Tuesday, November 4<sup>th</sup> at 8:00 P.M. in order to be counted. Being postmarked before November 4<sup>th</sup> no longer works. Those that are voting in the last couple of days should put their ballot in the drop box located in the front of the Park Community Center to make sure it is received and counted. If people don't receive their ballot within the next week, they should contact the Cache County Elections Office by phone at (435) 755-1460 or via email at [elections@cachecounty.gov](mailto:elections@cachecounty.gov). In regard to water impact fees we have on hand. As of June 30, 2025 the amount of impact fees available is \$1,175,139 and includes funds from Fiscal Year 2024 and Fiscal Year 2025. They have to be spent within five years of when received. We do not have any sewer impact fees on hand they have all been spent. Last month we received \$56,876 in sales tax revenue and \$31,112 for our first allocation of Class "C" Road funds. The library received a donation of \$5,000. We pay Smithfield City twice per year for our fire contract. We just paid for July through December 2025 in the amount of \$50,944. Water impact fee revenue through September totals \$56,690 and sewer impact fee revenue totals \$39,399. I am glad the audit is done for the year. It is always very stressful and takes a lot of time. There are hundreds of documents which we gather and provide. Some items require a tremendous amount of documentation such as impact fees. We provide everything from the zoning clearance to the payment to proof of where it was deposited in the bank. I already knew upfront the COG Grant application would be heavily scrutinized, as expected, as it totaled almost \$900,000 and was spread over two fiscal years. The city is in the best financial position it has ever been thanks to the current and former council and mayors. We have been able to save funds to pay cash for a lot of projects. Last year alone we spent several hundred thousand dollars on membranes for the sewer system and paid cash for them. I am proud of the position we are in financially. It has taken a lot of time and effort to get where we are at.

**JOEL:** The experience Justin brings to us from Smithfield City is a benefit to us. They are years ahead of us on some things and we will be following them as we grow. The knowledge he brings from how they are growing and doing things is a massive benefit to us. Thank you for all you do.

#### **COUNCIL MEMBER AND MAYOR REPORTS**

**AMBER:** I grew up here and remember when the city had four employees. The city has grown immensely since then. I was asked what makes Richmond different? I tell people I grew up in a Hallmark community where anyone could visit anyone at any time. That was my childhood. My kids had the same experience. We have done good things over the last four years. My life has been impacted. I am proud of who we are and what we stand for. We have a great staff. The community looks nice. We have employees who get things done. I want to thank the staff, council and those I work with. Adrian helped out at The Park Bench today as a fill in. If someone cannot be here someone else steps up to the plate. For the Halloween Carnival, the person in charge had a family emergency and had to leave. The staff had it covered and nobody knew. The Park Bench is growing and Gilberto is doing an amazing job in the kitchen. I deliver the meals in some cases. We sent out 60 meals recently and it is not enough for the community.

**DARYL:** I want to thank John for helping to oversee the community building roof project. I would like you to review the windows in the upper attic.

**JOHN HARRIS:** They need to be replaced.

**DARYL:** Let's get them taken care of. I asked Melissa a couple of months ago to help get bids for some pickleball courts. We have talked about it a lot in the past but it never went anywhere. I tasked her with getting the cost. We will eventually review the bids when received. The ball is rolling in obtaining costs. It would be for eight pickleball courts including the fencing and lights. It would use the existing footprint of our facility. A multi-use court would be created. I appreciate Dave taking care of the emergency preparedness plan. I am still working on the irrigation water metering project and know it is something we will have to address next summer.

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**BRYCE:** I am on the White Pine Elementary Community Council. There are some safety issues we are reviewing in crossing the road at 100 North State Street. We are working with the deputies to monitor that area closer. We are looking at some different solutions to consider. The youth council is in need of an additional adult leader. Lyndsey Bair had to step down as her employment situation changed. We need another volunteer. We also want to get more kids involved. Many of the older kids have graduated and moved on. We are going to hold an event that encourages recruitment.

**AMBER:** Did the kids go to Lagoon this year?

**BRYCE:** No, we didn't consider it this year and looked at other plans.

**JOEL:** I moved to the city about fifteen years ago in November 2010. My neighbor shoveled all of his snow into my driveway and I wanted to get even and put my snow in his driveway. My wife convinced me to do otherwise and long term we became good friends with the Hill family. I appreciate them and who they are. I love the community and the friendships. People want to do good. Some people have been sucked into not doing good. When interacting with neighbors or posting online please consider before you do, would you want what you are going to post to be said about your spouse, children, family or friends. If not, then don't post it. Talk to your neighbors. If their dog barks; talk to them. Find a way for a peaceful resolution. I hope we can all be better at being peacemakers. We all have a lot to deal with. Recently a 26-year-old family member took her own life. I would not want to be the cause of something like that. Stand up for what is right. Fight against what is not. As one last item, I was asked to remind everyone of the following. Utah code strictly prohibits the distribution of private records and personnel files. They are not to be released to the public and are a private record. We have very limited information we can share on employees. There is very little we can share other than their name, wage and if they work here or don't work here any longer.

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

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

Adjournment at 7:55 P.M.

### **RICHMOND CITY CORPORATION**

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Paul J. Erickson, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder