



## RICHMOND CITY COUNCIL MEETING February 17, 2026

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Tuesday, February 17, 2026. The meeting began at 6:30 p.m. Mayor Jeff Young was in the chair.

Welcome and Opening Remarks by Bryce Wood

**Council Members Present:** Lyle Bair, Joel Draxler, Fran Schumann, Bryce Wood

**Council Members Excused:** Daryl Black

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Karyn Tejan, Bryan Tolbert, Melissa Titensor

Visitors: Suzanne Dent, DiLynn Christensen, Rose Ann Anderson, Jean DeGasser, Tad Spiekerman, David Robinson, Lynette Robinson, Cindy Smith, Dave Cavanaugh, Sharon Webb, Rhett Fitzgerald, Kalli Fitzgerald

### Approval of the January 13 & 21, 2026 City Council meeting minutes

**\*\*\*Councilmember Wood moved to approve the January 13 and 21, 2026 City Council meeting minutes. Councilmember Draxler seconded the motion. The motion was approved unanimously.\*\*\***

**Yes Vote: Bair, Draxler, Schumann, Wood**

**No Vote: None**

**Absent: Black**

### Discussion and update with representatives of the local DUP (Daughter of Utah Pioneers).

Susanne Dent from the James and Drusilla Hendrick's Camp of the International Society of the Daughters of Utah Pioneers, which is headquartered in Salt Lake City, discussed their program. They meet monthly, which is according to their bylaws. She appreciated the great support with many members in attendance. There are artifacts and memorabilia in two buildings: the James & Drusilla Hendricks Relic Hall and the Relief Society building. The organization turns 125 on April 11, 2026, so they would like to celebrate with special activities during Black & White Days in May. They plan to create a genealogy tree at the Relic Hall, where citizens can identify their ancestry and connection to James and Drusilla Hendricks. During that time, in the Relief Society building, they want to feature special family artifacts. In 2024, a grant was received that enabled stopping of deterioration and incorporate modern materials and practices to better preserve and restore artifacts. Over 300 hours have been spent removing decaying materials, making repairs, and creating lasting, beautiful displays. A ribbon-cutting ceremony was held in May 2025. The residents and international officers have been very impressed by all the hard work. She recognizes and appreciates the City Council's support. With donations from the Richmond Lions Club,

local citizens, and the City of Richmond, the roof of the Relief Society building was replaced last year. The building still has problems with the exterior railings, siding and windows. She asked that these issues be considered in future planning and decision-making discussions.

Mayor Young asked whether some of these concerns had been previously discussed. Mr. Lewis said there were some bids in the past; however, the City Council chose not to move forward with those at that time. Mayor Young asked the staff to send that information to the current City Council members to review.

DiLynn Christensen reported that there were 300 visitors to the relic hall in 2024 and 420 in 2025. They continue to try to get the word out. There are thousands of dollars in artifacts on display. The arts and museum received a \$5,000 matching grant. There were 468 volunteer hours put in to help improve the building. They would like help in modernizing the relics and putting that information online. This is a service that youth volunteers could help with.

Mrs. Dent said there used to be a 3-foot banner, circa 1980, that was hung across the highway during Black & White Days. That banner cannot be located. She asked if a new banner could be hung across Main or State Street by the Black & White building to promote events. Mrs. Karren said there have been concerns with UDOT (Utah Department of Transportation) about hanging signage across the highway. Mr. Lewis said there are concerns with liability if banners are strung across roads. Councilmember Schumann suggested hanging it by the Black & White building and not across a road. Mayor Young liked that suggestion and asked staff to look into it.

**Discussion and possible vote on Resolution 2026-02, a Resolution to inform the State of Utah Water Quality Board of actions taken concerning the Municipal Wastewater Planning Program Report for 2026.**

The Municipal Wastewater Planning Program is a program established by the State Of Utah Department of Environmental Quality to assist cities in evaluating their wastewater and treatment facilities, financial planning for current and future needs, and to assess their preparedness for future development potential.

Bryan Tolbert, Wastewater Facilities Manager, advised that this is an annual survey that is done each year for planning purposes.

**\*\*\*Councilmember Wood moved to approve Resolution 2026-02, a Resolution to inform the State of Utah Water Quality Board of actions taken concerning the Municipal Wastewater Planning Program Report for 2026. Councilmember Schumann seconded the motion. The motion was approved unanimously.\*\*\***

**Yes Vote: Bair, Draxler, Schumann, Wood**

**No Vote: None**

**Absent: Black**

**Discussion and possible vote on Resolution 2026-01, a Resolution amending the Prevailing Fee Schedule of the City.**

Mayor Young said this was initially discussed last month. The Community Building is currently under renovation/construction with RAPZ Tax funding so this discussion will be related to the Park Community Center where the City offices are located. Other buildings can be discussed and concerns can be addressed at a future meeting. The hope is that the Community Building should be completed by mid-April. Richmond has the unique ability to rent facilities. Mayor Young has received feedback that the rental cost for the Park Community Center gym and kitchen is too high. Although he does not want it to be the cheapest rental rates in the valley, he would like for it to be available for residents to use at a reduced rate/fee. One of the recommendations is that each household, based on utility account number, be able to use the facility at a reduced rate twice annually at a rate of \$250.00 with a \$100.00 reimbursable deposit. This seems to strike a fair balance and allow community members to have the opportunity to rent at a lower rate.

Mr. Lewis said it would be easier to track by utility holder rather than “per household”.

Councilmember Bair asked if the twice annually reduced rate could be used at different buildings. Mayor Young said that would make sense and can discuss other facilities at a future time when all improvements are completed.

Mr. Lewis reiterated that this proposal is only for the Park Community Center.

The proposed Richmond City Prevailing Fee Schedule, to be adopted, sets forth the fees to be charged from February 18, 2026, until a future update by the city council for the following:

Park Community Center

Friday, Saturday, Sunday Combined Rates

Resident:

Current Daily Rate: \$400 Rental Fee, \$200 Deposit

Proposed:

A Richmond City Utility Account Holder would be allowed two rentals per calendar year per account at the following reduced rate: \$250 Rental Fee, \$100 Deposit. A third rental or more per calendar year by the same utility account holder would pay the following rate: \$400 Rental Fee, with a \$200 Deposit.

**\*\*\*Councilmember Wood moved to adopt Resolution 2026-01, a Resolution amending the Prevailing Fee Schedule of the City. Councilmember Draxler seconded the motion. The motion was approved unanimously.\*\*\***

**Yes Vote: Bair, Draxler, Schumann, Wood**

**No Vote: None**

**Absent: Black**

## Staff Reports and monthly financial reviews

Mrs. Karren reported one building permit and a few sign permits have been received the previous month.

Mr. Lewis reviewed the following financial information:

- Sales tax revenue for the month totaled \$72,531
- The cemetery contract for January through June was paid in the amount of \$38,722. The total fiscal year amount paid by the district to the city was \$76,317.
- Grave digging paid by the district to the city for July through December totaled \$7,290. This is in addition to the contracted amount.
- The RAPZ Tax application for the pickle ball courts has been submitted. A RAPZ Tax application and an application through the State of Utah have been submitted for the project. If either of the grants is approved, the project will begin in the next fiscal year.
- The new budget will have the initial discussion in April with a follow-up discussion in May and then adoption of the new budget in June.
- March city council meeting will be on Tuesday, March 17th

Mayor Young asked Mr. Lewis to present the new budget in a simplified format that is easy to understand and logically organized. The intent is to ensure it can be clearly explained and that questions from community members can be answered effectively.

- Community Building remodel expenses through the end of January totaled \$21,954. The project consists of \$135,000 in RAPZ Tax funding, a \$25,000 donation and \$15,000 from the city.

Mayor Young mentioned that he and Fran will be more involved in the remodel, finances, etc. on the project moving forward as well as overseeing The Park Bench.

- The payment to Smithfield City for fire service coverage from January through June was made in the amount of \$50,944. The total paid for the fiscal year is \$101,888.
- Water Impact Fees collected through January total \$113,380
- Sewer Impact Fees collected through January total \$64,734

Mayor Young asked Councilmember Bair to help follow-up with the Fire District Board and what they are doing. There will be a future discussion as it moves forward and issues are navigated.

Mayor Young advised that the new budget discussion will begin in April. He recalls some previous discussions about approval of a new snowplow truck. He asked staff to look into those details as this is something he would like the Council to revisit. He believes there may have been a consensus from the Council but no official vote or approval as it is not a specific line item in the current budget.

## Council Member and Mayor Reports

Councilmember Draxler has been to a few sewer meetings and visited the sewer plant, and he appreciates all of the staff's hard work in this area. They are asking J-U-B Engineers to review the Sewer Master Plan going forward to ensure economic feasibility.

Councilmember Bair has old survey and information on culinary water well sites that he will give to Councilmember Draxler. Mayor Young said J-U-B Engineers was also requested to review the old information.

Councilmember Bair said one of his biggest concerns regarding the Cache County Fire District is that they have been operating without a tax. They have been funding fire apparatus out of the Cache County General Fund. He is concerned about how taxing will work out and whether each city will receive a different rate such as large cities versus smaller cities versus the unincorporated area of the county.

Mayor Young has spent a lot of time with personnel and learning how everything is functioning. He is suggesting that Black & White Days should be scaled back this year since last year it was big, celebrating 110 years. He wants to be cautious about what employees are doing and the hours spent during that period of time. He has had some good discussions with the Mayor's Association, which meets monthly. Fire/EMS concerns have been a major topic of discussion. He has a good rapport with other local mayors. He is going to recommend holding off on COG (Council of Governments) requests for a couple of years so that funding can be used in other cities, towns or the county that might need more help than Richmond at this time. He is also concerned about parking south of White Pine Elementary and is considering possible improvement options. This has been a topic of conversation and frustration for many years. He will schedule a meeting with the principal and superintendent and would like to make a good-faith effort on the City's part to try and help resolve this issue.

The City Council took a short recess at 7:29 P.M.

The council meeting was reconvened at 7:34 P.M.

**Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a).**

**\*\*\*Councilmember Wood made a motion to close the regular council meeting and open the closed meeting. The motion was seconded by Councilmember Bair. The vote was unanimous.\*\*\***

**Yes Vote: Bair, Draxler, Schumann, Wood**

**No Vote: None**

**Absent: Black**

The closed meeting opened at 7:34 P.M.

Those in attendance: Mayor Young, Lyle Bair, Fran Schumann, Bryce Wood, Joel Draxler and Justin Lewis.

Justin Lewis exited the meeting at 7:38 P.M.

Bryan Tolbert joined the meeting at 8:33 P.M.

Bryan Tolbert exited the meeting at 9:55 P.M.

**\*\*\*Councilmember Wood made a motion to close the closed meeting and reopen the regular council meeting. The motion was seconded by Councilmember Bair. The vote was unanimous.\*\*\***

**Yes Vote: Bair, Draxler, Schumann, Wood**

**No Vote: None**

**Absent: Black**

The closed meeting closed at 11:06 P.M.

The meeting adjourned at 11:06 P.M.

## **RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder