



RICHMOND CITY COUNCIL MEETING March 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, March 17, 2026. The meeting began at 6:30 p.m. Mayor Jeff Young was in the chair.

Welcome and Opening Remarks by Joel Draxler

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), Melissa Titensor

Others Present: Todd Smith, Debbie Zilles

Mayor Young announced that due to time constraints so those in attendance can attend the local caucus meetings, the City Council will forego the last two agenda items, staff and city council reports, in order to allow time for those who want to participate in the local Caucus meetings being held tonight.

Approval of the February 17, 2026 City Council meeting minutes

*****Councilmember Wood moved to approve the February 17, 2026 City Council meeting minutes. Councilmember Schumann seconded the motion. The motion was approved 4-0.*****

Yes Vote: Bair, Draxler, Schumann, Wood

No Vote: None

Absent: Black

Discussion and approval of Joyce Littlewood as a member of the Richmond City Library Board

*****Councilmember Wood moved to approve Joyce Littlewood as a member of the Richmond City Library Board. Councilmember Bair seconded the motion. The motion was approved 4-0.*****

Yes Vote: Bair, Draxler, Schumann, Wood

No Vote: None

Absent: Black

Discussion and possible approval of Melissa Titensor as City Treasurer

Mayor Young stated that he has been meeting with staff and reviewing time allocations and job duties to better balance workloads. He explained the purpose of this decision is to diversify Mrs. Karren’s responsibilities and overall workload. He reiterated his support for a merit-based system that considers an employee’s history, abilities, and strengths to determine the best fit based for the City’s needs. He noted that Mrs. Titensor has 16 years of experience with Richmond City, including work with the court and utility billing, and stated that he fully supports this proposal.

Councilmember Schumann said Mrs. Titensor will do a great job and she supports the appointment.

At Councilmember Draxler’s request, Mrs. Titensor introduced herself. She explained that she worked for an accounting firm starting in 2006 for quite a few years. She worked with another accounting firm while she worked with the court. Her husband is self-employed contractor, and she helps him do all of his bookkeeping and payroll. She has certificates in QuickBooks and payroll.

Mayor Young explained that another important consideration is always employee compensation. Because Mrs. Titensor has worked for the City for quite a while and received COLA (cost of living adjustment) and merit increases through the years, this will be a lateral move for her at this time with no pay increase.

*****Councilmember Wood moved to appoint Melissa Titensor as Richmond City Treasurer. Councilmember Draxler seconded the motion. The motion was approved 4-0.*****

Yes Vote: Bair, Draxler, Schumann, Wood

No Vote: None

Absent: Black

Mr. Lewis performed the Oath of Office with Mrs. Titensor.

Mayor Young has been holding weekly meetings with staff to discuss roles, job assignments and needs in roundtable discussions.

Discussion and possible vote on Ordinance 2026-01, an Ordinance amending the Richmond City Municipal Code, Title 13-000 “Police Department”, Chapter 13-200 “Animal Control”, Parts 13-261 “Definition and Establishment” and 13-265 “Pre-Existing Kennels”.

Mr. Lewis outlined the proposed changes to include:

13.261 Definition and Establishment Section A removing the last sentence - ~~An agreement signed by all neighbors (immediately adjacent and directly across from the proposed kennel) must be submitted to the city with each application.~~

Delete:

~~13-265 PRE-EXISTING KENNELS~~

~~Existing de facto kennels at the time of the passage of this ordinance are protected from the 20,000 square feet of land requirement and need to obtain a conditional use permit but are subject to the license fee payment. De facto kennels must adhere to the provisions of 13-264 or their status will be immediately revoked. Should the de facto kennel cease to function for one (1) calendar year, or should ownership of the property change without immediate assumption of identical kennel use, said protection is lost.~~

~~For the purposes of this chapter, a de facto kennel shall be defined as any individual/family who has three or more dogs legally licensed at his/her/their residence as of January 31, 2003.~~

Mr. Lewis advised that this proposal is for housekeeping and cleaning up some of the wording. The Planning Commission received public comment at their last meeting and has forwarded a recommendation for approval. These changes will not impact any existing kennels.

Mr. Lewis commended community members such as Pat and Morty Jenkins for being stellar kennel owners for many decades and this ordinance would not impact them.

Mayor Young is in support of these changes and noted that the same legal parameters exist and any non-compliance will still be enforced through legal channels when necessary.

*****Councilmember Wood moved to adopt Ordinance 2026-01, an Ordinance amending the Richmond City Municipal Code, Title 13-000 “Police Department”, Chapter 13-200 “Animal Control”, Parts 13-261 “Definition and Establishment” and 13-265 “Pre-Existing Kennels”. Councilmember Draxler seconded the motion. The motion was approved 4-0.*****

Yes Vote: Bair, Draxler, Schumann, Wood

No Vote: None

Absent: Black

Discussion and possible vote on amendments to the Employee Personnel Manual
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Mayor Young said this has been being reviewed for several months. Most of the updates are to comply with updated state and federal rules and regulations. The comments and suggestions from the Council have also been included.

Mr. Lewis stated that the proposed manual, which is 64 pages, will replace the current manual in its entirety. Once adopted, it will be made available online. He noted that staff incorporated all comments received from the Mayor's Office, the Council, and the legal firm. He highlighted updates addressing medical marijuana and hiring and termination processes. He also noted a Council recommendation requiring that employee raises be approved by the mayor and two council members, and that the policy can be amended at any time.

Mayor Young explained that the intent is to ensure cross-accountability in all aspects, creating balance and ensuring that decisions affecting employees are made by two or more individuals. He expressed disagreement with the previous PTO (Personal Time Off) policy that allowed employees to be paid out at year-end for unused leave, noting the goal is for employees to use leave as needed rather than accumulate it as additional income. He stated that the PTO policy has been revised to better align with standard practices.

*****Councilmember Draxler moved to adopt the proposed amendments to the Employee Personnel Manual. Councilmember Wood seconded the motion. The motion was approved 4-0. *****

Yes Vote: Bair, Draxler, Schumann, Wood

No Vote: None

Absent: Black

Staff reports and monthly financial review.

No items were discussed or presented due to time constraints.

Council Member and Mayors Reports

Mayor Young said in closing that he would like the Council to be updated on a couple items. The City is currently reviewing how information is stored and who has access to applicable records. The transition to a ".gov" designation will allow for more advanced syncing and layering of information. He has also been testing an AI recording tool that can break down tasks and assignments from meetings. Mrs. Karren now has access to this platform, and it will be incorporated into policy that meetings are recorded. This information will be stored in a shared folder accessible to the City Council. The goal is to maintain consistent information and increase transparency. All records will remain subject to GRAMA (Government Records Access and Management Act) requests and will continue to follow established policies, with information redacted as necessary.

The meeting adjourned at 6:51 p.m.

Next scheduled meeting: April 21, 2026

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder