



## RICHMOND CITY COUNCIL MEETING April 21, 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, April 21, 2026. The meeting began at 6:30 p.m. Mayor Jeff Young was in the chair.

Welcome and Opening Remarks by Fran Schumann

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

**Staff Present:** Justin Lewis (City Recorder), HollyJo Karren (City Administrator)

**Others Present:** Mark Anderson, Gavin Little, Cache County Sheriff Chad Jensen, Jordan Knutson, Dave Cavanaugh, Terrie Wierenga, Todd Smith, Lori Lefgren, John Harris, Josh Whitman, Cindy Allen, Boyd Lewis, Debbie Zilles, Ruth Little, Mary Ellen Glenn

### Approval of the March 17, 2026 City Council meeting minutes

**\*\*\*Councilmember Wood moved to approve the March 17, 2026, City Council meeting minutes as submitted. Councilmember Schumann seconded the motion. The motion was approved 5-0.\*\*\***

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

**No Vote: None**

### Recognition of the 2026 Black & White Days Grand Marshal's Ruth Little and Mary Ellen Glenn.

Ruth Little and Mary Ellen Glenn were introduced.

Mrs. Little thanked Richmond for this honor. Her family moved to Richmond in 1959. There was only a family store, a post office, and a Carnegie library. She gave a brief history of the Carnegie family. She attends The Park Bench each week. She loves the City and appreciates all the services that help people.

Mrs. Glenn expressed what an honor this is. She moved to Richmond 40 years ago; this is home, and she loves it.

### Discussion and Update with representatives of the Cache County Sheriff's Office

Cache County Sheriff Chad Jensen reported that calls for service are currently at 526 and are projected to reach approximately 700 by the end of the fiscal year, up from 669 last

fiscal year. He noted that as the valley continues to grow, calls for service are increasing countywide, not just in Richmond.

Contracted service hours are set at 1,202, while the City is currently at 1,700 hours. At the current pace, total hours are expected to reach approximately 2,275 by year-end, compared to 2,500 hours last year.

Animal Control has logged 78 calls so far this year and is projected to reach 105 by year-end, down from 118 last year. The contracted hours for Animal Control are 300, with current usage at 233 hours. These calls are expected to reach approximately 310 hours by the end of the year, similar to last year's total of 312 hours.

Sheriff Jensen explained that Richmond contracts for service hours beyond what is funded by property taxes, based on historical need. Property tax revenue cover only state-mandated service requirements. Although population growth has increased service demand, contract rates have remained unchanged. He added that the County has maintained strong relationships with the cities it serves.

The proposed rates for the next three years would adjust the hourly rate rather than the number of contracted hours, keeping wages competitive and ensuring positions remain filled.

<u>Contract Year</u>	<u>Hours</u>	<u>Amount</u>	<u>Hour Rate</u>
2026-2027	1,222	\$73,320	\$60.00
2027-2028	1,242	\$79,488	\$64.00
2028-2029	1,262	\$85,816	\$68.00

In response to a question from Councilmember Draxler, Sheriff Jensen stated that the average starting wage for a deputy is \$30.72 per hour. He explained that a step-and-grade system has been implemented to ensure wages remain fair and competitive. Councilmember Draxler noted that officer pay is modest given the demands of the job and expressed full support for the proposed increase.

Sheriff Jensen noted that the new e-motorcycle laws may be confusing for the public. To address this, the Sheriff's Office will increase training efforts, focusing on public education and emphasizing that safety is the top priority. He stated that the department will continue to share information and updates on social media. The goal, he explained, is not to "over police," but to help residents understand applicable rules and regulations. The new law will take effect on May 6, 2026. Mayor Young expressed support for this approach and encouraged efforts that help residents engage with officers and view them in a positive light. He likes a balanced approach.

Sheriff Jensen also briefly recapped the recent administrative reorganization, noting that the changes create new opportunities and improvements within the department. He indicated that a copy of the updated organizational chart will be provided to the mayor and city council.

**Presentation and update with representative of AllTech, LLC on IT services and cybersecurity.**

Mark Anderson, President of AllTech LLC, stated that the company serves as Richmond City's technical services partner, providing support for phones, network infrastructure, technical support, surveillance systems, and cybersecurity. He noted that Richmond City is one of their longest-standing and most valued clients. He outlined the company's organizational model, emphasizing a solutions-based approach and the importance of serving as a strategic partner through consistent communication. He stated that he meets regularly with Councilmember Wood and City staff to review needs and ensure the City remains informed about evolving technology and security requirements. He added that AllTech strives to provide a high standard of service management while balancing security needs with operational efficiency across multiple City facilities and departments. Mr. Anderson also discussed the company's "zero trust network access" (ZTNA) approach and emphasized the importance of detecting, identifying, and protecting against potential cyber threats.

Mayor Young emphasized the importance of avoiding conflicts of interest while recognizing the value of working with a local business. He stated that the Mayor and City Council members complete annual conflict-of-interest disclosures, and that he has disclosed his association with the company. He noted that Councilmember Wood has been designated as the Council liaison to ensure transparency and accountability. Mayor Young also referenced a prior audit conducted during his early tenure on the Council, which identified inefficiencies, such as unused phone lines still being billed, underscoring the importance of ongoing financial oversight.

Mr. Anderson stated that AllTech has conducted site visits at City facilities to assess existing equipment and identify potential areas for improvement. He noted that presentation materials were included in the Council packets for review before the meeting.

Councilmember Wood stated that AllTech has been effective in clearly communicating the City's technology needs and recommended improvements. He emphasized the importance of maintaining up-to-date security measures and taking a proactive approach to technology management.

Mr. Anderson noted that automated (bot) traffic on the internet now exceeds human activity and that cybersecurity threats continue to evolve as technology advances. He explained that effective security requires a layered approach. He stated that a significant percentage of security breaches, approximately 90%, originate from user actions, often unintentional, such as clicking on malicious links. He added that implementing security awareness training can reduce potential threats by approximately 70%.

Mayor Young noted that Council Members will also be required to complete cybersecurity training and testing through a .gov platform, as mandated by state statute. He stated that the goal is to ensure that all official communications are conducted through secure .gov systems.

**Discussion and possible vote on Ordinance 2026-2, an ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 6.0 “Irrigation Water Design”, Section 1.01 “General”.**

Mr. Lewis was asked to draft the proposed ordinance amendment due to ongoing concerns related to new subdivisions and their connection to secondary water irrigation infrastructure. He noted that the existing code, adopted five plus years ago, requires such systems; however, since its implementation, five subdivisions have been developed under this code, and none have been connected to an operational irrigation water system.

Mr. Lewis emphasized that the proposed amendment is unrelated to water dedication requirements or payments, which are addressed separately in the code and not related to this Ordinance. He clarified that the purpose of this proposal is solely to remove the mandatory requirement for installing secondary irrigation water systems. He added that the City is currently working toward establishing the first operational connection among the five subdivisions.

Mr. Lewis reported that the Planning Commission reviewed the proposal and, following extensive discussion, recommended approval. He noted that the Planning Commission also expressed interest in exploring alternative approaches, such as xeriscaping, to address water use and landscaping needs.

Mr. Lewis provided an example to illustrate the challenges under the current requirement, describing a hypothetical 40-lot subdivision with only six available water shares. He questioned how those shares would be allocated among properties, who would be responsible for monitoring and enforcement, and what associated costs would be incurred.

The following changes are proposed (bold indicates change)  
6.01 General

~~C. Richmond City Irrigation Infrastructure~~

~~a. A secondary irrigation system shall be constructed in all subdivisions and dedicated to the City.~~

Mayor Young stated that concerns have been raised regarding the application and effectiveness of secondary irrigation systems. Based on his review, he noted that other cities with similar requirements have more robust secondary water infrastructure. In Richmond, while there is an irrigation board, the lateral systems are privately owned. He stated that one of the primary challenges is that the City lacks both the mechanism and funding to facilitate system connections. He concluded that while the original Ordinance was well-intended, its implementation has not been effective.

Councilmember Black stated that he has attended irrigation board meetings for several years and recalled past concerns regarding potential metering requirements. He noted that if a subdivision were connected, a meter would typically be installed at the point of

connection. He emphasized the importance of water shares, noting that the City currently owns approximately 98 shares, of which about 30 serve the downtown area. He cautioned that careful consideration should be given before amending water-related ordinances, particularly given current conditions, noting that unused shares could be lost or reassigned.

Mayor Young stated that during the original adoption of the Ordinance, the Council had extensive discussions regarding beneficial use. He noted that legal counsel advised that municipalities generally have broader flexibility in maintaining beneficial use due to the variety of ways water can be utilized. Councilmember Black responded that the City must still demonstrate need and use, particularly in times of limited water availability. Mayor Young indicated that the City could demonstrate such a need.

Councilmember Black suggested leasing water shares to the Richmond Cemetery Maintenance District to demonstrate beneficial use. Mayor Young stated that he believed this may already be occurring and agreed to verify. Mr. Lewis added that he could research current usage of water shares by City facilities, including parks and the cemetery.

Councilmember Black expressed concern regarding leniency in water use and cited examples related to existing infrastructure. He stated that additional consideration should be given before removing irrigation requirements, particularly given current water conditions. Mayor Young responded that municipal water use differs from private use and reiterated that the City can demonstrate beneficial use.

Mayor Young noted that water shares acquired by the City can potentially be converted to culinary water use, as has been done in other municipalities. He stated that the Public Works Director and City Engineer would be invited to provide additional information at a future council meeting. Councilmember Black agreed that further education and discussion would be beneficial before making a decision.

Mayor Young also noted that additional water shares are typically acquired due to new development and increased service demands. Councilmember Black added that connection costs may vary depending on a subdivision's location. Mayor Young agreed and stated that infrastructure considerations vary by area and that historical water-use patterns should be taken into account as well.

Councilmember Draxler asked whether the issue must be addressed as an "all-or-nothing" approach, suggesting that requirements could vary depending on whether an area has historically had irrigation water access. Mr. Lewis provided an example of a proposed 16-acre subdivision with 16 water shares and a potential buildout of approximately 40 homes, noting the challenge of equitably distributing limited shares. Councilmember Bair questioned whether water volume could be shared after leaving a private lateral. Mayor Young stated that similar questions were considered during the original Ordinance discussions and emphasized that enforcement and monitoring would be significant challenges, potentially requiring individual metering. He noted that staff do not currently have the capacity to manage such oversight.

Mayor Young clarified that requiring water shares is separate from requiring installation of a secondary irrigation system. He explained that secondary systems were intended to utilize water shares, but recent developments have demonstrated limitations in areas where shares are insufficient or impractical to use. He questioned whether it would be feasible for developers with minimal shares to install systems that would not adequately serve all properties, and whether the City would bear the costs of upgrading private infrastructure.

Councilmember Black suggested that water shares from the irrigation system could potentially be incorporated into the City's culinary system. Mayor Young agreed that this may be a more practical approach, noting that the current code does not appear to function effectively when considering both cost and implementation challenges.

Councilmember Bair raised concerns regarding long-term responsibility and liability if irrigation laterals fail, emphasizing the need to consider potential maintenance costs and risks. Mr. Lewis noted that unintended consequences, such as unauthorized connections by homeowners, could create additional complications. Mayor Young stated that such issues would likely require individual metering if secondary systems were utilized. Councilmember Bair agreed that this is a valid concern.

Mayor Young recommended continuing the discussion at a future meeting to allow for additional information gathering and development of a more consistent approach. Councilmember Black asked whether there could be legal implications for developers who previously installed secondary systems if the requirement is removed. Mayor Young stated that, aside from potential frustration, he does not anticipate legal ramifications, noting that the original Ordinance was well-intended but may require adjustment over time.

Councilmember Draxler expressed concern regarding the potential long-term costs of connecting secondary systems and the likelihood that future demand for irrigation water will increase. He noted that water shares may eventually be consolidated under City control and expressed concern about future requirements to demonstrate beneficial use, particularly given evolving state water policies. He recommended allowing additional time for consideration before making changes.

**\*\*\*Councilmember Draxler moved to TABLE Ordinance 2026-2, an ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 6.0 "Irrigation Water Design", Section 1.01 "General". Councilmember Wood seconded the motion. The motion was approved 5-0. \*\*\***

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

**No Vote: None**

**Update and discussion on a proposed fire district voucher system.**

Mayor Young reported that Cache County Executive George Daines is exploring a proposal to address concerns regarding perceived double taxation within the Cache County Fire District (CCFD). He explained that the proposal would involve the CCFD collecting property tax and redistributing funds to cities, except for unincorporated County areas. This approach would allow individual cities to determine how best to provide fire and EMS services for their communities. He noted that Richmond could utilize these funds to continue contracting with the Smithfield Fire Department. Mayor Young added that some areas within the County are currently paying less than their proportional share for fire services and expressed appreciation that the County is considering these concerns and seeking input.

Mrs. Karren will distribute information about a meeting scheduled for April 27, 2026, at which mayors will convene to discuss the proposal further.

Mr. Lewis explained that the proposed plan would establish a baseline mill levy and distribute funds to the cities and towns as vouchers. Cities would then have the authority to allocate those funds for fire and EMS services. He noted that Richmond City's current property tax rate is 0.001075 mills. Under the proposal, the County General Fund would be reduced by 0.000259 mills, with a corresponding increase to the Fire District levy. The proposal's details are still being developed.

Mayor Young stated that the City Council will evaluate how the proposal would best serve Richmond and expressed satisfaction with the progress being made.

Councilmember Draxler noted the importance of maintaining some level of local control over tax increases and expressed concern about 'government bloat' and the potential for government expansion.

Mr. Lewis responded that the County must continue to collect funds in this manner to support fire and EMS services in unincorporated areas. He also identified members of the Cache County Fire District Board of Trustees, including representatives from the County and several municipalities.

Councilmember Bair stated that earlier discussions regarding the formation of a traditional fire district raised concerns about asset ownership, funding responsibilities, and overall cost. He noted that the current proposal appears to be more cost-effective than the original concept.

Mayor Young said more information will be brought back next month.

*Councilmember Wood was excused at 8:26 p.m.*

## Staff Reports and Monthly Financial Review

John Harris provided an update on the Community Building remodel project. Everything south of the main room is finished except the handrail. The floor in the main room will be done tomorrow. The kitchen equipment has been ordered and will hopefully arrive in time for the ribbon-cutting ceremony.

Mrs. Karren expressed appreciation for Mary Ellen Glenn, Ruth Little, and all they do for the community. She also thanked all the staff for their continued hard work.

Since last month, two more zoning clearances have been approved.

Black & White Days planning is moving forward. The Daughters of Utah Pioneers (DUP) will be doing a flag retirement before the horse pulls begin.

Mr. Lewis highlighted the following financial notes:

3130 - Sales Tax	\$50,571
3349 - Transportation Planning Grant	\$32,675
3354 - RTIF Road Tax	\$67,746
3364 - Library CLEF Grant	\$3,659
3656 - Cemetery Contract	\$76,317 (Paid through June 30 <sup>th</sup> )
3860 - Library Donations	\$15,307 of which \$10,000 is a Carnegie donation
4280 - Community Bldg Remodel	\$31,858
4425 - Streets Maintenance/Repair	\$6,849.92 (Received from insurance company for one of the lights destroyed along the highway in an auto accident)

On the Transportation Plan Grant an extension to complete the plan has been submitted by J-U-B Engineers.

4825 - Library Maintenance/Repair is where the Carnegie donation is being utilized and includes a remodel of a portion of the library building.

3726 - Bureau of Reclamation Water Field Service Grant in the amount of \$34,700 was received. This helped pay for the cost of the water master plan.

3739 - Sewer CIB (Community Impact Board) Grant was received in the amount of \$50,000. This helped pay for the sewer master plan update.

## Council Member and Mayor Reports

Councilmember Schumann noted that parking is a concern at the Community Building as The Park Bench program as relocated to that building. Mayor Young suggested setting up a meeting for staff to attend and answer questions.

Councilmember Draxler said the City has identified a potential location for a future well behind the Park Community Center building within the park. He noted that some of the advantages of this location are existing electrical access and City ownership of the property, which would improve cost feasibility. He explained that an aquifer runs diagonally from the northeast to the southwest, and that the City's current well on the west side is located at the far end of the aquifer and is the highest-producing well in regard to gallons per minute. He further noted that the southeast portion of the City experiences consistently low water pressure and suggested installing a pump system to improve pressure in that area. He stated that the City Engineer will present cost estimates for a test well at the next meeting.

Councilmember Draxler also reported that discussions have taken place regarding short-term improvements at the sewer treatment plant. He noted that a diversion box has been approved. Following coordination with staff and engineers, it was determined that the piping from the plant to the ponds is undersized. He stated that one recommendation is to install a screening system and upsize the pipeline to improve functionality.

Mayor Young said test surveys have been done on the tank water at Cherry Peak. The WDCI well is the highest-producing well. The location mentioned by Councilmember Draxler would not pull from this well. There is also potential to upgrade well sizes at current locations. The City is always looking at less costly options.

Mayor Young noted that impact fees are based on several factors from debt to expansion of the system and adding more capacity. The goal is to try to keep the levels the same in the new studies.

Council members were asked to attend and help with the Black & White Days breakfast which is sponsored by and takes place at Lee's Marketplace.

Mayor Young continues to have regular meetings with staff on Tuesday of each week.

*\*\*\*The council took a short recess.\*\*\**

**Initial discussion on the Fiscal Year 2027 Budget which is the period of July 1, 2026 through June 30, 2027.**

Before the meeting, the mayor and city council members received a copy of the Proposed Fiscal Year 2027 budget. Mr. Lewis noted that tonight is the initial presentation. The budget will be discussed at next month's meeting with anticipated adoption in June. He noted the following:

- 3.5% for cost-of-living (COLA) wage adjustment for those not receiving a raise within the last year. The budget does not include adding any new full-time employees.
- RAPZ tax funding will be added to the final budget once allocation amounts are announced.

- Sealing of six (6) sewer manholes. The long-term intent is to seal six manholes per fiscal year with an anticipated cost of \$30,000 per year.
- Additional tree trimming on the east side of the Black & White Days building has been included for \$5,300.
- An increase of \$45,000 for additional sidewalk repair, replacement, and installation for a total budget of \$80,000.
- Improvements to the Quonset building behind the Fire Station. This building was formerly the City maintenance shop many years ago. The City is out of space at the current maintenance shop, and this would allow for equipment storage and repair without building a new structure. Parks staff could also utilize this building. Improvements would include new lighting and electrical systems, a new main overhead door, and an upgrade to the entryway concrete. The estimated cost is \$35,763.
- Funding for the fireworks show will include an additional \$5,000 to the City Party line item and no longer be included in the Black & White Days celebration line item.
- Funding for one event, either the Halloween Carnival or the Christmas Festival, totaling \$3,500 is included in the budget. The Council will determine which event will be held this year with the thought of holding the other event the following year.
- The addition of a new parking area/roadway expansion on the south side of 100 North, from 100 West to 175 West, is estimated at \$83,000. Mayor Young said this issue needs to be addressed. This is a 2-lane road. The goal is to expand 7 feet to allow for an extra lane. This is a long-term repair and upgrade. Three bids have been received. Mr. Lewis said this would be funded through the RTIF (Rural Transportation Infrastructure Fund) tax.
- Purchase of a new Caterpillar M305 CT TAQ mini-excavator. The purchase cost is \$84,900, less a trade-in of the current mini-x of \$77,000, for a net purchase price of \$7,900. The consensus of the city council was to get the equipment ordered now so it would be received in the new fiscal year.
- Purchase of a John Deere Gator HPX615E (2026). Purchase price: \$17,992.
- A proposed increase of \$1.00 per month to the monthly water utility rate is included.
- A proposed \$1.00 increase to the monthly sewer utility rate is included.
- A proposed increase of \$2.00 per month to the monthly solid waste/garbage utility rate is included. The solid waste/garbage utility rate has not been adjusted since July 2023.
- The Central Dispatch monthly charge will increase from \$3.30 to \$3.40 per month, per Resolution 2025-03, adopted on March 20, 2025.

- Property tax revenue is unknown at this time and will be reviewed and discussed as part of the budget process when the County and State provide figure which are typically at the start of June.
- Long-term planning is underway for improvements to the MBR Plant (Sewer). A review is underway to determine whether significant long-term improvements can be achieved in phases.
- Studies are underway to determine the best location for a new culinary water tank, and as the City continues to grow, these large infrastructure projects will be needed.

Mayor Young noted that any changes in payroll will need to come before the City Council for discussion and/or approval.

The meeting adjourned at 9:29 p.m.

Next scheduled meeting: May 19, 2026

**RICHMOND CITY CORPORATION**

---

Jeffrey D. Young, Mayor

**ATTEST:**

---

Justin B. Lewis, City Recorder