



RICHMOND CITY COUNCIL MEETING July 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, July 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), Melissa Titensor (City Treasurer), John Harris

Others Present: Cindy Allen, Todd Smith, Debbie Zilles, Adrienne Wall

Approval of the June 11 & June 16, 2026 City Council meeting minutes

*****Councilmember Wood moved to approve the June 11 & June 16, 2026, City Council meeting minutes as submitted. Councilmember Black seconded the motion. The motion was approved 5-0.*****

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

No Vote: None

Continued discussion and possible vote on Ordinance 2026-02, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 6.0 "Irrigation Water Design", Section 6.01 "General".

Mr. Lewis explained that this Ordinance has been in "tabled" status over the last few months as the city council continued to have discussions regarding the Ordinance. After last month's discussion, it was decided to bring this proposal back for a possible vote. He noted that a developer may install an irrigation system, but it will not be mandatory moving forward if the Ordinance is adopted. This will not apply to any existing development, only new development but will be in effect moving forward if adopted.

In response to a question from Councilmember Bair, Mr. Lewis said that if a developer chose to install a system, it could be dedicated to the City, just as water, sewer, and roads are if the city wants to take ownership of the new system.

*****Councilmember Schumann moved to adopt Ordinance 2026-02, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 6.0 Irrigation "Water Design", Section 6.01 "General". Councilmember Wood seconded the motion. The motion was approved 5-0. *****

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

No Vote: None

Discussion and possible vote on renewing the Franchise Agreement with Comcast of Utah II, Inc. aka Comcast.

Mrs. Karren said the current franchise agreement with Comcast has been in effect since approximately December 2014 and is due for renewal. Legal counsel has reviewed the agreement and made a few minor edits but supports the proposal as written.

Mr. Lewis noted that this agreement is for a 10-year term. Section 5.1 provides that the grantee shall pay the Franchising Authority a franchise fee equal to 5.00% of annual gross revenues from the operation. The City receives the fee annually, usually in January, and it has typically been \$11,000-\$12,000 per year.

Mayor Young noted that this is a standard franchise fee structure, but Comcast is on the higher end of the fee percentage range. He likes the model, and the structure makes sense.

*****Councilmember Wood moved to approve renewing the Franchise Agreement with Comcast of Utah II, Inc. aka Comcast. Councilmember Schumann seconded the motion. The motion was approved 5-0. *****

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

No Vote: None

Staff Reports and Monthly Financial Review

Mrs. Karren:

- ✓ One detached carport zoning clearance approved
- ✓ One detached shop zoning clearance approved
- ✓ One residential approval in Knolls Subdivision
- ✓ Melissa is training and doing well in her new position as City Treasurer. Mayor Young asked if she can be added to the Council Agenda quarterly to provide a Treasurer's report.
- ✓ Comcast will be installing strands on some of the utility poles around 425 North State Street in the next few weeks.
- ✓ Sidewalk repair/maintenance maps from 2024, 2025, and 2026 will be emailed to the Council as requested.
- ✓ Chip seal work will start next week, a map will be emailed tomorrow, and residents will be sent notices when the exact locations and dates are finalized.
- ✓ A walk-through of the potential test well site has been completed.

John Harris said The Park Bench remodel at the Community Building is almost finished. A few small items in the kitchen still need to be completed. The Quonset has been gutted, and the concrete will be broken up and removed starting next week. This is the renovation project planned for Fiscal Year 2027 at that location.

Mr. Lewis:

- ✓ The annual bond payment for the MBR plant of \$188,000 was made in May.
- ✓ The annual payment for the water tank and infrastructure project of \$232,531 was made in June.
- ✓ Staff is working on the year-end financial report/audit, and that will come before the Council in the fall.
- ✓ Sales tax in June was \$53,382 which is an average month.
- ✓ Revenue line item 3666 "Income – Grave Digging" for January – June was \$5,310; the entire fiscal year was \$12,600. This is in addition to the Cemetery Contract of \$76,317.00.
- ✓ Holiday celebrations (Halloween Carnival, Christmas Festival and Black & White Days) brought in approximately \$43,000 in revenue.
- ✓ The next Planning Commission meeting is on August 4th, and the next City Council meeting will be on August 18th.
- ✓ Water Impact fees from the last fiscal year totaled \$147,394 which is substantially less than previous fiscal year due to growth slowing.
- ✓ Interest earnings in the amount of \$173,760 in last fiscal year in the Water Fund and dedication payments of \$20,000.
- ✓ Sewer Impact fees totaled \$81,627; CIB Grant revenue of \$50,000 and Interest earnings of \$76,342.
- ✓ Staff are working on equipment items and projects that have been approved in the new budget.

Council Member & Mayor Reports

Councilmember Black inquired about revenues associated with city celebrations. Mr. Lewis reported \$20,380 in event fees, including the horse pulls, Halloween Carnival, and the Holiday Festival, and \$22,400 in sponsorships and donations earmarked for Black & White Days. Expenses for Black & White Days are expected to be approximately \$48,000–\$50,000, noting an initial deficit near \$24,000 typically offset by sponsorships and donations. Line item 4159, "Admin – City Celebrations," is budgeted at \$14,625. Mayor Young observed that multiple reductions were implemented earlier in the year. Mr. Lewis will provide an itemized breakdown of costs and revenue when it is finalized.

Mayor Young said there will be a survey, which will be reviewed by the Council, that will be sent to residents requesting feedback on what holiday activities are preferred whether it is the Halloween Carnival or Holiday Festival.

The City will hold its annual city party and fireworks show on Friday, September 11, 2026; the event is included in the budget. A new sponsor will assist this year in paying for the kid's rides, with details to be announced when available. Mayor Young has been in contact with a Cache Valley resident who previously owned a historical museum and can provide documents for display during the celebration. Further logistical details and exhibit specifics will be released as arrangements are finalized.

Councilmember Schumann stated that Lora Smith, the Library Director, is retiring in September. The position is open through July 31st, and a few applications have already been received.

The proposed test well location, discussed today, is planned for the west side of the Park Community Center. Construction is scheduled to start after the City Party event. The test well process is expected to take approximately two months to complete.

Mayor Young said there have been discussions about expanding the building for the new well house, adding restrooms, a pavilion, and a possible splash pad. These ideas can be discussed during the design stage.

Mayor Young and Weston Bellon, City Engineer, will meet with the Division of Water Quality (DWQ) to discuss the grant funds and financial assistance that will become available after the current bond is paid off to maintain consistent payments made by the city on a yearly basis.

The City will begin the 100 North from 100 West to 150 West project within the next few weeks and expects completion before school starts. On 100 North from 100 West to the Highway 89/91, a section of sewer pipe with holes was identified during inspection. The City received a bid to install a sleeve, estimated at approximately \$16,000, and the bid has been provided to the Council. This solution appears to be the most economical option given the aging infrastructure. Councilmember Bair questioned whether the existing pipe is undersized and whether replacing it with a larger pipe would be preferable. Mayor Young is unaware of any capacity issues but asked Mr. Bair to investigate and report back. He noted that the sleeve's smooth, slick interior may improve flow. Installation will be through existing manholes. Councilmember Schumann asked about the sleeve's expected service life; Councilmember Draxler responded that the sleeve is expected to outlast the current piping.

Mayor Young said the City has received three specific requests in the last few months to connect to City culinary water from locations just outside the City limits. This is addressed in the City's municipal code Part 14-060: *"Under normal conditions, culinary water will not be provided to users living outside the legal city limits of Richmond City. Under extraordinary circumstances, the following public discussion, debate, and vote in an open public meeting by the Richmond City Council, acting in its capacity as a water authority. Exceptions may be granted; however, the granting of one exception shall not be construed as a precedent for further exceptions. This part does not affect pre-existing agreements between Richmond City and current users outside of the City limits."* Typically, this is not allowed because the community has invested in the system's infrastructure and maintenance, and a hookup fee does not cover that cost; the overall feeling is that someone outside the City limits would "get a better deal."

Mr. Lewis said that if a request is approved, they would pay the same impact fee and water rate as a resident as mandated by State Code). He would recommend that a water model be conducted to ensure there would be appropriate pressure and flow as well as review by the City Engineer.

Mayor Young said it would seem to him that if they contributed a water dedication fee, it would be more logical to consider. He would like to gather information and discuss this issue at the next Council meeting.

Councilmember Bair discussed a prior request and noted the applicant had been informed they could pursue annexation into the City referencing the May 18, 2023 council minutes.

Councilmember Bair inquired about potential responsibilities for the resident or consumer. Mr. Lewis recommended holding the resident to the same requirements applied to a typical developer in the city on a new project.

The meeting adjourned at 7:15 p.m.

Next scheduled meeting: August 18, 2026.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder