RICHMOND CITY COUNCIL MEETING
September 15, 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, September 15, 2026. The meeting began at 6:30 p.m. Mayor Jeff Young was in the chair.

Mayor Young welcomed everyone and thanked the staff, residents, and volunteers who participated in the Day of Service/City Party. He was grateful for all the patriotism and community friendship and is thankful to live in such a great community. He has been involved in politics for over 20 years, and he enjoys the similar desire for community and care. He would like to encourage everyone to "come and enjoy good people and find ways to be a part of the community". He encouraged the City Council to continue to "do the best we can" and he is grateful for his opportunities to serve.

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

Council Members Excused: Lyle Bair

Staff Present: Justin Lewis (City Recorder), HollyJo Karren (City Administrator), Melissa Titensor (City Treasurer), Karyn Tejan (Park Bench Director), Weston Bellon (City Engineer)

Others Present: Todd Smith, Cindy Allen, Debbie Zilles, Ian Hancock, Kassy Greer, Thomas Hill

Approval of the August 19, 2026 City Council meeting minutes.

*****Councilmember Wood moved to approve the August 19, 2026 City Council meeting minutes as submitted. Councilmember Black seconded the motion. The motion was approved 4-0. *****

Yes Vote: Black, Draxler, Schumann, Wood
No Vote: None
Absent: Bair

Discussion and possible vote on Resolution 2026-07, a Resolution accepting a Petition for Annexation on certain real property under provisions of Sections 10-2-804 and 10-2-806 Utah Code Annotated, 2025, as amended. The parcels being considered for annexation are located north and east of approximately 150 North 400 West and are approximately 13.43 acres. Parcel Numbers 09-046-0013 and 09-051-0014

Mr. Lewis said this is a request to start the annexation process, which is a three-part process. This does not approve the annexation. The process generally takes 3-4 months to work through the various steps.

Mr. Lewis noted that residents have advised that Parcel Number 09-046-0013 does not exist. When the surveyor conducting this survey looked into the issue, he found that the County GIS lists the parcel number as 09-065-0002 and believes the parcel number is listed incorrectly. They will submit it; the County and City surveyor will review it, and if an adjustment is needed, the survey will be updated. This request is based on the parcel's legal description more than the parcel number. He pointed out that this request includes the roadway along 400 West and 150 North within the annexation request, as illustrated on the aerial map.

If the property is annexed, it will be zoned A-10 (Agricultural 10-Acre) by default per the city code, and then the applicant can request a rezone if they want to develop it.

Mayor Young said each step of the process should be considered, and the Council should not jump to any “what-if” or “what it could potentially turn into” scenarios at this point.

At Mayor Young’s request, Mr. Lewis explained the annexation process. The Council can deny the Resolution tonight, which would stop the process immediately. If the Council approves the Resolution tonight, the process begins and will return to the Council as an agenda item next month for possible Certification of Annexation. The City Recorder reviews and certifies the petition within 30 days if it meets all statutory requirements. A property owner who signs an annexation petition in Utah can withdraw their signature by filing a signed, written withdrawal with the City Recorder or town clerk no later than 30 days after the municipal legislative body receives the Notice of Certification. The next step is a public hearing and a vote by the Council. If the Council approves the Ordinance, it will be sent to the Utah Lieutenant General’s office, which has 60 days to approve it and provide a “golden ticket.” Once this documentation is received, the annexation is officially approved. Annexation timelines are set by State code and cannot be adjusted, and no development can occur until everything is “official.” There have been some questions about the highway which is located east of these parcels; he advised that UDOT (Utah Department of Transportation) will not entertain any discussions about speed limits, etc. until an official annexation is approved, rezone adopted and development plan put in place.

> *****Councilmember Black moved to approve Resolution 2026-07, a Resolution accepting a Petition for Annexation on certain real property under provisions of Sections 10-2-804 and 10-2-806 Utah Code Annotated, 2025, as amended. The parcels being considered for annexation are located north and east of approximately 150 North 400 West and are approximately 13.43 acres. Parcel Numbers 09-046-0013 and 09-051-0014. Councilmember Wood seconded the motion. The motion was approved 4-0.*****

Yes Vote: Black, Draxler, Schumann, Wood
No Vote: None
Absent: Bair

Discussion and possible approval of the Transportation Master Plan update

Mayor Young said this is a specific, data-driven plan.

Weston Bellon, City Engineer, provided a brief overview of the plan.

The plan aims to prepare for growth. Richmond is doing well with roads, and overall street infrastructure is good, with no significant areas of congestion.

The Council will use this plan to set policy direction, prioritize projects and funding, and apply street and access standards as development occurs.

The plan uses a 2% annual growth assumption for transportation forecasting; based on that assumption, the population is projected to grow from 3,092 to 4,700 by 2050. Growth is estimated to be primarily residential, driven by expanded annexation areas, Main Street revitalization, and a stronger Highway 91 commercial corridor.

The current system performs well. He outlined the color-coded Levels of Service (LOS) from A to F. All mapped roadway segments operate at acceptable LOS A-C, and all analyzed intersection approaches perform at LOS B or better. This information is based on traffic impact study data.

As outlined and anticipated, capacity will remain manageable in 2050 with 2% annual traffic growth. Future signalization at US 91/300 North may be considered but would be subject to a signal warrant analysis.

Four corridors deserve Council Attention: Main Street, State Street, 300 North, and 500 North.

- Main Street – improve sidewalk continuity, crossing, lighting, traffic calming, bicycle facilities, and future transit integration.
- State Street – address pavement, sidewalks, lighting, traffic calming, and dependable north-south mobility.
- 300 North – extend from State Street to US 91, build incrementally, upgrade to a collector, improve access toward Cherry Peak area.
- 500 North – connect State Street to Lower Richmond Road to Cherry Creek Parkway as development occurs; eventually upgrade to a collector.

The report identifies and defines road classifications, including Interstate, Major Arterial, Minor Arterial, Collector, and Local Streets. Roads are classified by function according to guidelines prepared by the Federal Highway Administration (FHWA). The report also identifies new roads and future trails and indicates them on the maps with dashed lines.

Mr. Bellon explained that Safe Streets and Roads (SS4A) is a grant program that can help fund regional and local Capital Improvement Plan projects. SS4A provided the bulk of the funding for this Master Plan update. SS4A requires a safety analysis. This effort involved

support from City leadership, the Cache County Sheriff's Office (CCSO), and the Cache County School District (CCSD).

A Capital Improvement Plan list includes all roads and is organized block by block. This can help identify the greatest needs if funding becomes available. Fortunately, nothing substantial is needed right now, but this list can be updated and reprioritized at any time, especially as development occurs. This table is for future reference and was developed to help prepare for future growth.

There is a proposal that every major subdivision that comes in provides a traffic impact study, which can help determine and identify future needs or concerns.

Mayor Young appreciates this report and said it gives the Council a starting point for planning far enough ahead without getting too far ahead. He attended a Cache County Council of Governments (COG) meeting yesterday, where traffic flow patterns were discussed. The County is working to improve traffic flow; every road can use some improvement, and the larger challenge is balancing the needs. Different road categories help identify areas where traffic may be alleviated.

Councilmember Wood thinks the plan looks good and he appreciates all the hard work.

Mr. Weston confirmed to Councilmember Schumann that roads that might be affected by future development can be adjusted on the priority list as needed, such as in the 400 West and 150 North areas.

Mayor Young said the difficult part is gauging future growth based on past growth. At some point, growth will no longer consistently follow the same pattern and will be hard to project. As developments come in, priority issues can be shifted. The City will continue to work hand in hand with UDOT (Utah Department of Transportation).

Mr. Lewis outlined the construction costs for each area; none are under $1,000,000. As of June 30, 2026, the City has approximately $246,000 in Class C Road Funds. His point is that roads are very expensive and can be very challenging when there are so many large and expensive projects with limited funding.

Mayor Young said the plan is to continue maintaining roads to help offset costs.

Mr. Lewis said when this plan is approved, it will be uploaded to the website next to the General Plan so it can easily be found and reviewed.

*****Councilmember Wood moved to adopt the Transportation Master Plan update as presented. Councilmember Draxler seconded the motion. The motion was approved 4-0. *****

Yes Vote: Black, Draxler, Schumann, Wood
No Vote: None
Absent: Bair

Staff Reports and Monthly Financial Review

Mrs. Karren

- Thanked the City staff, residents, volunteers, and especially Justin Lewis for the time invested in making the City Party and Day of Service such a great success. She enjoyed seeing great City residents participate and work together.
- 300 South State bridge project is looking great and should be finished by next week.
- New City snowplow truck has arrived.
- Two zoning clearances at The Knolls Subdivision.
- Have been getting calls regarding rental spaces and costs; will be on next month's agenda.

Karyn Tejan – Park Bench Senior Center Update

- They have moved into the new space, and the past two lunches have gone very well. They have received a lot of positive feedback.
- The Grand Opening/Ribbon Cutting will be held tomorrow, Wednesday, September 16th at 5:00 p.m. at the Community Building.
- One challenge in this new space is parking. Before and after lunch, seniors have had to park south of Main Street and often dart across the street. Staff have been working to create a safer environment because there is no signal light at the intersection. The LDS missionaries have been asked to help people cross whenever possible. A mobile blue flashing traffic light has been ordered to be placed in the middle of the road during high-traffic times to help slow traffic and make sure people are aware.

Mr. Lewis

- The audit documentation for Fiscal Year 2026 will be uploaded to the portal next week. The auditors will come before the Council before the end of the year.
- The Annual Fraud Risk Assessment has been drafted for mayor and council review. There are some boxes which cannot be checked on the assessment. The City does not have a CPA (Certified Public Accountant) on staff. A Statement of Ethical Behavior is required from the mayor, council and staff members including full-time and part-time. Right now, this form is not on file for all employees. Training certificates could not be located for the mayor and each council member. Documentation was not on file for at least one staff member receiving at least 40 hours of budgeting and financial training. There were a couple of other areas the city could put policy in place in the future and check those boxes in future fiscal years.
- The budget for roads this Fiscal Year is $313,000, with $100,000-$150,000 for chip and fog seal. Revenue has not kept up with inflation. Funding for road improvements will always be a challenge.
- Revenue 3150 – Mass Transit Tax is a pass-through tax to pay for the transit bus system.

- Happy with how “City Celebrations” has turned out, especially the City Party. It was estimated there were 600-700 in attendance.
- Expense 4460 – Streets Major Equipment – the new snowplow truck add-ons such as the sander, plow and dump bed will be added when the budget is adjusted in December or January.
- Tree pruning has been very busy, and the City has been very pleased with the person taking care of it this year. Several different locations have been trimmed.
- Water Impact fees collected are just over $16,000, and Sewer Impact fees are over $14,000. These funds are used for specific projects.
- Appreciates working with Mr. Bellon. The Sewer Impact Fee study should be done in the next few months and will come to the Council with a public hearing and vote of the council.

Councilmember & Mayor Reports

Councilmember Draxler

- The Park Bench renovation project at the Community Building turned out great; it was money well spent. It is good to see the building used regularly and serving a great purpose. He appreciates all the hard work from staff and contractors.

Councilmember Wood

- Had a School Community Council (SCC) meeting and wanted to forward White Pine Elementary Principal Johnson’s appreciation for helping with the safety concerns and all they do to support the school.
- He has received many positive comments about the Park Bench Center improvement project.

Mayor Young

- The Quonset renovation/upgrade project is still in progress and will continue through the winter, with completion anticipated this spring/summer.
- Sidewalks – while reviewing invoices, he realized the high costs of removal of existing sidewalk. The City has the appropriate equipment but lacks the workforce to fit that job in with other responsibilities. Robert Bair, who works part-time with the City and previously retired, has agreed to help prep sidewalks, which will reduce overall costs. Mayor Young will continue to monitor expenses. The MBR plant currently has room for a dump area; however, that may need to be reviewed to find better ways to maintain and balance its use. The Council has an $80,000 budget for sidewalks and access to the maps and priority lists. He would like an interactive map available by summer so residents can access it anytime to see what has been done and what is upcoming.
- Fire/EMS. Mayor Young will chair a recommendation committee comprised of representatives from northern cities that will provide suggestions to the Fire District Board of Trustees. George Daines, the County Executive, has been a key instrument on the City’s behalf. He is working hard to create a process that gives each city in

Cache Valley more say over its area's needs and funding. Currently, Richmond contracts with the Smithfield Fire Department for Fire/EMS services. In addition, taxpayers are taxed at the County level. The overall proposal will allow cities to receive their area funding, which the Council can then determine how to use. He will continue to provide updates.

- The ULCT (Utah League of Cities and Towns) 2026 Annual Convention will be held October 27th-28th in Salt Lake City. He encouraged council members to attend, noting that the conference offers valuable educational and networking opportunities. The City will cover the costs.

The meeting adjourned at 7:26 p.m.

Next scheduled meeting: October 20, 2026

RICHMOND CITY CORPORATION

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Jeffrey D. Young, Mayor

ATTEST:

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Justin B. Lewis, City Recorder