

RICHMOND CITY COUNCIL

JUNE 7, 2016

The regular meeting of the Richmond City Council was held at the Richmond City Office Building located at 6 West Main, Richmond, Utah on Tuesday, June 7, 2016. The meeting began at 7:00 P.M.; Mayor Michael Hall was in the Chair. The opening remarks were made by Justin Lewis.

The following Council members were in attendance: Paul Erickson, Cheryl Peck and Tucker Thatcher.

Brad Jensen and Jeff Young were excused.

City Manager Marlowe Adkins, City Recorder Justin Lewis, City Engineer Darek Kimball and City Treasurer Christine Purser were also in attendance.

APPROVAL OF CITY COUNCIL MEETING MINUTES

A motion to approve the May 17, 2016 City Council meeting minutes was made by Paul, seconded by Cheryl and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher

No Vote: None

Absent: Jensen, Young

DEPUTY'S REPORT

DEPUTY ROBERT BERGSJO: We only had to deal with a few minor issues during Black & White Days. There were not any major problems. Our office is working with the Cherry Peak Ski Resort on some upcoming events they will be having.

MARLOWE: Did you get my email about people running the red light at the Maverik intersection (200 West Main)?

DEPUTY BERGSJO: I have not received anything today.

MARLOWE: I sent it a while back. People are running the stop light and the offenders are those driving north and south. I have seen them go through when the light is red and there are children in the crosswalk.

CHERYL: I think the construction barrels have not helped the situation either and in fact made it worse.

MARLOWE: There is still a problem even when school is out.

DEPUTY BERGSJO: I will notify Deputy Nelson and we will monitor that area for that problem.

CHERYL: I want to thank you and the department with your help during the parade.

PAUL: We appreciate all you do for the community.

BUSINESS LICENSES

SUNBURST MASSAGE THERAPY

ANGIE MCPHIE: I am a nationally certified massage therapist with 15 years of experience. I have been practicing in the Bear Lake area but we just bought a home in town and I want to have a business here. We have the perfect spot in our home with its own entrance and area.

PAUL: Just one customer at a time?

ANGIE: Unless I hire another massage therapist where we could have couples come at the same time.

PAUL: Do you have parking in your driveway for customers?

ANGIE: Yes.

MAYOR: They purchased the home previously owned by Bret and Lacey Abbott.

A motion to approve the business license request for Sunburst Massage Therapy (Angie McPhie) was made by Cheryl, seconded by Paul and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher

No Vote: None

Absent: Jensen, Young

GODDESS IN TRANSITION

JENNIFER HOLLIDAY: I do herbal and nutritional consultations and have done so for about 10 to 12 years. I recently graduated from foot zoning school. I help women during pregnancy. Usually, I do one-on-one consulting on the phone or in person. I do all of the foot zoning at my home. As far as traffic I would allow customers to bring their children with them.

CHERYL: She lives close to me and I do not have issues with her request.

PAUL: Traffic?

JENNIFER: I could have a car or two at a time but have parking in my driveway.

A motion to approve the business license request for Goddess in Transition (Jennifer Holliday) was made by Paul, seconded by Tucker and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher

No Vote: None

Absent: Jensen, Young

PRESENTATION, DISCUSSION, AND POSSIBLE PASSAGE OF RESOLUTION 2016-2 ENTITLED "A RESOLUTION TO INITIATE THE CREATION OF THE CACHE WATER DISTRICT".

MAYOR: This topic was previously discussed. Tonight we are voting on the proposed resolution that would allow the residents to vote on the creation of the water district in the November general election. There will be a public hearing on the matter at the July Council meeting if the resolution is passed this evening.

PAUL: Have there been any changes or developments since your presentation a couple of months ago?

(County Executive) CRAIG BUTTARS: All of the communities that have discussed the resolution, to this point, have passed it. This is the final week the resolution can be voted on. The County has to provide the notice to *The Herald Journal* on Thursday so the advertisement can be in the newspaper on Saturday. The public hearings must be held between July 1st and July 13th. The County is paying for the publication notice. You will hold your own public hearing here in this building on July 12th. The working group has completed the bylaws for the district. They are viewable online at www.cachecounty.org or on the Water District Facebook page.

CHERYL: How are the members of the committee selected?

CRAIG: The Board will consist of eleven members. One will have an agricultural background per state code. Seven members will come from the seven Cache County council districts, one from each district and three board members will be at-large members. Initially the Board members will be appointed by the County Council. The representatives of the seven county council districts will have to be mayors or council members. These are current mayors and council members. A previous concern by those opposed to the creation of the district was they wanted elected officials that are accountable to the people. In two years half of the Board would be up for election and then in four years the rest of the Board would be up for election.

CHERYL: Do you have to reside in the district you represent?

CRAIG: Yes. There will be the seven district representatives and three at-large representatives. The Board is accountable to the public. The County Council will consider the qualifications of the at-large members during the interview process. The members must support the bylaws as written.

CHERYL: Will you be attending our public hearing on July 12th to answer questions?

CRAIG: There will be a public hearing in the County Council chambers that evening and the County cannot chair the meeting since we have already had our public hearing. North Logan City is going to be involved and chair the meeting. We will have a representative here at your public hearing but I don't know if it will be me or someone else. Michael Gibbons from Lewiston City has been involved and County Council member Dave Erickson has been involved as well. There are several others that could attend and answer questions as well.

PAUL: I think this is a good project to resolve and put in place.

CRAIG: I will need a signed copy of the resolution, if passed. The County will pay for the cost of the advertising.

A motion to adopt Resolution 2016-2, A RESOLUTION TO INITIATE THE CREATION OF THE CACHE WATER DISTRICT, was made by Tucker, seconded by Paul and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher

No Vote: None

Absent: Jensen, Young

CRAIG: Deputy Goring, Rod Hammer, Jay Downs and myself met with representatives of the Cherry Peak Ski Resort today to discuss their upcoming events. Most of us will be in attendance

this weekend to see how things go. All of us want it to be a positive experience. There are concerns about getting that many people up to the resort on such a narrow road.

JUSTIN: They have an event this weekend?

CRAIG: Voice Male and Brad Bonar are performing this weekend. I am glad they are having a smaller event before they have a much larger event in July. They have concerns about people hiking in from over the mountain. There will be assistance from the Sheriff's office at the large events.

PAUL: Do they have to pay for security?

CRAIG: Yes. They pay the County. In July, there will be four deputies in attendance they have to pay for. They will also be paying for EMS coverage to have an ambulance on site which costs \$75 per hour. A fire tender and fire engine will possibly be on site as well. Large events like this are new to the County so we are reviewing policies and procedures on how to deal with this in the future.

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ADJUSTMENTS TO THE FISCAL YEAR 2016 BUDGET AND THE NEW BUDGET FOR FISCAL YEAR 2017.

A motion to close the regular Council meeting and open the public hearing was made by Paul, seconded by Cheryl and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher

No Vote: None

Absent: Jensen, Young

JUSTIN: Just a few minor changes to the new budget since last month. We received official notification of the \$75,000 RAPZ tax approval for a new park area so it is included. I talked to the maintenance crew and originally we had budgeted for some part-time lawn mowing help for the parks and cemetery but they said it is not needed at this time so I took it out. Historically we have started off having to transfer around \$20,000 from the Capital Projects Fund to the General Fund with the goal being to actually transfer money from the General Fund to the Capital Projects Fund at yearend. This year we are not showing a transfer out, the reduction in wages and not purchasing a backhoe were a couple of the big items. Total General Fund revenue is \$1,086,247 as well as General Fund expense. The commodity bins at the maintenance shop will not be completed this budget year so we are removing that item from the current budget and adding to the new budget. This is an increase in the water and sewer expense of \$5,500. Total water fund revenue is \$651,000 and total water fund expense is \$631,066. Total sewer fund revenue is \$467,000 and total sewer fund expense is \$705,667 of which \$300,000 is depreciation. The budget for the Cub Rivers Sports Complex is \$26,047 which includes revenue of \$10,000 from Richmond City, \$10,000 from Lewiston City and \$6,047 in remaining RAPZ tax funding. The capital projects fund shows \$4,000 in interest income revenue with no transfer in or out to start the budget year. In regards to adjustments to the current budget. We are showing increases in business licenses, building permits, interest earned, the Black & White Days breakfast, and Black & White Days sponsorship fees as well as some other items. Increases to expenses include increases to engineering in several departments, the Black & White Days Royalty of which Sandy DeGasser and Rhonda Davis did a great job. Melissa and Judge Funk attended some training so there will be increases to public safety travel as well. Increases to sidewalks are

included. Parks maintenance and repair, parks shrubs and trees, several bonds and insurance items are increased as well. For water there is an increase to the monthly charge line item and impact fees and connections. For expenses, salaries and benefits are increasing, as well as a few other line items. Sewer impact fee revenue is increasing and a few other items.

A motion to close the public hearing and reopen the regular Council meeting was made by Cheryl, seconded by Paul and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher
No Vote: None
Absent: Jensen, Young

DISCUSSION AND POSSIBLE VOTE ON ADJUSTMENTS TO THE FISCAL YEAR 2016 BUDGET AND THE NEW BUDGET FOR FISCAL YEAR 2017.

CHERYL: Is the money raised by the Youth Council during Black & White Days going to their program?

JUSTIN: Yes, Jeff and I talked to Tamara Hardy as she had requested the profit from the hamburger stand be used to pay for a youth council tri-city dance and possible trip to Lagoon.

PAUL: I see Class "C" Road Funds allocation is up approximately 20% over the current budget year to \$114,000.

JUSTIN: The new gasoline tax of \$0.05 per gallon has kicked in and we were told by State officials this should result in approximately a 25% increase in Class "C" Road Fund revenue.

PAUL: The cost of fuel is going up as today per barrel cost went over \$50.

A motion to approve adjustments to the budget for the period of July 1, 2015 through June 30, 2016 was made by Paul, seconded by Tucker and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher
No Vote: None
Absent: Jensen, Young

A motion to approve the budget for the period of July 1, 2016 through June 30, 2017 was made by Paul, seconded by Tucker and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher
No Vote: None
Absent: Jensen, Young

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: Sales tax received was \$33,380. This is a very high month for the City. We are always hopeful to have over \$20,000 to \$24,000 per month. Class "C" Road Funds received was \$18,116 with a year-to-date total of \$83,484. There will be one additional allocation for this budget year. Black & White Days sponsorship fees collected so far total \$4,750. The Black &

White Days breakfast brought in revenue of \$1,600. The Youth Council while working at the hamburger stand brought in revenue of \$5,776, the horse pulls \$1,630 and the horse show \$685. The race and some other items brought in additional revenue as well. There will be a yearend Council invoice approval meeting on Monday, June 27th at 7:00 A.M. for about ten to fifteen minutes.

PAUL: How much has been spent in Class “C” Road funds so far this year?

JUSTIN: \$79,129. The curb and gutter project from L.D.’s Café to 100 West will be completed this month. The project should start at the end of next week.

PAUL: I met with Travis Spackman about the asphalt portion of that project and we will use the remaining budgetary funds we have to pay for asphalt. It might only be three or four feet of asphalt we can afford to do at this time.

MAYOR: The new sidewalk in that area looks great.

PAUL: We will be doing a lot of chip sealing in July or August that will spend the majority of our Class “C” Road Funds for next year.

JUSTIN: Costs associated with the horse show were \$4,150 and so far Black & White Days Activities costs total \$4,229 but several additional invoices in this regard will be paid tonight. Juliene will be retiring in September. With help from Juliene, Cheryl and the Mayor an advertisement for her job has been created. The advertisement will publish in *The Herald Journal* on Sunday, be posted in all the City buildings, on the City website, Facebook, Parlant and any other area we deem appropriate. Applications will be accepted until Friday, June 24th.

CHERYL: Are there other places we could advertise?

JUSTIN: We could on www.jobs.utah.gov or through the KSL classifieds.

TUCKER: I don’t think very many people read the paper anymore and think social media and the website is a better place as well as KSL.

MAYOR: Once the application period has been completed we will form a working committee that Cheryl will oversee to help select the new Librarian.

JUSTIN: A water and sewer impact fee were collected last month. The City has three loan payments to the State for the water fund. Two of the payments are made in December and the third payment is made in July. The July payment is around \$300,000 and is for the water tank project. The payment on the MBR plant loan was made last month and that loan is an interest free loan. As part of the annual audit process the Council has to approve wages and stipends for the employees, Council and Mayor. The wages for the new budget year include a 3% cost of living adjustment for most of the employees. The stipend for the Council and Mayor remains the same.

CHERYL: We need to remove Shaylee Nielsen from the list as she is going on a mission and will no longer be working at the Library.

MAYOR: Do these wages include the amount paid by the Cemetery District?

JUSTIN: Yes. Yumi Collins has 40% of her wage paid by the Cemetery District. Shane Lewis has \$10,000 of his wage paid by the Cemetery District. Also, a percentage of my wage and Chris’s wage are paid by the Cemetery District as well. Stipends paid to the Cemetery Board are determined by the District Board and paid by the Board and not included in what we approve.

A motion to approve wages and stipends for the period of July 1, 2016 through June 30, 2017 was made by Paul, seconded by Cheryl and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher

No Vote: None

Absent: Jensen, Young

EMPLOYEE WAGES/STIPENDS FOR JULY 1, 2016 THROUGH JUNE 30, 2017

	Yearly	
ADKINS, MARLOWE	\$39,324	
BAIR, ROBERT	43,700	
BALL, WILLIAM SCOTT	61,500	
CHISM, CHARLES	13.90 per hour	
COLLINS, YUMI	30,900	
FORSGREN, PATRICIA	10.30 per hour	
FUNK, MATTHEW	14,000	
GILBERT, JAN	486 per month	(When school in session)
HAWES, KRISTIE	382 per month	(When school in session)
LEWIS, JUSTIN	17,600	
LEWIS, SHANE	47,500	
PARRISH, JULIENE	25,932	
PURSER, CHRIS	36,252	
REESE, TINA	10.50 per hour	
TITENSOR, MELISSA	7,400	
REESE, JANESEA	8.25 per hour	
MAYOR	6,000.00	
COUNCIL MEMBERS	2,400.00	
FIRE CHIEF	2,400.00	
ASSISTANT FIRE CHIEF	1,200.00	
ROLL ON/ROLL OFF DUMPSTER WORKERS	8.75 per hour	
EMT/FIRE DEPT EMPLOYEES	8.00 per drill or call	

COUNCIL MEMBER REPORTS

CHIEF DENNIS WOOD: The concerts are going to start at the ski resort and I have not been invited to any of the meetings to discuss the coverage but the County is expecting our tender and engine to be up there if needed as part of the interlocal agreement. I am not sure how many people will be required to be on scene during the event.

MAYOR: I had a brief conversation with Rod Hammer and he said another city would stage a fire engine here if our engine has to go to the ski resort.

DENNIS: The engine would most likely come from Lewiston City or Smithfield City. The tender will require two staff members to be onsite.

DAREK: I am working with Brad on some permit issues. I will meet with Robert Bair and go over the work that needs to be done to get the new service line installed as part of the UDOT water line project. I will be providing Paul with some information on the City Creek Road project. There are several other small items happening as well.

MAYOR: How is the sewer project? Isn't it all complete?

DAREK: The project is complete.

MAYOR: Any issues or concerns?

DAREK: We will have a one year warranty on the project. It was a great project with no problems.

PAUL: The curb and gutter project on Main Street will be completed soon and we will use what funding we have left for asphalt work in the same area. We might only be able to afford two or three feet of new asphalt. I have been contacted about new sidewalks in front of a couple of homes. I have authorized Robert Ward and Brian DeGasser to each replace the sidewalk in front of their homes and the city will pay for the materials and they will pay for the labor. I have spoken with Scott Tripp about his project. The survey has been completed. We will now determine the amount of acreage the City is going to purchase. At that point we can determine the purchase cost. I was informed by Josh Runhaar that the County is willing to supply road base and grade the road for that project. The County will not be able to complete their portion of the project until September or October. That is the best offer from the County and we have accepted it. The City will then chip seal the road the following summer. I am thankful the County was willing to participate on this project. There will be a future interlocal agreement we sign between the City and County for this project. A lot of chip sealing will be completed in July by the County. Marlowe helped finish up and submit the contract for the chip sealing projects.

MARLOWE: Do you have an objection to people cutting down or trimming trees in the City right of way?

PAUL: I think people need to contact the City first so we can review the request and then let them know they are okay to proceed.

CHERYL: There will be some upcoming staff changes with the Library as Shaylee leaves and a new employee is hired. The Library got a couple of Kindle readers and are trying them out. North Logan City is having good success with their Kindle readers. Amy Jorgensen has interest in becoming an EMT. She has a military background and owns the fudge shop across the road. There are also some options at the local schools for EMT help. Nancy LaMunyon has moved away so we now officially need a new CERT director. Lewiston City is thinking of doing more CERT training and inviting residents of Richmond and Lewiston to attend. I received an email from Terrie Wierenga about the harvest market. There were only three vendors in attendance last Saturday as well as the Rockhill Creamery selling their products. None of the current vendors have an interest in being the harvest market director. We will see how it goes the next few months. I am not available every Saturday to attend the harvest market and be the director.

MAYOR: We could send out a message through Parlant and see if anyone has an interest. Is Terrie overseeing the market this year?

CHERYL: Yes.

MAYOR: At the end of the season let's thank Terrie for her years of service and seek a new director at that point.

CHERYL: The website has around 1,800 hits a month on average and May is always the busiest month of the year because of Black & White Days and there were 3,100 hits. Council meeting information and seasonal information are the most viewed items.

PAUL: Did anyone notice the fudge shop put up a sign stating two of the parking stalls were for the fudge shop only? That is City parking and such signs are not allowed.

MARLOWE: The Post Office has to do the same thing or all of their parking stalls are gone during Black & White Days.

CHERYL: They only put the sign up for two parking spots.

PAUL: It is public property and that is not allowed. Theurer's Store and L.D.'s Café have never done anything like this. We might need to give them a polite reminder that it is not allowed in the future.

MAYOR'S REPORT

MAYOR: Our next meeting will be on Monday, June 27th at 7:00 A.M. for the purpose of paying invoices related to the close of the budget year. The meeting should only take 10 to 15 minutes. The next regular Council meeting will be on Tuesday, July 12th. The public hearing for the water district will be part of that meeting. We did receive official confirmation from the RAPZ tax committee that the City received \$75,000 for the purpose of purchasing land for a new park area. Paul will be overseeing this project.

A motion to adjourn and pay bills was made by Cheryl, seconded by Paul and the vote was unanimous.

Yes Vote: Erickson, Peck, Thatcher

No Vote: None

Absent: Jensen, Young

A-1 Uniforms	31.75
Aflac	189.30
Alltech	1290.00
Al's Trophies	794.76
Badger	38.15
Beeline Digital	60.00
C. V. Extermination	496.20
C.V. Media Group	250.00
Cache Chemical	94.01
Cara Enterprises	175.00
Century Link	241.94
Chipman Software	500.00
CNH Capital	83.06
Coats	849.00
Comcast	343.19
Ecosystems	1227.78
Every Bloomin' Thing	112.00
Hall's	120.81
Hobbs Turf Farm	38.40
IPACO	199.95
Itty Bitty	858.87
L.D.'s	446.64

Lee's	456.03
Les Olson	118.94
Lewiston City	1263.28
Logan City	18158.82
Moore Medical	48.47
NAPA	539.96
Parsons	21945.13
PEHP	177.66
Peterson Plumbing	870.31
Pitcher Propane	444.55
Questar	514.66
Randy's	537.18
Reliable	403.99
Rocky Mountain Power	9145.39
RSM	339.67
Selecthealth	1316.00
Smithfield imp	168.74
Sprint Print	165.00
Stotz	184.10
Tamara Hardy	1024.36
Tess Davis	210.00
The Herald Journal	94.92
The Home Depot	366.4
The Logo Shop	417.38
Thomson Electric	96.72
Union Pacific Railroad	13579.02
UT Assoc of Public Treasurers	75.00
Verizon	322.41
Win-911	495.00

Adjournment at 7:53 P.M.

RICHMOND CITY CORPORATION

Michael E. Hall, Mayor

ATTEST:

Justin B. Lewis, City Recorder