

RICHMOND CITY COUNCIL

FEBRUARY 21, 2017

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, February 21, 2017. The meeting began at 7:00 P.M.; Mayor Jeff Young was in the Chair. The opening remarks were made by Paul Erickson.

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

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

APPROVAL OF CITY COUNCIL MEETING MINUTES

A motion to approve the January 17, 2017 City Council meeting minutes was made by Tucker, seconded by Paul and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

DEPUTY REPORT

DEPUTY BRAD NELSON: I don't have anything new to report this evening. With the rain and high wind today we are dealing with some downed power poles in other communities.

MAYOR: We appreciate the presence of the department in the City. I was impressed to see how all of the local agencies and state worked together on the recent incident in Smithfield. From an outsider's view it looked like things went very well. We appreciate knowing we have support from all of the local departments if needed.

DEPUTY NELSON: We are monitoring 300 East and the school zones for speeding.

PAUL: I have not heard anything negative about 300 East recently so I think having the department's presence in the area is helping.

YOUTH COUNCIL REPORT

MAYOR: I will be working with Justin on the budget for the Youth Council as they plan activities and fundraisers for the rest of the budget year.

PRESENTATION OF PLAQUE OF APPRECIATION, COMMISSIONER ZANE BAGLEY, PLANNING & ZONING COMMISSION 2012-2016.

MAYOR: Zane was not able to attend this evening due to work commitments. He served on the Planning Commission for four years. Tucker will deliver his plaque of appreciation and thank him in behalf of the Council for his years of dedicated service.

BUSINESS LICENSE

JVJ AUTO SALES

VICENTE MEJIA: I will be speaking in behalf of Juan Mejia who is the owner. We want to put an auto sales facility where there use to be one on the highway. The last person has moved out.

MAYOR: How will you setup the cars?

VICENTE: Like the other dealer. We will have a sign. We are trying to buy the entire parcel. The land north of the building is part of this parcel.

MAYOR: How many cars will you have? Justin were there any restrictions on the last auto sales business there?

JUSTIN: Vehicles cannot be pulled up right to the sidewalk by the stop sign so that people can see traffic going both ways on the highway. We asked as the cars get closer to the stop sign they are kept back further from the sidewalk for safety reasons.

MAYOR: If you have any questions you can visit with Marlowe our City Manager.

TUCKER: How many cars will you have on site?

VICENTE: Around 17 or so.

PAUL: You are currently operating in Smithfield?

VICENTE: Yes, by Summit Fitness. We want to relocate to here. We will park most of the cars to the north of the building.

TUCKER: What about a sign?

VICENTE: We will use the existing sign base and change out the bulb and housing. The sign is attached to the building.

PAUL: Any car repair or oil changes at this location?

VICENTE: No.

PAUL: If you are going to do mechanic work at this location we need to be notified of how you are going to dispose of the oil and other chemicals. This property has not been used as a mechanic shop in the past.

CHERYL: When are you wanting to open at this location?

VICENTE: Within a couple of months. We wanted to make sure we could get a business license before we finalized purchasing the building and land. We want to buy the building and land around it.

MAYOR: We want to make sure the appeal of the property is nice. We know that no property is perfect but please keep as clean as possible.

VICENTE: We want to take care of it. We have been open in Smithfield for three years and have not had any problems. We will close the Smithfield location and move here. Juan's brother owns another auto sales business in Smithfield by Zions Bank. We want to keep the area clean and not create any problems for the city.

A motion to approve the business license request for JVJ Auto Sales (Juan Mejia) was made by Paul, seconded by Lyle and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

PRESENTATION AND DISCUSSION WITH THE BEAR RIVER ASSOCIATION OF GOVERNMENTS (BRAG) CONCERNING ASSISTANCE IN OBTAINING A GRANT APPLICABLE FOR A POTENTIAL TRAIL ALONG 300 EAST.

MAYOR: We are in the process of working on some grant requests. We are looking at possibly putting a trail on 300 East from Main Street to 500 North. In the future the trail could possibly go south. The road is very narrow on 300 East and is highly traveled.

ZAC COVINGTON: I have some slides I am going to show everyone. The first picture is of how the trail would possibly look in this area. Many people bike, walk and push strollers on this section of road. There are safety issues as this is a busy road. The parks and trails plan from 2013 shows a proposed trail in this area. There are other proposed trail corridors to the east as well. The heart of all future trails is 300 East. Right now the sides of the road on 300 East are not very developed with the exception of around seven to ten homes. Compared to other roads in town this section of road is not very developed. Phase 1 of this project would be to go from Main Street to the start of the Cherry Creek Heights Subdivision on 500 North. Going south the trail would eventually end up at the nature park and horse arena. Some possible future landmarks for trails are the future White Pine Elementary building and Ella's Park in the Cherry Creek Heights Subdivision. Long term the hope would be to connect them all. We are applying for grant funding to help pay for Phase 1. The developer of the White Pine Subdivision is required to install a sidewalk in that area so we can use the contribution from the developer as our match for the grant request. Phase 2 of the project would be going south of Main Street. All of the information I am presenting is just preliminary so we can apply for the grant funding. The way the trail system is drawn right now the trail would be on the west side of 300 East from Main Street to 300 North and then cross to the east side of 300 East from 300 North to 500 North. This is just a proposed alignment. We are working with J-U-B Engineers to help develop the final plan. The reason the west side has been chosen from Main Street to 300 North is because the area is flatter and there are fewer issues to deal with. There are some steep driveways on the east side of 300 East. The City owns a 99 foot right of way in the area. This translates to 40 feet off of the pavement on the west side of the 300 East and 35 feet off of the pavement on the east side of 300 East. At this time we have not determined which side of the power poles the trail would be on. The trail is possible on the east side of the road but would be much more expensive. BRAG is helping the City apply for two grant requests. The first grant is a RAPZ tax grant in the amount of \$75,000. This grant would be used to help with the pathway as well as the park in the White Pine Subdivision.

MAYOR: Jon White agreed to pay for half of the cost of the playground equipment in the White Pine Park and there will be a sidewalk installed by Jon from 300 North to 500 North as part of his project. Jon is going to hold off on installing the sidewalk until we find out if we have been approved for these grant requests. One of the grants requires matching funds.

ZAC: The RAPZ tax grant is not a matching grant. The Utah State Parks Recreational Trail Program Grant is a 50/50 match. The maximum amount of the application for that grant is \$100,000. We will use the contribution at the White Pine Subdivision as the match for the City. The match can also be done with volunteer labor and use of equipment. The RAPZ tax deadline is March 4th and the Utah Parks grant deadline is May 1st. We are working on finalizing some numbers so we can apply for both grants. The Cache County Trails Planner is helping out as well. J-U-B Engineers is helping as well. They have to help with the technical issues and concerns.

PAUL: Zac is not just here as an employee of BRAG but he also has a vested interest in the community.

ZAC: I live in the City and have lived on 300 East. I saw how busy it is. As a planner I see issues. This project is a good fit for the City. It is a good time to apply with the availability of matching funds.

MAYOR: It makes sense to apply at this time. I like how the project has been presented.

ZAC: The proposed trail is eight feet wide. Normally, we like a trail to be ten feet wide but eight is best in this case for the amount of money required for the project. There is an existing sidewalk on the west side of 300 East from Main Street to 100 North. There is also sidewalk on the west side of 300 East at 500 North by the Erickson home.

PAUL: The City does not have funds available at this time for new sidewalks in the 500 North area as the focus has been to make a safe route to the elementary school.

MAYOR: We have received RAPZ tax grant funding up to \$75,000 in the past. We have done many projects with RAPZ tax funding. There is an old pioneer well where the White Pine Park will be located and it is around 35 to 40 feet deep. It is a circle well that was hand built. We will cover it and make it safe but at the same time want people to be able to view it. It is the last one in town that I am aware of. The sidewalk for the White Pine Subdivision is supposed to be a standard five feet wide but we might pay the difference and increase the width to eight feet. We are considering asphalt for the rest of the trail system in that area. Long term concrete lasts but is very expensive and this is a big project. If we do asphalt instead we can get the project done at one time. With cement we cannot afford to do the project. We would only be able to complete around 50% of Phase 1.

ZAC: I don't even think we could do 50% if done in concrete.

DAREK: I would say around 1/3 of the project could be completed if done in concrete.

MAYOR: Looking at options and costs; asphalt is the best option and will last long term if properly maintained. I have seen asphalt trails in the Bear Lake area and they have lasted for a couple of decades. It can be done.

ZAC: This project is around ¾ of a mile long. BRAG helped Willard City on a project similar to this. They installed a ten foot wide multi-use pathway with asphalt four inches thick. It still looks brand new. It needs to be properly engineered to last a long time.

MAYOR: The asphalt needs to be at least three or four inches thick to last. Kelly, myself, Darek and Zac will work to get the grants completed and submitted before the deadlines.

PRESENTATION, DISCUSSION AND POSSIBLE PASSAGE OF RESOLUTION 2017-2 ENTITLED "A RESOLUTION ESTABLISHING A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN AND CERTIFICATION".

MAYOR: Bear River Head Start is applying for some CDBG funding for a new playground at Park School in the area they utilize on the north end of the property. They are applying for a \$70,000 grant. The City has to be involved in the process as the overseer of the project. In the near future we are going to own the Park School building and I feel we need to join in with them on this application.

CHERYL: What is it talking about in the resolution in regards to housing?

MARLOWE: This is a boiler plate resolution the federal government requires we have in place before the grant application can be submitted.

JUSTIN: The City is the sponsor of the project. There is no cost involved in this project for the City. The City is assuring the federal government we are not displacing any low income families as part of this project. If low income families are moved we have to ensure they have a place to go that is comparable to where they are currently living. In this case, no families are being displaced as a playground would be removed and replaced with a new playground.

CHERYL: I don't like how this resolution is written as it does not say what you have stated.

MARLOWE: This is not our choice of wording. In order to apply for CDBG funding the Council has to pass the resolution. We currently do not have any low income housing in the City.

A motion to adopt Resolution 2017-2, A RESOLUTION ESTABLISHING A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN AND CERTIFICATION was made by Tucker, seconded by Lyle and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

DISCUSSION RELATIVE TO THE ADVISABILITY OF REINSTATING A HISTORICAL COMMISSION FOR RICHMOND CITY.
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TUCKER: I have a request by a community member to reestablish the historical society. It was dissolved years ago for various reasons. I have limited information on why the current request is being made. The City can establish a historical commission if they choose to do so. We would want to involve the Council and have a Council member on the committee. I think the biggest benefit is the ability to apply for grant funding. The City could possibly benefit from some grant funding on the older buildings. There is State grant funding that helps on the preservation of old buildings. The citizen wants to look at applying for a grant for a project on his own personal property. If established a Council member would need to oversee the committee and attend meetings. The Council would be responsible to ratify the members of the committee. I know in the past they had a small budget as well. I am not sure if one would be needed in this case.

MAYOR: I have mixed emotions on this. I know one issue can be when a committee quits working with and answering to the Council. A former Mayor disbanded the historical society because of conflicts between the Council and committee. I know there were hurt feelings on both sides. I think we need residents to come before us with a plan of why this would be good for them and the City. I am not opposed to reestablishing a committee. I don't want to reinstate a commission just because.

JUSTIN: I would suggest a Council member be on the board or oversee the board. Agendas would need to be posted and meeting minutes taken.

CHERYL: We need to know what the benefit to the City would be before we consider reestablishing the commission.

PAUL: There could be a benefit to obtain funding for our older buildings. Maybe we consider on a case by case basis as grant applications are available.

MARLOWE: There were some real coordination problems in the past.

LYLE: I know if grant funding is received it can limit what is allowed to happen to a building in the future. It can impact current and future owners. It can limit what can be done by future owners.

MARLOWE: I am a professional historian. Once a building is placed on the national register it limits what can be done to the building. The current owner and all future owners are affected by the listing.

CHERYL: Isn't that the case with the home directly north of Maverik?

MARLOWE: Yes. Once placed on the register what is allowed and not allowed is completely locked in for the future no matter who owns the building.

PAUL: Is there a way to make this an advisory committee and somehow attach it to the Planning Commission?

MARLOWE: I am not sure if the State would allow that. The State oversees some programs and the federal government other programs.

TUCKER: I will pass along this information to the resident. This would be a large effort by the City and I don't know if the City would gain anything in the end.

MAYOR: I saw this all the time with Black & White Days. Many different people and groups had good ideas but when the idea needs to be created into something that is going to happen everything changes. I am willing to listen to any idea if someone is willing to make it happen. I found out more often than not, a person had an idea and did not want to act on it but wanted the City to do all the work.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY
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JUSTIN: Property tax collected in January totaled \$8,395. Year to date property tax collected is \$84,233. Class "C" Road Funds received in January totaled \$19,741. At the midpoint we have collected \$65,992 in Class "C" Road Funds. We received \$2,456 as part of the interlocal agreement for ambulance service and coverage. On February 3rd we received \$63,000 on the FEMA grant for the new SCBA's. The Fire Department is working on the next reimbursement request for the remaining balance on the grant. We have purchased around \$22,000 in salt through the end of the year and more in January. The Streets Department supplies line item is now spent for the year so we will have to be careful and adjust as needed. Salt is hard to predict and this winter was very high because of all the snow and ice in a short period of time.

MAYOR: I was down at the maintenance shop and drainage for the salt bin area is poor. We need to review this and make it more efficient so we can put more salt in the building.

MARLOWE: It was built that way for a reason. We have a well just south of this area. We cannot allow the sodium chloride to get into the ground that close to the well. The plan many years ago was to build a berm to the west where the water could collect and then evaporate over the summer. We need to create a holding pond type area.

MAYOR: Until we fix this, our area to store salt is cut down by around fifty percent.

JUSTIN: Some impact fees were collected in January. So far this year we have collected \$47,186 in water impact fees and \$60,005 in sewer impact fees. I will start to work on the new budget. I have reached out to the department heads to come up with a list of items they need or

are requesting but are not in the normal budget on a yearly basis. This would be equipment and other large ticket items. I would ask the Council to let me know of any items they want considered as well. The intent is to have the new preliminary budget ready for you to review in April. The new budget must be approved no later than June 22nd. There will be adjustments to the current budget in May and June. Overall it has been a relatively quiet month financially which is normal for this time of year.

COUNCIL MEMBER REPORTS

LYLE: Chief Wood do you have any items you would like to update us on?

DENNIS WOOD: We are in the process of completing the necessary paperwork to get the final reimbursement on the SCBA grant. It usually takes about three to four weeks from when submitted until we receive the funds. There were some form submittal issues on the second reimbursement request. We have everything inventoried. We need to get the filling station installed.

LYLE: What forms?

DENNIS: We are required to submit some additional forms with the request we were unaware of.

LYLE: When will there be training on the new equipment?

DENNIS: Once the filling station is installed the vendor will come and provide all of the necessary training.

LYLE: Does the vendor hookup the filling station?

DENNIS: We need to get the station in place and wired and then the vendor comes in and does the rest and certifies everything.

LYLE: Is the wiring needed for the filling station part of the grant?

DENNIS: No.

MAYOR: I know we approved a new roof for the fire station. Do we have an update on that project?

TUCKER: We wanted it to be done before the snow hit but it was not completed. What is the current condition inside the building from the leaking?

DENNIS: We have five buckets in various places we have to dump every other day. This is just in the training room area. There are also leaks at other places in the building as well.

TUCKER: I will contact the roofing contractor and get an update.

MAYOR: We need a list of any big ticket items the department wants so we can see if we can fit in the budget.

PAUL: I know we talked about replacing the approach and driveway leading into the fire station. I think we try and include that project in the new budget. Class "C" Road Funds would be used for curb and gutter and we would pay for the rest through another line item.

DENNIS WOOD: The approach continues to crumble and as the rebar is exposed we cut it out and get rid of it since it is a safety issue.

MAYOR: I am hopeful we can include in the new budget.

DENNIS: We are currently working to get the specs for the new fire engine for the City. The City will get a new fire engine in the future.

LYLE: Will it come equipped with new SCBA's?

DENNIS: No. We are hopeful it will come fully equipped with the necessary tools and equipment.

KELLY: I don't have any additional items for this evening.

MAYOR'S REPORT

MAYOR: Over the last several months we have had many discussions regarding the Fire and EMT Departments and our interlocal agreement. Chief Wood has been helping a bunch to try and make sure we are doing our part on the agreement and Lyle did when he was Chief before Chief Wood took over. I have been in recent communication and had some meetings with Chief Wood. Chief Wood has tendered his verbal resignation as Fire Chief effective this evening. I have been involved with City government for nine years and the Fire Department is an interesting area of the City. It is not for everyone but I am dang grateful we have people in the City willing to volunteer and help out. Chief Wood has spent countless hours working to grow the department and make sure it progresses. We have a small department where the majority of people work outside of the City during the day. We are having a hard time having a full service department during the day when people are at work. I know several other cities have a paid staff to combat this problem. We are a volunteer department. I want to commend Chief Wood for his years of dedicated service to the City and Department. Chief Wood had some great ideas and I also appreciate his input for the future. The ability to receive grants has been crucial for a small department of our size. Chief Wood recommended Troy Hooley to serve as interim Chief. Lyle and I talked to Troy and he is willing to serve in this capacity. I want to make it clear; we approached Troy, he did not approach the City. The Council has almost always gone with the recommendation of the department heads in the past during a transition like this. Troy will be an interim Chief at this time while we review the department and look to the future. Chief do you have any comments you would like to make?

DENNIS WOOD: I appreciate the chance to serve the community. I have served on fire departments for 25 years. I have served in four different communities. None of us do it for political reasons or financial gain. I have been the Chief in Richmond for three years. Many things have been cleaned up. I think as I turn things over to Troy almost everything is in place. I will assist with the completion of the FEMA grant. Many changes have gone on while I have been Chief. The membership has been built and we have gone from 13 members to 18 members. We have had three new members sign up in the last month. Rebecca Watkins works at the Cache Valley Hospital. Her husband, Kevin, works in the IT department for the Cache County Sheriff's Office. They want to do both fire and EMS. Krystal Chidester wants to be an EMT for sure and might consider being a firefighter down the road. There are not any classes for them to take until the fall so we need to keep them excited and involved until then.

MAYOR: Does the County do the training?

DENNIS: The County does the EMT classes. The March class is already full. Firefighter training classes are already in process. I hope things work out for the new direction the Mayor wants the department to go. I think long term the City or County will have to pay to have daytime coverage. I am willing to offer my input if I am asked. I have many ideas. Troy has a good name in the industry and has been a full-time fire fighter for many years.

LYLE: Being a former Fire Chief I understand the emotions you are going through. I want to personally thank you for what you have done. Very few people in the valley have done what you have done. I appreciate your service.

DENNIS: My suggestion would be for the City Council to be involved with the Fire Department. I would suggest attending the meetings and drills. It will be beneficial to the relationship between the Council and Department members. Currently, there is not a close relationship between the Council and Fire Department. I know there have been certain issues in the past but hopefully they will go away and everyone can start fresh.

LYLE: I am glad to help where and when needed.

MAYOR: Troy we would like to hear a few words from you.

TROY HOOLEY: Chief Wood, thank you for what you have done for the City and Department. I have only been involved here a couple of months. When I was approached about this position I was taken back and surprised. I have been a full-time firefighter and EMT since 1991. I have never dealt with the administrative side in the past. I have responded to many calls for service. I know how the calls run and work and what needs to be done.

MAYOR: How many calls do you respond to in an average shift?

TROY: I would say around 30.

MAYOR: How many calls do we receive in a year?

DENNIS: Around 100.

TROY: The most calls I have responded to were 54 in one 48 hour shift. Fire department members are passionate people. It is an honor to serve. I want to help the department to move forward. I want us to come together as a department. I want to have a good department.

MAYOR: Lyle and I are going to attend a mandatory Fire Department member meeting tomorrow night. I have asked the entire department to attend. I want the department members to understand the Council cares and why we are going the direction we are. The members need to understand the Council has to look at the City as a whole not just at one department or person or group. We are having a hard time fulfilling our part of the interlocal agreement. We need the entire department to join in. It is our obligation to our residents and the surrounding cities.

A motion to appoint Troy Hooley as the Interim Fire Chief of the Richmond City Fire and EMT Departments was made by Cheryl, seconded by Tucker and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

A motion to close the regular Council meeting and open the executive session was made by Paul, seconded by Lyle and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The executive session opened at 8:22 P.M.

A motion to close the executive session and reopen the regular Council meeting was made by Tucker, seconded by Lyle and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The executive session closed at 8:38 P.M.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

Aflac	110.44
Airgas	26.74
Alltech	4345.00
APGN	1336.01
Bair	
Auto	9.54
Bear River Health	80.00
Burton Lumber	194.10
Cache Chemical	39.40
Cache County	
Corp	1935.00
Century Link	246.43
Chris Purser	47.97
Comcast	695.38
Denny's	160.25
Ecosystems	1734.05
Fastenal	35.83
Follett	149.00
Glenn's Electric	35.00
Hall Oil	1286.85
Intermountain Hydraulics	288.44
Interwest Supply	4313.05
IPACO	92.62
Itty	
Bitty	294.46
KCA Construction	960.46
L.D.'s	68.13
Lee's	215.02
Les	
Olson	241.82
Lewiston City	30.75
Lloyd Facer Trucking	204.13
Logan City	17248.17

Richmond City Council Meeting Minutes, February 21, 2017

Maverik Cemetery	335.62
Maverik Fire	83.06
McGinnis Law	150.00
N. C.	
Vet	70.00
NAPA	396.1
Olson & Hoggan	4808.56
Peterson Plumbing	143.94
Pitcher Propane	1449.00
Platt	103.35
Poster Compliance	158.00
Questar	3144.73
Randys	1003.05
Rockmount	286.82
Rocky Mtn Power	10030.67
Ron Keller Tire	12.50
Saltworx	14560.84
Selecthealth	1926.00
Sign Pro	168.00
SKM	85.00
Smithfield Imp	29.99
Smithfield Public Library	14.00
Stotz	78.12
Suburban Propane	51.00
Tamara Hardy	318.66
Tess Davis	135.00
Thatcher	5664.37
The Herald	
Journal	114.85
The Home Depot	559.95
The Library Store	68.87
U&I Kiwanian	195.00
UEN	275.71
ULGT	122.50
Verizon	323.26
Wex Bank	85.02
Wheeler	534.00
Zions Visa	8760.50

Adjournment at 8:39 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder