

RICHMOND CITY COUNCIL

MARCH 16, 2023

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Thursday, March 16, 2023. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Amber Ervin.

The following Council Members were in attendance: Tucker Thatcher, Lyle Bair, Kelly Crafts, Terrie Wierenga and Amber Ervin.

City Administrator Jeremy Kimpton, City Treasurer HollyJo Karren and City Recorder Justin Lewis were also in attendance.

VISITORS: Rod Johnson, Becky Johnson, Ryan Busenbark, Dave Cavanaugh, Debra House, William Jensen, Lillian Alvizures, Bryan Purdie, Cache Christensen, Alyna Olin, Alan Funk (by phone), Cindy Smith, Julio Huato

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM FEBRUARY 16, 2023.

A motion to approve the February 16, 2023 city council meeting minutes was made by Lyle, seconded by Terrie and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM FEBRUARY 24, 2023.

A motion to approve the February 24, 2023 city council meeting minutes was made by Lyle, seconded by Terrie and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

DISCUSSION WITH REPRESENTATIVES OF CAPSA ON APRIL BEING SEXUAL ASSAULT AWARENESS MONTH.

ALYNA OLING: Our theme for this year is “Hope begins with...”. We have left it open ended after begins with. Hope can happen in some many different ways. We support survivors. Last year we received approximately 8,000 calls to our crisis line. In turn, 1,927 of those people came through our doors. We helped shelter approximately 350 people. We have a great case worker program. The case worker is the first person someone meets and interacts with after the initial phone call. We have six outreach case workers. All have degrees as social workers. We have other case workers as well. This is where the hard conversations happen. In 2022, our workers were involved in 3.5 Code “R” exams per month at the hospital. There were 39 total exams last year. Only a small portion of those with issues go to the hospital. There were 631 survivors we served last year. Of those, 39 of them received the exam. We have one case worker whose primary job is advocating for survivors. Survivors come to us for a “warm handle”. We need you to be a “warm handle” as well. I have a flyer and some pins to present to you.

MAYOR: When a client comes to you who reports to law enforcement the person has been assaulted?

ALYNA: What we do is kept confidential. It is up to the person who was assaulted if they want to report it or not. We support the choice of the client. It is likely it will be reported at some point but not usually at the beginning. We provide training to groups as well in how to support survivors.

AMBER: I work with our senior center. How do we address and recognize abuse with senior citizens? If we observe something, what do we do? Is there training for that?

ALYNA: Yes. We have someone who can help you with this. Also, you are welcome to come and tour our facility at any time. You would then have a better idea of where you are sending people if a need arises.

DISCUSSION AND POSSIBLE VOTE ON THE BUSINESS LICENSE REQUEST FOR FUNK FIREARMS. A FIREARMS SALES BUSINESS LOCATED AT 502 SOUTH 400 WEST. PARCEL NUMBER 09-075-0008. ZONED A-10 (AGRICULTURAL 10-ACRE).

ALAN FUNK: I am trying to obtain a federal firearms license. I had a business license in the city for years but let it lapse. I mainly do sales with family and friends. I don't do many public sales. I don't care to do that. It is a requirement of the ATF (Bureau of Alcohol, Tobacco, Firearms and Explosives) to have a business license.

TERRIE: I have family members who have done something similar to this.

LYLE: Will you order the firearms as needed or do you plan to keep some in stock at the house?

ALAN: I do not plan to stock any. I will only place orders for those already purchased. There is more paperwork and responsibility than I want to be involved in by keeping some in inventory.

A motion to approve the business license request for Funk Firearms was made by Terrie, seconded by Tucker and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON THE REQUEST BY RYAN BUSENBARK FOR APPROVAL OF THE PRELIMINARY PLAT FOR THE JOHNSON COVE SUBDIVISION, AN (11) LOT/UNIT SUBDIVISION LOCATED WEST OF APPROXIMATELY 250 SOUTH 300 EAST. ZONED RMD (RESIDENTIAL MEDIUM DENSITY).

RYAN BUSENBARK: The request was reviewed by the Planning Commission. It will be a nice subdivision. I will meet all of the city requirements as needed. I want to build something nice to keep up with the integrity of the new homes built just to the south of this. Most of the building lots will be around ¼ acre.

AMBER: The Planning Commission recommended approval of the preliminary plat. Larry Dunkley had a concern about water from the storm water pond. The concern will be addressed as part of the retention pond in the construction drawings.

JEREMY: Weston Bellon, city engineer, talked with Larry about his concern. Larry has a better understanding of what will happen after meeting with Weston. The standards will be followed and met. It is an industry wide standard. The preliminary plat does meet the general requirements of the zone. The lots meet the size requirement. The frontages have been checked, especially in the cul-de-sac. Weston is comfortable with the preliminary plat as presented. In regard to the plat. The surveyor for J-U-B Engineers reviews the plat as well. This plat has already been reviewed. The preliminary plat has been revised as needed. The staff supports approval of the preliminary plat.

MAYOR: Has the streetlight to the south been installed yet?

JUSTIN: No. The streetlight the mayor is referencing will be at the corner of 300 South 300 East.

A motion to approve the Preliminary Plat for the Johnson Cove Subdivision was made by Tucker, seconded by Lyle and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON THE BUSINESS LICENSE AND CONDITIONAL-USE PERMIT REQUEST BY DELUXE HOMES TO HAVE A SHORT-TERM RENTAL LICENSE AND PERMIT AT 287 NORTH 390 EAST. PARCEL NUMBER 09-150-0004. ZONED RMD (RESIDENTIAL MEDIUM DENSITY).

LILIAN ALVIZURES: We own the property and want to make it a short-term rental.

MAYOR: How often are you hoping to have it rented?

LILIAN: This is something we are new to so we are not sure how it will go.

MAYOR: How long do you intend to rent at one time?

LILIAN: We cannot rent it for more than 30 days in a row where it is a short term rental.

AMBER: That is specified in our code as well.

TERRIE: What about tandem parking in the driveway. Will the vehicles extend across the sidewalk?

LILIAN: We have measured and four cars can park on the driveway.

TERRIE: What about long bed trucks?

LILIAN: They can park on the south side of the house next to the driveway, if needed. We will add some gravel there.

AMBER: Our ordinance has parameters in place of what is required. There is always a concern about short term rentals. There are many families with small children in that area. Be respectful and understand safety is a concern we all have.

TERRIE: Who do we contact if there is a problem?

JULIO HUATO: Me and Lilian. We live in Hyde Park.

AMBER: Make sure you contact information is posted.

MAYOR: What happens if someone wants to enter into a long-term lease? Do they notify us? What do they need to do?

TERRIE: They need to notify the city office. If the use changes to a long-term rental, then the conditional-use permit goes away and it is considered a normal rental property. My major concern is vehicles blocking the sidewalk. We also need to have contact information to contact the owner if issues or problems arise.

MAYOR: Are you aware of the winter parking ordinance?

JULIO: We are aware.

DEBRA HOUSE: Do we get a chance to speak?

MAYOR: No. It is not a public hearing.

TERRIE: Do we have a copy of the conditional-use permit?

JUSTIN: We do. It was not uploaded to the Cloud by mistake but we have it.

TERRIE: It states the neighbors must be contacted but they don't have to approve of it.

MAYOR: We are following the rules and you have acknowledged you were contacted about this request.

A motion to approve the Business License and Conditional-Use Permit request by Deluxe Homes was made by Terrie, seconded by Tucker and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2023-01, A RESOLUTION UPDATING THE PREVAILING FEE SCHEDULE OF THE CITY.

JUSTIN: We have some proposed changes to the Prevailing Fee Schedule. We are proposing to increase all of the youth baseball registration fees by \$10.00. The fees have not increased for many years. The fees include a hat and t-shirt for each participant. The cost of the hat, t-shirt and umpires is increasing. In our municipal code it lists the utility bill shutoff fee. Our goal is to get all of these fees moved into the Prevailing Fee Schedule. Next month, you will see an Ordinance removing this fee from the municipal code. I am going to let Jeremy reviewed the proposed changes to the building rental schedule.

JEREMY: The Park Community Center and Community Building are getting rented more all the time. We used to rent the building to a person for the entire day when they paid the fee. Then we started to rent it in hour increments. We have an hourly weekday rental schedule. We have sports teams who rent the gym three or four nights per week. They will usually rent the gym for two to three months at a time for their season. We talked to other cities about what they are charging. Our proposal is below what other cities are charging. I am requesting an across the board increase to our rental schedule. We are just trying to cover our costs. The cost of utilities and labor has gone up. We also feel the proposal will give more flexibility to those who want to rent the facilities. We want to allow for block rentals of time moving forward. We talked to other cities and they are charging \$750 or more when a kitchen is used. There is a discount for someone renting the building for an entire day. Most of our weekend rentals are for three to four hours. Long term, I hope to implement an online reservation system.

MAYOR: How much time is spent dealing with this by the staff?

JEREMY: I don't spend a lot of time. HollyJo and the other staff members handle these requests. I know the buildings are rented on the weekends through April.

HOLLYJO: We have several reservations already in May and June as well.

JEREMY: The demand continues to rise.

TERRIE: The Community Building is rented to Head Start. To work there a background check is required. How would we handle this?

JEREMY: Head Start rents the building from 5:00 A.M. to 5:00 P.M. We won't rental the Community Building until they are done each day. We would do rentals there from 5:00 P.M. to 10:00 P.M.

TUCKER: What are you seeing in regard to cleaning after people leave?

JEREMY: For the most part is it touchup cleaning. Certain groups require more time. Most are respectful.

HOLLYJO: We also have some people renting the building for training purposes. They are charging their clients as well.

TUCKER: I am okay with the low hourly rate if people clean up for themselves and we are not required to do a lot of cleaning.

JEREMY: We have increased the deposit amount. It encourages people to cleanup. When people don't clean up, we have some deposit funds on hand to help cover the cost. We will keep the deposit if someone leaves the area dirty. Right now, we don't have large demand for the kitchen.

MAYOR: I like what is being proposed.

TUCKER: It is good to be flexible.

JEREMY: We also want to keep it affordable to the community as well.

MAYOR: We have a lot of cost in simply maintaining the building.

AMBER: How are you handing the extended rentals?

JEREMY: The rental fee for the Black & White Days building would stay the same. There is not much demand there. If something changes, we can revisit down the road.

TERRIE: I like what is being proposed.

MAYOR: When would it be effective, if approved?

JUSTIN: Tomorrow.

MAYOR: What is our Questar bill for the Park Community Center?

JEREMY: In the winter months around \$800 to \$900 per month.

MAYOR: We need to insulate the north end of the building. The bid is approximately \$10,000. We have a great tenant leasing the south end of the building. We value them being here. They pay us a fair price.

JEREMY: Does anyone know when the fees for the building rental were last updated?

TERRIE: It has been a long time. I think it was when I served my first term on the council many years ago.

JEREMY: It has been a very long time since the fee was increased.

A motion to adopt Resolution 2023-01, a Resolution updating the Prevailing Fee Schedule of the City was made by Terrie, seconded by Lyle and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

DISCUSSION ON THE POSSIBILITY OF LEWISTON CITY ANNEXING THE CUB RIVER SPORTS COMPLEX PARCEL, PARCEL NUMBER 09-037-0014, INTO THE CORPORATE CITY LIMITS OF LEWISTON CITY.

LYLE: I contacted Mayor Jeff Hall from Lewiston and asked him why they want to annex this parcel into Lewiston City. Mayor Hall informed me there was an agreement with Gilt Edge Flour Mill and Casper's Ice Cream about annexing their parcels into Lewiston if the city provided them culinary water. Lewiston is now going to enforce their agreement with those two entities. There are two reasons why they would like to annex the parcel into the city. On the north end of the property, they have a new culinary water well. They would like their well to be within their city limits. They would also like the road on the south end of the parcel in the city limits. The county currently controls the speed limit because it is a county road. If the road is annexed into Lewiston the city can then control the speed limit. The county has no desire to reduce the speed limit on this road. Lewiston would like to reduce the speed for safety purposes. There is a joint ownership agreement in place. The usage of the area would stay the same. Our contract with Lewiston needs to be amended. We have handled the finances for many years. They have handled the maintenance for many years. The agreement says this will rotate every five years but that has not happened. It is a nontaxable parcel so no property tax is paid. Lewiston won't gain anything and we won't lose anything if the parcel is annexed into Lewiston.

JUSTIN: The suggestion of the staff is if the parcel is annexed that Lewiston make sure and include it in their insurance policy. Right now, the grounds are insured by Richmond City. Where it is now in their city, they should insure the grounds. Both cities use the same insurance provider so there should not be any issues in this regard.

TUCKER: A similar request to annex the parcel was made in the past but nothing happened.

HOLLYJO: Will this make any changes to the sports programs?

MAYOR: No, our agreement for the use of the facility stays in place. We need to better utilize that area long term.

AMBER: We need to make sure any boundary line issues are resolved as part of this process. I know Garrett and Amber Tanner have a boundary line issue.

JUSTIN: A current survey is required as part of any annexation request.

TERRIE: We need to redo the contract. It needs to be appropriate for both cities and include what both cities are currently doing.

LYLE: The use of the grounds will stay the same but the contract should be updated.

JEREMY: Mayor Young wanted to get the agreement updated before he left office but he ran out of time. The agreement needs to be updated and modernized as it is very old.

The consensus of the city council was there were not any issues or concerns with Lewiston City annexing the Cub River Sports Complex parcel into the Lewiston City limits.

DISCUSSION ON THE GENERAL PLAN UPDATE.

TERRIE: The public hearing on the general plan update was held on Tuesday, March 7th at the planning commission meeting. There were many people in attendance. There were not many comments opposing what is being recommended. Most of the comments were trying to understand what is being proposed. Such as questions regarding the placement of items on maps.

MAYOR: Was there a discussion on multi-family housing?

TERRIE: It was talked about during the presentation. Trails were discussed. Highway crossing options were discussed. There was a discussion on having higher density housing in certain areas while still protecting historic areas. We will always look to the future for areas for moderate and low-income housing. We can mandate certain requirements in our code in this regard if we deem appropriate. For example, we could state a certain percentage of a specific housing type be in a certain area. A lot of comments were received. One suggestion was to create a senior housing zone which would be an area for those 55 and older.

MAYOR: There is a big demand for senior housing. They are well managed and attractive places to live. What is the plan moving forward?

TERRIE: We will meet with J-U-B Engineers next Tuesday. We will discuss the comments we received. Some errors were identified on some of the maps and they will be corrected. If the comments and changes are made in time we will bring the general plan update back to the planning commission in April. They meet a week later than normal in April because of spring break. The planning commission can review and adopt and possibly send to the council for consideration in May.

MAYOR: If any of you have not offered your comments to Terrie please do so. I am hopeful we can better define areas for multi-family housing.

TERRIE: It is included in our future land-use map. Once the general plan update is adopted many ordinances will need to be updated, reworded or changed. Any ordinance change will require a public hearing at the planning commission level because it is a land-use change.

CITY ADMINISTRATOR REPORT

JEREMY: The city has not had any flooding issues yet. We are working the shoulders of roads and other areas to keep the water flowing. We have a good relationship with the county. They have been supplying sandbags and sand. Twin "D" is coming to clean out some storm water drains. We are working with J-U-B Engineers on some construction standard changes. The plat process will be tweaked a little bit as well. The new front-end loader should arrive anytime.

MAYOR: We are glad you found a supplier with some salt.

JEREMY: Our current supplier cut us and many other cities off. They had a problem with one of their plants and the demand has been high this year.

MAYOR: Thanks for all you and your crew do.

JEREMY: The staff has been very busy during the storms.

AMBER: My early morning clients have been very appreciative of how the roads are cleaned off so early in the morning.

JEREMY: Last year, we only used two employees per storm. This year we have brought in a third person on every storm. Bryan has been helping Yumi, when needed, as well. The big trucks have been able to keep working on the main roads while the third person helped clean up all of the other places.

MAYOR: Sadly, some street light poles on the highway were damaged by vehicles driving off the road.

JEREMY: We were not notified. We talked to the sheriff's office and they don't have any reports of these accidents either.

AMBER: The attendees of The Park Bench always comment on how the access to the building was always clean for them to get into the building with no issues.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: The budget for Fiscal Year 2024 will be introduced at the April council meeting. It is an introduction only and something we will be working on over the next few months. The funding for some programs will be discussed to see how we want to proceed. We had another good sales tax month and collected \$54,291. We issued a building permit for a new home so we collected a water and sewer impact fee. This month we have collected impact fees on a multi-family unit which the developer hopes to start building at the end of April or start of May.

COUNCIL MEMBER AND MAYOR REPORTS

TUCKER: At the general plan meeting there was a lot of talk about sidewalks. Do we have a contractor committed to do the work this spring?

JEREMY: Yes. There are some projects which we have escrow funds on which need to be completed as well. I also want to get the concrete work done at this building before the asphalt is put down.

MAYOR: I would think they should be able to start the work in a month or so.

TUCKER: We have allocated \$30,000 in the budget for these projects. It would be great to get some of them done. I hear about bad sidewalks all the time. When we take a final plat do we get the GIS information on the subdivision?

JEREMY: Yes.

TUCKER: Is it in a format we can use?

JEREMY: Yes. It started with the White Pine Subdivision. Every developer since then has provided us that information. We need to work on meter, valve and fire hydrant locations in some places. We got all of the waterlines around Lower Foods resolved and properly mapped.

TUCKER: I am glad they are getting us this information.

LYLE: I don't have anything additional to report.

KELLY: The Black & White Days billboards were ordered this week. The cost for the sign crossing the highway is approximately \$1,200.

MAYOR: And is about 46 feet long.

KELLY: It only has general information on it.

MAYOR: It is a one and done purchase. Hopefully the new billboards will last for a few years. Do you know the cost?

JUSTIN: Around \$450.

MAYOR: The registration for the Stampede and Cow-A-Bunga races is now available online. Because of the spring league meetings in Saint George, we need to reschedule the April 20th council meeting to April 27th.

AMBER: When will the May meeting be held?

JUSTIN: On the regular date of, Thursday, May 18th.

TERRIE: We are still waiting to complete the Trails Master Plan. Carly is helping us at her convenience. Hopefully it will be done in the next month. I participated in the groundbreaking ceremony for the new CVTD (Cache Valley Transit District) building on Monday, March 6th. Representative Blake Moore and others were in attendance. The irrigation company got good news at the end of the legislative session. A bill was passed which helps irrigation

Richmond City Council Meeting Minutes, March 16, 2023

companies with less than 1,000 users and no storage capacity. The grant funding will likely be used to put in master meters on the main laterals and sub-laterals. Water use will still need to be tracked.

MAYOR: Cache Valley Bank made a donation to The Park Bench to help fund it for the rest of the fiscal year.

AMBER: Brent Wallis from Cache Valley Bank did a presentation at The Park Bench last week about fraud prevention. Around 60 people were in attendance. Cache Valley Bank provided the lunch as well. Good information was presented. Around 60 people were in attendance today. The staff helped with the lunch. I am working with Jeremy and the mayor on a long-term proposal for The Park Bench moving forward.

MAYOR: It needs more structure on the city side. We might have to consider hiring people. We need to figure out how much we can spend there. Donations have been coming for the program. All of the credit for the program goes to Amber and the volunteers. There will be a proposal at the April council meeting for the council to consider.

AMBER: We are working with Dave Cavanaugh on communication. We need to bridge the gap for emergency preparedness for those without cell phones and other devices. Last month 460 items were utilized from the food pantry. We have already surpassed that amount this month. The Lions Club makes weekly donations. Council members and others have made donations as well. It is a remarkable thing to be part of. Parade applications are already coming in for Black & White Days. The Park Bench is going to operate the Hamburger Stand during the afternoons and the youth council in the evenings. The planning commission commissioners are a great group. They are well prepared and do their homework.

MAYOR: I attended Fire Chief Jay Downs retirement social. He means a lot to the city. I am grateful to him. We appreciate him and his service. An interim chief is in place right now. Jeremy, please provide an update on the power supply and generator for this building.

JEREMY: We have not found any better bids for the electrical work for this building to make a generator work. We are working with Cindy Gooch from J-U-B Engineers on some FEMA (Federal Emergency Management Agency) funding options. We are going to talk to the supplier about not taking the generator we have on order. We hope to apply for some FEMA funding in the next six months or so. We would include a generator in that grant application. The estimated costs are about \$100,000 for the work needed to this building, \$18,000 to Rocky Mountain Power and around \$50,000 for the generator. We don't have the funding for this project. We will continue to look for grant opportunities.

EXECUTIVE SESSION TO HAVE A STRATEGY SESSION TO DISCUSS THE SALE OF REAL PROPERTY. UTAH CODE ANNOTATED 52-4-205 (1) (E).

A motion to close the regular council meeting and open the executive session was made by Terrie, seconded by Tucker and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

The Executive Session opened at 7:59 P.M.

Those in attendance: Mayor Erickson, Tucker Thatcher, Lyle Bair, Kelly Crafts, Terrie Wierenga, Amber Ervin, Jeremy Kimpton and Justin Lewis

A motion to close the executive session and reopen the regular council meeting was made by Terrie, seconded by Amber and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

The Executive Session closed at 8:51 P.M.

A motion to adjourn was made by Lyle, seconded by Amber, and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin

No Vote: None

Richmond City Council Meeting Minutes, March 16, 2023

Adjournment at 8:51 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder