

RICHMOND CITY COUNCIL

APRIL 27, 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, April 27, 2023. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Mayor Erickson.

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

Council Member Tucker Thatcher arrived during the meeting.

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

VISITORS: Morty Jenkins, AJ Heiner, Preston Pond, Katelyn Davis, Cindy Allen, Brady Christensen, Cache Christensen, Nadine Bair

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

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

Yes Vote: Bair, Crafts, Wierenga, Ervin

No Vote: None

Absent: Thatcher

RECOGNITION OF PAUL AND ANN WHITE AND CACHE VALLEY CABINETS & TOPS AS THE BLACK & WHITE DAYS GRAND MARSHALS FOR 2023.

AMBER: Cache Valley Cabinets and Tops and Paul and Ann White are the 2023 Black & White Days grand marshals. It is nice to have Doug and Christy White in attendance as well as they owned the business before Paul. People ask what is the grand marshal? It is the person or persons who lead the parade but it is so much more than that for us. It is a leader. I think CVCT is one of the faces of the city. It was previously named Cache Valley Counter Tops.

MAYOR: They have a great history with the city.

AMBER: We appreciate you being a face of the city. We appreciate your value to the community. They have been in business since 1976.

Paul was presented with a gift of appreciation from the city council.

YOUTH COUNCIL REPORT

KATELYN DAVIS: We have 25 active youth council members. We are ready to help with Black & White Days. We had some hats created this year. We have to wear them in the Hamburger Stand. We are excited for Black & White Days. We have plenty of people willing to help out. We are changing how we do things this year. There will be less options but we will be able to get the orders out quicker.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2023-02, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000 "LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)", CHAPTER 12-900 "ZONES", PART 12-908 "CENTRAL BUSINESS DISTRICT ZONE "CBD"", SECTION 12-908-5 "AREA, WIDTH AND YARD REGULATIONS".

JUSTIN: The council asked the planning commission to review the setbacks in the CBD (Central Business District) zone. A previous rezone application was denied because of setback limitations. The code was reviewed to make sure the setbacks were appropriate. The council as well as the planning commission both felt the twenty-foot side yard setback was too much. The proposed Ordinance would reduce the side yard setback from twenty feet to ten feet.

MAYOR: So the side yard setback on both sides would have to be at least ten feet?

TERRIE: Yes, if the parcel abuts a residential zone.

AMBER: The planning commission reviewed the Ordinance and recommended approval. The planning commission intends to further discuss this zone as well. They have concerns about the front and rear setbacks. The homes in this area of town are older and close together.

TERRIE: I used the county GIS mapping system and did some measurements. I could only come up with one parcel which could meet the twenty-foot setback requirement. Even with ten feet there is still at least one parcel that would not qualify.

MAYOR: Were there many in attendance at the public hearing?

AMBER: There were some. There were no objections to the proposed Ordinance. The reality is the city will grow. In this case we are being reactive and it would be better to be proactive. Commissioner Jay Bair mentioned looking at the front yard setback in relation to the sidewalk.

LYLE: I don't have any concerns as it sounds like everyone supported it.

JEREMY: The staff supports the Ordinance as written.

A motion to adopt Ordinance 2023-02, an Ordinance amending the Richmond City Municipal Code, Title 12-000 "Land Use, Development and Management (LUDMO)", Chapter 12-900 "Zones", Part 12-908 "Central Business District "CBD"", Section 12-908-5 "Area, Width and Yard Regulations" was made by Amber, seconded by Terrie and the vote was unanimous.

Yes Vote: Bair, Crafts, Wierenga, Ervin

No Vote: None

Absent: Thatcher

DISCUSSION AND POSSIBLE APPROVAL OF THE MUNICIPAL WASTEWATER PLANNING PROGRAM (MWPP) ANNUAL REPORT FOR THE YEAR ENDING 2022.

JEREMY: This is completed yearly. It is a survey we do for the state. It is required to go before the city council for approval. It looks at financial and other information. It discusses capital improvement projects. It is a standard survey we must do yearly. We can modify or change any of the items if you don't agree with how we have filled out the survey.

A motion to approve the Municipal Wastewater Planning Program Annual Report for 2022 was made by Lyle, seconded by Kelly and the vote was unanimous.

Yes Vote: Bair, Crafts, Wierenga, Ervin

No Vote: None

Absent: Thatcher

DISCUSSION ON THE GENERAL PLAN UPDATE.

TERRIE: This is one more chance for the council to give their thoughts on the General Plan update. We have already held one public hearing at the planning commission level. We found an error in the zoning map and will get that updated. There was some confusion on the terminology in the Future Land-Use Map so we cleaned it up.

MAYOR: I have been reviewing the multi-family and overlay zone areas.

Council Member Tucker Thatcher arrived at the meeting at 6:52 P.M.

TERRIE: We have to have some multi-family zoning areas as the state is requiring them.

MAYOR: This is a lot of work to get to this point.

TERRIE: I appreciate the feedback from everyone. We received a lot of feedback from the survey, open house as well as the public hearing. This is a guidance document for the next ten years. We got a really good response from the survey.

WESTON BELLON: You are very lucky to have Terrie involved. A lot of motivation for what was done in this update has been directed by the state legislature. Once this is adopted, we will be updated and current. It is a good plan.

MAYOR: Terrie, how many general plans have you worked on?

TERRIE: I have been involved in three.

MAYOR: Lyle have you been involved before?

LYLE: I got on the council right as the last one was being finished up.

TERRIE: Tucker has been involved in two.

TUCKER: That is correct. I came on in the middle of the last one.

JEREMY: HollyJo has done a great job representing the staff in this process.

MAYOR: What are the next steps?

TERRIE: The planning commission will vote on the plan on Tuesday, May 2nd. A public hearing will be held at the May 18th council meeting and the council will then vote to accept or reject the plan.

DISCUSSION AND POSSIBLE VOTE ON APPLYING FOR AND IMPLEMENTING THE HEALTHY UTAH COMMUNITY PROGRAM. THE PROGRAM REQUIRES A THREE-YEAR COMMITMENT.
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AMBER: Karyn Tejan is a volunteer at The Park Bench. She brought this information to me. The program is sponsored by the Utah League of Cities and Towns. It requires a three-year commitment. The intent is to set community goals to help create a healthier environment. We are already doing many of the goals with the implementation of The Park Bench.

TERRIE: We started the Harvest Market back in 2008 for this purpose as well.

AMBER: Three groups are involved and they have all different focuses. We get to choose what we want to work on as a city. We have already implemented a food pantry. Last month, 789 food items were distributed. There are 152 people participating in the service. We are also providing a weekly low-cost meal for the seniors. During COVID-19, people stayed home and stopped socializing. This program helps provide a goal of getting people out and around other people. We have implemented a senior walking program. Myself, a representative from the city, Karen Tejan and a faculty member from White Pine Elementary will be the committee. We have talked to the IHC (Intermountain Health Care) in Hyde Park. We will meet quarterly and discuss our goals. As we move forward, we will establish new goals. If we participate in this program, we can also apply for grant funding. The city is growing. We have three Park Bench members who walk to the center each Thursday. It gives them a chance to get out and move more. We have people who want to be healthy. We also offer items like the Cow-A-Bunga race and Stampede bike race.

A motion to apply for the Healthy Utah Community Program designation was made by Amber, seconded by Kelly and the vote was unanimous.

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

No Vote: None

DISCUSSION ON THE PARK BENCH PROGRAM.
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AMBER: There were twelve new faces at The Park Bench today. People are ecstatic for this opportunity. We did not anticipate it to do as well as it has done or the community to have this much need. We have a safer community now. We have 100 seniors looking out for each other. This did not happen six months ago. The demand is growing. I average working 35 to 40 hours a week on this program. The volunteers are helping to keep it running. I have a proposal for how to keep it running.

MAYOR: My mom attends every Thursday.

AMBER: Lyle's mom attends as well.

MAYOR: I know Tucker's parents attend as well.

AMBER: Tucker's parents are amazing. They are very reliable. Paul is great with electrical issues. Coye helps where needed.

MAYOR: It is helping the quality of life of the residents. What is needed?

AMBER: Here is my proposal:

Request for \$40,000 budget that will cover employee salary.

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Lead assistant: 20 hours paid per week

Job description: Organize and create The Park Bench calendar, its events and activities. Work with council members to keep an inventory and budget. Oversee the lunch planning in coordination with the food assistant. Be willing to obtain a food handlers permit. Oversee all social media and email communications. Maintain and keep participant records and oversee the food pantry. Find opportunities for grants and fundraising to help support the center. Offer scheduling support for Jeremy and HollyJo and other items as they see fit.

Food assistant: 10 hours paid per week

Job description: Willing to obtain a food service manager certification and be willing to work with the administration. Create a menu, order food items, prepare and serve lunches.

Food pantry specialist: 4 hours paid per week

Job description: Maintaining the food pantry and assisting the participants with food needs. Coordinating all efforts with the lead assistant.

Running costs and activity costs to be supported by fundraisers and donations.

AMBER: Currently we are selling cookbooks and intend to do a raffle at Black & White Days and throughout the year. I cannot keep doing what I am doing. I have to reduce my workload. The meals cost about \$7.00 to \$8.00 each to purchase. The patrons pay \$5.00. The city covers the overage. We all have food handlers permits. One of the volunteers is working on getting a food service manager certification.

MAYOR: I love what is happening. Everyone is participating.

AMBER: Everyone has been supportive and want to make it work. Everyone wants to help. We are using the north two rooms right now. The food pantry is in the media center. We want to expand the west room south into the adjoining classroom. This would allow more seating. Today the rooms were full and people had to go sit in other rooms. We also have some moms and their children volunteering. The elderly like having kids around.

MAYOR: So you are asking for \$40,000 and hoping to raise \$10,000 meaning the city would need to pay \$30,000. Jeremy and Amber would oversee the staff. Jeremy is over all of the staff of the city. Employees would report to Jeremy. The program would be overseen by Amber.

AMBER: I am okay if there is criticism with this plan. This job takes a thick skin and if the seniors don't like something they will tell you and if you do it a second time, they will tell you even louder.

TUCKER: Do you have someone in mind for these positions?

JEREMY: We don't have anyone on staff to fill these positions. These are very specific jobs and assignments. The demands of the city staff are much different than they were five years ago.

KELLY: Do you have people in mind for these positions?

AMBER: Yes.

MAYOR: They are already serving as volunteers.

AMBER: Three of the volunteers are willing to take on these positions. They are all willing to help. One of the volunteers is already an employee of the city as she is a substitute crossing guard.

TERRIE: A \$40,000 budget is a lot more than was originally estimated. Are you thinking of raising the property tax amount to fund this program? How will it be funded?

AMBER: We have some donations. We get them daily. We have some good investors in the program. I don't see them stopping or going away. I think we can look for grants and other fundraising opportunities if we have employees spending the time looking for them. I think we can easily meet fundraising goals. The smallest budget I found last year for a senior center was \$12,000 and they were only open one day per week. They have a limit of 60 people and no ability to grow the program. The highest budget I saw was \$1,300,000. I would say \$40,000 is a worth investment.

TERRIE: Where is the money coming from? Are we cutting other programs? Are we raising property tax? It is really our only guaranteed revenue source. Grants and fundraisers are great but should not be factored into the budget. Everyone says the economy is going to retract. I agree we are filling a need for the participants. At the same time we must be fiscally responsible. Asking for \$40,000 is a lot different than asking for \$4,000.

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2023-05, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000 “LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)”, CHAPTER 12-2000 “SUBDIVISION REGULATIONS”, PART 12-2004-5 “ESCROW FOR CHIP-SEALING”.

JEREMY: We have run into an issue where the municipal code says the chip seal escrow is not due until the project is complete. The escrow needs to be collected upfront when all other funding requirements are met. Also, it would include the city engineer being involved when needed so their expertise could be utilized. The Ordinance would make it so that the developer pays the escrow before the final plat is signed.

A motion to close the regular council meeting and open the public hearing was made by Terrie, seconded by Lyle and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin
No Vote: None

The public hearing opened at 7:21 P.M.

There were not any comments or questions.

A motion to close the public hearing and reopen the regular council meeting was made by Tucker, seconded by Kelly and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin
No Vote: None

The public hearing closed at 7:22 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2023-05.

A motion to adopt Ordinance 2023-05, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-2000 “Subdivision Regulations”, Part 12-2004-5 “Escrow for Chip-Sealing” was made by Tucker, seconded by Terrie and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin
No Vote: None

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2023-06, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 10-000 “FIRE, HEALTH, SAFETY AND WELFARE”, CHAPTER 10-600 “FLOOD DAMAGE PREVENTION” AND ADDING IN THEIR ENTIRETY PARTS 10-600-10 “FINDINGS OF FACT”, 10-600-20 “STATEMENT OF PURPOSE”, 10-600-30 “METHODS OF REDUCING FLOOD LOSSES”, 10-600-40 “DEFINITIONS”, 10-600-50 “GENERAL PROVISIONS”, 10-600-60 “ADMINISTRATION”, 10-600-70 “PROVISIONS FOR FLOOD HAZARD REDUCTION”, AND 10-600-80 “PENALTIES FOR NON-COMPLIANCE”.

JUSTIN: FEMA (Federal Emergency Management Agency) updates their flood map every so many years. On May 9th they will put a new floodplain map in place. In order for the residents of the city to be able to apply for flood insurance through FEMA on May 9th or after we need this Ordinance adopted. The verbiage comes from FEMA and is reviewed by the state. The state reviewed the proposed Ordinance and agrees it is in compliance with what FEMA is requiring. If the Ordinance is not adopted then residents cannot apply for flood insurance in the future. Everyone is having to adopt this verbiage in their municipal code or their residents cannot apply. We are not the only ones doing this.

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A motion to close the regular council meeting and open the public hearing was made by Amber, seconded by Kelly and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin
No Vote: None

The public hearing opened at 7:24 P.M.

MORTY JENKINS: Is this ordinance good for anything other than applying for flood insurance?

JUSTIN: To the best of my knowledge it doesn't help us with anything but flood insurance.

BRADY CHRISTENSEN: Do you have the new FEMA flood map you can show us?

MAYOR: There is one available.

BRADY: I know in some areas the floodplain has been greatly reduced. In Smithfield, some areas around Summit Creek have really been reduced.

MAYOR: Which is very common over time.

BRADY: I also know 600 South in Mendon changed a lot as well.

JEREMY: We don't have a digital copy of the new map. We can provide you a hard copy if you want one.

MAYOR: The new map will be available on the FEMA website starting on May 9th.

A motion to close the public hearing 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 public hearing closed at 7:26 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2023-06.

MAYOR: Flood insurance is necessary in some cases. Here is where it benefits the community. If I need a government guaranteed mortgage and I live in a community which does not participate in this program then I am not able to apply for that type of loan. Some local entities do not participate for reasons unknown to me. The floodplain maps change over time.

A motion to adopt Ordinance 2023-06, an Ordinance amending the Richmond City Municipal Code, Title 10-000 "Fire, Health, Safety and Welfare", Chapter 10-600 "Flood Damage Prevention" and adding in their entirety Parts 10-600-10 "Findings of Fact", 10-600-20 "Statement of Purpose", 10-600-30 "Methods of Reducing Flood Losses", 10-600-40 "Definitions", 10-600-50 "General Provisions", 10-600-60 "Administration", 10-600-70 "Provisions for Flood Hazard Reduction", and 10-600-80 "Penalties for Non-Compliance" was made by Terrie, seconded by Tucker and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin
No Vote: None

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2023-03, AN ORDINANCE ESTABLISHING A MONTHLY BILLING AND RATE SCHEDULE FOR THE RICHMOND CITY SANITARY SEWER SYSTEM AND TREATMENT AS AUTHORIZED BY TITLE 14-000 "UTILITIES", CHAPTER 14-500 "FINANCE, FEES AND CHARGES" OF THE RICHMOND CITY MUNICIPAL CODE.

JUSTIN: To be clear, we are not raising or proposing to raise the monthly sewer utility rate. It will stay the same as it currently is at \$75.00 per month. There are also some yearly fiscal year increases and they are staying at what was originally adopted a couple of years ago. The intent of this Ordinance is to move the surcharge fees out of the Ordinance and into the Prevailing Fee Schedule of the City. The goal is to have all of the fees the city charges in the Prevailing Fee Schedule. Resolution 2023-03, which is the next item on this agenda, is adopting the surcharges into the fee schedule. If this Ordinance is not adopted that Resolution will not be discussed. In Section "F", (4), (a) it

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would now say “As listed in the Prevailing Fee Schedule of the City” rather than list the surcharges individually there. The surcharges are staying the same. A public hearing is required to make this change because the surcharges are currently included in the Ordinance. Any Ordinance change requires a public hearing.

A motion to close the regular council meeting and open the public hearing was made by Tucker, seconded by Lyle and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin
No Vote: None

The public hearing opened at 7:31 P.M.

BRADY CHRISTENSEN: What effect does sump pump water have on the sewer system? The city could implement fines and earn more revenue from people illegally doing this.

MAYOR: I will have Jeremy address that later as that is not part of this Ordinance.

A motion to close the public hearing and reopen the regular council meeting was made by Kelly, seconded by Amber and the vote was unanimous.

Yes Vote: Thatcher, Bair, Crafts, Wierenga, Ervin
No Vote: None

The public hearing closed at 7:32 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2023-03.

MAYOR: This Ordinance makes sense to me in what we are trying to accomplish.

TUCKER: Where do we talk about sonic flow meters for those who do not want the charge based on culinary water use?

JUSTIN: That is addressed in Ordinance 2023-04 which is later on in this meeting.

TERRIE: The surcharge fees are easier to change, if needed, when they are included in a Resolution.

LYLE: The council votes on any fee changes?

JEREMY: Yes. The council approves any fees changes whether by Resolution or by Ordinance.

A motion to adopt Ordinance 2023-03, an Ordinance establishing a monthly billing and rate schedule for the Richmond City Sanitary Sewer System and Treatment as authorized by Title 14-000, “Utilities”, Chapter 14-500 “Finance, Fees and Charges” of the Richmond City Municipal Code 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 2023-02, A RESOLUTION UPDATING THE PREVAILING FEE SCHEDULE OF THE CITY.

MAYOR: This Resolution takes the sewer surcharges we just removed from the Ordinance and puts them in the Prevailing Fee Schedule of the City. The surcharge fees are as follows:

Sanitary Sewer Surcharge Fees:

Biochemical Oxygen Demand (BOD)	\$0.56 per pound (lb.)
Total Suspended Solids (TSS)	\$0.41 per pound (lb.)
Total Kjeldahl Nitrogen (TKN)	\$1.47 per pound (lb.)
Total Phosphorous (TP)	\$6.37 per pound (lb.)

JEREMY: It is good to have all of our fees listed in our Prevailing Fee Schedule.

A motion to adopt Resolution 2023-02, 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

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2023-04, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 14-000 “UTILITIES”, CHAPTER 14-500 “FINANCE, FEES AND CHARGES”, PARTS 14-521 “SHUT-OFF AND TURN-ON FEES AND ACTIONS”, 14-530 “AUTHORIZATION TO ESTABLISH SEWER RATES, FEES AND CHARGES”, 14-540 “EXCESSIVE SEWER USE CHARGE SYSTEM” AND 14-541 “AGRICULTURAL ADJUSTMENT PERMIT”.

JUSTIN: Last month we included the delinquent and late charge fees on utility accounts in the Prevailing Fee Schedule. This Ordinance will remove the amount, \$25.00, from the municipal code now the item is in the fee schedule. There is also a change of wording in Part 14-530 as there is a mistake and it says, “culinary water” and should say “sewer”. In Part 14-540, there is reference to the sewer charge being based off of 15,000 gallons per month. We have allowed 20,000 gallons per month for a long time. This was an oversight and not previously corrected. We are also correcting the verbiage about if a customer wants to install a sonic flow meter. In Part 14-541, it references agricultural adjustment permits. We are not aware of any of these in the city now or in the past. We don’t feel this section needs to be in the code. A dairy would be like a business or residential customer and if they want, they have the ability to install a sonic flow meter. We are not aware of anyone who would be affected by removing this section of code.

MAYOR: Why would someone install a sonic flow meter?

JEREMY: Because they are a high use culinary water user who does not put the water into the sewer system. They can install a sonic meter to calculate the exact amount going into the sewer system.

MAYOR: I remember now we were approached by a dentist office because they didn’t feel it was fair they were charged a higher sewer rate when water was going on their grass and not into the sewer system. If I recall correctly, they never installed a sonic flow meter.

A motion to close the regular council meeting and open the public hearing was made by Terrie, seconded by Lyle and the vote was unanimous.

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

No Vote: None

The public hearing opened at 7:39 P.M.

There were not any comments or questions.

A motion to close the public hearing and reopen the regular council meeting was made by Lyle, seconded by Kelly and the vote was unanimous.

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

No Vote: None

The public hearing closed at 7:40 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2023-04.

TERRIE: The agricultural permit was more of a factor when there were more dairies in town and the city installed the sewer system.

MAYOR: The sewer plant only has “X” amount of capacity and we need to know the flow into the system.

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A motion to adopt Ordinance 2023-04, an Ordinance amending the Richmond City Municipal Code, Title 14-000 "Utilities", Chapter 14-500 "Finance, Fees and Charges", Parts 14-521 "Shut-off and Turn-on Fees and Actions", 14-530 "Authorization to Establish Sewer Rates, Fees and Charges", 14-540 "Excessive Sewer Use Charge System" and 14-541 "Agricultural Adjustment Permit" was made by Lyle, seconded by Tucker and the vote was unanimous.

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

No Vote: None

CITY ADMINISTRATOR REPORT

JEREMY: The new front-end loader has arrived and is being put to good use. The streetlight at the corner of 300 South 300 East has been installed. The generator for the Cherry Creek well has arrived. We just need to get the cement pad poured and the generator wired into the system.

MAYOR: What is the fuel tank size on the generator?

JEREMY: I think it is around 800 gallons. The concrete work at the Park Community Center is almost done. We are hoping this round of sidewalk replacement is complete by the middle of next week. We are working the staff longer hours this week so the contractor can keep pouring the sidewalk. Infiltration into the sewer system is not just from sump pumps. There are many ways to infiltrate the sewer system. Sump pumps dumping into the sewer system are illegal but it is hard to enforce. The only way to catch the person is by videoing the system and the person has to be dumping into the system the exact time we are watching. It is against plumbing code to have a sump pump dump into the sewer system. It happens but it should not happen. When this happens it ruins the bugs at the MBR Plant. There is not enough food for the bugs to eat. We need a certain amount of bacteria and it was down over 50%. It happened when the thaw came a few weeks ago. We ordered some food for the bugs. We got a pallet of enzymes. The MBR Plant is also temperature sensitive. The water should not go below 55 degrees Fahrenheit but it hit 48 degrees which hurts the bugs. The temperature also impacts the membranes. Our system is designed to take 500,000 gallons per day. Before the thaw we were taking on average 186,000 to 200,000 gallons a day. When it thawed, we were getting over one million gallons per day. Currently, we are running at 475,000 to 500,000 gallons per day. The flow is currently being able to be processed. This has been hard on Shane. He has to work day and night to keep the plant running. There is a lot of cleaning and the backwashing of filters going on. It is expensive when this happens. I am guessing we spent around \$12,000 more than normal last month. It was a very abnormal month. Most people don't know not to dump their sump pump water into the sewer system. We sent out a media blitz to the residents letting them know about this issue. I don't think the majority of our problem was from sump pumps. I think it was other things like water infiltrating the system through manholes and cracked pipes. I am going to ask HollyJo to speak about Xpress Bill Pay.

HOLLYJO: Xpress Bill Pay is up and running. We have had 133 people sign up since it went live last Friday. It has been hard implementing two new systems in the last three months but both are up and running. Xpress Bill Pay works really well with our utility billing software, Pelorus. We sent out a flyer about Xpress Bill Pay with our current utility bill as well as posted through Parlant, on the website and on Facebook. I would say the feedback has been 95% positive so far.

MAYOR: I know myself and at least three council members have signed up so far. It is nice to be able to see the gallons used per month and other information. I am happy I can just schedule my payment and not worry about it.

KELLY: Are there any fees to use it?

HOLLYJO: No.

MAYOR: The city eats the fee.

HOLLYJO: There used to be a \$1.00 fee but that is now gone.

MAYOR: I appreciate what has been done as this involved a lot of work by the staff.

JEREMY: We didn't plan to make this change until at least six months after we had the new utility billing software up and running. Then after trying for about 40 days to get the new software and old credit card processor working together and it not happening, we elected to make the change now. Xpress Bill Pay gives the account holder more options as well. It is quite flexible.

MAYOR: It will also help from a budgetary perspective as we will now be more efficient and the staff can spend time doing other things.

DISCUSSION ON BLACK & WHITE DAYS.

KELLY: The activities have already started. The royalty pageant was held last Saturday. Shelby Draxler was selected as Queen, Raegen Ridge as First Attendant and Melodie Peck as Second Attendant. I was contacted by the sheriff's office asking if we need anything extra this year from them.

MAYOR: It was great having them lead the Stampede last year.

AMBER: We need to make sure and change the road access on 100 West Main this year for the parade.

KELLY: I know we planned to add some cones.

MAYOR: Will they be in the city nightly?

KELLY: Yes. The posters are complete.

MAYOR: The Stampede posters will be printed soon. The other signage will be ready on Friday or Monday.

KELLY: The mailer is almost ready. The cattle show will start on Tuesday and go through Friday. The Hamburger Stand will be open for lunch and dinner. The Park Bench will oversee the lunch time hours and the youth council will handle the evening hours. We have a full day of events on Saturday. We start with the Cow-A-Bunga race and Highland Games both starting at 8:00 A.M. The horse show starts at 9:00 A.M. There will be a dairy show. The Stampede bike race starts at 10:00 A.M. There will be activities in the park all day long.

MAYOR: What about the concert?

KELLY: This year there will not be a movie in the park or chuckwagon breakfast. Wood Live Music will do a free concert on Friday night from 6:00 to 8:00 P.M. The citywide cleanup will be held on Saturday, May 5th starting at 9:00 A.M. We are asking everyone to gather at the Black & White Days pavilion.

MAYOR: The booths will be overseen by the Lions Club.

JEREMY: There are some new cookers in the Hamburger Stand this year.

MAYOR: We also have a new sound system for the foot and bike races. Wendy Christensen did all of our graphic design work.

INITIAL DISCUSSION ON THE FISCAL YEAR 2024 BUDGET WHICH IS THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024.

JUSTIN: Tonight is just an initial discussion. All items are open for consideration and change. The current budget will be amended in May and June. The new budget must be adopted by the end of June so we will hold the public hearing and vote of the council at the Thursday, June 15th city council meeting. There are still some unknowns with the proposed budget. We won't have property tax information from the county until around the first week of June. Then you can make some decisions about how you want to proceed in this regard. The number being used right now is from 2022.

TERRIE: Do we know what is being done with property values this year? Are they all going down where values are decreasing?

JUSTIN: I will have to contact the county to confirm but I would guess they will reassess 1/5 of the parcels in the city like they normally do. We are including \$480,000 for sales tax revenue. Sales tax is very elastic meaning it can fluctuate a lot so we need to be on the low side not the high side. Interest revenue in all funds is up substantially over where we started last year. Rising interest rates are bad for home buyers but good for our accounts. Major equipment purchases are down in the new budget because we purchased the new mini excavator and front-end loader in this fiscal year as well as the dump truck, sander and snowplow. We won't know if our 2023 RAPZ Tax application is approved until sometime in May. We already know our 2022 RAPZ Tax project won't be completed in the current fiscal year so we will move it to the new fiscal year. Garbage and recycling are being moved into their own fund. Recycling service will cease on July 1st. I was asked to include \$10,000 in revenue from The Park Bench. There is an average of 3.00% cost of living adjustment included for wages. Also, the stipends paid to council members are going to be a wage starting in July. The annual health insurance renewal came in good this year. We renew it in March of each year. We are seeing an increase to our benefit expense line item across all funds because we have added two employees to our health insurance plan. There are not any engineering expenses in the Administration Department as they are included in the Planning Department. This year the city will host our bi-yearly election where three council members will be elected. We will be contracting with the county for this service. The estimated cost is \$9,000. I have included \$3,000 in the emergency preparedness line item based off of the current budget.

MAYOR: Please reduce this to \$1,000 as we don't need that much funding moving forward.

JUSTIN: I was told to include \$37,000 in expense for the park bench. This includes \$12,000 in the Senior Program line item and \$25,000 in wages and benefits in the Building Department. The maintenance and repair line item in the

Building Department is down this year because last year we included \$12,000 to replace the garage doors on the Black & White Days building. In the Park Community Center renovation line item this includes four new furnaces as well as a remodel of the court/emergency preparedness room.

JEREMY: Right now the court and emergency preparedness room are all one big open room. We would renovate the room by adding some walls and office areas where the attorneys can meet with clients and we can keep the emergency preparedness equipment separate and away from the court.

JUSTIN: In the Public Safety Department, the biggest increase to the wage line item is for adding the third crossing guard. Last year when we started, we only had two crossing guards. Also, when fine revenue increases, we also pay more to our attorney and to the state. The state gets a portion of all fine revenue. We are in the second year of a three-year agreement with the sheriff's office. The new budget amount for police protection is \$52,350. We could not even afford to purchase a vehicle for that amount. In the Streets Department we are leaving the sidewalk line item at \$30,000. For major equipment purchases, we are going to purchase a Ventrac and some attachments. This will replace the four-wheeler and allow us to better handle the parks and sidewalks. The recycling fee paid to Logan City will stop on June 30th so it is not included in the new budget. We purchased the new front-end loader, dump truck and mini-x this year so none of those items are included in the new budget. In the Parks Department, wages are up because Bryan was a part-time employee last year and now is a full-time employee. We are hopeful to get the new restroom at the park RAPZ Tax application approved and should know in May. The Smithfield fire contract includes an annual increase of three percent. Lora reviewed the library budget and asked for it to stay the same as last year. There is an increase for wages and insurance. In the Planning Department, engineering is down substantially because the General Plan will be completed before the end of this fiscal year. Water Enterprise Fund revenue includes a \$1.00 per month increase to the base rate starting in July. Interest earnings are up substantially. There is a \$15,000 increase to the maintenance and repair line item. This includes the implementation of a new backflow prevention program the state is requiring and must be in place before the end of the calendar year. We are including an additional \$7,500 in the new water meter line item to pay for the purchase of some of the large meters which need to be replaced at the schools and other locations. The Sewer Enterprise Fund base rate will increase \$2.00 per month starting in July. There is an engineering increase to both the water and sewer funds so new master plans can be done for both funds. The Cub River Sports Complex fund stays the same at \$20,000 with \$10,000 from Richmond and \$10,000 from Lewiston. Interest earnings in the Capital Projects fund is up substantially. The new Solid Waste Enterprise Fund is now shown. It includes garbage service which will start with Econo Waste on July 1st. Recycling service will discontinued on July 1st. The current proposal shows the General Fund has a shortfall of \$35,778 at this point.

TERRIE: What are the plans at the Nature Park?

JEREMY: We really haven't done anything in the last couple of years because of budgetary constraints.

MAYOR: I think we should put some boulders along the edge.

AMBER: I know the Lions Club now has a member over this area.

MAYOR: Terrie, what are you recommending?

TERRIE: Previously, we had plans to hydroseed the area with native grass and install some native bushes. There is a pond there now which catches the overflow and sends it to the old irrigation canal.

MAYOR: I am glad that pond was not filled in when it was previously discussed several years ago.

TERRIE: It would be nice to see the restroom open but it keeps getting vandalized.

MAYOR: We could install some cameras up there if needed.

TERRIE: The Lions Club was going to make suggestions on plants and low maintenance items.

WESTON: We have a landscape architecture group who could look into some funding options.

COUNCIL MEMBER AND MAYOR REPORTS

AMBER: Parade applications are still coming in. The online applications has made it very easy this year. I would say about 50% are registered so far. I am curious how many more applications we will get in the next couple of weeks. We will be looking to fill some planning commission seats later this year. We have some amazing commissioners. They do their homework. Terrie has brought so much wisdom to the council. I am going to be sad to see her go when her term on the council expires at the end of the year. She has been a great support to the Planning Commission.

MAYOR: In regard to the proposed budget. Right now we have a negative bottom line. We are not making any decisions right now. We are bringing in about \$1,500 a month in revenue to The Park Bench. I support Amber's

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proposal. We need it to work financially. I will work with Amber to gather more donations. I know some people we can approach.

AMBER: All of our numbers are based on projections. We have got everything we have needed so far. White Pine Elementary School did a food drive and brought us 489 items. They asked about doing an elected officials lunch which would include the mayor and council.

MAYOR: Thanks to Amber and Jeremy for all they have done for The Park Bench as well as the other staff members who help.

TERRIE: I talked with Carly Lansche who was formerly the local county trails coordinator. She is helping on the Trails Master Plan update. Last August or September we lost those from the county and BRAG (Bear River Association of Governments) who were helping on the plan as they accepted employment elsewhere. They were doing the plan; I was just overseeing it. There are three sections left to work on. What has been completed so far looks great. There are a lot of pictures and maps. We should have the draft available for review on Monday, May 1st. We are going to review with the planning commission on Tuesday, May 2nd. The council will also review on Thursday, May 18th. I would hope we can vote on it in June or July. The state has made some changes where the CVTD (Cache Valley Transit District) board has to be reduced to between five and nine members. There are currently 19 members on the board. The new board must be in place by July 1st. All of the cities and the county will get a recommendation of what the makeup of the board could be. They are considering a seven-member board with two members from the north end of the valley, two from Logan City, two from the south end of the valley and one from the county. It was discussed at their last board meeting for about 90 minutes. I will be ending my city council term at the end of the year and if I am still on the CVTD board at that time I will be done with it as well. The work on the new facility has started. It is located on Airport Road. A lot of excavation work is going on right now. I attended the groundbreaking ceremony. They are working on their general plan as well. I will be happy to see all of the plans completed.

KELLY: We have consolidated the Casper's Ice Cream orders this year and it has worked out well.

MAYOR: So far, we have twenty sponsors for the Stampede.

LYLE: I would like to thank all of the residents who helped on a recent flooding issue. It came about very late at night.

MAYOR: Almost all of the sand is gone now. We have provided sandbags where needed. Some of the sandbags were used this evening on an issue with a culvert in the county south of town.

LYLE: I had someone ask me what the plan is with the sandbags after the flooding is done.

MAYOR: The bags won't last long as they deteriorate quickly.

LYLE: This person is interested in taking them after the flooding is over.

MAYOR: We can keep the sand and use it for infrastructure projects if needed.

TUCKER: It is great to see the sidewalk projects happening. It is good to see we have included \$30,000 in the new budget for sidewalk replacement projects.

MAYOR: They are great projects. They are in the center of town and very visible to see and use.

MAYOR: The county got some good pricing for garbage service. The carrier cost is similar to what we are paying. I have been working with the COG (Council of Governments). They are paying for the 500 North project. They get around \$7,000,000 in annual funding. Of that approximately \$1,000,000 is available for the rural set aside. We got about \$500,000 for our project. I don't see that happening for us this year. They are estimating the revenue for this year will be \$6,600,000 to \$6,700,000. The rural set aside is about ten percent. I would guess it will be around \$900,000 this year.

JEREMY: If I recall correctly the rural set aside is thirteen percent.

MAYOR: Part of the plan is to list our projects for the next ten years. We submitted three projects. Project 1 is the road from west of Lee's Marketplace on 150 North to 400 West and then south to Main Street. Project 2 is to connect Cherry Creek Parkway to State Street. Project 3 is to redo State Street from about 400 North to the city limit. There is a blind turn in this area which is dangerous. The road needs to be straightened out. I am hoping some of the property owners in that area will work with us. This project is estimated to cost around \$9,000,000. It is on the board to be considered. The projects are scored. Projects 2 and 3 scored better than most rural projects but the cost is too much. The Project 1 cost is around \$300,000 to \$350,000 but the project scored low. Our funds need to be used in areas that developers won't develop. The COG is a good mechanism to help with funding for projects. The local

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mayors are the COG board members. We need to apply each year. In the last month, we have had some inquiries about providing water and sewer service to those residing outside of the city limits as well as some annexation questions. This is not something we have been faced with recently.

TUCKER: We need to set a precedent of how these things should be handled long term.

TERRIE: I forgot to mention earlier. Richmond has the most bus shelters per capita of any city in the state.

MAYOR: Three council member seats are up for election this year. I respect the service each of you have given. Please be active and ask people to run for office. It is a critical time for the city. Lee's Marketplace is planning to open on June 16th. This is a gamechanger for a city of our size. We are excited to have them here and to be able to shop locally. We don't know what impact they will have on the city long term. Right now there are about 300 building lots in the city which can be built on. We have been reviewing appraisal data in Utah and Idaho at the bank. We think real estate prices have bottomed out and will not go any lower. Interest rates are higher than in the past. People are still applying for loans and building new homes. Growth is much slower than it has been in the last few years. How many lots are in Phase 1 of the Richmond Village?

JEREMY: I think there are around 24 units.

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

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

No Vote: None

Adjournment at 8:53 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder