

RICHMOND CITY COUNCIL

MAY 18, 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, May 18, 2023. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Tucker Thatcher.

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

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

VISITORS: Brady Christensen, Cindy Smith, Kyle McMullin, AJ Heiner, Rod Hammer, Brady Christensen, Tony Hernandez

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM APRIL 27, 2023.

A motion to approve the April 27, 2023 city council meeting minutes was made by Tucker, seconded by Terrie and the vote was unanimous.

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

No Vote: None

DISCUSSION WITH REPRESENTATIVES OF THE CACHE COUNTY FIRE DEPARTMENT.

CACHE COUNTY FIRE CHIEF ROD HAMMER: I am not here to address the Richmond and Smithfield contract. Smithfield is aware I am attending tonight's meeting. I have discussed this with them. They support what we are doing. Everyone but Logan City is part of the Cache Fire District. There are some mutual aide agreements in place. We are seeing a decline in volunteerism. There are typically not any volunteers in the city during the daytime hours when people are at work. People travel out of the city to work. Most people don't live where they work. I live in Lewiston and work out of the office in Hyrum. Smithfield is capable of fire service. They are trying to hire more full-time employees right now. They have limited staff if there are multiple calls at the same time. I would like to review a video which is on YouTube. It is called "Legacy Room VS Modern Room". It is an example of how fire has changed over the last thirty to forty years. We used to be working with legacy fires with volunteer fire departments. Mattresses were made of cotton where new ones are made of urethane. The new ones burn. Both of these fires start with a candle by a couch. At two and a half minutes the legacy fire is still small. The modern fire is a full fire. Smoke is coming off of the floor at three and a half minutes in the modern room. The room is over 2,000 degrees when it reaches a flashover point. The room is fully engulfed at three and a half minutes. Time is critical. We need to get to a fire quickly. I am not against anything in your Smithfield contract. It does take them a few minutes to arrive on scene in Richmond when coming from Smithfield. Time and manpower is critical. What we are proposing is to put two people in Richmond during the day. They would be here from 8:00 A.M. until 5:00 P.M., Monday through Friday. Where they are in town they can quickly respond where volunteer resources are limited. They would not serve just Richmond but the entire north end of the valley. They would respond on mutual aide calls as well. If they can get there early enough there are tactics and techniques which can be used on the fire if small until others arrive. I am asking you to support the Cache County Fire Department to put employees in your station. We are also asking for any support you can give us such as the use of the building, paying for utilities for the building and having a livable area. These employees would cover Richmond as well as the surrounding area. We need your approval. This does not affect your contract with Smithfield City.

MAYOR: Myself, Jeremy, Smithfield Fire Chief Jeff Peterson and Smithfield City Manager Craig Giles met with Chief Hammer and Dave Erickson from the county. We are interested in seeing if there is anything we can do. No decisions have been made. We need to discuss funding options. I am not sure what we can offer. We already have a building and are paying the utilities on it. Maybe we can make it more usable.

TERRIE: Will the two new employees also be paramedics?

CHIEF HAMMER: Ambulance service falls under a different license. What I proposed to Chief Peterson is these two will serve as first responders in the Richmond area. We would not be able to respond elsewhere to medical calls.

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We cannot transport people via ambulance. We have to wait for the ambulance to arrive. Firefighters like to work 48/96 shifts not the traditional 40-hour work week. My intent it to hire firefighters on a part-time basis who can work three shifts per week. They would be limited to 30 hours per week. I would try and hire the Smithfield City firefighters on the days they are off. They can then earn extra money. Our costs are lower because no benefits are involved. We are already doing this in the south end of the valley.

TUCKER: Would you respond to calls with our equipment or your equipment?

CHIEF HAMMER: The front-line engine is already owned by the county. We would use it. We might use the brush truck if you allowed us to. We would work on keeping everything in order and keeping the station clean.

LYLE: Where is the funding for the personnel coming from?

CHIEF HAMMER: My proposal is the county will pay for the wages.

LYLE: Like in the south end of the valley?

CHIEF HAMMER: Similar. They also have ambulance service there. There is ambulance service based out of Mendon as well. They have a much wider area in the south end of the valley to cover. I think it is only fair the county provides the resource here where it provides it down there as well.

MAYOR: Are grants being used to pay for this service?

CHIEF HAMMER: There is some ARPA (America Rescue Plan Act) funding available but this does not qualify. There is another grant called the SAFER grant we can apply for in about a year. If approved it takes another year to get going so it is at least two years out. The nice thing about coming out of Richmond is we can go straight west on Highway 142 to the west side of the valley and have good access to Lewiston and Smithfield as well. We can also provide extrication services for local accidents. We would support other local departments as well. We lost some service when the Richmond department was closed. The growth in this end of the valley makes me nervous.

TUCKER: I am happy to hear the employees will be EMT's as well. Is there limitations on what they can do on the fire side as well?

CHIEF HAMMER: The rules are two in and two out. I teach this class monthly. I teach firefighters how to work on a fire when there are only two or three of them available until others arrives. The key is to contain the fire until more resources arrive. There are a lot of areas in the state with staffing problems like we have here.

AMBER: Would you allow local volunteers to help on fires?

CHIEF HAMMER: That would happen through your Smithfield City contract. We are willing to help with training if needed.

AMBER: I think this service is crucial with the growth we are experiencing.

MAYOR: It is also nice to have them close by if we have an issue at Lower Foods, Pepperidge Farms or any other local business. What is needed from us?

CHIEF HAMMER: We are looking at a resolution of support and hope it can include the use of your fire station and you covering the cost of the utilities. Possibly some minor modifications to the station.

TERRIE: Will your employees bring their own turnouts with them?

CHIEF HAMMER: If we hire Smithfield Fire Department personnel, they already have them. There is some gear in your fire station which is not being used. The gear typically has a ten-year lifecycle. The employees should bring their equipment with them.

MAYOR: I believe our contract with Smithfield includes them supplying the equipment for their personnel. Do I have the support on this from the council?

TUCKER: I am willing to review. I want to work with Smithfield as well. If there are not any hangups with them we can move forward.

TERRIE: Would there have to be an interlocal agreement between Richmond, Smithfield and the county?

CHIEF HAMMER: There could be a three-city agreement if needed.

TERRIE: I am interested in reviewing but want to know who is responsible for what.

AMBER: I think it is a great idea knowing where we are at and where we are going. It is a benefit to the city. They are here to save people and that makes the community better off.

MAYOR: Jeremy what are your thoughts?

JEREMY: I agree with Terrie. I think there is some positive potential. We should gather some information and see if it is something we want to pursue. There are not issues simply considering the request. We can research and decide if it is best for us.

The consensus of the city council is to work with Cache County on a potential agreement in regard to staffing personnel at the Richmond City Fire Station.

DISCUSSION AND POSSIBLE VOTE ON THE REQUEST BY CUSHMAN & WAKEFIELD TO HAVE CULINARY WATER SERVICE AT A MANUFACTURING FACILITY LOCATED OUTSIDE OF THE RICHMOND CITY LIMITS. PARCEL NUMBER 09-042-0010 LOCATED AT APPROXIMATELY 11595 NORTH HIGHWAY 91.

KYLE MCMULLIN: I am from the Salt Lake City office. I have been working with industrial clients for many years. I am here tonight in behalf of Pan Handle Mill brands. They are interested in building a flour mill on the parcel north of Pepperidge Farms. They would do retail sales and private label. They press oil as well. They supply Pepperidge Farms and others across the country. The discussion is to build a new flour mill by the Pepperidge Farms plant. Pan Handle Mills has other locations next to Pepperidge Farms plants as well. Here is a picture of what the wheat mill will look like. The railroad tracks are along the west side. The highway is on the east and another road on the north. The west side of the area would be the large bins. They would purchase around 5.5 million bushels of wheat per year. They would produce about 140 tons of wheat and 37 tons of cereal per year. The annual payroll would be around \$3,100,000 and their total sales for the year would be about \$82,000,000. They would source their products locally if they can. They want to save on shipping where possible. They need water to temper the wheat. The process they use to get contaminants out of the water is about 2.5 times better than acid or heat. They need a constant flow of water. They need 600 gallons per hour. They work 320 days per year. When they operate, they are open 24 hours per day. They need about 14-acre feet of water per year which translates to about 4,500,000 gallons. One hundred percent of the water they use in their process is consumed. None of the water, other than for toilets, goes into the sewer system. They need a constant flow when operating. They also need fire flow of 6,500 gallons per minute if needed.

TUCKER: How much did you say for fire flow?

KYLE: Sixty-five hundred gallons per minute.

MAYOR: The grain is combustible.

KYLE: For sanitary sewer, their needs are for toilets and showers. The goal would be to tie into the waterline that stops at the UDOT (Utah Department of Transportation) building. I was told in the past the city had no interest in expanding the water system outside of the city limits. The seller, Mike Allen, said he talked to the mayor and the mayor stated the city would consider selling water to my client and that is why I am here tonight. The alternative is a well. We have found some water rights we think can be moved. We think the state will allow for them to be transferred. The application might be denied as well. We would have to drill a well and install a pump. If we can connect to your system, it makes our lives easier. Some of the other plants owned by Pan Handle Mills are on wells. They prefer to have a culinary water source. We don't know the cost of the project to run the pipe to this property. I would estimate it is about 450 feet of 12-inch pipe.

MAYOR: Is 12-inch pipe, correct?

JEREMY: Yes.

KYLE: We can go along either side of the highway but it has to be crossed at some point. I talked to my friend who purchased some land south of Lee's Marketplace. He said it will cost around \$200 to \$250 a linear foot. There is a tradeoff, we can install the waterline and pay your fees or drill a well and purchase some water rights.

MAYOR: Mike called me. I was not aware the city had been previously contacted. The only decision which was made was to bring the request before the city council for consideration.

KYLE: I was told previously there would not be any support for this request.

JEREMY: If they called a long time ago, they might have spoken with Mayor Jeff Young. We were not provided any details when previous inquiries were made. The only information we were told was a request was going to be made by someone outside of the city limits. I said it is difficult to provide water outside of the city but a person can apply and be considered.

KYLE: The initial conversation was over a year ago.

MAYOR: We have a formal request from you now for culinary water service and now you have mentioned sanitary sewer service as well.

TERRIE: Based on the information you have provided tonight you will need 15,000 gallons per day not 9,000 as mentioned in the letter.

KYLE: I used 600 gallons per hour times 24 hours per day times 320 days per year and came up with 4,700,000 gallons which equates to 14.14 acre feet. I am looking for 15-acre feet of water.

TERRIE: At different times of the year would you pull a higher rate and volume?

KYLE: It would only be higher than 600 gallons per hour if there is a fire.

TERRIE: I think there is a discrepancy in your numbers.

KYLE: I went by the numbers supplied by the engineer.

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TERRIE: We have a two-million-gallon water tank. In the summer when it is hot and dry the water tank goes down a lot daily. We need to recharge it overnight. If the water is going out at a constant rate this makes me concerned.

MAYOR: A water model would need to be run. It must be done whether the project is in or out of the city.

KYLE: Are you asking for it to be done now?

MAYOR: Anyone hooking onto our system is required to do a water model.

JEREMY: If a need on the system is made a model must be done.

MAYOR: We are currently in the process of redoing our water master plan.

KYLE: I understand we would pay the cost for the water model.

MAYOR: The council has three options to consider. Approve, deny or table if more information is needed.

KYLE: You can table if more information is needed.

AMBER: Some community members have contacted me with a level of concern. The concern is the property is outside of the city limits. There is not a great benefit to the city by granting this request. What you would pay us would not be much of a benefit to the city. There is a concern that you would be running 24 hours per day. We need time for our water tank to refill. I would say no to this request. If the parcel was in the city limits it might be different.

MAYOR: If the parcel were in the city limits an engineer would review your request. If there were not any issues with the water model the council would not even be involved in this process.

JEREMY: The developer works with the city engineer to figure out what is needed. Anything that is installed needs to be to city standards whether in the city or not.

MAYOR: The only time the council is involved in this process is if you are outside of the city limits.

JEREMY: The city code states any request for culinary water service outside of the city limits must be approved by the council. It also says the council can approve if there is an extraordinary circumstance.

TUCKER: Historically, we have not sold water outside of the city limits. I don't want to set a precedent on this type of request by approving it. Can 6,500 gallons per minute even be available through a 12-inch pipe?

WESTON: It is possible but would require a 12-inch pipe all the way to their facility. The water model would tell us for sure how much flow could be supplied.

TUCKER: I think that amount of flow is pretty high. If you are willing to annex into the city and bring some water, 15-acre feet, with you it might be something we could consider. I am uncomfortable with the request where the parcel is outside of the city limits.

MAYOR: There are only two connections outside of the city limits I am aware of. The UDOT facility and the Cherry Peak Ski Resort. The water at the ski resort is untreated. We only sell what water we have available to the ski resort. Council this request is for culinary water only and not sanitary sewer.

KYLE: We would like sewer to be considered as well. A septic system is not unreasonable for the small amount of flow we will have.

MAYOR: If you are over 300 feet from the closest city sewer line you can install a septic system.

JEREMY: Any industrial user will still require a discharge permit.

MAYOR: Sewer is not part of this discussion. It was only mentioned this evening and not previously.

JEREMY: Any type of sewer permit would have to be approved by the council.

KELLY: I don't want to open the gate for water going outside of the city. It would be better if this parcel was annexed into the city. I agree with Amber's comments. There is not any real benefit to the city for this request.

A motion to DENY the request by Cushman & Wakefield to have culinary water service for a manufacturing facility to be located outside of the city limits on Cache County Parcel Number 09-042-0010 was made by Terrie, seconded by Amber and the motion to DENY was approved unanimously.

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

No Vote: None

KYLE: Thank you for taking the time to consider this.

MAYOR: If you want to consider annexation our City Recorder is very educated in this process. I would suggest you reach out to him. If you have an interest in having a water model run reach out to Jeremy and he can help you make arrangements to have the water model run to see if your request is feasible. There is a minimal cost on this type of model for the size of request you are making.

KYLE: What is the approximate cost?

WESTON: I would guess around \$500.

DISCUSSION AND POSSIBLE VOTE ON THE REQUEST BY CAMPBELL SNACKS (PEPPERIDGE FARMS FACILITY) FOR A (24) MONTH EXTENSION ON THE CURRENT WASTEWATER DISCHARGE PERMIT.

AJ HEINER: I am the plant manager for the local Pepperidge Farms facility

TONY HERNANDEZ: I am the engineering manager.

AJ: We met with Jeremy, Weston and the mayor to discuss our plant expansion. We know there are questions and concerns about our infrastructure. Can the flow be handled in your system? What is in the chemistry of the water? We are here to address your concerns.

MAYOR: I would like to hear from Jeremy and Weston.

JEREMY: From the staff point of view the biggest concern is the chemical makeup of the flow. Their peak flows are our low flows. I am more concerned about what is being sent than how much is being sent. I have talked with them about my concern. We need to work better with them on our pretreatment concerns. We need to be more proactive in letting them know when we see something bad entering our system. The chemistry of the flow is my biggest concern.

TUCKER: Do we need more information from them?

JEREMY: They know they need to do something. They know of our concerns. They have been trying to work on our concerns. There are long-term issues with the flow which need to be addressed. We need both a long- and short-term plan.

LYLE: Is what we are receiving treated before it gets to our plant or is it treated at our plant?

JEREMY: Before. AJ is working with their team to make changes. It is better if the issues are caught on their side. It is hard to know when we have problem days. The assumption is the chemistry of domestic waste stays the same. We need to be better at letting them know when we are having problems. Early A.M. of the day is low flow for us.

TERRIE: Dilution is the solution in some cases.

MAYOR: And if the water is to clean it hurts our plant.

JEREMY: That is correct. The biology of the plant is hurt with clean water.

MAYOR: We are already receiving some of their waste. Is two years enough time to evaluate?

JEREMY: I think so if we are all engaged in the project. We need a deadline. We cannot have an open-ended agreement.

WESTON: I was opposed to their request at first. We met with them on Tuesday and it was a beneficial meeting. I better understand what they need now. They will be adding about 13,000 gallons per month to our system. The expansion of their plant is not the issue. If we have two years it gives us a chance to thoroughly review their permit. Their current permit allows for up to 600,000 gallons per month. Sometimes we receive as much as 1,100,000 gallons in a month. I think 24 months is a good period of time. We considered many different solutions when we met. They can potentially treat the waste on their side. We also discussed annexation and using our water in their system. Our water does not have to be softened.

TONY: The water from our well is very hard.

WESTON: Twenty-four months would give us enough time to be able to make it work for them and us.

MAYOR: We are not hurting our system by extending the agreement for 24 months? Is the next 24 months going to be detrimental to our system?

JEREMY: In my opinion nothing is changing from what has been done over the last six years I have been involved. We need to cover the cost of treating what is being sent to our system by them. We need to have better communication between the two companies. Both sides can do better.

WESTON: I agree. I like the 24-month window. The line of communication is a big deal. They can notify us immediately if they notice something. From an engineering perspective, 24 months will allow us to gather the information needed to properly adjust the permit. They are going to do a study on their sewer lines as well. They are possibly dumping processed water into our system and don't know it. They will start to investigate this issue in August. There is an effort on both sides to make it right.

TERRIE: I am glad to see communication is improving. I am okay with extending the agreement for two years. We need a deadline. We should know what needs to be done by then. It has been a good partnership. I appreciate them being a good company close to us. I am in favor of working with them. I want to find out why we are getting the readings we are getting in our system.

LYLE: Will there be a lot of chemicals in the additional discharge into our system from the expansion?

TONY: We are adding restrooms and a cooling tower for capacity. It does not use chemicals. We can send the water directly from the cooling tower to our ponds.

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A motion to extend the Campbell Snacks/Pepperidge Farms wastewater discharge permit for a period not to exceed twenty-four (24) months was made by Terrie, seconded by Tucker and the vote was unanimous.

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

AJ: In January 2024 it will be our 50th anniversary locally. We want to be a good partner to the community.
AMBER: You have been a positive locally since I was little. Cookies and crackers are a big deal in our food pantry.
AJ: We have product to donate. We have an annual day of care as well. We want to work with the county and city. Some of our leadership at the plant resides in the city.

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING THE GENERAL PLAN UPDATE.

TERRIE: This is the sixth time the document has been reviewed by the city council and planning commission. I appreciate the community. We need the vision of more than eleven people. We held an open house, online open house, did a survey, and allowed people to come to the city office to review. We had great participation. I am happy with how it turned out. Alison at J-U-B Engineers has been wonderful to work with. It is a good clean document. It will take us forward the next five to ten years.

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

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

The public hearing opened at 7:51 P.M.

CINDY SMITH: I helped with this. It was a very enlightening experience. I appreciate the people's voice was heard. We followed what people said they wanted. I hope we stick to it. I hope we listen to what people want in the city. People want agriculture and a small town feel not a metropolis.

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

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

The public hearing closed at 7:52 P.M.

DISCUSSION AND POSSIBLE VOTE ON THE GENERAL PLAN UPDATE.

AMBER: The planning commission approved the document at their May meeting. They had the same thoughts as Cindy. We have a readable document everyone can understand. It will help with future planning. I am ready to see it approved.

MAYOR: Jeremy what are your thoughts?

JEREMY: I tasked HollyJo with this project so she would get familiar with land-use. Where I worked previously, they called it a Master Plan and it was not really followed. This is a guiding document we review and consider. It is good for the council, planning commission and staff to use. It is an important and essential tool. A lot of time was spent by HollyJo, Terrie and others. There are no concerns from me.

HOLLYJO: Terrie deserves the credit. I learned a lot. I agree with what Cindy said. The input of the residents was followed. People have been willing to help. Lots of people have been involved. I learned a lot.

TERRIE: I would like to read what Alison from J-U-B Engineers sent me:

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“2023 Richmond General Plan – Project Highlights

In 2022, Richmond City was awarded a Technical Planning Assistance Grant (\$60,000 with a \$5,000 city match) from the Utah Department of Transportation to update the 2013 General Plan. The update began in June of 2022 at a joint meeting of the Planning and Zoning Commission and City Council. Commissioners and Councilors provided input related to the four main chapters of the plan:

1. Housing
2. Land use, parks, and trails
3. Transportation, traffic and public transit
4. Water use, demand and conservation

These chapters comply with the requirements of the Utah State Code. The public helped identify issues of concern related to these topics at an open house and later helped identify future goals for Richmond through a public survey. A steering committee reviewed all of this information and with help from the consultant team (JUB) refined the public input into specific objectives for housing, land use, transportation and water conservation. The funding specialists at JUB reviewed these goals and objectives and helped identify potential funding sources for future implementation. (This information is summarized in Appendix A: Goals, Strategies, and Implementation Matrix). The goals and objectives also informed updates to the Future Land Use Map and Future Zoning Map. These and other maps in the plan are intended to provide a useful planning tool to help Richmond City evaluate future development and prioritize future projects.

The team at JUB has greatly enjoyed working with Richmond’s friendly citizens and City staff!”

MAYOR: I would like to see this plan put in place.

A motion to adopt the 2023 General Plan was made by Amber, seconded by Tucker and the vote was unanimous.

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

No Vote: None

UPDATE AND DISCUSSION ON THE TRAILS MASTER PLAN UPDATE.

TERRIE: We started working on this in 2021. It was fully funded and supported by BRAG (Bear River Association of Governments) and the county. The Cache County Trails Coordinator Carly Lansche helped with this project. In August 2022, Carly and the representative from BRAG accepted employment elsewhere. Carly is now working for the State of Utah. She is willing to help finish up the plan. We have a draft copy to review. The final draft should be available soon. There are a lot of maps in the document. I encourage you to browse through it. I attended a trail kickoff meeting at the Cache County fairgrounds. They are glad to see Richmond was working on this plan.

MAYOR: Where will we have sidewalks in the Knolls Subdivision?

JEREMY: They will all be built to city standards. Long term sidewalks will be on both sides of the road. There will be a sidewalk which extends all the way to State Street. We had considered making the sidewalk wider so it would be more like a path but nothing has been finalized in that regard.

MAYOR: These things take time to review and understand. They influence the decisions we make. They are meaningful and important. Is there anything we should be doing at this point?

TERRIE: Please review the major sections. We have chosen the top five trails. There is one from the north end of State Street to Penny Lane that loops. A Cherry Peak trail that goes from the gun range to the ski resort and then down the road as well as three others. We also looked at how to better get people from the east side of the highway to the west side of the highway, especially around 200 North. There is also consideration for a historic trail where we have many places on the historic register. We are proud of our agricultural heritage.

MAYOR: Of the three COG (Council of Governments) projects we submitted the State Street project scored the highest but is also the most expensive.

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING AMENDMENTS TO THE FISCAL YEAR 2023 BUDGET WHICH IS THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2023.

JUSTIN: As we approach the end of the fiscal year, we adjust the budget in May and June of each year. The overall dollar amount doesn't seem like much in the General Fund but we are proposing many changes. For General Fund revenue there would be increases to Fines to State (Court fines), sales tax, franchise tax, local road tax, the addition of several grants, interest income, donations and several other smaller items. There are decreases to the RAPZ Tax revenue as this project has been moved from the current fiscal year to the new fiscal year. Also, we would remove the transfer from the Capital Projects Fund to the General Fund and reduce the amount we are using of the Fund Balance. For expenses, in Administration we will move the engineering line item to the Planning Department. In the Building Department there is a large increase to maintenance and repair as we account for insulation work in the Park Community Center as well as the new parking lot. Utilities are up and the amount for The Park Bench is being increased. In Public Safety, we are increasing the amount paid to the state for fines. When fine revenue increases the amount, we pay to the state increases. The Streets Department had a hard year. Lots of snow plowing. The staff spent a lot of time in the trucks this winter. We are increasing wages as well as salt purchases and fuel expenses. The Fire Department is increasing for utilities. The Library is having several grants added. The Planning Department is increasing for engineering as we finish up the General Plan. Increases to water fund revenue for water dedication payments, impact fees and interest. Expense increases for utilities, benefits, fuel and our attorney. The attorney has had to help us on some water right issues. Sewer revenue increases for impact fees and interest. Sewer expense increases for wages, utilities, fuel and sampling. Shane and Jeremy have had to spend countless hours at the MBR Plant this spring because of all of the runoff. Many long days have been worked by the staff to keep the plant running with so much water flowing through the system. The Capital Projects Fund shows an increase in revenue for interest and a decrease in the amount being transferred to the General Fund.

MAYOR: That is great news on the Capital Projects Fund transfer.

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

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

No Vote: None

The public hearing opened at 8:13 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 Terrie, seconded by Lyle and the vote was unanimous.

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

No Vote: None

The public hearing closed at 8:13 P.M.

DISCUSSION AND POSSIBLE VOTE ON AMENDMENTS TO THE FISCAL YEAR 2023 BUDGET.

A motion to adopt amendments to the Fiscal Year 2023 Budget was made by Lyle, seconded by Kelly and the vote was unanimous.

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

No Vote: None

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

JUSTIN: We won't have a property tax revenue number until the start of June. We will have the correct number for the June council meeting. We have increased Franchise Tax by \$10,000. We have moved the RAPZ Tax project for the new pavilion from Fiscal Year 2023 to Fiscal Year 2024 so there is an income and expense line item for this project. We will know on the RAPZ Tax application for a new restroom facility by the June council meeting and will add that project if it is approved. The senior program income has been increased to \$15,000. This includes \$11,700 for lunches and \$3,300 in private donations. We reduced the cost-of-living adjustment for employee wages from three percent to two percent. In the Building Department we increased the senior program to \$16,300. In Public Safety, we reduced Fines to State to \$20,000. In the new budget there is not any funding to do capital improvements to the senior center rooms such as removing walls and renovating rooms. Also, there is not any funding in the budget to renovate the fire station if an agreement is reached with the county on their request to put full-time staffing in the building. What do you want to do in regard to property tax? I have not been given any guidance if you are wanting to hold the rate the same again this year or leave it alone.

TUCKER: I don't want to lose the revenue and get behind but at the same time I don't want to raise it if we don't have too.

JUSTIN: We will have some actual numbers for the June council meeting and can decide how to proceed.

MAYOR: I was told there is another \$500,000 in funding they are going to award to RAPZ Tax projects.

TERRIE: The article in the news listed a different amount.

MAYOR: I was asked why we did not submit two applications. I told them it is because the second application always gets denied. I think we will be able to get the cost-of-living adjustment back to three percent as the numbers are finalized. Right now we have a balanced General Fund budget. We will discuss again in June and adopt the new budget.

DISCUSSION AND POSSIBLE VOTE RESOLUTION 2023-03, A RESOLUTION ADOPTING AN INTERLOCAL AGREEMENT BETWEEN CACHE COUNTY AND RICHMOND CITY FOR THE ADMINISTRATION OF THE 2023 MUNICIPAL ELECTION.

JUSTIN: We will host an election this year for three city council member seats. The State of Utah is a mandatory vote-by-mail state. We don't have the equipment to process the ballots or verify signatures so we will contract with the county like we did in 2021. They require an interlocal agreement to be signed, like in 2021, for this service. We are still the face of the election and do a lot of work. They just help us on the backend with ballots, mailing, signature verification, etc. We have included funding in the new budget for both a primary and general election. If a primary election is not held, we don't have a cost. A primary election will be held if there are seven or more applicants for the three city council seats. There cannot be more than six candidates on the general election ballot for three seats.

A motion to adopt Resolution 2023-03, a Resolution adopting an Interlocal Agreement between Cache County and Richmond City for the administration of the 2023 Municipal Election was made by Terrie, seconded by Tucker and the vote was unanimous.

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

No Vote: None

CITY ADMINISTRATOR REPORT

JEREMY: The parking lot here at the Park Community Center was completed today. It will be able to have light duty traffic tomorrow and then we can open it up. We are excited to have it complete. There are six building permits which have been submitted this week and another three or so in process. Our sidewalk projects have been completed for this fiscal year other than the backfilling along the edges. We spent around \$30,000. We have included funding for more sidewalk projects in the new budget. We have an inventory of sidewalks. We have prioritized from the point of State and Main and then moving outward. We will be working on roads to fill potholes in the next month after Black & White Days is complete and the sidewalks have been backfilled. The county will do our annual chip seal in July.

MAYOR: Was the sweeping project completed?

JEREMY: Yes. We need to discuss a tire problem on 300 North 300 East.

MAYOR: We did receive a formal complaint.

JUSTIN: The issue was resolved in the last couple of days.

JEREMY: We have a complaint policy in place. People need to submit their complaint in writing if they want it addressed. Items the staff cannot resolve will be brought to the council. Some complaints are legit issues and others are not. Black & White Days is a busy time for the staff.

TUCKER: There are a lot of projects going on. Thanks for getting them completed.

JEREMY: The staff has been very busy. The current focus has been Black & White Days, sidewalks and the Park Community Center parking lot plus all of our other regular work. The late snow thaw has really put the parks behind schedule. Then the big windstorm last weekend caused a lot of tree damage. We had a large pine tree blow down in the city park. We have a lot of work which needs to be done.

MAYOR: We have received a lot of positive comments on the new sidewalk.

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| <p>MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS, AS NECESSARY. FRAUD RISK ASSESSMENT</p> |
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JUSTIN: A requirement of the State of Utah Auditor's office is we submit a Fraud Risk Assessment each fiscal year. The item has to come before the council for review before and it is time to do it again. One area we lose points in is not having a certified public accountant (CPA) on staff. We asked the state if we qualify in this regard because our auditing team are all CPA's and they said we must have one on staff for this particular question. Now the item has been presented to the council we will get it submitted to the state.

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| <p>COUNCIL MEMBER AND MAYOR REPORTS</p> |
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TUCKER: I don't have any additional items.

LYLE: I don't have anything else either.

KELLY: We have two big days of Black & White Days left on Friday and Saturday.

MAYOR: Thanks to Kelly and everyone for their effort in making this happen.

TERRIE: The Cache Valley Transit District Board of Directors is still looking at the structure for a new board. It must be in place by July 1st.

AMBER: On Monday, an advertisement will be posted for an open seat on the planning commission. Sharik Peck is moving and we will need to fill his seat. The terms of some commissioners expire later this year as well.

MAYOR: Some interviews will be held with the applicants. Myself and Amber will be involved. If one other council member wants to be involved please let me know.

AMBER: We have a good planning commission. It takes time to serve. People only have so much time to give. There is a term limit in place for the planning commission so it doesn't last forever for those on the board. The Park Bench volunteers are helping to operate the Hamburger Stand this week. We have a need for volunteers in places like the planning commission and The Park Bench. About 700 to 900 items from the food pantry are utilized on a monthly basis. We are fulfilling a need in this regard.

MAYOR: I am struggling at work right now. I have done this job for many years. It is taxing and can be difficult. I am committed and will continue to do it. This leads me to talk about volunteerism. I talked with Gale Alvey this week. We met in 1979. He was the council member over youth activities. We had a bantam basketball program. There are many areas of need in the city. I appreciate what the volunteers do. I have more respect for volunteerism all the time. There are people who really care for the city. I want to thank Amber and Kelly for their efforts this week. It takes a lot of people to make Black & White Days happen. Everyone is busy. We are having a free concert in the park tomorrow. Saturday is full of activities all day long. There is only one member of the veteran committee still alive. It is Gale Alvey. Our next council meeting will be on Thursday, June 15th.

Richmond City Council Meeting Minutes, May 18, 2023

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

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

No Vote: None

Adjournment at 8:41 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder