

RICHMOND CITY COUNCIL

JULY 25, 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 Tuesday, July 25, 2023. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Kelly Crafts.

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 Treasurer HollyJo Karren and City Recorder Justin Lewis were also in attendance.

VISITORS: Seantae Jackson, Trevor Jackson, Rod Johnson, Becky Johnson, Cache Christensen, Sharik Peck, Cheryl Peck, Melodie Peck, Larry Huckstep, Cindy Allen, Jay L. Bair, Brady Christensen, Rod Hammer, Steve Liechty, Jeff Peterson

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM JUNE 15, 2023.

A motion to approve the June 15, 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 SHARIK PECK FOR TIME SERVED ON THE RICHMOND CITY PLANNING COMMISSION.

AMBER: We want to thank you for your work on the planning commission. You had to make hard decisions and recommendations. You care for the community and are dedicated. You and Cheryl are both valuable members of the community. Cheryl served on the council for a couple of terms. You are always supporting each other. Thank you for your service.

SHARIK PECK: We have lived in the community for 17 years. We love the city and our time here. It has been hard considering leaving. We have known we need to make some changes. It has been hard to do. We love the community. We don't have any problems with anyone in the community. We will be moving about six miles south of here. Thank you all for your service.

MAYOR: I want to thank you and your family. We know you are a medical professional. Our biggest concern is making sure representatives of the city learn, study and are informed. We disfavor reactionary measures. We hear the discourse in the newspaper and on the radio. The one thing we always know is there are two sides to every story. I want to compliment you both. You have had to understand both sides of many issues. Good decisions were made while you were involved. We want to offer you a tremendous thank you and wish you the very best for the future.

DISCUSSION AND POSSIBLE APPROVAL OF CINDY ALLEN AND BROCK MEACHAM AS COMMISSIONERS ON THE RICHMOND CITY PLANNING COMMISSION.

AMBER: The mayor, Tucker and I did the interviews. Six applicants applied. We are thankful for the willingness of the community members to serve and support the city. The planning commission is about learning and understanding. After discussion, we felt Cindy Allen and Brock Meacham would be a good fit for the planning commission. Both are well suited for the job. Both have a desire to serve and contribute. Neither of them have an agenda. Cindy will fill the spot being vacated by Sharik. Brock will be an alternate. Brock will then fill the next open seat on the commission. We will be losing our chairperson later this year as her term will be expiring. Brock will fill in as needed until then when a commissioner cannot attend a meeting.

MAYOR: I know Tucker supports appointing both of them.

A motion to approve Cindy Allen and Brock Meacham as commissioners on the Richmond City Planning Commission 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 ROCKY MOUNTAIN POWER FOR THEIR DONATION TO THE PARK BENCH BUILDING IMPROVEMENT PROJECT.

STEVE LIECHTY: I appreciate being able to be here this evening. I want to present this donation check for your Park Bench building renovation project. The Rocky Mountain Power Foundation is a cool part of my job. We give back to the communities we serve. We meet with the mayor, Jeremy and Justin annually. I would recommend you continue to apply each year. The areas I oversee are Northern Utah, Southern Idaho and Western Wyoming. Last year we provided approximately \$2,500,000 in grants from the foundation.

AMBER: We will be installing air conditioning units in the north end of the building for The Park Bench rooms with these funds.

Steve presented Amber with a check in the amount of \$2,500.00 as a donation from the Rocky Mountain Power Foundation.

DISCUSSION AND POSSIBLE VOTE ON THE ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASEMENT AGREEMENT BETWEEN ROCKY MOUNTAIN POWER AND RICHMOND CITY.

TERRIE: In Section 8.6 it discusses the ability of the city to utilize Rocky Mountain Power's transmission poles. Would this apply if the city offered internet service to the community?

STEVE LIECHTY: Generally, the answer would be no. We are already allowing CenturyLink and Comcast use of the poles. We have limited space on the poles for the work we need to do as well as the items located on the poles.

JUSTIN: We would like to publicly thank Steve, Cameron Johnson and the rest of the Smithfield office staff. We are able to contact them locally and have them help us when needed. They are great to work with. They are always answering questions we have and helping us where they can. We appreciate them and the service Rocky Mountain Power offers to the community. The proposed agreement has been reviewed by legal counsel. The only concern or recommendation from legal counsel is the contract be for a period of five years. With development really increasing and the city changing legal counsel felt it would be better to review the agreement again in five years. The previous agreement was for twenty years if I recall correctly. I notified Steve of this in advance of the meeting in case he had any questions or concerns in this regard.

STEVE: The minimum contract we allow is for five years. We recommend it for 15 to 20 years but each city is different. Lewiston City just renewed their agreement for twenty years. I would recommend a shorter term because there are unknowns. It doesn't hurt to periodically review the agreement.

MAYOR: Section 1, Grant of Franchise and General Utility Easement, is the main section of the agreement.

A motion to approve the Agreement granting an electric utility franchise and general utility easement to Rocky Mountain Power was made by Amber, seconded by Kelly and the vote was unanimous.

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

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2023-08, AN ORDINANCE REZONING CACHE COUNTY PARCEL NUMBER 09-053-0003 FROM RMD (RESIDENTIAL MEDIUM DENSITY) TO CBD (CENTRAL BUSINESS DISTRICT). THE PARCEL IS LOCATED AT 72 WEST MAIN AND IS 1.33 ACRES.

JUSTIN: Last year Brady and Holly Christensen applied for a rezone to CBD (Central Business District) for the parcel they own at 72 West Main. After review it was determined the setback requirements in the zone could not be

met with the existing home. The council had to deny the request because they could not go against the code in regard to setbacks. The planning commission and city council then reviewed the requirements in the CBD zone and determined the side yard setbacks were too wide. An ordinance was drafted and adopted by the city council reducing the side yard setback requirement. Brady has reapplied with this rezone request where the setback requirement can be met. The planning commission reviewed the request this month. It is the recommendation of the staff and planning commission to grant the rezone request.

BRADY CHRISTENSEN: Thank you for your work on this.

A motion to adopt Ordinance 2023-08, an Ordinance rezoning Cache County Parcel Number 09-053-0003 from RMD (Residential Medium Density) to CBD (Central Business District) was made by Terrie, seconded by Lyle and the vote was unanimous.

Yes Vote: Bair, Crafts, Wierenga, Ervin

No Vote: None

Absent: Thatcher

DISCUSSION AND POSSIBLE VOTE ON THE SPECIAL EVENT APPLICATION REQUEST BY THE SANDAL BLUE FOUNDATION TO HOST A BACK TO SCHOOL CARNIVAL FUNDRAISER AT THE CITY PARK ON SATURDAY, SEPTEMBER 2, 2023.
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SEANTAE JACKSON: We did this event last year but did not know it was considered a special event. We are a nonprofit organization.

Council Member Tucker Thatcher arrived at the council meeting at 6:53 P.M.

SEANTAE: We help those who have been affected by vehicle accidents.

MAYOR: How did the event go last year?

SEANTAE: It was good but it was slow. We had just started the organization. We did make enough funds to continue moving forward.

MAYOR: You want to rent the entire city park for the day?

SEANTAE: The two pavilions and mainly the grassy area.

MAYOR: Will this conflict with our RAPZ Tax projects which are being completed at the park?

JUSTIN: No.

SEANTAE: I would like to note the date has changed from Saturday, August 26th to Saturday, September 2nd because we found out that your park was already rented on August 26th.

TERRIE: So we would charge the cost of renting the two pavilions?

JEREMY: That is how we are considering this request from a staff perspective.

TERRIE: Are you bringing in port-a-potty's?

SEANTAE: We were not planning on it.

MAYOR: How many people do you expect to be in attendance?

SEANTAE: Around 100 attended last year. Because we live here, we want to recognize the local businesses. We want this to be an annual event. It was small last year and we want it to grow this year. I don't have an estimate of how many would attend this year. We need to get approval from the city and set the date before we can start advertising the event.

TERRIE: What about liability insurance?

TREVOR JACKSON: If needed it is something we can look into.

SEANTAE: We know the bounce house vendors need to have insurance. We were not planning on getting any.

TREVOR: If the cost is too much, we cannot do this event. We don't have very much funding. If it is not feasible, we won't hold the event. We only profited around \$100 last year.

TERRIE: I support the organization and the cause.

TREVOR: We created this foundation because of the accident we were in. The name is based on the handle that was used, sandal blue, when I was transported by life flight to the hospital. They did not know my name.

TERRIE: I think it is reasonable to charge the fee for both pavilions. Having a lot of booths on the grounds could impact the condition of the park as well.

JUSTIN: The recommendation of the staff is they have insurance where this is an event where money is being collected and not just a family event held at the park.

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TERRIE: I agree.

SEANTAE: Could we just have people sign a waiver when they purchase tickets?

TERRIE: No. The city is not protected by doing that.

MAYOR: Would we require them to provide proof of insurance?

JEREMY: Yes, they would turn in a copy to the city staff.

MAYOR: We will have a second permanent restroom facility in place next year at the park.

A motion to approve the special event application for the Sandal Blue Foundation to host a back to school carnival at the city park at a cost of \$40.00 with the requirement liability insurance be provided by the applicant was made by Lyle, seconded by Tucker and the vote was unanimous.

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

No Vote: None

SEANTAE: If we have questions who do we contact?

JEREMY: Myself or Holly.

<p>PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING A COG (COUNCIL OF GOVERNMENTS) APPLICATION FOR FUNDING FOR A ROAD PROJECT IN THE AREA OF 400 WEST FROM MAIN STREET TO APPROXIMATELY 150 NORTH.</p>

MAYOR: I am going to ask Jeremy to introduce this project.

JEREMY: Lee's Marketplace is now up and running. This section of road has been a concern for the city since our initial discussion with Lee's. The project is on 150 North from the Lee's Marketplace property line to 400 West and on 400 West from Main Street to 150 North. We are working with J-U-B Engineers for the engineering on the project. We are going to ask for some COG (Council of Governments) funds for the project. The application requires the engineering to be 90% complete before we can apply. Part of the application is to have a public hearing on the project. We have enough land now for a 66-foot right-of-way. This will allow for a road, swell and sidewalk. We can install a proper road with the land we already own.

A motion to close the regular council meeting and open the public hearing 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 opened at 7:03 P.M.

CINDY ALLEN: Will this effect the intersection at 400 West Main?

MAYOR: No. All of the work will be north of the intersection.

CINDY: What work have they already been doing?

JEREMY: They have been doing some surveying and taking soil samples.

CINDY: What is the timeframe of the project? I am in favor of this project.

JEREMY: The timeframe is unknown until we know if the project is approved or not.

JAY BAIR: I am curious. There is potential for development in this area. How much of this will be paid by developers?

MAYOR: I will answer those questions after the public hearing is over.

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 7:06 P.M.

MAYOR: This project is one of the three projects on the county master plan for the next ten years. We have prioritized the projects differently than the county did. We reviewed our projects and felt this was the most important project. We knew there would be impact to the area once Lee's Marketplace opened. We need a sidewalk and complete road down there. There is not any pedestrian access to the Lee's building. We will submit our application next month. There will be an initial presentation in September before the COG. The projects will then be ranked and voted on in October. It is a positive process. We do not have a current cost estimate for the project. We are going to apply for 90% of the project cost. There are some utilities already located in the road. One homeowner in the area is not connected to our sewer system. We will contact everyone in that area when we apply in August. This is a two-part project. We will use ARPA funds to pay for the sewer and water infrastructure, which must be done first. Those items are not part of the COG application. The COG only pays for transportation related projects. We are thankful we don't have any right-of-way to acquire. There will be a small encroachment on one parcel. The state code and our city code require any home or business located within 300 feet of the city sewer service to hook onto our system. The council will have to decide how we want to approach the one homeowner who is not hooked onto our system. In regard to Jay's question. The developer must meet the code at the time of application. We currently don't have any applications from anyone in that area.

JEREMY: That is correct.

MAYOR: If the project is approved, I think the earliest it would start is in 2024 or maybe 2025. We have a project which was approved in 2018 for 500 North and it is not complete. They are hoping to start that project this fall. Costs are continuing to increase. The COG will tell us what they are willing to approve or not approve in regard to funding. We should know in October if the project is approved. If we receive an application from a developer before this project starts then they will need to install the road to our current specifications. If we install the road and then the area it is developed, we will charge the developer what we are allowed to charge.

JEREMY: Right now it is all speculation about what may or may not happen in that area and we cannot and will not deal with speculation.

BRADY CHRISTENSEN: I am glad the city is working on this. Have any studies been done on the impact Lee's Marketplace has had on that section of road since they opened? Long term this road is beneficial and might save lives. I was surprised it was not done before Lee's opened. This project will make it safer for everyone.

JAY BAIR: The city is going to develop in that area. Will the city look to upsize the pipe, where needed, for long term growth?

JEREMY: Brady in regard to your question. We did not require a traffic study. UDOT (Utah Department of Transportation) required Lee's to do a traffic study. The city engineer reviewed the results of the study. We did not have any legal grounds to make Lee's install anymore road than they did for their project. Legally they only had to install the road to the edge of their property.

MAYOR: Another issue is the 150 North portion of this project is located in the county and not in the city. We do not have a contiguous boundary in that area it jogs inward and does not follow the road. This project will be a joint application with the county.

JEREMY: We had no legal basis to require a traffic study on that road, 150 North, where it is located in the county. We could not require a traffic study on 400 West because it is so far away from the Lee's building.

AMBER: What about the impact now the store is open and traffic has increased?

JEREMY: Any area of future development should have a transportation study completed.

TERRIE: I suspect UDOT will require an additional traffic study when another new business wants to build in the Lee's complex.

JEREMY: If a project crosses the railroad tracks a study is automatically required by the railroad company. Jay, in response to your question, if we have potential for growth in an area, we will pay to upsize the pipe.

MAYOR: Upsizing is based on what our engineer says. Right now we are only completing engineering for the road portion of this project. We are also in the process of applying for funding for new water and sewer master plans.

INITIAL DISCUSSION ON THE "AGREEMENT FOR STAFFING FIREFIGHTERS IN THE RICHMOND FIRE STATION".
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CACHE COUNTY FIRE CHIEF ROD HAMMER: This is a continuation of a discussion we had a couple of months ago. The contract has been drafted. The contract would put two full-time firefighters in the Richmond Fire Station. The Smithfield City Council passed a Resolution of support for this agreement where they are your fire protection agency. Funding for the firefighters has been approved by the county council for the rest of the calendar year. The agreement would require the city to do the following four things:

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1. The CITY agrees to:

- a. Allow COUNTY fire personnel to staff the CITY fire station so that they may respond to fire calls throughout the CITY and COUNTY as needed and to respond as First Responders to EMS calls in the CITY under the direction of Smithfield Fire and EMS; and,
- b. Allow COUNTY fire personnel to operate CITY owned fire apparatus; and
- c. Provide and pay for all utilities required to operate the fire station; and,
- d. Provide minor upgrades and maintenance costs associated with normal building operations.

CHIEF HAMMER: I am not aware of any immediate needs or changes to the building. The area needs to be cleaned up and we are willing to do that. The county would pay for the staffing, wages and benefits, Monday through Friday from 8:00 A.M. to 5:00 P.M. The employees would respond to fire and EMS calls in Richmond City and the north end of the valley. They will work with the Smithfield Fire Department as needed. Two people could deploy the engine quickly until the apparatus from Smithfield arrives to help on the call. Regarding EMS calls, the employees would be a first responder unit. They would not transport people or operate the ambulance. They would respond to medical calls in Zone 30. They could start CPR and do basic EMT level care until the ambulance arrives. We would work with the Smithfield Fire Department on the licensing portion of the agreement.

MAYOR: The county council has approved this agreement?

CHIEF HAMMER: The county council has approved the funding for the two employees.

MAYOR: Jeremy and I met with representatives from Smithfield City today. They have seen the contract. They don't have any real concerns. We have not sent the contract to our legal counsel for review yet. I wanted the council to make recommendations or changes before legal counsel reviews. The agreement would come back to the council for approval after review by legal counsel.

LYLE: Would the employees be Advanced EMT's?

CHIEF HAMMER: They would have at least basic level certification. It depends on who is hired.

TUCKER: I think this looks good. I appreciate you taking the lead on this. I think we will have a good relationship and this will help strengthen the community.

TERRIE: Having full-time personnel here in town is invaluable. I support this agreement between the three entities. I am glad we are working together.

AMBER: Thank you for working with the other two agencies. Thank you, Smithfield Fire Chief Jeff Peterson, for your service. This agreement helps our community.

MAYOR: Chief Peterson do you have any comments?

CHIEF JEFF PETERSON: I support the comments which have been made.

MAYOR: Our next step is to send the contract to legal counsel for review. I would like Jeremy, Chief Peterson and Chief Hammer to meet and review the agreement to make sure it works for all involved. I would like to know the results of that meeting before we vote on the contract.

CHIEF HAMMER: In the interest of time, where my impression is you support the contract, can I start the hiring process for the new employees?

MAYOR: We support this but don't have a signed agreement at this time.

TERRIE: If we come across something major in the contract, we will let you know ASAP.

CHIEF HAMMER: I don't want to post the job and then not get the agreement completed.

MAYOR: I am not sure why we would not come to an agreement but right now it is not signed.

CHIEF HAMMER: I am glad we all think it is the right thing to do.

MAYOR: What about weekend coverage? Please address this.

CHIEF HAMMER: That is part of your fire contract with Smithfield. The service the county is providing would be Monday through Friday from 8:00 A.M. to 5:00 P.M. when there are not volunteers available to respond. All volunteer agencies are having this issue during the day. They have people to respond on nights and weekends but not during the workday. Our funding will only allow for the mentioned hours. Speed is critical on calls. Smithfield does the best they can. They are a quality department with good staffing. I appreciate them and what they do on the north end of the valley.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2023-10, AN ORDINANCE AMENDING THE RICHMOND CITY MANUAL OF DESIGN & CONSTRUCTION STANDARDS, CHAPTER 8.0 “STORM DRAINAGE DESIGN”, SECTION 8.08 “DETENTION/RETENTION FACILITIES”.

JUSTIN: The proposed Ordinance is adding one additional line item in the construction and design standards in regard to retention ponds. The following sentences would be added in Section 8.08 “Detention/Retention Facilities”:

11. All detention basins shall be landscaped with a permeable material or xeriscaped. See RMC Part 12-1010-7 “Open Space” Item “D” for the definition of Xeriscaping.

JUSTIN: The planning commission reviewed the Ordinance and recommended approval. They tweaked the Ordinance by including the verbiage about defining the definition of xeriscaping so it is clear what it means. The staff recommends approval of this Ordinance as well.

AMBER: I appreciated the discussion of the planning commissioners. It was good to clarify the definition of xeriscaping in the code and where it can be located.

A motion to adopt Ordinance 2023-10, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 8.0 “Storm Drainage Design”, Section 8.08 “Detention/Retention Facilities” was made by Lyle, 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 2023-11, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 10-000 “FIRE, HEALTH, SAFETY AND WELFARE”, CHAPTER 10-500 “BLANK”, BY ADDING IN ITS ENTIRETY CHAPTER 10-500 “NOISE CONTROL”, PARTS 10-510 “SCOPE”, 10-520 “DEFINITIONS”, 10-530 “POWERS OF MAYOR, CITY ADMINISTRATOR OR DESIGNEE”, 10-540 “PROHIBITED ACTS” AND 10-550 “EXCEPTIONS AND VARIANCES”.

JUSTIN: There is a construction project in the north end of town where we have received a few dozen complaints over the last month. The contractor has been working as early as 5:30 A.M. After researching our code we found out that it is silent in regard to noise control other than in Airbnb’s. We researched several other cities to see what they have in their code in regard to noise control and took some verbiage from a couple of different cities to create this Ordinance. The main goal behind the ordinance is to control the noise from construction sites as that is the main issue right now. The Ordinance would prohibit construction work from 10:00 P.M. to 7:00 A.M. daily from a noise perspective. The Ordinance is quite long and talks about many other types of noise, how to measure it, what is allowed and not allowed, appeals and an option for a variance in certain cases. Where this is a brand-new section in the code, we need a place to start knowing it most likely will need to be tweaked long term. I would like to thank the mayor, Jeremy and Terrie for their help in drafting this ordinance.

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 7:37 P.M.

CACHE CHRISTENSEN: Does this effect more than just construction activities?

JUSTIN: Yes. There are many different sections in the Ordinance which are addressed.

TERRIE: This would allow for a variance during a heatwave if the contractor made a request and the council approved it.

TUCKER: I think that is what is happening on that construction project. I don’t think they are purposely trying to upset the neighbors.

BRADY CHRISTENSEN: Concrete has to be poured at a certain temperature and could require a special time outside of that. What about agricultural noise in the city?

JUSTIN: Agricultural activities are exempted in this Ordinance.

CINDY SMITH: What about roosters?

TERRIE: Some animals are exempt; roosters are not.

A motion to close the public hearing and reopen the regular council meeting was made by Tucker, seconded by Amber 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 2023-11.

MAYOR: If needed we could add the sound a rooster makes (crow) to the ordinance.

TERRIE: There are roosters in my area but they do not crow for thirty continuous minutes. It is a challenge to document for law enforcement in cases like this. Records or documentation is needed. We have a nuisance ordinance for things such as barking dogs.

A motion to adopt Ordinance 2023-11, an Ordinance amending the Richmond City Municipal Code, Title 10-000 "Fire, Health, Safety and Welfare", Chapter 10-500 "Blank", by adding in its entirety Chapter 10-500 "Noise Control", Parts 10-510 "Scope", 10-520 "Definitions", 10-530 "Powers of the Mayor, City Administrator or Designee", 10-540 "Prohibited Acts" and 10-550 "Exceptions and Variances" was made by Terrie, seconded by Amber and the vote was unanimous.

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

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2023-05, A RESOLUTION AMENDING THE PREVAILING FEE SCHEDULE OF THE CITY.

This item was withdrawn and not discussed or voted on.

CITY ADMINISTRATOR REPORT

JEREMY: The annual chip seal work has been completed. They flared the corners and did the cul-de-sacs. They did it all this year. It had not been done in the past. They even swept the loose rocks to the side of the road.

MAYOR: The skin patching which was done on 300 North before the chip seal was put down was a great project.

JEREMY: We did a bunch of skin patching in several areas throughout the city.

HOLLYJO: Striping will be done on August 7th.

JEREMY: We will stripe the crosswalks and other areas. We are implementing a new permitting software from iWorQ. It will make our permitting process much more efficient. We are currently working on checklists and implementation. We have been struggling with our checklist process the last couple of years. TEAMS worked okay but we need something better. The office will be more efficient once the software is implemented. We have issued seven building permits in the last thirty days. So far, we have approved over a dozen new home permits this year. Several more new homes will be starting construction this summer.

MAYOR: How is the staff doing?

JEREMY: It is very hot and tiring right now but overall they are doing fine.

MAYOR: HollyJo has some new responsibilities as we have transitioned some items from Jeremy to her. She is doing a great job. We might consider amending her job description long term. Holly, thank you for stepping forward it has been noticed. I am glad to hear we are improving our inspection process.

JEREMY: It has always been a struggle from the start of the subdivision through issuing a Certificate of Occupancy on a new home. We can now track all of that through this new software. The entire process will now be online.

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: The end of the fiscal year has come and gone and we are now in the new budget year. We are starting to prepare for the upcoming audit which will be in September. We are often asked by the residents the following question. Why do I have to pay for new growth? The answer is new growth pays for itself. The developer pays for all of the infrastructure and road work in a new subdivision. The person building a new home pays impact fees to us for culinary water and sanitary sewer. For Fiscal Years 2020 through 2023 the city collected \$502,434 in water impact fee revenue. For the same period of time we collected \$263,040 in sewer impact fee revenue. Where do these funds go? Water impact fees are paid on the two-million-gallon water tank and infrastructure project. Sewer impact fees are paid on the MBR Plant bonds. We have been asked how a townhome is treated. For example, a five-plex is the same as five new homes from an impact fee perspective and utility bill perspective. We collect five water and sewer impact fees on a five-plex and when the units are occupied there are five separate utility accounts. In regard to employees. We do a lot with only a few employees. We are not perfect and can always do things better but we accomplish a lot with a small staff. When the city was around 1,000 residents, we had two part-time office staff members. The city is now around 2,900 residents and we have two full-time employees and one part-time employee. Many years ago we had two employees in public works and one part-time summer helper. We now have one sewer plant operator and four full-time employees in parks and public works. The library offers more services now than in the past with a very small staff. The court has always only had two part-time employees. We try and be efficient and frugal as we continue to grow. We are not asking for more staff but we want everyone to be aware we cannot get every project or task completed without adding additional employees and that comes at a significant cost. We will continue to do the best we can with the small staff we have. The property tax public hearing will be held on August 17th. A regular council meeting will start at 6:30 P.M. and the property tax hearing at 7:30 P.M. The average home will increase less than ten dollars per year and the increase is approximately three percent. The annual city party will be held on Friday, September 15th. When details are finalized, we will start to advertise the event.

COUNCIL MEMBER AND MAYOR REPORTS

Tucker, Lyle and Kelly did not have any additional items to report.

TERRIE: I attended the irrigation board meeting last week. Because of the big winter and timely rains they have not had to implement irrigation turns so far. They might not have to implement turns this year, which would be an astounding feat. The flows are slowing but are three to four times what they were last year. The secondary water system is in good shape right now compared to previous years. The legislature passed some legislation changing the CVTD (Cache Valley Transit District) board. Starting in January the board will be smaller in size. Smithfield, Richmond and Lewiston will only have one representative representing the three cities. Mayor Monson from Smithfield met with Mayor Erickson. The agreement is Richmond will have a representative serve for two years, then a Smithfield representative for two years and then Lewiston for two years. The foundation and framing work for the new CVTD building should start soon as they have been dealing with groundwater issues.

AMBER: I am excited for the new planning commission members to be involved. Cindy has been attending planning commission and city council meetings for a long time. Last month the food pantry helped 115 people and distributed 799 items. Lee's Marketplace is such a great contributor to the city. On Monday through Wednesday they allow us to have the day-old bakery items. We pick them up around 7:00 A.M. Residents who are 55 or older can then pick up the items between 8:00 A.M. and 3:00 P.M. here at the Park Community Center. People are willing to help. People who did not participate in anything in regard to the city in the past are now volunteering. The walking program is a success. Lots of people have been touring the building recently. Sadly, some of our members have passed away recently. A lot of people are contributing to our program.

MAYOR: The Park Bench is amazing. My mom is 87 and attends regularly. It is great for her to have interaction with others. She is able to check on her friends.

AMBER: Cache County Executive David Zook attended our luncheon last week. He interacted with those in attendance and toured the facility.

MAYOR: It was a nice donation from Rocky Mountain Power which paid for the air conditioning units.

AMBER: Now the rooms are cool we had a complaint the a/c units are too loud and we all had a good laugh about it.

Richmond City Council Meeting Minutes, July 25, 2023

MAYOR: We will discuss property tax at our August council meeting. We are planning to keep the same rate in place as we had last year. An article on KSL mentioned 78 entities in Utah are increasing property tax or holding the rate the same. I am glad we are not some of the other cities. We are considering about a ten dollar per year increase on the average home which is about a three percent increase. Tremonton is considering doing a 52% increase which is about \$250 a year on the average home. I wish them luck. We had to do that in the past. We had a large proposal and reduced it after receiving input from the residents. We are watching our sales tax revenue closely. A portion we collect from Lee's Marketplace will be given back to them each month for five years. Less consumer spending means less funds to the city in regard to sales tax paid to the city. We don't want it to decrease because it means we will have to make some adjustments to what we have planned. Property tax is only a small portion of our budget. Sales tax revenue is much more than property tax revenue. I think our sales tax revenue will stay reasonable. If the sales tax is removed from food Senator Chris Wilson let us know it won't impact us; it will impact the amount collected for the state portion.

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

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

No Vote: None

Adjournment at 8:03 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder