

RICHMOND CITY COUNCIL

DECEMBER 19, 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, December 19, 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: Tucker Thatcher, Lyle Bair, Kelly Crafts, Terrie Wierenga and Amber Ervin.

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

VISITORS: Cindy Allen, Rhonda Davis, Jason Crafts, Kameron Crafts, Deixa Crafts, Joel Draxler, Bryce Wood, Jessica Dunyon

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

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

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

No Vote: None

RECOGNITION OF JESSICA DUNYON FOR YEARS OF DEDICATED SERVICE ON THE PLANNING COMMISSION.

AMBER: Jessica and I have been friends for many years. Jessica has been on the planning commission the entire time I have been serving. She has been the chairperson the last couple of years. She is amazing to work with and you can feel her presence when she is in the room. We want to express our appreciation to her for serving on the planning commission from November 2015 through November 2023.

JESSICA DUNYON: It is nice to hear nice things about yourself. Thank you. Each year I set a couple of resolutions to live by and explore. For 2023 it was curiosity. For 2024 it will be harmony or serenity. Either one of those will help to find a balance in life between personal and work. Volunteering is a part of that for me. Being able to serve where I live is an honor.

MAYOR: We appreciate your service. You have made a great impact on the community.

Amber presented Jessica with an appreciation clock for her years of dedicated service on the planning commission.

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2023-13, A RESOLUTION THAT DECLARES A PORTION OF PARCEL NUMBER 09-055-0008 AS SURPLUS PROPERTY.

MAYOR: Justin, please inform the council what we have learned from reviewing our code and from legal counsel.

JUSTIN: There are a couple of different paths this process can take. If the value is estimated to be \$25,000 or more the path is slightly different than if the value is less than \$25,000 or considered de minimis. In this case, we feel the value of this parcel is less than \$25,000. The first step in the process is to have the city council adopt a Resolution declaring the property as surplus. If the council adopts the Resolution we can move onto the next step. If the council does not adopt the Resolution, then the item is dead and does not move forward. If the Resolution is adopted the next step in this process is to create and get approved a minor subdivision so the parcel can be assigned a parcel identification number. If this Resolution is adopted tonight then in January a minor subdivision request would go before the planning commission and city council for consideration. After the minor subdivision is approved the parcel can then be put up for sale via a sealed bid process. The area in question is approximately 7,328 square feet and is located on the southwest corner of the parcel in question.

MAYOR: The city owns some properties which are not critical to the function of the city. A public hearing is not required on this request because the value is considered de minimis. We can only continue to maintain so many buildings over time. The Community Building has a long-term lease on it. I believe it was built in the 1940's or so.

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The city council will have to decide the long-term fate of these buildings. We receive some rental revenue but the maintenance and repair costs far exceed the rental income. More work is needed on every city building. By surplusing a property the city is saying someone else can find a better use for that property than the city can.

A motion to adopt Resolution 2023-13, a Resolution that declares a portion of Parcel 09-055-0008 as surplus property was made by Terrie, seconded by Amber and the vote was unanimous.

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

No Vote: None

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

HOLLY: The two new ADA (Americans with Disabilities Act) access ramps at the Park Community Center were poured today. This will help with wheelchair access to the building. The city buildings we rent are rented every weekend through February and many evenings as well. We don't have any new building permits for new homes. We have two minor building permits which have been submitted. It is slow in regard to development. We are purging old documents right now. We review the retention schedule of the state in order to determine what stays and what goes. We are keeping what is required and having the rest shredded. We are also prioritizing making everything digital. Right now we are doing a lot of purging and scanning.

MAYOR: What happens to the minutes from previous meetings?

HOLLY: We keep all of those and have the original document for review as well as a scanned copy.

JUSTIN: I think we have meeting minutes back to the 1940's currently scanned.

HOLLY: I am also creating a scrapbook so people can look back and keep track of the city and our history on things we are doing which are not officially recorded in a meeting such as Black & White Days.

MAYOR: Any changes coming at the start of the year?

HOLLY: Right now we should have a smooth transition with everything. No major changes are planned.

WESTON: This year and next year will be big years for the city. The General Plan was completed in 2023. In 2024, master plans for the water system, sewer collection system, sewer treatment system, and a transportation plan will be completed. These will be a huge benefit to the city long term. They will help prepare us and guide us in regard to long-term growth.

MAYOR: Please tell the council about our meeting with the water quality board.

WESTON: We submitted a request for funding for a new sewer treatment plan. We asked for approximately \$99,000 and they offered a \$99,000 loan at zero percent interest. There won't be any loan payments for three years. The board anticipates this study will lead to long term major projects. Once the projects are determined we will ask them for funding for the projects and request the loan be forgiven.

MAYOR: Hyrum was there and requesting funding as well. I want to speak with Mayor Miller about their request. They are wanting to study the capacity of their plant as well. We were told they have retrofitted their MBR plant but I have not confirmed that. Our MBR plant has run well since it started. We just replaced two electric motors which were original. The plant needs to be improved and expanded long term. The plan we are doing will tell us what we need to do long term. We are considering a partnership with Lewiston City. This would be a regional partnership. They could possibly help offset our monthly costs by 20-30%. The MBR plant typically costs around \$100,000 a month to operate. These will be long-term discussions. This plan will guide us for the next four to five years.

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING AMENDMENTS TO THE FISCAL YEAR 2024 BUDGET WHICH IS THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024.

JUSTIN: It is the middle of the fiscal year and this is the first of typically three budget adjustments. We typically do one midyear then again in May and June. General Fund revenue and expenses would increase \$656,514. The revenue increases are for property tax, interest, donations, use of local road tax, use of Class "C" Road funds, transferring some of the fund balance to the Capital Projects Fund and changing how we account for our revenue from the Richmond Cemetery Maintenance District. Mayor Erickson asked that I work with the district to show what they pay the city differently as it can be confusing for someone who is not involved in the day to day understanding of our agreement. Moving forward, there will be a revenue line item on the income statement showing what the district is paying the city. In the past, they paid a portion of wages and benefits on certain

employees. Now it will be very clear exactly how much they are paying us. They also agreed to increase the amount by three percent for cost-of-living increases. We also talked to them about increasing the amount the district pays to the city for burials as our costs of equipment, wages, etc. have all increased. They agreed to the burial cost increase. Administration expense would increase for the Lee's Marketplace sales tax rebate. We didn't know how much this would be where the store was just opening when we adopted this budget. We have a better feel now of what that will be. For the first year, we pay them 90% of the amount we receive from them. Building is increasing because of the use of some ARPA (America Rescue Plan Act) funding on the Park Community Center building. Public Safety is increasing because of insurance premium increases. Streets is increasing because the new snowplow truck was not completed in the last fiscal year. We purchased the truck last fiscal year and the snowplow, sander and bed in this fiscal year. We are also increasing the Streets budget because we did some extra roadwork this year. Parks is increasing because of how we are reallocating wages with the cemetery district revenue and expense changes. Library is increasing for insurance costs. The Fire Department is increasing because of some maintenance and repair work at the Fire Station. Planning is increasing because of attorney expense. The biggest expense increase is \$400,000 being transferred to the Capital Projects Fund so we can come into compliance for our audit finding. Water fund revenue would increase for dedication payments, impact fees collected and meter installations. The majority of this coming from the Richmond Village and The Knolls, Phase 2 projects. Expense would increase mainly for an increase to supplies. This year the staff has encountered a large increase in waterline repairs. As the system ages we get more leaks. Sewer fund revenue would increase for interest earnings and impact fee revenue. Mainly from the Richmond Village project. Expense increases would be for depreciation and maintenance and repair. No proposed changes to the Cub River Sports Complex budget. Capital Projects Fund revenue would include an increase in interest revenue and a large transfer from the General Fund to come into compliance with the audit finding. With a new solid waste carrier taking over in July we made some estimates on the new budget. Now Econo Waste is here and operating we have a better feel on revenue and expense. We would be showing a small revenue increase as well as small increases in some expenses. Mainly an increase because we were able to finalize the garbage can purchase with Logan City. We purchased the used cans at an approximate savings of 50%.

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 6:54 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 Amber and the vote was unanimous.

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

No Vote: None

The public hearing closed at 6:55 P.M.

DISCUSSION AND POSSIBLE VOTE ON AMENDMENTS TO THE FISCAL YEAR 2024 BUDGET.

MAYOR: I appreciate Justin working with the cemetery district to bring clarity to our agreement with them. It could be hard to understand on paper. The city does not own the land where the cemetery grounds are located. The cemetery is owned by the cemetery district which is an entity separate from the city and includes Richmond City, the Cove area as well as some areas in Logan Canyon. The city has done the upkeep and maintenance of the cemetery grounds for many years for the benefit of all involved. This simple change will make it easier to understand for all involved. We don't make money or lose money in this agreement we simply cover our costs. I appreciate them approving our requested changes.

A motion to adopt amendments to the Fiscal Year 2024 Budget was made by Terrie, seconded by Lyle and the vote was unanimous.

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

BUDGET ADJUSTMENTS DECEMBER 2023

GENERAL FUND

REVENUE \$656,514

EXPENSES

ADMINISTRATION \$98,822
BUILDING \$38,390
PUBLIC SAFETY \$200
STREETS \$92,959
PARKS \$20,075
FIRE DEPT \$3,268
LIBRARY \$800
PLANNING \$2,000
TO CAPITAL PROJECTS FUND \$400,000
TO CUB RIVER SPORTS \$0
Total \$656,514

WATER ENTERPRISE FUND

REVENUE \$434,151

EXPENSE \$9,800

SEWER ENTERPRISE FUND

REVENUE \$255,835

EXPENSE \$20,000

CUB RIVER SPECIAL REVENUE FUND

REVENUE \$0

EXPENSE \$0

CAPITAL PROJECTS FUND

REVENUE \$430,000

EXPENSE \$0

SOLID WASTE ENTERPRISE FUND

REVENUE \$8,300

EXPENSE \$7,940

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

JUSTIN: The January 2nd planning commission meeting has been rescheduled to January 9th. So far there are two Ordinances which will be considered as well as two minor subdivisions. The employee Christmas bonuses have been paid and the employees are very appreciative. We have three council members whose terms expire at the end of the year. We had two applicants apply; Bryce Wood and Joel Draxler. They will start serving in January. This leaves one vacant seat. Starting next week, we will start advertising to fill the third seat. At the January 18th council meeting, the last agenda item will be to review and approve someone to fill the open seat for two years which is our next election cycle. The applicants will fill out and submit a simple one-page application. The council will do interviews and one applicant will be selected. I reviewed the state code to make sure we are in compliance and I found out the mayor will not be able to vote if the vote is 2-2. If the vote is 2-2 it does not pass and another applicant would need to be considered. We had a good sales tax month and received \$65,016. Approximately \$9,000 of that will be sent back to Lee's Marketplace. Since we have a cell phone tower on a parcel we own, we have to pay property tax on that parcel. The amount we paid this year is \$933. The court and office remodel project in the Park Community Center is now complete and paid for. We have paid out \$7,125 in tree pruning so far, this fiscal year. Some years we don't pay that out in an entire fiscal year. We cannot predict windstorms or tree damage. We received \$55,000 in water dedication payments which was for The Knolls, Phase 2. So far, this fiscal year we have collected \$324,736 in water impact fee revenue and \$221,835 in sewer impact fee revenue.

COUNCIL MEMBER AND MAYOR REPORTS

MAYOR: I want to wish everyone a Merry Christmas and thank everyone in the audience for attending. Our two new council members are here this evening. They will start serving in January. We hope others will apply to fill the other open seat. It is not an easy job but it is not an impossible job. I am grateful to have served with these wonderful people for so many years. They are friends. They give of themselves to the community. Jeremy Kimpton, our Public Works Director, has accepted employment elsewhere. The city has four department heads who report to the mayor. Jeremy has accepted employment elsewhere and will be a City Manager there, which is a position we don't offer. He has done wonderful work for the city. He started here operating our sewer plant. Over time he transitioned to City Administrator and then Public Works Director. We appreciate his service to the city. He leaves with my gratitude for his hard work for the community.

LYLE: To those who are departing; thank you! They are all good friends. I appreciate their hard work. There have been some hard meetings. There is frustration with volunteerism. Thank you for your time; it is appreciated.

AMBER: As I think about Jessica's term on the planning commission coming to an end I think of the importance of volunteerism to the community. Hard things don't get solved without volunteers. I have learned a lot from the three council members who are leaving us. I am still learning and it is hard to see them leave. They take wisdom with them. They have big shoes to fill. They care for the community. The planning commission will select a new chairperson next month. Brock Meacham will move over from alternate to full-time commissioner. A new alternate commissioner will be selected in the future. We are always looking for volunteers.

MAYOR: Big changes are coming to the Planning Commission. The legislature has dictated how the subdivision approval process will be done in the future. It will be done very differently from how it is done now. A new Administrative Land-Use Authority will be created. The planning commission and city council will no longer be involved in subdivision approvals for single-family and townhome projects. It will all be administrative and include our city engineer, a member of the fire department and other staff members. The authority will make sure all of the boxes are checked and when they are the subdivision will be approved. It is critical the Planning Commission review our code of the city to make sure it reads how we want our city developed. The Planning Commission will still deal with rezones and other critical land-use items. Subdivisions can only be reviewed and denied four times as part of this new process. The code needs to tell the applicant what they can or cannot do. This will be a big change in how the city operates in regard to subdivision approvals. Council member assignments will be made in 2024 after the remaining city council member vacancy is filled. We hope to post the job vacancy for Jeremy's position later this week. We welcome anyone who is qualified to apply.

CLOSING REMARKS FROM COUNCIL MEMBERS THATCHER, CRAFTS AND WIERENGA.

TUCKER: It has been enjoyable for all but a few moments. Overall it has been very positive. I have enjoyed serving. I have lived here almost all my life other than just a few months right after I was born. I wanted to serve in any way I can. I joined the council many years ago. I was on the Planning Commission a couple of years before that. A person's perspective changes and shifts when they become a council member. There are difficult challenges and some are harder than others. It is hard to balance what is best for the city as well as an individual. Hard decisions have been made and some people have felt hurt because the decision did not go their way. Generally, overall things have been positive long term. I am grateful to the staff. I have served with many people such as Marlowe Adkins, Chris Purser and Darek Kimball in the past. It has been enjoyable to serve with Holly, Justin, Jeremy and Weston now. The staff is the overall face of the community and sets the tone for what we do. The staff takes the brunt of what goes on in the city. I want you to know I appreciate you. We have avoided debt to the community with the exception of a large sewer and water project. It is very important to me to avoid debt and I hope we continue in that direction. I like we do what we can with what we have. I want to thank the residents. It is a big deal to vote for someone as they are putting their trust in you to do the right thing. I appreciate that. I have tried to live up to that trust. We have tried to make the best decisions. We have served in many different ways. One that I really remember is helping during a small disaster. Seeing normal people come out and help when needed is humbling. They love the community. The city party is something I love. It is great to get together as a community. The city is going to grow. We have tried to handle growth responsibly. People have certain rights with their property. The town will continue to expand. We want a tight knit community. I want to thank everyone as we have worked together for a long time. We each bring different things to the table. It has helped me learn new perspectives. I am grateful to each council member. I have learned from each of you. Terrie sent me an email right after I was put on the council. It was very kind. She brought me right into the loop about what to expect and what to be ready for. It kept me from looking foolish. It was kind and simple and I have never forgotten it.

KELLY: At the time I was appointed to serve on the council I was simply a registered voter who lived in the city. This is way out of my comfort zone. I was not even ten percent comfortable. It made me stretch. If it doesn't challenge you, it won't change you. I have changed. My perspective has changed. I have been on both sides. I understand better now how the city runs. It is not easy but it is not impossible. For eight years it has not been impossible. I have grown in so many ways. I have met so many fun people. I love Black & White Days. It is a headache but it is so fun. Being fun makes it worth it. I love the city party. Living in a small community we are blessed. I am originally from Salt Lake City. How many people down there can talk to planning commission members, city council members and the mayor? It is exciting to rub shoulders with these people in the community. We have so many kind, helpful and generous residents. This has been a great opportunity. It is hard and great and I have loved it. I am so thankful to my husband and family for supporting me during this time.

TERRIE: I was elected 16 months after moving here. It was a good way to get to know the residents and the city. It has been a long ride and fun ride with many challenges and decisions which had to be made. Having an open mind and a willingness to listen and then make an informed decision helps get you through things. I have voted yes on things I squirmed about. I have voted no on some things I did not agree with. You take the votes, even if you voted against an item, and you move on and make the decisions work which is a key to the council functioning. Don't be afraid to speak, make a decision and move on. Don't fret over previous decisions. I grew up in South Dakota where the city council meetings were unruly. I am proud of my time on the council. I have served for a total of 14 years. I took a six-year break in between terms and still did the newsletter and website during that time. It has been very fulfilling. I have attended conventions and met a lot of people. When I am out walking, I have been able to talk with members of the community. We are still an agriculturally based farming community. This is my second home. The staff, current and past, have been invaluable. They are the face of the community. They do everything behind the scenes. They help us to be successful. I am sad to leave but I am looking forward to traveling and not having to worry about a scheduling conflict with meetings. My schedule is now free. To close, I would like to say to be open-minded, willing to learn and if you do those things, it will be a great ride.

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

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

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Adjournment at 7:26 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder