

**RICHMOND CITY COUNCIL**

**JANUARY 19, 2021**

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, January 19, 2021. The meeting began at 6:30 P.M.; Mayor Jeffrey Young was in the chair. The opening remarks were made by Lyle Bair.

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

City Administrator Jeremy Kimpton, City Recorder Justin Lewis, City Engineer Darek Kimball, and City Treasurer Christine Purser were also in attendance.

VISITORS: Karther Knight, Blake Davis, Rhonda Davis, Carly Lansche, Zac Covington, Brad Deffinger, Craig Winder, Shawn Milne, Emily Sim, Craig Harris

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM DECEMBER 15, 2020**

\*\*\*A motion to approve the city council meeting minutes from the December 15, 2020 City Council meeting was made by Lyle, seconded by Terrie, and the vote was unanimous.\*\*\*

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

No Vote: None

**DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2020-06, A RESOLUTION ACCEPTING A PETITION FOR ANNEXATION ON CERTAIN REAL PROPERTY UNDER PROVISIONS OF SECTIONS 10-2-403 AND 10-2-405, UTAH CODE ANNOTATED, 1995, AS AMENDED. THE PARCEL BEING CONSIDERED FOR ANNEXATION IS LOCATED AT APPROXIMATELY 750 WEST MAIN. THE PARCEL NUMBER IS 09-066-0010 AND TOTALS APPROXIMATELY 12.51 ACRES.**

**JUSTIN:** The survey was originally submitted a few months ago, but there were some corrections which needed to be made. The changes were made. Tonight is Step 1 of 3 in the process. Accepting the petition allows us to start the process. Step 2 will be in February. The final step will be in March when the public hearing and vote of the council occur. I don't see any reason to deny the petition at this time.

\*\*\*A motion to approve Resolution 2020-06, a Resolution accepting a Petition for Annexation for Parcel Number 09-066-0010 located at approximately 750 West Main was made by Tucker, seconded by Terrie, and the vote was unanimous.\*\*\*

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

No Vote: None

**DISCUSSION WITH CACHE VALLEY ECONOMIC DIRECTOR SHAWN MILNE ON A CDRA (COMMUNITY DEVELOPMENT & RENEWAL AGENCY).**

**TERRIE:** We have been looking at economic development options for the city. Shawn Milne was recently appointed as the Economic Director for the county. Jeremy, Justin, and I met with Shawn recently. He can be a valuable resource to the city in regards to economic development. He can help all communities in the valley.

**SHAWN MILNE:** As Terrie stated, I am the Economic Director for the county. I have a slideshow presentation I will send to you. The county was awarded a grant to fund this position. This is a new position for the county. I have been an elected official in the past. I admire your willingness to serve. In my previous role, I did economic development. I have been a business owner for 25 years. It is hard to be in business even during good times. I served as a county commissioner as well as on a city council. Redevelopment agencies include a CDRA (Community Development & Renewal Agency) and RDA (Redevelopment Agency). RDA's were mainly known to work on blighted areas. Some agencies are used for green barren ground which is usually in greenbelt. They are community

reinvestment areas. A CDRA is a great tool. It is designed to show what the city wants in the community. I am here to help as needed. There are mechanisms to help with commercial development. Some cities wait for growth to happen before they address it. You can also use financial incentives to entice commercial businesses to come here. Maybe you want something such as a strip mall or manufacturing facility. Maybe you and a property owner have an agricultural field you both envision as a commercial area. Maybe you want a building with a lot of expensive inventory on site, so you collect more Personal Property Tax. Do you have designated places for industry? Tourism? Maybe you want localized jobs where people don't have to commute to work. Jobs that provide a livable wage close to the city. Usually, incentives are offered in the form of a tax rebate. Chapter 17 in the state code explains this. The council has the ability to be the RDA board. The RDA or CDRA might last for five to ten years or over twenty years. Utilities in the ground might spur more additional development in the area with not much development cost.

**MAYOR:** What is the most common option for a city of 3,000 residents?

**SHAWN:** What are your priorities as a community? Do you want a small strip mall? What conditions do you want to put in place as a partner? I would say that anyone who immediately approaches you asking for incentives should send up a red flag. You need it to be a partnership. They give, and you give. You need to know your objective. A CDRA is the most common. I will give you an example. A distribution company came in where I live, and they wanted to rent a vacant 600,000 square foot building. The previous occupant was bought out and moved. This parcel was already improved, and property tax was being collected, but the value decreased when the building became vacant. We negotiated with the company. Keep in mind Personal Property Tax decreases on equipment yearly as the equipment becomes worth less. We based the incentive off of the median income of the average full-time job. We did not incentivize any part-time jobs. We based it on a five-year projection, and it worked well for both of us. They met their target of 700 jobs early, and we paid them out early. They got more money quickly, and we got more jobs quickly. This project spurred other economic development in the area. What do you want to see in the community? CDRA's are not quick to form. They take participation from many entities, including the local school district. Schools are about educating, and they need tax funds to survive. They need money to operate. It is hard to get the school district on board for a CDRA. School districts have many restricted funds such as the enterprise funds of a city. What we did was we made an agreement with this company that they would pay all of their taxes in November when they were due, and then they would submit their job and wage numbers. By mid-February we would give them back the taxes we owed to them for the incentives they hit.

**MAYOR:** How many groups are included in our property tax assessment?

**TERRIE:** Around six or seven and each one of them has the ability to negotiate.

**SHAWN:** That is correct. They do.

**CHERYL:** What if one of the groups says no to the request?

**SHAWN:** It can still be done, but it is hard to do without the school district. About 70% of property tax collected goes to schools. An area must be established for a CDRA. It can be defined as a parcel or a large area of land. You will find out that more sophisticated developers will ask the other entities to give up more if one of the entities says no. This is not a quick process to get established.

**MAYOR:** What is the typical timeline?

**TERRIE:** When Pepperidge Farms asked for an incentive, it took about thirteen months to get approved.

**SHAWN:** The quickest I have seen one get done is six to nine months. Normally, it takes around a year. The longest I have seen took a couple of years. We had to convince the school district they could get 100% of nothing or get some funding on a graduated scale over time. Each project should be reviewed on a case by case basis. Typically, the developer gets the incentive. In some cases, a big box store might get an incentive. Usually, the cost per foot of a lease is based on the project cost, so if an incentive is received and the cost is less, the rent or lease amount should be less for the occupant of the building.

**MAYOR:** Do we know which local cities participate in this type of program? We are a city of about 3,000.

**JUSTIN:** Smithfield has an RDA, and it closes this year. It had a 25 year life.

**SHAWN:** I have only been on the job for a month and a half, so I don't know all of the local cities that have this type of agreement in place.

**MAYOR:** We need to get an idea of our vision first. Then, determine if it is doable.

**SHAWN:** It is a delicate balance, and I am here to help. You can hire independent contractors to help you as well.

**TERRIE:** This is just one tool for us to consider. There are other options to consider as well. This is just a starting point in our discussion. I remember the comments people put in the General Plan survey. They want to keep the rural feel. They don't want to see an increase in taxes or fees but want businesses to pay for roads and sidewalks. It is a balancing act of what the residents want to see and what they are willing to give up to get it. Many developers have met with us lately asking questions. We need to start to review this process now. The next step I recommend is we have a workshop. We have many options and tools to consider. We will have some tough decisions to make.

**MAYOR:** We have nothing in place right now so we need to start. I think communities shy away from considering these options. The concept affects the small community feel. Residents wonder when growth will start and stop. Shawn, thank you for attending this evening.

**DISCUSSION WITH REPRESENTATIVES OF PUBLIC SECTOR ECONOMICS ON A SEWER RATE ANALYSIS.**

**MAYOR:** We need to make sure we are charging the correct amount for our utility fees. When I first came on the council, one of the first presentations I saw was on the new sewer plant. We were able to obtain a loan at zero percent interest.

**TERRIE:** The loan amount was approximately \$5,400,000.

**MAYOR:** Getting a zero percent loan was huge for the city. We need to make sure we collect enough funds to properly pay back the loan. We knew we had to raise the sewer rate at that time. We did one initial rate increase and then another one. A third large increase was not implemented. We were on the border of needing to do the third large increase but never did it. We have now received a new analysis. We need to make sure we have enough funds being collected to service our debt and expenses.

**JUSTIN:** Emily Sim from Public Sector Economics is here with us tonight. Emily has done a rate analysis on our Sewer Enterprise Fund. Before she puts the study in front of us and shows the recommended utility rate increase, I want to be clear. We are not approving or voting on anything tonight. A new rate is not even being considered. The results of the study are being presented tonight, so the council can start their thought process in how they want to proceed. We have a large commercial user on the system north of town who used to dump large loads into our system. They paid the city a significant amount each month. They have changed their process, and that is no longer the case. We knew this was going to happen and it would have an effect on us financially. We asked Emily to do a rate study, so we could see where we are at based on our current financial situation. Diana mentioned last month during the audit that her biggest concern is the sewer fund is not collecting enough revenue to service the expenses and debt long term.

**EMILY SIM:** We will use current model pricing. We use the information from your financial statements from the last five years. Currently, your monthly utility rate is \$53.00 per month with no tiered charges. You have 927 standard utility accounts and a couple of other accounts which pay more than \$53.00 per month. Pepperidge Farms is your biggest commercial user. Sampling, flow, and strength are a big factor in their monthly invoice. We have used their actual data for the last twelve months where their process has changed dramatically. There are many different ways to review the study and information. Right now, at \$53.00 per month per account, it is anticipated you will generate \$616,318 in annual revenue. Your annual expenses including depreciation and the annual bond payment average \$954,257. You need to work towards building a reserve. We have also included \$100,000 additional funding which is needed for capital projects in the next six years. The reserve amount does not include the annual bond payment. The goal is to have one year of expenses held in reserve. You can change your goal on this item as needed. To meet your current reserve goal, you need \$892,906, and the last time we checked, you had \$680,839. You are about \$212,000 short of your goal. We include in the formula 2.00% for uncollectible utility accounts. For 2021, your expenses including depreciation total approximately \$973,000. Without depreciation, your expenses are about \$628,000. You are running at a deficit whether you include depreciation or leave it out. Right now, your cash on hand is decreasing on a yearly basis. You will lose more and more each year if you don't do anything as costs will rise. By 2029, if you do nothing with your rate, you will be losing \$489,030 including depreciation or \$84,633 without depreciation. You need to look at a new pricing model. You can look at alternative pricing which includes implementing a tiered rate, or you can stay with a standard rate like you currently have. The model is based on your standard rate with no tiered rate fees.

**TUCKER:** Do the calculations include impact fees?

**JUSTIN:** No. They are an unknown from year to year, so they are not included.

**EMILY:** You can consider block pricing or tiered pricing, but we felt you would not want to do that based on your lack of commercial accounts.

**JUSTIN:** Tiered pricing is what we do with culinary water. The more you use the more you pay per 1,000 gallons of water consumed.

**EMILY:** A tiered system is based on winter water usage. In order to get a positive balance, after running the model, you would need to increase your monthly rate to \$88.00 per month which is a \$35.00 per month increase. It is a very large amount. That rate is when you finally start to show a positive outlook on your financial statement. Up to that point, you still run a negative. Running the model at \$85.00, you can still see a negative. Running the model at \$87.00 will just barely get you to a breakeven. That is a huge increase.

**MAYOR:** This is why people hate politics. The decisions we make effect everyone. People don't think about water and sewer, but they use them daily. Someone has to think about it and plan for it. This is the reality of a small town. The small amount of hookups hurts us in this case. I know Logan did a sewer rate increase which effected themselves as well as the six outlying communities who utilize their system. What is their new plant going to cost?

**JUSTIN:** \$136,000,000.

**MAYOR:** Ours costs \$5,400,000. They have seven communities paying into their system. Smithfield is a city of approximately 4,000 hookups, and we have 927. We are independent and on our own. We have our own system. We cover all of the expenses. It is expensive to live rurally. We have been fiscally responsible. We are not in disarray like other communities. There are other local communities looking at large increases as well, and their monthly rate would be higher than the proposed amount in the study. We are talking about this now, as we need to start the discussion of what to do. We are not going in a great direction currently. I don't want to punt this down the road. Some city councils push it to their replacements. Nobody wants to address something like this, and it keeps getting kicked down the road. We don't do that. We will address the issue.

**TERRIE:** If we didn't do something in the past, we would have paid \$20,000 per day to the EPA (Environmental Protection Agency) in fines.

**EMILY:** You can change the monthly amount to whatever you choose in the model and see what effect it has.

**JUSTIN:** Some people include depreciation in their thought process and others do not. It is not a cash transaction, so it is viewed differently by people.

**TERRIE:** If we don't include it, that is a bad thing.

**SHAWN MILNE:** Any incentive you offer needs to factor in the water and sewer impact to the city.

**JUSTIN:** Tonight is just an initial presentation. Nothing is being considered. Nothing is being voted on. Nothing is being proposed. This is providing us information, so we can make decisions moving forward. I want to be clear that we are not proposing tonight to raise the monthly sewer rate by \$35.00. We are reviewing the study to see what it shows, and the council will make a plan moving forward of how to deal with the situation.

**MAYOR:** The council will review and come up with a plan. We need to include depreciation in our thought process. The residents are paying the bill, so we need to satisfy our finances with the least amount of risk possible.

**BLAKE DAVIS:** Could the water dumped into the Cub River be sold to farmers?

**MAYOR:** We have looked at that option. The reality is the amount of water running through the plant is not much. I don't think we even approach 300,000 gallons per day.

**JEREMY:** Right now, we are around 150,000 gallons per day.

**TUCKER:** Basically, it is only enough water to run a small wheel line for a day.

**MAYOR:** There is not as much water running through the system as it seems there would be. The cost to recycle the water is not feasible because there is not enough water. If we could store it long term, that would be the best option. Right now, all options are on the table.

**RHONDA DAVIS:** You could only operate one wheel line for one day?

**JUSTIN:** You could only operate 30 Rain Bird sprinklers at 10 gallons per minute for 8.33 hours with the amount of water running through the plant on a daily basis.

**MAYOR:** People would think a lot more is running through the plant. This is not a fun topic. We will address this problem. Some community members will be furious about any type of increase. They will complain no matter the size of the increase. We are required to provide services to the residents. We are not alone in this issue. Lewiston is going through the same thing right now. They have avoided doing anything with their sewer, and it has caught up to them. The seven cities on the Logan system are all paying more and will pay more when the plant is completed. We are still cheaper than other surrounding states. Emily, thank you for attending and presenting this information.

**JUSTIN:** We have to make sure we are receiving enough cash on a yearly basis to pay our expenses and bond payment at a minimum.

**MAYOR:** We knew we were running a negative in the past. A commercial company really helped us in the past not run such a large negative. Now, we have to address this since that company has changed its process and its bill has decreased substantially.

**DISCUSSION WITH CACHE COUNTY TRAILS COORDINATOR CARLY LANSCH AND REPRESENTATIVES FROM BRAG (BEAR RIVER ASSOCIATION OF GOVERNMENTS) REGARDING A TRAILS PLAN FOR THE CITY.**

**CARLY LANSCH:** Zac Covington and I want to approach Richmond with a specific trail plan for the community. I replaced Dayton Crites about six months ago. I am still learning my job. My wage is paid by RAPZ Tax funding as well as funding from local communities in the valley. I replaced Dayton who was the first trails

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planner for the county. I want to let you know some of the things we accomplished last year. Hyrum City was connected to the mouth of Blacksmith Fork Canyon with 2.5 miles of paved trail and right-of-way work. The 800 West Regional Trail network between Logan, Nibley, and Millville was completed. The Murray Trailhead in Wellsville was completed. Planning studies and additional trail connections such as the Logan River Blue Trail project are being worked on. We are looking at doing a trail study from Hyrum to Paradise. We are also looking at a trail along the highway from Smithfield to Richmond. I am not trying to sell you on participating in the trail program like was done in the past.

**MAYOR:** I voted to approve paying a portion of your wage in the past but lost the vote 4-1.

**TUCKER:** Looking back now, I would reconsider.

**MAYOR:** It was a new concept at the time, and nobody knew if it would last. I feel 300 East in Richmond is an example of where we used all different kinds of resources to make it successful. I think it is a benefit to Richmond now. We have a lot of upcoming possibilities. We talk about being rural. Trails help with build out and development. In our Master Plan, we talk about trails. Long term, 300 East is supposed to connect and loop with other trails. I think it is time we participate in this program. The value we receive is worth more than the cost.

**TERRIE:** The cost is \$500 plus \$0.20 per person which equates to \$1,046.00.

**MAYOR:** I think it is a reasonable price to pay. We will use BRAG (Bear River Association of Governments) as well because Zac lives in town. We have used their assistance in the past. The cost is very reasonable if everyone joins in.

**TERRIE:** What is the CPDO fee?

**CARLY:** That is a planning fee.

**CHERYL:** What are we paying now?

**JUSTIN:** At this time we are not paying anything into the trails coordinator funding.

**MAYOR:** What is the \$2,047.50 we pay per year?

**JUSTIN:** That is a separate fee we pay to the county for their help with planning as well as access to the GIS system.

**TERRIE:** That amount does not include anything for trails.

**JUSTIN:** That is correct. In order to participate in the trails program, we would have to pay an additional \$1,046.

**CARLY:** We can assist with project management and grant support. BRAG and the county work together.

**MAYOR:** I have talked to a lot of landowners. A big topic is always liability. The county can help. It is hard to ask for their help when we are not willing to pay. Let's talk about the Scott Tripp land. I asked specifically about trails, and he is willing to let us have access. This is something everyone in the city can benefit from. It makes sense for us to be part of this. Is anyone opposed to joining this program?

**TERRIE:** I am opposed to this where we just talked about a large monthly sewer increase tonight. We cannot vote on it tonight anyway.

**TUCKER:** I can see how we could benefit from this.

**CHERYL:** I would rather ask for donations. I am willing to donate.

**TERRIE:** I walk on 300 East almost daily. I only see about two people when I am walking. I see more people walking east and west than north and south. The \$1,000 cost is not much, but it is the trickle down when you add several items up. The new green waste fee of \$1.00 per month goes into effect next month as well.

**JUSTIN:** Do you want \$1,046 to be included as part of the new budget review?

**MAYOR:** No, it needs to be discussed now.

**TERRIE:** I am willing to discuss when we discuss the new budget. I don't want to add extra items right now while COVID-19 is still a factor.

**MAYOR:** The County operates on a calendar year budget. I don't see \$1,000 as a big factor in our budget.

**CHERYL:** How long is this program?

**CARLY:** It can be renewed from year to year.

**TUCKER:** They would mainly help with easements and discussing liability with landowners. They would not be building the actual trail. I think it might be beneficial. It usually takes five to ten years to build a trail from start to finish.

**MAYOR:** Right-of-way access comes a long time before a trail is built. I had my first trail meeting in 2008. I think this is similar to fire and EMS service. We don't want to mooch off of anyone. We were opposed to others when they were not paying their share. Almost everyone else is contributing but us.

**TERRIE:** In the General Plan, we have a trails plan. I am willing to let them update our trails plan for the \$1,000 cost. That is a good deal.

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**BRAD DEFFINGER:** I have an interest in history, trails, and construction. The trail on 300 East is not a trail. It is a sidewalk. There is a difference between trails and sidewalks. The 300 East trail is not usable in the winter months. Trails can be used during COVID-19.

**CARLY:** There has been very high trail usage during COVID-19. Some trail use has increased 700% while the majority has increased 200%.

**ZAC COVINGTON:** We do trail planning at BRAG. The county does trail planning as well. We helped with the 300 East project. The Outdoor Rec Grant is no longer available for sidewalks. The rules were changed after your sidewalk was installed. When I walk on the trail in the summer, there are many people on it. During the summer, it is really busy. Connecting the community is needed. Most people think of mountains or along a creek when they think about a trail. We think about connectivity. The trails plan in the General Plan is very minimal. There are some goals, values, and objectives. It is not a comprehensive plan. I was involved in the General Plan update process. There was not public input for trails in the survey.

**DAREK:** The trails plan was just a starting point at that time.

**ZAC:** Currently, we are working with Mantua and Honeyville.

**MAYOR:** What does a trails plan cost?

**ZAC:** It would be free. Normally a community of this size would spend \$20,000 to \$30,000.

**CARLY:** Or as much as \$40,000.

**ZAC:** Having a developer put in trails as part of a development can be a benefit to the community.

**MAYOR:** I like this idea. When developers come in is our chance. A lot of sidewalk was done in the city in the past, and then it stopped. There are many gaps in the sidewalk throughout town. We started to install again in the last decade. We have a lot of sidewalks leading to nowhere. The 300 East project took a lot of time and effort. Is anyone opposed?

**CHERYL:** To what?

**MAYOR:** Allowing them to do a new trails master plan.

**ZAC:** It would be about a 30 page plan including a survey. We will help whether you participate in the county program or not.

**TERRIE:** I want to review our budget before I commit to anything.

**MAYOR:** We get donations for things such as Black & White Days. I think we need to pay for this through the city and not ask for donations.

**TERRIE:** If we pay the \$1,046 now, would we be billed again for it in July?

**ZAC:** You would need to ask the county. You would not be paying BRAG anything. We are not associated with them or their fees.

**MAYOR:** What would you need from us?

**ZAC:** Help with outreach. Help getting the survey out.

**MAYOR:** Is anyone opposed to this?

**ZAC:** We might want to consider having an open house as well.

**TUCKER:** Can the survey be emailed?

**ZAC:** Yes. It is done through SurveyMonkey. I would expect around 150-200 people to respond. The survey will tell us what people want and don't want and what they are willing to pay for.

**CARLY:** We can talk about funding resources as well. There are grants which are available.

**MAYOR:** Please proceed with the new trails plan.

**ZAC:** We don't have a timeline yet but will work with Jeremy on it.

**TUCKER:** Will a committee be formed? Is a council member included?

**ZAC:** Yes. The Utah Division of Wildlife Resources as well as the Forest Service will usually be involved as well.

**MAYOR:** I have been approached by someone who is willing to donate if a motorized trail is completed throughout the valley.

**CARLY:** There are many people in the valley who want a motorized trail.

**ZAC:** In Rich County, we did a motorized and non-motorized trail.

\*\*\*The council meeting was temporarily adjourned at 8:24 P.M. for a short recess.\*\*\*

\*\*\*The council meeting was reconvened at 8:33 P.M.\*\*\*

**DISCUSSION ON THE 2021 BLACK & WHITE DAYS CELEBRATION.**

**MAYOR:** We are in a better position now than we were last year because we know more at this time. The state is being quite reasonable in what they allow. People are learning to adapt. This year, Black & White Days will be held May 11<sup>th</sup> – 15<sup>th</sup>. We need to discuss how things will go moving forward. The same thing could happen this year with the cattle show as happened in 2020. The city activities will be decided independently of the cow show. Right now, I think we move forward and plan to hold the celebration. Right now, the same rules apply as last year. The council will need to decide which activities they will allow. Right now, the daily virus numbers are decreasing which is good. The more vaccinations that happen the better. Masks versus no masks is still a concern. People are working through things. I think overall the residents of Richmond have been respectful of the process. I think we move forward with this structure in place to plan for the event.

**KELLY:** Right now, plan on having all activities?

**MAYOR:** Yes. Get the billboards ordered.

**CHERYL:** What about the parade?

**MAYOR:** We should start that process as well.

**KELLY:** They don't have to pay anything to be in the parade, so if it is cancelled it is not a problem.

**MAYOR:** People can start to sign up for the race in March which gives us over a month to prepare for the event. I think we will have a discussion about Black & White Days again at the March council meeting.

**TERRIE:** I think we need to review again in February for planning purposes.

**MAYOR:** March is when we will have to decide whether to cancel or proceed with the activities. Nothing might change between now and then.

**KELLY:** What about the hamburger stand and breakfast?

**MAYOR:** That depends on the state. Those events would be hard to hold based on the current rules. The same can be said for the horse pulls.

**TERRIE:** It is cost prohibitive at this point.

**MAYOR:** Right now, other things are going in a positive direction.

**CRAIG HARRIS:** We had the best cow show we have had in 40 years last September. We didn't have the judging contest which usually brings in around 300 kids. The dinner was cancelled as well. We improvised and put on one of the best shows ever last year.

**MAYOR:** I think it is good to plan and be proactive.

**CRAIG:** We didn't know L.D.'s Café was going to be closed that week last year or we would have made arrangements for a food truck or some type of eatery.

**MAYOR:** People are wanting things to be as normal as possible.

**CRAIG:** Starting tomorrow, the cattle committee will start meeting every two weeks. We will go forward as best we can. The only thing that is a guarantee at this point is the cow show.

**MAYOR:** There will be deadlines when decisions have to be made by. I feel better now about things than I did last year in this regard. Let's have Shane Spackman come to the March council meeting, so we can discuss the horse pulls.

**DISCUSSION AND POSSIBLE VOTE ON THE FINAL PLAT FOR THE TRAVELLER LANE SUBDIVISION, A (16) LOT SUBDIVISION LOCATED AT APPROXIMATELY 272 NORTH 300 EAST. ZONED RMD (RESIDENTIAL MEDIUM DENSITY).**

**JEREMY:** We are still waiting for their engineer to make some clerical changes to the final plat. We don't have the final numbers for the development agreement either. We should have those within the next month.

**RHONDA DAVIS:** What is needed from us?

**JEREMY:** Your engineer needs to address Darek's comments on the plat and respond with the changes. Nothing can be recorded until everything is corrected.

**DAREK:** The changes are things like adjusting the width of a couple of easements. A couple of notes need to be added to the drawing. There are not any changes to the drawing. Things like easements are being adjusted from 15 feet to 20 feet. There is a note which needs to be added regarding a private irrigation line. Many of the corrections are typos. There is no change to the layout itself. I don't see any reason not to proceed at this point.

**TERRIE:** Mainly clerical changes are needed. Once those are addressed, it can proceed.

**JEREMY:** Blake where are we at getting the irrigation water shares transferred?

**BLAKE DAVIS:** I talked to Connie Ward. We are in the process of getting the shares transferred. One water share per acre is being transferred.

**JEREMY:** I talked to the state. The calculation of the water needed equates to about one share per acre. There are 5.8 acres so they will transfer six shares to the city. The transfer of the irrigation shares is included in the development agreement. I feel comfortable moving forward with the corrections as noted.

**TUCKER:** Everything will be done and in place before the final plat is recorded?

**JEREMY:** Yes. Everything will be corrected, and then the final Mylar plat will be printed and signed.

**DAREK:** We will review the plat again before the final plat is printed. We will make sure all of the corrections have been taken care of. We checked the surveying already. We want to make sure it is recordable and has the proper notes.

**JEREMY:** Legal counsel still has to review and approve as well.

**MAYOR:** I like the layout.

\*\*\*A motion to approve the Final Plat for the Traveller Lane Subdivision, a (16) lot subdivision located at approximately 272 North 300 East with the stipulation the changes and corrections as noted by the City Engineer are corrected, reviewed, and approved by the City Engineer and City Administrator on the Final Plat was made by Terrie, seconded by Tucker, and the vote was unanimous.\*\*\*

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

No Vote: None

**DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2021-01, A RESOLUTION ADOPTING THE 2020 BEAR RIVER REGION, UTAH PRE-DISASTER MITIGATION PLAN.**

**TERRIE:** This is an item we previously talked about. The plan must be adopted by Resolution. Once the plan is adopted, we can start to apply for grant funding for items such as backup generators. We would also qualify for FEMA (Federal Emergency Management Agency) funding in the event of a natural disaster.

**MAYOR:** I am glad this is getting done. If it were to fall through the cracks, it would cause problems. When things are not properly done, FEMA will not help us.

**JUSTIN:** How long is the plan good for?

**ZAC COVINGTON:** Five years.

**TERRIE:** The online version is very nice and easy to navigate.

**ZAC:** I agree. You can also look at historical information and maps. If you want to apply for future projects, we need to update your mitigation strategy for the city.

\*\*\*A motion to adopt Resolution 2021-01, a Resolution of Richmond City, Utah adopting the 2020 Bear River Region, Utah Pre-Disaster Mitigation Plan was made by Terrie, seconded by Lyle, and the vote was unanimous.\*\*\*

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

No Vote: None

**PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2021-01, AN ORDINANCE AMENDING TITLE 12-000 "LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)", CHAPTER 12-2000 "SUBDIVISION REGULATIONS", PART 12-2004-4 "DESIGN REQUIREMENTS".**

**TERRIE:** For the last few subdivisions this code requirement has been waived or ignored. The proposal is to change that each block will be 660 feet down to 330 feet or a ½ block.

**DAREK:** This change makes the code more in harmony with the General Plan.

**MAYOR:** It is good to correct these items as we come across them.

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

Richmond City Council Meeting Minutes, January 19, 2021

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

No Vote: None

*The public hearing opened at 8:53 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 Cheryl, seconded by Terrie, and the vote was unanimous.\*\*\*

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

No Vote: None

*The public hearing closed at 8:53 P.M.*

**DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2021-01.**

\*\*\*A motion to adopt Ordinance 2021-01, an Ordinance amending Title 12-000 "Land Use, Development and Management (LUDMO), Chapter 12-2000 "Subdivision Regulations", Part 12-2004-4 "Design Requirements" was made by Lyle, seconded by Terrie, and the vote was unanimous.\*\*\*

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

No Vote: None

**PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET WHICH IS THE PERIOD OF JULY 1, 2020 THROUGH JUNE 30, 2021.**

**JUSTIN:** We are just past the midway point of the fiscal year, and it is time for some budget adjustments. Proposed increases to General Fund revenue total \$402,621. The vast majority of the increase is for CARES Act funding which totals \$281,880. Increases would be made to building permit revenue of \$7,000, local road tax of \$25,000, and Class "C" Road Funds of \$30,000. Interest revenue would decrease \$4,000. We are also including several grants the library has received. For the Administration Fund, the biggest increase is the CARES Act funding of \$281,880. An increase of \$1,800 for debit/credit card fees is included as well. A decrease to the Building Fund of \$2,500 is mainly from the Library roof project being cheaper than expected. The Streets Department is increasing mainly from the increase in local road tax and Class "C" Road Funds. As revenue increases for those line items, the expense increases in the same amount. The Parks Department would increase \$18,475 for the completion of the White Pine Park as well as additional tree trimming throughout the city. The increase to the Library Fund in the amount of \$8,057 was mainly for several grants which were received. The Cub River Sports Complex Fund would increase by \$33,809 from the city. The city is paying its share of the completion of the parking lot project. Water fund revenue would increase \$31,372 which is mainly for impact fees collected and a decrease in interest earned. Water fund expenses would increase \$16,000 mainly from depreciation expense as well as debit/credit card fees. Sewer fund revenue would increase \$12,715 mainly from impact fee revenue and a decrease in interest earned. Sewer expense would increase \$17,329 for depreciation expense, sewer line cleaning, and credit/debit card fees. Cub River Sports Complex revenue and expense is increasing by \$74,872. The revenue consists of \$6,803 in RAPZ Tax funding, and the balance is paid 50/50 between Richmond and Lewiston. The main expense increase is approximately \$64,000 for the completion of the parking lot project. Capital Projects Fund revenue would decrease by \$6,000 because of a decrease in interest earned. Capital Projects Fund expense would decrease by \$48,729. Instead of utilizing funds from the Capital Projects Fund, we will utilize the beginning fund balance. This will help to correct the one audit finding we have from last year.

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

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

No Vote: None

*The public hearing opened at 8:57 P.M.*

There were not any comments or questions.

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

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

No Vote: None

*The public hearing closed at 8:57 P.M.*

<b>DISCUSSION AND POSSIBLE VOTE ON AMENDMENTS TO THE FISCAL YEAR 2021 BUDGET.</b>
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\*\*\*A motion to adopt amendments to the Fiscal Year 2021 Budget was made by Lyle, seconded by Terrie, and the vote was unanimous.\*\*\*

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

No Vote: None

**GENERAL FUND**

REVENUE \$402,621

**EXPENSES**

ADMINISTRATION \$289,739

BUILDING \$(2,500)

PUBLIC SAFETY \$0

STREETS \$54,900

PARKS \$18,475

FIRE DEPT \$141

LIBRARY \$8,057

TO CAPITAL PROJECTS FUND \$0

TO CUB RIVER SPORTS \$33,809

\$402,621

**WATER ENTERPRISE FUND**

REVENUE \$31,372

EXPENSE \$16,000

**SEWER ENTERPRISE FUND**

REVENUE \$12,715

EXPENSE \$17,329

**CUB RIVER SPECIAL REVENUE FUND**

REVENUE \$74,872

EXPENSE \$74,872

**CAPITAL PROJECTS FUND**

REVENUE	\$(6,000)
EXPENSE	\$(48,729)

**OPEN AND PUBLIC MEETINGS TRAINING**

**JUSTIN:** As part of the audit, we are required to have some training each year when all of the council and mayor are in attendance. I would like to remind you about a few items. A quorum of the council is three council members. A quorum is not two council members and the mayor. The mayor only votes in the event of a tie and the absence of one council member. All meetings of the council are to have an audio recording and written meeting minutes. All meetings of the council must be advertised and are currently advertised at the city office building, library, city website, *The Herald Journal* when they choose to publish, and the Utah Public Notice Website. The same rules apply to the planning commission. Any council member with a conflict of interest needs to announce the conflict before an item is discussed and give a reason for the conflict. The council member is allowed to participate in the discussion and vote if they choose to do so, or they can abstain from the discussion and vote. Any vote of the council requires a yes or no from each council member, and the vote of each council member must be specifically listed in the meeting minutes. Any vote to approve or amend the budget requires a public hearing beforehand. Most land-use items requiring a vote must also have a public hearing beforehand. Administrative items do not require a public hearing. The city council is required to meet at least once per month. Resolutions do not require a public hearing unless it is specifically required. Rezone and annexation public hearings are now advertised on the Utah Public Notice Website.

**MAYOR:** This is a good reminder of how we need to act. The federal level is very similar, but they are more chaotic than we are. The council approves ordinances and rules, and the mayor and staff enforce them. No single council member can make changes, but as a body, the council can change anything. Collectively, the council has all the power. The decisions of the council have short and long term effects on the city.

**MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.**

**JUSTIN:** The majority of property tax is received in December and January. In December, we received \$143,917 in property tax revenue. Building permit revenue is up this year and through December totals \$7,101. CARES Act funds received total \$281,880. The city contracts with the cemetery district for grave digging. The district paid the city \$2,100 for grave digging services for July through December. Depreciation expense is calculated in December and June of each year for the previous six months. In December, Depreciation Expense for July through December was included. The amount of Depreciation Expense in the water fund totals \$114,889 and in the sewer fund \$183,633.

**COUNCIL MEMBER REPORTS**

**LYLE:** Long time fire department member Steve Smith recently passed away. Another long term member of the fire department, Katie Wallentine, recently retired from the department.

**JUSTIN:** Katie will be coming before the council in February if she is available.

**LYLE:** If you have never attended the funeral of a firefighter, you should. It is quite a special event.

**MAYOR'S REPORT**

**MAYOR:** Our next council meeting will be on February 16<sup>th</sup>. Jeremy please update us on the SCADA system.

**JEREMY:** The new SCADA system is coming along. They had a hard time getting a few components. There is an interface challenge between the well and the springs. The system will take about a week to install. Once the new system is operational, the old system will be taken down.

Richmond City Council Meeting Minutes, January 19, 2021

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

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

Adjournment at 9:07 P.M.

**RICHMOND CITY CORPORATION**

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Jeffrey D. Young, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder