

**RICHMOND CITY COUNCIL**

**NOVEMBER 16, 2023**

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Thursday, November 16, 2023. The meeting began at 7:00 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Lyle Bair.

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, Public Works Director Jeremy Kimpton and City Recorder Justin Lewis were also in attendance.

VISITORS: Cindy Allen, Sherrie Davis, Larry Dunkley, Glendon Simper, Dave Cavanaugh, Ryan Busenbark, Rhonda Davis, Alia Mecham

A workshop session to discuss the 150 North 400 West road improvement project was held from 5:32 P.M. until 6:20 P.M.

Those in attendance: Rob Walker, Vergene Walker, Roger Priest, Clara Hemmert, Mike Harris, Jonathan Badger

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM OCTOBER 19, 2023.**

\*\*\*A motion to approve the October 19, 2023 city council meeting minutes was made by Tucker, seconded by Terrie and the vote was unanimous.\*\*\*

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

No Vote: None

**YOUTH COUNCIL REPORT**

**ALIA MECHAM:** I have been on the youth council for three years. I am a sophomore.

**MAYOR:** How many members are on the youth council?

**ALIA:** Around 30 with 15 who are active.

**MAYOR:** When do you meet?

**ALIA:** At least monthly. We held our election last month. The officers for this year are as follows: Alia Mecham – Mayor, Annie Griffiths – Vice Mayor, Lyndsee Shields – Secretary, Norah Knutson – Treasurer, Madilyn Theobald – Historian/Public Relations, Naivie Knutson – 11<sup>th</sup> grade representative, Benjamin Knutson – 10<sup>th</sup> grade representative, Taylee Thomas – 9<sup>th</sup> grade representative, Haven Haws – 8<sup>th</sup> grade representative, Nadia Godfrey and Makenzie Lott will help with The Park Bench, Norah Knutson will work with the Planning Commission and Annie Griffiths will work with the Library Board. We don't have any seniors who are currently involved. We helped with the Veterans Day dinner.

**MAYOR:** How many attended?

**ALIA:** Eighty were invited.

**SHERRIE DAVIS:** There were only four empty chairs. The event is growing each year.

**MAYOR:** I know the youth council did a service project by helping get rid of some graffiti.

**ALIA:** Next week we are doing a fundraiser for Little Lambs. We will announce it to the public. Our goal is to collect 300 items for them. We will collect the items from November 21<sup>st</sup> through December 11<sup>th</sup>.

**MAYOR:** Is this mainly diapers?

**ALIA:** Yes.

**MAYOR:** We don't support resolutions they ask us to adopt because they don't carry any weight. We want to actually help with the projects. We can advertise this through Parlant for you.

**ALIA:** We are also volunteering at Bridgerland Area Technical College next month.

**AMBER:** I am thankful for the opportunities they have taken to be involved. They helped with the Halloween carnival, Little Lambs, Black & White Days and other places. They are making a difference.

**MAYOR:** We are looking at different assignments in 2024 for Black & White Days. We are changing things with the vendors because they are continuing to grow in numbers. We purchased a large community tent. It will be used for the cattle show. Long term we will use it for a seating area for those who want a place to rest and eat. We might need the youth council to help with traffic control on the Saturday of Black & White Days.

**DISCUSSION AND POSSIBLE VOTE ON RENAMING THE JOHNSON COVE SUBDIVISION TO THE JOHNSON VIEW SUBDIVISION.**

**MAYOR:** The Johnson Cove name had already been used elsewhere in the valley?

**RYAN BUSENBARK:** Yes, we found out after it was reviewed.

**MAYOR:** We need to approve this simple change?

**JUSTIN:** Yes, where it is a change to the final plat the council must approve it.

\*\*\*A motion rename the Johnson Cove Subdivision to the Johnson View Subdivision was made by Amber, seconded by Terrie and the vote was unanimous.\*\*\*

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

No Vote: None

**DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2023-11, A RESOLUTION REQUESTING THE RECERTIFICATION OF THE JUSTICE COURT OF RICHMOND CITY.**

**JUSTIN:** The justice court of the city has to be recertified every four years. The council must adopt a Resolution as part of the recertification process. Legal counsel has to review and approve of some items as well. This Resolution comes before the council every four years as long as we have a justice court and want to continue to have a justice court.

\*\*\*A motion to adopt Resolution 2023-11, a Resolution requesting the recertification of the Justice Court of Richmond City was made by Terrie, seconded by Lyle and the vote was unanimous.\*\*\*

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

No Vote: None

**DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2023-12, A RESOLUTION APPOINTING MIKE ARNOLD AS TRUSTEE REPRESENTING RICHMOND CITY, SMITHFIELD CITY AND LEWISTON CITY ON THE CACHE VALLEY TRANSIT DISTRICT BOARD OF TRUSTEES EFFECTIVE JANUARY 1, 2024.**

**MAYOR:** Terrie has been our current representative on the Cache Valley Transit District Board of Trustees. She would be done at the end of the year when her council term ends. We had a resident who was willing to take Terrie's spot. We previously adopted a Resolution approving the resident to serve. The resident attended one meeting and then found out he had a conflict of interest with his employer in this regard so we had to rescind the Resolution. Mike Arnold is the current Trustee for Smithfield City. Mayor Kris Monson met with Mike and he is willing to continue to serve and represent the three cities.

**TERRIE:** I have worked with Mike. I think he will do a good job representing our interests in the north end of the valley.

\*\*\*A motion to adopt Resolution 2023-12, a Resolution appointing Mike Arnold as Trustee representing Richmond City, Smithfield City and Lewiston City on the Cache Valley Transit District Board of Trustees effective January 1, 2024 was made by Lyle, seconded by Terrie and the vote was unanimous.\*\*\*

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

No Vote: None

**DISCUSSION AND POSSIBLE VOTE ON UPDATES TO THE EMPLOYEE PERSONNEL MANUAL.**

**JUSTIN:** We were told originally when Juneteenth was made a federal and state holiday it would be celebrated on June 19<sup>th</sup> of each year. We have found out that is not the case. In 2024, banks and others are celebrating on the Monday before the holiday. We are asking you to amend the personnel manual for it to state on June 19<sup>th</sup> or when celebrated year to year. We were contacted by another city asking if we had a tattoo policy in our personnel manual. We do not. Currently, our dress and hygiene policy is actually only one sentence. We talked to some other cities and a human resources firm out of Salt Lake City for some verbiage. We are proposing a new dress and hygiene policy that includes a tattoo policy as well.

**TERRIE:** I have a concern with the tattoo policy where it includes gender, race, religion, disability and national origin.

**AMBER:** I agree. This could be a freedom of speech issue. We could be crossing a legal line.

**HOLLY:** As a staff we need you to make a decision because we have employees with tattoos and we need to let them know what they can or cannot do.

**JUSTIN:** You can remove gender, race, religion, disability or national origin or simply not include any of the tattoo policy in the manual. It is your decision what you want to do.

\*\*\*A motion to adopt amendments to the Employee Personnel Manual amending the tattoo section to read as follows: "Tattoos that are distracting or contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts or may be perceived to be gang-related shall be covered and/or not visible while on duty" was made by Amber, seconded by Terrie and the vote was unanimous.\*\*\*

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

No Vote: None

**STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.**

**HOLLY:** Impact fees on three new homes have been collected. We are working with Dollar Tree but their fees have not yet been paid.

**MAYOR:** How is the Dollar Tree project progressing?

**HOLLY:** Lee's Marketplace approved attaching the faux wall to their building. They just need to pay the fees. The funds are coming from the corporate office. Once they pay the fees, they are ready to start. The Richmond Village Phases 2 and 3 are not going to be recorded for a while as this was a decision made by the developer.

**MAYOR:** Have all the roads been paved?

**WESTON:** I have not been up there for a couple of days to check.

**MAYOR:** I think they are all paved but not sure. Tell us about the new hire.

**HOLLY:** She is in training right now and will be for the next couple of weeks. Once complete, Melissa will move back to the new office area for the court. Melissa will work Monday through Thursday with limited hours and she will help me with development and still continue to work with the court.

**MAYOR:** The court office remodel project is now complete and includes an office for the mayor as well as an emergency management room to go along with the justice court office and conference room.

**HOLLY:** We have a new client renting space for yoga classes. We are doing well with rentals.

**JEREMY:** The generator for the city office shipped on the 9<sup>th</sup>. The cement pad has been poured. We are in the process of cutting the cement at the Cherry Creek water tank to run the conduit for the new generator. We have been working on the deficiencies in the water survey. We still have a few miscellaneous items to complete. We need to cover some drain lines. Most likely that won't be done until spring. We had the culvert leading to the gun range jetted. We need to address where the water flows at the bottom of the hill long term. This is a culvert we need to inspect and clean annually.

**MAYOR:** It looks like the road maintenance is coming along.

**JEREMY:** We still have more potholes to fill with cold mix.

**MAYOR:** A lot of street sweeping has been done in town. Is the salt here?

**JEREMY:** Yes. We need to finish setting up one of the snowplow trucks for winter.

**MAYOR:** Rob Bair had knee replacement surgery and is home recovering. Will he be back in January?

**JEREMY:** I anticipate around then.

**JUSTIN:** We collected \$61,678 in sales tax revenue last month. We will pay about \$9,000 of that to Lee's as part of their rebate program. We still end up with over \$50,000 for the month so that is good for us. An anonymous donor donated \$2,000 towards the purchase of a defibrillator for the Park Community Center. The library has received \$1,260 in donations so far this fiscal year. Black & White Days has already received \$550 in donations so far this year. We have paid for the audit. So far, this fiscal year we have paid Lee's Marketplace \$20,345 on the sales tax rebate program. The main cost for the court room/mayor's office/emergency preparedness center room was paid at a cost of \$22,200. We paid \$122,908 in Local Road Tax funds for the chip and fog seal done by the county this fiscal year. Interest earnings are up substantially in all departments. In the General Fund we budgeted \$33,000 for the entire year in interest income and have already received \$25,009 through the end of October. As a reminder the December 21<sup>st</sup> city council meeting has been rescheduled to December 19<sup>th</sup>. The budget will be adjusted in December as we are already almost at the midpoint of the fiscal year. In regard to the local election. We have three open city council seats and only two applicants. Joel Draxler and Bryce Wood will be sworn in as council members in January. The third vacant seat will be filled at the January 18<sup>th</sup> city council meeting. We will advertise the vacancy for at least two weeks and ask the applicants to submit a simple one-page application. The last agenda item on the January 18<sup>th</sup> council agenda will be interviews and the selection of a council member to fill the vacant seat. We received confirmation today from the pavilion installer they will be here on Monday, November 27<sup>th</sup> to start installing the pavilion and said it should be completed by November 30<sup>th</sup>. They plan to install the tables at the same time. Once that is done the only remaining item will be to get the electrical done. I was asked by the mayor to discuss our prevailing fees. These are an administrative item and don't require a public hearing when they are adjusted. They are not a mandatory fee. They are something someone chooses to do such as register their child in a sports activity or rent a city building. In regard to rental fees of buildings. We don't have to charge what other cities charge but we look at what they charge. We do this because we don't want to undercharge by such a large amount that we get people from all over coming here to rent our buildings. People do not realize the cost of electricity and natural gas for our buildings. There is also cleaning and maintenance, repair and long-term replacement. We try and be fair in what we charge and some people think the fees are fine and others are very upset at what we charge. There is a thought process behind what we charge and why we charge it. They are not random numbers.

**MAYOR:** Please explain to those in attendance how they can get information from the city.

**JUSTIN:** There are two great ways to access information. We use the Parlant system to send emails to our residents with updates and can send text messages and voicemails as well. We try and not overwhelm people with emails so we send things like city council agendas and information on Black & White Days and other happenings. If a person wants more information such as to be notified of public hearings, they can sign up for email notifications on the Utah Public Notice Website. You select City, Richmond and then the board or group you want to get information on. If you want information on more than one group/body you have to sign up for each of them separately. The nice thing about both systems is you can opt-out at any time if you want to. We post a lot of information on our website and try to update it frequently. We were contacted this week by someone trying to confirm the 2024 dates for Black & White Days so we updated the website as apparently people are already looking for this information.

**MAYOR:** Parlant is also used as our emergency contact system. Please encourage your neighbors and friends to sign up for this free system if they are not on it. This year there was a flooding episode on the south end of town and we were able to notify people immediately. The generator project at the Cherry Creek water tank is so if we lose power in that area, we have a backup source of power to keep pumping water to the city. We are also installing a generator here at the Park Community Center. This building would be an EOC (Emergency Operations Center) during an emergency situation. Most of these projects were paid for with grant funding.

**DAVE CAVANAUGH:** The water tank generator also supplies power to our emergency repeater for communication via HAM radios in the event of an emergency.

#### **COUNCIL MEMBER AND MAYOR REPORTS**

**TUCKER:** Do we know where the water coming down the gun range road is coming from?

**JEREMY:** I am not sure but the mayor, Weston and I are touring that area tomorrow to investigate this issue.

**MAYOR:** We are going to find out where it is coming from and whose responsibility it is to deal with it.

**TUCKER:** The new subdivision on the north end of town. Are we okay with the fire lane? Does it need to be a hard surface?

**JEREMY:** We cannot require asphalt at this point. The Fire Department just needs to approve it.

**TUCKER:** Is it good for winter?

**JEREMY:** The last time we asked the fire department they said it was fine.

**TERRIE:** The fire department previously said it did not have to be paved at this point.

**JEREMY:** The developer has to have a plan to keep it plowed and maintained during the winter months. There is not much we can do until the fire chief says it won't work.

**TUCKER:** We don't have to plow that road?

**JEREMY:** Correct.

**TUCKER:** It appears to only be road base and not even pit run.

**JEREMY:** The only purpose of that road at this time is for an emergency egress. The fire code is very vague in regard to what the surface of the road must be.

**MAYOR:** We have had a basic discussion on changing our code to making asphalt mandatory.

**LYLE:** The only concern I have right now is the water coming down the gun range road.

**MAYOR:** We need to get it resolved. It is a concern for many residents residing in the area. It is not a simple fix to fix our road.

Kelly and Terrie did not have any additional items to report.

**AMBER:** The planning commission did not meet in November but will be meeting in December. The Park Bench had 154 volunteer hours last month. There were 140 residents served during the month. The food pantry received 569 items. The Halloween carnival was a success. It was so good there have already been requests for it to be held again next year. The senior volunteers and youth council made it happen. The kitchen is in the process of being certified. We are getting a new oven. A donation is helping to pay for it. We have some amazing donors. Between time, money or friendships we see donations every day. We celebrated the one-year anniversary of The Park Bench on November 2<sup>nd</sup>. We asked a lot of the participants what they think a year later. One comment particularly stuck out to me. The gentleman is homebound. Others have to pick him up and help bring him here. He said it is nice to know that one day a week he gets to eat a meal with other people. Spartan is so amazing. They have donated so many hours and so much money to the city. We also have a lot of anonymous donors who are very good-hearted people. We appreciate all of them. I am sad to be losing three council members after next month's meeting. Three of our council members are done at the end of the year.

**MAYOR:** We received a letter from a resident regarding the fees we charge for building rentals. As part of our fee structure we look at what other cities are charging. Smithfield City charges \$500 to rent the clubhouse for four hours. This building would cost \$200 for a resident and \$400 for a nonresident for the same period of time. We did research on our fees. We have public money to cover basic costs. We don't have funding for damage, maintenance and repair. We don't have to rent the buildings but we want them to be available to the residents. There is an associated cost. A public hearing is not required when we adjust these fees because it is an administrative cost. I wish we didn't have to charge a fee but we do. We didn't have the same level of use in the past. The buildings are rented all the time. There is a cost for maintenance and repair. We don't charge the maximum amount we can. It is a community service to offer the buildings to rent. I have talked to several residents about their concerns. We also issue the security deposit refunds quickly.

**HOLLY:** The refund checks are mailed on Friday of each week.

**MAYOR:** Casper's Ice Cream is renting the building and told us it was the cheapest place they found to rent.

<b>DISCUSSION WITH REPRESENTATIVES OF PEPPERIDGE FARMS ABOUT THEM DISPLAYING ANNIVERSARY RELATED ITEMS ON CITY PROPERTY.</b>
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**HOLLY:** Pepperidge Farms is wondering if they can advertise their upcoming 50<sup>th</sup> anniversary on our street light poles on the highway.

**MAYOR:** I think we would be pleased to have them do this.

**TERRIE:** Who would install the signs?

**HOLLY:** They would.

**TERRIE:** I think we need to ask our insurance provider if they have any issues or concerns. I think it is a great idea and they are a great supporter of the city.

**AMBER:** The new flour mill is going to utilize as many local resources as they can. I appreciate that and they will be hiring a lot of local people as well.

Richmond City Council Meeting Minutes, November 16, 2023

The consensus of the city council was to allow Pepperidge Farms to advertise their upcoming 50<sup>th</sup> anniversary pending approval from the insurance provider of the city.

**EXECUTIVE SESSION STRATEGY SESSION TO DISCUSS A PROJECT PROPOSAL. UTAH CODE ANNOTATED 52-4-205 (1) (D).**

**MAYOR:** This executive session is to discuss a project proposal.

\*\*\*A motion to close the regular council meeting and to open the executive session was made by Terrie, seconded by Lyle and the vote was unanimous.\*\*\*

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

No Vote: None

*The executive session opened at 8:03 P.M.*

Those in attendance: Mayor Erickson, Tucker Thatcher, Lyle Bair, Kelly Crafts, Terrie Wierenga, Amber Ervin, Weston Bellon, HollyJo Karren, Jeremy Kimpton and Justin Lewis

\*\*\*A motion to close the executive session and reopen the regular council meeting was made by Terrie, seconded by Lyle and the vote was unanimous.\*\*\*

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

No Vote: None

*The executive session closed at 9:15 P.M.*

\*\*\*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

Adjournment at 9:16 P.M.

**RICHMOND CITY CORPORATION**

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Paul J. Erickson, Mayor

**ATTEST:**

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Justin B. Lewis, City Recorder