

RICHMOND CITY COUNCIL

March 19, 2013

The regular meeting of the Richmond City Council was held at the Richmond City Office Building located at 6 West Main, Richmond, Utah on Tuesday, March 19, 2013. The meeting began at 7:00 P.M., Mayor Michael Hall was in the Chair. The opening remarks were made by Terrie Wierenga.

The following Council members were in attendance: Brad Jensen, Paul Erickson, Terrie Wierenga, Jeff Young and Tucker Thatcher.

A motion to approve the February 19, 2013 City Council meeting minutes was made by Terrie, seconded by Paul and the vote was unanimous.

DEPUTY REPORT

MAYOR: The Deputies will not be attending this evening as they are in a training session.

CHILD ABUSE PREVENTION MONTH PROCLAMATION

LEIGH DEAN: I work for the Child and Family Support Center and here tonight representing the center. April is child abuse prevention month. The center has been open since 1984 and currently offers four services. We have a 24-hour crisis nursery, therapy for abuse victims, parent education and children education. There were 6,420 children that were served by the center last year and some of them were from Richmond. There are a bunch of events that will happen in April. There will be a parent symposium and it is open to all to attend. Some of the topics will be strengthening marriages, self-esteem, budgeting, and helping families. I have mailed a copy of the proclamation earlier for your review.

****Mayor Hall read the Child Abuse Prevention Month Proclamation.****

LEIGH: Our kickoff event will be held on April 2nd at the County Court House. First Lady Herbert will be attending and part of the ceremony. The kickoff event will be from 11:00 A.M. to 11:30 A.M.. There were 214 reported cases of child abuse last year. I appreciate Richmond's support on a yearly basis.

A motion to approve April 2013 as Child Abuse Prevention Month in Richmond City was made by Jeff, seconded by Paul and the vote was unanimous.

BUSINESS LICENSE

SUMMIT CREEK FARMS

MAYOR: Richard and DeAnn Cardon have a request for a business license since their office will be in Richmond but the farm is located in Smithfield.

RICHARD CARDON: We operate a small farm up Smithfield Canyon. We have 30 cattle, 10 pigs, some chickens and turkeys. We are raising them as natural meat.

MAYOR: Will there be any traffic in Richmond?

RICHARD: No, just an office in our house.

PAUL: Will any of the animals be transported to Richmond?

RICHARD: No.

TERRIE: So your plan is to offer meat for sale, will you be selling it from home?

RICHARD: We are hopeful to sale the product but it won't be from our home. It will be sold directly from the meat packer to the end user. Mostly just wholesale purchases, that is our goal.

A motion to approve the business license request for Summit Creek Farms (Richard & DeAnn Cardon) was made by Terrie, seconded by Jeff and the vote was unanimous.

CONDITIONAL-USE PERMIT REQUEST FOR A DOG KENNEL LICENSE.

MAYOR: We have an application for a kennel permit by Chandler Robinson. He has gone before the Planning & Zoning Commission and been approved and forwarded to the Council. He has supplied a signed letter from his neighbors stating they are okay with the approval as well.

CHANDLER ROBINSON: I live at 193 South State. I have three dogs and want to comply with the City Ordinance so I can keep them all. Two of the dogs are outside in a kennel and the other dog is a house dog. I don't allow them out of their kennel unless I am outside in the yard with them. I also have an invisible fence collar system that I use. I want to keep the area as safe as possible.

TERRIE: Are you planning on getting more dogs?

CHANDLER: I want to breed the Shar-Pei at some point but would be selling all of the puppies. I don't have a plan for any more permanent dogs. Just the puppies for the first 8 to 12 weeks after they are born.

MAYOR: You have the minutes from the February Planning & Zoning Commission meeting for review. Chandler, keep in mind that if you don't comply or there are complaints that the license can be rescinded. Are there any other dog issues we should be aware of?

CHANDLER: No.

A motion to approve the dog kennel license application by Chandler & Amanda Robinson for the property located at 193 South State was made by Paul, seconded by Tucker and the vote was unanimous.

REQUEST BY A LOCAL MUSICIAN TO UTILIZE THE COMMUNITY BUILDING TO PLAY MUSIC

MAYOR: We have a request by Howard Nivison to use the Community Building for a gathering of musicians to play music and a monthly basis.

HOWARD NIVISON: It would be just a group of musicians getting together to play music. It would not be a formal show, just musicians playing together. It would be a good place for

younger and older musicians to get together and interact. I have some really good friends that want to perform and help young musicians better their skills.

MAYOR: Didn't you do this same type of thing two years ago?

HOWARD: It was six plus years ago.

MAYOR: I don't recall any problems or concerns.

HOWARD: Others were in charge at that time and they just grew tired of being responsible for the details and that is why it fell apart and crumbled.

MAYOR: Will you be collecting fees or is this a non-profit?

HOWARD: It would absolutely be free, I would clean up the building as needed as well.

TERRIE: We are always concerned that it is cleaned properly after people have occupied the building.

HOWARD: I understand. I have time to clean up if it is needed.

TERRIE: I know when Anne and Pete were in charge they asked for donations or something like that.

HOWARD: We can put out a hat and see if people will donate. I am not sure if people will or will not.

TERRIE: Since the last time you utilized the building an ordinance has been put in place to make it cheaper for continuous events. When are you thinking of doing this?

HOWARD: On Wednesday nights that seems to be the night most of us are free. We won't be interfering with weekend use of the building. It would be every other Wednesday as well, not every Wednesday.

BRAD: I would suggest we waive the fees where this is not for profit and a community type event.

PAUL: What period of time are you wanting to use the building? Maybe we could evaluate this in a few months?

BRAD: What time will you be done on the nights you use the building?

HOWARD: We would be done no later than 10:00 P.M..

PAUL: I would like you to come back in at the September Council meeting and report how things are going.

A motion to approve the request by Howard Nivison to utilize the Richmond City Community Building for the playing of music with the following conditions, no fees being collected, utilized on a bi-weekly basis, cleaned up by Howard and the musicians as needed and done occupying the building no later than 10:00 P.M. at night was made by Brad, seconded by Jeff and the vote was unanimous.

REQUEST TO ALLOW THE RICHMOND CITY THEATRE BE UTILIZED FOR THE FILMING OF A SHORT FILM.

STEWART HUNSAKER: We are a group of amateur film makers and avid Star Trek enthusiasts. We have already produced one small film during the last winter. We have decided to do another one. I happened to see there is a theatre here in this building and saw the stage. This theatre would be perfect if we could use it. We would do the filming, make the props and be able to produce the film in a controlled environment. I have supplied a copy of our new script for your review. We wanted to show you the script so you could see that we have a plan and

why we made our request to use the theatre. The stage does not appear to being utilized right now?

TERRIE: The theatre will be utilized during Black & White Days.

MARLA TROWBRIDGE: We have used the Trenton City building in the past with no problem.

TERRIE: When do you want to use the theatre?

MARLA: Evenings and weekends are best since all of us work.

PAUL: May through July?

STEWART: Correct.

JEFF: I am worried about you leaving your props here and that they might get damaged. We just need to coordinate the timing for everyone involved.

MARLA: With Black & White coming up, we don't have a set schedule and could start after Black & White Days.

JEFF: That would only be a couple of weeks different than when you were hoping to start.

PAUL: So you would just be using the lighting and stage? No mechanical props?

STEWART: The quieter the better since the cameras pick up background noise very easily. We don't want to impact others using the building or want them to impact us. We noticed there are some flats in the back, could we utilize them? We would just want to repaint them. They are the scenery elements of the production.

TERRIE: We need to verify who owns them.

STEWART: We would paint them white if we are allowed to use them.

CHRIS: The flats they are referring too are from past melodramas.

JEFF: I don't see that as a problem.

STEWART: We would bring as much of our own lighting as possible. We would like 90 days if possible since we are rookies. We are doing preproduction stuff right now and I am not sure of what our production schedule will be. In show business, time is money but for us it is just time.

SCOTT BALL: I would like to speak in their behalf. I know both of them very well and they will leave the building in better shape than they found it.

PAUL: What about a fee schedule?

JEFF: We have never dealt with theatre use before.

MAYOR: Maybe they could show us what they produced when complete?

STEWART: We are more than willing to show off what we are doing.

MARLA: It is a lot of fun and we take pride in what we do. You are more than welcome to come in and see what we are doing.

JEFF: I have a concern with the stage. The lights don't lock when stepping down on them. We need to get them fixed prior to the pageant.

SCOTT: We will check on it.

MARLA: If you have a light issue, Curtis, one of our friends, understands lighting and could look into it.

JEFF: In the past we have done some trade upgrades. If you are willing to do that we will work with you.

TERRIE: Basically, an in-kind rental fee.

STEWART: We would be willing to focus on a need that you have and see if we can repair it.

JEFF: In the past, it has just been small projects. Just little odds and ends that need to be taken

care of.

STEWART: If this goes well we would like to be able to make the request again in the future to use the theatre so we will make sure and take care of what we use.

JEFF: If anything is fixed or repaired, just let us know so we can document it.

TERRIE: We do have a quiet time of 10:00 P.M. on weekdays and 11:00 P.M. on weekends.

MARLA: That is not a problem.

TERRIE: We have had some noise issues in the past and just making you aware of the concern.

STEWART: Our noise won't be problematic, just saws and hammers and things like that.

TERRIE: Please coordinate with Marlowe and Chris to make sure there are not any conflicting scheduling issues.

A motion to approve Stewart Hunsaker and Marla Trowbridge and their group of associates to be able to use the Richmond City Community Building Theatre for approximately 90 days for the ability to produce an amateur short movie with the condition that improvements are considered in-kind in place of the associated rental fees, was made by Brad, seconded by Jeff and the vote was unanimous.

ADDITION TO STRUCTURE ON A NON-CONFORMING BUILDING LOT QUESTION

MAYOR: Dave Gordon is here this evening to discuss a request for a building that is located at 11 East Main. He has an inquiry into adding onto the rear of the building. He has found out that it is not possible to add a second floor to the existing structure since the building is so old.

DAVE GORDON: We are going to buy the building whether we can add on or not but need to know if we can so we can tell our mortgage loan officer. We want to add 40 extra feet if possible.

MARLOWE: I have given each of you a plat map that shows the linear feet of the lot.

MAYOR: This is not an official request but a request to see if it is possible before he considers purchasing the building.

DAVE: We would want the addition to be the exact width of the existing building with a flat roof and approximately 30-40 feet long. We were told to ask for more as it would be easier to go shorter than need to start over to go longer. The current building is 65 feet long.

PAUL: Is there access from the back (North) of the property?

DAVE: I have been told there is a right of way but not sure about that.

PAUL: Would fire suppression be an issue?

MARLOWE: We would not be able to enter from the north as the easement is too narrow.

PAUL: Planning & Zoning would address this issue since a variance will be required.

BRAD: The process to follow would be to apply for a variance through our Planning & Zoning Commission.

PAUL: Normal footage is 90 feet and you only have 42 feet. A variance is possible.

BRAD: I would not see it being a problem if a conforming use.

TERRIE: Our ordinances are on-line if you want to review them.

DAVE: We read them but we still don't understand them. There are a lot of non-conforming exceptions that I can see.

MARLOWE: This request is do-able by ordinance.

TERRIE: We recently had some training on non-conforming lots and it should be do-able if you follow the process.

JEFF: You are doing it correctly, the next step is to get a variance and then move forward.

TERRIE: I would suggest checking with Fire Chief Lyle Bair to see if fire suppression is an issue. I think we have enough hose to reach from the south but not sure and we need to check.

MARLOWE: Dave does not currently own the property, can a variance be issued before he actually owns the property?

PAUL: The variance can be approved with conditions like the purchase of the property.

TUCKER: It can be done in the past, the request was made and contingent upon approval.

PAUL: By reviewing our current zoning map it is possible the residence could be located in a commercial zone. You would want to check with your mortgage company to make sure they would accept that type of zoning. I would just ask your lender. It is just something that you might want to check into.

MARLOWE: After speaking with your loan officer if you want to proceed with the variance request please let me know and we will put you on the April 2nd Planning & Zoning Commission agenda.

CONDITIONAL-USE PERMIT REQUEST BY RAY WINN FOR WAREHOUSING IN THE SOUTH EAST CORNER OF THE OLD WDCI FACTORY BUILDING

MAYOR: This request was an issue at the February Planning & Zoning Commission meeting. You have the approved minutes from that meeting this evening. This is a renewed request for a conditional-use permit and possible variance at approximately 500 West 100 South at the WDCI building. Ray Winn is here this evening to make his presentation. We need an update of where we are currently at on the project and what has changed since our previous discussion on this item. My understanding is this request is strictly for pod/pad storage.

RAY WINN: It might be in boxes or pallets.

MAYOR: Quinton Casperson stated that the old portion of the building would be the loading/unloading point for the proposed building?

RAY: Yes, forklifts will haul the product back and forth.

PAUL: What exactly will be stored?

RAY: I have no idea what we will store. Could be trailers or boats for all I know. Probably not as it is too narrow. I am not sure what we will store, maybe sugar, maybe hay.

PAUL: It is very difficult to make decisions if you cannot tell us what you are going to do, we need details. Your representative told the Planning & Zoning Commission about a pod type storage system. Is it going to be toxic? Fluids? Solids?

RAY: I cannot tell you that. Someone might want to store housewares or equipment. I don't know.

TERRIE: Our concern is this cannot turn into a chemical storage area.

RAY: That would certainly be a real liability for me.

TERRIE: That would be one condition of the approval.

RAY: That would be great, nothing hazardous.

TERRIE: What about traffic? Access? How do people get into the building?

RAY: We would be responsible.

PAUL: So it is fair to say, if the C.U.P. is granted it would be for storage only?

RAY: Absolutely, sure.

JEFF: Is the storage going to be available on an on-call basis? How is it going to be set up? Self-serve?

RAY: Not self-serve. I don't think it will be very busy. Maybe being used once a week. People will just need to call us and make arrangements. There will not be a full-time person there.

TERRIE: It has been a long time since I have seen the plans, is there any office space?

RAY: Yes.

BRAD: Is there a site plan in this set of engineering plans? The drawing that shows the entire property with all accesses?

MAYOR: These plans show the boiler but it is gone, correct?

RAY: Right.

BRAD: Are these the same plans we have seen in the past or new?

RAY: There has been a few engineering changes since the last set.

BRAD: Is there an overlay of the entire site?

TUCKER: I have seen a site plan previously.

MAYOR: The boiler room is in this set of drawings but won't be included?

RAY: Yes, maybe I grabbed the wrong set of plans. I have so many. This section here that you are looking at does not have a roof.

TERRIE: There is the site plan.

BRAD: Does it include the entire 3 ½ acre parcel?

RAY: Yes.

BRAD: Excellent. I don't think I have seen this before. So you will only be using the proposed section for contained storage? What about water and sewer?

RAY: Yes, we need sewer for the restrooms.

BRAD: So water and sewer is still part of your plan?

RAY: Yes, your ordinance requires we make the lines bigger so we made them bigger.

BRAD: What are your plans for the rest of the building? Is this just Phase 1?

RAY: There are no other plans at this time for the other 80% of the building. It has taken three years just to get to this point.

MAYOR: Where do the water and sewer enter?

BRAD: There aren't any that I am aware of.

RAY: The water line use to.

BRAD: The sewer line is a 4" line to the house to the east. Does it have a clean out? I thought it was dug up? We would require a private lateral from 200 South. The line cannot be shared with the homes to the east. You cannot use the existing lateral that is for that house.

RAY: What about a septic tank?

BRAD: No. Our construction standards state no septic or shared laterals.

RAY: What if I buy the house?

BRAD: You are proposing a new warehouse with sewer and water, this is not a residence. You will need a sufficient sized water line to allow for proper water coverage.

RAY: I have already dealt with the County on that.

BRAD: Are you going to access from 200 South and Main Street?

RAY: There is a right-of-way that will be open.

BRAD: That is a very restrictive passage by the old milk dump. It is a very narrow passage.

We need to make sure our fire equipment can get through there. We will have to put a tape to it and see how wide. The lane cannot be blocked if it is wide enough to allow for fire access.

What is your plan with the gates on both ends?

RAY: I plan on keeping them open.

PAUL: So you will be accessing from both sides?

BRAD: I am not sure if it is possible. I would like the opinion of the Cache County Fire Department.

JASON WYNN: I work for the Cache County Fire Department. Also, as a note of record, I am not related to the applicant and we spell our last names differently. In order to allow for access all the way through there needs to be 20 feet wide of access that is the code. One access will meet code as well. With one access it is required to have a 60 foot turnaround.

JEFF: So it would work from the south.

TUCKER: He just needs to comply with that restriction at some point, not mandatory now.

RAY: In front of the loading docks would be the turnaround point.

BRAD: The turnaround area must be made for all weather access, please explain.

JASON: The road way must be of either asphalt, concrete or a compacted road base. It has to allow for snow to be cleared from it.

BRAD: Can you please tell us what is needed for fire protection as well.

JASON: There must be flow of 2,250 gallons per minute for two hours for the size of structure that he is proposing.

BRAD: Ray, you paid for a water study, correct?

RAY: Yes.

BRAD: What about fire hydrants?

JASON: There will be two fire hydrants required and they need to be 450 feet apart.

TUCKER: The rate of flow is for the fire hydrants or for suppression in the building?

JASON: Just to the hydrants.

BRAD: We are just talking requirements for warehousing, what if the use was changed to manufacturing or something else?

JASON: It would need to be reevaluated and most likely add more hydrants.

BRAD: So we are approving for just this use only and if the use changes he would need to reapply.

MAYOR: What did the water model show?

BRAD: Darek, can you comment on the water system improvements?

DAREK: I am looking at the letter that I sent to the Council in October 2012. It is regarding the fire flow test and water model. As constructed there is not enough water from Main Street. The system would require an upgrade to an 8" water line from Main Street to 200 South. This projection was with the new PRV bank being in service.

BRAD: What is the best point of access to loop the line?

RAY: I figured that Jason Wynn would tell me.

BRAD: He will help with hydrant locations. Where will it be tied into the City line? Along the driveway?

RAY: I am sure along the drive.

BRAD: So right here along the property line?

RAY: Yes.

MAYOR: So this is a natural gas line?

RAY: Yes.

BRAD: On the water, is that a City or private line?

DAREK: When in the City right-of-way it is for the City but when entering into private property then it is a private line. The City could take over the water line with some easements. Usually, the water meter will be placed in the City right-of-way.

RAY: I guess the City owns right up to the fence.

DAREK: The City could take over the entire water line with some easements.

BRAD: So the fire hydrants will be on the east side of the building?

JASON: Yes, because of the access. There is not any access from the west.

BRAD: I would like to hear from Paul Berntson, Cache County Building Inspector, in regards to the existing structure with the proposed remodel.

PAUL BERNTSON: The idea from the start was that when they occupied that one corner of the property that if the rest of the building were to collapse the walls on the west side of the proposed structure would remain reasonably intact. That is how it was engineered. It has been designed and reviewed by another firm as well.

BRAD: Theoretically, it should stand on its own for a storage type based building based on current standards.

RAY: It will be the strongest warehouse in the valley. It is about 12,000 square feet.

PAUL BERNTSON: I think it is just a little under that.

BRAD: I know the size of our fire tender, is there a concern at the choke point by the homes?

JASON: Yes, it is not 20 feet wide. People are parking in that area as well. In order to be considered an access point it must be 20 feet wide. The other side (south) looks like it will work.

BRAD: The fire access would be from 200 South then. The restricted lane would not matter since it is beyond the proposed site.

JASON: Yes.

MAYOR: The turnaround spot would be in front of the docks.

BRAD: There would be a radius of 60 feet by the docks and that would meet fire code with the water upgrades.

MAYOR: The 60 feet would need to be an all-weather surface as well?

JASON: Yes.

MARLOWE: The entire area must be an all-weather because of the closeness to the City well.

MAYOR: What about the well protection zone?

MARLOWE: It has to be paved to allow water to run off towards the railroad tracks. The runoff cannot go to the south. The well is located on the edge of Zone 2.

PAUL: Do we have an issue looping through private property?

DAREK: That is not a problem, we already have an area like that in the south part of town.

JEFF: We are on the right track, all of these things are fixable. It is a list of things to fix but it is progress.

BRAD: I think with the conditions it is doable.

MAYOR: So there are two issues with the all-weather surface. It needs to allow drainage away from the well protection zone and to allow for fire access and turnaround.

MARLOWE: There is a ditch on the west side that flows to the north.

MAYOR: Is road base allowed?

DAREK: Diesel and gasoline can seep through both road base and asphalt.

JEFF: The grade is more of an issue to keep the water away from the protection zone.

MARLOWE: Sloping to the north west is practical and adequate.

TERRIE: The ordinance speaks about permeable and impermeable.

MAYOR: From the City Maintenance Shop to the gates of Ray's property, is that pavement?

SCOTT: Yes.

RAY: There is some broken up pavement on my side.

BRAD: The loading docks are lower in the ground.

RAY: I think it is already properly sloped.

BRAD: I do have a concern about other parts of the building being occupied. That is something that has not been discussed.

RAY: That guy that is fixing automobiles has been there six or seven years. I am glad to get rid of him. I do hate to get rid of him where he is making a living.

MAYOR: The only area that can legally be occupied is the area we are discussing.

BRAD: I don't want to have to make assumptions that there are people in other areas of the building if it collapses.

RAY: He has been using it ever since the spook alley was there.

BRAD: Will there be any residential occupancy in the building?

RAY: I don't plan on it. I know that years ago people that had businesses could live in the building.

BRAD: Residential quarters in a warehouse changes the building code and fire code?

JASON: If a residence is part of the building then the entire building must be sprinkled.

PAUL: I would prohibit residential living as part of the permit approval.

BRAD: Those are all of my concerns.

MAYOR: In summary, the boiler needs to be removed from the plans and a sewer clean out installed. A culinary water line will need to be run and a passage of 20 feet wide with a 60 foot turnaround will be needed for fire access. The culinary water line will need to be 8". The homeowner's vehicles to the north will have to be moved if access from the north is needed if only accessing from the south then that won't be a requirement. Water flow must be 2,250 gallons per minute from the fire hydrants for two hours.

TERRIE: The site will need to be reviewed to see the location of the current fire hydrant.

BRAD: The fire hydrants can be put closer together, the maximum distance is 450 feet apart.

RAY: The walls are rated for 24 hours.

MAYOR: The water needs to be drained to the railroad tracks away from the well protection zone. Occupancy will not be allowed or residential use.

JOSH RUNHAAR: A couple of comments about what Cache County requires for warehousing. There can be no other business activity. No animals, no active ingredients, no chemicals, no explosives and no hazardous material.

PAUL: Will the warehouse be refrigerated?

RAY: No.

JOSH: The County does not allow for personal or self-storage. This helps to keep traffic down. Processed food is okay but nothing live.

MAYOR: So no open or outdoor storage outside the building. No RV's or boats, etc.

PAUL: You mentioned RV's earlier.

RAY: I had not thought about outside of the building.

JEFF: So everything must be contained within the building.

JOSH: If there is any expansion or changes that needs to go back to the local land use authority

for review.

MAYOR: There would not be any other type of business in the building allowed, just warehousing.

BRAD: Would the timeline be on the water and sewer lines and impact fees? Before the permit is issued? What is our recommendation?

TUCKER: If he follows the conditions they can all be done at the same time.

JEFF: There needs to be a set thing that this is what is agreed too.

TUCKER: Lots of things must be met before an occupancy permit is issued. It is just the way it is.

MAYOR: As part of the permit, I would want a sign off by the Cache County Fire Department, Cache County Building Inspector Department and our local Fire Chief.

BRAD: During construction, I am familiar with residential inspections but not commercial inspections. What is the process?

RAY: There is lots of rebar in that building.

PAUL BERNTSON: They are tying the old walls together with rebar. The footings are exposed. We have had engineers on the site previously for review. It has been gone over pretty good. The inspections for electrical and plumbing are just typical.

MAYOR: We need to get Ray a written punch list of things needing to be done.

JEFF: I appreciate you working with us. It is a pain but it is a process. It is something that can be done it just takes time. Nothing is out of the ordinary on this project.

***A motion to approve the Conditional Use Permit request for Ray Winn for a warehousing facility at approximately 500 West 100 South (Property Tax Number 09-067-0024) in the south east corner of the existing building with the following conditions (listed below) was made by Tucker Thatcher, seconded by Paul Erickson and the vote was unanimous.

- A. Installation of a private lateral to the nearest sewer main.
- B. Disconnect the existing sewer line "T", install cleanout and restore.
- C. A commercial sewer impact fee is applicable.
- D. A commercial water impact fee is applicable.
- E. Floor drains inside the warehouse cannot be connected to the Richmond City sewer system.
- F. Installation of a culinary water line as per Richmond City Engineer specifications and current Richmond City Construction standards.
- G. Installation of two (2) fire hydrants and spacing per Cache County Fire Department recommendations.
- H. Fire equipment passage requires entrance of a minimum of 20 feet and a 60 foot turnaround on an all-weather surface.
- I. Culinary water flow from the fire hydrants must be a minimum 2,250 gallons per minute for two hours.
- J. A permanent surface is required due to the well protection zone concerns and it must slope to the north west it cannot slope to the south or east.
- K. Residential use in the building is prohibited.
- L. Dead storage only, no live animals or active ingredients.
- M. No hazardous, explosive or chemical storage is allowed.

- N. All storage must be contained in the new building section.
- O. No outside storage allowed.
- P. Access to the storage area is controlled by the business owner, no self-storage allowed.
- Q. No business activity except for approved warehousing will be allowed in the building.
- R. Any changes or extensions must be approved by the Richmond City Planning & Zoning Commission and Richmond City Council.
- S. No expansion to the existing building without formal approval.
- T. No access to other portions of the building will be allowed.
- U. Final approval and signoff required by the Cache County Fire Department, Cache County Building Inspection Department and the Richmond City Fire Department.
- V. The entrance to the property from 200 South will be the dedicated fire access point.
- W. Commercial Water and Sewer hook-up fees are applicable.
- X. Access to the warehouse for purposes of checking the floor drains as needed.
- Y. The sewer system connection will only be used for human waste.

SCOTT: The sewer main line is located on 200 South.

MARLOWE: Just to clarify, the City owns the line up to the gate on 200 South.

BRAD: The intended use of the sewer for the warehouse is for human waste only.

JUSTIN: Is a business license required now or later?

BRAD: A business license is a separate issue. We will also need to be able to access the building to make sure nothing is going down the drains. As you know, we cannot be responsible for trespassers as well.

MAYOR: I appreciate everyone that has attended this evening and their input.

CERT DISCUSSION AND UPDATE FROM NANCY LAMUNYON

TERRIE: As I mentioned at the last Council meeting, Nancy LaMunyon is our point person for the City CERT program. She is heavily involved in the process. Currently, there are 18 new members and 16 of them are taking the current class. We need to create a formal City CERT Council.

NANCY LAMUNYON: I have been going to the Cache County Council CERT meetings to watch how they handles things and how they are organized. We need a CERT Council. We are not as organized as we need to be. It will require an EMT manager so you would need to recommend either Chief Bair or someone from his department.

MAYOR: I would want the person to be from their leadership team.

NANCY: We need an Executive Board. I am a HAM radio operator as well as is Jim (LaMunyon). There will be three documentation people as well. Cache County has some documentation for us to use if we want. I have a copy and they would prefer the same documentation is used throughout the county. We will need a supply coordinator as well. I would like to see a representative from the three local schools as well as the LDS church. We would design three neighborhoods based on the location of the three schools. We have 36 CERT members in the City including the new people. There are six more that want to be trained in the future as well. It is wonderful. There would be two teams per neighborhood with five or six members per team. We would map out a location of where the members live. Cache County has

a base level and then levels 1, 2, and 3. The more qualified you get the higher level you achieve. The City Office can be a shelter as well as the Fire Department building. There are more issues in the schools than just a regular residence. Here is a copy of the forms for your review. Not every member would get every form. We should include Lewiston City in an umbrella protection plan for those people located in the County. I know there are some members from Cove that are trained. Robin Copeland lives in the County and has paid her own way.

MAYOR: If a member is affiliated with our CERT group and lives in the County we will still pay the cost of the training.

NANCY: I have a link for their handbook.

MAYOR: Great ideas you have presented this evening.

TERRIE: I would like the Council endorsement of this plan. When it hits from a quake to a fire to flood we need more organization. Frankly, we have lucked out in the past.

NANCY: I need people on the Council even if they are not CERT certified. This won't be a quick process to get established.

A motion to approve the creation of a CERT Council was made by Terrie, seconded by Paul and the vote was unanimous.

NANCY: I will write up something for the newsletter. I will need to use the Community Building or make arrangements at the school for the meetings.

MARLOWE: Items for the newsletter must be submitted by the 20th of the month.

MAYOR: Her write up can be submitted in the April newsletter.

JEFF: Just a reminder that the April newsletter will contain the Black & White Days information as well.

FINANCIAL REPORT

JUSTIN: It is hard to believe but it is time to start thinking about the new budget year. The proposed budget will be presented to the Council at the May Council meeting with the final budget needing to be approved by June 22nd at the latest. The new budget will be based very similarly to the current budget. If any of you have requests, please let me know and I will see what we can do. Juliene has submitted her proposed budget for the Library.

BRAD: I would like to include a material storage area, if possible.

JUSTIN: The new budget will also include a \$1.00 per month sewer utility increase and a minimum of \$1.00 increase in the monthly water utility fee.

TERRIE: Where are the earthquake CD's being recorded?

JUSTIN: In 3694, Sundry Revenue, I can put them in their own category if you want to see them separate.

TERRIE: No, I was just curious.

JUSTIN: Business licenses for 2013 are being paid and collected and there were \$775 collected last month in this regard. Also, the dog licenses are being collected and there were \$1,090 collected last month. There was one water and sewer impact fee collected last month.

BRAD: Which home?

JUSTIN: The home owned by the Ridge's in the Cherry Creek Heights P.U.D.. There was \$1,382.88 in interest collected on the bond proceeds last month. The remaining bond proceeds

are \$2,893,880 and so far we have \$2,245,773 invested in the culinary water tank project upgrade.

JEFF: I met with Gateway Mapping and there is a grant that is available that we qualify for since there is a high pressure gas line coming through town. I asked about infrastructure possibilities.

DAREK: The GIS work for this project is within a specific corridor which is normally a four block radius.

MARLOWE: There is also a 12" gas line that comes up State Road 142 as well.

JUSTIN: I have also included 100 more water meters in the new budget. We have that program on a 7 year plan.

CHRIS: It sure would be nice to be able to do 200 in one year. They are working great.

JUSTIN: What about sewer line cleaning?

MAYOR: I thought the entire City was done with the last cleaning?

SCOTT: There is still some work that needs to be done. Twin "D" is sure good to work with.

MARLOWE: The ULGT wants us to be doing cleaning work every year.

MAYOR: We need to include a certain amount for the new year but not as much as in years past.

SCOTT: What about a backhoe?

JUSTIN: Yes, one new backhoe is included in the new budget year.

MAYOR: If you have requests, please submit, the new budget will be very similar to the last couple of years.

COUNCIL MEMBER REPORTS

PAUL: The City wide cleanup will be on Saturday, May 4th from approximately 10:00 to noon and there will be hamburgers and hotdogs served afterward to anyone that helped. I have signed the chip seal contract for 2013. In the past, the City has worked with PavAs but the partnership between Norton Thurgood and his partners has been dissolved. We will continue to work with Norton as in the past but just under a different name.

TERRIE: Do we have the digital records from PavAs?

PAUL: I will ask about them.

TERRIE: You had an update on CERT earlier. The EMS department is running well and currently a couple of members are going through some training. In the server folder for the Council there is the RFQ list from the Library in order of priority. It is just a carry-on from the list from a couple of months ago. I will get with Paul and get a more formal RFQ.

BRAD: Are we still considering doing some of the labor through volunteer service?

TERRIE: Yes, and that is mentioned on the list. I think there are several things that can be done with volunteer labor. The Harvest Market group met last week. The market will open on June 1st and run through October 12th. I do have some sad news, the Dry Lake Band has broken up but I also have good news as well. Some of the members have started new groups and we will have three performing groups this year. There is a fair amount of entertainment lined up so far. We are going to do more advertising this year. The website is still running well.

JEFF: I am in the process of better organizing the City sports program and going to form a new committee. Can we advertise and put information in this regard on the website?

TERRIE: Yes. I am helping Smithfield City with some historical questions. Jeff is going to be attending the meeting with me as well.

BRAD: The Fire Department has the name of a new member that they would like to submit for our consideration. Her name is Tera Rich and she wants to be a member of the Fire Department and is willing to be an EMT as well. She is currently CPR certified. She works for an oral surgeon in Logan and will be a good asset to the department.

A motion to approve Tera Rich as a member of the Richmond City Fire Department was made by Paul, seconded by Terrie and the vote was unanimous.

JEFF: Brad, will you oversee the Black & White Days breakfast again this year?

BRAD: Yes, with the help of the Council like in years past.

PAUL: I would like to see the door painted on the east side of the Community Building before Black & White Days. The trim around the door needs to be repaired as well.

LYLE BAIR: The State is changing how they handle burn permits and there will be some new rules coming. The burn season will start at the end of the month and will last for two months.

DAREK: Can an early burn permit be issued for special circumstances like at the water tank project where it would be best to burn now before all the snow melts.

LYLE: With the new State regulations you can get a burn permit three days in advance. It is a potential issue based on the fine print. The EPA is going to start tracking all of the burn permits issued in the State. I have to sign my name on the bottom stating that I am responsible and I have some concerns there. One thought is to have the State issue all of the burn permits and we handle nothing on a local level other than to respond to illegal or hazardous burns.

MAYOR'S REPORT

MAYOR: There will be a workshop in coordination with the regular Planning & Zoning Commission meeting on April 2nd. The workshop is in regards to the new General Plan. The next Council meeting will be on April 16th.

A motion to pay the following bills was made by Paul, seconded by Brad, and the vote was unanimous.

A.A.Hudson	902.50
Aflac	178.38
Allied Insurance	138.00
Altius	1936.67
American Water Works Assoc	196.00
BATC Bookstore	870.35
Beazer Lock	7.00
Brent Webb Excavating	180.00
Bruce Traveller	63.94

Cache Chamber of Commerce	55.00
Cache Chemical	466.14
Cache Service Area	15521.25
Cantwell Brothers	21.02
Century	283.25
Coats	500.00
Coca Cola	154.55
Comcast	214.68
Corey Wiley	225.00
Dennys	77.98
Ecosystems	641.70
Gordons Glass	140.00
Ink & Toner Solutions	236.00
Intermountain Work Med	45.00
Interwest Supply	1856.16
Itty Bitty	10.72
JUB	42559.82
Lee's Marketplace	37.92
Maverik	1161.73
Maverik	613.75
Maverik (Cemetery)	59.69
NAPA	103.32
Nextel	301.67
Oldcastle	883.60
Olson & Hoggan	3436.25
Ovivo	6843.56
PEHP	135.48
Petersen Plumbing	694.95
Pitcher Propane	2528.15
Pizza Villa	77.75
Questar	2651.54
Randys	12.00
Rocky Mountain Landscape	4800.00
Rocky Mountain Power	8766.19
SKM	276.25
Smithfield Auto	110.42
Smithfield Imp	35.09
Staples	105.00
State of Utah	180.98
Subarban Propane	51.00
Symbiotics	213.90
Thatcher	4355.04
The Herald Journal	678.78

Ut Local Gov Trust	74.32
Visa	1141.46
Visa Library	406.40
Wasatch Document Solutions	911.96
Watkins	130.95
Wex Bank	31.05
Willowbrook	1200.00
Xerox	193.64

A motion to adjourn was made by Paul, seconded by Brad, and the vote was unanimous.

Adjournment at 9:50 P.M.

Michael E. Hall, Mayor

Justin B. Lewis, Recorder