RICHMOND CITY COUNCIL FEBRUARY 16, 2010

The regular meeting of the Richmond City Council was held at the Richmond Community Building located at 6 West Main, Richmond, Utah on February 16, 2010. The meeting began at 7:00 P.M.; Mayor Michael Hall was in the chair. The opening remarks were made by Keith Ward.

The following Council members were in attendance: Brad Jensen, Terrie Wierenga, Jeff Young, Keith Ward, and Allen Lundgreen.

DEPUTY REPORT

DEPUTY CARLEY: Burglaries are spiking right now and theft and personal property damage is significantly increasing. Please advise people to be on the lookout at night for any suspicious activity. Other than that, I don't have much to pass along. Any more issues with people running the red light at the Maverik intersection? Any questions for me?
MAYOR: Jeff will supply you with the exact dates and duties for the Black & White Days Celebration.
TERRIE: I will send you a map of the parade route and the streets we would like blocked off as well.
DEPUTY CARLEY: Please send that information to Sergeant Collins.
JEFF: I will get the details for you and be in touch.
MAYOR: Thanks to you for your service and please pass on to the other Deputies that we appreciate their service to the community as well.

> ***A motion to accept the January 19, 2010 City Council meeting minutes was made by Keith, seconded by Terrie and the vote was unanimous.***

BUSINESS LICENSETITENSOR CONSTRUCTION

TODD TITENSOR: I have been working with a general contractor for eight years and have decided to go on my own. I will be doing framing and finish type work. All of my tools will be stored in my trailer and it will be on the current jobsite. I won't have any chemicals at my residence and the only supplies I might have are boxes of nails and a few other miscellaneous items.

> ***A motion to approve the business license request for Titensor Construction was made by Keith, seconded by Terrie and the vote was unanimous.***

SPENCER JENSEN MOBILE HOME TRAILER POSITIONING AND REQUIREMENTS UPDATE

MAYOR: I was contacted before the meeting tonight and informed that Spencer (Jensen) will be changing the structure he currently has located on Lot 24 of the Ripplinger Mobile Home Park. He is going to get it off that site and make it into two separate trailers.
SPENCER JENSEN: I am going to remove the existing roof and make into two separate trailers that are each under two hundred square feet.
MAYOR: Just to clarify, you will be vacating the existing lot where the structure is currently located?
SPENCER: Right, I will get it moved this spring.
MAYOR: Is 90 days enough time for you to get this done?
TERRIE: We could possibly have a late winter and I don't want him to have to damage the grounds, how about 120?
SPENCER: That would be great. As soon as the ground is dry, I will get it moved.
MAYOR: So you have 120 days to get the structure moved and the lot cleaned/cleared. If the trailers are on wheels then it follows a different set of guidelines.
BRAD: Also, to be clear, there can be no more construction until the structure is removed and it cannot be occupied at anytime.
SPENCER: That is fine. I will have to construct a couple of walls when I move it so that the trailers won't collapse.
JEFF: Under two hundred feet will not require any guidelines.
MAYOR: Thank you for coming in this evening and giving us an update.

MAINTENANCE REPORT

SCOTT BALL: There has been some recent stress on the MBR system. We are going to be doing some membrane cleaning tonight. Both Rob and Ben are going to help me. I think the snow plowing has gone very well this winter.
ALLEN: Any idea where or what the issue is coming from?
SCOTT: I have my suspicions right now but nothing definite.
MAYOR: We had our monthly maintenance report before this meeting and Darek and J-U-B Engineering will be placing some meters to find the problem. I appreciate the work that is getting done from all of the employees. I also appreciate the time they took one evening last week to have individual employee evaluations. Brad attended the evaluations and Jeff did one as well. We also appreciate the late nights and early mornings that are spent removing snow and keeping the MBR plant up and running.

ORDINANCE 2010-2

MAYOR: The proposed ordinance is to update our current reimbursable expenses ordinance. We saw a need to do this after attending a recent conference. The Ordinance has not been updated since it was written. On page 2, you will see the mileage reimbursement was $0.12 per mile. It has not been that rate for many years. We have updated it too: "The mileage rate will be consistent with the established rate used for Internal Revenue Service business travel found at www.irs.gov." The old ordinance stated that receipts "should" be kept, now they are "required". All expenses must be approved by the City. The per-diem amounts needed to be updated as

well. Currently, Breakfast was $3.00, Lunch $5.00 and Dinner $12.00 for a total per day of $20.00. The new limits would be $9.00 for breakfast, $11.00 for lunch and $20.00for dinner for a total per day of $40.00. The biggest change is to the mileage reimbursement.
JUSTIN: The current IRS reimbursement rate is $0.50 per mile.

> ***A motion to approve Ordinance 2010-2, AN ORDINANCE ESTABLISHING AN UPDATED "SECTION XIX – REIUMBURSABLE EXPENSES" TO THE BASIC PERSONNEL MANUAL" was made by Terrie, seconded by Jeff and the vote was unanimous.***

FINANCIAL REPORT

JUSTIN: It is that time of year when we collect the majority of the fees for business licenses and dog and kennel licenses. In January, $800.00 was collected in business licenses and $620.00 in dog/kennel license fees. The $22,000 for the Fire Department Turnouts has not come in yet and Fire Chief Bair is finding out if it is being processed or the status of it. I have noticed that we are starting to receive the money owed for the damaged sidewalk at the park.
JEFF: It has to be paid-in-full by March so that we can get it replaced.
JUSTIN: There were not any impact fees collected in January and as of now Nelson Brothers has still not been paid their retainage amount of just under $200,000. We have signed off on it but the other authorities have not at this point.
MAYOR: We have been told it should be resolved in the next couple of weeks.
JUSTIN: I would like to commend the Fire and EMT Departments for monitoring their budgets closely and asking questions. Lyle, Coltin and Ben are doing a great job in that regard. Juliene is doing a tremendous job in the library; like always. I would also like to commend Judge Funk for collecting the old fines and fees that are outstanding. I am preparing for the Richmond City Cemetery District Audit.

ACCEPTANCE OF KEITH WARD'S LETTER OF RESIGNATION FROM THE COUNCIL

MAYOR: Last month, Keith announced that he would be resigning from the Council effective this evening due to personal reasons.

> ***A motion to accept the letter of resignation from Keith Ward from the Richmond City Council effective February 16, 2010 was made by Terrie, seconded by Jeff and the vote was unanimous.***

MAYOR: I have a plaque that we will be presenting to Keith for his time served on the Council from January 1, 2006 through February 16, 2010. I would like to thank him for his service to the community and to let him know what a great Council member he was and what an asset he is to Richmond City. We will all miss him but wish him the best of luck in the future.

COUNCIL MEMBER APPLICANTS

MAYOR: Six applicants have applied for the Council member position vacated by Keith this evening. When Keith made his announcement at the last Council meeting; I contacted City Attorney Bruce Jorgensen to see how to proceed. We published an advertisement in *The Herald Journal* and at other posting locations to announce the position and asked that anyone that wanted to be considered to submit a letter of intent. A couple of the applicants could not get out of other commitments this evening and will not be able to attend. We received letters of intent from Paul J. Erickson, Rodney Going, Rodney R. Anderson, K. Suzanne Dent; who could not attend this evening, and Larry D. Liebes; who could not attend as well due to other commitments and also from Carl J. Sorenson. This was the process recommended by the City Attorney. I have visited with each applicant and they are all tremendous people.
TERRIE: I appreciated the depth of the letters; it helped me to see your goals and get to know them a little more.
BRAD: I think it is great to see how many people applied; it shows how much they care for the community. At the last election you would not have known by the lack of people running for office.

> *** A motion to end the regular Council meeting and open an executive session in accordance with Utah Code (Annotated) 20A-1-510 was made by Jeff, seconded by Allen and the vote was unanimous.***

MAYOR: We need all of you but the Council, City Manager and City Recorder to go into the dance hall for light refreshments while we discuss this subject.

Executive Session held by City Council, Mayor, City Recorder and City Manager.

MAYOR: I would like to thank all of you for your patience and at this time we would like to restart the regular Council meeting.

> ***A motion to restart the regular Council meeting was made by Brad, seconded by Terrie and the vote was unanimous.***

> ***A motion to appoint Paul J. Erickson as the new Council member to replace Keith Ward through December 31, 2011 was made by Brad, seconded by Jeff and the vote was, Brad – YES, Allen – YES, Jeff – YES, Terrie – YES, the motion passes by a vote of 4-0.

MAYOR: I would like to thank all of those that applied. All of the applicants are very qualified and there was no wrong decision or choice. There are many ways to serve the community and I invite each of you to get involved in other aspects of the City. At this time Justin Lewis will swear in Paul Erickson as the newest member of the Richmond City Council and he will become immediately seated.

****Justin Lewis swore-in Paul J. Erickson as a member of the Richmond City Council.****

COUNCIL MEMBER REPORTS

BRAD: Our Fire Chief, Lyle Bair, is in attendance this evening and has a name to present to the Council for a potential new EMT member.
LYLE BAIR: I would like to present the name of Kallie Lundgreen to the Council to join the EMT Department. She has taken many high school classes that would help in this area and her long term goal is to be a paramedic. I think she will be a good asset to the department and she actually attended a meeting this evening. I have talked with Bob Hugo regarding the reimbursement for the turnouts and he has learned that due to the huge amounts of snow received back east that they are running behind but that they have received the application and will get it processed. They are extensively behind on their paperwork because they were not allowed to work due to the snowfall.
BRAD: I would like to thank Lyle, Ben, and Coltin and all the other members of the department for all the good new ideas and for getting new recruits. The more involvement the better. Lyle and the department have come up with a list of goals for the department and the City supports these 100%. Water is still the same as last month; there are on-going talks in regards to purchasing land for the site of the new tank. The Sewer side has had a rough go the last month and as mentioned by Scott (Ball); they will be cleaning the membranes this evening. We had a sewer line backup down by the railroad tracks and it was fixed rapidly. Darek Kimball (J-U-B Engineering) has solicited bids to clean and camera the entire sewer system to help prevent this from happening. We would be able to identify problem areas, tree roots, and other debris in the lines. By cleaning them out we could get our maximum volume. Debris in the lines, even as small as a piece of wire, can cause major damage.
DAREK KIMBALL: I have solicited bids from two large firms; Twin D and Val Kotter. We will look at putting the lines on a four-year rotation so ¼ of the City would be done per year. The Val Kotter bid is just over the Twin D bid but Twin D has more terms and conditions in their contract. Both firms did not include tree root removal as that is a separate charge and billed on an hourly basis.
MAYOR: They both come highly recommended and we have letters of recommendation on them from other municipalities.
BRAD: This is money that will be well spent. Emergency calls are very expensive. Chris, what is the cost of an average service call?
CHRIS: The last one was $5,000.
DAREK: I know that a lot of insurance companies are starting to scrutinize maintenance records now as well.
MAYOR: The cameras will help to identity the trouble areas so they can be taken care of immediately.
DAREK: Soap and grease build up in the lines extensively.
TERRIE: What are we going to do with the debris that is removed?
BRAD: It can be disposed of at the landfill or down at the MBR plant. The bid is to have the debris hauled to the MBR plant so that we are not paying for road time to the Logan landfill.
MARLOWE: ULGT (Utah Local Government Trust) wants them all sewer lines cleaned annually but I think if we gave them a three or four year plan that they would be delighted.

BRAD: It will be cheaper after the first time as the cameras will not have to be utilized.
MAYOR: The best records we can find show the last time this was done was in 1994.
JEFF: If they are both reputable then I say we go with the cheaper bid.
MAYOR: Twin D actually did it last time as well.
PAUL ERICKSON: What are the payment terms?
DAREK: We don't have to pay until the work is completed but we can negotiate something if needed.
MAYOR: They will be paid upon completion.
DAREK: A couple of the conditions are that the City removes the manhole covers and supplies water for their water truck tanks or use of the hydrants. They also specifically list the hourly rate for tree debris removal.
BRAD: I would support the Twin D bid.
JEFF: I agree.

> ***A motion to approve Darek Kimball and J-U-B Engineering to establish a contract for the cleaning of the Richmond City sewer lines with Twin D, Inc. was made by Brad, seconded by Jeff and the vote was unanimous.***

SCOTT BALL: Are they wanting to use the City water tanker or hydrants?
DAREK: They will use the hydrants where possible and their trucks if needed.
BRAD: Scott (Ball) has already covered the maintenance side and the snow removal on the roads, lots and sidewalks has been excellent. There are no new nuisance complaints.
MAYOR: Darek, please get the arrangements made with Twin D to get the work completed.

JEFF: We had our first Black & White Days meeting recently. There was a lot of discussion and we hope to keep up the great participation from last year as well. We want to keep some of the old things and add new things as well. Things have actually already started as the girl's pageant to determine who will represent the City this year at parades is this Saturday at 7:00 p.m. here in this building. We would really like to get the float usable this year. Lots of people are wanting to help and this will keep good things going. Questions for me?
BRAD: I assume you want help with the breakfast.
JEFF: Yes, you are in charge.
BRAD: What about the Friday night movie? Where is the screen going to be located and what are you going to do for sound?
JEFF: Last year we planned for 150 to attend the movie and 500 showed up. The sound was terrible. A new citizen has volunteered his speaker system to help out this year. There will be six to eight speakers. I appreciate this unexpected support. I was thinking of putting the screen on the tennis court wall. I would like to see some local bands perform again this year as it was very popular last year. The Youth Council will be selling hamburgers and hotdogs as well. The idea is to have a very economical great cheap activity. That makes it a win/win for everyone. Christina Palmer is having a baby in April and we need someone to help with the Youth Council since she will not be 100% by Black & White Days. We are also looking at some ideas to have a summer movie night as well. This is something we would need some help with. Good, cheap, local fun is what we are looking for. I will hopefully have everyone's assignments by the March

Council meeting. The park sidewalk that was damaged by the kids last fall will be paid by March and hopefully replaced before Black & White Days. I am excited to see and have people at the park. I want them to see all the new additions we have that have been funded with RAPZ tax funds. These are projects that were only completed because of the RAPZ tax program because the City could not afford it. There will be additional sod installed this year to finish the project we started last fall and I hope to have it done by Black & White Days. I would like to find a way to utilize the theater. I will help anyone that is willing to do something since the Melodrama is not occurring at Black & White Days currently. I will support it if there is a demand.

ALLEN: Within the next year we will have to replace or reappoint several members on the Planning & Zoning board. Randy Jones who is currently the chairman has informed me that he does not want to be reappointed so he can pursue some other personal items. He will be done as soon as we can find a replacement. Lee Anderson and Suzanne Dent's terms expire this year as well. Daryl Blacks term will expire as well and he would like to be reappointed. Chris Anderson and Monica Merrill still have some time left on their terms. The terms last four years and a member can serve two consecutive terms. I need a recommendation for a new chairman.
JEFF: What are some useful skills that would be helpful to be on the Planning & Zoning Board?
ALLEN: I think it is great to have a lot of diversity like the current board has. There are members will all different occupations; the key is just wanting to serve the community. The community is going to grow and expand for sure. It is helpful to have contractors as they know the rules and have a great knowledge and background on building. Diversity is the key to Planning & Zoning. We definitely need someone that is willing to speak up to be chairman and they also have to be able to manage people and keep the meeting moving.
MAYOR: Do you have a suggestion for a new chairman?
ALLEN: I think Chris Anderson would do a great job but I have not discussed it with him yet. Please contact me with anyone that I can ask to join or have them contact me.
MAYOR: I think Chris would be a good choice for chairman.
ALLEN: FYI, at the last P&Z meeting this month, Jon White came back in requesting that the property from 400 North to 500 North on 300 East be rezoned from RD-2 to low density. He will be on next month's City Council agenda.
MAYOR: We will have the P&Z minutes to review. There could be a possible public hearing in this regard at the April Council meeting and a possible vote at the May Council meeting.
ALLEN: P&Z also approved a conditional use permit for the organic cheese factory and have passed it onto the Council. This would be a new building not the existing factory.
BRAD: Where is this parcel of land?
ALLEN: This would be a new building located due west of the Richmond City Maintenance shed on approximately 2.5 acres.
BRAD: Do they realize the same punch list applies that applied to the old building as well? They will still have to have a pretreatment plan as well as pay impact and hookup fees.
ALLEN: That can all be discussed and reminded at the March Council meeting when they come in.
MARLOWE: The Council sets the actual requirements that they must abide by.

ALLEN: I am just trying to provide a heads up of what we will be seeing down the road at the next couple of Council meetings.

MAYOR'S REPORT

MAYOR: RAPZ tax applications are due by March 5th this year. They have moved the deadline up approximately a month this year. In the past, we have done the American Legion hamburger stand, the park gazebo, the park parking lot and some projects at the Cub River Sports Complex with these funds. Richmond City has also matched funds on each of these projects as well. I will write the proposal once I have suggestions of projects. Keith had mentioned paving the parking lot at the Cub River Sports Complex for about 100-125 vehicles but I would guess it would be a $100,000 project and that is a lot in a down economy so I am not sure if I will submit it this year. We have been talking with Casper's about trading some land down there as well for them to have better truck access. Casper's has scaled back all their plans in this economy so that has been put on hold.
BRAD: I would like to see some playground equipment between the tennis court and the new park parking lot. This would be equipment for the younger generation. It could cost anywhere from $15,000 to $50,000 for the equipment only. All of the equipment would be ADA compliant which consists of larger ramps and landings.
JEFF: Where again?
BRAD: On the west side of the tennis court. The City has no playground equipment; the equipment is all owned by Park School.
MAYOR: Let's get some numbers.
JEFF: I would like to include some new benches as well for the pavilions.
BRAD: We can save a lot of money by having donated labor. For example, we would save $800 just by having someone distribute the mulch as opposed to the supplier. There are many options. I also wonder about a walking track around the Cub River Sports Complex.
MAYOR: Let's get a bid from Sadler's on the path.
JUSTIN: I was wondering about new tables for both pavilions as well as having the pavilions sided.
JEFF: Lifetime Products tables are great and last a long time.
TERRIE: I think it is great for the park to be utilized more. I wondered about a kitchen stand that would meet health department guidelines.
BRAD: Portable or permanent?
TERRIE: Either way, both have positives. What about upgrading the electrical at the park as well? We always have problems with the electrical breakers at the City party. Rather than using the goodwill of a citizen that is willing to let us use his speakers, what about speakers and a projector?
JEFF: Conduit has been installed for future electrical use at the gazebo. A lower end projector and sound system would be $4,000 and the average system would be $5,000. An average projector is $3,000 or so and the speakers would run $3,000 or so for an adequate system. Without going with high end speakers you could cut the price to $5,000. Some outdoor systems run $2,000 to $4,000 for the speakers and $3,000 for the projector.
MAYOR: Let's combine the playground equipment and sound system into one project.

BRAD: There are two 20 amp separate circuits at the pavilion that could be utilized.
JEFF: A projector and sound system would be utilized in many different places.
MAYOR: Let's do a playground and sound system proposal; Terrie can get information and pricing on a portable kitchen and Justin can get some information on siding and tables for the pavilions. To the best of my knowledge all of the shut off notices that were issued last month have been resolved. We are in a much better position than some other municipalities in this regard. Brad and I met with some of the employees for an employee evaluation and I appreciate the comments and feedback that we received. Jeff attended one of the reviews as well. We were informed a couple of months ago that Alwin Rawlins had retired from the Richmond City Cemetery District. His replacement, Nick Rawlins, has recently moved away. The cemetery district has approached the City and asked for our help with employees and maintaining the cemetery. I don't think many people realize the Richmond City Cemetery District is separate from Richmond City as I know that all of us have received complaints or comments in regards to the Cemetery. Right now, Scott Ball is the Maintenance Superintendent and we have two full-time maintenance workers and one part-time worker. The part-time job is being disbanded. We will now look to hire a full-time employee to help the City as well as the Cemetery District. The City would hire the worker and then periodically bill the Cemetery District for the hours or costs of the employee when they work on behalf of the Cemetery District. The Cemetery District does have its own equipment so no City equipment would be used. Rob (Bair) is already digging the graves for the Cemetery District. We will post the position immediately with an application deadline of around March 8th. I would like to have the new employee hired and working by April 1st so they can help with Black & White Days as well as have the cemetery in good shape for Memorial Day.
TERRIE: Do we have a job description yet?
MAYOR: We will get it created and posted. Scott (Ball) will be part of the interview process where he will be the new employee's boss. This job will not require a CDL license like the other City positions.

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

AG Truck	386.76
Altius	1074.46
Alwin Rawlins	195.00
AT&T	40.10
Bear River Health	40.00
Borders	52.73
Boundtree	103.91
Bridgerland	75.20
Cache Chamber of Commerce	220.00
Cache Chemical	615.30
Cache County Service Area	15543.65
Cache Valley Tire	10.00

Chevron	42.68
Coats	5050.00
Denny's	18.58
Electrical Wholesale Supply	170.11
Ferguson	67.94
Fleet Serivces	107.09
Hall's	9.04
Jardine Petroleum	532.98
JUB	8942.76
L.D.'s	67.18
Lee's	24.41
Lewiston City	26.25
Maverik	560.25
Nextel	330.24
Olson & Hoggan	770.00
PC's Unlimited	19.95
PEHP	102.00
Pitcher Propane	2006.84
Poster Compliance Center	138.00
Questar	2659.27
Qwest	384.34
Remote Control	575.00
Rocky Mountain Power	3772.91
Sensus	1320.00
Shannon Demler	100.00
Smithfield Auto	75.86
Thatcher	1792.83
The Book Table	87.85
The Herald Journal	194.84
The Home Depot	272.74
The Logo Shop	462.24
United Computer	168.43
Utah Local Governments Trust	78.30
Utah Municipal Clerks Assoc	100.00
Verizon	62.29
Visa	772.79
Visa library	433.61
Xerox	193.64

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

Adjournment at 9:10 P.M.

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Michael E. Hall, Mayor

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Justin B. Lewis, Recorder