

**RICHMOND CITY COUNCIL****JANUARY 20, 2015**

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, January 20, 2015. The meeting began at 7:00 P.M.; Mayor Michael Hall was in the Chair. The opening remarks were made by Marlowe Adkins.

The following Council members were in attendance: Brad Jensen, Paul Erickson, Jeff Young and Cheryl Peck. Tucker Thatcher was excused.

City Manager Marlowe Adkins, City Recorder Justin Lewis, City Treasurer Chris Purser and City Engineer Darek Kimball were also in attendance.

**APPROVAL OF CITY COUNCIL MEETING MINUTES**

\*\*\* A motion to approve the December 16, 2014 City Council meeting minutes was made by Paul, seconded by Jeff and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

**DEPUTY'S REPORT**

**DEPUTY KELLER:** I appreciate being first on the agenda so I can come and report and then get back to work. I don't have anything new to report. I am hoping you each receive the monthly report that is sent to the Mayor for review. The report you receive is for the previous month. I do have one concern in regards to winter parking. This year has been a light snow removal year to this point. Have you had any winter parking issues I need to be aware of?

**MARLOWE:** I had one inquiry today asking about what was allowed.

**MAYOR:** It has been a light year and I don't know of any current issues.

**DEPUTY KELLER:** I prefer not to issue citations when there is not any snow.

**PAUL:** We appreciate your patrol throughout the City. Thank you.

**DEPUTY KELLER:** I did take a call from a gentleman that resides on State Street. He reported some stolen firearms. The issue is possibly a family matter. This is a serious matter and the information on the firearms is logged in a national database.

**MAYOR:** I sat in a meeting with new Cache County Sheriff Chad Jensen where he presented his plan for the future. The plan was presented at a Mayor's Association meeting. I think he did a great job. He did mention the annual contracts will be coming out for review and he wants to sit down and discuss the contract with myself and a couple of members of the City staff. It is good to have him aboard. I appreciate you being here and thank you for your service.

**QUARTERLY REPORTS****COURT REPORT**

**MAYOR:** Judge Funk has been excused this evening as he is attending to some other matters.

#### **MAINTENANCE DEPARTMENT REPORT**

**MAYOR:** Scott Ball did not have any maintenance items this evening.

#### **FIRE & EMT REPORT**

**CHIEF DENNIS WOOD:** I have some information for our year end report. There were 88 calls in 2014 of which 44 were fire related and 44 were EMS related. The barn fire in the spring was the only fire that reported a financial loss. There were no fatalities on our call outs last year. The average response time per call was just over five minutes.

**PAUL:** Is the response time; the time it takes from when the call is placed until someone arrives at the scene?

**CHIEF WOOD:** No, it is from when the pagers are activated until the personnel arrive at the Fire Station.

**PAUL:** Do you have an average time from the time the personnel get to the station until they arrive on scene?

**CHIEF WOOD:** No, but Central Dispatch would have that information. They have reports that give route times as well.

**PAUL:** Do you have an estimate of the time to get on scene? I realize that location is a factor.

**CHIEF WOOD:** Within just a few minutes since the City is quite small. It only takes another minute or two on a fire call as the men have to get geared up to go on scene. One member of the Fire Department quit recently. A member of the EMT department just finished up a class as well.

**PAUL:** Who?

**CHIEF WOOD:** Chris Ross.

**MAYOR:** Chris works in town as well.

**CHIEF WOOD:** He teaches at North Cache. Chris has mentioned he can respond to some call outs if he has a student teacher in his class to help out. My goals for this year are to get more members. We are going to advertise more through flyers and other means. We have one new member that is still in high school but he is attending drills and active in the department.

**MAYOR:** We can advertise in the City newsletter and website if you would like us to.

#### **TREASURER REPORT**

**CHRIS:** I don't have any new items to report.

#### **CONTINUED DISCUSSION ON THE FIRE DEPARTMENT STANDARD OPERATING PROCEDURES AND STANDARD OPERATING GUIDELINES**

**MAYOR:** This is a continuation of our discussion from the December Council meeting.

**CHIEF WOOD:** I have brought back a revised draft of the Standard Operating Procedures (SOP) and Standard Operating Guidelines (SOG). There are two main changes. The clause about forfeiting pay for not attending drills 70% of the time has been removed.

**MAYOR:** That is an auditing issue. We cannot hold from paying someone for time served.

**CHIEF WOOD:** I had a discussion with a member of the department for 2 ½ hours the Saturday after the last Council meeting. We could not come to an agreement on our differences as he was not willing to compromise and the discussion was pointless to continue. The SOP and SOG's were reviewed at the drill last week and I asked everyone in attendance if they had any questions. I ended up staying there until around 2:00 A.M. discussing the policies and guidelines with a member of the department. The member of the department made some good points and gave good input. There has been a lot of time spent the last month reviewing these. The two biggest changes are the removal of not being paid unless drill attendance of 70% or higher is achieved. Now, if a member does not attend drills 70% of the time they will be put on probation. The other big change is in Section 7. A member of the department can submit a written request to be exempt from any policy or guideline and it must be approved by the chief or a combination of the chief and the City Council. For minor requests the chief would make the decision to approve or deny the request and for bigger issues the chief would bring them to the Council for review and approval or denial.

**JEFF:** I think that is a good idea. Let the Chief make the decisions as needed and then come to the Council for help when needed.

**BRAD:** This issue was tabled last month so a member of the department could try and resolve some issues with the Chief. The department member couldn't or wouldn't change and has moved on.

**CHIEF WOOD:** I met with him the Saturday after the Council meeting and asked him for solutions just like the Council did. He just wanted things to be his way and after our discussion he gave me his keys and left. He said he was done.

**JEFF:** I support the Chief and how he has handled this.

**CHIEF WOOD:** I emailed the entire department after the Council meeting. I informed them the Council was reviewing the documents and asked for the department members to comment with issues or concerns. I was not contacted by anyone. The person that attended the Council meeting tried to set up a meeting with all of the members of the department but myself.

**PAUL:** That is very telling of his intentions.

**CHIEF WOOD:** The meeting was not held.

**PAUL:** I would consider that act as an act of insubordination.

**CHIEF WOOD:** He was invited to attend a recent drill and did not show up. At this point, he has quit the department. He has constantly texted me and called me and at this point I am just ignoring the calls.

**MAYOR:** The other leaders of the department have approved the policies and guidelines.

**BRAD:** I had a chance to sit down with Chief Wood and review both documents. The concern with not getting paid for drill attendance has been resolved. The way the SOP and SOG's are now written it includes a way for the Chief to accommodate circumstances that arise. I don't want to lose volunteers because of life events or circumstances.

**CHIEF WOOD:** The person that quit was informed his drill attendance would count if he was at work during drills but he would not be paid. He thought he should be paid even if he was not in attendance and that was a point we could not agree on. He disagreed with my approach and quit the department.

\* \* \* A motion to approve the amended Standard Operating Procedures (SOP) and Standard Operating Guidelines (SOG) for the Richmond City Fire and EMT Department was made by Brad, seconded by Jeff, and the vote was unanimous. \*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

**CHIEF WOOD:** I will clean up the documents and remove the old information and include the new information and send you the new documents.

**MAYOR:** We appreciate your time and help on this project.

## **BUSINESS LICENSE**

### **HOUSLEY CONSTRUCTION**

**CLINTON HOUSLEY:** I am the owner of a construction company and previously lived in the City for 22 years. I used to have a license here and then I moved to the County. I have a rental house in town and would prefer to have my business license in town.

**PAUL:** I am familiar with the business and don't have any questions.

\*\*\* A motion to approve the business license request for Housley Construction (Clinton Housley) was made by Brad, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

### **SHANE LARSON ART**

**SHANE LARSON:** I started out doing illustration work and painting with some part-time teaching at Utah State. The role has now reversed and I am teaching more and doing less illustration work and painting but on occasion I do some water color and acrylic paintings. I use oil based paints with some thinner. I have very small quantities at my house.

\*\*\* A motion to approve the business license request for Shane Larson Art (Shane Larson) was made by Paul, seconded by Jeff and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

**JEFF:** Shane designed the billboard art for the 100 year Black & White Days celebration. Regan Sign Company has confirmed they will be putting them up.

**PAUL:** When?

**JEFF:** Their agreement with the City is very old and we are on their regular circulation route so they only do those installations once per month. I would expect to see an invoice from them very soon.

**PAUL:** Do you expect them to be installed in February?

**JEFF:** Hopefully. The request was submitted in January and I want them up as soon as possible. Shane has helped with some other drawings for the celebration as well.

**MAYOR:** I appreciate your help to the City.

### **SHOW TIME AUTO DETAILING**

**CORI LUNDGREEN:** My husband details vehicles inside and out. He washes and vacuums and does interior and exterior vehicle detailing.

**MAYOR:** Is this at your home?

**CORI:** Yes.

**PAUL:** Based on our previous questions to a similar business in the past, how many vehicles will be at your home at once and for how long?

**CORI:** He only works on one vehicle at a time and it normally takes him around three hours per vehicle.

**PAUL:** I don't see there being a need to put a limit on the request since there will not be three or four at a time. Do you have any flammable liquids?

**CORI:** We have just normal vehicle cleaning supplies and they are locked in a cabinet in the garage so the kids cannot get into them.

\*\*\* A motion to approve the business license request for Show Time Auto Detailing (Ben Lundgreen) was made by Jeff, seconded by Paul, and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

### **PUBLIC HEARING ON PROPOSED ADJUSTMENTS TO THE BUDGET FOR THE PERIOD OF JULY 1, 2014, THROUGH JUNE 30, 2015.**

\*\*\* A motion to close the regular Council meeting and open the public hearing was made by Jeff, seconded by Paul and the vote was unanimous. \* \* \*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

\*\*\**The public hearing opened at 7:33 P.M*\*\*\*

**JUSTIN:** Historically we make adjustments to the fiscal year budget in January, May and June of each year. This would be our first adjustment to the fiscal year 2015 budget. I am proposing changes to the General Fund in the amount of \$93,096. The biggest adjustment is for the addition of the mass transit tax that is collected and paid out. This was brought to our attention during the audit process for fiscal year 2014 and we will include it this year and every year moving forward. Other changes include increases to the Administration budget for engineering, RAPZ tax increases in the Building Fund and increased maintenance and repair costs in the Parks Department. The Fire and EMT department are paid in December of each year and we budget

based on historical trends. This year we did not budget enough for EMT wages and will be increasing this line item. The clothing allowance line item is being increased in the Fire Department. We budget zero for water and sewer impact fees and so this adjustment will include all of the impact fees received through the end of the calendar year. There is an increase in water fund expenses for the purpose of purchasing more water meters. We have tried to replace old meters at 100 meters per year but that includes new connections and old connections. We want to try and replace 100 old meters per year to finish out the entire City. There is a significant decrease in Depreciation Expense in the Sewer Enterprise Fund. The decrease is because the membranes have been completely depreciated so there will no longer be depreciation for this item in the plant. Proposed changes to the Cub River Sports Complex Fund total \$548 in use fees from the local soccer leagues. Interest rates continue to drop and I have proposed a decrease to the interest revenue in the Capital Projects Fund.

*\*\*\*There were not any comments from the public. \*\*\**

*\*\*\* A motion to close the public hearing and reopen the regular Council meeting was made by Jeff, seconded by Cheryl and the vote was unanimous. \*\*\**

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

*\*\*\*A motion to approve adjustments to the Fiscal Year 2015 Budget was made by Paul, seconded by Cheryl and the vote was unanimous. \* \* \**

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

## **BUDGET ADJUSTMENTS JANUARY 2015**

### **GENERAL FUND**

|         |          |
|---------|----------|
| Revenue | \$93,096 |
|---------|----------|

#### **EXPENSES**

|                |          |
|----------------|----------|
| Administration | \$3,089  |
| Building       | \$4,222  |
| Public Safety  | \$4,600  |
| Streets        | \$55,013 |
| Parks          | \$19,948 |
| Fire           | \$1,000  |
| EMT            | \$2,133  |
| Library        | \$3,091  |
| Total          | \$93,096 |

**WATER ENTERPRISE FUND**

Revenue                   \$45,117

Expense                   \$14,400

**SEWER ENTERPRISE FUND**

Revenue                   \$52,839

Expense                   (\$116,093)

**CUB RIVER SPECIAL REVENUE FUND**

Revenue                   \$548

Expense                   \$548

**CAPITAL PROJECTS FUND**

Revenue                   (\$2,500)

**BUSINESS LICENSE****JOS DESIGN**

**JOCILYN BENNETT:** I am a graphic designer. I mainly do logos for businesses. All of my work is freelance. I will be selling printables on-line as well as some photography.

**BRAD:** Explain why there are two addresses on your application?

**JOCILYN:** I have a postal box in Hyde Park but my parents reside on Rocky Point Road here in town.

**PAUL:** Any chemicals on the photography development?

**JOCILYN:** No, it is all digital.

\*\*\* A motion to approve the business license request for JOS Design (Jocilyn Corbridge Bennett) was made by Brad, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

**COUNTRY GOURMET HOME**

**AMY JORGENSEN:** I am the owner of the building across the road, formerly Grandma's Corner Bakery. I started this business on-line when I was involved with the Air Force. I am now doing this full-time. I deal with dehydrated food mixes. I want a product that is easy for families to use. I have a cookie mix that only requires water to be added. The rest of the ingredients are

included in one package. I want to sell some fudge and cookies out of the store. I have all of my State of Utah licensing.

**BRAD:** When making products what will be washed down the drains? Anything other than food debris and soap?

**AMY:** I will be using a three compartment sink and have some soap and hand sanitizer. The products I use are flour, sugar and dehydrated food.

**BRAD:** Any oil or grease?

**AMY:** No.

\*\*\*A motion to approve the business license request for Country Gourmet Home (Amy Beth Jorgensen) was made by Paul, seconded by Cheryl and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

### **HEIDI L YN HOSTING AND DESIGN**

**HEIDI MANN:** The main thing I do is web design. I also offer a web hosting package as well. Sometimes I will design logos and other items. I hope to offer online orders for some products in the future.

**MAYOR:** Any traffic?

**HEIDI:** No, everything is done online.

\*\*\*A motion to approve the business license request for Heidi Lyn Hosting and Design (Heidi Mann) was made by Paul, seconded by Jeff and the vote was unanimous.\*\*\*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

### **BID OPENING FOR THE CHERRY CREEK WELL PUMP AND ASSOCIATED EQUIPMENT BUILDING WITH FINAL DECISION FOLLOWING SUBSEQUENT EVALUATION**

**DAREK:** Tonight is the bid opening for the Cherry Creek well equipping project. There were a total of seven bids submitted. There is one issue that I need to advise everyone of as I will need to seek legal counsel on how to deal with it. One of the bidders submitted a bid before the deadline, realized they had an error on the bid and asked to revise the bid. I have the original bid and the revised bid. Because of the confusion on whether the revised bid could be submitted or not; I did not accept it from the contractor until 6:09 P.M. this evening and right now it is 7:50 P.M. The revised bid may or may not be accepted based on the advice of legal counsel.

**PAUL:** How are the contractors notified on the project?

**DAREK:** A bid tab is sent to all of the contractors after all of the bids have been reviewed. Notification of if the bid was accepted or denied is included. We also make sure the addition in the bid is right, all of the items are included and the bid bond is included.



Darek Kimball of J-U-B Engineers opened the bids for the project and they are as follows:

|                           |                                         |
|---------------------------|-----------------------------------------|
| Spindler Construction     | \$269,649.00                            |
| Raymond Construction Co.  | \$292,662.00                            |
| Patriot Construction      | \$272,236.90                            |
| Hills Construction        | \$349,945.00                            |
| Counterpoint Construction | \$307,431.00                            |
| Whitaker Construction     | \$308,925.00                            |
| MW Construction           | \$265,973.28 ***First submitted bid***  |
| MW Construction           | \$245,973.28 ***Second submitted bid*** |

**DAREK:** I will need to see legal counsel on the bids from MW Construction.

**MARLOWE:** MW Construction is the low bid if either bid is accepted.

**DAREK:** I will get with legal counsel. The Council could award the project on the approval of legal counsel and bid review by the City engineer.

**BRAD:** Which bid from MW Construction would be accepted?

**MAYOR:** That is the issue we need to resolve with legal counsel.

**PAUL:** So the motion would be to accept the low bid?

**MAYOR:** Yes.

**DAREK:** If the low bid is not accepted then the next highest bid would be accepted.

\*\*\* A motion to approve the construction contract between Richmond City and MW Construction in the amount of \$245,973.28 for the Cherry Creek Well Equipping Building project, conditional upon approval of the legal counsel of the City and approval by the City engineer, was made by Brad, seconded by Paul and the vote was unanimous. \*\* \*

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

Absent: Thatcher

## **CITIZEN REPORT ON CHRISTMAS DECORATIONS FOR LIGHT POLES**

**MAYOR:** This is a follow up discussion with Cheryl Anderson on her proposal for light pole decorations.

**CHERYL ANDERSON:** I was able to purchase some candy canes; they were regularly priced at \$29 and I bought them for \$8. I also purchased some bulbs and wreaths.

**PAUL:** How are we going to fasten them to the poles?

**CHERYL ANDERSON:** I am not sure. These are about 40 inches long. I need to get some lights for them. I found some colored lights to purchase but not any white lights. I was able to purchase stuff at Hobby Lobby on December 31<sup>st</sup>. I had hoped to get more candy canes. The balls were regularly priced at \$18 and I purchased them for \$6. They are unbreakable; they are not made of glass. I still need to purchase some white lights.

**CHERYL PECK:** We always have two or three strands of lights go out per year. How would you replace them?

**CHERYL ANDERSON:** That would be easy to do as they are just wrapped around the exterior. I was not able to get any snowflake decorations. They are regularly priced at \$35. I could

possibly make them. I think they would cost around \$50 with the lights included. I want to make some tin soldiers as well. They had some 40 inch pine wreaths for sale. I bought some for \$28 decorated. Normally they cost \$126.

**PAUL:** You made good use of the money for the opportunities you had to purchase items.

**JEFF:** The idea was to purchase some this year to get an idea of what we wanted to do and purchase more next year.

**CHERYL ANDERSON:** I know the proposal was for \$1,500. I want to get six decorations of each item. I looked online and the snowflakes cost \$150 to \$350 each.

**MAYOR:** You have some great ideas.

**JEFF:** I think we use the ones that Cheryl has made for the main area of town. She found some great pricing. I think we should set an amount each year for these types of purchases.

**CHERYL ANDERSON:** The quicker I can get the money the quicker I can get the deals right after Christmas.

**MARLOWE:** There are 74 of the decorative light poles.

**MAYOR:** I think for this year we focus on the park area.

**BRAD:** As well as up Main Street.

**MARLOWE:** Remember that not all of the poles have electrical plugs.

**BRAD:** We will need to review and determine which poles have the plugs on them. Several years ago a wreath contest was done and there were nice wreaths that looked big when a person was holding them but after they were hung and people were driving down the road they looked small.

**CHERYL ANDERSON:** Normally the size is 36 to 60 inches on the wreaths. The wreath I brought in this evening is 30 inches tall.

**CHERYL PECK:** We had a six foot tall wreath at our place and it looks small.

**BRAD:** The decorations you have brought in look great. I just want to make sure they are not too small.

**CHERYL ANDERSON:** Some of them are 36 inches tall.

**BRAD:** You have some great ideas. Where are we at on replacing the bulbs in the street lights?

**MARLOWE:** We have not got any of them yet. I need to figure out the intensity we want first.

**JUSTIN:** Install the olds bulbs we have on hand until we can replace with the new bulbs.

**MARLOWE:** I am not sure if the light pole by Cheryl's place has power.

**BRAD:** I would like to have one ready to hang soon. Please bring one to the City office and we will get it hung up to determine if we need to go bigger on the size.

**CHERYL ANDERSON:** I will leave one of each type. I recommend going 36 inches tall on the snowflakes.

**JUSTIN:** Cheryl you have done a great job. Just a reminder to keep and turn in all of the receipts so we can properly account for this project. I have no doubt you will but I am just reminding you.

**MAYOR:** We appreciate your work on this project.

**PAUL:** It is nice to see someone in the community take some initiative and oversee and do a project.

**JEFF:** Let's make sure we determine the appropriate size before she buys or makes any more decorations.

**BRAD:** I agree. Let's determine the size and then Cheryl can work on making or purchasing more decorations.

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

**JUSTIN:** There was \$57,801 received in property tax in December. Building permits collected totaled \$1,217 putting the total for the budget year at \$4,969. Normally, we only receive about \$3,000 per year so you can see how the building in the Cherry Creek Heights area has increased that. As part of the interlocal agreement we received \$2,813 for the ambulance service. This is an annual payment. The Youth Council received \$300 from Rocky Mountain Power and the payment has been received and deposited. I submitted a RAPZ tax reimbursement request for \$25,943 for the concrete work at the Black & White Days pavilion area and the county has already issued the payment and it will show on the January financials. As part of the budget adjustments we have made changes in the parks and building wages. The previous year was on a subcontractor agreement where the new year is going to be with employees. The financial obligation of the contract has been fulfilled. Fire department wages of \$6,130 were paid in December as the department is paid annually. EMT wages of \$5,090 were paid as well and they are paid annually as well. A couple of water and sewer impact fees were collected in December. Depreciation expense in the water and sewer fund was entered in December for the period of July 2014 through December 2014. Depreciation in the water fund totaled \$83,623 and \$149,021 in the sewer fund. I will be working with Brad and Scott on purchasing some additional water meters in this budget year. The Cherry Peak resort has reimbursed the City for the two meters they have installed. I have made some charts for the Council to review in regards to franchise tax collected, sales tax collected and Class "C" Road funds collected. I have included the fiscal year totals received for the last ten years. Franchise tax consists of funds received from Comcast, Questar and Rocky Mountain Power. The 1<sup>st</sup> year low was \$96,402 and the ten year high was \$178,204. The historical trend has seen a slight increase over the last few years. I would not be surprised if this year is lower as the winter has been mild and the charges overall from Questar and Rocky Mountain Power have been lower. The ten year low for sales tax received was \$189,209 and the ten year high was \$276,184. I will not be surprised if fiscal year 2015 is lower than fiscal year 2014 as I believe having Maverik closed down for the majority of the budget year will be a factor in the amount we receive. Class "C" Road funds are my biggest concern. The ten year low was \$93,085 but the ten year high was only \$104,715. There is not much difference between the high and the low. Costs have progressively gone up each year for road maintenance but we have not received any additional funding for road projects for many years. Paul and Norton have done a great job with limited funding.

**PAUL:** The Legislature is considering some road funding options. An increase to the gas tax is being considered. The tax would only benefit the state for gallons of gas purchased in the State of Utah.

**CHERYL:** I heard the Legislature will be considering a higher tax per individual alternative fuel vehicle.

**PAUL:** I like the idea of paying for it at the pump. Electric vehicles are using the same roads as gas driven vehicles but they are not paying the price to use the roads. Rural Utah is really being affected by not being able to repair and maintain roads. There needs to be a fair way to generate revenue for the entire state not just the urban areas.

**CHERYL:** The same could be said for public transportation.

**PAUL:** I don't think the question is if there will be an increase but the question is when the increase will be implemented and how it will be implemented. We might see a cost decrease in

maintenance costs as gas prices have decreased significantly. We could not implement a high enough tax to correctly repair all of the roads in the state. There needs to be a long term solution.

### **COUNCIL MEMBER REPORTS**

**BRAD:** Chief Wood updated everyone on the fire and EMT departments earlier on. I don't have any additional items for the water or sewer. There is one outstanding nuisance complaint and we will need to write an additional letter and send to the person as we have not had a response recently.

**JEFF:** I met with the Black & White Days advertising committee earlier today. We are really going to ramp up the advertising for this year. I want to see stuff in the newspaper, internet and radio. All options are being considered. Amy West is overseeing the advertising committee. She is very excited to help. She is ready to roll and get things going. I plan on putting together a few other committees as well. Leslie Erickson is going to help on the fund raising committee.

**PAUL:** She is happy to help but does not want any additional assignments on other committees.

**JEFF:** I asked Leslie for names and contacts of additional people we can ask to help. Usually we bring in around \$3,500 per year in sponsorship fees. The horse pulls don't generate any revenue and hope to break even and the City spends another \$5,000 to \$7,000 on additional costs.

**PAUL:** Just to be clear; Leslie will be a committee member on the fund raising committee. She will not be the chairman.

**JEFF:** Correct. She is going to send me some names of people to ask to help. I want to get specific sponsors for specific events. I want a sponsor for the race. Maybe even one for the parade. I don't care if all of the events are sponsored. I am hoping to generate \$10,000 to \$15,000 in sponsorship fees to help make the 100 year celebration the best ever. There will be an entire week of activities. The activities are all family oriented.

**PAUL:** Will the Lion's Club still oversee the booth rentals?

**JEFF:** Yes. I think the booth fees are too low.

**PAUL:** The Lion's Club keeps the money for their time.

**JEFF:** Correct but they need to generate more funding for all of the time they put in.

**CHRIS:** The vendors need to be given additional time to be open as well.

**JEFF:** I would like to advertise the vendors on our literature. The costs of the booth are only \$15 to \$50 depending on size and if electricity is needed. We are considering possibly having a carnival as well. We told the vendor from last year we would consider it again this year.

**CHERYL:** I know the school had some concerns about the carnival but there were not any issues I am aware of.

**PAUL:** Was it worth the carnival owner's time to be here?

**JEFF:** Yes, he told me it was a good event.

**JUSTIN:** This was his second year.

**PAUL:** Do we need to ask the Lion's Club to pay a portion of what they collect to the City to help with the costs of the celebration?

**JEFF:** No, I would just ask them to consider increasing their fees. Christina Palmer and Kolett Lewis handled the Cow-A-Bunga race last year.

**CHRIS:** They paid a portion of the race proceeds to a fundraiser.

**JUSTIN:** I was not aware of that and will have to check into it. I vaguely remember something in this regard. I will find out what the agreement was and for how much. I believe it was a donation to the local Child & Family Support Center.

**PAUL:** I think all revenue sources need to be evaluated. We need to review the agreement with Dave Gordon. Contracts need to be written for those paying a base fee plus a percentage of profit.

**JEFF:** I am going to put something in the newsletter asking for help on the committees.

**MARLOWE:** Make sure the info is submitted before the 20th of each month or it won't be included.

**JEFF:** I am actually thinking of putting a flyer in with the monthly utility bills. If anyone has names and numbers of people willing to help please let me know.

## **MAYOR'S REPORT**

**MAYOR:** We talked to a person about serving as the City representative on the Cache Valley Transit District Board and it won't work out for that person. I need to get more names of people we can ask.

**PAUL:** Is Diane asking to leave?

**MAYOR:** Yes, at the end of February.

**DAREK:** What about Andy Miller? I think he rides the bus on occasion. I see Robert Housley riding periodically as well. Several people that work at the university use the service.

**BRAD:** I think we send out a request through Parlant.

**MAYOR:** I know Aaron Curdy rides on occasion. I agree; let's send something out through Parlant.

**JUSTIN:** If I can get some of the specifics of what is involved I will send out a message through Parlant and post on Facebook as well.

**MAYOR:** Justin recently attended a vote by mail meeting and would like to introduce the concept to the Council this evening.

**JUSTIN:** Cache County and Logan City will be doing vote by mail. I had some questions about the vote by mail program. Residents can still vote early at the City office and they can vote at the City office building on election day. Of the 24,000 or so ballots cast in Cache County last year only about 336 of them were done at the county building on election day. The county will supply a laptop computer with all of the registered voters included and they will be checked off one by one as the ballots are received. There are 1,222 registered voters in the City. Carr Printing will handle all of the mailing, postage, ballots, etc. The county office would supply Carr Printing with the voter list and then they would put together the envelopes and mail them. There is a substantial discount on bulk mailing and non-profit entities mailing costs. Voter turnout for the Cache County election was 48% last year and 41% the previous year. The County was happy with the turnout as there was not a government election of the Governor or President last year so normally the election turnout is smaller. I would like to review the cost of the election and bring it back to the Council for consideration. I would really like to consider doing the 2015 election by mail if it is financially feasible. The State is wanting to go to a vote by mail system within the next couple of years.

**CHERYL:** I know there was a concern by voters of how many ballots were disqualified.

**BRAD:** There might not even be an election if not enough people apply.

**MAYOR:** We almost did not have an election last time as one of the candidates withdrew but it was too late to stop the election as the ballots were printed.

**JEFF:** I support going to a vote by mail election.

**JUSTIN:** I will get some costs and we can discuss at a future Council meeting.

**MAYOR:** Our next Council meeting will be on February 17<sup>th</sup>. The April Council meeting has been moved from the 21<sup>st</sup> to the 14<sup>th</sup>.

**DAREK:** We are still hoping to finish the water tank project by the end of the fiscal year. The well building contract has a substantial completion deadline of April 16<sup>th</sup> and a final completion deadline of April 30<sup>th</sup>. There is a \$500 per day liquidated damages clause in the contract as well.

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

Yes Vote: Jensen, Erickson, Young, Peck

No Vote: None

None: Thatcher

|                              |          |
|------------------------------|----------|
| Aflac                        | 228.18   |
| Agri Service                 | 459.76   |
| Altius                       | 1817.49  |
| Bear River Health            | 40.00    |
| Beeline Digital              | 23.00    |
| Bennetts Paint               | 490.00   |
| Blue Stakes                  | 237.70   |
| Brown Monument               | 212.00   |
| C.V. Fire Extinguisher       | 385.00   |
| Cache Chamber of<br>Commerce | 847.79   |
| Cache Chemical               | 847.79   |
| Cache Mayor's Assoc          | 350.00   |
| Cardwell                     | 219.51   |
| Century Link                 | 237.10   |
| Coca Cola                    | 115.61   |
| Comcast                      | 448.89   |
| Deluxe                       | 84.46    |
| Ecosystems                   | 964.97   |
| Frank Edwards                | 86.46    |
| Hach                         | 602.25   |
| Hall Oil                     | 36.19    |
| Hillyard Anderson Olsen      | 110.00   |
| Interstate all battery       | 81.25    |
| JKC Transport                | 16830.00 |
| JUB                          | 22329.85 |
| K&B Service                  | 78.00    |
| Lee's                        | 99.90    |
| Les Olson                    | 113.94   |

|                          |          |
|--------------------------|----------|
| Lewiston State Bank Visa | 138.00   |
| Logan City               | 15908.31 |
| Logo Concepts            | 32.94    |
| Lowe's                   | 106.30   |
| Matthew Bender           | 76.83    |
| Maverik                  | 44.65    |
| Maverik Cemetery         | 115.05   |
| Meterworks               | 8554.40  |
| Mikromarketing           | 33.95    |
| NAPA                     | 721.75   |
| Off Premise Catering     | 844.80   |
| Oldcastle                | 1046.60  |
| Olson & Hoggan           | 4141.50  |
| PEHP                     | 101.96   |
| Pitcher Propane          | 3968.98  |
| Postmaster               | 220.00   |
| Questar                  | 2098.13  |
| Randy's                  | 105.61   |
| Rocky Mountain Power     | 15891.85 |
| Smithfield imp           | 43.84    |
| Standard Plumbing        | 34.00    |
| Staples                  | 120.16   |
| Stotz                    | 629.67   |
| Tess Davis               | 50.00    |
| The Herald Journal       | 86.61    |
| The Home Depot           | 383.40   |
| DEN                      | 150.40   |
| ULGT                     | 13460.42 |
| USDA Forest Service      | 76.32    |
| Valley Agronomics        | 180.00   |
| Verizon                  | 249.45   |
| Waterford                | 3345.00  |
| Watkins                  | 1662.71  |
| Wex Bank                 | 143.45   |
| Zions Bank Visa          | 5307.46  |

Adjournment at 9: 11 P.M.

**RICHMOND CITY CORPORATION**

Michael E. Hall, Mayor

**ATTEST:**

Justin B. Lewis, City Recorder