



**RICHMOND CITY CORPORATION
90 SOUTH 100 WEST
RICHMOND, UTAH 84333**

AGENDA

Public Notice is given that the Richmond City Council will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah, on **Thursday, December 19, 2024**. The meeting will begin at 6:00 PM.

Welcome and Opening Ceremonies by Joel Draxler

1. Approval of the city council meeting minutes from November 21, 2024
2. Discussion and update on city buildings with city staff.
3. Discussion and possible approval of amendments to the Employee Personnel Manual.
4. Public Hearing for the purpose of discussing Ordinance 2024-16, an Ordinance amending the Richmond City Municipal Code, Title 1-000 "General Provisions", Chapter 1-300 "Punishments", adding in its entirety Part 1-324 "Default Fine Schedule".
5. Discussion and possible vote on Ordinance 2024-16.
6. Closed Meeting to hold a strategy session to discuss a project proposal where the public discussion would prevent the public body from completing the transaction on the best possible terms. Utah Code Annotated 52-4-205 (1) (d) (ii).
7. Staff reports and monthly financial review
8. Council Member and Mayor Reports

Adjournment

*****Items on the agenda may be considered earlier than shown on the agenda.*****

In accordance with the Americans with Disabilities Act, individuals needing special accommodation for this meeting should contact the City Office at (435) 258-2092, at least 3 days before the date of the meeting.

RICHMOND CITY COUNCIL

NOVEMBER 21, 2024

The regular meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Thursday, November 21, 2024. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Bryce Wood.

The following Council Members were in attendance: Amber Ervin, Joel Draxler, Bryce Wood and Daryl Black.

Council Member Lyle Bair arrived during the meeting.

City Administrator HollyJo Karren, Karyn Tejan, City Engineer Weston Bellon and City Recorder Justin Lewis were also in attendance.

VISITORS: Suzanne Dent, Lara Smith, Todd Smith, Sharon Webb, Kim Christensen, Barbara Christensen, Diane Bowden, Cindy Smith, Paula Bodily, Rhonda Davis, Lynette Robinson, DiLynn Christensen, Tamra Jorgensen,

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM OCTOBER 17, 2024.

A motion to approve the October 17, 2024 city council meeting minutes was made by Bryce, seconded by Daryl and the vote was unanimous.

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

LIBRARY REPORT

This item was withdrawn and no discussion took place.

DISCUSSION ON FUNDING OPTIONS FOR A NEW ROOF ON THE CITY OWNED “RELIEF SOCIETY” BUILDING LOCATED AT APPROXIMATELY 30 EAST MAIN.

MAYOR: There are several members of the local DUP (Daughters of Utah Pioneers) in attendance this evening. They have raised \$5,000 towards the replacement of the roof. The total bid is approximately \$11,000. We have also applied for a grant which Justin will inform us about.

JUSTIN: We applied for a grant several months ago to help with this project. The grant application will be reviewed sometime in December and either approved or denied at that time. The project cannot start until after the grant is approved if it is approved. The possibilities are it is fully approved, partially approved or denied.

MAYOR: What is the amount of the grant?

JUSTIN: Up to \$5,000.

MAYOR: The question before the council is will the city cover the difference between what the DUP has paid, plus the grant funding, if any, so the city could be responsible for anywhere from \$1,000 to \$6,000.

HOLLY: The bid amount is for \$11,120.

MAYOR: Will we have to ask for a new bid if the work cannot start until next year?

SUZANNE: I don't know if a timeframe is included in the bid.

HOLLY: I don't see one.

MAYOR: Who is the contractor?

HOLLY: Homer Roofing.

SUZANNE: I can contact them and ask if needed.

Council Member Lyle Bair arrived at the meeting at 6:37 P.M.

DARYL: What happens when the contractor gets on the roof and discovers truss or sheathing rot?

SUZANNE: The bid includes tearing down to the 1x6's on the roof, installing new plywood, tar paper and shingles.

DARYL: Are you installing asphalt shingles?

SUZANNE: Yes, 30-year life.

DARYL: The project cannot start until the grant is approved or denied. I think we need to get a large tarp and cover the roof for the winter months.

SUZANNE: We were hoping the project could start now but it cannot because of the grant from what I am now understanding. Adding a tarp might be a good idea until the roof can be repaired.

MAYOR: We need to get it covered as soon as possible.

The consensus of the city council was to fund the unfunded portion of the project.

AMBER: I love the support we have for this project. Look how many people have showed up tonight supporting this. I am glad we have individuals willing to invest in this project.

SUZANNE: The roof has needed to be replaced for many years. Residents have come forward and gave funding to help with this project. They recognize the need.

AMBER: At the upcoming holiday festival one of the QR codes is to make donations to the DUP.

MAYOR'S REPORT

MAYOR: At the December 19th city council meeting there will be a study session and regular council meeting. The January city council meeting will be on the 16th. The Lions Club and library are hosting the annual State of the City address on February 6th. The city council meeting in February will be on the 13th. I will be out of town for the February meeting so the senior council member will conduct the meeting.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2024-14, AN ORDINANCE AMENDING THE RICHMOND CITY MANUAL OF DESIGN & CONSTRUCTION STANDARDS, CHAPTER 4.0 "SITE DESIGN", SECTION 4.02 "SUBDIVISIONS".

JUSTIN: We haven't received many commercial subdivisions in the past. The Lee's Marketplace one was the most recent. During review we discovered an issue in our code where it states the building lots must be on a public road. The city does not want these narrow roads that connect businesses in a subdivision. We also don't want to plow snow or have to maintain these roads that are not as large as regular city roads. This Ordinance has been reviewed by Weston as well as legal counsel and would allow the roads in commercial subdivisions to be private as well as allowing lots on a non-city owned road. They would own, maintain, repair and be responsible for snow removal. I anticipate we will continue to deal with housekeeping items like this as we move forward because these are items, we have not dealt with much in the past.

JOEL: The planning commission reviewed the request and supports the Ordinance. The master plan along the highway encourages frontage roads. Consider what happened in Smithfield where a barricade was installed along the highway. There is not a frontage road in front of the grocery store so people are driving right in front of the entrance to get from business to business.

HOLLY: I don't have any concerns. This is something new that we have not dealt with in the past. Not having to do snow removal or maintenance and repair is good for the city.

WESTON: I have nothing else to add on top of what has already been presented.

A motion to adopt Ordinance 2024-14, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 4.0 "Site Design", Section 4.02 "Subdivisions" was made by Daryl, seconded by Bryce and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black

No Vote: None

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

HOLLY: I will provide an update on the Black & White Days building remodel project. The roof is being worked on and should be done today or tomorrow. The insulation will be done next week. The drywall will be done the following week. We are still using the sweeper to sweep leaves. Notify me of any problem areas. We were able to get all of our big projects wrapped up before winter. The holiday festival is coming together. Wreaths and Christmas

lights are being installed. Rocky Mountain Power and the youth council are helping to hang lights at the library and community building. The intent is to have wreaths lining the road from the highway to the community building. Lee's Marketplace is always willing to assist where needed. We will need volunteers to help on the 13th. Santa, the grinch, and an elf will all be in attendance. There will be horse rides as well. The contractor is working to finish up driveways on the 400 West road project. They are hoping to finish up next week but Thanksgiving might force things into the following week.

WESTON: We have a very good contractor for that project. We are fortunate to have them for the 500 North project as well.

MAYOR: Representatives from the Cache County Public Works Department informed us that J-U-B will be awarded the management contract for that project. We need to have a meeting with those residing in the area before the project starts. Council, when residents have questions on this project please refer them to Weston for assistance.

HOLLY: Two new zoning clearances have been issued for The Knolls Subdivision. All of the sidewalk for Phase 1 of that project has been installed. A new zoning clearance for the Johnson View subdivision has been issued. We are told two more are coming soon. We have two subdivisions in the review process. The Mike Harris subdivision behind his home and the Mendez lot split at 163 East 100 South. At the MBR plant, cassette 7 has been removed, maintained and reinstalled. We only have cassettes 8 through 12 left to take care of. We plan to drain and clean the basins, diffusers and associated equipment in the next two weeks.

MAYOR: Myself, Holly, our legal counsel, Vance Smith and his legal counsel toured Phase 2 of The Knolls Subdivision last Friday. There were questions about the fire access road.

HOLLY: Phase 2 has not been recorded because of concerns about the fire access road. We did not think the phase was compliant. After reviewing it does appear to meet the old standard. The road in question is basically the road which leads through Phase 3 of The Knolls Subdivision. A fire truck could drive on this road and there are two entry/exit points for The Knolls on the south end of the subdivision. It will be recorded soon.

DARYL: Has the road by the retention pond been fixed?

HOLLY: The city, Advanced Excavation and the developer are working to resolve this issue.

MAYOR: I drove through Phase 1 and there is a lot of rock and mud on the road. Whose responsibility is that?

HOLLY: The developer is responsible if it is really bad.

MAYOR: Ask them to get it taken care of as it is bad enough it is damaging the road.

JOEL: The new ordinance we adopted earlier this year will not allow a dirt road in the future.

HOLLY: Correct, a new ordinance was adopted in January in this regard.

MAYOR: We also added the ribbon curb requirement earlier this year.

JUSTIN: Just a reminder the December 19th council meeting will start at 6:00 P.M. not the standard time of 6:30 P.M. We collected \$57,132 in sales tax revenue last month. The library received a KUED grant in the amount of \$500. The audit was completed and reported last month and has now been paid for. Through the end of October, we had spent \$387,656 on the 400 West COG project in this fiscal year. This was for the road work only as the water and sewer fund each paid their own portion of the project. We have collected \$314,652 in water impact fees through the end of October. We have collected \$180,136 in sewer impact fees through the end of October. We budgeted \$46,920 in maintenance and repair for the sewer fund. The line item currently shows we have spent \$203,617. The reason for the overage is because of the cassettes which were purchased from Kubota for the MBR plant. We received two orders and each order is approximately \$97,000.

AMBER: What is the longevity of the cassettes?

WESTON: It depends on how long since they have been cleaned.

LYLE: I know some have been installed since 2016.

HOLLY: I was told they will last five to seven years if they are properly maintained.

WESTON: I don't have any additional items to add this evening.

COUNCIL MEMBER AND MAYOR REPORTS

LYLE: The water, sewer and transportation master plans are all still being worked on.

AMBER: There were 1,307 items distributed from the food pantry last month. We had 190 visitors last month. There were 60 volunteer hours. Everyone needs to attend The Park Bench if they haven't. There are some really hard people to work with and through The Park Bench we have been able to find some common ground with people. The residents know they are cared for. The Halloween Carnival was able to cover its costs. We learned a lot for next

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year. I received several calls about the traffic control which took place during an accident on the highway. The traffic control was poor and people were diverted down muddy roads. I was also asked if we can install a no left turn coming out of Paco's Tacos.

JUSTIN: We cannot install any signage on a state road as it is controlled by UDOT (Utah Department of Transportation).

JOEL: It is worth being involved in The Park Bench. Karrie Ann is involved in the food pantry and it is neat to see the experiences she is having. There are some challenging people who interact differently with different staff members. She loves being there and part of it. Those in the community and surrounding area like this service. The planning commission met this month and continued their discussion on the new multi-family ordinance. They incorporated the changes we talked about. They are going to discuss adding a bonus density section at their December meeting. After they are finished it will come back to the council for review.

BRYCE: We had a great turnout for the Veteran's Day dinner the youth council was involved with. Invitations were delivered. Kassy Greer is so valuable to the youth council. She has really taken charge of things. She recently attended some training in Hurricane, Utah. She has some new ideas to implement. We are looking at ways to boost attendance on service projects. The Holiday Festival is on Friday, December 13th and we are excited for it. It includes a free concert. The Christmas lights will be hung on the library on Tuesday. The Holiday Festival includes a concert and many other activities. It should be really special.

DARYL: I have spent a bunch of time educating myself on the MBR plant. I have some ideas for us to consider when the time comes. I have a budget related question. Explain why we are at 50% on the Cache County Sheriff's contract and the Smithfield fire contract. Do we pay per call?

JUSTIN: We have a set contract amount with both of them. For simplicity, we pay them twice per year. We pay for July through December typically in July and then January through June typically in January. We have paid for July through December 2024, that is why it shows 50%. It is just easier to make two payments rather than one per month.

MAYOR: At the last irrigation board meeting did they talk about the repair charge invoices they were sending out? I received a bill of approximately \$500. How about the city?

HOLLY: I don't recall the exact amount but the city owes over \$700 for repairs to Lateral 8.

MAYOR: I know they had additional electricity charges this year but they also added repair charges as well.

DARYL: The charge was \$25 per shareholder plus more based on the number of shares held. The system is old and aging. The system is serving more people than it was designed for.

AMBER: I don't own any shares so I don't know how the system works. Do they obtain bids when repairs are needed?

DARYL: Yes, but it is mainly from three contractors. Usually, the contractor who can get there the fastest does the work. In the past the little laterals off of the main lateral have not paid for repairs. They are now billing them, which they should have been doing in the past. They have some major issues to deal with long term.

AMBER: Is this common in other systems?

JUSTIN: Irrigation systems throughout the state are old and aging and need constant repair. When an irrigation line breaks there are so many people affected that getting it repaired as quickly as possible is always the first option. The poor watermaster takes a verbal beating anytime a lateral is shutdown. People want to water when it is their turn and they let you know about it, especially if the system is in need of repair. Billing the repairs is fair and they should have been doing it all along.

MAYOR: Weston, can we get an update of when the sewer master plan study will be done.

WESTON: We will have Chapters 1-4 ready by November 27th. Chapter 5 is the recommendations section. We want the council to review the first four chapters before we complete Chapter 5. We want everyone to understand the plan before we make final recommendations. The intent is to review in December and based on that discussion finish up Chapter 5 at that time.

MAYOR: Will we have Chapter 5 for the December 19th council meeting?

WESTON: It is hard to finalize Chapter 5 without input from the council.

MAYOR: Let's have the council review Chapters 1-4 and have them send to you their comments no later than December 10th. Could we then have the final report by December 12th?

WESTON: Possibly.

MAYOR: The council needs at least a week to review before the council meeting. What do impact fee studies typically cost?

JUSTIN: For a water and sewer impact fee study the cost in the past has been about \$10,000 to \$15,000.

MAYOR: We have several studies we need done in regard to utility rates and impact fees and some include Lewiston and others do not. Lewiston is willing to pay 50% of the cost of the studies so we will owe about \$7,500 for all of the studies we need completed after the sewer master plan is done. We cannot start any of those studies until the sewer master plan is finalized. If we cannot have the study ready by the 15th we will delay reviewing it until the January council meeting. Right now, the intent is to review the plan at the December 19th council meeting. Weston and his team will review the study at the council meeting.

The council took a short recess at 7:25 P.M.

The council meeting was reconvened at 7:35 P.M.

CLOSED MEETING TO HOLD A STRATEGY SESSION TO DISCUSS THE PURCHASE, EXCHANGE, OR LEASE OF REAL PROPERTY. UTAH CODE ANNOTATED 52-4-205 (1) (D).

A motion to close the regular council meeting and open the closed meeting to hold a strategy session to discuss the purchase, exchange, or lease of real property was made by Lyle, seconded by Bryce and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black

No Vote: None

The Closed Meeting opened at 7:35 P.M.

Those in attendance: Mayor Erickson, Lyle Bair, Amber Ervin, Joel Draxler, Bryce Wood, Daryl Black, HollyJo Karren and Justin Lewis

A motion to close the closed meeting and reopen the regular council meeting was made by Bryce, seconded by Joel and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black

No Vote: None

The Closed Meeting closed at 8:38 P.M.

A motion to adjourn was made by Amber, seconded by Bryce, and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood, Black

No Vote: None

Adjournment at 8:38 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder

Section 7 – Classification and Career Progression

Article 7 – Educational Assistance

- A. Certification(s) necessary for the city to maintain municipal, state and federal regulations: Actual cost paid to obtain the certification. Employee is expected to study during available work hours, as approved by the Mayor or City Administrator, as well as on personal time. City shall maintain an approved compensation schedule listed below for when certification(s) are obtained.
- For each Culinary Water Certification obtained, starting 01/01/25 and after, a wage increase of \$1.00 or approximately \$2,080 per year will be approved starting on the first day of the pay period after the certification is obtained.
 - For Sanitary Sewer Certifications obtained, starting 01/01/25 and after, the following wage increases will be approved starting the first day of the pay period after the certification is obtained.
 - Treatment I - \$0.50 per hour or approximately \$1,040 per year
 - Collection I - \$0.50 per hour or approximately \$1,040 per year
 - Treatment II - \$0.50 per hour or approximately \$1,040 per year
 - Collection II - \$0.50 per hour or approximately \$1,040 per year
 - Treatment III – Will be determined and approved by the City Administrator, City Council & Mayor
 - Treatment IV - Will be determined and approved by the City Administrator, City Council & Mayor
 - For a CDL (Commercial Driver's License) obtained, starting 01/01/25 and after, and required for the employee's job, a wage increase of \$1.00 or approximately \$2,080 per year will be approved starting on the first day of the pay period after the certification is obtained.
- B. For bachelor's and master's degree courses, from a recognized reputable educational institution, in which the course will directly benefit the City through the employee acquiring new and additional skills, the City will reimburse employees an amount equal to fifty percent (50%) of the tuition and required fees upon successful completion of the course. For undergraduate degree programs the employee must receive a grade of "C" or higher, and in graduate degree programs the employee must receive a grade of "B" or higher to have successfully completed the course. Employees shall not normally be approved for reimbursement in excess of eight (8) credits per semester or quarter. Typically, the positions for which this section applies would be City Administrator, City Treasurer, City Recorder / Director of Finance and Department Heads.

- C. Employees receiving educational assistance as listed in Item B shall be required to sign an agreement with the City agreeing to stay employed with the City for three (3) years after completing the training or educational course(s) or reimburse the City for actual costs paid.
- D. All educational assistance requests shall be subject to approval by the Mayor.

**RICHMOND CITY CORPORATION
ORDINANCE 2024-16**

AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 1-000 "GENERAL PROVISIONS", CHAPTER 1-300 "PUNISHMENTS" AND ADDING A DEFAULT FINE SCHEDULE FOR VIOLATIONS OF THE RICHMOND CITY MUNICIPAL CODE.

WHEREAS, Utah Code § 10-3-703(1) grants municipalities the authority to "impose a criminal penalty for the violation of any municipal ordinance"; and

WHEREAS, the City Council for Richmond City has determined it is in the best interests of the citizens of Richmond City that a default fine schedule be adopted in order to ensure uniformity in the punishments required by local courts when ordering a sentence on a violation of the Richmond City Code;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF RICHMOND CITY, CACHE COUNTY, UTAH AS FOLLOWS:

1. The Following Section is added to Part 1, Chapter 1-300, of the Richmond City Code to read as follows:

1-324 DEFAULT FINE SCHEDULE

- A. Except as provided in Subsection C below and unless a different fine amount is specified in any particular section of this Code for a particular offense, the following fines shall be imposed for a conviction of a Class B misdemeanor violation of the City Code:
 - a. First Offense = \$75.00
 - b. Second Offense = \$150.00
 - c. Third Offense = \$300.00
 - B. Except as provided in Subsection C below and unless a different fine amount is specified in any particular section of this Code for a particular offense, the following fines shall be imposed for a conviction of an infraction violation of the City Code:
 - a. First Offense = \$25.00
 - b. Second Offense = \$50.00
 - c. Third Offense = \$100.00
 - C. A court may impose fine amounts that vary from the default fine amounts set forth above if the court finds that the existence of mitigating or aggravating circumstances warrant deviation from the default amounts.
2. Should any section, clause, or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, in whole or in part, the same shall not affect the validity of the Ordinance as whole, or any other part thereof.
 3. All ordinances, and the chapter, clauses, sections, or parts thereof in conflict with provisions of this ordinance are hereby repealed, but only insofar as is specifically provided for herein.
 4. This ordinance shall become effective after the required public hearing and upon its posting as required by law.

THIS ORDINANCE shall be attached as an amendment to the Richmond City Municipal Code above referred to.

ADOPTED AND PASSED by the Richmond City Council on this 19th day of December, 2024.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder