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, February 20, 2025.** The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Bryce Wood.

1. Approval of the city council meeting minutes from January 16, 2025.

2. Acceptance of a donation from the Rocky Mountain Power Foundation for assistance on replacing the roof of the "Relief Society" building located at approximately 30 E Main.

3. Approval of Todd Smith as a member of the Richmond City Planning Commission.

4. Approval of John Hortin as a member of the Richmond City Planning Commission.

5. Discussion and possible vote on Resolution 2025-01, a Resolution appointing Duncan Greer as a Trustee representing Richmond City on the Cache Mosquito Abatement District Board of Trustees.

6. Staff reports and monthly financial review

   a. MBR Plant Operator Job Posting

7. 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 **JANUARY 16, 2025**

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, January 16, 2025. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Amber Ervin.

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

Council Member Bryce Wood was excused.

City Administrator HollyJo Karren, Library Director Lora Smith, Kassy Greer, City Engineer Weston Bellon and City Recorder Justin Lewis were also in attendance.

VISITORS: Marissa Palmer, Patricia Forsgren, Richard Carlson, Marlowe Adkins, Cindy Smith

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM DECEMBER 19, 2024.

A motion to approve the December 19, 2024 city council meeting minutes was made by Lyle, seconded by Joel and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

ANNUAL LIBRARY REPORT

LORA SMITH: We have updated our three-year library plan which is a state requirement to stay as a certified library. It is mainly for funding purposes. Some funding we receive on a yearly basis and it is one of the requirements. The $5,000 technology grant and $3,000 children's book grant would not have been available if we weren't certified. We have our annual report. Our volunteer hours increased from 500 to 800. We cannot operate without volunteers. The hours have increased because we have volunteers who volunteer on a weekly basis. We need them for the services we offer. Our number of accounts increased by about 50 over the previous year. We continue to see an increase because of growth. Our programs increased to 176. Richard Carlson is on the library board and helps with The Park Bench as well as at the library. He helps with requests, education, etc. He explains the services we offer when helping at The Park Bench. We had 14,000 library visits which means there are about 45-50 people coming to the library on a daily basis. One day we had over 100 come in. We cannot support 100 people per day on a long-term basis. The statistics don't tell the story. Some examples are we helped a person whose spouse passed away. We helped a child who was struggling to learn to read. We have yoga classes. Posing and breathing is taught and it can teach someone how to calm down. It can help children when they are stressed. Our library cards work at the Lewiston, Richmond, Smithfield and Newton libraries. We are all part of the North Cache Consortium. I recently helped someone who was grieving the loss of a loved one find a book. We made a connection. What we do is about people and connections. I sent my staff a story about me and my family. Statistics don't tell the story. The story was about my daughter when she came to visit. I would invite each of you to come and visit the library at least once per year. It will tell you about what is going on.
MAYOR: How is the bathroom remodel coming along?
LORA: It hasn't started yet. The contractor has been doing another project for the city. He plans to start our project in February. It will be completed in this fiscal year. We are installing panic buttons as well. We had an issue with a patron. It is a need the library has. There are times when we only have one staff member in the building.
MAYOR: Will you be attending the State of the City address on Thursday, February 6th?
LORA: No, I will be out of town. Fran Schumann will be attending in my behalf.
MAYOR: We would like her to provide an overview of what is going on at the library and then be part of the question-and-answer period. It will be broadcast online as well.
AMBER: We appreciate the efforts of the staff and volunteers.
JOEL: Thanks for all you do. My family attends regularly.

DARYL: I was contacted recently about the possibility of having a STEM (Science, Technology, Engineering and Mathematics) program for kids not involved in sports. Something like robotics. Is this something the library would like to address?
LORA: We did a robotics class in the past. We did it for several years and quit it a couple of years ago. The interest had dropped off and we lost our teacher. We do have an after-school program. One for older kids and one for younger kids. The younger group is kindergarten through second grade and the older group is third through sixth grade.
DARYL: This is an existing program?
LORA: Yes, but does not involve robotics. We want people to let us know what their interests are. The after-school program is once a month. We try to advertise it. We want to put on programs that people are wanting. We always need volunteers. Employees Marissa Palmer and Patricia Forsgren are in attendance this evening. Board Member Richard Carlson is also in attendance.

REVIEW OF THE SANITARY SEWER MASTER PLAN.

WESTON: I have been asked to provide a high-level overview of the final report on the sewer system. J-U-B Engineers compiled the report. It is based on current conditions. A future plan has been prepared. Chapter 4 of the plan includes information on the facility. It talks about what needs to be done and the current condition of things. It includes information if Lewiston City was connected to the system creating a regional facility. Chapter 5 is the capital improvement plan. It looks at many alternatives and the most cost-effective approach. Table 5-2 includes a phasing plan which would be as follows:

TABLE 5 -2

Phase 1: 0 to 5 Years

Headworks - $1,300,000, UV Disinfection - $700,000 and Solids Disposal to Lagoon - $1,100,000

Phase 2: 5 to 10 Years

Headworks - $1,300,000, Process Building - $6,900,000

Phase 3: 10 to 20 Years

Nothing included.

WESTON: The intent is to improve what we are currently doing and be more efficient with new technology in the long term. Table 5-1 "Recommended Alternative Phasing Costs" shows the estimated costs for Phase 1, 2 and 3. An impact fee study will be completed this year as well. We are working with Zions Bank on it.

TABLE 5-1

No.	Description	Capital Cost (2025 Dollars)	Phase 1: 0 – 5 Years	Phase 2 5 – 10 Years	Phase 3 10 – 20 Years	O&M Equivalent Annual Cost
1	Headworks	$2,685,000	$1,344,000	$1,341,000	$0	$91,000
2	Process Building	$6,995,000	$0	$6,995,000	$0	$431,000
3	UV Disinfection	$757,000	$757,000	$0	$0	$146,000
4	Dewatering & Solids Disposal Haul-Off	$0	$0	$0	$0	$0
5	Solids Disposal in Sewer Lagoon 1	$1,125,000	$1,125,000	$0	$0	$148,000
6	Lagoon Treatment Improvements	$0	$0	$0	$0	Not Evaluated
7	Lagoon Land Application	$0	$0	$0	$0	Not Evaluated

	TOTAL (2025 Dollars)	$11,562,000	$3,226,000	$8,336,000	$0	$816,000

MAYOR: The key to the study was determining what our current capacity is. Looking at what we can do before we need a major overhaul. We have enough capacity to add about 700 additional homes. There are still about 700 ERU's (Equivalent Residential Unit) left available in our system. Lewiston City approached us about the possibility of connecting to our system. Lewiston has long term issues. It is not reasonable for us to allow them to hook on now. I have talked to Mayor Jeff Hall about this. They need 480 ERU's for their current system. It is not feasible for us right now. They are aware of that. We might review it again in the next three to five years. We could also ask the state for funding to expand and help them. It is a conversation that we will keep open long term. We are touring the Lewiston facility on Friday, January 24th. They have infiltration issues. We are always getting inquiries about new developments. We were recently asked about adding 180 more new homes on the north end of town. The area in question cannot be serviced by our sewer system. I don't expect those types of requests to go away. I think development around Lee's Marketplace is inevitable. We paid for a study to help determine our capacity and chart our path forward for the next five to twenty years. We have information for future planning. We know what is needed over the next three to five years. The report is very informative. We appreciate the assistance of former mayors and council members as this was reviewed.
JUSTIN: The new impact fee study needs to be completed and put in place by January 2026.
AMBER: What impact do new businesses make on the system? Do they take more capacity meaning there is room for less homes?
WESTON: Yes. We use the culinary water usage of the new business and convert that into ERU's on the sewer side because their water goes down the drain.
JUSTIN: Businesses are almost always more than one ERU.
MAYOR: A company like Dollar Tree only has a couple of bathrooms and floor drains so their impact is minimal.
AMBER: I know the residents have a concern about growth. How are we including that moving forward?
WESTON: Sewer treatment is based on ERU's. Sewer collection is based on the pipe size in different areas of the city. Each sewer line can only flow a certain amount of ERU's. We do projections on every project that comes into the city whether commercial or residential. The culinary water system is based on ERC's (Equivalent Residential Connection).
MAYOR: Right now, a culinary water master plan is being worked on. When will it be completed?
WESTON: We are working to have it finalized in February.

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2024-17, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 10-000 "FIRE, HEALTH, SAFETY AND WELFARE", ADDING IN ITS ENTIRETY CHAPTER 10-700 "TELECOMMUNICATIONS TOWER FACILITIES", PARTS 10-701 "PURPOSE OF CHAPTER", 10-702 "APPLICABILITY", 10-703 DEFINITIONS", 10-704 "APPLICATIONS", 10-705 "REQUIREMENTS", 10-706 "PROCEDURES" AND 10-707 "REVOCATIONS".

JUSTIN: Holly and I were recently contacted about a cell phone tower and it led to a different discussion about our city code. Right now, we don't have anything in our code about cell phone towers, where they are allowed, what is required, the maximum allowed height, ground clearance, etc. The intent of this Ordinance is to make cell phone towers approved by a conditional-use permit. The concern is right now a large cell phone tower could be installed in someone's backyard and there is nothing we could do about it. We don't regulate them in any way. This Ordinance does not apply to home internet connections and antennas. The intent, as proposed, is to only allow them in commercial or city owned areas. They would not be allowed in residential areas. The specific part I would like to point out is the following in Part 10-701 "Purpose of Chapter":

G. Telecommunications towers and antennas shall not be allowed in the following basic zones: A-10 (Agricultural 10-Acre), A-5 (Agricultural 5-Acre), RE-2 (Residential Estate 2-Acres), RE-1 (Residential Estate 1-Acre), RMD (Residential Medium Density), RLD (Residential Low Density), NC (Neighborhood Commercial), CBD (Central Business District) and RMF (Residential Multiple-Family).
H. Telecommunication towers and antennas may be allowed in the following basic zones with city council approval via a conditional-use permit: HC (Highway Commercial) and MLI (Manufacturing/Light Industrial).
I. Telecommunication towers and antennas shall not be allowed in the following overlay zones: MF (Multiple-Family), MHT (Mobile Home/Trailer Court), CRMU (Commercial-Residential Multi-Use), SL (Sensitive Lands), SCH (School) or CEM (Cemetery).

J. Telecommunication towers and antennas may be allowed in the following overlay zones with city council approval via a conditional-use permit: PIC (Planned Industrial/Commercial), CITY (City Owned Property).

JUSTIN: The parcel would have to be zoned to one of the allowed areas and then a conditional-use permit application could be submitted by the applicant. Agricultural areas were not included because there are still several agriculturally zoned parcels on the interior of the city.

> ***A motion to close the regular council meeting and open the public hearing was made by Lyle, seconded by Amber and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

The public hearing opened at 7:10 P.M.

MARLOWE ADKINS: You should post these Ordinances online so they can be reviewed by the public before the council meeting. The title listed on the agenda doesn't say much.
JUSTIN: This information is posted online. If you go to the city website, www.richmondutah.org which will soon update to www.richmondutah.gov and go to "Agendas & Minutes" on the homepage, you can see this type of information for each planning commission and city council meeting. PDF files of these proposals are included with the agenda.
MARLOWE: I was not aware.

> ***A motion to close the public hearing and reopen the regular council meeting was made by Joel, seconded by Amber and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

The public hearing was closed at 7:13 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2024-17.

DARYL: Why wouldn't they be allowed on agriculturally zoned parcels?
JUSTIN: Because we are concerned there are still so many agriculturally zoned parcels in town and on the edge of residential areas. For example, on 300 South 300 East there is a large agricultural field on the east side of the road. Would you want to allow a tower right along the edge of the roadway next to those homes or would you want to make sure it was further away from these areas. The applicant has the option to do a rezone which would come before the council and planning commission for consideration.
LYLE: Do we want to dictate the looks of the towers? I know some cities do.
JUSTIN: We have not included that in this proposal. Some cities require a certain color or even look such as like a palm tree. It could be added if you want it included.
MAYOR: So as proposed, if a person owned an agriculturally zoned parcel, they would need to rezone it before they could apply for a conditional-use permit?
JUSTIN: Yes.
DARYL: I hate to limit the ability of a property owner to do what they want with their property.
JUSTIN: They can still do it. They need to get a legal description and create a new parcel and then rezone that parcel. The council would then approve or deny the rezone request.
AMBER: So, we would force them to rezone first?
JOEL: They don't need to rezone their entire parcel. They could create a new small section for a cell phone tower only and rezone that small section only.
JUSTIN: The height of the tower would also dictate the size of the parcel because enough land is required that if the tower fell down it would have to land on their property and not intrude into a neighboring parcel.
MAYOR: Do we want to limit how many we allow in certain areas?

JUSTIN: Typically, because they are so expensive to build companies will sublease from the entity who built the tower. It is not common to have a lot of towers. It is common to have one tower and many different companies utilizing it.
MAYOR: I would like to recommend a couple of changes. In Part 10-705 "Requirement", Item I "Abandoned Facilities", I think it would be better to be six months than twelve months. In Item J "Bonding, Security and Insurance", I would like to see us add escrow, letter of credit or surety as options.
JUSTIN: We can easily make those changes, so please include them in the motion if you are going to adopt this Ordinance.

> ***A motion to adopt Ordinance 2024-17, an Ordinance amending the Richmond City Municipal Code, Title 10-000 "Fire, Health, Safety and Welfare", adding in its entirety Chapter 10-700 "Telecommunications Tower Facilities", Parts 10-701 "Purpose of Chapter", 10-702 "Applicability", 10-703 "Definitions", 10-704 "Applications", 10-705 "Requirements", 10-706 "Procedures", 10-707 "Revocations" and amending Part 10-705 "Requirements" Item I "Abandoned Facilities" from twelve (12) months to six (6) months and adding to Item J "Bonding, Security and Insurance" the security can be paid in the form of cash and held by the city in an escrow account, a letter of credit which will be updated on a yearly basis or surety was made by Lyle, seconded by Joel and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING AMENDMENTS TO THE FISCAL YEAR 2025 BUDGET WHICH IS THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2025.

JUSTIN: It is the midway point of the fiscal year. We typically amend the budget in December or January and then again in May and June. I will cover the highlights but happy to go line by line if needed. General Fund revenue increases for the surplus sale $9,909, transportation grant $37,800, ARPA (American Rescue Plan Act) Funds $8,715, children's book grant $3,000, grave digging $7,000, planning fees $6,714 and donations of $17,200. General Fund Expense has increases and decreases in every department. Administration increase for the city party and decreases for the audit and insurance. Building increase for the relief society building roof project and ARPA funds which were utilized for a new furnace and air conditioning unit at the library. Streets increase for the transportation planning grant, and maintenance. The biggest maintenance item being the replacement of the steel rings on the streetlights along the highway. Parks increase for final expenses for the RAPZ Tax bathroom project and tree pruning. Fire Department decrease for insurance and the actual amount of the Smithfield City contract. Library increases for several grants and a decrease in insurance. Water Enterprise Fund revenue increases for ARPA Funds $75,139, water dedication payments $60,000, meter installations $11,625, interest $50,000 and impact fees of $325,380. Expense increases for insurance and a decrease for the audit. No proposed changes to the Cub River Sports Complex Special Revenue Fund. An increase of $40,000 in interest revenue in the Capital Projects Fund. Solid Waste Enterprise Fund revenue increase for the monthly utility fee. As the population continues to grow, we add more accounts each month. Expense increases for credit/debit card fees, audit, insurance, carrier expense and IT equipment and service. A decrease for legal and professional expense. Sewer Enterprise Fund revenue increases for impact fees $185,410, interest $25,000, ARPA funds $76,635, and the monthly utility fee of $70,000. Expense increases for maintenance and repair of $250,000, engineering, supplies, insurance and sampling. A decrease to the audit. We were able to get a couple of bids after this proposal was created and would like the council to consider them as well. The SCADA system at the MBR plant can be repaired and updated to track the incoming flow. The estimate is $8,715. We were also able to locate more cassettes at a cost of just under $200,000. We planned to purchase these in July but would like to purchase them now because they are hard to find and we don't have any additional cassettes on the shelf at this time.
DARYL: So, we have used all of the cassettes we recently purchased?
HOLLY: Yes, and we need more to replace those that have not been replaced.
DARYL: Will $200,000 cover what we have left to replace?
HOLLY: Yes. It would not put any on the shelf as spares but we would like to consider purchasing more in July to have them on-hand. About 95% of the recently removed cassettes had to be replaced. They were bad and could not be repaired. We were also going to request the SCADA upgrade in July but we have finished all of these other projects now and this would allow us to start tracking the inflow immediately.

DARYL: Does the SCADA system monitor the quality of the inflow?
WESTON: No, just the volume.
DARYL: Is there a way to monitor the quality of the inflow through the SCADA system?
WESTON: No, but we already have a good idea of the quality based on the sampling and testing we currently do.
DARYL: So, we are already doing that?
WESTON: Yes.
HOLLY: This would allow us to have the correct flow numbers moving forward.
LYLE: Were the cassettes we were replacing around five years old?
HOLLY: Yes, they averaged around five years. Some were two years old to seven years. We can install the old, designed cassettes with no problem. In order to install the newly designed cassettes we would have to make adaptions to our system.
MAYOR: Upgrading the cassettes is only a small part of what we need to do long-term.
LYLE: Are the newly designed cassettes more efficient?
WESTON: Yes.
LYLE: If newer designed membranes are about the same cost we should start to adapt now.
WESTON: We are not projecting going to the new design until in the next five to ten years. The older design are cheaper than the new design.
LYLE: So, the new order would be the old design?
WESTON: Yes. It is a good investment and funds are not being wasted on the old design. They will work for several years. We will want to adapt one basin at a time when the time comes to make the change.

> ***A motion to close the regular council meeting and open the public hearing was made by Amber, seconded by Lyle and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

The public hearing opened at 7:39 P.M.

There were not any comments or questions.

> ***A motion to close the public hearing and reopen the regular council meeting was made by Joel, seconded by Lyle and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

The public hearing closed at 7:39 P.M.

DISCUSSION AND POSSIBLE VOTE ON AMENDMENTS TO THE FISCAL YEAR 2025 BUDGET.

MAYOR: The proposed amendment would increase Sewer Enterprise Fund expense increase from $329,000 to $537,751.
LYLE: What is the status of the proposed fire district?
JUSTIN: It won't go into effect until January 2026 or January 2027 so it will not have an impact on this budget.

> ***A motion to adopt amendments to the Fiscal Year 2025 Budget amending the Sewer Enterprise Fund Expense from $329,000 to $537,751 was made by Lyle, seconded by Joel and the vote was unanimous.***

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

GENERAL FUND	
REVENUE	$82,545
EXPENSES	
ADMINISTRATION	$3,053
BUILDING	$17,015
PUBLIC SAFETY	$100
STREETS	$61,627
PARKS	$5,811
FIRE DEPT	$(7,484)
LIBRARY	$223
PLANNING	$2,200
TO CAPITAL PROJECTS FUND	$ -
TO CUB RIVER SPORTS	$ -
	$82,545
WATER ENTERPRISE FUND	
REVENUE	$522,144
EXPENSE	$6,900
SEWER ENTERPRISE FUND	
REVENUE	$357,045
EXPENSE	$537,751
CUB RIVER SPECIAL REVENUE FUND	
REVENUE	$ -
EXPENSE	$ -
CAPITAL PROJECTS FUND	
REVENUE	$40,000
EXPENSE	$ -

SOLID WASTE ENTERPRISE FUND

REVENUE	$15,000
EXPENSE	$44,793

MAYOR: The city has never been in a better financial position. We have been saving money over the last several years to pay for projects like this that need to be done. We have a good staff and council who plan and save for projects.
DARYL: Can you review the Water Enterprise Fund revenue increases again.
JUSTIN: There were increases of $60,000 for water dedication payments, $11,625 for new meter installations, $325,380 for impact fees collected from July through December, $75,139 in ARPA funds and $50,000 in interest revenue.
DARYL: Do we get to keep all of the impact fee revenue?
JUSTIN: Yes.
MAYOR: Were the ARPA funds used for the installation of the sewer line and waterline on the 400 West road project?
JUSTIN: Yes.

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

WESTON: We are working on our water source protection plan. Every source we have needs one. It is a defined zone around wells and springs. We let people know they reside within these areas. We tell them what they can or cannot dump in these areas. We will be mailing letters to those affected in the next month or so.
JOEL: Is this for anyone living in them?
WESTON: Yes, including those in the county. Most of our sources are not inside the city limits.
JOEL: Does this only affect those up Cherry Creek?
MAYOR: We have three springs east of the ski resort and one well below (west) the ski resort.
WESTON: We also have the WDCI well located by the maintenance shop and the City Creek spring. Recently, we have had a lot of questions about growth on the north end of the city. We cannot gravity flow the sewer in that area at this time so sewer service cannot be offered.

HOLLY: The Dollar Tree store is going to open on February 2nd. Last calendar year, we completed 1,602 work orders. The Peak View Subdivision is currently being reviewed by engineering. A chemical clean was done at the MBR plant. The north basin filters are upset as part of this but will calm down over time. A RAZ pump was replaced. Next Tuesday, January 21st, the basins will be drained and diffusers cleaned. Twin "D" is going to see if they can clean out the last eight inches or so with their equipment. The work can be done by hand if needed. The city office is closed on Monday in observance of Martin Luther King Jr. Day. The basins will be drained on Tuesday morning at 4:00 A.M. Bryan is testing for his Level III certification at the end of January. Troy is testing at the end of February. John has been painting the bathrooms in the south end of the Park Community Center. He will be doing some painting in the north end next week. The fire department removed the tarp from the relief society building. Homer Roofing has started the roof repair project. It should be completed next week. The Relic Hall is going to have some maintenance and repair work done. It will be closed until May 1st or so. They are using some grant funding for their projects. They did ask us to participate in a humidifier project. The cost is $4,815 and they have $2,000 to pay towards it.
AMBER: I don't object to helping them out. They have a lot of traffic when they are open. I hate to see them closed for that long. We could offer them a room in the Park Community Center if needed. They are making a great effort to do things.
DARYL: What are they doing that will take four months to complete?
HOLLY: Everything is being removed and cleaned. Some rot is being removed from some of the brick walls. They want to install the humidifier as well to help save their artifacts.

The consensus of the council was to financially participate in the humidifier installation project at the Relic Hall.

HOLLY: The adult yoga program Lora mentioned happens in this building on Tuesdays at 6:00 A.M. There are 20 plus people in attendance. The first city movie event at the theatre will be on Friday, January 24th and the movie CARS will be shown. The cost to attend is one can of canned food for the food pantry or $1.00. The royalty is in charge of this movie. The DUP (Daughters of Utah Pioneers) will be in charge in February and the youth council will be in charge in March. We pay a yearly movie license fee and it will cover this movie. The new generator at the Cherry Creek well is being tested on Friday.

JUSTIN: The council and mayor are required to submit a Conflict-of-Interest form on a yearly basis. This form is posted on the city website in the election section. New legislation requires financial disclosure forms to be included on the website as long as the council member or mayor is serving. The Conflict-of-Interest form must be updated and posted on a yearly basis. The candidate signup period is typically June 1st through the 7th per state code. This year the 1st is on a Sunday and the 7th is on a Saturday. The lieutenant governor's office notified us that this year the period will be Monday, June 2nd through Monday, June 9th. We will be publishing information about the election as we get closer to June. This year there will be open seats for mayor, two four-year council member seats and one two-year council seat. When a person declares for a council seat they will have to specify if it is for the two-year or four-year term. We will be working with Susie Beck and Zions Public Finance on the sewer impact fee study. We received property tax revenue in the amount of $250,153. Sales tax revenue received was $57,538. A Class "C" Road funds allocation of $27,038 was received. The cemetery district paid the city $10,710 for grave digging fees for July through December. The district pays the city a certain amount for regular burials and a separate amount for cremations. We received our first reimbursement request for the 400 West road project this month. It was in the amount of $621,965 for the current fiscal year and $64,129 for the previous fiscal year. We will make one more final reimbursement request before June 30th after the project has been completed. The City Party line item consists of the city party in September and the holiday festival which was held in December.

HOLLY: I would also like to mention that business license and dog license renewals can now be done online. People can still come into the city office to renew or purchase but they can also be done online. Melissa has overseen this and got it implemented.
DARYL: I completed this for myself and it worked well.

COUNCIL MEMBER AND MAYOR REPORTS

DARYL: I have been happy to see the relief society building roof project start much sooner than we expected.

JOEL: The planning commission met this month and wrapped up the residential multi-family ordinance. They will hold a public hearing and vote at their February meeting. I think we should all be in attendance to support them and see what the residents have to say. The ordinance will eventually come before the city council.
MAYOR: When is the meeting?
JUSTIN: The planning commission will meet on Tuesday, February 4th and the city council on Thursday, February 20th.
JOEL: They are now working on a use matrix and other things. I have now been on the council for a year and the time has gone by fast. Thanks to all of those who have helped me. I appreciate your opinions and views. I have learned things are not as they appear. Everything is available to the public but if you don't attend the meetings, you really don't know what is going on. I was very uninformed in the past. It has been a good learning experience.

AMBER: Black & White Days 2025 will officially start next week when some of us meet. It is something I will address during the State of the City address. It is all now handled by the staff with support from the council. Last year I started putting things together in January and it was overwhelming. I hope the staff is not stressed out like I was. The Park Bench has now been open for over two years and thought about for three years. Karyn Tejan, Park Bench Director, was out of town and some of the volunteers were sick this week. The day was still amazing and everything got done. My list of things to do was taken care of by others. I was able to visit with people. I was not stressed or worried. They take care of themselves. Fifty-one meals were served today. There were 105 meals served in December. The numbers were less for the month because of Christmas. Eleven to go meals were created. During December, 824 items were distributed from the food pantry.
JOEL: How many Christmas baskets were handed out?
KASSY GREER: Eighty.

AMBER: There were 78 volunteer hours in December. The next stakeholder meeting is next Thursday, January 23rd at 6:30 P.M. We try and advertise and ask people to come and be involved. There are a lot of people who won't participate and then complain online. We want to get people to attend and provide feedback. In the beginning I wanted The Park Bench to be located in the old city office building known as the Community Building. We have a lease with a school and could not break it. The lease is dissolving this May. I think it is an opportunity for The Park Bench to have its own building. We could consider a RAPZ Tax application to renovate the building. It could be an option to consider. We would install a new state-of-the-art kitchen. We could add some additional parking. It is close to the library. It would add more traffic to the downtown area. I think it would be a good fit. We are currently getting bids and estimates. We will consider the financial impact before any decision is made. The last year has been a good year. It is good to have new people involved. I hope people are willing to run for office in the upcoming election cycle.

LYLE: I saw an online post about how nice the retention pond is in the Traveller Lane Subdivision. It also mentions there are problems with the Richmond Village retention pond. It is full and not draining.
WESTON: Each retention pond has its own challenges. A report is submitted by the developer during the approval process. The ponds are installed and, in some cases, there is stagnant water in the bottom of the pond. The sides of this particular pond are going to be raised. Gravel is going to be put in the bottom so hopefully there won't be any exposed water in the future. The pond is built so the water can be let out of it. My understanding is that connection has not yet been made and that the pond is not yet complete. It is a work in progress. They are going to install a fence as well.
HOLLY: The fence has been installed.
LYLE: I was told there is a gap between the fence and the dirt and people could crawl through it. I will have served almost ten years at the end of this year. From then until now is remarkable in the things we have done and considered. I am grateful for a good staff and fellow council members.

MAYOR: I talked to Representative Jason Thompson today. He is our new local representative. He is very dedicated. We had a good conversation. I gave him some thoughts about our concerns about what Governor Spencer Cox has stated. Rather than have the state put mandates in place, I suggested we all work together, the developer, the city and the state. He mentioned political partisanship is an issue. People cannot get along. At the Tuesday county council meeting some of the county council members voted against the vice chair but she was still approved. They don't work well together it appears from the outside. I hope we can continue to work and talk with each other. Look at tonight, who thought we would be dealing with cell phone towers. An issue was discovered, the staff brought a proposal to the council and it was dealt with. We deal with things when we are made aware of issues. Representative Thompson will be attending the Thursday of Black & White Days week. In the 2026 legislative session he has invited the council and mayor to a private meeting and tour on local official days. He is motivated to get things done. I talked to him about our sewer issue and trying to help out Lewiston City. Representative Mike Peterson represents Lewiston. I let Representative Thompson know about our issues and Lewiston's. I met with Cache County Fire Chief Rod Hammer. The county formed a fire district in 1965. All of the valley is included but Logan City. Right now, the board consists of three board members. They are looking to add four additional new board members. Two mayors from the north and two mayors from the south. The current board members are the county executive and two county council members. Fire departments in the valley are different from community to community. Some are run by professionals and others by volunteers. Smithfield contracts with Richmond, Amalga and Hyde Park. North Logan contracts with Logan City. Providence and River Heights contract with Logan City. I won't apply for the fire district board. I think that Mayor Monson and Smithfield City need to be on the board where they are the biggest city in the district. I have talked to Mayor Hall from Lewiston about this. He intends to apply for one of the seats. They have a volunteer department. Everyone is still trying to understand what the district is and how it will operate. We need to see what Smithfield's involvement will be. We contract with Smithfield and it works great and has been cost effective. The fire district will be funded through property tax. We will consider any and all options but only replace our current agreement with something better, if that is even an option. The intent is for the county council to appoint the four mayors in February. Chief Hammer did inform me his intention is to retire on July 1st. I am supportive of reviewing what needs to be done but it needs to work for all involved parties.
LYLE: I listened to a presentation by Chief Hammer. Right now, the fire service is part of the general fund of the county. They want to separate it. It would be a tax increase but they could drop the county portion at the same time to make it a wash. It will only affect the participating entities and right now Logan City is the only entity not included.

MAYOR: Right now, fire service for the county is overseen by the county council. If this happens the county council will lose control and the fire district board will be in charge. We need to look at the tax implications for the residents of the city. The district will be a discussion point moving forward. They insist there is a way for them to acquire our Smithfield contract and pay them directly. I am not sure how that would work. Smithfield is the largest city outside of Logan. The proposal must be good for them to stay involved. We are in a good spot with Smithfield. We need to make sure we stay involved in this process. The annual State of the City address will be on Thursday, February 6th starting at 6:00 P.M. It will be here in the council room and if there are enough people in attendance we will move to the gym. I am hopeful all of the council can be in attendance and take two to three minutes to discuss areas you oversee and things you are working on. I have asked Justin to touch on finances and Holly will mention things we have accomplished over the last year. Weston will be in attendance to answer any specific questions which are asked that pertain to him. The next city council meeting will be on Thursday, February 20th. I will be out of town. Lyle will conduct the meeting.

KASSY GREER: The youth council is doing some Valentine's Day cheer and right now we have been contacted about 50 different people to cheer up.

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

Yes Vote: Bair, Ervin, Draxler, Black
No Vote: None
Absent: Wood

Adjournment at 8:35 P.M.

RICHMOND CITY CORPORATION

_____
Paul J. Erickson, Mayor

ATTEST:

_____
Justin B. Lewis, City Recorder

RESOLUTION 2025-01

WHEREAS the Cache County Executive forwarded a legal opinion relative to the Cache Mosquito Abatement District Board of Trustees in a letter dated November 19, 2004, and

WHEREAS Utah Code Annotated requires special district trustees from incorporated cities or towns to be appointed by Resolution, and

WHEREAS the Richmond City Council did appoint through Resolution 2020-07 Don Sheffer as Trustee representing Richmond City on the Cache Mosquito Abatement District Board, and

WHEREAS Mr. Sheffer's term expired on December 31, 2024, and

WHEREAS the Richmond City Council desires immediate and continuous representation,

NOW THEREFORE the City Council of Richmond City, Utah, hereby adopts, passes and publishes the following:

A RESOLUTION APPOINTING DUNCAN GREER AS TRUSTEE REPRESENTING RICHMOND CITY ON THE CACHE MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES.

1. The Richmond City Council does this date appoint Duncan Greer as the Trustee representing Richmond City on the Cache Mosquito Abatement District Board of Trustees effective February 20, 2025.

2. This appointment shall be valid through December 31, 2028 unless, through mutual agreement, said Trustee and the City mutually agree otherwise.

Passed by the Richmond City Council, County of Cache, State of Utah, this 20th day of February, 2025.

RICHMOND CITY CORPORATION

_____
Paul J. Erickson, Mayor

ATTEST:

_____
Justin B. Lewis, City Recorder