



**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, May 15, 2025**. The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Daryl Black.

1. Approval of the city council meeting minutes from April 24, 2025.
2. Recognition of Spartan Companies as the 2025 Black & White Days Grand Marshal.
3. Discussion and possible vote on the special event application request by Jennifer Erickson to host a “Kids Bazaar” at the city park on Saturday, June 21st and Friday, July 18th.
4. Discussion and possible vote on Ordinance 2025-02, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development and Management (LUDMO)”, Chapter 12-800 “Zoning Establishment”, adding Part 12-805-20 “Utah Water Savers Program”.
5. Discussion and possible vote on Ordinance 2025-04, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 9.0 “Miscellaneous Design”, Section 9.01 “Easements”, Chapter 2.0 “Street Design”, Section 2.02 “Curb, Swales, Sidewalk and Ramps”, Chapter “Summary of Amendments to the “Manual of Standard Plans”” and Chapter “Division 33 Utilities”, Section 33 12 33 Water Meter”.
6. Discussion on 2025 CCOG (Cache County Council of Governments) grant application.
7. 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.
8. Discussion and possible vote on amendments to the Fiscal Year 2025 Budget.
9. Continued discussion on the Fiscal Year 2026 Budget which is the period of July 1, 2025 through June 30, 2026.
10. Staff reports and monthly financial review
11. 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

APRIL 24, 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, April 24, 2025. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Mayor Erickson.

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

Daryl Black was excused.

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

VISITORS: Jack Patton, Cindy Smith, Will Lusk, Dave Cavanaugh, Kenlee Brown, Chase Westwood, Terrie Wierenga, Kristie Gilpin, Jordan Knutson, Kyler Olsen, Jaicee Knutson, Stephen Buttars, Tim Ramirez, Craig Harris, Ashtyn Hawes, Madelynn Martineau, Naivie Knutson

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM MARCH 20, 2025.

A motion to approve the March 20, 2025 city council meeting minutes was made by Bryce, seconded by Amber and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Wood

No Vote: None

Excused: Black

RECOGNITION OF SENIOR CLASS MEMBERS OF THE YOUTH COUNCIL.

Bryce and Kassy recognized Ashtyn Hawes, Madelynn Martineau and Naivie Knutson for their years of dedicated service on the Richmond City Youth Council.

Annie Griffiths was also recognized but was not able to attend the council meeting.

DISCUSSION AND UPDATE WITH REPRESENTATIVES OF THE CACHE COUNTY SHERIFF'S OFFICE.

TIM RAMIREZ: Some new initiatives have been put in place since last year. There is some state funding available to pay for DUI (Driving Under the Influence) and distracted driving shifts. It has been effective. Last year there were 99 local citations issued of which 33 were for speeding. So far this year there have been 167 citations issued. Speed enforcement is being done in specific problem areas where there are safety concerns. Calls for service across the county are down compared to last year. Nuisance calls are way down. Last year there were 666 total calls for service and so far, this year there are 541. Countywide there is a 13.5% increase in arrests. Arrests regarding drugs are up 38%. Traffic citations are up 66.6% and DUI arrests are up 47%. There were 36% more traffic warnings issued as well. Overall incidents are down 2.2%. All calls are down by around 4% even with local growth in the population. For the new law enforcement contract, we are proposing a rate increase from \$52.35 per hour to \$56.00 per hour. This would be an annual increase to the city of \$4,388.

MAYOR: We have included the updated amount in our new budget.

TIM: This year it is only a one-year contract. We know that most cities like three-year contracts for budgeting purposes. There is a new Cache County Auditor as well as Finance Director so there have been a lot of changes. We are hoping to have the three-year contract in the future.

MAYOR: Is there any correlation between marijuana use and traffic accidents?

TIM: On DUI cases we test for alcohol, marijuana and other items.

MAYOR: Are accidents increasing because of this?

TIM: Accidents have been staying quite steady. We would expect an increase as the population increases. There has only been one local fatality recently and it was on the highway.

LYLE: I have been contacted by a resident about speeding concerns on 100 North from the highway to 300 East. I am hoping you can monitor it.

HOLLY: They are aware of this area and others.

TIM: We are working on watching the crosswalks closer as well.

AMBER: Thank you for all you do as it is a hard job.

TIM: I have Deputy Wilson here with me this evening as well.

MAYOR: Thank you for what you and your department do for the community.

DISCUSSION WITH REPRESENTATIVES OF CAPSA ON SEXUAL ASSAULT AWARENESS MONTH.

ALYNA OHLING: We appreciate the sheriff's office and their assistance with our office. April is sexual assault awareness month. Think of survivors and the barriers they face which can be physical but are mainly emotional. There is fear about a lack of resources, lack of awareness and a societal stigma. We need to ensure that people know our services are confidential and we are here to support them. We support everything under one roof. We can help with shelter when needed. We needed to help a person find shelter after they were assaulted by their landlord. Most survivors come in with a combination of domestic violence and sexual assault. In order for us to be successful it takes a lot of partnerships. We rely on the sheriff's office for support. We are privileged to work with healthcare providers, and local hospitals for exams. On average they do five exams a month for us and one month was nine. Survivors connect to us through people they trust. The people they connect with help and encourage them to come and see us. Shame is one reason people don't come forward. Due to past experience or embarrassing moments in their lives it keeps them from coming to see us. We have a framework in place to guide the conversation on difficult conversations. People don't want to think or talk about it. SAFE is a new word we are using. The "S" is for specific and clear communication. The "A" is for approachable meaning we are welcoming and acknowledge space is needed. The "F" is for feelings and acknowledging feelings are different for everyone. The "E" is for empowering and strength. We want people to start by believing and encourage that messaging. The curriculum we have is not worth anything unless we are getting it out into the community. When we do it creates a dialogue. We can tailor our training to what people are struggling with in the community.

MAYOR: What area would be most impactful locally?

HOLLY: I would say digital information for youth and adults.

AMBER: The dialogue has changed over time. When I was young, we didn't talk about things. Now people are willing to have a conversation.

ALYNA: Some survivors who are now 60 or 70 years old have lived with something they experienced in their youth and have never talked about it.

AMBER: The mentality has shifted over time about having these types of conversations.

ALYNA: More people are willing to have these types of conversations throughout the valley now than in the past.

AMBER: We need to create a safe and peaceful space for people.

JOEL: Are the best resources to schedule a presentation through CAPSA?

ALYNA: Yes.

MAYOR: We would love to involve CAPSA where we can.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-01, AN ORDINANCE REZONING CACHE COUNTY PARCEL NUMBER 09-043-0006 FROM A-10 (AGRICULTURAL 10-ACRE) TO HC (HIGHWAY COMMERCIAL). THE PARCEL IS LOCATED AT APPROXIMATELY 11480 NORTH HIGHWAY 91 AND IS APPROXIMATELY 5.24 ACRES.

JUSTIN: The planning commission reviewed the rezone request earlier this month. The rezone request is to go from Agricultural 10-acre (A-10) to Highway Commercial (HC). The area is mostly agricultural, within the city limits, with the closest HC designation being the straw maze to the south. The planning commission felt the request is in line with what the city wants in regard to having commercial zoning along the highway and they voted unanimously to recommend approval and send it to the city council for consideration.

JOEL: The planning commission feels the request fits the framework of what we want in that area.

A motion to adopt Ordinance 2025-01, an Ordinance rezoning Cache County Parcel Number 09-043-0006 from A-10 (Agricultural 10-Acre) to HC (Highway Commercial) was made by Joel, seconded by Amber and the vote was unanimous.

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

DISCUSSION WITH CACHE SHERIFF'S OFFICE EMERGENCY MANAGER WILL LUSK.

MAYOR: We appreciate having Will in attendance this evening as well as Dave Cavanaugh and Kenlee Brown who oversee our city emergency preparedness program.

WILL LUSK: The first question I always get asked is does the county have an emergency management plan? Yes, we do. We received a lot of snow a couple of winters ago and it resulted in flooding. We were there to help. This year the snowpack is average in Northern Utah and the governor has issued a state of emergency for drought conditions in Southern Utah. We didn't receive as much snow in the valley as in previous years but the mountains got about the average from past years. There are some legal issues you need to deal with by July 1st. Utah Code Annotated 53-2a-807 talks about "Emergency interim successors for local officers". The city needs to designate three emergency interim successors. If the mayor is hurt or not able to be in charge, who is next in the chain of command? Someone always needs to be in charge as state code requires this. You need to designate these three people by July 1st of each year. The state has a fallback code in place if the city does not make this designation. The order would be the chief executive, chief deputy executive, chair of the legislative body and then the chief law enforcement officer. Sheriff Jensen does not want to be in charge of your city and wants you to have people in place. It is up to each city to decide and then notify the state. A community emergency manager needs to be designated as well. Dave is a good resource and member of the community. I meet with emergency managers from about ten communities on a monthly basis. I am providing a Community Risk Assessment for you to review as well. We all need an emergency preparedness plan in place. The first responders will be spread thin during a large emergency. They will go to the area where they can do the greatest amount of good first. The goal is to get the community back up and running as quickly as possible. Dave and Kenlee participated in the Great ShakeOut activity to test your equipment. It was about coordinating throughout the valley and cities. You also need an emergency operations plan in place. The county and cities are required to do so. The cities can adopt the county plan if they choose to do so. Some communities have different needs than the county. Your communication system in the city is top notch. Your local team knows the radio system and how to operate it. I am willing to help in any way needed.

UPDATE ON THE CULINARY WATER MASTER PLAN.

This item was not discussed or any action taken.

DISCUSSION ON A UTAH WATER QUALITY PROJECT ASSISTANCE PROGRAM GRANT.

WESTON: We have been working on master plans for culinary water and sewer treatment and collection. There is a grant opportunity that has become available in regard to sewer collection. One of the parts of the sewer collection master plan is to review existing reserve capacity for the entire system. This map shows remaining capacity in each sewer line. We have two sewer collection systems and they are designated as the north and south collection systems. Each has their own separate impact fee. The two systems converge on State Road 142 or our Main Street at about 900 West. There are capacity issues in these sewer lines before they enter the treatment plant. The issue is from the last manhole and going back east about 400 feet. The lines in this are 12-inch in diameter. They are not very deep either. The key to a sewer system is slope and pipe size. This entire section of pipe is low on capacity. In fact, some of it is slightly over capacity based on our estimates. The first project we are recommending is to upsize this line. You could do about 400 feet or the entire section of pipe. There is almost no slope at the west end of the pipe. We recommend going from a 12-inch pipe to an 18-inch pipe. The benefit is that a 12-inch pipe is serving a community of about 3,000 people. An 18-inch pipe will service about 15,000 people. It is a huge increase in capacity.

MAYOR: The cost difference between a 16-inch pipe and an 18-inch pipe is not much.

WESTON: The biggest cost in this type of project is usually the labor. I would recommend going bigger so you don't have to deal with this section of pipe again.

MAYOR: We also have the option of leaving the existing pipe in place.

WESTON: We could run the new sewer line next to the existing line and then connect it before it enters the plant. The old line could be used as a backup. The estimated cost will be \$300,000 to \$350,000.

MAYOR: The collection system study is separate from the treatment system study. This is our first discussion on the collection study.

WESTON: The first item in the study is to review capacity. This is an immediate need. The old master plan from 2012 showed it as a need as well but it was never completed.

JOEL: Will upsizing this pipe hurt the MBR Plant because more flow will be coming into the plant at a more rapid pace?

WESTON: No, the plant should not be affected. The plant could be overwhelmed long term without a major expansion if the city continues to grow rapidly. We always have the option to overflow into the lagoons if needed. If the system fills, the manholes would overflow and dump sewage onto the side of the road. If this issue were to happen upstream it would back up in people's basements.

MAYOR: We don't need to do more than 400 feet of pipe at this time because there are other issues upstream from here. We would only do the sections along 100 North/SR142 and not along 800 West. It would be from about 800 West Main going west to the plant. What would be the plan moving forward?

WESTON: We will need some engineering plans. We will have to work with UDOT (Utah Department of Transportation) on an encroachment permit where it is along the highway. I think the goal would be to bid the project this fall.

BRYCE: How long does a project like this take to complete?

WESTON: I would estimate the construction would take a few months. There are not any road crossings so that will help.

MAYOR: Let's get it engineered.

LYLE: Let's get a bid as well.

AMBER: I agree.

The consensus of the city council was to proceed with the engineering and bid process for the sewer line replacement project on Main Street/SR142.

WESTON: From the wastewater treatment master plan, it was determined that projects needing to be completed in the next five years would have an estimated cost of \$9,476,200. This includes the installation of a new Kubota membrane system. The existing system would be replaced to increase capacity. At this time, we would not include the dredging of lagoon number one at an estimated cost of \$1,100,000 so the amount needed for project is approximately \$8,376,000. The Division of Water Quality has some possible grant funding available for projects like this. They helped to fund the water and sewer master plans for the city. There is the likelihood there will be funds available through this agency this year. The application is due by June 20th. The reason there are funds available is not common as a city did not end up utilizing the funds they had approved for a project and they should be available to be allocated. We would like to apply and see if we can get any grant funding. I know a lot of money has been spent by the city recently for new plates. The recent order came from Japan.

HOLLY: We don't know the availability of more plates moving forward.

MAYOR: What is the plan with the new plates we just received?

HOLLY: They will start to be installed next Tuesday, April 29th.

MAYOR: How long do they last?

WESTON: Around three to five years. We would like to apply for the grant funding and see if we get approved or denied. If we get approved, we will have some options to consider. This would not be a quick project. It will take years to complete with design, permitting and installation. The current screens would be used until the new process is put in place.

LYLE: We need to apply but we don't know what other financing we might need at this time.

MAYOR: What is the process?

JUSTIN: Until you determine if they are willing to approve any funds, how much, if it is a grant or a loan as well as the conditions of the approval there is no reason to do anything else. For now, no decisions can be made by the council until they know if we are going to receive a grant and for how much.

AMBER: Is this like a 90/10 split or something else?

WESTON: It is all based on their current requests. They are very dependent on current projects applied for and the funding they have available at that time.

JOEL: I am okay pursuing a grant. The plan I have shows approximately \$3,000,000 is needed for projects for the next five years and then \$8,300,000 is needed for projects in the next ten years. I am not supportive of spending around \$9,000,000 at this time.

WESTON: I need to see if the membrane system replacement/upgrade was moved from the ten-year plan to the five-year plan in the final document.

JOEL: Why was that project moved after we discussed it? What was the reasoning? This is a big concern to me that it has been moved and not mentioned.

WESTON: There are two separate issues to consider. If the existing screens are no longer available then you would need to upgrade before you run out of capacity. If you run out of capacity first, you would still need to upgrade as well. This was an opportunity we saw to apply for some grant funding.

MAYOR: Do we need to meet before June 20th to discuss?

JUSTIN: You could discuss it at the May council meeting but all you are determining is if you want to apply or not. If we get approved and don't like the terms or amount we don't have to accept it.

WESTON: We are not seeking project approval, we are just hoping to apply for a grant and see if they are willing to provide any funding.

JOEL: I support applying for the grant but only want to see projects completed that are needed at this time.

WESTON: I would like to proceed with drafting the application.

JOEL: We need to apply for the grant. We need to see what they offer and then the council can make a decision of how they want to proceed.

AMBER: We also need to review the master plan and see why this large change was made and why we were not made aware of it.

MAYOR: How long would engineering on a project like this take?

WESTON: I would estimate around one year.

JUSTIN: In regard to the upsize of the 12-inch line to an 18-inch line the project would be paid for with cash and impact fees would be used to pay for the project.

INITIAL DISCUSSION ON THE FISCAL YEAR 2026 BUDGET WHICH IS THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2026.

JUSTIN: Tonight is the initial discussion on the new budget which starts in July. Every item in the budget is subject to change until the council adopts the new budget in June. The new budget will be discussed tonight, again in May and then the public hearing and vote of the council will occur in June. The budget includes a 5.00% cost of living adjustment for wages. It was based on inflation in Utah in 2024 as 3.8% and I was asked to consider 5.00%. The city submitted a RAPZ Tax application and we should know by the end of May if it was approved. If approved we will add to the new budget. Bonds and Insurance are for auto, general liability and workers compensation insurance. This cost is distributed across all funds. This year the city will host an election. Cache County will help us with the election. The estimated cost if a primary and general election are needed is \$7,487. There are currently 1,683 registered voters in the city. The new budget does not include any large building improvement projects to any city building with the exception of the Park Community Center. We have budgeted the replacement of two furnaces as there are over 20 in the building. We have also included the replacement of the rusted out doors at the east gym entrance. We have discussed installing a new sidewalk along the highway/200 West from 100 North to 150 North so people can access Lee's Marketplace via a sidewalk. We have reviewed this and would need to work with Rocky Mountain Power as well as UDOT (Utah Department of Transportation) for project approval. They won't allow us to simply install a five-foot-wide sidewalk like we do in town. They require engineered drawings and project approval. We also don't know if they will allow a crosswalk at 150 North 200 West or if they would require the crosswalk to be further west, which would result in an additional sidewalk cost. The cost of the project at this time is too much and the project has not been included. The budget does include the new amount for police protection in the amount of \$67,312. Right now, the city has a Walker lawnmower and a John Deere that is around ten years old. The John Deere is ending the end of its useful life. We have included a new Vanguard 72-inch lawnmower at a cost of \$16,341. If the John Deere were to break we would only have one lawnmower for all of the city parks. Lora has submitted her budget request for the library and the biggest request is a \$2,000 increase in print materials as well as computer upgrades. We do not include any amount for impact fee revenue at the start of the budget year as we don't include the funds until they are actually received. The monthly water utility base rate will increase by \$1.00 per month starting in July per Ordinance 2021-05 adopted on March 16, 2021. The monthly sewer utility rate will increase \$2.00 per month starting in July per Ordinance 2021-16 adopted on June 15, 2021. The council adopted the new central dispatch fee last month as well. The fee will increase from \$3.00 per month to \$3.30 per month in July. The city basically has four independent funds which are the General Fund, Water Enterprise Fund, Sewer Enterprise Fund and Solid Waste Enterprise Fund. The General Fund is required to pay the enterprise funds for use. For example, the garbage cans at the park, the General Fund pays the same \$22.00 per month the residents pay for the

garbage can use. Water and sewer funds are charged to each building and other city facility. The Cub River Sports Complex Budget is proposed at \$50,000 in revenue which is \$25,000 from Richmond and \$25,000 from Lewiston and \$50,000 in expenses. Depreciation Expense is not a cash expense and appears in the water and sewer funds but not the General Fund. There will be a loss in rental income where Head Start is vacating the Community Building at the end of the school year. There will be changes to the payroll from what is proposed as information is finalized in regard to licensing and employees in the sewer fund over the next couple of months plus any other changes you want to see. There are two new trucks which have been requested to purchase. A new ½ truck at a cost of approximately \$50,000 in the General Fund and a new ¾ ton truck in the Water Enterprise Fund at a cost of approximately \$60,000 to \$70,000. The water and sewer fund would each pay 1/3 of the cost of the ½ ton truck. RTIF (Rural Transportation Investment Funds) will be added as we finally received some information on this. Year one we received just over \$126,000. This year we received just under \$63,000. We have learned the first year was much more than in the future years so we will add \$62,000 in revenue and expense for this line item. These are reserved funds meaning they have to be used for a specific purpose which in this case is for road projects. Class “C” Road Funds and Local Road Tax Funds are for the same purpose. Local Road Tax Funds can be used for signage purposes and the city has been actively installing a lot of road signage over the last few months. The health insurance renewal was high with an increase of over 14%. I was asked to clarify the information listed for our employees on the state transparency website and how, for example, an employee making around \$25.00 per hour which equates to \$52,000 per year would show as making \$100,000 on the state transparency website. All amounts must be included on the transparency website which would include the regular wage, overtime which is paid at time and a half, on-call pay which is one hour per day during the week and two hours per day on weekends, and PTO (Personal Time Off) payout if applicable. An employee is paid out for any hours they have accumulated over 240 on December 31st. Also, health insurance, workers compensation and the URS (Utah Retirement System) pension amount are included. When you add all of these items up it can be substantially more than the anticipated amount of \$52,000. Overtime is mostly applicable during the winter months when it snows and the roads must be plowed. Typically, all of those hours are overtime hours so an employee whose regular wage is \$25.00 per hour would be paid \$37.50 for the overtime hours. I was asked how the employees’ wages are split where they must be allocated based on job duties. This is subject to change based on possible assignment changes but we are currently showing the following for the new fiscal year. The council and mayor would be split over Admin, Water, Sewer and Solid Waste. Bryan is split over Parks and Sewer. Karyn, Kassy and Karrie Anne are all under Buildings. They oversee The Park Bench and food pantry. It is proposed for the new budget that the amount of hours they are paid for be increased. The senior center continues to increase and offers more services and their paid hours need to increase. Sam is full-time in the summer and part-time in the school months and his wage will come out of Water and Streets. Yumi comes out of Parks. Josie is split over Admin, Water, Sewer and Solid Waste. The crossing guards come out of Public Safety. Holly is split over Water, Sewer and Planning. I am split over Admin, Water, Sewer and Solid Waste. With Rob’s retirement Shane would now be split over Streets and Sewer where in the past he was just Sewer. Lora and the library staff all fall under the Library. John is split over Streets, Water and Cub River. Melissa is split over Water, Sewer and Planning. Austin comes out of Water. Randal comes out of Cub River. The two temporary seasonal employees come out of Parks. I need to know if you are okay with 5.00% for wage adjustments or if you want something different.

AMBER: What is the inflation amount?

JUSTIN: The number we found was 3.8% for Utah for 2024. I am hopeful we can do at least 3.8% for the employees to keep up with inflation.

BRYCE: What is the metric used for wage increases?

JUSTIN: We really don’t have one where we have such a small staff. We should put something in place but in the past, we have simply tried to do a cost of living increase each year.

AMBER: Why do we need the new vehicles?

HOLLY: We don’t have enough vehicles. The seasonal workers only have an ATV or side by side to drive. The Park Bench employees are utilizing the Traverse. We would not get rid of any vehicles we would add to the fleet. We are continuing to grow and don’t have enough vehicles.

AMBER: How many hours per week are The Park Bench employees using a vehicle? How much is that vehicle being used versus sitting idle?

HOLLY: I don’t have that information right now.

LYLE: Would the ¾ ton be a snowplow truck?

JUSTIN: No, a work truck only.

JOEL: I would like to see how much we are currently utilizing city vehicles. I would like that information gathered. I know some employees use their vehicle all day long like Austin. I want to know about the vehicles that are not used as much.

BRYCE: Who is getting the new ¾ ton truck?

HOLLY: Austin. The other truck would be for myself or other employees to use. The Traverse would be for The Park Bench or the seasonal employees.

AMBER: I talked to Gordon Palmer about the state of new vehicles right now. Some vehicles come out of Mexico and Canada. It is an unknown what the new tariffs will do to vehicle costs. The only known item is vehicle costs will not decrease. They could increase substantially. We need to assess our current needs. I would not want to pay \$85,000 next year if we can pay \$50,000 this year but do we really need the trucks?

MAYOR: It is easy to get the hours and miles off of the vehicles.

AMBER: We might have some vehicles that are sitting and not being used all the time.

JOEL: The seasonals only work for us for a couple of months and don't need a vehicle. I think we can pay mileage for the use of personal vehicles if needed.

JUSTIN: The current IRS mileage rate is \$0.70 per mile.

HOLLY: The previous administration did not approve of mileage reimbursements.

MAYOR: We can easily review vehicle usage when we review the budget again in May.

JOEL: I would like a report from The Park Bench employees about how often and when they need a vehicle.

HOLLY: Typically, when employees are running errands in Logan for the city, they will take a personal vehicle so they can run personal errands at the same time. They won't want to be in a city vehicle when running personal errands.

MAYOR: How many city hours are you putting on your personal vehicle?

HOLLY: None, recently.

MAYOR: Are you factoring in Dollar Tree and others into sales tax revenue?

JUSTIN: We are using a monthly average of \$53,000 and want to be on the conservative side. The percentage owed to Lee's Marketplace for the sales tax rebate will decrease from 80% to 70% in July.

AMBER: Are we aware of any other new businesses coming to town?

HOLLY: Nothing officially at this time.

JOEL: I need clarification on certain departments. Why are Building Department wages increasing so much? Why are Streets Department wages decreasing but benefits increasing?

JUSTIN: Buildings include The Park Bench employees. After reviewing with Holly, Mayor Erickson, and Amber we all feel that the employees need to be paid for more hours they are working and not have to volunteer as much. In the wage and benefit calculations I take the current wage amounts and benefit amounts and pull all of that information together to come up department totals. I will need to pull the details specifically for Streets and see the changes. I will provide the council with details of all current employees' wages and benefits. Also, with a detail of the proposed wages and benefits for the new fiscal year. There are some items that are being updated as I found out yesterday the percentage paid to URS (Utah Retirement System) is actually decreasing by one percent for the next fiscal year.

JOEL: How do we determine wages? How does an employee know what to expect for the future?

HOLLY: We don't have a wage scale set in place.

JOEL: Employees need to know what the future holds for them. I don't want them hoping for only a future cost of living increase.

AMBER: Do we do yearly evaluations?

HOLLY: Yes, but wages are not included as part of it. The only time I have included a wage increase in the past is when a temporary or seasonal worker is hired. We allow for a \$1.00 per hour increase after 60-90 days if they are exceeding expectations.

JOEL: Why is the collection fee for garbage increasing?

JUSTIN: It is because of growth not because of a rate increase. At this time, we don't have any increases included for garbage collection service. The city is growing so we are seeing additional revenue for water, sewer and garbage service utility income. As a reminder, Depreciation Expense is not cash. It shows in the Water and Sewer funds and is a non-cash item. When you look at the Water and Sewer funds you will see they show a loss when deducting expenses from revenue. We have never been able to fully fund depreciation in the past. We will gather some information and provide it to the council next month as we continue to review the new budget.

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW
CUB RIVER SPORTS COMPLEX USE FEES
BLACK & WHITE DAYS BUILDING RENTAL FEES

HOLLY: The Great ShakeOut was completed and was successful. Thanks to Dave Cavanaugh and his team for representing the city. They are constantly here working on things to improve our city. The Black & White Days building is ready to use. The cameras have been installed and are functioning. The landscaping is being completed. The ribbon cutting ceremony will be on Thursday, May 15th at 5:00 P.M. The milling of the asphalt on 500 North has started. The contractor is working with the local homeowners to have driveway access during this project. Weekly updates are being sent to the residents. So far, I have only received two calls with concerns about the project. The contractor has been having good communication with those in the area. The 100 West Main from Main Street to about 50 South road project has been bid. Also, some asphalt will be replaced in a section at about 150 West Main as part of the project. There were seven zoning clearances issued in the last month. Three in the City Creek subdivision, two in Johnson View and two in The Knolls. Substantial completion is done for the Johnson View subdivision. Bids are being obtained to do some additional work on the exterior of the Relief Society building. We have talked to three entities about helping with our licensing requirements at the MBR Plant. The cost for J-U-B Engineers will be about \$4,000 to \$5,000 per month. Another person is going to tour the facility and see if there is an interest in putting in a bid on what they would charge. Bryan and Shane will be testing in May. The basins are going to be drained on April 29th for the next set of membranes to be installed. The windows in the Cub River Sports Complex tower have been replaced. Some were broken, others boarded up and not functional. The flooring in the upstairs has not yet been installed. A local flooring company donated the flooring for the project. Right now, the area is just plywood. All of the streetlight poles on the east side of the highway have been painted. John has been working on those. The next focus point will be on the west side of the highway by Maverik. We hope to have them completed by Black & White Days.

AMBER: What is the white paint I am seeing on the streetlights?

HOLLY: Primer. Weed control classes are being held here in the conference room once a month from March through September. We are trying to help educate the community. About 12 to 15 people have been attending. The Black & White Days schedule of events flyer is ready to publish.

MAYOR: At the ribbon cutting Representative Jason Thompson, Cache County Council Member Dave Erickson and Cache Chamber of Commerce President Jamie Andrus will be in attendance.

HOLLY: Meetings have been held with the cattle committee, horse committee and others. We are about 90% ready for the event.

MAYOR: When is the 100 West Main paving project taking place?

JUSTIN: After Black & White Days.

HOLLY: We need to review the rental fees at the Black & White Days building. Do you want to leave them the same or change them? The only group continually using the building is a religious group that uses the building on Saturday. We do not charge religious groups. Right now, they are using the Park Community Center while the Black & White Days building has been remodeled. The current fee schedule for residents is \$100 for four hours plus a refundable \$100 deposit or \$200 for a full day plus a \$200 deposit. The charge for nonresidents is \$200 for four hours with a \$100 deposit and \$400 for a full day with a \$200 deposit. We are not renting the building until after Black & White Days. We need to discuss the fee schedule for the Cub River Sports Complex as well. There is a soccer team that pays a use fee. We want to see the facility used but people are asking what they have to pay to reserve fields for practice.

LYLE: It is actually a soccer league consisting of about ten teams that utilize the soccer fields.

JUSTIN: Please keep in mind that the electricity to run the ball diamond lights is quite expensive. Last year the cost was around \$7,500 and this year so far, we have spent about \$5,000. The ball diamond lights are on almost every night during the summer with teams that are practicing.

LYLE: We need to honor our commitment to the local religious group we allow to use the fields for free.

HOLLY: The soccer league has been paying around \$300 per year as a use fee. I talked to representatives from Lewiston City and they are not sure who has keys to access the switches that turn on the ball diamond lights.

MAYOR: Let's research what other cities are charging in this regard and create a proposal. We will continue to honor our previous commitments to the religious groups.

JOEL: It is not neighborhood kids showing up down there where it is way away from each city. It is teams showing up to the use the facility.

JUSTIN: The current budget will be amended in May and June. The new budget will be adopted in June. Sales tax revenue for last month was \$51,926. A Class "C" Road Funds allocation of \$28,840 was received which brings the year-to-date total to \$130,828. People say that growth does not pay its way. I would disagree when I see that water impact fee revenue totals \$528,854 through the end of March and sewer impact fee revenue is \$331,254 through March. More fees have been collected in April as well. The municipal election notice will post next week. It is a different year in that there will be four seats open as opposed to the normal three seats. With Daryl being appointed by the council that seat comes open for a two-year term. This year there will be open seats for mayor, and two council members for four year terms and one council member for a two year term. The election sign up period if Monday, June 2nd through Friday, June 6th. State law requires the closing time on the 6th be 5:00 P.M. so on that day the office will be open until 5:00 P.M. I also need to thank our sponsors for Black & White Days. They have gone above and beyond this year to help celebrate the 110th anniversary of the event. One donor is paying for the fireworks show and concert so they can be free to the public.

CRAIG HARRIS: You are making a mistake holding the fireworks show so close to the cattle barn and you should move the location.

COUNCIL MEMBER AND MAYOR REPORTS

BRYCE: The Easter Egg hunt went well and the turnout by the youth council was unreal. It was good to have the graduating seniors attend the council meeting so they could be honored and thanked. The youth council is currently working on preparing for Black & White Days.

JOEL: The planning commission was short a couple of commissioners at this month's meeting so they did not discuss the use matrix. It will be a benefit to the city long term. I am overseeing the Black & White Days foot and bike races and they are getting closer to being ready. I only have a few items left to complete. The sponsors are really helping out. All we need is good weather.

MAYOR: There will be a new route for the Stampede race this year due to the road construction on 500 North.

AMBER: Speaking of the weed classes. I cannot see we have an Ordinance on weeds. I think we should have a discussion on weeds.

JOEL: I don't want a weed ordinance we need to deal with.

MAYOR: The county has a weed control system in place.

BRYCE: There is no risk in the city from weeds. Noxious weeds in the surrounding areas are the biggest concern. There is a dyers woad problem above town. The community is not at risk for fires from weeds.

LYLE: We need to make sure we keep our boundary clear to help mitigate the risk.

AMBER: I am willing to do some research as I would like to have a discussion on weeds at a future council meeting. What is everyone's thoughts on having two council meetings a month?

JOEL: One meeting a month is fine; there is no need for two meetings.

AMBER: We had a long meeting last month. I don't want us to make bad decisions because we are tired.

MAYOR: Amber asked me my thoughts on a second meeting. Maybe if we need to hold a workshop, we have a separate meeting for it.

AMBER: The Park Bench served 151 lunches and had over 1,050 items taken from the food pantry last month. There were 150 visitors and 65 volunteer hours. There was a large donation of beef to the senior center. The seniors don't really get an increase in revenue each year and expenses are increasing. A pound of beef can go a long way for a senior. Thanks to Lee's Marketplace for the pallets of food they donated. I am thankful for the staff handling Black & White Days this year. I have been chastised by some residents for allowing it to happen. We are all busy. The staff has taken over this year. There has been communication from all involved. Adjustments have been made and the community will benefit from it. The calendar is full and there are so many different groups and people involved. It is a six-day event. Most cities only have an event for two days or even just one day. We come together as a community for six days. We all get to be involved and enjoy.

LYLE: During our bi-weekly engineering meetings we are looking at future water needs as well as talking about the sewer system amongst other things.

MAYOR: The grant might be possible for the big sewer project.

LYLE: I appreciate the guidance and future planning that is being done during that meeting.

MAYOR: It is nice to have two council members attend when their schedule allows.

Richmond City Council Meeting Minutes, April 24, 2025

HOLLY: Austin appreciates being able to attend and get to know everyone involved in this process and learn to understand their thought process.

MAYOR: I am excited for Black & White Days. Many families in this community were here before Black & White Days started 110 years ago. An election announcement will come out next week. There will be four open seats. Three council member seats and the mayor seat. I am going to pass the torch onto someone else. The position will be open. I am letting people know now so hopefully they can get involved. I work with a great council and staff. Leslie and I have been involved with the city for 22 years. It has been a huge privilege with ups and downs. I have been able to work with dozens of people who bring things to the table to the benefit of the community. I am encouraging people to run for office.

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

Yes Vote: Bair, Ervin, Draxler, Wood

No Vote: None

Absent: Black

Adjournment at 9:00 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder

**RICHMOND CITY CORPORATION
ORDINANCE 2025-02**

WHEREAS, the City Council of Richmond has the responsibility for the general welfare of the City; and

WHEREAS, such responsibility includes but is not limited to, establishment of best management practices;
and

WHEREAS, management practices may evolve over the passage of time:

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

**AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000
“LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)”, CHAPTER 12-800 “ZONING
ESTABLISHMENT”, ADDING PART 12-805-20 “UTAH WATER SAVERS PROGRAM”.**

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

1. Sections shall be amended such that the highlighted areas below shall be added and the ~~strikeout~~ areas shall be deleted.

12-805-20 UTAH WATER SAVERS PROGRAM

The State of Utah has created a landscape incentive program labeled "Utah Water Savers". Water efficient landscapes can be reviewed and applied for at:

<https://conservewater.utah.gov/landscape-rebates/>

Eligibility for waterwise rebates composed by the State of Utah, must meet the minimum standards defined for both new and existing landscape conversion:

- A. No lawn on parking strips or areas less than eight feet (8') in width in new development(s).
- B. No more than fifty percent (50%) of front and side yard landscaped area in new residential developments is lawn. Lawn limitations do not apply to small residential lots with less than two hundred fifty (250) square feet of landscaped area.
- C. In new commercial, manufacturing, industrial, institutional and multi-family development common area landscapes, lawn areas shall not exceed twenty percent (20%) of the total landscaped area, outside of active recreation areas.

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 15th day of May, 2025.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder

**RICHMOND CITY CORPORATION
ORDINANCE 2025-04**

WHEREAS, the City Council of Richmond has the responsibility for the general welfare of the City; and

WHEREAS, such responsibility includes but is not limited to, establishment of best management practices; and

WHEREAS, management practices may evolve over the passage of time:

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

AN ORDINANCE AMENDING THE RICHMOND CITY MANUAL OF DESIGN & CONSTRUCTION STANDARDS, CHAPTER 9.0 “MISCELLANEOUS DESIGN”, SECTION 9.01 “EASEMENTS”, CHAPTER 2.0 “STREET DESIGN”, SECTION 2.02 “CURB, SWALES, SIDEWALK AND RAMPS”, CHAPTER “SUMMARY OF AMENDMENTS TO THE “MANUAL OF STANDARD PLANS”” AND CHAPTER “DIVISION 33 UTILITIES”, SECTION “33 12 33 WATER METER”.

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

1. Sections shall be amended such that the **highlighted** areas below shall be added and the ~~strikeout~~ areas shall be deleted.

9.01 EASEMENTS

- B. ~~Public utility easements shall be established on the sides of each subdivided lot. Minimum widths shall be five (5) feet on the sides of lot and ten (10) feet along front and back of lot.~~
- B. **Public utility easements shall be established with a minimum width of ten (10) feet along the front of each subdivided lot.**

2.02 CURB, SWALES, SIDEWALK AND RAMPS
--

6. **Driveway approaches shall be constructed of concrete.**

SUMMARY OF AMENDMENTS TO THE “MANUAL OF STANDARD PLANS”
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Replacement of the following drawings under “**Roadways**”

249-N Roadway sections 66 foot – local – swales and ribbon curb (1 of 4) – New

249-N Roadway sections 99 foot – local – swales (4 of 4) – New

Replacement of the following drawing under “**Fire Hydrants**”

521 3/4 “ and 1” meter – Replace with 521-R

SECTION 33 12 33 WATER METER

Replacement of the following drawing in **3.1 INSTALLATION**

- B. Where water lines are located below paved streets or public right-of-ways containing curbs, install valves and meter boxes at the back of the curb per **standard plan 521-R**. Such installation shall be in accessible locations beyond limits of walks and driveway approaches or other pedestrian and vehicular interference.
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 15th day of May, 2025.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder

PROPOSED BUDGET ADJUSTMENTS MAY 2025

GENERAL FUND

REVENUE	\$	216,994
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EXPENSES

ADMINISTRATION	\$	10,253
BUILDING	\$	45,285
PUBLIC SAFETY	\$	-
STREETS	\$	113,931
PARKS	\$	42,190
FIRE DEPT	\$	166
LIBRARY	\$	5,169
PLANNING	\$	-
TO CAPITAL PROJECTS FUND	\$	-
TO CUB RIVER SPORTS	\$	-
	\$	216,994

WATER ENTERPRISE FUND

REVENUE	\$	258,675
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EXPENSE	\$	20,000
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SEWER ENTERPRISE FUND

REVENUE	\$	219,169
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EXPENSE	\$	79,363
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CUB RIVER SPECIAL REVENUE FUND

REVENUE	\$	13,000
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EXPENSE	\$	13,000
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CAPITAL PROJECTS FUND

REVENUE	\$	-
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EXPENSE	\$	-
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SOLID WASTE ENTERPRISE FUND

REVENUE	\$	9,000
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EXPENSE	\$	9,000
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