

**RICHMOND CITY COUNCIL**

**MAY 15, 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, May 15, 2025. The meeting began at 6:30 P.M.; Mayor Paul Erickson was in the chair. The opening remarks were made by Daryl Black.

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

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

VISITORS: Roger Priest, Chase Westwood, Jack Patton, Jennifer Erickson, Cindy Smith, Terrie Wierenga

**APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM APRIL 24, 2025.**

\*\*\*A motion to approve the April 24, 2025 city council meeting minutes was made by Bryce, seconded by Amber and the vote was unanimous.\*\*\*

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

No Vote: None

**RECOGNITION OF SPARTAN COMPANIES AS THE 2025 BLACK & WHITE DAYS GRAND MARSHAL.**

**AMBER:** I would like to read the following:

“One of the greatest opportunities I have had as a council member is being able to meet and associate with those I would not have otherwise. The friendships and relationships that have formed in my time serving is irreplaceable. One of those relationships is with Spartan, its owners and employees. I would like to share a brief history of their company and reflect on their time here. Spartan Companies is a best-in-class provider of construction, maintenance, and labor support services in the energy industry. Spartan was founded in 2015 on the idea that a lean-minded, well-trained and high-performing group of people can beat the bloated, inefficient bureaucracies that confuse being a "big" company with being a "great" company. At Spartan, we believe greatness and excellence are a direct result of our daily, individual actions. Better said by the great philosopher Aristotle, "We are what we repeatedly do. Excellence, then, is not an act but a habit". In Spartan's first decade in business, they have grown from a small, relatively unknown company into being one of the premiere providers of construction, operations and maintenance in the Oil & Gas Industry. Household names like ExxonMobil, Honeywell, and BP sit at the top of Spartan's prestigious customer list. Chances are if you stop at a gas station anywhere in the US, the name on the sign can also be found on Spartan's customer list. When asked about having such a prestigious customer base, Spartan's COO, Josh Thornock said, "with gratitude being one of Spartan's core values, it is never lost on the ownership group on how fortunate we are to have such amazing employees and customers." Spartan's primary focus during the past 10 years has been in the Oil & Gas Industry, but in recent years they have refocused their efforts to include renewable energy projects. Spartan has built solar farms, jet fuel facilities powered by household garbage, and landfill/dairy methane processing facilities. They are currently constructing a landfill methane recovery plant near Tooele, Utah for a renewable energy subsidiary of BP (British Petroleum). When asked about continuing to expand into other industries, Spartan's CEO, Boman Lapp says, "we will expand with our core customers. If our core customers see new opportunities, we will be there to support them with our services". Spartan was founded in Colorado by Brandon Stephens and Stuart Goble. But the Cache Valley, Utah natives always had a dream to move the company headquarters back home. In 2019, with the startup phase of the company over, Spartan Companies relocated their corporate headquarters to Richmond, Utah. When asked why the selected Richmond, Utah as the new location for headquarters, CFO Stuart Goble said, "we immediately fell in love with the community in Richmond, Utah. It's a perfect fit for our culture and our employees love it here." Founder Brandon Stephens says, "there is no better place for our corporate employees to live and raise their families than right here in Cache Valley. My Oil & Gas career has taken me to amazing places, and no matter the hype, nothing ever comes close to being as special as Cache Valley.

But please be quiet about that, we don't want the secret to get out". Spartan currently has nearly 1,000 employees and exceeds \$200 million in annual revenue. As you can see they have made a name for themselves. Within our amazing community we cannot look far and not see the generosity that Spartan has given. I can say their impact here is a positive one and one I hope continues. They have been more than generous and we truly appreciate all they offer and appreciate their presence here. I personally would like to thank Spartan. Our senior community has been blessed by their generosity. Gary's daily jokes, Brandon and the other employees simply saying hello and sharing of their time does not go unnoticed. We recognize and celebrate with them for being in business for 10 years and look forward to witnessing their successes. We recognize you as Richmond's Black & White days grand Marshall for 2025."

Amber and Holly presented Brandon Stephens from Spartan Companies a small gift of appreciation for their contribution to the city and Black & White Days.

**DISCUSSION AND POSSIBLE VOTE ON THE SPECIAL EVENT APPLICATION REQUEST BY JENNIFER ERICKSON TO HOST A "KIDS BAZZAAR" AT THE CITY PARK ON SATURDAY, JUNE 21<sup>ST</sup> AND FRIDAY, JULY 18<sup>TH</sup>.**

**JENNIFER ERICKSON:** We held our first event last summer. It was a bigger success than expected. We want to hold two events this year. Both would be from 9:00 A.M. to noon. We have a lot of booth requests right now for June 21<sup>st</sup>. I want to start advertising for July 18<sup>th</sup>. I am also requesting a waiver of the special event permit fee where this is for kids. Myself and others are helping put together the event for the kids.

**MAYOR:** Are you using the north and south pavilions?

**JENNIFER:** Just the far north one. It is more convenient for parking there.

**MAYOR:** Holly, were there any issues last year?

**HOLLY:** No.

**JENNIFER:** I will have a new banner for this year.

**HOLLY:** Bring us the banner so our employees can hang it.

**BRYCE:** I love this event. My kids had a blast. I am glad you are doing it again.

**JENNIFER:** This year it will be on a Friday and Saturday so hopefully more people can participate.

**JOEL:** My kids really enjoyed it last year. I think it is a good thing for all of the kids that are involved.

**AMBER:** This is great. People raved about it last year.

\*\*\*A motion to approve the special event application request for the Kids Bazaar including a waiver of the special event permit fee was made by Bryce, seconded by Lyle and the vote was unanimous.\*\*\*

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

No Vote: None

**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".**

**JUSTIN:** The city was contacted by some residents regarding the Utah Water Savers program. We contacted the state to find out the requirements. The only involvement by the city is we have to have some verbiage in our code about the program. There is no cost to the city. The city is not involved in the program. Until the code change is made; the residents cannot apply for the funding to help xeriscape their yard. There is specific criteria they have to meet in order to qualify. The planning commission reviewed the request this month and recommended approval. More information can be found at the following website: <https://conservewater.utah.gov/landscape-rebates/>

**JOEL:** The planning commission felt the ordinance is a good idea and unanimously supported it.

**BRYCE:** So a person living in the city cannot apply for this funding without this ordinance being put in place?

**JUSTIN:** Correct.

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\*\*\*A motion to adopt 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" was made by Bryce, seconded by Joel and the vote was unanimous.\*\*\*

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

No Vote: None

### **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".**

**WESTON:** There are a few proposed changes to the design and construction standards. Right now it says public utility easements shall be established on the sides of each subdivided lot. The update would remove this from the read and side yards. We need the utility easement along the front yard. The city attorney has recommended this change. A new addition would be the following: Driveway approaches shall be constructed of concrete.

**MAYOR:** The concrete must come up to the road?

**WESTON:** Yes, to the asphalt road or ribbon curb. We are proposing changes to a couple of drawings. It would make the minimum swale three inches. It currently is eight inches, which can be too much of an angle. This is in line with national standards. The other drawing that has been modified is for water meters. It shows the depth of the meter, adds a tracer wire and defines the riser yoke. This is what Austin Hinckley is requesting after reviewing the drawing with him.

**MAYOR:** Is this an industry standard?

**WESTON:** Yes. It is also good for the contractors to have this drawing so they know what is expected.

**MAYOR:** This only applies to new water meters moving forward?

**WESTON:** Yes.

\*\*\*A motion to adopt 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, Sidewalks and Ramps", Chapter "Summary of Amendments to the "Manual of Standard Plans"" and Chapter "Division 33 Utilities", Section "33 12 33 Water Meter" was made by Bryce, seconded by Daryl and the vote was unanimous.\*\*\*

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

No Vote: None

### **DISCUSSION ON 2025 CCOG (CACHE COUNTY COUNCIL OF GOVERNMENTS) GRANT APPLICATION.**

**MAYOR:** The city is working to acquire some land on 300 North from State Street to the highway for a future road. There are three parcels the road would cross. The city has acquired the east parcel and is currently working with the homeowner who owns the middle parcel. We want to submit a letter of intent to apply for some funding from the 2027 COG grant cycle. They are skipping awarding funding for 2026. The letter of intent has to be submitted in June. The city received COG funding to pay for the 150 North 400 West road project. The city paid eight percent of the cost of the project. The 500 North road reconstruction project is currently underway. It was originally approved in 2018. The project will be completed by this fall. We talked to the county and are unsure if we can do the work in 2026, if the project is approved, and then get reimbursed in 2027 or if we would have to wait until 2027 to do the project. We are waiting for clarification from the COG on this. For tonight, I am asking for your support in submitting a grant application.

**WESTON:** I will write the draft of the application and the mayor can sign it and submit it.

**MAYOR:** I would like to apply. Worst case they tell us no.

*The consensus of the city council was to submit a grant application to the CCOG for funding year 2027.*

**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:** We are looking at amending the budget now and again in June as we finish up the fiscal year. We are proposing General Fund increases in the amount of \$216,994. I am going to mention the larger items. Revenue increases would be for donations received, RAPZ Tax, planning fees, baseball registration fees, a library CLEF grant, a distribution of RTIF (Rural Transportation Investment Fund) funding, Class "C" Road funds, local road tax, mass transit tax, franchise fees and sales tax. Expense increases are for the following. Administration is for the rebate owed to Lee's Marketplace as well as credit/debit card fees. Building consists of increases to building maintenance, the city portion of the Black & White Days building renovation project and the senior program. Streets shows an increase to the RTIF road tax, local road tax, mass transit tax, Class "C" Road funds, supplies and a decrease to wages. The wage decrease is reallocating the funds after the retirement of Robert Bair to the Parks department since Sam Sadler was hired. Parks increases are for wages and benefits, Black & White Days and the baseball program. Library increases are for a CLEF grant, utilities and sundry. Water Enterprise fund revenue increases for impact fees and water meter installations. Expense increases for supplies and credit/debit card fees. Sewer Enterprise fund revenue increase for impact fees. Expense increases for engineering, supplies, sampling and credit card fees. The sewer treatment master plan has been completed. The sewer collection master plan is being finalized. Once complete an impact fee study will be completed by Zions Public Finance. The goal is to have the new impact fee in place on January 1<sup>st</sup>. Increase to the Cub River Sports Complex fund for the installation of the new windows in the tower. Solid waste increase for the monthly utility fee for revenue and for the hauler and tipping fee for the waste.

\*\*\*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.\*\*\*

*The public hearing opened at 7:04 P.M.*

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

There were not any comments or questions.

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

*The public hearing closed at 7:05 P.M.*

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

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

\*\*\*A motion to approve amendments to the Fiscal Year 2025 Budget was made by Lyle, seconded by Bryce and the vote was unanimous.\*\*\*

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

**GENERAL FUND**

|                          |           |
|--------------------------|-----------|
| REVENUE                  | \$216,994 |
| EXPENSES                 |           |
| ADMINISTRATION           | \$10,253  |
| BUILDING                 | 45,285    |
| PUBLIC SAFETY            | 0         |
| STREETS                  | 113,931   |
| PARKS                    | 42,190    |
| FIRE DEPT                | 166       |
| LIBRARY                  | 5,169     |
| PLANNING                 | 0         |
| TO CAPITAL PROJECTS FUND | 0         |
| TO CUB RIVER SPORTS      | 0         |
| TOTAL EXPENSES           | \$216,994 |

**WATER ENTERPRISE FUND**

|         |           |
|---------|-----------|
| REVENUE | \$258,675 |
| EXPENSE | \$20,000  |

**SEWER ENTERPRISE FUND**

|         |           |
|---------|-----------|
| REVENUE | \$219,169 |
| EXPENSE | \$79,363  |

**CUB RIVER SPECIAL REVENUE FUND**

|         |          |
|---------|----------|
| REVENUE | \$13,000 |
| EXPENSE | \$13,000 |

**CAPITAL PROJECTS FUND**

|         |     |
|---------|-----|
| REVENUE | \$0 |
| EXPENSE | \$0 |

**SOLID WASTE ENTERPRISE FUND**

|         |         |
|---------|---------|
| REVENUE | \$9,000 |
| EXPENSE | \$9,000 |

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

**JUSTIN:** We have made a few adjustments since last month. We reduced the cost-of-living increase from 5.00% to 4.00%. After discussion with Amber, Mayor Erickson, and Holly regarding individual employees, we are proposing to give two employees \$1.00 per hour raises and change the hours and wages of those working with The Park Bench. Amber and mayor feel the changes to The Park Bench wages and hours are appropriate. If we receive RAPZ Tax approval on our project; we will add it next month once it is confirmed. We have reduced sales tax revenue from \$636,000 to \$612,000. The last couple of months have been lower than the last couple of years. We have added in the RTIF (Rural Transportation Investment Fund) tax in the amount of \$62,000 in revenue and expense. There are some changes to the wages and benefit line items from last month as we update those. Utilities in Parks has been increased due to the number of garbage cans we have in various parks throughout the city. We have adjusted the sewer engineering fee where it is now known what we are doing in regard to our licensing needs. We are still in the process of evaluating the fleet. One area of concern is our snowplow fleet. Right now, we have the two large dump

trucks. One goes east/west and the other north south. We then have the loader with box scraper that does several areas. Our biggest concern is the 2007 Ford F350 flatbed. It is used to push the small subdivisions and cul-de-sacs. If this truck goes down, we would have to use the loader and box scraper for these areas. The loader does not have a sander. There is not a way to get the big trucks in these small areas to salt. We are looking at some pricing to possibly add a new snowplow truck, sander and plow. The truck would be able to be used throughout the year as well. We are in the process of getting some numbers to discuss with the council next month to see how you would like to proceed. Next month will be the public hearing and vote of the council. The new budget must be adopted by the end of June.

**MAYOR:** Can you tell us what the franchise tax consists of?

**JUSTIN:** Rocky Mountain Power, Comcast, Enbridge/Dominion Energy and municipal telecom tax.

**MAYOR:** Can you provide us some historical information on this next month of the amount from each entity as well as if it is growing.

**JUSTIN:** Yes.

**MAYOR:** When does the Lee's Marketplace rebate amount change?

**JUSTIN:** In July, it will drop to 70%.

#### **STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.**

**WESTON:** There were some questions on the Sewer Treatment Master Plan at last month's council meeting I did not have answers too. The Kubota upgrade had been moved from the 5-10 year plan to the 0-5 year plan. It would be financially cheaper to do it all at once rather than piece meal it along. We have learned that the products needed for the current filtration system are still being produced but will come from Japan. Kubota is coming out with a new system in 2027. We will have to evaluate the pricing and the new systems efficiency.

**MAYOR:** How is the pipe replacement project east of the MBR Plant coming along?

**WESTON:** Right now the survey work is being completed for the design. The design is still in its early stage. We plan to bid the project the end of summer or the start of fall.

**JOEL:** Thank you for clarifying the information in the sewer study.

**WESTON:** We are happy to review the study in-person if you have any additional questions.

**MAYOR:** Justin, please add the study to the website. When is the application for the grant funding due by?

**WESTON:** June 20<sup>th</sup>.

**HOLLY:** We have new zoning clearances in the Richmond Village, Knolls, and Johnson View. Right now we are working on two more that are not yet approved. Black & White Days is in full swing. There are a lot of upcoming events on Friday and Saturday.

**MAYOR:** During the cattle show broadcast there were around 20,000 people watching online.

**HOLLY:** The biggest item of concern is moving the tent at 4:00 P.M. on Friday. We will need 20 people to move it. There are two ribbon cuttings tomorrow. One at the Black & White Days building and one at the Relic Hall. I hope the community can see the positive changes we are making to our buildings. Bryan did not pass his Level III sewer test this week. He will test again in June. He just barely missed passing this month. I think he will pass it soon. In the past, we have talked about having to utilize the J-U-B Engineers license at our facility. Angie Pritchett is willing to help us out with our licensing needs. She is going to do a contract with us. It will be for one year. Angie will help us with our licensing requirements and train Bryan as needed.

**MAYOR:** It is a very good deal for the city. It is an hourly rate we will pay her. J-U-B Engineers will serve as our backup. If Bryan passes the test and feels comfortable with things we can cancel the agreement with Angie. We are very happy she is willing to help us out as not many people have this level of certification.

**JUSTIN:** The election signup period is Monday, June 2<sup>nd</sup> through Friday, June 6<sup>th</sup> at 5:00 P.M. New this year is the requirement for a Conflict-of-Interest form to be completed with the other documents. It is the same document the council and mayor filled out earlier this year. We are going to notify the residents if they want to complete this form in advance of signing up to run for office they can, they just won't sign it until they come in. We will make sure we send out some advertising in this regard. They can fill it out here or at home and bring it with them. This year the seats up for election are the mayor and two four-year council seats and one two-year council seat. Through April we have collected \$345,429 in Property Tax Revenue. Sales tax last month was lower than in several months in the amount of \$50,451. The library received a CLEF Grant in the amount \$3,716. A RAPZ Tax reimbursement request was received in the amount of \$105,500. Through the end of April we received \$15,375 in sponsorship payments for Black & White Days and through today it totals \$21,825 with more still coming in. The city party will be held on

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Friday, September 12<sup>th</sup> and the employee Christmas party will be held on Saturday, December 20<sup>th</sup>. Water Impact Fees collected through April total \$596,882. Sewer Impact Fees collected through April total \$370,662. The membranes were received in April and the maintenance and repair line item shows \$196,552 which includes the two membrane orders. We will amend the current budget in June as we look to finalize things for this fiscal year.

### COUNCIL MEMBER AND MAYOR REPORTS

**DARYL:** I want to thank Melissa with how the vendor booths are coming together. The chuckwagon breakfast at Lee's Marketplace is coming together. We will deliver our tables and chairs to them tomorrow for them to use. Right now, anytime someone digs in the right-of-way it requires an encroachment permit from the city. I want to propose making a change to this requirement for certain contractors such as the Richmond Irrigation & Power Company. They have a lot of spur of the moment projects and it is hard to come in and file the paperwork where most of their repairs are emergency repairs. I would suggest we put something in place with them where we hold their money for one repair for a certain amount of time and then refund it later on. We don't require them to come in for each repair. An example of a problem is a homeowner hits a riser on a weekend. The repair needs to be made immediately. They cannot wait until Monday morning to come in, fill out the paperwork and then complete the repair. They would fix the break immediately and have the system back on in a few hours. They cannot wait days to make the repair.

**JUSTIN:** We will need to amend the prevailing fee schedule to make this change.

**MAYOR:** That makes sense so let's proceed.

**JUSTIN:** I will work with Daryl and we will come back to the council in June with a proposal.

**BRYCE:** The Hamburger Stand has been a big success. We even had people waiting in line during the rain. We need good weather the next couple of days. Bad weather yesterday slowed the sales. Kassy, Lyndsey and all of the youth council kids are doing really well over there. It is teaching them some good skills. The kids are working hard. We had a lot of hiccups the first night but we have gotten through them.

**MAYOR:** Do we have insurance coverage for volunteers?

**JUSTIN:** Yes. We have coverage for volunteers and specifically list Black & White Days and the city party on our insurance policy.

**JOEL:** The planning commission met this month. They have been working on a use matrix table. It has been a long and hard process. Just this month alone they spent an hour and a half on it. It has been a tough process but it is important. It will really help the employees once it is adopted. It will contain a list of what is allowed in what zoning classifications and where. Things with Black & White Days are going well. Special thanks to Karyn Tejan for her help with the foot and bike races. She has gone above and beyond. Also, thanks to Melissa and Holly for their help. All of them have helped with the entire process. The staff has accomplished a lot.

**AMBER:** We have a lot of people attending The Park Bench who do not reside in the city. We are always trying to watch out for our seniors. Healthy aging week is in August. An event will be held and we are going to invite the surrounding cities to attend. Black & White Days brings family members home. I was talking to Richard Bagley's family and they mentioned how they love to come home for the event each year. The Little Miss pageant was held on Monday. Rhonda Davis and her team are amazing. It is such a sweet event for the little girls. It gives them confidence. There was energy in the room. There were around 150 people in attendance. I also attended the heritage cattle sale. I appreciate the heritage of our community. There were FFA and 4H kids in attendance. There are a lot of outsiders in the city during the event.

**LYLE:** I love the reminder about our heritage for one week a year during Black & White Days. I toured the Relic Hall today. It is a personal reminder about my ancestors. It reminds me we are what we are because of them. It is a good reminder to look to the past as well as the future.

**MAYOR:** It is not really possible to describe the effort involved in Black & White Days. It is hard but there are some great experiences. There is a lot of planning and forethought. A lot of time has been spent this year. We have had a few complaints over the last couple of days and learned some things. For the 110<sup>th</sup> celebration we decided to go big. It is amazing what is happening. We met with some elected officials tonight at the ribbon cutting such as Representative Jason Thompson and Dave Erickson of the Cache County Council. I have talked with various staff members throughout the week. Thanks to all of you for your sacrifice for this event. Due to some conflicts in June,

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the June 19<sup>th</sup> council meeting is being rescheduled to June 17<sup>th</sup>. The July council meeting will be held on its regular date of Thursday, July 17<sup>th</sup>.

\*\*\*A motion to adjourn was made by Bryce, seconded by Lyle, and the vote was unanimous.\*\*\*

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

Adjournment at 7:44 P.M.

### **RICHMOND CITY CORPORATION**

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Paul J. Erickson, Mayor

### **ATTEST:**

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Justin B. Lewis, City Recorder