



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

AGENDA

Public Notice is given that the Richmond City Council will meet in a specially scheduled meeting at 90 South 100 West, Richmond, Utah, on **Tuesday, August 19, 2025**. The meeting will begin at 7:30 PM.

Welcome and Opening Ceremonies by Mayor Erickson.

1. Approval of the city council meeting minutes from July 15, 2025.
2. Canvass the election results of the August 12, 2025 Primary Election.
3. Staff reports and monthly financial review
4. Council Member and Mayor Reports

Adjournment

*****Note: The City Council will be touring the Community Building located at 6 West Main at 7:00 P.M. to review the proposed remodel plans for the building.*****

*****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

JULY 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 Tuesday, July 15, 2025. The meeting began at 6:30 P.M.; Mayor Paul J. 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, Bryce Wood and Daryl Black.

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

VISITORS: Todd Smith, Christine Glenn, Mary Ellen Glenn, Rosemary Parkinson, Cindy Allen, Jeff Young, Kassy Greer, Fredrick Hendricks, H. Brandon Wright, Craig Harris

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM JUNE 17 AND 30, 2025.

A motion to approve the June 17 and June 30, 2025 city council meeting minutes 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 2025-10, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000 "LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)", CHAPTER 12-900 "ZONES", PARTS 12-903-2 "PERMITTED USES", 12-903-3 "CONDITIONAL USES", 12-904-2 "PERMITTED USES", 12-904-3 "CONDITIONAL USES", 12-905-2 "PERMITTED USES", 12-905-3 "CONDITIONAL USES", 12-906-1 "CONDITIONAL USE", 12-907-2 "CONDITIONAL USES", 12-908-2 "CONDITIONAL USES", 12-909-2 "CONDITIONAL USES" AND 12-910-2 "CONDITIONAL USES".

JUSTIN: The proposed Ordinance also has to do with the next agenda item as well. As part of the new RMF (Residential Multiple-Family) Ordinance that was recently adopted there was a discussion about what the allowed uses would be in the new zone. The discussion triggered a long and lengthy discussion about the current code being quite vague and not very detailed. The planning commission, after seeing how other cities did things, liked the idea of creating a permitted use matrix table which would include all of the uses for each zone in one area of the code. This Ordinance would remove all of the current permitted uses and conditional-uses and refer them to the newly proposed Permitted Use Matrix Table. The planning commission spent months going line by line through the proposed table. It is very detailed. The last item they dealt with is adult/sexually oriented businesses which has its own section in the city code. The intent is to adopt this Ordinance to remove the existing code and then in Ordinance 2025-08 adopt the new permitted and conditional-use matrix table. It will be nice to have all of the uses in one section of the code for reference.

JOEL: The planning commission had many meetings on this. The original proposal was very long and had some redundancy so they removed many items and also items that did not apply to the city. A lot of time and effort has been spent on this. I think it is a good starting point.

DARYL: When I first saw this, I wondered what was going on. I just saw a bunch of code being stricken out of the proposed Ordinance. After doing some research on this Ordinance and the next one, I understand the intent. This matrix has been reviewed in its entirety by the planning commission and chairman. The chairman helped them go through this line by line. It took a lot of time. After I learned the intent behind it, I now understand why it is being proposed.

***A motion to adopt Ordinance 2025-10, an Ordinance amending the Richmond City Municipal Code, Title 12-000 "Land Use, Development and Management (LUDMO)", Chapter 12-900 "Zones", Parts 12-903-2 "Permitted Uses", 12-903-3 "Conditional Uses", 12-904-2 "Permitted Uses", 12-904-3 "Conditional Uses", 12-905-2 "Permitted Uses", 12-905-3 "Conditional Uses", 12-906-1 "Conditional Use", 12-907-2

“Conditional Uses”, 12-908-2 “Conditional Uses”, 12-909-2 “Conditional Uses” And 12-910-2 “Conditional Uses” was made by Daryl, seconded by Joel and the vote was unanimous.***

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

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-08, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000 “LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)”, ADDING IN ITS ENTIRETY CHAPTER 12-3000 “PERMITTED USE MATRIX”, PART 12-3001 “PERMITTED USE MATRIX TABLE”.

JUSTIN: There was a question about the definitions of the header in the matrix table. Each zone is listed such as A-10, RMD, HC and all of the other zoning classifications. Each zone has its own definition such as A-10 being Agricultural 10-acre and HC being Highway Commercial. The intent with this Ordinance is to have all of the uses listed and they are either approved (Yes), not allowed (No) or CUP (Conditional-Use Permit). We know there will be changes that need to be made along the way where this is such a large document with many line items but we feel it is a good start.

AMBER: I love this. Back when I was on the planning commission many years ago, we talked about it but didn't do anything with it because it is such a daunting task. It was a large project to take on. Hats off to the planning commission as it was a lot of line items to work through and filter.

MAYOR: It is nice having the NAICS code because that code has a definition and it isn't something we have to define what it means.

A motion to adopt Ordinance 2025-08, an Ordinance amending the Richmond City Municipal Code, Title 12-000 “Land Use, Development And Management (LUDMO)”, adding in its entirety Chapter 12-3000 “Permitted Use Matrix”, Part 12-3001 “Permitted Use Matrix Table” was made by Daryl, seconded by Lyle and the vote was unanimous.

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

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-09, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE, TITLE 12-000 “LAND USE, DEVELOPMENT AND MANAGEMENT (LUDMO)”, CHAPTER 12-1000 “OVERLAYS”, DELETING IN THEIR ENTIRETY PARTS 12-1070 “SENSITIVE LANDS REGULATIONS OVERLAY”, 12-1070-1 “OVERVIEW”, 12-1070-2 “DEVELOPMENT REQUIREMENTS”, 12-1070-3 “SENSITIVE LANDS ANALYSIS REQUIREMENTS”, 12-1070-4 “WAIVER/MODIFICATION OF ANALYSIS AND STUDY REQUIREMENTS”, 12-1070-5 “SENSITIVE LANDS REGULATIONS”, 12-1070-6 “ADMINISTRATIVE PROCESS”, AMENDING CHAPTER 12-300 “DEFINITIONS”, PART 12-805-19 “RETAINING WALLS”, CHAPTER 12-900 “ZONES”, PART 12-901 “ESTABLISHMENT OF ZONES”, ADDING IN THEIR ENTIRETY, PARTS 12-2005 “SENSITIVE LANDS”, 12-2005-1 “OVERVIEW”, 12-2005-2 “DEVELOPMENT REQUIREMENTS”, 12-2005-3 “SENSITIVE LANDS ANALYSIS REQUIREMENTS”, 12-2005-4 “WAIVER/MODIFICATION OF ANALYSIS AND STUDY REQUIREMENTS”, 12-2005-5 “SENSITIVE LAND REGULATIONS”, AND 12-2005-6 “ADMINISTRATIVE PROCESS”, AND AMENDING CHAPTER 10-700 “TELECOMMUNICATIONS TOWER FACILITIES”, PART 10-701 “PURPOSE OF CHAPTER”.

WESTON: The current municipal code includes a sensitive lands overlay zone which doesn't make a lot of sense being an overlay. An analysis is required on slopes, wetlands defined, etc. and it also references an appendix. The appendix doesn't exist. The intent of this Ordinance is to remove the overlay zone and insert new sections of code regarding sensitive lands. For any new development an analysis would be required. Developers complete the analysis and we review it. This Ordinance will shift the liability off of the city and onto the developer. Steep slopes is defined as 30% or more and considered unbuildable. A slope in the 20-30% range will require a grading plan. Unstable soil will require a Geotech report as part of the subdivision process. Depending on who is in office on the federal side the definition of jurisdictional wetlands can change. A geological hazard would be something such as a

fault line. If a fault line is identified within 100 feet of a project, then a trench must be dug and the actual fault line found.

MAYOR: So this puts the burden on the applicant. When land development happens, we have an administrative process. Who goes through this?

HOLLY: It is reviewed by myself, Weston and legal counsel.

WESTON: Water recharge, vegetation, wildlife corridors, trail systems and wellhead protection zones are also included.

JOEL: There was not any comment during the public hearing. The planning commission did discuss wildlife corridors as there was a concern the entire city might be considered a wildlife corridor. Wildlife corridors are established by the Utah Division of Wildlife Resources. We don't have any migration routes in the city. Hardware Ranch is an example of having some wildlife corridors. This item won't have an impact on the community. Wetlands already have to be mitigated. The Army Corp of Engineers is involved in that process. The planning commission reviewed and recommended approval of the Ordinance.

MAYOR: The FEMA map was updated a couple of years ago. Is that and this other information available for review?

HOLLY: It is on the website. It is also included in the subdivision process and zoning clearance process. We review the associated GIS mapping. We do this as part of our protocol.

WESTON: It is part of the zoning clearance application. It must be stated on a subdivision plat on new subdivisions.

BRYCE: Is this a standard process elsewhere?

WESTON: Yes. The proposed Ordinance is very similar to what other cities in the valley are doing.

AMBER: Are there any conflicts with our building standards? Can people find this information? I try to search for things on occasion and it can be challenging.

HOLLY: The information is on the application. We provide a checklist and it references where the information can be found. The application is around four to five pages long.

BRYCE: Is this a huge cost to the developer?

WESTON: It can be. There is a stipulation that on a small lot split such as from one lot to two lots we can waive the requirements if deemed appropriate. If we know there are no environmental issues, we can let them not have to do it. This will incur more costs for a large development. It is beneficial to the city in the long run. It helps with liability. These items need to be reviewed on each project. Either the city has to do and pay for the review or the developer does. In this case we are asking the developer to pay the cost and not the city.

LYLE: I support the Ordinance.

AMBER: We need to know more as time goes on. We have the ability to know more and manage things better. We can prevent future issues. I appreciate this type of information and want to make sure it is available.

JOEL: I don't have any concerns.

A motion to adopt Ordinance 2025-09, an Ordinance amending the Richmond City Municipal Code, Title 12-000 "Land Use, Development And Management (LUDMO)", Chapter 12-1000 "Overlays", deleting in their entirety Parts 12-1070 "Sensitive Lands Regulations Overlay", 12-1070-1 "Overview", 12-1070-2 "Development Requirements", 12-1070-3 "Sensitive Lands Analysis Requirements", 12-1070-4 "Waiver/Modification Of Analysis And Study Requirements", 12-1070-5 "Sensitive Lands Regulations", 12-1070-6 "Administrative Process", amending Chapter 12-300 "Definitions", Part 12-805-19 "Retaining Walls", Chapter 12-900 "Zones", Part 12-901 "Establishment Of Zones", adding in their entirety, Parts 12-2005 "Sensitive Lands", 12-2005-1 "Overview", 12-2005-2 "Development Requirements", 12-2005-3 "Sensitive Lands Analysis Requirements", 12-2005-4 "Waiver/Modification of Analysis and Study Requirements", 12-2005-5 "Sensitive Land Regulations", and 12-2005-6 "Administrative Process", and amending Chapter 10-700 "Telecommunications Tower Facilities", Part 10-701 "Purpose of Chapter" was made by Joel, seconded by Bryce and the vote was unanimous.

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

No Vote: None

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-07, AN ORDINANCE AMENDING THE RICHMOND CITY MANUAL OF DESIGN & CONSTRUCTION STANDARDS, CHAPTER 2.0 “STREET DESIGN”, SECTION 2.01 “GENERAL”.

WESTON: The request is quite straight forward. The proposal would add “unless authorized by the City Council on a case-by-case basis” to the end of the following sentence: “Knuckles, eyebrows, corner cul-de-sacs, or similar features are not permitted in Richmond City”. This would give the council the chance to review on a case-by-case basis.

MAYOR: What is the definition of an eyebrow?

WESTON: Knuckles, eyebrows and corner cul-de-sacs are all basically the same thing.

LYLE: I attended the planning commission meeting and their recommendation is to deny the Ordinance. They discussed the cost to the city long term and some other factors such as precedent. They were unanimous in their vote to recommend denial. I talked with Austin about this Ordinance and he doesn’t have any major concerns.

MAYOR: He actually mentioned a knuckle allows for more room to push snow in the event of a big snowstorm.

JOEL: I talked with Planning Commission Chairman Brent Wallis about this Ordinance. The planning commission didn’t want to allow these types of items a couple of years ago when discussed. They felt no new information was presented to change their opinion and they still don’t like them now.

MAYOR: The council has the final say as the planning commission is a recommending body.

JOEL: I worry about the case-by-case allowance. In the long run it is difficult because it results in the question of why was this person allowed and I am denied. The planning commission had this concern as do I. I don’t support this Ordinance as written.

BRYCE: What if we put in specific parameters and if those are met then it would be approved.

JOEL: That is different because the specific criteria would be listed. I don’t like it on a case-by-case basis. I do like Bryce’s idea of having parameters if we are going to allow them.

MAYOR: We are aware of a recently proposed project where had we allowed this to occur the developer would have obtained an additional building lot and the city in turn would have gained an additional access point. Weston is it possible to create some parameters?

WESTON: That is something I would want to review with legal counsel. I think some parameters could be created.

AMBER: I don’t have the knowledge of the city engineer and legal counsel. I have to rely on their observations and comments. I think we either allow them or don’t allow them.

WESTON: Almost every developer wants this type of item in some capacity. If there are any interior corners on their project they are going to ask for this allowance because it can get them an additional building lot which in turn makes them more money.

LYLE: An additional building lot brings additional property tax revenue to the city as well as monthly utility fees.

DARYL: I am mixed on this. I don’t like the case-by-case basis either. I don’t appreciate that option. I see some getting approved and others getting denied. I think we either allow these items or we don’t. The planning commission has reviewed and recommended denial. I think we need to follow their lead on this Ordinance.

LYLE: I don’t like case-by-case basis either. Could we change it to allow them?

JUSTIN: You would have to make a motion to amend the Ordinance.

A motion to adopt Ordinance 2025-07, an Ordinance amending the Richmond City Manual of Design & Construction Standards, Chapter 2.0 “Street Design”, Section 2.01 “General” amending Section I to read as follows: “Knuckles, eyebrows, corner cul-de-sacs, or other similar features are permitted in Richmond City” was made by Lyle, seconded by Bryce and the motion did not pass by a vote 1-4.

Yes Vote: Bair

No Vote: Ervin, Draxler, Wood, Black

DISCUSSION AND POSSIBLE VOTE ON THE REAL ESTATE EXCHANGE AGREEMENT BETWEEN MARY ELLEN C. GLENN AND RICHMOND CITY.

JUSTIN: We started talking with the Glenn Family over a year ago. It was nice to meet with Mary Ellen and her daughters Christine and Rosemary. The proposal has been reviewed by legal counsel for both parties and signed by Mary Ellen. The transfer of the parcels would be done by Special Warranty Deed. The Glenn Family would receive Cache County Parcel Numbers 09-162-0001, 1.22 acres and 09-162-0003, 0.91 acres, from the city. The city in

return would receive approximately 51,930 square feet or 1.192 acres from the Glenn Family. This land would eventually be used for the creation of a future 300 North road going from State Street towards the highway. The agreement includes a clause that the city needs to provide the Glenn Family at least six months' notice before the road will be built so they can inform the farmer. The Glenn Family or whomever they allow to farm the land can continue to do so and they can have the proceeds from the crops from the land. There is no associated water rights or shares included or being transferred as part of this agreement. There is an old irrigation ditch or channel on the east side of Parcel 09-162-0001 and they could fill it in at their discretion. We confirmed this with the Richmond Power & Irrigation Company.

MAYOR: The long-term intent is to connect State Street to the highway (200 West) at 300 North. We started working with the Ron Anderson Family about three years ago and got that transaction completed. Then we started working with the Glenn Family as they are the next parcel to the west.

A motion to approve the Real Estate Exchange Agreement between Mary Ellen C. Glenn and Richmond City was made by Daryl, seconded by Joel and the vote was unanimous.

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

No Vote: None

PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING A COG (CACHE COUNTY COUNCIL OF GOVERNMENTS) GRANT APPLICATION FOR FUNDING TO ENGINEER A NEW ROAD AT 300 NORTH STATE FROM STATE STREET TO 200 WEST.

MAYOR: We would like to apply for some grant funding for engineering and possible right-of-way purchase in the 300 North from State Street to 200 West area. This is a simple application.

WESTON: The COG provides funding for transportation projects. This application would be to pay for the engineering cost to develop the road from State Street to the highway at 300 North State. The road is on the master plan of the city. It has long been part of our planning efforts.

MAYOR: Some of the funding would be available for right-of-way purchase. The applications will be considered in October. There is no guarantee we will obtain any funding. The second application, if the first one is approved, would be for funding for the actual construction of the road. The funding approved this year is not available until 2027 and next year's application would not be available until 2028.

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

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

No Vote: None

The public hearing opened at 7:21 P.M.

FREDRICK HENDRICKS: The proposed road would run through my property. I think the application is premature where all of your property acquisitions are not complete. I oppose the submittal of this application.

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

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

No Vote: None

The public hearing closed at 7:22 P.M.

COUNCIL MEMBER REPORTS
LEVEL III WASTEWATER CERTIFICATION UPDATE

MAYOR: We are going to talk about wastewater certifications.

DARYL: We have been working on the MBR Plant and operations. Our employees have been trying to obtain their Level III certification. Bryan Tolbert just passed the test on his fourth try. It is a very complex test. In the past we have considered the Level III certification to be worth \$20,000-\$30,000 per year. Right now Bryan's wage is \$34.60 per hour or \$71,968 per year based on a 40-hour work week. The proposal is to give him a raise of \$13.48 per hour or \$28,038 per year. The new wage of \$48.08 per hour would equate to \$100,000 per year based on a 40-hour workweek. We are looking to see if this is something the council will consider. He would be the plant manager and responsible for everything at the MBR Plant. If he will take over the entire operation and responsibility, I think we should consider paying it. This is on par and even lower in some cases than what other local entities are paying for someone with this certification level.

MAYOR: I would like Holly's thoughts on this. We had a previous employee who had this certification level. After this person left employment with the city we contracted with J-U-B Engineers to use their licensing. Bryan let us know he already had Level II certification and we gave him a small increase then. Holly, please tell us what the state had to say when they met with us.

HOLLY: Shane, Bryan and I met with the state at the MBR Plant. We went through all of the updates which had been completed such as improvements to the SCADA system, installing new cassettes, repairs to the mixer and headworks. All of these things are now up to par. We had a July 1st deadline to be in compliance with the certifications which are required. Bryan has been working to obtain the Level III certification level. The state granted us an additional six months to obtain the certification or by December 31st. They were willing to work with us where they knew Bryan was in the process of testing for the certification. Bryan has already been working with the state on various issues along the way.

JOEL: I talked to Daryl about this request. We have looked at some different scenarios. There is value in having someone in house and involved. I think the wage is healthy. I am okay with the wage as long as he understands he is fully responsible for the plant. I would like to see an outline of duties and responsibilities before the wage is offered.

AMBER: I get to spend time with Bryan every Thursday. He is very humble. He could ask for more. He works well with others. He is a high value employee. I don't think this request is unreasonable.

LYLE: I am in agreement with Joel's comments.

MAYOR: We will visit with Bryan when he gets back from vacation and work out these details for the council to review and consider.

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.

WESTON: We are working on the final items for the water and sewer collection master plans.

MAYOR: When will the transportation plan be completed?

WESTON: We are shooting for the end of August. It is still in the modeling phase right now.

MAYOR: Do you know the date our sewer grant application will be considered?

WESTON: It is in October. The application was due in June.

MAYOR: This will require a presentation by the city at that meeting. I will try and be at the meeting or ask for at least one council member to be there.

HOLLY: The chip seal for this year has been completed. The fog seal will be done in August. After the fog seal is done, we will schedule the striping. The last movie night at the theater was a showing of Wild Robot and there were 46-50 people in attendance. This event was hosted by the library. A lot of donations for the food pantry were collected. The contractor is working on the paving project at 100 West Main and then will repair other smaller sections such as at North Cache Middle School and other sections of town. The sprinkler system has been installed at the Black & White Days Building and is in operation. The light poles along the highway have all been painted. There are two damaged light poles which need to be replaced. They are on TEC Electric's schedule.

MAYOR: Those light poles when installed cost around \$7,500 each.

HOLLY: The playground at the Park Community Center is closed until the slide can be replaced. It was vandalized. Our street sign replacement project is now complete unless we come along one, we have missed replacing. The waterline repair just south of 600 South State was completed today. A band aid repair was done two years ago. This

time the repair has been completed properly. Our annual sidewalk replacement projects will start in about two to three weeks. New zoning clearances have been issued for a building in the Richmond Village as well as the clubhouse. Additional clearances have been approved in The Knolls as well as two homes on 200 South. Troy Hooley, sewer plant consultant for the city, has been invited to attend a tour of the Shelley, Idaho MBR Plant as they are going through a large expansion project. The dredging of sewer lagoon pond number one will start soon. We are just waiting to hear the schedule from the contractor.

MAYOR: A resident informed me of a low-lying branch at the White Pine Park playground area that can be reached from the playground equipment. We should get it removed.

JUSTIN: The fiscal year ended on June 30th. We will be working on the financials for the next couple of months and then the auditors will come before the city council. The city party will be held on Friday, September 12th. It will be free food, free kids rides and end the night with a free fireworks show. Amber is helping obtain the food permit. Lower Foods is handling the meat for the dinner. Checketts Amusements is taking care of the kids rides. We will change the food up a little bit this because we have some items leftover from a previous event we want to use. The Richmond Lions Club is hosting a Meet the Candidates Night on Tuesday, July 29th starting at 6:30 P.M. here at the Park Community Center. This will only include the candidates for the 2-year council seat as they are the only ones involved in the primary election. This is not a city sponsored event but we are working with the Lions Club on the logistics of the building use, etc. A second Meet the Candidates Night will be held on Tuesday, October 14th at 6:30 P.M. here at the Park Community Center. This will involve all of the candidates for the 2-year and 4-year council seats as well as the mayoral seat. The October meeting will be split where part of the time is for those running for city council and a separate time for those running for mayor. They will both be part of the same meeting. We will plan to broadcast the October meeting. The general election will be on Tuesday, November 4th where one person will be elected for the two-year council seat and mayor and two people will be elected for the four-year council seats.

COUNCIL MEMBER AND MAYOR REPORTS HUMAN RESOURCES DEPARTMENT UPDATE

LYLE: I have been attending the engineering meetings when I can. I appreciate the information I learn in these meetings.

MAYOR: The next meeting will be on July 31st.

AMBER: The Park Bench served over 100 lunches last month. This is down because there was a holiday in June. Over 1,000 food pantry items were delivered. There were 114 visitors. A festival is being hosted in September. Neighboring communities are being invited. A Halloween carnival will be held on Friday, October 3rd. The third anniversary of The Park Bench will take place in November. An elder wisdom fair will take place in February 2026. I want to thank all of the volunteers who help with The Park Bench. We have many under 55 years of age and we even have one 26-year-old who helps every single week.

JOEL: This month we held a short productive planning commission meeting. It was the culmination of many months of pulling items together for them to finally be voted on. I want to thank the planning commission members for their hard work. The new RMF (Residential Multiple-Family) zone and permitted use matrix are a huge accomplishment that took several months to complete.

BRYCE: The city was able to help with some staging efforts for a local stake youth conference. It was a huge success and we want to thank the city for the use of some buildings and infrastructure to help pull it all together. The youth council is at the Community Building right now hosting a Youth Opportunity Fair. This will help kids from all over the valley. Some of items include a CAPSA booth, learning how to stay away from negativity and dealing with stress. Summit Creek Sinclair had a booth. Lyndsey and Kassy were a huge help to make this event a success.

DARYL: We have received irrigation water shares from developers in the past as part of the development approval process. We have a lot of shares and it is time to use them. We are aware of one developer who provided shares to the city in lieu of the water dedication payment and then in turn sold additional shares to some homeowner's where there is not actually an irrigation system for them to connect too. We have one new subdivision where the infrastructure was installed but it has not been hooked to the irrigation main line. This could be a \$50,000 connection. In the past the city filed for the water right on the water discharged from the MBR Plant. I have spent hours trying to understand this and talked to several people. I am still trying to understand this and what if anything

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needs to be done by the city. In 2022, HB73-10 was adopted that requires mandatory metering of irrigation water. The city and irrigation company will need to meet and decide how to administer and monitor this project long term.

MAYOR: We have offered to work and help them in the past and will do so in the future.

DARYL: The irrigation company is only responsible for the main laterals not the side laterals. The break by Big J's was not actually their problem to deal with. Irrigation water metering is mandated by 2030. We need to be proactive on this issue.

MAYOR: What do you suggest?

DARYL: We are still gathering information. I have a meeting tomorrow to gather more information. This will be an ongoing discussion long term.

MAYOR: How will our meetings take place in August?

JUSTIN: The property tax hearing and meeting will be on Thursday, August 21st starting at 6:30 P.M. The regular council meeting will be after the property tax meeting. These will be two separate meetings. The property tax meeting must start at 6:30 P.M. with the other meeting to follow.

MAYOR: I sent you an email regarding an update on some Human Resources related items. We have some resource needs in this regard. We have met with the City Administrator about our current issues. I have met with Karyn and talked about The Park Bench. I have met with Amber as well on some other issues. I have some bullet points to discuss. We have engaged Matt Church of Manning, Curtis, Bradshaw & Bednar to review and update our personnel manual. His dad is Dave Church who worked for the Utah League of Cities and Towns in the past. Matt is highly respected in this field and does this for a living. The changes he proposes will come before the council long term for consideration. The City Administrator is taking a Human Resources certification program at Bridgerland Technical College and it lasts 11 weeks. We might enroll others in this course long term. Seth, our legal counsel, is working to make some proposed changes to the municipal code of the city which will be improvements for both the city and the employees. These proposed changes will come before the council long term. We have some new guidelines in place now. Employees may volunteer to help at a city sponsored event. We will not require employees to help or volunteer for a city sponsored event if it is outside of their regular work duties. The regular chain of command will be followed if the employee is helping during this type of event. If an employee wants to volunteer during this type of event, it must be approved in writing. It will be in writing to clarify if the person is getting paid or doing it as a volunteer so there is no confusion. It is not mandatory to volunteer for these types of events. The employee review process will be more robust long term. It will involve the mayor and may involve a council member. Reviews will be done annually moving forward. Any human resources related items that cannot be immediately resolved will be taken to the mayor immediately for review and consideration. The council will be involved when appropriate. An example of all us being involved due to a lack of understanding is with FMLA (Family and Medical Leave Act). None of us are experts on this topic. We have learned that local companies such as Platinum HR and Mineral who is associated with Select Health can help with human resources related issues for a small monthly fee. They can help with current questions, forms, etc. Where do we stand with moving forward with this?

JUSTIN: I am just waiting for the council to approve the direction they want to go. We will contact them and see which one is the best fit for the city.

MAYOR: Indeed has some training courses as well. If someone is going to become a supervisor long term it will be mandatory, they take some of these courses. We need to increase our knowledge and the quality of what we offer. We will update the council at our next meeting of the progress we make in the next month. How long will the personnel manual take to update?

JUSTIN: I talked with Matt and he hopes to start the process in August and have it completed in the fourth quarter of this year. It will be completed no later than the end of the year. His focus is not on things such as holidays or our PTO (Personal Time Off) schedule but on the legal items in the personnel manual as well as items that might be missing such as the process of doing background checks when a person has a medical marijuana card. There is some new legislation in this regard that will have to be incorporated into our manual. Matt has reviewed our manual and said it is not as bad as some he has seen and it can be updated and modified to be current.

DARYL: What does FMLA deal with?

MAYOR: When a person is having a child and the protections they have with their job. What the employer can do. What the employee can do, etc.

Richmond City Council Meeting Minutes, July 15, 2025

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 8:04 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder

**RICHMOND CITY CORPORATION
90 S 100 W
RICHMOND, UT 84333**

Primary Election Canvass for August 12, 2025

City Council – 2 Year Term

Kayleen Bell***	162
Chase Westwood	133
Fran Schumann***	201
Total Votes Cast:	496

***Elected to go onto General Election

Total Registered Voters	1,682
Total Ballots Cast	515
Voting Percentage	30.62%

We the undersigned Board of Canvassers and City Recorder, hereby, certify the foregoing statement to be a true and correct tabulation of the August 12, 2025 Primary Election returns as derived from the Official Canvass of the votes.

Lyle Bair, City Council _____

Amber Ervin, City Council _____

Joel Draxler, City Council _____

Bryce Wood, City Council _____

Daryl Black, City Council _____

Justin B. Lewis, City Recorder _____



2025 Municipal Primary Election Canvass Report & Official Statistics

Prepared for:
Richmond

Prepared By: Cache County Clerk's Office – Elections Division
Contact: elections@cachecounty.gov | (435) 755-1460

Introduction

This Canvass Report is provided pursuant to the requirements of Utah Code Title 20A, which establishes the statutory framework governing elections within the State of Utah, including municipal elections. The canvass serves as the official examination and certification of election returns, ensuring the accuracy, completeness, and legality of the vote totals reported.

Under interlocal agreements executed with participating municipalities, Cache County is responsible for administering municipal elections. This includes maintaining and providing access to the statewide voter registration database, managing vote-by-mail ballot distribution and processing, offering early and election day in-person voting, and providing the election infrastructure and equipment necessary for compliance with state law and best practices. Municipalities remain essential partners in this process through coordination, facilitation of candidate filings, and support in public notice & election oversight.

The County acknowledges and appreciates the cooperation of municipal officials and staff throughout the administration of the 2025 Municipal Primary Election. From the execution of interlocal agreements and the conduct of the candidate filing period, through ballot distribution, voting, and the canvass process, the collaboration of our municipal partners has been indispensable to the lawful and effective administration of these elections.

Definitions

The following terms are used throughout this Canvass Report and are defined here for reference, with citations to the Utah Code where applicable:

Interlocal Agreement: A contract between Cache County and a municipality authorizing the County to administer the municipality's election. *Title 11, Chapter 13 (Interlocal Cooperation Act)*

Active Registered Voter: A voter who is registered and not designated inactive. §20A-2-305

Ballot Dropbox: A secure receptacle established for depositing voted ballots; subject to security and chain-of-custody requirements. §20A-5-400.5

In-Person Voting: Voting conducted at an official polling location during early voting or on Election Day. §§20A-3a-201, 20A-3a-601

UOCAVA Voter: A military or overseas voter covered by the Uniformed and Overseas Citizens Absentee Voting Act. §20A-16-403

Provisional Ballot: A ballot issued when a voter's eligibility cannot be immediately verified; counted only if eligibility is confirmed. §20A-4-107

Signature Verification Comparing the signature on a returned ballot envelope with the voter's signature on file. §20A-3a-202(5)

Ballot Cure Process: The process allowing a voter to resolve a missing or mismatched signature. §20A-3a-401

Ballot Return Deadline/Past Deadline: Ballots must be received by the election officer no later than 8:00 p.m. on Election Day. Postmarks no longer apply. § 20A-3a-204

Undeliverable Ballots: Mail ballots returned as undeliverable. Voter may be designated inactive until registration is updated. §20A-2-306

Richmond

2025 Municipal Primary Canvass

Official Results	
ILA Projected	1,683
Active Registered Voters (Actual)	1,682
Total Ballots Cast	515
Voter Turnout (%)	30.62%
Ballots Returned	
Dropbox	395
USPS	116
In Person	2
UOCAVA	2
Provisional	0
Total	515
Challenged Ballots	
Ballots with Signature Verification Issues	8
Ballots Cured	5
Not Cured	3
Rejected Ballots (Not Cureable)	
Past Deadline	8

Richmond

2025 Municipal Primary Canvass

Provisional Ballots	
Issued	0
Counted	0
Rejected	0
In-Person Voting	
Provisional	0
Early	1
Election Day	1
Total	2
Undeliverable Ballots	
Undeliverable/No Forwarding	20
Temporarily Away	0
In-County Move	6
Out of County Move	1
Out of State Move	0
Total	27
UOCAVA Ballots	
Sent	4
Returned	2

Statistics	TOTAL
Election Day Precincts Reporting	3 of 3
Precincts Complete	3 of 3
Precincts Partially Reported	0 of 3
Absentee/ Early Precincts Reporting	3 of 3
Registered Voters - Total	1,682
Ballots Cast - Total	515
Voter Turnout - Total	30.62%

Richmond City Council - 2yr

Vote For 1

	TOTAL
FRAN SCHUMANN	201
KAYLEEN BELL	162
CHASE WESTWOOD	133
Total Votes Cast	496