

RICHMOND CITY COUNCIL

AUGUST 19, 2025

A special meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Tuesday, August 19, 2025. The meeting began at 7:30 P.M.; Mayor Paul J. 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 Daryl Black.

Bryce Wood was excused.

City Administrator HollyJo Karren, Karyn Tejan, Melissa Titensor and City Recorder Justin Lewis were also in attendance.

VISITORS: Jeff Young, Craig Harris, Fran Schumann, Cindy Smith

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM JULY 15, 2025

A motion to approve the July 15, 2025 city council meeting minutes was made by Lyle, seconded by Joel and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Black

No Vote: None

Absent: Wood

CANVASS THE ELECTION RESULTS OF THE AUGUST 12, 2025 PRIMARY ELECTION.

JUSTIN: The primary election was held on Tuesday, August 12, 2025. The number of candidates for the 2-year council seat were reduced from three to two. The results are as follows:

City Council – 2 Year Term

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

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

JUSTIN: Kayleen Bell and Fran Schumann were selected to move onto the General Election in November where one of them will be elected to start serving as a council member in January 2025. We would like to thank the Cache County Clerk’s office for their assistance with the election. They are always professional and great to work with. We have been asked many times why the mayoral seat and two four-year city council seats were not involved in the primary election. If the number of candidates does not exceed twice the number of seats available then a primary election is not required. For the four-year council seats there are four candidates and for the mayoral seat there are two candidates.

A motion to certify the results of August 12, 2025 Primary Election was made by Lyle, seconded by Amber and the vote was unanimous.

Yes Vote: Bair, Ervin, Draxler, Black

No Vote: None

Absent: Wood

MAYOR: What is the impact of mail in voting?

JUSTIN: The percentage of voter turnout will always be higher than in-person voting. We actually had quite a high turnout for a primary election. The turnout for the general election will be even higher with more seats on the ballot. The cost of a vote by mail election is more than in-person voting. All 1,682 registered voters would be sent a ballot whether they choose to vote or not is up to them. Vote by mail ballots typically arrive about three weeks before the election date so it gives the resident an opportunity to find out information on the candidates or other items on the ballot.

MAYOR: Where does local in-person voting take place?

JUSTIN: At the Cache County Fairgrounds in Logan. There were some people who voted in-person. During the last election cycle there were many people who did in-person voting as they have concerns about lost ballots and voter fraud. From a city perspective, we will host the election how the state tells us to do it and right now it is mandatory it is done vote by mail and that is how we will proceed.

MAYOR: Voting by mail is easy, simple and good. I am a fan of it.

COUNCIL MEMBER REPORTS

LYLE: The engineered sewer plans for the new sewer line by the MBR Plant are almost complete. It will go out to bid once complete.

AMBER: I will not be able to attend this week's property tax hearing. The Park Bench distributed just under 1,400 food pantry items in July. There were 155 visitors to the food pantry in July. There were 72 volunteer hours and almost 100 lunches. I have gratitude for those helping in the kitchen. The seniors have opinions and tell us what they think. They are quick to let us know what they want and don't want. A few seniors have recently had some accidents such as falls that have hurt hips and knees. We have been able to visit some of them. We are trying to check on them. They are in a fragile state of life. There is going to be a concert held in September during one of the luncheons. The Halloween Carnival will be held on Friday, October 3rd. The anniversary celebration of The Park Bench will be in November. Here are my thoughts on the upcoming tax hearing. A lot of people have contacted me. There are a lot of concerns about the increase. All of us would be paying more. It is very hard on the senior population. They want to know where their money is going. There is always an uptick in food pantry needs when finances tighten. I am glad we have this option for them. For many seniors the hot meal we provide during the week is the only hot meal they get. We are wanting to grow the program and add another meal each week. I appreciate having a balanced budget. Planning is needed. I think if the rate, as proposed, is adopted, we set aside those funds to use to build pickle ball courts. It has been a high desire of the residents for several years. The comments I see on social media ask where are the funds going. My biggest concern is if we don't do an increase now we will have to do an even larger increase later. If the council supports the request I would advocate for pickle ball courts for the entire community to use. We will have a food manager certification by a staff member very soon. I found out after talking to the Bear River Health Department we don't have to have a special food permit for the City Party where we already have permits for here. We will all need to wear aprons, hats and gloves. Those are all mandatory.

JOEL: The planning commission did not meet in August but will be meeting in September.

DARYL: I have talked to several people about the city filing for the water rights for the water coming out of the MBR Plant. No documents in this regard can be found anywhere. We have 40 years, where we are a municipality, to get this taken care of but need to get it resolved. We filed in 2011 for the water right. Long term we need to have a discussion about hooking new subdivisions onto the irrigation system. Are we going to have a discussion with the city council on the community building remodel? Is the project going to be engineered? Who is doing this?

HOLLY: Right now we just have a simple drawing. We will need to get a draft created and final plans will have to be engineered.

MAYOR: The council will review this again at a later date.

HOLLY: Tonight the tour and review of the plans were just the first step.

MAYOR: The council will need to approve the project long term.

STAFF REPORTS AND MONTHLY FINANCIAL REVIEW

JUSTIN: Several years ago some concrete walls attached to the fire station were removed. The walls on the east were to help hold up a dirt berm. We have not been able to find a contractor to fix the four damaged areas to the building from when the walls were removed. Melissa was able to find a contractor and the building has been repaired. The city party will be held on Friday, September 12th with free rides at 5:00 P.M., free dinner at 6:00 P.M. and a free fireworks show to end the evening. The cemetery contract for July through December in the amount of \$37,595 has been paid. The Rocky Mountain Power Foundation donated \$5,000 towards the continued renovation of the Relief Society building and the funds have been received. The city pays the vast majority of the insurance general liability, property and automobile premium in July of each year which is the premium for July through June of the following year; therefore, that line item is almost fully expensed already. We paid the Cache County Sheriff's Office \$5,625 for animal control service for July through December and \$33,656 for police protection for July through December. In July, one water dedication payment for \$5,000 was received and impact fee revenue for water was \$34,014 and sewer was \$22,515. The next planning commission meeting will be held on Tuesday, September 2nd and the September council meeting on Thursday, September 18th.

MAYOR: Are there still firefighters in the fire station during the day?

HOLLY: Yes, Monday through Friday from 7:00 A.M. to 7:00 P.M.

MAYOR: Are all of the impact fees for the Richmond Village for the entire project paid? Does the clubhouse have its own connection?

HOLLY: Yes. All of the zoning clearances have been issued and paid. The clubhouse has its own water and sewer connection.

JOEL: Can I get an update on the personnel manual changes?

JUSTIN: I have found some links from other cities that have city managers and city administrators. I will send you those links to review at your convenience. The plan is to review what others are doing and then draft what is best for Richmond. I don't think anyone has a perfect section of code but I think there are good items in several places that we can use as a reference.

JOEL: Is legal counsel involved in this?

JUSTIN: Seth will review any proposed changes and the council will be involved in the draft as well as the final approval.

MAYOR: When I talked to Seth he has some other recommended changes as well. We have no statement in our code about what type of government we are. We need to add a statement we are mayor/city council form of government. We also need to clarify with our employees which ones are affected by the legislation regarding wage updates/increases.

JUSTIN: If you will recall in June, there was a public hearing and vote of the council on wage updates for the council, mayor, city administrator, library director and city recorder. Department heads and in some cases assistant department heads are included as well. This still applies if, for example, you have a Public Works Manager which is basically the same as a Public Works Director.

HOLLY: We are working with Mineral HR. I did our first trial run with them recently. They do a test for the city of where we think we stand and where we really stand on HR (Human Resources) related issues. They offer several modules. Long term the staff will be required to do some testing similar to what we already require for IT security. Topics will be on things such as sexual harassment. Safety will be included as well. The council will be able to review these modules.

MAYOR: This is part of the service offered by our health care provider Select Health. It is a free service offered to us.

HOLLY: We have been working with our representatives from the Moreton Agency as well on this. Things I thought we were compliant on, I have learned we are not compliant on and some changes need to be made. We are not a little city anymore and the staff is growing. We need to expand our human resources knowledge base. Five of the seven hubs in the system are now complete.

MAYOR: Holly will start her HR training in November and it lasts for eleven weeks. Monthly updates to the city council will be provided moving forward.

HOLLY: The theatre presentation of Elephant and Piggies in a Play was a success. Thanks to Tina Ernstrom and her team. Some of the city staff and city council attended and it was great to be involved. It was fun to see little kids from the community involved. I want to see this continue and grow long term. I am passionate about seeing this through. Over 100 people attended each showing. There were attendees from the city and outside of the city. The staff helped out as well. The fog seal has been completed on the roads which were chip sealed. The striping is

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currently being worked on. The areas which were recently fog sealed cannot be striped until seven days or after from when the fog seal was applied. Sidewalk projects for this fiscal year will start soon. I will let the council know the areas which will be completed this year. We have two new crossing guards for this year. The sheriff's office is going to help monitor traffic during school time for the next couple of weeks, especially along the highway. Dave Cavanaugh has completed the emergency preparedness plan. Legal counsel has reviewed it and offered their suggestions. Those changes have been made. It will eventually come to the council for review and approval. We appreciate the countless hours spent by Dave on this project. We received the \$5,000 grant from the Rocky Mountain Power Foundation for improvements to the Relief Society building. Another donor is willing to contribute \$3,000 towards the project as well. We could replace the windows and trim with the donations as well as about \$2,000-\$3,000 in funds from the city. There are a few unknowns on the project so it is hard to get an exact cost.

MAYOR: Is the \$3,000 contingent on the city participating in the project as well?

HOLLY: Yes. If the city will fund the difference the donor will donate \$3,000.

DARYL: I thought siding was the next project?

HOLLY: We obtained a bid for windows and trim.

MAYOR: When do the funds need to be spent by?

JUSTIN: The end of the fiscal year.

MAYOR: Are you willing to fund the extra \$3,000 or so?

AMBER: I don't object. We just had a new roof put on the building. It is hard to walk away from the project. It is a good long-term investment in the building.

DARYL: What is the situation on the siding?

HOLLY: The only contractor we could find who would bid siding for the building was TK Hooley Construction. Other contractors will not bid the project as they said there are too many unknowns with the building.

DARYL: Why do the window and trim project?

HOLLY: It is on the list of projects to complete and the only one we could obtain bids on at this time.

JUSTIN: The biggest issue is approximately the bottom five feet of the building. It is rotting and rotten in most places. It is soft and there is an unknown of what will be found if it is taken apart. There is no going back once the project is opened up and starts. We are looking for options and right now have not found any that we can afford or consider.

MAYOR: Can you provide an update on Spartan and the Park Community Center?

HOLLY: They are remodeling two classrooms west of the city council room. Long term they want to rent space in the north end of the Park Community Center as well. We have others who want to rent space there as well after The Park Bench relocates to the Community Building.

DARYL: They are taking over the gym?

HOLLY: No, they will utilize two classrooms of which one of them right now has their workout equipment in it.

MAYOR: Their workout equipment is being moved to a room in the north end of the building long term.

HOLLY: It could be a couple of years before they want to rent more space in the north end where they are going to utilize these other two rooms in the south end now.

MAYOR'S REPORT

MAYOR: We met at the Community Building before this meeting to review the proposed renovation plan. What are the next steps in the process?

KARYN TEJAN: We will go to the contractor who drafted the plans and ask the questions the council had from tonight's tour based on your recommended changes. We will obtain some additional bids after the plans are engineered and completed. Once we have updated drawings, we will bring them to the council for review and how we want to move forward with the project.

MAYOR: All of the improvements for this project are on the interior?

KARYN: Yes.

DARYL: Why didn't we have Jay Bair prepare the drawings?

AMBER: Eddie Crookston, Spartan's contractor, has a draftsman on staff and they were willing to create a draft plan to review.

MAYOR: Bryan Tolbert's wage has been increased to a yearly salary of \$100,000 per year now he has his sewer certifications and it will increase to \$110,000 per year on January 1st. He is on salary with no overtime or wage increase, including cost of living adjustments, until the Fiscal Year 2027 budget. Bryan is coming before the city council in September to give an update on the state of the MBR Plant. He will talk about compliance and provide some other information. He will also discuss a maintenance plan.

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HOLLY: Weston and Bryan are working together to create the presentation for the council.

MAYOR: Bryan attends our monthly engineering meeting. We will present our sewer upgrade project to the state in October. Daryl, please let the irrigation company know that Aimee Johnson is amazing to work with and how she has simplified their billing and ways to pay has been great. I talked to a reporter from The Herald Journal about the upcoming property tax hearing. He did not include all of my comments in the article. All cities are facing rising costs and a workforce that is growing and costs more. Good employees cost more. As long as we must be compliant, we need the best talent we can find. The reporter asked what we would do if the increase is not approved. I don't think we would feel it short term but we would long term. Brady Christensen is my insurance agent. I just received my home and auto insurance renewal. The cost of my home to insure has increased dramatically. Even increasing my deductible substantially still results in a 14% increase. We recently negotiated at the bank with our health insurance provider and it still resulted in a 9% increase. The fact is costs are rising. Our proposal is around 13% and that is painful as well. The school district is requesting a massive increase. Costs do not go down in the modern world. If we don't approve an increase this year then next year, if everything stays equal, we will probably be looking at a 26% increase and more the year after if we don't make any changes. Some cities are less than us and some cities are more than us as proposed this year. The property value index is increasing. My point is that it is our responsibility to be as effective as possible in the services we provide but that doesn't mean it will be as cheap as possible as well. We need to provide the best services we can. We had to make some recent salary adjustments. John Harris has worked for the city for around 18 months and had a better offer elsewhere. We cannot lose him so we made a small salary adjustment. We love our staff and what they do. There is a price to keep them. My mom is a senior and her social security increase is less than 3% per year if I recall correctly. An increase is difficult to do. The problem is that doing nothing now will result in a big increase long term. We could do nothing this year and be fine but the long-term impact will result in a larger increase. The property tax hearing and vote of the council will be on Thursday, August 21st at 6:30 P.M.

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

Yes Vote: Bair, Ervin, Draxler, Black

No Vote: None

Absent: Wood

Adjournment at 8:27 P.M.

RICHMOND CITY CORPORATION

Paul J. Erickson, Mayor

ATTEST:

Justin B. Lewis, City Recorder