



**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 **Tuesday, January 13, 2026**. The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Mayor Young.

1. Approval of the city council meeting minutes from December 18, 2025.
2. Discussion regarding the installation of a fence in the park strip on the south side of Parcel Number 09-049-0086.
3. Discussion and review of city owned building rentals and fees.
4. Staff reports and monthly financial review
  - a. Personnel Manual Update
5. Council Member and Mayor Reports
6. Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a).

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 Meeting Minutes, December 18, 2025

**RICHMOND CITY COUNCIL**

**DECEMBER 18, 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, December 18, 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: Amber Ervin, Joel Draxler, Bryce Wood and Daryl Black.

Lyle Bair was excused.

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

VISITORS: Fran Schumann, Jeff Young, Smithfield City Fire Chief Jeremy Hunt, Gloria Hunt, Cindy Smith, Ron Natali, Terrie Wierenga, Jack Patton, Michael Mecham, Audrey Mecham, Alia Mecham, D.J. Patton, Addisen Young, Adrienne Wall, Tucker Thatcher, Rebecca Thatcher, Ron Natali, Austin Wuthrich, Laci Wuthrich

### **APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM NOVEMBER 18, 2025**

\*\*\*A motion to approve the November 18, 2025, city council meeting minutes was made by Bryce, seconded by Joel and the vote was unanimous.\*\*\*

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

### **RECOGNITION OF YOUTH COUNCIL MEMBERS**

**BRYCE:** We would like to recognize Jack Patton, Alia Mecham, Naivie Knutson and Annie Griffiths this evening for their service on the youth council, Naivie and Annie were not able to attend tonight.

*Jack and Alia were presented with a plaque of appreciation for their time served on the Youth Council.*

**AMBER:** We have never had members so committed as Jack and Alia. They have been involved in many different types of activities. Jack always stays until the end and helps where needed. Thank you for your service.

### **PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING ORDINANCE 2025-15, AN ORDINANCE AMENDING THE RICHMOND CITY MUNICIPAL CODE TITLE 3-000 "MUNICIPAL GOVERNMENT", PART 3-700 "FIRE DEPARTMENT AND EMERGENCY SERVICES", ADDING IN ITS ENTIRETY PART 3-714 "INTERNATIONAL WILDLAND-URBAN INTERFACE CODE (WUIC)".**

**SMITHFIELD CITY FIRE CHIEF JEREMY HUNT:** House Bill 48 was passed in 2025. It made changes to the Wildland-Urban Interface Code. It created quite an uproar in the fire community when adopted. We are still trying to understand what it means. The goal is to try and strengthen the line between homes and wildlands. There was an old map and the areas which were not developed were considered part of this. There is some debate about the map. The state has still not produced a map they are going to use. The cities have pushed off adopting this code as long as possible waiting on the state. The city and state map should match. The city needs to adopt the WUIC code and the map. The proposed map is the eastern boundary of the city. There is the potential the map will need to be updated once the state map comes out. There has been a question about why is the 2006 code being adopted. The answer is that it is the most current version the state has adopted.

**DARYL:** What are they trying to accomplish with this?

**CHIEF HUNT:** There would be three levels of interface; low, medium and high. When a new structure is built there would be a fee based on which location the new home is built in. The fee could change based on landscaping and other fire mitigation improvements which are completed.

**DARYL:** So, there is nothing to do right now?

## Richmond City Council Meeting Minutes, December 18, 2025

**CHIEF HUNT:** Not until the map is adopted. Originally every home was included and now the new focus is new homes being built.

**MAYOR:** Does this need to be adopted in order for your department to continue to serve the city?

**CHIEF HUNT:** No. There are things which can be done such as training and preparedness. If we are up to date then in the case of certain fires the state would pick up the cost.

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

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

*The public hearing opened at 6:43 P.M.*

There were not any comments or questions.

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

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

*The public hearing closed at 6:44 P.M.*

### **DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2025-15.**

\*\*\*A motion to adopt Ordinance 2025-15, an Ordinance amending the Richmond City Municipal Code Title 3-000 "Municipal Government", Part 3-700 "Fire Department and Emergency Services", adding in its entirety Part 3-714 "International Wildland-Urban Interface Code (WUIC) was made by Amber, seconded by Daryl and the vote was unanimous.\*\*\*

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

### **PUBLIC HEARING FOR THE PURPOSE OF DISCUSSING RESOLUTION 2025-06, A RESOLUTION AMENDING THE FISCAL YEAR 2026 BUDGET WHICH IS THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2026.**

**JUSTIN:** Proposed revenue and expense increases in the General Fund total \$99,618. I will highlight some of the bigger changes. General Fund revenue increases for property tax, \$36,939, library technology grant, \$5,000, interest earnings, \$10,000, a donation for improvements to the Relief Society building, \$5,000, donations to the library, \$5,307, use of the RTIF (Rural Transportation Investment Fund) Tax, \$9,390 and a \$25,000 donation to the Community Building remodel project. The exact project at the Relief Society building has not yet been determined so those funds have not been allocated to an expense line item yet and the library has not made a recommendation of what they would like to utilize their donations for yet either. Expense increases in Administration for the Halloween Carnival and Holiday Festival, \$7,000. Building increases for the repairs to the fire station building, \$5,000, and allocating the \$25,000 donation to the Community Building remodel project. Public Safety increase for the new crossing guard at 100 North State, \$3,465. Streets increase for street light painting and replacement, \$10,000, and allocating addition funding to the RTIF tax which was for the road improvements at about 150 West Main and 100 West Main going south to 50 South. Parks increase for the new fence installed on the south side of Black & White Square, \$5,000, as well as an increase for tree pruning, \$8,000. No changes to the Fire Department budget. Library increases for the technology grant, \$5,000, and the ILL grant, \$459. Revenue increases in the Water Enterprise Fund

## Richmond City Council Meeting Minutes, December 18, 2025

for dedication payments, \$5,000, water meter installations, \$3,255, impact fees, \$79,366 and interest earnings, \$30,000. Expense increases for the water tank cleaning project, \$55,000 and attorney fees, \$2,000. Sewer Enterprise Fund revenue increases for impact fees, \$50,661. Expense increases for the dredging of lagoon one, \$30,000 and wages and benefits since Bryan Tolbert was given a wage increase when he obtained his Level III certification. No proposed changes to the Cub River Sports Complex Special Revenue Fund. Expense increase in the Capital Projects Fund of \$160,000 of which \$70,000 is for the new roof on the Community Building and \$90,000 is for the new cement floor in the Black & White Days building arena. Solid Waste revenue increase of \$16,000 and expense increase of \$30,325.

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

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

*The public hearing opened at 6:50 P.M.*

**TERRIE WIERENGA:** There are many things being done such as putting Christmas lights all over town and converting the Black & White Days building into a multi-use facility. You are talking about making a big increase of \$15.00 per month to the sewer utility bill. This adds up quickly for those of us who are on social security. The Black & White Days Building is not insulated and has metal siding. It will have significant utility and maintenance expense increases. How are you going to control groups from outside of the city using the building? I think you need to think the cost through before continuing. Quit thinking you can just use the funds in the Capital Projects Fund because they are there. It is great to hold the property tax rate the same, but it costs the residents more when the home valuation increases.

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

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

*The public hearing closed at 6:53 P.M.*

### **DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2025-06.**

**DARYL:** We may want to put a hold on allocating the \$90,000 for the new floor. There are a couple of issues we have to get information on. The snow load capacity of the building is not known. We need to know what happens with the building if we insulate it. We need more information on this project before we can proceed. Do we need to wait to allocate the funds later based on information gathered?

**JUSTIN:** You can allocate the funds, but it doesn't mean they have to be spent. You can amend the Resolution to not include that project or leave the project and then not do the cement work if the information gathered doesn't allow for the project to happen.

**DARYL:** I am okay with allocating the funds and then not using them if we need to delay the project.

\*\*\*A motion to adopt Resolution 2025-06, a Resolution amending the Fiscal Year 2026 Budget was made by Daryl, seconded by Joel and the vote was unanimous.\*\*\*

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

**STAFF REPORTS AND MONTHLY FINANCIAL REVIEW.**

**HOLLY:** There were three new zoning clearances issued last month. Two in The Knolls and one in the City Creek Subdivision. The Holiday Festival went well. The attendance was good. Thanks to all of the volunteers and those willing to help out. Thanks to the staff for their involvement as most of them donated their time. The residents are happy to see family activities in the city. The Community Building remodel project is underway. The old office area and new food pantry area are being worked on. The kitchen area remodel will start in the next couple of weeks.

**JOEL:** We have talked about removing the east wall in the kitchen. The contractor has not yet verified if the wall is a weight bearing wall. If it is, we will look at some options of what can be done. We have to keep the structural integrity in place.

**MAYOR:** John, can you give us an overview of what is going on.

**JOHN HARRIS:** We are working in all of the areas right now doing demolition work. We have removed the bench along the wall. Removed the area where the piano used to sit. Everything we are doing right now is prep work for future projects.

**MAYOR:** The intent is to have the project completed before Black & White Days next year.

**HOLLY:** The kitchen remodel will take the longest time.

**JOHN:** I don't think the wall in question is a load bearing wall, but we need to confirm.

**MAYOR:** I would like to thank all of the staff in attendance this evening for all they do for the city. Several staff members are here this evening.

**HOLLY:** Thank you for considering making Josie the Deputy City Treasurer. She will continue to work at the front desk as well. Her training will start soon. The position will stay part-time and non-benefited. She will do very well and I appreciate your support. We were approached about putting a monument in the park. Jeannie Thomas from the Utah State University History department was working with Terry Spackman to put in an agricultural history monument. It was going to be on the Spackman property. There were some traffic and access concerns, so they are asking to put the marker on city property. It is very lowkey and not fancy.

**DARYL:** Where on the corner of 200 West Main would it be located?

**HOLLY:** It would be east of the Star Pavilion and north of Park Lane. There would be no cost to the city for this project. Jeannie's students would complete the project.

**MAYOR:** Please tell them to proceed.

**JUSTIN:** We received \$60,170 in sales tax revenue last month. Our second allocation of Class "C" Road funds was \$37,039. A donation of \$25,000 was made towards the renovation of the Community Building and shows up on the "Donation – Senior Program" line item. Lewiston City paid their annual payment of \$25,000 for the Cub River Sports Complex for this fiscal year this month. We received \$34,700 this month on a BOR Grant which helped pay for the water master plan. The primary and general election were paid for at a cost of \$7,550. The annual sidewalk replacement for this fiscal year is almost complete except for the final cleanup. So far, this fiscal year we have spent \$44,294 on sidewalk improvements. Water impact fees collected through November total \$79,366 and sewer impact fees collected total \$50,661. We were made aware this week of a grant opportunity, but it has a very quick turnaround time. The application is due in the early part of January. The grant could be used to improve the tennis courts and convert them into pickleball courts. The grant is a 50/50 match. This particular grant would not work for improvements to the Black & White Days building but would work on the old tennis courts. It is an outdoor recreation grant through the state. We reviewed our bids and to improve the existing surface, add lighting, internal fences and all the other needed improvements the cost would be approximately \$170,000 to \$180,000. Is this something you want to consider where it would require the city to pay 50% of the project cost?

**DARYL:** What about under the open area of the Black & White Days pavilion area?

**JUSTIN:** That won't work for this particular grant.

**JOEL:** What if we apply for the grant and then don't move forward with the project if it is approved?

**JUSTIN:** It is highly unlikely we would be able to obtain future funding from this entity.

**JOEL:** I think the question is are we okay with outdoor pickleball courts versus the indoor courts we have been discussing.

**MELISSA TITENSOR:** They are showing they could install eight pickleball courts in that area.

**TERRIE WIERENGA:** What are you going to do for sound mitigation?

**MELISSA:** There are not any homes close to that area.

**TERRIE:** The sound will carry a long way, and the lights will be bright, which light up the courts.

**DARYL:** One of the reasons the Black & White Days building is so appealing is it is a facility that is not being utilized. We could put in a cement floor and insulation that would allow for basketball, pickleball and a

## Richmond City Council Meeting Minutes, December 18, 2025

baseball/softball batting cage. We have looked at RAPZ Tax and other funding options. The doors could be open in the summer, and the roof would provide shade during the hot summer months.

**JUSTIN:** There is not a guarantee our grant request would be funded but there is a good chance where it is a 50/50 match because not a lot of entities have or want to pay 50%.

**JEFF YOUNG:** Do we know the impact the insulation might have on the Black & White Days building?

**DARYL:** We have talked to someone about looking at it for us but don't have an answer. I did talk to another cement contractor, and he recommended removing all of the cement and not leaving the apron like we previously discussed.

**MAYOR:** Fran, what are your thoughts?

**FRAN SCHUMANN:** Obtaining 50% is a lot. The Black & White Days building improvement project will be expensive and take many years and phases to complete. It is hard to pass on a 50% grant.

**JOEL:** We would pursue RAPZ Tax and other grant opportunities for the Black & White Days building, but it would be expensive and take years to complete.

**AMBER:** I have had requests for pickleball courts the entire time I have been in office. I love the idea of them being covered but a 50/50 grant is a gift.

**DARYL:** I had wondered about installing artificial turf in the Black & White Days building.

**JUSTIN:** Another option would be to apply for this grant as well as RAPZ Tax funding for the outdoor pickleball courts and not apply for the Black & White Days project with RAPZ Tax funding in 2026.

**MAYOR:** I think that it would be a good use of funds to apply there with both grants.

**DARYL:** I think we should apply for the grant.

**JUSTIN:** If we apply for both grants there, there is a chance the project could be 100% paid for with grants or maybe 50% paid for if only one grant is approved. We have to be prepared to pay for as much as \$90,000 depending on which grant gets approved and if neither do, we don't do the project.

**FRAN:** The issue with artificial turf would be removing the smell of cow poop and pee from the surface.

**PAUL:** We pivot with our plan and apply for both grants at the tennis courts.

*The consensus of the city council was to apply for the state funding and RAPZ Tax funding for the renovation of the tennis courts into pickleball courts.*

**JUSTIN:** I have worked with Leslie or Paul since I started with the city in 2005. I have grown up with Amber my entire life. They have been part of my life for a long time. I would like to read two quotes as I close my remarks. "How lucky I am to have something that makes saying goodbye so hard" – Winnie the Pooh. "If you have good friends, no matter how much life is sucking, they can make you laugh" – Kristin Cast. Amber and Paul, thank you for all you have done for me, my family and the city.

### COUNCIL MEMBER AND MAYOR REPORTS

**DARYL:** I don't have anything additional to report this evening.

**BRYCE:** It was great to be involved with the Holiday Festival. Many volunteer hours were given for that project.

**JOEL:** The planning commission did not meet this month. Last night we put together food baskets that were delivered to the seniors today. Last year we did around 80 and this year we did over 100. This is the type of thing that makes me love living here. It makes me feel part of the community. We had a community member show up and help last night and today that I have never seen before. We had over 12 volunteers helping today. One person and her kids delivered over 25 baskets. It was so awesome to see good people doing good things. It is why I love this city. It would not have happened without the financial donations which were made as well. It took time and resources to make happen. It was so cool; thank you so much for all who were involved. Some people had a nice meal because of what we were able to provide. I work with Paul at Cache Valley Bank as well as here at the city. I am thankful for that. I admire the tenacity and hard work he has approached this job with. He has always been willing to bring things to our attention and get the ball rolling. Paul and I don't always agree on things. He is a dear friend, and I will always be grateful for our time together. Amber is amazing. She has always been willing to shepherd me along from even before I was elected. She gives more time than any of us and I appreciate it. She is always willing to talk and give her point of view as well as listen to others. We have talked about many things over the last few years. We have agreed to disagree in some cases but have always accepted the outcome of the vote and moved on. Thank you for your time and effort.

*A gift of appreciation was presented to Mayor Erickson and Amber.*

**CLOSING THOUGHTS AND REMARKS FROM MAYOR ERICKSON & AMBER ERVIN.**

**AMBER:** I saw this while laughing Joel is a frenemy. John's heart has been in The Park Bench since the beginning. Him and Adrian are my friends and I adore them. I would like to read a statement I prepared with my thoughts. "How can I sum up the last four years? There is nothing brief about it, yet it seems like it has flown by. What started as a sure I can do that has become wow look what I did. At a point in my life, I was taught that we should leave things better than we found them. As I look back, I hope I did. For such a small community there were many members of the community I didn't yet know, over the past four years I was able to meet and reacquaint myself with many in our community. My life has been enriched and my circle has grown. As the grinch would say, my heart grew three times, but it may be more like ten. So, what comes next for me, I don't know but I can look back and be grateful for the many things I learned, I am so very grateful for the staff who welcomed me, they are beyond amazing. I spent the last four years defending them and I will continue to do so. I saw a team come together as a powerhouse and every day in our community we can see proof of it. We have a beautiful city because of them. We have a community that I have seen come together because of their willingness to step up, step in and get things done. This is "the best team ever". I am thankful for those I have served with past and present council members and their willingness to help and support me. Mostly I express gratitude for Paul. He asked me to run, he supported me in decisions, respected me and taught me more about having integrity and making hard decisions for the good of the community. I have gained so much respect for him and how he is as an individual. Not once in the past four years did, I feel less than or unknown. I felt respected and valued and because of that I was able to contribute to our amazing community. For the last four years I have woken each day with a mindset of what can I add to the community today. Paul supported those moments and indulged me in my ideas. Credit should be given to all who serve the community. It is busy, stressful, chaotic, challenging and heartwarming just to name a few. I have seen the community come together, I have experienced loss of those who participated in The Park Bench and joy as I have seen them come together and support and care for one another. I would hope that we would see the growth continue that opportunities will be given for all to come together. That the community I grew up in and served will be one that my children can look back on and be proud of and that those who came before me can feel the same. We leave it better than we found it. I believe we have." I leave this quote with you from Lorene Saunders who recently passed away. Her husband Paul has been a supporter and volunteer of The Park Bench. "Your vision must be greater than your baggage. You cannot allow the challenges of your past circumstances to dictate your future. Live out of your imagination not your history. Hold the vision of the better life for you and your family. Take responsibility Exercise the faith and power you have within you to create that better life". The Park Bench is amazing. We give hugs and people are loved. I don't know anyone that doesn't need that. We care. We want to be tough and not show any emotion. Show it. I have enjoyed serving. I was proud when my daughter said I have done good things for four years.

**MAYOR:** I am glad Leslie is here this evening. She served two terms on the city council from 2000 through 2007. Our kids were home at that time. It was a different time in our lives. Thank you for supporting me. It was more difficult for her than I. She was involved in over eight Black & White Days celebrations before and after her terms. We have a lot of upcoming fun plans. Amber, thank you. The Park Bench started with you when I asked do you think we can start a senior center. I came into the office one day and there was a concept drawing on the board. We started off with a modest \$12,000 budget or \$1,000 per month. It has grown and grown and continues to grow. I would like to thank Holly and Justin. I have had a lot of budgetary discussions with Justin over many years. The city supported what we asked them to do. I just did a small part. I have a demanding work schedule. When I knew I could not attend a meeting I knew there were others who would fill in and take over. I am excited to see the newly elected officials come in and continue things. I am thankful for those who supported me serving as mayor the last four years. I would rather build people up and let them grow than take credit for something. I have had some great mentors in my life from my family, dad, and people at the bank as well as here at the city. I have gratitude for each of you. I have some cherished memories. This is a great place to be. My only advice to the new council and mayor is to be genuine and work together. Accommodate the growth that is coming. At the end of the day all any of us can say is I was part of that. I appreciate my friendship with all of you. I am ready for this transition. I am grateful for this opportunity. Thank you for your love and concern for our community.

## Richmond City Council Meeting Minutes, December 18, 2025

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

Yes Vote: Ervin, Draxler, Wood, Black

No Vote: None

Absent: Bair

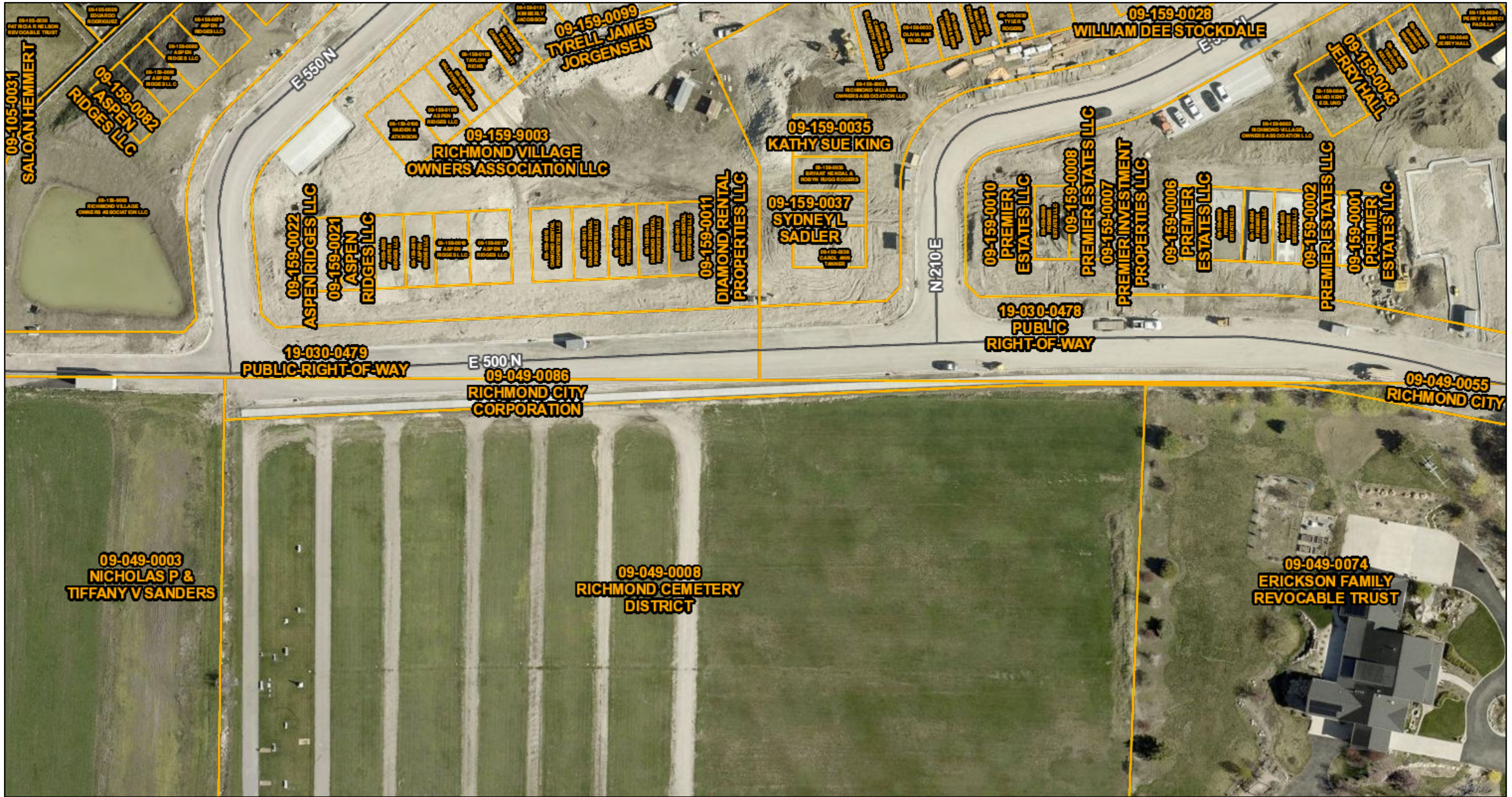
Adjournment at 7:37 P.M.

**RICHMOND CITY CORPORATION**

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Justin B. Lewis, City Recorder

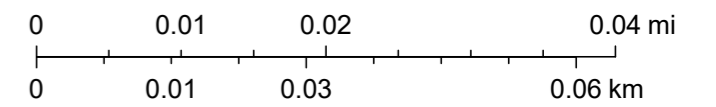
# ArcGIS Web Map



1/6/2026, 3:35:07 PM

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|----------------------|---------|----------------------|
| Class B Surface Type | Dirt    | Municipal Boundaries |
| Asphalt              | Future  | County Boundary      |
| Gravel               | Private | Cache Parcels        |

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Microsoft, Vantor

## Building Rental Rates

Resident    Deposit    Non-Resider Deposit

### Park Community Center

#### Monday - Thursday Rates

Daily Rate w/out kitchen	\$200	\$100	\$300	\$250
Half day (4 Hours) Rate w/out kitchen	\$100	\$100	\$200	\$250
Daily Rate Kitchen Only	\$200	\$100	\$300	\$250
Half day (4 Hours) Rate Kitchen Only	\$100	\$100	\$200	\$250

#### Friday, Saturday & Sunday Combined Rates

Daily Rate	\$400	\$200	\$600	\$500
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#### Hourly Rates for Kitchen & Gym

1 Hour Block	\$25	2 Hour Block	\$45
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### Community Building (Head Start Building)

#### Friday, Saturday & Sunday Rates

Full Day Rate for Gym	\$150	\$50	\$300	\$150
Full Day Rate for Theater	\$150	\$100	\$300	\$150

#### Combined Weekend Rates for Gym & Theatre

Full Day	\$300	\$200	\$600	\$500
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### Black & White Building

Half Day (4 Hours) Rate	\$100	\$100	\$200	\$100
Full Day	\$200	\$200	\$400	\$200

### Pavilions

	\$20	\$	\$60	\$ -
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