



**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, February 17, 2026**. The meeting will begin at 6:30 PM.

Welcome and Opening Ceremonies by Bryce Wood.

1. Approval of the city council meeting minutes from January 13 & 21, 2026.
2. Discussion and update with representatives of the local DUP (Daughters of Utah Pioneers).
3. Discussion and possible vote on Resolution 2026-02, a Resolution to inform the State of Utah Water Quality Board of actions taken concerning the Municipal Wastewater Planning Program Report for 2026.
4. Discussion and possible vote on Resolution 2026-01, a Resolution amending the Prevailing Fee Schedule of the City.
5. Staff reports and monthly financial review
6. Council Member and Mayor Reports
7. 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 January 13, 2026

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, January 13, 2026. The meeting began at 6:30 p.m. Mayor Jeff Young was in the chair.

Welcome and Opening Remarks by Mayor Young.

Council Members Present: Lyle Bair, Daryl Black, Joel Draxler, Fran Schumann, and Bryce Wood

Staff Present: HollyJo Karren (City Administrator), Justin Lewis (City Recorder), Josie DeMann, Karyn Tejan, John Harris, Austin Hinckley

Others Present: Brad Deffinger, Craig Harris, Monica Merrill, Jamey Merrill, Todd Smith, Adrienne Wall, Karen Duncan, Wayne Duncan, Debbie Zilles

Note: Mayor Jeff Young, Fran Schumann, Daryl Black and Lyle Bair were sworn in and took the Oath of Office on Monday, January 5, 2026. Mayor Young thanked everyone who attended.

Mayor Young said he found the recent election to be quite contentious and passionate. Both those emotions can be equal forces with regards to persuasion and understanding. He would like the council to look at the community as a whole and recognize that the decisions should represent who we are as an entire community. Richmond is not chaotic, angry or mad; those are emotions that people can have, but as a community he hopes that it will be kind, helpful, appreciative and committed. Beginning a new year and moving forward he is hopeful that in the next few years, the city council is able to represent the City in a way that the majority of the residents are grateful for. He encouraged council members to keep in mind that they were voted in by the community because of who they are; each person brings unique talents, strengths and understanding to the council. This provides a process of different ideas and discussions. His hope is that the council can work together and demonstrate how things can be accomplished. He would like Richmond City to beat the national trend of “hating politics, or other people”. He is excited to serve with the current council.

Approval of the December 18, 2025 City Council meeting minutes

*****Councilmember Wood moved to approve the December 18, 2026 City Council meeting minutes as submitted. Councilmember Draxler seconded the motion. The motion was approved unanimously 5-0.*****

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

No Vote: None

Discussion regarding the installation of a fence in the park strip on the south side of Parcel Number 09-049-0086

Mrs. Karren explained that funds are available within the cemetery budget for installation of a fence; however, the sidewalk for Richmond Village needed to be installed first as it borders the cemetery land. The work has now been completed, allowing the fence project to move forward. She noted that the City plans to loop in a new section of asphalt this spring, in the northwest corner of the grounds. Mrs. Karren stated that there is a significant slope along that area, which has been taken into consideration in the planning. The slope is between the sidewalk/park strip and the level of the cemetery land.

Mr. Lewis stated that fences are traditionally not allowed within a park strip without City Council approval, noting that the strip is city owned. The City's intent for the park strip is xeriscaping to keep it relatively maintenance-free. He confirmed that the fence would be paid for by the Richmond Cemetery Maintenance District as one of its approved projects in their 2026 budget.

Councilmember Black asked whether the fence would abut the sidewalk given the slope of the area? He questioned whether curb and gutter would be a better option, or if the fence should be set back rather than placed directly on the sidewalk line. Mrs. Karren said the initial thought was to place the fence back approximately six inches from the sidewalk, but she stated the staff would defer to Council's preference. Councilmember Black expressed concern that a six-inch gap could allow weeds to grow. Mr. Lewis agreed and noted that regardless of the fence location, weed spraying would likely be required. He recommended not placing the fence directly next to the sidewalk and suggested setting it back approximately twelve inches, though it may not be possible to maintain that distance along the entire length. Mrs. Karren reiterated that there is a substantial drop-off in the area. Mr. Lewis stated that the goal is to level and clean up the park strip prior to fence installation.

Councilmember Bair expressed a preference for keeping the fence closer to twelve inches from the sidewalk for pedestrian and bicycle safety, noting that a fence placed too close could catch a bicycle handlebar.

Mr. Lewis confirmed for Councilmember Wood that the proposed fence would be a two-rail white vinyl fence.

Mr. Lewis also stated that the cemetery district had concerns that the center of the property could be used as a racecar track, and that the curb, gutter, and land configuration have helped to deter that behavior. He clarified that no gates are proposed and that the area would be fenced off along the entire northern boundary of the cemetery land.

Mr. Lewis concluded by noting that the current proposal applies only to the north side of the parcel. Long-term plans include fencing along the east and west sides.

The consensus of the city council was to allow the fence to be placed in the city owned park strip with a preference to keep it twelve inches from the sidewalk where possible.

Discussion and review of city owned building rentals and fees.

Mayor Young stated that this agenda item was intended as an initial discussion regarding rental fees for City-owned buildings. He emphasized that no decisions, proposals, or approvals would be made during this meeting. The discussion was prompted by community feedback expressing their concern over what they have deemed to be a high cost of rental fees for City residents to rent city spaces.

Mayor Young explained that one reason rental fees have increased is that lower fees historically resulted in higher usage by non-residents, which correlated with increased maintenance and repair costs. He suggested exploring a combination of fees that would offer more reasonable rates for City residents, potentially tied to a home address, and possibly allowing one free or discounted rental per household annually. He acknowledged counterarguments but noted that Richmond residents' property tax and should receive some utilization benefit. He also reminded Council that when the City moved into the current building, there were concerns about maintenance costs, which led to efforts to establish community partnerships to help offset expenses. Rental rates have since increased, and he would like to revisit the discussion.

Councilmember Black asked which rates have received the most opposition. Mrs. Karren responded that the combined Friday, Saturday, and Sunday daily rate for the Park Community Center of \$400 for residents, plus a \$200 deposit, has generated the most complaints. Mayor Young agreed. Mrs. Karren stated that she has compiled rental rate comparisons from other cities and noted that Richmond remains one of the lowest in Cache Valley, other than Lewiston. She cited gym rental rates at the City ranging from \$12.50 to \$25.00 per hour, compared to White Pine Elementary's rate of \$30.00 per hour. Mrs. Karren stated she would distribute the comparison information to Council.

Mr. Lewis asked for confirmation that the City is no longer renting out the Community Building. Mayor Young requested that this be included in the ongoing discussion. He noted that significant funds are being invested in that building at this time, which currently serves approximately 20–50 individuals weekly through The Park Bench luncheons, as well as an additional 20–30 people throughout the week for other activities. While acknowledging the importance of the demographic served, he stated that it represents a small portion of the community and expressed interest in exploring options to broaden rental opportunities. Mayor Young and Councilmember Schumann will discuss this topic with The Park Bench group and bring feedback back to Council.

Councilmember Black asked whether The Park Bench space could be rented on weekends. Mrs. Tejan stated that weekend rentals are generally not an issue; however, she currently facilitates community use of some spaces, with the welcome room most often used by seniors. She expressed concern about protecting equipment and materials if those spaces were rented, particularly given the open design and difficulty in isolating areas. Mayor Young stated these concerns were reasonable and should be discussed

with The Park Bench program, including ways to mitigate risk. He noted that community feedback could be incorporated into the current design and construction process. Mayor Young confirmed for Mrs. Karren that The Park Bench seniors should be included in the dialogue to better understand concerns and limitations related to a shared space, with the goal of reaching a reasonable consensus.

Councilmember Schumann asked whether a floor plan of the new layout was available? Mrs. Karren stated she would send what is currently available, and Mayor Young requested it be provided digitally to all Council members.

Mrs. Karren noted that last year the City implemented one free courtesy rental per year for individuals who provide a service to the community. She provided an example of a preschool operator who assists with cleanup after Black & White Days and receives one free annual rental. Mayor Young asked whether this was a Council or administrative decision. Mrs. Karren stated it was administrative but had been discussed when rental rates were last adopted. Mayor Young requested clarification about the program parameters and greater transparency for the community. Mrs. Karren stated she would provide that information to Council.

Mayor Young suggested the possibility of offering a one-time discounted rate per household rather than lowering fees across the board.

Mrs. Karren provided an example of rental rates from Hyde Park: a half-day resident rate of \$475.00, a full-day resident rate of \$525.00, and a non-resident rate of \$625.00, with additional fees such as tablecloth rental and lost key fees. Councilmember Bair asked which facility these rates applied to, and Councilmember Draxler clarified it was the Hyde Park Community Center. Mrs. Karren noted the rates apply to one space in Hyde Park, either upstairs or downstairs. She would gather additional clarification and provide the information to Council.

Mr. Lewis noted that some cities charge hourly rates while others charge daily rates. He stated that Smithfield City charges hourly rates ranging from \$20.00 to \$150.00 depending on factors such as nonprofit status or City sponsorship. He noted there is no consistent rental structure across Cache Valley from city to city. Each city does what works best for their circumstances and what they offer. He added that if changes are proposed, a Resolution would be drafted and returned to Council for review and approval prior to implementation.

Mrs. Karren clarified the hourly rate structure for the kitchen and gym at the Park Community Center at Councilmember Bair's request. Councilmember Bair suggested changing the wording from "Kitchen & Gym" to "Kitchen or Gym" and noted that no deposit is attached to the hourly rate, which could allow renters to take advantage of the hourly option rather than half-day or full-day rates that include a deposit.

Mayor Young asked about capacity in the Black & White Days Building. The staff indicated it can comfortably accommodate 48–50 people.

Councilmember Black asked about The Park Bench location. Mrs. Karren stated that the only other tenant currently renting on a regular basis is a therapist and that no further discussions have occurred with Spartan Companies, noting it may be years before any change is required by them to expand into the north end of the building. Councilmember Black shared that he had attended a function where two former classrooms were used successfully. Mrs. Karren confirmed interest in using that space for rentals until other opportunities arise. Mayor Young stated this could provide an “in-between sized” space for community use.

Councilmember Schumann asked Mayor Young what fee he would propose for a half-day rental with kitchen use. Mayor Young suggested a one-time, 50% discounted rate per household. He reiterated that the goal is to provide residents opportunities to use City facilities, not to suggest current fees are incorrect. Councilmember Bair asked whether the deposit would remain the same. Mayor Young stated he would like to see a 50% discount applied across the board, stating, “this is our community and these are our buildings.” He added that appropriate legal mechanisms should remain in place to address issues if they arise such as building damage.

Councilmember Bair asked how often the City retains deposits. Mrs. Karren stated it occurs more frequently with non-residents and that the City maintains a “do not rent” list. Deposits are refunded weekly when applicable. She noted that some incidents exceeded the cost of the deposit. John Harris stated he has not observed many major issues. Mayor Young stated he would be surprised if significant issues occurred frequently. Mrs. Karren added that vandalism incidents were more common when rental fees were lower. Mr. Lewis recalled that the most severe incident involved damage to a men’s restroom years ago in the Community Building.

Mr. Lewis stated that the primary pushback he is aware of involves the \$400/\$200 rental fee at the Park Community Center. He questioned whether changes should be applied across the board rather than tied to home addresses, noting potential administrative challenges and opportunities for abuse. Mayor Young responded that lower costs would likely increase usage and stated that once a household uses a discount, it would be exhausted regardless of who uses it. He expressed reluctance to lower all fees, noting it would shift the program back toward a business model rather than a resident benefit.

Councilmember Wood suggested eliminating the deposit requirement for residents and reallocating that amount toward reducing rental fees, thereby easing the upfront cost burden. Mayor Young stated this was an option that could be explored further. Mayor Young requested that staff provide information on the number and cost of rental-related repairs over the past four years. Mrs. Karren stated records may be limited in this regard. She noted a recent exception made for an individual on the “do not rent” list, which resulted in issues, reinforcing the effectiveness of the policy. Staff also cited an incident involving command hooks that removed paint from gym walls unintentionally damaging the walls.

Mayor Young stated that residents generally treat facilities respectfully and expressed concern about creating policies based on rare scenarios that could negatively impact residents.

The matter will be brought back for further discussion at a future meeting.

Staff Reports and Monthly Financial Review

Ms. Karren

- ✓ Two building permits have been received this month.
- ✓ Update on The Park Bench remodel; the wall between the kitchen and closet was inspected and it was not a load-bearing wall so a post will go through the middle of that section after it is reviewed by an engineer. The asbestos in the kitchen flooring has been removed. The demolition will begin at the end of this week or the first of next week in the kitchen. John Harris said the walls are done, the sheetrock has been repaired the new trim is in. When the stage in the northeast corner was removed it was found to be sitting on five sawhorses. Primer is being put on the bottom half of the walls, the carpet is being removed from the walls and front room. Painting should be completed by the end of this month and then the shelves will be moved over. The progress is moving along well.
- ✓ During one of the recent rainstorms, water was pouring in from one of the HVAC return vents on the east wall. Lee's Plumbing was called out to scope it and a bunch of tree roots were cleared out as they were determined to be causing the problem.
- ✓ Councilmember Black asked about the post for the non-bearing wall. Mrs. Karren said it is due to the sagging, but it does not have to go in. Councilmember Black and John would both like to see a beam versus a post. Mrs. Karren will get the cost information to the council to consider.
- ✓ Mrs. Karren will send the design specs for the Community Building remodel and proposed floor plan to the council for review.

Mr. Lewis

- ✓ The City receives 90% of annual property tax revenue in December/January of each year. In December, \$277,919 was received.
- ✓ Sales tax revenue received was average at \$56,502.
- ✓ Income-Celebrations (3677) has received \$3,375.00 which includes the Halloween Carnival and Christmas festival.
- ✓ Streets-COG Road Grant (4473) shows a credit of \$11,387 which is a refund payment received from Staker Parson Companies from the retainage held on the project.
- ✓ Cub River revenue (3153) shows the \$25,000 annual payment from Lewiston City.
- ✓ Water Impact Fee (3717) revenue totals \$90,704 so far, this fiscal year.
- ✓ Water – BOR Field Service Grant (3726) received \$34,700 to help pay for the water master plan.
- ✓ Sewer Impact Fee revenue(3734) totals \$59,103 so far, this fiscal year.
- ✓ Council members have submitted their Conflict-of-Interest reports, which are mandated by the state on a yearly basis.
- ✓ Pickleball courts grant is in the process of being finalized and submitted. Appreciate Melissa's help on getting the bids. Will hopefully hear back on the submission in 4-6 months. A RAPZ tax application will also be submitted to help with the project cost.
- ✓ Personnel Manual – began discussions about legal updates to the manual last fall. Contracted with Manning Curtis Bradshaw & Bednar PLLC and specifically Matt Church. The updated draft was received in December but the staff wanted to wait until the new council was in place to begin the review. The council and mayor will receive

two copies of the draft – one is the redline version with every proposed change and the other the clean copy without the redlines. The intent of the update is to comply with legal issues. What was not reviewed and is not recommended to be changed until reviewed by the council are changes to city-specific discretionary issues such as PTO (Personal Time Off), holidays, etc. The staff would like the council to review the proposed changes. Mrs. Karren finished her review and will be sending some suggestions separately for consideration. He asked that members take time to review the manual and provide any suggestions or changes in the next few weeks so that it can come before the council for approval in the next few months.

Council Member and Mayor Reports

Mayor Young

City council meetings typically have been held on the third Thursday of the month for the last four years. He is proposing to change the meeting to the third Tuesday of each month instead.

The consensus of the city council was to change regular council meeting nights from the third Thursday to the third Tuesday of each month.

A short recess was taken at 7:44 P.M.

The city council meeting was reconvened at 7:50 P.M.

Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual. Utah Code Annotated 52-4-205 (1) (a).

A motion to close the regular council meeting and open the closed meeting was made by Council Member Wood, seconded by Council Member Draxler and the vote was unanimous.

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

No Vote: None

The closed meeting opened at 7:51 P.M.

Those in attendance: Mayor Young, Lyle Bair, Daryl Black, Fran Schumann, Joel Draxler, Bryce Wood.

Josie DeMann, HollyJo Karren, Melissa Titensor and Justin Lewis joined the meeting at 8:49 P.M.

Josie DeMann and Melissa Titensor exited the meeting at 9:15 P.M.

A motion to close the closed meeting and reopen the regular council meeting was made by Council Member Wood, seconded by Council Member Bair and the vote was unanimous.

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

The closed meeting closed at 11:34 P.M.

The meeting adjourned at 11:35 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder

A special meeting of the Richmond City Council was held at the Park Community Center located at 90 South 100 West, Richmond, Utah on Wednesday, January 21, 2026. The meeting began at 7:30 P.M.; Mayor Jeff Young was in the chair.

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

City Administrator HollyJo Karren, Shane Lewis, Bryan Tolbert and City Recorder Justin Lewis were also in attendance.

VISITORS: None

CLOSED MEETING TO DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL. UTAH CODE ANNOTATED 52-4-205 (1) (A).

A motion to close the regular council meeting and open the closed meeting was made by Bryce, seconded by Daryl and the vote was unanimous.

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

The closed meeting opened at 7:31 P.M.

Those in attendance: Mayor Young, Lyle Bair, Fran Schumann, Joel Draxler, Bryce Wood, Daryl Black.

Bryan Tolbert joined the meeting at 8:10 P.M.

Bryan Tolbert left the meeting and Shane Lewis joined the meeting at 8:46 P.M.

Shane Lewis left the meeting at 9:45 P.M.

HollyJo Karren joined the meeting at 9:50 P.M.

A motion to close the closed meeting and reopen the regular council meeting was made by Bryce, seconded by Lyle and the vote was unanimous.

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

The closed meeting closed at 10:38 P.M.

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

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

Adjournment at 10:38 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder

RESOLUTION 2026-02

A RESOLUTION BY THE CITY COUNCIL OF RICHMOND CITY, UTAH, TO INFORM THE STATE OF UTAH WATER QUALITY BOARD OF ACTIONS TAKEN CONCERNING THE MUNICIPAL WASTEWATER PLANNING PROGRAM REPORT FOR 2026.

WHEREAS, the Municipal Wastewater Planning Program is a program established by the State of Utah Department of Environmental Quality to assist cities in evaluating their wastewater and treatment facilities, their financial planning for current and future needs, and to assess their preparedness for future development potential.

WHEREAS, the purpose of the municipal wastewater planning annual report is to allow Richmond City to identify and solve potential problems in the wastewater collection system before they become serious and costly.

WHEREAS, there are benefits for Richmond City that may be accrued by completion of the Self-Assessment Report, to which; Richmond City will receive additional points on the Utah wastewater project priority list/system, which is used to allocate funds under the wastewater grant and loan programs. The results of the report are used to focus the state's technical assistance program

NOW, THEREFORE BE IT RESOLVED, by the City Council of Richmond City, Utah that:

1. One, the City Council acknowledges to the State of Utah Water Quality Board that they have received and reviewed the attached municipal wastewater planning program report for 2026, and
2. The City Council has implemented all appropriate actions necessary to maintain the collection system requirements contained in the Utah Pollution Discharge Elimination System (UPDES) Permit.

Approved and signed this 17th day of February, 2026.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder

RESOLUTION 2026-01

RICHMOND CITY'S PREVAILING FEE SCHEDULE

WHEREAS, Richmond City, being an incorporated City, desires to provide a combined and complete schedule of fees charged by the City; and,

WHEREAS, Richmond City has referenced several assessed fees throughout the Municipal Code as being identified on the most current prevailing fee schedule; and,

WHEREAS, these fees are changed from time to time; and,

WHEREAS, in the process of daily administration of the City, it is deemed to be more efficient to consolidate all assessed fees on one schedule,

NOW, THEREFORE, be it resolved;

That the Richmond City Prevailing Fee Schedule be adopted setting forth the fees to be charged from February 18, 2026 until a future update by the city council for the following:

**Park Community Center
Friday, Saturday, Sunday Combined Rates**

Resident

Current Daily Rate: \$400 Rental Fee, \$200 Deposit

Proposed:

A Richmond City Utility Account Holder would be allowed two rentals per calendar year per account at the following reduced rate: \$250 Rental Fee, \$100 Deposit

A third rental or more per calendar year by the same utility account holder would pay the following rate: \$400 Rental Fee, \$200 Deposit

Approved and signed this 17th day of February, 2026

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder