

RICHMOND CITY COUNCIL

DECEMBER 17, 2013

The regular meeting of the Richmond City Council was held at the Richmond City Office Building located at 6 West Main, Richmond, Utah on Tuesday, December 17, 2013. The meeting began at 7:00 P.M., Mayor Michael Hall was in the Chair. The opening remarks were made by Terrie Wierenga.

The following Council members were in attendance: Brad Jensen, Paul Erickson, Terrie Wierenga, and Jeff Young. Tucker Thatcher was excused.

A motion to approve the November 19, 2013 City Council meeting minutes was made by Terrie, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

DEPUTY REPORT

MAYOR: Deputy Hatch advised us that she had another commitment this evening and could not attend. I appreciate her service and her help to the community on an issue earlier this month.

AUDIT PRESENTATION BY ALLRED JACKSON ON THE FINANCIAL STATEMENTS FOR JULY 1, 2012 THROUGH JUNE 30, 2013.

JUSTIN: Diana Cannell of Allred Jackson had a scheduling conflict this evening and passed on some information that she wanted me to inform the Council about. She is available by phone or email at any time to speak with you and is more than willing to come to the January 2014 City Council meeting if you would like her to do so. Diana prepared a letter and asked that I read it to the Council.

****Justin read the following letter from Diana Cannell of Allred Jackson.****

Richmond City Council,

Financial statement highlights:

· Adoption of GASB 63 and 65

- o “net assets” is now called “net position”
- o Deferred inflows (below liabilities) – shown as a separate line item is the amount of property tax that has been levied but will be recognized in a future period. In previous years, this was labeled deferred revenue and shown as a liability.
- o Bond issuance costs are now recognized as an expense in the year incurred instead of capitalized and amortized over the life of the loan. Previous bond issuance costs were

removed from the financial statements resulting in an adjustment to beginning equity of \$55,470 in the water fund and \$10,026 in the sewer fund (see footnote 10).

- Water fund used previous bond proceeds of \$960,000 in the current year, with over \$3 million left to use to finish up the water project.
- Sewer fund is showing a loss of \$357,120 for the year. Included in that loss is \$430,653 of current year depreciation expense which is a non-cash expense.
- State Auditor changed many of requirements this year, including the items that we test.
- The only item that we found to be a finding is that the Cub River Sports Complex fund balance ended the year with a negative balance. Based on discussions with Justin, increased annual funding will be made to this fund and will eliminate this finding for next year.

As always, Justin and Chris were wonderful to work with this year. They do a great job and we really enjoy their professionalism and dedication to providing sound financial reports.

Sincerely,

Diana Cannell

Allred Jackson

JUSTIN: I will go over some of the highlights that Diana asked me to cover in the audit report. Please turn to Page 17 and you will see some of the General Fund Budgetary Highlights for the past budget year. The highlights consisted of extensive repair work on the road on 600 South from State Street to 200 West. Replacement of one of the heating and air conditioning units on the Community Building. Purchase of two used dump trucks and a sander for one of the dump trucks. Installation of a restroom facility at the City Nature Park using RAPZ tax proceeds. Purchase of an outdoor sound system to be utilized for Black & White Days, at the City party and wherever the City might have the need. Installation of a concrete retaining wall on the east side of the fire station. Use of approximately \$4,000 to \$5,000 worth of grant proceeds at the Library for technology purchases. Please turn to Page 29 and go to the middle of the page under the Sewer Fund line item. The Sewer Fund had an operating loss of \$393,474 but also had Depreciation Expense of \$430,653 so if you add the depreciation back in the operating income would be \$37,179. The majority of the depreciation expense is the MBR plant project.

MAYOR: How long is that project depreciated?

JUSTIN: It is depreciated over 20 years. On the Water Fund, it ran an operating income of \$267,413 including depreciation and if the depreciation is added back in the operating income is \$338,410. We have been planning all along in the water fund to try and keep the third utility rate increase in that fund as small as possible. We won't know for sure what we need to do in that regard until the water tank project is completed and all the bills paid. Page 55 shows the Cub River Sports Complex. This is the one area that I received a finding in and it is because there is \$2,000 in receivables and \$2,255 in liabilities so there is a negative balance of \$255. I knew this was going to be an issue and spoke with Mayor Hall about it in the past. Mayor Hall and Mayor Field of Lewiston both agreed that each city should increase their yearly budget line item from

\$7,500 to \$10,000 for the sports complex. Page 68 shows the one finding for the year. Finding 2013-1 states “The Cub River Sports Complex fund ended the year with a deficit fund balance of \$255. This was due to more expenses incurred during the year than revenues and transfers received”. This goes back to what we were just talking about having more payables than receivables in that fund. The Management response by the City to the finding is “Both Richmond City and Lewiston City have agreed to increase their annual contribution from \$7,500 per year to \$10,000 per year to help cover additional expenses as well as to help build a small reserve fund balance for future years”. I feel very good about how the audit went. Diana and her staff are very good to work with. I also want to thank Marlowe and Chris for their time, they did all the leg work here at the City Office while the auditors were here. I feel good about how we are doing things and working with the audit team to improve our processes. I talk with Diana and her staff throughout the year as things are always changing. For example, the bond issuance costs are now handled differently. They used to be amortized and now they are expensed. Bond issuance costs were the fees we paid to Zions Bank and the bond attorneys for their help with the issuance of the bonds for the MBR plant as well as the water tank project.

JEFF: We as a City staff are changing how the digital information we have is saved. The auditors were happy we have everything digital and easily accessed. It saved them a lot of time and we can be very quick to respond to their questions.

TERRIE: If our only issue is \$255 in the Cub River Sports Complex Fund, I feel pretty good about where we are at.

MAYOR: Justin left off reading the last paragraph of Diana’s letter and I would like to read it. “As always, Justin and Chris were wonderful to work with this year. They do a great job and we really enjoy their professionalism and dedication to providing sound financial reports.” Thanks to all involved in this process as I know it can be stressful and time consuming.

BUSINESS LICENSE

COTTAGE CONCEPTS

JAMIE JENSEN: We just moved to Richmond and would like to start a business in the basement of our residence. We would mostly be restoring old furniture.

PAUL: Would you be using normal household products for the work?

JAMIE: We would not have any thinner as the smell is too strong and I don’t want it around my children. We would use more sandpaper than anything. I know how to dispose of paint properly.

TERRIE: What quantities of products will you store on site?

JAMIE: No more than five to ten gallons of paint, some latex and some acrylic.

TERRIE: Our main concern is for our fire response team so they would know what chemicals are on site. When would you be operating the saws, during the day or night?

JAMIE: During the day in our basement or in the shed in the backyard.

TERRIE: We just cannot have any noise that disturbs the neighbors.

JAMIE: We would be using a circular saw or chop saw on occasion.

A motion to approve the business license request for Cottage Concepts (Jamie Jensen) was made by Brad, seconded by Paul and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

PRESENTATION AND POSSIBLE PASSAGE OF RESOLUTION 2013-5 ENTITLED “A RESOLUTION ADOPTING THE RICHMOND CITY GENERAL PLAN DATED 2013 FOR USE OF SAID PLAN AS GUIDANCE IN THE FUTURE PLANNING AND DEVELOPMENT OF RICHMOND CITY.”

MAYOR: We have all read the Resolution regarding the changes to the General Plan. We have had a couple of public hearings on this matter at the City Council meetings as well as the Planning Commission meetings. Paul and Terrie have helped to oversee this project for the last couple of years.

PAUL: I am glad the process is over but it has been meaningful and there is a lot of good information in the plan. The plan has had lots of input from several different people.

JEFF: How long did this take to get done?

TERRIE: About 2 ½ years. It started in March 2011.

JEFF: I know it has been a long time and there has been a lot of detailed information included as well as many meetings. I know that citizens, the Council, engineers and J-U-B have all been involved.

PAUL: There were several field trips as well. Many citizens contributed to the plan and the Lion’s Club helped out as well. There were former Council members and Mayor’s, business owners and home makers that all contributed. It was a very meaningful experience. We have a good set of guiding information moving forward.

MAYOR: I know there has been lots of time spent on it. I think it all worked out very well. The proposed changes from our discussion last month have been made. Cindy Gooch of J-U-B has been really good to work with. The City received a grant from the CIB (Community Impact Board) that helped to pay for the cost of the plan. It will be a guide for several years.

BRAD: Were the requested changes to the park map made? I see the old map on the website still.

TERRIE: I have not been provided the latest copy to put on the website.

MARLOWE: The map was changed.

TERRIE: I never got the updated map.

PAUL: The final printing of the plan reflects the changes.

MARLOWE: I have the disk with the final copy and will get some hard copies made.

TERRIE: I need an electronic copy for the website.

A motion to adopt Resolution 2013-5, "A RESOLUTION ADOPTING THE RICHMOND CITY GENERAL PLAN DATED 2013 FOR USE OF SAID PLAN AS GUIDANCE IN THE FUTURE PLANNING AND DEVELOPMENT OF RICHMOND CITY", was made by Paul, seconded by Terrie and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

PRESENTATION AND POSSIBLE FINAL APPROVAL OF A WATER TRANSFER FROM A PRIVATE CITIZEN TO RICHMOND CITY.

MAYOR: This is a follow up to a proposed transfer of water rights by a private citizen to the City. This would be the same agreement as last year. City Attorney Bruce Jorgensen, and Morley Cox have both reviewed the legal documents. The proposal is to purchase one water share from Morley for \$4,000 and that will establish the tax basis for the remainder of the shares. Mr. Cox would then donate 19.99 shares to the City. It is possible this may happen again in 2014. Bruce has verified the legalities of the transfer and everything is fine. We need to approve and get Morley paid by the end of the year for tax purposes.

A motion to approve the purchase of one (1) water share from Morley Cox for a sum of \$4,000 and to accept a donation by Morley Cox of 19.99 water shares to the City, was made by Brad, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

BUSINESS LICENSE

J.T. HATCH FLOORING

TODD HATCH: I work through numerous store fronts and by having a business license it will be easier to get liability insurance. Most of the stores I work with ask for or are requiring me to have a business license. It will help to simplify my business dealings. There will not be an office at my home, just the address for the business. There will not be any flooring stored at my home. I just do the work for the stores at the locations they direct me too.

MAYOR: So you are a subcontractor for the flooring companies?

TODD: Yes, I am a subcontractor.

A motion to approve the business license request for J.T. Hatch Flooring (Todd Hatch) was made by Jeff, seconded by Terrie and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

DISCUSSION ON PARLANT SYSTEM

MAYOR: This is continuation of the discussion from last month on the City communication system that is available. I have asked Justin to provide more information on this system.

JUSTIN: I hope each of you got the test messages that I sent from the Smithfield system so you could see how text messages and emails come across through the system. I have provided you with a copy of the flyer that was given to the residents of Smithfield regarding the system. The first page is an explanation from the City of what the system will be used for and why we are gathering the information. The explanation page is left with the citizens. The second page is the information page. This page asks for name, home phone number, cell phone number, and email addresses. There is not a restriction on the number of email addresses or phone numbers that can be added to the system. For example, one house might have five children and they each have a cell phone. We can add all of the cell phones into the system. We can add multiple email addresses as well. The system allows for communication by email, text message and voicemail. The utility database that Smithfield uses had a lot of out of date phone numbers and no email addresses. With the help of the CERT group, local faith based groups and Boy Scouts they have gone door to door to help gather the information so the database can be updated and accurate.

TERRIE: How many people have opted not to be included in the system?

JUSTIN: Smithfield has approximately 3,500 connections and right now about 75% of the City has been contacted. I have only had two requests to not receive this type of communication from the City.

TERRIE: I know other places have had a hard time getting the information updated.

****This discussion was temporarily stopped so a business license request could be heard as the requester had to join the Council meeting via conference call.****

BUSINESS LICENSE

CODELITT INC.

MAYOR: A request has been made by Codelitt for a business license for management consulting services.

CODY LITTLEWOOD: I help big corporations with startups as we are a small company that can get in quickly and get the work done. Currently, I work with companies like Assurant and Plastics News. We build web based products from the ground up to production. The business is not committed to a particular location but I have a home in Richmond. I am currently in New York for a presentation. I have developers in India, New York, Florida and Argentina. I am always on the move.

TERRIE: Will there be any meetings or conferences in Richmond?

CODY: Almost all meetings are on site as we go to the customers' business location. We work with a lot of prototyping. From New York I am headed to Miami for the next project.

****A motion to approve the business license request for Codelitt Inc. (Cody Littlewood) was made by Terrie, seconded by Jeff and the vote was unanimous.****

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

CODY: I won't be home until February, will this cause any issues with the license.

MAYOR: That is not a problem, thanks for letting us know.

CONTINUED DISCUSSION ON PARLANT SYSTEM

JUSTIN: There are a couple of options in regards to cost. The cost for the website based system would be \$1,865 and the cost for the website system and smart phone app would be \$3,177.50. There is a onetime fee of \$500 for the website setup but after that the cost would decrease to \$1,365 per year. The cost is based on the number of utility hookups and right now we are around 750 and the cost is \$1.75 per hookup.

MAYOR: The benefit is that we can send out instant reminders about things such as the day to vote, City party, movie night in the park and snow removal.

JEFF: Can citizens go in and update their information?

JUSTIN: Yes, we will do the initial entry and they can follow up and change at their discretion. I am of the opinion at this time that we don't spend the money on the smart phone app until we get everyone understanding the system. It can be a great feature but we need people to understand the system before they start accessing it on their smart phones.

JEFF: I am of the same opinion regarding the use of the app at this time.

MAYOR: How much do we spend on mailings for the City party and Black & White Days?

JEFF: The Black & White Days mailing is not that expensive, it costs around \$140 to \$180 but when we mail the flyer to Lewiston as well then it costs more. The mailer/flyer is the expensive part. It usually costs \$400 to \$500 just for the mailer and that can get very expensive. This type of communication system is getting more and more popular. It is a good deal. What we could save on mailing costs would pay for the system. We can send color PDF's if we choose to do so. We would no longer have to print hundreds of copies of the flyer. I work with lots of the local cities and towns and they are realizing that this is how people want to get information. They want it digital through an email, text message or website. More and more people are looking for this type of information. They want to be communicated with this way. There are other systems out there but for the price and the way it is developed this is a good setup.

JUSTIN: Smithfield, Hyde Park, Hyrum and Amalga are all currently using the system.

JEFF: The system can be linked for emergencies with other communities. I would recommend this system here in the community as well as to the other local communities that I work with.

MAYOR: We are already spending over \$1,300 per year in mailings.

TERRIE: It could be utilized for Black & White Days as well as the City party and other special celebrations.

PAUL: Can you send attachments with the email?

JEFF: Yes. The system has the ability to grow and eventually the Library could send information just to specific people to let them know when a book has come in or that they have books that are past due. The City newsletter could be sent via this system. There are so many things we could utilize this system for.

MARVIN TRAVELLER: Would this allow a person to pay their bill online?

JEFF: That is a good point. This system is not made for online bill pay. It could provide information to take citizens to a secure site to make payments. I am in full support of this system because of the cost savings that would be involved. Every community I am working with and have set up is saving money by not printing items any longer.

PAUL: What is the cost to print the newsletter?

JEFF: The cost is cheaper now we have a new copier. In the past, we were spending about \$175 per month on the copier and an additional \$200 to \$400 per quarter in use and maintenance

fees. The new copier was purchased outright and we will see a cost per sheet savings. When we had issues with the weather during Black & White Days we printed the flyer three times and it cost \$600 to \$700. Paper is becoming very expensive.

JUSTIN: The messages can be sent to specific people, certain City blocks as well as for shut off notice warnings. The message does not have to go to every single citizen. It can be sent to specific people.

BRAD: I am not seeing many negatives with the system.

TERRIE: I know in the past I have had people ask me at the Harvest Market what the City was thinking about doing as they asked about Twitter or other communication options that the City might consider.

BRAD: I don't want to see both things happen, if we go to this system then we need to go away from using paper, when possible.

JEFF: Look at where the Council is now, we have completely gone away from paper at Council meetings on a monthly basis.

TERRIE: I went through some paper records to see what to give to Cheryl as she takes my place and there is lots and lots of paper.

MARLOWE: I like the idea of this system but would caution the Council to think about the poor. There are people in the City that cannot afford computers or cell phones and there is also an older demographic in town that does not have these items either. This applies to more than just a few people in the City. I don't want to see those people left out.

JEFF: I am not sure how we would be leaving them out. We are not forcing anyone to go this route. We can provide the tools and citizens can decide whether or not to use them.

MARLOWE: Don't misunderstand what I am saying, there are some people that cannot afford the hardware to access this information. We need to still be able to provide paper to those that want it.

TERRIE: That is not being considered to go 100% away from paper. There will always be some people that want items by paper and we will still provide that to those that want it.

JEFF: Important items will always be mailed even if we go to this system.

TERRIE: We can still mail to certain people upon request. Citizens can use the Library computers to access the internet. If we can stop sending 600 out of the 750 copies each month then that is great.

PAUL: I would like to know about the other options that are available.

JEFF: The fundamental principle behind all of these types of companies is the same. I think it makes sense to go with the same system other communities in the County already have. I won't

say this system is better than the others but I won't say it is any worse either. Some of the other companies charge in different ways as well.

MAYOR: Worst case we get rid of $\frac{3}{4}$ of the mailings. We could cut it down to a couple of hundred.

JEFF: We could pay for the system just by cutting back on the Black & White Days mailings as well as movie in the park mailings.

BRAD: What about price increases? Is there any price lock guarantees?

JUSTIN: I don't know but I will check on the pricing. I think there is a price lock for five years but I am not certain.

JEFF: If I remember correctly, there is a five year price lock option as well.

JUSTIN: If I recall correctly, everyone pays the same fee whether you have 3,500 connections or 100 connections.

JEFF: By saving money on the flyers I would have more budgetary funds to spend on other programs.

PAUL: I think this would be a good use of our funds.

JEFF: One additional item would be to consider adding the smart phone app down the road.

MAYOR: Let's get the answers to our questions from the Parlant representative and forward those responses to the Council as you get them Justin. Marlowe, please put on the January Council meeting as a discussion and possible vote.

TERRIE: I am for the system. With my travels this year there are lots of communities with similar systems. I am sold on this type of system.

FINANCIAL REPORT

JUSTIN: In November we collected \$18,109 in Class C Road Funds which would have been for the months of September and October. Our yearly allocation from Cache County on ambulance service was received in the amount of \$4,570.12. The Youth Council between their activities and the Rocky Mountain Power donation has brought in \$753.50 this year. Page 2, shows the new copier was paid for at a cost of \$5,858.58. The library building renovation project will not show under the library department it will be in the buildings section in Line Item 4294, "Bldg – Library Bldg Renovation" and the current expenditure on that project has been \$22,959 which is the payment for the windows, front door, and some roofing work. Page 3 shows that \$7,552 in Class C Road Funds was spent and that year to date there has been \$24,429 in Class C Road Funds spent. I am anticipating about another \$70,000 can be spent before June 30th.

PAUL: We will be doing some chip sealing next year. I am aware of the issues on 300 East and how the edge of the road keeps breaking off. I have about two pages worth of notes from Norton Thurgood on the roads.

TERRIE: Did we get our GIS Database information from Norton?

PAUL: I am not sure, I will check on it.

JUSTIN: There was \$42 in use fees collected for the sports complex. As I mentioned at the last Council meeting, there were two impact fees collected last month for both water and sewer. The water bond proceeds earned \$1,181 in interest last month. The sewer project PTIF has a remaining balance of \$558,052 and the water project PTIF has a remaining balance of \$2,580,067. As these projects are worked on, that balance will decrease. The water tank project has a current cost of \$2,749,388 and the sewer grit removal project \$118,880. This month there has been \$61,799 in property tax collected. We will have a public hearing to adjust the budget in January. The sports complex playground equipment has been installed and paid for. Soontag Recreation was paid \$53,364 for the playground equipment and installation. I have filed a RAPZ reimbursement request for that invoice. Did the payment to Soontag include the bark and cement work?

PAUL: Council member Martinez from Lewiston got quite a bit donated but I would expect we will see a couple of invoices for the bark and cement work.

MAYOR: How much was the total award of that project?

JUSTIN: We were awarded \$75,000.

JEFF: I have a concern, as a parent, of how the children will get to the playground. It is all the way to the north end of the parking lot. Are we going to tie it together with the other sidewalk?

PAUL: We will have some funding left after these bills are paid but that would be a tremendous amount of money to connect the playground and the existing sidewalk.

JEFF: I am very concerned about it and think we need to come up with a plan as right now the kids will run through the parking lot to get to the playground and the parking lot is mass chaos when games end.

JUSTIN: So far this month we have collected one water and sewer impact fee. I would propose that we use the water impact fee and make a payment on the loan from the capital projects fund to the water enterprise fund. The payment would be for \$4,401.

A motion to approve the transfer of \$4,401.00 which consists of \$2,722.43 in principal and \$1,678.57 in interest from the Water Impact Fee Cash Allocation Account to the Capital Projects Fund Cash Allocation Account was made by Paul, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

MARLOWE: Julianne asked that I mention to the Council that one of the newly planted trees in front of the Library is crooked.

JEFF: I am glad you mentioned that as I want to make everyone aware that all the trees will be properly staked and straightened. A&D will be coming back to do some more work on that project. There was a lot of root systems from the old trees that needed to be removed.

JUSTIN: Due to the gas line and other utilities, all of the holes for the trees had to be dug by hand.

MAYOR: A&D has done good work for the City.

COUNCIL MEMBER REPORTS

BRAD: The Fire Department and EMS Department had their annual Christmas party this month. Right now they are responding to a local propane leak according to some information that Mayor Hall just received. Chief Bair is out soliciting volunteers to join the Department as well. We have received approval from the State of Utah to proceed with our well project. Darek, do you think the driller will mobilize within the next two weeks?

DAREK: Yes, within two to three weeks.

BRAD: The well drilling project will take around three weeks to complete. The hydro seeding at the tank area inside the fence has been completed. Most of the water project is done and online and we are now working on the well. On the grit removal project at the MBR plant, I am guessing we are around 50% complete.

SCOTT: I would guess 45% or so for sure.

BRAD: This project will help to reduce our maintenance costs as the membranes can be saved and last longer. They are very expensive to replace. Scott, how far are we into getting all of the water meters replaced?

SCOTT: Right now we have around 300 installed and about another 450 to go over the next few years.

BRAD: Are we going to continue to read the meters for the industrial users throughout the winter?

SCOTT: Yes, all the industrial users will be read monthly.

BRAD: Scott, I would like to get a map showing where all of our radio read meters are located. There are no new nuisance complaints.

JEFF: I want to give an update on the new microphones and TV that we are using here in the Council room. The new microphones will help with all of our recordings as there are more and more laws regarding recordings. We need to have an adequate system that is user friendly so that we can easily comply with GRAMA requests. People can come in and make a GRAMA request for the audio recording of any of our meetings. It will now be easily available. We will put on a flash drive and a citizen can then purchase the flash drive for a basic cost. The TV serves two purposes, it will allow us to view our meeting agendas, maps and other items and the planning commission can utilize as well. Every Council member will have independent access to broadcast on the TV what they want everyone to see. The main purpose for the TV is for the court. It is more efficient to do video conferencing than it is to pay an officer to transport someone back and forth from the jail. It is very effective. The Court hearing can be done here in the office without the person ever leaving the jail. Judge Funk applied for and received a \$1,000 grant that helped with the purchase of the TV and installation. The remaining funds for the project came from the general fund and public safety department.

MAYOR: I would say we are very technology savvy for such a small community.

TERRIE: As most of you have noticed, the old trees in front of the Library were removed. They were diseased and had an aphid infestation. If the old trees would have been trimmed there would not have been much left over. The decision was made to remove the three trees. The tree in front of the City office building was in the same condition and so all the trees were removed from the corner of this building to in front of the library. A&D Landscaping will get them taken care of as I have heard the concerns about the leaning tree as well. The new front door has been installed and it is much safer for children to enter and exit.

MAYOR: The new door is much lighter than the old one.

TERRIE: For this project, we received about \$60,000 in principal from the donation and the project estimates are coming in at about \$53,000. We have received new windows, window trim inside and outside and a new drain line in the back of the building. The drain line should help to keep water from getting into the basement. There is a new roof on a portion of the back area. The interest earned on the principal is being used to help with some of the tree removal and planting costs. Potentially, the leftover funds will be used for replacing the carpet which is around 25 years old. The donation is specifically for capital improvements to the library building. There will be a plaque installed when the project is completed honoring Gordon and Betsy Olson.

MAYOR'S REPORT

MAYOR: Our annual holiday dinner was scheduled for January 10th but due to a scheduling conflict can we move it to January 3rd or January 17th?

PAUL: I am good with the 3rd but out of town on the 17th.

MAYOR: Let's move it to January 3rd and the time will still be 6:30 P.M. Our next Council meeting will be on January 21st. Since it is the New Year we will have either Judge Funk or Justin swear in Cheryl that evening at her first Council meeting. At this time I would like to

thank Terrie for her many years served on the City Council. She served on the Council from January 1, 2004 through December 31, 2013. At this time we would like to give her a plaque of appreciation for what she has done for the community. I appreciate Terrie and all she does, the plaque does not do justice for her service to the community. She has gone way above and beyond what she needed to do and has many talents. She has personally overseen the creation of the City website and Harvest Market as well as several other items. I very much appreciate her attention to detail for items like LUDMA and LUDMO. Terrie has always helped to review these documents and will be sorely missed. Terrie will not be too far away as I have asked her to take over the City newsletter which is done monthly and she will continue to oversee the City website as well. I appreciate what she does and has done for the City. Thank you for your time and commitment to the City.

A motion to pay the following bills was made by Paul, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

A&D Landscaping	643.65
Aflac	178.38
Agriservice	81.88
Al's Trophies	51.99
Altius	1686.37
American Legion #33	74.00
Anderson Doors	768.58
Bear River Health	40.00
Beazer	142.45
Brent Webb Excavation	674.96
Brown Monument	170.00
Cache Chemical	141.50
Cache County Corp	1896.98
Cache Service Area	16708.70
Cache Valley Fire	821.50
Extinguisher	
Cache Valley Publishing	49.90
Cantwell Brothers	34.56
Cardwell	1526.54
Carr Printing	775.79
Century Link	234.37

Coats	108.35
Coca Cola	147.62
Cox	950.00
Denny's	47.78
Ecosystems	1289.94
Electrical Wholesale	140.3
Frank Edwards	15.21
Gateway Mapping	1612.00
Glenn's Electric	667.94
Hach	272.47
Interstate All Battery	75.65
Interwest Supply	1634.61
JUB	11844.5
KVA Electric	550.00
Lee's	37.96
Lowe's	122.74
Maverik (cemetery)	276.44
Maverik (city)	243.07
Med-tech	71.29
N. C. Vet	210.00
Oldcastle	1430.87
Olson & Hoggan	2842.25
PEHP	94.40
Pitcher Propane	2521.55
Ovivo	11751.00
Randy's	73.9
Rocky Mountain Power	2177.8
S&H Enterprises	127.92
SKM	42.50
Smithfield Imp	6.98
Sonntag Recreation	53364.00
Staples	47.94
The Herald Journal	36.37
Treewise	3833.00
USDA Forest Service	150.24
Ut state Div of Finance	#####
Ut Vet Diagnostic Lab	68.45
Verizon	216.30
Visa	1291.87
Weidner	1010.53
Wex Bank	119.90
Woodsmith Construction	1735.00
Xerox	193.64

Zoll

105.00

A motion to adjourn was made by Paul, seconded by Jeff and the vote was unanimous.

Yes Vote: Jensen, Erickson, Wierenga, Young

No Vote: None

Absent: Thatcher

Adjournment at 8:33 P.M.

RICHMOND CITY CORPORATION

Michael E. Hall, Mayor

ATTEST:

Justin B. Lewis, City Recorder