

RICHMOND CITY COUNCIL

DECEMBER 10, 2019

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, December 10, 2019. The meeting began at 7:00 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Lyle Bair.

The following Council Members were in attendance: Paul Erickson, Tucker Thatcher, Cheryl Peck, Lyle Bair, and Kelly Crafts.

City Engineer Darek Kimball, City Recorder Justin Lewis, and City Treasurer Christine Purser were also in attendance.

VISITORS: Terrie Wierenga, David Gordon, Tonya Gordon, Monica Giffing, Holly Jo Karren, Brent Webb, Daniel Wiser, Michael Taylor, Lora Smith, Dustin Lema, Laura Lema, Emily Sim

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM NOVEMBER 19, 2019

A motion to approve the November 19, 2019 city council meeting minutes was made by Paul, seconded by Cheryl, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

DEPUTY'S REPORT

DEPUTY CODY OLSEN: I am working with Jeremy on a car issue. Are there any other concerns?

PAUL: Do we have an update on the cars?

JEREMY: One is from Idaho, and the other one is from Utah.

DEPUTY OLSEN: If we can get the license plate numbers, it would help. All they do is sit in the cars at the maintenance shop from what we can tell.

JEREMY: They park by the maintenance shed and are gone by daylight.

MAYOR: How are winter parking and snow plowing going?

DEPUTY OLSEN: I am not aware of any citations being issued.

JEREMY: There has been one citation issued. We also had an abandoned car towed away. Those are the only two issues I am aware of. The snowplow drivers have not been complaining of issues or problems.

MAYOR: I have not noticed any issues.

JEREMY: We gave the people who owned the abandoned car plenty of time to move it. We found out they have been evicted from their home, and they abandoned the car at that time.

MAYOR: The new Stop Sign at 300 East Main has been installed.

PAUL: I noticed a bag had not been put over it, and it is in effect.

MAYOR: I got calls from people complaining about it. We need to put a bag over it for a couple of weeks.

JEREMY: I don't think it will make a difference.

PAUL: I agree.

JUSTIN: I will send out a notice tomorrow through Parlant and Facebook.

PAUL: I appreciate the service offered by the sheriff's office to the community.

LIBRARY UPDATE AND REPORT.

LORA SMITH: I am going to discuss some happenings at the library as well as ask for your feedback. The state library came and toured the library and took some 360 degree pictures. I would like to invite each of you to come over to the library and see the changes we have made. The robotics program is run in the basement. I would like you to come in and look around and see what we do. I want to share some statistics with you. In 2018, there were 547 volunteer hours. So far in 2019, there have been 884 volunteer hours. There were 1,006 reference questions in 2018, and this year there have been 1,412. In 2018, there were 127 programs, and in 2019 there have been 232. Volunteers

make what we do possible. There has been a lot of training done with the staff. We all have our areas we specialize in, but everyone is better trained. The more an employee can help out the better the resource they are. The library is not just about books. It is about programs as well, and we have added a lot. Some of the programs are: library monthly presentations, robotics, toddler and baby store time, preschool story time, and the summer reading program. The summer reading program has been extended to eight weeks. The Discovery Club highlights the discovery kits which include items such as microscopes, telescopes, and a bird and bug kit. We had an arts and artists club today. Each kit is highlighted one at a time. We have a VR Grant which is a Virtual Reality Grant. We are collaborating with Minnie Dayton and North Cache Middle School on this. We are doing some outreach activities with the community. We use merge headsets, cubes, and enhanced children's books. Three of the activities must be done outside of the library. After the first two activities are completed, we can get the Oculus Quest 360 degree camera to use. The plan is to have this available for Black & White Days. It will be available to use in the library. We also have a census mini-grant. Training will be done with the library staff. The goal is to help get an accurate census. Thank you for supporting the library.

CHERYL: Thank you for what you and your staff do.

LORA: For Christmas this year, we are sharing a favorite treat, and I would like to share one with you.

MAYOR: The library is a good example of what a small community can do. We get compared to the services offered by other larger communities. It is hard to balance in a small community. Thank you for all you do.

DISCUSSION AND POSSIBLE VOTE ON THE CONDITIONAL-USE PERMIT REQUEST BY JARED WISER TO BUILD STORAGE UNITS IN A PIC (PLANNED INDUSTRIAL COMMERCIAL DEVELOPMENT). PARCEL NUMBER 09-075-0023 WHICH IS LOCATED AT 360 WEST 600 SOUTH. THE PARCEL IS 2.00 ACRES.
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PAUL: Darek, have you reviewed this request?

DAREK: Yes, I sent a memo of review with my comments. I am not aware of any issue which would stop you from granting the conditional use permit request. I have some items which their engineer needs to address on their plans. The plans show the waterline and fire hydrants. We need to discuss ownership and maintenance of the fire hydrants and waterline. I assume they will own and maintain them, but we need to clarify and have that on the record. I notice the storm drain is running to Daryl Black's property.

PAUL: Is that a detention space? Is it good for what they need?

DAREK: I need to find the dimensions. I know it shows the water depth of three feet, but we only allow two. That is an issue to correct but not a reason to stop the request. There is a retaining wall in the northeast corner of the property. It will need to be engineered, as it is about ten feet tall. Owning, operating, and maintaining the fire hydrants need to be discussed. Good notes need to be placed on the plat in this regard.

PAUL: Are the waterline and fire hydrants on private property?

DAREK: Yes. We need to review the entrance gates as well. The storm drain line going to the Itty Bitty Equipment parcel needs to be resolved as well. Is there an easement in place?

JEREMY: We also discussed needing a place for traffic to be able to get completely off the road while they wait for the gate to open.

PAUL: Will the fence need to be further back?

DAREK: The gates need to be far enough off the roadway a truck and trailer can pull off the road while they wait to enter. I have that in the memo to their engineer.

PAUL: The grade/slope is good?

DAREK: Yes.

TUCKER: Is the fire hydrant required?

MICHAEL TAYLOR: I work for Civil Solutions who is engineering this project. The fire hydrant is required because of fire code requirements.

PAUL: We need to discuss the fire hydrant and waterline.

DAREK: Typically, if the waterline and fire hydrant are on private property, the property owners are to maintain and repair.

MICHAEL: We can move the connections around to the parcel, as we tried to minimize the number of cuts into the road.

DANIEL WISER: Our intent is to build the first two buildings and see how fast they fill up. We want to do all four sections if they fill up. The speed at which we build them is based on how fast they fill up.

PAUL: Will the surface be pavement?

DANIEL: Yes.

PAUL: Can the surface be pavement or gravel?

JEREMY: We cannot require pavement, but in our conversations with Jared, he agreed to do asphalt for the surface.

MICHAEL: We designed the project for asphalt.

DAREK: They are required to do asphalt within 100 feet of the well. I am glad they are planning on doing it all in asphalt.

JUSTIN: Just a reminder: the conditional use permit approval allows them to formally start the process. Darek, Jeremy, and the fire department will still have to review and approve the final plan.

TUCKER: The discussion about the waterline and fire hydrant is reasonable. Since it is on private property, you will own and maintain the waterline and fire hydrant.

DANIEL: I am not concerned about that.

MAYOR: Who inspects the fire hydrant?

PAUL: Is it an annual inspection?

DAREK: It is privately owned, so that will be up to them.

PAUL: Are there any code concerns in this regard?

MAYOR: I know our fire hydrants are tested yearly.

DAREK: The fire department would know the specific requirements.

LYLE: When I worked for the fire department, we tested the fire hydrants at the local schools annually for them.

MAYOR: We need to clarify this and let them know.

PAUL: We could test them as a courtesy.

LYLE: It is not hard to test them. I agree they need to be tested. Damage can be done if they are opened or closed too fast. There is some liability opening and closing them. I think we require them to test them annually.

DAREK: The hydrants can be tested in the presence of our fire department. Tell us about the storm drain line. The outlet comes out to a right-of-way.

MICHAEL: We talked to the property owner to the west (Daryl Black). There will be piping no matter what. The neighbor is amenable to work with us, and we will get an easement. There will be a small parcel purchase between the two parties as well.

PAUL: Is there a storm drain on 400 West?

DAREK: No, it goes into a roadside swale. The swale will need to be reestablished, as the area is currently being farmed.

PAUL: How close is the storm drain system to this parcel?

DAREK: Eventually, all storm water makes its way to City Creek.

TUCKER: The existing storm water pond is just water collecting in a low spot by the road.

MICHAEL: It is a pond, and there is an overflow box there. You can see it on the aerial. The storm water goes into the pond, then into the drain box, and then flows to the west.

DAREK: I will work with them to address our concerns. The conditional use permit just permits them to do the project on this parcel.

JEREMY: Agreed. We will want to put a development agreement in place with them. All of this will be in writing. The council can approve that agreement at a later date. They can proceed with their project, and we will work with them on the agreement.

PAUL: Does the development agreement need to be part of the motion to approve?

DAREK: No, you can approve the permit, and then we can draft the development agreement later.

JEREMY: Tonight, you need to let them know of any conditions you are going to impose.

JUSTIN: The building permit will not be signed off on until all of these items are addressed.

PAUL: I want them to know we will require a development agreement.

JEREMY: All of the items in the development agreement are clerical. They are the understanding of ownership of the waterline, fire hydrant, and other items discussed.

MAYOR: We need to make sure the fire code is met, so all parties are covered. There were lessons learned from the recent fire in some storage units in Hyrum.

PAUL: Is a fence required?

MAYOR: Not that I am aware of.

DANIEL: We are planning to install a perimeter fence but not the gates at the start.

PAUL: I want a fence to be included.

JEREMY: He is planning to install one.

PAUL: But it is not a condition of the approval?

TUCKER: It can be.

DANIEL: I am okay including the fence is required.

A motion to approve the conditional-use permit request by Jared Wiser to build storage units on Parcel Number 09-075-0023 located at approximately 360 West 600 South with the conditions a fence be installed around the entire parcel, a development agreement be completed before a building permit is issued, the waterline and fire hydrant(s) located on private property will be owned and maintained by the property owner, discharge of storm water will be approved by the City Engineer and approval of the building plans by the fire department was made by Tucker, seconded by Lyle, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

BUSINESS LICENSES (WISER STORAGE, MDG FLORAL)
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WISER STORAGE

MAYOR: This business license could not be considered until the conditional use permit was approved.

PAUL: We had a similar application last month. Will you allow vehicle storage? What about chemicals? What is your policy?

DANIEL WISER: I don't have that answer. I assume no chemicals will be allowed.

PAUL: Nobody can live in the units. Will there be any outside storage?

MIKE TAYLOR: Not based on the layout. There is not enough room for vehicle storage.

PAUL: I think that will be a condition of the approval.

MAYOR: Where you are only building two buildings to start with, that leaves a big back (north) section open. I would be surprised if it is not utilized for vehicle storage.

PAUL: We need to offer guidance on what is allowed.

MAYOR: Businesses cannot be run out of the units.

TERRIE: Current city code covers that, and it is not allowed.

MAYOR: The reputation of storage units is complicated. A lot of stuff can be collected in these areas. I see a big open area with some storage units. I am a storage unit renter and have vehicles parked there as well.

PAUL: The business license is renewed annually, so if there is an issue, we will bring them before the council. My biggest concern is about appearance. There should not be broken down cars there.

DANIEL: I agree.

TUCKER: I am not seeing a proposal for outside storage.

PAUL: We need to clarify what is allowed.

DANIEL: Would you be against orderly parking in that area if we only build two buildings to start with?

LYLE: I agree with what the others have said. The area needs to be orderly.

JUSTIN: As part of the other approval, you required all of the vehicles and trailers to have a current registration.

HOLLY JO KARREN: What about RV's and trailers?

LYLE: I think they are the same as a vehicle and need to be stored in an orderly fashion with a current registration.

PAUL: If you make any changes to what you plan to do, you need to let us know. The business license is renewed annually. We will ask you to come in if there are issues.

A motion to approve the business license request for Wiser Storage (Jared Wiser) was made by Paul, seconded by Lyle, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

MDG FLORAL

MONICA GIFFING: I was going to move, but the deal fell apart. I am still helping with the youth council when I can. I work full-time but have a side business where I do flowers for weddings. I only do flower arrangements for weddings, not funerals or other things. The only traffic I would have is when someone comes to pick up their flowers. I have a small cooler in my garage. I rent my house from Paul White, and he asked that I get city approval to operate the business out of the house I am renting from him.

A motion to approve the business license request for MDG Floral (Monica Giffing) was made by Lyle, seconded by Cheryl, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts
No Vote: None

PUBLIC HEARING, NO SOONER THAN 7:45 P.M., ON ORDINANCE REZONING PARCEL NUMBERS 09-054-0005 & 09-054-0006 FROM CDB (CENTRAL BUSINESS DISTRICT) TO RMD (RESIDENTIAL MEDIUM DENSITY, 10,000 SQUARE FEET). THE PARCELS ARE LOCATED AT 11 EAST MAIN AND 21 EAST MAIN AND TOTAL APPROXIMATELY 0.51 ACRES.

MAYOR: Just for clarification purposes. The request has been reviewed and approved by the planning commission. The spot zoning issue has been resolved. The Gordons went to their neighbor, Andrew and Haylie Larsen, and they are both agreeing to rezone their parcels together. I am grateful they talked to them and were able to work something out, so they could proceed with their request.

BRENT WEBB: The house to the east of Tonya's used to be a doctor's office.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts
No Vote: None

The public hearing opened at 7:47 P.M.

BRENT: If you rezone these parcels, you should rezone the little house north of the CenturyLink building at the same time. It is zoned commercial as well.

MAYOR: We don't do it without their request. We don't force people to do it. If they made a request, we would consider it. They would follow the same process as this one.

BRENT: Some title company will run a search on that parcel, and they won't be able to refinance the home because it is zoned commercial.

JEREMY: They would have to make a rezone request. We cannot rezone it ourselves.

MAYOR: Brent, we are not arguing you are wrong; we are just saying they would need to make the request.

BRENT: It is a very small lot.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts.
No Vote: None

The public hearing closed at 7:50 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2019-13.

TUCKER: This does not apply to your rezone request, but do you have a building permit for your remodel?

DAVID GORDON: Yes, we have one.

TUCKER: I don't recall seeing one come through.

JEREMY: Is it for plumbing or electrical only?

DAVID: It is for electrical only.

JEREMY: In that case, we won't see it because it is not structure related.

PAUL: Please provide us a copy of the building permit for our records.

A motion to adopt Ordinance 2019-13, an Ordinance rezoning Parcel Numbers 09-054-0005 and 09-054-0006 from CBD (Central Business District) to RMD (Residential Medium Density, 10,000 square feet) was made by Paul, seconded by Tucker, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

PUBLIC HEARING, NO SOONER THAN 8:00 P.M., ON ORDINANCE 2019-14, AN ORDINANCE AMENDING CHAPTER 6-400 "IMPACT FEES AND HOOK-UP FEES FOR CULINARY WATER AND THE SEWER SYSTEM".

MAYOR: This is complicated for cities. In general, small towns cannot pay for growth. One issue is some cities don't look at the impact fees very often. They get outdated over time. We did that in the past and had to get caught up. The residents will pay for growth if the fees are not adjusted. Either the residents pay for it, or growth pays for it.

EMILY SIM: Page 6 talks about water. There are several components to the impact fee. We look at the existing system. We look for excess capacity, and you have some. Then a cost is assigned. This takes into account things such as water shares and rights, the upsizing of existing waterlines, etc. Growth then pays their fair share. In your analysis, it includes items from 1993, 2013, and new items from 2016. The water impact fee would increase substantially as proposed. There are two new items included. The upsizing of a waterline installed by UDOT (Utah Department of Transportation) at a cost of \$37,095. As a side note, we convert the actual cost of the project into today's dollars in the report, so that amount is \$42,942. Current dollars and past dollars need to be compared equally. There are 552 ERC's (Equivalent Residential Connection) available in that line, so that means the cost is \$78 per ERC. Meaning a new home would pay \$78 towards the cost of that project. The water rights are more. The total purchase price was \$34,400, and the current value is \$39,822. The number of ERC's served by this purchase is only 14. Darek, you need to explain why it is only 14.

DAREK: When we provide water to a home, it is for indoor and outdoor use. A ½ acre foot of water is needed for indoor use. Then for outdoor use and landscaping, it requires another ½ acre foot. The city purchased 8.6-acre feet of water, and that will serve 14 homes. We purchased some water rights for future growth.

PAUL: Was this the purchase from Morley Cox?

DAREK: Yes. In the county when you want to build a home, you are required to have an indoor and outdoor water right.

EMILY: Taking the current cost of \$39,822 and dividing it by 14 puts the cost per ERC at \$2,844. That is the biggest difference between your current rate and new rate. Keep in mind if you do not charge the maximum allowable fee, then the city is subsidizing growth. The council can decide what fee they want to charge up to the maximum amount.

PAUL: What happens to the fee on home number 15 after the next 14 are built?

EMILY: Then there is a need to review your water rights.

DAREK: We have some excess capacity. The next 14 homes would pay the higher fee then it would decrease.

EMILY: Once that excess capacity is filled, then it needs to be removed.

MAYOR: I think it is more reasonable to spread that amount out.

PAUL: If we had not purchased those rights and had excess capacity, then the fee would be less.

DAREK: By purchasing the water rights, here is an example of what we now have. If we had excess capacity for 100 homes and added those rights to it, we now have capacity for 114 homes.

EMILY: In answer to your question, if the cost can be spread out, the answer is yes. Where is the excess water included in information you provided?

DAREK: We have had the water rights long term. We purchased a large well. The rights I am referring to are the Skabelund water rights.

JUSTIN: I thought those were captured a long time ago, as they were purchased over a decade ago.

DAREK: I know they were purchased in the past.

EMILY: I don't think those water rights are included. We need to take a look at your total available water rights.

MAYOR: It appears to me this source of water is not included.

DAREK: That item needs to be reviewed.

MAYOR: I want to see the new water right purchase spread out, not just to 14 homes.

TUCKER: What is the growth projection?

EMILY: I used 0.88% based on the past six years of actual data. We need to review the water rights. On Page 7, there are not any currently planned large improvement projects. The cost of the analysis is included in the proposed

impact fee. Page 9 shows the debt service credit. There is one outstanding bond in the water fund. The debt service credit is so a person does not pay an impact fee and then have to pay for it again in their monthly utility fee, so this amount is deducted. The amount is included over the life of the loan, so there is a deduction of \$1,218. Page 10 shows the proposed water fee being \$8,373. This will most likely change after we review the water rights. The fee is based on a ¾" meter. A capacity ratio is used for larger meters. In regard to wastewater, there are two service areas. Whenever there is a clear line, you can make zones. There is a clear designation like this in town for sewer. Water is not split into zones. Water effects the entire city. Sewer is different and split into zones. On Page 12, Table 5 shows the wastewater system. The share of the MBR plant is \$4,247. The share of the collection system is \$233. Then there is a specific improvement included in the north zone. A new trunk line was installed, and it added 108 new ERC's. The fee for the north is approximately \$2,000 more than the south.

PAUL: Is this based on where the wastewater flows?

DAREK: The city is split into zones at roughly Main Street.

JEREMY: Yes, it is based on the trunk line and system it flows through.

MAYOR: This makes sense how it was done. It shows where the growth is happening. It costs more and is more complex where growth is happening.

EMILY: There are no planned wastewater improvements for the next six years. Maintenance and repair are not included in the analysis. Page 15 shows the wastewater debt service credit which is \$790. The proposed sewer impact fee for the north zone is \$5,830 and for the south zone is \$3,740.

JUSTIN: As proposed, the fee for the north zone is decreasing slightly, and the south zone is increasing slightly.

DAREK: I don't think the Skabelund water rights have been included in the water study, so we need to review that.

EMILY: The analysis goes through 2025, and the fee based on current dollars increases yearly.

JUSTIN: Water needs to be reviewed in regards to capacity and the Gibbons/Skabelund well. The sewer can still proceed tonight. Keep in mind whenever the new rate is adopted, it will not go into effect for 90 days. For simplicity sake, we show the new fees going into effect on April 1, 2020.

MAYOR: I am glad councils get to review this periodically.

EMILY: State law requires it, but some cities choose not to do it. The cost of the impact fee can be challenged if the fee is not updated periodically.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The public hearing opened at 8:23 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 Paul, seconded by Lyle, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The public hearing closed at 8:24 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2019-14.

A motion to adopt Ordinance 2019-14, an Ordinance amending Chapter 6-400 "Impact Fees and Hook-Up Fees for Culinary Water and the Sewer System" amending the Ordinance by removing all of the sections, updates and changes regarding Culinary Water Impact Fees, was made by Lyle, seconded by Cheryl, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

JUSTIN: Just a reminder: the new sewer impact fees will not go into effect until April 1, 2020.

PUBLIC HEARING, NO SOONER THAN 8:15 P.M., FOR THE PURPOSE OF DISCUSSING AMENDMENTS TO THE FISCAL YEAR 2020 BUDGET WHICH IS THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020.

JUSTIN: We are doing midyear budget adjustments. The total revenue increase for the General Fund would be \$82,553. The main items consist of \$18,000 for the new Local Road Tax, the annual increase in the AT&T Cell Phone Tower lease payment, one road cut fee collected, a KUED library grant in the amount of \$350, and the largest item being RAPZ Tax collected in the amount of \$60,255. I will review the larger increases to General Fund expenses. The Administration fund will increase \$9,596 mainly for increased use of debit and credit cards when people pay their utility bills and court citations. Also, we are now going to break out IT service and repair, so we can see it separately. No changes to the Building fund. There is a \$250 increase to Public Safety for office expense. Streets would see a large increase of \$60,173. At the start of the budget year, we did not know the cost of the new dump truck, sander, and snowplow. We got the estimates and will not allocate the funds for the purchase. The General Fund will pay 1/3, the water fund 1/3, and the sewer fund 1/3. Parks sees the largest increase in the amount of \$75,255. This includes \$10,000 in engineering for the trail, \$60,255 of RAPZ Tax funds used on the trail, and an additional \$5,000 for maintenance and repair. At the start of the fiscal year, we were still in the process of finalizing who was paying for what in regard to the fire agreement with Smithfield. Richmond City is responsible for the fuel for our vehicles, and we did not include an amount in the budget. The increase would be \$1,200 for the entire fiscal year. The Library department would increase \$350 for the KUED Grant. The transfer to the Capital Projects Fund would decrease by \$64,271. We did not allocate the funds at the start of the fiscal year for the dump truck, and this is where they are coming from. One water impact fee and one sewer impact fee would be added to revenue in the enterprise funds. Expense increases in the Water Fund in the amount of \$52,667 would be for maintenance and repair, credit and debit card fees, engineering, the IT contract as well as depreciation expense. The Sewer Fund would increase \$22,667 for travel and training, credit and debit card fees, the IT contract and depreciation expense. The Cub River Sports Complex Fund would show increased revenue of \$71,315 and expenses of \$71,315. The revenue is from RAPZ Tax received for the parking lot project. Expenses are for the parking lot project.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts
No Vote: None

The public hearing opened at 8:30 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 Paul, seconded by Kelly, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts
No Vote: None

The public hearing closed at 8:31 P.M.

DISCUSSION AND POSSIBLE VOTE ON AMENDMENTS TO THE FISCAL YEAR 2020 BUDGET.

A motion to amend the Fiscal Year 2020 Budget was made by Tucker, seconded by Cheryl, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts
No Vote: None

GENERAL FUND

REVENUE	\$82,553
EXPENSES	
ADMINISTRATION	\$9,596
BUILDING	\$0
PUBLIC SAFETY	\$250
STREETS	\$60,173
PARKS	\$75,255
FIRE DEPT	\$1,200
LIBRARY	\$350
TO CAPITAL PROJECTS FUND	\$(64,271)
TO CUB RIVER SPORTS	\$0
	\$82,553

WATER ENTERPRISE FUND

REVENUE	\$5,689
EXPENSE	\$52,667

SEWER ENTERPRISE FUND

REVENUE	\$6,689
EXPENSE	\$22,667

CUB RIVER SPECIAL REVENUE FUND

REVENUE	\$71,315
EXPENSE	\$71,315

CAPITAL PROJECTS FUND

REVENUE	\$(62,271)
EXPENSE	\$0

PUBLIC HEARING, NO SOONER THAN 8:30 P.M., ON ORDINANCE 2019-11, AN ORDINANCE MODIFYING AND UPDATING CHAPTER 12-700 “SIGNS”, PART 12-702 “TYPES OF SIGNS” AND “SIGN REFERENCE CHART”.
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TUCKER: The planning commission reviewed this over a couple of months. There were a couple of requests by businesses wanting to come into town that caused us to review our ordinance. The staff and planning commission came up with this ordinance. The planning commission passed the ordinance this month and sent it to the council for consideration.

PAUL: Is this consistent with what other cities are doing?

JUSTIN: It is based on what other cities are doing, not just one city. We reviewed code from several cities.

PAUL: I think some of Hyrum’s allowances were less than is proposed in this ordinance.

JUSTIN: One item of note is we put in a clear distinction of what is allowed south of 600 South on the highway and north of 150 North on the highway. Some signs are not allowed from 600 South to 150 North on the highway.

CHERYL: Is mine and Sharik’s business sign still allowed?

JUSTIN: Yes. This ordinance is only in regards to LED signs.

MAYOR: The planning commission had a good discussion and asked some good questions on this. Paul suggested they come up with something and send it to the council for consideration, and they did just that.

PAUL: I am glad they reviewed it and came up with the ordinance.

MAYOR: A lot of time and effort over many months was spent on this ordinance.

TUCKER: There is one item I would like to consider changing. I would like to review the allowed height for a monument sign. The proposal is to allow for 150 square feet for a monument sign. I think the height could be taller than the eight foot allowance in the ordinance. For a person to maximize 150 square feet, it would make it eight feet tall and 19 feet wide. The proportion just does not work. I would propose we allow a height of 12 feet rather than eight feet. I am also basing that recommendation on the drawings we saw from Lee's Marketplace. Allowing 12 feet does not mean the sign has to be that tall; it can be shorter. I am glad the ordinance addresses multi-tenant signs as well. That is my only concern.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The public hearing opened at 8:38 P.M.

TERRIE WIERENGA: I have attended the planning commission meetings for the last few months. I was involved with the council when the code was originally adopted. Bottom line, we need to update the code to keep up with current times. There is a lot of old verbiage in the code. I think the planning commission is moving forward in a healthy way with this ordinance. Big glitzy Las Vegas type signs are not allowed. One goal of the General Plan was to improve the economic base of the city, and I think this will help businesses. I support the ordinance. I agree with Tucker's comment about changing the height from eight feet to 12 feet. Or at least 10 feet.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The public hearing closed at 8:41 P.M.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2019-11.

A motion to adopt Ordinance 2019-11, an Ordinance modifying and updating Chapter 12-700 "Signs", Part 12-702 "Types of Signs" and "Sign Reference Chart" amending the maximum height of a Monument Sign from eight (8) feet to twelve (12) feet was made by Tucker, seconded by Lyle, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

The council took a short recess at 8:42 P.M.

The council meeting was reconvened at 8:49 P.M.

DISCUSSION AND POSSIBLE VOTE ON REVISIONS TO THE PERSONNEL MANUAL FOR ALL CITY EMPLOYEES.
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JUSTIN: Since we last met, thanks to Terrie and Cheryl, we have corrected several clerical errors. The only significant change was to the per diem rate. The rate previously listed was \$8.00 for breakfast, \$10.00 for lunch and \$20.00 for dinner. We updated those figures to \$10.00 for breakfast, \$15.00 for lunch and left dinner at \$20.00. If

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the manual is approved, I would request it goes into effect on January 1st, so it does not affect any current leave amounts. We are not taking away anything from the employees to the best of my knowledge. We were simply trying to update an old and out of date manual. Keep in mind, the manual can be amended at any time. I have no doubt over time we will want to change some things, but our current goal is to get something in place to start from.

PAUL: Jeremy, do you approve of the personnel manual?

JEREMY: Yes. We are not taking anything away. There is a change to the accrual limits. Nothing drastic is changing. We wanted to simplify the manual. This manual will give us guidance and direction. I think it gives us a clear path moving forward.

CHERYL: Was Sterling Medical added?

JUSTIN: Yes. In the section regarding accidents, it previously listed Logan Regional Hospital, the Cache Valley Hospital, and InstaCare in Hyde Park. We also added Sterling Medical where they are located here in the city.

A motion to adopt the new Richmond City Personnel Manual with an effective date of January 1, 2020 was made by Paul, seconded by Cheryl, and the vote was unanimous.

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

MONTHLY FINANCIAL REVIEW WITH DISCUSSION AND DECISIONS AS NECESSARY.

JUSTIN: Local Road Tax collected in November was in the amount of \$3,834. So far this year, we have collected \$10,149. We received our second Class "C" Road Fund allocation last month in the amount of \$28,540. So far this fiscal year, we have collected \$46,255. The KUED Library Grant in the amount of \$350 has been received. The audit is included on the expense side.

PAUL: What was the cost?

JUSTIN: Approximately \$15,500. Through the end of November, the amount paid in this fiscal year on the 300 East Trail project is \$160,718. I know there are still two or three more yards to be finished up in the spring as well as some bills which are being paid tonight.

MAYOR: I would like to have an agenda item on the January council meeting to discuss and review the trail. Talk about the project. Review the finances, etc. The trail was completed in time, so we would receive the grant funding. Jeremy oversaw the project, and it was a major undertaking to meet the deadline. I have had six people contact me today regarding the new stop sign at 300 East Main. They did not appreciate not being given advanced notice the sign was being installed. It is the busiest road in town. It is pretty rough to just start with it when it was installed. There have been decades without a stop sign there, and now there is one. We need to put out a notice about it.

TERRIE: The residents have known for almost a month, as it was included in the newsletter.

LORA SMITH: I think the issue is now that it is actually there it is real. Reading about it is not as real.

JEREMY: People need to obey the traffic rules and signs no matter where they drive. They need to pay attention.

JUSTIN: The January council meeting will be different for me. Since I started working with the city in April 2005, I have worked with either Leslie or Paul the entire time. I have appreciated Paul, and he is a mentor of mine. Paul has done many good things for the city, and I will miss him. I look forward to working with Terrie again, but change is hard. Paul, thank you for being a friend, and thank you for your service to the city. You have done many good things while you served, and we will miss you.

COUNCIL MEMBER REPORTS

There were not any additional items reported by the city council.

MAYOR'S REPORT

MAYOR: We will have our annual employee Christmas party in January. Does January 17th or 24th work?

The consensus of the council was to have the party on Friday, January 17th.

MAYOR: The party will start at 6:30 P.M.

JUSTIN: The Beehive Grill will do the catering.

MAYOR: I think we should invite the planning commission members. I am not sure why we have not invited them in the past.

TUCKER: They need to be invited.

LYLE: Make sure to invite Chief Downs as well.

MAYOR: With Paul leaving the council, I was thinking about when I came on the council. My 15 year old was two at that time. I was immature. I remember there being an issue with ice melt at the Community Building. I sent out an obnoxious email about it. I even called Mayor Hall. He was calm and collected and never got after me. I had a lot to learn. I ran for Leslie Erickson's seat when her term came to a close. Leslie is a good friend. Paul came on the council when I was young and learning. Paul has been a mentor and offered stability. He showed me how to do things. He was firm in how he proceeded with things. It is hard to see mentors leave. Terrie helped mentor me as well. I want to say thanks to Paul as a friend. I want to say thanks to Paul as the mayor. Your input was invaluable. I hope you recognize how valuable you are. My wife grew up with Paul's mom and dad and remembers spending time in their home as a youth. The impact of good people on all of us is amazing.

Mayor Young presented Paul with a clock of appreciation for his years of service on the city council from 2010 through 2019.

CLOSING REMARKS AND THOUGHTS BY COUNCIL MEMBER PAUL ERICKSON.
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PAUL: You learn to love the people you work with. I started on the council in 2010. I had a plan of what I wanted to get done. My wife served on the council, so I thought I knew what was going on. I moved several times earlier in my career, and Leslie served on the council and raised our children during that period of time. It was tough for her doing everything which needed to be done, but she served for eight years. I have a different perspective now than I did in 2010. There are so many things you don't know until you experience them firsthand. I want to thank all of you for making a positive impact on my life. Transitions are important. I was not going to run again this time. I think people should serve a limited amount of time. I think I did what I needed to do. I would say don't be one dimensional. I was early on. If you don't take the time to understand different perspectives, you will make poor decisions. The cost of being informed is going up. There so many details in the things we do. The community needs to be run by those willing to take the time. I want to thank Justin, Jeremy, and the mayor. I could not work with three better men. I will still associate with all of you. I never liked stuffy meetings. I hope I have not offended any of you. I want to thank each of you. Leslie and I appreciate all of you. I think one of our responsibilities is to give of ourselves and dig in. Quit kicking the can down the road. I am only 52 and not retiring at this time. I feel good about leaving now. I think I made a basic impact. I am not looking for praise. Each of you are my friends. Thanks to everyone here. Terrie, thank you for your willingness to serve again. It concerns me she was the only new applicant for office. I wanted to see others step up and serve. Terrie did, and I applaud her for it. Thank you all.

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

Yes Vote: Erickson, Thatcher, Peck, Bair, Crafts

No Vote: None

Adjournment at 9:13 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder