

RICHMOND CITY COUNCIL

NOVEMBER 19, 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, November 19, 2019. The meeting began at 7:00 P.M.; Mayor Jeffrey Young was in the Chair. The opening remarks were made by Cheryl Peck.

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: Curtis Knight, Sherrie Davis, Nadine Bair, Lisa Duskin-Goede, Jeremy Hunt, Diana Cannell, Ethan Cardall, Mark Cardall, Terrie Wierenga, Reese Hulbert, Lora Smith, Sharik Peck, Tanner Peck, Zac Covington, Travis White

APPROVAL OF THE CITY COUNCIL MEETING MINUTES FROM OCTOBER 15, 2019

A motion to approve the October 15, 2019 city council meeting minutes amending the word "FDIC" to read "federally insured lending institution" was made by Lyle, seconded by Cheryl, and the vote was unanimous.

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

No Vote: None

YOUTH COUNCIL REPORT

SHERRIE DAVIS: Monica Giffing is moving on November 21st, so I guess that leaves me in charge. On Veteran's Day we had a lot of kids show up, and it was a great experience. We had our first meeting. The kids are wanting to know if they can clean up the office space in the old city office building? The rooms have been locked up, but there is stuff in them. They want it to feel more at home.

MAYOR: That is fine but ask the office staff before anything is thrown in the garbage.

SHERRIE: We are having our opening social on the 23rd. We are going to help the Lion's Club put up Christmas lights as another project. Right now, we have three seniors involved and one junior and several younger kids. When the new presidency is elected, can we do a day retreat for planning purposes? We would like to do a get to know you activity and plan the upcoming year.

CHERYL: How many people would be involved?

SHERRIE: The youth council mayor and however many kids are elected. Myself and Nadine Bair would be the chaperones.

MAYOR: I think that is up to you how you want to proceed. Work with Cheryl and Kelly on your requests of what you want to do.

SHERRIE: We are doing a Christmas party on the 13th. I would like to do the planning activity on a day the kids don't have school but not a weekend. We are going to do a group text that includes the kid's parents, so they know what is going on as well. Our current focus is to clean up the old city office building. This year, we had the kids go door to door to invite the veterans to attend the dinner. If the person was not home, the kids called them later. I think they all learned a lot. They were nervous to do it, but they learned. They got to meet people at their homes and then see them again at the dinner.

MAYOR: In the future, you can work with Kelly and Cheryl. You don't need to come to council meetings. Unless it is a really large request, they can approve what you are doing. Thanks for your willingness to serve. The kids who serve now are most likely to serve later in life if they serve when they are young.

PAUL: How many attended the Veteran's Day dinner?

SHERRIE: We planned for 70 and about 60 showed up.

AUDIT PRESENTATION BY REPRESENTATIVES OF ALLRED JACKSON FOR FISCAL YEAR 2019.

DIANA CANNELL: Thanks to Jeremy, Holly, Chris, and Justin for their help with the audit. They do a great job. Overall, you had a consistent year. Assets increased by about \$118,000 citywide. Liabilities decreased by about \$152,000. Equity is up about \$270,000. The sewer fund does show a financial loss for the fiscal year. When we see losses, we closely review the fund and make sure the council is aware. You might want to consider looking at your rate schedule to make sure you are charging enough. The loss was in the amount of \$155,095. The water fund was positive and shows a positive net income. Depreciation is included in the enterprise funds, water and sewer, and that is a large amount. Depreciation means how much of a resource you are using on a yearly basis. Fixed Asset details are listed on Page 46. The increase in the general fund totals \$110,222. The changes in the enterprise funds total \$516,352. There were very few equipment purchases and infrastructure projects during the fiscal year. Debt was paid down in the amount of \$538,000. All of the debt the city has is in the water and sewer funds. Total remaining outstanding debt is \$4,754,179. The remaining loan balance in the water fund is \$2,909,179. The remaining debt in the sewer fund is \$1,845,000. The general fund is allowed a maximum of 25% in the unreserved fund balance. The city was at about 20% at the end of the fiscal year. Funds can be transferred into the capital projects fund for long term projects. There is not a restriction on the amount which can be in the capital projects fund. There were not any transfers into or out of the capital projects fund during the fiscal year. There was one finding in regards to state compliance. It had to do with the Open and Public Meetings Act. This year 28 items were tested for state compliance. Annual open and public meetings training is required, and everyone on the council and the mayor must be in attendance. Justin mentioned it would happen in January 2020 when your new council member is sworn in. We read all of your city council meeting minutes. We test some of the items we come across. We did find you took action on an item which was not listed on the agenda. Some of our testing includes making sure agendas and meeting minutes are properly posted. Only items listed on the agenda can have action taken on them. The item in question was the council approved two library board members, and the item was not listed as an agenda item. This was an administrative item which would not require a formal vote of the council as you could have approved by consensus of the council. Because you voted, it is a finding. If you are going to vote on something, make sure it is on the agenda. If it is an administrative item and does not require a vote, approve the item by a consensus of the council. This is a minor finding. There were not any financial findings. Richmond is a good city to audit.

MAYOR: Thank you to you and your staff as well as our staff. Audits are brutal. Being self-employed, when I hear audit, I am fearful just thinking about it. We go through this yearly. Justin is very proactive with our budget. He always has the information readily available.

DIANA: I agree. It makes the process easier. There is a lot which goes on behind the scenes. Restricted funds such as Impact Fee and Class "C" Road Funds are really scrutinized. We have to test those areas in detail. We also do sample testing on fixed assets and debt. Grants are also tested. We do random sampling and material sampling. We cross over everything the city does. The audit is not just numbers driven. We find out how they are made up and where they come from. There is lots of work and organization required during the audit. Please feel free to ask me questions anytime.

MAYOR: I know I have been interviewed yearly while I have been mayor. I feel really good about what we have been doing. Our financials are very open, and that is critical we share them and are open with people. When requests are made, the information is made readily available. We had a serial GRAMA requestor making requests. Some cities ignored his requests, and those cities got in trouble. Justin is our records officer and has responded quickly. The information we needed was found. We have good people and a good process we follow.

DISCUSSION AND POSSIBLE VOTE ON THE CONDITIONAL-USE PERMIT REQUEST BY CURTIS KNIGHT, AGENT FOR RICHMOND STORAGE LLC, TO HAVE STORAGE UNITS AND OUTSIDE STORAGE AT APPROXIMATELY 550 WEST MAIN. PARCEL NUMBER 09-067-0003. THE PARCEL IS 9.53 ACRES.

CURTIS KNIGHT: We want to build two buildings to start. There would be 300 units total in the two buildings. We want to have outside storage as well. We want to have an on premise and off premise sign. We have been before the planning commission, and they approved this request. I have been in this business for 37 years.

JUSTIN: Curtis, please be aware sign permits are approved by the planning commission. They don't have to come to the council, so there will only be one meeting in that regard.

TUCKER: Do you have some drawings to review?

CURTIS: I am still debating on whether I want to do a flat steel roof or a pitched roof. The plans need to be finalized. I will incorporate any changes or requests you have into the final plans. The units will be 710 feet long and 40 feet wide. There will be 40 feet in between them. The area will be paved with asphalt. The area will be fenced and have a control gate. Security cameras will be in place as well. We plan to expand the operation long term. Most of our customers live within 2.5 to 3.0 miles of the facility. We get very few which don't pay on time. Me and my kids will oversee the operation. We are also involved in the communities where we have facilities. I helped the wrestling program at Mountain Crest High School and Ridgeline High School. My son has helped the Box Elder High School wrestling team. He is going to move here and manage these units if they are approved.

PAUL: Where do you intend to have the outside storage for vehicles to park?

CURTIS: Along the railroad tracks. Also, long term I intend to have an onsite manager as well.

PAUL: Will the vehicles be scattered around the area?

CURTIS: There will be designated parking spaces, or fencing will control where they can park.

PAUL: So the parking will be organized?

CURTIS: Yes. All of the vehicles must be currently registered as well. I did something similar to this in Logan at 600 West 1050 North. The outside parking will fill up long term but not as fast as the storage units do. The access will be secure. After the first two buildings are built, we will add an office. I want to build both buildings at the same time, but we might only do one to start.

TUCKER: How do you handle paving if you do just one?

CURTIS: We would pave 30 feet and then the additional footage when the next building is built. Logan City requires a 55 foot turning radius. I would install a 65 foot turning radius.

ASSISTANT FIRE CHIEF JEREMY HUNT: We need at least 50 feet for all of our equipment except for the ladder truck and it needs 55 feet.

PAUL: Do you understand the results of the water model?

CURTIS: Yes. The right-of-way under the railroad tracks is a concern. I know a 24-inch collar will be installed for the pipe to go through under the track. It might take a long time to get approval from the railroad.

PAUL: A permit will be required from the railroad. No construction can be completed until that part of the project is done. He will need water before he can start.

DAREK: The area cannot be occupied until there is fire protection.

CURTIS: We must have water for this project to work.

PAUL: Jeremy Hunt, do you have any concerns?

JEREMY HUNT: I have not yet seen the plans for this. There is a lot of fire code in regards to water flow and where fire hydrants will be located. I am not sure the type of building or classification this project will fall under. I cannot tell you what is required until I review the plans.

CURTIS: We will have our engineer provide you any information you need. I know we need to find out the locations to put the fire hydrants. Can we do outside storage such as cars without fire hydrants being installed?

JEREMY HUNT: I don't know for sure. I will have to check into that. I am happy to meet with you any time to review the project.

CURTIS: Thank you. I would like to meet and review everything.

CHERYL: Will the conditional-use permit transfer if the project is sold?

JEREMY: Yes.

A motion to approve the Conditional-Use Permit request by Richmond Storage LLC (Curtis Knight) to have storage units located on Parcel Number 09-067-0003 was made by Paul, seconded by Tucker, and the vote was unanimous.

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

No Vote: None

BUSINES LICENSE (RICHMOND STORAGE LLC)

JUSTIN: We would not consider this request unless the conditional-use permit was approved. Now that it has been approved, this request can be heard.

PAUL: What is your policy on the storage of chemicals?

CURTIS KNIGHT: We don't allow animals or people to live in the units. There cannot be any chemicals stored which the fire department would not allow. We use access control gates to control who can enter. The gates turn off at 10:00 P.M., so if someone is still inside at that time, they cannot leave. We constantly watch the units and will

prosecute people who trespass. I have had to have local police agencies involved in the past. I am very serious about this business and making sure it is done correct. I want to protect my business. We are very proactive. We walk the property daily and clean up trash and make sure the area is tidy. We have the best storage unit facilities in the valley. We manage them very well. We are very particular in what we allow. Flammables are not allowed. Tires are not allowed as they are junk and hard to put out if they catch on fire. Nobody is as proactive as we are about keeping the area nice and clean and in compliance.

A motion to approve the business license request for Richmond Storage LLC (Curtis Knight) was made by Tucker, seconded by Lyle, and the vote was unanimous.

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

JUSTIN: Just as an item of clarification. The council approved the CUP (Conditional-Use Permit) for Richmond Storage that does not give them the go ahead to start his project. What it does do is allows them to meet with the City Engineer, City Administrator, and Fire Department to start working on and getting approval for the actual project. The CUP allowed him to start the process of working on getting it engineered and signed off by the city staff and professionals.

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2019-08, A RESOLUTION REQUESTING RECERTIFICATION OF THE JUSTICE COURT OF RICHMOND CITY.

A motion to adopt Resolution 2019-08, a Resolution requesting recertification of the Justice Court of Richmond City was made by Paul, seconded by Tucker, and the vote was unanimous.

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

MAYOR: There has been a debate throughout the state regarding local judges and small city courts. Most little cities are thinking of closing their justice court. We support our justice court.

PUBLIC HEARING, NO SOONER THAN 7:45 P.M., ON ORDINANCE 2019-13, AN ORDINANCE REZONING PARCEL NUMBER 09-054-0006 FROM CBD (CENTRAL BUSINESS DISTRICT) TO RMD (RESIDENTIAL MEDIUM DENSITY, 10,000 SQUARE FEET). THE PARCEL IS LOCATED AT 11 EAST MAIN AND IS 0.27 ACRES.

MAYOR: This agenda item was cancelled. It was determined after review with legal counsel the request could not be granted. The request would be considered spot zoning and Richmond City does not allow spot zoning. The applicant asked to revise their application to remove the spot zoning issue. The applicant will resubmit the application to the planning commission and city council for consideration at future city meetings.

DISCUSSION AND POSSIBLE VOTE ON ORDINANCE 2019-13.

This item was cancelled and not discussed.

DISCUSSION WITH REPRESENTATIVES OF THE BEAR RIVER HERITAGE ALLIANCE.

LISA DUSKIN-GOEDE: I am the coordinator of the Bear River Heritage area. There are seven counties included in the area. I have worked with Zac Covington in the past as he helped us create our maps. We have many maps and brochures. We also have brochures on scenic route tours. One of the tours is from Logan through Bear Lake to Soda Springs and then back to Cache Valley. There is also a railroad and ghost town tour of Box Elder County. We promote our heritage and increase tourism which helps support local small businesses. There is a tour of the City of Rocks even though that location is not in our area. We make sure people know where they can get food, gas, and lodging when they do a tour. We want to identify and preserve our heritage. There are seven counties involved and the area was formed in 2000. We do a lot on a local level. There is an interlocal agreement between Utah and Idaho

supporting our philosophy. We have state approval but not national designation. We have tried for years to be nationally certified. Representative Rob Bishop introduced a bill last year, but it was not approved. It is hard to get support from seven counties. I am visiting all of the city councils in the seven counties. I have had a good response from the councils I have visited. We don't have any support from Idaho right now.

MAYOR: Why is that?

LISA: They are afraid of the federal government. The farm bureau has taken a stand and oppose what we are doing as they have private property rights concerns. I think there is a lot of misinformation. I am discouraged but will continue to ask for support from the cities in the form of a resolution. We want to approach congress about becoming a Utah heritage area. We wanted to include Idaho because the Bear River runs through there. I won't quit asking. It is hard to run a program with only one paid employee. I am the only employee. We need to create more partnerships. I have provided you a list of the current board members. We are always looking for more. I have provided a copy of an article which was published in a Box Elder County newspaper. We have the support of the Great Basin Heritage Area. They have given us a lot of good advice. There are a lot of doubters because this is a big project. We won't have federal government interference. We need to document our cultural heritage. We have a website. We do oral histories and seminars. We work with Utah State University students. We encourage small businesses to tell their stories. If we receive national designation we could get about \$300,000 a year in grant funding.

MAYOR: My concern is the federal government getting into something small and then it getting larger over time. I am not sure if that is a valid concern in this case, but I understand their concern about keeping the federal government out.

LISA: It is not a national park. It is simply a boundary to the area our work is included in. We are not restricting or controlling anything.

MAYOR: Why do you need a national designation?

LISA: We need a stable funding source. The story of the Bear River is spread over seven counties. It has been hard to run this for 20 years with little funding. We have been encouraged to ask for private funding.

MAYOR: It seems when the federal government is involved, it is more work for less benefit. Funds from the federal government are not free. You must always agree to their terms.

LISA: It would require a management plan to be written. Congress is working on streamlining the process to apply. I like working with this city, and I know Terrie. We have a heritage farm book and a book on historic barns I would like you to see. We can do our work, but we need a way to fund it.

MAYOR: I am not big on using federal support. This is something small they could make really big on a federal level.

LISA: The level of obligation from the city is nothing. How do I get information to your city council members?

MAYOR: We will have a council member work with you. It will be Terrie.

LISA: We have a Smithsonian waterways tour coming up. I would hope you would consider writing a letter of support for us in the future.

PUBLIC HEARING, NO SOONER THAN 8:00 P.M., ON RESOLUTION 2019-07, A RESOLUTION AMENDING THE RICHMOND CITY GENERAL PLAN, 2013, BY ADOPTING MODERATE INCOME HOUSING ELEMENT, 2019 AS PART OF THE RICHMOND CITY GENERAL PLAN.

JEREMY: Zac Covington is here this evening to answer questions as well. This is part of the requirements of Senate Bill 34. The plan must be adopted by December 1st. The plan would be part of our general plan. The planning commission must review and approve, and they have done so. There are six different areas to review. They include demographics, existing housing stock, existing moderate income housing stock, future needs, barriers to moderate income housing, and how to meet some of the goals. The goals are listed on the last page.

PAUL: What is a pink collar worker?

ZAC COVINGTON: Office and administrative staff.

MAYOR: This plan has to be approved by all cities in the state.

JEREMY: The plan is quite boiler plate; we just go in and add our data. Some data is old, but we have to use data which has available sourcing. In most cases, the data is from 2016. The new census will provide data for future updates.

CHERYL: What is this document telling us to do?

JEREMY: This is a requirement of the state to be part of our general plan. This document should be reviewed along with the general plan as new ordinances are created and land-use is reviewed. New changes need to fit what was

envisioned in the general plan. There is an ongoing effort by the state to encourage cities to provide affordable housing.

MAYOR: This is an issue. Traditionally, larger cities have taken on the majority of affordable housing issues which would include rentals and apartments. When Lee's Marketplace comes, we will see requests for apartments. Larger cities have taken on the obligation to meet this demand, and the smaller cities need to as well. There are some small cities who don't allow apartments at all. Representative Val Potter is being very proactive on this issue. The state is now getting involved and requiring each city to do their part. Val is being respectful of the little cities such as Clarkston and Trenton which may only have a couple of hundred homes total, but we all need to do our part.

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

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

No Vote: None

The public hearing opened at 8:12 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 Tucker, seconded by Paul, and the vote was unanimous.

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

No Vote: None

The public hearing closed at 8:13 P.M.

DISCUSSION AND POSSIBLE VOTE ON RESOLUTION 2019-07.
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PAUL: Zac, is there anything we need to worry about?

ZAC COVINGTON: No. There is not anything you will get in trouble with from the state. It just requires an analysis of housing in the city and what is available in the city. You are required to see what is available in regards to moderate, low, and very low income housing. You are required to find out how many units are available in these ranges. I would suggest reviewing the goals as well.

CHERYL: How often is this report updated?

ZAC: That requirement is based on population. Every city is required to have a plan. Your plan is updated every five years. Larger communities have to update sooner. There is also a bi-annual report which has to be submitted as well. The bi-annual report is simply updating the numbers in the existing report. It is easy to do and to comply.

DAREK: When figuring low and moderate income housing, does that take into effect a public transportation system and those types of amenities?

ZAC: Transportation is only considered based on certain population sizes. It is not a factor in Richmond's report.

MAYOR: Let's go to Page 10 of the report. Actual statistics are listed. Look at the following: "By 2024 (within the next five years), the average Richmond City resident will be considered cost-burdened, meaning they will be spending at least 30% of their monthly income on housing." A Very Low Income Household is based on \$15,670 or less per year. A Low Income Household is based on \$26,116 or less per year. A Moderate Income Household is based on \$41,785 or less per year. We have a housing deficit right now. There are not any available homes for low income families. The maximum amount a family in the Very Low Income Household range can afford for rent is \$392 per month. Low Income is \$653 per month, and Moderate Income is \$1,045 per month. I think these numbers are accurate. The apartments by me now cost \$700 a month to rent, and just a couple of years ago they were \$400 per month. Home values have gone up drastically in the last three years. Starter homes used to cost \$150,000 to \$200,000; now they are approaching \$300,000. Income has not increased at the rate home costs have. I think all cities must share this responsibility. Look at our zoning map. Overall, it is pretty much the same with the vast majority being low and medium density which is single family homes. We cannot stay like this long term. We need to find additional ways to allow lower income housing into the city such as high density housing.

ZAC: Currently in the city, about 2/3 of the low income households are in trailer parks, and the other 1/3 are in apartments. New apartments and townhomes would help to accommodate this need.

TUCKER: The only way rent is \$400 per month is if it is subsidized by someone. Building is market driven. We have not denied any projects. We have not been asked to approve any of these types of projects.

MAYOR: The value of the land is increasing immensely as well. This is an important issue for us to recognize and be proactive about. We need to review the general plan. I am an advocate of finding ways to accommodate this need.

A motion to adopt Resolution 2019-07, a Resolution amending the Richmond City General Plan, 2013, by adopting moderate income housing element, 2019, as part of the Richmond City General Plan was made by Tucker, seconded by Lyle, and the vote was unanimous.

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

No Vote: None

APPROVAL OF JESSICA DUNYON AS A COMMISSIONER ON THE RICHMOND CITY PLANNING COMMISSION.

TUCKER: Jessica has served on the planning commission for four years. I have talked to her, and she would like to serve another term. I want to keep her on the commission. The council needs to approve her for a second term.

A motion to ratify Jessica Dunyon as a Commissioner on the Richmond City Planning & Zoning Commission was made by Cheryl, seconded by Kelly, 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: We received \$2,664 in Local Road Tax proceeds in October. So far this fiscal year, we have received \$6,315. These funds can be used for roads, sidewalks, and trails. Last year, we did a safe sidewalk project on 100 North from State Street to 100 West on the north side of the road. We paid for the project last fiscal year and UDOT (Utah Department of Transportation) approved to reimburse us up to \$25,000 on the project in this fiscal year. Jeremy filed the paperwork, and the funds have been received. Proceeds from the Harvest Market this year total \$142. The Youth Council received a donation in the amount of \$100. We will adjust the budget in December. There is a scheduling conflict, and I have been asked to see if it would be possible to reschedule the December 17th council meeting to December 10th. The annual cemetery district board meeting will be on Wednesday, December 4th at 7:00 P.M. here in the council room.

MAYOR: I am good with that, as I would like to get it away from the holidays where it is so hectic the closer we get to Christmas.

JUSTIN: I will get it advertised. So far this fiscal year, we have spent \$97,036 in Class "C" Road Funds. Through the end of October, we have spent \$118,754 on the 300 East Trail project. There are more invoices which will be paid tonight on that project.

PAUL: How is the Traveller sidewalk project being accounted for?

JEREMY: We are tracking it separately where it is not part of the trail and is a new sidewalk.

JUSTIN: RAPZ tax funding in the amount of \$73,196 was received for the Cub River Sports Complex parking lot project. We spent \$30,000 in the last fiscal year and \$43,196 in this fiscal year. The total approval was \$80,000. We will ask for the balance of the funds in the spring when the project is completed after it is chip sealed. We also purchased a new lawnmower for the complex at a cost of \$13,119. We include in our annual budget amount what we call a Christmas bonus, but it is an amount we budget for from the beginning of the fiscal year. The proposed bonuses are based on what we have paid in the past. I talked to Lora, and she approves of the proposed amounts for the library staff.

PAUL: I propose we change Jeremy's from \$500 to \$1,000 for the extra effort he put in on the trail project.

MAYOR: I would agree with that. We have hundreds of thousands of dollars in grants with a strict deadline, and without Jeremy's assistance the project would not be completed. I would support increasing the amounts for the other employees who helped on the trail project as well. Rob, Shane, and others spent a tremendous amount of time up there we did not plan for. This has been a very stressful year for the staff.

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JEREMY: I would agree everyone has been stressed with that project. I am not worried about getting a higher bonus than others. I am flattered you would consider it. I am just one staff member. The office staff helped out a bunch as well. They took a lot of unfriendly phone calls on that project. There was a lot of overtime by staff members as well on that project. The staff put their shoulder to the wheel to get the project completed. I am pleased with the staff we have. They did what they were asked to do and did not question it. It took more than one person to make this happen. It took the support of the entire staff.

MAYOR: I would support giving Jeremy \$1,000 and the rest of the staff members who helped \$750.

PAUL: Are you suggesting all full-time staff members be paid \$750?

MAYOR: I want to pay it to those who worked on the project to get it done. I feel it makes sense this year. I think it applies to Rob, Yumi, Troy, Shane, Chris, Holly, and Justin. The reality is this project was huge, and we had to push forward.

PAUL: I want to be clear: this is a one-time deal, and they should not expect it again.

MAYOR: Agreed. This was a very rare project.

The consensus of the city council was to pay the following in Net Christmas Bonuses for 2019

Bair, Robert	\$750
Collins, Yumi	750
Forsgren, Patricia	200
Funk, Matthew	500
Gilbert, Jan	150
Guymon, Mack	150
Hancock, Jamie	100
Hawes, Kristie	150
Hooley, Troy	750
Karren, Holly Jo	750
Kimpton, Jeremy	1,000
Lewis, Justin	750
Lewis, Shane	750
Purser, Chris	750
Reese, Tina	200
Smith, Lora	500
Titensor, Melissa	300

JUSTIN: As a follow up to a couple of items discussed during the audit presentation, right now impact fees are being reviewed for culinary water and sewer service. The council will see the proposed fees and possibly vote on the new fees at the December council meeting. After impact fees are done, then we are focusing on getting a rate study completed for our sewer utility charge. We have not done a rate analysis for a few years, and an independent party will come up with a proposed rate schedule. These items were suggested in the audit report. We already had them started before the audit started, so it is nice to know our concerns were also Diana's concerns. We have an amazing staff that gets a lot done with very few people. We only have one full-time employee in the office and two part-time. We get a lot done with just a few people. Jeremy spends a lot of time in the field, so in reality he is not a full-time office person either.

PAUL: How do we depreciate items in the sewer fund?

JUSTIN: Vehicles are five years. Membranes are seven years. The building and other associated items are 20 or 25 years.

PAUL: Basically, what depreciation is stating is we are not collecting enough revenue to pay for a new plant in 20 or 25 years.

JUSTIN: That is correct. With governmental accounting depreciation is a factor in the enterprise funds but not in the general fund. The city has two enterprise funds: water and sewer.

COUNCIL MEMBER REPORTS

PAUL: I called in our first violator of the yard/garage sale sign ordinance. Jeremy called in the complaint in my behalf today. I want residents to care. The sign was posted in two places. I would not have said anything if they had

taken it down. They were two very large neon green signs. I am knit picking, but it was the reason we created the ordinance.

MAYOR: I would hope they would issue a warning and not a citation. The ordinance is so new 99% of the city would not be aware of it.

PAUL: We put the information in the newsletter and sent out through Parlant. It is up to Judge Funk to decide how to proceed.

JEREMY: I am working with the sheriff's office on the issue.

PAUL: People just need to think. I would ask all of you. Can I put a sign on your house? I am not okay with anyone doing that. The council voted to approve the ordinance. We need to clean up this issue in the city.

TERRIE: I support where Paul is going with this. I have seen signs out for as long as a month. I agree people should be warned the first time. There are repeat offenders. I think they should be cited if it is a second offense.

MAYOR: I agree repeat offenders should be cited.

PAUL: It is worthy of our time to support the ordinance. Warnings are fine for the first time, but then they should be cited thereafter.

MAYOR'S REPORT

MAYOR: We need to get Terrie access to the Cloud. Let's get her involved in everything we are doing moving forward. All of the information the council receives she needs to receive as well.

PAUL: I would like Jeremy to provide the council with an update on the SCADA system.

JEREMY: Three weeks ago our SCADA system computer crashed and could not be repaired. It is not a web based program. I had to drive to Salt Lake City to get a new computer setup. It is an outdated system, so we have been looking at some options. We wanted to consider something new and user friendly. I talked to the company that installed the SCADA system in Providence and Smithfield. I met with their representative. We reviewed all of our sites in the city. The cost was about three times what we expected, as the quote is for \$148,000.

MAYOR: I was thinking it would be about \$40,000 to \$50,000.

PAUL: Our current system is old technology. We have no fail safe. We need to consider some long term options. We need to evaluate the risk and impact to the city. A failure of this system could shut down the city. We could actually spend more long term than now if the system crashes.

JUSTIN: I am working with Jeremy on a plan to replace the system. Our goal is to try and save as much money as possible the rest of this fiscal year and consider purchasing some of the equipment at the end of this fiscal year and then budget for the remainder in the next budget year.

JEREMY: In case anyone is not aware the SCADA system is what we use to monitor and control our water system. The system can be used to open and control valves. PRV's can be monitored. Our water system is checked seven days a week. I check it every morning for sure. There are alarms which go off in the system if there is a problem. The system will call us if there is a problem.

DAREK: The wells are also controlled by the SCADA system.

JEREMY: We can monitor the flow into our tanks as well. Information for reports we have to submit to the state can be printed from the system. We lost about 3 ½ months of data when the computer crashed. We did not have a backup. We are required to submit reports to the state on a monthly and quarterly basis. Chlorine in the system is monitored as well. Our current system is very restrictive. It is so restrictive I cannot even add a new user without calling it in.

PAUL: We could be liable if we have something happen such as a large fire and we cannot control the system as needed. We could avoid this with a new system.

JEREMY: We have had time where we did not receive calls or alarms when there was a problem. The cost of a new system is not practical right now. We thought the cost would be \$30,000 to \$50,000, but when the quote came in at \$148,000, we knew it was too much for right now. We need to consider getting a new system long term. We will look at options as we get closer to the end of this budget cycle.

CHERYL: Is this a one-time cost? Is there an annual fee?

JEREMY: There will be an annual maintenance fee.

TUCKER: How is the new system housed?

JEREMY: It would be web based.

MAYOR: Our current system crashed about five years ago. We purchased two new systems at that time. They were supposed to be a mirror of each other. The issue is the data was not backed up on their end. We could have replicated everything with a backup of the data. The vendor had not done a backup since July. I support looking into a different system. Our system will fail. Humidity is a factor for our current system right now.

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PAUL: Annually, the system should be reviewed and upgrades done on a yearly basis.

JEREMY: We don't need the best system, but we need an adequate system.

MAYOR: We have a multi-million dollar water system. We might need to spend extra funds to make sure we are protected. We need to make sure we purchase a system with the right features.

JEREMY: We will look at all options and get information for the council to review in the future.

PAUL: I want to thank Jeremy as he started something really good at the MBR plant. We are doing continuous maintenance. We have spent some money down there, but we continue to be proactive. Over time we will spend less. Our system functions better when maintained well.

MAYOR: I am impressed with Troy's list of action items. He has a couple of lists sorted by importance.

JEREMY: Troy does a daily review of his list. He creates a new list daily and prioritizes what needs to be done. He has a long term and short term list. Troy is very task oriented. He helped to rebuild the screens. The materials cost about \$13,000. The supplier was shocked we did not ask them to do the labor. Troy did all of the work. I think he saved the city \$10,000 to \$12,000 in labor costs. Each screen would have cost about \$6,000 in labor to repair. There are two screens. We are trying to do more in-house repairs if it is within our capabilities.

PAUL: How many of the motors we replaced are still running?

JEREMY: All of them.

PAUL: The MBR plant is now dry inside. A good example has been set for what we should be doing in regards to continuous maintenance.

MAYOR: We were told there would be concerns for the long term upkeep of the plant. The first five years would not be a worry. The next 20 years would be the time to worry. Troy and Jeremy are very proactive. I want everyone to know Casper's Ice Cream donated two full shifts of employees to perform service for the city.

JEREMY: There were about 70 employees who showed up.

MAYOR: They worked in the city most of the day. They worked on laying sod on the 300 East trail project.

JEREMY: There was 30,000 square feet of sod which was laid. The ground was raked and prepped, and then the sod put down. About 20 people helped with projects around the Park Community Center. All of the playground chips were distributed in the playground area which took most of the day. Leaves were raked at the Nature Park, and the area was cleaned up. It was a big undertaking to keep them all going, but we were grateful for the help.

MAYOR: I want to make sure we thank them for their service. It was pretty cool what they did. We need to thank Lower Foods as well for their contribution to the city party. Representatives from Casper's Ice Cream came to us and asked to help out and give back to the community where they work. I hope this will encourage other businesses to do the same thing.

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

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

No Vote: None

Adjournment at 9:11 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder