

RICHMOND CITY COUNCIL

NOVEMBER 15, 2016

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, November 15, 2016. The meeting began at 7:00 P.M. Mayor Jeff Young was in the Chair. The opening remarks were made by Tucker Thatcher.

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

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

APPROVAL OF CITY COUNCIL MEETING MINUTES

A motion to approve the October 18, 2016 City Council meeting minutes was made by Tucker, seconded by Paul and the vote was unanimous.

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

No Vote: None

DEPUTY'S REPORT

DEPUTY ROBERT BERGSJO: The school district has contacted our department about some concerns about the intersection on 100 North 100 West. I agree with their concerns. Next year at this time there will be four times the number of kids using that crosswalk than there is now. The school district has three requests. They want two stop signs added to make the intersection a four-way stop. They want the crosswalk widened and painted as well.

PAUL: Widened?

DEPUTY BERGSJO: The current crosswalk is very narrow. They also want it painted so it is bright and visible. If the Council approves, they would like to get this completed as soon as possible so people start getting used to it. They are afraid if nothing is done until school starts people won't notice. I was told there were two kids that were almost hit in the intersection this year.

MAYOR: There is a new sidewalk on the south side of 100 North from State Street to 100 West.

CHERYL: With more traffic next year they are considering having all of the cars enter through the east entrance next year.

DAREK: I will review everything that has been said but don't see any issues or concerns.

MARLOWE: I know in talking to the Principals Healy and Bennion they would like to see a third crossing guard added. Keep the two currently where they are already at and add a third one at 100 North 100 West. Principal Healy was going to see if the school district will pay for the third crossing guard as we pay our two over \$8,000 per year combined.

MAYOR: They are already using someone at the intersection of 100 South 100 West as I usually see teachers, parents and others at the intersection.

MARLOWE: The intersection at 100 South 100 West is right by the school. The intersection at 100 North 100 West is a great distance from the school. The crosswalk at 100 North 100 West is also painted at an angle and not straight.

MAYOR: It would be good to have some flashing lights at 100 North 100 West.

JUSTIN: Why not relocate the two existing signs that flash in front of Park School?

MARLOWE: I agree. We paid for those signs and can modify the wording on the signs as needed.

PAUL: We could possibly add 50 feet or so of new sidewalk going east on the north side of 100 North so the crosswalk could be straightened. I will make sure we prioritize that road for chip sealing to be complete before school starts as well.

MAYOR: We can get it striped. We have until fall of next year to get everything completed. I would like to start pursuing it now. Darek please work with Paul, Rob and Shane to get things done. I am concerned about the kids crossing Main Street next year as well. We will have a lot of kids that walk past the old school building and have to cross Main Street to keep going towards White Pine.

MARLOWE: The crossing guard signs need to be updated.

MAYOR: Marlowe, please make a list of everything we have discussed and let's start working on it. We want to work with the school district and Sheriff's office to make sure the intersection is as safe as possible. We will keep an open dialogue with the school district. I will talk to the school but they will say they don't have any funding to help with a project even in the name of safety. We have been spending \$10,000 to \$15,000 per year on new sidewalks in anticipation of the change in schools. I will meet with the school district about this concern and make another request.

JUSTIN: They won't pay for any sidewalk or cost for this project here or anywhere in the valley. I know this from very recent dealings with another community in the valley.

MARLOWE: All cars will enter next year through the east entrance. The school district is going to modify the front of the school for school buses to turnaround and the buses will use the west entrance.

MAYOR: The east entrance is a perfect loop for cars to go in and out. There are only two school buses that deliver kids to the elementary school. Marlowe, please contact Park School's principal and have her attend a future Council meeting. I want her to be part of our discussion. Let's see if she can attend the December or January Council meeting.

DEPUTY BRAD NELSON: The winter parking ordinance is in effect. We are not out looking to write citations with the weather being nice. Nibley City has asked us to enforce their ordinance even though the weather is still nice. How do you want us to proceed in Richmond? Can you send out an email or notify the residents?

PAUL: We already sent an email and put information in the newsletter.

MAYOR: We did a specific flyer just for winter parking and put in the newsletter.

DEPUTY NELSON: I am still seeing cars parked on Main Street each night.

MAYOR: Let's make sure they are issued a warning first.

PAUL: Do you keep a list of who is issued a warning?

DEPUTY NELSON: No, our system does not allow that. We don't have a way to document who was warned. We just put an orange warning ticket on their dash or windshield.

MAYOR: I would like to see warnings issued for the first storm.

PAUL: I don't agree; people need to abide by the ordinance now.

MAYOR: In the past there was an issue with the rotation of officers being used in town. They all had different views and one wrote a string of citations one evening for cars not parked far enough off of the road. This had not happened in the past. I am not telling you how to do your job but hoping everyone will be reasonable in the future. We need to work with our Maintenance Department on the proper procedure of what to do when they encounter or see a problem that should be reported.

DEPUTY NELSON: I will only issue a citation in an area where there is curb and gutter.

MAYOR: I appreciate your help on this as we don't have anyone on staff to enforce this.

DEPUTY NELSON: We are looking for a happy medium. We will do warnings for the next week or two.

LYLE: Is Richmond doing something similar to other communities?

DEPUTY NELSON: Yes. It is hard to enforce anywhere while we are still having summer weather.

MAYOR: I would like to introduce Seth Tait from Olson & Hoggan. The City has used the same legal counsel for many years.

PAUL: Since the 1970's, if I recall correctly.

MAYOR: Bruce Jorgensen passed away earlier this year and he was a tremendous resource for the City. We have always had a good relationship with Olson & Hoggan. I appreciate all they do and what they have done to this point with the transition from Bruce after his passing. Bruce was very good to the City and very respected.

SETH TAIT: I wanted to introduce myself this evening. Miles Jensen apologized for not being able to attend this evening. I have brought some information from the firm and some background information on Miles and me. It was a big loss to our firm when Bruce passed away. I am excited to serve the City. I think our firm provides good value to the community. There are nine attorneys in our firm. I am your contact person but I have the help of the other eight attorneys when needed. We meet and discuss our cases. I have input from the entire staff on cases. We have vast experience with cities. I am helping out other cities as well. I am excited to work with you and you can contact me anytime. I will respond as soon as I can.

MAYOR: We have been working with Miles Jensen since Bruce passed away. The firm divided up Bruce's workload and Miles was assigned to us and now we are transitioning to Seth for all of our future needs.

SETH: We are adding another new attorney to the firm next month. Miles and I will both still work with Richmond. We will work to get things done quickly. You can contact either of us. I appreciate being able to come and introduce myself this evening.

AUDITOR'S REPORT FOR FISCAL YEAR 2016

DIANA CANNELL: Richmond is a rare City where everything is done electronically. It is great. I don't see the City staff as much as in the past because everything is stored electronically. You have good employees and I enjoy working with them. GASB 72 is new for this year. There is always something new and once again this year a focus has been placed on pensions. The investment footnotes in the audit document have been beefed up this year. There are also some new retirement disclosures this year. The URS (Utah Retirement System) rules are used. There is only one finding this year. The sewer fund went over budget because of the new pension expense that must be accounted for. The information was not even provided until after the end

of the budget year so I cannot blame Justin for not knowing about it. This is not an actual cost to the City. This is not money flowing out of the City. URS determines the portion owed by the City in the overall State system and we must account for it. This is new. The sewer budget went over budget by about \$14,000 but this new pension item was \$32,000 so without this new item you would have been under budget. In the past this did not have to be accounted for like it is now. The amount is now considered material and must be accounted for. There were not any compliance findings. The financials were very clean. Page 17 shows all of the funds. There were not big changes from last year. Total assets increased around \$97,000 over last year. There were a lot of fixed asset changes. Liabilities are down \$261,000 as principal on loans paid down totaled \$338,000. There was not any new debt incurred during the budget year. Page 18 shows your change in net position increased about \$400,000. The general fund and sewer fund were up and the water fund was down. Page 25 shows the depreciation for the year. This is not a cash expense. Sewer depreciation was \$306,659 and water depreciation was \$198,933. There were some big capital outlays in the sewer fund for infrastructure and equipment purchases in all funds. They were all planned for and budgeted for. Things are in good shape. The financial statements looked good. Not every other City I work with is as in good a shape as Richmond.

MAYOR: Thank you. We have a good association with your firm. Your depth of knowledge is tremendous. It is always good to hear from an independent party the City is being fiscally responsible. We abide by our budget as we only have limited funds. We try and be very careful with our funds. We have a good team at the City.

DIANA: People need to know what you are doing as you offer a good service to the community.

MAYOR: Justin, Chris and Marlowe do a tremendous job. It is usually a thankless job but they do it all the time.

JUSTIN: I would like to thank Diana, Greg and David. They are always good to work with. They are here to do a job but at the same time they are always showing us ways to improve our process and be better at what we do. I would like to thank Chris and Marlowe for their help as well. The nice thing with Diana and her firm is their willingness to help outside of the audit. I ask questions throughout the year on how to handle certain items and they always help and never send us a bill for this service. I appreciate their help throughout the year.

DIANA: Any of you can ask me questions anytime throughout the year. I am willing to meet or review things anytime.

YOUTH COUNCIL REPORT

MAYOR: The Youth Council held a Halloween dance here at the Community Building. It was well attended and there were not any problems.

BUSINESS LICENSE

THE STUDIO

STEPHANIE TANNER: Tina Ernstrom and I have moved into the depot building at 196 West Main. Tina will have a photo studio in half of the building and I will have a salon in the other half. We each do our own thing and operate our own business in the same building.

LYLE: Any chemicals?

STEPHANIE: No.

PAUL: We just need to know about anything flammable in case our Fire Department has to respond they know what they are getting themselves into.

STEPHANIE: We don't do acrylic nails so we don't have anything to worry about.

A motion to approve the business license request for The Studio (Stephanie Tanner) was made by Paul, seconded by Tucker and the vote was unanimous.

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

No Vote: None

MAYOR: The license is effective now but you won't get the official document until we print the 2017 business licenses. We won't charge you now and again at the start of the year.

BEAR RIVER HEAD START REQUEST FOR CONTINUED LOCATION AT THE PARK SCHOOL ELEMENTARY LOCATION
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KRISTA USECHE: I work for Bear River Head Start and we want to leave the portable classroom at Park School when they relocate to White Pine Middle School. We have been at this location for many years.

MAYOR: At this time we don't have an agreement in place to take over the school. We will be working with the school district and can let you know what comes out of our discussion with them. How many kids are in your class?

KRISTA: Seventeen.

PAUL: Are they all from Richmond?

KRISTA: Richmond and the surrounding area.

PAUL: What children can attend?

KRISTA: We are a federally funded program aiming to serve those parents that cannot afford preschool or daycare. The program is free to those that qualify. To qualify the parents of the children must earn below the established poverty level.

PAUL: What is the timing of the program?

KRISTA: The same as the regular school year. We are closed in the summer when the school is closed.

PAUL: Is there a lease agreement between the school district and Bear River Head Start to have the portable classroom there?

KRISTA: There is actually just a memo of understanding and I have a copy of it for you to review. We own the building and pay all the costs and they allow us to put it on their property. We have our own insurance as well.

PAUL: What facilities are in the building?

KRISTA: Water, sewer, a bathroom and power. We pay all of our costs. We are not part of the school. We have our own telephone service as well.

MAYOR: A large part of the school will be empty after Park School is closed. Would you be interested in moving into the school?

KRISTA: Yes, there would be an interest. We don't have any funding to move our building right now. In Brigham City we are located inside of an existing school. There are not any extra classrooms in White Pine for us to use. There is not any room in any other school in the district either that I am aware of.

PAUL: Do you need to go into the school to use the library or school facilities?

KRISTA: We get our food from the school and we don't know what we are going to do there. In Logan they have Sam's Club deliver food.

MAYOR: I would ask you to consider moving into the building as it would give you more space.

PAUL: We need to help them for the good they offer to the community. If that becomes a City facility we would have room.

MAYOR: If we end up with the building, I think a community council will be formed to decide what the best use of the building is after the school vacates. I want to see the building used and not sitting empty.

TUCKER: I think it is a great idea to have them in the building, if possible. It would help them save on utilities and maintenance costs. Maybe they could pay a small monthly rent to help with costs after we take over. I think something like that would be fair.

CHERYL: If you have more space, can you accommodate more kids?

KRISTA: We also offer Early Head Start which is not currently happening here. There is an opportunity to serve pregnant moms. We could start to serve 0 to 3 year olds. We don't offer daycare in that case but a six hour preschool for those age kids. We do have a small waiting list for those wanting to join. The longer we can have the kids in the program the bigger impact we can have. Families are better off if their kids are in our program. We want to involve the parents.

LYLE: You say there is a waiting list. If you take more kids do you have the staff to help them?

KRISTA: Our waiting list is for when current students move or leave the program. We have a list to fill those empty spots. We can have 10% of our students above the poverty line. We serve children from Brigham City, Utah to Soda Springs, Idaho.

MAYOR: We cannot give you a firm answer since we don't own the building but we will work with you if we end up with the building.

PAUL: Our desire is to help you.

KRISTA: We will start recruiting in January 2017 for the new school year in the fall.

MAYOR: We have not talked with the school district about the building for a couple of years. I am scheduling a meeting to meet with Dale Hansen from the district.

KRISTA: The school district sent me to you with this request as they said the building will be under your control.

MARLOWE: We can keep Krista up to date as our discussions progress.

KRISTA: We can consider adding new programs when we know how much space we have. We are considering a CDBG application (Community Development Block Grant) for some new playground equipment. Our playground area is inside the chain link fence area. We did receive CDBG funding last year in Hyrum.

MAYOR: The City would be willing to help install the equipment.

KRISTA: We have to spend at least \$30,000 of our own funds to qualify.

MARLOWE: We will get the existing playground if we accept the building.

KRISTA: We have to keep our students in the fenced off area per state guidelines. This is required for three to five year olds.

MAYOR: Your program is a benefit to the community and we want to be involved.

DAREK: They should proceed with the grant application even though it is unknown if the City will end up with the building. Worst case if the grant is approved they do not accept the funds if the City does not end up with the building.

MAYOR: Great idea. We will keep you informed as we discuss with the school district.

ROAD AND STREET SURVEY REPORT

PAUL: Norton Thurgood is here this evening to give an update on the condition of the City streets. Norton, we need to make sure 100 North from State Street to 200 West is chip sealed in 2017.

NORTON THURGOOD: State Street to 100 West needs to be chip sealed but from 100 West to 200 West does not.

PAUL: Thanks for the update. Can you update us on other areas of the City and where we should focus?

NORTON: The overall average index for the city is 83.4. The roads are graded as poor, fair and good. A score of less than 60 is considered poor. A score of 61 to 80 is fair. A score over 80 is good. Our overall average is good. A big section of the City is good. There are only five areas listed as poor. Some of those areas have drainage issues not surface issues.

PAUL: Hill Haven is the worst area in the City. There is a drainage problem on 250 East from about 400 South to 700 South. We will address that area in the spring. We have received the deed for the land we purchased on the south side of the home owned by Julie Ward. We will need your help evaluating that area. The County has agreed to come in and grade the road. Road base will be put down and eventually the road area the City owns will be double chip sealed.

NORTON: Normally, the County does chip sealing in July and August of each year.

PAUL: Are any of the intersections really bad?

NORTON: None are poor. The east side of 100 North State Street is bad but the issue can be repaired when the road is chip sealed next year. We need to shape the side of the road in that area before the chip seal work is completed.

PAUL: I appreciate receiving this report each year.

MAYOR: It is a great service Norton offers to the City. I know other cities are struggling with how to come up with a report like this.

PAUL: It is nice having a professional who resides in the City and is willing to help.

MAYOR: This program works. Our preventative care has saved us thousands of dollars over the long run.

NORTON: I started helping the City in 2002 or 2003.

PAUL: I know we need to do some crack sealing.

NORTON: All of my proposed areas are listed in the report for crack sealing and chip sealing. We have done pretty well at crack sealing overall. The areas we need to focus on now are the newer roads in town like in the Cherry Creek Heights Subdivision. The roads are starting to crack up there. If they can be sealed now it helps to avoid secondary cracking.

MAYOR: What is the cracking caused by?

NORTON: It is just normal wear and tear. The chip seal program is working very well also.

PAUL: I know crack sealing is hard to find a good contractor as it is not a priority to many contractors.

NORTON: Morgan Paving is good to work with. They have been fair in their pricing as well. I know it adds some to the cost when they have to mobilize in several different areas rather than just one area in the city.

PAUL: Our best spent money is on chip sealing first and crack sealing second. Having a private contractor do the chip sealing rather than the County would cost us twice as much. I am thankful we can utilize the services of the county.

NORTON: In order for a private contractor to even consider a job they want to do at least 300,000 square yards of work.

PUBLIC HEARING RELATIVE TO FORGIVING A LOAN FROM THE CAPITAL PROJECTS FUND TO THE WATER ENTERPRISE FUND
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A motion to close the regular Council meeting and open the public hearing was made by Cheryl, seconded by Paul and the vote was unanimous.

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

No Vote: None

The public hearing opened at 8:10 P.M.

JUSTIN: The water tank and infrastructure project has been completed. As part of finalizing the project we made a request to the CIB (Community Impact Board) of how we hoped the remaining funds could be disbursed. They denied our request and applied all of the remaining funds to our outstanding loan balance which ended up cutting off about five years from the end of the loan. The intent is to not raise the monthly utility bill and part of that would be to consider forgiving the loan between the capital projects fund and the water enterprise fund. When the well and water rights were purchased from the Gibbons and Skabelund family the City paid cash for the purchase. To pay them in full the sewer enterprise fund and capital projects fund both loaned the water enterprise fund money. The capital projects fund is a fund we collect money in to help pay for large projects. By forgiving the loan the water fund could pay more against the outstanding loan to the sewer fund. The sewer fund loan to the water fund would not be forgiven. The remaining loan balance owed to the capital projects fund loan is \$318,726.50.

PAUL: What is the downside to forgiving the loan?

JUSTIN: I don't know of one. If the water fund built a large fund balance and the capital projects fund needed additional funding we could transfer money back at that point and it would require a public hearing and vote of the council. Funds can be moved but certain criteria must be met and advertised as appropriate.

TUCKER: I know the water fund has a couple of other loans as well. When do they payoff?

JUSTIN: We are going to pay off one this year with a principal balance of about \$24,946 and the other loan with a principal balance of \$115,000 will pay off in 2019.

CHRIS: Will the \$1.00 per year annual monthly increase ever stop? I get asked by residents all the time.

MARLOWE: It expires next year unless the Council renews it.

MAYOR: If we stop the increase we are not preparing for future projects and being able to pay for them.

JUSTIN: Most other cities adjust their tiered rate but we have to adjust our base rate to meet our financial obligations.

DAREK: I know other cities increase their base fee at least \$0.50 per year and that amount does not keep up with inflation.

CHRIS: Most people don't understand inflation or the costs of goods we purchase are rising.

JUSTIN: In reality, at this point we cannot let the \$1.00 per year go away or there will be a major increase not far down the road.

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 8:18 P.M.

DISCUSSION AND POSSIBLE VOTE ON THE REQUEST TO FORGIVE THE LOAN BETWEEN THE CAPITAL PROJECTS FUND AND THE WATER ENTERPRISE FUND
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A motion to forgive the remaining loan balance of \$318,726.50 from the Capital Projects Fund to the Water Enterprise Fund was made by Paul, seconded by Tucker and the vote was unanimous.

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

No Vote: None

OPEN AND PUBLIC MEETINGS TRAINING AND DISCUSSION

JUSTIN: As part of State of Utah compliance requirements I am supposed to have a reminder and training session with all Council members and the Mayor at least once per fiscal year. I feel this is very appropriate this year where we have two new Council members here this evening. Here are some items I would like to remind you about or inform you of if you are not aware.

A quorum of the Council is three Council members.

A quorum is not two Council members and the Mayor.

The Mayor only votes in the event of a tie and the absence of a Council member or if a Council member abstains from a vote.

All meetings of the Council are to have an audio recording and written meeting minutes.

All meetings of the Council must be advertised and are currently advertised at the City office building, post office, library, City website, *The Herald Journal* and the Utah Public Notice Website. These requirements apply to the Planning Commission as well.

Any Council member with a conflict of interest needs to announce the conflict before an item is discussed and give a reason for the conflict. The Council member is allowed to participate in the discussion and vote if they choose to do so or they can abstain from the discussion and vote.

Any vote of the Council requires a yes or no from each Council member and the vote of each Council member must be specifically listed in the meeting minutes.

Any vote to approve or amend the budget requires a public hearing before the vote is taken.

Any land-use item requiring a vote must also have a public hearing before a vote is taken.

Administrative items do not require a public hearing.

The Council is required to meet at least once per calendar month.

Resolutions do not require a public hearing.

Ordinances regarding items that are not financial or land-use related do not require a public hearing but the Council can have one if they feel it is appropriate.

No vote or formal decisions can be made during the pre-council meeting.

MAYOR: I have invited Kelly and Lyle to attend new Council member training in January.

MONTHLY FINANCIAL REVIEW WITH DISCUSSIONS AND DECISIONS AS NECESSARY

JUSTIN: The legislature is calling an emergency session to resolve the sixth distribution of Class “C” Road Funds from the last fiscal year and the first distribution from this year. We should be getting more funding than in the past. The Fire Department has brought in \$2,363.50 fighting wildfires this year. The annual Cemetery Board meeting will be held on Tuesday, December 6th at 7:00 P.M. here at the City office building. For those unaware the Chairman is Mayor Young and the Board members are: Kevin Graham, Paul Thatcher, Denise Allen and Amy Sadler. We will adjust our budget in January as that is the half way point of the budget year. The Scott Tripp road land purchase has been completed. The total paid in Class “C” Road Funds so far this year is \$93,979. That leaves around \$35,000 or so for the rest of the budget year. Brad Deffinger has been doing some tree trimming and tree removal and we have spent that line item for the year. The invoices are starting to arrive on the SCBA grant for the Fire Department. The cost to the City will be around \$5,000 from what I have been told and the grant is for around \$100,000. The Cub River Sports Complex had a bunch of sprinkler maintenance completed that depleted our cash balance. I have requested Lewiston to pay \$2,000 more and we are going to put in another \$2,000 as well.

PAUL: We need to review and update the governing agreement between Richmond, Lewiston and the Merrill Family for the sports complex. The agreement is not functioning as setup. A Board does not work well out there. We need to approach the Merrill family and see if they will allow us to amend the agreement. The cities would stay in control and be managed by a Council member from each city with approval by each city council. Lewiston oversees the maintenance

and repair of the grounds and Richmond oversees the finances. The Merrill family donated the land so out of respect to them we need to ask them if it is okay to go this way. There is an adjoining landowner that would like to purchase a small area of land that is being farmed and not used by either city at the complex. In the future we need to consider a road and parking going around the complex on the east and north sides. People parking on the County road makes a dangerous situation.

MAYOR: I am glad to meet with the Merrill family and Lyle can come with me since he oversees the sports committee.

MARLOWE: I would like to see the agreement. I have never seen it.

CHERYL: What is the situation with the concession stand?

MAYOR: It is up and ready to operate but not being operated by anyone at this time.

CHERYL: Maybe the Youth Council could consider doing something in there.

PAUL: I know Jay Bair is looking into applying for a grant to get some batting cages for out there.

LYLE: Outside of Richmond and Lewiston is there other revenue generated at the complex?

JUSTIN: Local soccer leagues pay about \$500 to \$1,000 per year but other than that there is not any revenue generated from activities out there.

MAYOR: I am aware of some coordination issues with soccer teams and Lewiston City. The soccer league just uses the fields whenever they want without contacting Lewiston first. Lewiston needs some notice to arrange mowing and watering. Lyle is the liaison for the complex for Richmond and will be working directly with Lewiston.

PAUL: Fizz Bodily is the Lewiston City Council member over their side of the complex.

JUSTIN: Water impact fees collected so far this year total \$24,744. Next month we have two of the three bond payments due in the water fund. The loan with about a \$24,946 balance will be paid off and the remaining balance on the other loan is \$115,000 plus interest. Sewer impact fees collected this year total \$32,791. Since Lyle and Kelly are new I need to inform them the Cemetery District is separate from the City and managed by a separate Board but we manage the accounting for them and in return they pay the City for all of their expenses plus their portion of the wages due to the employees. We budget an amount for each employee that we call a Christmas Bonus but is in fact just part of their wage and budget allocation. The amounts are the same as last year other than the library staff was each given an additional \$50. I would like to propose the following net Christmas Bonus amounts for 2016:

Adkins, Marlowe	\$500	Bair, Robert	\$500
Ball, Scott	500	Chism, Charles	300
Collins, Yumi	500	Forsgren, Patricia	150
Funk, Matthew	500	Gilbert, Jan	150
Hawes, Kristie	150	Lewis, Justin	500
Lewis, Shane	500	Purser, Chris	500
Reese, Janessa	100	Reese, Tina	150
Smith, Lora	\$300	Titensor, Melissa	\$300
Wood, Dennis	300		

A motion to approve net Christmas Bonuses for calendar year 2016 was made by Paul, seconded by Cheryl and the vote was unanimous.

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

No Vote: None

COUNCIL MEMBER REPORTS

LYLE: The Mayor and I met with the Fire Department and at this time we are going to postpone the purchase of a new squad truck. We are going to repair the current battalion truck and make it into the squad vehicle. There are some brake and drivability issues we need to resolve and then it will be fine. The oil cooler lines are leaking as well.

JUSTIN: That is great. Let's get the truck repaired immediately.

MAYOR: I think it is reasonable to get it fixed and used as the squad truck.

LYLE: After the truck is fixed they will move over the slide out gate and the truck can go into service.

MAYOR: I appreciate Lyle working with the Fire Department to resolve this issue. We discussed this at the last Council meeting and can get it resolved moving forward.

LYLE: We will postpone a purchase of a new truck for a while. I don't know how long that will be. The truck we are going to use is a 1998.

MAYOR: The truck has a newer engine.

LYLE: I don't know the mileage of when the engine was replaced but it was around eight years ago and I would guess only has 10,000 to 20,000 miles on it. There still could be transmission and other problems on a truck that old.

MAYOR: We are in the process of getting a new roof on the fire station.

JUSTIN: The building fund will pay for it.

MAYOR: Will the squad truck be usable by January?

LYLE: Yes. It is a 4x4 as well so that will help on calls to the ski resort.

JUSTIN: We need to make sure all of the other equipment is maintained properly as well.

LYLE: I have asked for a maintenance log on each piece of equipment and they are working on putting one together. We need to know and track the maintenance costs of all of the vehicles. The fire department is looking for new recruits. I am not aware of any new ones recently. I am not aware of any other maintenance issues.

JUSTIN: The commodity bins at the maintenance shop have been completed.

PAUL: Justin, please explain the issue we had with a recent salt purchase.

JUSTIN: We purchased some blue salt from Saltworx and they recently installed a new accounting system. The invoices were tabulated incorrectly and we were invoiced around \$23,000 when we should have been invoiced around \$11,000. The error was corrected by the vendor and we paid the correct amount due.

LYLE: There are not any local sports happening right now. The winter sports programs our kids participate in are held in Smithfield during the winter months.

KELLY: I am new and this is my first report. I am going to contact the committee heads over Black & White Days and start working with them. We are going to start working on the new billboard in January as well. I need someone to volunteer to oversee the Cow-A-Bunga race. I also need someone to help with advertising.

MAYOR: I am glad to have Kelly working on Black & White Days. It is a good change to have someone new in place.

PAUL: I really enjoyed the race to Cherry Peak.

MAYOR: Kelly is going to work with the local faith based group on the JustServe program as it ties into our parks and recreation program. Cheryl will oversee the Youth Council. Those are a couple of recent additions to each of their workload.

TUCKER: There was a request at the Planning Commission meeting this month for a simple lot split. Marvin Traveller has a rental house that is attached to a large parcel of vacant land. Marvin is considering selling the rental house and does not want it to include all of the agricultural land behind it. The request was approved by the Planning Commission. There is not a lot else going on with the Planning Commission right now. Some of the terms of the commissioners are going to expire and I will bring some names to the Council next month for consideration and approval. One current Commissioner wants to serve another term. I will be looking for a couple of more. I have some interest by people not currently serving so I will reach out to them. We are going to do a tour of rental house. All of the buildings in the City are being reviewed.

CHERYL: I am not sure if the leak at the library has been resolved so we will need to keep an eye on it.

TUCKER: Keep me informed if there is still a problem so we can try and resolve it quickly.

MAYOR'S REPORT

MAYOR: The term of the City's representative on the Cache Mosquito Abatement District is expiring at the end of the year.

MARLOWE: That is correct, Raymond Smith has been serving and his term will expire December 31st.

JUSTIN: If Raymond does not want to serve any longer we could put out an advertisement through Parlant. We had good success for library board members and the CVTD representative this way.

TUCKER: Clint Ward would be interested in serving but he resides in the County.

MARLOWE: Our representative must reside within the City. A Council member can serve or we must advertise the position if Raymond is done. We would accept applications if needed. A resolution would be done and approved at the start of the year.

MAYOR: Does it need to be filled immediately?

MARLOWE: The timeline for a resolution will carry into 2017 if it is anyone other than Raymond.

TUCKER: I will talk to Raymond and see if he wants to serve another term.

MAYOR: I want everyone to be aware our Court Clerk, Melissa Titensor, had her baby last week and they are both doing well.

JUSTIN: As a reminder the December 20th Council meeting has been rescheduled to December 13th.

MAYOR: When do we want to hold the annual employee Christmas party? Traditionally we have held it in January.

JUSTIN: The last couple of years we have held the party at the Birch Creek Clubhouse in Smithfield and Off Premise Catering owned by Justin Hamilton has catered the event.

PAUL: I would prefer a Friday evening.

MAYOR: I agree. Let's look at January 6th as our first choice and January 13th as our second choice. What projects do we want to consider for RAPZ tax applications this year?

JUSTIN: The last applications were for the park land purchase and our second application was for new playground equipment for the park in the White Pine Subdivision.

MAYOR: County Council Member Dave Erickson reminded me to get our application ready to submit.

DAREK: On the new park, Jon White agreed to pay for 50% of the cost of the equipment but there will be a sprinkling system and grass needed as well.

MAYOR: On the sidewalk that runs along the west side of this project I would like to consider widening to the size of a trail.

LYLE: What RAPZ tax projects have we done in the past?

JUSTIN: We have been fortunate and done several projects. The Hamburger Stand, gazebo at the park, upgrade of the park pavilions, cement and drainage under the Black & White Days pavilion, LED lights at the Black & White Days pavilion, the nature park, the playground equipment at the park and several joint projects with Lewiston City at the Cub River Sports Complex.

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

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

No Vote: None

PEHP	183.04
Comcast	146.81
Comcast	196.47
Rocky Mtn Power	9315.64
ULGT	38.20
Questar	20.69
Questar	69.11
Questar	67.16
Questar	82.81
Questar	68.14
Questar	39.57
Questar	742.00
Selecthealth	1316.00
St of Utah	550.00
Verizon	323.46
Rotorooter	42.64
Lee's	55.92
Interstate all battery	12.10
Cache County Treasurer	202.40
Cache County Treasurer	698.10
Al's Trophies	11.30
Logan City	18447.20
North Cache Vet	55.00

Richmond City Council Meeting Minutes, November 15, 2016

Les Ison	16.76
Tess A. Davis	105.00
Hall Oil	70.41
Caspers	226.80
Alltech	65.00
Pitcher Propane	1150.80
Tamara Hardy	76.25
Advanced Heating	105.00
Standard lumbering	26.43
Ecosystems	217.10
Ecosystems	217.10
Ecosystems	415.50
Ecosystems	281.50
Itty	
Bitty	1541.59
Lewiston City	30.75
Lewiston City	1524.90
Aflac	190.34
Granger	410.10
Weidner	468.87
The Home Depot	10.50
Century Link	32.39
Century Link	214.12
Jrock	15550.00
Bear River Health	40.00
APGN	3734.04
Johnson Welding	2965.00
Harris Computer Systems	2449.68
Lee's	23.57
Lee's	40.00
Smithfield imp	94.63
Smithfield imp	25.96
Smithfield imp	7.98
JUB	2434.58
Airgas	26.74
Saltworx	1434.74
Saltworx	1478.44
Saltworx	1478.90
Saltworx	1470.16
Saltworx	1426.46
Weidner	45090.00
Weidner	17910.00
Zions Visa	1788.78

HACH	222.19
Twin D	3400.00
IFA	458.00
Maverik	277.83
Maverik Fire	125.34
Maverik cemetery	558.51
Tripp Farm	20000.00
Wex Bank	116.00
Olson & Hoggan	1025.70
Olson & Hoggan	1820.00
Micromarketing	35.50
Scholastic	52.12
Follett	700.00
Staples	7.49
Staples	56.37
Staples	1.27
Wheeler	832.42
Brent Webb Excavating	80.00
Jack Gage Refrigeration	79.00

Adjournment at 9:05 P.M.

RICHMOND CITY CORPORATION

Jeffrey D. Young, Mayor

ATTEST:

Justin B. Lewis, City Recorder