

1
2 THE STATE OF UTAH COUNTY OF SEVIER
3 CITY OF RICHFIELD
4

5 At the City Council In and For Said City
6 January 28, 2025
7

8 Minutes of the Richfield City Council meeting held on Tuesday, January 28, 2025, at 7:00 p.m. in
9 the Council Chambers of the Richfield City office building located at 75 East Center, Richfield, Utah.
10 Mayor Bryan L. Burrows presiding.

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|----|--------------------------------|------------------------------------|
| 11 | | SPACE FOR THE LIBRARY |
| 12 | 1. OPENING REMARKS | 7. APPROVE PURCHASE OF NEW POLES |
| 13 | 2. PLEDGE OF ALLEGIANCE | FOR BALLFIELD LIGHTING |
| 14 | 3. ROLL CALL | 8. APPROVE NEW AIRPORT FUEL SYSTEM |
| 15 | 4. MINUTES | 12. OTHER BUSINESS |
| | 6. CONSIDER LEASING ADDITIONAL | 13. MEETING ADJOURNED |

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17 1. **OPENING REMARKS** Kip Hansen
18 2. **PLEDGE OF ALLEGIANCE** by invitation Kendrick Thomas
19 3. **ROLL CALL Roll Call. Present:** Bryan Burrows (Not voting), Brayden Gardner, Kip Hansen,
20 Elaine Street, Kendrick Thomas, Tanner Thompson, Michele Jolley (Not voting), Rob Jenson (Not
21 voting).
22 Also, Adam Robinson, Tiffany Andersen, Camisha Reed, Brady Edwards, Jim Gleckler, David
23 Anderson and Michelle Olsen.
24

25 4. **MINUTES APPROVED** - Consider a motion to approve the meeting minutes held on
26 January 14, 2025. **Motion:** Approve the minutes of January 14, 2025. **Action:** Approve,
27 **Moved by** Kip Hansen, **Seconded by** Tanner Thompson. **Vote:** Motion carried by
28 unanimous roll call vote (**summary:** Yes = 5). **Yes:** Brayden Gardner, Elaine Street, Kendrick
29 Thomas, Kip Hansen, Tanner Thompson.
30

31 5. Consider approving the lease of a building for additional space for the Library. City
32 Library Director Tiffany Andersen does not think she needs to hire another employee to
33 staff the proposed facility as she could move her office there. It would not be open the
34 same number of hours as the main library.

35 She said she doesn't utilize the health insurance benefits package, and that money could
36 be funneled back into the Library. Andersen presented a spreadsheet detailing how she
37 could pull some \$20,900 out of her current budget to go toward the annex building.

38 She said there are two options available to lease the proposed annex building. One, start in
39 June at \$1.25 after four months of no lease payments; or two, start the lease now at \$1 per
40 square foot. The first option would require \$4,837 for the lease for the remainder of 2025,
41 and \$48,450 is fiscal year 2026. The second option would require some \$20,187.50 for
42 remainder of fiscal year 2025 and \$39,240 in fiscal year 2026.

43 In the long run, the City would save approximately \$9,000 by paying the \$1 per square foot
44 lease fee.

45 It would increase the budget for the Library to about \$224,000 a year. Looking at the
46 Library's revenue, it was projected to bring in some \$3,500 this year, and so far, it has
47 received \$4,700. Andersen said the revenue has continued to grow month by month.

1 Another avenue to explore is to revitalize the Friends of the Library organization, where
2 patrons pay a fee and get perks. This program could be extended to businesses in the
3 community. Andersen said the Library could market for them in exchanged for a yearly fee.
4 This could easily earn \$1,000 just until June and then continue with that through for the
5 following year fiscal year.

6 The Library also set to receive a CLEF grant in the spring – approximately \$5,000. The
7 library is also planning to sell its trailer as it no longer needs to store books in it. That could
8 put another \$1,000 in the budget.

9 The Library is also looking at the possibly of having rental space available in the proposed
10 annex. One potential client would be an engineering company, and it would be feasible if
11 they wanted to rent from the city. It could differ a third of the cost.

12 Andersen said in her discussions with the county, there is also a possibility of a Community
13 Development Block Grant in the fall. There is also a health department of prevention grant
14 that opens in March and that can help us get our programs started for the youth. There is
15 also a state technology grant that opens in February to help the Library out with
16 technology. The state is also working on providing more options for grants.

17 Andersen said one of the main reasons the extra space would benefit the City is because of
18 the meeting rooms and the open space. It wouldn't necessarily store books over there.

19 Councilmember Gardner said he had a discussion with Richard Yardley, the property
20 owner, the night prior. He does have people looking at it, but doesn't seem excited to jump
21 in any of those leases. Gardner said he feels the City has a little more time than originally
22 thought, which is a big plus. Yardley is willing to give up four months free rent if the City
23 would pay what he thinks is a fair rate, which he feels is about \$1.25 a square foot. He
24 would want the City to take possession, start remodeling, but he wouldn't contribute
25 toward those costs. Yardley is looking for a long-term tenant, possibly two years. He does
26 like the idea of what it would be used for.

27 Gardner said the \$1.25 rate is a little high if it doesn't include utilities - approximately 10-
28 15 percent above market rate.

29 If the City were to take advantage of the four months for free, the longer it stayed in the
30 building the less of a benefit that would be. The City would be paying one way or the other.
31 Mayor Burrows asked for clarification on the \$19,000 amount presented. That would be for
32 the remainder of the current fiscal year if the City were to lease the building.

33 Councilmember Hansen asked how Andersen's meeting with the County Commission went.
34 Library Board President Camisha Reed said the Commission was very clear about the fact
35 that there's nothing that can happen this year in the budget. They did say that they opened
36 their budget up in early September and they're happy to meet with the Library again. The
37 Commission did draw a line in the sand that it would be limited to start up expenses or
38 one-time costs. But about 25 of Richfield's library's circulation numbers are from
39 communities surrounding Richfield. The closer someone lives to Richfield, the more likely
40 they are to utilize the Library, with communities like Annabella, Glenwood and Elsinore
41 utilizing it more, while communities that have a library, like Monroe use it less. The north
42 end of the county is where the lowest participation is. It is evident to the county that
43 people are beginning to utilize the Richfield Public Library as a more centralized resource.
44 The Commission did not say no, so it was an optimistic meeting.

45 Reed said Malcolm Nash at the county suggested the CDBG grant as an example of a
46 possible outlet to explore, but most of those are for things are being built or purchased.
47 City Administrator Jolley asked if the Library would charge for use of meeting rooms or
48 would you just let people reserve them for use at no charge?

49 Andersen said there would have to be some kind of criteria to define what to change for.

1 The library's policies provide that employees would be paid \$20 an hour or a time and a
2 half to facilitate afterhours functions, so the meeting rooms would have to offset that.
3 Councilmember Gardner said he discussed utilities briefly with the owner and that they are
4 quite low.

5 Councilmember Thompson said the City has two options - it's either stick with what it has
6 or build something that's a \$10 million project. The thing that excites him about this
7 project is that it's actually an option C that doesn't limit the City to either the two other
8 options. The City would keep what it has, and then expand and flex a little bit. However,
9 Thompson said he is struggling with seeing the vision. He would like to know that the
10 money spent would benefit the community, but when he hears meeting rooms, it's not
11 compelling. He said he would like to know specifics as to who it will help and how.

12 Andersen provided an example. There is a woman helping a gentleman who is intellectually
13 challenged learn how to read in the Library. Currently that's being done in the open, which
14 feels like a violation of the man's privacy.

15 Anderson also said her vision includes using the meeting rooms as a place for children to
16 make and create stuff, and the provide a space for a chess club or other type of
17 organizations not offered in school. It would act as a place for people to hang out, as well
18 as a resource for homeschoolers. She plans to coordinate with the schools, the 4H
19 Extension and Snow College too see what role the Library can help fill.

20 Anderson said she has also had an inquiry from a nursing student who wants to teach
21 prenatal classes and asking if the Library has space available. The library could also act as a
22 resource for people interested in canning or freeze-drying food.

23 Reed said the intent is to grow. The downstairs is fine for toddlers and the under-five-year-
24 old children, but the Library has had a lot of demand for opportunities for older children
25 from seven years old to early adolescents. There has been an uptick in people stopping by
26 the Library after school, utilizing the Wi-Fi, studying and writing papers. Her concern about
27 the proposed lease building is that it's partitioned into really small spaces. However, in
28 ways it would be advantageous due to its compartmentalized nature. It would help
29 preserve the quiet librarian feel while allowing different uses. If it were restructured the
30 Library could keep its wages and salaries pretty equivalent while potentially expanding
31 participation among adolescent and late childhood groups and also providing enhanced
32 accessibility for the elderly population.

33 Andersen said there is also a potential for volunteers to help patrons, teach classes and
34 provide programming for the young adults.

35 Councilmember Hansen said many of the classes and programs are already offered by the
36 USU extension office, and there isn't a reason to move them over from the County
37 administration building. Those classes are taking place there right now in a space they
38 already have. Particularly if they were going to have to pay to play.

39 Reed said 4H is restricted to school aged kids for participation.

40 Councilmember Hansen said the extension offers programs to adults as well, and has a
41 home economist on staff charged with facilitating those types of programs. He said it
42 doesn't appear to be a revenue stream.

43 Andersen said more revenue would be generated through book sales, donations and
44 copying/printing services. She said she sees revenue increasing. She also she the Friends of
45 the Library program could be sold and what she provided was a very conservative
46 projection.

47 Councilmember Gardner said he went through the facility earlier in the day thinking it
48 would diminish his excitement for the project. Instead, he found himself more excited for
49 it. It's mostly usable. However, it is an 1893 building, and that's a concern.

1 Reed said it is all lathe and plaster, so the ability to move some of the partitions is limited.
2 One concern is the red rock foundation, and books are heavy, so any books moved over
3 would be in places where the floor could hold the load, such as the back-room addition.
4 Councilmember Hansen said that is an important point. When you look at the building
5 standards for libraries, that building is not up to that standard.

6 Andersen said any book stacking would likely be limited to the book sale items, which
7 would be nice to give enhanced access to people.

8 Councilmember Thomas asked about the cost of needed remodels and touchups. Andersen
9 said the CLEF grant can be used for capital improvements, and so that would cover the
10 paint and cleaning the carpet and whatever else. The CLEF grant won't open up until
11 February, but it's pretty much a guaranteed.

12 Reed said the Health Department has a grant that runs between \$3,000 and \$5,000 that is
13 part of an initiative to help keep kids off the street and provide activities. Reed said
14 Andersen has spoken with Heidi Pearson at the Health Department and the probability of
15 qualifying for that grant looks pretty good. The City can't technically apply for it until
16 March.

17 The Health Department grant would help the Library obtain the materials needed to create
18 the activities and programs for the children, Andersen said.

19 Councilmember Hansen said if the City had an unimpeded funding source for this right
20 now, his reservations would still not be about the finances. He asked if the City's vision is -
21 "Well this is better than we have, so it's good enough?" The City really needs is a new
22 modern library facility. In his mind, that would be plan B. Plan A would be to have a Sevier
23 County Library System. That would be a huge project, and who would start that process
24 and drive it? But he still worries about the overall vision. If this is done, the resources
25 cannot be reallocated to make a grander, better, vision a reality in the future. This is
26 quicker and more expedient.

27 Hansen said he appreciates so much what's happened with the Library recently utilizing
28 what's available. However, he doesn't know that the current proposal is the best way move
29 the good things that are happening forward.

30 Andersen said a new facility would be fantastic, but she wouldn't want to lose the current
31 facility as a library.

32 Hansen said that wouldn't necessarily have to happen if a new facility were pursued. It
33 should be maintained as a historic building, and as a library, perhaps as an annex to a more
34 proper modern library for specific functions, such as specific collections. Hansen said while
35 the grander vision may take some time, if they do this now, it may stymie the opportunity
36 to do something better in the future.

37 Councilmember Thomas said he is really glad the council is talking about this and exploring
38 this opportunity. From what he saw Roosevelt do with a county library system, Duchesne
39 County, had two libraries with an annual budget of \$1.1 million. Richfield's is under
40 \$200,000. Duchesne is able provide budget for their library with a small county levee for
41 the Library system. In the Roosevelt they coupled the new library with a community center.
42 Just the meeting rooms are a really big deal, utilized by everyone from kids playing
43 Dungeons and Dragons to telehealth.

44 They had year had 70,000 visitors to the Library in Roosevelt, Councilmember Thomas said.
45 Roosevelt's population is between 6,000 and 7,000 – smaller than Richfield. By coupling it
46 with the community center it allowed for some funding opportunities, including a half
47 grant for it. Richfield currently has an aging senior center that is likely underserving the
48 seniors, and it doesn't have a community center at all. It's really important for a lot of the
49 members in our community to have both the meeting rooms and the community center

1 space because there are people who may not have access to the religious facilities in town.
2 Councilmember Thomas said timing is essential as to when there is funding available or
3 not. With the new national policy of drill baby drill, that could impact how much money CIB
4 has available in the next three or four years. There is a possibility of doing this right.

5 There is an opportunity in the future to create a facility to accommodate those in the
6 community who are under-served when it comes to having a sense of community and
7 gathering opportunities.

8 Recreation Director Brady Edwards said this is the very same conversation Salina had when
9 it built its community center. It started off as recreation center, but multiple things
10 happened, such as the senior citizen building being condemned. Integrating its library was
11 a discussion item at that time. That's why it now has meeting rooms, places for senior
12 citizens activities and everybody in a community rents it for everything under the sun,
13 including funerals for those who don't feel comfortable hosting them in area churches.

14 Councilmember Thomas said with opportunity before the council, he would like just a little
15 more time. He agreed with Councilmember Thompson in that he doesn't quite see the
16 vision of what it's going to be used for.

17 Councilmember Thompson said he feels there is still some negotiating room on the price,
18 and that he would like to have some solid numbers on utilities.

19 Andersen said perhaps the City should tell the property owner it needs more time, and in
20 the meantime if it happens to sell, it would be time to pursue a different vision.

21 Councilmember Gardner said the building would likely sit empty for a while, so there's no
22 immediate threat of it disappearing. However, he does see a bigger picture and hates to
23 jump on something now if there is a possibility of something greater in the future.

24 Councilmember Street said she would like to look at it, and see what was done in Salina.

25 Councilmember Hansen said the second part of Salina's needs is currently being addressed
26 as it is building a new city administration building.

27 Mayor Burrows said hitting the CIB at the right time is critical. He said there were a lot of
28 conversations and work that went on behind the scenes before Richfield was able to get
29 funding for its pool approved through the CIB. Its important to define a vision for where
30 the Library wants to be in the future and use that as a starting point. This won't happen
31 overnight, the City needs to get a plan of where it wants to be in a few years, and then
32 work at that plan.

33 Councilmember Hansen said it needs to be more than just putting it on a list, and perhaps
34 this conversation is an opportunity to start proactively pursuing a larger goal when it comes
35 to the Library.

36 Andersen said her vision to start with was to have more space, but also to preserve the
37 space that is currently used. There are needs for a community center, the senior center and
38 the police department could probably use more room. This lease opened up, and nothing
39 has happened with the effort to build a new library in years.

40 Mayor Burrows said nothing has been done since it was voted down, which was back
41 around 2010.

42 Andersen said prior to that an architect had presented plans to the City.

43 Library Board President Reed said this is a discussion that has gone around and round. A lot
44 of people demanded a new pool, but did not want to pay for it. This seems like a more
45 conservative approach where the Library can get more people participating, and then
46 when it comes up on a bigger scale, there would already be numbers supporting the idea of
47 a new facility. They've already experienced a little bit of that of the advantage.

48 Mayor Burrows said there is a certain number of people in this community that if it affects
49 their taxes, they will not support it. Another issue is where would a new facility be located?

1 There may be good turnout now, but if it's moved to either end of town, that participation
2 may drop off. There has to be some careful thought put into the location. He said he
3 understands what the Library is trying to do, and it's possible. The City needs to be more
4 proactive with it rather than reactive.

5 Councilmember Hansen said he feels the City should not proceed with this project at this
6 time and made a motion to that effect. He said he'd like the City to pursue a bigger vision,
7 and this could be an impediment to that.

8 Councilmember Street said she knows the front portion of the building is not the greatest,
9 as it has a red rock foundation, which is not good. It's starting to sink and it would become
10 a money pit for the City. She's seen what Cedar City has and would like something similar.
11 Mayor Burrows asked if Cedar's was approximately an \$8 million learning center/library.
12 Councilmember Thomas said it was, and that was approximately 2020. The one in
13 Roosevelt was approximately \$5.5 million.

14 Councilmember Thomas said he would second the motion, but not because he doesn't
15 appreciate what has been discussed. He would like to see the City pursue a bigger vision as
16 this proposal may be too much of a Band-Aid.

17 Mayor Burrows said this could be revisited in the future.

18 Councilmember Gardner asked if it could be revisited as soon as two meetings from now,
19 which is can

20 **Motion:** The City will not pursue the lease from Dr. Yardley at this time. **Action:** Postpone,
21 **Moved by** Kip Hansen, **Seconded by** Kendrick Thomas. **Vote:** Motion passed (**summary:** Yes
22 = 4, No = 1, Abstain = 0). **Yes:** Brayden Gardner, Elaine Street, Kendrick Thomas, Kip
23 Hansen.

24 **No:** Tanner Thompson.

25
26 Mayor Burrows asked if there were ways the Library could utilize the council chambers or
27 other spaces in the City's administration building for its programming in the meantime.

28 Andersen thanked the council for the opportunity to bring this proposal forward and that
29 she doesn't feel bad that it didn't pass because it has spurred a lot of conversation.

30 Recreation Director Edwards said perhaps there is a way to integrate a museum into the
31 grand scheme of things, which could open up other funding avenues.

32
33 6. Discuss the lighting for the ballfields at Lions and Rotary parks and consider
34 approving the purchase of the light poles.

35 Recreation Director Brady Edwards explained the City did budget \$50,000 for new lighting
36 poles. The current bid is for \$44,000 with delivery to Richfield. Currently the poles are 45
37 years old and are becoming a safety liability at least one has fallen. Fortunately, no one has
38 been hurt yet. Edwards said he wants to permission to go ahead with the purchase.

39 Councilmember Hansen asked about the possibility of metal poles.

40 Edwards said the cost would be approximately triple. He said his thought process is to
41 replace the current ones with wood, and if the City were to build more ballfields in the
42 future, use metal poles at that time.

43 Councilmember Thompson asked if the City would just reuse the lights it already has when
44 the poles are replaced.

45 Edwards said the City could replace the lights at Rotary Park. The price originally quoted
46 was \$117,000, but that price has come down. That price is now \$111,000 for a new LED
47 lighting system. Currently the fields are lighted with old halogen bulbs, which have some
48 sway in them.

49 Mayor Burrows said one thing to make sure is that the City not water the new poles, as

1 that helps speed up their deterioration.

2 Edwards said there are some coatings that could be used to help preserve the poles from
3 water damage. While the City is doing this, Edwards asked if it would it be cost effective to
4 replace all the lights at the Rotary and the Lions Parks at a cost of approximately \$225,000.
5 Mayor Burrows asked what the life expectancy of the Rotary Park ballfields.

6 Edwards said they are needed until they get turned into something else.

7 Councilmember Thomas asked if there are any reuse opportunities for the old poles.

8 Edwards said they are at the end of their usable life.

9 Councilmember Thomas asked if the Rotary Park were to be repurposed at some point,
10 would the poles be able to be moved to another facility. Edwards said they could be.

11 Edwards said if the council were to approve the purchase of the lights at the Rotary Park,
12 they could reuse the best existing lights and reuse them at the Lions Park.

13 Financial Director Jenson said the agenda item is specific to the poles.

14 **Motion:** Approve the purchase of the 23 poles for a cost of \$24,995, **Action:** Approve,
15 **Moved by** Kendrick Thomas, **Seconded by** Elaine Street. **Vote:** Motion carried by
16 unanimous roll call vote (**summary:** Yes = 5). **Yes:** Brayden Gardner, Elaine Street, Kendrick
17 Thomas, Kip Hansen, Tanner Thompson.

18
19 Edwards said he has booked a second national tournament for D1 softball at the park. Part
20 of what is critical to keeping those national tournaments coming in is having good quality
21 facilities and lights. There were two banks of lights out when they attended last year, and
22 he committed to having those fixed by the time they come back this year. Edwards said he
23 could provide the information he has on the lights for it to be approved at the next council
24 meeting.

25 Councilmember Thompson said he may know someone who could provide a more
26 competitive bid.

27 Edwards said when the City previously looked at redoing the lights, it was approximately
28 \$450,000, so the prices have come down substantially.

29 Councilmember Gardner said in his experience with the local BMX track, he found that
30 shopping around he was able to find some lights for 80 percent less than they were initially
31 bid.

32
33 7. Consider approving the purchase of a new fuel system [credit card reader] for the
34 airport.

35 Airport Manager Adam Robinson said the current system uses dial-up technology and has
36 become problematic in recent months. He said he has to go out on nights and weekends to
37 address the problems customers are experiencing.

38 The airport was able to be paid for a land use agreement with the U.S. Forest Service
39 during a fire it was fighting in the area this summer. It resulted in approximately \$21,000
40 the airport was not anticipating in its budget. Robinson said he would like to utilize the
41 money to replace the equipment. One bid is \$18,000 installed.

42 One issue to be aware of is no matter what is used, it not be compatible with the current
43 dial up setup. The new system would require a subscription. With FuelMaster, it's \$1,400 a
44 year. Right now, there is no subscription, so every time Robinson has to talk with them it is
45 \$5 a minute – \$600-\$700 a year. The subscription would include those calls.

46 Another bid would be approximately \$24,000.

47 Financial Director Jenson said that the City has budgeted for a new credit card system,
48 some \$20,000. He said fuel sales are significant, approximately \$400,000 a year.

49 Councilmember Thompson said since it needs to be done anyway, go ahead and do it right

1 and get the cellular system in place.

2 Robinson said he has heard from other airports that the cellular system is reliable. He is
3 concerned that if nothing is done, it may result in lost fuel sales.

4 **Motion:** Approve the purchase of a new credit card system at the airport, **Action:** Approve,
5 **Moved by** Tanner Thompson, **Seconded by** Brayden Gardner. **Vote:** Motion carried by
6 unanimous roll call vote (**summary:** Yes = 5). **Yes:** Brayden Gardner, Elaine Street, Kendrick
7 Thomas, Kip Hansen, Tanner Thompson.
8

9 8. **OTHER BUSINESS** Recreation Director Edwards said there has been some vandalism at the
10 Lions Park. He said the police have found those responsible, but said everyone needs to keep their
11 eyes open.

12 Financial Director Jenson said it's important to continue keep track of the sales tax figures.

13 Councilmember Thomas said the land exchange for the new R with SITLA is still moving forward.

14 Administrator Jolley said Corey Winkle did some work at the target range north of the City, and
15 volunteers removed several loads of garbage from the area.

16 Mayor Burrows said the meeting Feb. 25 or March 11 will include some more information about
17 the pool and its layout.
18

19 9. **ADJOURNMENT** **Motion:** Adjourn the meeting, **Action:** Adjourn, **Moved by** Kendrick
20 Thomas, **Seconded by** Kip Hansen. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes
21 = 5). **Yes:** Brayden Gardner, Elaine Street, Kendrick Thomas, Kip Hansen, Tanner Thompson.
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