THE STATE OF UTAH
COUNTY OF SEVIER
CITY OF RICHFIELD

At the City Council
In and For Said City
November 12, 2024

Minutes of the Richfield City Council meeting held on November 12, 2024, at 7:00 pm in the Council Chambers of the Richfield City office building located at 75 East Center, Richfield, Utah, with Mayor Bryan L. Burrows presiding.

1. **CALL TO ORDER**
2. **OPENING REMARKS –** Offered by Rob Jenson
3. **PLEDGE OF ALLEGIANCE** - Kendrick Thomas led the pledge.
4. **ROLL CALL Roll Call. Present:** Bryan Burrows (Not voting), Elaine Street, Kendrick Thomas, Tanner Thompson, Michele Jolley (Not voting), Rob Jenson (Not voting).
Excused: Brayden Gardner, Kip Hansen.
Also, Edward Nielson, Judd Hill, Dylan Barclay, Kylee Boyter, Jeff Bunker, Jared Barton, Kirt McDaniel, Cody Hunt, Elizabeth Steele, Heidi Stringham, Houston Holt, Boston Winders, Liesel Steele, Isaac Stewart, Micklane Farmer, Hadley Terry, Terry Christensen, Carson DeMille, Jacob Dowell, Trent Lloyd, Keith Mogan and David Anderson.

5. **MINUTES APPROVED** - Consider a motion to approve the minutes of the meeting held on October 22, 2024. **Motion:** Approve the minutes of the meeting hosted October 22, 2024. **Action:** Approve, **Moved by** Tanner Thompson, **Seconded by** Elaine Street.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.
Excused: Brayden Gardner, Kip Hansen.

6. **EXPENDITURES APPROVED** – Consider a motion to approve the warrants and cash disbursements for October 2024. **Motion:** Approve the warrants and cash disbursements for October 2024. **Action:** Approve, **Moved by** Tanner Thompson, **Seconded by** Kendrick Thomas.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.
Excused: Brayden Gardner, Kip Hansen.

7. **Houston Holt of Ride Richfield** was given a few minutes to make a presentation to the council. Holt said his mountain bike shuttling business was able to hire some drivers this season and had nearly doubled what it did the previous year. It transported 1,786 passengers in the past year. The business is giving a percentage back to the city. It's been awesome to see this in Richfield. The reviews of the trails have been overwhelmingly positive with people all over the country saying they like this area's trails better than other places they've rode. Holt said they are proud to be stewards for Richfield. He presented a check for $1,500. He said next year the business will be adding a second vehicle, which will allow for more than double the number of transports in the upcoming season.
8. **BUSINESS**

a. **Consider awarding the RFQ for general engineering services for the Airport for the next 5 years.**

There were two packets presented to the council – one from Lochner and the other from Woolpert.

Judd Hill, representing Lochner, said his firm was recently selected to update the airport's master plan, which is a 20-year plan. The overall project goal is to create a plan that will help execute the city's vision for the airport.

Woolpert's Kirt McDaniel said he has been working with the Richfield airport for the past 25 years. Formally the company was known as Creamer/Noble and Jviation. The company was the engineering firm used during the airport's major expansion back in 2008-14. The project that built the runway, converted the old runway into a taxiway, relocated the fuel farm and made several other changes to the airport.

Airport manager Adam Robinson said both firms are great and would do a good job.

Councilmember Thomas said both firms have very good proposals. He asked if there was a scoring criterion. There was a scoring criterion included.

Councilmember Thompson said he is leaning toward Lochner. **Motion:** Award Lochner the contract to provide general engineering services to the city's airport for the next five years, **Action:** Approve, **Moved by** Tanner Thompson, **Seconded by** Elaine Street.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.

Excused: Brayden Gardner, Kip Hansen.

b. **Consider approving a contract with VCBO.**

VCBO is the architectural firm for the new pool construction.

City Administrator Jolley said there are a few items that need some clarification – such as landscape design, water design and construction management. The city attorney hasn't completed a review of it. It could be tabled, which would push back approval to December. Or the council could approve it conditional upon the items being addressed.

Mayor Burrows asked about the water design and if it was on their sub list. Jolley said it was on the list, but the city hasn't visited with VCBO to know why water design isn't in the contract.

Councilmember Thomas said one thing to notice is that they limited their liability to their fees. It should really be limited to their insurance coverage in order to prevent significant exposure to the city. On a project of this size, it's pretty non-negotiable to have the insurance coverage be the basis of the liability limitation.

They also left out commissioning from their services. Another firm would have to do that.

Thomas said he is worried about the effect on the budget. He also said he is concerned about the fees, which are at 6 percent, which is appropriate. However, the calculation included the project's contingency. It would be more appropriate to base that on the actual construction budget, which would back their fee down approximately $50,000 to $60,000. Just make sure the project stays within the design budget.

Motion: Approve the contract with VCBO and make it conditional upon the items discussed being addressed to the city's satisfaction. **Action:** Approve, **Moved by** Elaine Street, **Seconded by** Kendrick Thomas.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.

Excused: Brayden Gardner, Kip Hansen.

c. **Discuss funding for the southwest water line project and the possibility of increasing the grant funds from $1.125M to $1.5M and consider increasing the City's**

match from $281,250 to $375,000.

This is for a waterline project which will take a line from Red Hills Drive, go under Interstate 70, run along the southern end of the golf course and eventually loop with a waterline along Airport Road, said Administrator Jolley. This money was secured through an appropriations bill. When the city secured the money, it was with the understanding that there would be a $281,250 match. However, the USDA informed the city there is actually $1.5 million available. In order to access it, the city's match has to be increased by nearly $100,000. With that in mind, the city still has some money left from the Utah Permanent Community Impact Fund Board from a previous water project. The city had planned to utilize the $150,000 of CIB funds on replacing valves and other water infrastructure so that it didn't have to be turned back. The city could use $100,000 from the CIB project to make the match for this project.

Councilmember Thompson asked what would be done with the extra money secured by increasing the match. Jolley said the project will likely take the entire $1.5 million plus some.

Councilmember Thomas said there may be more expenses later depending on how prices come in. He said it seems like a good way to leverage the CIB money.

Mayor Burrows asked about the amount of the match. It will cost nearly $100,000 for the $375,000 in extra funding, but the original $1.125 million only resulted in a $281,250 match – it doesn't seem proportional. However, the match is based on a 75/25 percentage.

Thomas declared conflict.

Carson DeMille of Jones & DeMille Engineering said the preliminary engineering report was submitted to the USDA, which has an extensive process it has to go through. The project likely won't start until next fall.

Motion: Increase the funding for the southwest water project increasing the grant funds from $1.125M to $1.5M and increase the City's match from $281,250 to $375,000. **Action:** Approve, **Moved by** Tanner Thompson, **Seconded by** Elaine Street.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.

Excused: Brayden Gardner, Kip Hansen.

d. **Discuss the College Avenue/1300 South Bike Path project and consider increasing the City's match from $98,675.60 to $179,766.60.**

Administrator Jolley said this project was bid and came in at 105 percent of the engineer's estimate.

The total cost of the project is $582,000.

Councilmember Thompson asked why the city's match increased by more than 5 percent is the total project's cost only went up 5 percent. The funding received is the maximum amount, so the city is having to fill in the gap of the increase – in this case some $81,000.

Councilmember Thomas asked how much contingency would be left in the project.

Jared Barton of Jones & DeMille said it would leave approximately 3.5 percent of contingency in the project.

Barton said this is a very good project. It's a bike/pedestrian trail that would go from the Rotary Park to 1300 South, and from 1300 South to Walmart. UDOT added additional funding to go from Walmart to 1500 South.

Councilmember Thompson asked what is the cause of the increase. Barton said material prices have almost doubled. Just in road base, the price is three times what it was. Material costs have gone crazy. There were five bidders, which made for a competitive bidding environment.

Mayor Burrows asked if the cost would increase again since the project has been bid. It

shouldn't, according to Barton.
Councilmember Thomas asked where the additional funding would come from. Administrator Jolley said there is money set aside for the project.
Financial Director Jenson said what it boils down to is priorities. The budget will have to be adjusted from other areas.
Councilmember Thompson asked what the recreation director's opinion is on using some of the PAR tax money for this. PAR tax is used in a lot of areas such as the swimming pool, golf course and parks.

The other project, discussion item e, is a bike path along 1800 South that would connect the neighborhood near the Airport Road with the golf course. UDOT is contributing $257,000. The city's match is going up to $324,835 – so now the city is paying approximately 60 percent and UDOT is paying some 40 percent. The percentages have flipped.
Councilmember Thomas asked if there is a way to cut back on the project. The project was awarded on the basis of it being a full project that would eventually connect with other projects, Barton said. There just isn't a logical place to terminate it.
Councilmember Thompson said he thinks the 1800 South project may see more use than the 1300 South project. However, Jolley said both will be utilized and both are important.
If the city were to do the 1800 South project on its own, it would still cost approximately $475,000, said Micklane Farmer, Jones and DeMille Engineering. The city would still be money ahead to utilize the UDOT funding.
Farmer outlined some facts about both projects. College Avenue's average daily traffic count is 1,700 vehicles; 1800 South is approximately 300 vehicles a day. There is no clear zone for pedestrians on College Avenue, nor is there any shoulder. On 1800 South there is some shoulder people can currently utilize to walk on. There is a possibility that future development along 1800 South could help take care of some of the pedestrian right-of-way needs, but there is no guarantee of that.
Pedestrian traffic along 1800 is more prevalent due to the more residential nature of the area. However, College Avenue is likely avoided by pedestrians because it is dangerous to walk along currently, Farmer said.
If the city were to rebid the project on College Avenue and 1300 South, prices would likely go up.
Councilmember Thomas declared a potential conflict of interest on both projects.
Mayor Burrows asked if the project would address anything in the intersection at 1080 South. Other than a driveway access, there would be no work done at the intersection. However, it will fix the intersection at 1100 South.
The College Avenue project, which includes 1300 south to Main Street and then to 1500 South, can't be broken up without rebidding the project. Also, UDOT's funding is tied specifically to 1300 South and Main Street.
Farmer said he asked UDOT about turning back the funds. If the city were to do so, it would still be on the hook for the entirety of the $35,000 that has already been spent. However, he said it would not likely damage the relationship with UDOT or ruin chances of future funding. There is a potential to reapply, but there is no guarantee as it is a competitive grant process, Farmer said.
Administrator Jolley said the city is capable of funding both projects. What it comes down to is priority. There are other projects on the docket that could be affected by funding these, such as the 100 East bridge project. That project will likely run into similar problems with price overruns.
The 400 West project is also on the horizon, which will need to be funded as well. The city's

class C road funds will total about $680,000. The city could use some of that, some PAR tax, it's really up to the council.

Another thing that has changed is that UDOT is hiring consultant project managers on its side to help supplement staff. Part of the increase is $45,000 of UDOT oversight on the project. UDOT's costs are increasing and those extra costs are being passed on to the project.

Councilmember Thompson asked Heidi Stringham, Snow College representative, how important the College Avenue project is. She said it is something that would benefit the growth of the campus, but the school understands the reality of budget constraints. She said the school supports it and wants to see it move forward.

Mayor Burrows asked what the total cost of the design will be on the 1800 South project. There are a few things that have changed. Barton said it would cost some $69,000.

Mayor Burrows said he wonders if the city could pay for the design now, and then reapply for funding in the future.

UDOT has spent some $5,000, while Jones & DeMille has spent some $30,000 on surveying and design work so far, which is about 40 percent complete with the design.

Mayor Burrows asked if the project could be pushed out into the 2026 budget year.

It may be pushed out that far anyway due to the need to deal with six right-of-way acquisitions and construction easements. It's going to be anywhere from six to eight months to complete that, which will buy some time, said Jeff Bunker, UDOT representative.

Councilmember Thomas said that active transportation facilities are an important need in this portion of town. It's a high priority.

Mayor Burrows said if it could be pushed into the next fiscal year, it could ease the burden on the city's budget.

Councilmember Thomas asked which priorities may be put off if the pedestrian path is funded.

Administrator Jolley outlined some of the upcoming projects. From the road funds there is the 100 East Bridge and the upcoming 400 West project. If additional recreation funds are used, it could affect a water conservation project at the golf course, which the city has applied for funding. It would include a new pumphouse and other improvements. The state has some money available for the project, so the city is working to see if it will ultimately be funded. Ballfield lighting is also on the horizon. There is money in the budget for new poles, as there are several in need of replacement at both the Lions and Rotary Parks. There is $50,000 in the budget for poles. If the city were to replace the actual lighting with modern LED equipment, that project could run up to $200,000. It could come from PAR tax as well. The LED transition would also save the city on energy costs.

The senior citizen's center project. There is some money available, but it could be put off another year. Sewer and water issues are always in need of addressing. The pool project is also upcoming. While there should be enough money for it, one never knows what could cause a price overrun. There are also always road projects, pavement preservation, bonds on water and sewer.

Mayor Burrows said he feels the city should complete the College Avenue and 1300 South path.

Councilmember Thompson agreed, and said the 1800 South project seems more like a want than a need at this point. The 1800 South project has not yet been put to bid.

Micklane Farmer, Jones & DeMille Engineering, said they have run the numbers. If the city were to complete the 1800 South project with UDOT, it would still be saving more than $100,000 as opposed to trying to complete it on its own. Mayor Burrows said he feels like the city should take a look at the numbers and get an idea of how to best proceed.

Administrator Jolley said the city can fund it, but it is a simply a question of priority.

Councilmember Thomas said if the city opts to wait on the project, it will be dealing with both inflation and not having the grant funds.
Farmer said if the city were to keep the grant money, it could possibly lump the 1800 South project with a funding package for the streets. The city has until 2026 to expend the funds. There are a lot of people in the 1800 South area who are already walking along side the road.
Councilmember Thompson said he thinks the city should move ahead with the College Ave project and pause the 1800 South one, but he said he could be convinced otherwise.
The amount of sales tax and PAR tax collected would be a major factor in determining what would possibly be put off, Jolley said.
Financial Director Jenson said many of the smaller projects may be put on the backburner for six months to a year. However, if the city is looking at fiscal year 2026, then the council could budget the extra $150,000 for this project. He said the city can fund these projects.
Councilmember Thomas asked if the council could move forward with the College Avenue/1300 South project now and the 1800 South project with the provision that we budget for it in 2026.
Farmer said the city could also look at using how it schedules the project its advantage by putting it to bid at times when contractors are looking for more work and likely to provide more competitive proposals.
Councilmember Thomas said he hates to see the city turn back grant money.
It could come in lower, but the goal is to make sure the city has adequate funding in place prior to moving forward, Farmer said.
There is also a possibility of applying for future funding that would allow the city to connect the 1300 South project with the 1800 South one – creating a pedestrian path that links the town from the golf course on the south to the cemetery on the north.
Mayor Burrows said the county may have some appetite to participate in the future 1300 to 1800 South project, because it would also help with its goals for active travel infrastructure.
Motion: Increase the City's funding for the College Avenue/1300 South project from $98,675.60 to $179,766.60. **Action:** Approve, **Moved by** Tanner Thompson, **Seconded by** Elaine Street.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.
Excused: Brayden Gardner, Kip Hansen.

e. Discuss the 1800 South bike path project and consider increasing the City's match from $171,600 to $324,835. **Motion: Increase the City's** funding for the 1800 South bike path project from $171,600 to $324,835, **Action:** Approve, **Moved by** Elaine Street, **Seconded by** Tanner Thompson
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.
Excused: Brayden Gardner, Kip Hansen.

f. Consider the purchase of property from Donnell Spencer.
Administrator Jolley said the paperwork from the attorney isn't yet complete, so she advised tabling the item for the time being. **Motion:** Table the item until the next meeting on the City Council. **Action:** Approve, **Moved by** Kendrick Thomas, **Seconded by** Tanner Thompson.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.

Excused: Brayden Gardner, Kip Hansen.

g. Consider adopting an updated Tobacco-Free Policy.

Administrator Jolley sent the council the original police from 2003. Since then the health department has updated its guidelines. The language was updated to stay within the state code. This will allow for the Health Department to pay for no smoking signs in the city parks.

Motion: Adopt the new tobacco free policy. **Action:** Approve, **Moved by** Elaine Street, **Seconded by** Kendrick Thomas.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.
Excused: Brayden Gardner, Kip Hansen.

9. **OTHER BUSINESS**

Financial Director Jenson said the bill from Whites' Sanitation for dumpsters paid for by Richfield City will be going up by $100 a month starting in January.
The annual audit also went well.

Police Chief Lloyd mentioned that the Christmas Lights Parade route is being shortened by one block this year. The hope is that some of the entries will enter the park, where they can be displayed through the month.

Administrator Jolley mentioned there is a new city holiday decoration that was purchased last year that is going to be put up this year at the park.

Terry Christensen, a resident of Richfield, asked about the status of the senior citizen's center project. Administrator Jolley said it is slowly moving forward, as plans for it were just received by the city earlier in the week.

10. **EXECUTIVE SESSION Motion:** Close regular session and move into executive session.
Action: Adjourn, **Moved by** Elaine Street, **Seconded by** Kendrick Thomas.
Vote: Motion carried by unanimous roll call vote (summary: Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.
Excused: Brayden Gardner, Kip Hansen.

a. Discuss sale of real property.

Action: Reconvene in open session, **Moved by** Elaine Street, **Seconded by** Kendrick Thomas.
Vote: Motion carried by unanimous roll call vote (summary: Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.
Excused: Brayden Gardner, Kip Hansen.

11. **RECONVENE**

a. Consider the sale of property. **Motion:** Approve sale of .65 of an acre of property along the southern end of Cove View Golf Course as outlined in the proposed plate to Chris Fullmer for the price of $6,500 – some $10,000 per acre, which includes the transfer of the city's obligation on the road be shifted to the south serving the eventual subdivision, as well as moving the waterline project to the south as well.
Action: Approve, **Moved by** Kendrick Thomas, **Seconded by** Elaine Street.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.

Excused: Brayden Gardner, Kip Hansen.

12. **ADJOURNMENT Motion: , Action: Adjourn, Moved by Kendrick Thomas, Seconded by Tanner Thompson.**

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Elaine Street, Kendrick Thomas, Tanner Thompson.

Excused: Brayden Gardner, Kip Hansen.