

River Heights City

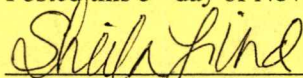
COUNCIL MEETING AGENDA

Tuesday, November 10, 2015

Notice is hereby given that the River Heights City Council will hold its regular council meeting beginning at 6:30 p.m. in the River Heights City Office Building at 520 S 500 E.

- 6:30 p.m. Opening Remarks and Pledge of Allegiance
- 6:35 p.m. Adoption of Previous Minutes and Agenda
Pay Bills
Purchase Requisitions
Finance Director Report
Public Works Report
Administrative Report
Public Comment
- 6:45 p.m. Discussion with Utah Festival Opera Concerning Upkeep of the Old Church
- 7:00 p.m. Discuss and Revise "Building Use Policy"
- 7:10 p.m. Mayor and Council Reports
- 7:30 p.m. Adjourn
- 7:30 p.m. Google/Gmail Training

Posted this 5th day of November 2015



Sheila Lind, Recorder

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

River Heights City

River Heights City Council
Minutes of the Meeting
November 10, 2015

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Present were: Mayor James Brackner
Council members: Doug Clausen
Robert "K" Scott
Geoff Smith
Dixie Wilson
Blake Wright
Recorder Sheila Lind
Public Works Director Clayton Nelson
Treasurer Wendy Wilker
Excused Finance Director Clifford Grover
Others Present: Melanie Fenstermaker, Cindy Schaub, Deputy Flansburg,
Gary Griffin, Michael Ballam

The following motions were made during the meeting:

Motion #1

Councilmember Clausen moved to "adopt the minutes of the October 27, 2015 Council Meeting, and the evening's agenda." Councilmember Scott seconded the motion, which passed with Clausen, Scott, Smith, Wilson and Wright in favor. No one opposed.

Motion #2

Councilmember Clausen moved to "pay the bills as listed." Councilmember Scott seconded the motion, which passed with Clausen, Scott, Smith, Wilson and Wright in favor. No one opposed.

Motion #3

Councilmember Wilson moved to "add to the Building Use Policy that the building is not available for rent on Thanksgiving, December 24, 25, 31 or January 1." Councilmember Wright seconded the motion, which carried with Clausen, Scott, Smith, Wilson and Wright in favor. No one opposed.

Proceedings of the Meeting:

The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, November 10, 2015.

Opening Remarks and Pledge of Allegiance: Councilmember Smith opened the meeting with a prayer. Councilmember Wilson led the group in the Pledge of Allegiance.

46 Adoption of Previous Minutes and Agenda: Minutes of the October 27, 2015 Council Meeting,
47 were reviewed.

48 **Councilmember Clausen moved to “adopt the minutes of the October 27, 2015 Council**
49 **Meeting, and the evening’s agenda.” Councilmember Scott seconded the motion, which passed**
50 **with Clausen, Scott, Smith, Wilson and Wright in favor. No one opposed.**

51 Pay Bills: The bills were presented and discussed.

52 **Councilmember Clausen moved to “pay the bills as listed.” Councilmember Scott**
53 **seconded the motion, which passed with Clausen, Scott, Smith, Wilson and Wright in favor. No**
54 **one opposed.**

55 Finance Director Report: In the absence of FD Grover, Treasurer Wilker asked if she had
56 permission to pay the recurring bills during the Christmas holiday, since the Council won’t be holding
57 a second meeting during December. The Council gave their consent.

58 Treasurer Wilker explained the Combined Cash Investment Report does not include the bills
59 approved at tonight’s meeting.

60 Purchase Requisition Requests: There were none.

61 Public Works Report and Discussion: PWD Nelson reported on the following:

- 62 • The asphalt was laid on 600 East last week. The road will remain closed (for safety reasons) as
63 they finish up landscaping, replacing signs, crosswalk striping and concrete. The paint is
64 scheduled for next Tuesday. He guesses they’ll open the road after that.
- 65 • The 600 South road has blacktop as well. He pointed out that the road is pretty narrow. The
66 city may want to look at extending the asphalt by 3-4 feet next year. In the meantime, they will
67 add some road base to try to raise the south side.
- 68 • Conservice is fairly close to being done with installation of their water and sewer infrastructure.
69 Their parking lot asphalt is about three quarters done. The hydrant across the street has been
70 installed, as well as other hydrants. They are live, but there is no water going into the building
71 yet.
- 72 • He has met with Steve Bilboa at the Old Church to see what it would take to test the asbestos in
73 the building. Mr. Bilboa concluded it will take about one month to get all the samples they
74 need to send to Salt Lake for testing. He said they would do the job at cost and it wouldn’t
75 exceed \$3,000.
- 76 • Park restrooms will be winterized on Thursday.

77 Administrative Report: Recorder Lind verified who had set up their gmail accounts.

78 Public Comment: There was none.

79 Discussion with Utah Festival Opera Concerning Upkeep of the Old Church: Gary Griffin and
80 Michael Ballam, of the UFO, were in attendance. Mr. Griffin reported they had received a bid from
81 Skabelund for reroofing the entire building in the amount of \$78,000. This amount is a bit daunting to
82 them right now. He suggested two alternatives: 1) A metal roof (which he guesses will cost less) or, 2)
83 Allowing them to re-shingle over a three year period, beginning with the south side, which is really
84 bad.

85 Mr. Griffin also informed, if the old shingles are not in too bad of shape Skabelunds could lay
86 new ones over the old ones for \$51,000.

87 He asked the Council if they were adverse to the idea of a metal roof. He also pointed out that
88 the north side of the roof isn’t in too bad of shape.

89 Councilmember Clausen would like to find out what the cost would be to tear the building
90 down before a decision is made. He pointed out the wood trim and some of the bricks on the building

91 are in need of repair, as well as better landscaping. PWD Nelson pointed out the yard maintenance has
92 been better this year.

93 Councilmember Smith asked what their long term plan is for the building. Mr. Griffin said the
94 most valuable space to them is the gym floor for painting scenery. They also value the storage area of
95 the rest of the building.

96 Mayor Brackner said the city is interested in a good facelift. As soon as the city gets the bid for
97 tearing down the building they will meet again.

98 Mr. Griffin, again requested they be given three years to get it all fixed up. After that they
99 would like to rent it for at least 10 more years. Mr. Ballam would like to have it forever.

100 By the first of January the asbestos removal and demolition bid should be finished. Mayor
101 Brackner would like to plan on another discussion the second meeting in January.

102 Discuss and Revise "Building Use Policy": Councilmember Wilson suggested two ideas, in
103 regards to renting the city building on holidays: 1) Allow the building to be rented by paying
104 employees overtime and charging the renter extra, or 2) Not rent it on holidays so our employees won't
105 have to work those days. She suggested no rentals on Thanksgiving, December 24, 25, 31 and Jan 1.

106 Councilmember Wilson led a short discussion on whether they should adjust the \$100 rental
107 fee. The Council decided to leave it.

108 **Councilmember Wilson moved to "add to the Building Use Policy that the building is not
109 available for rent on Thanksgiving, December 24, 25, 31 or January 1." Councilmember Wright
110 seconded the motion, which carried with Clausen, Scott, Smith, Wilson and Wright in favor. No
111 one opposed.**

112 Deputy Flansburg reported that Halloween went well. Winter parking will start to be a
113 problem. They will issue warnings at first and then tickets. Mayor Brackner informed the city is
114 having trouble with cars driving through crosswalks while children are crossing. Deputy Flansburg
115 agreed this is a traffic concern and explained they can patrol in the mornings better than afternoon
116 because they get busy. PWD Nelson said drivers respond much better when patrol cars are present.
117 He would like to see them give tickets. Deputy Flansburg will do his best to hit this area next week.
118 He will send the message to the other deputies.

119 Mayor and Council Reports: Councilmember Scott will hold a meeting next Tuesday at
120 7:00pm with those that have been CERT trained to review the city's emergency plan. He hopes to
121 have 6 or 7 people. He invited council members or others to attend.

122 Mayor Brackner expressed appreciation to the council members for staying within their
123 budgets. Apple Days has been the only thing to go over budget so far this year.

124 Mayor Brackner reported on his attendance at the wastewater rate setting committee meeting,
125 in which he felt honored to be invited. During the meeting he tried to second a motion, but wasn't
126 allowed. He was told he is not an 'acting' member of the committee. He was asked to report why
127 River Heights didn't join the other cities in signing the new contract. He explained what he could, as
128 far as the rates went. The other city representatives seemed to accept what he reported. He will
129 continue to attend the meetings. He can give his opinion and ask questions, but he won't have a vote.

130 The meeting adjourned at 7:25 p.m.

131 After the meeting, the group stayed for a Google/gmail training with John Cox, of Online 1039,
132 which adjourned at 9:00 p.m.

133

Sheila Lind, Recorder

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136 _____
James Brackner, Mayor

River Heights City Bills To Be Paid

November 10, 2015

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Off.	Roads	Water	Sewer	Total
1	American General Life Insurance	Clayten Annual Life Ins. Premium			\$170.75			\$170.75	\$170.75	\$170.75	\$683.00
2	AT&T Wireless	City Cellular Phones	\$85.64						\$85.54	\$85.70	\$256.88
3	Bear River Health Department	Water Coliform Testing							\$40.00		\$40.00
4	Cache Valley Publishing	No Election Notice	\$50.37								\$50.37
5	Caselle, Inc.	Contract Support	\$83.35						\$83.33	\$83.32	\$250.00
6	Chevron & Texaco	Fuel for City Vehicles						\$73.03	\$73.01	\$73.01	\$219.05
7	Daines & Jenkins, LLP	Attorney Fees	\$480.00								\$480.00
8	Denny's Stationery	Office Supplies	\$48.68								\$48.68
9	Forsgren Associates, Inc.	600 East, Conservice, General Consulting	\$3,531.25	\$607.50							\$4,138.75
10	Freedom Mailing	Bill Processing	\$132.06						\$44.02	\$44.02	\$220.10
11	Industrial Tool & Supply	Ductile Cut Off			\$8.23			\$8.23	\$8.24	\$8.24	\$32.94
12	Lowe's	Sign Post Supplies						\$40.44			\$40.44
13	Melissa Dalziel	Utility Refund	\$18.25			\$2.00		\$3.00	\$142.78	\$19.05	\$185.08
14	Robertson Mfg.	Precision Ring & Cover								\$680.00	\$680.00
15	Rocky Mountain Power	Electricity	\$85.40		\$67.07	\$22.46		\$1,181.84	\$1,981.87	\$27.91	\$3,366.55
16	Secure Instant Payments	Monthly Servide Fee	\$17.99						\$17.98	\$17.98	\$53.95
17	Staker Parson	650 South Improvements						\$48,839.50			\$48,839.50
18	Sunrise Environmental Scientific	Ice Melt			\$89.73			\$89.74	\$89.73	\$89.73	\$358.93
19	The Logo Shop	Apple Days T-Shirts					\$130.01				\$130.01
20	Thomas Petroleum	Fuel for City Vehicles						\$28.84	\$28.84	\$28.83	\$86.51
21	Val Kotter & Sons, Inc.	Infiltration Work								\$2,250.00	\$2,250.00
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Page 1 SubTotals

\$4,532.99 \$607.50 \$335.78 \$24.46 \$130.01 \$50,435.37 \$2,766.09 \$3,578.54 \$62,410.74

Page 1 Total Amount to be Paid \$62,410.74

**RIVER HEIGHTS CITY
COMBINED CASH INVESTMENT
RUNNING TOTAL - LAST 12 MONTHS**

RIVER HEIGHTS CITY COMBINED CASH INVESTMENT RUNNING TOTAL - LAST 12 MONTHS													
Combined Cash Accounts		Final Dec-14	Final Jan-15	Final Feb-15	Final Mar-15	Final Apr-15	Final May-15	Final Jun-15	Final Jul-15	Final Aug-15	Final Sep-15	Final Oct-15	Final Nov-15
01-1010	Checking-General	142,957.41	156,647.98	212,242.41	267,048.75	299,526.00	325,256.78	365,848.50	334,153.85	300,289.62	303,312.15	306,337.43	326,559.93
01-1020	PTIF	47,808.56	47,808.56	47,848.18	47,869.70	47,891.24	47,913.85	47,935.94	47,959.51	47,984.35	48,009.47	48,009.47	48,009.47
01-1025	Zions Savings	239,100.65	239,100.65	239,100.65	239,177.31	239,177.31	239,177.31	239,254.84	239,254.84	239,254.84	239,333.25	239,333.25	239,333.25
01-1030	Lewiston Savings	245,698.82	245,698.82	245,698.82	245,789.69	245,789.69	245,789.69	245,881.61	245,881.61	245,881.61	245,974.57	245,974.57	245,974.57
01-1035	Cache Valley Savings	246,340.54	246,340.54	246,436.11	246,486.34	246,534.96	246,580.21	246,633.85	246,633.85	246,734.40	246,783.07	246,783.07	246,783.07
01-1075	Utility Cash Clearing Account			(607.42)					81.95	-	-	-	-
	Total Combined Cash	921,905.98	935,596.55	990,718.75	1,046,371.79	1,078,919.20	1,104,717.84	1,145,554.74	1,113,965.61	1,080,144.82	1,083,412.51	1,086,437.79	1,106,660.29
01-1000	Cash Allocated to Other Funds	(921,905.98)	(935,596.55)	(990,718.75)	(1,046,371.79)	(1,078,919.20)	(1,104,717.84)	(1,145,554.74)	(1,113,965.61)	(1,080,144.82)	(1,083,412.51)	(1,086,437.79)	(1,106,660.29)
	Total Unallocated Cash	-	-	-	-	-	-	-	-	-	-	-	-
Cash Allocation Reconciliation													
10	Allocation to General Fund	(145,398.38)	176,250.67	212,855.34	232,409.48	251,942.62	273,360.86	320,732.47	305,720.15	314,595.33	318,676.55	296,283.59	299,479.94
	Allocation to Capital Projects												
40	Fund	534,630.58	210,590.21	210,620.80	210,672.59	207,316.36	193,316.70	177,740.14	177,381.74	122,004.72	91,620.68	84,608.18	84,608.18
51	Allocation to Water Fund	128,250.55	138,565.72	151,401.43	171,356.48	193,692.51	205,222.92	213,858.64	196,736.98	211,960.39	232,987.35	263,641.55	273,224.13
52	Allocation to Sewer Fund	404,423.23	410,189.95	415,841.18	431,933.24	425,967.71	432,817.36	433,223.49	434,126.74	431,584.38	440,127.93	441,904.47	449,348.04
	Total Allocations from Other Funds	921,905.98	935,596.55	990,718.75	1,046,371.79	1,078,919.20	1,104,717.84	1,145,554.74	1,113,965.61	1,080,144.82	1,083,412.51	1,086,437.79	1,106,660.29
	Allocations from Combined Cash Fund	(921,905.98)	(935,596.55)	(990,718.75)	(1,046,371.79)	(1,078,919.20)	(1,104,717.84)	(1,145,554.74)	(1,113,965.61)	(1,080,144.82)	(1,083,412.51)	(1,086,437.79)	(1,106,660.29)
	Check - Allocations Balance	-	-	-	-	-	-	-	-	-	-	-	-

River Heights City
520 South 500 East
435-752-2646

Building Use Policy

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date:** _____ Hours:*** _____ # of People: _____ (60 max)

*Must be at least 21 years old, a resident of River Heights and be present during the entire rental time.

** The building is NOT available for rent on Thanksgiving or Christmas.

Dec 24, 25, 31 or Jan 1.

*** The building is available to rent between 8:00am and 9:30pm. Be specific on the hours you'd like since someone will open and close the building for you.

River Heights City is dedicated to serving its citizens and allowing them to use the City Building. In order to maintain a secure and well maintained facility the following Building Use Policy has been established and must be followed.

Deposits, Fees, and Cancellations

- Building use is for River Heights' residents wishing to use the building for personal events, such as family gatherings, socials, or private club meetings.
- Deposit and fees not paid prior to 5 days before the reservation will result in forfeiture of the reservation.
- A credit card deposit and rental fee will be required.
- A cancellation less than 3 days before reservation will result in a forfeit of the rental fee. The deposit is still refundable.
- The deposit may be returned within 10 days after the inspection verifies that no building or property damage has occurred, that no City property is missing, there has been no violation of the rental agreement rules, and the facility is left clean and in orderly condition. River Heights City reserves the right to withhold all or part of the cleaning deposit for any violation of this rental agreement or for any costs incurred to the city.
- Any damage over the deposit amount will be charged to your credit card.
- Deposit refunds will be applied back to your credit card. You will receive a receipt by email.
- Failure to be out of the building or facility on time may incur an additional fee, which will be withheld from your deposit or charged to your credit card.
- Fees will be assessed as follows (credit card only):

Deposit	\$100
Building use fee:	\$100 (first 5 hours)
Additional Hours	\$ 25/hour

Building Use

- No use or consumption of alcoholic beverages or illicit drugs will be permitted in or around the City Building.
- Smoking is not permitted on City property.
- Maximum Occupancy is 60 people.
- Organizations using the building must use only those areas for which pre-approval has been granted.
- A broom and vacuum will be left in the chairs closet for use after the activity. **Cleaners and rags will need to be brought from home.**
- Organizations are responsible to leave the building as clean and organized as when they found it.
- Children are welcome at the City Building but must be under the direct supervision of responsible adults at all times.
- Trash must be disposed of and can be placed in the dumpster at the end of the driveway, east of the tennis courts. Extra liners will be provided in the bottom of the can.

Lost or Stolen Property

- The City of River Heights will not be responsible for the loss or damage of equipment, art work, personal belongings, or other items owned or used by the organization using the building.
- Items left for more than 60 days will be utilized or discarded as deemed proper by city staff.

IN THE EVENT OF AN EMERGENCY CALL CLAYTEN NELSON AT 435-213-6948

I have read and agree to the terms and conditions listed in this policy. Failure to abide by this agreement will result in the loss of reserving privileges for the City Building in the future. I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted at the City Building. I agree to pay for damages that occur to the facility, including costs exceeding the amount of the deposit.

I have received a copy of the Building Renting Guidelines.

Signature	Date	Staff Initials

Office Use Only

Rent Paid: _____	Date: _____
Deposit Paid: _____	Date: _____
Deposit Refund Amount: _____	Date: _____