

River Heights City

COUNCIL MEETING AGENDA

Tuesday, February 23, 2016

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. Adoption of the Sanitary Sewer Management Plan
- 6:50 p.m. Adoption of the Municipal Wastewater Planning Program Resolution
- 6:55 p.m. Mayor and Council Reports
- 7:10 p.m. Adjourn

Posted this 18th day of February 2016



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

Council Meeting

February 23, 2016

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8 Present were: Mayor James Brackner
9 Council members: Robert "K" Scott
10 Geoff Smith
11 Dixie Wilson
12 Blake Wright
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14 Recorder Sheila Lind
15 Public Works Director Clayton Nelson
16 Treasurer Wendy Wilker
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18 Excused Councilmember Doug Clausen
19 Finance Director Cliff Grover
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21 Others Present: Gayle Brackner, Cindy Schaub
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24 The following motions were made during the meeting:
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26 Motion #1

27 Councilmember Smith moved to "adopt the minutes of the February 9, 2016 Council
28 Meeting, and the evening's agenda." Councilmember Scott seconded the motion, which passed
29 with Scott, Smith, Wilson and Wright in favor. Clausen was absent. No one opposed.
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31 Motion #2

32 Councilmember Wright moved to "pay the bills as listed." Councilmember Scott
33 seconded the motion, which passed with Scott, Smith, Wilson and Wright in favor. Clausen was
34 absent. No one opposed.
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36 Motion #3

37 Councilmember Scott moved to "adopt the Sanitary Sewer Management Plan as
38 presented by PWD Nelson." Councilmember Wright seconded the motion, which carried with
39 Scott, Smith, Wilson and Wright in favor. Clausen was absent. No one opposed.
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41 Motion #4

42 Councilmember Scott moved to "adopt Resolution 1-2016, the Municipal Wastewater
43 Planning Program Resolution, as presented by PWD Nelson." Councilmember Wilson seconded
44 the motion, which carried with Scott, Smith, Wilson and Wright in favor. Clausen was absent.
45 No one opposed.
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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, February 23, 2016.

Opening Remarks and Pledge of Allegiance: Councilmember Wright opened the meeting with a prayer. Mayor Brackner led the group in the Pledge of Allegiance.

Adoption of Previous Minutes and Agenda: Minutes of the February 9, 2016 Council Meeting, were reviewed.

Councilmember Smith moved to “adopt the minutes of the February 9, 2016 Council Meeting, and the evening’s agenda.” Councilmember Scott seconded the motion, which passed with Scott, Smith, Wilson and Wright in favor. Clausen was absent. No one opposed.

Pay Bills: The bills were presented and discussed.

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

Finance Director Report: Mayor Brackner stated just under \$300,000 has been transferred from the water fund to pay off the sewer fund. He reminded that at the February 9th city council meeting, the council approved paying the debt owed the sewer fund which he reported to be \$252,000. This amount was the long term portion only and an additional \$43,000 was due this year. He had previously said there would be approximately \$90,000 left in the water fund after the payoff and at year end. There is only \$19,000 left now.

Purchase Requisition: PWD Nelson asked permission to go ahead with ordering the stormtech system from HD Supply Waterworks, in the amount of \$22,822.15. He would like to have it ready so the city isn’t holding Dan Hogan up on his subdivision. He reminded the gravel and manhole are not included. The total cost will probably come in just under \$35,000. All were in favor.

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

- All of the annual reports for water and sewer are completed for the year.
- The offices and foyer have been painted.
- Most of the potholes have been filled. He asked that the Council notify him if they find any they missed.
- He asked if anyone had heard complaints about the Riverdale Road this past winter. They haven’t done much with it since it creates a bigger mess when they plow than if they leave it. Mayor Brackner recently received a complaint, which involved a CVTD bus getting stuck as it was trying to pick up a disabled girl. PWD Nelson will go talk to her. He commented that if the residents ask for it to be plowed, they will do it.

Administrative Report: Recorder Lind explained they are cleaning the storage room out and desire to get rid of the quilt hanger the city had made a few years ago. She asked the Council if they want to continue to display the River Heights quilt in the case downstairs or if they’d like it hung back on the quilt hanger. They replied that they’d rather have it safely in the case and that she could sell the quilt hanger.

Public Comment: There was none.

Adoption of the Sanitary Sewer Management Plan: PWD Nelson said this plan needs to be approved by the council and then posted on the city’s website. Once its posted then the resolution (next on the agenda) will be valid and sent to the state.

94 **Councilmember Scott moved to “adopt the Sanitary Sewer Management Plan as presented**
95 **by PWD Nelson.” Councilmember Wright seconded the motion, which carried with Scott, Smith,**
96 **Wilson and Wright in favor. Clausen was absent. No one opposed.**

97 Adoption of the Municipal Wastewater Planning Program Resolution: PWD Nelson answered
98 questions from the Council.

99 **Councilmember Scott moved to “adopt Resolution 1-2016, the Municipal Wastewater**
100 **Planning Program Resolution, as presented by PWD Nelson.” Councilmember Wilson seconded**
101 **the motion, which carried with Scott, Smith, Wilson and Wright in favor. Clausen was absent. No**
102 **one opposed.**

103 Mayor and Council Reports: Councilmember Smith reminded he is looking for two
104 Apple Days Chairpersons and is taking recommendations. Councilmember Scott recommended
105 posting the announcement on Facebook.

106 Mayor Brackner asked if the city should do anything to welcome the new residents in the
107 Saddlerock area. Councilmember Scott said he plans to have emergency flags delivered to them.
108 He explained that he and Dwight Einzinger are working on having a water purification expert
109 come (near the end of March) to give a training for all in the city who might be interested. They
110 are working towards offering some kind of training each quarter. They are also considering
111 putting together an informational booth at the upcoming Emergency Fair, sponsored by the LDS
112 Church, to be held on April 12.

113 Councilmember Wilson discussed a contract she would like to have the Cache Valley
114 Cup Soccer Tournament sign for use of the city fields between July 13 and July 16 this summer.
115 She asked for input from the Council on the ideas she had. Discussion was held on the type of
116 payment they should require for the \$500 deposit (card, check to be held or cashed right away).
117 Ms. Wilson likes the card idea so the city could charge more if they need to for damages. PWD
118 Nelson suggested charging a \$500 Deposit, \$100 of which wouldn't be refundable, to cover
119 card fees and the few expenses the city will incur while patrolling the fields during the event.
120 Ms. Wilson said she'd like an April 1 deadline for the contract to be signed and the deposit paid.
121 Discussion was held in regards to parking on the grass and how it ruins the fields. PWD Nelson
122 informed this happens all season, not just during the soccer event. They discussed not allowing
123 parking behind the school all season and the most effective way to keep cars out. Posting a sign
124 at the beginning of the summer was suggested. Treasurer Wilker announced that FD Grover
125 recommended the city accept the money in the form of a check, which would be deposited into a
126 liability account. After the event, the city would cut them a new check.

127 Mayor Brackner reported on the status of the Old Church. He has been forwarding his
128 correspondence with the UFOC and the Mountain West Strings Academy to the Council. He
129 handed out copies of the latest correspondence with the city attorney. He has asked Attorney
130 Jenkins to draft a five-year lease agreement, based on their past leases and Conditional Use
131 Permit from 2001. He asked the council how they felt about this. They were confused about the
132 five-year lease. They didn't remember ever agreeing on this. The Council asked that it be on the
133 next agenda when Councilmember Clausen would be in attendance (this was his request).
134 Mayor Brackner will let Attorney Jenkins know to hold off on the lease.

135 Mayor Brackner handed out a new capital projects wish list and reviewed it. He
136 discussed the amount of money in the impact fee accounts, some of which needs to be spent
137 soon. He highly recommended the council approve the wastewater camera system, which would
138 use impact fees that need to be spent this year.

139 Mayor Brackner reported that Corrine Knight, of the Mountain West Strings Academy,
140 has informed him that they are not teaching music lessons in the Old Church. It was brought up

141 that the strings group might need their own lease agreement with River Heights. The UFOC is
142 responsible for them, in regards to insurance.

143 The meeting adjourned at 7:30 p.m.

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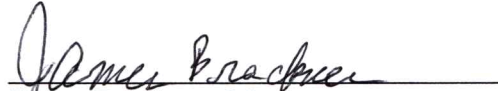
Sheila Lind, Recorder

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James Brackner, Mayor

River Heights City Bills To Be Paid

February 23, 2016

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Al's Trophies & Frames, Inc.	Apple Days Plaque Update					\$23.04				\$23.04
2	Comcast	High Speed Internet	\$21.97						\$21.96	\$21.96	\$65.89
3	Daines & Jenkins	Legal Fees	\$310.00								\$310.00
4	Providence City	Salt for January						\$4,215.01			\$4,215.01
5	Questar	Gas Charges	\$104.91		\$234.20			\$119.98	\$254.62	\$119.98	\$833.69
6	Thomas Petroleum	Dyed Diesel for City Equipment			\$60.84			\$60.84	\$60.85	\$60.85	\$243.38
7	Utah Local Government Trust	Workers Comp Monthly Fee	\$13.16		\$20.20			\$61.68	\$78.13	\$82.24	\$255.41
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22	Zions Visa paid on 02/19/2016										
23	Code 42	Cloud Monthly Fee	\$9.99								\$9.99
24	Walmart	Foyer Chairs and Table	\$358.84								\$358.84
25	Adobe	Monthly Fee	\$5.32						\$5.33	\$5.33	\$15.98
26	Google	Monthly Fee for Gmail	\$41.66								\$41.66
27	Nextiva	Phone & Fax	\$42.77						\$42.77	\$42.77	\$128.31
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Page 1 SubTotals			\$908.62		\$315.24		\$23.04	\$4,457.51	\$463.66	\$333.13	\$6,501.20

Page 1 Total Amount to be Paid \$6,501.20

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

		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	Final Dec-15	Final Jan-16	Final Feb-16
Combined Cash Accounts													
01-1010	Checking-General	267,048.75	299,526.00	325,256.78	365,848.50	334,153.85	300,289.62	303,312.15	306,337.43	381,042.03	488,386.95	262,607.77	256,867.40
01-1020	PTIF	47,869.70	47,891.24	47,913.85	47,935.94	47,959.51	47,984.35	48,009.47	48,009.47	48,063.29	48,092.86	48,123.33	48,123.33
01-1025	Zions Savings	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	239,411.68	239,411.68	239,411.68
01-1030	Lewiston Savings	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	246,067.57	246,067.57	246,067.57
01-1035	Cache Valley Savings	246,486.34	246,534.96	246,580.21	246,633.85	246,633.85	246,734.40	246,783.07	246,783.07	246,882.06	246,932.38	246,982.71	246,982.71
01-1075	Utility Cash Clearing Account					81.95	-	-	-	-	-	-	-
	Total Combined Cash	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	1,161,295.20	1,268,891.44	1,043,193.06	1,037,452.69
01-1000	Cash Allocated to Other Funds	(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)	(1,161,295.20)	(1,268,891.44)	(1,043,193.06)	(1,037,452.69)
	Total Unallocated Cash	-	-	-	-	-	-	-	-	-	-	-	-
Cash Allocation Reconciliation													
10	Allocation to General Fund	232,409.48	251,942.62	273,360.86	320,732.47	305,720.15	314,595.33	318,676.55	296,283.59	201,335.50	283,955.76	221,673.70	204,203.96
40	Allocation to Capital Projects Fund	210,672.59	207,316.36	193,316.70	177,740.14	177,381.74	122,004.72	91,620.68	84,608.18	193,907.56	183,432.47	178.14	(1,261.86)
51	Allocation to Water Fund	171,356.48	193,692.51	205,222.92	213,858.64	196,736.98	211,960.39	232,987.35	263,641.55	302,160.33	327,031.43	341,733.03	19,250.87
52	Allocation to Sewer Fund	431,933.24	425,967.71	432,817.36	433,223.49	434,126.74	431,584.38	440,127.93	441,904.47	463,891.81	474,471.78	479,608.19	815,259.72
	Total Allocations from Other Funds	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	1,161,295.20	1,268,891.44	1,043,193.06	1,037,452.69
	Allocations from Combined Cash Fund	(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)	(1,161,295.20)	(1,268,891.44)	(1,043,193.06)	(1,037,452.69)
	Check - Allocations Balance	-	-	-	-	-	-	-	-	-	-	-	-

PURCHASE REQUISITION

River Heights City Corporation
 520 South 500 East
 River Heights, Utah 84321
 (435) 752-2646

Purchase Requisition No.: _____

Purchase Requisition Date: _____

Ship To: _____

Vendor:

*HD Supply Waterworks
 2457 South 1620 West
 Ogden Utah 84401*

Purchase Order Date: _____

Purchase Order No.: _____

Department: _____

Item	Quantity	GL #	Description	Unit Price	Extended
			<i>STORMTECH SYSTEM</i>		<i>\$ 22,822.¹⁵-</i>
REQUISITION					
				Subtotal	\$ -
				Shipping/Other	
				TOTAL	<i>\$ 22,822.¹⁵-</i>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <i>James Brackner</i> Authorized Signature </div> <div style="text-align: center;"> <i>2/23/2016</i> Date </div> </div>					

White: Attach to Yellow Copy of Purchase Order
 Blue: Office Copy

River Heights City
SSMP – General Information

This Sanitary Sewer Management Plan was adopted by the River Heights City Council on _____.

The responsible representative(s), position and phone number for River Heights City with regard to this SSMP is/are

Clayten Nelson

Public Works Director

River Heights City

520 S 500 E

River Heights, Ut, 84321

(435)752-2646 Ext. 2

Description of Roles and Responsibilities

The following positions have the described responsibility for implementation and management of the specific measures as described in the SSMP.

Manager/Public Works Director

This individual is responsible for overall management of the sanitary sewer collection system. Responsibilities include working with governance to assure sufficient budget is allocated to implement the SSMP, maintenance of the SSMP documentation, development of a capital improvement program and general supervision of all staff.

Superintendent

This individual is responsible for daily implementation of the SSMP. This includes maintenance activities, compliance with SORP requirements, and monitoring and measurement reporting requirements.

Resolution Number 1-2016

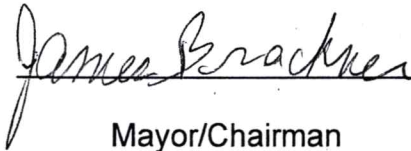
MUNICIPAL WASTEWATER PLANNING PROGRAM RESOLUTION

RESOLVED that **RIVER HEIGHTS** informs the Water Quality Board the following actions were taken by the **CITY COUNCIL**.

1. Reviewed the attached Municipal Wastewater Planning Program Report for 2015.
2. Have taken all appropriate actions necessary to maintain effluent requirements contained in the UPDES Permit (If Applicable).

Passed by a (majority) (unanimous) vote on

Feb 23, 2016
(date)



Mayor/Chairman



Attest: Recorder/Clerk

Council members:

Here is an example of the contract between the city and the Cache Valley Cup Soccer. The tournament will be held July 13-16.

Please look this over and have suggestions. Sheila will type it up in a more official form.

Thanks,

Dixie

Sheila. Here is the contact information:

Terri Baker

Terribaker1@live.com

Cache Valley Cup

1. There will be a \$500.00 deposit to use the River Heights Soccer Fields.
2. Must come into the office by April 1 and pay the deposit by credit card and sign contract or
Games cannot be scheduled or played on River Heights City field.
3. City employees will police the event.
4. Parking will be in the parking lot only and not on the road next to the fields.
5. Please provide transportation from the parking lot to the fields to those in need by Golf cart.
6. City employees will determine the amount of refund by the condition of the field after The event. Also if the damage or condition is more than \$500.00 an addition charge will occur.
7. Please put port a potties where told by city officials.
- 8.
- 9..
- 10..

From: James Brackner
Sent: Tuesday, February 23, 2016 3:17 PM
To: Jonathan Jenkins
Cc: Sheila Lind; Blake Wright; Dixie Wilson; Doug Clausen; robertkscott@riverheights.org; Geoffrey Smith
Subject: RE: Old LDS Chapel in River Heights City

I have asked Sheila to send the first lease dated 7 February 2000 (which I believe is now superceeded by the one dated 5 June 2012) , the conditional use permit dated 11 October 2001 (which I believe is still operative), and the second lease dated 11 October 2012 (which I believe is our current agreement).

I am also requesting Sheila to send you the fire marshal's report and a letter from our insurance carrier related to the coverage needed on the old chapel.

If you have any questions, please let me know.

Jim Brackner

Sent from Mail for Windows 10

From: Jonathan Jenkins
Sent: Tuesday, February 23, 2016 1:52 PM
To: 'James Brackner'
Subject: RE: Old LDS Chapel in River Heights City

I would like to use the old one as a template. I don't have it. Could you send it to me?

From: James Brackner [mailto:jamesbrackner@riverheights.org]
Sent: Tuesday, February 23, 2016 1:34 PM
To: Jonathan Jenkins
Subject: RE: Old LDS Chapel in River Heights City

Hi Jon,

I am not opposed to a new lease agreement. Do you have the old one to which we can add the new conditions? In answer to your questions about the building inspection. Don Davis, who is our building inspector as well as the county building inspector, was in the walkthrough with the fire marshal and Clayton and he did not make any "non-occupy" restrictions.

Let me know if you need our present lease agreement and I look forward to the new one.

Jim Brackner

Sent from Mail for Windows 10

RIVER HEIGHT CITY
CAPITAL PROJECTS RANKING Form
23-Feb-16

General and Capitol Projects Funds (Estimated \$200,000 will be available)

Project Name	Estimated Cost
Annual commitment for sidewalks & ADA compliance	\$10,000
Seal Streets on new pavements and best remaining streets	\$50,000
Repave 600 South from 900 East to 1000 East	\$50,000
Repave two center lanes of 600 East from 400 South to 600 South	\$52,800
Pickle ball court - possible RAPZ funding	\$20,000
Splash pad - possible RAPZ funding	\$40,000
High speed scanner - Downstairs - public works director & finance	\$1,100
Laptop computer - Financial Director	\$750
Acquire existing street lights & poles from Rocky Mountain Power	\$60,000
Sidewalk on 700 South from Summerwild Ave to 600 East	\$80,000
Pave city driveway from 500 East to end of tennis courts	\$14,000
Remove the old church on 500 East at 500 South Street	\$200,000
Repave Stewart Hill Court	\$140,000
Curb, gutter, pave, & sidewalk 600 East from 400 South to 600 South	\$225,000
Update River Heights City History	\$5,000
Curb, gutter, pave, & sidewalk 400 South from 400 East to 500 East	\$225,000
Curb, gutter, pave, & sidewalk 400 South from 500 East to 600 East	\$225,000
Shop Expansion	\$100,000
Curb, gutter, pave, & sidewalk 600 South from 400 East to 600 East	\$600,000

Water Utility Fund (Estimated \$100,000 will be available)

Project Name	Estimated Cost
Install gas line and gas heater in pumphouse	\$10,000
Replace 10" & 8" water lines in 600 East from 600 South to 800 South	\$180,000

Waste Water Collection Fund (Estimated \$750,000 will be available)

Project Name	Estimated Cost
Upgrade camera system	\$35,000