

# River Heights City

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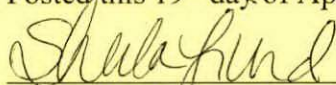
## COUNCIL MEETING AGENDA

**Tuesday, April 24, 2018**

Notice is hereby given that the River Heights City Council will hold a budget workshop at 4:30 p.m. and its regular council meeting beginning at 6:30 p.m. in the River Heights City Office Building at 520 S 500 E.

- 4:30 p.m. Budget Workshop
- 6:15 p.m. Break
- 6:30 p.m. Opening Remarks (Thatcher) and Pledge of Allegiance (Scott)
- 6:35 p.m. Adoption of Previous Minutes and Agenda
- 6:40 p.m. Presentation of 2017 Royalty and Introduction of 2018 Royalty
- 6:55 p.m. Reports (Mayor, Council, Staff)
- 7:25 p.m. Public Comment
- 7:30 p.m. Pay Bills
- 7:35 p.m. Resolution to Update Fees
- 7:40 p.m. Municipal Wastewater Planning Program Report
- 7:45 p.m. Discuss Local Option Transportation Sales Tax
- 8:00 p.m. Adjourn

Posted this 19<sup>th</sup> day of April 2018



Sheila Lind, Recorder

Attachments for this meeting can be found at <https://www.utah.gov/pmn/index.html>

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

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## Council Budget Workshop

April 24, 2018

Present: Mayor Todd Rasmussen  
Council members: Doug Clausen  
Robert "K" Scott  
Elaine Thatcher  
Dixie Wilson  
Blake Wright  
Recorder Sheila Lind  
Public Works Director Clayton Nelson  
Finance Director Clifford Grover  
Others Present: Former Mayor James Brackner

### Proceedings of the Meeting:

The River Heights City Council met at 4:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, April 24, 2018 for a budget workshop.

In the absence of Mayor Rasmussen and pro tem Wright, Councilmember Wilson opened the workshop.

At the Mayor's request, PWD Nelson informed of the projects he noted were left off the capital projects list.

One project was the water line replacement on 400 East from 400 South to 600 South. The cost would be about \$250,000, based on the engineer's estimate. It jumped up on the list because we are looking at redoing the water line on 400 South.

The skid steer lease is coming due. Ellis Equipment is willing to lease it to the City again this year for \$5,000, or purchase it for about \$25,000. It sounded like they may only lease for one more year.

Councilmember Wright arrived at 4:45 p.m.

The other missing item was the City Truck. It would be ordered and purchased in 2018. The cost would be about \$30,000 and the old one could be sold for \$25,000 plus.

PWD Nelson said if the City gains a number of new homes, the second well will need to be upgraded. If the current pump went down during July, August or September, the second pump would not be able to keep up.

Discussion was held on how much they should leave in the budget. FD Grover explained there are three distinct funds and there are boundaries between them. Sewer and Water are enterprise funds so they are run like a business. He asked for consideration to establish a minimum reserve in each of these funds to leave enough to withstand the cycles of expenses and cover unexpected costs. He suggested determining the probabilities of things that could come up, by seeking recommendations

47 from PWD Nelson and Engineer Rasmussen. Mr. Nelson said the Water Fund could end up spending  
48 \$300,000 for a water line and \$500,000 for upgrades on the well.

49 Mayor Rasmussen arrived at 5:05 p.m.

50 Councilmember Scott arrived at 5:10 p.m.

51 A long discussion was held on ranking the capital projects. An updated list of rankings will be  
52 made available by the next meeting.

53 The meeting adjourned at 6:12 p.m.

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Todd A. Rasmussen, Mayor

  
Sheila Lind, Recorder

2,026,000 TOTAL

896,000 OVER

**RIVER HEIGHTS CITY  
CAPITAL PROJECTS PRIORITY RANKING FORM for 2018-2019  
As of 3/31/2018**

**General and Capital Projects Funds**  
Estimated \$442,847.63 will be available plus funds can be borrowed from the utility accounts. (Source of cash amount is 6/30/2018 of \$248,597.92 plus 2018-19 transfer to Cap Proj fund \$120,000 less net loss of \$619.35 plus depreciation of \$74,869.06.)

Project Name	Estimated Cost
Annual commitment for sidewalks & ADA compliance	\$10,000
Seal Streets on new pavements and best remaining streets	\$40,000
Sidewalk-700 South (\$230,000 less grant \$30,000)	\$200,000
Repave (new street) 400 South from 500 East to 600 East	\$180,000
Curb, Gutter, & sidewalk 400 South from 400 East to 500 East <i>inc. CC 400 &amp; 400S INT.</i>	\$250,000
Repair 600 South roadway	\$70,000
Pave city driveway from 500 East to end of tennis courts	\$14,000
Repave Stewart Hill Court	\$140,000
Replace Tennis Courts-\$165,000 less RAPZ Tax to make up difference	\$35,000
Upgrade b-ball court area (\$5,000 to \$12,000 with possible RAPZ Tax grant)	\$12,000
Two Pickle Ball courts (\$45,000 plus pads with possible RAPZ Tax grant)	\$60,000
Splash Pad (Possible RAPZ Tax grant)	\$50,000
Re-roof Pavilion	70,000
Park Benches and Tables	77777
Update River Heights City history	\$5,000
Raze old chapel	\$200,000

*Stewart Hill Park Redo Pavilion*

**Water Utility Fund**  
Estimated \$612,588.88 will be available. (Source of cash amount is 6/30/2018 balance of \$429,862.09 plus 2018-19 net income \$97,025.98, plus cap proj scheduled \$10,000 plus depreciation of \$75,700.81)

Project Name	Estimated Cost
<del>Purchase a manually driven emergency water treatment device</del>	<del>\$9,300</del>
Inspect the reservoir	\$10,000
Replace 2" water line with an 8" line on River Heights Blvd between 400 East and 500 East <i>could be done by...</i>	\$130,000
Replace 10" & 8" water lines in 600 East from 600 South to 800 South (County Road)	\$180,000
Install a looping water line in Riverdale (This can most likely be installed by a developer)	\$250,000

**Waste Water Collection (Sewer) Fund**  
Estimated \$821,880.49 will be available. (Source of cash amount is 6/30/2018 balance of \$840,263.59 less 2018-19 net loss \$52,982.70 plus depreciation of \$34,599.60)

Project Name	Estimated Cost
Reline the sewer to decrease infiltration <i>leave in</i>	\$15,000
Building for sewer eqpmt. - Camera, Skidster, Backhoe, etc.	\$110,000

*Upgrade well pump for emergency (lower well) 200,000 [cap]  
Water line replacement 400 E (400S - 600S) 160,000?*

Blake Wright	Dixie Willson	Doug Clausen	Robert Scott	Elaine Thatcher	Council's Average
3			2	16	
2			4	7	
1			1	4	
5			5	10	
			19	5	
8			10	3	
15	6			14	
12				7	
6			6	8	
9			7	15	
11				10	
10				18	
14a	4		8	19	
13	5			17	
16	1		3	20	

*TOP 10 =  
1,205,000*

*+ TRUCK/SKID  
SADDLE ROCK  
PARK*

~~1,205,000~~

*150,000  
10,000  
14b*

*- 100,000 FOR*

STEWART

HILL

PURCHASE

LAND

*140,000*

*- REPAVE STEW*

HILL CMT

~~1,006,000~~

Blake Wright	Dixie Willson	Doug Clausen	Robert Scott	Elaine Thatcher	Council's Average
				13	
1					
2					

Blake Wright	Dixie Willson	Doug Clausen	Robert Scott	Elaine Thatcher	Council's Average
1				12	
2				11	

~~1,006,000~~

~~1,006,000~~

# River Heights City

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## Council Meeting

April 24, 2018

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7  
8 Present: Mayor Todd Rasmussen  
9 Council members: Doug Clausen  
10 Robert "K" Scott  
11 Elaine Thatcher  
12 Dixie Wilson  
13 Blake Wright  
14  
15 Recorder Sheila Lind  
16 Public Works Director Clayton Nelson  
17 Finance Director Clifford Grover  
18  
19 Excused Treasurer Wendy Wilker  
20  
21 Others Present: See attached roll  
22

23  
24 The following motions were made during the meeting:

### 25 26 Motion #1

27 Councilmember Thatcher moved to "adopt the minutes of the April 10, 2018 workshop and  
28 council meeting and the evening's agenda." Councilmember Scott seconded the motion, which passed  
29 with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.

### 30 31 Motion #2

32 Councilmember Clausen moved to "pay the bills as listed." Councilmember Thatcher  
33 seconded the motion, which carried with Clausen, Scott, Thatcher, Wilson and Wright in favor. No  
34 one opposed.

### 35 36 Motion #3

37 Councilmember Clausen moved to "adopt Resolution 2-2018, A Resolution to Update Fees."  
38 Councilmember Scott seconded the motion, which carried with Clausen, Scott, Thatcher, Wilson and  
39 Wright in favor. No one opposed.

## 40 41 42 Proceedings of the Meeting:

43  
44 The River Heights City Council met 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the  
45 River Heights City Building on Tuesday, March 13, 2018 for their regular council meeting. Katelyn  
46 McCurdy opened the meeting with a thought. Peyton Gines led the group in the Pledge of Allegiance.

47 Councilmember Thatcher stated the girls who gave the thought and led in the Pledge are part of  
48 the outgoing royalty.

49 Adoption of Previous Minutes and Agenda: Minutes of the April 10, 2018 workshop and  
50 regular council meeting were reviewed.

51 Councilmember Thatcher moved to “adopt the minutes of the April 10, 2018 workshop  
52 and council meeting and the evening’s agenda.” Councilmember Scott seconded the motion,  
53 which passed with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.

54  
55 Presentation of 2017 Royalty and Introduction of 2018 Royalty: Royalty advisor Peggy Smith  
56 invited the 2017 royalty girls to state what they enjoyed about being a part of the royalty last year and  
57 to introduce the girls for 2018. The 2017 girls in attendance were: Peyton Gines, Katelyn McCurdy,  
58 Emily Ripplinger, Sara Dabel, Ammoriah Kailing, and Eliza Matthews. The 2018 girls were: Page  
59 Longhurst, Cori Tirey, Grace Brand, Anna Wakefield, Gabrielle Booth, Addason Gunnell and Tylee  
60 Gunnell. This year’s advisors are Peggy Smith, Roxanne Bilbao, Lori Gines and Janet Matthews.

61 Reports (Mayor, Council, Staff):

62 *Public Works Director Nelson*

- 63 • They had a good practice run at using the sewer camera this week. They found a couple homes  
64 in Applebrook that are probably pumping into the sewer and a possible connection not attached  
65 to a home. They are making notes on the locations and working on how to stop the infractions.  
66 They determined that checking all the lines will be a time consuming process. It would be  
67 helpful if they could customize the equipment trailer or get a tent to shade the screen so they  
68 can see the image better. Next time they do it they will start at night next time.  
69 Councilmember Clausen suggested if people knew these inspections were going on, they might  
70 not pump into the system any longer. Mr. Nelson felt they might just turn their pumps off  
71 when they see the City is checking.
- 72 • They are working on re-landscaping the welcome sign area on 700 South and hope to get it  
73 done right away.
- 74 • He just finished up the annual water usage reports, which reminds him there are connections in  
75 the City which are not metered. Its useful to know how much water is being used compared to  
76 the amount being pumped. There is one meter at the school soccer fields that needs to be  
77 replaced, which may cost \$1,500 for the parts they don’t have. Hillside Park doesn’t have a  
78 meter, which will probably cost about \$3,000.
- 79 • The City owns the property along 500 South in Riverdale. There is an open ditch on the  
80 property which Lundahls have always used. If they use it now, it will leak and flood into the  
81 new Logan apartments. Since the City is responsible for maintaining the ditch, Mr. Nelson  
82 recommended piping it. Mr. Lundahl had a contractor bid the job, which came in at just over  
83 \$4,000. Mr. Nelson suggested the City do the work and the savings could go towards more fill  
84 in the area. He would like to jump on it before water goes into the ditch to prevent flooding,  
85 which will happen as soon as the water gets turned in. The Council agreed. Mayor Rasmussen  
86 suggested installing a barbless wire fence so it will be natural for the apartments to mow  
87 around.

88 *Finance Director Grover*

- 89 • Mr. Grover encouraged everyone to check their boxes for bills that need to be signed.
- 90 • He presented the list of bills to be paid.

**Councilmember Clausen moved to “pay the bills as listed.” Councilmember Thatcher seconded the motion, which carried with Clausen, Scott, Thatcher, Wilson and Wright in favor. No one opposed.**

93  
94 • He thanked past Mayor James Brackner for helping with the budget preparations while he was  
95 busy with tax season.

96 • He presented and discussed the Cache Balance by Fund Report.

97 *Councilmember Thatcher* didn't have anything.

98 *Councilmember Scott* didn't have anything.

99 *Mayor Rasmussen*

100 • James Brackner will be finished working for the City by April 30. Mayor Rasmussen  
101 expressed his appreciation for all the help he has given him.

102 • He has talked to Providence Mayor Drew and was informed the Army Corp of Engineers has  
103 gotten involved with the bridge on the Chugg property, which is causing the project to cost  
104 more than initially thought. The developer is now saying he didn't say he would pay for the  
105 installation and asked for their annexation petition to be tabled while he looks into some things.  
106 Mayor Rasmussen told Mayor Drew that River Heights didn't protest the annexation because it  
107 was understood that Providence would make sure the bridge was installed so they could take  
108 the traffic through Providence. And, if the developers come back to River Heights, Providence  
109 (or the developer) would still be required to put in the bridge. Some of the Providence  
110 residents are very against development on the Chugg property.

111 • He is working with the city attorney to figure out the process for bringing non-compliant  
112 residents into compliance. Attorney Jenkins said non-compliance is a Class B misdemeanor  
113 and suggested a friendly letter at first. A second letter would be from the attorney, which  
114 would act as a citation. If the infraction is immediately remedied, the City will drop the  
115 charges. If it continues there will be fines, jail time, etc. Infractions, which will be looked at,  
116 will include all things that are non-compliant with the City's code. Mr. Rasmussen suggested  
117 having a flyer delivered to each home, giving a heads up on the City's plan before sending the  
118 first round of letters.

119 *Councilmember Clausen* didn't have anything.

120 *Councilmember Wilson*

121 • T-ball sign-ups are underway. There haven't been many yet, so the announcement was sent out  
122 in the elementary school email to parents.

123 • Craig Adams is planning a work project at Ryan's Place Park. PWD Nelson explained at the  
124 time of the park build there were third graders who buried a time capsule. These students are  
125 now seniors in high school. Mr. Adams would like to invite them to the park to open the  
126 capsule and volunteer for the work day, which will be held on May 21. Mr. Adams has asked  
127 Mr. Nelson to order bark chips so they can spread them on this day. Mr. Adams said they have  
128 extra funds to help with the cost. Councilmember Wilson asked Recorder Lind to post this  
129 work date on the city's next bill.

130 *Councilmember Wright*

131 • He reminded that the City needs to get permits for the structures they build.

132 • He asked if there was a plan to fix the problem on Temple View, which was discussed last year.  
133 PWD Nelson said they have a contractor scheduled to come fix the cross drains and sidewalk  
134 sections in a couple weeks.



135 PWD Nelson said he has been asked about 3 times in the last couple weeks if the City had  
136 plans to put up a privacy fence around the Hulse property. He asked if the Council was interested in  
137 this. They decided they weren't interested right now.

138 Public Comment: Gayle Brackner asked who would notify the third graders of the park clean  
139 up event. Councilmember Wilson said Craig Adams will take care of this.

140 Pay Bills: Done earlier in the meeting.

141 Resolution to Update Fees: PWD Nelson stated the change was to clarify the after hours  
142 reconnection fee.

143 **Councilmember Clausen moved to "adopt Resolution 2-2018, A Resolution to Update**  
144 **Fees." Councilmember Scott seconded the motion, which carried with Clausen, Scott, Thatcher,**  
145 **Wilson and Wright in favor. No one opposed.**

146 Municipal Wastewater Planning Program Report: PWD Nelson presented and explained the  
147 report, which is due every year. It's submitted electronically now and includes a few more financial  
148 questions, many of which don't apply to River Heights due to its size. The report is required to come  
149 before the Council, although it doesn't need approval.

150 Discuss Local Option Transportation Sales Tax: Mayor Rasmussen explained there will be a  
151 couple more meetings before the County votes on this. Before doing so, they have asked for opinions  
152 from the cities. Councilmember Thatcher likes the idea of the ¼ of one cent sales tax increase because  
153 part of it can go towards trails and other alternate transports. Councilmember Wright asked what the  
154 citizens would get out of it. Would the increase in funds give River Heights more in their road fund?

155 Mayor Rasmussen read comments from other cities and explained what he understood. It  
156 sounded to him like it will be distributed as sales tax. They are discussing a way to help smaller cities  
157 with no tax base. He will seek clarification on how the money will be controlled and how will it be  
158 used.

159 The Council would like some answers before they get behind it. The consensus was they want  
160 to make sure it is proportionally funded. Councilmember Wright asked if the CVTD is driving this  
161 tax. Councilmember Clausen said it doesn't look like there is as much money coming in for  
162 transportation compared to the past.

163 Councilmember Wilson said Rodger Pond (RH representative on the Transportation Board)  
164 said River Heights' portion will be very small. Councilmember Clausen suggested telling them if they  
165 don't give us a better allocation, River Heights won't support it; \$18,000 isn't very much and won't go  
166 very far. He doesn't like how they are sneaking this tax in by having the legislature change the state  
167 law after it wouldn't pass when it went to a vote. Mayor Rasmussen will go back to the CMPO and  
168 ask the questions.

169 The meeting adjourned at 7:55 p.m.

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\_\_\_\_\_  
Sheila Lind, Recorder

  
Todd A. Rasmussen, Mayor



Please print your name on the roll.

Gayle Brackner  
Jim Brackner  
Shana Longhurst  
Max Longhurst

Page Longhurst  
Payton Gines  
Grace Brand  
Sarah Dabel

Ammoriah Kailing  
Anna Wakefield  
Emily Ripplinger  
Kimberly Booth  
Jackson Booth  
Janette Dabel  
Savannah David  
Lisa Hill  
Peggy Smith  
Lori Gines

Janet Mathews

Gabrielle Booth  
Eliza Mathews  
Addison Gunnell

Tylee Gunnell  
Katelyn McLucy  
Kathleen McLucy  
Erin Brand  
Bessie Wakefield  
Ladana Kailing  
Desiree Gunnell

River Heights City Bills To Be Paid

4/24/2018

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Belle Bridal	Royalty Dresses					\$730.00				\$730.00
2	City of Logan	Water Consumption							\$273.76		\$273.76
3	CMPO	Annual Match for Metropolitan Planning	\$260.00								\$260.00
4	Dominion Energy	Gas	\$76.60		\$68.60			\$68.59	\$258.16	\$68.59	\$540.54
5	It Works	Randy to retrieve DocuWare Files	\$300.00								\$300.00
6	National Equipment Services	Maintenance of City 1 Ton Truck						\$71.40	\$71.38	\$71.38	\$214.16
7	Petty Cash-Sheila	Petty Cash 02/02/2017-04/06/2018	\$62.82	\$2.08			\$40.00	\$7.00	\$6.50	\$7.00	\$125.40
8	Roto Rooter	Soccer Portable 1st month and Set-up			\$130.00						\$130.00
9	Southfork Hardware-Logan	Restroom Repairs			\$8.28						\$8.28
10	The Clean Spot	Office & Park Restroom Cleaning Supplie	\$28.45		\$152.14						\$180.59
11	Thomas & Petroleum	Fuel for City Vehicles			\$13.34			\$13.34	\$13.34	\$13.34	\$53.36
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23	Zions Visa Paid on 04/20/2018										
24	DRI Crash Plan	Back Up Data	\$19.98								\$19.98
25	Uof U Continuing Education	Recorder Training	\$450.00								\$450.00
26	Adobe Systems	Adobe Monthly Fee	\$15.98								\$15.98
27	Crystal Inn	Recorder Training Accommodations	\$504.70								\$504.70
28	Google	Gmail Accounts for City Officials	\$50.00								\$50.00
29	Nextiva	City Phones and Fax	\$43.87						\$43.87	\$43.86	\$131.60
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Page 1 SubTotals

\$1,812.40

\$2.08

\$372.36

\$770.00

\$160.33

\$667.01

\$204.17

\$3,988.35

Page 1 Total Amount to be Paid \$3,988.35

River Heights City  
 Financial Summary  
 April 24, 2018

	<b>Cash Balance By Fund</b>			
	<b>03/31/01</b>	<b>04/24/18</b>	<b>Net Change</b>	<b>% of Total</b>
General Fund	275,712.18	293,726.81	18,014.63	18.54%
Capital Projects Fund	49,664.27	48,314.27	(1,350.00)	3.05%
Water Fund	389,772.54	394,485.16	4,712.62	24.90%
Sewer Fund	840,436.94	847,530.19	7,093.25	53.50%
<b>Total Cash Balance</b>	<b><u>1,555,585.93</u></b>	<b><u>1,584,056.43</u></b>	<b><u>28,470.50</u></b>	<b>100.00%</b>

		<b>YTD Actual</b>	<b>Annual Budget</b>	<b>Unexpended Budget</b>	<b>% Of Budget Incurred</b>	<b>% Of Time Incurred</b>
<b>General Fund</b>						
Revenue		672,698.93	767,990.00	95,291.07	87.59%	81.64%
Expenditures						
	Administrative	133,011.81	160,120.00	27,108.19	83.07%	81.64%
	Office	13,810.44	14,975.00	1,164.56	92.22%	81.64%
	Community Affairs	9,794.90	22,600.00	12,805.10	43.34%	81.64%
	Planning & Zoning	2,671.25	7,100.00	4,428.75	37.62%	81.64%
	Public Safety	75,238.01	99,460.00	24,221.99	75.65%	81.64%
	Roads	65,699.94	104,150.00	38,450.06	63.08%	81.64%
	Parks & Recreation	45,903.15	80,846.00	34,942.85	56.78%	81.64%
	Sanitation	109,014.88	144,000.00	34,985.12	75.70%	81.64%
	Transfer To CP Fund	-	100,000.00	100,000.00		
Total Expenditures		<u>455,144.38</u>	<u>733,251.00</u>	<u>278,106.62</u>	62.07%	81.64%
<b>Net Revenue Over Expenditures</b>		<b><u>217,554.55</u></b>	<b><u>34,739.00</u></b>	<b><u>(182,815.55)</u></b>		

<b>Capital Projects Fund</b>						
Revenue		397.40	50.00	(347.40)		81.64%
Transfer From General Fund			375,000.00	375,000.00		
Expenditures						
	Administrative	4,900.00	35,000.00	30,100.00		81.64%
	Parks & Recreation	114.90	-	(114.90)		81.64%
	Roads	69,384.36	420,000.00	350,615.64		81.64%
	Electricity	-	4,162.74	4,162.74		81.64%
Total Expenditures		<u>74,399.26</u>	<u>459,162.74</u>	<u>384,763.48</u>		81.64%
<b>Net Revenue Over Expenditures</b>		<b><u>(74,001.86)</u></b>	<b><u>(84,112.74)</u></b>	<b><u>(10,110.88)</u></b>		

<b>Water Fund</b>						
Revenue		336,945.85	332,480.00	(4,465.85)	101.34%	81.64%
Expenditures		<u>211,381.10</u>	<u>241,305.00</u>	<u>29,923.90</u>	87.60%	81.64%
<b>Net Revenue Over Expenditures</b>		<b><u>125,564.75</u></b>	<b><u>91,175.00</u></b>	<b><u>(34,389.75)</u></b>		

<b>Sewer Fund</b>						
Revenue		250,392.00	231,300.00	(19,092.00)	108.25%	81.64%
Expenditures		<u>211,749.00</u>	<u>259,411.00</u>	<u>47,662.00</u>	81.63%	81.64%
<b>Net Revenue Over Expenditures</b>		<b><u>38,643.00</u></b>	<b><u>(28,111.00)</u></b>	<b><u>(66,754.00)</u></b>		

Resolution No. 2-2018  
A RESOLUTION TO UPDATE FEES

BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF RIVER HEIGHTS, UTAH THAT: The revised fee schedule is hereby adopted and shall be in effect as of April 24, 2018.

**ZONING CLEARANCE PERMIT**

FENCE	\$35.00
DECK	50.00
COVERING (deck/patio/porch)	35.00
SHED: Fee per building	
Under 50 square feet no ZCP required	N/C
Up to 110 square feet	35.00
Up to 150 square feet	75.00
Over 150 square feet	100.00
GARAGE (Building used to store vehicles)	130.00
CARPORTS (temporary and permanent)	50.00
ADDITION TO HOUSE	150.00
HOUSE	200.00
COMMERCIAL BUILDING	200.00
SIGNS (FLAT, SUBDIVISION, WALL, ETC)	35.00
SOLAR PANELS	35.00

**FLAG LOT**

150.00

**MINOR SUBDIVISION**

Sketch Plan	200.00
Final Plat	400.00

**SUBDIVISION/PUD**

Sketch Plan (all Developments)	200.00
Preliminary Plat (Ten lots and under)	1,500.00
Final Plat	500.00
Preliminary Plat (Eleven lots and over)	3,000.00
Final Plat	800.00

**COMMERCIAL DEVELOPMENT**

Preliminary Layout and Design Review	200.00
Final Layout Submittal	400.00

**SEAL COAT (subdivision/commercial) 2018**

\$0.54/sqft

Includes joint seal and preparation

**PETITION FOR ANNEXATION**

850.00 plus costs

**PETITION FOR ZONE CHANGE**

300.00 plus costs

**PETITION FOR BOUNDARY CHANGE**

150.00 plus costs

**APPLICATION TO APPEALS AUTHORITY**

150.00 plus costs

**RIGHT-OF-WAY EXCAVATION PERMIT**

650.00 (600 is refundable)

**WATER HOOK-UP**

1,500.00

**SEWER HOOK-UP**

Improved	1,200.00
Unimproved	1,700.00

<b>STORMWATER</b>	100.00
<b>UTILITY FEES</b>	
Deposit	100.00
Late fee	1.5%/mo (18% annual)
Shut Off Notice Delivery	20.00
Reconnect Water (M-F, 9am-4pm)	25.00
Reconnect Water (after 1 <sup>st</sup> time, due to unpaid utility payment)	50.00
Additional Reconnect After Hours	25.00
<b>BUSINESS LICENSE FEES</b>	
Commercial (less than 10,000 sqft)	150.00
Commercial (10,000 sqft or more)	250.00
Home Occupation	50.00
Renew	40.00
Home Occupation (fire inspection required)	80.00
Renew	60.00
Late fee (after January 31)	30.00
Solicitor (original applicant)	50.00
Additional applicants	25.00
<b>TEMPORARY USE FEE</b>	25.00
<b>DOG FEES</b>	
License	
Spayed/Neutered	10.00
Otherwise	20.00
Late	10.00
Kennel License	25.00
Impound	35.00
<b>RENTALS</b>	
City Building (residents only) – first 5 hours	100.00
Additional hours	25.00/hr
Pavilion – resident	25.00
Pavilion – non-resident	50.00
Deposit	50.00
<b>BOUNCED CHECK</b>	up to \$30.00

UPDATED, PASSED and EFFECTIVE THIS 24<sup>TH</sup> DAY OF APRIL 2018 BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH.

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Todd A Rasmussen, Mayor

ATTEST:

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Sheila Lind, Recorder





# Municipal Wastewater Planning Program (MWPP) Annual Report 2017

Please Select the Appropriate Facility from the Dropdown Menu

Facility Name:

RIVER HEIGHTS

Facility Class and Grade

COLLECTION I - -

Owner Name:

River Heights City

Name and Title of Contact Person:

Clayten Nelson

Public Works Director

Phone:

435-752-2646

E-mail:

cnelson@riverheights.org

SUBMIT BY APRIL 16, 2018

Electronic Submittal:

<https://deq.utah.gov/ProgramsServices/services/submissions/index.htm>

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance please call Beth or Judy, Utah Division of Water Quality: (801) 536-4300.

## Definitions

I. Definitions: The following terms and definitions will help you complete the worksheets and questionnaire:

<sup>1</sup>**Asset Management** – Any combination of management tools applied to physical assets of the sewer system with the objective of providing the required level of service in the most cost-effective manner. It incorporates asset lifecycle management tools, including depreciation, with the accountant's cost allocation process.

<sup>2</sup>**Capital Facility Plan** – An engineering report detailing the planning procedures including a comprehensive analysis to establish the need, scope, basis, viability and implementation schedule of proposed sewer system projects.

<sup>3</sup>**Capital Improvements** - Addition of a permanent structural change or the restoration of a property that renews or improves its value, increases its useful life, or adapts it to new uses.

<sup>4</sup>**Capital Improvement Reserve Fund** - A fund or account established for capital improvement projects.

<sup>5</sup>**Debt Service** – A payment of interest and principal, usually due annually, made in repayment of a loan or bond obligation.

<sup>6</sup>**Debt Service Reserve Fund** - A fund or account established for use in making up deficiencies in bond repayment funds.

<sup>7</sup>**Equivalent Residential Connection (ERC)** - A unit of wastewater that incurs the same cost for operations and maintenance as the average volume of domestic waste discharged from a single family residence in the sewer system service area

<sup>8</sup>**Impact Fee** – A fee established by ordinance to be imposed on new development for payment of capital costs associated with providing public services to the new development.

<sup>9</sup>**Operation and Maintenance Costs** - The total annual cost for management, operations and maintenance of sewer systems including labor and benefits, general and administrative overhead, materials, supplies, utilities, fuel, tools, etc. These costs do not include capital improvements costs or debt service. Repair and replacement costs for fixed assets may be included.

<sup>10</sup>**Plan of Operations** – A plan summarizing the operational and financial requirements that the sewer system must meet to achieve its goals and purpose. The minimum requirements are established I UAC R137-3-1.8

<sup>11</sup>**Rate Study** – A study that establishes the user charge(s) of a sewer system based on the required level of service and its cost.

<sup>12</sup>**Repair and Replacement Costs** - The annual cost to renew or replace fixed assets of the sewer system. Fixed assets are generally land, buildings and equipment. These are often major major costs not included in operations and maintenance budgets.

<sup>13</sup>**Repair and Replacement Sinking Fund** - A fund or account established for renewal or replacement of fixed assets.

<sup>14</sup>**Sewer Revenues** - Income from user charges and other fees or taxes collected to pay the cost of sewer systems.

<sup>15</sup>**Sewer System** - The collective of sewerage systems and treatment works operated by the public utility or sponsor.

<sup>16</sup>**User Charge** - A fee established by ordinance and used to pay the cost of sewer systems. Different fees may be established for one or more classes of users. For purposes of this survey, user charge means the annual average fee charges per sewer connection.

## Instructions

Save this file to your local computer. The digital MWPP form is built in Microsoft excel. Please contact Beth or Judy if you cannot find your facility name or having trouble downloading your digital MWPP form. You will need to fill all the yellow boxes with the appropriate information. Several of the questions are Yes/No questions that require you to select the yellow cell and then click the small arrow drop down button to be able to select the appropriate answer. You may move through the worksheet by simply pressing tab to move from box to box. Hitting Enter within the form may cause you to skip over questions. Please be sure to verify that all yellow boxes have been filled with the appropriate information. Begin filling out the form by selecting the name of your facility from the dropdown menu. Please be sure to select the correct facility from the dropdown menu. DWQ will only accept one form from each facility. Once you have entered all the appropriate information in all the yellow boxes the MWPP form is complete and you are ready to submit the completed MWPP package back to DWQ. Please be sure to save your completed form. Please do not submit your form until you have the date the MWPP was presented to your Board or Council completed. You may not submit a second form with the date at a later time. DWQ will only accept one form from each facility. If you experience any trouble or have any questions please contact DWQ Engineering Section Staff.

## Financial Evaluation Section

Form completed by:

Clayton Nelson

May Receive Continuing Education /units (CEUs):

Complete the following table: RIVER HEIGHTS

**Part I: OPERATION AND MAINTENANCE**

Question	Answer
	Amount
What was the User Charge <sup>16</sup> for 2017?	\$24.10
	Yes/No
Are property taxes or other assessments applied to the sewer systems <sup>15</sup> ?	No
Are sewer revenues <sup>14</sup> sufficient to cover operations & maintenance costs <sup>9</sup> , and repair & replacement costs <sup>12</sup> (OM&R) <u>at this time</u> ?	Yes
Are projected sewer revenues sufficient to cover OM&R costs for the <u>next five years</u> ?	Yes
Does the sewer system have sufficient staff to provide proper OM&R?	Yes
Has a repair and replacement sinking fund <sup>13</sup> been established for the sewer system?	No
Is the repair & replacement sinking fund sufficient to meet anticipated needs?	No

Complete the following table: RIVER HEIGHTS

**Part II: CAPITAL IMPROVEMENTS**

Question	Answer
	YES/NO
Are sewer revenues sufficient to cover all costs of current capital improvements <sup>3</sup> projects?	Yes
Has a Capital Improvements Reserve Fund <sup>4</sup> been established to provide for anticipated capital improvement projects?	No
Are projected Capital Improvements Reserve Funds sufficient for the <u>next five years</u> ?	No
Are projected Capital Improvements Reserve Funds sufficient for the <u>next ten years</u> ?	No
Are projected Capital Improvements Reserve Funds sufficient for the <u>next twenty years</u> ?	No

Complete the following table: RIVER HEIGHTS

**Part III: GENERAL QUESTIONS**

Question	Answer
	YES/NO
Are sewer revenues maintained in a dedicated purpose enterprise/district account?	Yes
Are you collecting 95% or more of your anticipated sewer revenue?	Yes

Are Debt Service Reserve Fund <sup>6</sup> requirements being met?	Yes
Do you have a written emergency response plan for sewer systems?	Yes
Do you have a written safety plan for sewer systems?	Yes

Complete the following table: **RIVER HEIGHTS**

**Part IV: FISCAL SUSTAINABILITY REVIEW**

Question	Answer YES/NO
Have you completed a Rate Study <sup>11</sup> within the last five years?	Yes
Do you charge Impact fees <sup>8</sup> ?	Yes
Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?	Yes
Do you maintain a Plan of Operations <sup>10</sup> ?	No
Have you updated your Capital Facility Plan <sup>2</sup> within the last five years?	No
Do you use an Asset Management <sup>1</sup> system for your sewer systems?	No
Do you know the total replacement cost of your sewer system capital assets?	No
Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?	No
Please enter the date that this MWPP package was presented to your Board or Council	4/24/2018

Provide your best estimate of the following costs:

**Part IV: PROJECTED NEEDS**

	2018	2019	2020	2021
<b>Cost of projected capital improvements</b>	\$15,000	\$120,000	\$15,000	\$15,000
	<b>2022</b>	<b>2023</b>		
	\$15,000	\$70,000		

**FINANCIAL EVALUATION SECTION END**



## Collection System Section

Form completed by:

Clayten Nelson

May Receive Continuing Education /units (CEUs)

*Complete the following table:*

**RIVER HEIGHTS**

Part I: SYSTEM AGE	
Question	Answer
What year was your collection system first constructed (approximately)?	1978
What year was the the oldest part of your collection system constructed, replaced, or renewed?	1978

Complete the following table:

RIVER HEIGHTS

Part II: DISCHARGES	
Question	Answer Number
How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?	0
How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?	0

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

**Class 1** - a Significant SSO means a SSO or backup that is not caused by a private lateral

- (a) affects more than five private structures;
- (b) affects one or more public, commercial or industrial structure(s);
- (c) may result in a public health risk to the general public;
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or
- (e) discharges to Waters of the state.

**Class 2** - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral

Below include the number of SSOs that occurred in year: 2017

Number of Class 1 SSOs in Calendar year	0
Number of Class 2 SSOs in Calendar year	0

Please indicate what caused the SSO(s) in the previous question.

--

Please specify whether the SSOs were caused by contract or tributary community, etc.

--

Complete the following table:

RIVER HEIGHTS

Part III: NEW DEVELOPMENT	
Question	Answer
	Yes/No
Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?	No
Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD <sub>5</sub> loadings to the sewerage system by 25% or more?	No
Number of new residential sewer connections added in the last year	19
Number of new commercial/industrial connections in the last year	1
Equivalent residential connections <sup>7</sup> served	625

Complete the following table:

RIVER HEIGHTS

Part IV: OPERATOR CERTIFICATION							
Question	Answer						
How many collection system operators do you employ?	2						
Approximate population served	2130						
<i>State of Utah Administrative Rules requires all public system operators considered to be in Direct-Responsible-Charge (DRC) to be appropriately certified at least at the Facility's Grade.</i>							
What is the current grade of the collection system DRC operator(s)?							
Clayten Nelson	II						
[Names]	[Grade]						
[Names]	[Grade]						
[Names]	[Grade]						
[Names]	[Grade]						
[Names]	[Grade]						
<table border="1" style="float: right;"> <thead> <tr> <th colspan="2">Facility Class &amp; Grade</th> </tr> </thead> <tbody> <tr> <td>COLLECTION</td> <td>I</td> </tr> <tr> <td>-</td> <td>-</td> </tr> </tbody> </table>		Facility Class & Grade		COLLECTION	I	-	-
Facility Class & Grade							
COLLECTION	I						
-	-						
List all other collection operators in your system by their certification. <i>Note: Enter all names even if the list isn't visible within the cell.</i>							
Not Certified	[Names]						
Small Lagoons	[Names]						
Collection I	Cameron Reed						
Collection II	[Names]						
Collection III	[Names]						
Collection IV	[Names]						
	Yes/No						

Is/are your DRC operator(s) currently certified at the appropriate grade for this facility?	Yes
---	-----

Complete the following table:

RIVER HEIGHTS

Part V: FACILITY MAINTENANCE	
Question	Answer
	Yes/No
Have you implemented a preventative maintenance program for your collection system?	Yes
Have you updated the collection system operations and maintenance manual within the past 5 years?	Yes

Complete the following table:

RIVER HEIGHTS

Part VI: SSMP EVALUATION	
Question	Answer
	Yes/No
Has your system completed a Sewer System Management Plan (SSMP)?	Yes
Has the completed SSMP been public noticed?	Yes
Date of Public Notice	2/24/16
Has the SSMP been adopted by the permittee's governing body at a public meeting?	Yes
During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?	No
If yes, what components of the plan were changed (i.e. line cleaning, CCTV inspections, manhole inspections and/or SSO events)?	
	Yes/No
During 2017, was any part of the SSMP audited as part of the five year audit?	No
If yes, what part of the SSMP was audited and were changes made to the SSMP as a result of the audit?	
	Yes/No
Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?	Yes

Complete the following table:

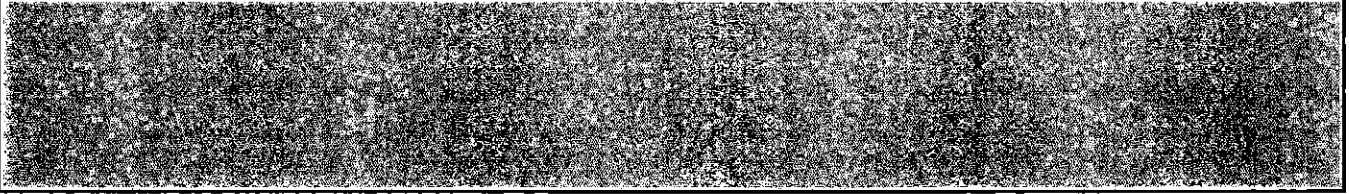
This section should be completed with the system operators.

RIVER HEIGHTS

Part VII: NARRATIVE EVALUATION	
Question	
Describe the physical condition of the sewerage system: (lift stations, etc. included)	
good/excellent	
What sewerage system capital improvements <sup>3</sup> does the utility need to implement in the next 10 years?	
New building to house sewer O&M equipment	
What sewerage system problems, other than plugging, have you had over the last year?	
none	
Is your utility currently preparing or updating its capital facility plan <sup>2</sup> ?	
yes	
<b>Select Answer</b>	
Does the municipality/district pay for the continuing education expenses of operators?	100% covered
Is there a written policy regarding continuing education and training for wastewater operators?	
yes	



Any additional comments?



**COLLECTION SYSTEM SECTION END**

----- Forwarded message -----

From: Jeff Gilbert <[Jeff.Gilbert@cachecounty.org](mailto:Jeff.Gilbert@cachecounty.org)>  
Date: Tue, Apr 10, 2018, 16:19  
Subject: 1/4 Cent Sales Tax for Transportation Investments  
To: <[jeff.gilbert1985@gmail.com](mailto:jeff.gilbert1985@gmail.com)>

Cache Valley Community Official,

In recent weeks discussion have taken place about possibility of implementing a new 1/4 of one Cent sales tax county-wide that would be eligible for a flexible range of transportation system investments. Also with new flexibility allowed by Senate Bill 136, the Cache County Council now has the authority to implement this tax by an ordinance (no longer requires a ballot initiative). Based on most recent figures, it is estimated this would generate about \$3.9 million of locally controlled funds.

To this end, it will likely prove very helpful for the Cache County Council to have an indication of support for this effort on the part of individual cities (and other stakeholders). **This is needed by the end of April.**

A few important considerations:

- Besides the County, Cities are direct financial beneficiaries (based on distribution formulas set by state code, each city will receive a direct disbursement of the sales tax revenue. An estimate of what this would mean to your jurisdiction is provided in the attached powerpoint)
- These funds can be used for a wide range of transportation improvements (including trails, active transportation improvements, road improvement and system maintenance).
- Discussions are underway with CVTD on how a portion of the new funds they would receive could also be used to benefit communities directly (perhaps through bicycle and pedestrian improvements).
- This is the only additional local option revenue source available that can be used local road improvement and maintenance.

To find more information on SB 136 follow this link (pertinent code section begins on line 4529): <https://le.utah.gov/~2018/bills/static/SB0136.html>

Attached is a powerpoint presentation about the taxing options that was given to the CMPO Executive Council on April 9th by Josh Runhaar, Director of Development Services at Cache County. This issue will be discussed as a workshop item at tonight's Cache County Council Meeting. It may be considered for adoption by the Cache County Council as early as May.

Please provide your jurisdictions letter of support for this effort by April 30, 2018 (please also email me a copy). Please address the letter to:

Greg Merrill, Chair, Cache County Council, 199 N. Main Logan, UT 84321

Josh Runhaar and myself are available to answer and questions or help provide information. Our contact information is provided below.

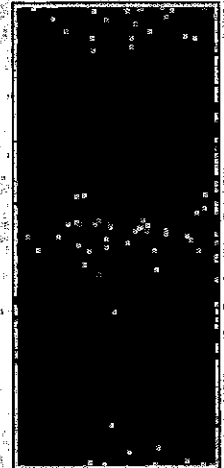
Thanks  
Jeff

Josh Runhaar  
Cache County  
Josh.Runhaar@cachecounty.org  
435-757-2399 Mobile  
435-755-1645 Office

Jeff Gilbert, Transportation Planner  
Cache Metropolitan Planning Organization  
435-755-1634 Office  
435-994-1220 Mobile

LOCAL OPTION  
TRANSPORTATION SALES TAX

TRANSPORTATION FUNDING & S.B. 136 (2018)



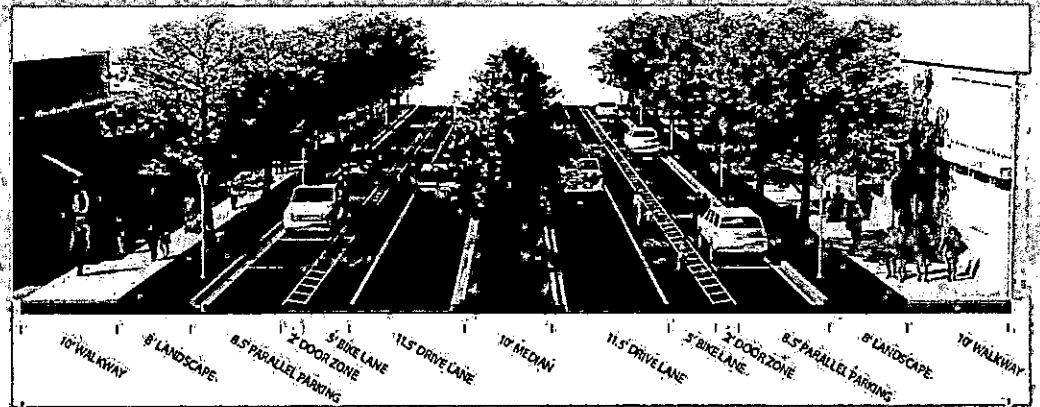
# TRANSPORTATION SALES TAX

- Currently 5 available options:
  - 1<sup>st</sup> Quarter: Transit Option (.30%) – **Enacted**
  - 2<sup>nd</sup> Quarter: Transit/Arterial Road (.25%) – **Not Enacted**
  - 3<sup>rd</sup> Quarter: CCCOG Funding (.25%) – **Enacted**
  - 4<sup>th</sup> Quarter: Roads, Transit, Active Transportation (.25%) – **Under Consideration**
  - 5<sup>th</sup> Quarter: Transit Option (.20%) – Requires all four “quarters” to have been enacted



# 4<sup>TH</sup> QUARTER TAX OPTION

- Funding Eligible for:
  - Class B/C Roads
  - Traffic/Pedestrian Safety
  - Sidewalk, curb, gutter
  - Safety Features
  - Traffic signs/signals
  - Street Lights
  - Active transportation facilities
  - Public Transit
  - **Capital improvements or maintenance**



# 4<sup>TH</sup> QUARTER TAX OPTION

- Funding Allocation

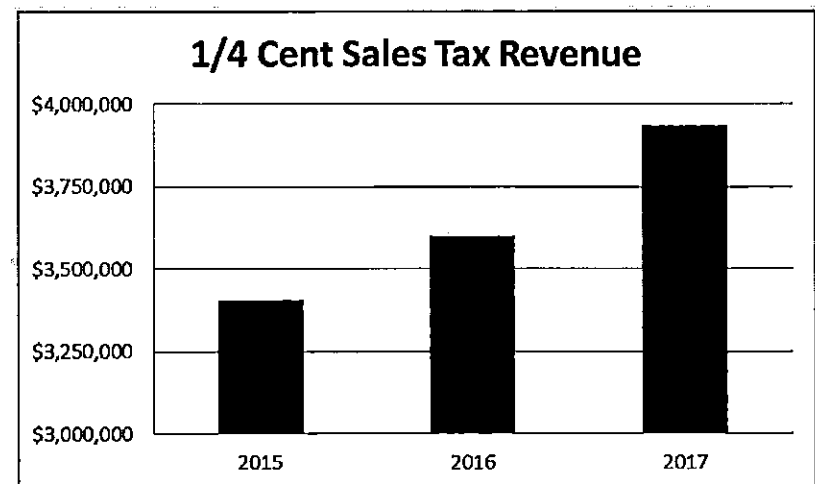
	CVTD Service Area	Non-CVTD Service Area
Cities/County Sales Tax Model*	40%	40%
CVTD	40%	0%
County	20%	60%

\*Sales tax distribution - 50% Population/50% Point-of-sale

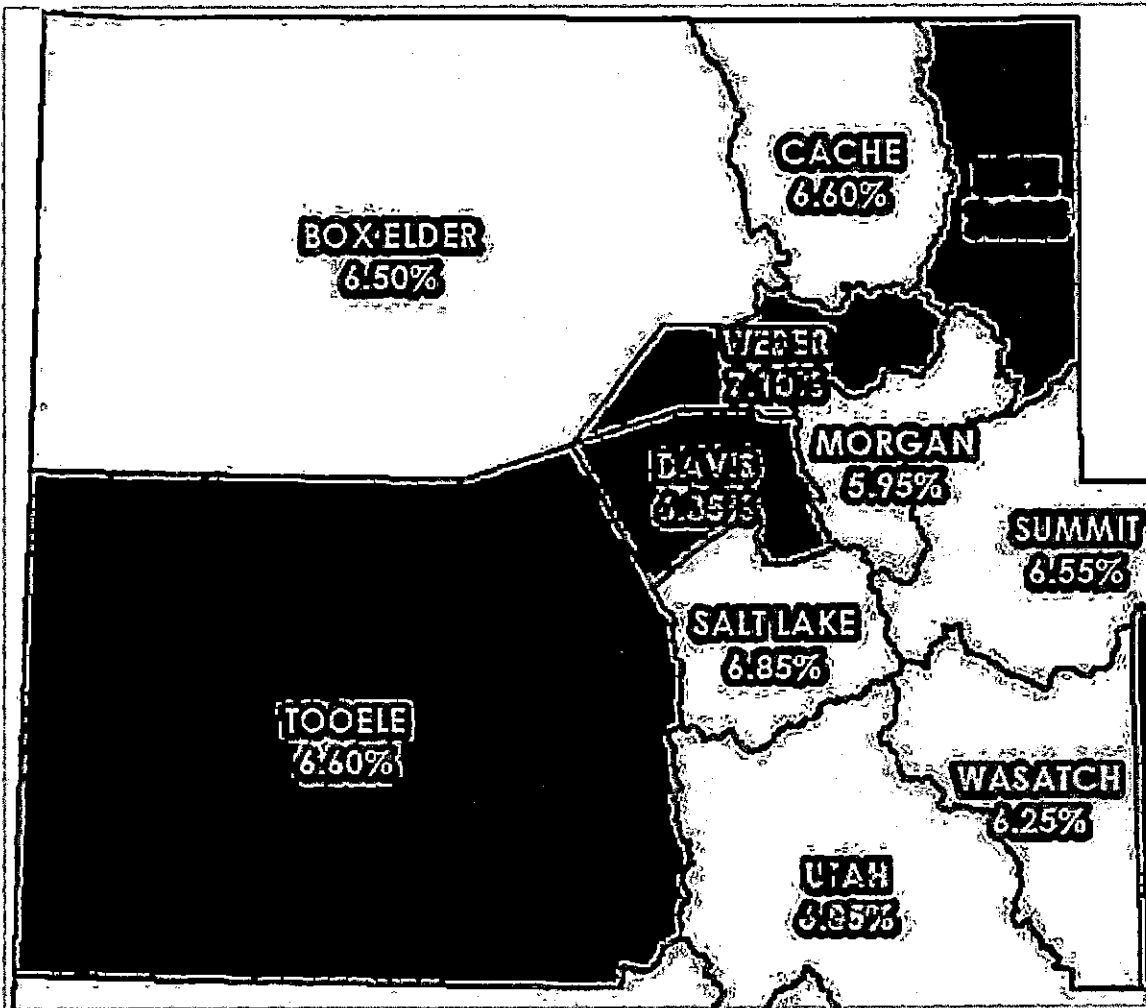
# 4<sup>TH</sup> QUARTER TAX OPTION

	CVTD	Quarter Cent Sales Tax Funding	Class B/C Funds (2017)	% Increase Road Funds
Cache County		\$993,752	\$1,704,877	58.3%
Amalga		\$5,665	\$43,849	12.9%
Clarkston		\$5,612	\$42,852	13.1%
Cornish		\$2,556	\$30,636	8.3%
Hyde Park	Yes	\$54,320	\$203,192	26.7%
Hyrum	Yes	\$82,674	\$329,683	25.1%
Lewiston	Yes	\$17,769	\$165,294	10.7%
Logan	Yes	\$804,048	\$1,790,464	44.9%
Mendon		\$11,751	\$68,907	17.1%
Millville	Yes	\$16,626	\$98,250	16.9%
Newton		\$6,574	\$49,738	13.2%
Nibley	Yes	\$57,280	\$267,033	21.5%
North Logan	Yes	\$166,516	\$417,442	39.9%
Paradise		\$7,854	\$65,927	11.9%
Providence	Yes	\$75,418	\$297,171	25.4%
Richmond	Yes	\$26,456	\$132,013	20.0%
River Heights	Yes	\$18,362	\$77,563	23.7%
Smithfield	Yes	\$111,626	\$452,833	24.7%
Trenton		\$4,109	\$46,882	8.8%
Wellsville		\$32,960	\$186,482	17.7%
CVTD Funding		\$1,431,094	NA	NA

- Assumes:
  - 2017 Sales Tax
  - Distribution based on statewide sales tax model



# 4<sup>TH</sup> QUARTER TAX OPTION



- Green = Previously passed 4<sup>th</sup> Quarter
- Sales tax % based on jurisdiction with most sales tax
- Cache County would still be lower than entire Wasatch front

# 4<sup>TH</sup> QUARTER TAX OPTION

- Enactment Options
  - SB136 removed ballot requirement
    - Adopt by county ordinance
  - Tax collected until July 2019 is distributed to the County only, normal distribution after
    - Can only be used on transit, major facilities, transportation debt
  - If not enacted by mid-2020, individual cities can adopt
    - 50% City/50% Transit
    - Unsure of sales tax model method
  - Transit portion option
    - 3<sup>rd</sup>-6<sup>th</sup> Class Counties can reduce transit from 40% to 10% with ballot measure
    - Cache County moving to 2<sup>nd</sup> class county in 2019 (projected)
    - In discussion with CVTD on alternative options