

River Heights City

COUNCIL MEETING AGENDA

Tuesday, October 22, 2019

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.

Opening Remarks (Scott) and Pledge of Allegiance (Thatcher)

Adoption of Previous Minutes and Agenda

Reports and Approval of Payments (Mayor, Council, Staff)

Public Comment

Adoption of Changes to the Fee Resolution to Include a Raise in Dog Licensing Fees

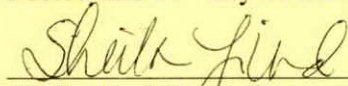
Discuss and Adopt Changes to the Building Use Policy

Finalize Old Church Property RFP Verbiage

Discuss and Approve Crossing Guard Pay Increase

Adjourn

Posted this 17th day of October 2019



Sheila Lind, Recorder

Attachments for this meeting and drafts of previous meeting minutes can be found on the State's Public Notice Website (pmn.utah.gov)

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

October 22, 2019

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8 Present: Mayor Todd Rasmussen
9 Council members: Doug Clausen
10 Robert "K" Scott
11 Elaine Thatcher
12 Blake Wright
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14 Recorder Sheila Lind
15 Public Works Director Clayton Nelson
16 Finance Director Cliff Grover
17 Treasurer Wendy Wilker
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19 Excused: Councilmember Dixie Wilson
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21 Others Present: Cindy Schaub, Ruthann Nelson, Brittany Hepworth,
22 Suzanne and Rachel Karren,

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25 The following motions were made during the meeting:

26 27 Motion #1

28 Councilmember Clausen moved to "adopt the minutes of the council meeting of October 8,
29 2019 with the noted change and the evening's agenda." Councilmember Thatcher seconded the
30 motion, which passed with Clausen, Scott, Thatcher, and Wright in favor. No one opposed. Wilson
31 was absent.

32 33 Motion #2

34 Councilmember Thatcher moved to "pay the bills as listed, including a \$1,500 deduction on the
35 DWA bill." Councilmember Clausen seconded the motion, which passed with Clausen, Scott,
36 Thatcher, and Wright in favor. No one opposed. Wilson was absent.

37 38 Motion #3

39 Councilmember Thatcher moved to "adopt Resolution 4-2019, A Resolution to Update Fees."
40 Councilmember Scott seconded the motion, which carried with Clausen, Scott, Thatcher, and Wright
41 in favor. No one opposed. Wilson was absent.

42 43 Motion #4

44 Councilmember Clausen moved to "adopt changes to the Building Use Policy with a revision
45 of: "In the event of a building issue, call Clayton Nelson at . . ." Councilmember Scott seconded the

46 motion, which carried with Clausen, Scott, Thatcher, and Wright in favor. No one opposed. Wilson
47 was absent.

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49 Motion #5

50 Councilmember Thatcher moved to “pay the crossing guards a starting pay of \$11/shift.
51 Between one year and 4.9 years they will get an additional dollar per shift. After 5 years the pay
52 would be \$13/shift. Increases will be effective October 20, 2019. Councilmember Scott seconded the
53 motion which carried with Clausen, Thatcher, Scott and Wright in favor. No one opposed. Wilson
54 was absent.

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57 Proceedings of the Meeting:

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59 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in
60 the River Heights City Building on Tuesday, October 22, 2019 for their regular council meeting.

61 Opening Remarks and Pledge of Allegiance: Councilmember Scott opened the meeting with a
62 thought and Councilmember Thatcher led the group in the Pledge of Allegiance.

63 Adoption of Previous Minutes and Agenda: Minutes for the October 8, 2019 meeting were
64 reviewed with a change on line 148: “\$1,000,000” was changed to “\$1,200,000.”

65 **Councilmember Clausen moved to “adopt the minutes of the council meeting of October
66 8, 2019 with the noted change and the evening’s agenda.” Councilmember Thatcher seconded
67 the motion, which passed with Clausen, Scott, Thatcher, and Wright in favor. No one opposed.
68 Wilson was absent.**

69 Reports and Approval of Payments (Mayor, Council, Staff):

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71 Public Works Director Nelson

- 72 • Next week they plan to do asphalt repairs.
- 73 • The pick-up truck will get the plow and spreader installed this week.
- 74 • Cameron Reed has made a list of all the sidewalks that need replaced and prioritized them. It is
75 a very long list. They will work on them throughout the winter and when they have time. The
76 list includes the sidewalks on the county roads, which he didn’t feel should be priorities.
- 77 • Mayor Rasmussen asked for sidewalk costs on 600 East so they can bill the county. He has
78 been working with the city attorney and the county’s attorney to try to figure out ownership of
79 the sidewalks along county roads. River Heights still maintains the county should be
80 responsible since they are located in the county’s right-of-way. The county doesn’t agree.
81 PWD Nelson said he plans to attend a meeting with the county and Providence City this week,
82 where this will be discussed.
- 83 • He asked where the city was in the process of applying to UDOT for reimbursement on the 700
84 South and 1000 East sidewalk projects. He noted the city has received \$30,000 for 700 South
85 so far but not the additional amount. FD Grover will put the invoices together for Mayor
86 Rasmussen, who will get together with David from UDOT and Engineer Rasmussen. It was
87 noted that Engineer Rasmussen has already submitted the engineering certification to UDOT.
- 88 • Mayor Rasmussen informed he has talked with Lee Black of DWA about a \$1,500 reduction in
89 their payment since they didn’t communicate with the city very well regarding additions to the
90 1000 East sidewalk project.

- Mr. Nelson has tried again to contact the electrician about the Saddlerock street lights and hasn't heard back yet.

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94 Treasurer Wilker

- She presented and answered questions regarding the list of bills to be paid.

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Councilmember Thatcher moved to “pay the bills as listed, including a \$1,500 deduction on the DWA bill.” Councilmember Clausen seconded the motion, which passed with Clausen, Scott, Thatcher, and Wright in favor. No one opposed. Wilson was absent.

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- She asked if an explanation will accompany the reduced DWA bill. Mayor Rasmussen asked her to make a note which states, “\$1,500 reduction, per Lee Black.”

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Finance Director Grover

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- He presented and reviewed the Financial Summary Report. Generally, things are tracking fine. He recommended holding a limited budget meeting to address capital projects and repairs. Some of the budgets have gone over and need to be adjusted. Councilmember Clausen asked if the RAPZ grant money has been formally requested. Mayor Rasmussen said he has finished up the request today. He believes the amount will be around \$75,000 for this year and last. They planned to hold a budget meeting on the second meeting in January to resolve the items on the budget which are out of balance.

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- Councilmember Clausen asked when the 400 South road project will go out for bid. PWD Nelson thought it would be the end of October. Councilmember Scott said Engineer Rasmussen is checking with a roto-mill company and they are still discussing other options. He believes they'll have numbers for the project by the January meeting.

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- He introduced the new Cash Balance Analysis Report, and explained how to read it. It shows where the city is on cash right now. Current receivables and payable have been incorporated into the report. He explained how the budget will finish out, if things go as planned.

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- Mayor Rasmussen would like to have a reserve in the general fund for running the city in case cash flow ran out for some reason. FD Grover agreed there should be an operating of about \$200,000. Currently the budget is short. Councilmember Thatcher asked if the city has inadequate revenue sources. FD Grover said revenue isn't the issue, but rather spending. Mr. Clausen pointed out the 400 South road project cost is a big unknown. PWD Nelson reminded there are options that will allow the council to spend the amount they feel comfortable with. It can also be done in stages. Mr. Clausen said this doesn't solve the problem, it still needs to be done. He asked the council if they really need 1.2 or 1.4 million in reserves. FD Grover said he is trying to present the budget in a more meaningful way, at the mayor's request, and plans to do it once a month.

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- He presented the budget for capital projects.

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Councilmember Thatcher

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- She has a call into Santa and is waiting to hear back.

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Councilmember Scott didn't have anything.

Councilmember Clausen didn't have anything.

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Councilmember Wilson was absent.

Councilmember Wright didn't have anything.

Recorder Lind

- She reminded of the Meet the Candidates Night tomorrow night at 7:00.

Mayor Rasmussen didn't have anything.

Public Comment: There was none

Adoption of Changes to the Fee Resolution to Include a Raise in Dog Licensing Fees:

Councilmember Thatcher discussed the fee raises. Councilmember Wright suggested raising the kennel fee. Councilmember Scott suggested waiting to raise it until next year when they raise the fees again.

Councilmember Thatcher moved to “adopt Resolution 4-2019, A Resolution to Update Fees.” Councilmember Scott seconded the motion, which carried with Clausen, Scott, Thatcher, and Wright in favor. No one opposed. Wilson was absent.

Adopt Changes to the Building Use Policy: The suggested changes were briefly discussed.

PWD Nelson clarified the maximum occupancy needed to be reduced from 60 to 40 due to fire code.

Councilmember Clausen moved to “adopt changes to the Building Use Policy with a revision of: “In the event of a building issue, call Clayton Nelson at . . .”” Councilmember Scott seconded the motion, which carried with Clausen, Scott, Thatcher, and Wright in favor. No one opposed. Wilson was absent.

Finalize Old Church Property RFP Verbiage: Mayor Rasmussen reported discussing the verbiage they talked about at their last meeting with the city attorney, who agreed with the following: “Available – 1.2 acres with 1930’s era church building for sale or lease. Building must remain on the property and the historical nature must be maintained. Not available for industrial use. Residential, including multifamily or commercial use for restaurant, services, and retail will be considered.”

The council gave their advice and consent.

Discuss and Approve Crossing Guard Pay Increase: Councilmember Thatcher handed out her suggestions for increase options. The crossing guards work roughly 900 combined hours per year. PWD Nelson has brought the increase request to the council, in an effort to keep good crossing guards and pay them all the same. Ms. Thatcher felt those who have worked longer should earn more. Ruthann Nelson pointed out that she has actually been working for 14 years. PWD Nelson suggested the crossing guards get raises at the same time the rest of the city staff get raises. Councilmember Clausen asked the crossing guards if they would be okay with all earning \$12/hour. They agreed with that idea.

Ms. Thatcher pointed out this would cost the city an additional \$1,800 more per year, which would be a \$900 increase if it started it in January. Some suggested starting the raise sooner than January.

Mayor Rasmussen suggested a pay increase after the first year and then another increase at year five.

PWD Nelson was concerned about having to remember when the increases come up.

Councilmember Thatcher moved to “pay the crossing guards a starting pay of \$11/shift. Between one year and 4.9 years they will get an additional dollar per shift. After 5 years the pay would be \$13/shift. Increases will be effective October 20, 2019. Councilmember Scott seconded

183 **the motion which carried with Clausen, Thatcher, Scott and Wright in favor. No one opposed.**
184 **Wilson was absent.**

184 Treasurer Wilker will be notified of the schedule so she can initiate the increases.

185 The meeting adjourned at 7:40 p.m.

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Sheila Lind, Recorder

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Todd A. Rasmussen, Mayor

River Heights City Bills To Be Paid

10/22/2019

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Bennett's Paint	Parking Paint						\$115.58			\$115.58
2	Cache Valley Publishing	Election Ad	\$29.52								\$29.52
3	City of Logan	911, Garbage, Recycle, Sewer	\$14,454.66			\$2,019.00				\$12,910.50	\$29,384.16
4	Cori Perry	Ice Cream for Apple Days					\$30.00				\$30.00
5	Daines & Jenkins, LLP	Legal Fees - Church Property, Legal DUI	\$472.50								\$472.50
6	Denny's	Office Supplies	\$20.68								\$20.68
7	Dominion Energy	Gas	\$19.95		\$28.63			\$28.64	\$79.39	\$28.64	\$185.25
8	DWA Construction	Final Payment 1000 East						\$19,129.26	\$17,629.26		\$19,129.26
9	Forsgren & Associates, Inc.	800 South, 1000 East, Storm Water						\$2,082.50			\$2,082.50
10	Intermountain Farmers Association	Lawn Seed Quick			\$79.99						\$79.99
11	Logan City	Water Consumption							\$185.65		\$185.65
12	Logan Landscape Products	Boulders for Hillside Park			\$120.00						\$120.00
13	Napa Auto	Winter Prep Shop /Hoses etc./Antifreeze			\$17.98			\$17.98	\$17.99	\$17.99	\$71.94
14	Specialized Pest Control & Lawn Care	Weed Control			\$294.50						\$294.50
15	Thatcher Company, Inc.	Chlorine							\$2,063.50		\$2,063.50
16	Thomas Petroleum, LLC	Fuel for City Vehicles			\$49.36			\$49.37	\$49.37	\$49.37	\$197.47
17	Thurcon, Inc.	Backhoe & Labor, Dump Truck							\$3,355.00		\$3,355.00
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22	ZIONS VISA PAID ON 10-22-2019 \$539.30										
23	Adobe	Monthly fee	\$16.04								\$16.04
24	Zollinger Fruit Farm	Apple Days					\$70.00				\$70.00
25	Maverik	Fuel for City Vehicles			\$17.37			\$17.37	\$17.38	\$17.38	\$69.50
26	Lee's Market Place	Catering Apple Days					\$112.27				\$112.27
27	DEQ Water	Waste Water Operator Certification								\$50.00	\$50.00
28	Amazon	Dog Bark Deterrent for Well House							\$25.89		\$25.89
29	Google Gmail Accounts	Monthly fee	\$50.00								\$50.00
30	Nextive	Office Phone & Fax	\$45.20						\$45.20	\$45.21	\$135.61
31	DRI Crash Plan	Monthly fee	\$9.99								\$9.99
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Page 1 SubTotals			\$15,118.54		\$607.83	\$2,019.00	\$212.27	\$21,440.70	\$5,839.37	\$13,119.09	\$58,356.80

River Heights City
 Financial Summary
 October 22, 2019

		Cash Balance By Fund			
		08/31/19	09/30/19	Net Change	% of Total
General Fund		247,545.16	256,105.15	8,559.99	15.29%
Capital Projects Fund		(131,285.75)	(159,500.98)	(28,215.23)	-9.52%
Water Fund		657,244.05	686,029.66	28,785.61	40.97%
Sewer Fund		880,747.29	891,936.48	11,189.19	53.26%
Total Cash Balance		1,654,250.75	1,674,570.31	20,319.56	100.00%

		YTD Actual	Annual Budget	Unexpended Budget	% Of Budget Incurred	% Of Time Incurred
General Fund						
Revenue		180,205.00	809,270.00	629,065.00	22.27%	25.21%
Expenditures	Administrative	20,811.86	164,060.00	143,248.14	12.69%	25.21%
	Office	3,224.47	19,570.00	16,345.53	16.48%	25.21%
	Community Affairs	8,560.10	20,750.00	12,189.90	41.25%	25.21%
	Planning & Zoning	6,031.33	7,270.00	1,238.67	82.96%	25.21%
	Public Safety	24,365.54	86,400.00	62,034.46	28.20%	25.21%
	Roads	23,245.29	114,200.00	90,954.71	20.35%	25.21%
	Parks & Recreation	17,701.34	90,550.00	72,848.66	19.55%	25.21%
	Sanitation	43,404.10	150,000.00	106,595.90	28.94%	25.21%
	Transfer To CP Fund	-	220,000.00	220,000.00	0.00%	
Total Expenditures		147,344.03	872,800.00	725,455.97	16.88%	25.21%
Net Revenue Over Expenditures		32,860.97	(63,530.00)	(96,390.97)		
Capital Projects Fund						
Revenue		512.70	3,000.00	2,487.30		25.21%
Reimbursement Income			234,000.00	234,000.00		
Transfer From General Fund			240,000.00	240,000.00		
Expenditures	Administrative		-	-		25.21%
	Parks & Recreation	34,315.36	85,400.00	51,084.64		25.21%
	Roads	33,648.64	570,000.00	536,351.36		25.21%
		-	-	-		25.21%
Total Expenditures		67,964.00	655,400.00	587,436.00		25.21%
Net Revenue Over Expenditures		(67,451.30)	(178,400.00)	(110,948.70)		
Water Fund						
Revenue		131,723.77	361,350.00	229,626.23	36.45%	25.21%
Expenditures		42,371.12	544,200.00	501,828.88	7.79%	25.21%
Net Revenue Over Expenditures		89,352.65	(182,850.00)	(272,202.65)		
Sewer Fund						
Revenue		85,716.11	312,800.00	227,083.89	27.40%	25.21%
Expenditures		53,546.52	333,500.00	279,953.48	16.06%	25.21%
Net Revenue Over Expenditures		32,169.59	(20,700.00)	(52,869.59)		
Combined - All Funds						
Net Revenue Over Expenditures - Combined		86,931.91	(445,480.00)	(532,411.91)		

River Heights City
 FY 2019-20 Cash Balance Analysis
 September 30, 2019

	YTD Actual	Annual Budget
Combined Cash - All Funds		
Cash Balance - 06/30/19	1,694,413.61	1,694,413.61
Revenue	85,716.11	1,960,420.00
Expenditures - Capital Projects	-	1,032,100.00
Expenditures - Operations	53,546.52	1,373,800.00
Net Revenue Over Expenditures	86,931.91	(445,480.00)
Cash Basis Adjustment	(106,775.21)	169,900.00
Less Restricted Funds - Minimum Balance	(1,200,000.00)	(1,200,000.00)
Less Restricted Funds - Impact Fees	-	(20,000.00)
Unrestricted Cash Balance - 09/30/19	454,570.31	198,833.61

Combined Cash - General Fund & Capital Projects Fund		
Cash Balance - 06/30/19	218,854.78	218,854.78
Revenue	180,717.70	1,286,270.00
Expenditures - Capital Projects	67,964.00	655,400.00
Expenditures - Operations	147,344.03	872,800.00
Net Revenue Over Expenditures	(34,590.33)	(241,930.00)
Cash Basis Adjustment	(87,660.28)	74,900.00
Less Restricted Funds - Minimum Balance	-	-
Less Restricted Funds - Impact Fees	-	-
Cash Balance - Available	96,604.17	51,824.78

Combined Cash - Sewer Fund & Water Fund		
Cash Balance - 06/30/19	1,475,558.83	1,475,558.83
Revenue	217,439.88	674,150.00
Expenditures - Capital Projects	-	376,700.00
Expenditures - Operations	95,917.64	501,000.00
Net Revenue Over Expenditures	121,522.24	(203,550.00)
Cash Basis Adjustment	(19,114.93)	95,000.00
Less Restricted Funds - Minimum Balance	(1,200,000.00)	(1,200,000.00)
Less Restricted Funds - Impact Fees	(20,000.00)	(20,000.00)
Cash Balance - Available	357,966.14	147,008.83

River Heights City
 FY 2019-20 Cash Balance Analysis
 September 30, 2019

	YTD Actual	Annual Budget
General Fund		
Cash Balance - 06/30/19	310,904.46	310,904.46
Revenue	180,205.00	809,270.00
Expenditures	147,344.03	872,800.00
Net Revenue Over Expenditures	32,860.97	(63,530.00)
Cash Basis Adjustment	(87,660.28)	74,900.00
Less Restricted Funds - Minimum Balance		
Less Restricted Funds - Impact Fees	-	-
Unrestricted Cash Balance - 09/30/19	256,105.15	322,274.46
Capital Projects Fund		
Cash Balance - 06/30/19	(92,049.68)	(92,049.68)
Revenue	512.70	477,000.00
Expenditures	67,964.00	655,400.00
Net Revenue Over Expenditures	(67,451.30)	(178,400.00)
Cash Basis Adjustment	-	-
Unrestricted Cash Balance - 09/30/19	(159,500.98)	(270,449.68)
Water Fund		
Cash Balance - 06/30/19	614,782.70	614,782.70
Revenue	131,723.77	361,350.00
Expenditures - Capital Projects		295,850.00
Expenditures - Operations	42,371.12	248,350.00
Net Revenue Over Expenditures	89,352.65	(182,850.00)
Cash Basis Adjustment	(18,105.69)	72,000.00
Less Restricted Funds - Minimum Balance	(400,000.00)	(400,000.00)
Less Restricted Funds - Impact Fees	-	-
Unrestricted Cash Balance - 09/30/19	286,029.66	103,932.70
Sewer Fund		
Cash Balance - 06/30/19	860,776.13	860,776.13
Revenue	85,716.11	312,800.00
Expenditures - Capital Projects		80,850.00
Expenditures - Operations	53,546.52	252,650.00
Net Revenue Over Expenditures	32,169.59	(20,700.00)
Cash Basis Adjustment	(1,009.24)	23,000.00
Less Restricted Funds - Minimum Balance	(800,000.00)	(800,000.00)
Less Restricted Funds - Impact Fees	(20,000.00)	(20,000.00)
Unrestricted Cash Balance - 09/30/19	71,936.48	43,076.13

River Heights City
 Capital Budget
 Fiscal 2019-20

	Parks	Roads	Budget Water	Sewer	Total
Budget Items					
400 South Improvements		500,000.00			500,000.00
600 South Repairs		70,000.00			70,000.00
Public Works Shop			65,000.00	65,000.00	130,000.00
Well Engineering			15,000.00		15,000.00
New Truck			15,850.00	15,850.00	31,700.00
Saddle Rock Park	10,000.00				10,000.00
Stewart Hill Park	60,000.00				60,000.00
Stewart Hill Park Right of Way	10,000.00				10,000.00
Mower	5,400.00				5,400.00
Upgrade Lower Well	-	-	200,000.00	-	200,000.00
Total Budget Items	85,400.00	570,000.00	295,850.00	80,850.00	462,100.00
Additional Increases (Decreases)					
Snow Plow/Spreader		10,000.00			10,000.00
Tennis Court	34,315.36				34,315.36
10th East		33,648.64			33,648.64
New Truck (Paid FY 2018-19)	-	-	(15,850.00)	(15,850.00)	(31,700.00)
Total Additional Increases (Decreases)	34,315.36	43,648.64	(15,850.00)	(15,850.00)	46,264.00
Adjusted Total	119,715.36	613,648.64	280,000.00	65,000.00	508,364.00
Net Change	34,315.36	43,648.64	(15,850.00)	(15,850.00)	46,264.00

Resolution No. 4-2019
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 October 22, 2019.

ZONING CLEARANCE PERMIT

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/COMMERCIAL PARKING LOT DEVELOPMENT	
Preliminary Layout and Design Review	200.00
Final Layout Submittal	400.00
SEAL COAT (subdivision/commercial) 2018	\$0.54/sq ft
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
STORMWATER	100.00

UTILITY FEES

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 st time, due to unpaid utility payment)	50.00
Additional Reconnect After Hours	25.00

BUSINESS LICENSE FEES

Commercial (less than 10,000 sqft)	150.00
Commercial (10,000 sqft or more)	250.00
Home Occupation (if impact on neighborhood)	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

TEMPORARY USE FEE

25.00

DOG FEES (No card fees charged)

License	
Spayed/Neutered	15.00
Otherwise	25.00
Late (per month after Feb 28)	10.00
Kennel License	25.00
Impound	35.00

RENTALS (No card fees charged)

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
Inflatable Use in Parks	50.00

BOUNCED CHECK

up to \$30.00

UPDATED, PASSED and EFFECTIVE THIS 22nd DAY OF OCTOBER 2019, BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH.

 Todd A Rasmussen, Mayor

ATTEST:

 Sheila Lind, Recorderk

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

Building Use Policy

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date:** _____ Hours:*** _____ # of People: _____ (60 40 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, December 24, 25, 31 or January 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 may** 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 may** 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:	\$ 50 (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 40 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.
- A vacuum will be available in the kitchen, however, cleaners and rags will not be provided.
- 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.

BUILDING ISSUE

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: _____

"Available--1.2 acres with 1930's era church building for sale or lease. Building must remain on the property and the historical nature must be maintained. Not available for industrial use.

~~M~~ Multifamily or commercial use for restaurant, services, and retail will be considered."

Residential, including

Crossing Guard	Hire Date	Current Hourly Rate	Years Employed	Increase of \$.25 per year	Base \$10 + .25% per year	
RuthAnn Nelson	4/21/2010	\$9.86	9.6	\$ 12.26	\$ 12.62	<i>13.00</i> Cap at \$12?
Sharlie Gallup	8/1/2016	\$9.50	3.2	\$ 10.50	\$ 10.49	<i>12.00</i>
Suzanne Karren	11/1/2017	\$9.50	3.11	\$ 10.28	\$ 10.49	<i>12.00</i>
Christine Roberts	1/1/2018	\$9.50	1.1	\$ 9.78	\$ 10.00	<i>12.00</i>
Lisa Hansen	12/1/2018	\$9.00	0.11	\$ 9.25	\$ 10.00	<i>11.00</i>
Brittany Hepworth	8/16/2019	\$9.00	0.2	\$ 9.25	\$ 10.00	<i>11.00</i>