

River Heights City

**** REVISED ****

COUNCIL MEETING AGENDA

Tuesday, November 17, 2020

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

The meeting will be held through Zoom. Public will **NOT** be permitted on sight. Those wishing to provide comment on any of the agenda items or other topics can do so by email to office@riverheights.org (by noon on the date of the meeting).

Opening Remarks (Wright) and Pledge of Allegiance (Gallup)

Adoption of Previous Minutes and Agenda

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

Public Comment

Discuss Options for Deer Removal in the City

Discuss Mask Mandate

Discuss Hiring a Grant Writer

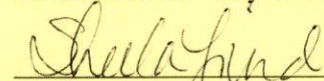
Discuss Options for Development of the Stewart Hill Area Property

Adjourn

To join the Zoom meeting: <https://us02web.zoom.us/j/89352275059>

Dial: 1 346 248 7799, Meeting ID: 893 5227 5059

Posted this 13th day of November 2020



Sheila Lind, Recorder

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website (pnn.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

November 17, 2020

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8 Present: Mayor Todd Rasmussen
9 Council members: Doug Clausen
10 Sharlie Gallup
11 Chris Milbank, electronic
12 Elaine Thatcher, electronic
13 Blake Wright
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15 Recorder Sheila Lind
16 Finance Director Cliff Grover, electronic
17 Treasurer Wendy Wilker, electronic
18
19 Excused: Public Works Director Clayton Nelson
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21 Others Present: Cindy Schaub, Heather Lehnig (both electronic)
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24 The following motions were made during the meeting:

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26 Motion #1

27 Councilmember Clausen moved to “adopt the minutes of the council meeting of October 20,
28 2020 and the evening’s agenda.” Councilmember Wright seconded the motion, which passed with
29 Clausen, Gallup, Milbank, Thatcher, and Wright in favor. No one opposed.
30

31 Motion #2

32 Councilmember Wright moved to “pay the bills as listed.” Councilmember Clausen seconded
33 the motion, which passed with Clausen, Gallup, Milbank, Thatcher and Wright in favor. No one
34 opposed.
35

36 Proceedings of the Meeting:

37
38 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in
39 the River Heights City Building on Tuesday, November 17, 2020 for their regular council meeting.
40 The meeting was held through Zoom.

41 Opening Remarks and Pledge of Allegiance: Councilmember Wright opened the meeting with
42 a thought and Councilmember Gallup led the group in the Pledge of Allegiance.

43 Adoption of Previous Minutes and Agenda: Minutes for the October 20, 2020 meeting were
44 reviewed.

45 **Councilmember Clausen moved to “adopt the minutes of the council meeting of October**
46 **20, 2020 and the evening’s agenda.” Councilmember Wright seconded the motion, which passed**
47 **with Clausen, Gallup, Milbank, Thatcher, and Wright in favor. No one opposed.**

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

49 Public Works Director Nelson was absent.

50
51 Finance Director Grover

- 52 • He discussed the Financial Summary as of October 31, 2020. He pointed out the large expense,
53 due to the new electronics system which will be covered by the CARES Act money.
- 54 • Councilmember Clausen clarified that the unspent CARES money will be sent back to the state.
55 Mayor Rasmussen said there will likely be state COVID related issues that come up. If so, the
56 state may disperse bills to cities to help cover these expenses. He is hoping to leave enough to
57 cover this (which may take up to 18 months).
- 58 • Mayor Rasmussen informed that the orange plow truck has been sold for \$4,050, which is now
59 in the General Fund.

60
61 Treasurer Wilker

- 62 • She presented and answered questions regarding the list of bills to be paid.
- 63 • Discussion was held on the sewer repairs on River Heights Boulevard. They weren’t sure if the
64 project was finished because there were no bills for it yet.

65
66 **Councilmember Wright moved to “pay the bills as listed.” Councilmember Clausen**
67 **seconded the motion, which passed with Clausen, Gallup, Milbank, Thatcher and Wright in**
68 **favor. No one opposed.**

69
70 Councilmember Milbank

- 71 • Myles, with the tennis court company hasn’t shown up yet.
- 72 • He suggested someone talk with Providence City to see if they would support an opening in the
73 fence between the cemetery and the proposed park in River Heights. Their response may
74 determine which park plan the city decides on. Mayor Rasmussen doubted Providence would
75 not allow a man gate since they have full access from River Heights to their cemetery on 3
76 sides. He agreed to discuss it with them later, if needed.

77
78 Councilmember Thatcher

- 79 • She had asked for sidewalk snow removal bids from four companies but only heard back from
80 two; Gary’s Little Red Tractor and Cache Valley Lawn King. Little Red Tractor was the lower
81 bid at \$65/hour. She affirmed, if they hired someone it would be in place of purchasing a 4-
82 wheeler. Mayor Rasmussen recommended hiring it out for one year to see how it goes.

83 Discussion was held on the point they would come plow. Mayor Rasmussen suggested
84 having them wait until the storm is over so it would cost less. He also said there should be a
85 clear understanding on who pays for possible damages.

86 Councilmember Gallup suggested a part time worker with a shovel or snowblower could do
87 the job. Councilmember Thatcher felt the job would be too large for a person with a shovel.
88 Mayor Rasmussen didn’t think a snow blower could handle the job in certain places where the
89 snow plow piles the snow onto the sidewalks. He asked FD Grover to find out how much the
90 city pays part time workers.

FD Grover said a certificate of insurance would be needed from whoever does it. Treasurer Wilker said the city would need to provide the company's proof of insurance and list RHC as additional insured. The Trust would verify if they were carrying enough insurance.

A decision will be made at the next council meeting.

Councilmember Wright didn't have anything to report.

Councilmember Clausen didn't have anything to report.

Councilmember Gallup

- She is still planning on holding the Tree Lighting event but will wait until it gets closer before making the final decision.

Recorder Lind didn't have anything.

Mayor Rasmussen

- He became aware that Betsy Wagstaff, the woman who played Mrs. Claus for the city, has passed away. He will write a card to her husband and leave it in the office for the councilmembers to sign.

Public Comment: There was none

Discuss Options for Deer Removal in the City: Mayor Rasmussen said he's had a few complaints from residents about the deer eating their trees. The DWR said they can't relocate the deer, but they have a euthanasia program where they donate the meat. Councilmember Thatcher said a lot of residents like the deer. Mr. Rasmussen said there are other cities in the valley that are lowering their deer population by working with the sheriff's department and local bow hunters.

Discuss Mask Mandate: Mayor Rasmussen brought up the governor's recent mask mandate. The sheriff has contacted him to see how River Heights felt about them approaching people who were having gatherings of more than 10. Mr. Rasmussen hoped people would disperse after a warning and told the sheriff to contact him before issuing any citations.

Councilmember Milbank asked if the renters at the Old School are wearing masks. Mayor Rasmussen said he has talked to them and they have agreed to do so.

Discuss Hiring a Grant Writer: Mayor Rasmussen said Bob Davis has expressed interest, as well as Nancy Huntley. They both have experience and have done grant writing through USU. Mr. Davis is interested in a part time position and a percentage of the grants received. Ms. Huntley would do it for free. Councilmember Thatcher said she has done some grant writing and informed, it is looked down on to pay a percentage to a grant writer. A better way is to pay a flat rate. Mayor Rasmussen felt there was more of a need to *find* grants than to write them. Forsgren Engineers has been very helpful to the city in writing grants.

Councilmember Clausen reported he had met with Rocky Mountain Power and found out they offer a small grant. The Eccles Foundation has given some substantial grants to other cities. He has also found out that Forsgren Engineers has an employee at their firm who works on grants. Mr. Clausen hasn't heard back from him yet. He was leaning towards Nancy Huntly since she is willing to help the city for free. Mayor Rasmussen said she is starting to decrease her time at USU and was interested in serving in the community.

136 Councilmember Thatcher suggested looking into preservation grants, if the city decides to
137 restore the Old Church. Mayor Rasmussen said there may be grants to help repair sidewalks and plant
138 trees. PWD Nelson has also mentioned that Rural Water has grant assistance.

139 Councilmember Clausen will reach out to Nancy Huntly.

140 Mayor Rasmussen asked Treasurer Wilker what the city needed to have on file from Ms.
141 Huntley. Ms. Wilker said volunteers need to have a background check if they are going to work with
142 children, which didn't seem to be the case.

143 Discuss Options for Development of the Stewart Hill Area Property: Councilmember Wright
144 reported that he and Councilmember Milbank had discussed the comments and desires from the public
145 and city council. They decided there was enough budget money to hire Mike Kelly to draw up a
146 couple more designs, which he did. Discussion was held on design #4 (a favorite from the public
147 input) and two other designs. They seemed to favor the inclusion of a wider sidewalk. More benches
148 were suggested as well as a viewing area on the brow. The favorite concept was 4-1, with the addition
149 of a lower sidewalk along the south side (like 4-2).

150 Councilmember Milbank said they considered pickle ball courts but decided it wouldn't fit with
151 the character of the park being more passive. Councilmember Wright suggested pickleball courts could
152 be located in the parking lot of the Old School at some point.

153 Councilmember Clausen suggested letting Councilmembers Milbank and Wright move ahead
154 with the plans and not come back to the council for every little change. Mr. Wright said they would
155 start with water and sewer lines, asking Engineer Rasmussen to design the project. He suggested trees
156 could be planted as soon as next year. He reminded there were residents interested in volunteering
157 time and resources. The city could also apply for RAPZ money next spring.

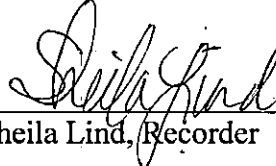
158 Councilmember Gallup asked where the green waste containers would be located once the
159 property was developed. They said this will be discussed later. Councilmember Milbank reported that
160 because our residents have expressed a desire to have the green waste container longer, he checked
161 with Logan City on this possibility. He was told that River Heights could have it longer if they paid for
162 it. Councilmember Clausen noted that the longer it's there, the more it's abused by commercial
163 businesses. The council felt having the dumpster longer in the fall would be helpful to residents. Mr.
164 Milbank will check on the cost.

165 The question was raised on whether the city should hold another public hearing on the concept
166 design of the park. It was pointed out that they had already held four public hearings. Councilmember
167 Wright reminded that they had been careful to consider all the recommendations. They decided they
168 had done their due diligence and the final plan would be delivered with an upcoming newsletter to each
169 resident.

170 Councilmember Thatcher asked when the new electronic system would be installed in the
171 council chambers. Mayor Rasmussen will check with Jeff Young. It should be fairly soon.

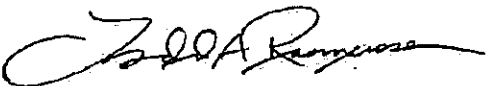
172 The meeting adjourned at 8:00 p.m. .

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Sheila Lind, Recorder

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Todd A. Rasmussen, Mayor

River Heights City Bills To Be Paid

November 17, 2020

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Bear River Health Department	Water Coliform Testing							\$40.00		\$40.00
2	Brown Monument	New SaddleRock Park Sign			\$360.00						\$360.00
3	Caselle, Inc.	Monthly Support Billing	\$91.69						\$91.66	\$91.65	\$275.00
4	Cindy Schaub	Planning Commission		\$60.00							\$60.00
5	Dominion Energy	Gas	\$53.12		\$52.22			\$45.13	\$160.70	\$45.13	\$356.30
6	Facer Excavation, Inc.	800 South Asphalt Repairs						\$3,324.44			\$3,324.44
7	Forsgren Associates, Inc.	Lower Well & SRTS Funding	\$1,937.50						\$35.00		\$1,972.50
8	Freedom Mailing	Monthly Bill Processing	\$144.41						\$48.14	\$48.14	\$240.69
9	Heather Lehnig	Planning Commission		\$60.00							\$60.00
10	Incredible Concrete	Summer Wild & 800 East Sidewalks						\$385.00			\$385.00
11	Industrial Tool & Supply	V-Belt Asphalt Saw						\$31.68			\$31.68
12	Intermountain Farmers Association	Ice Melt						\$25.47			\$25.47
13	It Works	Computer Support	\$71.25								\$71.25
14	Lance Pitcher	Planning Commission		\$48.00							\$48.00
15	LeGrand Johnson	Sewer Main Repair Blvd/Asphalt Office						\$387.34		\$588.06	\$975.40
16	Levi Roberts	Planning Commission		\$60.00							\$60.00
17	Logan City	Water Consumption							\$206.97		\$206.97
18	NAPA Auto Parts	Shop Supplies						\$67.17	\$67.14	\$67.15	\$201.46
19	Noel Cooley	Planning Commission		\$48.00							\$48.00
20	Peterson Plumbing Supply	Hydrant by School/Stewart Hill Water Leak							\$2,426.18		\$2,426.18
21	Secure Instant Payments, LLC	Monthly Billing	\$13.74						\$13.73	\$13.73	\$41.20
22	Thomas Petroleum	Fuel for City Vehicles			\$59.98			\$59.99	\$59.99	\$59.99	\$239.95
23	Thurcon Inc.	Hydrant Work Replace							\$2,200.00		\$2,200.00
24	Watkins Printing	Apple Days Printing					\$31.40				\$31.40
25	Xerox Corporation	Monthly Copier Usage	\$52.96								\$52.96
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	Page 1 SubTotals		\$2,364.67	\$276.00	\$472.20		\$31.40	\$4,326.22	\$5,349.51	\$913.85	\$13,733.85

River Heights City
 Financial Summary
 October 31, 2020

		Cash Balance By Fund			
		09/30/20	10/31/20	Net Change	% of Total
General Fund		193,812.97	187,109.87	(6,703.10)	9.21%
Capital Projects Fund		937.47	937.71	0.24	0.05%
Water Fund		836,808.48	861,127.13	24,318.65	42.39%
Sewer Fund		979,019.25	982,495.15	3,475.90	48.36%
Total Cash Balance		2,010,578.17	2,031,669.86	21,091.69	100.00%

		YTD Actual	Annual Budget	Unexpended Budget	% Of Budget Incurred	% Of Time Incurred
General Fund						
Revenue		411,676.61	816,080.00	404,403.39	50.45%	33.70%
Expenditures	Administrative	172,128.12	182,690.00	10,561.88	94.22%	33.70%
	Office	4,537.53	22,600.00	18,062.47	20.08%	33.70%
	Community Affairs	4,216.88	21,600.00	17,383.12	19.52%	33.70%
	Planning & Zoning	43.77	3,625.00	3,581.23	1.21%	33.70%
	Public Safety	18,802.84	104,215.00	85,412.16	18.04%	33.70%
	Roads	27,277.40	128,200.00	100,922.60	21.28%	33.70%
	Parks & Recreation	20,855.58	73,150.00	52,294.42	28.51%	33.70%
	Sanitation	41,737.37	150,000.00	108,262.63	27.82%	33.70%
	Transfer To CP Fund	140,000.00	130,000.00	(10,000.00)	107.69%	
Total Expenditures		429,599.49	816,080.00	386,480.51	52.64%	33.70%
Net Revenue Over Expenditures		(17,922.88)	-	17,922.88		
Capital Projects Fund						
Revenue		27.48	3,000.00	2,972.52		33.70%
Reimbursement Income		171,779.39	177,532.00	5,752.61		
Transfer From General Fund		140,000.00	130,000.00	(10,000.00)		
Expenditures	Administrative	-	-	-		33.70%
	Parks & Recreation	-	90,000.00	90,000.00		33.70%
	Roads	383,440.77	168,000.00	(215,440.77)		33.70%
		-	-	-		33.70%
Total Expenditures		383,440.77	258,000.00	(125,440.77)		33.70%
Net Revenue Over Expenditures		(71,633.90)	52,532.00	124,165.90		
Water Fund						
Revenue		163,652.65	441,700.00	278,047.35	37.05%	33.70%
Expenditures		62,425.53	475,340.00	412,914.47	13.13%	33.70%
Net Revenue Over Expenditures		101,227.12	(33,640.00)	(134,867.12)		
Sewer Fund						
Revenue		96,194.28	377,900.00	281,705.72	25.45%	33.70%
Expenditures		120,424.64	468,290.00	347,865.36	25.72%	33.70%
Net Revenue Over Expenditures		(24,230.36)	(90,390.00)	(66,159.64)		
Combined - All Funds						
Net Revenue Over Expenditures - Combined		(12,560.02)	(71,498.00)	(58,937.98)		



Date: 1/29/2020

Sidewalk snow removal bids

11/17/2020

Council: For your information. I talked to four snow removal contractors and got the following two bids. Gary's Little Red Tractor would be the one to go with unless we need a third bid.

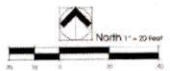
Gary's Little Red Tractor (Christopher Peterson)

For the four wheeler I charge \$65.00 per hour with an hour minimum. I think it would take about an hour to an hour and a half to do all of those spots.

Cache Valley Lawn King

We would do all those areas for \$200 each time. We have 2 four wheelers, and we will send one up there each time. Is there a time frame you would want it all taken care of in the mornings?

Concept 4



3 NOVEMBER 2020
Concept Plan 4

CITY OF RIVER HEIGHTS PROPOSED PARK River Heights, Utah



R. MICHAEL KELLY CONSULTANTS

Land Planning | Landscape Architecture

703 SW 40th Street, Suite 100 | 402.770.7307 | www.rmkconsultants.com

Concept 4-1



CITY OF RIVER HEIGHTS PROPOSED PARK River Heights, Utah

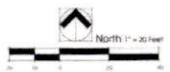


R. MICHAEL KELLY CONSULTANTS

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Concept 4-2



3 NOVEMBER 2010
Concept Plan 4.2

CITY OF RIVER HEIGHTS PROPOSED PARK River Heights, Utah



R. MICHAEL KELLY CONSULTANTS

Land Planning | Landscape Architecture

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