

River Heights City

COUNCIL MEETING AGENDA

Tuesday, December 15, 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 (Clausen) and Pledge of Allegiance (Thatcher)

Adoption of Previous Minutes and Agenda

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

Public Comment

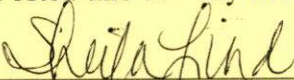
Hillside Park History – Bob Davis

Discuss Possible Uses for the Old School

Adjourn

To join the Zoom meeting: <https://us02web.zoom.us/j/83590817991>
Dial: 1 346 248 7799, Meeting ID: 835 9081 7991

Posted this 10th day of December 2020



Sheila Lind, Recorder

Attachments for this meeting and 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

December 15, 2020

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8 Present: Mayor Todd Rasmussen
9 Council members: Doug Clausen
10 Chris Milbank, electronic
11 Elaine Thatcher, electronic
12 Blake Wright
13
14 Recorder Sheila Lind
15 Public Works Director Clayton Nelson
16 Finance Director Cliff Grover, electronic
17 Treasurer Wendy Wilker
18
19 Excused: Councilmember Sharlie Gallup
20
21 Others Present: Cindy Schaub, Heather Lehnig, and Greg Ellis – all
22 electronic
23 Bob Davis - in person
24
25

26 The following motions were made during the meeting:
27

28 Motion #1

29 Councilmember Thatcher moved to “adopt the minutes of the council meeting of December 1,
30 2020 and the evening’s agenda.” Councilmember Clausen seconded the motion, which passed with
31 Clausen, Milbank, Thatcher, and Wright in favor. No one opposed. Gallup was absent.
32

33 Motion #2

34 Councilmember Wright moved to “pay the bills as listed, with the switch of the R Michael
35 Kelley bill from P&Z to Parks.” Councilmember Milbank seconded the motion, which passed with
36 Clausen, Milbank, Thatcher and Wright in favor. No one opposed. Gallup was absent.
37

38 Proceedings of the Meeting: 39

40
41 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in
42 the River Heights City Building on Tuesday, December 15, 2020 for their regular council meeting.
43 The meeting was held through Zoom and started at 6:45pm.

44 Opening Remarks and Pledge of Allegiance: Councilmember Clausen opened the meeting with
45 a thought and then led the group in the Pledge of Allegiance.

46 Adoption of Previous Minutes and Agenda: Minutes for the December 1, 2020 meeting were
47 reviewed.

48 **Councilmember Thatcher moved to “adopt the minutes of the council meeting of**
49 **December 1, 2020 and the evening’s agenda.” Councilmember Clausen seconded the motion,**
50 **which passed with Clausen, Milbank, Thatcher, and Wright in favor. No one opposed. Gallup**
51 **was absent.**

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

54
55 Finance Director Grover

- 56 • He gave a summarized report of the city’s financial situation. Cash reserves are in good
57 condition. He suggested moving \$300,000 from checking into savings. The Council agreed.

58
59 Treasurer Wilker

- 60 • She presented and answered questions regarding the list of bills to be paid.
- 61 • Councilmember Wright noted the Mike Kelley bill was taken out of the Planning and Zoning
62 budget. Councilmember Milbank asked Ms. Wilker to move it to the Parks budget.

63
64 **Councilmember Wright moved to “pay the bills as listed, with the switch of the R Michael**
65 **Kelley bill from P&Z to Parks.” Councilmember Milbank seconded the motion, which passed**
66 **with Clausen, Milbank, Thatcher and Wright in favor. No one opposed. Gallup was absent.**

67
68 Public Works Director Nelson didn’t have anything to report.

69
70 Councilmember Thatcher

- 71 • She reported a misunderstanding about getting a contract for the snow removal guy. She has
72 recently asked Attorney Jenkins to draw up a contract, which will be ready soon.
- 73 • She announced that she has sold her home and will be moving out of River Heights mid
74 January. She will resign as of December 31. The mayor and council expressed appreciation
75 for her efforts on the council and said they would miss her.
- 76 • Recorder Lind was asked to advertise the council vacancy in the upcoming newsletter, as well
77 as put it in the Herald Journal. She will look up code to make sure to advertise it correctly.
- 78 • Ms. Thatcher reminded that someone will need to be appointed in her place on the Cache
79 Valley Transit Board.

80
81 Councilmember Wright

- 82 • He asked for clarification on sending letters to property owners who are not clearing snow from
83 their sidewalks. Councilmember Thatcher said she will try to draft the letter this week.

84
85 Councilmember Milbank

- 86 • He reported his findings regarding the cost of having the green waste bins for longer than the
87 two months which Logan City provides free of charge. Logan City Environmental Department
88 reported the costs are: \$5.71/day for the bin to sit there (\$171.30/mo.), and \$45 each time they
89 empty, which is three times per week (\$540/mo.). The total comes to \$711.30/mo. The council
90 would like to discuss this further and asked for it to be on the next agenda.

Recorder Lind

- She asked if anyone else had items for the upcoming newsletter. PWD Nelson will have a few things.

Public Comment: Heather Lehnig thanked the Ambassadors for the holiday treat they put together and delivered to each home in River Heights. Mayor Rasmussen publicly commended Councilmember Gallup for her efforts with the Ambassadors.

Hillside Park History – Bob Davis: Mayor Rasmussen said this conversation was started because he came across a drawing of the Hillside Park from a number of years ago. Bob Davis reached out to him about the same time. At Mayor Rasmussen's request, Mr. Davis did some research and was asked to present the concept's history to the council.

Bob Davis informed that the one and half acres were originally owned by Roy Stewart. He gave the property to the city so they would maintain it. He shared a story, told by Heber Olson, about an Indian elder who camped at the bottom of the hill. The story explained how the park was once known as "Snow on the Lip."

When Mr. Davis was the mayor (1994-1997), USU students came up with a concept drawing of how the area could look and be created as an educational spot. The plan included adding native plants on the property, accompanied by name plates. It also tied into a walking trail which connected to other parks in the city. They contacted the local Shoshoni Tribe, who was excited to be involved in the park kick off (which never happened). Twice they applied for and received RAPZ funding to the tune of about \$30,000. Plants were purchased, bark donated and a sprinkling system installed. Many residents put in volunteer hours to prepare the land. Signs were ordered for the plants but he has no idea where they ended up. After he left office, he and his wife tried to continue the plan, however it didn't happen. Maintenance became an issue. Eventually, the plants died and it turned to weeds.

Councilmember Milbank asked if the grant money was contingent upon certain things being fulfilled. Mr. Davis wasn't sure about that but said it was presented to Cache County as a destination area which would draw people from the valley to the spot.

PWD Nelson said the sprinkling system has been redone many times since then. Part of the drip system works, but not all of it. He hoped to get more of it working this coming year. He said a lot of the sprinkler pipe has been run under the boulders.

Councilmember Milbank discussed the clean-up that was done on the park this year. He would like to look at more sprinkler work and replace some of the plantings.

Councilmember Thatcher said she has contacts to the local Shoshones, if they decide to keep with this theme.

Councilmember Clausen asked if the plants would be able to survive the hot temperatures in the summer. Mr. Davis said maintenance is the key. PWD Nelson pointed out the steep slope makes it difficult to maintain. The weeds will always do better than the plants.

Councilmember Thatcher suggested getting a native plant society involved, who might be willing to partner with the city.

Mayor Rasmussen has seen college students working on Rob Davies property and thought he might be a good resource.

Councilmember Milbank suggested looking into native plants that could survive the hot dry season. Mayor Rasmussen asked him to move forward with making the area an attractive asset to the city.

Councilmember Wright suggested coming up with a maintenance program that could involve other resources aside from the public works department. Councilmember Milbank had some ideas of

138 people who could look at the planting design and give suggestions. Mr. Wright said he also has some
139 resources through his line of work. He guessed figuring out the plants would be fairly easy;
140 maintenance would be the biggest hurdle.

141 Discuss Possible uses for the Old School: Mayor Rasmussen informed that he had met with
142 Greg Ellis from the Ballet Company, who said they are still interested in the building. He is looking
143 for a contractor to give them a bid on removing the partitions in the classrooms. They are willing to do
144 some of the work and subtract it from their rent. Councilmember Milbank suggested the Ballet
145 Company should at least pay the utilities. He also suggested a person to monitor the money the Ballet
146 Company spent and subtracted from their rent, to make sure it was being spent wisely.

147 Mr. Ellis joined the conversation electronically and answered questions from the council. He
148 said the things they have talked about remodeling is enlarging the rooms by removing the partitions,
149 painting the walls and redoing the floors. They have also discussed window air conditioning or
150 standing units. They would want a very specific contract with the city. Mayor Rasmussen said the
151 upgrades would need to work for future use, when the Ballet Company no longer rented the building.
152 Mr. Ellis explained, the flooring they prefer is like a laminate with a little spring, that would lay over
153 the top of the existing floor. He didn't foresee them doing it all at once.

154 Councilmember Milbank asked if they wanted to try the building out for a while. Mr. Ellis said
155 it would depend on the agreement with the city. If they are going to put much into the renovations,
156 they would like a longer lease, like 10 years. They are interested in seeing what the rooms would look
157 like, once the partitions were removed.

158 In answer to questions from the council, Mr. Ellis explained they need more space than the
159 Whittier Center can provide. They are looking to grow and expand. Currently they pay an average of
160 \$5,000/month. They haven't had to pay utilities. Sometimes they have done fundraising to pay for
161 new windows, etc. They are a non-profit. They have some flooring that can be rolled up and moved to
162 different locations, however, they like the semi-permanent spring board flooring better. They need
163 very little parking since most of the traffic is drop off and pick up. They normally have 6 cars per day.
164 They don't see the Old School as a performing venue, because it wouldn't hold the number of people
165 that would attend a performance. They could use it for dress rehearsals. In regards to cleaning at their
166 current location, the Whittier Center currently cleans the restrooms and common areas and removes
167 snow. The Ballet Company keeps their own space clean.

168 Mr. Ellis said they would be more interested in the building, if they could have the whole thing.
169 They would only really need it from 3pm-8pm. They are open to share the space with other groups,
170 especially the gym. However, they would like a secure area for their things.

171 Councilmember Clausen asked if they would consider paying some rent, while they worked on
172 the majority of the renovations. Mr. Ellis said anything is a possibility at the moment. Because of the
173 cost and difficulty of moving, they would prefer at least a 5 year lease. They couldn't pay for the full
174 renovations and pay full rent. Their most critical renovations would be flooring, removal of the
175 partitions and paint. He was unsure what kind of patching would need to be done once the partitions
176 were pulled. PWD Nelson said the partitions he has removed have come out pretty clean.

177 Mr. Ellis informed that their current lease is up the end of April. Their summer semester
178 classes start in June. They had in mind to work on the building during May. He would like to go
179 through it with a contractor to get some ideas on what the remodel would entail and cost.

180 Mayor Rasmussen would like the council to decide by March so there would be time to draft
181 agreements and get started on the process. Councilmember Thatcher thought there may be grants
182 available to help upgrade the heating and cooling system. Mr. Ellis expressed their willingness to

invest by fundraising and other avenues if they can have it longer term. Ms. Thatcher supported the idea of renting to the Ballet Company.

Mayor Rasmussen reported that the home school co-ops currently renting the building have said they could fill the building with other groups in their organization. He figured, based on what they are being charged for rent now, that the city could bring in about \$7,000/month in revenue with the home school groups.

Councilmember Wright favored renting to one single group with a long-term lease. Mayor Rasmussen said school groups tend to be harder on the building than the Ballet Company would be. The other council members agreed. The mayor pointed out there would be more work involved with renting to more than one renter.

Mayor Rasmussen suggested they advertise the building for rent to allow other organizations to have a shot at renting the building. They were unsure of the advertising legalities.

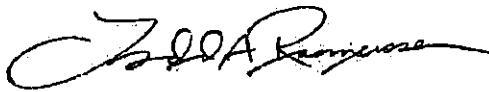
Councilmember Milbank discussed the seismic standards, brought up by Engineer Craig Rasmussen in his 2017 report. Mayor Rasmussen stated the city's insurance company hasn't brought up any concerns of this nature. The groups renting are required to carry their own insurance. The city insurance covers the building.

Mayor Rasmussen suggested the possibility of having the whole building converted to HVAC and update the windows in the future. He summarized that the council wanted to lease to a single renter. Councilmember Clausen suggested the advertisement could state the building was available to rent as a whole. The mayor noted there may be a few rooms that wouldn't be of use to the Ballet Company, which could be rented to other groups.

Mayor Rasmussen asked Councilmember Clausen to meet with Engineer Rasmussen to get clarification on what the needs are of the building. He will check with the attorney on advertising. The council will discuss the issue again during their second meeting in January.

The meeting adjourned at 8:20 p.m.


Sheila Lind, Recorder



Todd A. Rasmussen, Mayor

River Heights City Bills To Be Paid

December 15, 2020

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	All Tech	Monthly Phones/Fax 2 Months	\$48.64						\$48.64	\$48.64	\$145.92
2	Bear River Association of Government	Cache Summit Registration	\$30.00								\$30.00
3	Bear River Health Department	Water Coliform Testing						\$40.00			\$40.00
4	BRAG	Annual Dues	\$35.00								\$35.00
5	Caselle, Inc.	Monthly Billing	\$91.69						\$91.66	\$91.65	\$275.00
6	Freedom Mailing Services, Inc.	Monthly Billing	\$143.98						\$48.00	\$48.00	\$239.98
7	It Works	Server Reboot & Maintenance	\$225.00								\$225.00
8	Lowe's	Cleaning Supplies School, Sewer Pipe Fix	\$298.55							\$20.15	\$318.70
9	Providence City	Annual Library for 2021					\$4,688.00				\$4,688.00
10	R. Michael Kelly Consultants	Concept Plans for Park		\$615.00							\$615.00
11	Rocky Mountain Power	Electricity	\$335.24		\$66.14	\$24.89		\$1,326.50	\$1,923.44	\$30.86	\$3,707.07
12	Secure Instant Payments	Monthly Billing	\$12.82						\$12.82	\$12.81	\$38.45
13	Thomas Petroleum	Fuel for City Vehicles			\$41.59			\$41.60	\$41.60	\$41.61	\$166.40
14	Verizon Wireless	Monthly Billing Cell Phones	\$54.97						\$54.97	\$54.98	\$164.92
15	Zerox	Monthly Usage Billing	\$16.53								\$16.53
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	Page 1 SubTotals		\$1,292.42	\$615.00	\$107.73	\$24.89	\$4,688.00	\$1,368.10	\$2,261.13	\$348.70	\$10,705.97

Page 1 Total Amount to b. \$10,705.97

December 5, 2017

James Brackner, Mayor
River Heights City
520 South 500 East
River Heights, UT 84321

RE: RH Elementary School Walk Through

Dear Mr. Mayor:

Following the purchase of a new District Office Building, the Cache County School District (District) is considering relocating staff working from the RH Elementary School to the old district office location. This move would vacate the RH Elementary building and the District would execute a previous agreement wherein River Heights City would have first right of refusal on acquiring the building and property. A preliminary walk through of the River Heights Elementary School was completed by Clayten Nelson, Mayor James Brackner, and Craig Rasmussen with Bruce Parker, Facilities Director for the District on Monday, December 4, 2017.

The school building consists of a classroom wing, with rooms on each side of a wide central corridor, a kitchen/serving area – since converted to office space, restrooms, a gymnasium, and mechanical/utility space. Per discussion with Mr. Parker and through observing the building the following items and conditions were noted:

- The building has a single ply roof membrane that should be adequate for several years. The roofing system is a Seamons single ply membrane and was constructed with a 20 year warranty. The year the building was re-roofed was not known, Bruce would have to review the maintenance records for the information. One tenant thinks the single ply roof was put on in the mid-1990's.
- Utility costs from 2016 were noted at \$5,080 for Rocky Mountain Power and \$18,338 for natural gas from Dominion Energy with a total cost for said utilities of \$23,418 in 2016 as provided by Mr. Parker. The building is not air conditioned.
- It is not known if there are existing plans (blueprints) for the building construction. Mr. Parker indicated he would look in the District records for building plans. It appears that there are at least three phases of construction. The original classroom wing, a second addition added classrooms to the east end of the original building, and it appears that the gymnasium was added as a third phase of the original construction.
- An asbestos study of the building has been completed by the District as part of their required Asbestos Management Plan. The report is available, and per Mr. Parker, most of the friable asbestos has been removed as associated with pipe insulation, etc.
- The heating system consists of a central boiler system located in a basement area under the stage which pumps steam to registers in the classrooms. The remodeled kitchen area is heated locally by a rooftop mounted heat system. Per Mr. Parker,

the boiler has had regular maintenance through the District with records available, if requested.

- Most of the plumbing is accessible from small tunnels and in the mechanical basement area. Plumbing (supply and drain) is limited to the two main restrooms, a faculty restroom, the kitchen area, a hall drinking fountain, and a sink in the gymnasium, which was added for the Life Skills training courses currently housed in the building.
- The gymnasium dimensions are approximately 36 feet wide by 64 feet long with a clear height to the bottom of glu-lam roof support beams of about 17 feet.
- The interior of the building appears to be in good repair, with no significant wall cracking, water damage, or other visible defects. Carpet and other floor coverings appear to be in good repair.
- The exterior of the building appears to be in good condition. The brick and mortar are generally clean with only minimal deterioration or erosion of mortar noted. Some effervescence was noted at the top of the wall, indicating the top few courses of brick are subject to water intrusion.
- Based on the age of the building and general construction of the time era, the building is not constructed to meet current seismic safety standards. Depending on the proposed use(s) of the building it may or may not need to be brought to current standards. This requirement should be further evaluated as part of the planning process of what the building could be used for in the future.

The above items were noted during a brief observation of areas of the building accessible without ladders or other equipment, and without demolition. Framing details were not observed, and load bearing members or lateral force resisting systems (wind/earthquake) were not investigated.

Please let me know if there are any questions related to the observation.

Respectfully,



Craig L. Rasmussen, S.E.
City Engineer