

River Heights City

COUNCIL MEETING AGENDA Tuesday, January 18, 2022

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 in person and through Zoom.

Adoption of Previous Minutes and Agenda

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

Public Comment

Report by Todd Beutler on Cache Valley Transit District Changes

Appointment of City Recorder and Treasurer

Discuss Budget Adjustment Process

Capital Projects Discussion

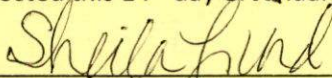
Schedule a City Tour

Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/84473891040?pwd=MHFtQ1BjdjFSQlpDV0d6dkhEN1lUUT09>

Posted this 14th day of January 2021



Sheila Lind, Recorder

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website (<https://www.utah.gov/pmn/>).

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

January 18, 2022

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7 Present: Mayor Jason Thompson
8 Council members: Tyson Glover
9 Janet Mathews
10 Chris Milbank
11 Blake Wright
12 Recorder Sheila Lind
13 Public Works Director Clayton Nelson
14 Finance Director Cliff Grover
15 Treasurer Wendy Wilker, electronic
16
17 Excused: Councilmember Sharlie Gallup
18
19 Others Present: Todd Beutler, Mary Barrus, Heather Lehnig
20 Electronically Present: Todd Rasmussen, Cindy Schaub, Boyd Humpherys, Howard
21 Demars

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24 The following motions were made during the meeting:
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26 Motion #1

27 Councilmember Wright moved to "adopt the minutes of the council meeting of January 4, 2022,
28 and the evening's agenda." Councilmember Glover seconded the motion, which passed with Glover,
29 Mathews, Milbank, and Wright in favor. No one opposed. Gallup was absent.
30

31 Motion #2

32 Councilmember Milbank moved to "pay the bills as listed with the changing of budgets on the bill
33 for the Stewart Hill Planning." Councilmember Wright seconded the motion, which passed with Glover,
34 Mathews, Milbank, and Wright in favor. No one opposed. Gallup was absent.
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36 Proceedings of the Meeting:

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39 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the
40 River Heights City Building on Tuesday, January 18, 2022, for their regular council meeting.

41 Adoption of Previous Minutes and Agenda: Minutes for the January 4, 2022, meeting were
42 reviewed.

43 Councilmember Wright moved to "adopt the minutes of the council meeting of January 4, 2022,
44 and the evening's agenda." Councilmember Glover seconded the motion, which passed with Glover,
45 Mathews, Milbank, and Wright in favor. No one opposed. Gallup was absent.

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

47 Councilmember Milbank

- 48 • He called Blake Parker (a real estate agent) to tour the Old School and give an opinion on the
49 possibility of renting it out. Mr. Parker said it should rent for \$8-\$9 Sq foot/year. He thought
50 there would be an interest in it. Mr. Milbank has also contacted Ryan Reeves to ask the same
51 questions, but hasn't heard back from him to look at the building. Mr. Milbank said the city plans
52 to keep part of the building for their own storage.
- 53 • He called Gary Griffin (of the Utah Festival Opera) and told him the City planned to tear down the
54 Old Church so they need to remove their items from the building. Mr. Griffin asked that he and
55 Michael Ballum be scheduled on the council agenda to discuss how they are going to get their
56 stuff out of the building.
- 57 • He plans to apply for RAPZ funding for the Stewart Hill Park. He has also called to inquire about
58 the Land, Water and Conservation Fund to find out what grants are available. He was told there is
59 money available if the property stays a park forever. They would match funds and the application
60 process would take about a year. Mr. Milbank wasn't sure this project would be considered since
61 there's a possibility that they may turn part of it into cemetery in the future.

62 Councilmember Glover

- 63 • He had met with PWD Nelson, Engineer Rasmussen and Dan Hogan. They set a goal to get all the
64 loose ends in the Saddlerock Subdivision finished up by the end of the fiscal year, including the
65 streetlights.
- 66 • He's been looking into COG funding for some of River Heights' roads and will make
67 recommendations later.

68 Councilmember Wright

- 69 • He suggested all council members should be reviewing the General Plan draft, specifically roads
70 and classifications of roads. He plans to meet with Councilmember Glover to discuss
71 transportation. Mayor Thompson would like to get the General Plan on the agenda in February to
72 finish up discussions on the revisions. He echoed that all of them should go over the Plan very
73 thoroughly.

74 Treasurer Wilker

- 75 • Bills were presented and discussed. Councilmember Milbank asked that the Stewart Hill Park
76 design costs be moved to the Administrative Budget.

77 **Councilmember Milbank moved to "pay the bills as listed with the changing of budgets on the**
78 **bill for the Stewart Hill Planning." Councilmember Wright seconded the motion, which passed with**
79 **Glover, Mathews, Milbank, and Wright in favor. No one opposed. Gallup was absent.**

80 Public Comment: There was none.

81 Report by Todd Beutler on Cache Valley Transit District Changes: Mary Barrus introduced Todd
82 Beutler as the CEO of the CVTD.

83 Todd Beutler explained that the transit industry is changing. They hired a firm to evaluate their
84 system, as well as created a task force. River Heights currently has one bus stop and para-transit options.
85 They have known for a while that the south areas (Logan bench, River Heights and Providence) have low
86 numbers of riders. Emerging in their industry is micro transit, which uses smaller buses, in a similar way
87 as Uber. They have decided to remove the bus stop in River Heights and offer micro-transit which has
88 proven to work well in areas with low ridership. Rides can be scheduled through an app. The new service
89 will actually expand the pickup areas. They are excited to offer this new tool to meet community needs.

1 They are hoping to have the new system ready to go by this Fall. They plan to do a lot of rider outreach to
91 let the community know about it. In other parts of the country the microtransit system is doing very well.

92 Mayor Thompson asked how many riders use the River Heights stop. Mr. Beutler said they have
93 data on the number of riders on the route, but not specifically for each stop. The mayor asked if
94 communities who use micro transit see an increase in ridership. Mr. Beutler said, yes, depending on the
95 transportation system in the area.

96 Mr. Beutler explained the system will primarily be used through the app, but citizens will also have
97 the option of calling for a ride. The potential increase will be funded by the current revenues of the CVTD.
98 Their intent right now is to market to the current riders. Once it's working well, they want to expand the
99 system.

100 Appointment of City Recorder and Treasurer: Mayor Thompson proposed reappointment of
101 Sheila Lind as recorder and Wendy Wilker as treasurer. Each council member present gave their advice
102 and consent.

103 Discuss Budget Adjustment Process: FD Grover explained the overall budget process. River
104 Heights is a small city without many personnel. There are several controls in place to mitigate risk and
105 fraud. He explained the system of invoice reviews and verification. The process they use is open and
106 transparent. He explained the Financial Summary Report and Financial Statement. He doesn't normally
107 provide the Detailed Ledger but is willing to if requested. He and Treasurer Wilker are also willing to pull
108 invoices. He pointed out there are timing issues on some of the bills which may seem to skew the
109 projections (such as large bills paid yearly). He normally presents the financial statements at the last
110 meeting of the month, which reflects up to the end of the previous month.

FD Grover explained there are some adjustments that need to be made to this budget, in the
amount of about \$13,000.

113 Mayor Thompson wanted to have a budget workshop to help them build confidence with the
114 numbers and be good at overseeing the city's money. He asked that the detail be provided each month.

115 Capital Projects Discussion: Mayor Thompson asked each council member to look at the projects
116 that fall under their area to determine if the allotted funds would be used, or if they could be reallocated
117 to other projects. He plans to have this discussion at the next council meeting. Councilmember Wright
118 pointed out that they won't know on some of the projects until they go out to bid. FD Grover informed
119 that \$122,000 is ARPA funds. Half will be received this year and the other half in the next fiscal year.

120 Mayor Thompson has talked with Boyd Humpherys on getting an easement for the lower well
121 upgrades. They are waiting on the surveyor but hope to get the project out to bid in February.

122 Councilmember Milbank asked about the new shop. The mayor said it's not possible to get it
123 done in this fiscal year so they can look at reallocating those funds. FD Grover said \$80,000 of the money
124 is sewer impact fee money and can only be used on specific sewer projects.

125 PWD Nelson updated that the new truck should arrive by the middle of February.

126 Mayor Thompson said he was hesitant to put money into a ramp at the old school when the
127 council doesn't know yet what they are going to decide for the building.

128 Mayor Thompson asked each councilmember to dig into their budgets and the projects on the list,
129 to determine what they felt would be spent in this fiscal year. This will be on the next agenda for a more
130 detailed discussion.

131 Councilmember Glover discussed Stewart Hill Park. He didn't agree with spending \$200,000 plus
132 on a park that is isolated and in the corner of the city. He didn't see it getting very much use and
133 suggested reallocating some of the money to park areas that would get more use. He would like to revisit
134 the scope of the project. Mayor Thompson agreed to further discussion at a later meeting.

135 Councilmember Milbank pointed out there is funding available for this park and their plan is to phase it so

136 all the money wouldn't be spent at once. Councilmember Wright said there is more information
137 Councilmember Glover and the council should be aware of regarding Stewart Hill Park and that its been
138 years in the making.

139 Councilmember Milbank asked if the new shop allocation money could be used to demolish the
140 old church. FD Grover said it could be used for this if the new shop was going to be located on the same
141 property. Mayor Thompson didn't want them to make a hurried decision on a shop location.

142 Schedule a City Tour: Mayor Thompson asked to have all councilmembers go on a tour of the
143 water facilities and sidewalks that need to be replaced, etc. They decided on Saturday, January 22 at
144 10:30. Recorder Lind will notice it as a meeting. Mayor Thompson reminded the purpose is to gather
145 information and not have discussions on ideas.

146 The meeting adjourned at 7:45 p.m.

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Jason Thompson, Mayor



Sheila Lind, Recorder

River Heights City Bills To Be Paid

January 18, 2021

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Bio-West	Stewart Hill Park Planning			\$2,733.89						\$2,733.89
2	Blue Stakes of Utah	Email Billable						\$8.03	\$8.03	\$8.26	\$24.32
3	Cache Mayor Association	Annual Dues 2022	\$350.00								\$350.00
4	Caselle	Monthly Support	\$91.69						\$91.66	\$91.65	\$275.00
5	Daines & Jenkins	Legal Fees	\$634.50								\$634.50
6	Design West Architects	Conceptual Design City Center Master			\$3,000.00						\$3,000.00
7	Forsgren Associates, Inc.	Lower Well & General	\$305.00						\$200.00		\$505.00
8	Freedom Mailing Services	Monthly Bill Processing	\$164.52						\$54.84	\$54.83	\$274.19
9	Gary's Little Red Tractor	Snow Removal						\$292.50			\$292.50
10	Logan City	Fire Contract 2022				\$132,145.09					\$132,145.09
11	Logan City	Water Consumption							\$152.64		\$152.64
12	Lowe's	Water & Municipal Well Repairs							\$346.79		\$346.79
13	Matthew Regen, CPA	Audit FY2021	\$2,833.33						\$2,833.33	\$2,833.34	\$8,500.00
14	Rocky Mountain Power	Electricity	\$299.59		\$58.98	\$24.13		\$1,183.55	\$2,863.75	\$27.03	\$4,457.03
15	Secure Instant Payments	Monthly Billing	\$13.74						\$13.73	\$13.73	\$41.20
16	Sheila Lind	Office Chair Matts	\$79.14								\$79.14
17	Spencer Rasmussen	Newsletter Delivery	\$150.00								\$150.00
18	Thomas Petroluem	Fuel for City Vehicles			\$201.22			\$201.23	\$201.23	\$201.23	\$804.91
19	Utah Local Government Trust	Monthly Workers Comp	\$11.44		\$17.56			\$53.62	\$67.92	\$71.50	\$222.04
20	Verizon Wireless	Monthly Cell Phones	\$184.79						\$184.79	\$184.85	\$554.43
21	Watkins Printing	Checks Printing	\$185.95								\$185.95
22	Wendy Wilker	Reimburse for Toner Cartridge	\$75.07								\$75.07
23	Xerox	Monthly Copier Usage	\$54.33								\$54.33
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Page 1 SubTotals

\$5,433.09

\$6,011.65

\$132,169.22

\$1,738.93

\$7,018.71

\$3,486.42

\$155,858.02

Page 1 Total Amount Paid \$155,858.02

Capital Projects
 Schedule Report
 As of June 15, 2021

Area	Project	Budget Amount	Start Date	Projected Completion Date	Bids Required	Bids Received
FY 2020-21						
Parks	Stewart Hill Park	50,000.00	?	05/30/22	Not spent	2022
Sewer		<u>10,000.00</u>	?	05/30/22		
	Total FY 2020-21	<u>60,000.00</u>				
FY 2021-22						
Administrative	Old School Stair Repair and Ramp	12,000.00	08/01/21	03/30/22		
Administrative	Master Plan City Square	10,000.00	07/01/21	12/30/21		
Parks	Stewart Hill Park	200,000.00	04/01/21	07/22/22		
Roads	Sidewalk and Park Strip 400 South (600 East to 500 East)	70,000.00	?	?		
Roads	400 South Sidwalk Right of Way Acquisition	65,000.00	?	?		
Roads	Sidewalk Repairs City-wide	50,000.00	07/01/21	06/30/22	5,000	Planning 12/30/2021
Roads	Sidwalk and Park Strip 400 South (500 East to 400 East)	45,000.00	?	?		
Roads	Road Seal	40,000.00	08/01/21	Complete		
Roads	Sidewalk Identified by Paint	1,200.00	07/01/21	Complete		
Roads	Sidewalk Identified by Paint	1,200.00	07/01/21	Complete		
Sewer	New Shop	120,000.00	02/01/22	04/15/22		
Sewer	New Truck	35,000.00	07/01/21	Complete		
Water	Upgrade Lower Well	200,000.00	06/01/21	05/30/22		
Water	Upgrade Water Line Lower Well to River Heights Blvd	90,000.00	08/15/21	05/30/22		
Water	Lower Well Property Aquisition	<u>15,000.00</u>	06/01/21	12/31/21		
		<u>954,400.00</u>				

Huntly	Milbank	Gallup	Clausen	Wright	Ranking	Project	Sponsor	Cost	Start Date	Completion Date
28	9	8	27	9	16.2	Raze Old Church		250,000		
1	2	1	26	1	6.2	Stewart Hill Park	Chris Milbank, Blake Wright	200,000	Apr-21	Jul-22
23	1	10	1	10	9.1	New Shop	Doug Clausen	120,000	1 Jun 21	1 Oct 21
2	5	4	2	4	3.4	Upgrade Lower Well	Doug Clausen	100,000	1 June 21	15 Aug 21
20	0	7	7	0	6.8	500 East Road Surface		100,000	Removed to focus on 400 South Sidewalk	
3	6	5	3	0	3.4	Upgrade Water Line Lower Well to River Heights Blvd	Doug Clausen	90,000	15 Aug 21	15 Oct 21
27	14	18	15	13	17.4	Sidewalk and Park Strip 400 South (600 East to 500 East)		70,000	Moved up in ranking by the council	
26	13	17	16	12	16.8	400 South Sidewalk Right of Way Acquisition		65,000	Moved up in ranking by the council	
8	7	13	18	2	9.6	Sidewalk Repairs City-wide	Todd Rasmussen	50,000	1 July 21	30 Jun 22
25	0	19	17	14	15	Sidewalk and Park Strip 400 South		45,000	Moved up in ranking by the council	
9	8	6	6	0	5.8	500 East Water Line Upgrade	Doug Clausen	40,000	Removed to focus on 400 South Sidewalk	
4	0	14	4	7	5.8	Road Seal	Nancy Huntly	40,000	1 Aug 21	15 Oct 21
12	0	9	8	8	7.4	New Truck	Doug Clausen	35,000	1 July 21	15 Nov 21
21	15	25	25	0	17.2	Sidewalk River Heights Blvd to		30,000		
10	0	42	9	0	12.2	400 East Handrail and Sidewalk		30,000		
24	0	20	19	0	12.6	Sidewalk 400 East (400 South to		25,000		
19	0	26	20	0	13	Sidewalk 500 East (River Heights		20,000		
14	0	24	21	0	11.8	Sidewalk 400 East (400 South to		20,000		
11	0	23	22	0	11.2	Sidewalk 600 South (400 East to		18,000		
13	0	21	23	0	11.4	Sidewalk 500 East (630 South to		16,000		
22	3	3	12	6	9.2	Lower Well Property Aquisition	Todd Rasmussen	15,000	1 June 21	1 Aug 21
7	11	2	11	5	7.2	Old School Stair Repair and Ramp	Todd Rasmussen	12,000	1 Aug 21	1 sept 21
18	0	22	24	0	12.8	Sidewalk 500 East (Complete		12,000		
16	4	15	10	3	9.6	Master Plan City Square	Blake Wright, Todd Rasmussen	10,000	15 Oct 21	15 Dec 21
5	12	11	13	15	11.2	Pedestrian Crossing Paint		5,000		
6	0	27	14	0	9.4	Sidewalk Identified by Paint	Todd Rasmussen	1,200	1 July 21	30 Aug 21
7	0	28	14	0	9.8	Sidewalk Identified by Paint	Todd Rasmussen	1,200	1 July 21	30 Aug 21
Total of All Projects								1,420,400		
Top Ranked Projects								854,400		