

# River Heights City

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## COUNCIL MEETING AGENDA Tuesday, March 15, 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.

Pledge of Allegiance and Opening Thought (Councilmember Mathews)

Adoption of Previous Minutes and Agenda

Purchase Requisitions

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

Public Comment

CAPSA – Sexual Assault Awareness Presentation

Discuss Providing Services to Properties in the County

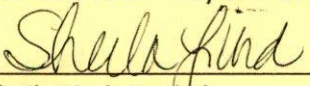
Discuss Michael Ballam's Request to Extend the Deadline for the Utah Festival Opera to Vacate the Old Church to August 10

Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/83644408924?pwd=c0JRaXZ1Q0ROMFVoczB6elZLSUhudz09>

Posted this 10<sup>th</sup> day of March 2022

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

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 Meeting

March 15, 2022

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7 Present: Mayor Jason Thompson  
8 Council members: Sharlie Gallup  
9 Tyson Glover  
10 Janet Mathews  
11 Chris Milbank, electronic  
12 Blake Wright  
13  
14 Recorder Sheila Lind  
15 Public Works Director Clayton Nelson  
16 Treasurer Wendy Wilker  
17  
18 Excused: Finance Director Clifford Grover  
19  
20 Others Present: Michael Ballam, Rod Rounds  
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22 The following motions were made during the meeting:  
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### 25 Motion #1

26 Councilmember Wright moved to “adopt the minutes of the council meeting of March 1, 2022,  
27 and the evening’s agenda.” Councilmember Mathews seconded the motion, which passed with Gallup,  
28 Glover, Mathews, Milbank, and Wright in favor. No one opposed.  
29

### 30 Motion #2

31 Councilmember Gallup moved to “accept the purchase requisition for CRS Engineers in the  
32 amount of \$5,925, to come out of the roads budget.” Councilmember Glover seconded the motion,  
33 which carried with Gallup, Glover, Mathews, Milbank, and Wright in favor. None were opposed.  
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### 35 Motion #3

36 Councilmember Gallup moved to “approve the request to AED Everywhere, in the amount of  
37 \$2,088, to come out of the emergency preparedness budget.” Councilmember Mathews seconded the  
38 motion, which carried with Gallup, Glover, Mathews, Milbank, and Wright in favor. None were opposed.  
39

### 40 Motion #4

41 Councilmember Glover moved to “pay the bills as listed, with the exception of moving the Foresite  
42 Land Surveying bill of \$1,380.00 to the Water Budget.” Councilmember Wright seconded the motion,  
43 which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.  
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46 Motion #5

47 Councilmember Glover moved to “take a five-minute break to sign the pledge and get a photo  
48 taken for Ms. Ohling.” Councilmember Mathews seconded the motion, which carried with Gallup, Glover,  
49 Mathews, Milbank, and Wright in favor. No one opposed.

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51 Motion #6

52 Councilmember Milbank moved to “have the Opera Company out of the building by June 1.”  
53 Councilmember Gallup seconded the motion, which carried with Gallup, Glover, and Milbank in favor.  
54 Mathews and Wright opposed.

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### 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 the  
60 River Heights City Building on Tuesday, March 15, 2022, for their regular council meeting.

61 Pledge of Allegiance and Opening Thought: Councilmember Glover led in the Pledge and  
62 Councilmember Mathews opened the meeting with a prayer.

63 Adoption of Previous Minutes and Agenda: Minutes for the March 1, 2022, meeting were  
64 reviewed.

65 Councilmember Wright moved to “adopt the minutes of the council meeting of March 1, 2022,  
66 and the evening’s agenda.” Councilmember Mathews seconded the motion, which passed with Gallup,  
67 Glover, Mathews, Milbank, and Wright in favor. No one opposed.

68 Purchase Requisitions: Councilmember Glover said he had found out from the county that they  
69 didn’t have any traffic counts for River Heights. With input from Engineer Rasmussen, he adjusted some  
70 of the locations for traffic counts. He presented a request for CRS Engineers to perform roadway &  
71 intersection traffic counts, in the amount of \$5,925.00. He planned to give notice to proceed after council  
72 approval. He suggested letting citizens know why they may see cameras set up in the city. He will let  
73 Recorder Lind know at the appropriate time. The counts will be used in determining the city’s  
74 transportation plan.

75 Councilmember Gallup moved to “accept the purchase requisition for CRS Engineers in the  
76 amount of \$5,925, to come out of the roads budget.” Councilmember Glover seconded the motion,  
77 which carried with Gallup, Glover, Mathews, Milbank, and Wright in favor. None were opposed.

78 Councilmember Gallup presented a request to purchase two Heartsine Samaritan defibrillators  
79 from AED Everywhere, Inc, in the amount of \$2,088 as part of her emergency preparedness plan. Two of  
80 the ladies on her committee are trained to use them and they hope to train others. They are getting the  
81 defibrillators locally, but at the state contract price. She planned to keep one in the City Building and one  
82 in the Old School.

83 Councilmember Gallup moved to “approve the request to AED Everywhere, in the amount of  
84 \$2,088, to come out of the emergency preparedness budget.” Councilmember Mathews seconded the  
85 motion, which carried with Gallup, Glover, Mathews, Milbank, and Wright in favor. None were  
86 opposed.

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

88 Treasurer Wilker

89 • She presented and answered questions regarding the bills to be paid. She also explained the  
90 documents she had placed in the Drive which show the invoice details.

92 Councilmember Glover moved to “pay the bills as listed, with the exception of moving the  
93 Foresite Land Surveying bill of \$1,380:00 to the Water Budget.” Councilmember Wright seconded  
94 the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one  
95 opposed.

- 96 • She explained reports she had set up in the Drive for each council member, reflecting their  
97 individual budgets. She also posted a list of VISA charges.
- 98 • She will present the purchase order policy when FD Grover was in attendance.

98 Councilmember Wright didn't have anything.

99 Councilmember Gallup

- 100 • She reported ordering 42 ambassador shirts today, due to the high level of interest right now. She  
101 picked up their latest picture to hang in the lobby.
- 102 • The Emergency Committee planned to meet monthly. They are open to others joining.

103 Councilmember Glover

- 104 • Engineer Rasmussen's 400 South sidewalk options have been posted in the Drive. He planned to  
105 meet with property owners soon. Engineer Rasmussen had given his blessing for the option of  
106 sidewalk on back of curb.
- 107 • In looking to upcoming development on the property east of the school, he noted the gap in curb,  
108 gutter, and asphalt in front of the county property adjacent to the school. If the property owners  
109 are not required to install these improvements, he'd like to see it added to the city's capital  
110 projects list.

111 Mayor Thompson

- 112 • He reported on a meeting he attended with other mayors, in which he was elected to fill a vacancy  
113 on the County Boundary Commission. Tomorrow the Boundary Commission will hear the dispute  
114 regarding the annexation petition to Providence (about the property east of the River Heights  
115 School). Attorney Jenkins will represent River Heights in their protest. There has been confusion  
116 because the builders of the property have pulled their application, yet they are moving forward,  
117 seeking annexation without a density designation. River Heights' protest was for both the  
118 annexation and density. There's a chance the builders may need to go back and start over with  
119 their application. Councilmember Wright asked what zone the property would be designated  
120 upon annexation. Mayor Thompson understood Providence code requires it to come in under  
121 agricultural. He said the recent referendum language talked about annexation and density and  
122 the Providence Council was now unsure if the citizens were more against the annexation or the  
123 density, however, they guessed density. Mayor Thompson gave the details of the meeting time  
124 and location and stated his goal was to vigorously look out for River Heights citizens regarding this  
125 property.
- 126 • He was working on updating the employee handbook to make sure the city is compliant.
- 127 • He received a new fleet policy from the attorney, which he planned to implement in the next  
128 month, after presentation and review by the council.
- 129 • He discussed the announcement by Logan City's Mayor Daines that they will no longer provide  
130 garbage service to other cities after December 31, 2023. He is working with other mayors to come  
131 up with some long-term solutions which will prevent the smaller cities from getting into this  
132 situation again.
- 133 • Councilmember Gallup asked about the sewer contract with Logan City and how long it goes.  
134 Mayor Thompson said this is another thing he is trying to review and has brought it up with other  
135 mayors. The current issue is going to go way beyond garbage. He said 71% of garbage come from

136 outside of Logan City, in which Logan City has benefitted financially. They plan to cut off other  
137 cities and then raise the rates for dumping into their landfill. Local legislators are working to  
138 protect the smaller cities. He felt confident they were making progress and hoped to open a  
139 conversation with the council soon to gather their thoughts.

140 Councilmember Mathews

- 141 • She had met with Engineers Rasmussen and Dursteller, the mayor and PWD Nelson to discuss how  
142 to accommodate needed changes at the lower well, without taking the Humphreys property out  
143 of greenbelt. They are discussing building up, rather than out and are hoping to get things running  
144 this year.
- 145 • The citizens on 700 South with septic systems are interested in connecting to city sewer. There  
146 was a meeting with the property owners. The situation will come before the council on April 5.

147 Public Works Director Nelson

- 148 • He reported that the green waste bin will be dropped off on March 21<sup>st</sup>. Trash bins will also be  
149 delivered before April.

150 Councilmember Milbank

- 151 • A request for bids will go out for the park on Stewart Hill. A tour for interested parties is  
152 scheduled for March 29. Bids are due by April 13. He hadn't heard back on whether the city was  
153 granted RAPZ funding this year. Councilmember Glover asked if there would be a bid evaluation  
154 scheduled. Mr. Milbank said he and the city engineer would look at them, but anyone else who  
155 was interested could also attend. Councilmember Wright reminded that the Council would need  
156 to approve the contract award. Mayor Thompson will look for optional places for the garbage  
157 bins and encouraged others to do the same.

158 Recorder Lind

- 159 • She reminded that newsletter contributions were due. She asked about the location of the  
160 dumpsters this year. Mayor Thompson said it will be the same place this year (north of the  
161 cemetery).

162 FD Grover was absent.

163 Public Comment: Michael Ballam asked if the Council had decided to allow the Opera Company  
164 an extension to the June 1 vacation date. He was told they would discuss it later in the meeting.

165 Rod Rounds expressed his desire to build a home on a lot in the county and connect to River  
166 Heights water. The homes near his lot belong to family who like to have lots of animals, which makes  
167 them not interested in annexing. He said their lots are too low to get on the city sewer system.

168 Councilmember Milbank didn't see a problem if Mr. Rounds paid all the expenses. Further discussion  
169 happened later in the meeting.

170 CAPSA – Sexual Assault Awareness Presentation: Alyna Ohling was in attendance and represented  
171 CAPSA. One of their goals was to engage communities in the work they do. She informed that Sexual  
172 Assault Awareness Month was in April. She gave 2021 abuse statistics and said the numbers are already  
173 looking higher this year. She asked the mayor and council members to sign the "I Believe You" pledge.

174 At the mayor's request, **Councilmember Glover moved to "take a five-minute break to sign the  
175 pledge and get a photo taken for Ms. Ohling." Councilmember Mathews seconded the motion, which  
176 carried with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.**

177 Discuss Providing Services to Properties in the County: Councilmember Wright asked if they were  
178 having the discussion in general or for the Rounds specific property. Mayor Thompson felt it was in  
179 general because they would be setting a precedence.

181 Councilmember Glover said it looked like the plan was for a minor subdivision in the county and  
182 then use the city's services. Rod Rounds said the minor subdivision was done in the 1980s. Mr. Glover  
183 was concerned since the city requires other subdivisions to be annexed and have a development  
184 agreement which would include right of way improvements. He was interested in this type of agreement,  
185 and having them go through the full subdivision process required by River Heights.

186 Councilmember Mathews asked if there had been other requests. Councilmember Wright said  
187 the Zollingers asked to connect homes in the county to River Heights water. It became problematic and  
188 expensive, so they decided not to.

189 PWD Nelson said, currently the properties in the county connected to River Heights water were:  
190 Zollingers Tree Farm, Providence (cemetery), and Wattersons. He pointed out that Zollingers and  
191 Watterson's could develop someday and have the same request. Mayor Thompson pointed out that  
192 these land owners who live in the county use River Heights roads.

193 PWD Nelson brought up the parcel viewer so all could see the location of Mr. Rounds lot. Mr.  
194 Rounds specified that he would be the only one asking to connect to city water. The other two lot owners  
195 were not interested.

196 Councilmember Gallup felt allowing the connection would set a bad precedent. She felt  
197 sympathetic but not in the best interest in the city.

198 Councilmember Glover asked if River Heights allowed private injectors on sewer. Mr. Rounds said  
199 he was not interested, due to flooding risks. Mr. Glover suggested a private lift station which would  
200 gravity flow into a tank and then pump to the city line. Mr. Glover felt an annexation would come prior to  
201 services.

202 Rod Rounds was hoping to connect at 600 South and would stand all the expense.  
203 Councilmember Milbank didn't see a big problem and didn't see it becoming a common issue.

204 Mayor Thompson disagreed. He could foresee this becoming a bigger issue. He asked that they  
205 look at it not as a singular case, but an issue broader than just water. County residents benefit from city  
206 roads, snow removal, etc., without contributing to city taxes.

207 Councilmember Glover suggested, at a bare minimum, Mr. Rounds should donate a right of way  
208 on 600 South to add a sidewalk, curb and gutter, as well as asphalt for widening the road. He felt the city  
209 attorney would have some input on this. Mr. Rounds said he didn't own the property along 600 South.

210 Commissioner Milbank asked if the properties could annex to River Heights. Mr. Rounds said the  
211 other two property owners were not interested because they didn't want to be told what to do with their  
212 animals. Since his family members own the properties, he didn't want to push them and cause a  
213 squabble.

214 Councilmember Wright said in general terms he didn't think it was a good idea, but that wasn't  
215 very practical. He felt these requests probably needed to be considered on a case-by-case basis since  
216 there wouldn't be a policy the city could adopt that would accommodate each request. He would be okay  
217 to proceed with only the Rounds property, with conditions on which the city would provide water, such as  
218 those items mentioned by Councilmember Glover, a different water rate, a restriction that the connection  
219 would apply only to this one lot, and others. He felt they could work through it, coming up with  
220 conditions, after discussing with and getting the blessing of the city engineer and attorney.

221 Councilmember Glover asked if there was something in the ordinance that would allow the other  
222 property owners to keep their animals. Councilmember Wright wasn't sure but suggested they could look  
223 into non-conforming allowed uses. Mr. Glover agreed that the city wouldn't be able to write up a policy  
224 that would work for all cases. He suggested Mr. Rounds check with the neighbor to the north to see if he  
225 would consider annexing if he could keep his animal rights. Mayor Thompson said he has talked  
226 extensively to him, and he doesn't think he would go for it. The mayor said he will check with the

226 attorney and engineer and then discuss it again at the next meeting. Councilmember Wright suggested  
227 the agenda wording be more specific.

228 Discuss Michael Ballam's Request to Extend the Deadline for the Utah Festival Opera to Vacate the  
229 Old Church to August 10: Mayor Thompson expressed appreciation to Michael Ballam and the Opera  
230 Company for all they have done for the community and said he valued what they do. He reported that he  
231 has spoken with previous mayors and council members and the common theme is that the city has been  
232 made to feel they will put the Opera Company out of business if they are asked to vacate the Old Church.  
233 He discussed some of the agreement terms (between the City and Opera Company) from the past that  
234 have not been met. He had expressed to Mr. Ballam that the city would like them out by June 1. As he's  
235 talked with the city attorney about the situation, Attorney Jenkins came up with a remedy for allowing  
236 them to continue until August 10, which would be to charge a significant amount of rent after June 1. The  
237 number Mayor Thompson suggested was \$7,500/month, not because of the money, but more to do with  
238 the contribution the city has made to the Opera Company and to do what would be in the best interest of  
239 the citizens and safety. He would like to maintain the June 1 deadline.

240 Councilmember Glover asked Mr. Ballam to explain why they needed the extension. Mr. Ballam  
241 informed that there were certain things they do during the production season in the building, such as  
242 scenery and maintenance. He said they had already begun to move things out and will move whenever  
243 the city needs them to. He expressed appreciation for the graciousness of the city. He informed that he  
244 is not financially connected to the Opera Company and wasn't authorized to spend money to rent the  
245 building. He would need to take this idea before the board, and it would need to go before the County  
246 Council since they rely on RAPZ funding. He reiterated that they were willing to do what the city wanted  
247 them to do.

248 Mayor Thompson reminded Mr. Ballam that in the initial meeting they had together, Mayor  
249 Thompson asked them to vacate by May 1, but Mr. Ballam said June 1 would work better for their  
250 schedule. Then the August 10 date came up. The mayor felt it was time to draw the line. If the Opera  
251 Company wanted to extend the deadline for vacating, the city should be compensated. He felt to put off  
252 bids for asbestos abatement and tear down would add more and more expense.

253 Councilmember Milbank said the city can't get a demolition bid until the building is vacant,  
254 according to Engineer Rasmussen. If it's decided that they will continue to rent it after Jun 1, they should  
255 make a great effort to remove all the collections prior to August.

256 Mayor Thompson mentioned a graduated penalty if their things are not removed by the deadline.  
257 He agreed that the city should not be left with the burden of removal of any of their things.

258 Mayor Thompson mentioned that the city's budget would soon need to be set for the next year.  
259 He was hoping to have the asbestos abatement done in this fiscal year, which is why he set June 1 as the  
260 deadline.

261 Mayor Thompson said he would entertain a motion to either have the Opera Company vacate the  
262 Old Church by June 1, with all belongings removed, with the exception of them entering into a two month  
263 contract to stay and occupy the Old Church until August 10, at the amount of \$7,500 per month and to  
264 prorate the ten days in August, with August 10<sup>th</sup> being the final deadline to be out.

265 Councilmember Gallup said she was hesitant to allow an extension and felt it in the city's best  
266 interest to vacate by June 1.

267 Councilmember Wright agreed to make the motion. He expressed concern about cost increases  
268 from asbestos abatement and demolition. They discussed the increases they have already seen in these  
269 areas. However, he would be okay to allow the Opera Company to rent until August 10 if they were willing  
270 to pay.

272 Discussion was held on a graduated penalty for the time past the specified date. Mayor  
273 Thompson was working with Attorney Jenkins on this. Councilmember Wright wasn't sure that would  
274 hold enough teeth to get them out.

275 Councilmember Wright moved to "either have the Opera Company vacate the Old Church by June  
276 1, with all belongings removed, with the exception of them entering into a two-month contract to stay  
277 and occupy the Old Church until August 10, at the amount of \$7,500 per month and to prorate the ten  
278 days in August, with August 10<sup>th</sup> being the final deadline to be out.

279 Councilmember Glover said if he made the motion, his deadline would be June 1 or rent until July  
280 10.

281 Councilmember Milbank said, as a citizen of River Heights, he felt the building had been  
282 mismanaged for years and was particularly shocked when he went inside and saw the condition. As  
283 representatives of the city, he said they must do something.

284 Councilmember Milbank moved to "have the Opera Company out of the building by June 1."  
285 Councilmember Gallup seconded the motion, which carried with Gallup, Glover, and Milbank in favor.  
286 Mathews and Wright opposed.

287 Mayor Thompson said he would work with Attorney Jenkins tomorrow for documentation to send  
288 to the Opera Company.

289 The meeting adjourned at 8:25 p.m.  
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Sheila Lind, Recorder

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294 Jason Thompson, Mayor



River Heights City Bills To Be Paid

March 15, 2022

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	AllTech	Monthly Phone Service	\$24.32						\$24.32	\$24.32	\$72.96
2	Bear River Health Department	Water Coliform Testing							\$40.00		\$40.00
3	Bio-West	Stewart Hill Drive Professional Svcs.			\$4,518.68						\$4,518.68
4	Cache Humane Society	Animal Boarding				\$150.00					\$150.00
5	Caselle, Inc.	Monthly Support	\$91.69						\$91.66	\$91.65	\$275.00
6	Daines & Jenkins	Attorney Fees	\$135.00								\$135.00
7	Denny's Business Source	Office Supplies	\$11.05								\$11.05
8	Foresite Land Surveying	TOPO Drone <i>move to water capital</i>						\$1,380.00 →			\$1,380.00
9	Forsgren Associates, Inc.	400 S. Sidewalk North Side	\$937.50		\$1,230.00			\$340.00	\$193.75		\$2,701.25
10	Freedom Mailing	Bill processing monthly	\$164.26						\$54.76	\$54.76	\$273.78
11	Gary's Little Red Tractor	Snow plow - City sidewalks						\$97.50			\$97.50
12	Lowe's	Bulletin Board-ER and school repairs			\$157.95		\$27.28				\$185.23
13	NAPA Auto Parts	Wrenches and small tools for shop			\$28.07			\$28.07	\$28.07	\$28.06	\$112.27
14	Opticare Vision	To get ahead of monthly billings	\$27.24								\$27.24
15	Restore Pipe Systems	Cleared Ice at 890 RHC Blvd								\$1,275.00	\$1,275.00
16	Rocky Mountain Power	Monthly Power	\$302.10		\$53.35	\$24.29		\$1,179.43	\$3,178.42	\$21.33	\$4,758.92
17	Secure Instant Payments	Monthly Billing for Online Pmts.	\$34.06						\$34.05	\$34.04	\$102.15
18	Sharlie Gallup	Emergency Preparedness				\$400.75					\$400.75
19	South Fork Hardware	Shop Tool Water							\$6.99		\$6.99
20	Square One Printing	Deposit Stamp	\$41.00								\$41.00
21	The Clean Spot	Park Restroom Supplies			\$257.96						\$257.96
22	Utah Local Government Trust	Montly Workers Compensation	\$12.26		\$18.82			\$57.45	\$72.77	\$76.60	\$237.90
23	Verizon Wireless	Monthly Cell Phone Billing	\$68.87						\$68.87	\$68.88	\$206.62
24	Xerox	Monthly Billing Office Copier	\$111.35								\$111.35
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Page 1 SubTotals \$1,960.70 \$6,264.83 \$575.04 \$27.28 \$3,082.45 \$3,793.66 \$1,674.64 \$17,378.60

Page 1 Total Amount Paid \$17,378.60

## PURCHASE REQUISITION

<b>River Heights City Corporation</b> 520 South 500 East River Heights, Utah 84321 (435) 752-2646	Purchase Requisition No.: _____ Purchase Requisition Date: _____  Ship To: <u>Clayten Nelson</u> 520 South 500 East River Heights, Utah 84321 435-213-6948
Vendor: <u>CRS Engineers</u> 45 E 200 N STE.107 Logan, UT 84321	Purchase Order Date: _____ Purchase Order No.: _____
Contact: <u>Max Pierce</u>	

Item	Quantity	GL #	Description	Unit Price	Extended
Transportation Traffic Counts	1		Roadway & Intersection Traffic Counts	\$ 5,925.00	\$ 5,925.00
Requisition					
				<b>Subtotal</b>	\$ 5,925.00
				<b>Shipping/Other</b>	
				<b>TOTAL</b>	\$ 5,925.00
_____ Authorized Signature				_____ Date	

Attach to Purchase Order



45 East 200 North STE 107, Logan, UT 84321  
o. 435.374.4670. crsengineers.com

March 9, 2022

Mayor Jason Thompson  
River Heights City  
520 South 500 East  
River Heights City, UT 84321  
jasonthompson@riverheights.org

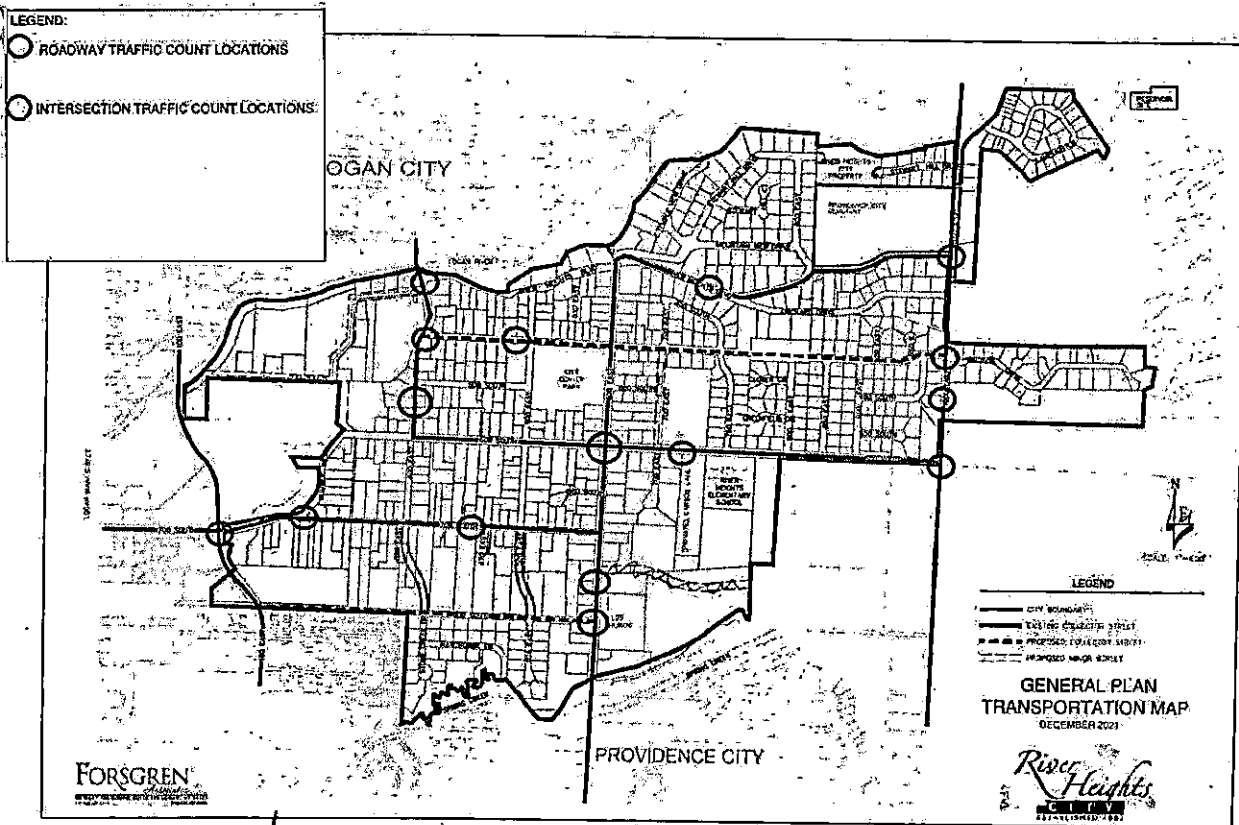
Re: River Heights Transportation Masterplan Traffic Counts

Dear Mayor,

Thank you for considering CRS for the River Heights Transportation Masterplan Traffic Counts. We look forward to the opportunity to work with you on this project.

**PROJECT UNDERSTANDING**

River Heights needs a transportation masterplan that will evaluate the existing roadway conditions and future transportation needs in the city. This would be the first phase of the transportation masterplan which includes collecting data concerning traffic volume counts, traffic speed, peak hour analysis and peak hour intersection turning movements.



Max Pierce, PE  
Associate

c. 435.881.3201  
max.pierce@crsengineers.com

## SCOPE OF WORK

- **Collect Data**

CRS will strategically place traffic counters and cameras at key locations throughout the city as shown on the map above. We anticipate setting for seven different roadway segments and nine intersections for traffic data analysis. The data will then be collected and compiled into a usable format for the future phases of the transportation masterplan. CRS will meet with you to discuss our findings and their significance to the overall transportation masterplan. PDFs of the traffic data will be provided as a deliverable.

Exclusions: Attendance of city council and planning commission meetings, public outreach, traffic model, roadway standard details, roadway classifications, grant applications and the completed transportation masterplan. These services can be added upon your request.


## SCHEDULE AND FEE

Our fee of **\$5,925.00**, is on a fixed fee basis and will be billed monthly on a percent completion basis. Any additional services not included in the scope of work will be negotiated and authorized prior to proceeding with the work.

We look forward to working with you on this project, and we appreciate the opportunity to present this proposal to you. If it meets your approval, we will start the necessary contracting procedures and coordinate the project schedule. We anticipate this phase to take eight weeks to complete, if the price or schedule does not meet your needs we can revise the scope of work accordingly. Please reach out to me on my cell (435) 881-3201 with any questions or concerns. I look forward to hearing from you.

Sincerely,

**CRS Engineers**



Max Pierce, PE  
Associate

CC: Tyson Glover [tysonglover@riverheights.org](mailto:tysonglover@riverheights.org)  
M:\01 Proposals\04 Letter 2016-Present\2022\06 Site\River Heights

PURCHASE REQUISITION

River Heights City Corporation 520 South 500 East River Heights, Utah 84321 (435) 752-2646			Purchase Requisition No.: _____ Purchase Requisition Date: _____ Ship To: <u>Clayten Nelson</u> <u>520 South 500 East</u> <u>River Heights, Utah 84321</u> <u>435-213-6948</u>		
Vendor: <u>AED Everywhere, Inc</u> <u>3241 Nile Court</u> <u>Fort Collins, CO 80525</u>			Purchase Order Date: _____ Purchase Order No.: _____		
Contact: <u>Scott Parsons</u> <u>801 446 2070</u>					
Item	Quantity	GL #	Description	Unit Price	Extended
	2	10-591-25	Heartline Samaritan 300-P w/ 1 adult pad-pole carrying case	1,044.00	\$ 2,088.00
Subtotal					\$ 2088.00
Shipping/Other					
TOTAL					\$
_____ Authorized Signature			_____ Date		

Attach to Purchase Order