

River Heights City

COUNCIL MEETING AGENDA Tuesday, December 6, 2022

Notice is hereby given that the River Heights City Council will hold its regular council meeting beginning at **5:30 p.m.**, anchored from the River Heights City Office Building at 520 S 500 E.

Pledge of Allegiance and Opening Thought (Wright)

Ambassador Presentation

Adoption of Previous Minutes and Agenda

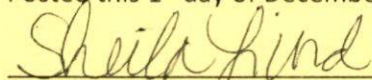
Reports, Approval of Payments, and Purchase Requisitions (Mayor, Council, Staff)

Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/88293486422?pwd=dTcxTzBOamwrcUgrdDFjdmRxaHhsUT09>

Posted this 1st day of December 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

Council Meeting

December 6, 2022

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7 Present: Mayor Jason Thompson
8 Council members: Sharlie Gallup
9 Tyson Glover
10 Janet Mathews
11 Chris Milbank
12 Blake Wright, electronic
13
14 Recorder Sheila Lind
15 Public Works Director Clayton Nelson
16 Treasurer Michelle Jensen, electronic
17 Finance Director Dave Sanderson
18 Public Works Cameron Reed
19

20 Others Present: Everett Ball, Riley Cascio, David Astle, Andrew Bullen,
21 Andrea Bullen, Lydia Walker, Rachel Ripplinger
22

23
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25 The following motions were made during the meeting:
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27 Motion #1

28 Councilmember Milbank moved to “adopt the minutes of the council meeting of November 15,
29 2022, and the evening’s agenda.” Councilmember Mathews seconded the motion, which passed with
30 Gallup, Mathews, Milbank, and Wright in favor. No one opposed. Glover was absent.
31

32 Motion #2

33 Councilmember Milbank moved to “pay the bills as listed with a reimbursement to Sharlie Gallup
34 in the amount of \$465.81 and to change the GL on the Select Health bill from 10-70-16 to 10-41-16.”
35 Councilmember Gallup seconded the motion, which passed with Gallup, Mathews, Milbank, and Wright in
36 favor. No one opposed. Glover was absent.
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38 Proceedings of the Meeting:

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41 The River Heights City Council met at 5:30 p.m. in the Ervin R. Crosbie Council Chambers in the
42 River Heights City Building on Tuesday, December 6, 2022, for their regular council meeting.

43 Pledge of Allegiance and Opening Thought: Andrew Bullen led in the Pledge of Allegiance.
44 Councilmember Wright gave a thought.

45 Ambassador Presentation: Councilmember Gallup introduced the ambassadors in attendance and
46 explained they came to express gratitude to city employees for their contributions in helping with their
47 activities. PWD Nelson, PW employee Reed, and Recorder Lind were each presented with thank you cards
48 from the ambassadors. Ms. Gallup also thanked Andrea Bullen for assisting her with the group meetings
49 and activities.

50 Adoption of Previous Minutes and Agenda: Minutes for the November 15, 2022, meeting were
51 reviewed.

52 **Councilmember Milbank moved to “adopt the minutes of the council meeting of November 15,
53 2022, and the evening’s agenda.” Councilmember Mathews seconded the motion, which passed with
54 Gallup, Mathews, Milbank, and Wright in favor. No one opposed. Glover was absent.**

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

56 Mayor Thompson

- 57 • He explained a purchase request for technical assistance in applying for funding for a master
58 transportation plan, in the amount of \$2,000 to CRS Engineers. Councilmember Glover didn’t feel
59 the city needed to pay for a full study, however he was notified by CRS Engineers that a grant was
60 available for traffic studies. CRS is willing to put an application together and chase the funding for
61 a full blown traffic study (which would cost \$15,000,-20,000). The mayor expressed support for
62 hiring CRS. He asked for any objections. There were none.

63 Treasurer Jensen

- 64 • She presented and answered questions regarding the list of bills to be paid. Councilmember
65 Gallup asked about two check requests which were placed in Ms. Jensen’s box in mid-November,
66 which still hadn’t come before the council for approval. Treasurer Jensen said she would check
67 into it as soon as she got back into town on Friday and then get back with Ms. Gallup. The council
68 agreed that \$465.81 to Sharlie Gallup for Halloween festival expenses be added to list of bills to be
69 approved.
- 70 • Discussion was held on AAA, the company who did the Boulevard water project. It was explained
71 that the bill they would approve tonight was their last payment.
- 72 • Councilmember Milbank asked about a bill for health and dental insurance coming out of the
73 parks budget. Treasurer Jensen changed the account to 10-41-16 (admin).

74 **Councilmember Milbank moved to “pay the bills as listed with a reimbursement to
75 Sharlie Gallup in the amount of \$465.81 and to change the GL on the Select Health bill from 10-
76 70-16 to 10-41-16.” Councilmember Gallup seconded the motion, which passed with Gallup,
77 Mathews, Milbank, and Wright in favor. No one opposed. Glover was absent.**

78 Recorder Lind didn’t have anything to report.

79 Councilmember Gallup

- 80 • The Emergency Preparedness Committee was planning another fair in February.
- 81 • The Ambassador Recognition night went well.

82 Councilmember Milbank

- 83 • He had been working with PWD Nelson on getting the Old School building up to date enough to
84 rent. He was approached by the Humanitarian Center in the valley to see if they could use the
85 gym for putting kits together. They don’t pay rent at the location they are currently using and
86 wouldn’t want to pay much more than that. The mayor felt it could possibly work out down the
87 road. His number one hope was for the county library to move into the building. He reported
88 that he still hadn’t met with the CEO of the Girls and Boys Club. He emailed her to set up a date
89 and the email address bounced back. He has called but hasn’t received a response yet. Mr.

90 Milbank asked how long the lease was for the Boys and Girls Club. The mayor said it went until
91 September 2023. They hadn't paid December's rent. He was anxious to get a hold of them to
92 discuss their desire to get out of their lease. The next step will be to draft a letter to them in an
93 effort to collect rent until their lease is up or until the building is rented to another party.

94 PWD Nelson

- 95 • He had been working on the Water Conservation Plan, which had been reviewed and approved by
96 Councilmember Mathews. Next, he will send it to the state. Once they approve it, it will come to
97 the council for their approval. Mayor Thompson asked for a copy of the report.

98 Councilmember Wright didn't have anything.

99 Treasurer Jensen

- 100 • In January she will discuss budgets since the year will be half over.

101 FD Sanderson didn't have anything to report.

102 Councilmember Glover arrived at 6:00pm.

103 Mayor Thompson

- 104 • He will be gone January 2-8. He suggested holding the first meeting of the year on January 17th.
105 Treasurer Jensen cautioned that they would have a lot of bills by then. The mayor asked
106 Councilmember Milbank to chair the meeting on the 3rd so they could get the bills paid.
- 107 • He announced that he would like to get back into finishing up the General Plan edits. He asked
108 Recorder Lind to email out the last draft so they can each review it.

109 Councilmember Glover

- 110 • He spoke regarding the purchase order discussed earlier in the meeting. He was concerned
111 because the application was due by December 7, which didn't give much time for preparation. He
112 felt the quality of the application might not be as good as it could be with more time. After some
113 discussion, he said he would call CRS Engineers to ask how well they could put everything together
114 with the time constraint. If the application wasn't good, the chance of getting the grant would go
115 down. Mayor Thompson said he would talk to Councilmember Glover in the morning after he'd
116 had a chance to talk with CRS.
- 117 • He asked for an update on the Saddlerock streetlights. PWD Nelson said they should be able to
118 get the 2-3 working that already had the poles installed.

119 There will only be one meeting in the month of December due to the holidays.

120 The meeting adjourned at 6:10 p.m.

121
122 
123 _____
124 Sheila Lind, Recorder

125 _____
126 Jason Thompson, Mayor

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 1041:						3,495.94
Office Expenses						
1044						
10-44-45	364	Xerox Corporation	017581641	Copies 9-30-22 10-30-22	11/04/2022	120.71
10-44-45	844	Wasatch Document Solutions, Inc.	43915	Copies Oct	11/11/2022	13.63
10-44-45	844	Wasatch Document Solutions, Inc.	43915	Copies Nov	11/11/2022	20.00
10-44-79	80	Comcast	202211	Internet - Office	11/16/2022	28.77
Total 1044:						183.11
Community Affairs						
1048						
10-48-21	446	Gallup, Sharlie	202212	Tree Lighting Treats	12/02/2022	34.86
10-48-21	1016	Rasmussen, Spencer	202212	Tree Lighting Flyer	11/25/2022	20.00
10-48-21	1040	Bodily, Fizz	202212	Christmas Santa - 10-48-21	12/02/2022	130.00
10-48-70	446	Gallup, Sharlie	202212	Ambassadors Costume Tree Light	12/02/2022	84.67
<i>Sharlie Gallup</i> <i>Halloween Festival \$ 465.81</i>						269.53
Total 1048:						269.53
Capital Projects						
5150						
51-50-71	677	AAA Excavation Inc	202212	River Heights Boulevard 400 E to	11/14/2022	87,771.25
Total 5150:						87,771.25
c Safety						
10-54-25	1087	Griffiths, Tyler	202212	Ham Local Radio Setup	12/02/2022	200.00
10-54-25	1088	McArthur, Ted	202212	Ham Radio Setup	12/02/2022	200.00
Total 1054:						400.00
Roads						
1060						
10-60-50	133	Thomas Petroleum. LLC	M023067	Roads Gas, Oil, Vehicle Repair	11/21/2022	23.36
10-60-56	338	Utah Local Governments Trust	1603191	Roads	11/15/2022	59.37
10-60-76	146	IPACO	PS461612	PS461612 - Labor, cutting and we	11/12/2022	572.91
10-60-76	1016	Rasmussen, Spencer	202212	Drinking Water Source Protection	11/25/2022	200.00
10-60-76	1089	Cache Valley Media Group	25338	Stormwater Coalition	10/07/2022	735.00
10-60-80	310	The Clean Spot	POS1699	Towels/Pretty Pot QT	11/15/2022	11.28
10-60-80	1061	Marcus Dee & Sons Trucking	58847	2 Loads Road Base	11/24/2022	800.00
Total 1060:						2,401.92
Parks & Recreation						
1070						
10-70-46 10-41-16	552	Select Health	223210005079	Health & Dental	11/17/2022	3,814.24
10-70-30	310	The Clean Spot	POS1699	Towels/Pretty Pot QT	11/15/2022	11.28
10-70-45	490	Ag-Trac Enterprises, L.C.	7003498	Sprinker Winter Irrigation System	11/08/2022	550.00
10-70-56	338	Utah Local Governments Trust	1603191	Parks & Rec	11/15/2022	19.45
10-70-80	133	Thomas Petroleum. LLC	M023067	Parks Gas, Oil, Vehicle Repair	11/21/2022	23.34
Total 1070:						4,418.31
Grand Totals:						138,610.99

Report Criteria:

Invoices with totals above \$0 included.
Only paid invoices included.
Invoice.Payment due date = 12/06/2022

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Sewer Department						
5240						
52-40-06	1070	DS Accounting Services	2022-0341	Monthly Acct Services	11/30/2022	249.97
52-40-06	1070	DS Accounting Services	2022-0341	Audit Preparation FY22 Phase 3 o	11/30/2022	340.00
52-40-16	386	Lind, Sheila	202212	Life Insurance Reimbursement	11/29/2022	52.42
52-40-25	623	Wonderware, Inc. dba Core busin	INV-16658	CC Processing 2022	11/30/2022	12.90
52-40-50	133	Thomas Petroleum. LLC	M023067	Sewer Gas, Oil, Vehicle Repair	11/21/2022	23.36
52-40-55	338	Utah Local Governments Trust	1603191	Sewer Ins. Liability & Other	11/15/2022	79.16
52-40-79	80	Comcast	202211	Internet - Sewer	11/16/2022	28.77
52-40-80	76	City Of Logan	111622	911 Communication 10-54-40	11/16/2022	2,040.00
52-40-80	76	City Of Logan	111622	Sewer Pretreatment	11/16/2022	17,271.17
52-40-80	76	City Of Logan	111622	Green Waste, Waste, Recycle 10-	11/16/2022	15,165.46
52-40-85	310	The Clean Spot	POS1699	Towels/Pretty Pot QT	11/15/2022	11.28
Total 5240:						35,274.49

Water Department
5140

51-40-06	1070	DS Accounting Services	2022-0341	Monthly Acct Services	11/30/2022	249.98
51-40-06	1070	DS Accounting Services	2022-0341	Audit Preparation FY22 Phase 3 o	11/30/2022	330.00
51-40-16	386	Lind, Sheila	202212	Life Insurance Reimbursement	11/29/2022	52.42
51-40-25	623	Wonderware, Inc. dba Core busin	INV-16658	CC Processing 2022	11/30/2022	12.90
51-40-40	681	Matthew Regen, CPA, PC	8522	Audit FY2022 Split	11/22/2022	2,890.00
51-40-41	27	Bear River Health Department	202211	Coliform Test Lab #224226, 22422	11/01/2022	80.00
51-40-50	133	Thomas Petroleum. LLC	M023067	Water Gas, Oil, Vehicle Repair	11/21/2022	23.36
51-40-51	188	Logan City	111622	Account 003789-001 51-40-51	11/16/2022	181.00
51-40-51	188	Logan City	111622	Account 003789-001 51-40-51	11/16/2022	181.00
51-40-51	188	Logan City	111622A	Account 021927-001 51-40-51	11/16/2022	55.28
51-40-51	188	Logan City	111622B	Account 003993-001 51-40-51	11/16/2022	32.47
51-40-51	188	Logan City	111622C	Account 003994-001 51-40-51	11/16/2022	37.56
51-40-51	188	Logan City	111622D	Account 003995-001 51-40-51	11/16/2022	37.56
51-40-51	188	Logan City	111622E	Account 003996-001 51-40-51	11/16/2022	37.56
51-40-51	188	Logan City	111622F	Account 020975-001 51-40-51	11/16/2022	11.79
51-40-51	188	Logan City	111622G	Account 003997-001 51-40-51	11/16/2022	34.16
51-40-51	188	Logan City	111622H	Account 003992-001 51-40-51	11/16/2022	34.16
51-40-55	338	Utah Local Governments Trust	1603191	Water Ins. Liability & Other	11/15/2022	75.20
51-40-66	310	The Clean Spot	POS1699	Towels/Pretty Pot QT	11/15/2022	11.28
51-40-79	80	Comcast	202211	Internet - Water	11/16/2022	28.76
Total 5140:						4,396.44

Administration
1041

10-41-06	1070	DS Accounting Services	2022-0341	Monthly Acct Services	11/30/2022	250.05
10-41-06	1070	DS Accounting Services	2022-0341	Audit Preparation FY22 Phase 3 o	11/30/2022	330.00
10-41-16	386	Lind, Sheila	202212	Life Insurance Reimbursement	11/29/2022	52.42
10-41-16	558	Opticare of Utah	000174434	Vision Monthly Premium Dec 202	12/01/2022	13.62
10-41-16	558	Opticare of Utah	000174434	Vision Monthly Premium Dec 202	12/01/2022	13.62
10-41-16	558	Opticare of Utah	000174434	Vision Monthly Premium Dec 202	12/01/2022	5.68
10-41-40	681	Matthew Regen, CPA, PC	8522	Audit FY2022 Split	11/22/2022	2,805.00
10-41-55	338	Utah Local Governments Trust	1603191	Admin	11/15/2022	12.65
10-41-80	623	Wonderware, Inc. dba Core busin	INV-16658	CC Processing 2022	11/30/2022	12.90



Tyson Glover <tysonglover@riverheights.org>

UDOT TPA Grant Applications River Heights Masterplan

5 messages

Jacob Ames <jacob.ames@crsengineers.com>

Thu, Nov 17, 2022 at 2:41 PM

To: Jason Thompson <jasonthompson@riverheights.org>, Tyson Glover <tysonglover@riverheights.org>

Cc: "Max Pierce, PE" <max.pierce@crsengineers.com>

Mayor Thompson,

Applications are being accepted for the UDOT Technical Assistance Program (TPA). It is funding program for communities for land use and transportation planning, such as transportation masterplans.

Is this something that you are interested in pursuing this? If so we should meet soon to discuss it. The application deadline December 8th but if we get started quickly we should meet it.

Let me know if your interested and what your upcoming availability is. I know that Thanksgiving is next week but we should meet before that to meet the deadline.

As always let me know if you have any questions.

Jacob Ames, PE | Staff Engineer**CRS ENGINEERING & SURVEYING | 45 East 200 North, Suite 107 | Logan, UT 84321**

Phone: (801) 889-7887

www.crsengineers.com

Jacob Ames <jacob.ames@crsengineers.com>

Fri, Nov 18, 2022 at 5:06 PM

To: Jason Thompson <jasonthompson@riverheights.org>, Tyson Glover <tysonglover@riverheights.org>

Cc: "Max Pierce, PE" <max.pierce@crsengineers.com>

After talking to Tyson earlier we should be able to fill out the application for \$2,000. When you respond to this email as a notice to proceed we will get the contract mod sent over.

Looking forward to working with you on this. Let me know if you have any questions.

Get Outlook for iOS

From: Jacob Ames**Sent:** Thursday, November 17, 2022 2:41:44 PM**To:** Jason Thompson <jasonthompson@riverheights.org>; Tyson Glover <tysonglover@riverheights.org>**Cc:** Max Pierce, PE <max.pierce@crsengineers.com>**Subject:** UDOT TPA Grant Applications River Heights Masterplan

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>Tyson Glover</u> <u>520 South 500 East</u> <u>River Heights, Utah 84321</u> <u>435-237-2030</u>
Vendor : <u>CRS Engineers</u> <u>45 E 200 N STE 107</u> <u>Logan, UT 84321</u>	Purchase Order Date: _____ Purchase Order No.: _____
Contact: <u>Max Pierce, PE</u>	

Item	Quantity	GL #	Description	Unit Price	Extended
Professional Services	1	10-60-41	UDOT Technical Assistance Application to request funding for a Master Transportation Plan	\$ 2,000.00	\$ 2,000.00
Requisition					
Subtotal					\$ 2,000.00
Shipping/Other					
TOTAL					\$ 2,000.00

_____ Authorized Signature	_____ Date
-------------------------------	---------------

Attach to Purchase Order