

River Heights City

COUNCIL MEETING AGENDA Tuesday, November 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 (Gallup)

Adoption of Previous Minutes and Agenda

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

Public Comment

~~Presentation on Inflation Safety by Adventure Zone~~ *Postponed*

Fiscal Year 2022 Audit Presentation

Update on Easement Issues for Weston Property

Revisit the City's Fence Ordinance

Discussion and Action on 800 South Sewer Line Project

Review Wording to Pre-Approve Certain Bills to be Paid Between Council Meetings

Discuss Door Locks at the Old School

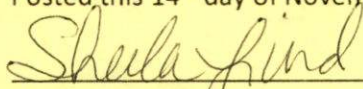
Discuss a City Email Use Policy

Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/83917677973?pwd=ZUhvUGo0UTJYdHp4bGIORWFXQVprdz09>

Posted this 14th day of November 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

November 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
12 Blake Wright, electronic
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14 Recorder Sheila Lind
15 Public Works Director Clayton Nelson
16 Treasurer Michelle Jensen
17 Finance Director Dave Sanderson, electronic
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19 Others Present: Matt Regan, Jon Jenkins, Cindy Schaub, Heather Lehnig
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23 The following motions were made during the meeting:

24 Motion #1

25 Councilmember Milbank moved to “adopt the minutes of the council meeting of November 1,
26 2022, and the evening’s amended agenda.” Councilmember Mathews seconded the motion, which
27 passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.
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29 Motion #2

30 Councilmember Gallup moved to “pay the bills as listed.” Councilmember Milbank seconded the
31 motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.
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33 Motion #3

34 Councilmember Milbank moved to approve purchase orders #10 and #11.” Councilmember
35 Gallup seconded the motion, which carried with Gallup, Mathews, Milbank, and Wright in favor. Glover
36 opposed.
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38 Motion #4

39 Councilmember Gallup moved to “authorize the treasurer to pay only Dominion, Logan City, Rocky
40 Mountain Power and Verizon in the event that those bills will be late if not paid prior to the next council
41 meeting.” Councilmember Mathews seconded the motion, which carried with Gallup, Glover, Mathews,
42 Milbank, and Wright in favor.
43

Proceedings of the Meeting:

The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, November 15, 2022, for their regular council meeting.

Pledge of Allegiance and Opening Thought: Councilmember Gallup gave an opening thought.

Adoption of Previous Minutes and Agenda: Minutes for the November 1, 2022, meeting were reviewed. Recorder Lind informed the Adventure Zone would not be attending the evening's meeting and would likely be rescheduled.

Councilmember Milbank moved to "adopt the minutes of the council meeting of November 1, 2022, and the evening's amended agenda." Councilmember Mathews seconded the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.

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

Recorder Lind

- She reported on an upcoming variance hearing, scheduled on November 21 for Chris Morgan, who was requesting a variance for a deck cover, which didn't meet setbacks.
- She asked if there were plans for a city Christmas party. Mayor Thompson and Recorder Lind will work together on getting a reservation somewhere for December 6th at 6:30. Council meeting on that evening will begin at 5:30.

Councilmember Wright didn't have anything to report.

Councilmember Gallup

- Senske was scheduled to put up the city Christmas lights by next Monday, the 21st.
- She thanked PWD for his groundwater contamination flyer, which she received at her home.
- She asked if Chris Morgan was seeking a variance for his project because it had been rejected. PWD Nelson explained that Mr. Morgan started building a deck cover which was obviously encroaching into his setbacks. He was informed he needed a permit. He applied for a Zoning Clearance Permit, which was denied.

Councilmember Glover

- He explained that Logan City had acquired COG funding for a traffic light at 700 South 100 East.

Councilmembers Mathews and Milbank didn't have a report.

Treasurer Jensen

- She presented and answered questions pertaining to the bills.

Councilmember Gallup moved to "pay the bills as listed." Councilmember Milbank seconded the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.

- She presented two Purchase Requisitions:
 - Purchase Order #11 was for a payable, which was approved at the last meeting to Symbol Arts for coins which the mayor planned to give out as recognition awards to the ambassadors and maybe others in the city. The amount was \$1,549, which will be enough to last for four years. Mayor Thompson explained that to avoid a casting fee of \$500, he purchased more coins than he needed. Councilmember Glover asked about giving out certificates instead. Councilmember Gallup said the ambassadors really like the coins.
 - Purchase Order #10 was for Josh Kirk, in the amount of \$1,190 for graphic web design. Recorder Lind had informed at the last meeting that Mr. Kirk was willing to revise the website to make it easier for her to post things herself.

Councilmember Milbank moved to approve purchase orders #10 and #11.”
Councilmember Gallup seconded the motion, which carried with Gallup, Mathews, Milbank, and Wright in favor. Glover opposed.

- Glenn’s Electric submitted a bid for the lower pump motor parts, many of which were backordered. The city’s idea was to order the parts now so they would have a better chance of arriving in time to do the project. Glenn’s was willing to store the parts until they were needed. The cost for the parts was \$123,002.61. PWD Nelson clarified that the prices were in line and that the cost was only for parts, not for a contractor. There was \$30,714.60 deducted for the installation for all of it. This portion will be billed after the installation. Mayor Thompson asked for a spread sheet of the line items on the original bid so he could tally what had been done. He asked about the time frame for tree removal. PWD Nelson thought it would be the second week of December. The mayor asked about Rocky Mountain Power’s part of the project. Mr. Nelson said they will get started after a contract was signed. He will get another copy to the mayor for his signature. The council agreed Mr. Nelson could go ahead with ordering the parts from Glenn’s Electric. It was clarified that the city would not be paying sales tax on the parts. The mayor asked for the spreadsheet from PWD Nelson to go in the Drive and be updated as things were accomplished. Because the lower well was an approved capital project the council didn’t see a need to bring each purchase up for approval.

Mayor Thompson

- The final draft of the interlocal cooperation agreement has been approved by all the city attorneys and was in the process of being signed.
- Councilmember Gallup asked for an update on the employee retirement situation. The mayor said the attorney would be in attendance later and could address the question then.

Public Comment: Cindy Schaub asked for permission to park two vehicles along the road across from her house while she had her driveway redone. PWD Nelson informed it would be the sheriff’s department who would issue tickets. The group generally didn’t mind if she parked on the road if there wasn’t snow. Councilmember Wright pointed out that if she got a ticket the mayor could make it go away.

Presentation on Inflation Safety by Adventure Zone: Postponed.

Fiscal Year 2022 Audit Presentation: Auditor Matt Regan thanked the council for having him back to do this year’s audit. He went through the audit, explaining and answering questions. He noted that the city had brought in more than they had spent. He read his opinion, which was included in the audit and will go to the state. He didn’t find anything that was not in compliance with state standards.

Councilmember Milbank asked about an accounting of the RAPZ money received. He knew the city had received more than was showing. FD Sanderson explained the \$5,065 received was very close to the amount budgeted. Mayor Thompson asked Treasurer Jensen and Mr. Sanderson to investigate.

Mayor Thompson discussed what the PTIF fund is currently paying in interest. He noted that treasury rates were high right now. He planned to bring some data to the council to discuss if the city could get a higher return somewhere else.

Update on Easement Issues for Weston Property: Attorney Jenkins reported on the Heritage property, east of the LDS church. There was an easement agreement, required by Heritage because they need a second access from the property. The Church had agreed to grant an easement that would come across the east side of the parking lot. The language proposed by the seller would require the city to defend and indemnify the Church across the easement. The problem is that it’s historically the developer who is responsible for these things. It’s not customary for the city to do this in exchange for the developer meeting his obligations. They wrote back with other suggested changes, but the seller wants to stick with the indemnity provisions. They are

136 saying the city would defend and indemnify any claims or accidents that may happen on this easement. If
137 there was a claim made, the developer could turn it over to the city. This is beyond the scope of what a city
138 would do for a developer. They are looking at other options for a second easement to the property. If there
139 were no other options, it may be that the city could waive any claims. As the city's attorney, he didn't
140 recommend electing to defend and indemnify because it would put significant liability on the city, which isn't a
141 normal thing for cities to do. He hoped to connect with Heritage to find out where they're at on this. He
142 informed that Visionary was not of a mind set to allow access through their nearby development. The Church
143 is the seller of the property and if they want it sold to be developed, they might help the buyer get what he
144 needs.

145 Attorney Jenkins explained the main access to the property would be north of the Church. The second
146 access was needed for emergencies. He noted that other than the easement language discussed, he agreed
147 with the rest of the contract.

148 Discussion turned to Visionary not allowing Heritage access to their roads, yet Visionary will be asking
149 for egress from River Heights City onto 600 South. Attorney Jenkins noted that River Heights has a one-foot
150 protection strip on 600 South and there had been no request made by Providence or the developer.

151 Mayor Thompson said this issue had been going back and forth for the last few months. A question
152 was raised about the development plan. Attorney Jenkins said there was a concept plan, but no one had seen
153 it.

154 The question was raised about the Utah Retirement System (URS). Attorney Jenkins had been working
155 with their office to find out other options the city might have for retirement. URS said the only option for
156 cities is to participate with them, which he found to be true based on state code. He informed that offering
157 retirement was an administrative decision, to be made by the mayor. He had some other ideas for the city to
158 consider for their employees if they didn't go with URS which he would discuss later with the mayor.

159 Revisit the City's Fence Ordinance: Councilmember Glover said a resident had brought to his attention
160 some frustration with the fence rules. Their property didn't have a fully designated right-of-way to measure
161 from, which would cause their fence to be more set back than others. He mentioned some slight oversight on
162 the last fence revisions. He'd like to see a couple tweaks to clean it up and will submit them to the Council.
163 Councilmember Wright asked to see the information he came up with. He noted that the Planning
164 Commission had been through so much conversation on fences over the last 5 years. The resident wanting a
165 change to the ordinance should plead their case with the Commission, not the Council. Councilmember Glover
166 said he would get his suggested revisions to Mr. Wright and Commission Chair Noel Cooley.

167 Discussion and Action on 800 South Sewer Line Project: Mayor Thompson said they had talked about
168 ordering some of the parts which were expected to be delayed. PWD Nelson said he and Engineer Rasmussen
169 had scheduled a meeting in the area to discuss the design, but it was postponed. They talked on the phone,
170 and both felt the best design was to have the city's line go straight north and then turn east. He cautioned the
171 city about spending any money on the project before the landowners had their easements in place. He will get
172 a map for property owners of where the easements will need to go and will email it to the mayor and
173 Councilmember Mathews. Councilmember Glover suggested having the city line up the survey for the
174 homeowners. Mayor Thompson said the fees for this could be part of the property owners' fees to the city.
175 After more discussion, it was decided that Ms. Mathews would talk with the property owners and suggest they
176 all hire the same surveyor. This way the city wouldn't be out anything if some property owners didn't follow
177 through.

178 Review Wording to Pre-Approve Certain Bills to be Paid Between Council Meetings: Councilmember
179 Gallup said she felt fine with allowing a specific list of vendors to be paid without council approval but was
180 unsettled about authorizing the mayor and anyone else to approve any "emergency" bill.

181 Treasurer Jensen informed that she had created online access to accounts for Dominion and Rocky
182 Mountain Power, which allows her access to the bills before they are mailed so she could present them to the

council sooner. The spirit of preapproval was only to avoid late fees. Ms. Gallup understood but still wanted the 'exceptions' of their last decision stricken.

185 Councilmember Gallup moved to "authorize the treasurer to pay only Dominion, Logan City, Rocky
186 Mountain Power and Verizon in the event that those bills will be late if not paid prior to the next council
187 meeting." Councilmember Mathews seconded the motion, which carried with Gallup, Glover, Mathews,
188 Milbank, and Wright in favor.

189 Discuss Door Locks at the Old School: Mayor Thompson anticipated meeting with the CEO of the Boys
190 and Girls Club soon. Nonetheless, the city needed to make some decisions on what they could do with the
191 building. He planned to meet with Councilmember Milbank to discuss some ideas. He suggested the stairs
192 needed to be made compliant and electronic door locks installed on the outer doors, which would provide
193 accountability on those entering the building. The interior locks have been changed. The bid to install
194 electronic locks on the three exterior doors (front, south and east) was \$7,000. In the future, electronic locks
195 could expand to other city buildings. The first one they install will be the most expensive because it would
196 have a hub. The mayor said they don't need to do the electronic locks, but it would be a good way to track
197 who was going in and out of the building. He asked PWD Nelson to get bids on fixing the stairs. Mr. Nelson
198 pointed out that electronic locks would allow renters to have a card which could be programmed to work only
199 for the time of their rental. The mayor asked for more bids on the lock system.

200 Councilmember Milbank asked about the building being used to house the library. Mayor Thompson
201 Jason said this conversation should be started in January when there would be different county council
202 members.

203 It was pointed out that the Boys and Girls Club still had a key to the building. Mayor Thompson asked
204 the council if the city should let them out of the lease easily. After his meeting with the CEO, he will come back
205 and seek council input.

206 PWD Nelson will work on a ramp or new stairs bid for the east entrance and a key bid. He informed
207 that before the gym could be rented out, they would need to install exit signs and night lighting. He asked if he
208 should spend money on these things. Mayor Thompson asked him to get a list of the costs and bring it to the
209 council at their next meeting.

210 Councilmember Mathews asked if Attorney Jenkins had made any comments on the Boys and Girls
211 Club's desire to get out of their lease. Mayor Thompson said he hadn't discussed it yet because he wanted
212 first to talk with the CEO. He will address it with the council first.

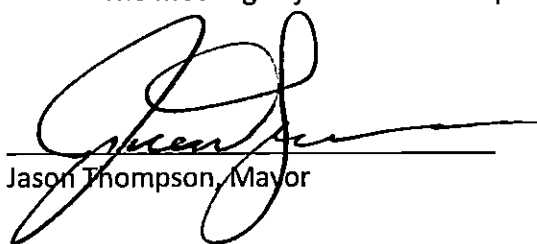
213 Cindy Schaub pointed out that the Boys and Girls Club was having a grand opening tonight at a place in
214 Logan.

215 Discuss a City Email Use Policy: Recorder Lind explained that cities are required to have an email policy
216 because of GRAMA. Councilmember Wright said he had concerns about texts from personal phones being
217 subject to GRAMA. He suggested having the city attorney review the policy. He agreed with the general
218 intent. Mayor Thompson asked council members to send him their concerns with the policy so he could
219 forward them to the attorney.

220 Treasurer Jensen said all the devices they use for any city business will be open to GRAMA.

221 Treasurer Jensen reported that she could only find \$5,050 that was actually paid to the city from RAPZ.
222 Recorder Lind said she would check her deposit records so they could compare. Mayor Thompson asked that
223 ARPA funds be noted and recorded correctly.

224 The meeting adjourned at 8:35 p.m.

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Jason Thompson, Mayor


Sheila Lind, Recorder

Report Criteria:

Invoices with totals above \$0 included.
Only paid Invoices included.
Invoice.Payment due date = 11/15/2022

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Sewer Department						
5240						
52-40-20	66	Caselle	120564	Monthly Support Charges	11/01/2022	94.65
52-40-26	633	Freedom Mailing Services	44042	Utility Bill Processing	11/02/2022	60.08
52-40-50	378	Napa Auto Parts	419207	RV Antifreeze/Mac Wite Litium Gr	10/21/2022	14.37
52-40-50	753	West Motor Co., Inc.	736254	Vehicle Oil/Inspection 3C6TR5CT	09/20/2022	17.61
52-40-65	146	IPACO	PS463628	Blower Backpack	11/07/2022	148.66
52-40-65	496	Century Equipment Company	LW06131	Sewer Repairs & Maint.	10/23/2022	7.50
52-40-75	246	Dominion Energy	111022	69008300000 - Sewer Gas	11/10/2022	58.44
52-40-77	380	Rocky Mountain Power	202211	Item 9	11/01/2022	16.41
52-40-77	380	Rocky Mountain Power	202211	Item 16	11/01/2022	2.79
52-40-78	863	Verizon Wireless	9918904247	442189479-0001	10/23/2022	68.83
52-40-78	995	Ask AllTech LLC	ATD-25935	Sewer Phones	11/15/2022	24.32
Total 5240:						513.66
Water Department						
5140						
51-40-20	66	Caselle	120564	Monthly Support Charges	11/01/2022	94.66
51-40-26	633	Freedom Mailing Services	44042	Utility Bill Processing	11/02/2022	60.08
51-40-50	378	Napa Auto Parts	419207	RV Antifreeze/Mac Wite Litium Gr	10/21/2022	14.24
51-40-50	753	West Motor Co., Inc.	736254	Vehicle Oil/Inspection 3C6TR5CT	09/20/2022	17.61
51-40-65	146	IPACO	PS463628	Blower Backpack	11/07/2022	148.66
51-40-65	496	Century Equipment Company	LW06131	Water Repairs & Maint.	10/23/2022	7.50
51-40-66	236	Peterson Plumbing	2868221	Water Materials & Supplies 51-40-	10/31/2022	489.60
51-40-75	246	Dominion Energy	111022	69008300000 - Water Gas	11/10/2022	58.44
51-40-75	246	Dominion Energy	111022A	Account 0491650000	11/10/2022	7.09
51-40-75	246	Dominion Energy	111022F	Account 7953243487 51-40-75	11/10/2022	33.81
51-40-77	380	Rocky Mountain Power	202211	Item 1	11/01/2022	10.76
51-40-77	380	Rocky Mountain Power	202211	Item 7	11/01/2022	14.27
51-40-77	380	Rocky Mountain Power	202211	Item 8	11/01/2022	3,145.72
51-40-77	380	Rocky Mountain Power	202211	Item 9	11/01/2022	16.40
51-40-77	380	Rocky Mountain Power	202211	Item 16	11/01/2022	2.79
51-40-78	863	Verizon Wireless	9918904247	442189479-0001	10/23/2022	68.82
51-40-78	995	Ask AllTech LLC	ATD-25935	Water Phones	11/15/2022	24.32
Total 5140:						4,214.77
Administration						
1041						
10-41-41	634	Forsgren Associates, Inc.	16520	Geneal Consulting Services	10/25/2022	426.25
10-41-50	753	West Motor Co., Inc.	736254	Vehicle Oil/Inspection 3C6TR5CT	09/20/2022	17.62
Total 1041:						443.87
Office Expenses						
1044						
10-44-10	633	Freedom Mailing Services	44042	Utility Bill Processing	11/02/2022	60.06
10-44-35	66	Caselle	120564	Monthly Support Charges	11/01/2022	94.69
10-44-55	633	Freedom Mailing Services	44042	Utility Bill Processing	11/02/2022	60.08
10-44-75	246	Dominion Energy	111022B	Account 1049100000	11/10/2022	46.39
10-44-75	246	Dominion Energy	111022D	Account 4012182621 10-44-75	11/10/2022	1,967.33
10-44-77	380	Rocky Mountain Power	202211	Item 19	11/01/2022	86.12

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-44-77	380	Rocky Mountain Power	202211	Item 12	11/01/2022	112.83
10-44-77	380	Rocky Mountain Power	202211	Item 20	11/01/2022	10.83
10-44-78	863	Verizon Wireless	9918904247	442189479-0001	10/23/2022	68.82
10-44-78	995	Ask AllTech LLC	ATD-25935	Admin Phones	11/15/2022	24.32
Total 1044:						2,531.47
Capital Projects						
5150						
51-50-71	634	Forsgren Associates, Inc.	16521	River Heights Boulevard Water L	10/25/2022	792.50
Total 5150:						792.50
Public Safety						
1054						
10-54-75	380	Rocky Mountain Power	202211	Item 6	11/01/2022	11.11
10-54-75	380	Rocky Mountain Power	202211	Item 14	11/01/2022	10.76
10-54-75	380	Rocky Mountain Power	202211	Item 16	11/01/2022	2.79
Total 1054:						24.66
Capital Projects						
4060						
40-60-84	634	Forsgren Associates, Inc.	16375	Lower Well Improvements	08/25/2022	5,426.33
40-60-84	634	Forsgren Associates, Inc.	16518	Lower Well Improvements	10/25/2022	348.75
40-60-89	634	Forsgren Associates, Inc.	16519	Stewart Hill Park - Const	10/25/2022	1,291.25
40-60-89	1014	Bio-West	00292210	Stewart Hill Park	10/31/2022	117.49
40-60-89	1014	Bio-West	00292210	Stewart Hill Park	10/31/2022	143.03
Total 4060:						7,326.85
Roads						
1060						
10-60-40	143	Intermountain Traffic Safety	51156	Signs PO-008	11/02/2022	179.15
10-60-50	378	Napa Auto Parts	419207	RV Antifreeze/Mac Wite Lithium Gr	10/21/2022	14.23
10-60-50	753	West Motor Co., Inc.	736254	Vehicle Oil/Inspection 3C6TR5CT	09/20/2022	17.62
10-60-60	380	Rocky Mountain Power	202211	Item 15	11/01/2022	20.85
10-60-60	380	Rocky Mountain Power	202211	Item 2	11/01/2022	13.01
10-60-60	380	Rocky Mountain Power	202211	Item 5	11/01/2022	1,145.51
10-60-60	380	Rocky Mountain Power	202211	Item 9	11/01/2022	16.40
10-60-60	380	Rocky Mountain Power	202211	Item 16	11/01/2022	2.79
10-60-75	246	Dominion Energy	111022	69008300000 - Roads Gas	11/10/2022	58.44
10-60-75	246	Dominion Energy	111022E	Account 7191650000 51-40-75	11/10/2022	62.65
10-60-80	146	IPACO	PS463628	Blower Backpack	11/07/2022	153.17
10-60-80	496	Century Equipment Company	LW06131	Roads Repairs & Maint.	10/23/2022	7.50
Total 1060:						1,691.32
Parks & Recreation						
1070						
10-70-75	246	Dominion Energy	111022	69008300000 - Parks Gas	11/10/2022	58.44
10-70-75	246	Dominion Energy	11122C	Account 1550009873 10-70-75	11/10/2022	7.09
10-70-77	380	Rocky Mountain Power	202211	Item 10	11/01/2022	16.62
10-70-77	380	Rocky Mountain Power	202211	Item 11	11/01/2022	11.23
10-70-77	380	Rocky Mountain Power	202211	Item 13	11/01/2022	10.76
10-70-77	380	Rocky Mountain Power	202211	Item 9	11/01/2022	16.40
10-70-77	380	Rocky Mountain Power	202211	Item 16	11/01/2022	2.78
10-70-80	321	Total Tree Care	4980	Remove Elm Tree & Box Elder Tr	10/14/2022	102.60

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-70-80	496	Century Equipment Company	LW06131	Parks Repairs & Maint.	10/23/2022	7.50
Total 1070:						233.42
School Building Expenses						
1075						
10-75-77	380	Rocky Mountain Power	202211	Item 17	11/01/2022	104.07
10-75-77	380	Rocky Mountain Power	202211	Item 18	11/01/2022	10.16
10-75-77	380	Rocky Mountain Power	202211	Item 16	11/01/2022	2.78
10-75-77	380	Rocky Mountain Power	202211	Item 16	11/01/2022	2.78
10-75-80	1086	Rapid Fire Protection	41800	Old River Heights School	10/24/2022	120.00
Total 1075:						239.79
Other Expenses						
1090						
10-90-10	633	Freedom Mailing Services	44042	Utility Bill Processing	11/02/2022	60.08
Total 1090:						60.08
Grand Totals:						18,072.39

Mayor: _____

Second Signayure : _____

Dated: _____

Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice.Payment due date = 11/15/2022

PURCHASE ORDER

River Heights City Corporation
 520 South 500 East
 River Heights, Utah 84321
 (435) 752-2646

Office Use - Purchase Order No:
 Office Use - Purchase Order Date:

FY 22 - P0010

Ship To:

Clayten Nelson
 520 South 500 East
 River Heights, Utah 84321
 435-213-6948

Vendor:

Josh Kirk
146 S 100 W
PARADISE UTAH
LOGAN 84321

Vendor Contact, Phone, Email:

435-757-0035

statecontracts.ut.gov

Above state website has been checked:

Yes No

Is an official P.O. Required by Vendor:

Yes No

Please attach any supporting quotes or data to this requisition.

Requesting Council Member:

Item	Quantity	GL#	Description	Unit Price	Total
					\$ -
		10-44-17	Graphic Web Design		1,190.00

Vendor Please include P.O. # on all Invoices

Subtotal

Shipping/Other

TOTAL

\$1,190.00

\$1,190.00

River Heights City Corporation Tax I.D. No. 87-028929-7

Mayor Signature/Council Mtg. Approval

Date

Treasurer Processed Signature

Date



(435) 757-0035
196 South 100 West
Logan, UT 84302
me@joshkirk.co

Proposal for Graphic/Web Design

joshkirk.com

River Heights City, herein referred to as the Client.
joshkirk.com, herein referred to as the Designer.

1. Purpose

The purpose of this document is to outline the development process that will take place as well as serve as a contract between the Client and the Designer.

2. Interested Parties

The primary individuals involved in the project will be Sheila Lind, representing the Client and Josh Kirk representing the Designer.

3. Project Description

Web site Design: The Designer will create a WordPress driven website to allow for modification and updating by the Client. It will be very professional and easy to navigate. It will also be responsive so that it will work on mobile devices. Some of the pages will include: (but not limited to)

- Home (with better layout)
- Citizens
- Government
- News
- Forms
- Contact

4. Creative Development

Creative development will involve development of layouts and will consist of several review cycles. The concepts will be based on information gathered in preproduction meeting with the client and should address their specific needs. The client will select one of the designs for further development and provide feedback on the various aspects of each layout. This selected style will be developed further and another round of review will follow. A final proof of the layout will be provided and reviewed. No major changes should be brought forth at this point (Major changes after this stage will require an extension to the contract.)

Web Site Design Proposal

Stage 1 - Creative Development	
Design Layout	6 hrs
Stage 2 - Technical Production	
Code Site	8 hrs
Total Cost	\$1190

5. Contract Details

The following details are based on initial requirements assessments, and may not reflect the final production cost of each item. The addition of requirements or features (where significant in nature) may incur additional development expense. The Designer will be responsible for informing the Client when a requested feature would be considered outside the original scope of the project and therefore require additional funding.

Payment

An initial payment of 50% of the total estimated cost is to be payable when this contract is signed. No work will take place before transfer of the first payment. Invoices are sent monthly and are considered delinquent after 30 days. Client agrees to pay the total invoiced cost upon completion of the work requested, and to pay monthly installments as the work is being completed. While the production cost estimates should reflect final total cost, invoices will be billed hourly at a rate of \$85 an hour. Invoices will contain specific hourly totals.

Final Approval

Production will be considered complete upon delivery and acceptance by the Client. Claims for broken links and/or missing files must be made by the Client in writing (emailed) within a period of fifteen (15) days after delivery of all or any part of the project. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that they fully comply with terms, conditions, and specifications.

Cancellation

In the event of cancellation of the project, ownership of all copyrights and the original artwork and materials shall be returned and retained by the Designer. A fee for work completed, based on the contract price, hourly rate and expenses already incurred, shall be paid by the Client.

Confidentiality

All correspondence and documents provided will be treated as confidential between the Client and the Designer, unless consent has been granted by both parties involved.

Ownership of work

Until full payment has been made, the Designer retains ownership of all original works or parts contained therein, whether preliminary or final. Upon full payment, the Client shall obtain ownership of the final work to use and distribute as they see fit. The Designer retains the right to use the completed project and any preliminary designs for the purpose of design competitions, future publications on design, educational purposes, marketing materials, and portfolio. Where applicable the Client will be given any necessary credit for usage of the project elements. All photography taken by the Designer will be owned by the Client. The Designer does not collect royalty fees or require notice or credits.

6. Acceptance of Agreement

The above prices, specifications and conditions are hereby accepted. The Designer is authorized to execute the project as outlined in this agreement. Payment will be made as proposed above. This agreement is not valid until signed by the Client and returned to the Designer.

Signature: _____ Date: _____
River Heights City
Sheila Lind

Signature: _____ Date: _____
joshkirk.com
Josh Kirk

River Heights City

Electronic Mail Use Policy

PURPOSE

The intent of this policy is to provide and explain the requirements, guidelines, and best practices for the use of electronic mail (email) that complies with the Utah Government Records Access and Management Act (GRAMA) and records retention schedules approved by the State Records Committee.

BACKGROUND

- The need to properly manage email messages and systems is the same as for other recordkeeping systems, which is to ensure compliance with State law and City ordinance concerning the creation, retention of, and access to public records.
- Emails created or received by employees, agents, or representatives of River Heights City are subject to GRAMA and therefore must be managed and maintained appropriately.

OPEN MEETING LAWS

Elected and appointed officials shall comply with all open meeting laws under UCA Title 52, Chapter 4 and shall refrain from creating situations that violate such law.

- Documents and email created or received on City-owned computers or sent over City-run networks are the property of the City.
- Email related to City business is recognized as official correspondence. Whether printed or not, it is subject to the same policies, rules, and procedures, and must be treated in the same manner as any City correspondence sent or received in printed format.
- Deletion of emails will not delete them from the backup system.
- Elected Officials are discouraged from using a personal email account from an outside email provider to conduct city business as it can be difficult to maintain appropriate records. However, if the elected official chooses to use a personal email account to conduct city business, then it is subject to the policy and procedures outlined above and examination for matters related to human resource personnel matters, litigation disclosures, forensic analysis, and information requests under the Government Records Access Management Act (GRAMA).

PRIVACY & SECURITY

- The City reserves the right to monitor, access, retrieve, read and disclose all information and material - whether business related or personal - that is created, sent, received, accessed or stored on its electronic resources, including emails and texts.
- The City may access such information and material at any time without any notice to the User. Users, through the internet, or other computer networks, cell phones or other Electronic

Communications systems (ECS), expressly waive any right of privacy in anything they create, store, send or receive on any/all City issued ECS or workstation equipment and systems (including but not limited to desktop computers, laptops, terminals, cell phones, etc.).

- Except for the City's right to retrieve, review and disclose messages as described above, all messages created, sent, received, or stored are considered to be confidential and as such are to be read only by the recipient or at the direction of the addressed recipient.
- Employees shall use caution when opening any emails or attachments from senders who are not known to the employee to avoid inadvertently downloading viruses or malware.
 - *Training:* Employees are required to go through the Phishing Trainings which are offered to them.
 - *Compromised Email Accounts:* If an employee suspects that their email account is compromised, they must notify the City IT department immediately.
 - *Detecting Malicious Content:* If there is any unusual feature of an email, or if it looks abnormal in any way, it is recommended employees do not download any attachments and notify IT. Under no circumstances should employees forward an email that is suspicious.
 - *Removing Malicious Emails and Content:* Malicious emails and emails with hazardous content should be deleted from email inboxes and from the deleted items folder so that they no longer exist on the device. If malicious content is suspected to already be on the device, employees should contact IT.
- Except as provided for herein, no employees shall access emails of another employee without permission from that employee.
- Mobile devices with email applications in use must at minimum use passcode security preventing unauthorized access to the device.

APPROPRIATE USE

All email and text messaging users are expected to know the difference between appropriate and inappropriate use of these communication technologies. This appropriate use policy applies to anyone who is representing River Heights City.

- Unacceptable Uses of the River Heights City Electronic Mail System:
 - Any illegal purpose
 - Transmitting threatening, obscene, or harassing materials or messages
 - Distributing confidential City data and information
 - Interfering with or disrupting network users, services, or equipment
 - Private purposes, such as marketing or business transactions
 - Installing copyrighted software or computer files illegally
 - Promoting religious and political causes.
 - Unauthorized not-for-profit business activities.
 - Private advertising of products or services.
 - Modifying, obtaining, or seeking information about files or data belonging to other users, without explicit permission to do so.

- Alternatives to Email for Work-related Activities - Email is not appropriate for transmitting and documenting the following work-related activities:
 - Information on impending personnel actions, such as employee disciplinary matters and performance evaluations.
 - Confidential information or information that can be used to breach personal privacy (such as Social Security numbers or medical information).
 - Information that may jeopardize facility security.
 - Formal or official communications that merit a printed or electronic document because of their importance.

- Mixing Personal and Work Accounts and Devices

Email accounts or devices that contain both work and personal emails are subject to discovery through GRAMA requests and are therefore highly discouraged. Privacy of personal communications cannot be ensured under such circumstances. Employees should not have their work email forwarded to their personal account or personal emails forward to their work email account.

- Enforcement of Appropriate use of Electronic Mail System
 - River Heights City reserves the right and responsibility to enforce appropriate use of its electronic mail system.
 - The City's IT department has universal access rights to all email so they can monitor and ensure system security.
 - The mayor or designee will review alleged violations of the email appropriate use policy on a case-by-case basis. Violations of the policy that are not promptly remedied may result in termination of internet and email services for the person at fault.

RECORDS RETENTION AND DETENTION

The purpose of the e-mail retention policy is to ensure that e-mail and electronic documents are maintained in accordance with the Utah Government Records Access and Management Act (GRAMA).

To ensure that all official and important electronic information is not lost because of improper deletion or management of e-mail correspondence, official city emails are saved and fully archived through an offsite archiving system administered by the city's IT department. This system is independent of local emails that can be deleted or filed. These archives can be accessed by city approved officials at any time but are not accessible to employees in general.

ASSIGNMENT OF EMAILS

- City emails are assigned by position/title to employees, mayor, and council members. Upon employment/taking office, city personnel will take over the email account of the person who previously held their position.

- Passwords will be changed at the time an email changes from one person to the next.
- Email addresses are the property of River Heights City.
- Included with email, the user will have access to Google Docs, Drive and Calendar.