

River Heights City

River Heights City Council Agenda

Tuesday, April 2, 2024

Notice is hereby given that the River Heights City Council will hold its regular meeting beginning at **6:30 p.m.**, anchored from the River Heights City Office Building at 520 S 500 E. Attendance can be in person or through Zoom.

Pledge of Allegiance

Opening Thought (Milbank)

Adoption of Previous Minutes and Agenda

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

Public Comment

CAPSA Presentation by Alyna Ohling

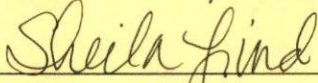
Discuss and Adopt a Privacy Policy Statement for the River Heights City Website

Adoption of a Resolution Approving Solid Waste, Recycling, and Greenwaste Collection and Disposal Fees

Discuss Changes to the Gymnasium Use Policy/Application

Adjourn

Posted this 28th day of March 2024



Sheila Lind, Recorder

Zoom Link: <https://us02web.zoom.us/j/87840194356>

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

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

River Heights City

Council Meeting

April 2, 2024

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7 Present: Mayor Jason Thompson
8 Council members: Lana Hanover
9 Janet Mathews, electronic
10 Chris Milbank
11 Lance Pitcher
12 Blake Wright
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14 Public Works Director Clayton Nelson
15 Recorder Sheila Lind
16 Treasurer Michelle Jensen
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18 Others Present: Alyna Ohling, Carrie Giles
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21 The following motions were made during the meeting:
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Motion #1

23 Councilmember Wright moved to “adopt the minutes of the council meeting of March 19, 2024,
24 as well as the executive meeting minutes of the same date and the evening’s agenda.” Councilmember
25 Hanover seconded the motion, which passed with Hanover, Mathews, Milbank, Pitcher, and Wright in
26 favor. No one opposed.
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Motion #2

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29 Councilmember Hanover moved to “pay the bills, with the DWA bill omitted.” Councilmember
30 Wright seconded the motion which carried with Hanover, Milbank, Pitcher, and Wright in favor. No one
31 opposed. Mathews wasn’t available to vote.
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Motion #3

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34 Councilmember Pitcher moved to “adopt a Privacy Policy Statement for the River Heights City
35 Website.” Councilmember Milbank seconded the motion which carried with Hanover, Mathews, Milbank,
36 Pitcher, and Wright in favor. No one opposed.
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Motion #4

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39 Councilmember Pitcher moved to “adopt a Resolution Approving Solid Waste, Recycling, and
40 Greenwaste Collection and Disposal Fees.” Councilmember Hanover seconded the motion which carried
41 with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.
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46 Motion #5

47 Councilmember Milbank moved to “make the suggested changes to the Old School Gymnasium
48 Use Policy/Application.” Councilmember Wright seconded the motion, which carried with Hanover,
49 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

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52 Proceedings of the Meeting:

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55 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the
56 River Heights City Building on Tuesday, April 2, 2024, for their regular council meeting.

57 Pledge of Allegiance and Opening Thought: Councilmember Milbank opened the meeting with a
58 thought.

59 Adoption of Previous Minutes and Agenda: Minutes for the March 19, 2024, meeting were
60 reviewed. The executive session minutes of the same date were silently reviewed.

61 Councilmember Wright moved to “adopt the minutes of the council meeting of March 19, 2024,
62 as well as the executive meeting minutes of the same date and the evening’s agenda.” Councilmember
63 Hanover seconded the motion, which passed with Hanover, Mathews, Milbank, Pitcher, and Wright in
64 favor. No one opposed.

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

66 Recorder Lind didn’t have anything to report.

67 Councilmember Wright didn’t have anything to report.

68 Councilmember Hanover

- 69 • The Easter Egg Hunt went well.
- 70 • The Emergency Preparedness Committee had a meeting.

71 Councilmember Pitcher

- 72 • He had been in contact with CRS Engineers. They are getting close to having something to present
73 to the Council on the traffic study they were working on. He will meet with them in the next week
74 or so.

75 Mayor Thompson

- 76 • He announced a budget workshop on May 7 from 5:00 – 6:00 before the 6:30 council meeting. FD
77 Sanderson would provide councilmembers copies of their budgets at the workshop. On May 21
78 the tentative budget would be passed, and the final would be adopted by June 4. Councilmember
79 Wright asked when they would discuss the capital projects budget. The mayor asked everyone to
80 email their ideas to him. He planned to refer to the city engineer’s master list of water and sewer
81 projects to see what was slated for the coming year. He would also include the past projects that
82 hadn’t yet been completed.
- 83 • Dave Anderson had contacted him about a Just Serve Day scheduled for September 7. He asked if
84 River Heights had any projects their volunteers could do. He asked council members to let him
85 know if they thought of any.

86 Councilmember Milbank

- 87 • Thursday at 9:00 am a preconstruction meeting was planned for Phase 2 of the new park. In
88 attendance would be Raymond Construction, Chelsea Grant, PWD Nelson, and Biowest. The
89 mayor informed that Attorney Jenkins had drafted an agreement with Chelsea Grant.
- 90 • He received a pavilion bid from Ellis Builders, which he felt was very reasonable. They would
order the kit from Steelworks and then install it themselves. Councilmember Hanover said Brian

91 Anderson, of the Lions Club, had a plaque the Lion’s Club would like posted on the new pavilion.
92 The Council agreed to the idea. The kit from Steelworks would be 8-12 weeks out. The mayor
93 requested a couple more bids before the next meeting so they could give approval and get going
94 on it right away. It was decided that the RomTech pricing already received would count as a bid.
95 They discussed the need for 25% down, which wasn’t in the current year’s budget. Treasurer
96 Jensen said it would work out because they would code the expense in the year the work would
97 be done. Mr. Milbank said he would get one more bid.

- 98 • He was trying to get a hold of Dave Thunell to see if he was planning to do a tree demonstration
99 for Apple Days.

100 Treasurer Jensen

- 101 • She would be gone for a week starting April 16 and asked that all invoices be to her by Monday so
102 she could have them ready for the meeting on that date.

103 Approval of Bills

- 104 • PWD Nelson informed that the lower well had not quite been finished by DWA so they shouldn’t
105 approve their bill yet.

106 **Councilmember Hanover moved to “pay the bills, with the DWA bill omitted.”**

107 **Councilmember Wright seconded the motion which carried with Hanover, Milbank, Pitcher, and**
108 **Wright in favor. No one opposed. Mathews wasn’t available to vote.**

109 Public Comment: Carrie Giles, of the Saddlerock Subdivision, discussed the street light situation
110 that had been going on for years and gave a history of the conversations she had had with Mayor
111 Rasmussen. The residents had been waiting 10 years for streetlights. PWD Nelson said the city had a
112 contractor lined up. The work and approvals had already gone through Rocky Mountain Power. It was
blue-staked last week. There were two more poles to install. They hoped to be done within a couple
113 weeks. Mayor Thompson recounted that they met with Dan Hogan to discuss punch list items he had left
114 to finish up. He acted as though he was going to work on the items but had been unresponsive. The city
115 will finish the list and take him to court to collect the costs.

116 CAPSA Presentation by Alyna Ohling: Ms. Ohling gave her CAPSA presentation. She reported the
117 number of individuals who had used their services from January to now was 380. Some things people
118 could do to help was to believe survivors and let them know of resources. She noted the events they
119 were sponsoring and left information in case they were interested. CAPSA is a non-profit group. They
120 apply for grants but are still challenged by funding. They have almost 80 employees. They were founded
121 in Cache Valley and had expanded into Idaho.

122 Discuss and Adopt a Privacy Policy Statement for the River Heights City Website: Mayor
123 Thompson discussed the policy and said AllTech would meet with the council soon to discuss the switch
124 from .org to .gov.

125 **Councilmember Pitcher moved to “adopt a Privacy Policy Statement for the River Heights City**
126 **Website.” Councilmember Milbank seconded the motion which carried with Hanover, Mathews,**
127 **Milbank, Pitcher, and Wright in favor. No one opposed.**

128 Adoption of a Resolution Approving Solid Waste, Recycling, and Greenwaste Collection and
129 Disposal Fees:

130 **Councilmember Pitcher moved to “adopt a Resolution Approving Solid Waste, Recycling, and**
131 **Greenwaste Collection and Disposal Fees.” Councilmember Hanover seconded the motion which**
132 **carried with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

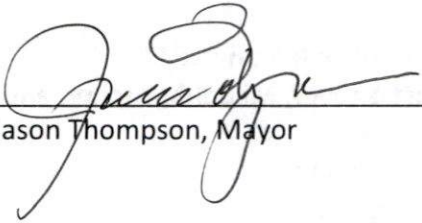
133 Discuss Changes to the Gymnasium Use Policy/Application: Recorder Lind briefly explained the
134 changes.

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Councilmember Milbank moved to “make the suggested changes to the Old School Gymnasium Use Policy/Application.” Councilmember Wright seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

At Councilmember Milbank’s request, Councilmember Wright reported that the Planning Commission would be holding a public hearing on the uses of the Old School. Brittany Cascio had reached out to a building owner in Draper, which rents a building similar to the Old School to find out how they work things. Councilmember Hanover asked if the gym would still be available for residents and city to use if they rent out parts of the rest of the building. Mr. Wright said his vision was to turn the gym into a nice community center. He pointed out that there would be a lot of discussion the Council would need to have after the Planning Commission made their recommendation.

The meeting adjourned at 7:30 p.m.



Jason Thompson, Mayor



Sheila Lind, Recorder

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Capital Projects						
5150						
51-50-70	948	DWA Construction, Inc.	LOWER WELL	DWA Lower Well Draw	04/01/2024	13,616.64
Total 5150:						13,616.64
Planning & Zoning						
1051						
10-51-07	222	Cooley, Noel H.	202404	Planning Commission 10-51-07	04/01/2024	84.00
10-51-07	371	Milbank, Chris	202404	Planning Commission Meeting	03/27/2024	126.50
10-51-07	560	Lehnig, Heather	202404	Planning Commission 10-51-07	04/01/2024	96.00
10-51-07	651	Wakefield, Troy	202404	Planning Commission	04/01/2024	96.00
10-51-07	768	Schaub, Cindy	202404	Planning Commission 10-51-07	04/01/2024	96.00
10-51-07	820	Pitcher, Lance B.	202404	Planning Commission 10-51-07	04/01/2024	12.00
10-51-07	1126	Ryan, Keenan	202404	Planning Commission	04/01/2024	72.00
Total 1051:						582.50
Public Safety						
1054						
10-54-40	76	City Of Logan	029017-20240	911	03/14/2024	1,998.00
10-54-60	51	Cache County Corporation	6951	Law Enforcement Contract	03/20/2024	3,072.00
10-54-70	51	Cache County Corporation	6951	Animal Control Contract	03/20/2024	9,161.00
Total 1054:						14,231.00
Roads						
1060						
10-60-50	133	Thomas Petroleum. LLC	M032196-IN	Roads Gas, Oil, Vehicle Repair	03/22/2024	15.32
10-60-55	242	Providence City	363517	Salt Dec 2023-March 2024	03/29/2024	11,224.74
Total 1060:						11,240.06
Parks & Recreation						
1070						
10-70-80	133	Thomas Petroleum. LLC	M032196-IN	Parks Gas, Oil, Vehicle Repair	03/22/2024	15.31
10-70-80	193	Lowe's	202404	Maintenance 10-70-80	03/25/2024	229.16
Total 1070:						244.47
Other Expenses						
1090						
10-90-10	1115	Waste Management of Arizona, IN	29-20681-5300	Elementary School Garbage	03/29/2024	225.16
Total 1090:						225.16
Grand Totals:						64,447.61

Report Criteria:

Invoices with totals above \$0 included.
 Only paid invoices included.
 [Report].Date Paid = 04/02/2024

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Sewer Department						
5240						
52-40-06	1070	DS Accounting Services	2024-0683	Monthly Acct Services	03/29/2024	249.97
52-40-25	623	Wonderware, Inc. dba Core Busin	INV-24860	CC Proccesing 2022	03/31/2024	24.32
52-40-50	133	Thomas Petroleum. LLC	M032196-IN	Sewer Gas, Oil, Vehicle Repair	03/22/2024	15.32
52-40-78	863	Verizon Wireless	9959906012	Split	03/31/2024	69.27
52-40-80	76	City Of Logan	029017-20240	Sewer Pretreatment 52-40-80	03/14/2024	17,110.94
Total 5240:						17,469.82

Water Department

5140						
51-40-06	1070	DS Accounting Services	2024-0683	Monthly Acct Services	03/29/2024	249.98
51-40-25	623	Wonderware, Inc. dba Core Busin	INV-24860	CC Proccesing 2022	03/31/2024	24.31
51-40-41	27	Bear River Health Department	202404	Coliform test 240689, 240690	04/01/2024	50.00
51-40-50	133	Thomas Petroleum. LLC	M032196-IN	Water Gas, Oil, Vehicle Repair	03/22/2024	15.32
51-40-51	188	Logan City	002996-20240	Account 003996-001 51-40-51	03/14/2014	37.56
51-40-51	188	Logan City	003992-20240	Account 003992-001 51-40-51	03/14/2024	34.16
51-40-51	188	Logan City	003993-20240	Account 003993-001 51-40-51	03/14/2024	29.08
51-40-51	188	Logan City	003994-20240	Account 003994-001 51-40-51	03/14/2024	35.86
51-40-51	188	Logan City	003995-20240	Account 003995-001 51-40-51	03/14/2024	30.77
51-40-51	188	Logan City	003997-20240	Account 003997-001 51-40-51	03/14/2024	34.16
51-40-51	188	Logan City	020975-20240	Account 020975-001 51-40-51	03/14/2024	14.18
51-40-51	188	Logan City	021927-20240	Account 021927-001 51-40-51	03/14/2024	30.77
51-40-65	236	Peterson Plumbing	5-3219072	Water Leak	03/20/2024	68.47
51-40-65	236	Peterson Plumbing	5-3221475	Water Leak	03/25/2024	129.32
51-40-65	236	Peterson Plumbing	5-3223590	Water Leak 750 E 600 S	03/27/2024	1,312.87
51-40-65	877	Core & Main	U619613	Clow Gate Valve	03/28/2024	1,147.75
51-40-78	863	Verizon Wireless	9959906012	Split	03/31/2024	69.26
51-40-79	80	Comcast	202404	Internet - Water	03/16/2024	33.17
51-40-86	877	Core & Main	U602410	Rubber Mr Gasket	03/26/2024	1,085.88
Total 5140:						4,432.87

Administration

1041						
10-41-06	1070	DS Accounting Services	2024-0683	Monthly Acct Services	03/29/2024	250.05
10-41-46	60	Cache Mayors' Association	202404	2024 Dues 10-41-46	01/16/2024	350.00
10-41-46	337	Utah League Of Cities & Towns	202404	Membership Fee 2024-2025	03/14/2024	1,366.65
10-41-80	623	Wonderware, Inc. dba Core Busin	INV-24860	CC Proccesing 2022	03/31/2024	24.32
Total 1041:						1,991.02

Office Expenses

1044						
10-44-45	364	Xerox Corporation	020936617	Copies 01-30-24 02-29-24	03/06/2024	111.63
10-44-50	1016	Rasmussen, Spencer	202404	Newsletter 104450	03/29/2024	200.00
10-44-78	863	Verizon Wireless	9959906012	Split	03/31/2024	69.26
10-44-79	80	Comcast	202404	Internet - Office	03/16/2024	33.18
Total 1044:						414.07

Ellis Builders

1202 S Highway 89, STE 120
 LOGAN, UT 84321
 (435) 764-3616
 info@ellisbuildersco.com
 www.ellisbuildersco.com



PROPOSAL

ADDRESS

River Heights City
 520 South 500 East
 River Heights, UT 84321

SHIP TO

River Heights City
 520 South 500 East
 River Heights, UT 84321

PROPOSAL # 2030**DATE** 03/29/2024**EXPIRATION DATE** 04/19/2024

ACTIVITY	QTY	RATE	AMOUNT
Steel Building:Steel Building Package 30' x 44' x 8' Roof Covered Pavilion. Steel Posts: 26'x40'x8' with 2' overhangs all around. Glulam beams, 5-8' bays Wood deck finish under roof.	1	86,207.00	86,207.00
Steel Erection Steel Erection	1	17,894.00	17,894.00
Concrete:Concrete Work Concrete Work for a 30' x 44' Pavilion including: (2) Spot Footings, 30' x 44' pad 5" thick, concrete, 10" of gravel, skid steer, roller, labor, cutting, and sealer.	1	19,959.00	19,959.00

Thank you for choosing Ellis Builders!

SUBTOTAL	124,060.00
TAX	0.00
TOTAL	\$124,060.00

Payment Terms:

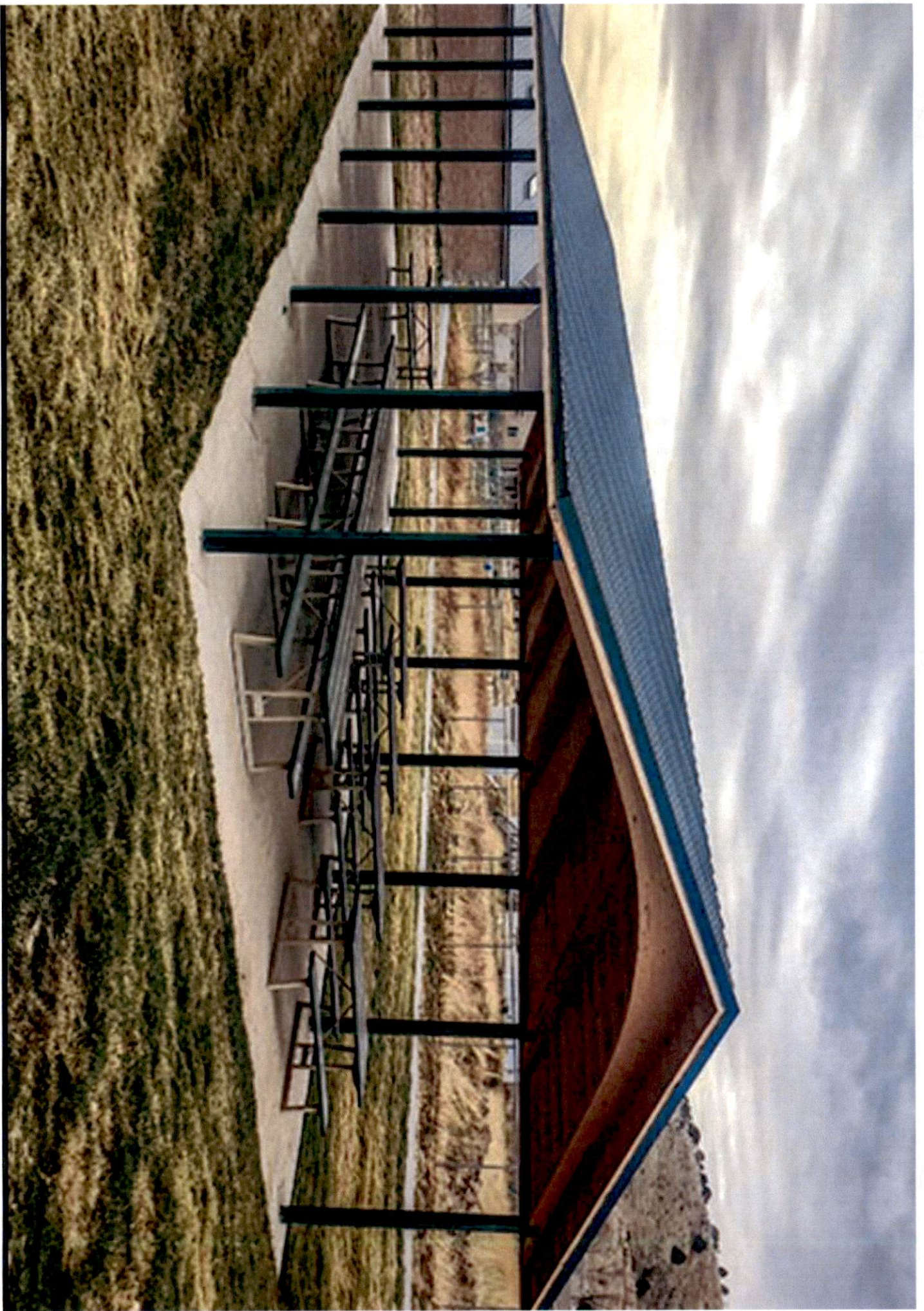
- 25% Down Payment
- Material Delivery Draw
- Draws based on completion of trades.

*Note: Interests charged at a rate of 1.5% per month on overdue balances and 18% of annual percentage rate.

Pricing: Due to market volatility this price is not guaranteed for any period of time. Any material increase by no fault of Ellis Builders will be added to this estimate or project as it occurs.

Exclusions: No imported or exported fill materials unless noted. No cold weather protection. No electrical, plumbing, heating, air conditioning (HVAC), building permits, or fees unless noted. Property lines and utility setbacks are to be confirmed by the owner/buyer.

Warranty: Seller makes no other warranty, express or implied, including specifically merchantability or fitness for a particular purpose. Seller is not liable for consequential damages arising out of the use of, or the inability to use, or defects in the property purchased.



Privacy Policy Statement for the River Heights City Website

In short: We care about your privacy, we use the minimal extent of information we need to provide you with services you requested, we safeguard your data and we do not monetize it or improperly share it.

In detail: This Privacy Policy Statement (the "Statement") is provided by River Heights City ("we," "us," or "our") in compliance with Utah Code Section 63D-2-103. We are committed to protecting your privacy. This Statement explains how we handle your information when you visit this webpage. We want you to understand how your data may be collected, used, and secured.

Who We Are and How to Reach Us: We operate this governmental website. If you have any questions or concerns, please reach out to City Recorder Sheila Lind at 435-752-2646 or email her at office@riverheights.org.

Information We Collect: We do not collect any information about you when you visit our webpage.

How We Use Your Information: Not applicable.

Disclosure Practices: Not applicable.

Access and Corrections: Not applicable.

Keeping Your Information Secure: Not applicable.

Note on Records Classification: Personally identifiable information is not classification of records under Utah Code Section 63G, Chapter 2, Government Records Access and Management Act. Access to government records is governed by Utah Code Section 63G, Chapter 2, Government Records Access and Management Act.

Review of This Notice: We want you to feel comfortable using our services, knowing that your privacy is respected and protected. We welcome your feedback on this notice, which is reviewed annually.

RESOLUTION NO. 2-2023 ~~4~~ 4

**A RESOLUTION APPROVING SOLID WASTE, RECYCLING, AND GREENWASTE
COLLECTION AND DISPOSAL FEES**

WHEREAS River Heights City has contracted with Waste Management for solid waste services as of October 1, 2023, and

WHEREAS trash and recycling service are both required, and

WHEREAS greenwaste is optional and picked up weekly, April 1 – November 1, and is billed 12 months of the year, and

WHEREAS Waste Management's fee schedule changes from time to time.

THEREFORE, the River Heights City Council adopts the following solid waste schedule which shall be in effect April 1, 2024:

Container Rates per month:

96 Gallon Trash	\$19.00 *
64 Gallon Trash	\$18.00 *
Recycling	\$5.00
Greenwaste	\$10.50
Extra Recycling	\$3.00
Extra Trash	\$8.75

* Rates reflect Waste Management's rates plus an additional \$2.00/month/account to cover River Heights City's administrative costs, plus a \$1/month/account communication fee imposed by Logan City.

PASSED BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH, THIS 2nd
DAY OF APRIL 2024.

Jason Thompson, Mayor

ATTEST

Sheila Lind, Recorder

River Heights City
520 South 500 East
435-752-2646

Old School Gymnasium Use Policy/Application

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date:** _____ Hours:*** _____ # of People: _____ (75 max)

*Must be at least 21 years old, a resident of River Heights or employee of the city and be present during the entire rental time.

** The gym is NOT available for rent on Thanksgiving, December 24, 25, 31 or January 1.

*** The gym is available to rent between 8:00am and 10:00pm. Be specific on the hours you'd like since someone will open and close the building for you.

River Heights City is dedicated to serving its citizens and allowing them use of the Old School Gymnasium. **This reservation includes use of the gym and restrooms only.** There is no kitchen in the building. Access to other portions of the building ~~are~~ is not permitted and could result in loss of deposit. **Parking** is available on the south side of the building and across the street to the west.

Deposits, Fees, and Cancellations

- Facility use is for River Heights residents or city employees.
- All fees must be paid prior to reservation being made.
- A credit card deposit and rental fee will be required.
- A cancellation less than 3 days before reservation may result in a forfeit of the rental fee. The deposit is still refundable.
- The refundable portion of the deposit will be returned within 10 days after the inspection verifies that no facility or property damage has occurred, that no city property is missing, there has been no violation of the rental agreement rules, and the facility is left clean and in orderly condition. River Heights City reserves the right to withhold all or part of the deposit for any violation of this rental agreement or for any costs incurred to the city.
- A \$30 fee will be charged to the deposit if the keycard is not returned within 7 days of the event. It can be dropped in the dropbox.
- Any damage over the deposit amount will be charged to your credit card.
- Deposit refunds will be applied back to your credit card. You will receive a receipt by email.
- Failure to be out of the facility by the time specified on this form may incur an additional fee, which will be withheld from your deposit or charged to your credit card.
- Fees will be assessed as follows (card payments only):

Use Fee:	\$100/5 hours
	\$25/each additional hour
Deposit:	\$250

Fees may be waived contingent upon City Council approval for non-profit organizations and local government uses. For example, forums regarding River Heights City government and town halls with legislature representatives. NOTE: Council approval of fee waiver may take up to three weeks.

Facility Use

- Pick up keycard during office hours, prior to your event. Please notify the city before you plan to come.
- Reservation is for gymnasium and restrooms only. Other portions of the building are off limits.
- Table and chairs are available to rent for \$1 each.
- No use or consumption of alcoholic beverages or illicit drugs will be permitted in or around City property.
- Smoking is not permitted on City property.
- Maximum Occupancy is 75 people.
- Organizations using the facility must only use those areas for which pre-approval has been granted.
- Decorations shall not cause any excessive damage to the room.
- Organizations are responsible for leaving the facility as clean and organized as when they found it.
- A vacuum, broom, mop, and minimal cleaning supplies will be provided.
- Children are welcome at the facility but must be under the direct supervision of responsible adults at all times.
- Trash must be disposed of and can be placed in the dumpster east of the school building. Extra garbage liners will be provided at the bottom of the cans.

Lost or Stolen Property

- The City of River Heights will not be responsible for the loss or damage of equipment, personal belongings, or other items owned or used by the organization using the facility.
- Items left for more than 60 days will be utilized or discarded as deemed proper by city staff.

IN THE EVENT OF A FACILITY ISSUE CALL CLAYTEN NELSON AT 435-213-6948.

I have read and agree to the terms and conditions listed in this policy. Failure to abide by this agreement will result in the loss of reserving privileges for city facilities in the future. I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted inside the Old School. I agree to pay for damages that occur to the facility, including costs exceeding the amount of the deposit.

I have received a copy of the Gymnasium Renting Guidelines.

Signature

Date

Staff Initials

Office Use Only

Rent Paid: _____

Date: _____

Deposit Paid: _____

Table Rental: _____

Chair Rental: _____

TOTAL _____

Deposit Refund Amount: _____

Date: _____