

# River Heights City

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River Heights  
City Council Agenda  
**Tuesday, August 6, 2024**

Notice is hereby given that the River Heights City Council will hold their regular meeting 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 (Mathews)

Adoption of Previous Minutes and Agenda

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

Public Comment

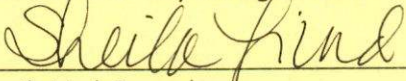
Determine Park Use Fee for Chaiya Wimber's Fall Event

Budget Discussion

General Discussion on Property Tax Rates, Water Rates, and Sewer Rates

Adjourn

Posted this 5<sup>th</sup> day of August 2024

  
Sheila Lind, Recorder

Zoom Link: <https://us02web.zoom.us/j/84085349093>

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website ([pmn.utah.gov](http://pmn.utah.gov)) and at [riverheights.org](http://riverheights.org).

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

August 6, 2024

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7 Present: Mayor Jason Thompson  
8 Council members: Lana Hanover  
9 Janet Mathews  
10 Chris Milbank  
11 Lance Pitcher  
12 Blake Wright  
13  
14 Public Works Director Clayton Nelson  
15 Recorder Sheila Lind  
16 Treasurer Michelle Jensen, electronic  
17  
18 Others Present: Chaiya Wimber, Noel Cooley, Brittany Cascio, Bryan Cascio  
19 (electronic)  
20  
21

22 The following motions were made during the meeting:

23  
24 **Motion #1**

25 Councilmember Hanover moved to “adopt the minutes of the council meeting of July 16, 2024,  
26 and the evening’s agenda.” Councilmember Mathews seconded the motion, which passed with Hanover,  
27 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.  
28

29 **Motion #2**

30 Councilmember Wright moved to “approve three purchase orders: 1) Beazer Lock and Key in the  
31 amount of \$2,681.74 for keycard locks at the old school, 2) Miller Company in the amount of \$ 3,480.00  
32 for 120 yards of wood chips for Ryan’s Place Park, and 3) Total Tree Care in the amount of \$3,526.00 for  
33 tree removal. Councilmember Hanover seconded the motion, which carried with Hanover, Mathews,  
34 Milbank, Pitcher, and Wright in favor. No one opposed.  
35

36 **Motion #3**

37 Councilmember Milbank moved to “approve the list of bills to be paid, excluding payment to  
38 Cache County for animal control and law enforcement.” Councilmember Pitcher seconded the motion,  
39 which carried with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.  
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41 **Motion #4**

42 Councilmember Wright moved to “charge Chaiya Wimber \$100 to use the park and a \$200  
43 refundable deposit.” Councilmember Hanover seconded the motion which carried with Hanover,  
44 Mathews, Milbank, and Wright in favor. Pitcher opposed. No one was absent.

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, August 6, 2024, for their regular council meeting.

Pledge of Allegiance and Opening Thought: Councilmember Mathews opened the meeting with a thought.

Adoption of Previous Minutes and Agenda: Minutes for the July 16, 2024, meeting were reviewed.

**Councilmember Hanover moved to “adopt the minutes of the council meeting of July 16, 2024, and the evening’s agenda.” Councilmember Mathews seconded the motion, which passed with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

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

Recorder Lind

- She asked for a councilperson to volunteer to oversee the council’s water booth at Apple Days in the gazebo and explained what needed to be done. Councilmember Wright agreed.

Councilmember Hanover

- She had signed up for an emergency preparedness conference which was being held in Salt Lake on September 11 & 12. She noted that anyone else who wanted to come was invited. Councilmember Wright informed that the city had updated their ordinance a few years ago to reflect FEMA’s changes. He also noticed that FEMA was updating their maps again and suggested Ms. Hanover work with the city engineer to see if River Heights had any changes that needed to be made. The mayor said he would forward the email he got about the map update to Ms. Hanover.

Councilmember Pitcher

- Road seal coats were finished. The roads which were chipped would be swept sometime this week.
- He asked for a future discussion on Riverdale Avenue, to get citizen input. He would like to get a final word on what the city’s part is in maintaining the road. The mayor said he would begin talking with residents in the area about it.

Mayor Thompson

- He explained he had been working on a proforma for the old school to come up with an estimated rate for rent, along with CAMS (shared area maintenance costs, such as utilities, snow removal, building cleaning) costs. He needed to nail down a couple more items and then he would get it out to the council members for their review. He suggested they may need to take a step back on their goals for allowing citizens to rent out the gym. The city would be better off to receive rent for this area. His goal was to have tenants in by October 1. He was still waiting for the contract from the city attorney.

Councilmember Mathews

- The 800 South sewer project should go out to bid in the next week.

Councilmember Milbank

- The Heber Olson Park Pavilion was projected to be built by August 15 (minus the concrete floor). The footings were installed. Additional concrete was added to the bid. He found out that last years and this year’s population grants had not been spent yet. He’d like to use the \$12,000 from these grants to help offset the extra concrete.

- The new Stewart Hill area park was coming along. Topsoil was being spread to prepare for sprinkler installation.
- He asked for the status of the rezone request on the property east of the church. The mayor said Heritage came back with their comments on the development agreement, which the city engineer was in the process of looking over.
- Councilmember Wright informed that the city was being required (by new state legislation) to change their subdivision ordinance. Subdivision approval would become administrative in nature, rather than legislative. The city would need to create a body that could administer development requests. He explained that the city hired a consultant to make the ordinance changes, which was being paid for by a state grant.

Public Works Director Nelson

- Presented purchase orders
  - Beazer Lock and Key in the amount of \$2,681.74 for three additional electronic locks in the old school and to change out some cylinders.
  - Total Tree Care in the amount of \$3,526.00 for dead tree removal and stump grinding in the Heber Olson Park. Councilmember Wright suggested another tree he felt needed to be removed. PWD Nelson agreed and said he would put it and another tree on a separate bid.
  - Miller Company in the amount of \$3,480.00 for playground wood chips at Ryan’s Place Park. He was ordering the chips for the service day in September. Rather than waiting until spring, they will have it done this fall since they had the volunteers.

**Councilmember Wright moved to “approve three purchase orders: 1) Beazer Lock and Key in the amount of \$2,681.74 for keycard locks at the old school, 2) Miller Company in the amount of \$ 3,480.00 for 120 yards of wood chips for Ryan’s Place Park, and 3) Total Tree Care in the amount of \$3,526.00 for tree removal. Councilmember Hanover seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

Approval of Payments

- Mayor Thompson questioned the amounts of the animal control and law enforcement invoices. He thought the contracts were for more than the invoice was. He wanted to wait to pay them until he had clarity.

**Councilmember Milbank moved to “approve the list of bills to be paid, excluding payment to Cache County for animal control and law enforcement.” Councilmember Pitcher seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

Public Comment: Brittany Cascio thanked the mayor and council for all their efforts on the old school. She also gave her support for Chaiya Wimber’s festival. She was excited to have another community event for families to be involved in.

Determine Park Use Fee for Chaiya Wimber’s Fall Event: Councilmember Wright drew attention to the Planning Commission minutes, which noted the conditions of the event. The Commission didn’t have the authority to set a use fee, which was why it was on the agenda for discussion.

Councilmember Milbank noted that the council didn’t want to charge an exorbitant fee, but realized they were providing quite a large space for the event. Ms. Wimber verified she was charging the vendors \$40 each.

Recorder Lind said for Apple Days they were charging \$40 per food truck. The committee hadn’t decided yet what to charge other vendors.

135 Councilmember Wright suggested charging whatever the city needed to cover their expenses, plus  
136 a deposit in case of damage. The fee would only be for this event. If it didn't end up going well for the  
137 city, it would not happen again. Therefore, they felt the fee wouldn't need to be adopted by resolution.

138 Councilmember Hanover asked if the parking situation was resolved. Ms. Wimber said she had  
139 resolved it by getting permission from the school and church to use their parking lots. She also found out  
140 there would be no soccer games on the date of her event (as was brought up with the Planning  
141 Commission).

142 Discussion was had on how much revenue she would bring in from the event. She explained that  
143 all of it would go back into the event to pay employees. She wasn't making a profit for herself.

144 Mayor Thompson suggested charging 10% of the earnings. They discussed a deposit amount.

145 Ms. Wimber explained how she had organized several events in the past. Other venues she had  
146 worked with had amenities such as access to electricity, water, etc. River Heights was not offering  
147 anything except space. She noted she had a discussion with someone from North Logan City who offered  
148 several amenities if she brought her event there.

149 Councilmember Milbank pointed out their desire to be careful since River Heights hadn't held  
150 such a large event like this before. Ms. Wimber offered to help the city put together a portfolio of how it  
151 should be run, if the city decided to offer it later.

152 Councilmember Pitcher asked what expenses the city would incur. PWD Nelson said it was hard  
153 to say until it was over. Hyrum City charged \$300-\$400 for these types of things.

154 Mayor Thompson proposed a \$250 deposit with no fee.

155 **Councilmember Wright moved to "charge Chaiya Wimber \$100 to use the park and a \$200**  
156 **refundable deposit." Councilmember Hanover seconded the motion which carried with Hanover,**  
157 **Mathews, Milbank, and Wright in favor. Pitcher opposed. No one was absent.**

158 Budget Discussion: Councilmember Mathews said her intention to reopen the budget was  
159 because she felt the capital projects, they had agreed on should be rediscussed with their end goal in  
160 mind. She felt they were spread in too many different directions. She didn't agree with spending money  
161 on a sprinkler system at the old church site when there had been no decision on the future of the  
162 property. She didn't want to waste money in case they had to tear it up in a couple years.

163 Mayor Thompson reviewed the capital projects which were approved by the council for the  
164 coming year: 1) Heber Olson Park pavilion, with \$105,000 balance, 2) 800 South sewer line, in the amount  
165 of \$130,000, 3) Stewart Hill Park, \$120,000, totally funded by RAPZ, and 4) Sod and irrigation at the old  
166 church and school properties. This was the only unfunded project, with an amount of \$35,000. He  
167 pointed out that since the tear down of the old church, they had a patch of dirt across from the city office  
168 with no immediate plans. He brought up the horrible weed situation that he looks at everyday in the  
169 Riverdale area next to the apartments. He felt if the city didn't do anything with the vacant lot it would  
170 end up looking terrible. He said the sod and sprinklers were signed off and approved.

171 Councilmember Hanover didn't feel the city should spend the money on sod and sprinklers for this  
172 area, to be possibly ripped up in a couple years. PWD Nelson pointed out that the \$35,000 included  
173 sprinklers at the old school and park, which he said would make his job so much easier. He supported the  
174 upgrades on the vacant lot since it was his experience that it was nearly impossible to keep up on the  
175 weeds.

176 Mayor Thompson guessed the cost for grass seed and sprinklers just on the vacant lot would be  
177 about \$8,000. He pointed out that there was no money to do anything else on the lot for several years  
178 anyway. He said the revenue brought in at the old school could help cover the sprinklers and grass.  
179 Councilmember Mathews said that money needed to go back into the old school.

180 Mayor Thompson discussed the old school proforma in more detail. He recommended charging  
181 \$16/square foot. He figured about \$50,000/year for utilities, which will also be charged to the tenants.  
182 Year one the city would bring in a potential \$72,500. At the end of five years (with a 2% rent increase  
183 every year) they would have made a profit of \$387,500. The building would be rented as is. If renters  
184 wanted improvements, they would make them at their own expense. He reported at the last library  
185 board meeting the board was cold to the idea of having a new library in the building. He didn't advise  
186 waiting around for them. He proposed 2-year rental leases, with a 2% rent increase/year. He was also  
187 aware of grants available for buildings like this. Gradually the city would build up revenue to put back into  
188 the building. The boiler would need to be fixed for the tenants.

189 Councilmember Hanover felt better knowing sprinklers were going in other places and not all  
190 \$35,000 would be used on the vacant lot. Councilmember Mathews didn't want this money coming out  
191 of the old school revenue. PWD Nelson had hopes they could do it for less.

192 Councilmember Pitcher suggested having it bid. PWD Nelson said a couple contractors came to  
193 get measurements and neither had gotten back to him. He will contact some of them to see if he could  
194 get a rough number. Councilmember Wright knew of someone he could ask.

195 Councilmember Mathews suggested that moving forward they align their goals and directions,  
196 without being so spread out. Mayor Thompson agreed there were currently several different projects  
197 going on at once. He said he measured progress by the number of projects finished up.

198 Discussion was held on how they could use general fund money for the vacant lot improvements  
199 rather than take from the water fund. They also discussed the possibility of flood irrigating the lot. PWD  
200 Nelson said a sprinkling system was still needed because flooding wouldn't reach all of it.

201 Mayor Thompson said they would get clear cut bids on the project and then determine where it  
would make the most sense to take the money.

202 Councilmember Mathews pointed out that along with increases in revenue, they should also  
203 anticipate increases in costs. Mayor Thompson added that they should also plan on the costs of projects  
204 increasing.

205 General Discussion on Property Tax Rates, Water Rates, and Sewer Rates: Discussion was held on  
206 property tax rates of other cities in the county for 2024-25.

207 Councilmember Wright suggested incremental increases to put River Heights more in the middle  
208 of the rates after 2 years. He didn't suggest raising it all in one year. He supported holding truth in  
209 taxation each year to stay up on rate increases. He discussed a 33% increase each year over the next  
210 three years.

211 Mayor Thompson felt they should have good reasons to raise taxes and be able to articulate those  
212 reasons to residents.

213 Councilmember Milbank supported Councilmember Wright's idea.

214 Councilmember Pitcher was also in support of an increase, whatever it may be.

215 Councilmember Hanover was in favor of incrementally raising the rate.

216 Discussion was held on franchise fees. Treasurer Jensen said she would investigate all the eligible  
217 franchises the city would be eligible to collect from and present her finding to them, as well as the rate  
218 collected on current franchise fees and what they could be raised to. Mayor Thompson said he would  
219 schedule further discussion at the first meeting in September.

220 Discussion was held on water and sewer rates. Mayor Thompson pointed out that the water fund  
221 brought in about \$150,000/year, which wouldn't scratch the surface for the upcoming projects.

222 Treasurer Jensen said if they want to raise water and sewer rates, they would do a rates study  
223 which considers upcoming projects.

225 Mayor Thompson said he would get an analysis for water and sewer funds along with the updated  
226 projects list from Engineer Rasmussen.

227 PWD Nelson said it was impossible to compare water and sewer rates with other cities due to all  
228 the different variables.

229 The mayor said he would be in favor of bonding for a new shop and plow truck. He saw it as a  
230 direct benefit to the residents who would be paying for it. Councilmember Mathews would prefer saving  
231 up unless it was an emergency. The mayor didn't see how they could save up for a shop while they were  
232 trying to keep up on the necessary project expenses.

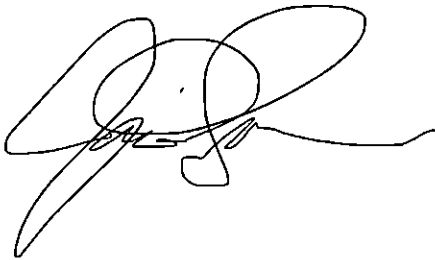
233 Councilmember Milbank pointed out a report the city engineer did a few years ago with a  
234 projection of 4 million dollars in projects. Mayor Thompson reminded that someone needed to make  
235 sure the list was continually consulted when he was no longer the mayor.

236 Mayor Thompson said he would type up a plan based on the evening's discussion so they would  
237 be prepared for truth and taxation the next time it came around.

238 The meeting adjourned at 8:25pm.

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



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247 \_\_\_\_\_  
Jason Thompson, Mayor

## Report Criteria:

Invoices with totals above \$0 included.  
Only paid invoices included.  
[Report]. Date Paid = 08/06/2024

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Sewer Department</b>						
<b>5240</b>						
52-40-06	1070	DS Accounting Services	2024-0775	Monthly Acct Services	07/31/2024	583.27
52-40-20	66	Caselle	134572	Monthly Support Charges	08/01/2024	98.33
52-40-25	623	Wonderware, Inc. dba Core Busin	INV-27062	CC Proccesing 2022	07/31/2024	12.81
52-40-65	113	Ferguson Enterprises, Inc.	4456135	Shop Split	07/12/2024	33.83
52-40-78	863	Verizon Wireless	9969782896	Split	07/23/2024	55.26
52-40-78	995	Ask AllTech LLC	A7116	Sewer Phones	05/15/2024	24.32
52-40-80	76	City Of Logan	202408	Sewer Pretreat	07/25/2024	13,121.54
Total 5240:						13,929.36

**Water Department**

<b>5140</b>						
51-40-06	1070	DS Accounting Services	2024-0775	Monthly Acct Services	07/31/2024	583.28
51-40-20	66	Caselle	134572	Monthly Support Charges	08/01/2024	98.32
51-40-25	623	Wonderware, Inc. dba Core Busin	INV-27062	CC Proccesing 2022	07/31/2024	12.82
51-40-41	27	Bear River Health Department	202408	Coliform test 242396, 242397	08/01/2024	50.00
51-40-51	188	Logan City	202408	003992	07/25/2024	54.59
51-40-51	188	Logan City	202408	003993	07/25/2024	33.75
51-40-51	188	Logan City	202408	003994	07/25/2024	28.47
51-40-51	188	Logan City	202408	003995	07/25/2024	60.27
51-40-51	188	Logan City	202408	003996	07/25/2024	57.43
51-40-51	188	Logan City	202408	003997	07/25/2024	42.55
51-40-51	188	Logan City	202408	020975	07/25/2024	17.15
51-40-51	188	Logan City	202408	021927	07/25/2024	216.51
51-40-65	113	Ferguson Enterprises, Inc.	4456135	Shop Split	07/12/2024	33.83
51-40-65	488	Thurcon, Inc.	1725	Backhow, Dumptruck Water Leak	07/01/2024	3,330.00
51-40-78	863	Verizon Wireless	9969782896	Split	07/23/2024	55.24
51-40-78	995	Ask AllTech LLC	A7116	Water Phones	05/15/2024	24.32
Total 5140:						4,698.53

**Adminstration**

<b>1041</b>						
10-41-06	1070	DS Accounting Services	2024-0775	Monthly Acct Services	07/31/2024	583.45
10-41-41	634	Forsgren Associates, Inc.	18071	Geneal Consulting Services	06/25/2024	447.50
10-41-65	113	Ferguson Enterprises, Inc.	4456135	Shop Split	07/12/2024	33.83
10-41-65	676	Four Seasons Htg & A/C	40430	Air Conditioning Repair City Hall	07/22/2024	330.00
10-41-70	337	Utah League Of Cities & Towns	24ANN-0086-0	ULCT Conf Lana Hanover Conf #	07/07/2024	415.00
10-41-70	796	Mathews, Janet G.	202408	ULCT Registration	07/31/2024	415.00
10-41-80	623	Wonderware, Inc. dba Core Busin	INV-27062	CC Proccesing 2022	07/31/2024	12.82
Total 1041:						2,237.60

**Office Expenses**

<b>1044</b>						
10-44-35	66	Caselle	134572	Monthly Support Charges	08/01/2024	98.35
10-44-45	364	Xerox Corporation	021720398	Copies 05-30-24 06-30-24	07/04/2024	114.24
10-44-78	863	Verizon Wireless	9969782896	Split	07/23/2024	55.24
10-44-78	995	Ask AllTech LLC	A7116	Admin Phones	05/15/2024	24.32



GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 1044:</b>						<b>292.15</b>
<b>Community Affairs</b>						
<b>1048</b>						
10-48-20	354	Watkins Printing	202407	Apple Days Printing	07/29/2024	64.80
<b>Total 1048:</b>						<b>64.80</b>
<b>Public Safety</b>						
<b>1054</b>						
10-54-40	76	City Of Logan	202408	911 Comm	07/25/2024	2,001.00
10-54-60	51	Cache County Corporation	7076	Law Enforcement Contract	07/17/2024	10,522.00
10-54-70	51	Cache County Corporation	7076	Animal Conrol Contract	07/17/2024	3,336.00
<b>Total 1054:</b>						<b>15,859.00</b>
<b>Capital Projects</b>						
<b>4060</b>						
40-60-01	488	Thurcon, Inc.	1727	Haul Clay Fill Dirt to Old Church	07/01/2024	4,320.00
40-60-04	634	Forsgren Associates, Inc.	18070	Stewart Hill Park - Const	06/25/2024	3,268.30
40-60-07	918	Arrow Fence	4198	Install Iron Fence at Cemetary on	07/18/2024	9,471.00
<b>Total 4060:</b>						<b>17,059.30</b>
<b>Parks &amp; Recreation</b>						
<b>1070</b>						
10-70-65	259	Roto Rooter	5071424	Porta Potties Elementary	07/10/2024	108.00
10-70-80	321	Total Tree Care	202408	Remove Siberian Elm Suckers	07/17/2024	277.40
<b>Total 1070:</b>						<b>385.40</b>
<b>Grand Totals:</b>						<b>54,526.14</b>

Mayor: \_\_\_\_\_

Second Signayure : \_\_\_\_\_

Dated: \_\_\_\_\_

**Report Criteria:**

Invoices with totals above \$0 included.

Only paid invoices included.

[Report].Date Paid = 08/06/2024

**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: \_\_\_\_\_

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

Vendor: Miller Company  
1836 W 4600 S  
Hyrum, UT 84319  
435-245-3157

statecontracts.ut.gov  
 Above state website has been checked:      Yes      No  
 Is an official P.O. Required by Vendor:      Yes      No

Vendor Contact, Phone, Email: \_\_\_\_\_

Please attach any supporting quotes or data to this requisition.  
 Requesting Council Member: \_\_\_\_\_

Item	Quantity	GL #	Description	Unit Price	Total
	120		Certified Playground Wood Chips	\$ 29.00	\$ 3,480.00
**Vendor Please include P.O. # on all invoices**				Subtotal	\$ 3,480.00
				Shipping/Other	
River Heights City Corporation Tax I.D. No. 87-028929-7				<b>TOTAL</b>	\$ 3,480.00

Mayor Signature/Council Mtg. Approval \_\_\_\_\_ Date \_\_\_\_\_

Treasurer Processed Signature \_\_\_\_\_ Date \_\_\_\_\_

**PURCHASING 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: \_\_\_\_\_

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

Vendor: Beazer Lock & Key  
395 N 100 W  
Logan, Utah 84321

statecontracts.ut.gov  
 Above state website has been checked: Yes No  
 Is an official P.O. Required by Vendor: Yes No

Vendor Contact, Phone, Email: \_\_\_\_\_

Please attach any supporting quotes or data to this requisition.  
 Requesting Council Member: \_\_\_\_\_

Item	Quantity	GL #	Description	Unit Price	Total
XS4MI...	3		Salto XS4 Mini Lever	\$ 750.58	\$ 2,251.74
Parts	1		CSA Rim Cylinder	\$ 55.00	\$ 55.00
Labor	1		Rekey Masterkey	\$ 15.00	\$ 15.00
Labor	1		Install levers & Program	\$ 360.00	\$ 360.00
**Vendor Please include P.O. # on all invoices**				<b>Subtotal</b>	\$ 2,681.74
River Heights City Corporation Tax I.D. No. 87-028929-7				<b>Shipping/Other</b>	
				<b>TOTAL</b>	\$ 2,681.74

Mayor Signature/Council Mtg. Approval Date  
Treasurer Processed Signature Date

**PURCHASE ORDER**

<b>River Heights City Corporation</b> 520 South 500 East River Heights, Utah 84321 (435) 752-2646	Office Use - Purchase Order No: _____ Office Use - Purchase Order Date: _____  Ship To: <u>Clayten Nelson</u> 520 South 500 East River Heights, Utah 84321 435-213-6948
Vendor: <u>Total Tree Care</u> 529 E 400 S Logan, Utah 84321	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: _____
Vendor Contact, Phone, Email: _____	

Item	Quantity	GL #	Description	Unit Price	Total
			Dead Tree removal & stump grinding		\$ 3,526.00
**Vendor Please include P.O. # on all invoices**				Subtotal	\$ 3,526.00
River Heights City Corporation Tax I.D. No. 87-028929-7				Shipping/Other	
				<b>TOTAL</b>	<b>\$ 3,526.00</b>

<u>Mayor Signature/Council Mtg. Approval</u>	<u>Date</u>
<u>Treasurer Processed Signature</u>	<u>Date</u>

# Chaiya Wimber's Request for Use of Heber Olson Park on October 12, 2024

## Minutes from the Planning Commission Meeting on July 30, 2024

Public Hearing to Discuss a Conditional Use Permit Request from Chaiya Wimber to Hold an Event in Heber Olson Park: Commissioner Cooley informed that the Commission was given the task from the City Council to address a CUP for the event. He asked Chaiya Wimber to explain her request. Ms. Wimber desired to provide a free activity for the community on October 12 in the Heber Olson Park. She proposed 60 vendors, 10 non-profit local community booths, 5 food trucks, pumpkin painting, live music, line dancing, and other free family activities. She explained that as the host, she would oversee all the cleanup, including the bathrooms and all debris and have paid employees going around during the event to make sure the environment was clean during the day, as well as after. Vendor parking would be at the elementary school so their vehicles wouldn't take up space near the event. The hours of the event would be from 10:00am to 4:00pm. Vendors would arrive to set up at 9:00am and be cleaned up and gone by 5:00pm.

Ruthann Nelson, of 555 E 600 S, asked what the event was for. Ms. Wimber said it was for the community. Ms. Nelson pointed out that it would be held during soccer season, which meant the school parking lot would be full on the proposed date. She was concerned about 400 cars and where they would all park. What would nearby residents do if cars were parked in front of their driveways?

Sharlie Gallup, of 475 E 400 S, asked if the food trucks would be provided power by the city or use their own generators. She asked if the money the vendors pay her would go towards paying her employees. She asked who would be responsible for minor damage that could occur. She wasn't sure how 60 vendors would fit in the park and was concerned with the amount of foot traffic on the lawn. She was curious who the vendors would be. Would they keep with the standard of a family-friendly community. Would there be an approval process for the vendors? She asked what kind of music would be playing. She wondered if law enforcement could drive by periodically during the event in case anything got out of hand. Would they pay a deposit in case there were damages? She supported community events but wanted some clarity.

Commissioner Cooley's biggest issue was where all the cars would park. He asked Ms. Wimber how much she planned to charge the vendors. Forty dollars was her reply. She said she chose the park for its beauty, because she lived nearby, and thought the community would enjoy what the event would offer.

Commissioner Ryan asked Ms. Wimber if she had ever organized an event of this magnitude before. Ms. Wimber said she had, several times.

Commissioner Schaub had concerns about the possible need for law enforcement. Would there be restrictions from the fire marshal? Should medical personnel be on standby? Would there be signs showing where to park. Would some streets be blocked off. Would the park bathrooms be sufficient? Were there plans to set up picnic tables and benches? She loved the idea but felt 60 vendors was way too many. She suggested half that amount. Ms. Wimber asked for 40, including

non-profits. Ms. Schaub asked what types of things the vendors would be selling and the type of music. Ms. Wimber gave some examples and explained that it would all be family friendly.

Commissioner Cooley asked Ms. Wimber how she planned to handle the traffic. She explained the vendors would come down 400 South, set up and then park at the school. Mr. Cooley asked her plan for the number of cars. Ms. Wimber listed the city's parking areas and how many cars each could hold, which came to about 100, near the city block. Mr. Cooley said it wouldn't be enough. He said he went to a similar type of event in Millville, which had cars lining the streets for three blocks, as well as in their parking lots. Ms. Wimber said she would have a couple employees to manage the parking lots. Commissioner Schaub didn't think this would be sufficient. Mr. Cooley suggested having law enforcement patrolling the area.

Ms. Wimber said she had organized events in small towns several times before. She had a list of interested vendors and named a few of them.

Commissioner Lehnig asked if she had event insurance. Ms. Wimber said she had investigated it and had planned on getting it. She informed that she would hire a person to take care of the trash during the event and haul it away. She could hire a medic to be on standby and get approval from the fire marshal.

Commissioner Cooley suggested at least three guides to help with traffic. He also brought up the possibility of needing additional restrooms. Councilmember Milbank noted that Cache Valley's Farmers Market had 70-80 vendor booths with only one bathroom.

The commissioners wanted to see the vendor amount cut to 40, which would include the non-profits and food trucks. Ms. Wimber said she could do away with food trucks and just have food booths.

Commissioner Cooley didn't want to start a trend for these types of events and suggested it be a onetime thing. He also noted that the Commission didn't have legislative power to impose fees for the event. This would need to come from the City Council. He suggested that any future requests for events in the park seek approval from the City Council, so they could address any problems that may arise from this event.

Councilmember Wright felt the council had approved the use but was leaving it up to the commission to come up with the conditions. It was also his feeling that it was for a one-time use. The council would come up with fees to charge, but suggested the commission could recommend an amount. It was brought up that the city's new pavilion should be erected by October.

Commissioner Schaub read from concerns expressed at the council's meeting. One of the suggestions was that perhaps the soccer fields at the school would be better suited for an event like this. Ms. Wimber was asked if she had contacted the LDS Church about getting permission to use their parking lot. She hadn't but would. She would also check with South Cache Soccer about their use of the school parking lot on October 12.

The Commissioners discussed the conditions they wanted to impose.

**Commissioner Lehing moved to "approve Chaiya Wimber's request for a Conditional Use Permit (including her acknowledgment of responsibilities on the application) for a**

**Halloween market in the Heber Olson Park on October 12, 2024 for a one time use only, with the following conditions: submit proof of insurance, arrange for medical personnel, and traffic control, 40 vendors, 3 food trucks, submit a letter from the fire marshal, arrange for law enforcement, remove all trash from the premises, family friendly music only, provide a list of vendors, provide verification of parking arrangements from the school and LDS Church (turn in by August 13), and meet with the City Council to arrange for the park use fee.” Commissioner Schaub seconded the motion, which passed with Cooley, Lehnig, Ryan, and Schaub in favor. No one opposed. Wakefield was absent.**

Commissioner Cooley asked Ms. Wimber to get on the next City Council agenda for them to determine the fee. The Council would be provided with the list of conditions.

### Conditions Listed on Mr. Wimber’s Conditional Use Permit

- 1) Permission is for a one-time event only.
- 2) Be aware of the Acknowledgment of Responsibilities on the CUP application.
- 3) Limit of 40 vendors.
- 4) Limit of 3 food trucks.
- 5) Remove all trash from the premises.
- 6) Family friendly music only.
- 7) Meet with the City Council for park use fee determination.
- 8) Provide to the City:
  - a) Proof of insurance
  - b) Letter from the fire marshal
  - c) List of vendors
  - d) Verification of parking permission from the school and LDS Church (by Aug 13)
- 9) Arrange for:
  - a) Medical personnel
  - b) Traffic control
  - c) Law enforcement

## General Fund

### 2024-2025 Projected Income:

1. Property Tax:	\$115,000
2. Sales Tax:	\$390,695
3. Franchise Tax:	\$76,000
4. Licenses and Permits:	\$43,700
5. Charges for Services:	\$3,300
6. Fines:	\$600
7. Other Revenue:	\$25,825

**Total Projected Annual General Fund Revenues: \$655,120**

### 2024-2025 Budgeted Expenses:

1. Administration:	\$142,815
2. Office Expenses:	\$29,000
3. Community Affairs:	\$27,550
4. Planning and Zoning:	\$5,100
5. Public Safety:	\$218,615
6. Roads:	\$74,350 (Non-Class C Road Fund Expenses)
7. Parks and Recreation:	\$79,500
8. School Building:	\$23,200
9. Other Expenses:	\$0

**Total Budgeted Annual General Fund Expenses (as of FY 2024-2025): \$600,130**

Income (\$655,120) - Expenses (\$600,165)= **Net Balance: \$54,990**

At the completion of each fiscal year, the net remaining balance (if there is a remaining positive fund balance) is transferred to the Capital Projects Fund for the following fiscal year. For our current budget year (FY 2024-2025) if all of our expenses stay as budgeted, we will carry forward into FY 2025-2026 \$54,990 into the Capital Projects Fund.



**Roads Fund**  
(in addition to budgeted funds in the General Fund)

**2024-2025 Projected Revenues:**

- 1. Mass Trans Tax: \$25,000
- 2. Class C Road Funds: \$175,000

Total Roads Revenues: \$200,000

**2024-2025 Budgeted Expenses:**

- 1. Roads Expenses: \$107,000

Income (\$200,000) - Expenses (\$107,000)= **Net Balance: \$93,000**

Class C Road Funds have specific uses that qualify for use. If the budgeted amount is what is expended in FY 2024-2025, there will be a positive net balance of \$93,000 that will be carried forward to FY 2025-2026 for use on Class C Road Funds eligible uses.

**Water Fund**

**2024-2025 Projected Revenues:**

- 1. Total Revenues: \$506,303

**2024-2025 Budgeted Expenses:**

Total Budgeted Expenses: \$355,880

If budget expenses do not change, the water fund will grow by a total of \$150,423 throughout the 2024-2025 Fiscal Year.

**Sewer Fund**

**2024-2025 Projected Revenues:**

- 1. Total Revenues: \$400,003

**2024-2025 Budgeted Expenses:**

- 1. Total Budgeted Expenses: \$321,780

If budget expenses do not change, the Sewer Fund will grow by a total of \$78,223 throughout the 2024-2025 Fiscal Year.

Based on the 2024-2025 Projected Revenues and Budgeted Expenses scenario presented above, the anticipated change in fund balances between FY 2024-2025 and FY 2025-2026 will look as follows:

#### **FY 2025-2026 General Fund**

FY 2025-2026 Revenues:                      \$655,120 (anticipated)

This revenue projection is the same as FY 2024-2025. However, likely change will/can include:

1. Increased Property Tax Revenues from Raising Property Taxes
2. Our state allocated and proportioned Sales Tax revenues will likely increase as inflation drives up the prices of goods and services that determine overall sales tax revenues.
3. Franchise Taxes can be increased with current service providers or others implemented where they may not currently be charged.

#### **FY 2025-2026 Capital Projects Fund**

**FY 2024-2025 Capital Projects Fund Balance: \$0**

(The actual FY 2024-2025 Capital Projects Fund balance is not \$0 on paper. However, the funds still reflected in the Capital Projects Fund for FY 2024-2025 are ALREADY ALLOCATED FUNDS for the completion of Capital Projects funded by the Council in FY 2023-2024, leaving an effectual balance of \$0 for new Capital Projects for FY 2024-2025.

**FY 2025-2026 Capital Projects Fund Balance: \$54,990**

This positive balance in the Capital Projects Fund is created by carrying forward from the net excess in the General Fund for FY 2024-2025 as presented above.

#### **FY 2025-2026 Water Fund**

Current Water Fund Balance (Beginning FY 2024-2025): \$309,705.21

Net Fund Growth Throughout FY 2024-2025: \$150,423

**Anticipated Water Fund Opening Balance at the Beginning of FY 2025-2026: \$460,128.21**

## FY 2025-2026 Sewer Fund

Current Sewer Fund Balance (Beginning FY 2024-2025): \$1,014,327.21

Net Fund Growth Throughout FY 2024-2025: \$78,223

**Anticipated Sewer Fund Opening Balance at the Beginning of FY 2025-2026:  
\$1,092,550.21**

### Snap Shot of Fund Opening Balances FY 2024-2025 COMPARED to FY 2025-2026

#### FY 2024-2025

1. General Fund:	\$655,120
2. Roads Fund:	\$200,000
3. Capital Projects Fund:	\$0
4. Water Fund:	\$309,705.21
5. Sewer Fund:	\$1,014,327.21

#### FY 2025-2026

1. General Fund: **\$655,120**
  - a. This will likely be higher for reasons mentioned above.
2. Roads Fund: \$200,000 + \$93,000 (excess carried forward from FY 2024-2025)=  
**\$293,000**
3. Capital Projects Fund: \$0 + \$54,990 (excess carried forward from FY 2024-2025 GF Balance)= **\$54,990**
4. Water Fund: \$309,705.21 + \$150,423 (excess carried forward from FY 2024-2025 Water Fund)= **\$460,128.21**
  - a. *Recommended Fund Minimum Threshold is \$500,000.*
5. Sewer Fund: \$1,014,327.21 + \$78,223 excess carried forward from FY 2024-2025 Water Fund)= **\$1,092,550.21**
  - a. *Recommended Fund Minimum Threshold is \$1,000,000.*