

River Heights City

River Heights City Council Agenda Tuesday, October 1, 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 (Wright)

Adoption of Previous Minutes and Agenda

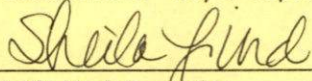
Reports and Approval of Payments and Purchase Orders (Mayor, Council, Staff)

Public Comment

Continued Discussion on Energy Sales and Use Taxes

Adjourn

Posted this 26th day of September 2024



Sheila Lind, Recorder

Zoom Link: <https://us02web.zoom.us/j/86535115193>

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

Council Meeting

October 1, 2024

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7 Present: Mayor Jason Thompson
8 Council members: Janet Mathews
9 Chris Milbank
10 Lance Pitcher
11 Blake Wright
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13 Public Works Director Clayton Nelson
14 Recorder Sheila Lind
15 Treasurer Michelle Jensen
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17 Excused Councilmember Lana Hanover
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19 Others Present: Chelsea Grant, Dwight Whittaker, Heather Lehnig, Brittany
20 Cascio,
21 Electronically Present: Cindy Schaub, Bryan Cascio
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24 The following motions were made during the meeting:
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26 Motion #1

27 Councilmember Pitcher moved to “adopt the minutes of the council meeting of September 17,
28 2024, and the evening’s agenda.” Councilmember Wright seconded the motion, which passed with
29 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed. Hanover was absent.
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31 Motion #2

32 Councilmember Milbank moved to “approve the PO for the pavilion change order in the amount
33 of \$18,767 to Ellis Builders.” Councilmember Wright seconded the motion, which carried with Mathews,
34 Milbank, Pitcher and Wright in favor. No one opposed. Hanover was absent.
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36 Motion #3

37 Councilmember Wright moved to “pay the bills of October 1, 2024.” Councilmember Pitcher
38 seconded the motion which carried with Mathews, Milbank, Pitcher, and Wright in favor. No one
39 opposed. Hanover was absent.
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42 Proceedings of the Meeting: 43

44 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, October 1, 2024, for their regular council meeting.

46 Pledge of Allegiance and Opening Thought: Councilmember Wright opened the meeting with a
47 thought.

48 Adoption of Previous Minutes and Agenda: Minutes for the September 17, 2024, meeting were
49 reviewed.

50 **Councilmember Pitcher moved to “adopt the minutes of the council meeting of September 17,
51 2024, and the evening’s agenda.” Councilmember Wright seconded the motion, which passed with
52 Mathews, Milbank, Pitcher, and Wright in favor. No one opposed. Hanover was absent.**

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

54 Pay Bills

- 55
- Treasurer Jensen presented and answered questions regarding the bills to be paid.
 - Councilmember Milbank informed that Ellis Builders had sent a proposal for concrete flatwork around the new pavilion in the amount of \$18,767. He didn’t believe this was part of the budgeted cost. Treasurer Jensen suggested it be presented as a PO. PWD Nelson stated that the estimate included an extension of the concrete under the structure up to the parking lot. It was unsure where they would pull the money. Mr. Milbank informed them that his request for the RAPZ population grant was for concrete at the pavilion, which would provide about \$12,000. Councilmember Wright explained the Ellis estimate also covered replacement of part of the curbing next to the parking lot to tie the pavilion in and make it all look good. The flatwork would include 6’ of concrete extending around the structure so the picnic tables could be placed up to the edge of the structure. Mr. Wright also informed them that there would be an additional bill coming from Design West for about \$1,500 for design work on the placement of the pavilion. However, he wouldn’t be billing for his time.

68 Treasurer Jensen gave a PO number of FY2025-003 to the request.

69 **Councilmember Milbank moved to “approve the PO for the pavilion change order in
70 the amount of \$18,767 to Ellis Builders.” Councilmember Wright seconded the motion,
71 which carried with Mathews, Milbank, Pitcher and Wright in favor. No one opposed.
72 Hanover was absent.**

73 **Councilmember Wright moved to “pay the bills of October 1, 2024.” Councilmember
74 Pitcher seconded the motion which carried with Mathews, Milbank, Pitcher, and Wright in
75 favor. No one opposed. Hanover was absent.**

76 Recorder Lind didn’t have anything.

77 Councilmember Wright

- 78
- Attorney Jenkins informed him that the city needed to advertise for a property manager at the old school. The attorney said he would work up an RFP right away. Mr. Wright said Dwight Whittaker, of the Cache Valley Humanitarian Center, was interested in renting the gym and three or four classrooms. They would like 3,000-4,000 square feet. He said Brittany Cascio and Dave Thunell were also interested in renting space. He felt there was enough interest to get some tenants in the building right away, if they would accept the building “as is.” Along with hiring a property manager, they needed to decide on rent amounts.

85 Mayor Thompson said the final draft of the school districts lease was sent to them for
86 signing. The lease for the other tenants was also ready to go.

87 Councilmember Pitcher

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- He had met with Margie Rycewicz regarding stormwater grants. One of the possible grants she discussed specified that stormwater runoff would have to be mitigated through green infrastructure techniques. The three projects discussed at the Council’s last meeting would
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91 need to be analyzed individually with the city engineer. However, they may be able to apply
92 for FEMA money, in which case they needed to have a pre-action plan of a possible hazard.
93 Ms. Rycewicz also told him about a Community Asset Supplies Inventory (CASI) that the
94 community would put together and then get back to BRAG. Once this was on file, she could
95 use it to apply for public facility grants that came up. She also suggested an update on the
96 pre-disaster mitigation plan to include stormwater. Mayor Thompson asked Mr. Pitcher to
97 type up a summary of his meeting with Ms. Rycewicz so he could work with him to provide the
98 requested information.

- 99 • He received an email from Tyler Case regarding fiber optics. Mr. Case offered to put together
100 some fiber options that he could help the city work through.

101 Mayor Thompson

- 102 • He had been in several meetings and planned to update the Council at their next meeting.

103 Councilmember Mathews

- 104 • Three bids were received for the 800 South sewer project but they were waiting to award the
105 low bidder until the city received approval from Wasatch Properties for the necessary
106 easement. PWD Nelson encouraged a closer look at the bids to make sure they were
107 comparing the same things.

108 Councilmember Milbank

- 109 • He encouraged everyone to visit the new park. Trees had been planted and grass seed spread.
110 They would like to get more contributions for the trees.
- 111 • He talked to Dan Pond from Catalyst (property manager), who seemed eager to be involved in
112 the property management of the old school. Their fee would be 6% if the city paid for
113 advertising. The advertising would most likely run about \$400/month until the building was
114 full. If the city wanted them to do the advertising, they would charge 10%. He planned to
115 meet with Mr. Pond later to discuss more details. The mayor said 10% is a normal amount for
116 property managers to charge. The Council was interested in having the managers take care of
117 advertising but wanted to talk about it more.

118 PWD Nelson

- 119 • Streetlights were installed in Saddlerock. There were a couple that didn't work but Rocky
120 Mountain Power would be back to fix them.
- 121 • He was hoping to hear back from Wasatch Properties about the right of way for the 800 South
122 sewer within the next week.
- 123 • Johnson Controls had worked on the boiler at the old school a couple times. They had to
124 replace a couple parts before they could fully test the system. Once they were replaced, they
125 could evaluate the whole situation.

126 Public Comment: Dwight Whittaker, executive director of Cache Valley Humanitarian Center
127 (CVHC), gave some background on their organization. They had been functioning as a non-profit for three
128 years and covered valley needs from Preston to Wellsville. They provided items based on need, through
129 requests from other organizations, such as sleeping mats, hygiene kits, back to school kits, etc. Over the
130 past three years they've had 2,000 volunteers. Some of their volunteers continue to come on a regular
131 basis. He gave their operating days and hours. Their biggest project was sleeping mats. He informed
132 them that Cache Valley currently had over 200 individuals who were homeless. He gave some
133 background to where the CVHC had been located. They needed to vacate their current place by
134 December 31 and had great interest in renting the old school. They would need about 10-12 parking

135 spaces during the day. In the evenings they would probably need more since that's when youth groups
136 would come.

137 Councilmember Mathews asked for clarification on what they would be doing in the desired
138 space. Mr. Whittaker explained they use the space to put together the items needed. He also informed
139 that the humanitarian center in Hyrm was closing because they no longer were able to use their location
140 and wanted to join the CVHC, which would extend their need for more space.

141 Mayor Thompson had a meeting set up with Mr. Whittaker on Friday to walk through the building
142 together and discuss what the city could offer them. He was in support of their organization.

143 Councilmember Milbank asked where they got their funding. Mr. Whittaker informed that they
144 had private donors, as well as grants. Nearly everything they made had stayed in Cache Valley.

145 Chelsea Grant gave an update on the memorial garden features at the new park. All the memorial
146 trees had been donated and had temporary plaques on them. She discussed the experience shared with
147 the donors while they were planting the trees and mentioned that it was neat. She had two more who
148 wanted to donate trees. The city would need to come up with a price for them. She had talked with
149 Providence City's Council, who agreed to allow a gate to their cemetery with a few minor stipulations.
150 Ms. Grant said they had raised \$50,000 in monetary donations and another \$55,000 in in-kind donations
151 of goods and services. The arches, gazebo and art boards were being designed by Baer Welding. She
152 planned to bring a rendering to the Council for their approval. They may be able to get them installed
153 before winter, depending on the weather. All the plantings for the butterfly gardens were ready to go.
154 They were just waiting for the green light from the landscaping team. The Cache Valley Family Magazine
155 recently ran an article about Quniley's Garden, so they were getting positive publicity. They had plans for
156 a golf tournament fundraiser in the spring and a 5K fun run group had expressed interest in donating their
157 proceeds. Their next phase would be to look for donations for paving stones. There were close to 100
158 stones needed for the floor of the gazebo before it's installation in the spring.

159 Continued Discussion on Energy Sales and Use Taxes: Treasurer Jensen gave an update on her
160 findings. The rates would need to be passed by ordinance, with a 10-day notice. Afterward, the State
161 would need 90 days before the ordinance would go into effect. Based on this timeframe, the city could
162 potentially start collecting additional franchise fees by April 1. She planned to do a little more research
163 and bring it back to the Council at the first meeting in November. To hit the April 1 date, everything
164 would need to be finalized on the city's end by December 31, 2024.

165 Mayor Thompson proposed that they cancel their November 5 meeting due to it being election
166 day. Their next scheduled meeting was November 19.

167 Councilmember Milbank asked for clarification on the franchise fees. Ms. Jensen responded and
168 explained that the city attorney had said that the current contract with Comcast would be binding until its
169 expiration in 2025. The other franchise companies didn't have fee contracts with the city.

170 Councilmember Pitcher asked if there were any cell towers in River Heights. Councilmember
171 Wright explained that years ago AT&T approached the city twice to get approval for a cell tower. Each
172 time there was public outcry. The City Code was then written to allow cell towers, but with specific
173 stipulations on location. AT&T didn't come back.

174 The meeting adjourned at 7:40 pm.

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Sheila Lind, Recorder

180 _____
Jason Thompson, Mayor

Report Criteria:

nvoices with totals above \$0 included.
 Only paid invoices included.
 [Report].Date Paid = 10/01/2024

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Sewer Department						
5240						
52-40-06	1070	DS Accounting Services	2024-0820	Monthly Acct Services	09/29/2024	249.97
52-40-79	80	Comcast	202410	Internet - Sewer	09/10/2024	29.84
52-40-80	76	City Of Logan	202410	029017-001 Sewer Pretreat	09/18/2024	15,927.20
Total 5240:						16,207.01
Water Department						
5140						
51-40-06	1070	DS Accounting Services	2024-0820	Monthly Acct Services	09/29/2024	249.98
51-40-41	27	Bear River Health Department	202410	Coliform test 243732, 243733	10/01/2024	50.00
51-40-51	188	Logan City	202410	003992	09/18/2024	48.91
51-40-51	188	Logan City	202410	003993	09/18/2024	31.99
51-40-51	188	Logan City	202410	003994	09/18/2024	40.79
51-40-51	188	Logan City	202410	003995	09/18/2024	85.84
51-40-51	188	Logan City	202410	003996	09/18/2024	54.59
51-40-51	188	Logan City	202410	003997	09/18/2024	44.31
51-40-51	188	Logan City	202410	020975	09/18/2024	17.01
51-40-51	188	Logan City	202410	021927	09/18/2024	261.97
51-40-79	80	Comcast	202410	Internet - Water	09/10/2024	29.83
Total 5140:						915.22
Administration						
1041						
10-41-06	1070	DS Accounting Services	2024-0820	Monthly Acct Services	09/29/2024	250.05
10-41-41	634	Forsgren Associates, Inc.	18243	Infrastructure Plan and Rate Stu	08/25/2024	390.00
Total 1041:						640.05
Office Expenses						
1044						
10-44-79	80	Comcast	202410	Internet - Office	09/10/2024	29.84
Total 1044:						29.84
Community Affairs						
1048						
10-48-20	354	Watkins Printing	202409_1	Copies	08/31/2024	20.00
10-48-70	354	Watkins Printing	202410	Ambassador Photo	09/18/2024	37.45
Total 1048:						57.45
Capital Projects						
5250						
52-50-73	634	Forsgren Associates, Inc.	18254	750-800 South Sewer	08/25/2024	2,441.25
Total 5250:						2,441.25
Planning & Zoning						
41	634	Forsgren Associates, Inc.	18253	Creekside Estates Subdivision	08/25/2024	1,267.50

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 1051:						<u>1,267.50</u>
Public Safety						
1054						
10-54-40	76	City Of Logan	202410	029017-001 911 Comm	09/18/2024	<u>2,001.00</u>
Total 1054:						<u>2,001.00</u>
Capital Projects						
4060						
40-60-04	634	Forsgren Associates, Inc.	18252	Stewart Hill Park - Const	08/25/2024	<u>1,352.50</u>
Total 4060:						<u>1,352.50</u>
Roads						
1160						
11-60-55	496	Century Equipment Company	LP43397	Snow Shoes	09/26/2024	<u>1,152.25</u>
11-60-65	51	Cache County Corporation	7189	Chip and Fog Seal Roads	09/12/2024	<u>29,625.00</u>
Total 1160:						<u>30,777.25</u>
School Building Expenses						
1075						
10-75-80	28	Beazer Lock & Key	695241	Master Re-Key	09/17/2024	<u>2,681.74</u>
10-75-80	127	Glenn's Electric	9928	Baldor Motor	09/26/2024	<u>641.77</u>
10-75-80	484	South Fork Hardware-Logan #9	458164	Old School Boiler Supplies	09/30/2024	<u>42.12</u>
Total 1075:						<u>3,365.63</u>
Grand Totals:						<u><u>59,054.70</u></u>

Mayor: _____

Second Signayure : _____

Dated: _____

Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

[Report].Date Paid = 10/01/2024

Ellis Builders

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



Change Order

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

CHANGE ORDER# 2095

DATE 09/20/2024

EXPIRATION DATE 10/18/2024

ACTIVITY	QTY	RATE	AMOUNT
Concrete:Concrete Work Change Order 1: Add 1,555 SF of flat work around pavilion Add 71' of Curbing Add 11' x 7' Ramp	1	17,778.00	17,778.00
Concrete:Concrete Work Change Order 1: Alternate replace 40' of the existing curb on the East of the parking lot. Cost of hauling off existing curb not included.	1	989.00	989.00

Thank you for choosing Ellis Builders!

SUBTOTAL	18,767.00
TAX	0.00
TOTAL	\$18,767.00

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 consequential damages arising out of the use of, or the inability to use, or

Cash or Check price only. Credit card payments will be received with a 3% convenience fee added to the price above.

Buyer _____ Date _____ Seller _____ Date _____