

River Heights City

River Heights
City Council Agenda
Tuesday, February 4, 2025

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

Adoption of Previous Minutes and Agenda

Reports from Mayor, Councilmembers, and Staff

Public Comment

Nibley City Report on an Indoor Recreation Feasibility Study and How River Heights City May Participate

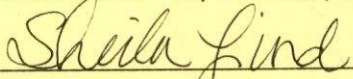
Council Advice and Consent of Replacements for Planning Commissioners Whose Terms are Up

Discuss Replacement of Bad Water Meters and Fire Hydrants

Discuss a Policy to Allow Rental of the City Building

Adjourn

Posted this 30th day of January 2025



Sheila Lind, Recorder

Zoom Link: <https://us06web.zoom.us/j/86989413224>

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

February 4, 2025

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7 Present: Mayor Blake Wright
8 Council members: Lana Hanover
9 Mark Malmstrom
10 Chris Milbank, electronic
11 Lance Pitcher
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13 Public Works Director Clayton Nelson
14 Treasurer Michelle Jensen, electronic
15
16 Excused: Councilmember Janet Mathews
17 Recorder Sheila Lind
18
19 Others Present: Cindy Schaub, Heather Lehnig, Chad Wright, Cameron Reed,
20 Britt's iphone (electronic)
21
22

The following motions were made during the meeting:

Motion #1

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25 Councilmember Pitcher moved to "adopt the minutes of the council meeting of January 21, 2025,
26 and the evening's agenda." Councilmember Hanover seconded the motion, which passed with Hanover,
27 Malmstrom, Milbank, and Pitcher in favor. No one opposed. Mathews was absent.
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Motion #2

30 Councilmember Hanover moved to "allow River Heights residents an opportunity to participate in
31 the survey for the Nibley Indoor Recreation Center." Councilmember Pitcher seconded the motion, which
32 passed with Hanover, Malmstrom, Milbank, and Pitcher in favor. No one opposed. Mathews was absent.
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Proceedings of the Meeting:

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38 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the
39 River Heights City Building on Tuesday, February 4, 2025, for their regular council meeting.

Pledge of Allegiance

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41 Adoption of Previous Minutes and Agenda: Minutes for the January 21, 2025 meeting were
42 reviewed.

43 Councilmember Pitcher moved to "adopt the minutes of the council meeting of January 21,
44 2025, and the evening's agenda." Councilmember Hanover seconded the motion, which passed with
Hanover, Malmstrom, Milbank, and Pitcher in favor. No one opposed. Mathews was absent.

46 Mayor, Councilmembers, and Staff Reports:

47 Councilmember Hanover

- 48 • She reported on an upcoming open house of the Cache Valley Humanitarian Center at the old
- 49 school on Thursday, February 6 from 6:00-8:00pm. She encouraged all to attend.
- 50 • She is looking for a new chair for the emergency preparedness committee.
- 51 • Kandi Evans and Andrea Bullen are doing a great job with the Youth Ambassadors. They held their
- 52 awards dinner recently.

53 Treasurer Jensen

- 54 • She had emailed everyone with calendar invitations which would remind them to approve all
- 55 invoices by the two deadlines each month.
- 56 • She answered questions from the council about the online invoice approval system and assured
- 57 she would let them know if they were missing approvals.

58 Councilmember Milbank

- 59 • He'd been working on additional bids for the pavilion at the new park. He'd reached out to
- 60 RomTech and 5th Room but hasn't heard back.
- 61 • He discussed an invoice that was coming from Design West for the additional concrete on the
- 62 Heber Olson Park Pavilion. Treasurer Jensen said she hadn't received it yet. Mayor Wright
- 63 explained that last fall the council verbally approved flatwork design around the pavilion up to
- 64 \$1,500. The bill came to \$1,390. He'd been working to get a fee proposal, which would act as a
- 65 contract and then an invoice would come forth.

66 Mayor Wright

- 67 • He asked one of his employees at Design West to look at some code issues at the old school. He
- 68 thought he could do the work in one hour or less and was willing to donate his time. However, he
- 69 ended up spending about seven hours researching state code. He was unsure about the amount
- 70 (maybe around \$900). Mayor Wright disclosed that he was a major shareholder and president of
- 71 Design West. He stated he would put the request on another agenda where the council could
- 72 discuss whether they wanted to approve the invoice.

73 Public Comment: There was none.

74 Nibley City Report on an Indoor Recreation Feasibility Study and How River Heights City May

75 Participate: Chad Wright, the Nibley City Recreation Director gave a presentation on recreation

76 opportunities on the south end of the valley. He discussed previous surveys that had been done with

77 south-end communities to determine their interest in an indoor recreation facility. Mr. Wright clarified

78 that the surveys were carried out before word got out that Logan City had plans to close their recreation

79 center. Upon seeing the interest from their Nibley City residents, they hired a feasibility study consultant

80 and then decided to open the survey up to other south-end cities. Currently they had five cities surveying

81 their citizens.

82 Mr. Wright stated he was in attendance in hopes of gaining River Heights' support with the study.

83 They would cover the cost of the survey and were willing to allow River Heights access to the results. He

84 offered signs and flyers and was happy to work with River Heights on getting the word out.

85 Mr. Wright asked them to consider a shared use of a recreational facility through a special service

86 district, and would they be willing to put it out for bond?

87 Councilmember Malmstrom asked if it would be possible, once a bond has been paid off, for the

88 facility to be self-sustaining, or would there always need to be a subsidy source? Mr. Wright understood

89 that once the bond was paid off, the citizens' tax rates would go back down. Life cycle costs would be

90 determined by the consultant. Mr. Malmstrom said he was in favor of a rec center but wanted to know that all the questions had been answered. He liked the idea that it wouldn't be controlled by Logan City.

92 Councilmember Hanover asked how they would determine the amount River Heights residents
93 would pay if the bond passed. Mr. Wright guessed it would be based on property values. He backed up
94 and said first they needed to find out if the rec center was something residents would be interested in. If
95 yes, would they be willing to pay for it?

96 Councilmember Milbank asked for context on the presentation when Mr. Wright talked about
97 some residents would be willing to pay \$25/month (based on a past survey). Mr. Wright said they asked
98 that question to get an idea of what they had to work with, in general. Mr. Milbank said \$25/month would
99 dramatically increase property taxes for River Heights citizens.

100 Mayor Wright's opinion was it was a worthy cause to join the study. If the council agreed, then
101 Chad Wright would work with Councilmember Milbank and Recorder Lind to get the word out. The
102 council members each said they were in favor of joining the survey. Mr. Wright said they wanted to close
103 out the survey the first of March.

104 Discussion was held on the avenues that could be used to advertise the survey to our residents.

105 **Councilmember Hanover moved to "allow River Heights residents an opportunity to participate
106 in the survey for the Nibley Indoor Recreation Center." Councilmember Pitcher seconded the motion,
107 which passed with Hanover, Malmstrom, Milbank, and Pitcher in favor. No one opposed. Mathews was
108 absent.**

109 Council Advice and Consent of Replacements for Planning Commissioners Whose Terms are Up:

110 Mayor Wright asked for the council's advice and consent to reappoint Keenan Ryan to serve a new five-
111 year term. He had previously served one year, as he finished out Lance Pitcher's term. Councilmembers
112 Hanover, Malmstrom, Milbank, and Pitcher each gave their consent to reappoint Keenan Ryan to the
113 planning commission.

114 Discuss Replacement of Bad Water Meters and Fire Hydrants: PWD Nelson gave an update. In
115 2010 the city replaced every water meter. These meters had a 10-year life expectancy. In 2019 the city
116 started the process of replacing 10% of them each year. When 2020 hit they couldn't get meters until
117 2023. Last summer he was short-staffed and unable to replace any. Now they were three years behind.
118 He would be working with Councilmember Mathews to come up with a budget figure for the next year to
119 get replacements. They currently are unable to replace the number of bad meters because of the time it
120 takes. Next council meeting he will turn in a PO for more meters. There were currently about 200 bad
121 meters. A new meter costs around \$300 each.

122 While the meters are not being able to be read electronically, they go out and read manually, as
123 time allows. When they don't have time or when the weather is bad, Recorder Lind forces a read, to give
124 them a minimum charge on their water bill.

125 PWD Nelson said ideally, they will want to get back on a schedule for ordering replacements for
126 10% each year, which is what he'll figure out with Councilmember Mathews.

127 PWD Nelson discussed the fire hydrants situation. Every two years they test them all. If they don't
128 work, they put a bag on them and notify Logan City Fire Department, so they are aware of it. Currently
129 there are two hydrants they can't get to work. Four need to be replaced and have been budgeted for.
130 They will replace them in the spring. They will try to budget some each year to upgrade them on a regular
131 schedule. The cost of one is about \$4,000.

132 Discuss a Policy to Allow Rental of the City Building: Councilmember Milbank said after talking
133 with PWD Nelson and Recorder Lind he made some minor edits to the policy they had used in the past.
He upped the deposit amount from \$100 to \$200 and the use fee from \$50 to \$100 for the first 3 hours
(rather than 5 hours). He suggested renters should be from River Heights and non-profit groups should

136 also have an association with River Heights. Non-profits should be considered on a case-by-case basis,
137 along with a small fee. PWD Nelson had informed him that there was one empty room in the old school,
138 which they could consider renting out, rather than the basement, which carried some security concerns.

139 Mayor Wright said the property managers had told him that every space in the old school had an
140 applicant going through the rental process. He suggested double-checking with them.

141 Councilmember Milbank reminded they had talked about a keycard system on the basement door.
142 PWD Nelson wasn't sure if the key system at the old school would have the ability to add a lock at the city
143 building or if it would need to be a whole new system. He said he could get a bid before the next council
144 meeting.

145 Councilmember Hanover brought up policy language: "The majority of attendees must be River
146 Heights residents." When she had a family party there, most of her family was not living in River Heights.
147 She asked that it could be worded differently. PWD Nelson said this stemmed from a past group not from
148 River Heights who would ask a resident to make the reservation for them.

149 PWD Nelson said he would ask Beazer Lock and Key about the possibility of locking the door at the
150 top of the stairs so renters could not come up unless they needed the stair glide.

151 Councilmember Milbank said he was in favor of renting the facility if the city would be
152 compensated for cleanup and damages.

153 Mayor Wright asked PWD Nelson if there was any space in the old school that could be rented.
154 Mr. Nelson didn't think so. They leaned toward renting the city building basement until there were
155 reasons not to.

156 Councilmember Milbank said he would revise the policy by removing the verbiage about
157 attendees needing to be River Heights residents and add something like, "Whoever rented the facility
158 would be responsible for any damages." The topic would be discussed again at the next council meeting.

159 Councilmember Malmstrom asked for clarification on "Non-profit renters need to have a
160 connection to River Heights." Councilmember Hanover pointed out that the agreement states the Council
161 would decide on non-profit groups. It would be up to them to determine the connection. PWD Nelson
162 pointed out that the boy scouts may not be from River Heights, but they do service for the city.

163 The meeting adjourned at 6:50 p.m.

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Blake Wright, Mayor

Sheila Lind, Recorder

From: Chad Wright <chadw@nibleycity.gov>
Sent: Monday, January 27, 2025 11:53 AM
To: Sheila Lind <office@riverheights.gov>; Blake Wright <blakewright@riverheights.gov>
From: Chris Milbank <chrismilbank@riverheights.gov>
Subject: City Council Agenda request from Nibley

Some people who received this message don't often get email from chadw@nibleycity.gov. [Learn why this is important](#)
River Heights Mayor and City Council,

Will you please consider including Nibley City on your next City Council Agenda, Wednesday February 5th?

Indoor Recreation Survey

Nibley City is coordinating a feasibility study to explore the possibility creating an indoor recreation and wellness space for the residents of the South end of our valley. We are NOT building a recreation center, just gauging interest, doing research, and running calculations to see if a facility is even possible. The following Cities (in addition to Nibley) are participating in a community survey (see attached) **Providence, Hyrum, Wellsville, and Mendon**. This initial survey for residents explores their interest, including financial support, and helps the consultant we hired analyze data and refine some concepts to help public officials determine how they might address the question of indoor recreation. Nibley City is covering all of the costs of this survey and related study, and we are willing to offer support in distributing it to your community.

Your Data:

Should River Heights choose to participate in the survey like other cities on the South end of the Valley the specific data related to your community can be separated out and given to you for consideration, data from other communities will also be available for comparison.

Cache County Study:

The County will be doing the same survey with other communities especially those on the North end of the valley, however, they have not started their project yet. Data collected from River Heights and all other communities including those participating in the study sponsored by Nibley City will eventually be folded into the County Study for consideration. We are happy to share with your council why Nibley and others have chosen to move forward with us in advance of the County Study which will be performed by the same consultant VCBO, hired by both Nibley and Cache County.

Possible Agenda Item Description: (to cut and paste)

Nibley City Report on an Indoor Recreation Feasibility Study, including discussion and consideration on how River Heights may participate in a community survey.

Next Step?

If your participation in a community survey does not require further explanation or review by your City Council, we are happy to move forward with providing your staff with the information needed to distribute the survey. If you need more information or would rather consider the matter with your council after a brief presentation and Q & A session with us, we are happy to support that approach also.

Please let me know how you would like to proceed, thank you for your consideration, we look forward to your response.

Best Regards,

Chad Wright – Director
 Nibley City Recreation
 435-752-0431 Office
 801-360-3183 Mobile
 Creating a Happy, Healthy, Connected Community



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

Building Use Policy

Group Representative*: _____ Phone # _____

Address: _____

Email: _____

Reservation Date:** _____ Hours:*** _____ # of People: _____ (40 max)

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

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

*** The building is available to rent between 8:00am and 9:30pm. 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 to use the City Building. To maintain a secure and well-maintained facility the following Building Use Policy has been established and must be followed.

Deposits, Fees, and Cancellations

- Building use is for River Heights' residents wishing to use the building for personal events, such as family gatherings, socials, or private club meetings. Majority of attendees must be River Heights residents. Non-profit groups must have some connection to River Heights.
- Deposit and fees not paid prior to 5 days before the reservation may result in forfeiture of the reservation.
- 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 deposit may be returned within 10 days after the inspection verifies that no building 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 cleaning deposit for any violation of this rental agreement or for any costs incurred to the city.
- Any damage over the deposit amount or cleaning costs 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 building or facility on time may incur an additional fee, which will be withheld from your deposit or charged to your credit card.

- Fees will be assessed as follows (credit card only):
 - Deposit: \$200
 - Building Use Fee: \$ 100 (first 3 hours)
 - Additional Hours: \$ 30 per hour

Fees may be waived or reduced 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.

Building Use

- No use or consumption of alcoholic beverages or illicit drugs will be permitted in or around the City Building.
- Smoking is not permitted on City property.
- Maximum Occupancy is 40 people.
- Organizations using the building must use only those areas for which pre-approval has been granted.
- Organizations are responsible to leave the building as clean and organized as when they found it.
- A vacuum will be available in the kitchen; however, cleaners and rags will not be provided.
- Children are welcome at the City Building but must always be under the direct supervision of responsible adults.
- Trash must be disposed of and can be placed in the dumpster at the end of the driveway, east of the tennis courts. Extra liners will be provided in the bottom of the can.

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 building.
- Items left for more than 60 days will be utilized or discarded as deemed proper by city staff.

IN THE EVENT OF A BUILDING 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 the City Building in the future. I understand that River Heights City assumes no responsibility or liability for accidents or injuries arising from activities conducted at the City Building. 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 Building Renting Guidelines.

Signature Date Staff Initials

Office Use Only

Rent Paid: _____ Date: _____

Deposit Paid: _____ Date: _____

Deposit Refund Amount: _____ Date: _____