

# River Heights City

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## River Heights City Council Agenda Tuesday, January 21, 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

Approval of Payments and Purchase Orders

Public Comment

Appointment of a New Councilmember to Serve the Remaining Term of Blake Wright

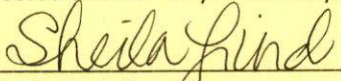
Appoint a Logan City Wastewater Treatment Rate Setting Committee Member

Discuss the Possibility of Renting out the City Building Basement

Training in Approving Purchase Orders, and Invoices in Caselle

Adjourn

Posted this 16<sup>th</sup> day of January 2025

  
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Sheila Lind, Recorder

Zoom Link: <https://us06web.zoom.us/j/88105336527>

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

January 21, 2025

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7 Present: Mayor Blake Wright  
8 Council members: Janet Mathews  
9 Chris Milbank  
10 Lance Pitcher  
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12 Public Works Director Clayton Nelson  
13 Recorder Sheila Lind  
14 Treasurer Michelle Jensen  
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16 Excused Councilmember Lana Hanover  
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18 Others Present: Mark Malmstrom, Keenan and Missy Ryan, Cindy Schaub,  
19 Dallas Arnell, Cameron Reed, Shellie Giddings, Bryan and  
20 Brittany Cascio, Jake Weston  
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22 Electronically Present: Chris Cannon, Noel Cooley  
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25 The following motions were made during the meeting:  
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### 27 Motion #1

28 Councilmember Milbank moved to “adopt the minutes of the council meeting of January 7, 2025,  
29 and the evening’s agenda with the change.” Councilmember Pitcher seconded the motion, which passed  
30 with Mathews, Milbank, and Pitcher in favor. No one opposed. Hanover was absent.  
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### 32 Motion #2

33 Councilmember Pitcher moved to “appoint Mayor Wright to serve on the Logan City Wastewater  
34 Treatment Rate Setting Committee.” Councilmember Mathews seconded the motion which passed with  
35 Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed. Hanover was absent.  
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### 37 Motion #3

38 Councilmember Mathews moved to “pay the bills as submitted and presented.” Councilmember  
39 Milbank seconded the motion which carried with Malmstrom, Mathews, Milbank, and Pitcher in favor. No  
40 one opposed. Hanover was absent.  
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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, January 21, 2025, for their regular council meeting.

Pledge of Allegiance

Adoption of Previous Minutes and Agenda: Minutes for the January 7, 2025 meeting were reviewed. Mayor Wright informed that he would move the *Approval of Bills* to the end of the meeting during the training on *Approving Invoices Online*.

**Councilmember Milbank moved to “adopt the minutes of the council meeting of January 7, 2025, and the evening’s agenda with the change.” Councilmember Pitcher seconded the motion, which passed with Mathews, Milbank, and Pitcher in favor. No one opposed. Hanover was absent.**

Reports from Mayor, Councilmembers, and Staff:

Recorder Lind, Councilmember Pitcher, Treasurer Jensen, PWD Nelson, and Mayor Wright didn’t have anything to report. Councilmember Hanover was absent.

Councilmember Mathews

- The 800 South sewer project was still moving forward.

Councilmember Milbank

- He had received a bid for a pavilion at the new park from Ellis Equipment in the amount of \$119,000, which included the cement pad. The measurements were 33’x40’. He reported the RAPZ award was for \$120,000. He planned to apply for RAPZ again this year to try to get money for a larger cement skirt.

Public Comment: Cindy Schaub requested a council discussion on future replacement of water meters. She informed that her latest bill for water was very large. She talked to Recorder Lind about it, who explained the situation of the number of bad meters. Ms. Schaub hoped the council could talk about how to remedy the replacement of the bad meters.

Appointment of a New Councilmember to Serve the Remaining Term of Blake Wright: Mark Malmstrom, Dallas Arnell, Keenan Ryan, and Chris Cannon each submitted their names as candidates for the vacant council seat.

Mayor Wright informed that the person appointed would serve one year. The additional two years of the term would be an elected position in the 2025 municipal election. He invited each of the candidates to share why they were interested in the position.

Dallas Arnell said he lived on River Heights Boulevard and had an interest in serving the community. However, he asked to withdraw his name in favor of Mark Malmstrom.

Chris Cannon explained (from Zoom) that he had lived in River Heights for six years. He worked as a program manager for a software company. He had also spent the last 17 years working part time in the Airforce reserves. He was interested in city council to represent his neighbors and other citizens best interest. He felt it was time for him to become more involved in city government and felt he would be good at it because of his experience as a project manager.

Mark Malmstrom said he had lived in River Heights for 14 years. It was his opinion that River Heights had been well run and managed and he wanted to be involved. He had served on the planning commission in Providence for three years and another three years on River Heights Planning Commission. He became interested in putting his name in for the council seat because of the pressure from developers, wise use of city resources and taking care of the needs of citizens. He said he was good at listening and weighing both sides.

Keenan Ryan thanked the council and mayor for all they do for the citizens of River Heights. He had lived in River Heights since 2011. He currently served on the planning commission and enjoyed

92 learning how government works. He had been in the Lions Club and found it rewarding. He liked to learn  
93 and research things.

94 Mayor Wright asked the council if they had any questions for the candidates. They didn't. They  
95 voted. Mark Malmstrom received the most votes. Recorder Lind swore him in.

96 Appoint a Logan City Wastewater Treatment Rate Setting Committee Member: Mayor Wright said  
97 Mayor Thompson served on this committee before his resignation. Another person from the city needed  
98 to be approved and appointed by the council. He said he would be happy to serve, if they wanted him to,  
99 otherwise one of them could volunteer.

100 **Councilmember Pitcher moved to "appoint Mayor Wright to serve on the Logan City**  
101 **Wastewater Treatment Rate Setting Committee."** Councilmember Mathews seconded the motion  
102 **which passed with Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed. Hanover was**  
103 **absent.**

104 Discuss the Possibility of Renting out the City Building Basement: Mayor Wright explained that  
105 Councilmember Milbank was over the city building as well as the old school. He asked the council how  
106 they felt about renting the basement out again since they no longer could rent the old school.

107 Councilmember Milbank reminded that in the past, ProLog had used the city building, as well as  
108 the scouts and the Lions Club, all at no charge.

109 PWD Nelson informed that when rented, renters have access to the full building (upstairs and  
110 down), except for locked rooms. A few years ago it was rented almost every weekend to people from all  
111 over. At that point the council decided to only rent to residents.

112 Mayor Wright asked if they wanted to have city employees open and close the building. PWD  
113 Nelson said it costs the city money. He suggested getting an electronic lock so renters could let  
themselves in.

Councilmember Pitcher volunteered to open the building every week for the scouts.

116 Councilmember Mathews was also supportive of the boy scouts use of the building.

117 Mayor Wright pointed out that the old policy stated the use was for River Heights residents only.

118 Councilmember Malmstrom asked for clarification on who they were talking about opening the  
119 building up to. He also asked PWD Nelson if there had been problems in the past. Mr. Nelson said the  
120 scouts had never been a problem, but larger groups can bring too many cars and people.

121 Treasurer Jensen pointed out that all the city's records and the server are in the building, which  
122 caused her to feel somewhat uneasy about renting the building. She suggested cameras in the building.

123 Councilmember Milbank suggested raising the deposit to remind groups to take good care of the  
124 facility.

125 Councilmember Pitcher recommended asking the scouts to do some service in the city that  
126 normally city workers would do to help offset the costs of door locks.

127 Mayor Wright clarified that what he was hearing from the council was they were willing to allow  
128 only the scouts until they installed a better key system and possibly raise the deposit to cover damages.  
129 He asked Councilmember Milbank if he would go through the policy and tailor it to what they had talked  
130 about. Mr. Milbank agreed and would have something ready for the next meeting.

131 Training in Approving Purchase Orders, and Invoices in Caselle: Treasurer Jensen presented a new  
132 check approval process (with the blessing of Mayor Wright) which would take place online. Checks would  
133 no longer be approved in council meetings.

134 Treasurer Jensen explained that they would receive an email, notifying them of pending invoices  
135 for approval. They would then log into Caselle Connect to review and approve the invoices from the  
budgets they oversee. If there was no invoice attached then they shouldn't approve it. She asked they  
not click the 'hold' button because it would goof things up on her end. If they had any questions on an

138 invoice they should contact her. They had the ability to move invoices to other GLs. She explained how  
139 she had built the chain of approval to make sure there were two or more people looking at the invoices  
140 being paid. She said she could set up text or email reminders before the bills were due if they wanted.

141 Councilmember Milbank asked if each council member would be able to see all the bills up for  
142 approval. He was told they could view the list of bills that had been approved. Mayor Wright clarified that  
143 when they approve the budget each year, they are giving permission for money to be spent as noted in  
144 the budget. If money needs to be spent on something not in the approved budget, it would come before  
145 the council as a purchase order, and be turned in to Recorder Lind by the Wednesday before their  
146 meeting.

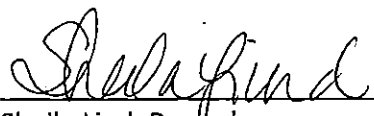
147 Treasurer Jensen said she could set up a watch list if they were wanting to keep an eye on  
148 particular budgets.

149 Treasurer Jensen said each time she paid a batch of invoices she would put the list in the council's  
150 SharePoint in a payment approvals folder. They agreed their online approvals would be due by the 5<sup>th</sup>  
151 and 20<sup>th</sup> of each month.

152 Councilmember Mathews moved to "pay the bills as submitted and presented." Councilmember  
153 Milbank seconded the motion which carried with Malmstrom, Mathews, Milbank, and Pitcher in favor.  
154 No one opposed. Hanover was absent.

155 The meeting adjourned at 7:48pm

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Sheila Lind, Recorder



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165 Blake Wright, Mayor

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Action:

Invoices:

<input type="checkbox"/>	Invoice Number	Vendor Name	Description	GL Account	Approval	Approval Sequence	Total Cost	Amount to Approve	Approved Amounts	Budget Approved
<input type="checkbox"/>	▶ A7137-603	Ask AllTech LLC	Invoice summary	Office	AP Sewer/Water	1	1,100.00	1,100.00	.00	
<input type="checkbox"/>	▶ 202501	Ethridge Gas	Invoice summary	Office	AP Sewer/Water	1	2,794.68	2,794.68	.00	
<input type="checkbox"/>	▶ 18551	Forstgen Assoca...	Invoice summary	Roads	AP Approval - Parks	2	97.50	97.50	.00	
<input type="checkbox"/>	▶ 18552	Forstgen Assoca...	Invoice summary	AP Approval - Parks	AP Approval - Parks	2	770.00	770.00	.00	
<input type="checkbox"/>	▶ 18553	Forstgen Assoca...	Invoice summary	General Admin	General Admin	1	97.50	97.50	.00	
<input type="checkbox"/>	▶ 18554	Forstgen Assoca...	Invoice summary	AP Sewer/Water	AP Sewer/Water	2	292.50	292.50	.00	
<input type="checkbox"/>	▶ 43122	Four Seasons Ht...	Invoice summary	General Admin	General Admin	1	190.00	190.00	.00	
<input type="checkbox"/>	▶ PSS32427	IPACO	Invoice summary	AP Sewer/Water	AP Sewer/Water	2	51.80	51.80	.00	
<input type="checkbox"/>	▶ 20250_L1	Logan City	Invoice summary	Office	Office	1	156.44	156.44	.00	
<input type="checkbox"/>	▶ SLC000955...	Napa Auto Parts	Invoice summary	AP Sewer/Water	AP Sewer/Water	2	6.99	6.99	.00	
<input type="checkbox"/>	▶ PAY REQUE...	Raymond Const'...	Invoice summary	AP Approval - Parks	AP Approval - Parks	2	64,411.61	64,411.61	.00	
<input type="checkbox"/>	▶ PAY REQUE...	Raymond Const'...	Invoice summary	AP Approval - Parks	AP Approval - Parks	2	5,719.00	5,719.00	.00	
<input type="checkbox"/>	▶ PAY REQUE...	Raymond Const'...	Invoice summary	AP Approval - Parks	AP Approval - Parks	2	11,087.40	11,087.40	.00	
<input type="checkbox"/>	▶ 1750	Thurcom, Inc.	Invoice summary	AP Sewer/Water	AP Sewer/Water	2	4,180.00	4,180.00	.00	
<input type="checkbox"/>	▶ 73931	Wasatch Doornie...	Invoice summary	Office	Office	1	234.85	234.85	.00	

Invoice Number	Vendor Name	Description	GL Account	Approval	Approval Sequence	Total Cost	Amount to Approve	Approved Amounts	Budget Approved
01/17/2025	SI Dames and Moore, LP		8911	UD93.50	<input type="checkbox"/>		.00	.00	
12/26/2024	586 Zion Bank		20242	15403	<input type="checkbox"/>		.00	.00	
01/17/2025	586 Zion Bank		202501	2123	<input checked="" type="checkbox"/>		.00	.00	

Invoice D Period