

River Heights City

River Heights
City Council Agenda
Tuesday, July 15, 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

Mayor, Councilmembers, and Staff Reports

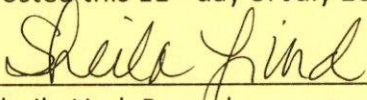
Public Comment

Public Hearing for the City to proceed with a funding application for street improvements on 600 South roadway between approximately 770 East and 1000 East with a total requested fund amount of \$400,000 eligible for Council of Government (COG) funding.

Discuss Naming the New Park

Adjourn

Posted this 11th day of July 2025



Sheila Lind, Recorder

Zoom Link: <https://us06web.zoom.us/j/83677818794>

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

July 15, 2025

Present: Mayor Blake Wright
Council members: Lana Hanover
Janet Mathews
Chris Milbank, electronic
Lance Pitcher

Public Works Director Clayton Nelson
Recorder Sheila Lind
Treasurer Michelle Jensen

Excused Councilmember Mark Malmstrom

Others Present: Commissioner Noel Cooley, Bryan Cascio (electronic),
Engineer Rasmussen

The following motions were made during the meeting:

Motion #1

Councilmember Mathews moved to "approve the minutes from July 1, 2025, and the evening's agenda." Councilmember Hanover seconded the motion which passed with Hanover, Mathews, Milbank, and Pitcher in favor. No one opposed. Malmstrom 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, July 15, 2025, for their regular council meeting.

Pledge of Allegiance

Adoption of Previous Minutes and the Evening's Agenda: Minutes for the July 1, 2025 meeting were reviewed.

Councilmember Mathews moved to "approve the minutes from July 1, 2025, and the evening's agenda." Councilmember Hanover seconded the motion which passed with Hanover, Mathews, Milbank, and Pitcher in favor. No one opposed. Malmstrom was absent.

Mayor and Staff Reports:

Hanover

- The Cache County Library was working on a lease agreement between Providence and Cache County, not River Heights. The building and maintenance expenses will be between them going forward. River Heights shouldn't be billed for the library anymore, unless Providence came back later to ask for support.

Pitcher

- Riverdale Avenue had been graded by the county. They brought in a water truck, roller and grader. The city planned to have it done once a year. The cost was \$2,955.

Wright

- He discussed a \$13,500 fee proposal from Forsgren Engineers for an impact fee study update. He asked the council to let him know by Thursday if they had any input since he intended to sign it. He reminded them that they had already given their approval for the study. Impact fees were associated with new building and construction and collected at the time of the ZCP application process.

Councilmember Milbank asked if the \$13,500 would also cover the water rate study. He was told there were two different studies. Engineer Rasmussen explained that the state had stringent regulations on what impact fees could be used for. Water rates were collected for water projects and infrastructure.

Engineer Rasmussen said the impact fee study would take 3-5 months and would start with a notice for a public hearing. He planned to work with each council member over the impact fee budgets. Once the notice had been publicly posted, any new development would be locked in with the new rates. For the water rate study, he would be working with PWD Nelson and Treasurer Jensen.

Mathews

- A citizen had asked her if it was okay to shoot an air rifle in city limits. PWD Nelson said air rifles were not considered firearms. Councilmember Pitcher said some of them were very powerful. The sheriff's office was fine with it.

Milbank

- Ryan Snow, Providence City Manager, had put River Heights off until the end of summer to discuss the fence between the city's new park and the cemetery. He asked if Mayor Wright could reach out to the Providence Mayor to help move things along. Mr. Wright accepted.
- The invoices and proof of payments had been sent in for the new pavilion RAPZ reimbursement of \$120,000.
- The city still had \$6,300 available in the population based RAPZ grant that he thought could be used for the sprinkling system and landscaping around the pavilion. The council agreed.

Public Comment: Noel Cooley informed that he would like the name of the new park to be Stewart Hill Park. It had always been referred by this name and was mentioned by this name in the General Plan.

Public Hearing for the City to proceed with a funding application for street improvements on 600 South roadway between approximately 770 East and 1000 East with a total requested fund amount of \$400,000 eligible for Council of Government (COG) funding: Mayor Wright explained their responsibility at the evening's public hearing was to discuss, 1) the general concept of the project, the estimated cost of the project, and the financial responsibility of the jurisdiction, if the project were to be funded.

Cost Estimate and the Financial Responsibility of River Heights

Mayor Wright informed that the Letter of Intent from the city to the COG requested \$506,000. The COG came back and said that because of the road's classification the project didn't qualify for the funding applied for. However, it could qualify for a spot improvement grant at a maximum amount of \$400,000.

88 Engineer Rasmussen noted that funding may be available in 2027 and that costs would
90 fluctuate over time. He said that since Providence City gave 16' for the road, which made it a 66' right
91 of way, it could be eligible for a higher amount.

91 Mayor Wright, Councilmember Pitcher, and Engineer Rasmussen were all in favor of going
92 ahead with the application for the \$400,000 spot improvement for 600 South and to get portions of
93 1000 East on the transportation plan.

94 Engineer Rasmussen said the projected cost of the project was \$686,400. If they received
95 \$400,000 from COG, the city would be responsible for the remaining \$286,400. There was some
96 flexibility if the project needed to be done in phases to help with affordability.

97 Engineer Rasmussen explained which parts of the project were eligible for COG. They fund
98 road projects with increased capacity. Stormwater, curb, gutter, and sidewalks were not eligible.
99 However, trails were considered eligible. If they increased the sidewalk size to 10' it could be
100 considered, but then they'd sacrifice the planter area. The maximum funding would still be \$400,000.
101 Mayor Wright said if they did a wider sidewalk, it would become intermodal (for walking and biking)
102 which would get the city more points for the consideration of funding but not increase the amount of
103 possible funding.

104 Councilmember Milbank asked if Providence could be involved in helping to fund the project
105 since they would benefit from safe sidewalks for their residents to get to school. Engineer Rasmussen
106 said they could write a letter in support of the project, but they would not contribute to the funding.
107 The developer in Providence had no desire to connect his project to 600 South and didn't want
108 anything to do with River Heights. However, he had agreed to participate in the sidewalk costs
between their dead-end road to the school.

Discussion was held on what had happened in 2017 to make the developer mad. Mayor
111 Wright said when the developer was considering annexing to River Heights, residents were adamant
112 that they didn't want the density that was being proposed and pushed them into Providence. Then
113 later, the administration of River Heights tried to play hard ball with them, saying they would get no
114 access onto 600 South without doing x, y, and z, which they felt was excessive. Councilmember
115 Milbank suggested they learn from this to work somewhat with developers so we don't end up
116 shooting ourselves in the foot.

117 **General Concept**

118 Mayor Wright explained the project would include improvements on the south side of 600
119 South between the school and 1000 East; in addition, the asphalt would be replaced in the whole
120 section. There would be 32' of asphalt with two 12' lanes and 4' of paved shoulder with no parking
121 allowed on the street. Property would need to be acquired from the home east of the school. A
122 stormwater inlet box would be installed on the south. They had budgeted for some spot
123 improvements for asphalt in front of the school and a road seal.

124 Mayor Wright opened the public hearing and explained the project was to widen and improve
125 600 South at an estimated cost of \$686,400, with River Heights being responsible for \$286,400 if COG
126 funding came in.

127 Noel Cooley suggested considering starting at 1000 East to improve the intersection. He
128 encouraged them to get Providence's mayor on board to support the COG application.

129 Mayor Wright closed the hearing.

Mayor Wright said River Heights would try to work with the county on the intersection at
1000 E 600 S.

Councilmember Mathews asked where they would get the money for the project. Mayor Wright didn't know because the timing wasn't sure. They also didn't know if they would be granted COG funds. Engineer Rasmussen felt they could still apply again the next year if they decided to do it in two phases.

Councilmember Pitcher noted that costs were going to go up and supported the upcoming tax increase and water rate increases, which the city was moving ahead on.

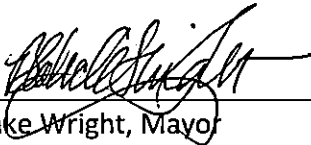
Councilmember Hanover supported applying for COG funding since it was a project that needed to be done.

Councilmember Milbank felt the city had an obligation to the community to make the road safer for the children.

Mayor Wright said if they didn't get the \$400,000 COG money, they would probably find a way to get the sidewalk installed sooner. Engineer Rasmussen was optimistic because River Heights had never applied for or received COG funding before. Some cities apply every year and have been granted quite a bit.

Discuss Naming the New Park: Mayor Wright proposed naming the new park, located between the two Stewart Hill Drives, "Stewart Hill Park." Councilmember Milbank agreed unless a resident came forward with a substantial amount of funding, then they could name it after them. Mr. Wright informed that Roy Stewart owned all the property in the area at one time, which was why the area bears his name. Each of the council members agreed with "Stewart Hill Park."

The meeting adjourned at 6:33 p.m.



Blake Wright, Mayor



Sheila Lind, Recorder

July 11, 2025

Mr. Blake Wright, Mayor
River Heights City
520 South 500 East
River Heights, Utah 84321

**RE: Impact Fee Study Update
Proposal/Agreement for Engineering Services
River Heights, Utah**

Dear Mayor Wright:

It has been a pleasure working with you and members of the city council over the past several years and we want to thank you for the opportunity to provide a proposal for updating the city's existing comprehensive Impact Fee Analysis completed in 2017 which comprised of the following city services:

- 1- Parks and Recreation Facilities
- 2- Wastewater Collection System
- 3- Potable Water System
- 4- Roadway System

According to the Utah Impact Fees Act (Chapter 11-36a of the Utah Code), local political subdivisions and private entities intending to impose an impact fee are to prepare a written analysis of each impact fee. This implies that each impact fee must be supported by its own, separate analysis to reflect and comply with the provisions and requirements in the Utah Impact Fees Act and include the following:

- Quantify demands placed upon the city's above-identified services and respective facilities by current users and future development.
- Evaluate the impact future development will have on existing system facilities.
- Determine how the impact of future development will be met by the city over the next 20-year planning horizon.
- Provide a reasonable impact fee facilities plan building on the city's current services and respective facilities' master plans to identify future improvements which are intended to be funded or partially funded by impact fees.
- Estimate the proportionate cost share attributed to new development.
- Identify how the impact fee is calculated.
- Certification of each respective impact fee analysis.

The impact fee study update will provide guidance to the city such that it may proportionately allocate the cost of the new facilities and any excess capacity in the existing system to new development while ensuring that reasonable methods of financing are considered.

Scope of Services

Task No. 1: Initial Meeting and Project Planning

Forsgren will conduct an initial meeting with the city to review the impact fee study update details, required historical and updated financial information, timeline, and final product expectations and desires. We will also help the city prepare the written notification for publication in the local newspaper to notice publicly the city's intent to update the 2017 Impact Fee Analysis.

Task No. 2: Impact Fee Facilities Plan

A critical component of an Impact Fee Analysis is the Impact Fee Facilities Plan (IFFP). With a population under 5,000 a formal impact fee facilities plan is not required; however, the law states that a "reasonable plan" must be in place which complies with the common law and the Impact Fees Act (11-36a-301(3)(a)).

We will prepare the information necessary to meet the requirements of an IFFP and ensure all necessary information to calculate the respective impact fee is included in the "reasonable plan". Consequently, the following tasks will be completed hereunder:

- 1) Analyze the existing city population, projected growth, and areas of anticipated development with respect to the existing land use map and/or zoning map.
- 2) Identify existing infrastructure and delineate associated service areas.
- 3) Determine the existing level of service.
- 4) Identify surpluses in the existing respective system's facilities.
- 5) Analyze the demands placed on the existing facilities by new development activity.
- 6) Prepare a list of future capital improvements projects that will be constructed within the next 10 years.
- 7) Provide cost estimates for each capital improvement project inclusive of land/easement acquisition, construction, and planning/surveying/engineering costs.
- 8) Determine the percentage of these capital improvement projects that will benefit existing users, the percentage of capacity anticipated for the needs of new development within the next 10 years, and the capacity allocated to development beyond 10 years.
- 9) Identify potential revenue sources, including impact user fees, available to finance the proposed capital improvement projects including grants, bonds, interfund loans, and impact fees.

Task No. 3: Impact Fee Calculation

The impact fee analysis update provides a detailed review of the impacts of anticipated development activity on public facilities while analyzing what improvements need to be made to those public facilities in order to maintain an established level of service. The following tasks will be completed under this task:

- 1) Identify the anticipated impact on the existing capacity of the respective facilities by projected development based on current zoning and anticipated future land use.
- 2) Identify the anticipated impact on system improvements required by the projected development to maintain the established level of service.
- 3) Identify how the anticipated impacts are related to the projected development.
- 4) Evaluate the proportionate share of the costs for existing capacity that will be recouped.
- 5) Determine the costs of impacts on system improvements that are reasonably related to the projected development.

Task No. 4: Impact Fee Study Report

Forsgren will prepare a final draft report that presents and summarizes the findings and determinations of the above tasks for each impact fee analysis. The impact fee study and respective analyses will also include a written certification from Forsgren in accordance with Utah Code Title 11 Chapter 36a. We will provide a copy of the final draft report to the city council for their review comments. Our objective is to provide the City of River Heights with fair and legally defensible impact fees.

Prior to adoption of the Impact Fee Analysis Update (IFAU), the city is to provide notice of a public hearing where the city will receive public comment on the updated analysis. Forsgren will provide a copy of the IFAU and prepare a summary of the same designed to be understood by a lay person. The city will make the IFAU copy and its summary available on the city's website as well as in the city offices. Forsgren will attend an initial public hearing and present the final draft of the IFAU to the public.

City of River Heights Responsibilities

1. The city will provide a written notification for publication in the local newspaper on the city's intent to update the 2017 Impact Fee Analysis with respect to the services noted above.
2. The city will provide a breakdown of all outstanding debt used for the water system, including debt service schedules, and any current impact fee fund balance to Forsgren.
3. Prior to actually adopting an amended impact fee, the city will provide notice and hold a public hearing as per State requirements and be responsible for legislation for adoption.

Professional Services Compensation Budget

Below is the proposed budget required for each task; Forsgren will not exceed the total amount shown below without written authorization from the city. Please note that the cost for planning and surveying, and engineering fees may be included in the calculation of impact fees.

<u>Task</u>	<u>Description</u>	<u>Budget</u>
No. 1	Initial Meeting and Project Planning	\$1,300
No. 2	Impact Fee Facilities Plan	\$3,400
No. 3	Impact Fee Calculation	\$4,000
No. 4	Impact Fee Study Report	<u>\$4,800</u>
Total Fee:		\$13,500

The city agrees to compensate Forsgren for services and which payments shall be considered complete compensation for the engineering services described in Article No. 1, on a fixed fee basis, unless otherwise indicated herein.

Additional Services

Additional services may include, but not be limited to, unexpected coordination and/or meetings with regulatory agencies, special design constraints identified over the course of the project, and/or other incidentals not known at this time. Additional services requested will be invoiced on a time and materials basis unless negotiated otherwise.

Exceptions and Assumptions

1. No field work (geotechnical, environmental, surveying) tasks are included in this scope of

services.


2. Available facility mapping, costs, financing and/or balance sheets, studies or other beneficial documents will be provided to Forsgren for their use in preparing the impact fee facilities plan and fee analysis.
3. This scope of services does not consider existing deficiencies in the existing public facilities as defined in UAC 11-36a-102.
4. Although this scope of work does not include bringing the existing respective city services plans up-to-date, Forsgren is willing and able to do so under separate agreement.


Acceptance

If this proposal/agreement meets with your approval, please sign below and return one copy to our office. The work noted herein will be completed as a task order under the existing master services agreement.

Thank you for the opportunity to work with the city of River Heights. If you have any questions or require additional information, please call me at (435) 227-0333.

Sincerely,
Forsgren Associates, Inc.


Eric Dursteler, P.E., C.F.M.
Managing/Project Engineer


Craig Rasmussen, P.E., S.E.
Division Manager

Cc: File

Accepted by:


Signature

BLAKE A. WRIGHT
Printed Name

MAYOR
Title

07/15/2025
Date

CACHE COUNTY COUNCIL OF GOVERNMENTS

2025 COG PUBLIC HEARING STATEMENT

Our Jurisdiction, [Jurisdictions Name], held a public hearing on [Date of Public Hearing] for the [Project Name] Project.

During this Public Hearing the following items were discussed:

- The general concept of the project
- The estimated cost of the project, and
- The financial responsibility of the jurisdiction, if the project is funded.

I, _____ holding the position of _____ do here certify that the Public Hearing did occur, meeting the requirements of the currently adopted Local Transportation Fund Program Manual.

Signature

River Heights

600 South

<https://riverheights.gov/>

Opinion of Probable Costs

Project: **600 South Improvement Project**
 600 S - 750 to 1000 East
 Owner: **River Heights, Utah**

Project No: **014-213-0004-041**
 Date: **2-Jun-25**
 Case: **Regional Mobility & Pedestrian Safety**

ITEM NO.	CONSTRUCTION ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	COG ELIGIBLE COSTS
1	Mobilization	1	LS	\$ 12,500.00	\$ 12,500	\$ 12,500
2	Prepare and Implement Traffic Control Plan	1	LS	\$ 4,500.00	\$ 4,500	\$ 4,500
3	Saw-Cut Asphalt	280	LF	\$ 5.00	\$ 1,400	\$ 1,400
4	Pulverize and Regrade Existing Road to Depth	4,200	SY	\$ 7.00	\$ 29,400	\$ 29,400
5	Roadway Excavation / Widening	4,000	SY	\$ 20.00	\$ 80,000	\$ 80,000
6	Import Structural Fill Material	1,650	CY	\$ 40.00	\$ 66,000	\$ 66,000
7	Untreated Base Course Material	550	CY	\$ 50.00	\$ 27,500	\$ 27,500
8	Construct 3" Thick Hot Mix Bituminous Pavement	4,600	SY	\$ 40.00	\$ 184,000	\$ 184,000
9	Chip and Fog Seal	4,600	SY	\$ 6.00	\$ 27,600	\$ 27,600
10	Landscape Restoration	1	LS	\$ 30,000.00	\$ 30,000	\$ 30,000
11	Construct 4' wide 4" thick Concrete Sidewalk	1,300	LF	\$ 40.00	\$ 52,000	-
12	Construct Curb and Gutter Type A	1,300	LF	\$ 30.00	\$ 39,000	-
13	Stormwater Improvements	1	LS	\$ 24,000.00	\$ 24,000	-
Subtotal					\$ 577,900	\$ 462,900
ITEM NO.	ADMINISTRATION ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
1	COG Application	1	LS	\$ 3,000.00	\$ 3,000	-
2	Right of Way Acquisition (Street frontage at one residential property)	1	LS	\$ 15,000.00	\$ 15,000	\$ 15,000
3	Aerial/Ground Topographical Survey	1	LS	\$ 5,000.00	\$ 5,000	\$ 5,000
4	Engineering Admin, Planning, Design	1	LS	\$ 10,500.00	\$ 10,500	\$ 10,500
5	Construction Engineering and Documents (T & E)	1	LS	\$ 9,000.00	\$ 9,000	\$ 9,000
6	Bidding Documents and Award Process	1	LS	\$ 2,700.00	\$ 2,700	\$ 2,700
Subtotal					\$ 45,200	\$ 42,200
Total					\$ 624,000	\$ 506,000
Contingency (10%)					\$ 62,400	\$ 50,600
Total Project Cost					\$ 686,400	\$ 556,600

FORSYTH
Associates, Inc.

*As the Engineer has no control over the cost of labor, materials, equipment, the Contractor's methods of determining prices, or over competitive bidding or market conditions, the Opinions of Probable Construction Costs provided for herein are made on the basis of the Engineer's experience and past bid tabulations on other similar projects. These opinions represent the Engineer's best judgment as a design professional familiar with the construction industry. However, the Engineer cannot and does not guarantee that proposals, bids, or the construction cost will not vary from Opinions of Probable Construction Costs prepared by him/her.