

River Heights City

City Council Agenda

Tuesday, August 4, 2026

Notice is hereby given that the River Heights City Council will hold their regular meeting at **6:30 p.m.**, at the River Heights City Office Building at 520 S 500 E.

Pledge of Allegiance

Adoption of Previous Minutes and Agenda

Mayor, Councilmembers, and Staff Reports

Public Comment

Introduction of City Compliance Officer Mary Disotell

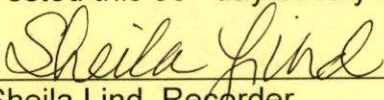
Discuss Steve and Susan Roberts' Pond

Purchase Request for Water Meters

Purchase Request for Stewart Hill Park Pavilion

Adjourn

Posted this 30th day of July 2026



Sheila Lind, Recorder

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

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

August 4, 2026

Present: Mayor Blake Wright
Council members: Kandi Evans
Mark Malmstrom
Chris Milbank
Lance Pitcher
Steve Roberts
Public Works Director Clayton Nelson
Recorder Sheila Lind
Excused Treasurer Michelle Jensen
Others Present: Bryan and Brittany Cascio, Lynda Fisher, Kim Peterson, Torrie, Susan Roberts, Mary Disotell, Mike and Ruthann Nelson, Noel Cooley, Dru Scott, Danny Peterson, Jerry Pence, Craig and JoDean Bailey, Michelle Kimball, Angela Dent

The following motions were made during the meeting:

Motion #1

Councilmember Milbank moved to "approve the minutes from the July 21, 2026 Council Meeting, and the evening's agenda." Councilmember Evans seconded the motion which passed with Evans, Malmstrom, Milbank, Pitcher, and Roberts in favor. No one opposed.

Motion #2

Councilmember Pitcher moved to "approve a purchase request for 100 water meters from Next Meters in the amount of \$17,500." Councilmember Evans seconded the motion which passed with Evans, Malmstrom, Milbank, Pitcher, and Roberts in favor. No one opposed.

Motion #3

Councilmember Evans moved to "approve a purchase request for a GluLam Pavilion in the Stewart Hill Park from Ellis Builders Company in the amount of \$75,310." Councilmember Malmstrom seconded the motion which passed with Evans, Malmstrom, Milbank, Pitcher, and Roberts in favor. No one opposed.

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 4, 2026, for their regular council meeting.

Pledge of Allegiance

48 Adoption of Previous Minutes and the Evening's Agenda: Minutes for the July 21, 2026
49 meeting were reviewed.

50 **Councilmember Milbank moved to "approve the minutes from the July 21, 2026**
51 **Council Meeting, and the evening's agenda."** Councilmember Evans seconded the motion
52 **which passed with Evans, Malmstrom, Milbank, Pitcher, and Roberts in favor. No one**
53 **opposed.**

54 Mayor and Staff Reports:

55 Recorder Lind

- 56 • She asked Councilmember Pitcher if he would organize the water in the gazebo at Apple
57 Days as he'd done in the past. She also asked that the council members rotate spending
58 time managing it.

59 Councilmember Malmstrom

- 60 • The Planning Commission would hold a public hearing on the Accessory Dwelling Unit
61 Ordinance on August 11, 2026.

62 Councilmember Evans

- 63 • The Youth Ambassadors painted the picnic tables in the pavilion.
- 64 • She had contacted Mr. Falsev about the September 11 Countywide Day of Service. Their
65 committee wanted every city in the county to provide a service project on that day. He
66 recommended park and/or roadside clean ups. She asked if the council had any projects
67 in mind. Councilmember Milbank said Hillside Park could always use attention.
68 Councilmember Pitcher suggested trimming trees and weeds that were coming through
69 the city's black fence areas along 700 South and 400 East.
- 70 • She had an emergency preparation meeting with Ron Gonsalves this week. One of the
71 things they discussed was the ipod call, a call which would contact every phone in a
72 particular area. They asked that River Heights encourage residents to sign up for
73 Everbridge which was a better system. When asked what the city's greatest threat would
74 be in their community, Ms. Evans answered the water source.

75 Councilmember Milbank asked if the bagged fire hydrants in the city were
76 functional. PWD Nelson wasn't aware of bagged hydrants. He noted that there were about
77 three of them which didn't function very well; they leaked when turned on. He assured that
78 Logan City had a list of them and would probably avoid using those ones in case of a fire.
79 Mr. Nelson informed that the city had two replacement fire hydrants.

- 80 • Apple Days was coming up on August 15!

81 Councilmember Pitcher

- 82 • The chip and seal project was nearing completion. The fog coat and painting were left.
83 PWD Nelson said the project came in just under \$50,000.
- 84 • They were working to find a contractor to do some sidewalk replacements.
- 85 • He was still waiting on Google for a corrected version of their final contract.

86 Mayor Wright

- 87 • The County wanted all cities in the valley to take ownership of the county roads within their
88 boundaries. SR238 was one of their roads that ran through River Heights. The cities were
89 working together to figure out what they wanted to require of the county before taking over
90 the roads. Councilmember Malmstrom noted it was unfortunate that the county wasn't
91 doing any road maintenance while the process was being worked through.
- 92 • The COG hearing had been scheduled for Thursday, August 13. He was hoping the public
93 would attend to give their feedback on the city application for COG funding for 600 South
94 between 800 and 1000 East.

- Cache County School District was holding their truth in taxation hearing in two days. He encouraged residents to attend and voice concerns.

Councilmember Milbank

- He thought the city had already applied for COG funding for 600 South. Mayor Wright said they had applied a year ago, but the road classification only allowed them to receive \$400,000. They had worked through some details with the COG to where they could now apply for more funding. Providence sent a letter of support to be included with the River Heights application. River Heights had done the same for Providence on their 1000 East project.

Councilmember Roberts

- He, PWD Nelson, and City Engineer Rasmussen met to discuss the water rate study and the capital facilities plan. He planned to review the full water study before they would recommend a water rate increase for our residents.

PWD Nelson

- Chip and seal report: The county planned to return to apply the fog coat at the end of this week or first of next.
- Conservice had been holding a fun run through River Heights and Providence. This year it would be held on September 9.

Public Comment: Lynda Fisher thanked the Council for their services. She explained that she has a home in River Heights where she lives for six months of the year. She has two dogs and her granddaughter has one but lives in a separate part of the house which she considered an accessory dwelling unit. She didn't believe they should have to pay for a kennel license application because they were in separate living quarters. Councilmember Malmstrom informed her that the code states if there are more than two dogs on the property, a kennel license was required. Because of her situation of living there only half of the year he wanted to think about it. Ms. Fisher said animal control was going to fine her if she didn't get it taken care of. She expressed frustration that the only reason she was targeted was that city employees had seen her walk three dogs. Councilmember Malmstrom suggested the easiest way to resolve it would be to get a kennel permit. Ms. Fisher said that meant she lost. Councilmember Evans asked if she had a legal duplex. Ms. Fisher said she did not. She explained that they didn't have the \$100 application fee. Mayor Wright said it could all be discussed later, not at this meeting. Ms. Fisher said she also had an issue with not being allowed to walk her dogs on the grass around the old school. She was unaware that this area was off limits. There were no signs. She had been told that the city can't have a doggy park because it would need to be fenced in. She informed that Logan had a park for dogs that was not fenced. She didn't understand why the old school area couldn't be available for dogs. Her third issue was that River Heights needed pickleball courts. She was told that Randy Thunell was working on fundraising for courts and that she could get with him.

Shellie Giddings wanted to see plans for the 600 South COG project. She informed there would be a bottleneck at the Pace property. Mayor Wright explained that the city already owned the property in front of Pace's. Once the road was installed, they would no longer be able to park where they were currently. She was told she could request copies of the plan from the city office.

Kim Peterson asked what was happening with 500 East (between 400 South and the Boulevard). Last week they were told not to park on the street, but their road still hadn't been done. PWD Nelson informed that they ran out of material before they could get to that block. It was on the plan for next year.

142 Craig Bailey asked about funding for Stewart Hill Park. He had read that PAPZ had paid
143 \$265,000 towards it. Councilmember Milbank clarified that \$495,000 had come from RAPZ
144 funding. This year they would install a pavilion that was also funded by RAPZ.

145 Brittany Cascio thanked everyone for their efforts. She asked for clarification on when 500
146 East (in front of the school) would be finished so she would know where to tell her clients to park.
147 PWD Nelson said the county would call him one day and give him a day or two heads up. He
148 didn't have a date yet. Her clients were welcome to park in the parking lot. They would close the
149 road while the seal coat was drying.

150 Introduction of City Compliance Officer Mary Disotell: Mayor Wright introduced Mary
151 Disotell. Ms. Disotell explained that she had been in law enforcement for seven years and doing
152 code compliance for Providence for three years. The system she used was to write letters and
153 send warnings before issuing citations. She was going to start off by notifying those with trees or
154 other things blocking sidewalks. Councilmember Pitcher asked if the infraction always started with
155 a letter. Ms. Disotell said yes, except for parking, which generally went directly to a citation.

156 Ms. Disotell said residents typically get offended when they receive a letter. She would
157 explain it wasn't personal and that several letters had gone out. Councilmember Malmstrom
158 asked how she would address a residential yard full of weeds. She said she liked to talk to the
159 resident first. She explained that if a snowstorm was coming, she might go out at 3:00 am to give
160 citations to cars parked on the street. Mr. Malmstrom asked if she would give citations when there
161 wasn't snow. She said generally not but she would see what the code said and go with that.
162 Councilmember Milbank asked which were the most hazardous codes that she'd be looking for.
163 Ms. Disotell answered that clear view and parking on the streets, during the winter were safety
164 issues. Dirt bike riders not being supervised was another one. She explained that she would
165 contract 5 hours/week with River Heights. She explained that her email address was on the
166 website. The public was encouraged to contact her with questions.

167 Councilmember Malmstrom said he had formerly been the compliance officer but was
168 grateful to have Mary on board. He noted that River Heights was a small city but still had
169 compliance issues. Larger cities had full-time compliance officers. Mayor Wright informed that the
170 city had hired a compliance office under Mayor Rasmussen so this wasn't the first time in River
171 Heights.

172 Discuss Steve and Suan Roberts' Pond: Councilmember Pitcher reported that he had
173 discussed the Roberts' request with the city engineer and sent it to the city attorney. The attorney
174 deferred to the engineer but commented that the city wouldn't want to set a precedence. He felt it
175 was an issue for the homeowner's association. Engineer Rasmussen replied with an email that
176 Mr. Pitcher forwarded to the council members. He gave a summary of the comments. Mr.
177 Rasmussen visited and observed the pond site. Sediment from stormwater inflow almost always
178 resulted in a noticeable alluvial fan or heavier buildup at the storm inlet, which was not the case at
179 the Roberts' pond. He also noted that the junction box on 800 South directed the stormwater west
180 with a slide gate to prevent the water from flowing to the Roberts'. This gate had a small opening
181 to allow a controlled amount of water to the pond, which was not controlled or operated by River
182 Heights City. The attorney and engineer both recommended the city not offer support for cleaning
183 out the silt.

184 Mayor Wright said since Mr. Roberts had petitioned the Council, he wanted the matter to
185 come back to the Council to make the decision. Mr. Roberts informed that a few years ago when
186 the Council agreed to offer support, they spent the money on a different project. PWD Nelson
187 remembered the past conversation on cost sharing. The Council had asked Mr. Roberts to submit
188 a bid for the silt removal but didn't ever come back with one. Then the Council decided to use the
189 money toward junction boxes to mitigate the water flow in the ditch. Mr. Roberts said he didn't
190 want to press the issue any further.

190 Purchase Request for Water Meters: PWD Nelson explained there was \$35,000 budgeted
191 for water meters. Next Meters said they would stick to their last price if he ordered soon, even
192 though the cost had gone up. He explained that some of the meters needed replaced because
193 they weren't working. Others needed replaced because they were old. The battery life was 10
194 years and some had been in for 15 years. River Heights residents generally used a lot of water
195 which caused more wear and tear on the meters. It was the goal to have them on a 10 year
196 rotation, by replacing 10% each year.

197 **Councilmember Pitcher moved to "approve a purchase request for 100 water meters**
198 **from Next Meters in the amount of \$17,500."** Councilmember Evans seconded the motion
199 **which passed with Evans, Malmstrom, Milbank, Pitcher, and Roberts in favor. No one**
200 **opposed.**

201 Purchase Request for Stewart Hill Park Pavilion: Councilmember Milbank reminded that a
202 few meetings ago the Council discussed three bids and decided on the GluLam from Ellis
203 Builders since they were local and had done another pavilion for the city which worked out well.
204 He stated that the city budgeted \$110,000 for a pavilion. After purchasing the pavilion there would
205 be \$34,000 left to use for concrete work and landscaping. Councilmember Malmstrom asked if
206 there would be a sidewalk connecting the pavilion to the existing sidewalks. Mr. Milbank
207 answered in the affirmative. Ellis would order the pavilion but could have the footings ready when
208 the pavilion arrived. Mr. Milbank hoped to have it done this fall, to avoid any chance of losing the
209 \$50,000 RAPZ money which would expire next year.

210 **Councilmember Evans moved to "approve a purchase request for a GluLam**
211 **Pavilion in the Stewart Hill Park from Ellis Builders Company in the amount of \$75,310."**
212 **Councilmember Malmstrom seconded the motion which passed with Evans, Malmstrom,**
213 **Milbank, Pitcher, and Roberts in favor. No one opposed.**

The meeting adjourned at 7:35 p.m.

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Sheila Lind, Recorder



Blake Wright, Mayor

PURCH 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 : Next Meters

73 S Gateway Drive

Providence, UT 84332

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.

Vendor Contact, Phone, Email: _____

Requesting Council Member: _____

Item	Quantity	GL #	Description	Unit Price		Total	
MM4-20-E-USC	60		3/4" Ultrasonic Meter	\$	135.00	\$	8,100.00
MM4-25-E-USC	40		1" Ultrasonic Meter	\$	210.00	\$	8,400.00
C-FNIC3	100		Nicor Wire	\$	10.00	\$	1,000.00
				Subtotal		\$	17,500.00
				Shipping/Other			
River Heights City Corporation Tax I.D. No. 87-028929-7				TOTAL		\$	17,500.00

Mayor Signature/Council Mtg. Approval

Date

Treasurer Processed Signature

Date



Direct- River Heights, Utah - NM4 3/4" x60 and 1" x40

River Heights, Utah
520 South 500 East
River Heights, Utah 84321

Clayten Nelson
cnelson@riverheights.gov
+14357522646 ext 2

Reference: 20251003-101929438
Quote created: October 3, 2025
Quote expires: November 2, 2025
Quote created by: Arek Ryzak

aryzak@fenixusa.com

Comments from Arek Ryzak

Products & Services

Item & Description	Quantity	Unit Price	Total
NM4-20-E-USG 3/4" Ultrasonic Meter, NEXT Ultrasonic Meter, Encoded Output, USG - cable not included	60	\$135.00	\$8,100.00
NM4-25-E-USG 1" Ultrasonic Meter, NEXT Ultrasonic Meter, Encoded Output, USG - cable not included	40	\$210.00	\$8,400.00
C-FNIC3 Nicor wire cable for encoded output NMO ultrasonic meters-3'	100	\$10.00	\$1,000.00

PURC 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 : Ellis Builders Company
 1202 S Highway 89, STE 120
 Logan, UT

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
Steel Building	1		30'x20' Glulam Pavilion	\$ 55,969.00	\$ 55,969.00
Steel Erection	1		Labor	\$ 7,647.00	\$ 7,647.00
Concrete Footing	6		Concrete Work	\$ 1,949.00	\$ 11,694.00
Vendor Please include P.O. # on all invoices				Subtotal	\$ 75,310.00
River Heights City Corporation Tax I.D. No. 87-028929-7				Shipping/Other	
				TOTAL	\$ 75,310.00

Mayor Signature/Council Mtg. Approval

Date

Treasurer Processed Signature

Date

ELLIS BUILDERS COMPANY INC

1202 S Highway 89, STE 120
LOGAN, UT 84321
+14357643616
jason@ellisbuildersco.com
ellisbuildersco.com



PURCHASE AGREEMENT

ADDRESS
River Heights City
520 South 500 East
River Heights, UT 84321

PURCHASE 2264
AGREEMENT
DATE 07/16/2026

ACTIVITY	QTY	RATE	AMOUNT
Steel Building:Steel Building Package 30'x20'x8' Glulam Pavilion. 6 Columns Site Specific Engineered and Stamped Drawings with installation details -Anchor bolt package and template for insertion into concrete footings. -Fully sandblasted to clean "white metal" finish, primed and powdercoated. -Structure is ready for installation with all connection hardware. -If roofing package is included it will also include all needed connectors. Delivery included in price. Does Not Include: -Electrical Similar design as to what was built previously near the tennis court and Ryan's Place Park.	1	55,969.00	55,969.00
Steel Erection Steel Erection Labor	1	7,647.00	7,647.00
Concrete:Concrete Work Concrete Spot Footings for a 30' x 20' Pavilion including excavation, rebar, ready mix, and labor.	6	1,949.00	11,694.00
Alternates (1) For a 35' x 25' concrete slab under the pavilion including prep, gravel, and broom finish ADD \$9,500.		0.00	0.00

Credit card payments will be accepted with a 3% convenience fee added to all invoices over \$1,500. Cash and checks will not include the fee.

Buyer _____ Date _____ Seller _____ Date _____

Thank you for choosing Ellis Builders!

Payment Terms.

1 50% Down Payment

Material Delivery Draw

Draws based on completion of trades.

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 for consequential damages arising out of the use of, or the inability to use, or defects in the property purchased.

SUBTOTAL

75,310.00

TAX

0.00

TOTAL

\$75,310.00

Accepted By

Accepted Date

Credit card payments will be accepted with a 3% convenience fee added to all invoices over \$1,500. Cash and checks will not include the fee.

Buyer _____ Date _____ Seller _____ Date _____