River Heights City Council Agenda

Tuesday, October 6, 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

Purchase Order for Meter Software Update

Adoption of Adjustments to Dog Fees and Business License Fees

Approval of the First Dam Scary Run Route through River Heights on October 31

Receipt Descriptions and Invoice Approvals

Adjourn

Posted this 1st day of October 2026

Sheila Lind

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

October 6, 2026

Present:	Mayor	Blake Wright
	Council members:	Mark Malmstrom
		Lance Pitcher
		Steve Roberts
	Public Works Director	Clayten Nelson
	Recorder	Sheila Lind
Excused:	Councilmembers:	Kandi Evans
		Chris Milbank
	Treasurer	Michelle Jensen
Others Present:		None

The following motions were made during the meeting:

Motion #1

Councilmember Pitcher moved to "approve the minutes from September 14, 2026, and the evening's agenda." Councilmember Malmstrom seconded the motion which passed with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were absent.

Motion #2

Councilmember Malmstrom moved to "approve a purchase order for Mueller meter software updates." Councilmember Roberts seconded the motion which passed with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were absent.

Motion #3

Councilmember Pitcher moved to "approve Resolution 16-2026, A Resolution to Update Fees." Councilmember Malmstrom seconded the motion which passed with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were absent.

Motion #4

Councilmember Pitcher moved to "allow the First Dam Scary Run to go through River Heights on October 31, provided River Heights City was listed as one of the insured on their policy." Councilmember Malmstrom seconded the motion, which carried with Malmstrom, Pitcher and Roberts.

Motion #5

Councilmember Pitcher moved to "adjourn the meeting." Councilmember Roberts seconded the motion which carried with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were 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, October 6, 2026, for their regular council meeting.

Pledge of Allegiance

Adoption of Previous Minutes and the Evening's Agenda: Minutes for the September 15, 2026 meeting were reviewed.

Councilmember Pitcher moved to "approve the minutes from September 14, 2026, and the evening's agenda." Councilmember Malmstrom seconded the motion which passed with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were absent.

Mayor and Staff Reports:

Councilmember Pitcher

- Cache County sent their final bill for chip and seal which came in at about $10,000 under budget. PWD Nelson suggested adding more to the budget in the future to stay on schedule with road maintenance. He would figure out the amount needed and let Mr. Pitcher know.

Mayor Wright

- The Fire District continued to meet and process their options.
- The 600 South project COG application had been pulled. By recommendation from Shellie Giddings, he had contacted Congressman Blake Moore for possible federal funding. Mr. Moore seemed positive about the project, but it would need to go through the process. There was still the possibility of applying for COG funds again next year.
- The library was in a holding pattern until Providence residents decide on the November ballot if they want to fund the current county library. If they do, River Heights would probably want to be a part of it.

Councilmember Roberts

- After his research on ADU impact fees, he had submitted two questions to the city attorney: Would a public hearing need to be held before a decision was made, and what was the extent of the required analysis. He was waiting for a reply.
- He and PWD Nelson attended a presentation by the Utah Department of Emergency Management. They had updated the flood plain maps to 3D.
- He completed the first phase of his cyber training.

PWD Nelson

- He said he would be taking some vacation days during the month.
- He would pick up a tree on Thursday morning for the Saturday tree planting event and planned to leave it on site.

Public Comment: There was none.

Purchase Order for Meter Software Update: PWD Nelson explained that Mueller was moving to a meter reading system that was app based, rather than using a thumb drive in a computer. The laptop he had been using for several years was on the brink of needing to be replaced. Rather than purchase a new one, he thought it was time to move to the new system. Mueller would train him and Recorder Lind on how it would work. He clarified the items listed on the PO. He thought the amount included a start-up fee as well as the yearly support amount. He explained that the next batch (and future batches) of meters they order will be cellular so they can gradually move to the new system. In the future, the meters will be read from the office, rather than having to drive around with a computer.

Councilmember Malmstrom moved to "approve a purchase order for Mueller meter software updates." Councilmember Roberts seconded the motion which passed with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were absent.

Adoption of Adjustments to Dog Fees and Business License Fees: Recorder Lind explained her suggestion to have the same $40 fee for a new business, and renewal of a license, for the sake of simplicity.

Ms. Lind suggested only one dog fee (rather than a fee for neutered and a higher fee for non-neutered) to simplify the process. She believed that many years ago cities set up two fees to encourage dog owners to neuter their dogs. Based on her experience, it didn't seem to matter anymore. She chose $20 because it was between the two rates and because she was working towards online dog registration which would raise the city's expenses for card fees and postage to mail all the dog tags.

Councilmember Pitcher moved to "approve Resolution 16-2026, A Resolution to Update Fees." Councilmember Malmstrom seconded the motion which passed with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were absent.

Approval of the First Dam Scary Run Route through River Heights on October 31: PWD Nelson described the map and pointed out the yellow notations which showed the locations of traffic control.

The run was usually in Logan, but because of the Canyon Road water project they needed to shift it this year. They planned on between 300 and 500 runners. By the time they got up the hill into River Heights the runners would be spread out. Many of them would be in costume.

Councilmember Roberts asked about insurance coverage. Mr. Nelson said the run committee would carry liability insurance. Mr. Roberts asked if River Heights City could be included in their policy. Mr. Nelson would discuss that with the contact he'd been working with.

Councilmember Pitcher moved to "allow the First Dam Scary Run to go through River Heights on October 31, provided River Heights City was listed as one of the insured on their policy." Councilmember Malmstrom seconded the motion, which carried with Malmstrom, Pitcher and Roberts.

Receipt Descriptions and Invoice Approvals: Mayor Wright recapped the process: All the bills were directed to Treasurer Jensen. After entering them into the system, with a GL code she forwarded them to the council members who oversaw the budgets which were charged. PWD Nelson, Recorder Lind, and Mayor Wright were also in the approval process.

Councilmember Roberts requested more description of the purchase and the amount which was charged to each budget. PWD Nelson responded that some stores used to give receipts with the detail and now only offer emailed receipts without detail. He suggested they call him if they needed clarification on an invoice. Mr. Roberts suggested Treasurer Jensen could get the clarifications and pass the information with the bills so they wouldn't need to make a bunch of calls. PWD Nelson wondered if Caselle would allow him to make notes at the time of his approval, which could be passed on. He would talk with Treasurer Jensen about it.

Mayor Wright suggested they each verify the GL codes when making their approvals. Councilmember Roberts also suggested making sure that the invoice didn't cause the budget to go over. PWD Nelson explained that sometimes the system would flag a budget as being over because it was set up for being spent throughout the year, rather than a large expenditure at once. Recorder Lind was asked to forward the finance director's monthly financial reports to the council.

Councilmember Roberts asked if the money had already been spent by the time they approved invoices. He was told this was the case sometimes, but not always. He asked if there was a limit on how much could be spent prior to Council approval. PWD Nelson said $1,000 was the usual limit, however, there were some situations where it could go over that; such as emergencies.

Mayor Wright explained how to officially adjourn a meeting according to Robert's Rules of Order; motion, second, and vote.

Councilmember Pitcher moved to "adjourn the meeting." Councilmember Roberts seconded the motion which carried with Malmstrom, Pitcher, and Roberts in favor. No one opposed. Evans and Milbank were absent.

The meeting adjourned at 7:30 p.m.

Sheila Lind, Recorder

Blake Wright, Mayor

PURCHASE 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: Mueller Systems
10210 Statesville Blvd
Cleveland, NC, 27013

Vendor Contact, Phone, Email:

statecontracts.ut.gov
Above state website has been checked: Yes No
Is an offical P.O. Required by Vendor: Yes No
Please attach any supporting quotes or data to this requisition.
Requesting Council Member:

Item	Quantity	GL #	Description	Unit Price	Total
ISW-S-AMR-2	1		Sentryx AMR 0-2K (Fixed/Year)	$ 2,385.00	$ 2,385.00
T-AMRTRAIN-	1		AMR Software Training	$ -	$ -
S-MNMBLE-K	1		Transceiver Bluetooth Kit	$ 125.00	$125.00
MBLUEUPDA	1		Transceiver Gen1 FWUUpgrade Kit	$ -	$ -

Vendor Please include P.O. # on all invoices

River Heights City Corporation Tax I.D. No. 87-028929-7

Subtotal	$ 2,510.00
Shipping/Other	
TOTAL	$ 2,510.00

Mayor Signature/Council Mtg. Approval Date

Treasurer Processed Signature Date

MUELLER

SALES QUOTATION

Phone: (800) 423-1323
Website: www.MuellerSystems.com

Attention: Tamara Bowers
Phone: 7042785341
Email: tbowers@muellerwp.com

Company Address:
10210 Statesville Blvd.
Cleveland,NC,27013

Prepared For:
MUELLER SYSTEMS (NC)
Account #: 50067309

End User:
MUELLER SYSTEMS (NC)

Created Date: 04/03/2026
Quote #: Q-193808
Quote Status: Valid
Quote Expires: 12/31/2026

Terms are located at:
www.muellerwaterproducts.com/terms-conditions

Currency Type: USD

Prepared by:
Tamara Bowers

Comments & Consideration

*** Freight Policy – orders less than $15,000 net, a 3% freight charge will be added for each shipment.**
* Purchase of any LoRaWAN Network-as-a-Service part number, such as "MSW-LW-PH-ALL", is subject to SaaS and NaaS Agreement.
* Seller reserves the right to increase product pricing at any time during the validity of this quote due to any costs incurred beyond its control, such as tariffs or other sub-tier cost increases.
*Existing EZ Reader AMR Customer Upgrading to Sentryx AMR *Purchase order must be received prior to effective date and referencing this quote #193808. *Purchase order must reflect the actual number of service connections your utility has under Mueller AMR. If your utility has less than 2000 services, PO qty. will be (1) at set flat rate. If your utility has over 2000 services, use the appropriate price per unit structure - PO to reflect your # of AMR service connections. *A Software as a Service Agreement (SaaS) to be signed and sent in the PO. *A new Service Agreement (Contract) will be established for Sentryx AMR at the time a PO is received. *NOTE: If you have an existing extended warranty agreement on your transceiver(s), this does not change your renewal date.
* $50 minimum order, $75 non-box quantity
Should you have any questions, please do not hesitate to contact Torre-Treece

Quote Line Items

Sentryx AMR Software - Existing Customer

Purchase order must reflect the actual number of service connections your utility has under Mueller AMR.
If your utility has less than 2000 services, PO qty. will be (1) at set flat rate.
If your utility has over 2000 services, use the appropriate price per unit structure - PO to reflect your # of AMR service connections.

PART #	DESCRIPTION	UNITS	SALE PRICE	EXTENDED NET
MSW-S-AMR-2K	Sentryx AMR 0-2K (Fixed/Year)	1	2,385.00	2,385.00
MSW-S-AMR-3K	Sentryx AMR 2K-3K (Mtr/Yr)	2,001	1.27	2,541.27

PART #	DESCRIPTION	UNITS	SALE PRICE	EXTENDED NET
MSW-S-AMR-4K	Sentryx AMR 3K-4K (Mtr/Yr)	3,001	1.21	3,631.21
MSW-S-AMR-5K	Sentryx AMR 4K-5K (Mtr/Yr)	4,001	1.18	4,721.18
MSW-S-AMR-10K	Sentryx AMR 5K-10K (Mtr/Yr)	5,001	0.99	4,950.99
MSW-S-AMR-20K	Sentryx AMR 10K-20K (Mtr/Yr)	10,001	0.81	8,100.81
			Sentryx AMR Software - Existing Customer SUBTOTAL:	USD 26,330.46

Sentryx AMR Training - Remote

PART #	DESCRIPTION	UNITS	SALE PRICE	EXTENDED NET
MS-T-AMRTRAIN-DAY	AMR Software Training (daily)	1	0.00	0.00
			Sentryx AMR Training - Remote SUBTOTAL:	USD 0.00

Sentryx AMR Transceiver GEN1 Bluetooth Kit

GEN1 Transceiver
Required per Transceiver
Customer install and customer firmware upgrade to their existing Transceiver.

PART #	DESCRIPTION	UNITS	SALE PRICE	EXTENDED NET
MS-MNMBLE-KIT	TRANSCEIVER BLUETOOTH KIT	1	125.00	125.00
MS-MNMBLUEUPDATE-GEN1	TRANSCEIVER GEN1 FWUPGRADE KIT	1	0.00	0.00
			Sentryx AMR Transceiver GEN1 Bluetooth Kit SUBTOTAL:	USD 125.00

TOTAL: USD 26,455.46

Optional Groups (Not Included in the Total Above)

Sentryx AMR Transceiver GEN2 Bluetooth Kit (Very Limited # of Customers)

GEN2 Transceiver
Required per Transceiver
Customer install and customer firmware upgrade to their existing Transceiver.

OPTIONAL GROUP

PART #	DESCRIPTION	UNITS	SALE PRICE	EXTENDED NET
MS-MNMBLE-KIT	TRANSCEIVER BLUETOOTH KIT	1	125.00	125.00
MS-MNMBLUEUPDATE-GEN2	TRANSCEIVER GEN2 FWUPGRADE KIT	1	0.00	0.00
			Sentryx AMR Transceiver GEN2 Bluetooth Kit (Very Limited # of Customers) SUBTOTAL:	USD 125.00

Resolution No. 16-2026

A RESOLUTION TO UPDATE FEES

BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF RIVER HEIGHTS, UTAH THAT: The revised fee schedule is hereby adopted and shall be in effect as of Nov 1, 2026.

ZONING CLEARANCE PERMIT	
HOUSE OF COMMERCIAL BUILDING	200.00
HOUSE ADDITION OR GARAGE	100.00
ALL OTHER STRUCTURES (deck, shed, carport, sign, solar panels, covering, etc.)	50.00
CONDITIONAL USE PERMIT	150.00
FLAG LOT	150.00
MINOR SUBDIVISION	
Pre-Application Meeting	400.00 (applied to DRC fees)
DRC Meeting	1,500.00
SUBDIVISION/PUD	
Pre-Application Meeting	400.00 (applied to ALUA fees)
ALUA Meeting (all developments)	500.00
DRC Review (10 or less lots)	1,500.00
DRC Review (11 or more lots)	3,000.00
COMMERCIAL/COMMERCIAL PARKING LOT DEVELOPMENT	
Preliminary Layout and Design Review	200.00
Final Layout Submittal	400.00
SEAL COAT (subdivision/commercial) 2018	$0.54/sq ft
Includes joint seal and preparation	
PETITION FOR ANNEXATION	850.00 plus costs
PETITION FOR ZONE CHANGE	300.00 plus costs
PETITION FOR BOUNDARY CHANGE	150.00 plus costs
APPLICATION TO APPEALS AUTHORITY	150.00 plus costs
RIGHT-OF-WAY EXCAVATION PERMIT	650.00 (600 is refundable)
(Only required for asphalt, sidewalk, curb and gutter cuts.)	
WATER HOOK-UP	1,500.00
SEWER HOOK-UP	
Improved	1,200.00
Unimproved	1,700.00
STORMWATER (required for all developments)	
SWPPP Review	200.00
1 – 10 Lot Subdivision	1,000/Year
11 – 20 Lot Subdivision	1,200/Year
21+ Lot Subdivision	1,400/Year
UTILITY FEES	
Deposit	200.00
Late fee	1.5%/mo (18% annual)
Shut Off Notice Delivery	20.00
Reconnect Water (M-F, 9am-4pm)	30.00
Additional Reconnect After Hours	50.00
Failure to Have Meter Accessible	50.00/mo until resolved
BUSINESS LICENSE FEES	
Commercial (less than 10,000 sqft)	150.00
Commercial (10,000 sqft or more)	250.00

Home Occupation (Conditional Use Permit holders)	~~50.00~~ 40.00
~~Renew~~	~~40.00~~
Home Occupation (fire inspection required)	~~80.00~~ 60.00
~~Renew~~	~~60.00~~
Late fee (after January 31)	30.00
Solicitor (original applicant)	50.00
Additional applicants	25.00
TEMPORARY USE FEE	25.00
WINTER PARKING CITATION FEE (per violation)	50.00
DOG FEES (No card fees charged)	
License	20.00
~~Spayed/Neutered~~	~~15.00~~
~~Otherwise~~	~~25.00~~
Late (per month after March 1)	10.00
Kennel Conditional Use Permit	100.00
Kennel License	25.00
RENTALS (No card fees charged)	
City Building (residents only) – first 3 hours	100.00
Additional hours	30.00/hr
Deposit	200.00
Pavilion – resident	25.00
Pavilion – non-resident	50.00
Deposit	50.00
Inflatable Use in Parks	50.00
BOUNCED CHECK	up to $30.00
UTILITY ADMINISTRATIVE FEE	2.00
PASS-THROUGH ADMINISTRATIVE FEE	10%

UPDATED and PASSED THIS 6th DAY OF OCTOBER 2026, BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH.

EFFECTIVE NOVEMBER 1, 2026.

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Blake Wright, Mayor

ATTEST:

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Sheila Lind, Recorder

First Dam Scary Run

October 31, 2026

10:00am – 11:30am

