

# River Heights City

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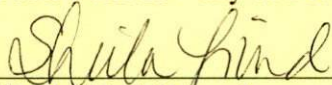
## COUNCIL MEETING AGENDA

**Tuesday, February 27, 2018**

Notice is hereby given that the River Heights City Council will hold its regular council meeting beginning at 6:30 p.m. in the River Heights City Office Building at 520 S 500 E.

- 6:30 p.m. Opening Remarks (Wright) and Pledge of Allegiance (Thatcher)
- 6:35 p.m. Adoption of Previous Minutes and Agenda
  - Pay Bills
  - Finance Director Report
  - Purchase Requisitions
  - Public Works Report
  - Administrative Report
  - Public Comment (limit 3 minutes each)
- 6:45 p.m. Ratify Council Assignments
- 7:00 p.m. Planning Commission Appointments
- 7:30 p.m. Closed Session to Discuss a Strategy of Purchase, Exchange, Lease, or Sale of Real Property
- 7:45 p.m. Mayor and Council Reports
- 8:00 p.m. Adjourn

Posted this 23<sup>rd</sup> day of February 2018

  
\_\_\_\_\_  
Sheila Lind, Recorder

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

February 27, 2018

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8 Present: Mayor Todd Rasmussen  
9 Council members: Doug Clausen  
10 Elaine Thatcher  
11 Dixie Wilson  
12 Blake Wright  
13  
14 Recorder Sheila Lind  
15  
16 Excused Councilmember Robert "K" Scott  
17 Public Works Director Clayton Nelson  
18 Finance Director Clifford Grover  
19 Treasurer Wendy Wilker  
20  
21 Others Present: Cindy Schaub, Heather Lehnig  
22

23 The following motions were made during the meeting:

24  
25  
26 Motion #1

27 Councilmember Clausen moved to "adopt the minutes of the February 13, 2018 Council  
28 Meeting and the evening's agenda." Councilmember Wilson seconded the motion, which passed with  
29 Clausen, Thatcher, Wilson and Wright in favor. Scott was absent. No one opposed.

30  
31 Motion #2

32 Councilmember Thatcher moved to "pay the bills as listed, subject to Treasurer Wilker  
33 investigating the Logan City bill allocation in the amount of \$1,947.00." Councilmember Clausen  
34 seconded the motion, which passed with Clausen, Thatcher, Wilson and Wright in favor. Scott was  
35 absent. No one opposed.

36  
37 Motion #3

38 Councilmember Thatcher moved to "go into a closed session to discuss a strategy of purchase,  
39 exchange, lease, or sale of real property." Councilmember Wright seconded the motion, which carried  
40 with Clausen, Thatcher, Wilson and Wright in favor. Scott was absent. No one opposed.

41  
42 Motion #4

43 Councilmember Clausen moved to "give Mayor Rasmussen authorization to continue  
44 negotiations for the 700 South sidewalk project." Councilmember Thatcher seconded the motion,  
45 which carried with Clausen, Thatcher, Wilson and Wright in favor. Scott was absent. No one  
opposed.

47  
48 Proceedings of the Meeting:  
49

50 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in  
51 the River Heights City Building on Tuesday, February 27, 2018. Councilmember Wright opened the  
52 meeting with a prayer. Councilmember Thatcher led the group in the Pledge of Allegiance.

53 Adoption of Previous Minutes and Agenda: Minutes of the February 13, 2018 Council  
54 Meeting, were reviewed.

55 **Councilmember Clausen moved to “adopt the minutes of the February 13, 2018 Council  
56 Meeting and the evening’s agenda.” Councilmember Wilson seconded the motion, which passed  
57 with Clausen, Thatcher, Wilson and Wright in favor. Scott was absent. No one opposed.**

58 Pay Bills: The bills were presented and discussed. Councilmember Wright explained that  
59 \$475.00 of the Daines & Jenkins bill should be allocated to the P&Z budget. The remaining \$50 will  
60 stay in Administrative. Councilmember Thatcher questioned why part of the Logan City bill was  
61 being allocated to the Community Affairs budget.

62 **Councilmember Thatcher moved to “pay the bills as listed, subject to Treasurer Wilker  
63 investigating the Logan City bill allocation in the amount of \$1,947.00.” Councilmember  
64 Clausen seconded the motion, which passed with Clausen, Thatcher, Wilson and Wright in  
65 favor. Scott was absent. No one opposed.**

66 Finance Director Report: FD Grover was absent but had the Financial Summary available for  
67 review. The Council was curious about the large jump in the general fund. They will check with Mr.  
68 Grover when he gets back.

69 Purchase Requisition: In the absence of PWD Nelson, Recorder Lind asked the Council to  
70 consider a request to order 42 new water meters from Mueller Systems at a cost of \$13,368. Thirty are  
71 one-inch meters for new development and 12 are <sup>3</sup>/<sub>4</sub> replacement meters for older homes.  
72 Councilmember Clausen was fine with it, since it will come out of his budget. Mayor Rasmussen  
73 wanted to make sure Mr. Nelson is filling his inventory when copper prices are low.

74 Mayor Rasmussen called PWD Nelson to see about getting bids. Mr. Nelson explained bids  
75 were procured when they installed the meter reading system. The meters need to be purchased from  
76 Mueller since that is the system we use. He also explained the cost of the new meters will be  
77 reimbursed through new home connection fees. Mr. Rasmussen asked if he is buying when the prices  
78 are low. Mr. Nelson said the prices don’t fluctuate much. He guessed the meters would all be installed  
79 within 3 months and then they’d need to order again. Councilmember Thatcher felt there was a  
80 difference between copper as a commodity and as a product. Councilmember Wilson wondered why it  
81 was the first time they were hearing about this purchase. The other council members agreed it was a  
82 needed purchase.

83 The Council gave their advice and consent for the purchase of the meters.

84 Public Works Report and Discussion: PWD Nelson was absent, due to certification training.

85 Administrative Report: Recorder Lind reported it was time to schedule an open and public  
86 meetings training, which lasts 1:35. She gave some options of dates and times. Mayor Rasmussen  
87 called Councilmember Scott to see when he would be available. The Council decided to view the  
88 presentation on March 13 at 5:00 p.m. The regular meeting will start at 6:45.

89 Public Comment: There was none.

90 Ratify Council Assignments: Mayor Rasmussen read the assignment list he put together.

91 Councilmember Wright explained Councilmember Scott took over the city’s relationship with  
92 FEMA last year as the City Flood Plain Administrator. Mr. Rasmussen explained that Mr. Scott is

94 very busy these days and requested not to have too much in the way of assignments. Mr. Wright assured it wouldn't take much effort. They send updates once in a while.

95 The Council unanimously approved the assignments as revised.

96 Planning Commission Appointments: Mayor Rasmussen reminded of the three people who  
97 turned in a write-up stating their interest in the two open seats on the Planning Commission (Heather  
98 Lehnig, Keenan Ryan and Chris Milbank). Commissioners Zollinger and Malmstrom have both  
99 resigned. Heather Lehnig said she would step out for Chris Milbank to be on the Commission.  
100 Councilmember Thatcher likes that Ms. Lehnig has a chemistry and environment background. Mayor  
101 Rasmussen advised they should consider energy and time over experience.

102 Councilmember Wright commented on the geographic area of where these candidates live (in  
103 an effort to have even representation of all the areas of the city). Mr. Wright said if Ms. Lehnig was  
104 willing to wait for the next vacancy, he would vote for Chris Milbank and Keenan Ryan, to get more of  
105 a spread in representation. Councilmember Wilson informed that Mr. Ryan and Ms. Lehnig are in  
106 favor of higher density and Mr. Milbank isn't. Mayor Rasmussen reminded, the Commission doesn't  
107 have legislative power.

108 When asked, Commissioner Schaub supported Ms. Lehnig and Mr. Milbank. The Council felt  
109 impressed that Ms. Lehnig had been to a number of recent Council meetings. The Council gave their  
110 consent for Ms. Lehnig and Mr. Milbank.

111 Councilmember Wright explained the terms are each for five years, with one expiring each  
112 year. He hoped to get this rotation in place. Mayor Rasmussen will contact the new members.

113 Mayor Rasmussen asked if another opening came up soon, could he go ahead and appoint the  
114 third candidate. Councilmember Wilson didn't approve this idea because the situation could be  
different.

115 Mayor Rasmussen asked Heather Lehnig if she would serve on the Commission, to which she  
116 answered, "Yes."

117 Closed Session to Discuss a Strategy of Purchase, Exchange, Lease, or Sale of Real Property:

118 **Councilmember Thatcher moved to "go into a closed session to discuss a strategy of**  
119 **purchase, exchange, lease, or sale of real property." Councilmember Wright seconded the**  
120 **motion, which carried with Clausen, Thatcher, Wilson and Wright in favor. Scott was absent.**  
121 **No one opposed.**

122 The Council entered the closed session at 7:30 p.m. and returned to the open meeting at 7:45  
123 p.m.

124 **Councilmember Clausen moved to "give Mayor Rasmussen authorization to continue**  
125 **negotiations for the 700 South sidewalk project." Councilmember Thatcher seconded the**  
126 **motion, which carried with Clausen, Thatcher, Wilson and Wright in favor. Scott was absent.**  
127 **No one opposed.**

128 Mayor and Council Reports: Councilmember Wilson said the RAPZ application was emailed  
129 on Friday. Councilmember Wilson will check with the County tomorrow to make sure they received  
130 it.  
131

132 Councilmember Clausen asked about the code change regarding seal coats, listed on the  
133 upcoming Commission agenda. Councilmember Wright explained PWD Nelson asked for a change in  
134 the code which would allow the City to take over the sealing of new roads, to make sure they get done  
135 in a timely manner. However, the developer needs to pay for it. The code change will require 150%  
136 of the estimated cost from the developer in the form of a letter of credit, until the sealing is finished.

137 Recorder Lind reported she will be receiving a rezone request from Conservice for agricultural  
property along 800 South to become zoned commercial. Conservice desires to black top the property

139 they have been using for a parking lot. She guessed a public hearing would be scheduled for two  
140 weeks from Thursday. If the Commission recommends it, it will probably come to the Council March  
141 27.

142 Mayor Rasmussen informed he has asked FD Grover to put together a procedural outline for  
143 Apple Days funds so everyone involved will know how the money should be handled. He has asked  
144 for it to be in a format that each volunteer will sign.

145 Councilmember Wilson asked if Apple Days sign-ups will have to be done online. She doesn't  
146 like the \$1.50 convenience fee. They will discuss this later.

147 Mayor Rasmussen is interested in setting up a public forum with the mayor. He would like the  
148 public to feel the city is open and approachable. His past campaign manager is interested in doing  
149 some things to get information out. It was decided this should be overseen by the city, in an effort to  
150 have some control of the things which get posted. Discussion was held on using Facebook to post  
151 information about events in the form of videos. Mr. Rasmussen will have him on the next agenda to  
152 discuss his ideas.

153 Mayor Rasmussen stated the River Heights Elementary School has asked for a walkathon  
154 donation from the City, which would be used to purchase school supplies and given to the PTA. He  
155 checked with the Utah League and found city donations are not recommend. He has told this to the  
156 PTA president. The Council discussed and felt the information could be posted on the City's  
157 Facebook page, in case individuals wanted to donate.

158 Mayor Rasmussen expressed a strong desire to keep meetings on schedule and asked for  
159 suggestions on how to do so. A five-minute warning to wrap up a topic was discussed. Some council  
160 members felt it was okay to go overtime on certain discussions, depending on the situation. They left  
161 it up to the mayor's discretion.

162 The meeting adjourned at 8:15 p.m.

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Sheila Lind, Recorder

167   
168 Todd A. Rasmussen, Mayor

River Heights City Bills To Be Paid

2/27/2018

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Cache Valley Publishing	General Ad for New Year	\$20.60	\$68.33							\$88.93
2	City of Logan	911, Garbage-recycle, Sewer	\$12,219.10				\$1,947.00 ?			\$14,254.28	\$28,420.38
3	Comcast	Business Internet	\$21.97						\$21.96	\$21.96	\$65.89
4	Daines & Jenkins	Legal Fees Pence rezone, Kidd Variance, 50	<del>\$525.00</del>	476.00			wrong budget				\$525.00
5	Dominion Energy	Gas	\$105.72		\$10.21			\$96.69	\$444.52	\$96.69	\$753.83
6	Logan City	Water Consumption							\$269.33		\$269.33
7	Thomas Petroleum	Fuel for City Vehicles			\$88.60			\$88.59	\$88.59	\$88.59	\$354.37
8	Utah Local Government Trust	Workers Comp Monthly Fee	\$17.29		\$26.55			\$81.07	\$102.68	\$108.09	\$335.68
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22	<b>VISA Paid 02/23/2018 (\$623.41)</b>										
23	Adobe	Adobe Monthly Fee	\$15.98								\$15.98
24	Amazon	Ice Melt Scoop	\$7.45								\$7.45
25	Amazon	Office Chair	\$69.95								\$69.95
26	Dri Crash Plan	Cloud	\$9.99								\$9.99
27	Nextiva	Office Phones & Fax	\$44.05						\$44.05	\$44.06	\$132.16
28	Harbor Freights	Mower Tires			\$31.97			\$31.97	\$31.97	\$31.97	\$127.88
29	Rural Water Conference	Clayten Registration							\$130.00	\$130.00	\$260.00
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	<b>Page 1 SubTotals</b>		<b>\$13,057.10</b>	<b>\$68.33</b>	<b>\$157.33</b>		<b>\$1,947.00</b>	<b>\$298.32</b>	<b>\$1,133.10</b>	<b>\$14,775.64</b>	<b>\$31,436.82</b>

River Heights City  
 Financial Summary  
 February 27, 2018

		<u>Cash Balance By Fund</u>		Net Change	% of Total
		01/31/18	02/27/18		
General Fund		224,688.34	339,022.15	114,333.81	21.03%
Capital Projects Fund		52,487.04	49,620.79	(2,866.25)	3.08%
Water Fund		359,934.70	376,076.81	16,142.11	23.33%
Sewer Fund		829,293.22	847,199.58	17,906.36	52.56%
<b>Total Cash Balance</b>		<b><u>1,466,403.30</u></b>	<b><u>1,611,919.33</u></b>	<b><u>145,516.03</u></b>	100.00%

		YTD Actual	Annual Budget	Unexpended Budget	% Of Budget Incurred	% Of Time Incurred
<b>General Fund</b>						
Revenue		548,496.45	767,990.00	219,493.55	71.42%	66.30%
Expenditures						
	Administrative	108,567.12	160,120.00	51,552.88	67.80%	66.30%
	Office	11,734.84	14,975.00	3,240.16	78.36%	66.30%
	Community Affairs	9,794.90	22,600.00	12,805.10	43.34%	66.30%
	Planning & Zoning	1,543.98	7,100.00	5,556.02	21.75%	66.30%
	Public Safety	69,194.31	99,460.00	30,265.69	69.57%	66.30%
	Roads	54,439.84	104,150.00	49,710.16	52.27%	66.30%
	Parks & Recreation	37,241.18	80,846.00	43,604.82	46.06%	66.30%
	Sanitation	84,423.07	144,000.00	59,576.93	58.63%	66.30%
	Transfer To CP Fund	-	100,000.00	100,000.00		
Total Expenditures		<u>376,939.24</u>	<u>733,251.00</u>	<u>356,311.76</u>	51.41%	66.30%
<b>Net Revenue Over Expenditures</b>		<b><u>171,557.21</u></b>	<b><u>34,739.00</u></b>	<b><u>(136,818.21)</u></b>		
<b>Capital Projects Fund</b>						
Revenue		353.92	50.00	(303.92)		66.30%
Transfer From General Fund			375,000.00	375,000.00		
Expenditures						
	Administrative	4,900.00	35,000.00	30,100.00		66.30%
	Parks & Recreation	114.90	-	(114.90)		66.30%
	Roads	68,034.96	420,000.00	351,965.04		66.30%
	Electricity	-	4,162.74	4,162.74		66.30%
Total Expenditures		<u>73,049.86</u>	<u>459,162.74</u>	<u>386,112.88</u>		66.30%
<b>Net Revenue Over Expenditures</b>		<b><u>(72,695.94)</u></b>	<b><u>(84,112.74)</u></b>	<b><u>(11,416.80)</u></b>		
<b>Water Fund</b>						
Revenue		295,591.41	332,480.00	36,888.59	88.91%	66.30%
Expenditures		<u>181,801.70</u>	<u>241,305.00</u>	<u>59,503.30</u>	75.34%	66.30%
<b>Net Revenue Over Expenditures</b>		<b><u>113,789.71</u></b>	<b><u>91,175.00</u></b>	<b><u>(22,614.71)</u></b>		
<b>Sewer Fund</b>						
Revenue		210,120.07	231,300.00	21,179.93	90.84%	66.30%
Expenditures		<u>173,446.09</u>	<u>259,411.00</u>	<u>85,964.91</u>	66.86%	66.30%
<b>Net Revenue Over Expenditures</b>		<b><u>36,673.98</u></b>	<b><u>(28,111.00)</u></b>	<b><u>(64,784.98)</u></b>		

February 2018

**Mayor Rasmussen's** duties include overall administration of the city government and employees. The mayor will discharge all decisions made by the council and work within the constraints of city code and council approved budgets, adoptions, and decrees. Although the mayor has charge to administer all aspects of city government, council members will be assigned areas to oversee under his direction. The following duties will be retained by the mayor: Chair of all city council meetings, preparing city budgets with the aid and advice of the financial director, administration of the city offices, police and fire protection agreements, animal control, waste water treatment, mayor's youth council, and assisting in the city's general plan revision process. The mayor will also serve on various state, intercity, or county boards, groups, and committees as approved by the city council (unless directly appointed by state entities). He serves as the liaison with other communities, state and federal agencies, and the School Districts. The mayor acts as the direct supervisor of the following city employees: Finance Director (Currently Cliff Grover), City Recorder (Currently Sheila Lind), and the Public Works Director (Currently Clayton Nelson).

*\*\*Some duties of the mayor may be delegated as needed and by approval of the council. The mayor will be informed and involved in all delegated duties, but authority will be granted to these individuals to act in place of the mayor with full confidence and fidelity of the citizens.*

Duties assigned to council members include:

**Council Member Blake Wright** will work with the Planning and Zoning Commission, variance board, approving zoning clearances, and working with the building inspection office. Council member Wright will also be integral in developing the general plan process, zoning ordinances, and other code amendments as needed.

**Council Member Doug Clausen** will work to oversee the funding, planning, and execution of all projects related to City Streets including snow removal, water and sewer systems. These duties include water treatment, wells, pumps, maintenance, replacement, and any future planning recommendations to be considered by the council.

**Council Member Dixie Wilson** will work to oversee the funding, planning, and execution of all projects related to city parks. Council Member Wilson will also coordinate and act as liaison with all organized groups regarding the use of River Heights' recreational facilities. Council member Wilson will also work with neighboring cities in the combined use and realization of the park and recreation area uses.

**Council Member Robert K Scott** will work to oversee the funding, planning, and execution of all emergency preparedness activities. Council member Scott will work with the mayor, neighboring communities, organizations, and governments in coordinating the communication, readiness, and shared responsibilities in responding to any and all emergencies. Council member Scott will also act as the city floodplain administrator.

**Council Member Elaine Thatcher** will work to oversee the funding, planning, and execution of all projects related to the beautification and social activities within the city. Council member Thatcher will coordinate with other entities, groups, and cities in furthering positive community affairs. These duties may include coordination efforts for Apple Days, service club events, parades, contests, socials, benefits, and other positive community events. Council member Thatcher will be integral in recommending revisions, additions, or other needed changes to current or future community events.