

River Heights City

COUNCIL MEETING AGENDA Tuesday, January 17, 2023

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

Pledge of Allegiance and Opening Thought (Thompson)

Adoption of Previous Minutes and Agenda

Reports, Approval of Payments, and Purchase Requisitions (Mayor, Council, Staff)

Public Comment

Review Skidsteer Lease

CVTD Update- Mary Barrus

Consideration and Award of Asbestos Abatement Contract

Discuss Extending Deadline for Revocation of Conditional Use Permit for JV Lawn Care

Discuss Locking System for the Old School

Review and Accept Electronic Mail Use Policy

Review and Accept a Resolution Adopting Electronic Meeting Procedure in Accordance with Section 52-4-207 of Utah Code Annotated

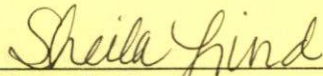
Advice and Consent to Re-Appoint Noel Cooley to the Planning Commission

Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/83736150076?pwd=OEg5ZVhwRk51czNVZ1FuQ1pjNnUvZz09>

Posted this 12th day of December 2023



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

Council Meeting

January 17, 2023

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Present:	Mayor	Jason Thompson
	Council members:	Sharlie Gallup
		Tyson Glover
		Janet Mathews
		Chris Milbank
		Blake Wright
	Recorder	Sheila Lind
	Public Works Director	Clayten Nelson
	Treasurer	Michelle Jensen
Others Present:		Mary Barrus, Brandon Smith
Electronically Present:		Cindy Schaub, Jacob Cameron, Boyd Humphreys

The following motions were made during the meeting:

24 Motion #1

25 Councilmember Glover moved to “adopt the minutes of the council meeting of January 3, 2023,
26 and the evening’s agenda.” Councilmember Gallup seconded the motion, which passed with Gallup,
27 Glover, Mathews, Milbank, and Wright in favor. No one opposed.

29 Motion #2

30 Councilmember Gallup moved to “pay the bills as presented with the adjustment of moving the
31 Zions Bank invoices from the Community Affairs budget to the Public Safety Budget and to withhold
32 payment to Senske.” Councilmember Milbank seconded the motion, which passed with Gallup, Glover,
33 Mathews, Milbank, and Wright in favor. No one opposed.

35 Motion #3

36 Councilmember Wright moved to “accept the asbestos removal lump sum of \$89,762 provided by
37 Eagle Environmental, Inc. with the contract terms to be negotiated.” Councilmember Glover seconded
38 the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.

40 Motion #4

41 Councilmember Milbank moved to “extend the cease-and-desist date to March 1.”
42 Councilmember Gallup seconded the motion, which passed with Gallup, Glover, Mathews, Milbank, and
43 Wright in favor. No one opposed.

46 Motion #5

47 Councilmember Glover moved to “adopt Resolution 1-2023, A Resolution Adopting Electronic
48 Meeting Procedure in Accordance with Section 52-4-207 of Utah Code Annotated, with the spelling
49 corrections mentioned.” Councilmember Mathews seconded the motion which passed with Gallup,
50 Glover, Mathews, Milbank, and Wright in favor. No one opposed.

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Proceedings of the Meeting:

55 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the
56 River Heights City Building on Tuesday, January 17, for their regular council meeting.

57 Pledge of Allegiance and Opening Thought: Mayor Thompson gave a thought.

58 Adoption of Previous Minutes and Agenda: Minutes for the July 19, 2022, meeting were
59 reviewed.

60 Councilmember Glover moved to “adopt the minutes of the council meeting of January 3, 2023,
61 and the evening’s agenda.” Councilmember Gallup seconded the motion, which passed with Gallup,
62 Glover, Mathews, Milbank, and Wright in favor. No one opposed.

63 Reports and Approval of Payments (Mayor, Council, Staff):

64 Treasurer Jensen

- 65 • The Senske Services bill was discussed. The mayor and council were not happy with the job they
66 did in hanging the Christmas lights. Mayor Thompson planned to call the company to discuss it.
67 He asked that their check be voided at this time.
- 68 • Councilmember Gallup clarified that her charges to Amazon were for Emergency Preparedness,
69 rather than Community Affairs.
- 70 • Discussion was brought up on the Daines and Jenkins bill. It was explained that the charges were
71 for the city attorney acting as the city’s public defender.
- 72 • It was brought up that the Logan City Fire Protection bill is still addressed to Mayor Rasmussen.
73 Mayor Thompson asked Recorder Lind to have it changed to his name.

74 Councilmember Gallup moved to “pay the bills as presented with the adjustment of
75 moving the Zions Bank invoices from the Community Affairs budget to the Public Safety Budget
76 and to withhold payment to Senske.” Councilmember Milbank seconded the motion, which
77 passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.

78 Mayor Thompson

- 79 • Visionary has reached out to River Heights to request permission for access onto 600 South. He
80 has met with Engineer Rasmussen to determine what River Heights will require of them in
81 exchange for this access. He will set up a meeting with Visionary, Councilmembers Wright, and
82 Glover, PWD Nelson and City Engineer Rasmussen. Mr. Nelson showed Visionary’s plan.
- 83 • He is working with Attorney Jenkins on the Boys and Girls Club issue. He was instructed that
84 communication with them will be through legal counsel at this point. Attorney Jenkins sent a
85 letter to the Boys and Girls Club, and they sent one back. Attorney Jenkins felt their claims were
86 erroneous, bogus, and misstated. He is confident with things taking their course, and that it will
87 get resolved. Attorney Jenkins also advised that it was important for the city to hold contracts in
88 high priority.
- 89 • The lower well project went out for bid again. Eight contractors are now bidding. The trees were
90 not included in the bid this time. The actual pump and well will be pulled out to avoid a

contractor mark up. PWD Nelson said Glenn's Electric will order all the parts needed so there won't be a mark-up on the equipment. The bid opening is scheduled for January 31. Last year the bid came in at \$867,000. They felt hopeful it would be much lower this time.

- Trash collection has been fully organized now. The consortium has selected a hauler who they are in negotiations with. He has confidence in security and safety with this company.
- Asbestos abatement at the Old Church will be talked about later in the meeting. The roof and entire building were analyzed on what needed abated. It was discovered that 95% of the roof didn't need abatement.

Recorder Lind didn't have anything to report.

Councilmember Gallup

- She met with some representatives from the Church of Jesus Christ of Latter-Day Saints. They are revamping their emergency preparedness plan and wanted to know how they could support the city. She asked them for a communication route system and to attend city sponsored emergency fairs. Her committee's goal is to be able to sustain support for our residents for three days. Discussion was held on a water purification system. PWD Nelson pointed out they are hard to keep on hand because of the filter system. Mayor Thompson asked Councilmember Mathews to work with PWD Nelson on what they could come up with.
- Mountain West Strings would like to be on a future agenda to talk about their chairs and music stands which are being stored in the Old School.

Councilmember Glover

- A pothole on 600 South has been fixed. He asked if the city could do winter pothole patches. There is another one on 600 South at 850 East. PWD Nelson said they had recently filled that one.
- He will talk to Engineer Rasmussen again about a bid on the 400 South sidewalk.
- He said Engineer Rasmussen can design a striping plan for the school intersection (600 South 600 East) for \$400-\$500. Mr. Glover also wanted a maintenance plan from PWD Nelson. The school principal's main concern was the amount of traffic leaving the school and how it gets backed up at this intersection. There was one single lane to get all the vehicles off 600 South. Mayor Thompson asked Mr. Glover to work with PWD Nelson on a striping plan. If they can come up with something that may work, they will take it to the engineer for design. They will discuss their findings at the next meeting.

Councilmember Mathews

- She brought up a discussion about clearing snow on the 400 East sidewalk. PWD Nelson said after the county plows the road, there is no way to remove the snow from the sidewalk, even with a machine. It also has bad visibility with the traffic. Mayor Thompson cautioned them not to bring it up with the County, because they would like the city to take over the road. He asked for creativity in how to address the sidewalk and asked for PWD Nelson to think it over. At the very least they could install warning signs. Councilmember Milbank brought up that some of the shoveled sidewalks are the most slippery. Walking on snow gives more traction.

Councilmember Milbank

- Dwight Whittaker was still interested in using the gym at the Old School for humanitarian projects. He said he could possibly pay \$30,000/year for the rest of the classrooms. He would like to discuss the possibilities, including him purchasing the building. Mr. Milbank explained to him that the council was interested in renting the whole building on a full-time contract. He suggested having Mr. Whittaker present at a future meeting. Mayor Thompson asked to put them off until

135 things are decided with the Boys and Girls Club. He didn't feel it would be wise to rent it on the
136 brink of possible litigation. Mr. Milbank will let him know to wait 4-6 weeks.

137 Treasurer Jensen

- 138 • She explained the red/green report, put together by FD Sanderson. Ms. Jensen asked them to
139 review their budgets and let her know if they see any problems. Mayor Thompson asked for a
140 future 30-minute workshop with FD Sanderson and Treasurer Jensen to explain more specifics
141 about the report. Councilmember Gallup asked if Rupps had billed last year for dumpster use in
142 April. Ms. Jensen will check and if not, PWD Nelson will check with them.

143 PWD Nelson

- 144 • He has submitted the Water Conservation Plan to the State. They approved it and now the
145 council needs to approve it. He will have it ready for the next meeting.
- 146 • The Old School exit and emergency lighting are all installed. The ADA ramp was looked at this
147 morning. Handrails on the other doors are the only thing left on the inspection list. He and
148 Cameron Reed priced them doing it versus hiring someone and decided it would cost less to have
149 it contracted out. After the bid comes in, he will bring a PO to the council.

150 Councilmember Wright didn't have anything to report.

151 Public Comment: There was none.

152 Review Skidsteer Lease: Mayor Thompson said the lease was non-existent. It was a good-ole-boy
153 handshake with Ellis Equipment. The city currently pays \$5,000/year for the lease. The mayor asked Rod
154 Ellis if the lease was rent-to-own. Mr. Ellis said a new machine runs about \$55,000-\$60,000. He offered
155 the city to rent-to-own their machine at a price of \$39,000. Over the past four years the city has spent a
156 total of \$20,000. In four more years, the city will own the machine. He asked the council if he should
157 pursue the lease-to-own contract. PWD Nelson explained the history of leasing and how Ellis has worked
158 well with the city. They have also taken care of maintenance while leasing. Mayor Thompson liked the
159 idea of the city owning a machine rather than leasing it. He will bring a contract to the council to make
160 sure they are still okay with it.

161 CVTD Update by Mary Barrus: Ms. Barrus said she has enjoyed being on the Cache Valley Transit
162 District Board. She had some flyers for the council that she would bring by later. She read a notice
163 regarding bus services available now and possibly in the future to Cache Valley residents. In the Fall of
164 2024, they will have another facility on the north end of the valley.

165 Consideration and Award of Asbestos Abatement Contract: Mayor Thompson said the city
166 budgeted \$182,000 for asbestos abatement. The lowest bid came in at \$89,762. He answered questions
167 about the bid. It was brought up that Eagle Environmental was a reputable company. Councilmember
168 Glover had concerns about the 50% retainer and the 10-day invoice due date or a 18% interest on late
169 payments. He felt it was a short time to give approval for a check to be cut. Councilmember Wright
170 suggested asking Ryan Bilbao if this was typical. Mayor Thompson said this, along with other details, will
171 all be worked out during negotiations of the contract. The Council was only asked to approve the price.

172 **Councilmember Wright moved to "accept the asbestos removal lump sum of \$89,762 provided
173 by Eagle Environmental, Inc. with the contract terms to be negotiated." Councilmember Glover
174 seconded the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No
175 one opposed.**

176 Mayor Thompson was appreciative of Steve and Ryan Bilbao's work as consultants on the
177 asbestos abatement job. Their efforts have saved the city a considerable amount of money in the
178 process. He informed there were three bids for removal that ranged between \$89,000 - \$160,000.

179 Discuss Extending Deadline for Revocation of Conditional Use Permit for JV Lawn Care: Mayor
180 Thompson explained that the Planning Commission held a public hearing to revoke a Conditional Use

Permit (CUP) of JV Lawn Care. He thanked Councilmember Wright for his work on this issue as the zoning administrator. It was clear they had violated their CUP. The revocation letter gave them a deadline of January 27 to cease business operations in River Heights. JV Lawn Care has now turned in a new CUP, which the Commission will hear on Feb 14. He asked the Council to consider extending the cease date while they work through the process. He suggested a new date of March 1. He planned to issue a business license that would expire on this deadline. He felt the conditions given in the 2011 CUP were not specific enough, although the company knew they were in violation.

Councilmember Milbank pointed out that most of their neighbors were in support of the family. He felt the Commission did a great job and he supported the mayor's suggestion.

Recorder Lind asked why the mayor would issue a business license to a business that was not legal, even for a limited time. Mayor Thompson said he didn't want to endorse the operation of a business without a license. If the Commissioner doesn't approve their next CUP, it would expire.

Councilmember Wright clarified that the letter of revocation was sent on December 14, effective that day. He suggested the mayor check with Attorney Jenkins to see if issuing a license would create a conflict.

Councilmember Glover asked why JV Lawn Care doesn't fix the issues and keep working under their original CUP. Councilmember Wright said they have been asked by the city to do so over the years and things haven't gotten better. He said in a residential zone a business needs to look like a residence. It can't look like a business.

Councilmember Milbank moved to "extend the cease-and-desist date to March 1."

Councilmember Gallup seconded the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.

Discuss Locking System for the Old School: Mayor Thompson noted the locking system is not included in the budget this year. However, he felt it could be worked in and encouraged the council to approve it. To have community use of the building, a good locking system is needed. PWD Nelson said the bid for electronic locks on the west and east doors was \$5,466.36, which would include all the software, cards, and fobs needed. In the future more doors could be added. Mayor Thompson asked Mr. Nelson to present a PO to the council at their next meeting. Mr. Nelson said the regular keys would still work. Renters using the building would need a programmed card to get in.

Review and Accept Electronic Mail Use Policy: Recorder Lind reminded this was reviewed by the Council in November of 2022. At that time Councilmember Wright recommended the city attorney review it, which he did. Recorder Lind pointed out the requirement for Phishline Training.

The policy was discussed, and more questions came up. The mayor suggested putting this off until Attorney Jenkins could be in attendance to answer questions. It will be on a future agenda.

Review and Accept a Resolution Adopting Electronic Meeting Procedure in Accordance with Section 52-4-207 of Utah Code Annotated: Mayor read Exhibit A of the resolution which directed the procedures of electronic meetings. Since the State Code had recently changed, it needed to be updated. The main change was the allowance of non-present council members to be counted as part of a quorum.

A few typos were fixed.

Councilmember Glover moved to "adopt Resolution 1-2023, A Resolution Adopting Electronic Meeting Procedure in Accordance with Section 52-4-207 of Utah Code Annotated, with the spelling corrections mentioned." Councilmember Mathews seconded the motion which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.

Advice and Consent to Re-Appoint Noel Cooley to the Planning Commission: Mayor Thompson said he had asked Noel Cooley to continue serving due to his considerable amount of knowledge. Each council member gave their advice and consent to Mr. Cooley's reappointment.

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The meeting adjourned at 8:40 p.m.

Sheila Lind, Recorder



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Jason Thompson, Mayor.

Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
1041						
10-41-16	386	Lind, Sheila	202301	Life Insurance Reimburement	01/02/2023	52.95
10-41-16	386	Lind, Sheila	202301	Life Insurance Reimburement D	01/02/2023	1.60
10-41-43	85	Daines and Jenkins, LLP	8635	Prepare Crimanal Cases	01/04/2023	54.00
10-41-43	85	Daines and Jenkins, LLP	8635	Attend PTC Shaldon, Attend Arrai	01/04/2023	67.50
10-41-43	85	Daines and Jenkins, LLP	8635	Prepare for PTC Arraignment	01/04/2023	67.50
10-41-50	366	Zions Bank	202301	Maverick - Gas	01/09/2023	70.75
10-41-80	366	Zions Bank	202301	Bank Fees	01/09/2023	99.96
10-41-80	623	Wonderware, Inc. dba Core busin	INV-17020	CC Proccesing 2022	12/31/2022	12.15

Total 1041: 426.41

Office Expenses

1044						
10-44-10	366	Zions Bank	202301	Amazon	01/09/2023	36.79
10-44-10	366	Zions Bank	202301	Amazon - Claytons Planner	01/09/2023	11.76
10-44-10	633	Freedom Mailing Services	44404	Utility Bill Processing	01/03/2023	59.72
10-44-12	366	Zions Bank	202301	Amazon - Cleaning Caddy	01/09/2023	17.64
10-44-12	366	Zions Bank	202301	Amazon - Cleaning Bottles	01/09/2023	15.50
10-44-35	66	Caselle	121882	Monthly Support Charges	01/01/2023	94.69
10-44-50	1016	Rasmussen, Spencer	202301	Newsletter Delivery - Jan 2023	01/06/2023	200.00
10-44-55	633	Freedom Mailing Services	44404	Utility Bill Processing	01/03/2023	59.72
10-44-65	366	Zions Bank	202301	Adobe - Michelle	01/09/2023	21.39
10-44-65	366	Zions Bank	202301	Adobe - Sheila	01/09/2023	16.04
10-44-65	366	Zions Bank	202301	Google	01/09/2023	96.00
10-44-78	863	Verizon Wireless	9923672076	Split	12/23/2022	68.79
10-44-78	995	Ask AllTech LLC	1105	Admin Phones	01/16/2023	24.32

Total 1044: 722.36

Community Affairs

1048						
10-48-21	953	Senske Services	13132155	Decor Reinstall Bill July	11/29/2022	1,640.00
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	26.74
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	8.55
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	52.41
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	102.66
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	851.40
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	171.01
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	468.59
10-48-70	366	Zions Bank	202301	Amazon	01/09/2023	123.69

10-54-25

Total 1048: 3,445.05

Public Safety

1054						
10-54-30	188	Logan City	2023-0000009	Fire Prevention and Supression	01/03/2023	136,109.44
10-54-60	51	Cache County Corporation	6558	Law Enforcement Contract 1-2023	01/05/2023	8,368.00
10-54-70	51	Cache County Corporation	6558	Animal Conrol Contract 1-2023 - 6	01/05/2023	3,072.00

Total 1054: 147,549.44

Capital Projects

4060						
10-60-84	634	Forsgren Associates, Inc.	16677	Lower Well Improvements	12/31/2022	636.25
10-60-89	1066	Cache Valley Excavation, LLC	1123	Stewart Hill Park Draw #7	12/22/2022	27,352.00

Report Criteria:

Invoices with totals above \$0 included.
Only paid invoices included.
Invoice.Payment due date = 01/17/2023

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
1032						
10-32-65	1090	Whittaker, Nathan	202301	Overpaid Final Utility Bill - Garbag	01/01/2023	25.67
10-32-80	1090	Whittaker, Nathan	202301	Overpaid Final Utility Bill - Stormw	01/01/2023	5.61
10-32-85	1090	Whittaker, Nathan	202301	Overpaid Final Utility Bill - 911 Co	01/01/2023	2.61
Total 1032:						33.89
5136						
51-36-10	1090	Whittaker, Nathan	202301	Overpaid Final Utility Bill - Water	01/01/2023	25.91
Total 5136:						25.91
5236						
52-36-10	1090	Whittaker, Nathan	202301	Overpaid Final Utility Bill - Sewer	01/01/2023	38.32
Total 5236:						38.32
Sewer Department						
5240						
52-40-16	386	Lind, Sheila	202301	Life Insurance Reimburement	01/02/2023	13.24
52-40-20	66	Caselle	121882	Monthly Support Charges	01/01/2023	94.65
52-40-25	623	Wonderware, Inc. dba Core busin	INV-17020	CC Proccesing 2022	12/31/2022	12.15
52-40-26	633	Freedom Mailing Services	44404	Utility Bill Processing	01/03/2023	59.72
52-40-45	417	Blue Stakes of Utah Utility Notifica	UT202203811	Professional Fees	12/31/2022	6.74
52-40-50	133	Thomas Petroleum. LLC	M024284	Sewer Gas, Oil, Vehicle Repair	01/03/2023	36.60
52-40-50	133	Thomas Petroleum. LLC	M024555	Sewer Gas, Oil, Vehicle Repair	01/12/2023	16.82
52-40-50	217	National Equipment Services	136990	Sewer gas oil repairs	01/09/2023	63.16
52-40-50	366	Zions Bank	202301	Cheveron - Gas	01/09/2023	78.00
52-40-50	366	Zions Bank	202301	Cheveron - Gas	01/09/2023	175.00
52-40-78	863	Verizon Wireless	9923672076	Split	12/23/2022	68.80
52-40-78	995	Ask AllTech LLC	1105	Sewer Phones	01/16/2023	24.32
Total 5240:						649.20
Water Department						
5140						
51-40-16	386	Lind, Sheila	202301	Life Insurance Reimburement	01/02/2023	13.24
51-40-20	66	Caselle	121882	Monthly Support Charges	01/01/2023	94.66
51-40-25	623	Wonderware, Inc. dba Core busin	INV-17020	CC Proccesing 2022	12/31/2022	12.15
51-40-26	633	Freedom Mailing Services	44404	Utility Bill Processing	01/03/2023	59.72
51-40-41	27	Bear River Health Department	202301	Coliform test 224379, 224380	01/01/2023	40.00
51-40-41	417	Blue Stakes of Utah Utility Notifica	UT202203811	Professional Fees	12/31/2022	6.53
51-40-50	133	Thomas Petroleum. LLC	M024284	Water Gas, Oil, Vehicle Repair	01/03/2023	36.60
51-40-50	133	Thomas Petroleum. LLC	M024555	Water Gas, Oil, Vehicle Repair	01/12/2023	16.82
51-40-50	217	National Equipment Services	136990	Water gas oil repairs	01/09/2023	63.17
51-40-51	188	Logan City	011123	Account 003789-001 51-40-51	01/09/2023	135.20
51-40-78	863	Verizon Wireless	9923672076	Split	12/23/2022	68.79
51-40-78	995	Ask AllTech LLC	1105	Water Phones	01/16/2023	24.32
Total 5140:						571.20
Adminlstration						

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 4060:						27,988.25
Roads						
1060						
10-60-40	143	Intermountain Traffic Safety	51636	2x2 Year Date Stickers	01/11/2023	115.00
10-60-40	143	Intermountain Traffic Safety	51636	JumbomHead Drive Rivet Alumin	01/11/2023	190.00
10-60-41	417	Blue Stakes of Utah Utility Notifica	UT202203811	Professional Fees	12/31/2022	6.53
10-60-50	133	Thomas Petroleum. LLC	M024284	Roads Gas, Oil, Vehicle Repair	01/03/2023	36.60
10-60-50	133	Thomas Petroleum. LLC	M024555	Roads Gas, Oil, Vehicle Repair	01/12/2023	16.82
10-60-50	217	National Equipment Services	136990	Roads gas oil repair	01/09/2023	63.19
10-60-55	242	Providence City	326037	Salt Nov & Dec 2022	01/09/2023	8,063.68
10-60-55	625	Lacal Equipment, Inc.	0380829	Rubber Plow Blade	01/04/2023	427.82
Total 1060:						8,919.64
Parks & Recreation						
1070						
10-70-80	133	Thomas Petroleum. LLC	M024284	Parks Gas, Oil, Vehicle Repair	01/03/2023	36.60
10-70-80	133	Thomas Petroleum. LLC	M024555	Parks Gas, Oil, Vehicle Repair	01/12/2023	16.81
Total 1070:						53.41
Other Expenses						
1090						
10-90-10	633	Freedom Mailing Services	44404	Utility Bill Processing	01/03/2023	59.72
Total 1090:						59.72
Grand Totals:						190,482.80

Mayor: _____

Second Signayure : _____

Dated: _____

Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice.Payment due date = 01/17/2023

Budget Report for December 2022

River Heights City - General Fund FY 2022/2023 Budget					
Revenues	Budget FY 2023	Actual To Date FY 2023	\$\$\$ Difference	50.0% Percent Target	Year End Projected Amount
Taxes					
Property taxes	\$ 115,000	\$ 90,392	\$ (24,608)	79%	\$ 115,000
Sales tax	386,000	123,819	(262,181)	32%	386,000
Franchise taxes	76,000	24,963	(51,037)	33%	76,000
Redemption taxes	700	76	(624)	11%	700
UPP Taxes(Personal property)	7,500	3,806	(3,694)	51%	7,500
UPP Fees & Liur	7,000	2,618	(4,382)	37%	7,000
Total Taxes	\$ 592,200	\$ 245,674	\$ (346,526)	41%	\$ 592,200
License and Permits					
Zoning clearing permits	\$ 4,000	\$ 1,030	\$ (2,970)	26%	\$ 4,000
Home occupation licenses	2,300	1,560	(740)	68%	2,300
Conditional use permits	400	100	(300)	25%	400
Subdivision fees	4,000	150	(3,850)	4%	4,000
Cache County 20% Bldg fee	3,000	2,161	(839)	72%	3,000
Dog fees	6,300	313	(5,987)	5%	6,300
Sanitation	184,000	62,181	(121,819)	34%	184,000
Impact fee parks	3,000	-	(3,000)	0%	3,000
Impact fee Roads	9,500	-	(9,500)	0%	9,500
Storm drainage	25,000	8,348	(16,652)	33%	25,000
911	33,000	10,958	(22,042)	33%	33,000
Total License and Permits	\$ 274,500	\$ 86,801	\$ (187,699)	32%	\$ 274,500
Intergovernmental Revenue					
Mass Transit	\$ -	\$ 12,263	\$ 12,263	100%	\$ 25,000
Class C Roads	92,000	28,813	(63,187)	31%	92,000
Park Grant (RAPZ)	5,000	120,201	115,201	2404%	120,201
Total Intergovernmental	\$ 97,000	\$ 161,277	\$ 64,277	166%	\$ 237,201
Charges For Service					
Park and rec rent park	\$ 3,400	\$ 1,575	\$ (1,825)	46%	\$ 3,400
Late fees	300	87	(213)	29%	300
School building rental income	90,000	18,850	(71,150)	21%	90,000
Total Charges for Service	\$ 93,700	\$ 20,512	\$ (73,188)	22%	\$ 93,700
Fines and Forfeitures					
Fines	\$ 1,400	\$ 328	(1,072)	23%	\$ 1,400
Total Fines and Forfeitures	\$ 1,400	\$ 328	\$ (1,072)	23%	\$ 1,400
Miscellaneous Revenue					
Apple days fun run	\$ 110	\$ -	\$ (110)	0%	\$ 110
Apple days tennis	60	-	(60)	0%	60
Apple days promotional en	78	-	(78)	0%	78
Apple days vendors	255	508	253	199%	508
Rent City building	900	50	(850)	6%	900
Interest income	800	6,552	5,752	819%	15,000
Total Miscellaneous Revenues	\$ 2,203	\$ 7,110	\$ 4,907	323%	\$ 16,656
Total General Fund Revenues	\$ 1,061,003	\$ 521,702	\$ (539,301)	\$ 6	\$ 1,215,657

Expenditures	Budget FY 2023	Actual To Date FY 2023	\$\$\$ Difference	50.0% Percent Target	Year End Projected Amount
Administration	\$ 209,470	\$ 58,986	\$ (150,484)	28%	\$ 209,470
Office expenses	33,620	16,731	(16,889)	50%	33,620
Community affairs	27,550	7,372	(20,178)	27%	27,550
Planning and Zoning	2,805	-	(2,805)	0%	2,805
Public Safety	218,550	27,264	(191,286)	12%	218,550
Roads	156,210	34,096	(122,114)	22%	156,210
Parks & Recreation	80,226	36,821	(43,405)	46%	80,226
School Building	38,200	2,797	(35,403)	7%	38,200
Other expenses	294,372	102,906	(191,466)	35%	294,372
Total General Fund Expenditures	\$ 1,061,003	\$ 286,973	\$ (774,030)	27%	\$ 1,061,003
Surplus/(Deficit)	\$ -	\$ 234,729	\$ (234,729)		\$ 154,654
Fund Balance Beginning of Year					\$ 492,468
Projected Surplus/(Deficit)					\$ 154,654
Use of Fund Balance budgeted					\$ -
Ending Fund Balance					\$ 647,122
Fund Balance Percentage					60.99%

River Heights City - Capital Projects
FY 2022/2023 Budget

Revenues	Budget FY 2023	Actual To Date FY 2023	\$\$\$ Difference	50.0% Percent Target	Year End Projected Amount
Intergovernmental Revenue					
Grants	\$ 75,000	\$ -	\$ (75,000)	0%	\$ 75,000
Re-appropriated fund balance	-	-	-	0%	-
Total Intergovernmental	\$ 75,000	\$ -	\$ (75,000)	0%*	\$ 75,000
Miscellaneous Revenue					
Interest income	\$ 3,000	\$ 2,304	(696)	77%	\$ 3,000
Transfer from General Fund	144,372	72,186	(72,186)	50%	144,372
Miscellaneous	544,690	-	(544,690)	0%	544,690
Total Miscellaneous Revenues	\$ 692,062	\$ 74,490	\$ (617,572)	11%	\$ 692,062
Total Capital Revenues	\$ 767,062	\$ 74,490	\$ (692,572)	10%	\$ 767,062

Expenditures	Budget FY 2023	Actual To Date FY 2023	\$\$\$ Difference	50.0% Percent Target	Year End Projected Amount
Administration	\$ 22,000	\$ -	\$ (22,000)	0%	\$ 22,000
Road seal	60,000	62,376	2,376	1	65,000
Lower well	99,113	5,394	(93,719)	0	99,113
400 South sidewalk section 1W	62,712	4,730	(57,982)	0	62,712
400 South sidewalk section 2E	53,118	-	(53,118)	-	53,118
Mower	13,000	-	(13,000)	-	13,000
Aesbestos abatement church	182,000	-	(182,000)	-	182,000
Stewart hill park	200,119	119,465	(80,654)	1	200,119
Stewart hill park (RAPZ funds)	75,000	75,000	-	1	75,000
Reserves	-	-	-	0%	-
Total Capital Expenditures	\$ 767,062	\$ 266,965	\$ (500,097)	35%	\$ 772,062
Surplus/(Deficit)	\$ -	\$ (192,475)	\$ (192,475)		\$ (5,000)
Fund Balance Beginning of Year					\$ 356,610
Surplus/(Deficit)					\$ (5,000)
Loan to Parks Impact fee					\$ -
Loan to Public Safety Impact fee					\$ -
Use of Fund Balance budgeted/Reserves					\$ -
Ending Fund Balance					\$ 351,610

**River Heights City - Water Utility
FY 2022/2023 Budget**

Revenues	Budget FY 2023	Actual To Date FY 2023	\$\$ Difference	50.0% Percent Target	Year End Projected Amount
Charges For Service					
Charges for service	\$ 446,000	\$ 282,868	\$ (163,132)	63%	\$ 446,000
Interest earnings	9,600	12,832	3,232	134%	30,000
Hookups	1	-	(1)	0%	1
Impact fees	1	-	(1)	0%	1
Grant State of Utah ARPA	246,000	245,696	(304)	100%	246,000
Scrap recovery	1	-	(1)	0%	1
Container refunds	1,400	-	(1,400)	0%	1,400
Appropriated fund balance	187,695	-	(187,695)	0%	187,695
Total Charges for Service	\$ 890,698	\$ 541,396	\$ (349,302)	61%	\$ 911,098
Total Utility Fund Revenues	\$ 890,698	\$ 541,396	\$ (349,302)	61%	\$ 911,098

Expenses	Budget FY 2023	Actual To Date FY 2023	\$\$\$ Difference	50.0% Percent Target	Year End Projected Amount
Water operating	\$ 323,130	\$ 89,769	\$ (233,361)	28%	\$ 323,130
Capital projects	567,568	3,304	(564,264)	1%	567,568
Increase in fund balance	-	-	-	0%	-
Total Utility Fund Expenses	\$ 890,698	\$ 93,073	\$ (797,625)	10%	\$ 890,698
Surplus/(Deficit)	\$ -	\$ 448,323	\$ 448,323		\$ 20,400
Cash Balance Beginning of Year					\$ 1,028,424
Surplus/(Deficit)					\$ 20,400
Bond Proceeds					\$ -
Use of fund balance					\$ -
Ending Cash Balance					\$ 1,048,824

**River Heights City - Sewer Utility
FY 2022/2023 Budget**

Revenues	Budget FY 2023	Actual To Date FY 2023	\$\$ Difference	5.6% Percent Target	Year End Projected Amount
Charges For Service					
Charges for service	\$ 360,000	\$ 124,602	\$ (235,398)	35%	\$ 360,000
Interest earnings	12,700	9,980	(2,720)	79%	20,000
Sewer assessments	1	-	(1)	0%	1
Impact fees sewer	1	-	(1)	0%	1
Reinbursements sewer	1	-	(1)	0%	1
Asset sale	30,000	-	(30,000)	0%	30,000
Total Charges for Service	\$ 402,703	\$ 134,582	\$ (268,121)	33%	\$ 410,003
Total Utility Fund Revenues	\$ 402,703	\$ 134,582	\$ (268,121)	33%	\$ 410,003
Expenses	Budget 800	Actual To Date 6552	\$\$\$ Difference	5.6% Percent Target	Year End Projected Amount
Sewer Operating	\$ 322,703	\$ 153,232	\$ (169,471)	47%	\$ 322,703
800 South sewer line	80,000	-	(80,000)	0%	80,000
Total Utility Fund Expenses	\$ 402,703	\$ 153,232	\$ (249,471)	38%	\$ 402,703
Surplus/(Deficit)	\$ -	\$ (18,650)	\$ (18,650)		\$ 7,300
Cash Balance Beginning of Year					\$ 874,276
Surplus/(Deficit)					\$ 7,300
Bond Proceeds					\$ -
Use of fund balance					\$ -
Ending Cash Balance					\$ 881,576



EAGLE ENVIRONMENTAL, INC.

Asbestos Abatement * Lead Abatement * Mold Remediation * Environmental Clean-up
891 W Robinson Drive Suite 4, North Salt Lake, UT 84054 Phone: 801-936-1155 Fax: 801-936-1505

January 12th, 2023

Ryan Bilbao
EHS

RE: RHC Old Church Asbestos Removal Bid
443 South 500 East, River Heights, Utah 84321

Eagle Environmental Inc. is pleased to provide you with a bid for the asbestos abatement.

Asbestos Removal Lump Sum: \$89,762

Door & Window Systems - Perimeter Caulks:

To remove, transport and dispose of perimeter caulks from approximately 6 door & 60 Window Units.

Roofing System – Tar Sealants:

To remove, transport and dispose of approximately 107 Sq. Ft./Ln. Ft. of roofing system – tar sealants.

Roofing System – Tar/Felt Paper (OSHA):

To remove, transport and dispose of approximately 85 Sq. Ft. of roofing system – tar/felt paper (OSHA).

Floor Tile & Mastic:

To remove, transport and dispose of approximately 5,046 Sq. Ft. of floor tile & black mastic along with 1,907 Sq. Ft. of carpet & black mastic.

Pipe Insulation (TSI):

To remove, transport and dispose of approximately 455 Ln. Ft. of pipe insulation along with 170 mud pipe fittings (OSHA).

ACM Boiler Unit Debris (OSHA):

To remove, transport and dispose of approximately 150 Sq. Ft. of (OSHA) boiler debris/pad.

Unit Prices: For additional materials.

Door & Window Units \$325 each.
Silver/black tars \$15.50 / Ln. Ft.
Carpet & flooring mastic on concrete \$6.50 / Sq. Ft.
Pipe Insulation \$20.00 / Ln. Ft.
Mud Pipe Fittings \$65.00 each.
Boiler Debris/Pad \$15.00 / Sq. Ft.
(OSHA) Roofing Felt Paper \$6.50 / Sq. Ft.
Chalk Boards are \$200 each.
Fire Doors are \$250 each.
Mobilizations \$1,000 each.

Price includes:

Proper bagging/barreling of waste and hauling to an approved waste facility.
Workers compensation and asbestos liability insurance coverage.
Work includes state-of-the-art containment methods with safe working environment.
Proper environmental engineering and fiber control procedures will be followed at all times.
All work will be performed in accordance with Federal and State regulation.
Eagle Environmental Inc. staffs an AHERA-trained and medically fit work force.



EAGLE ENVIRONMENTAL, INC.

Asbestos Abatement * Lead Abatement * Mold Remediation * Environmental Clean-up
891 W Robinson Drive Suite 4, North Salt Lake, UT 84054 Phone: 801-936-1155 Fax: 801-936-1505

Exclusions:

This costing does not include third party services or any clearance sampling.

Conditions:

Owner to provide unrestricted access for the duration of the project.
Owner to provide staging and parking.

Duration:

We expect this work will take (4 - 5) weeks to complete in a safe and timely manner.
Project will be completed no later than mid-April 2023.

Terms: Contractor shall pay a non-refundable retainer of 50% of the Contract Price (the "Retainer"). Upon execution of an Abatement Services Agreement and receipt of the Retainer, Eagle shall commence the Work. At such time as Eagle determines that the Work is approximately 90% complete, and upon notice from Eagle, Owner shall pay an amount when added to the amount of the Retainer equals 90% of the Contract Price. And then, upon completion of the Work, Owner shall pay the remaining balance due of the Contract Price. Any payments due and unpaid within 10 days of the date of invoice under this Agreement shall bear interest from the date the payment is due at the rate of eighteen percent (18%) per annum. No bonding or increased insurance limits are included in this cost estimation. Payments made with a credit card will be billed an additional 4%.

NOTE: This bid is good for 60-days from date of this proposal. Please call to verify if pricing is good beyond the 60-day time limit.

Eagle Environmental Inc. appreciates the opportunity to provide you with this bid and we look forward to scheduling this at your earliest convenience.

If you have any questions regarding this project, please contact me at (801) 699-1777.

Sincerely,

B. Aaron Johnson
Estimator
Eagle Environmental Inc.

River Heights City Electronic Mail Use Policy

PURPOSE

The intent of this policy is to provide River Heights City ("City") officials and employees ~~and explain the~~ requirements, guidelines, and best practices for the use of electronic mail (email) that complies with the Utah Government Records Access and Management Act (GRAMA) and records retention schedules approved by the State Records Committee.

BACKGROUND

- The need to properly manage email messages and systems is the same as for other recordkeeping systems, which is to ensure compliance with State law and City ordinance concerning the creation, retention ~~of~~, and access to public records.
- Emails created or received by employees, agents, or representatives of River Heights City ~~are~~ may be subject to GRAMA and therefore must be managed and maintained appropriately.

OPEN MEETING LAWS

Elected and appointed officials shall comply with all open meeting laws under UCA Title 52, Chapter 4 and shall refrain from sending group emails that may constitute a public meeting under Title 52 or otherwise engaging similar conduct ~~creating situations that may violate the Open and Public Meetings Act.~~ such law.

- Documents and email created or received on City-owned computers or sent over City-run networks are the property of the City.
- Email related to City business is recognized as official correspondence. Whether printed or not, it is subject to the same policies, rules, and procedures, and must be treated in the same manner as any City correspondence sent or received in printed format.
- Deletion of emails will not delete them from the backup system.
- Elected Officials and other City Employees shall not use ~~are discouraged from using~~ a personal email account from an outside email provider to conduct city business as it can be difficult to maintain appropriate records. However, if the elected official ~~chooses to use~~ inadvertently or otherwise uses a personal email account to conduct city business, then it (only the specific email that was inadvertently created on a personal account) is subject to the policy and procedures outlined above herein and ~~examination for matters related to is~~ may be subject to disclosure and examination for human resource personnel matters, litigation ~~purposes~~ disclosures, forensic analysis, and information requests under the Government Records Access Management Act (GRAMA).

PRIVACY & SECURITY

- The City reserves the right to monitor, access, retrieve, read and disclose all information and material - whether business related or personal - that is created, sent, received, accessed or stored on ~~the City's~~ ~~its~~ electronic resources, including emails and texts.
- The City may access such information and material at any time without any notice to the User. Users, through the internet, or other computer networks, cell phones or other Electronic Communications systems (ECS), expressly waive any right of privacy ~~in~~ concerning anything they create, store, send or receive on any/all City issued ECS or workstation equipment and systems (including but not limited to desktop computers, laptops, terminals, cell phones, etc.).
- Except for the City's right to retrieve, review and disclose messages as described above, all messages created, sent, received, or stored are considered to be confidential and as such are to be read only by the recipient or at the direction of the addressed recipient.
- Employees shall use caution when opening any emails or attachments from senders who are not known to the employee to avoid inadvertently downloading viruses or malware.
 - *Training:* Employees are required to go through the Phishing Trainings which are offered to them.
 - *Compromised Email Accounts:* If an employee suspects that their email account is compromised, they must notify the City IT department immediately.
 - *Detecting Malicious Content:* If there is any unusual feature of an email, or if it looks abnormal in any way, it is recommended employees do not download any attachments and notify IT. Under no circumstances should employees forward an email that is suspicious.
 - *Removing Malicious Emails and Content:* Malicious emails and emails with hazardous content should be deleted from email inboxes and from the deleted items folder so that they no longer exist on the device. If malicious content is suspected to already be on the device, employees should contact IT.
- Except as provided for herein, no employees shall access emails of another employee without permission from that employee.
- Mobile devices with email applications in use must at minimum use passcode security preventing unauthorized access to the device.

APPROPRIATE USE

All email and text messaging users are expected to know the difference between appropriate and inappropriate use of these communication technologies. This appropriate use policy applies to anyone who is representing River Heights City.

- Unacceptable Uses of the River Heights City Electronic Mail System:
 - Any illegal purpose
 - Transmitting threatening, obscene, or harassing materials or messages
 - Distributing confidential City data and information
 - Interfering with or disrupting network users, services, or equipment

- Private purposes, such as marketing or business transactions
 - Installing copyrighted software or computer files illegally
 - Promoting religious and political causes.
 - Unauthorized not-for-profit business activities.
 - Private advertising of products or services.
 - Modifying, obtaining, or seeking information about files or data belonging to other users, without explicit permission to do so.
- Alternatives to Email for Work-related Activities - Email is not appropriate for transmitting and documenting the following work-related activities:
 - Information on impending personnel actions, such as employee disciplinary matters and performance evaluations.
 - Confidential information or information that can be used to breach personal privacy (such as Social Security numbers or medical information).
 - Information that may jeopardize facility security.
 - Formal or official communications that merit a printed or electronic document because of their importance.

- Mixing Personal and Work Accounts and Devices

Email accounts or devices that contain both work and personal emails ~~are~~ may be subject to discovery through GRAMA requests and are ~~therefore highly discouraged~~ accordingly prohibited. Privacy of personal communications cannot be ensured under such circumstances. Employees ~~shall~~ should not have their work email forwarded to their personal account or personal emails forward to their work email account.

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- Enforcement of Appropriate use of Electronic Mail System
 - River Heights City reserves the right and responsibility to enforce appropriate use of its electronic mail system.
 - The City's IT department has universal access rights to all email so they can monitor and ensure system security.
 - The mayor or designee will review alleged violations of the email appropriate use policy on a case-by-case basis. Violations of the policy that are not promptly remedied may result in termination of internet and email services for the person at fault.

RECORDS RETENTION AND DETENTION

The purpose of the e-mail retention policy is to ensure that e-mail and electronic documents are maintained in accordance with the Utah Government Records Access and Management Act (GRAMA).

To ensure that all official and important electronic information is not lost ~~because of from~~ improper deletion or management of e-mail correspondence, official city emails are saved and fully archived through an offsite archiving system administered by the City's IT department. This system is independent of local emails that can be deleted or filed. These archives can be accessed by City approved officials at any time but are not accessible to employees in general.

ASSIGNMENT OF EMAILS

- City emails are assigned by position/title to employees, mayor, and council members. Upon employment/taking office, city personnel will take over the email account of the person who previously held their position.
- Passwords will be changed at the time an email changes from one person to the next.
- Email addresses are the property of River Heights City.
- Included with email, the user will have access to Google Docs, Drive and Calendar.

RESOLUTION 1-2023

A RESOLUTION ADOPTING ELECTRONIC MEETING PROCEDURES IN ACCORDANCE WITH SECTION 52-4-207 OF UTAH CODE ANNOTATED

WHEREAS, River Heights City Council^{ci/} is authorized to conduct electronic meetings, subject to the requirements of Section 52-4-207, Utah Code Annotated; and

WHEREAS, prior to conducting an electronic meeting, Section 52-4-207 requires River Heights City Corporation to establish written procedures governing the electronic meeting at which one or more members of the City council are participating by means of a telephonic or telecommunications conference; and

WHEREAS, the Electronic Meeting Procedures attached to this Resolution as Exhibit "A" have been prepared to satisfy the requirements of Section 52-4-207, as stated above; and

WHEREAS, River Heights City Corporation has previously enacted Resolution 1-2007 to implement various procedures with respect to electronic meeting procedures but the Utah Legislature has amended Section 52-4-207 necessitating a modified Resolution.

NOW, THEREFORE, BE IT RESOLVED that the City council of River Heights City Corporation hereby adopts and establishes the Electronic Meeting Procedures attached hereto as Exhibit "A", and authorized its meetings to be held electronically in accordance with the provisions of Sections 52-7-207, Utah Code Annotated, and hereby revokes in its entirety Resolution 1-2007, including any exhibits or alterations thereto.

PASSED, APPROVED, and MADE EFFECTIVE this 17th day of January 2023.

RIVER HEIGHTS CITY CORPORATION

Jason Thompson, MAYOR

ATTEST:

Sheila Lind, RECORDER

EXHIBIT "A"

ELECTRONIC MEETING PROCEDURES

1. Prior to or at the beginning of an electronic meeting, the Mayor or Mayor Pro Tempore of the public body shall verify that proper notice of the meeting was given pursuant to Section 52-4-201, unless closed under Section 52-4-204, 52-4-205, and 52-4-206 of Utah Code Annotated.
2. Prior to or at the beginning of the electronic meeting or portion of the electronic meeting in which non present members will be participating, the Mayor or Mayor Pro Tempore shall confirm that the nonpresent members are connected via electronic means (i.e.: telephone or telecommunication conference).
3. The electronic connection shall be such that all members, both present and nonpresent, may hear the proceedings of the meeting, or portion of the meeting, in which they are participating.
4. If voting is required, the Mayor or Mayor Pro Tempore shall require a roll call vote, so that the nonpresent members' vote may be counted.
5. The Mayor or Mayor Pro Tempore shall require all participants in the electronic meeting to verbalize their statements and responses, so that the nonpresent members may hear them.
6. The Mayor or Mayor Pro Tempore shall require that all visual aids and written materials not available to the nonpresent member be verbally described.
7. Any nonpresent members shall count as present for purposes of determining a quorum so long as the nonpresent member can both hear the proceedings and be contemporaneously heard by the present members and other nonpresent members.