

# River Heights City

---

## COUNCIL MEETING AGENDA Tuesday, April 4, 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 (Wright)

Adoption of Previous Minutes and Agenda

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

A Resolution to Accept and Adopt the River Heights Water Conservation Plan of July 2022

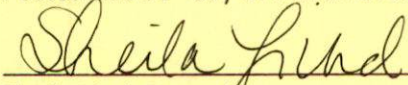
Review and Vote on Awarding the 400 South Sidewalk Project

Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/88925138301>

Posted this 31<sup>st</sup> day of March 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

April 4, 2023

1  
2  
3  
4  
5  
6  
7 Present: Mayor Pro Tem Chris Milbank  
8 Council members: Sharlie Gallup  
9 Tyson Glover  
10 Janet Mathews  
11 Blake Wright  
12  
13 Recorder Sheila Lind  
14 Public Works Director Clayton Nelson  
15 Treasurer Michelle Jensen  
16  
17 Excused: Mayor Jason Thompson  
18  
19 Others Present: Noel Cooley  
20 Present Electronically: Cindy Schaub, Jacob Cameron  
21

22 The following motions were made during the meeting:  
23

### Motion #1

25 Councilmember Gallup moved to "adopt the minutes of the council meeting of March 21, 2023,  
26 and the evening's agenda." Councilmember Glover seconded the motion, which passed with Gallup,  
27 Glover, Mathews, Milbank, and Wright in favor. No one opposed.  
28

### Motion #2

30 Councilmember Mathews moved to "accept a Resolution Adopting the River Heights Water  
31 Conservation Plan of July 2022." Councilmember Gallup seconded the motion which carried with Gallup,  
32 Glover, Mathews, Milbank, and Wright in favor. None were opposed.  
33

### Motion #3

35 Councilmember Glover moved to "accept the bid from Forefront General Contractors in the  
36 amount of \$74,818 with no bid alternates." Councilmember Gallup seconded the motion which carried  
37 with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.  
38  
39

### Proceedings of the Meeting:

40  
41  
42 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the  
43 River Heights City Building on Tuesday, April 4, 2023, for their regular council meeting.

44 Pledge of Allegiance and Opening Thought: Councilmember Wright gave an opening thought.

45 Adoption of Previous Minutes and Agenda: Minutes for the March 21, 2023, meeting were  
46 reviewed.

47 **Councilmember Gallup moved to “adopt the minutes of the council meeting of March 21, 2023,**  
48 **and the evening’s agenda.” Councilmember Glover seconded the motion, which passed with Gallup,**  
49 **Glover, Mathews, Milbank, and Wright in favor. No one opposed.**

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

51 Recorder Lind

- 52 • She read a memo from the Logan City Sanitation Department which said the city will receive  
53 \$1000.50 since Logan City won’t be providing a greenwaste dumpster this year. They will also be  
54 lowering the cost of the black cans by 50 cents/ea. She wondered, if the council wanted the  
55 discount applied to the resident’s bills or will the city keep the money. They decided to try to get  
56 a greenwaste roll off for April/May and another month in the fall. PWD Nelson will check on  
57 prices.

58 Councilmember Gallup

- 59 • The Easter Egg hunt will be this Saturday.
- 60 • The Arbor Day Celebration will be held on April 28 at 5:00pm in the park. They haven’t chosen the  
61 site yet to install a new tree that can be used as a future Christmas tree.

62 Councilmembers Wright, Glover, Mathews and Milbank didn’t have anything to report.

63 Treasurer Jensen

- 64 • A budget workshop will be held very soon. She suggested they look at their budgets and be  
65 thinking toward the budget.
- 66 • She presented and discussed the bills to be paid.

67 **Councilmember Wright moved to “pay the bills as noted.” Councilmember Mathews**  
68 **seconded the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in**  
69 **favor. No one opposed.**

70 PWD Nelson didn’t have anything to report.

71 A Resolution to Accept and Adopt the River Heights Water Conservation Plan of FY 20: PWD  
72 Nelson stated he made the changes requested by the Council at the last meeting. Other than that, the  
73 document is the same. He said he had forgotten it needed to be adopted by resolution.

74 **Councilmember Mathews moved to “accept a Resolution Adopting the River Heights Water**  
75 **Conservation Plan of July 2022.” Councilmember Gallup seconded the motion which carried with**  
76 **Gallup, Glover, Mathews, Milbank, and Wright in favor. None were opposed.**

77 Public Comment: There was none.

78 Review and Vote on Awarding the 400 S sidewalk project: Councilmember Glover explained the  
79 bid tabulations. Forefront General Contractor gave the low bid at \$74,934.91. The trees will be taken  
80 care of separate from the main project for \$2,000. Forsgren has done some checking on the contractor  
81 and found them to be reputable. The gang boxes will be part of the bid. The amount budgeted in capital  
82 projects was \$115,830. They want to start sooner than later. Councilmember Glover would like to see it  
83 done before Apple Days. The company has 90 days from the day they start, but they think it won’t take  
84 that long. Once he finds out the start date, he’ll have David Thunell get the trees down since they want  
85 that done prior.

86 **Councilmember Glover moved to “accept the bid from Forefront General Contractors in the**  
87 **amount of \$74,818 with no bid alternates.” Councilmember Gallup seconded the motion which carried**  
88 **with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.**

89 The meeting adjourned at 7:00 p.m.

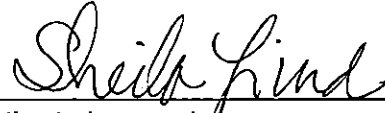
90

93

94

95

96



Sheila Lind, Recorder

---

Chris Milbank, mayor pro-tem

Report Criteria:

Invoices with totals above \$0 included.  
 Only paid invoices included.  
 Report Date Paid = 04/04/2023

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>5136</b>						
51-36-10	1090	Whittaker, Nathan	202304	Overpaid Final Bill	04/03/2023	113.68
Total 5136:						113.68
<b>Sewer Department</b>						
<b>5240</b>						
52-40-06	1070	DS Accounting Services	2023-0417	Monthly Acct Services	03/31/2023	249.97
52-40-16	552	Select Health	230760007618	Health & Dental April 2023	03/17/2023	580.86
52-40-25	623	Wonderware, Inc. dba Core busin	INV-18380	CC Proccesing 2022	03/31/2023	15.86
52-40-45	417	Blue Stakes of Utah Utility Notifica	UT202300741	Professional Fees	03/31/2023	2.15
52-40-50	133	Thomas Petroleum. LLC	M026293	Sewer Gas, Oil, Vehicle Repair	03/21/2023	40.00
52-40-50	133	Thomas Petroleum. LLC	M026792	Sewer Gas, Oil, Vehicle Repair	04/03/2023	18.32
52-40-65	193	Lowe's	202304	split-credit machine	03/07/2023	27.80
52-40-79	80	Comcast	202304	Internet - Sewer	03/26/2023	60.86
52-40-80	76	City Of Logan	029017-20230	Sewer Pretreatment	03/22/2023	16,564.85
Total 5240:						17,560.67
<b>Water Department</b>						
<b>5140</b>						
51-40-06	1070	DS Accounting Services	2023-0417	Monthly Acct Services	03/31/2023	249.98
51-40-16	552	Select Health	230760007618	Health & Dental April 2023	03/17/2023	1,101.82
51-40-25	623	Wonderware, Inc. dba Core busin	INV-18380	CC Proccesing 2022	03/31/2023	15.87
51-40-41	27	Bear River Health Department	202304	Coliform test 230534, 230535	04/01/2023	50.00
51-40-41	417	Blue Stakes of Utah Utility Notifica	UT202300741	Professional Fees	03/31/2023	2.08
51-40-50	133	Thomas Petroleum. LLC	M026293	Water Gas, Oil, Vehicle Repair	03/21/2023	40.00
51-40-50	133	Thomas Petroleum. LLC	M026792	Water Gas, Oil, Vehicle Repair	04/03/2023	18.32
51-40-51	188	Logan City	003992-20230	Account 003992-001 51-40-51	03/22/2023	34.16
51-40-51	188	Logan City	003993-20230	Account 003993-001 51-40-51	03/22/2023	29.08
51-40-51	188	Logan City	003994-20230	Account 003994-001 51-40-51	03/22/2023	39.25
51-40-51	188	Logan City	003995-20230	Account 003995-001 51-40-51	03/22/2023	30.77
51-40-51	188	Logan City	003996-20230	Account 003996-001 51-40-51	03/22/2023	35.86
51-40-51	188	Logan City	003997-20230	Account 003997-001 51-40-51	03/22/2023	32.47
51-40-51	188	Logan City	020975-20230	Account 020975-001 51-40-51	03/22/2023	11.83
51-40-51	188	Logan City	021927-20230	Account 021927-001 51-40-51	03/22/2023	47.07
51-40-65	193	Lowe's	202304	split-credit machine	03/07/2023	27.81
51-40-79	80	Comcast	202304	Internet - Water	03/26/2023	60.86
Total 5140:						1,827.23
<b>Administration</b>						
<b>1041</b>						
10-41-06	1070	DS Accounting Services	2023-0417	Monthly Acct Services	03/31/2023	250.05
10-41-16	552	Select Health	230760007618	Health & Dental April 2023	03/17/2023	903.68
10-41-65	193	Lowe's	202304	split-credit machine	03/07/2023	27.82
10-41-80	623	Wonderware, Inc. dba Core busin	INV-18380	CC Proccesing 2022	03/31/2023	15.87
Total 1041:						1,197.42
<b>Office Expenses</b>						
<b>1044</b>						
10-41-79	80	Comcast	202304	Internet - Office	03/26/2023	60.88

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 1044:</b>						<b>60.88</b>
<b>Community Affairs</b>						
<b>1048</b>						
10-48-20	4	Al's Trophies & Frames	254713	Citizen of the Year Plaque	03/22/2023	41.44
<b>Total 1048:</b>						<b>41.44</b>
<b>Planning &amp; Zoning</b>						
<b>1051</b>						
10-51-07	222	Cooley, Noel H.	202304	Planning Commission 10-51-07	04/04/2023	60.00
10-51-07	371	Milbank, Chris	202304	Planning Commission Meeting	04/03/2023	159.50
10-51-07	560	Lehning, Heather	202304	Planning Commission 10-51-07	04/04/2023	60.00
10-51-07	651	Wakefield, Troy	202304	Planning Commission	04/04/2023	60.00
10-51-07	768	Schaub, Cindy	202304	Planning Commission 10-51-07	04/04/2023	60.00
10-51-07	820	Pitcher, Lance B.	202304	Planning Commission 10-51-07	04/04/2023	48.00
10-51-20	789	Cache County Development Servi	202304	2023 Countywide Planning Servic	03/04/2023	2,886.80
<b>Total 1051:</b>						<b>3,334.30</b>
<b>Public Safety</b>						
<b>1054</b>						
10-54-25	446	Gallup, Sharlie	202304	Watkins Printing Signs - Emergnc	03/21/2023	173.02
10-54-25	446	Gallup, Sharlie	202304	Sportsmans Warehouse - Prizes	03/21/2023	167.27
10-54-25	446	Gallup, Sharlie	202304	Sams Club - Ref Emergency Pre	03/21/2023	41.16
10-54-25	1093	Dwight Einzinger	202304	Dollar Tree - Tablets Emergency P	03/21/2023	10.70
10-54-40	76	City Of Logan	029017-20230	.911 Communication 10-54-40	03/22/2023	2,040.00
<b>Total 1054:</b>						<b>2,432.15</b>
<b>Roads</b>						
<b>1060</b>						
10-60-16	552	Select Health	230760007618	Health & Dental April 2023	03/17/2023	720.64
10-60-41	417	Blue Stakes of Utah Utility Notifica	UT202300741	Professional Fees	03/31/2023	2.08
10-60-50	133	Thomas Petroleum. LLC	M026293	Roads Gas, Oil, Vehicle Repair	03/21/2023	40.00
10-60-50	133	Thomas Petroleum. LLC	M026792	Roads Gas, Oil, Vehicle Repair	04/03/2023	18.32
<b>Total 1060:</b>						<b>781.04</b>
<b>Parks &amp; Recreation</b>						
<b>1070</b>						
10-70-16	552	Select Health	230760007618	Health & Dental April 2023	03/17/2023	820.49
10-70-80	133	Thomas Petroleum. LLC	M026293	Parks Gas, Oil, Vehicle Repair	03/21/2023	40.00
10-70-80	133	Thomas Petroleum. LLC	M026792	Parks Gas, Oil, Vehicle Repair	04/03/2023	18.30
<b>Total 1070:</b>						<b>878.79</b>
<b>Other Expenses</b>						
<b>1090</b>						
10-90-10	76	City Of Logan	029017-20230	Sanitation 10-90-10	03/22/2023	15,195.76
10-90-10	1094	Cache Waste Consortium	202304	Cache Waste Consortium Startup	03/28/2023	666.00
<b>Total 1090:</b>						<b>15,861.76</b>
<b>Grand Totals:</b>						<b>44,089.36</b>

RESOLUTION NO. 2-2023

**A RESOLUTION ADOPTING THE RIVER HEIGHTS  
WATER CONSERVATION PLAN OF JULY 2022**

WHEREAS, River Heights City is required by the State of Utah to have a Water Conservation Plan and,

WHEREAS, the City is required to update the Plan every five years and,

WHEREAS, the City Public Works Director and City Engineer have compiled and updated the Plan.

THEREFORE, the River Heights City Council voted to accept and adopt the River Heights Water Conservation Plan of July 2022.

PASSED BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH, THIS 4<sup>th</sup> DAY OF APRIL 2023.

---

Jason Thompson, Mayor

ATTEST

---

Sheila Lind, Recorder

Forsgren Associates, Inc.  
95 West 100 South, Suite 115  
Logan, UT 84321  
Tel 435 227-0333  
Fax 435 227-0334



# Memo

To: Jason Thompson, Mayor  
From: Marianne Reiner *mde*  
CC: Tyson Glover, Councilmember; Sheila Lind, Recorder  
Date: April 4, 2023  
Re: River Heights City 400 South Street Sidewalk – 400 East to 600 East

---

The River Heights City 400 South Street Sidewalk (400 East to 600 East) bid opening was held on the afternoon of April 4, 2023. Two qualifying bids were received for the project, from Forefront General Contractors, LLC and Raymond Construction Company, Inc. Forsgren staff conducted the bid opening and completed a tabulation of the bids with a copy attached to this memo for your use and review.

The Total Base Bid and Total Project Bid for Forefront General Contractors was corrected based on the unit prices for an adjustment of approximately \$16 to a corrected total base bid amount of \$74,934.91 and total project bid amount of \$83,434.91 including alternates. This adjustment is reflected on the Bid Tabulation.

Total Bid amounts are as follows:

	Engineer's Estimate	Forefront General Contractors	Raymond Construction Contractors
Total Base Bid	\$70,090.00	\$74,934.91	\$325,914.00
Total Project Bid	\$78,090.00	\$83,434.91	\$354,932.00

It is recommended that the City review the bids and the project budget amount. If found that the budget aligns with the low bid received, it is recommended that the City award the project to Forefront General Contractors as the verified low bidder.

The total project bid includes the cost of the alternatives. The alternatives, should they be accepted, are \$2,500 for a quantity of 10 standard mailboxes and \$6,000 for the removal of 6 existing trees. Due to safety concerns previously discussed, Forsgren recommends the curbside mailboxes be removed and the gang-style (CBU) mailboxes be used if the sidewalk is placed. However, if the alternate for standard mailboxes is accepted by the City, the 16-Tenant Standard Style CBU Mailbox item and cost would be removed from the Base Bid total. If the City Council votes to award the 400 South Sidewalk construction project, a Notice of Award to include the base bid and approved alternates, if any, will be prepared for signature by the mayor.

Forsgren staff contacted references to review Forefront General Contractors' sub-contractor for the concrete work. The references provided favorable reviews on working with the sub-contractor.

Please contact Marianne or Craig at Forsgren Associates with questions, if any. Thank you.





**RIVER HEIGHTS CITY**  
**400 SOUTH STREET - SIDEWALK**  
**400 EAST TO 600 EAST**  
**Bid Opening Date: April 4, 2023**

**Bid Tabulation**

ITEM NO.	ITEM - BID SCHEDULE A	QUANT.	UNIT	ENGINEER'S ESTIMATE		Forefront General Contracting		numbers on bid	Raymond Construction	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE (corrected)		UNIT PRICE	TOTAL PRICE
1	Mobilization and Demobilization	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 1,920.50	\$ 1,920.50	\$ 1,920.50	\$ 34,215.00	\$ 34,215.00
2	4" Concrete Sidewalk	4,100	SF	\$ 6.00	\$ 24,600.00	\$ 12.47	\$ 51,127.00	\$ 51,111.30	\$ 45.00	\$ 184,500.00
3	6" Concrete Driveway Approach	130	SF	\$ 8.00	\$ 1,040.00	\$ 14.45	\$ 1,878.50	\$ 1,878.25	\$ 51.00	\$ 6,630.00
4	ADA Accessible Ramp	3	EA	\$ 900.00	\$ 2,700.00	\$ 1,322.36	\$ 3,967.08	\$ 3,967.07	\$ 8,003.00	\$ 24,009.00
5	16-Tenant Standard Style CBU Mailbox	3	EA	\$ 3,200.00	\$ 9,600.00	\$ 3,168.25	\$ 9,504.75	\$ 9,504.75	\$ 6,172.00	\$ 18,516.00
6	Block-type Retaining Wall	50	LF	\$ 35.00	\$ 1,750.00	\$ 34.28	\$ 1,714.00	\$ 1,713.85	\$ 418.00	\$ 20,900.00
7	Remove Existing Asphalt	20	SF	\$ 50.00	\$ 1,000.00	\$ 8.34	\$ 166.80	\$ 166.86	\$ 84.00	\$ 1,680.00
8	(Not Used)	-	-	\$ -	\$ -		\$ -			\$ -
9	Remove Existing Tree - by others	-	-	\$ -	\$ -		\$ -			\$ -
10	Remove Existing Mailbox	17	EA	\$ 200.00	\$ 3,400.00	\$ 57.48	\$ 977.16	\$ 977.16	\$ 507.00	\$ 8,619.00
11	Relocate Existing Stop Sign	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 57.48	\$ 57.48	\$ 57.48	\$ 2,533.00	\$ 2,533.00
12	Landscape Repair	1	LS	\$ 7,000.00	\$ 7,000.00	\$ 2,701.93	\$ 2,701.93	\$ 2,701.72	\$ 15,195.00	\$ 15,195.00
13	Remove Existing Berm	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 919.71	\$ 919.71	\$ 919.71	\$ 9,117.00	\$ 9,117.00
	<b>BASE BID TOTAL:</b>				<b>\$ 70,090.00</b>		<b>\$ 74,934.91</b>			<b>\$ 325,914.00</b>
	<b>BID ALTERNATE</b>							<b>\$ 74,918.00</b>		<b>\$ 325,914.00</b>
A1	Standard Mailbox	10	EA	\$ 200.00	\$ 2,000.00	\$ 250.00	\$ 2,500.00	\$ 2,500.00	\$ 2,300.00	\$ 23,000.00
A2	Remove Existing Tree	6	EA	\$ 1,000.00	\$ 6,000.00	\$ 1,000.00	\$ 6,000.00	\$ 6,000.00	\$ 1,003.00	\$ 6,018.00
	<b>Alternate Bid Total</b>						<b>\$ 8,500.00</b>	<b>\$ 8,500.00</b>		<b>\$ 29,018.00</b>
	<b>TOTAL OF PROJECT</b>				<b>\$ 78,090.00</b>		<b>\$ 83,434.91</b>	<b>\$ 83,418.00</b>		<b>\$ 354,932.00</b>

Corrected Difference: \$ 16.91

**River Heights City**  
**400 SOUTH STREET SIDEWALK – 400 EAST TO 600 EAST**

**BID OPENING DATE: April 4, 2023**

**TIME: 1:00 PM.**

<b>PLAN HOLDER</b>	<b>ADDENDA (N/A)</b>	<b>BID PROPOSAL (FORM) (✓)</b>	<b>BID SCHEDULE (✓)</b>	<b>BID SECURITY (✓)</b>	<b>CONSTRUCTION SCHEDULE* (✓)</b>	<b>LIST OF SUBS (✓)</b>	<b>BASE BID</b>	<b>ALTERNATE BID</b>
Forefront General Contractors	N/A		✓	✓		✓	\$74,918.00	\$83,418.00
Raymond Construction Company	N/A	✓	✓	✓		✓	\$325,914.00	\$354,932.00