

# River Heights City

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## River Heights City Council Agenda

**Tuesday, March 19, 2024**

Notice is hereby given that the River Heights City Council will hold its regular meeting beginning at **6:30 p.m.**, anchored from the River Heights City Office Building at 520 S 500 E. Attendance can be in person or through Zoom.

Pledge of Allegiance

Opening Thought (Mathews)

Adoption of Previous Minutes and Agenda

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

Discuss and Approve Pay Request #1 for the Church Demolition Project

Public Comment

Introduction of BRAG Local Administrative Advisor, Margie Rycewicz

Public Hearing to Discuss and Adopt Changes to City Code Regarding the Appointment of Administrative Positions

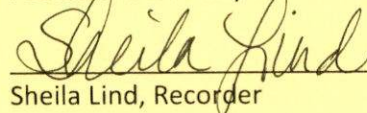
Adoption of a Resolution Supporting the Board Apportionment and Number of Board of Trustee Members of the Cache Valley Transit District Effective January 1, 2024

Review Pavilion Designs for Heber Olson Park

Update on the New Park Design

Adjourn

Posted this 14<sup>th</sup> day of March 2024

  
Sheila Lind, Recorder

Zoom Link: <https://us02web.zoom.us/j/85346742697>

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website ([pmn.utah.gov](http://pmn.utah.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

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## Council Meeting

March 19, 2024

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7 Present: Mayor Jason Thompson  
8 Council members: Lana Hanover  
9 Janet Mathews  
10 Chris Milbank  
11 Lance Pitcher  
12 Blake Wright  
13  
14 Public Works Director Clayton Nelson  
15 Recorder Sheila Lind  
16 Treasurer Michelle Jensen, electronic  
17  
18 Others Present: Danny Petersen, Margie Rycewicz, Chelsie and Dixon Grant,  
19 Brian and Brittany Cascio  
20 Electronically Present: Cindy Schaub, JC, Dutchess Von Fahrenheit  
21  
22

23 The following motions were made during the meeting:  
24

### 25 Motion #1

26 Councilmember Wright moved to "adopt the minutes of the council meeting of February 20, 2024,  
27 and the evening's agenda, with the addition of an executive session when the city attorney arrived."  
28 Councilmember Hanover seconded the motion, which passed with Hanover, Mathews, Milbank, Pitcher,  
29 and Wright in favor. No one opposed.  
30

### 31 Motion #2

32 Councilmember Wright moved to "go into executive session to address pending litigation."  
33 Councilmember Milbank seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher,  
34 and Wright in favor. No one opposed.  
35

### 36 Motion #3

37 Councilmember Wright moved to "approve the March 5, 2024 bills which were paid." Councilmember  
38 Hanover seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher, and Wright in  
39 favor. No one opposed.  
40

### 41 Motion #4

42 Councilmember Wright moved to "approve the bills to be paid for March 19, 2024."  
43 Councilmember Pitcher seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher,  
44 and Wright in favor. No one opposed.

46 Motion #5

47 Councilmember Pitcher moved to “approve Ordinance 2-2024, An Ordinance to Adopt Changes to  
48 the City Code of River Heights, Utah.” Councilmember Hanover seconded the motion, which carried with  
49 Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.

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51 Motion #6

52 Councilmember Milbank moved to “adopt Resolution 1-2024, A Resolution Supporting the Board  
53 Apportionment and Number of Board of Trustee Members of the Cache Valley Transit District Effective  
54 January 1, 2024.” Councilmember Mathews seconded the motion, which carried with Hanover, Mathews,  
55 Milbank, Pitcher, and Wright in favor. No one opposed.

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Proceedings of the Meeting:

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60 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the  
61 River Heights City Building on Tuesday, March 19, 2024, for their regular council meeting.

62 Pledge of Allegiance and Opening Thought: Councilmember Mathews opened the meeting with a  
63 prayer.

64 Adoption of Previous Minutes and Agenda: Minutes for the February 20, 2024, meeting were  
65 reviewed.

66 **Councilmember Wright moved to “adopt the minutes of the council meeting of February 20,  
67 2024, and the evening’s agenda with the addition of an executive session when the city attorney  
68 arrived.” Councilmember Hanover seconded the motion, which passed with Hanover, Mathews,  
69 Milbank, Pitcher, and Wright in favor. No one opposed.**

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

71 Recorder Lind

- 72 • She discussed TextMyGov, which is a platform used by the city to send messages to residents.  
73 Residents have been asked to sign up, which means the city only has contact information for these  
74 residents. The original two-year contract with them was signed in June of 2021 for \$1,500/yr.  
75 Currently the city is on a year-to-year basis with TextMyGov. Right now, they are offering a  
76 database (from a third party) which would include all city residents’ phone numbers. This would  
77 enable the city to send messages to a targeted area. To obtain this database, they are asking the  
78 city to sign another two-year contract. Ms. Lind asked if this was something the Council would be  
79 in favor of. The Council questioned whether it was possible to text a landline. They mentioned  
80 the database would be good for emergency information. The mayor felt it would be a benefit to  
81 have the database. The Council agreed.
- 82 • She informed that the office would be closed on Thursday, the 21<sup>st</sup> and Monday the 25<sup>th</sup>, while  
83 she was out of town.
- 84 • She thanked those who had done their Phishline Training and informed there were three who did  
85 not.

86 Councilmember Wright didn’t have anything to report.

87 Councilmember Hanover

- 88 • The Apple Days Committee will hold their first meeting on April 11.

- 89 • The Ambassadors want to have an activity at the Old School where they sponsor a kids farmers market. Councilmember Wright said he and Recorder Lind discussed it and agreed it would be  
91 okay for a one-time event.
- 92 • The Easter Egg Hunt was scheduled for March 30 at 10am.
- 93 • The Emergency Preparedness committee wondered if they could sell emergency preparedness kits  
94 at Apple Days and possibly teach CPR. Recorder Lind approved that they could do this at the  
95 event.
- 96 • She announced there was a radio check coming up soon.

97 Lance

- 98 • He explained that CRS Engineers was conducting a countywide traffic study update, designed to  
99 help decrease traffic congestion in the Main Street area. He noted this study wouldn't affect River  
100 Heights much and asked CRS if they could direct some attention to the 600 East area in River  
101 Heights. The engineer mentioned a study done right before Spring Creek Parkway went through.  
102 The development of which, took a considerable amount of traffic off 600 East. The engineer  
103 didn't foresee the impact of a development east of the church as having much of a negative  
104 effect. Mr. Pitcher had spoken with the School District. Their upcoming realignments will give 600  
105 East some traffic relief.
- 106 • He discussed a stormwater program that the county has, which he had discussed with PWD  
107 Nelson and April (from Cache County). It's recommended that River Heights contract with the  
108 county to do their stormwater for \$2,400/year rather than have to buy the very expensive  
109 software the state was requiring.
- 110 • Councilmember Wright remembered Past Councilmember Glover talking about a study specific to  
111 River Heights. The mayor confirmed there was one that he was trying to check on, however he'd  
112 been playing phone tag with his contact at CRS. He said he'd reach out again. Mr. Wright said it  
113 would be nice to have the information they needed to get the city's master plan finished up.

114 Councilmember Mathews

- 115 • A final walkthrough of the lower well had been done. They had a couple things left to do and are  
116 waiting on a survey.
- 117 • She had a citizen ask if they could donate some money for a tree in the new park. Mayor  
118 Thompson said it might be premature at this point.

119 Councilmember Milbank

- 120 • Raymond Construction was scheduled to start work at the new park on April 1. He noted that  
121 when the dirt piles were removed from the park area to use for fill at the Old Church site, the  
122 ground was dug too deep. There may need to be more fill brought into this area.
- 123 • Bio West will oversee Phase 2 of the park. He wondered about finding another architect to  
124 oversee Phase 3, one that might serve the city better.

125 PWD Nelson

- 126 • He met with Golden Spike (electrician) about getting the streetlights installed in Saddlerock.  
127 Everything had been submitted to Rocky Mountain Power. As soon as RMP got a workorder  
128 submitted, the work would commence.
- 129 • He reiterated what Councilmember Pitcher had said about stormwater. The county was willing to  
130 take on River Heights' stormwater inspections for new developments. They have a program they  
131 use where the state can see what has been accomplished. If the city contracted with the county,  
132 they would bill as a pass through on the work they do.

- 133       • The lower well had been going through a flushing process. After this is done then he will start the  
134       sampling. They were still waiting for telemetry to be installed.  
135       • He asked if the city planned to have trash and greenwaste bins available for residents during the  
136       month of April. The mayor said, “yes.”

137   Treasurer Jensen

- 138       • She noted the list of bills included the payment to Perez for completion of the demolition of the  
139       Old Church. She suggested they hold off on approving the list until they had approved the Perez  
140       pay request.

141       Public Comment: Chelsie Grant explained she had met with Craig Adams who encouraged her to  
142       apply for a RAPZ grant through the Friends of Ryan’s Place Foundation. He committed to a match  
143       donation of \$5,000 for Quinley’s Garden. She met with Jenny Dowd about the butterfly feature. She  
144       needed written permission to install the plants needed for the butterfly garden. Ms. Dowd had applied  
145       for a grant for those. Ms. Grant had been working on using local sources for each of the features. She  
146       had received bids on the arches, and was waiting on bids for the gazebo, benches, and art boards. She’s  
147       found a local business who can do the engraving on paving stones and plaques. She said Brooke Hansen,  
148       of Ag-Tech Landscaping, offered to volunteer her time to make changes to the sprinkler system to  
149       incorporate the memorial trees and other garden features. She thanked Treasurer Jensen for helping her  
150       apply for a Kubota grant. She was working on a donation website which will list the trees supporters can  
151       donate to.

152       Christianna Miles asked if the council was planning to discuss the rezone, passed on from the  
153       Planning Commission in February. Mayor Thompson informed that they didn’t have it on their agenda at  
154       this point. They were going to work on a development agreement with the developer before the Council  
155       discussed it.

156       Introduction of BRAG Local Administrative Advisor, Margie Rycewicz: Ms. Rycewicz introduced  
157       herself as the local administrator advisor. She worked for BRAG but was paid by the Utah League of Cities  
158       and Towns. The League had done studies which showed small towns only received 6% of the funding  
159       available for cities. They hired her as a resource for smaller cities and towns. She could help with grants,  
160       transition from .org to .gov., teach how to run a meeting, etc. She shared her background and  
161       qualifications. She offered to review the city’s grant applications before submission because she felt her  
162       knowledge could be beneficial. She could also help with community planning. The mayor and council  
163       thanked her for coming.

164       **Councilmember Wright moved to “go into execute session to address pending litigation.”**  
165       **Councilmember Milbank seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher,**  
166       **and Wright in favor. No one opposed.**

167       The Council moved into an executive session at 7:08 p.m. and moved back into the open meeting  
168       at 7:35 p.m.

169       Discuss and Approve Pay Request #1 for the Church Demolition Project: The Council looked over  
170       the pay request from Perez Company, LLC, in the amount of \$109,416.75, for the full Old Church  
171       Demolition Project. Treasurer Jensen noted this was included in the list of bills to be paid. Mayor  
172       Thompson read the memo from Engineer Reiner which accompanied the request. It noted that Perez  
173       Company took down the city’s old pavilion in exchange for the backfill they were short. PWD Nelson said  
174       there was a future opportunity for the city to get free fill (aside from paying for the truck to haul it).

175       The council reviewed the bills paid on March 5, 2024 (there was no council meeting at that time).  
176       Councilmember Wright asked about the bill to CRS for the road study. Treasurer Jensen affirmed that the  
177       city had already received the UDOT grant money for this study.

179 **Councilmember Wright moved to “approve the March 5, 2024 bills which were paid.”**  
180 **Councilmember Hanover seconded the motion, which carried with Hanover, Mathews, Milbank,**  
181 **Pitcher, and Wright in favor. No one opposed.**

182 The list of bills for March 19, 2024 were reviewed.

183 **Councilmember Wright moved to “approve the bills to be paid for March 19, 2024.”**  
184 **Councilmember Pitcher seconded the motion, which carried with Hanover, Mathews, Milbank, Pitcher,**  
185 **and Wright in favor. No one opposed.**

186 Public Hearing to Discuss and Adopt Changes to City Code Regarding the Appointment of  
187 Administrative Positions: Mayor Thompson opened the meeting for public comment. There was none.  
188 Mayor Thompson read the ordinance.

189 **Councilmember Pitcher moved to “approve Ordinance 2-2024, An Ordinance to Adopt Changes**  
190 **to the City Code of River Heights, Utah.” Councilmember Hanover seconded the motion, which carried**  
191 **with Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

192 Adoption of a Resolution Supporting the Board Apportionment and Number of Board of Trustee  
193 Members of the Cache Valley Transit District Effective January 1, 2024: Mayor Thompson informed that  
194 the resolution was necessary because the legislature limited the number of people who can serve on  
195 certain boards to nine. The Transit District previously had 18. He reviewed the resolution and reminded  
196 they had already approved the name of the person who would represent River Heights and Providence for  
197 the next two years.

198 **Councilmember Milbank moved to “adopt Resolution 1-2024, A Resolution Supporting the**  
199 **Board Apportionment and Number of Board of Trustee Members of the Cache Valley Transit District**  
200 **Effective January 1, 2024.” Councilmember Mathews seconded the motion, which carried with**  
201 **Hanover, Mathews, Milbank, Pitcher, and Wright in favor. No one opposed.**

202 Review Pavilion Designs for Heber Olson Park: Councilmember Milbank discussed the designs he  
203 received from Romtec and Smith Steelwork. The city’s previous pavilion was closer to the size of the  
204 largest ones. Mr. Milbank noted they had previously discussed not needing such a large one since it was  
205 usually not full. PWD Nelson suggested a good size would be 32x45, running east to west. Mr. Milbank  
206 suggested checking into Smith Steelworks since they were in Utah. PWD Nelson said he had talked with  
207 Ellis Builders, who had some of their own designs they could bid. They would be able to install a kit  
208 purchased from somewhere else. They were also willing to add additions to a plain plan, such as adding  
209 rock to the bottom portion of the pillars.

210 Councilmember Wright pointed out that the pavilion would be around for a very long time and he  
211 wanted them to get a good one.

212 Councilmember Mathews asked if these designs went with the city block plan the city had done a  
213 few years prior. Councilmember Wright said they hadn’t gotten that far on the plan.

214 Mayor Thompson cautioned they would be short money for projects in the coming year compared  
215 to last year.

216 PWD Nelson said Ellis’ price would be considerably less than the Romtech ones. They may be able  
217 to put together a pavilion for about \$100,000, which would include installation and cement.

218 Councilmember Wright asked Danny Petersen his opinion since he was a builder and in the  
219 audience. Mr. Petersen agreed if they had it custom-built, they might get the price down. A big  
220 contractor may also be able to get the concrete price down. PWD Nelson said it had been recommended  
221 that the pavilion be installed before the concrete was poured.

222 Councilmember Milbank suggested getting more bids from Smith Steelwork and Ellis Builders. He  
said he would do more research in the coming week. Once a design was decided on, he would contact  
Margie Rycewicz to see about applying for a grant.

224 Update on the New Park Design: Councilmember Milbank informed that he, Councilmember  
225 Wright, PWD Nelson and Chelsie Grant had met to discuss the design. He asked Ms. Grant to explain the  
226 layout they had discussed, which she did. The memorial features would be located on the west and south  
227 sides of the park. They felt it would have a bigger impact to have it more consolidated.

228 Councilmember Milbank discussed the approval letter Chelsie Grant had submitted. He had a  
229 concern about if the memorial committee didn't (for some unforeseen reason) endure, then the city  
230 would be left with maintaining the features. Mayor Thompson agreed they needed to discuss the "what  
231 ifs." Mr. Milbank suggested the council review and consider the proposal. Mayor Thompson suggested  
232 the committee also discuss it and come back to the council with their suggestions.

233 Councilmember Milbank said Raymond Construction would get the sidewalk and irrigation system  
234 installed, incorporating the potential of what they foresee on the memorial sections.

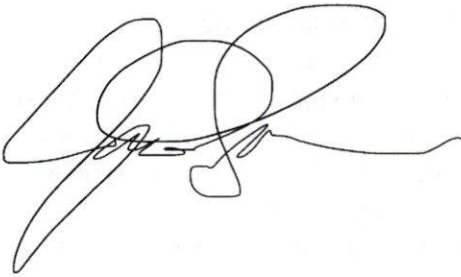
235 Cheslie Grant explained the reason for the agreement was so she wouldn't need to come back to  
236 the council for approval each time they started a new feature.

237 Councilmember Wright applauded Ms. Grant's work on this project and her efforts on getting  
238 funding.

239 The meeting adjourned at 8:20 p.m.

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Sheila Lind, Recorder



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Jason Thompson, Mayor

Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

[Report].Date Paid = 03/05/2024

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Sewer Department</b>						
<b>5240</b>						
52-40-06	1070	DS Accounting Services	2024-0657	Monthly Acct Services	02/29/2024	249.97
52-40-20	66	Caselle	131256	Monthly Support Charges	03/01/2024	94.65
52-40-25	623	Wonderware, Inc. dba Core Busin	INV-24362	CC Proccesing 2022	02/29/2024	44.66
52-40-26	633	Freedom Mailing Services	47327	Utility Bill Processing	03/01/2024	69.63
52-40-50	133	Thomas Petroleum. LLC	M031068	Sewer Gas, Oil, Vehicle Repair	02/20/2024	16.93
52-40-50	133	Thomas Petroleum. LLC	M031284	Sewer Gas, Oil, Vehicle Repair	02/29/2024	15.42
52-40-50	378	Napa Auto Parts	202403	Sewer vehicle repair	02/29/2024	6.64
52-40-50	921	Les Schwab	50900790433	Vehicle Split-Tire Repair	02/22/2024	70.11
52-40-78	863	Verizon Wireless	9957419028	Split	02/23/2024	69.27
52-40-79	80	Comcast	202403	Internet - Sewer	02/16/2024	33.16
52-40-80	76	City Of Logan	029017-20240	Sewer Pretreatment	02/21/2024	14,118.89
Total 5240:						14,789.33
<b>Water Department</b>						
<b>5140</b>						
51-40-06	1070	DS Accounting Services	2024-0657	Monthly Acct Services	02/29/2024	249.98
51-40-20	66	Caselle	131256	Monthly Support Charges	03/01/2024	94.66
51-40-25	623	Wonderware, Inc. dba Core Busin	INV-24362	CC Proccesing 2022	02/29/2024	44.66
51-40-26	633	Freedom Mailing Services	47327	Utility Bill Processing	03/01/2024	69.63
51-40-41	27	Bear River Health Department	202403	Coliform test 240378, 240379	03/01/2024	50.00
51-40-50	133	Thomas Petroleum. LLC	M031068	Water Gas, Oil, Vehicle Repair	02/20/2024	16.93
51-40-50	133	Thomas Petroleum. LLC	M031284	Water Gas, Oil, Vehicle Repair	02/29/2024	15.42
51-40-50	378	Napa Auto Parts	202403	Water vehicle repair	02/29/2024	6.64
51-40-50	921	Les Schwab	50900790433	Vehicle Split-Tire Repair	02/22/2024	70.10
51-40-51	188	Logan City	003992-20240	Account 003992-001 51-40-51	02/21/2024	34.16
51-40-51	188	Logan City	003993-20204	Account 003993-001 51-40-51	02/21/2024	29.08
51-40-51	188	Logan City	003994-20240	Account 003994-001 51-40-51	02/21/2024	37.56
51-40-51	188	Logan City	003995-20240	Account 003995-001 51-40-51	02/21/2024	30.77
51-40-51	188	Logan City	003996-20240	Account 003996-001 51-40-51	02/21/2024	37.56
51-40-51	188	Logan City	003997-20240	Account 003997-001 51-40-51	02/21/2024	34.16
51-40-51	188	Logan City	020975-20240	Account 020975-001 51-40-51	02/21/2024	14.32
51-40-51	188	Logan City	021927-20240	Account 021927-001 51-40-51	02/21/2024	29.08
51-40-65	328	USABlueBook	INV00275752	Water Supplies Flow Test Kit	02/13/2024	759.72
51-40-78	863	Verizon Wireless	9957419028	Split	02/23/2024	69.26
51-40-79	80	Comcast	202403	Internet - Water	02/16/2024	33.17
Total 5140:						1,726.86
<b>Administration</b>						
<b>1041</b>						
10-41-06	1070	DS Accounting Services	2024-0657	Monthly Acct Services	02/29/2024	250.05
10-41-43	85	Daines and Jenkins, LLP	9522	City Legal Business	03/04/2024	1,274.50
10-41-80	623	Wonderware, Inc. dba Core Busin	INV-24362	CC Proccesing 2022	02/29/2024	44.68
Total 1041:						1,569.23
<b>Office Expenses</b>						
<b>1044</b>						
10-44-10	286	Square One Printing	433317	Pre Ink Stamp	03/05/2024	40.23
10-44-10	633	Freedom Mailing Services	47327	Utility Bill Processing	03/01/2024	69.62



GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-44-35	66	Caselle	131256	Monthly Support Charges	03/01/2024	94.69
10-44-55	633	Freedom Mailing Services	47327	Utility Bill Processing	03/01/2024	69.63
10-44-75	246	Dominion Energy	4012182621-2	Account 4012182621	02/13/2024	4,283.21
10-44-78	863	Verizon Wireless	9957419028	Split	02/23/2024	69.26
10-44-79	80	Comcast	202403	Internet - Office	02/16/2024	33.18
10-44-80	1092	Josh Kirk	2822	Yearly Web Design	03/01/2024	360.00
Total 1044:						5,019.82
<b>Public Safety</b>						
<b>1054</b>						
10-54-40	76	City Of Logan	029017-20240	911	02/21/2024	1,998.00
Total 1054:						1,998.00
<b>Capital Projects</b>						
<b>4060</b>						
40-60-83	1048	CRS Consulting Engineers Incorp	34671	Capital Roads - Transit Master Pla	11/17/2023	3,411.51
40-60-83	1048	CRS Consulting Engineers Incorp	35090	Capital Roads - Transit Master Pla	02/22/2024	1,200.25
Total 4060:						4,611.76
<b>Roads</b>						
<b>1060</b>						
10-60-50	133	Thomas Petroleum. LLC	M031068	Roads Gas, Oil, Vehicle Repair	02/20/2024	16.93
10-60-50	133	Thomas Petroleum. LLC	M031284	Roads Gas, Oil, Vehicle Repair	02/29/2024	15.42
10-60-50	378	Napa Auto Parts	202403	Roads vehicle repair	02/29/2024	6.64
10-60-50	921	Les Schwab	50900790433	Vehicle Split-Tire Repair	02/22/2024	70.10
10-60-65	193	Lowe's	202403	Asphalt Pot Holes	02/12/2024	198.48
Total 1060:						307.57
<b>1160</b>						
11-60-55	146	IPACO	PS504499	Snow Plow Bolts	03/04/2024	42.48
Total 1160:						42.48
<b>Parks &amp; Recreation</b>						
<b>1070</b>						
10-70-80	133	Thomas Petroleum. LLC	M031068	Parks Gas, Oil, Vehicle Repair	02/20/2024	16.92
10-70-80	133	Thomas Petroleum. LLC	M031284	Parks Gas, Oil, Vehicle Repair	02/29/2024	15.43
Total 1070:						32.35
<b>School Building Expenses</b>						
<b>1075</b>						
10-75-80	484	South Fork Hardware-Logan #9	439012	School Heat Repairs	02/27/2024	44.33
10-75-80	676	Four Seasons Htg & A/C	41199	Heating Repairs	02/29/2024	95.00
Total 1075:						139.33
<b>Sanitation</b>						
<b>5490</b>						
54-90-10	633	Freedom Mailing Services	47327	Utility Bill Processing	03/01/2024	69.63
54-90-10	1115	Waste Management of Arizona, IN	0014407-4647-	River Heights City Shop Garbage	02/27/2024	225.16
Total 5490:						294.79

Report Criteria:

Invoices with totals above \$0 included.  
 Only paid invoices included.  
 [Report].Date Paid = 03/19/2024

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Sewer Department</b>						
<b>5240</b>						
52-40-50	133	Thomas Petroleum. LLC	M031693	Sewer Gas, Oil, Vehicle Repair	03/06/2024	8.85
52-40-50	366	Zions Bank	202403	Chevron - 61.52	03/08/2024	20.51
52-40-50	366	Zions Bank	202403	Chevron - Gas \$70.32	03/08/2024	23.44
52-40-50	366	Zions Bank	202403	Chevron - Gas \$67.35	03/08/2024	22.45
52-40-50	366	Zions Bank	202403	Maverik - \$173.91	03/08/2024	57.97
52-40-50	366	Zions Bank	202403	Jiffy Lube \$117.66	03/08/2024	39.22
52-40-75	246	Dominion Energy	6900830000-2	Sewer Gas 6900830000	03/06/2024	151.34
52-40-77	380	Rocky Mountain Power	202403	Item 16	03/04/2024	2.78
52-40-77	380	Rocky Mountain Power	202403	Item 24	03/04/2024	11.12
52-40-77	380	Rocky Mountain Power	202403	Item 9	03/04/2024	31.33
52-40-78	995	Ask AllTech LLC	3724	Sewer Phones	03/15/2024	24.32
Total 5240:						393.33
<b>Water Department</b>						
<b>5140</b>						
51-40-50	133	Thomas Petroleum. LLC	M031693	Water Gas, Oil, Vehicle Repair	03/06/2024	8.85
51-40-50	366	Zions Bank	202403	Chevron - 61.52	03/08/2024	20.50
51-40-50	366	Zions Bank	202403	Chevron - Gas \$70.32	03/08/2024	23.44
51-40-50	366	Zions Bank	202403	Chevron - Gas \$67.35	03/08/2024	22.45
51-40-50	366	Zions Bank	202403	Maverik - \$173.91	03/08/2024	57.97
51-40-50	366	Zions Bank	202403	Jiffy Lube \$117.66	03/08/2024	39.22
51-40-51	188	Logan City	003789-20240	Account 003789-001 51-40-51	03/13/2024	152.16
51-40-75	246	Dominion Energy	2053895762-2	2053895762 Gas	03/06/2024	165.24
51-40-75	246	Dominion Energy	6900830000-2	Water Gas 6900830000	03/06/2024	151.34
51-40-75	246	Dominion Energy	7191650000	Account 7191650000 51-40-75	03/06/2024	147.13
51-40-75	246	Dominion Energy	7953243487-2	Account 7953243487 51-40-75	03/06/2024	181.10
51-40-77	380	Rocky Mountain Power	202403	Item 16	03/04/2024	2.78
51-40-77	380	Rocky Mountain Power	202403	Item 21	03/04/2024	443.85
51-40-77	380	Rocky Mountain Power	202403	Item 23	03/04/2024	170.51
51-40-77	380	Rocky Mountain Power	202403	Item 7	03/04/2024	13.23
51-40-77	380	Rocky Mountain Power	202403	Item 8	03/04/2024	2,833.15
51-40-77	380	Rocky Mountain Power	202403	Item 9	03/04/2024	31.33
51-40-78	995	Ask AllTech LLC	3724	Water Phones	03/15/2024	24.32
51-40-86	550	Mueller Systems	65934110	Minet W/5 Nicor PO FY2024-001	03/07/2024	7,920.00
Total 5140:						12,408.57
<b>Administration</b>						
<b>1041</b>						
10-41-70	1082	Jensen, Michelle	202403	APT US& C Conf Fee	03/19/2024	175.00
Total 1041:						175.00
<b>Office Expenses</b>						
<b>1044</b>						
10-44-45	844	Wasatch Document Solutions, Inc.	63228	Copies Mar 2024	03/08/2024	23.00
10-44-45	844	Wasatch Document Solutions, Inc.	63228	Copies Feb 2024	03/08/2024	18.25
10-44-65	366	Zions Bank	202403	Adobe - Michelle	03/08/2024	21.39
10-44-65	366	Zions Bank	202403	Adobe - Sheila	03/08/2024	21.39
10-44-65	366	Zions Bank	202403	Google Suite	03/08/2024	96.00

GL Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-44-75	246	Dominion Energy	1049100000-2	Account 1049100000 10-44-75	03/06/2024	123.42
10-44-75	246	Dominion Energy	4012182621-2	Account 4012182621 10-44-75	03/06/2024	8,745.95
10-44-77	380	Rocky Mountain Power	202403	Item 20	03/04/2024	10.57
10-44-77	380	Rocky Mountain Power	202403	Item 12	03/04/2024	104.85
10-44-78	995	Ask AllTech LLC	3724	Admin Phones	03/15/2024	24.32
<b>Total 1044:</b>						<b>9,189.14</b>
<b>Community Affairs</b>						
<b>1048</b>						
10-48-70	1100	Bullen, Andrea	202403	Easter Candy for Egg Hunt	03/06/2024	99.08
<b>Total 1048:</b>						<b>99.08</b>
<b>Capital Projects</b>						
<b>5150</b>						
51-50-05	649	Semi Service, Inc.	W157081	Plow & Sander	02/28/2024	17,955.43
51-50-70	634	Forsgren Associates, Inc.	17713	Lower Well Improvements	02/25/2024	475.00
<b>Total 5150:</b>						<b>18,430.43</b>
<b>5250</b>						
52-50-05	649	Semi Service, Inc.	W157081	Plow & Sander	02/28/2024	17,955.43
<b>Total 5250:</b>						<b>17,955.43</b>
<b>Public Safety</b>						
<b>1054</b>						
10-54-70	1124	Haberstick, Lindsay	202403	Dog License Overpayment	03/07/2024	20.00
10-54-75	380	Rocky Mountain Power	202403	Item 16	03/04/2024	2.78
<b>Total 1054:</b>						<b>22.78</b>
<b>Capital Projects</b>						
<b>4060</b>						
40-60-01	634	Forsgren Associates, Inc.	17731	Church Demolition	02/25/2024	1,968.75
40-60-01	1125	Perez Company LLC	202403	Church Demo Draw #1	03/12/2024	109,416.75
40-60-04	634	Forsgren Associates, Inc.	17732	Stewart Hill Park - Const	02/25/2024	1,157.50
<b>Total 4060:</b>						<b>112,543.00</b>
<b>Roads</b>						
<b>1060</b>						
10-60-50	133	Thomas Petroleum. LLC	M031693	Roads Gas, Oil, Vehicle Repair	03/06/2024	8.85
10-60-50	366	Zions Bank	202403	Chevron - 61.52	03/08/2024	20.51
10-60-50	366	Zions Bank	202403	Chevron - Gas \$70.32	03/08/2024	23.44
10-60-50	366	Zions Bank	202403	Chevron - Gas \$67.35	03/08/2024	22.45
10-60-50	366	Zions Bank	202403	Maverik - \$173.91	03/08/2024	57.97
10-60-50	366	Zions Bank	202403	Jiffy Lube \$117.66	03/08/2024	39.22
10-60-55	625	Lacal Equipment, Inc.	0405734-IN	Rubber Blade Plow	03/01/2024	522.95
10-60-60	380	Rocky Mountain Power	202403	Item 15	03/04/2024	21.84
10-60-60	380	Rocky Mountain Power	202403	Item 16	03/04/2024	2.78
10-60-60	380	Rocky Mountain Power	202403	Item 17	03/04/2024	178.03
10-60-60	380	Rocky Mountain Power	202403	Item 18	03/04/2024	10.57
10-60-60	380	Rocky Mountain Power	202403	Item 2	03/04/2024	12.85
10-60-60	380	Rocky Mountain Power	202403	Item 5	03/04/2024	1,191.72
10-60-60	380	Rocky Mountain Power	202403	Item 9	03/04/2024	31.34
10-60-75	246	Dominion Energy	6900830000-2	Roads Gas 6900830000	03/06/2024	151.34

Account Number	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 1060:						2,295.86
<b>Parks &amp; Recreation</b>						
<b>1070</b>						
10-70-45	141	Intermountain Farmers Associat	1020438292	Grass Seed	03/12/2024	309.96
10-70-75	246	Dominion Energy,	1550009873-	Account 155009873 10-70-75	03/06/2024	7.16
10-70-75	246	Dominion Energy	6900830000-2	Parks Gas 6900830000	03/06/2024	151.33
10-70-77	380	Rocky Mountain Power	202403	Item 16	03/04/2024	2.79
10-70-77	380	Rocky Mountain Power	202403	Item 10	03/04/2024	10.88
10-70-77	380	Rocky Mountain Power	202403	Item 11	03/04/2024	11.25
10-70-77	380	Rocky Mountain Power	202403	Item 13	03/04/2024	10.76
10-70-77	380	Rocky Mountain Power	202403	Item 9	03/04/2024	31.34
10-70-80	133	Thomas Petroleum. LLC	M031693	Parks Gas, Oil, Vehicle Repair	03/06/2024	8.85
Total 1070:						544.32
<b>School Building Expenses</b>						
<b>1075</b>						
10-75-77	380	Rocky Mountain Power	202403	Item 16	03/04/2024	2.79
10-75-77	380	Rocky Mountain Power	202403	Item 16	03/04/2024	2.79
10-75-80	28	Beazer Lock & Key	693657	Keys	03/08/2024	10.50
Total 1075:						16.08
<b>Sanitation</b>						
<b>5490</b>						
54-90-10	1115	Waste Management of Arizona, IN	0058006-2514-	Garbage Service	03/01/2024	15,540.32
54-90-10	1115	Waste Management of Arizona, IN	0058006-2514-	Garbage Service	03/01/2024	15,753.04
Total 5490:						31,293.36
Grand Totals:						205,366.38

Mayor: \_\_\_\_\_

Second Signayure : \_\_\_\_\_

Dated: \_\_\_\_\_

**Report Criteria:**

Invoices with totals above \$0 included.

Only paid invoices included.

[Report], Date Paid = 03/19/2024

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

**FORSGREN**  
*Associates Inc.*

## Memo

To: Jason Thompson, Mayor  
From: Marianne Reiner, P.E. *MR*  
CC: Chris Milbank, Councilmember; Clayton Nelson, Public Works; Sheila Lind, Recorder; Craig Rasmussen, Forsgren Associates; Jesse Perez, Perez Company  
Date: 3-12-24

Re: Final, One-Time Pay Request - River Heights City Church Demolition Project, 495 East 500 South

Mayor Thompson,

The work for the River Heights City Church Demolition is substantially complete. The Contractor, Perez Company, LLC, has completed the project and submitted an invoice for the total project amount (\$109,416.75).

Included with this letter are the invoice from Perez Company and Pay Request #1 for the project. On 3-5-24 Craig Rasmussen of Forsgren Associates visited the project site and confirmed the work was substantially complete.

The work at the Church Demolition site did not include importing fill. Per the no cost change order, Change Order No.1, the contractor removed and disposed of the existing pavilion and site concrete east of the old school with the elimination of the import backfill as coordinated with the City.

This letter recommends a final, one-time payment to Perez Company with no retainage. This is reflected in Pay Request #1, that no retainage is included.

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

# APPLICATION FOR PAYMENT

## CHURCH DEMOLITION

CONTRACT NO. \_\_\_\_\_  
 PAYMENT NO. 1  
 PAGE 1 OF 1  
 PERIOD OF ESTIMATE  
 FROM: 2-Jan-24  
 TO: 4-Mar-24

OWNER: RIVER HEIGHTS CITY


CONTRACTOR:  
Perez Company, LLC

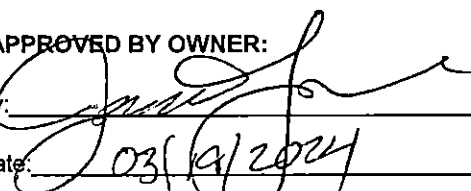
CONTRACT CHANGE ORDER SUMMARY			
NO.	APPROVAL DATE	AMOUNT	
		ADDITIONS	(DEDUCTIONS)
1	11-Mar-24	\$0.00	\$0.00
<b>TOTALS</b>		\$0.00	\$0.00
<b>NET CHANGE</b>		\$0.00	

TABULATION OF PAYMENT	
1. Original Contract Price.....	\$109,416.75
2. Change Orders.....	\$0.00
3. Revised Contract Price (1+2).....	\$109,416.75
4. Total Value of Work Completed to Date * .....	\$109,416.75
5. Allowance for Materials Stored on this Date*.....	\$0.00
6. Subtotal (4+5).....	\$109,416.75
7. Previously earned by Contractor (Prev. #6).....	\$0.00
8. Value of Work Completed this Period (6-7).....	\$109,416.75
9. Retainage Held Prior to this Payment (Prev. #11) .....	\$ -
10. Retainage to be Held from this Payment (0% of 8).....	\$0.00
11. Total Retainage to be Held (9+10).....	\$0.00
12. Payment Due Contractor this Period (8-10).....	\$109,416.75

\* Detailed breakdown on attached continuation sheet

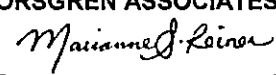
CONTRACT TIME			
Original Contract Time (Days):	90	On Schedule:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Revisions:	0	Notice to Proceed Date:	January 16, 2024
Remaining Time (Days):	38	Subst. Completion Date:	March 5, 2024

**ACCEPTED BY CONTRACTOR:**  
 By:   
 Date: 3/12/2024

**APPROVED BY OWNER:**  
 By:   
 Date: 03/19/2024

**FORSGREN**  
*Associates, Inc.*

**ENGINEER'S CERTIFICATION:**  
 The undersigned certifies that the work has been inspected and, to the best of their knowledge and belief, the quantities shown on this estimate are correct and the work has been performed in accordance with the contract documents.

Engineer: **FORSGREN ASSOCIATES, INC.**  
 By:   
 Date: 3/12/2024

OWNER:  
 JOB DESCRIPTION:  
 CONTRACTOR:

RIVER HEIGHTS CITY  
 Church Demolition Project  
 Perez Company LLC

Pay Estimate No. 1

PERIOD FROM: 1/2/2024 PERIOD TO: 3/4/2024									
ITEM NO.	ITEM - BID SCHEDULE A	BID QUANTITY	UNIT	Perez Company		Invoice No. 1 3/4/24		Review Invoice No. 1 3/4/24	
				UNIT PRICE	TOTAL PRICE	QUANTITY THIS PERIOD	AMOUNT	% COMPLETE	PAY ESTIMATE No. 1
1	Mobilization and Demobilization	1	LS	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00	100.0%	\$ 1,500.00
2	Remove Concrete Walkway and Concrete Pad	2,940	SF	\$ 0.50	\$ 1,470.00	2940	\$ 1,470.00	100.0%	\$ 1,470.00
3	Remove Existing Structure (Demolition)	1	LS	\$ 74,344.00	\$ 74,344.00	1	\$ 74,344.00	100.0%	\$ 74,344.00
4	Backfill (includes City-provided fill)	1	LS	\$ 32,102.75	\$ 32,102.75	1	\$ 32,102.75	100.0%	\$ 32,102.75
					<b>\$ 109,416.75</b>		<b>\$ 109,416.75</b>		<b>\$ 109,416.75</b>
<b>BID ALTERNATE - Not Awarded (No Bid Alternate)</b>									
5	Bid Alternate: Landscape - Topsoil (4" Thick)	300	CY	\$ 35.00	\$ -	0	\$ -	-	\$ -
6	Bid Alternate: Landscape - Irrigation and Turf Seed	27,400	SF	\$ 1.00	\$ -	0	\$ -	-	\$ -
					\$ -		\$ -	-	\$ -
<b>Total Bid:</b>					<b>\$ 109,416.75</b>	<b>Invoice No. 1:</b>	<b>\$ 109,416.75</b>	<b>Subtotal:</b>	<b>\$ 109,416.75</b>
No Retainage \$ -									
<b>Recommended Payment No. 1 \$ 109,416.75</b>									

Invoice: 433-1

# Perez Company LLC

3639 West 4000 South  
West Haven, UT 84401  
801-814-8537 | 1.801.668.3790

Monday, March 4, 2024

**BILL TO**

City of River Heights  
Public Works and Engineering  
Attn: Forsgren Associates Inc. and Clayton Nelson  
520 South 500 East  
River Heights Utah 84321

**Contract No.**

CHURCH DEMOLITION  
PROJECT, 495 EAST 500  
FOR  
Demolition and Backfill  
433 S 500 E, River Heights, UT

Schedule of Values	QTY.	Unit	Unit Price	Amount Billed	%	Total Amount
<b>Item - Base Bid</b>						
1. Mobilization and Demobilization	1.0	LS	\$1,500.00	\$1,500.00	100.00%	\$1,500.00
2. Remove Concrete Walkway and Concrete Pad	2940.0	SF	\$0.50	\$1,470.00	100.00%	\$1,470.00
3. Remove Existing Structure (Demolition)	1.0	LS	\$74,344.00	\$74,344.00	100.00%	\$74,344.00
4. Backfill (includes City-provided fill)	1.0	LS	\$32,102.75	\$32,102.75	100.00%	\$32,102.75
<b>BID ALTERNATE</b>						
5. Bid Alternate: Landscape - Topsoil (4" Thick)	300.0	CY	\$35.00	\$0.00	0.00%	
6. Bid Alternate: Landscape - Irrigation and Turf Seed	27400.0	SF	\$1.00	\$0.00	0.00%	

Start Time: January 24, 2024 @ 10:30 A.M

Stop Time: March 1, 2024 @ 5:00 P.M

RETENTION

5.00%

RETENTION AMOUNT

\$0.00

SUBTOTAL

\$109,416.75

SUBTOTAL without Retention

\$109,416.75

<b>TOTAL</b>	<b>\$109,416.75</b>
--------------	---------------------

Make all checks payable to Perez Company LLC

If you have any questions concerning this invoice, use the following contact information:

Contact Jesus Perez, 801-814-8537, jesusp@perezcompanyllc.com

**THANK YOU FOR YOUR BUSINESS!**



## Ordinance 2-2024

### AN ORDINANCE TO ADOPT CHANGES TO THE CITY CODE OF RIVER HEIGHTS, UTAH

WHEREAS, the River Heights City Council felt inclined to follow the Utah State Code regarding appointment of city officers, and

WHEREAS, the River Heights City Council held a duly noticed public hearing on Tuesday, March 19, 2024.

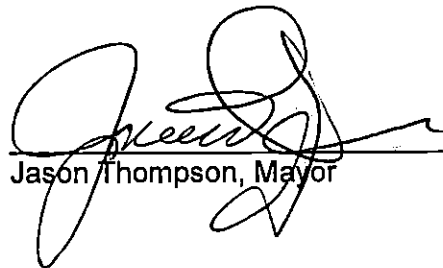
THEREFORE, the River Heights City Council adopted the following change to the River Heights City Code.


#### 1-6-6: CITY RECORDER AND CITY TREASURER

~~On or before the first Monday in February following a city election, the mayor, with the advice and consent of the city council, shall appoint a qualified person to each of the offices of city recorder and city treasurer. (1-2015, 6-23-15)~~

All appointed officers, namely city recorder and city treasurer, shall continue in office until their successors are appointed and qualified, which will be done by the mayor and presented for advice and consent of the city council.

Adopted by the River Heights City Council this 19<sup>th</sup> day of March 2024.

  
\_\_\_\_\_  
Jason Thompson, Mayor

Attest:  
  
\_\_\_\_\_  
Sheila Lind, Recorder

RESOLUTION 1-2024

A RESOLUTION SUPPORTING THE BOARD APPORTIONMENT AND NUMBER OF BOARD OF TRUSTEE MEMBERS OF THE CACHE VALLEY TRANSIT DISTRICT EFFECTIVE JANUARY 1, 2024

WHEREAS, in the 2023 general session, the Utah State Legislature amended Utah Code 17B-2a-807 to adjust the number of permitted board members for small transit districts; and

WHEREAS, the Municipal Council finds that the current number of board members of the Cache Valley Transit District Board does not comply with the code amendment; and

WHEREAS, the Municipal Council has the authority to change the apportionment and number of the Cache Valley Transit District Board.

NOW, THEREFORE, BE IT RESOLVED BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, as follows:

The Cache Valley Transit District Board of Trustees shall consist of nine members.

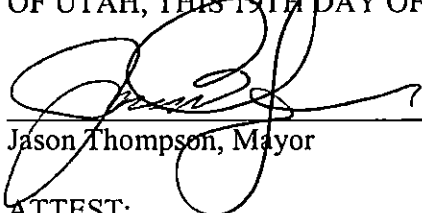
The Cache Valley Transit District Board shall have the following apportionment between the various municipalities, counties, and unincorporated areas within the service areas of the Cache Valley Transit District effective January 1, 2024:

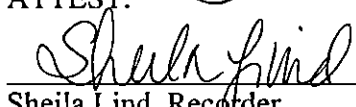
Number of members	Cities	Area
4	Logan	Area 1
1	North Logan / Hyde Park	Area 2
1	Smithfield / Richmond / Lewiston	Area 3
1	Providence / River Heights	Area 4
1	Hyrum / Millville / Nibley	Area 5
1	Cache County	Area 6

The apportionment may be adjusted from time to time if there is a material change in population of any of the above municipalities, if additional areas are incorporated, or if an additional municipality is added to the Cache Valley Transit District's service area.

Where more than one municipality or county is listed in each area, the appointment of a member of the Board of Trustees shall be a unanimous appointment by the mayors of the municipalities and shall be approved by the municipalities' respective councils.

ADOPTED AND APPROVED BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH, THIS 19TH DAY OF MARCH 2024.

  
\_\_\_\_\_  
Jason Thompson, Mayor

ATTEST:  
  
\_\_\_\_\_  
Sheila Lind, Recorder

# Model 3014



\$ 165,000 - \$ 175,000



[VIEW PLANS](#)

[CONTACT US](#)

**This Romtec Lumber Pavilion Model 3014 design is sized 35' X 45' with metal**



\$106,000 - \$115,000



**This Large Dimensional Lumber Pavilion design is sized at 24' X 36' with wood beams and a metal roof.** Wood pavilions are

[VIEW PLANS](#)



\$135,000-\$145,000



**This Pavilion design is sized at 32' X 40' with wood beams and metal roofing.** Large Dimensional Lumber Pavilions are an important addition to natural areas with frequent visitors including campgrounds, picnic areas, viewpoints, rest areas, and any other park and recreational site. Choose from gable roofs, hip roofs, or a single slope roof

[VIEW PLANS](#)

[CONTACT US](#)



Chris Milbank  
River Heights City Council  
INSERT ADDRESS

To Whom It May Concern-

March 15, 2024

The River Heights City Council has approved the proposal for Quinley's Garden: River Heights Memorial Garden. The memorial garden will be primarily on the West and South portions of the City Park going in at the end of Steward Hill Drive and includes the following features:

- 1) Arches spanning the south sidewalk with flowering vines.
- 2) Trees between arches listed in item 1
- 3) Gazebo in the South West Corner
- 4) Flower beds surrounding gazebo listed in item 3
- 5) Art Boards installed at various points around the South West portion of the sidewalk
- 6) Butterfly garden south of the west parking lot and in the circular drainage bed of the west parking lot.
- 7) Benches Installed at various locations around the park.
- 8) Memorial Plaques for all the trees in the park space.

The City of River Heights will install adequate irrigation required for the above features but the installation and maintenance of said features will be organized and overseen by Friends of Quinley's Garden (a part of Friends of Ryan's Place Park Non-profit organization). Chelsea Grant, Jenny Dowd and any others involved in the installation have been given permission to install, plant and maintain the items necessary for said features. The Memorial Garden subcommittee (made up of City Council Members and members of the community) will approve locations of each feature before it is installed to insure they do not interfere with sprinkler systems, power lines, etc. The sprinkler systems, sidewalk, green spaces, and plants on the North and East side of the garden will be maintained by the River Heights City Council Maintenance crew.

Signed,

Date

Chris Milbank



REV.	DATE	DESCRIPTION

**RIVER HEIGHTS CITY PARK**  
875 Stewart Hill Drive, River Heights

PROJECT OWNER:  
**RIVER HEIGHTS CITY**  
526 South 500 East  
River Heights, Utah 84031

DATE: MARCH 2022

SHEET TITLE:  
LANDSCAPE PLANTING PLAN (FUTURE PHASE)

SHEET NUMBER:  
LP-101

PROJECT NUMBER:  
09