

River Heights City

COUNCIL MEETING AGENDA

Tuesday, April 6, 2021

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.

The meeting will be held through Zoom. Those wishing to provide comment on any of the agenda items or other topics can do so by email to office@riverheights.org (by noon on the date of the meeting).

Adoption of Previous Minutes and Agenda

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

Public Comment

Discuss Potential Impacts of New Development on City Infrastructure

Discuss and Accept a Proposal for New Park Design

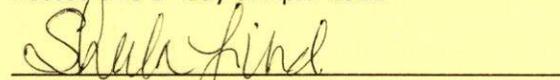
Discuss 2021-2022 Budget, Including Capital Projects Ranking

Adjourn

To join the Zoom meeting: <https://us02web.zoom.us/j/89337164073>

Dial: 1 346 248 7799, Meeting ID: 893 3716 4073

Posted this 1st day of April 2021



Sheila Lind, Recorder

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website (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

Council Meeting

April 6, 2021

Present: Mayor Todd Rasmussen
Council members: Doug Clausen
Sharlie Gallup
Nancy Huntly
Chris Milbank
Blake Wright
Recorder Sheila Lind
Public Works Director Clayton Nelson
Finance Director Cliff Grover, electronic
Treasurer Wendy Wilker, electronic

Others Present: Engineer Craig Rasmussen, Heather Lehnig, Michael Bingham, Dianne Rhoton and dog, Terri Moore, Mary Barrus

Others present electronically: Vern Fielding, Katherine Ruggeri, Crystal Zimmerman, Boyd Humphreys, Maggi Matthews, Cindy Schaub, Janet Matthews

The following motions were made during the meeting:

Motion #1

Councilmember Milbank moved to “adopt the minutes of the council meeting of March 16, 2021 and the evening’s agenda.” Councilmember Clausen seconded the motion, which passed with Clausen, Gallup, Huntly, Milbank, and Wright in favor. No one opposed.

Motion #2

Councilmember Clausen moved to “pay the bills as listed.” Councilmember Gallup seconded the motion, which passed with Clausen, Gallup, Huntly, Milbank, and Wright in favor. No one opposed.

Motion #3

Councilmember Milbank moved to “accept Bio West’s proposal to design and provide construction drawings for Stewart Hill Park for a fee amount, not to exceed \$25,405.76.” Councilmember Huntly seconded the motion, which carried with Clausen, Gallup, Huntly and Milbank in favor. Wright abstained due to a conflict of interest. No one opposed.

Proceedings of the Meeting:

The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, April 6, 2021 for their regular council meeting.

Adoption of Previous Minutes and Agenda: Minutes for the March 16, 2021 meeting were reviewed.

Councilmember Milbank moved to “adopt the minutes of the council meeting of March 16, 2021 and the evening’s agenda.” Councilmember Clausen seconded the motion, which passed with Clausen, Gallup, Huntly, Milbank, and Wright in favor. No one opposed.

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

Public Works Director Nelson

- Councilmember Gallup asked about the trash bins discussed at the last meeting. Mr. Nelson responded that he was able to get them and they’re available now.

Treasurer Wilker

- She presented and answered questions regarding the list of bills to be paid.

Councilmember Clausen moved to “pay the bills as listed.” Councilmember Gallup seconded the motion, which passed with Clausen, Gallup, Huntly, Milbank, and Wright in favor. No one opposed.

Councilmember Huntly

- She reported on a meeting she had with PWD Nelson and Councilmember Milbank where they discussed the interface with the city’s storm water system and the irrigation company. They agreed an agreement for equally supported continual maintenance would be beneficial. She will bring a draft to the council in a couple weeks.

Councilmember Milbank

- After meeting with PWD Nelson, he would like to adjust his budget requests by adding money for pavilion replacement/repair and reducing the amount for the new Stewart Hill area park. Additionally, there are maintenance items at Ryan’s Place Park. There is a cracked slide which could be considered dangerous. Mr. Nelson affirmed they have been needing to replace slides periodically, which have been getting harder to get. Mr. Milbank said the old fireplace in the pavilion is in bad shape. Mr. Nelson felt it should be removed or repaired right away due to the potential danger of loose rocks.
- Mr. Milbank was unsure of the city’s responsibility of maintenance on Ryan’s Place Park. Mayor Rasmussen said the park belongs to the city and is theirs to maintain. Councilmember Wright didn’t remember a written agreement with the Adams family when the park was built, but recalls Craig Adams verbally agreeing to help with maintenance over time. Recorder Lind verified there isn’t an agreement on file. Mr. Milbank will check with Craig Adams to see what he remembers.

Mayor Rasmussen

- There’s been a little hiccup for Logan in finishing their new sewer plant. They have been planning to use a piece of property they own in Benson for the bio-solids. They need to go through a rezone on the property and they’ve had some push back from residents in Benson. The rate setting committee has sent a letter to Cache County, as proponents of the rezone, with a charge to institute an odor ordinance, if that becomes an issue. He discussed the costs of the plant and informed they are basically staying on their cost schedule. It looks like the contingencies will remain, which means there won’t be a need to increase sewer rates for the cities. They plan to

have the project substantially completed by July 2021. They are doing testing and hope to be accepting waste by January 2022.

- He reported on the 1000 East fence issue. He restated that it was the desire of him and the Council to enforce the restrictive covenants. Since there are a few residents who haven't signed the amended plat it puts the new fences out of compliance. Those with these fences have received a summons from the city attorney. They have all been contacted previously and asked to sign so the amendments can be recorded. He is hoping the issue can be resolved and avoid going to court.

Councilmember Gallup

- She will be looking into amending the contract the city has with the Cache Humane Society to include verbiage that would require the Society to hold impounded animals until the owners pay their fees to the city.

Councilmembers Clausen, Wright and Recorder Lind didn't have anything to report.

Public Comment: Michael Bingham introduced himself as the owner and founder of Jump the Moon Art Studio, which services Cache Valley. The building they have been using has been sold, and he is looking for another location. He loves the River Heights area and is interested in the Old Church to use for an art studio. He feels the building has potential and would like to have the opportunity to put together a proposal. He foresees it as a multiple-use center for non-profits. He mentioned other organizations that would most likely be interested as well. He guessed it would take a couple million dollars to upgrade it, but is aware of available funding for non-profits. Councilmember Clausen asked him to leave his contact information with Recorder Lind.

Dianne Rhoton said the Riverdale residents sent a letter explaining their desires for the area. She asked if the Commission and Council ever meet together. Mayor Rasmussen said they generally don't but they have had a couple of workshops recently. Ms. Rhoton was interested in certain meeting's minutes. She was told all minutes are posted on the city's website.

Discuss Potential Impacts of New Development on City Infrastructure: Councilmember Clausen said he had been thinking into the future about the impacts of development on the city's water and sewer systems. He invited Engineer Craig Rasmussen to the meeting to share his thoughts on a possible impact fee study. He also noted that Commissioner Cooley had been instrumental in bringing these questions to light, such as; does the city have enough water storage for additional development? Mr. Rasmussen explained there are a lot of variables with the amount of water used, such as the time of year, the amount of ditch irrigation being used, etc. The question was raised on whether the city should have an impact fee study done, so new development would contribute to future water storage. Mr. Rasmussen pointed out, it's unknown at which point development will put the city over the edge. Councilmember Clausen informed, the lower pump will soon be coming online, which will add more water to the system, but not increase storage capacity.

Engineer Rasmussen informed that impact fees are a way of buying in to the infrastructure built previously or to future infrastructure needed because of development. There is quite a bit of state oversight to the impact fee process to make sure it is fair and equitable. The city's last review was April 2017. The State recommends that they are reviewed every 5 years (give or take), and often at the time of updates to the General Plan when those changes affect future growth. He discussed how impact fees are used and that they need to be spent within 6 years of when they are collected. Updating the impact fee study could allocate money to future growth, so current residents aren't footing the full bill for future residents. He could foresee areas of the city where density may be changed significantly with the updates to the General Fund. An impact fee analysis determines the most that can be charged for impact fees. The city can decide to charge less if they feel the impact is less than was previously figured. Performing a new analysis wouldn't be too time consuming since the last one was done four years ago. He guessed a study would cost between \$4,000 and \$4500. Councilmember Clausen suggested this be a discussion item on the next agenda. He would like to see them

137 doing all they could to avoid having to get a new reservoir. Mr. Rasmussen said, while development may cause
138 the need for more water storage, all citizens would benefit by having more of a cushion.

139 Councilmember Wright suggested waiting until the General Plan changes are finished before they
140 discuss the need for an impact fee study. They would keep Engineer Rasmussen apprised of what is going on
141 with the General Plan changes. Mr. Rasmussen agreed and stated they wouldn't be able to start on the
142 analysis until after the General Plan was adopted, so it was a good idea to wait.

143 Councilmember Wright asked if it was feasible to add height to an existing reservoir. Engineer
144 Rasmussen didn't think this would be a good idea for a few reasons. PWD Nelson is aware of instances where
145 a second reservoir has been built around an existing one.

146 Discuss and Accept a Proposal for New Park Design: Councilmember Milbank discussed the proposal
147 summaries they received for the new park. He explained the process they went through in making their
148 decision. They looked at quality of work, location of the firms, how well they addressed the RFP questions, as
149 well as fees and the city's ability to be able to communicate with the company. The company they chose was
150 on the higher end of cost, however, with the total price of the park being between \$500,000 and \$750,000, he
151 didn't see a problem with paying an extra \$10,000 on the design to get the quality they were looking for. He
152 recommended they give the contract to Bio-West.

153 **Councilmember Milbank moved to "accept Bio West's proposal to design and provide construction
154 drawings for Stewart Hill Park for a fee amount, not to exceed \$25,405.76." Councilmember Huntly
155 seconded the motion, which carried with Clausen, Gallup, Huntly and Milbank in favor. Wright abstained
156 due to a conflict of interest. No one opposed.**

157 Discuss 2021-2022 Budget, Including Capital Projects Ranking: Mayor Rasmussen made sure they all
158 received Treasurer Wilker's note on how to submit their budgets. He would like them turned in by the end of
159 April. FD Grover said the budget hearing is set for May 18. He explained the budget reports which were
160 handed out earlier. He offered to meet with each councilmember to work with them and answer their
161 questions. Treasurer Wilker is also willing to meet with them.

162 Mayor Rasmussen led a discussion on how much reserve they want to leave in the enterprise funds.
163 They typically have about \$350,000 to spend from funds generated by the general fund. When they spend
164 more than that it comes from enterprise funds.

165 Councilmember Wright didn't see any reason to hold taxpayers money and not use it for
166 improvements if the city has a reasonable reserve. He recommended keeping 1.2 million in the enterprise
167 funds. FD Grover verified there is currently a total of 1.792 million. Mr. Grover said the city generates about
168 \$350,000/year from the general fund that can be used for capital improvements.

169 Councilmember Wright suggested spending about \$800,000 on capital projects as a starting point. FD
170 Grover recommended they keep \$150,000 in the general fund. He'd like to see a start date on the projects, as
171 well as a ranking.

172 Mayor Rasmussen ranked the projects and announced the ones that got at least 3 votes: raze the Old
173 Church, Stewart Hill Park development, new shop, upgrade lower well, upgrade the water line in Riverdale,
174 sidewalk repair city wide, lower well property acquisition, Old School ramp repair and master plan city square.
175 Councilmember Milbank tabulated the projected costs, which came to about \$800,000.

176 Councilmember Huntly asked why there isn't a location chosen for the new shop, when the cost is
177 being considered as a capital project.

178 FD Grover said \$807 of the impact fees will expire in 2022. This reduced the urgency Councilmember
179 Clausen felt in getting it started right away. However, he'd like to get a location figured out. He suggested
180 getting more proposals on the Old Church. Councilmember Huntly agreed and would like to see part of it
181 saved. She also discussed possible grants. Further discussion was held on the Old Church. Councilmember
182 Milbank said the city hasn't followed through with taking care of the building. He would like to see the
183 decision (of what to do with it) made and move forward with it. FD Grover would like to see in the budget a
184 high probability of what they are going to do. Councilmember Wright suggested setting a date on someone

187 coming up with a business plan that would be viable, otherwise raze the building. Councilmember Milbank
188 didn't think the city would want to get into property management. Mayor Rasmussen would like to have a
189 decision made before the next budget year starts (July 1).

190 Councilmember Huntly further discussed her meeting with PWD Nelson and Councilmember Milbank
191 about storm water drainage on the south end of the city. Steve Roberts pond is full of sediments, which he
192 would like the city to dredge, however she has found out this pond is not part of the city's storm water system.
193 She explained the current situation. PWD Nelson chimed in and suggested, by improving one irrigation box
194 and adding another they would be able to send the water 3 different directions, away from the pond. They
195 would like to work up a maintenance agreement between the irrigation company and city. PWD guessed
196 \$8,000-10,000 would be enough for the irrigation boxes. Mayor Rasmussen asked the council where they
197 wanted to rank this.

198 FD Grover asked to have the maintenance budget broken out like the capital projects list.

199 Councilmember Milbank suggested that Cobblestone may have blocked the irrigation ditch which runs
200 through the middle of their development, on purpose, at some point; therefore, before the city spends money
201 to divert the water he suggested letting the water through to see if it will work first. The council agreed to add
202 \$10,000 for irrigation boxes. They also added road sealer and a new truck. Mayor Rasmussen will redo the
203 rankings for the next budget.

204 FD Grover asked for a hearing on the transfer of funds needed to balance the current budget. They
205 decided to hold it the same time as the budget hearing.

206 Councilmember Clausen would like discussions on the new shop location and future of the Old Church
207 on the upcoming agendas. Mayor Rasmussen agreed to the next meeting.

208 Councilmember Huntly asked if there was support for keeping the Old Church for community or non-
209 profit uses that would use all or part of the building. She isn't interested in doing a bunch of research if there
210 isn't support, which is what happened when she spent time meeting with Tony Johnson about his ideas. A poll
211 was taken and it was decided that Councilmembers Clausen and Huntly were the only ones interested in Tony
212 Johnson's multi-family plan. The others were not. She will focus her time on community uses.

213 The meeting adjourned at 9:05 p.m.

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Sheila Lind, Recorder



Todd A. Rasmussen, Mayor

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River Heights City Bills To Be Paid

March 22, 2021

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	10-39	Web Hosting 1 year	\$360.00								\$360.00
2	City of Logan	Garbage, Sewer, 911	\$14,683.16			\$2,031.00				\$10,460.00	\$27,174.16
3	Core & Main	750 East Mtn. View Leak							\$358.44		\$358.44
4	Dominion Energy	Gas	\$2,485.28		\$95.65			\$88.57	\$408.71	\$88.56	\$3,166.77
5	Logan City	Water Consumption							\$228.98		\$228.98
6	South Fork Hardware	Repair Sink in Restroom			\$5.49						\$5.49
7	Specialized Pest Control	Lawn Care Annual Treatments			\$711.00						\$711.00
8	The Clean Spot	Cleaning Supplies	\$109.49								\$109.49
9	Utah Local Government Trust	Monthly Workers Comp	\$17.64		\$27.08			\$82.69	\$104.74	\$110.25	\$342.40
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Paid in between meetings

Page 1 SubTotals

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\$10,658.81

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Page 1 Total Amount to

id \$32,456.73

River Heights City Bills To Be Paid

April 6, 2021

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Alpine Cleaning	Office Carpet & Council Chairs	\$203.40								\$203.40
2	Blue Stakes of Utah	Email Notifications						\$10.15	\$10.15	\$10.46	\$30.76
3	Cache County Corporations	1/2 Year Animal Control & Law Enf.				\$9,144.50					\$9,144.50
4	Caselle	Monthly Support	\$91.69						\$91.66	\$91.65	\$275.00
5	Cindy Schaub	Planning Commission		\$60.00							\$60.00
6	Comcast	Monthly Internet	\$28.24						\$28.23	\$28.22	\$84.69
7	Core & Main	Water Leak Repair Clamps							\$374.31		\$374.31
8	Heather Lehnig	Planning Commission		\$60.00							\$60.00
9	It Works	Nova Stor Communication	\$130.00								\$130.00
10	Lance Pitcher	Planning Commission		\$60.00							\$60.00
11	Levi Roberts	Planning Commission		\$60.00							\$60.00
12	Lowe's	Shop Supplies/Garbage Bags etc.						\$84.57			\$84.57
13	Noel Cooley	Planning Commission		\$60.00							\$60.00
14	Peterson Plumbing	Well Project Parts	\$47.39								\$47.39
15	Sharlie Gallup	Ambassadors and Summer Reading					\$64.84				\$64.84
16	Square One Printing	Notary Stamp & Office Receipts	\$229.46								\$229.46
17	The Clean Spot	Cleaning Supplies			\$138.64						\$138.64
18	Thomas Petroleum	Fuel for City Vehicles			\$16.69			\$16.71	\$16.71	\$16.71	\$66.82
19	Verizon Wireless	Monthly Cell Phones	\$55.00						\$55.00	\$55.02	\$165.02
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Page 1 SubTotals

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Page 1 Total Amount to be Paid \$11,339.40

River Heights City

Stewart Hill Park Proposal Summary

3/13/2021

	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Average Rating	Avg Points Possible
BIO WEST						
1. Ability to Complete	10	5	10		8.33	10
2. Ability on Similar Projects	17	10	20		15.67	20
3. Understanding of Scope & Services Req	18	20	20		19.33	20
4. Schedule	10	10	10		10.00	10
5. Location	10	10	10		10.00	10
Peliminary Points					63.33	
Fee					0.00	30
Total					63.33	100
Civil Solutions Group						
1. Ability to Complete	3	5	5		4.33	10
2. Ability on Similar Projects	10	10	15		11.67	20
3. Understanding of Scope & Services Req	5	10	10		8.33	20
4. Schedule	5	10	5		6.67	10
5. Location	7.5	5	5		5.83	10
Peliminary Points					36.83	
Fee					30.00	30
Total					66.83	100
Design West Architects						
1. Ability to Complete	10	10	10		10.00	10
2. Ability on Similar Projects	15	20	20		18.33	20
3. Understanding of Scope & Services Req	10	10	10		10.00	20
4. Schedule	8	10	10		9.33	10
5. Location	10	10	10		10.00	10
Peliminary Points					57.67	
Fee					0.00	30
Total					57.67	100

G. Brown Design (GBD)

1. Ability to Complete	5	10	10	8.33	10
2. Ability on Similar Projects	12	15	20	15.67	20
3. Understanding of Scope & Services Req	10	10	10	10.00	20
4. Schedule	7	5	5	5.67	10
5. Location	5	5	0	3.33	10
Peliminary Points				43.00	
Fee				20.00	30
Total				63.00	100

GSBS Architects

1. Ability to Complete	7.5	10	10	9.17	10
2. Ability on Similar Projects	12.5	20	20	17.50	20
3. Understanding of Scope & Services Req	16	20	10	15.33	20
4. Schedule	8	5	10	7.67	10
5. Location	5	5	0	3.33	10
Peliminary Points				53.00	
Fee				30.00	30
Total				83.00	100

In Site Design Group

1. Ability to Complete	5	10	5	6.67	10
2. Ability on Similar Projects	10	0	20	10.00	20
3. Understanding of Scope & Services Req	5	20	10	11.67	20
4. Schedule	5	5	10	6.67	10
5. Location	2.5	0	0	0.83	10
Peliminary Points				35.83	
Fee				30.00	30
Total				65.83	100

6. Fee	Score	Lowest 25% = 30
BIO WEST	\$ 25,405.76	0
		25% to 50% = 20

Civil Solutions Group	\$ 17,400.00	30	50% to 75% = 10
Design West Architects	\$ 26,990.00	0	75% to High = 0
G. Brown Design	\$ 17,955.00	20	
GSBS	\$ 14,315.00	30	
In Site Design Group	\$ 16,880.00	30	

High Fee	\$ 26,990.00
Low Fee	\$ 14,315.00
Difference	\$ 12,675.00
10% of lowest fee =	\$ 1,431.50
Lowest 25% ile =	\$ 3,643.75
50% ile =	\$ 6,272.50
75% ile =	\$ 8,901.25

Ranking	Project	Location	Category	Cost	Continuation of Previous Project
	Raze Old Church	500 East 500 South	Improvement	250,000	No
	Stewart Hill Park	850 East Stewart Hill Drive	Recreation	200,000	Yes
	New Shop	Unknown	Impact	120,000	No
	Upgrade Lower Well (includes upgrade to water line to River Heights Blvd)	350 South 400 East	Utilities	100,000	Yes
	500 East Road Surface	500 East 300 South to 400 South	Infrastructure	100,000	Only after upgrade to 500 East water line
	Upgrade Water Line Lower Well to River Heights Blvd	350 South 400 East	Utilities	90,000	Yes, may be cheaper combined with lower well
	Sidewalk and Park Strip 400 South (600 East to 500 East)	See Project	Infrastructure	70,000	Yes
	400 South Sidwalk Right of Way Acquisition	400 South 400 East to 600 East various propertites	Infrastructure	65,000	Yes
	Sidewalk Repairs City-wide	Project list and prioritization	Safety	50,000	Yes, once completed, 10,000 per year to maintain.
	Sidwalk and Park Strip 400 South (500 East to 400 East)	See Project	Infrastructure	45,000	Yes
	500 East Water Line Upgrade	500 East 300 South to 400 South	Utilities	40,000	No
	Road Seal	Various	Infrastructure	40,000	Yes
	New Truck	N/A	Impact	35,000	No
	Sidewalk River Heights Blvd to 800 East	See Project	Infrastructure	30,000	No
	400 East Handrail and Sidewalk Improvement	400 South 350 South to 400 South	Safety	30,000	No
	Sidewalk 400 East (400 South to 500 South)	See Project	Infrastructure	25,000	No
	Sidewalk 500 East (River Heights Blvd to 400 South)	See Project	Infrastructure	20,000	No

Sidewalk 400 East (400 South to River Heights Blvd)	See Project	Infrastructure	20,000	No
Sidewalk 600 South (400 East to Summerwild)	See Project	Infrastructure	18,000	Yes
Sidewalk 500 East (630 South to 700 South West side)	See Project	Infrastructure	16,000	Yes
Lower Well Property Aquisition	350 South 400 East	Utilities	15,000	No
Old School Stair Repair and Ramp	400 South 500 East	Safety	12,000	Yes
Sidewalk 500 East (Complete sidewalk on East side of 500 East)	See Project	Infrastructure	12,000	Yes
Water Meters (stock to replace aging meters)	Various	Utilities	10,000	No
Master Plan City Square	City Square	Future Planning	10,000	No
Pedestrian Crossing Paint	Stewart Hill Drive/Mtn View Drive River Heights Blvd/800 East 400 South/400 East 700 South/Summerwild Orchard Drive and approx. 800 East Orchard Drive and River Heights Blvd	Safety	5,000	No
Sidewalk Identified by Paint	Stewart Hill Drive along south of road	Safety	1,200	No
Sidewalk Identified by Paint	Orchard Drive from 700 East to approx. 800 East	Safety	1,200	No
Total			1,430,400	