

River Heights City

COUNCIL MEETING AGENDA Tuesday, April 5, 2022

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 (Milbank)

Adoption of Previous Minutes and Agenda

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

Purchase Requisition

Public Comment

Report on City Projects from City Engineer Craig Rasmussen

CVDT Report from Mary Barrus

Discuss Septic Tank Issues for Residents on 700 South and Potential of Running a Sewer Line to 800 South

Presentation of a Fleet Policy

Discussion on Rod Rounds Request to Connect a Property Located in the County to City Water

Approval of the Municipal Wastewater Planning Program Annual Report

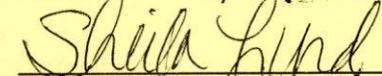
Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/86222079874?pwd=TWWhNTEJvb1FZa01uc3dEN0w2eGlZQT09>

Passcode: 186472

Posted this 1st day of April 2022



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 5, 2022

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7 Present: Mayor Jason Thompson, electronic
8 Council members: Sharlie Gallup
9 Tyson Glover
10 Janet Mathews
11 Chris Milbank
12 Blake Wright
13
14 Recorder Sheila Lind
15 Public Works Director Clayton Nelson
16 Finance Director Cliff Grover
17 Treasurer Wendy Wilker, electronic
18
19 Others Present: Doug and Karma Wood, Troy Wakefield, Mary Barrus, Noel
20 Cooley, Heather Lehnig, Kent and Mandy Brady
21 Present Electronically Cindy Schaub and David Thunell
22
23

24 The following motions were made during the meeting:
25

26 Motion #1

27 Councilmember Wright moved to “adopt the minutes of the council meeting of March 15, 2022,
28 and the evening’s agenda.” Councilmember Milbank seconded the motion, which passed with Gallup,
29 Glover, Mathews, Milbank, and Wright in favor. No one opposed.
30

31 Motion #2

32 Councilmember Milbank moved to “pay the bills as listed.” Councilmember Gallup seconded the
33 motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.
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35 Motion #3

36 Councilmember Glover moved to “approve the purchase request to Miller Company for
37 playground bark, in the amount of \$2,600.” Councilmember Mathews seconded the motion, which
38 carried with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.
39

40 Motion #4

41 Councilmember Milbank moved to “approve the Municipal Wastewater Planning Program Annual
42 Report.” Councilmember Mathews seconded the motion, which carried with Gallup, Glover, Mathews,
43 Milbank, and Wright in favor. No one opposed.

44 Proceedings of the Meeting:
45

46 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the
47 River Heights City Building on Tuesday, April 5, 2022, for their regular council meeting.

48 Pledge of Allegiance and Opening Thought: Councilmember Glover led in the Pledge and
49 Councilmember Milbank opened with a thought.

50 Adoption of Previous Minutes and Agenda: Minutes for the March 15, 2022, meeting were
51 reviewed.

52 **Councilmember Wright moved to “adopt the minutes of the council meeting of March 15, 2022,
53 and the evening’s agenda.” Councilmember Milbank seconded the motion, which passed with Gallup,
54 Glover, Mathews, Milbank, and Wright in favor. No one opposed.**

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

56 Treasurer Wilker

- 57 • She presented and answered questions regarding the bills to be paid.

58 **Councilmember Milbank moved to “pay the bills as listed.” Councilmember Gallup
59 seconded the motion, which passed with Gallup, Glover, Mathews, Milbank, and Wright in
60 favor. No one opposed.**

61 Mayor Thompson

- 62 • He reminded that the Chugg property (east of the elementary school) is scheduled for a rezone
63 hearing in Providence. Visionary is requesting it be zoned agricultural. He encouraged council
64 members to attend. He is keeping informed of what is going on with this property.
- 65 • He has been working on long term plans for the Old School for a broader community use. He has
66 found out his idea won’t be immediate. He recommended River Heights find a tenant or multiple
67 tenants to rent the building to recoup some of the costs of maintaining the building. He has had
68 several groups reach out to him with interest. He would like a council discussion on a short-term
69 use at the next meeting.
- 70 • He informed he sent a letter to the Providence mayor and council about his Visionary property
71 annexation concerns and the impacts it will have on River Heights. He asked Recorder Lind to put
72 a copy of the letter in the Drive.
- 73 • He asked that each council member meet with FD Grover to discuss their budgets for 2023. He is
74 planning a budget workshop at 5:00 p.m., prior to the regular council meeting at 6:30 p.m. at
75 some point soon.
- 76 • He brought up changes to the city’s website. He has been working with John Cox (the city’s
77 webmaster) to make the improvements. He asked for feedback from the council and others.

78 Councilmember Wright

- 79 • He asked for a set date for the budget workshop. FD Grover said after he meets with the council
80 members, he, and Treasurer Wilker will plug all the numbers in and come up with a draft they can
81 work from. This would all be ready by May 3.
- 82 • Mr. Wright informed the council that sketch plans will come to them soon for their review and
83 approval. He asked the council members to review the subdivision and PUD ordinance so they will
84 be familiar with them. Mayor Thompson stated that supplemental help would be coming from
85 the city attorney and engineer.

86 Councilmember Gallup

- 87 • The ambassadors, in conjunction with the Lions Club, will hold an Easter Egg Hunt on April 16th at
88 the city park.
- 89 • She asked Mayor Thompson if the youth ambassadors could have their own webpage on the city’s
90 website. Mr. Thompson suggested the ambassador who wants to design it meet with the city’s

91 web designer so he can convey the look and feel they want for the site. He would set up that
92 meeting.

93 Councilmember Glover

94 • He has been meeting with homeowners on 400 South about the future sidewalk. All those he has
95 talked to have said they want the sidewalk attached to back of curb.

96 Councilmember Mathews

97 • She is waiting on engineer reports for the lower wells.

98 Councilmember Milbank

99 • David Thunell would like to hold an Arbor Day activity in the park for kids which may involve tree
100 trimming and tree climbing. He asked how the council felt about this and if the city's insurance
101 would cover a potential accident. FD Grover recommended checking with the city's insurance
102 company. Mayor Thompson said he would run it past the city attorney tomorrow. He suggested
103 coordinating with the youth ambassadors to help with the activity. Councilmember Gallup said
104 she would reach out to Mr. Thunell on how they can be involved.

105 • The pavilion roof along the soffit edges is in much need of repair. PWD Nelson has received a
106 roofing bid for \$23,000. The roof and pavilion really need to be replaced at some point. Mr.
107 Milbank asked if they want to hold off and build a new pavilion soon. He suggested they each go
108 look at it. Mayor Thompson suggested they could add it to the capital projects list.

109 FD Grover

110 • He and Treasurer Wilker will be sending out each of their budgets. He looked forward to meeting
111 with each of them in the next couple weeks.

112 Public Works Director Nelson didn't have anything to report.

113 Purchase Requisition: PWD Nelson explained Ryan's Place Park needs bark replenished every four
114 to five years and it's due this year. Councilmember Gallup had told him she wants the ambassadors to
115 spread the bark. Mr. Nelson said they would be grateful for the help. He'd like to get the bark ordered
116 from Miller Company, located in Hyrum.

117 **Councilmember Glover moved to "approve the purchase request to Miller Company for
118 playground bark, in the amount of \$2,600." Councilmember Mathews seconded the motion, which
119 carried with Gallup, Glover, Mathews, Milbank, and Wright in favor. No one opposed.**

120 Mayor Thompson noted a GL number is required on the purchase requests.

121 Public Comment: Douglas J Wood said all three of the homes that sit back from 700 South, have
122 had septic issues. He explained a product they have added to their septic tank to help the smell problem.
123 They fear that all the septic tanks could fail at any time. He said the Merritts have had a lot of trouble
124 with theirs. He explained that he is disabled, and his wife's knees are failing so they could use any help
125 the city could give them. He felt the city would benefit from having them connected to the sewer line. He
126 wondered what was to be done with the existing tanks if they connect to the sewer. PWD Nelson said its
127 best to remove or fill them in, but it depends on access.

128 Report on City Projects from City Engineer Craig Rasmussen: Mayor Thompson read Engineer
129 Rasmussen's comments.

130 CVTD Report: Mary Barrus reported from the Cache Valley Transportation District. In
131 commemoration of the bus service running for 30 years, they are holding an event, which the mayor and
132 council were invited to attend. She handed out individual invitations for each member.

133 Discuss Septic Tank Issues for Residents on 700 South and Potential of Running a Sewer Line to
134 800 South: Mayor Thompson asked for open discussion among the council, in which residents could
135 chime in as well. A company came out to look at rectifying the septic issues and said one resident had a

136 failing septic system and the others were questionable. He felt getting all River Heights residents on the
137 sewer system at some point would be a worthwhile discussion.

138 Councilmember Glover asked PWD Nelson to give a tour of the properties on the GIS map. Mr.
139 Nelson explained the properties cannot connect to 700 South due to elevations. The map showed how
140 they could connect to 800 South. The City would take a main line to a certain point, where the four
141 property owners would branch off. They hadn't yet talked to property owners about easements. Mayor
142 Thompson said the city would fund putting in the main line (estimated at \$80,000). They don't have a
143 cost for residents yet, but it could become cost prohibitive for some of them. The council needed to
144 discuss whether they would consider helping with funds or setting up loans.

145 Councilmember Milbank asked if anyone had investigated funding or grants. No one had yet.
146 Doug Wood recommended a place they could check.

147 Mayor Thompson wanted them to consider: Is the city prepared to set this precedent? He felt
148 this situation was a little different, since four properties were involved, rather than just one. He had
149 heard estimates from 8,000-12,000 per property owner.

150 PWD Nelson felt they needed to make sure property owners would give an easement or their
151 discussion was pointless. He figured at least three manholes would be needed. He guessed that Wasatch
152 Properties may want a connection at some point so they might be good to work with on an easement.
153 Discussion was held on possible ways to run the line. He displayed and discussed the engineer's estimate
154 to T off at 800 South, east of Wasatch Properties. He said if they could drop to an existing manhole, it
155 could save money due to the depth and extensive groundwater issue in this area.

156 Councilmember Glover explained the city would be responsible for the green line (main) and the
157 residents would be responsible for disconnecting from their septic and connecting their line to the main.

158 Mayor Thompson said he didn't expect a final decision tonight. He wondered how the city would
159 be assured that the septic tanks were taken care of properly and the connections done correctly. PWD
160 Nelson said the city would be required to hold inspections on the lines and that Bear River Health has
161 standards they follow on septic tanks.

162 Councilmember Wright asked about the Weston property connection. He was told they are on a
163 4" line connecting to the mainline.

164 Councilmember Milbank asked if there may be other future situations where more than one home
165 would request to connect to the sewer. PWD Nelson affirmed there were a few homes on Orchard Dr
166 that were on septic. The Riverdale area properties are also on septic.

167 Mayor Thompson would like to address the easements, look at the city budget and possible
168 funding. He cautioned that the \$80,000 could possibly go up. He asked PWD Nelson to check with Bear
169 River Health to see what their assessment and input would be on a project like this. He wanted to know
170 what the city's impact fees would be. He was willing to work with Engineer Rasmussen on getting an
171 updated cost estimate for the city and a general idea on what the property owner's costs might be. He
172 suggested Councilmembers Glover and Mathews work on getting easements.

173 Councilmember Glover suggested a cost estimate for replacement of the septic systems to be
174 used as a base. He guessed they would need a boundary survey, topography, and order manholes. He
175 knew survey teams were backed up by a couple months and manholes were taking 4-6 months for
176 delivery. He wanted to be realistic about things that are out of their control. Mayor Thompson asked Mr.
177 Glover for an emailed list of the items he just mentioned and any others he could think of. He'd like to
178 have the big picture. He hopes to have a full report back to the council so they can decide soon.

179 Councilmember Milbank suggested they check into ARPA funding because it's a sanitary issue.
180 Mayor Thompson asked Mr. Milbank to investigate grants that might be available for this type of project.

181 It was confirmed that the two property owners not in attendance were also interested in
182 connecting.

183 Mayor Thompson was concerned with the city becoming a bank to loan money to the residents
184 for sewer connection. It could become too much if they set a precedent. He will check with the city
185 attorney on this. He will also send an email to the council with their assignments.

186 Presentation of a Fleet Policy: Mayor Thompson presented the fleet policy he hoped to put into
187 effect the next day. His concern was that city employees and the city are protected. He highlighted some
188 of the things in the document, one of which was the disallowance of non-city employees or officials riding
189 in city vehicles. Councilmember Gallup was concerned about parades, since there would be kids riding
190 in/on city vehicles. Mayor Thompson said he would check with the city attorney on this. Ms. Gallup
191 asked if there was going to be a minimum age for drivers. The mayor liked the idea and they discussed
192 different ages but didn't come to a conclusion.

193 Councilmember Glover suggested getting written permission from the mayor on allowing others
194 to ride.

195 PWD Nelson pointed out there are times he drives people around who are bidding projects. The
196 mayor said he could add verbiage to allow city business passengers. He was more concerned with family
197 members riding and possible safety issues. He realized that changes could be difficult but hoped
198 everyone could become comfortable with it.

199 Councilmember Glover questioned whether the policy needed to come before the council. Mayor
200 Thompson said it probably didn't need to, but he wanted council input. He will work with the city
201 attorney on allowing permission for city business riders and a minimum age, before implementation of
202 the policy.

203 Discussion on Rod Rounds Request to Connect a Property Located in the County to City Water:

204 Councilmember Wright suggested conditions to consider if the city decided to provide the service, such as
205 the connection would apply only to this one lot and possibly a different justifiable water rate.

206 Councilmember Glover clarified his comments from the last meeting by stating the city would not be able
207 to require Mr. Rounds to do anything with sidewalk and road, because he didn't own that property.

208 Councilmember Mathews informed that her dad had a well and worked out with the city to pay
209 double water fees until he could connect to city water.

210 Councilmember Milbank felt limitations would be good, a special use fee, upfront fees, etc. He
211 didn't see why there would be a big problem if the city had some oversight.

212 Mayor Thompson said he would reach out to Engineer Rasmussen to see what he would
213 recommend for conditions. His biggest predicament was that these properties in the county also cause
214 other impacts on city infrastructure, namely roads, and they don't pay taxes to River Heights.

215 Councilmember Milbank suggested they pay impact fees to cover their impacts. PWD Nelson mentioned
216 that other cities have policies in place for providing water outside their city limits. After talking to the city
217 engineer, the mayor will bring something back to the council.

218 Councilmember Gallup asked if they could stipulate that, in the future, if they annex it should be
219 to River Heights. Mayor Thompson will check with the city attorney.

220 Discussion was held on the number of other potential properties that could come to the city with
221 the same request. Rod Rounds informed that the county requires 10 acres for one home to be built,
222 which would limit the number of requests significantly. If a property owner in the county wants to
223 develop, they would need to annex to a city. He felt the two current homes in his little subdivision didn't
224 have much impact on the city. Councilmember Glover asked what the original plan for water was when
225 the land was subdivided. Mr. Rounds said at the time they dug a well and only had two homes connected.
226 Unbeknownst to them, they lost the permit for the third home because it wasn't developed at that time.

227 Mayor Thompson will have discussions with the attorney and engineer in hopes of bringing this to
228 a vote at the next meeting.

229 Approval of the Municipal Wastewater Planning Program Annual Report: PWD Nelson explained
230 the report, which is presented before the council every year. He pointed out the only difference on the
231 report this year is that three new homes were added to the system and the city had no backups.
232 Councilmembers asked questions which he answered.

233 **Councilmember Milbank moved to “approve the Municipal Wastewater Planning Program**
234 **Annual Report.” Councilmember Mathews seconded the motion, which carried with Gallup, Glover,**
235 **Mathews, Milbank, and Wright in favor. No one opposed.**

236 The meeting adjourned at 8:30 p.m.

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Sheila Lind, Recorder

Jason Thompson, Mayor

River Heights City Bills To Be Paid

4/5/2022A

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	10-39 Online	Web Hosting	\$360.00								\$360.00
2	Bear River Health Department	Water Coliform Testing							\$40.00		\$40.00
3	Chris Milbank	Planning Commission Audio Tech		\$104.50							\$104.50
4	Cindy Schaub	Planning Commission		\$48.00							\$48.00
5	Heather Lehnig	Planning Commission		\$48.00							\$48.00
6	Lance Pitcher	Planning Commission		\$36.00							\$36.00
7	Mueller Systems	Yearly Maintenance							\$1,029.00		\$1,029.00
8	Noel Cooley	Planning Commission		\$48.00							\$48.00
9	Sam's Club	Office Supplies	\$53.49								\$53.49
10	Secure Instant Payments	Monthly Billing	\$32.05						\$32.04	\$32.05	\$96.14
11	Troy Wakefield	Planning Commission		\$48.00							\$48.00
12	USA Blue Book	Water Supplies							\$376.41		\$376.41
13	Utah Labor Commission	School Pressure Vessel & Boiler Certs.	\$105.00								\$105.00
14	Verizon Wireless	Monthly Billing	\$68.87						\$68.87	\$68.88	\$206.62
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Page 1 SubTotals

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\$2,599.16

Page 1 Total Amount Paid \$2,599.16

River Heights City Bills To Be Paid

April 5, 2022

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	Adam Luther	Council Photos	\$150.00								\$150.00
2	Al's Trophies	Youth Council Framing					\$84.00				\$84.00
3	City of Logan	Garbage, sewer, 911	\$15,083.56			\$2,037.00				\$16,335.95	\$33,456.51
4	Comcast	Monthly Billing	\$50.54						\$50.53	\$50.53	\$151.60
5	Daines & Jenkins	Legal Fees/Attorney	\$1,674.00								\$1,674.00
6	Dominion Energy	Gas	\$2,680.77		\$130.85			\$123.75	\$337.09	\$123.75	\$3,396.21
7	IPACO	Mower Maintenance			\$149.06						\$149.06
8	Logan City	Water Consumption							\$380.01		\$380.01
9	Providence City	Library					\$4,688.00				\$4,688.00
10	Providence City	Snow Melt Salt						\$3,478.87			\$3,478.87
11	The Clean Spot	Restroom Cleaning & Usage Supplies			\$100.58						\$100.58
12	USA Bluebook	Water Supplies							\$332.31		\$332.31
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Page 1 SubTotals

\$19,638.87 \$380.49 \$2,037.00 \$4,772.00 \$3,602.62 \$1,099.94 \$16,510.23 \$48,041.15

Page 1 Total Amount aid \$48,041.15

PURCHASE REQUISITION

River Heights City Corporation 520 South 500 East River Heights, Utah 84321 (435) 752-2646	Purchase Requisition No.: _____ Purchase Requisition Date: _____ Ship To: <u>Clayton Nelson</u> <u>520 S. 500 E</u> <u>River Heights, UT 84321</u> Purchase Order Date: _____ Purchase Order No.: _____
Vendor: <u>Miller Company</u> <u>1836 W. 4600 S.</u> <u>Hyrum, UT 84319</u> <u>(435) 245-3157</u>	Department: _____

Item	Quantity	GL #	Description	Unit Price	Extended
	100	10-70-40	Certified wood playground chips (100 cu/yards)	\$26.00	\$ 2,600. ⁰⁰
				Subtotal	\$ 2,600. ⁰⁰
				Shipping/Other	-
				TOTAL	\$ 2,600. ⁰⁰
_____ Authorized Signature				_____ Date	

REQUISITION

White: Attach to Yellow Copy of Purchase Order
 Blue: Office Copy

Memo

To: Mayor Jason Thompson
From: Craig Rasmussen, SE *Craig Rasmussen*
CC: File
Date: April 4, 2022
Re: City Engineer Report for City Council

Engineer report for City Council meeting on April 5, 2022.

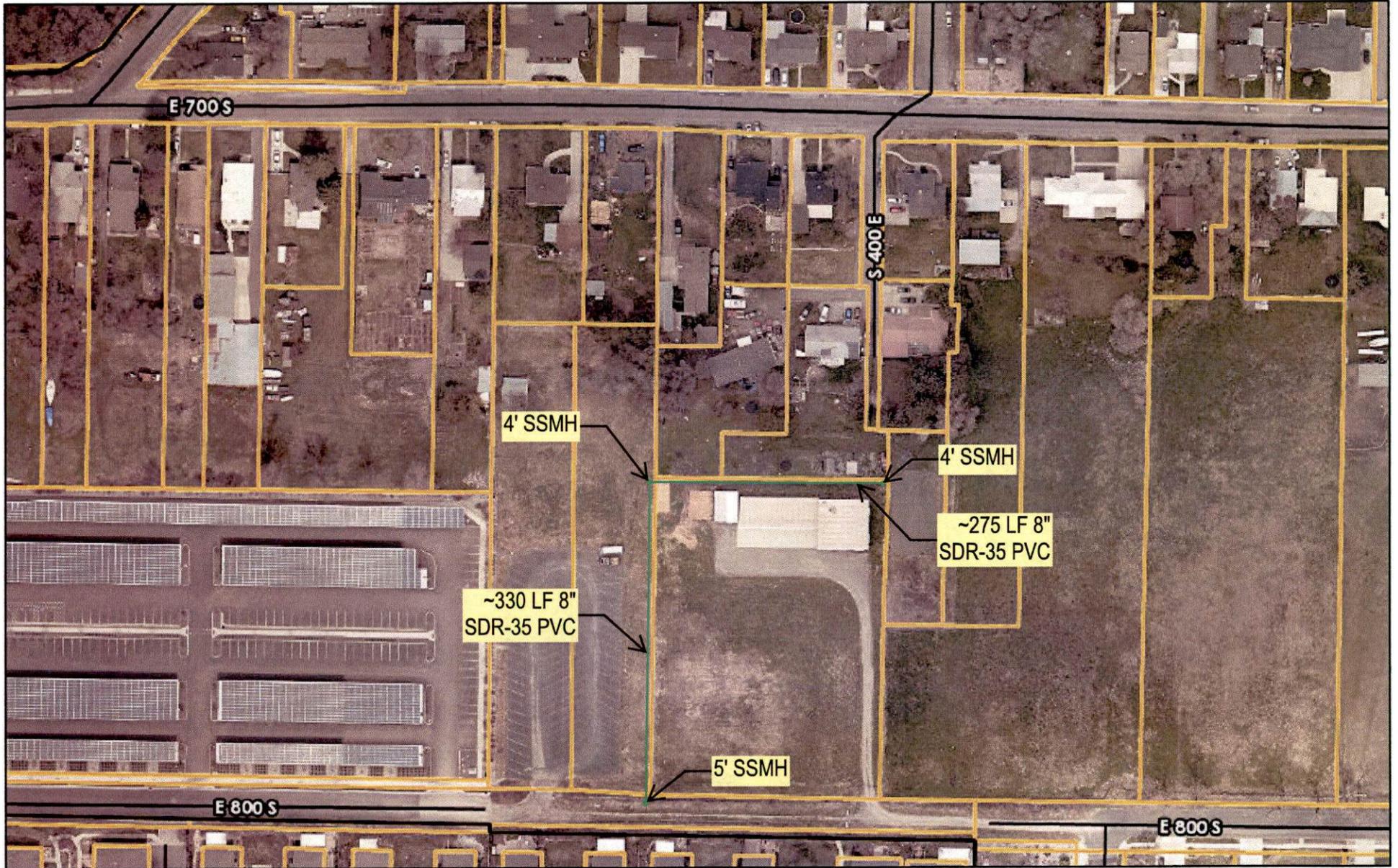
1. Stewart Hill Park – Our team held the pre-bid meeting last Tuesday. Bid opening is scheduled for ___ April 13th at 1:00 pm. Four general contractors have requested plans for bidding the Phase 1 project. Chris Milbank, Clayen Nelson, Jeff Seedall (Forsgren Associates), and Sandy Davenport (BIO-WEST) attended the pre-bid meeting on behalf of the City.
2. 400 South Street 400 East to 600 East – Consideration of sidewalk on the north side of the street. Forsgren has provided large format hard copy drawings and pdf schematic plans showing sidewalk options and impact to property lines. River Heights City to discuss options with property owners. Other than the “do nothing” option, two configurations are considered. Install a sidewalk against the existing curb – this would require mailboxes to be relocated to gang boxes and does not provide for snow storage. The sidewalk at the back of curb would not require property dedication. The second option is to install a sidewalk with a planter strip. This would require varying property dedications, would allow continued curb-side mail delivery, would provide snow storage, but would have significantly more impact to existing properties with established tree removal and impact to front yards.
3. River Heights Boulevard Waterline – Forsgren has recently received the survey file from the surveyor and is commencing with water line design. Design completion by the end of April.
4. Lower Well Improvements – Janet Mathews identified concerns with the Boyd Humphries easement plan that prohibits moving forward with adjusting the well site access. (The greenspace requirement is barely met with the current area, and original access plan reduced the greenspace.) Well house reconfiguration plan is 80% complete with revised well house plan, sections, and piping details. Eric has met with Clayten a couple times reviewing alternative plans. A guy wire from a Rocky Mountain Power pole interferes with the revised access requirements. Clayten is coordinating with Rocky Mountain Power to address options for the guy wire. Reconfigured plans to be finished and ready for bidding in April.
5. Riverdale Development Considerations – City engineer, city attorney, Mayor Thompson, and PC Chair Noel Cooley met to discuss infrastructure in the Riverdale area, primarily transportation options and requirements. Based on this discussion, Jon Jenkins (attorney) prepared a draft memo addressing development requirements. Engineer reviewed and provided comment for additional consideration in the development requirements. Andy Bentley is considering development of the Demars property, and Nick ~~3~~ is considering development of the adjoining Ellis parcel. Both have called to discuss utility requirements for servicing the area.

Porter ←

PC Chair Noel Cooley is working with Andy for the Demars property Site Analysis Review, a PC site visit is scheduled for 4/12. There are a few items associated with the site analysis that Noel and I have identified should still be addressed by the developer's site analysis.

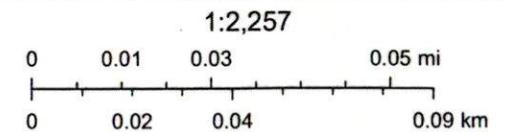
6. Demolition of old church building – The City received an estimated cost to address the regulated materials in the old church as part of the demolition process. About \$130,000 for removal of asbestos, light ballasts, EXIT signs containing regulated materials, components in the furnace area, etc. Craig has been working with Edge Excavation to get an estimate for demolition of the building. Edge provided an estimated cost a few years ago to one of the Council Members (I think Dixie Wilson, but not sure). Edge lost this data with a server crash and no longer has the quantities. Due to their high work load, it has been difficult to get them to come look at the building to give a new estimate for budgeting purposes. The existing asbestos report is older than three years; and therefore, will need to be updated prior to demolition of the building.
7. Solid Waste Collection – Provided Mayor Thompson (via email) resumes for Nick Patterson, senior Forsgren engineer with substantial solid waste collection and management experience, to share with the committee of mayors reviewing collection options. Nick is willing to meet with the committee to address questions, present collection options, discuss costs, schedules, etc.

Parcel Map



10/18/2021, 1:04:49 PM

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|----------------------|------------------------|---------------|------------------|
| Class B Surface Type | — DIRT | Cache Parcels | UTCACH038042.sid |
| — ASPHALT | — Municipal Boundaries | Red: Band_1 | |
| — GRAVEL | — County Boundary | Green: Band_2 | |



Maxar, Microsoft

Opinion of Probable Costs
River Heights City
750 S to 800 S Sewer Connection
 10/21/2021

Item	Description	Unit	Quantity	Unit Cost			Total Cost	Notes
				Material	Labor	Total		
3.	Concrete							
	Manhole, 4' Precast (sewer)	ea	2	\$3,500	\$2,000	\$5,500	\$11,000	Approx 13 ft deep with extensive groundwater, sloughing Includes Street repair.
	Manhole, 5' Precast (sewer)	ea	1	\$8,000	\$11,000	\$19,000	\$19,000	
33.	Utilities							
	8" PVC SDR-35 Sewer Pipe	lf	605	\$15	\$20	\$35	\$21,175	
	4" PVC SDR-35 Sewer Lateral	lf	370	\$10	\$15	\$25	\$9,250	
	8" Wye Connection	ea	3	\$350	\$0	\$350	\$1,050	
44.	Process Equipment	Install						
Sub-Total							\$61,475	
	Mobilization / Pressure Test					3%	\$1,844	
	Bonds & Insurance					2%	\$1,230	
	General Conditions					9%	\$5,533	
	Easements and Recording					1%	\$615	
	Survey and Design Engineering						\$2,200	
	Contingency					10%	\$6,148	
Total Cost							\$79,044	
Rounded Cost for Summary							\$80,000	

RIVER HEIGHTS CITY FLEET SAFETY PROGRAM POLICY

The purpose of this Fleet Safety Program Policy is to ensure the safety of those individuals who drive River Heights City vehicles. Safety while operating a motor vehicle is always critical but is even more important when the vehicle is carrying products that could cause harm to a driver, others, or the environment. Vehicle accidents are costly to River Heights City, but more importantly, they may result in injury to employees or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, River Heights City endorses and follows all applicable state motor vehicle regulations relating to driver responsibility and driver safety. River Heights City expects each driver to drive in a safe and courteous manner pursuant to River Heights City's safety rules and all local and state laws. The attitude present when behind the wheel is the single most important factor in driving safely.

DRIVER QUALIFICATIONS

Any employee is eligible to drive a city-owned vehicle provided the employee's use of the vehicle is essential to their job function AND the employee's Motor Vehicle Record ("MVR") is acceptable.

All employees must hold and carry a current driver's license for the class of motor vehicle for which they are operating and provide River Heights City a copy of said license.

Any changes in license status, including a renewal, all driving employees must provide a copy of their new license to River Heights City.

An acceptable MVR (personal driving history) is required by River Heights City as a condition of receiving or continuing employment in a position that requires driving.

River Heights City Mayor will check the driving history of potential and current employees using an MVR annually.

MVR checks will also be conducted on employees who will be covered by city insurance to drive rental vehicles during official city travel. River Heights City will review motor vehicle records and decide the status for applicants and employees according to the city-wide classification system listed below:

Acceptable

The individual is eligible to drive while conducting city business and able to be covered by city insurance. The individual's driving record indicates not more than one moving violation in the past 12 months.

Probationary

The individual is eligible to drive while conducting city business with the stipulation that the individual's motor vehicle record will be checked periodically over a period of probation. The individual's driving record indicates more than one moving violation in the past 12 months and less

than two moving violations in the past 24 months. Any violations during the probationary period may result in termination of employment or other disciplinary action.

Acceptable Motor Vehicle Criteria:

Maximum of either one moving violation, one accident or combination thereof

No more than two minor violations, such as:

- Speeding less than 20 MPH
- Illegal turn
- Failure to obey traffic sign or signal
- Seat belt citation
- Non-moving violations such as parking tickets and equipment (fix-it) tickets

No serious violations, such as:

- Suspension or revocation of driving privileges
- Speeding over 20 MPH of posted speed limit
- Leaving the scene of an accident
- Reckless driving
- Driving under the influence of drugs, alcohol, controlled substances or while intoxicated or refusing a drug/alcohol test
- Negligent homicide arising from the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Racing on public roads
- Driving with a suspended license
- Fleeing and Eluding
- Vehicle/product theft or damage due to negligence (ex. failure to lock doors, park in well-lit area, leaving keys in plain view or leaving vehicle running while unattended)
- Procedure for Existing Employees

River Heights City will check the motor vehicle records annually for all current employees with driving responsibilities or those who use rental cars for city travel purposes. Any covered employee without a valid driver's license will not be allowed to operate a city vehicle or drive on River Heights City business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated. If under probation, a subsequent periodic motor vehicle record check reveals further violations, River Heights City will review the specific circumstances surrounding the individual and determine appropriate action which could include termination of employment.

Employee Role and Responsibilities

Every employee of River Heights City is responsible for conducting himself/herself in accordance with this program. Employee involvement is an essential element to the success of River Heights City's fleet safety efforts. Employees may be solicited for their input regarding safety features, training programs and other topics related to this program.

Driver Training

- All new drivers
- Drivers who have been involved in accidents (regardless of fault)
- Drivers who have had moving violations
- Drivers who have been identified through observations as having driving issues will be involved in additional training.

Driver training will include successful completion of individual online training courses on various driving topics and/or the NSC (National Safety Council) DDC (Defensive Driving Course). These courses will be provided to River Heights City through its insurance relationships and can be accessed by the Mayor.

DRIVER RULES

No driver shall operate a River Heights City vehicle when the driver's ability to do so safely has been impaired for any reason, including but not limited to, drugs, alcohol, illness, fatigue, injury, or prescription medication. Doing so may result in immediate termination.

All drivers and authorized passengers operating or riding in a River Heights City vehicle must always wear seatbelts

No unauthorized personnel (i.e. all non-River Heights City employees or non-elected officials) are allowed to ride in River Heights City vehicles

Drivers are responsible for the security of city vehicles and any contents assigned to the driver or vehicle

Headlights shall be used while dark, 1/2 hour before sunset, 1/2 hour after sunrise, during inclement weather, or at any time when 500 feet ahead of the vehicle cannot be seen clearly. Smoking or Vaping is strictly prohibited in or around River Heights City vehicles

All state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed

Drivers must never use their phones while driving to text, call or other uses. First, infraction will result in a written warning. Second, infraction may result in immediate termination.

Quarterly, River Heights City drivers must fill out a vehicle self-inspection report and turn into the Mayor.

Persons driving their own vehicles for city purposes is not allowed, unless authorized by the Mayor for a specific purpose.

Daily Pre-Drive Check

Each driver will inspect the vehicle at the start of the day, to ensure vehicle safety.

SAFETY STANDARDS

Harsh Braking

The highest number of reported accidents involve vehicles ahead of them. A driver should follow at least two (2) car lengths behind any vehicle and an additional one (1) car length for every 10 mph over 40 mph. Harsh braking wears down vehicle parts such as the brakes, tires, springs, and shock absorbers more rapidly, which decreases the vehicle's overall efficiency and can lead to the vehicle needing more frequent repairs.

Harsh Acceleration

Harsh acceleration is first and foremost a safety issue, but it also wastes fuel and adds unnecessary wear and tear to vehicles as well.

Harsh Cornering

Reduce speed prior to entering a cornering situation. The vehicle must be slowed down while it is straight. Then, proceed into the corner, rather than attempting to decelerate as the vehicle is going around the corner.

Speeding

River Heights City does NOT tolerate speeding. All employees must obey all posted traffic speed limits.

Seatbelts

All employees and approved vehicle passengers must wear seatbelts.

Discipline

Safety Reports

The first time an employee scores less than 80% on a monthly safety report, the employee will be written up their supervisor. The second time an employee scores less than 80% on a monthly safety report it may result in termination at the supervisor's discretion.

If at any time an employee scores below a 50% on a monthly safety report, the employee will be terminated from employment with River Heights City.

Employee Negligence

Employees may receive disciplinary action, up to and including termination, for lost, damaged, or stolen vehicles or property, either in part or entirely linked to employee negligence.

Traffic Violations and Citations

Traffic citations (this includes citations that are issued as a result of images being taken resulting in a mailed citation) must be reported to the Mayor as soon as possible. If a River Heights City driver receives two citations, they may be terminated as a River Heights City employee or driver. These citations will be taken out of the driver's paycheck if sent to the city and the city pays for such citations, unless state or local laws do not allow it. The Mayor may take any other disciplinary actions for drivers that receive a citation, not listed here, that is necessary.

Accident Report & Investigation

Accident Reporting Procedure:

1. Stop as soon as it is safe after an accident
2. Call the police
3. Call 911 emergency services, if necessary, then tend to any injured person at the scene
4. If possible, move the vehicle to the shoulder of the road to mitigate traffic congestion
5. Contact your supervisor or the Mayor. (The Supervisor should immediately contact the Mayor)
6. Do not make any statements accepting responsibility for the collision and only address the facts of the event
7. Fill out the accident report form located in the vehicle glove box and give to the Mayor.
8. Retrieve the insurance and license plate information from the driver(s) of the other vehicles involved in the accident
9. When deemed necessary the Mayor should immediately report to the scene of the accident to investigate and help fill out accident reports

All River Heights City vehicle accidents must be reported to the Mayor as soon as possible. The Mayor will then determine if an insurance claim should be processed, such as when bodily injury or property loss/damage has occurred. If necessary, a thorough investigation will be made by River Heights City administration or other qualified personnel. Prompt investigation with documentation is vital to ensure the safety of all River Heights City employees. It will also facilitate finding the cause of the accident and to establish regulations to reduce the probability of recurrence.

River Heights City administration, with the assistance of police reports and other pertinent data (ex. post-accident drug test), determine the fault of the accident. If a driver is at fault, the driver may be terminated from employment at River Heights City. This will be done at the discretion of the Mayor and City Council.

Post-Accident Drug Test:

Within 4 hours of any accident, no matter how minor, the driver and passenger, if applicable, must take a post-accident drug test. That can be done by going to any local hospital or clinic. If a driver is found to be under the influence of drugs or alcohol at the time of accident, regardless of whether the driver is found at fault or not, the employee's employment will be terminated.

VEHICLE MAINTENANCE

Please remember, it is the River Heights City name on every vehicle. If the vehicle is dirty, damaged, or looks unprofessional in any way, the citizens may lose confidence in River Heights City. Drivers are responsible for letting the city administration know when their vehicle needs maintenance or repair. The Mayor will schedule or will assign someone to schedule an appointment for maintenance and the driver will take the vehicle to the scheduled maintenance appointment.

Employees must document the maintenance or repair needs on a Vehicle Self-Inspection report. The report should be used to communicate with the Mayor. It is expected that any maintenance or repair issue be reported to the Mayor within twenty-four (24) hours or more of the need arising.

Maintenance needs include, but are not limited to; items such as an oil change, tire condition, squeaky or unresponsive brakes, service engine light, any unusual sounds, windshield damage, any leaks, car washes, etc.

Quarterly Inspection Reports

A top to bottom inspection will be done on each vehicle quarterly in order to assess the vehicle's condition and each employee's ability to maintain their vehicle. Inspections may come without notice. The Mayor or other designated individual will inspect the inside and outside of the vehicle and utilize the Vehicle Self-Inspection Report.

YEARLY PROGRAM REVIEW

At least annually the Mayor will conduct a program review to assess the progress and success of the Fleet Safety Program.

The review will consider the following:

- Evaluation of all training programs and records.
- The frequency and severity of vehicle accidents during the previous year.
- The need for changes to the Fleet Safety Program, based on evaluation of the program and results.
- The need for changes to the driver selection/ qualification criteria.

RECORD RETENTION

All records must be digitally retained for at least 7 years.

Employees

Every employee of River Heights City is responsible for conducting himself/herself in accordance with this program. Employee involvement is an essential element to the success of River Heights City's fleet safety efforts. Employees may be solicited for their input regarding safety features, training programs and other topics related to this program.

ACKNOWLEDGEMENT

I _____, acknowledge that the information contained in River Heights City's Vehicle Fleet Safety Program & Policy has been reviewed with me and a copy of the policy and driver rules have been furnished to me. As a driver of a city vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Sign and retain the original copy in the employee's file.

Name (Print)

Driver's License Number

Signature

Date

EMPLOYEE AUTHORIZATION FOR MVR REVIEW

I acknowledge that the information contained in River Heights City's Fleet Safety Program & Policy has been reviewed with me. As a River Heights City driver, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that River Heights City will periodically review my Motor Vehicle Record to determine continued eligibility to drive a city vehicle. In accordance with the Fair Credit Reporting

Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent, to obtain a Motor Vehicle Record report. This authorization is valid if I am an employee of River Heights and may only be rescinded in writing.

Furthermore, I agree to notify management if any of the following should occur:

- I receive a citation for driving under the influence of drugs or alcohol.
- I receive a citation for any moving violation.
- My Driver's License is suspended or revoked for any reason.
- I am involved in a vehicle accident while on city business

Sign and retain the original copy in the employee's file.

Name (Print)

Driver's License Number

Signature

Date

*Municipal Wastewater Planning Program (MWPP)
Annual Report
for the year ending 2021
RIVER HEIGHTS CITY*

Thank you for filling out the requested information. Please let DWQ know when it is approved by the Council.

Please download a copy of your form by clicking "Download PDF" below.

Below is a summary of your responses

[Download PDF](#)

SUBMIT BY APRIL 15, 2022

Are you the person responsible for completing this report for your organization?

Yes

No

This is the current information recorded for your facility:

Facility Name:	RIVER HEIGHTS CITY
Contact - First Name:	Clayten
Contact - Last Name:	Nelson
Contact - Title	Public Works Director

Contact - Email:	cnelson@riverheights.org
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Is this information above complete and correct?

Yes

No

Your wastewater system is described as Collection & Financial:

Classification: COLLECTION

Grade: I

(if applicable)

Classification: -

Grade: -

Is this correct?

WARNING: If you select 'no', you will no longer have access to this form upon clicking Save & Continue. DWQ will update the information and contact you again.

Yes

No

Click on a link below to view a previous year's examples of sections in the survey:

(Your wastewater system is described as Collection & Financial)

[MWPP Collection System.pdf](#)

[MWPP Discharging Lagoon.pdf](#)

[MWPP Financial Evaluation.pdf](#)

[MWPP Mechanical Plant.pdf](#)

[MWPP Non-Discharging Lagoon.pdf](#)

Yes

No

Financial Evaluation Section

Form completed by:

Clayten Nelson

Part I: GENERAL QUESTIONS

Yes

No

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

Yes

No

Are you collecting 95% or more of your anticipated sewer revenue?

Are Debt Service Reserve Fund⁶ requirements being met?

What was the annual average User Charge¹⁶ for 2021?

44.00

Do you have a water and/or sewer customer assistance program * (CAP)?

No

Part II: OPERATING REVENUES AND RESERVES

Yes

No

Are property taxes or other assessments applied to the sewer systems¹⁵?

Yes

No

Are sewer revenues¹⁴ sufficient to cover operations & maintenance costs⁹, and repair & replacement costs¹² (OM&R) at this time?

Are projected sewer revenues sufficient to cover OM&R costs for the *next five years*?

Does the sewer system have sufficient staff to provide proper OM&R?

Has a repair and replacement sinking fund¹³ been established for the sewer system?

Is the repair & replacement sinking fund sufficient to meet anticipated needs?

Part III: CAPITAL IMPROVEMENTS REVENUES AND RESERVES

Yes

No

Are sewer revenues sufficient to cover all costs of current capital improvements³ projects?

Has a Capital Improvements Reserve Fund⁴ been established to provide for anticipated

Are projected Capital Improvements Reserve Funds sufficient for the *next five years*?

Yes

No

Are projected Capital Improvements Reserve Funds sufficient for the *next ten years*?

Are projected Capital Improvements Reserve Funds sufficient for the *next twenty years*?

Part IV: FISCAL SUSTAINABILITY REVIEW

Have you completed a Rate Study¹¹ within the last five years?

Yes

No

Do you charge Impact fees⁸?

2021 Impact Fee (if not a flat fee, use average of all collected fees) =

1559.00

Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?

Yes

No

Do you maintain a Plan of Operations¹⁰?

Have you updated your Capital Facility Plan² within the last five years?

In what year was the Capital Facility Plan last updated?

Yes

No

Do you use an Asset Management¹ system for your sewer systems?

Yes

No

Do you know the total replacement cost of your sewer system capital assets?

Yes

No

Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

0

Part V: PROJECTED CAPITAL INVESTMENT COSTS

	Cost	Purpose of Improvements		
	Please enter a valid numerical value	Replace/Restore	New Technology	Increase Capacity
2022	30000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022 thru 2026	80000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2027 thru 2031	40000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2032 thru 2036	40000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2037 thru 2041	40000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is the end of the Financial questions

To the best of my knowledge, the Financial section is completed and accurate.

Yes

Collections System Section

Form completed by:

May Receive Continuing Education /units (CEUs)

Clayten Nelson

Part I: SYSTEM DESCRIPTION

What is the largest diameter pipe in the collection system (diameter in inches)?

What is the average depth of the collection system (in feet)?

11

What is the total length of sewer pipe in the system (length in miles)?

8.1

How many lift/pump stations are in the collection system?

0

What is the largest capacity lift/pump station in the collection system (design capacity in gallons per minute)?

NA

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

Yes

No

What year was your collection system first constructed (approximately)?

1978

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? (If more than one, cite the oldest)

1978

PART II: DISCHARGES

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

0

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?

0

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

Class 1 - a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;*
- (b) affects one or more public, commercial or industrial structure(s);*
- (c) may result in a public health risk to the general public;*
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or*
- (e) discharges to Waters of the state.*

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

Below include the number of SSOs that occurred in year: 2021

Number

Number of Class 1 SSOs in Calendar
year

0

year

Number

Please indicate what caused the SSO(s) in the previous question.

Please specify whether the SSOs were caused by contract or tributary community, etc.

Part III: NEW DEVELOPMENT

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

Yes

No

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

Yes

No

Number of new commercial/industrial connections in the last year

Number of new residential sewer connections added in the last year

Equivalent residential connections⁷ served

654

Part IV: OPERATOR CERTIFICATION

How many collection system operators do you employ?

2

Approximate population served

2200

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade.

List the designated Chief Operator/DRC for the Collection System below:

	Name First and Last Name	Grade	Email Please enter full email address
Chief Operator/DRC	Clayten Nelson	II	cnelson@riverheights.org

List all other Collection System operators with DRC responsibilities in the field, by certification grade, separate names by commas:

Name

separate by comma

SLS Grade I:	Name
Collection Grade I:	separate by comma
Collection Grade II:	
Collection Grade III:	
Collection Grade IV:	

List all other Collection System operators by certification grade, separate names by commas:

	Name
	separate by comma
SLS ¹⁷ Grade I:	
Collection Grade I:	Cameron Reed
Collection Grade II:	
Collection Grade III:	
Collection Grade IV:	
No Current Collection Certification:	

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

- Yes
- No

Part V: FACILITY MAINTENANCE

Yes No

Have you implemented a preventative maintenance program for your collection system?

-
-

operations and maintenance manual within
the past 5 years?

Yes

No

Do you have a written emergency response
plan for sewer systems?

Do you have a written safety plan for sewer
systems?

Is the entire collections system TV inspected at
least every 5 years?

Is at least 85% of the collections system
mapped in GIS?

Part VI: SSMP EVALUATION

Yes

No

Has your system completed a Sewer System
Management Plan (SSMP)?

Has the SSMP been adopted by the
permittee's governing body at a public
meeting?

Has the completed SSMP been public
noticed?

During the annual assessment of the SSMP,
were any adjustments needed based on the
performance of the plan?

Date of Public Notice

02/24/2016

During 2021, was any part of the SSMP audited as part of the five year
audit?

No

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?

Yes

No

Part VII: NARRATIVE EVALUATION

This section should be completed with the system operators.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Good

What sewerage system capital improvements³ does the utility need to implement in the next 10 years?

New building for O&M equipment

What sewerage system problems, other than plugging, have you had over the last year?

none

Is your utility currently preparing or updating its capital facilities plan²?

Yes

No

operators?

100% Covered

Partially cover

Does not pay

Is there a written policy regarding continuing education and training for wastewater operators?

Yes

No

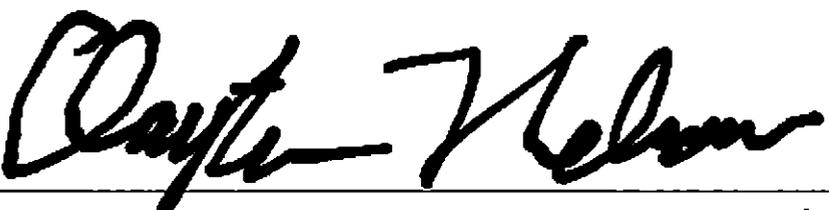
Any additional comments?

This is the end of the Collections System questions

To the best of my knowledge, the Collections System section is completed and accurate.

Yes

I have reviewed this report and to the best of my knowledge the information provided in this report is correct.



clear

Has this been adopted by the council? If no, what date will it be presented to the council?

- Yes
- No

What date will it be presented to the council?

Date format ex. mm/dd/yyyy

04/05/2022

Please log in.

Email

PIN

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. Completion of the collection section meets the annual reporting requirement for the USMP. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance, please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page.