

# River Heights City

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## COUNCIL MEETING AGENDA Tuesday, July 19, 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 (Mathews)

Adoption of Previous Minutes and Agenda

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

Public Comment

Public Hearing to Adopt an Ordinance Providing for the Compensation of Elected and Statutory Officers of River Heights City

Public Hearing to Discuss Minor Changes to the City Code

Review Fraud Assessment for FY 2022

Approval of a Recommendation to Contract with AAA Excavation in the Amount of \$159,345 for the River Heights Boulevard Water Line Project

Discuss Dog Signage

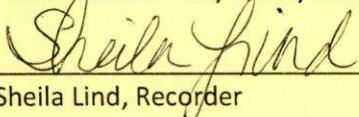
Review Amendments to the Personnel Policy

Adjourn

To join the Zoom meeting:

<https://us02web.zoom.us/j/87252897616?pwd=VTFxOERhNIJGNVdaWURwa2hMMEFKZz09>

Posted this 14<sup>th</sup> day of July 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

July 19, 2022

7 Present: Mayor Pro tem Chris Milbank  
8 Council members: Sharlie Gallup  
9 Tyson Glover  
10 Blake Wright

12                    Recorder                    Sheila Lind  
13                    Public Works Director       Clayton Nelson  
14                    Treasurer                   Wendy Wilker

15  
16 Excused: Mayor Jason Thompson  
17 Councilmember Janet Mathews

20 Others Present: Lisa Andrus, Janice Skousen, Heather Lehnig, Cindy Schaub

**The following motions were made during the meeting:**

## 25 Motion #1

26           Councilmember Glover moved to “adopt the minutes of the council meeting of June 21, 2022, and  
27 the evening’s amended agenda.” Councilmember Gallup seconded the motion, which passed with Gallup,  
28 Glover, Milbank, and Wright in favor. No one opposed. Mathews was absent.

### 30 Motion #2

31           Councilmember Wright moved to “pay the bills as listed and move line 35 to June’s payments,  
32 rather than July.” Councilmember Gallup seconded the motion, which passed with Gallup, Glover,  
33 Milbank, and Wright in favor. No one opposed. Mathews was absent.

### 35 Motion #3

36           Councilmember Wright moved to “approve Ordinance 7-2022, An Ordinance Providing for the  
37 Compensation of Elected and Statutory Officers of River Heights City.” Councilmember Gallup seconded  
38 the motion, which carried with Gallup, Glover, Milbank and Wright in favor. No one opposed. Mathews  
39 was absent.

#### 41 Motion #4

42 Councilmember Glover moved to "accept Ordinance 8-2022, An Ordinance to Adopt Changes to  
43 the City Code of River Heights City, Utah." Councilmember Wright seconded the motion, which carried,  
44 with Gallup, Glover, Milbank and Wright in favor. No one opposed. Mathews was absent.

46 Motion #5

47 Councilmember Glover moved to "award the River Heights Boulevard Water Line Project to AAA in  
48 the amount of \$159,345." Councilmember Wright seconded the motion, which carried with Gallup,  
49 Glover, Milbank and Wright in favor. No one opposed. Mathews was absent.

50  
51  
52 Proceedings of the Meeting:  
53

54 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the  
55 River Heights City Building on Tuesday, July 19, 2022, for their regular council meeting. In the absence of  
56 Mayor Thompson, Councilmember Milbank conducted the meeting.

57 Pledge of Allegiance and Opening Thought: Pledge only.

58 Adoption of Previous Minutes and Agenda: Councilmember Milbank explained that the Personnel  
59 Policy agenda item would be omitted from the evening's agenda. Minutes for the June 21, 2022, meeting  
60 were reviewed.

61 **Councilmember Glover moved to "adopt the minutes of the council meeting of June 21, 2022,  
62 and the evening's amended agenda."** Councilmember Gallup seconded the motion, which passed with  
63 Gallup, Glover, Milbank, and Wright in favor. No one opposed. Mathews was absent.

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

65 Recorder Lind

- 66 She discussed an email she had previously sent the council containing information about social  
67 media retention and asked for a discussion to be on the next council meeting agenda. The two  
68 questions she had for them to answer at that time were: 1) Would a council member like to draft  
69 a social media policy or would they like her to do it? and 2) Would they consider using  
70 ArchiveSocial as the company to archive the city's social media?

71 Councilmember Wright didn't have anything to report.

72 Councilmember Gallup

- 73 She discussed planting a new tree in the park to use for the City Tree Lighting event. The current  
74 tree is so tall and expensive to light. Councilmember Milbank said the tree committee planned to  
75 plant a tree in conjunction with Apple Days in August. They will coordinate the type of tree and its  
76 location with Ms. Gallup.

77 Councilmember Glover

- 78 He reported that the 400 South sidewalk is still being designed. They are still trying to figure the  
79 best location for joint mailboxes. He was hoping it would go out to bid in 3-4 weeks.

80 Councilmember Milbank

- 81 He received a call from Maryann Hulse, one of the board members of South Cache Soccer League,  
82 who informed him the soccer league had some used goals they would be willing to sell the city,  
83 which were still under warranty. The small set would be \$1,600 and \$2,000-\$2,500 for the larger  
84 set. In his discussion with Cache County School District, they had agreed to purchase a set and the  
85 city would buy a set. He will call and remind them of this since they hadn't responded to his  
86 email. PWD Nelson offered to check the state contract price to see if the city could get a better  
87 deal on new ones. The soccer league had also asked if the city would allow a small soccer field at  
88 Heber Olson Park for smaller kids. They would have two games during the week and one on the  
89 weekend. They would supply the goals and paint the fields. Mr. Nelson explained the problem  
90 had been that soccer and baseball season are at the same time. In the past, some of the baseballs

had been hit into the soccer area. Councilmember Gallup suggested staggering the reservations. Mr. Nelson said baseball is already working around the watering scheduling. He and Mr. Milbank will talk later to see if they can figure something out.

PWD Nelson

- He discussed the bid/bill from Holbrook Asphalt for road sealing and showed a map of which roads will be affected. They intended to start on Friday. Some of the areas on their agenda were done in 2015 but are on a seven-year rotation. A couple of roads are on their first time. The residents should have received notification of road closures from the company. The bid was a little over the \$60,000 budgeted amount, but he hoped it would come under that, after it was finished.
- He asked approval for a PO to order water meters. There was \$10,000 from last year's budget and an additional \$10,000 this year. The cost of the meters they wanted to order came to \$19,640, which didn't include freight. The council agreed to have him place the order.

Treasurer Willker

- She explained that she separated the bills into June and July for the two budget years. She pointed out that the VISA bill is for June, not July as shown. She said that normally she does an online transfer from checking to pay it, but because it's set up under a dual system and FD Grover was gone, she alone, could not do the transfer. Therefore, she was paying by check this time. She said FD Grover had set up everything he could with a dual system, which was preferred by the auditors.
- She sent an email to the council a few minutes before the meeting which she reviewed. She reminded that the city offices got new computer systems at the end of 2020 with ARPA (Covid) funds. She informed there are currently three full sets of dual monitors, keyboards, and mice downstairs still in boxes. She wondered if the city would allow her to purchase the set she had been using at home. The city paid almost \$500 at the time of purchase. She planned to return the scanner and surface pro. The council felt fine about her proposal. Councilmember Milbank said he would follow up with the mayor. She was asked when her last day of employment would be. She answered it should have been June 11. He guessed they could have an answer by the first meeting in August.

**Councilmember Wright moved to "pay the bills as listed and move line 35 to June's payments, rather than July." Councilmember Gallup seconded the motion, which passed with Gallup, Glover, Milbank, and Wright in favor. No one opposed. Mathews was absent.**

Public Comment: Lisa Andrus explained she lives east of the Stewart Hill Park area. She wondered when the rod iron fence would be installed next to her property. Councilmember Milbank explained they were running out of available cash, so it was taken off the project this year. Ms. Andrus said she purchased 15 feet of property from the city years ago and had not been able to use it yet. She didn't want to remove her current fence until the city was able to put up the new one. She asked when the fence would be installed. Councilmember Milbank guessed it could be put in the budget next year. He offered to follow up on it. Ms. Andrus asked him to please let her know and have it on the next agenda.

Janice Skousen complimented the council on all they were doing. She discussed a few items of concern: 1) She mentioned at the bottom of the Stewart Hill Nature Trail, Logan City has a sign stating dogs must be leashed and wondered if River Heights would consider putting up a similar sign on their section of the trail. 2) She had noticed on the Stewart Hill Park plan it called for 73 new trees, which she felt was too many for the space and was unnecessary cost wise. She counted 25-30 trees in the Heber Olson Park and felt this was better. She would like citizens to have an opportunity to donate trees to the

136 new park. She had talked to Zollingers and they said they can't receive money for future trees. She  
137 hoped the city would be able to accept and hold money for specific trees until they are ready to plant  
138 them. She was willing to head this up if the council wanted her to. 3) She discussed an asphalt problem  
139 on Temple View Drive and wondered if it would cause a problem with resurfacing. PWD Nelson said the  
140 holes would most likely be filled in during the resurfacing. 4) She said there are citizens who would like to  
141 have input on the new park area and wondered if neighborhood representatives could form a discussion  
142 group to present their input to the city. 5) She discussed safety concerns at the intersection of River  
143 Heights Blvd and 800 East. There are two large poles on this corner where the sidewalk stops, which  
144 cause pedestrians to have to go out in the road. On a map, she showed and suggested a portion of chain  
145 link fence be removed to allow the sidewalk to continue around the corner into the cemetery. 6) She  
146 asked the city to consider taxation rates at the next budget cycle because taxes bring greater things to the  
147 city. Councilmember Milbank asked for clarification on the tree donations. Ms. Skousen envisioned  
148 donors would come to the city office with their donation, which would be put in escrow until the city was  
149 ready to purchase the trees. She felt they could get enough donations to pay for all the trees, within a  
150 year. She suggested lessening the amount of trees and not clustering them so they would have space and  
151 resources to grow taller.

152 Cindy Schaub supported Lisa Andrus' fence and agreed with the safety issue at the corner Janice  
153 Skousen discussed. She said Mr. Poulsen, who owns the home on the corner, has said he would be willing  
154 to donate a portion of property to bring a sidewalk around the corner.

155 Public Hearing to Adopt an Ordinance Providing for the Compensation of Elected and Statutory  
156 Officers of River Heights City: Councilmember Milbank asked for public comment. There was none.

157 **Councilmember Wright moved to "approve Ordinance 7-2022, An Ordinance Providing for the**  
158 **Compensation of Elected and Statutory Officers of River Heights City."** Councilmember Gallup  
159 **seconded the motion, which carried with Gallup, Glover, Milbank and Wright in favor. No one opposed.**  
160 **Mathews was absent.**

161 Public Hearing to Discuss Minor Changes to the City Code: There was no public comment.  
162 Councilmember Wright explained the need to move the current Chapter 22 to the Chapter 7 spot (in Title  
163 10) so it would be grouped with the zoning chapters and the new Tree City USA chapter would take the  
164 Chapter 22 spot.

165 **Councilmember Glover moved to "accept Ordinance 8-2022, An Ordinance to Adopt Changes to**  
166 **the City Code of River Heights City, Utah."** Councilmember Wright seconded the motion, which carried,  
167 **with Gallup, Glover, Milbank and Wright in favor. No one opposed. Mathews was absent.**

168 Review Fraud Assessment for FY 2022: Councilmember Wright noted he had never seen the  
169 report before and asked who brought it to the council. Councilmember Milbank informed that the mayor  
170 said it was required by the state. Recorder Lind noted some misinformation because some of the items  
171 listed as not done, already had policies in place. Councilmember Wright noted the same thing. The  
172 Council felt, due to the inadequate information and unsurety of what action needed to take place, they  
173 would check with the mayor before accepting the assessment.

174 Approval of a Recommendation to Contract with AAA Excavation in the Amount of \$159,345 for  
175 the River Heights Boulevard Water Line Project: Councilmember Milbank wondered why AAA's bid was so  
176 low. PWD.Nelson answered they typically bid low. The last project they did for the city had issues with  
177 the concrete not holding up and they had to come back and replace it. He felt because the water line  
178 project was straight forward, he would support them doing the project.

179 **Councilmember Glover moved to "award the River Heights Boulevard Water Line Project to AAA**  
180 **in the amount of \$159,345."** Councilmember Wright seconded the motion, which carried with Gallup,  
181 **Glover, Milbank and Wright in favor. No one opposed. Mathews was absent.**

182        Discuss Dog Signage: Discussion was held on an uproar over the recent dog signs, which were  
183        placed in city park areas and said, "No Dogs Allowed, Report Violators to Dispatch." Councilmember  
184        Glover said the signs were very unpopular in the Saddlerock neighborhood and he felt the placement  
185        made it worse. Citizens were confused on which areas dogs were not allowed.

186        PWD Nelson explained there is a serious problem with dog waste on all the city properties. He  
187        discussed the amount and that the stormwater ponds at Saddlerock were the worst. Councilmember  
188        Glover received a report from a resident that some citizens blamed the signs on a neighbor who lives  
189        adjacent to the stormwater pond, which then turned into vandalism on their property. Last week he  
190        requested PWD Nelson clarify the signs, to say dogs were not allowed on "city owned properties."

191        PWD Nelson had a photo of a dog defecating next to one of the signs last week. Councilmember  
192        Wright pointed out that this discussion comes up on a regular basis and that its very unfortunate a few  
193        dog owners ruin it for everyone else. Mr. Nelson said this year was by far the worst. He ends up with  
194        poop on his boots every day and it gets flung about by the weed-eater and lawn mower. Councilmember  
195        Milbank said he walks his dogs a lot and hadn't seen it as a huge problem. He suggested signs that state  
196        dogs need to be on a leash and that the city provide dog bags stations.

197        Heather Lehnig felt the signs were fine, if it weren't for the suggestion to tattle on others, which  
198        had a Nazi Germany feel. She suggested nicer signs in each park.

199        Councilmember Glover said he would have a conversation with a few of the residents in  
200        Saddlerock, who he knew were a big part of the problem.

201        PWD Nelson noted that no one pays attention to signs after a while.

202        Recorder Lind hadn't seen education as being affective. The code about dogs has been in every  
203        newsletter and people constantly say they don't know what the rules are. After years of dealing with the  
204        problem, she felt enforcement was the key and wished there were different options for animal control,  
205        besides Cache County Sheriff's Office. They have been asked numerous times over the years to give  
206        warnings and citations and have never done it.

207        Councilmember Milbank advocated for pet bag poles around the city. He also felt they should  
208        revisit allowing dogs in some of the parks. Councilmember Gallup didn't agree and suggested contacting  
209        Logan City to see if they would be willing to cover River Heights.

210        PWD Nelson noted the recent signage had helped citizens become more aware and the situation  
211        had improved somewhat. He didn't feel dog waste bags should be available in areas where dogs are not  
212        allowed. He agreed enforcement was the best solution.

213        Review Amendments to the Personnel Policy: Councilmember Milbank said this discussion will be  
214        covered in a future meeting.

215        The meeting adjourned at 7:55 p.m.

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Sheila Lind, Recorder

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Jason Thompson, Mayor

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206 problem, she felt enforcement was the key and wished there were different options for animal control,  
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214 allowed. He agreed enforcement was the best solution.

215           **Review Amendments to the Personnel Policy:** Councilmember Milbank said this discussion will be  
216 covered in a future meeting.

217           The meeting adjourned at 7:55 p.m.

218             
219           Sheila Lind, Recorder

220           

221           Jason Thompson, Mayor



## Proposal

**Project Location**  
 City of River Heights  
 520 South 500 East  
 River Heights UT 84332

**Proposal #** HAU945177    **Date Issued** 6/20/2022    **PO/LD #**

**Terms**

Due Upon Completion

**Adviser Information**Landon Munk  
P: 435-668-8367 | E: landon@holbrookasphalt.com**Description**

2022 Pavement Preservation v2

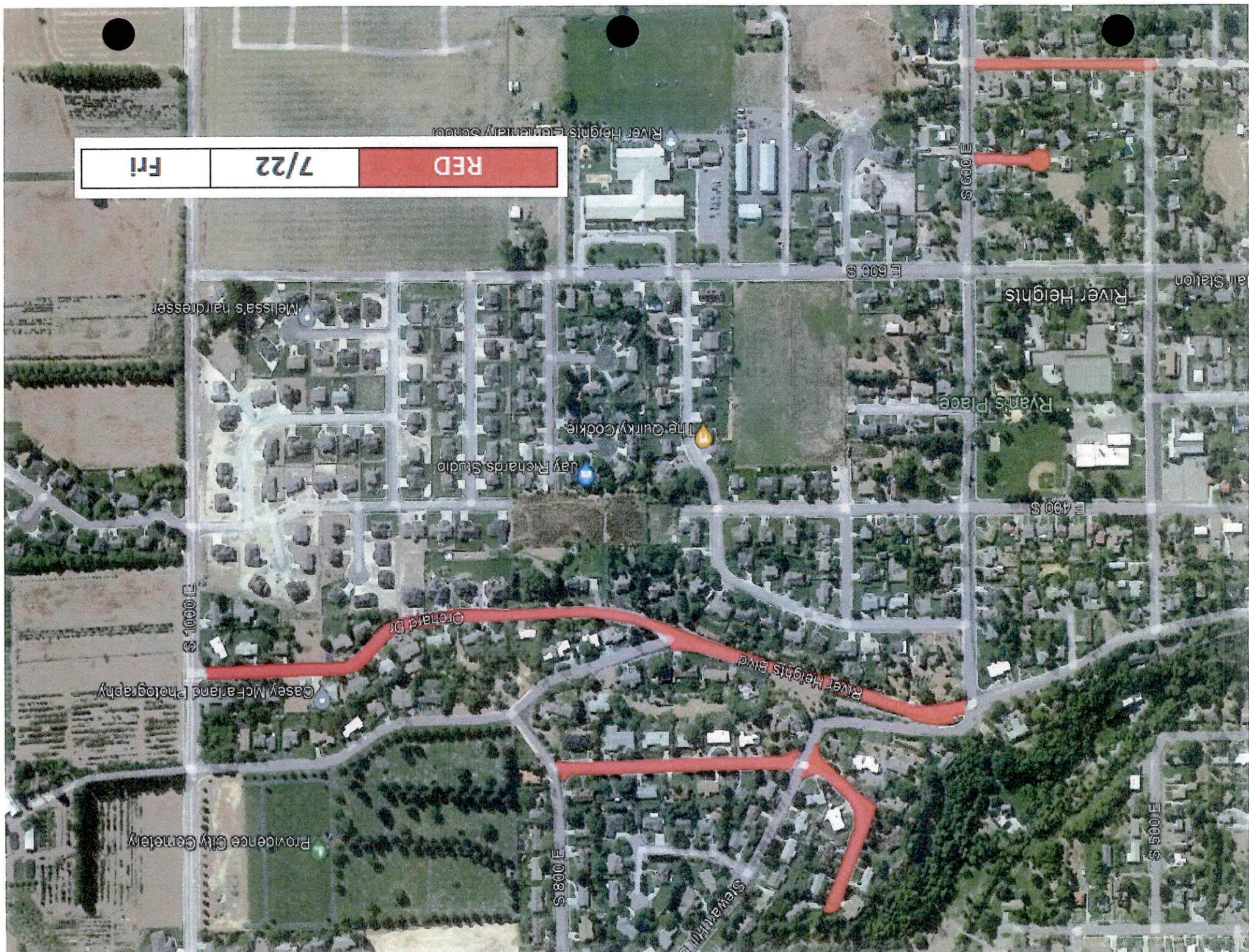
<b>Item</b>	<b>Quantity</b>	<b>UM</b>	<b>Rate</b>	<b>Amount</b>
<b>Crack Repair - Elastomeric</b> Clean & prepare cracks if necessary. Install Hot-Applied Elastomeric Sealant to ALL cracks.	11,039	LIFT	1.019	11,248.74
<b>CCJ Repair - Elastomeric</b> Seal concrete joints with Hot-Applied Elastomeric Sealant. All flat joint. Includes sidewalk on Orchard	2,700	LIFT	0.998	2,694.60
<b>HAS (Native)</b> Clean & prepare surface using high pressure air & wire bristle brooms. Install "HAS" High Density Mineral Bond advanced performance pavement preservation treatment. No guarantee surface treatments will adhere to areas saturated with motor oil. HAS meets demands of High Density Mineral Bond Specification established by agency engineers.	90,398	SqFt	0.281	25,401.84
<b>HAS (Chip)</b> Clean & prepare surface using high pressure air & wire bristle brooms. Install "HAS" High Density Mineral Bond advanced performance pavement preservation treatment. No guarantee surface treatments will adhere to areas saturated with motor oil. HAS meets demands of High Density Mineral Bond Specification established by agency engineers.	70,271	SqFt	0.313	21,994.82
			<b>Total</b>	<b>\$61,340.00</b>

Please sign for proposal acceptance: Do not sign this page, see final page for signing

FRI

7/22

RED



## River Heights City Bills To Be Paid

July 18, 2022

	Payee	Description	Admin.	P&Z	Parks/Rec	Pub. Safety	Com. Aff.	Roads	Water	Sewer	Total
1	JUNE \$										
2	Bio-West	Stewart Hill			\$187.98						\$187.98
3	Cache Valley Publishing	Ad for Contractor	\$319.51								\$319.51
4	Chris Milbank	Minute Taking for P & Z		\$165.00							\$165.00
5	Cindy Schaub	Planning Commission		\$72.00							\$72.00
6	Daines & Jenkins	Legal Fees	\$810.00								\$810.00
7	Heather Lehnig	Planning Commission		\$60.00							\$60.00
8	Kathryn Hadfield	Park Rental Deposit Refund			\$50.00						\$50.00
9	Lance Pitcher	Planning Commission		\$72.00							\$72.00
10	Noel Cooley	Planning Commission		\$60.00							\$60.00
11	Precision Concrete Cutting	Sidewalk Repairs									\$29,500.02
12	Thurcon	June Water Leak									\$1,820.00
13	Troy Wakefield	Planning Commission									\$72.00
14	Xerox	Monthly Billing	\$60.53								\$60.53
15											
16											
17											
18											
19											
20											
21											
22											
23	JULY \$										
24	AllTech	Monthly Billing	\$24.32								\$24.32
25	Amber Gardner	Apple Days									\$29.92
26	Cami Halling	Ambassador Flyers for Dance									\$17.66
27	Caselle	Monthly Billing	\$94.69								\$94.66
28	Freedom Mailing Services	Monthly Bill Processing	\$165.98								\$284.00
29	Kilgore	600 East Leak Repair									\$238.50
30	Logan City	Water Consumption									\$506.12
31	Reed Durham	Park Rental Deposit Refund									\$50.00
32	South Fork Hardware	Water Valve Key Repair									\$25.91
33	Spencer Rasmussen	Newsletter Delivery	\$200.00								\$200.00
34	Thomas Petroleum	Fuel For City Vehicles									\$51.18
35	Zions Bank Visa (Juhe 9)	See attached detail	\$94.04		\$51.20						\$1,065.89
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46											
Page 1 SubTotals:			\$1,769.07	\$501.00	\$339.18	\$155.53	\$486.72	\$29,676.94	\$2,941.76	\$351.20	\$36,221.40

Page 1 Total Amount to b

\$36,221.40

## Citizen Questions for River Heights City Council Meeting

- Compliment the city on the congoing park situation
- Talk about trees being purchased by the citizens and financial ways to accommodate this. Can a way be found to fund this within the city financial framework?
- Can citizens have a say on how they would life to see the park develop? Can neighborhood representatives form a group to discuss input? The neighbor hood is changing in demographics to young families coming in in greater numbers.
- River Heights Blvd and 800 East junction – Safety issues. Close calls Lindsay Wilcox, Jill Skousen, Chazel Jenkins, Melissa Lundberg are some of the ladies concerned and have had situations, as well as myself.
  - dogs on leashes at Stewart Nature park.
  - Consideration taxation at next budget cycle

ORDINANCE 7-2022

AN ORDINANCE PROVIDING FOR THE COMPENSATION OF ELECTED AND  
STATUTORY OFFICERS OF RIVER HEIGHTS CITY

NOW, THEREFORE, BE IT ORDAINED BY THE RIVER HEIGHTS CITY COUNCIL  
THAT:

1. **Repealer.** All previous salary or compensation ordinances regarding elected and statutory officers hereby are repealed.
2. **Compensation.** The monthly compensation of the elected and statutory officers shall be as follows:

Mayor:	\$1,000.00
Council Members:	\$400.00
Council Member Over Zoning:	\$500.00
Treasurer:	\$25.44/hr
Recorder:	\$26.50/hr

3. **Payment.** The treasurer shall pay each elected official and the Finance Director monthly. All other statutory officers will be paid bi-weekly. Payments will be by automatic deposit or by delivery of a check drawn on the municipal checking account.
4. **Per Diem.** Each member of the governing body shall receive mileage and per diem for all trips approved by the governing body according to the schedules adopted by the Utah Department of Finance.
5. **Effective Date:** July 1, 2022

Adopted this 19 day of July 2022.

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Jason E. Thompson, Mayor

Attest:

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Sheila Lind, Recorder

Ordinance 8-2022

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

WHEREAS, on June 21, 2022, Ordinance 6-2022 was adopted by the City Council, and

WHEREAS, Ordinance 6-2022 added a new Chapter 22 to Title 10 (Tree City USA), and

WHEREAS, Title 10 already had a chapter 22, and

WHEREAS, Chapter 7 of Title 10 had been left blank.

THEREFORE, the River Heights City Council agreed to move the current Chapter 22, "Commercial Parking Zone," to become Chapter 7 of Title 10 and allow the newly adopted "Tree City USA" Chapter to take the place of Chapter 22.

Adopted this 19<sup>th</sup> day of July 2020.

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Jason Thompson, Mayor

Attest:

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Sheila Lind, Recorder

# Fraud Risk Assessment

Continued

\*Total Points Earned: 300/395 \*Risk Level: 

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?		5
d. Reporting fraud and abuse?		5
e. Travel?		5
f. Credit/Purchasing cards (where applicable)?		5
g. Personal use of entity assets?		5
h. IT and computer security?		5
i. Cash receipting and deposits?		5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	X	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	X	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	X	20
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	X	20

\*Entity Name: River Heights City

\*Completed for Fiscal Year Ending: 06/30/2022 \*Completion Date: \_\_\_\_\_

\*CAO Name: Jason Thompson, Mayor \*CFO Name: David Sanderson \_\_\_\_\_

\*CAO Signature: \_\_\_\_\_ \*CFO Signature: \_\_\_\_\_

\*Required

# Basic Separation of Duties

See the following page for instructions and definitions.

		Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?		X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?			X		
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".		X			
4. Are all the people who have access to blank checks different from those who are authorized signers?			X		
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?		X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?		X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".		X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".		X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".		X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?		X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".		X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".		X			

\* MC = Mitigating Control

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

**FORSGREEN**  
*Associates Inc.*

## Memo

To: Janet Mathews, Council Member  
From: Craig Rasmussen  
CC: Jason Thompson, Mayor; Sheila Lind, Recorder  
Date: July 14, 2022  
Re: River Heights Boulevard Water Line Bid Award Recommendation

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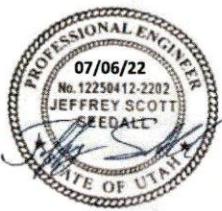
The River Heights Boulevard Water Line Project bid opening was held on the afternoon of July 6, 2022. Three qualifying bids were received for the project, from AAA Excavation, Ormond Construction, and PNL Construction. Forsgren staff conducted the bid opening and completed a tabulation of the bids with a copy attached to this memo for your use and review. The Total Cost as presented by the respective contractors appears accurate with no math errors detected.

Total Bid amounts are as follows:

Engineer's Estimate	AAA Excavation	Ormond Construction	PNL Construction
Total Bid: \$282,440.00	\$159,345	\$216,672.19	\$300,822.50

It is recommended that the City review the bids and the project budget amount. If found that the budget aligns with the low bid received, it is recommended that the City award the project to AAA Excavation as the verified low bidder for the work.

Please contact Forsgren Associates with questions, if any.



## RIVER HEIGHTS CITY

### RIVER HEIGHTS BOULEVARD WATER LINE 400 EAST TO 500 EAST

Bid Opening Date: JULY 6, 2022

Time: 1:00 p.m.

#### Bid Tabulation

ITEM NO.	ITEM - BID SCHEDULE A	UNIT	QUANT.	ENGINEER'S ESTIMATE		AAA EXCAVATION		ORMOND CONSTRUCTION		PNL CONSTRUCTION	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization and Demobilization	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 7,000.00	\$ 7,000.00	\$ 23,000.00	\$ 23,000.00	\$ 27,347.50	\$ 27,347.50
2	Prepare & Implement Traffic Control Plan	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,095.00	\$ 4,095.00	\$ 22,000.00	\$ 22,000.00
3	8" C900 PVC Water Line	LF	1,070	\$ 80.00	\$ 85,600.00	\$ 62.50	\$ 66,875.00	\$ 90.02	\$ 96,321.40	\$ 109.00	\$ 116,630.00
4	8" Gate Valve	EA	4	\$ 3,500.00	\$ 14,000.00	\$ 2,400.00	\$ 9,600.00	\$ 2,718.79	\$ 10,875.16	\$ 6,500.00	\$ 26,000.00
5	4" Gate Valve	EA	2	\$ 2,500.00	\$ 5,000.00	\$ 1,535.00	\$ 3,070.00	\$ 1,784.97	\$ 3,569.94	\$ 3,700.00	\$ 7,400.00
6	Fire Hydrant Assembly (Complete)	EA	1	\$ 7,500.00	\$ 7,500.00	\$ 6,700.00	\$ 6,700.00	\$ 9,121.37	\$ 9,121.37	\$ 9,500.00	\$ 9,500.00
7	3/4" Water Meter	EA	7	\$ 5,000.00	\$ 35,000.00	\$ 3,000.00	\$ 21,000.00	\$ 3,138.01	\$ 21,966.07	\$ 4,800.00	\$ 33,600.00
8	Saw-Cut Asphalt	LF	2,220	\$ 7.00	\$ 15,540.00	\$ 2.00	\$ 4,440.00	\$ 1.35	\$ 2,997.00	\$ 2.00	\$ 4,440.00
9	Trench Repair	SF	6,580	\$ 15.00	\$ 98,700.00	\$ 4.50	\$ 29,610.00	\$ 5.76	\$ 37,900.80	\$ 6.25	\$ 41,125.00
10	Concrete Repair	SF	40	\$ 15.00	\$ 600.00	\$ 15.00	\$ 600.00	\$ 44.00	\$ 1,760.00	\$ 132.00	\$ 5,280.00
11	Disconnect Existing 2" Water Line	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,965.45	\$ 2,965.45	\$ 2,500.00	\$ 2,500.00
12	Landscaping Reclamation Topsoil	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 2,450.00	\$ 2,450.00	\$ 2,100.00	\$ 2,100.00	\$ 5,000.00	\$ 5,000.00
				BASE BID TOTAL:		\$ 282,440.00		\$ 159,345.00		\$ 216,672.19	
				TOTAL OF PROJECT		\$ 282,440.00		\$ 159,345.00		\$ 216,672.19	
											\$ 300,822.50