

River Heights City

River Heights
City Council Agenda
Tuesday, September 2, 2025

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

Pledge of Allegiance

Adoption of Previous Minutes and Agenda

Mayor, Councilmembers, and Staff Reports

Public Comment

Progress Update and Timeline for Quinley's Garden

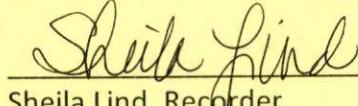
Further Discussion on an HVAC System at the Old School

Planning Commission Request for Feedback on a Senior Citizen PUD Zone

Resolution to Update the Accounting Policy

Adjourn

Posted this 28th day of August 2025



Sheila Lind, Recorder

Zoom Link: <https://us06web.zoom.us/j/81680221154>

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

September 2, 2025

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5 Present: Mayor Blake Wright
6 Council members: Lana Hanover
7 Mark Malmstrom
8 Janet Mathews
9 Chris Milbank, electronic
10 Lance Pitcher
11
12 Public Works Director Clayton Nelson
13 Recorder Sheila Lind
14 Treasurer Michelle Jensen, electronic
15
16 Others Present: Noel Cooley, Dwight Whitaker, Kennan, Missy, and Dane
17 Ryan, Chelsea and Dixon Grant, Shellie Giddings, Mary
18 Robinson, Bryan Cascio, Bessie Wakefield, Brook and Travis
19 Hansen
20
21 The following motions were made during the meeting:
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Motion #1
24 Councilmember Hanover moved to "approve the Truth in Taxation August 19, 2025 minutes, the
25 regular Council Meeting on the same date, and the evening's agenda." Councilmember Pitcher seconded
26 the motion which passed with Hanover, Malmstrom, Mathews, and Pitcher in favor. No one opposed.
27 Milbank was absent.
28
Motion #2
29 Councilmember Pitcher moved to "adopt Resolution to 5-2025, A Resolution Adopting Purchasing
30 and Expenditures Procedures for River Heights City." Councilmember Mathews seconded the motion,
31 which passed with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.
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Proceedings of the Meeting:
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37 The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the
38 River Heights City Building on Tuesday, September 2, 2025, for their regular council meeting.
39 Pledge of Allegiance
40 Adoption of Previous Minutes and the Evening's Agenda: Minutes for the August 19, 2025 Truth in
41 Taxation meeting were reviewed. A change was made to line 34 to read, "...enhancing increased city
42 operating costs and capital projects." Minutes for the August 19, 2025 regular Council Meeting were also
43 reviewed.
44 **Councilmember Hanover moved to "approve the Truth in Taxation August 19, 2025 minutes, the
regular Council Meeting on the same date, and the evening's agenda." Councilmember Pitcher**

46 **seconded the motion which passed with Hanover, Malmstrom, Mathews, and Pitcher in favor. No one**
47 **opposed. Milbank was absent.**

48 Mayor and Staff Reports:

49 Recorder Lind

50 • The October newsletter deadline was September 15.

51 • The city would no longer be offering the Zoom option for Planning Commission meetings or City

52 Council meetings after tonight. There had been issues finding someone to run it during the

53 Planning Commission meetings, as well as some other hang-ups. There were no state mandates to

54 provide electronic meetings for the public. Mayor Wright said they felt the city was too small to

55 worry about the hassle of it.

56 Councilmember Hanover

57 • Apple Days went well and came in under budget.

58 • A new crossing guard was hired and was working out well so far. Mayor Wright noted that the city

59 attorney had told him that the judicial system had no tolerance for the abuse of crossing guards.

60 Councilmember Pitcher

61 • The fog sealing for the chipped roads had to be put off due to the county having equipment

62 issues, however they planned to do the job tomorrow.

63 • He and Councilmember Malmstrom had been asked by a resident to look at the city code about

64 the allowance of accessory dwelling units, which they planned to do.

65 Public Comment: Mayor Wright read a letter from Judith Bogdan, who lived adjacent to the old

66 church property at 400 South 500 East. She and her husband expressed frustration with the commotion in

67 this area which caused extra dust and dirt in the air. They both have COPD and the activities cause

68 breathing issues for them.

69 Mary Robinson asked that her email to the council be read in the meeting, which Mayor Wright

70 did. She was also frustrated with the conditions at the old church property. She said the noise and dust

71 were an issue to her and her neighbors. She wanted the piles of dirt removed immediately. The issues

72 were really affecting her health. She didn't want to wait months for it to be resolved.

73 Bessie Wakefield said she hadn't had a problem with the property until the motorcycles started.

74 She didn't feel the property looked very good for being the center of town.

75 Keenan Ryan thanked the city for a successful Apple Days. He echoed what people were saying

76 about the dust in the lot. As a parent, he wanted opportunities for his sons and their friends to get

77 outside. He didn't see a problem with them riding peddle bikes on the dirt piles. The other day, while

78 riding, they were met with an unhappy citizen who yelled at them and took video of them riding. He asked

79 the Council to allow peddle bikes on the dirt piles so these kids and others would have something

80 enjoyable to do outside.

81 Missy Ryan commented on the old church property being the center of town. She felt the dirt piles

82 were a good chance for kids to get out of the house. She agreed that the kids needed to be respectful and

83 mind the rules.

84 Mary Robinson added that during the summertime big trucks leave deep powdery dirt. When kids

85 go off their jumps there is a lot of dust that creates problems for her. She also brought up potential

86 liability to the city if someone got hurt. She hoped they wouldn't allow any bikes. Mayor Wright thanked

87 those who expressed their concerns and assured that they would take their comments seriously.

88 Progress Update and Timeline for Quinley's Garden: Chelsea Grant said they were very thankful to

89 the Council for supporting Quinley's Garden as part of the new Stewart Hill Park. She reminded that all

90 the memorial features had not cost any of tax payors; it had all been paid for through private donors. She

91 and her husband were still fully invested in the project. They were willing to put statements in the city
92 newsletters or signage at the park to clarify where the funding was coming from.

93 Dixon Grant reported on what had taken place in the past year. Last fall a row of memorial trees
94 were planted by community members in memory of loved ones. In May there was a pollinator week
95 where they did some work in the butterfly gardens. There had been groups who weeded. Chelsea had put
96 in rocks that had been painted. They wanted to get the five arches installed but were investigating the
97 right kind of footings. A proposal had been sent to Councilmember Milbank. If they installed them outside
98 of the sidewalk, sprinklers would need to be moved, which Ag-Track was willing to do. If they attached
99 them on the edge of the sidewalk, the sprinklers wouldn't be interrupted.

100 Mayor Wright said he had understood they wanted the arch legs outside of the sidewalk, which
101 the city agreed to in case the sidewalks needed to be plowed one day. Ms. Grant pointed out that each
102 arch base would need a three-foot-deep cement footing. The mayor said they would discuss it after
103 seeing the plans.

104 The Grants reminded that they sold memorial trees for the park. They didn't recommend adding
105 any more trees, however they still had people wanting to donate trees. They sold the trees for \$500 each
106 and with that the family would get a 10x6x4 granite plaque in the ground near the tree. A lawnmower
107 would be able to drive over them. The latest interested person said if something happened to the tree
108 they purchased, they would be happy to replace it. They just asked to be notified so they could work with
109 the city. Ms. Grant said the city would need to pick out which tree and figure out the price.

110 Mr. Grant said three benches had been donated and the donors wanted to know if they could
111 choose the spot for them. Ms. Grant wanted to talk with them about what the bench material would be.

112 Ms. Grant asked how the city would feel if donors hung things from their memorial tree, such as
113 small ornaments or birdfeeders, with the idea that they may get displaced.

114 Councilmember Pitcher suggested they keep in mind that it's a park, not a cemetery. Mayor
115 Wright suggested a meeting with the Grants, Councilmember Milbank, PWD Nelson and himself to discuss
116 the questions so they could come to the Council with recommendations.

117 Mr. Grant informed that their fundraisers were ongoing. He reiterated that they could post signs
118 when new things were added to the park, noting it was not funded by the city.

119 Ms. Grant asked if they could have an answer on arch placement soon in case the sprinklers
120 needed to be moved. She would send the arch details to them to help in their decision.

121 Further Discussion on an HVAC System at the Old School: Dwight Whittaker, executive director of
122 the Humanitarian Center, gave an update on his correspondence with Rocky Mountain Power (RMP). He
123 had contacted them to find out if they could project the increase in power costs from adding mini-split
124 units to the old school. They responded that they could do an analysis for the city and could perhaps offer
125 some better options, with some incentives. A formal request, in the form of an application, would need to
126 be submitted by the city or the Humanitarian Center. RMP had asked him to include the bids he had
127 received and the general hours of operation of the building. He asked the Council if he should continue his
128 discussion with RMP. Mayor Wright said they would be interested in RMP's responses and incentives. He
129 asked Mr. Whittaker to find out if the application should come from the city or the Humanitarian Center.

130 Planning Commission Request for Feedback on a Senior Citizen PUD Zone: Planning Commission
131 Chair Noel Cooley said the Planning Commission had drafted a senior citizen PUD ordinance. Before they
132 expended money to have the city engineer and attorney review it and advertise for a public hearing, they
133 wanted to get the Council's blessing to proceed. He informed that there was currently no developer
134 interested in a development of this kind. The Commissioners had heard interest from citizens who would
want to live in such a place. This caused them to consider having a zone in place before an interested

136 developer approached the city. He presented a brief overview of the ordinance draft which included the
137 following information:

- 138 • The intent was to provide adequate accommodation for those 55 and older, and up to 2
139 dependents.
- 140 • It would consist of independent senior housing in a multi-unit housing development which would
141 include single-family homes (resident owned); attached, detached, and duplex.
- 142 • Required development size would be 3.5 - 6 acres. Maximum density: 4.6 units per gross acre.
143 Building height: One story above grade. Single-family detached lot size: 6,000 sq. ft. Single-family
144 attached and duplex lot size: 10,000 sq ft.
- 145 • Discussed livable space and garage size options.
- 146 • The city would require a proposed site plan be approved by the Planning Commission and City
147 Council prior to a rezone request.
- 148 • Open space requirement: 20% (or less)
- 149 • Discussed minimum lot widths and setbacks.
- 150 • Photos were included to show a senior development in Providence with the same guidelines being
151 considered in River Heights. The Commission was leaning towards dedicated public streets. It was
152 noted that sidewalks on both sides of the street were required on city streets.

153 Commissioner Cooley noted that he had talked with a land use expert through the Utah League,
154 who suggested that a PUD situation would have more flexibility than an overlay zone. The PUD could offer
155 some give and take between the city and developer. The overlay zone would need to follow the
156 underlying setbacks, lot sizes, etc. He also said that a PUD wouldn't need to go through the Development
157 Review Committee. The Planning Commission hadn't decided yet how they wanted to address the zone.

158 Commissioner Cooley said they basically used the RPUD ordinance as a template and removed the
159 things they didn't think should apply.

160 Commissioner Keenan Ryan said the idea came up because of the feedback they got from the
161 RPUD process involving the land behind the church. Residents were against townhomes but seemed more
162 supportive of senior living options. There were very few properties left in River Heights where it could
163 even work. He informed that they looked at several senior developments when coming up with the draft.

164 Councilmember Pitcher asked why not just offer a R-1-6 zone and why would the development
165 only be available for seniors. Commissioner Cooley stated that generally families with children don't want
166 small lots and they usually have multiple cars. He had heard from several River Heights residents who
167 moved to the senior development in Providence who said they would have liked to stay in River Heights
168 but there weren't any senior options.

169 Commissioner Cooley reiterated that they knew of no developer who was currently interested in
170 putting in this type of development.

171 Councilmember Malmstrom recalled past discussions with residents who were against anything
172 with more density than 8,000 square foot lots. It was pointed out that the residents didn't seem to have
173 opposition to senior housing. Mr. Malmstrom attested to the time spent by the Planning Commission for
174 research and drafting the ordinance. He wanted to support the idea and ask them to proceed.

175 Councilmember Hanover said she didn't see any downside to it.

176 Commissioner Cooley suggested replacing the RPUD zone with the senior housing PUD zone.

177 The Council agreed to have the Planning Commission continue their work. Commissioner Cooley
178 projected a public hearing by the first week of October.

179 Councilmember Milbank joined the meeting late but gave his support for the senior housing zone.

180 Mayor Wright asked Councilmember Milbank if he had anything to report to the Council, which he
181 did:

182 • There was a group of large pine trees threatening the power lines north of the old school. He had
183 talked with RMP about burying the power line and was interested in the cost. If it was too costly,
184 the city would need to remove one or two of the trees.
185 • Discussion on the Grant's update of Quinley's Garden. It was reiterated that a group of them
186 would meet to go over the questions that had been raised.

187 Resolution to Update the Accounting Policy: Treasurer Jensen explained the minor procedural
188 updates that were made to the prior accounting policy. Mayor Wright discussed the last paragraph. The
189 state's threshold for getting bids was \$25,000, which the city was proposing to adopt. Councilmember
190 Malmstrom asked if they could still get bids on projects that were less than \$25,000. He was assured they
191 could. The idea was for flexibility to use contractors that the city had a good relationship with and had
192 treated them fairly in the past.

193 **Councilmember Pitcher moved to "adopt Resolution to 5-2025, A Resolution Adopting
194 Purchasing and Expenditures Procedures for River Heights City." Councilmember Mathews seconded
195 the motion, which passed with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one
196 opposed.**

197 The meeting adjourned at 8:00 p.m.



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Blake Wright, Mayor



Sheila Lind, Recorder



Old church vacant lot

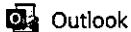
From Judith Bogdan <bogdanjudi@yahoo.com>

Date Tue 9/2/2025 3:19 PM

To Sheila Lind <office@riverheights.gov>

You don't often get email from bogdanjudi@yahoo.com. [Learn why this is important](#)

It has come to my attention that the vacant old church lot is being used as a dump site for contractors (concrete, dirt, gravel, etc.), and this was with the approval of the city. To add to this annoying situation kids have been given permission to ride motorized bikes on the piles. I live right next to this lot, 474 E 400 S. This is, in addition to the noise, is creating dirt and dust which affects our home and vehicles. Primarily, two people who live in this home have COPD. I am asking that this situation be resolved as soon as possible. I am not able to attend the meeting this pm. I would like my comments to be included in discussion. Judith Bogdan

**Fwd: City lot and parking lot**

From Mark Malmstrom <markmalmstrom@riverheights.gov>
Date Sun 9/7/2025 2:00 PM
To Sheila Lind <office@riverheights.gov>

Sent from my iPhone

Begin forwarded message:

From: M R <april1spring@hotmail.com>
Date: September 2, 2025 at 6:02:12 PM MDT
To: Mark Malmstrom <markmalmstrom@riverheights.gov>
Subject: City lot and parking lot

You don't often get email from april1spring@hotmail.com. [Learn why this is important](#)

Hi Mark:

Here are my concerns about the city lot and parking lot.

When the 500 South road was paved and sidewalks put in, the constant conversation was how beautiful it would be as a gateway to River Heights City. It was all about the beautification of River Heights City.

Then the topic was that the old church must be removed because of the vandalism inside. Curious that for many years the old church had not been used and had never been vandalized. I would like to comment that there was no vandalism because of the caretaker who lived there and took care of the property. After he was forced to leave the building, there was no protection from people breaking in and doing damage.

After it was torn down, the plans to put in sod with a sprinkling system were ignored. The rocks were not removed properly, many of the rocks are uncovered, and some are barely covered by dirt. Now it is difficult to tell where the rocks begin and end. It will require some very extensive work and heavy equipment to remove the existing rock to put in a lawn and sprinkling system.

The mess that exists now is deplorable. Somehow, we as citizens of River Heights are required to mow and maintain any fields, at our own expense, whether we have the money or not, but River Heights City allows its city property to be unmaintained without any penalties or fines because they say they do not have the money to take care of it.

If the old church was the priority for removal, why was the 500 South Road put in with sidewalks on both sides first? The money that was spent on that project could have finished the lot that is now full of piles of dirt, rock, and weeds. A lot could have been purchased away from the city center and residents that would use for construction purposes.

Unfortunately, now I find out that the parking lot and the area where the old church once was is to be a construction zone and dumping ground for debris from road and water main repairs with no end in sight because the city lost their dumping area where the new park has been built by the Providence Cemetery and have no money to invest in another lot which they can use as a dumping site.

Does anyone see what is happening on the lot? One day I saw a cement truck cleaning its equipment there and leaving a terrible mess of cement on the sidewalk and the lot. Another time, there was a huge crane that drove into the lot, leaving a trail of oil and grease. It was parked there overnight, leaving three piles of oil and grease; one puddle was 4 X 5 feet in size. Why did they do that? They did that because the area IS a junkyard and dumping site.

When the backhoe and dump truck travel over the dirt with their deep treads, it creates a very fine dust that builds up when there is no rain. There is a lot of dust created when loads of dirt or gravel are unloaded and loaded. When the wind comes up then the dirt flies all over the place. Today I have talked to people who live by this lot. They are very upset, and the constant noise and dust are a serious problem. I am not the only one having lung issues from this, and this must be corrected immediately.

I am 75 years old and have COPD. I cough throughout the day from this dust. I cough for 1 hour or more before going to bed, trying to remove the mucus from my lungs so I can breathe while I am sleeping. I am up every 4 or 5 hours, having to take something so I can breathe. I am dealing with dust when I work in my yard. I am constantly battling dust that filters into my home, and this situation is seriously jeopardizing my health. The noise is constant from the dump truck being filled and emptied, and there is no end in sight. However, I do deeply appreciate that a sign has been put up so that motorbikes, 4-wheelers, and bikers are not allowed, so that residents can have a break from the dust and noise in the evening.

I feel that the City of River Heights should consider establishing a local dumping site that is not too far away, even if it is not in River Heights City, and this should be done as soon as possible. The city also needs to make arrangements to have a large dump truck come out to haul out the dirt that is in the empty lot. This should be arranged for immediately.

Attached are pictures of the crane.

Thank you,

RESOLUTION 5-2025

A RESOLUTION ADOPTING PURCHASING AND EXPENDITURES PROCEDURES FOR
RIVER HEIGHTS CITY

WHEREAS, River Heights City needs to maintain control and appropriate fiscal responsibility with city funds, and

WHEREAS, River Heights City has an accounting policy in place, and

WHEREAS, periodically the policy needs to be updated.

THEREFORE, the River Heights City Council adopts the changes made to the attached River Heights City Accounting Policy, dated September 2, 2025.

PASSED, APPROVED, and MADE EFFECTIVE this 2nd day of September 2025.

RIVER HEIGHTS CITY CORPORATION

Blake Wright, MAYOR

ATTEST:

Sheila Lind, RECORDER

RIVER HEIGHTS CITY ACCOUNTING POLICY

Effective 2 September 2025

Billing

When a new account is opened, the customer is charged a deposit (which is applied to the utility bill after 2 years if the account is current and the customer has a good payment history, or when account is closed).

Customers are set up to be billed the monthly rates for water, sewer, garbage, 911, and storm water according to the current resolutions.

When a resident moves, the remaining charges will be prorated based on the number of days left in the billing cycle.

Utility bills cover the prior month's services, are generated near the first day of each month, and mailed out within 5 business days.

Cash Receipts

Payments are received by mail, online, drop box at the city office, or in person at the city office in the form of check, cash, money order, or credit/debit card.

All mail and drop box envelopes are opened by the city recorder or bookkeeper. All payments received in the form of check, cash, or money order are stored in a locked, fire-proof cabinet until deposited.

When cash payments are made, the person making the payment is given a receipt.

All funds received by electronic payment are grouped and posted to the customer's account/cash receipts journal using the same dates and amounts as transmitted by the city's online payment provider. Deposits from different days are not to be combined or separated differently than the online payment provider's record of deposit. No individual payments are to be withheld from posting to the customer's account/cash receipts journal. If there is an error with the payment received, the adjustment will be made in a separate transaction to the customer's account and the cash receipts journal.

The payments received are deposited twice a week after being recorded in the city's cash receipting program. The person recording the receipts generates a report that describes the accounts credited and payments received. Then he/she reconciles the money on hand with the report and updates the record of utility payments using a Utility Billing program. He/she then prepares a deposit slip for cash received and deposits the cash in the bank. Checks are deposited digitally in the city office.

The Utah State Treasurer makes monthly deposits directly to the city's bank account for sales tax.

Cash Disbursements

Invoices received are given to the city treasurer. The treasurer reviews the invoice for accuracy and enters them into the accounts payable processing system. The invoices are assigned and approved by the appropriate department head, mayor, and city recorder before payment is remitted. Electronic copies of the checks and invoices are kept by the city.

Accounts Receivable

Customers are billed an amount that corresponds to the services which have been rendered. These amounts are recorded as accounts receivable until they are paid.

An account is delinquent if the customer fails to pay the amount due by the 25th of the month. At the beginning of each billing period, a delinquent report is printed. If an account has not been paid by the beginning of the next billing period, a delinquent notice of past due amount is mailed, e-mailed to the last e-mail address on file, or mailed via certified mail. This notice states that the customer must make payment of the delinquent bill within 5 business days or the city will begin the process to disconnect. If payment is not received within 5 business days, a fee is imposed and a door hanger is delivered (Oct 1-Mar 31, personal contact will be made), stating the water will be shut off in 2 days. If payment is not received within 2 business days, the water is shut off. Water will be reconnected when the account has been brought current, including late fees and reconnect fees.

A reconnection fee shall be charged to any customer with utility services terminated resulting from nonpayment of past due bills.

If a customer is unable to pay the delinquent utilities and notifies the city before water is shut off, he/she may receive continuing utility service through repayment of the past due amount if a payment plan is arranged and followed.

If a customer vacates the property without paying his/her utility bill, efforts are made to contact him/her to collect the amount owed (amount owed minus deposit). If efforts to contact the customer are unsuccessful, the city may turn to the landlord for collection (on rental properties only) or may file with small claims court. If this isn't effective, the account is written off to bad debts after receiving approval from the city council.

Capitalization and Depreciation

All equipment and infrastructure purchases, such as vehicles, tools, roads, sidewalks, water lines, sewer lines, etc., with a cumulative cost of \$5,000 or more and a useful life of greater than one year, shall be capitalized and depreciated over its expected useful life. Any project or equipment purchase not meeting these criteria shall be expensed in the year incurred.

All capital projects will require a signed change order for all changes after a contract agreement is made.

Purchasing

The city recorder and city treasurer are authorized to purchase any goods and/or services necessary to support their functions not to exceed \$1,000. The invoices for these goods and services are approved through the ap approval process.

The public works supervisor is authorized to purchase any materials and/or services necessary to repair or maintain the city's infrastructure, the water system, and/or the sewer system not to exceed \$2,500. The invoices for these goods and services are approved through the ap approval process.

For amounts exceeding \$1,000 for the office and \$2,500 for other purchases, a purchase requisition must be signed by the mayor or city councilperson assigned to the appropriate area of responsibility before a purchase commitment can be made. When a project's requirements aggregate more than the limits listed above, it shall not be broken down into several purchases of less than the limits listed.

Purchase requisitions shall contain the following information:

1-Name of the vendor

2-Shipping instructions

3-Department to be charged

4-Item number, quantity, general ledger account number to be charged, description, unit price, line total (extended cost per item), shipping/other cost, and total cost of the requisition.

Recurring type charges, such as utility bills and postage-stamped envelopes, plus charges resulting from a contract are exempted from the requisition process.

The completed purchase requisition is submitted to the city treasurer who will prepare a purchase order with the appropriate information. The purchase order will then be submitted to the vendor. The invoices for these goods and/or services will then be approved by the city council before payment.

Any project with an expected cost of \$25,000 or more is required to be submitted for bids. A request for proposal is made to 3 or more suppliers or contractors when possible. The city council will decide which proposal to accept. In an emergency, where public health or safety may be compromised, the process described above may be waived and the mayor notified as soon as possible.