

River Heights City

River Heights City Council Agenda Tuesday, December 16, 2025

Notice is hereby given that the River Heights City Council will hold their regular meeting at **6:30 p.m.**, at the River Heights City Office Building at 520 S 500 E.

Pledge of Allegiance

Adoption of Previous Minutes and Agenda

Mayor, Councilmembers, and Staff Reports

Public Comment

Public Hearing and Review and Pass an Ordinance Adopting the Wildland-Urban Interface Fire Code and Declaring that No Areas within River Heights City Qualify as Wildland-Urban Interface Hazard Areas

Audit Report

Public Hearing and Review and Pass an Ordinance to Adopt Changes to the City Code

PO for Sidewalk Repairs

City Council Consent for Councilmember Milbank to be Absent from the City for more than 60 Days and Retain His Council Seat

Election of a Mayor Pro Tempore

Adjourn

Posted this 11th day of December 2025



Sheila Lind/Recorder

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website (pmn.utah.gov) and at riverheights.gov.

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

River Heights City

Council Meeting

December 16, 2025

Present: Mayor Blake Wright
Council members: Lana Hanover
Mark Malmstrom
Janet Mathews
Chris Milbank
Lance Pitcher

Public Works Director Clayton Nelson
Recorder Sheila Lind

Excused Treasurer Michelle Jenson

Others Present: Nate Thompson, Shellie Giddings

The following motions were made during the meeting:

Motion #1

Councilmember Mathews moved to "approve the minutes from December 2, 2025, and the evening's agenda without the audit report." Councilmember Hanover seconded the motion which passed with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

Motion #2

Councilmember Malmstrom moved to "approve Ordinance 7-2025, an Ordinance Adopting the Wildland-Urban Interface Fire Code and Declaring that No Areas within River Heights City Qualify as Wildland-Urban Interface Hazard Areas." Councilmember Hanover seconded the motion, which carried with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

Motion #3

Councilmember Malmstrom moved to "adopt Ordinance 6-2025, an Ordinance to Adopt Changes to the City Code of River Heights, Utah for fee exemptions and dog licensing." Councilmember Mathews seconded the motion, which carried with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

Motion #4

Councilmember Pitcher moved to "approve payment of a PO for sidewalk grinding in the amount of \$12,023.52 for 2026." Councilmember Hanover seconded the motion, which carried with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

Proceedings of the Meeting:

The River Heights City Council met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers in the River Heights City Building on Tuesday, December 16, 2025, for their regular council meeting.

Pledge of Allegiance

50 Adoption of Previous Minutes and the Evening's Agenda: Minutes for the December 2,
51 2025 meeting were reviewed. Mayor Wright noted that the auditor was not prepared and that the
52 audit discussion would be put off until January.

53 **Councilmember Mathews moved to "approve the minutes from December 2, 2025,**
54 **and the evening's agenda without the audit report." Councilmember Hanover seconded**
55 **the motion which passed with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in**
56 **favor. No one opposed.**

57 Mayor and Staff Reports:

58 Recorder Lind

- 59 • She informed that Dwight Whittaker had offered an invitation to the mayor, council, and
60 city staff to attend a light luncheon on Wednesday for the volunteers of the Cache
61 Humanitarian Center.

62 Councilmember Hanover

- 63 • She said it had been her pleasure to serve on the city council and appreciated everyone
64 she had worked with.

65 Councilmember Pitcher

- 66 • He informed that Google Fiber would give a presentation to the Council on January 6.
67 Their presentation and license agreement was in Sharepoint's January 6 folder for review.
68 The city attorney was reviewing the agreement. Mr. Pitcher was hopeful that the Council
69 could vote on it after the presentation so they could get things moving in the spring for the
70 city's residents. There would be no costs to the city.
- 71 • Orchard Drive stormwater project: PWD Nelson reported that the county hadn't officially
72 accepted the plan yet. Randy, with Trueline, had ordered the needed materials so the city
73 wouldn't pay a materials cost increase once the project got underway.

74 Mayor Wright

- 75 • Library update: The county had decided to fund the library for six more months, which
76 didn't give time to generate the funds needed for River Heights, Millville, and Providence
77 to entertain another option. He attended a library board meeting last week where he heard
78 there was a possible benefactor they wanted to talk to. There was still a lot of discussion
79 to have. The library needed to have the ability to become accredited. They were in the
80 second year of the three needed years. There was also a requirement about the
81 percentage of funding the county needs to contribute. Mr. Wright said he had some ideas
82 but that Providence needed to take the lead since they had the most users and the
83 building was located in their city.

84 Councilmember Mathews

- 85 • She asked if they were going to revisit the truth in taxation again next year. The mayor
86 said, "yes."

87 Councilmember Milbank

- 88 • He informed there had been a recent tree donation received for Stewart Hill Park. In the
89 upcoming newsletter he would announce 40 possible trees others could use for memorial
90 trees, as well as six sites for bench placements. He wondered about accepting donations
91 for other things in the park. He also informed of a matching grant available that they could
92 apply for. RAPZ awarded River Heights \$50,000 in 2025 for a pavilion that could be used
93 as a match. The grant application for the Community Park and Recreation Grant would
94 open in January.
- 95 • He wanted to have a discussion on the old school soon to determine the profitability of
96 renting it. Mayor Wright wanted to have a Catalyst representative at the meeting. Their
97 contract was is up in January. He wants to review it.

98

PWD Nelson

- He announced he would be on vacation Thursday through Sunday.
- Councilmember Milbank asked if he had found the park benches they had decided on on the state's website. Mr. Nelson said he needed to check on the prices. He thought the city's discount was 10%.

Public Comment: There was none.

Public Hearing and Review and Pass an Ordinance Adopting the Wildland-Urban Interface

Fire Code and Declaring that No Areas within River Heights City Qualify as Wildland-Urban Interface

Hazard Areas: Fire Chief Nate Thompson explained the reason for the ordinance. House bill 48 was initiated to collect money for fighting wildfires. The CWS had noted that River Heights had a very small chance of being affected by a wildfire, however the city was still required to adopt the ordinance to be up to date with the CWS to be covered. The ordinance was the 2026 version of the CWS home building requirements. He discussed the maps. The current red map hadn't been put out by the state yet, however cities were still required to pass the ordinance before the end of the year.

Chief Thompson explained and showed the high-risk zones on a map. River Heights was rated with a SES rating of 5. The higher risk cities were at level 7. Mayor Wright pointed out that the SES 5 section would include the upper half of Windsor Drive. The only structure in the city at a level 6 was the Watterson's barn. The city was being asked to adopt the ordinance and then once the map came out, they would compare it to the one Chief Thompson had discussed.

Mayor Wright said the ordinance was written to incorporate the new map, once it came out. Chief Thompson said there was a built in ability to adjust the level if necessary.

Councilmember Malmstrom asked how fees would be collected, if necessary. Chief Thompson said the state still hadn't decided how they would administer it. He knew that it wouldn't apply city-wide. Only the homes at risk would be assessed.

CWS would put River Heights on probation if the ordinance didn't get adopted by December 31. Chief Thompson said River Heights had always been compliant with CWS - the fire department took care of the necessary things for River Heights. Not only did the department work on mitigation (making sure deadfall was taken care of and keeping dry weeds under control), but now they would keep an eye on the WUI levels.

Mayor Wright opened the public hearing to discuss the ordinance. There was none.

Councilmember Malmstrom moved to "approve Ordinance 7-2025, an Ordinance Adopting the Wildland-Urban Interface Fire Code and Declaring that No Areas within River Heights City Qualify as Wildland-Urban Interface Hazard Areas." Councilmember Hanover seconded the motion, which carried with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

Audit Report: Canceled.

Public Hearing and Review and Pass an Ordinance to Adopt Changes to the City Code: Mayor Wright explained the code change ordinance details. All tenants of the old school needed to get a Conditional Use Permit. He and Recorder Lind discussed their impact to the neighborhood and both felt there wasn't much, which meant they could be exempt from the business licensing fee. Councilmember Malmstrom asked about the impact of some businesses who had a higher traffic level. PWD Nelson brought up the occupancy limit inside the building.

PWD Nelson suggested changes to the ordinance to allow street parking during non-snowy conditions.

Mayor Wright explained the service dog late fee addition to the code.

Councilmember Malmstrom moved to "adopt Ordinance 6-2025, an Ordinance to Adopt Changes to the City Code of River Heights, Utah for fee exemptions and dog licensing." Councilmember Mathews seconded the motion, which carried with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

147 PO for Sidewalk Repairs: PWD Nelson said the PO was a repeat of the last several years. The
148 budget for sidewalk repair was \$15,000. The PO amount was \$12,000. It would finish up the Stewart
149 Hill Area and start up Lamplighter Drive. After they had done the whole city, they would start over.
150 After getting caught up, the hope was that they could do the whole city in the same year.
151 Councilmember Malmstrom had concern about the \$1,000 mobilization fee, in case they started and
152 then had to come back due to weather. PWD Nelson said the fee was locked in and wouldn't go
153 higher.

154 **Councilmember Pitcher moved to "approve payment of a PO for sidewalk grinding in**
155 **the amount of \$12,023.52 for 2026." Councilmember Hanover seconded the motion, which**
156 **carried with Hanover, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.**

157 City Council Consent for Councilmember Milbank to be Absent from the City for more than 60
158 Days and Retain His Council Seat: Mayor Wright said the city code states that if a councilmember
159 was going to be absent from the city for longer than 60 days, they would lose their seat unless
160 permission was granted by the council. Mr. Milbank still planned to attend meetings remotely and
161 work on projects from California (where he would be for a few months).

162 Each councilmember gave their consent.

163 Election of a Mayor Pro Tempore: Mayor Wright asked for nominations. Councilmember
164 Malmstrom was nominated. He nominated Councilmember Pitcher, stating that he had been on the
165 council longer and was very qualified. Councilmember Pitcher asked if they could nominate
166 Councilmember Elect Kandi Evans.

167 Councilmember Milbank explained that it hadn't been too much work for him. He had
168 conducted a few meetings and signed checks on occasion.

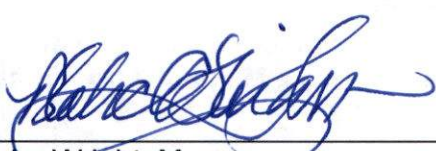
169 Councilmember Hanover seconded the nomination for Councilmember Pitcher. All were in
170 favor.

171 Councilmember Mathews asked if they would be reviewing the budget in January. Mayor
172 Wright said he intended to spend some time looking into the budget and would let her know if he
173 planned to put it on the agenda. He hoped they were each keeping an eye on their own budgets.

174 The meeting adjourned at 7:50 p.m.

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Sheila Lind, Recorder



Blake Wright, Mayor

RIVER HEIGHTS CITY ORDINANCE NO. 7-2025

**ORDINANCE ADOPTING THE WILDLAND-URBAN INTERFACE FIRE CODE AND
DECLARING THAT NO AREAS WITHIN RIVER HEIGHTS CITY QUALIFY AS
WILDLAND-URBAN INTERFACE HAZARD AREAS**

WHEREAS, Utah Code §§ 15A-1-101 et seq. adopts the State Construction Code and authorizes local governments to adopt and enforce fire codes, including the Utah Wildland-Urban Interface Code (WUI Code); and

WHEREAS, the City has reviewed its geographic features, vegetation, and existing development and determined that River Heights does not contain terrain, fuel loads, or conditions that qualify as Wildland-Urban Interface hazard areas under the Utah WUI Code; and

WHEREAS, the City Council finds it appropriate to formally adopt the WUI Code to remain consistent with Utah Code Title 15A while clarifying that no portion of the City is subject to WUI hazard classifications or WUI development standards; and

WHEREAS, the City wishes to establish a process for future review should conditions change;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF RIVER HEIGHTS, UTAH, AS FOLLOWS:

SECTION 1. Adoption of Wildland-Urban Interface Code

- A. River Heights City hereby adopts the Utah Wildland-Urban Interface Code, as adopted and amended by the State of Utah, and incorporates it by reference.
- B. The WUI Code shall be part of the River Heights City Code and shall be applied as provided in this Ordinance.

SECTION 2. Determination of WUI Status Within River Heights City

- A. Following review by the City, Fire Chief, and Planning Department, no lands within River Heights City meet the criteria for Moderate, High, or Extreme Wildland-Urban Interface hazard classifications.
- B. Because no lands are classified as WUI hazard areas, the City is not required to adopt or maintain a WUI Hazard Area Map, and no such map shall be created at this time.
- C. The City reserves the authority to conduct periodic evaluations of potential wildfire risk conditions. If future conditions warrant, the City may classify areas as WUI zones by ordinance.

SECTION 3. Applicability

- A. Because River Heights contains no WUI hazard areas, the development standards, construction requirements, defensible space, and vegetation-management requirements of the WUI Code do not apply to any property within the City at this time.
- B. If future evaluations identify WUI hazard areas, the WUI Code shall apply to those areas upon formal designation and adoption of a WUI Map by ordinance.

SECTION 4. Administration

The Council of River Heights shall maintain the determination that River Heights currently contains no WUI-designated lands. However, the City shall review conditions periodically and recommend WUI designation updates if conditions materially change.

SECTION 5. Appeals

Any person aggrieved by a WUI determination or a future WUI designation may appeal to the River Heights City Appeal Authority under standard City procedures.

SECTION 6. Penalties

- A. Because no WUI zones currently exist, no penalties associated with WUI development standards apply within River Heights.
- B. If WUI zones are established in the future, enforcement and penalties will conform to the WUI Code and applicable City ordinances.

SECTION 7. Severability

If any provision of this Ordinance is held invalid, the remaining provisions shall continue in full force.

SECTION 8. Effective Date

This Ordinance shall take effect upon adoption and posting as required by Utah law.

PASSED AND ADOPTED by the River Heights City Council this 16th day of December, 2025.

RIVER HEIGHTS CITY

ATTEST:

Mayor

City Recorder

Ordinance 6-2025

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

The River Heights City Council held a duly noticed public hearing on Tuesday, December 16, 2025, after which, they adopted the following changes to the River Heights City Code.

3-1-6: Fee Exemptions

Add Tenants of the old school business complex who have obtained a CUP are exempt from business licensing fees.

5-2-3: Licensing

A. Dog License Required

2. ~~All~~ Licensing fees are due at the time of application.
3. Applications submitted after March 1 (annual applications only) will be charged a late fee, plus a monthly late fee charged at the beginning of each month. (1-2015, 6-23-15) (2-2019, 5-28-19)

C. Licensing Exemptions:

2. Licensing fees ~~The provisions of 5-2-3:A.2.~~ shall not apply to service dogs, per 28 CFR Subpart B, Section 35.136, however, late fees will apply. The City will verify whether the animal qualifies as a service animal by asking the following:

Adopted and effective this 16th day of December 2025.

Blake Wright, Mayor

Attest:

Sheila Lind, Recorder

PURCHASE ORDER

River Heights City Corporation 520 South 500 East River Heights, Utah 84321 (435) 752-2646			Office Use - Purchase Order No: _____ Office Use - Purchase Order Date: _____ Ship To: Clayten Nelson 520 South 500 East River Heights, Utah 84321 435-213-6948		
Vendor: <u>Precision Concrete Cutting</u> <u>3191 North Canyon Road</u> <u>Provo, Utah 84604</u> Vendor Contact, Phone, Email: _____			<u>statecontracts.ut.gov</u> Above state website has been checked: Yes No Is an official P.O. Required by Vendor: Yes No Please attach any supporting quotes or data to this requisition. Requesting Council Member: _____		

Item	Quantity	GL #	Description	Unit Price	Total
			Sidewalk Grinding		\$ 12,023.52
Vendor Please include P.O. # on all invoices				Subtotal	\$ 12,023.52
River Heights City Corporation Tax I.D. No. 87-028929-7				Shipping/Other	
				TOTAL	\$ 12,023.52

<u>Mayor Signature/Council Mtg. Approval</u>	<u>Date</u>
<u>Treasurer Processed Signature</u>	<u>Date</u>

PRECISION CONCRETE CUTTING • AUTHORIZATION TO PROCEED

Billing Information:

Business/Client Name: ____City of River Heights____

Address: ____520 South 500 East____

City____River Heights__ State: ____UT____ Zip__84321__

Phone #__(435) 213-6948 Email: cnelson@riverheights.org

Bid #: _UT42658UM__ PO # (if applicable):

Option Approved: ____Horsley Park____ Amount: _\$12,023.52

Start Date: _____.

Signature of Authorized Purchaser:

Project Details: _____

_____ Date: _____

All Bids and Proposals from Precision Concrete Cutting are valid for 90 days. After 90 days the scope or pricing may need to be adjusted, please contact your sales rep for a new bid with current pricing.

Precision Concrete Cutting has a minimum mobilization fee of \$1,000.00

Bids are proprietary to Precision Concrete Cutting & should not be shared with other contractors without permission
Precision Concrete Cutting will identify panels that need replacement but we do not do replacement

Precision Concrete Cutting (PCC) repairs only those uneven sidewalks specifically requested by the client and therefore makes no guarantee that the property is free of uneven sidewalk hazards (trip hazards). After the project is completed, sidewalks will continue to shift due to tree roots, water, settling, and other natural and man-made causes outside of PCC's control. PCC is not liable for any related claims, losses, or damages related to future trip hazards or hazards that were not addressed by this project.

At the time of completion, PCC warrants that the trip hazard repairs are ADA Compliant, specifically with regard to the ADA Change in Level standard. Upon completion you agree to inspect the work, payment of your invoice is indication that you have inspected the property and the work has been done to your satisfaction.

If any repair locations are inaccessible during our repair process, and an additional trip is needed, a \$250 mobilization fee will be added to the invoice. Invoice is due upon receipt, if not paid in full within 30 days of the invoice date a 5% late fee will be assessed every 15 days until it is paid.

*If credit card payment is used, 3% service fee will apply.

