

# River Heights City

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## 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

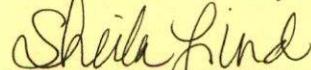
PO for Sidewalk Repairs

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 11<sup>th</sup> 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](http://pmn.utah.gov)) and at [riverheights.gov](http://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

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## Council Meeting

December 16, 2025

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5 Present: Mayor Blake Wright  
6 Council members: Lana Hanover  
7 Mark Malmstrom  
8 Janet Mathews  
9 Chris Milbank  
10 Lance Pitcher  
11

12 Public Works Director Clayton Nelson  
13 Recorder Sheila Lind  
14

15 Excused Treasurer Michelle Jenson  
16

17 Others Present: Nate Thompson, Shellie Giddings  
18

19 The following motions were made during the meeting:  
20

21 **Motion #1**

22 Councilmember Mathews moved to "approve the minutes from December 2, 2025, and the  
23 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.

26 **Motion #2**

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

32 **Motion #3**

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

38 **Motion #4**

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

43  
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  
47 in the River Heights City Building on Tuesday, December 16, 2025, for their regular council  
meeting.

48 Pledge of Allegiance

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

**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.**

### Mayor and Staff Reports:

## Recorder Lind

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

## Councilmember Hanover

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

## She had worked Councilmember Pitcher

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

Mayor Wright

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

### Councilmember Mathews

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

### **Councilmember Milbank**

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

103 Public Comment: There was none.

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

105 Fire Code and Declaring that No Areas within River Heights City Qualify as Wildland-Urban Interface  
106 Hazard Areas: Fire Chief Nate Thompson explained the reason for the ordinance. House bill 48 was  
107 initiated to collect money for fighting wildfires. The CWS had noted that River Heights had a very  
108 small chance of being affected by a wildfire, however the city was still required to adopt the ordinance  
109 to be up to date with the CWS to be covered. The ordinance was the 2026 version of the CWS home  
110 building requirements. He discussed the maps. The current red map hadn't been put out by the state  
111 yet, however cities were still required to pass the ordinance before the end of the year.

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

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

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

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

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

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

133 Audit Report: Canceled.

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

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

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

143 Councilmember Malmstrom moved to "adopt Ordinance 6-2025, an Ordinance to Adopt  
144 Changes to the City Code of River Heights, Utah for fee exemptions and dog licensing."  
145 Councilmember Mathews seconded the motion, which carried with Hanover, Malmstrom,  
146 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.

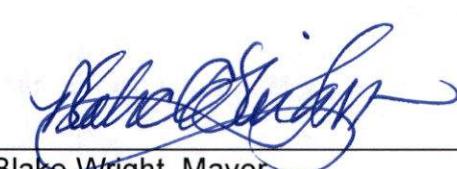
167        Councilmember Milbank explained that it hadn't been too much work for him. He had  
168 conducted a few meetings and signed checks on occasion.

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.

  
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 16<sup>th</sup> day of December, 2025.

RIVER HEIGHTS CITY

ATTEST:

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Mayor

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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 16<sup>th</sup> day of December 2025.

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Blake Wright, Mayor

Attest:

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Sheila Lind, Recorder

# PURCHASE ORDER

<p><b>River Heights City Corporation</b>  <b>520 South 500 East</b>  <b>River Heights, Utah 84321</b>  <b>(435) 752-2646</b></p>			<p>Office Use - Purchase Order No: _____</p> <p>Office Use - Purchase Order Date: _____</p> <p>Ship To:</p> <p><b>Clayten Nelson</b>  <b>520 South 500 East</b>  <b>River Heights, Utah 84321</b>  <b>435-213-6948</b></p>						
<p><b>Vendor:</b> <u>Precision Concrete Cutting</u>  <u>3191 North Canyon Road</u>  <u>Provo, Utah 84604</u></p>			<p><b>statecontracts.ut.gov</b></p> <p>Above state website has been checked: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Is an offical P.O. Required by Vendor: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Please attach any supporting quotes or data to this requisition.</p> <p>Requesting Council Member: _____</p>						
<b>Item</b>	<b>Quantity</b>	<b>GL #</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Unit Price</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td>Sidewalk Grinding</td> <td style="text-align: right;">\$ 12,023.52</td> <td style="text-align: right;">\$ 12,023.52</td> </tr> </tbody> </table>	Description	Unit Price	Total	Sidewalk Grinding	\$ 12,023.52	\$ 12,023.52
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**Vendor Please include P.O. # on all invoices**			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Subtotal</th> <th style="text-align: right;">\$ 12,023.52</th> </tr> </thead> <tbody> <tr> <td>Shipping/Other</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 12,023.52</b></td> </tr> </tbody> </table>	Subtotal	\$ 12,023.52	Shipping/Other	\$ 0.00	<b>TOTAL</b>	<b>\$ 12,023.52</b>
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<b>TOTAL</b>	<b>\$ 12,023.52</b>								
<p><b>Mayor Signature/Council Mtg. Approval</b></p>			<p>Date _____</p>						
<p><b>Treasurer Processed Signature</b></p>			<p>Date _____</p>						

# 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:

\_\_\_\_\_  
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 warranties 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.

