

# River Heights City

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## River Heights City Council Agenda Tuesday, February 3, 2026

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

PO to Approve the Purchase of 7.5 Irrigation Shares

Designate a Chief Administrative Officer (~~C~~<sup>A</sup>RO) and Appointed Records Officers (ARO)

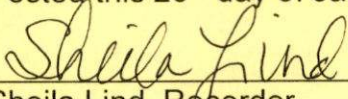
Discuss Dropping the Application Fee on the Excavation Permit

Update A Resolution to Update Fees

Discuss Old School Business Complex

Adjourn

Posted this 29<sup>th</sup> day of January 2026

  
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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

## Council Meeting

February 3, 2026

Present: Mayor Blake Wright  
Council members: Kandi Evans  
Mark Malmstrom  
Janet Mathews  
Chris Milbank, electronic  
Lance Pitcher

Public Works Director Clayton Nelson  
Recorder Sheila Lind  
Treasurer Michelle Jensen

Others Present: Shellie Giddings, Ruthann Nelson, Brittany Cascio,  
Dwight Whittaker, Noel Cooley

The following motions were made during the meeting:

### Motion #1

Councilmember Pitcher moved to "approve the minutes from January 20, 2026, and the evening's agenda." Councilmember Evans seconded the motion which passed with Evans, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

### Motion #2

Councilmember Mathews moved to "approve the purchase of 7.5 irrigation shares at a total cost of \$3,000." Councilmember Malmstrom seconded the motion which passed with Evans, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.

### Motion #3

Councilmember Evans moved to "designate the mayor as the River Heights CAO and the treasurer, recorder, and public works positions as AROs." Councilmember Malmstrom seconded the motion, which carried with Evans, Malmstrom Mathews, Milbank, and Pitcher in favor. No one opposed.

### Motion #4

Councilmember Malmstrom moved to "approve Resolution 1-2026, A Resolution to Update Fees with the clarification that the excavation fee would only apply to projects which required cuts in the asphalt, sidewalk, curb, or gutters." Councilmember Evans seconded the motion which passed with Evans, 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, February 3, 2026, for their regular council meeting.

Pledge of Allegiance

Adoption of Previous Minutes and the Evening's Agenda: Minutes for the January 20, 2026 meeting were reviewed.

**Councilmember Pitcher moved to "approve the minutes from January 20, 2026, and the evening's agenda." Councilmember Evans seconded the motion which passed with Evans, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.**

Mayor and Staff Reports:

Councilmember Evans

- She had a meeting set up with the fire chief tomorrow.

Councilmember Pitcher

- Commissioner Noel Cooley had made a few minor edits to the city's general plan, based on the transportation plan received by Horrocks. Mr. Pitcher said the changes didn't affect any ideas or goals and they would be brought up more specifically with the Planning Commission.

Mayor Wright

- He gave a cost explanation for the CRS/Horrocks invoices. It had been said that the city received a \$40,000 grant for the transportation study. They were actually awarded \$48,000. Councilmember Glover had helped the city get \$44,750 from a UDOT program fund, but to get that the city had to match \$3,250. (The \$3,250 plus \$44,750 equaled the \$48,000 grant). In the beginning CRS charged \$2,000 to help with the grant application process. Prior to that CRS had done traffic counts for River Heights for the cost of \$5,925. All the amounts totaled \$55,925. He understood there were feelings about whether the city got their money's worth from the study, but the city had agreed for them to do the work.

Councilmember Milbank

- He thanked those who were involved in tracking down the transportation invoice details.
- He was working on a grant to help cover the cost of a small pavilion in the new Stewart Hill Park. He was waiting to hear back from Ellis Equipment on a bid. It would be a smaller pavilion, resembling the new one in Heber Olson Park. The application was due by March 12. He also planned to apply for RAPZ funding but hadn't heard from the county about it yet.

Public Comment: Brittany Cascio asked if their old school key could also be made to work for the back door which would give them easier access to the trash dumpster and mailboxes. She had heard the access wasn't compliant but wondered why the audiologist office was able to have access. If they could get access, they would still require their clients to use the front door. She asked who would clear the west parking lot if it snowed. She had noticed the electrical panels in the old school had cardboard over them.

Mayor Wright said Catalyst would take care of snow removal.

PO to Approve the Purchase of 7.5 Irrigation Shares: Councilmember Mathews reminded that Mike Nelson had offered a couple water shares to the city and the irrigation company had additional shares for sale, which totaled 7.5 shares which were available. Most of the shares available were on the ditch the city used to water the main park.

Mayor Wright said the city would pay the irrigation company for the shares and then ProLog would pay the shareholders or keep the money to cover any past due balances.

96 Councilmember Milbank informed that if the city purchased the shares, they would own  
97 about 68 shares. The city was the largest shareholder in the company. The city had the option to  
98 turn them into culinary water in the future, through the state engineer. He believed that once a city  
99 owned shares they were not allowed to sell them, however they could rent them out. PWD Nelson  
100 informed that all the city's shares that come from the 500 E ditch are used for the park.

101 **Councilmember Mathews moved to "approve the purchase of 7.5 irrigation shares**  
102 **at a total cost of \$3,000." Councilmember Malmstrom seconded the motion which passed**  
103 **with Evans, Malmstrom, Mathews, Milbank, and Pitcher in favor. No one opposed.**

104 Designate a Chief Administrative Officer (CAO) and Appoint Records Officers (ARO):  
105 Mayor Wright explained that the state's data privacy act required cities to appoint officers. He  
106 read the responsibilities of the officers. He recommended himself as the CAO, which was  
107 common in other cities, and the recorder and treasurer be designated as AROs.

108 Recorder Lind also recommended the public works director as an ARO since the position  
109 required the generation and maintenance of records.

110 **Councilmember Evans moved to "designate the mayor as the River Heights CAO**  
111 **and the treasurer, recorder, and public works positions as AROs." Councilmember**  
112 **Malmstrom seconded the motion, which carried with Evans, Malmstrom Mathews, Milbank,**  
113 **and Pitcher in favor. No one opposed.**

114 Discuss Dropping the Application Fee on the Excavation Permit: PWD Nelson explained  
115 that the city currently had a right of way excavation permit application with a cost of \$650. Any  
116 utility companies or others digging in the city's right of way need a permit. He had been aware of  
117 several property owners who had done projects which affected the right of way, yet they hadn't  
118 come in for a permit. He wanted to let them know a permit was required but didn't think they  
119 would come in to get one if they had to pay \$650. He recommended the fee only be charged  
120 when there would be digging in the asphalt. He hoped residents would get permits, if there wasn't  
121 a fee. He said the utility companies do a good job at fixing the asphalt on their projects.

122 Councilmember Mathews suggested the information go out in the next newsletter.

123 Update A Resolution to Update Fees: Councilmember Pitcher asked what brought this to  
124 the council's attention. PWD Nelson explained that residents sometimes do work outside of the  
125 city code, without permission from the city. Once there isn't a fee for them, he will let them know  
126 they need a permit.

127 They all agreed to keep the fee for those making cuts to asphalt, curb, gutter, and  
128 sidewalks.

129 **Councilmember Malmstrom moved to "approve Resolution 1-2026, A Resolution to**  
130 **Update Fees with the clarification that the excavation fee would only apply to projects**  
131 **which required cuts in the asphalt, sidewalk, curb, or gutters." Councilmember Evans**  
132 **seconded the motion which passed with Evans, Malmstrom, Mathews, Milbank, and**  
133 **Pitcher in favor. No one opposed.**

134 Discuss Old School Business Complex: Mayor Wright said he had met with Treasurer  
135 Jensen, Dan Pond (Catalyst) and his accountant. Financial information was exchanged. Ms.  
136 Jensen reported that the building had been fully rented (until recently, when one room had  
137 become vacant). The total amount brought in for the past year was \$91,000, however there were  
138 a lot of expenses. Aside from expenses, they were in the black. They brought in \$5,833 plus CAM  
139 fees for January. Expenses had included \$24,000 from Catalyst. Bills for boiler maintenance over  
140 the past month would also be coming in. The plan was to turn the boiler over to Catalyst once it  
141 was running correctly.

142 Councilmember Evans asked if the decision for no access to the back door was from  
Catalyst. PWD Nelson said it was a directive from the fire department. Their inspection had  
determined that the city needed to redo the stairs to provide a landing outside.

Councilmember Milbank asked if city was making money above expenses. Treasurer Jensen replied, "yes and no." While they are in the black right now, the boiler expenses could take more than they had in revenue.

Councilmember Mathews asked if there were grants available for maintenance of the building. Mayor Wright said there was a possibility for help with energy efficiency fixes, such as window replacement. There was also a need for cement work to redo the back stairs and build a ramp.

Mayor Wright said the school district owed the city over \$50,000 in back rent which would be paid at some point. The city was currently working on figuring out their CAM fees at the time they were the only ones renting the building. Their lease would expire in September of 2026. They were interested in staying and were fine with the lease terms.

Councilmember Milbank noted that the heat issue was a real liability to the city. If the heat didn't get fixed, they would lose tenants.

Councilmember Mathews asked if they could put a pause on the Stewart Hill Park development until the old school was in better working order. Councilmember Milbank said the grants he was applying for were strictly for the park. He felt it was foolish not to take money for a free pavilion. Mayor Wright agreed.

Treasurer Jensen informed that Hyrum City received several grants to restore their Elite Hall. She mentioned Jamie Van Huss was the woman who found the grants and investigated all the options.

PWD Nelson said he would check with Rocky Mountain Power (RMP) and Enbridge for possible grants for windows. Tony Johnson had told him it would be difficult to get historic funding for the building.

PWD Nelson reported that he was called out on Christmas Day to check the building, which was over 100 degrees inside due to the boiler not turning off. Since that day he had been coming in each morning to start the boiler which took a few hours to warm the building. In the evenings he had been shutting it off manually. As of one week ago, the heating system was operating by itself, however there were still repairs needing to be made.

Councilmember Milbank had spent several years with an office in the building and noted that the hall rooms didn't have their own heaters. In these cases, tenants were having to use space heaters.

Councilmember Malmstrom asked if they were planning to install a cooling system someday. Mayor Wright said they had talked about mini splits, but Rocky Mountain wasn't thrilled with the idea. They were still trying to come up with a long-term solution.

Councilmember Milbank suggested they have a mechanical engineer come to look at all the issues and give some ideas. He said there was a place for duct work around the outside of the building so there could possibly be a forced air system.

Councilmember Milbank asked what the net profit was for the building. Treasurer Jensen responded with \$58,900. She reminded that all the CAM fees were a wash and that there were several substantial boiler bills yet to come in. Mr. Milbank asked if the city could take out a loan for a new HVAC system if the city was making enough money from rent to cover payments on a loan. Mayor Wright suggested looking at grants first and then perhaps at borrowing from other city funds as a long-term plan.

Councilmember Pitcher asked what was going on with the electrical panels. PWD Nelson said the locks on them needed to be replaced, but they were fixed now. He also clarified that the school district's audiologist had been grandfathered in to use the back door.

The council suggested a long-term plan for the building starting with HVAC, stairs, and windows. Treasurer Jensen suggested hiring a grant writer. PWD Nelson would check with RMP,



193 Enbridge and Tony Johnson. Ms. Jensen said she would give Jami Van Huss's contact  
194 information to Councilmember Milbank.

195 Dwight Whittaker reported that he had pursued RMP as an option for financial help and  
196 found they would offer minimal funds, maybe \$2,000. He had gotten a bid for windows from  
197 Gordon's Glass, which was \$63,000. There was a new community grant writer at BRAG with  
198 several years of experience in getting funding for historical grants. He would pass on her contact  
199 information. He noted that the heat situation had been a real struggle for the past month. There  
200 had been little to no heat in the building. He praised PWD Nelson for being exceptional at trying  
201 to hold it all together. The north side of the building was in the 40s and the south in the 50s. He  
202 didn't mean to complain and wanted to work with the city. He noted that they added two space  
203 heaters to a room on the south side, but when they were turned on and they plugged in an iron,  
204 the breaker would trip. The breakers were downstairs and Mr. Nelson wasn't always available to  
205 help them out. They appreciated any consideration the city could give them. Every time they had  
206 talked to Catalyst about the problems, they were told that they rented the building 'as is.' Mr.  
207 Whittaker agreed, but when they rented the building, they had heat, which was necessary for  
208 occupying the building.

209 Councilmember Milbank asked if Catalyst could oversee the breaker situation. PWD  
210 Nelson didn't think they had a key to the boiler room. Once it was fixed, it would get turned over  
211 to them and they would have keys to all of it.

212 The meeting adjourned at 7:43 p.m.

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Sheila Lind, Recorder


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Blake Wright, Mayor

## 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 :** Pro-Log Irrigation

**statecontracts.ut.gov**

Above state website has been checked:	Yes	No
Is an official P.O. Required by Vendor:	Yes	No

**Vendor Contact, Phone, Email:**

**Requesting Council Member:**

[illegible]

**Mayor Signature/Council Mtg. Approval**

Date \_\_\_\_\_

**Treasurer Processed Signature**

Date \_\_\_\_\_

Pro-Log Irrigation

January 2026

Shares available for purchase by River Heights City

Name	Memo Property Location	Ditch #	Shares	Value @ \$400 per share	Balance due to Pro-Log	Due to Shareholder
Alex O'Conner	Shares taken back by Pro-Log 336 E 700 S	5	3	\$1,200.00	\$1,200.00	\$0.00
Kyle Durazzani	Wants to sell shares 342 E 700 S	5	1	\$400.00	\$210.00	\$190.00
Mike and Ruth Ann Nelson	Wants to sell shares 555 E 600 S	4	2	\$800.00	\$130.00	\$670.00
Jeremy Larsen	Wants to sell shares 837 S 600 E	3	1	\$400.00	\$315.00	\$85.00
Isaac Reeder	Wants to sell shares 469 E 700 S	4	0.5	\$200.00	\$0.00	\$200.00
Totals			7.5	\$3,000.00	\$1,855.00	



Resolution No. 1-2026  
A RESOLUTION TO UPDATE FEES

BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF RIVER HEIGHTS, UTAH THAT: The revised fee schedule is hereby adopted and shall be in effect as of February 4, 2026.

**ZONING CLEARANCE PERMIT**

DECK	50.00
COVERING (deck/patio/porch)	35.00
SHED:	50.00
GARAGE (Building used to store vehicles)	130.00
CARPORTS (temporary and permanent)	50.00
ADDITION TO HOUSE	150.00
HOUSE	200.00
COMMERCIAL BUILDING	200.00
SIGNS (FLAT, SUBDIVISION, WALL, ETC)	35.00
SOLAR PANELS	35.00

**CONDITIONAL USE PERMIT** 150.00

**FLAG LOT** 150.00

**MINOR SUBDIVISION**

Pre-Application Meeting	400.00 (applied to DRC fees)
DRC Meeting	1,500.00

**SUBDIVISION/PUD**

Pre-Application Meeting	400.00 (applied to ALUA fees)
ALUA Meeting (all developments)	500.00
DRC Review (10 or less lots)	1,500.00
DRC Review (11 or more lots)	3,000.00

**COMMERCIAL/COMMERCIAL PARKING LOT DEVELOPMENT**

Preliminary Layout and Design Review	200.00
Final Layout Submittal	400.00

**SEAL COAT (subdivision/commercial) 2018** \$0.54/sq ft

Includes joint seal and preparation

**PETITION FOR ANNEXATION** 850.00 plus costs

**PETITION FOR ZONE CHANGE** 300.00 plus costs

**PETITION FOR BOUNDARY CHANGE** 150.00 plus costs

**APPLICATION TO APPEALS AUTHORITY** 150.00 plus costs

~~**RIGHT-OF-WAY EXCAVATION PERMIT** 650.00 (600 is refundable)~~

**WATER HOOK-UP** 1,500.00

**SEWER HOOK-UP**

Improved	1,200.00
Unimproved	1,700.00

**STORMWATER (required for all developments)**

SWPPP Review	200.00
1 – 10 Lot Subdivision	1,000/Year
11 – 20 Lot Subdivision	1,200/Year
21+ Lot Subdivision	1,400/Year

**UTILITY FEES**

Deposit	200.00
Late fee	1.5%/mo (18% annual)
Shut Off Notice Delivery	20.00
Reconnect Water (M-F, 9am-4pm)	30.00

Additional Reconnect After Hours	50.00
Failure to Have Meter Accessible	50.00/mo until resolved
<b>BUSINESS LICENSE FEES</b>	
Commercial (less than 10,000 sqft)	150.00
Commercial (10,000 sqft or more)	250.00
Home Occupation (if impact on neighborhood)	50.00
Renew	40.00
Home Occupation (fire inspection required)	80.00
Renew	60.00
Late fee (after January 31)	30.00
Solicitor (original applicant)	50.00
Additional applicants	25.00
<b>TEMPORARY USE FEE</b>	25.00
<b>DOG FEES (No card fees charged)</b>	
License	
Spayed/Neutered	15.00
Otherwise	25.00
Late (per month after March 1)	10.00
Kennel License	25.00
<b>RENTALS (No card fees charged)</b>	
City Building (residents only) – first 3 hours	100.00
Additional hours	30.00/hr
Deposit	200.00
Pavilion – resident	25.00
Pavilion – non-resident	50.00
Deposit	50.00
Inflatable Use in Parks	50.00
<b>BOUNCED CHECK</b>	up to \$30.00
<b>UTILITY ADMINISTRATIVE FEE</b>	2.00
<b>PASS-THROUGH ADMINISTRATIVE FEE</b>	10%

UPDATED, PASSED and EFFECTIVE THIS 3<sup>rd</sup> DAY OF FEBRUARY 2026, BY THE RIVER HEIGHTS MUNICIPAL COUNCIL, STATE OF UTAH.

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Blake Wright, Mayor

ATTEST:

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Sheila Lind, Recorder