

**MINUTES OF THE HELPER CITY COUNCIL MEETING**  
**Thursday, November 17, 2022**  
**at 6:00 p.m.**  
**in the Council Chambers**  
**19 South Main Street**  
**Helper, Utah 84526**

**ATTENDANCE:**

Mayor Lenise Peterman

**Council Members:**

David Dornan  
Michelle Goldsmith  
Gary Harwood  
Malarie DeVincent – Absent Excused  
Amanda Wheeler

**City Staff:**

City Recorder: Zack Tonc  
City Attorney: Dominique Kiahtipes  
Public Works Director: Michael Mastin  
Police Chief: Chris Gigliotti  
Police: Officer Lara Olson

Citizens: Thomas Hatt.

**PUBLIC COMMENT:**

There were no public comments.

**APPROVAL OF THE MINUTES FROM OCTOBER 20, 2022.**

Council Member Wheeler moved to approve minutes from October 20, 2022, with noted corrections. Council Member Harwood seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Wheeler, and Harwood all voted yes.

**DISCUSSION AND POSSIBLE APPROVAL OF RFP FOR LANDSCAPING SERVICES.**

Mayor Peterman stated we had one submittal for the RFP. She opened the RFP application, it was from K & R Universal. She passed the RFP application to Public

Works Director Mastin and asked if he would provide a recommendation at the next council meeting.

Exhibit A – RFP application from K & R Universal.

## **DISCUSSION OF HISTORIC DISTRICT EXPANSION.**

Mayor Peterman gave a background of the Historic District expansion. She stated David Stafford of The Square Deal contacted her about participating in the Certified Local Governments Grant. She informed David Stafford, the Historic District ends at Janet Street and does not continue to include North Main Street. Mayor Peterman suggested contacting the State Historic Conservation Office and see if we can get your building in a nomination. The State Historic Office came down and reviewed his building and researched it. The State Historic Office informed David Stafford, the building was not strong enough by itself to be nominated. They recommended expanding the Historic District to include North Main. This would allow all of North Main access to the Certified Local Governments Grant. They came back down and surveyed the whole community not just North Main. The State Historic office wanted to expand the district larger than anticipated and agreed to do all of the surveys and legwork at no cost to the city. No taxpayer money was used. Mayor Peterman stated the T-Mobile grant funding was used to pay Angie Abrams to prepare the nomination. The nomination was successful. This opens up grant funding and tax credits, even to homeowners who have historic houses. Mayor Peterman stated she did not direct anyone, the State Historic Office ran with it themselves.

## **DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE 2022-07 SETTING COUNCIL MEETING DATES FOR THE YEAR 2023.**

Mayor Stated the dates will be the first and third Thursday of every month. Except for August, which will have only one meeting on the first Thursday, due to the Arts Festival.

Council Member Wheeler moved to approve Ordinance 2022-07 setting council meeting dates for the year 2023. Council Member Goldsmith seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Goldsmith, Wheeler, and Harwood all voted yes.

## **DISCUSSION AND POSSIBLE APPROVAL OF ALLOCATING \$120,000 AS A MATCH FOR THE RURAL COMMUNITIES GRANT FOR AN ELECTRICAL ENGINEERING STUDY.**

Mayor Peterman stated she looked at the wrong classification and that the match will be \$80,000 for the electrical engineering study. This is the domino that has to fall first, for us to seek grant funding, to start repairing and replacing the electrical grid. This process will take 6 to 9 months to complete. The study will provide us with a lot of much-needed information. It will identify where to start and set up phases, what needs to be replaced and what does not.

Council Member Harwood asked where the \$80,000 will come from. City Recorder Tonc responded the money will come out of unrestricted funds. Council Member Harwood asked, will this affect the \$350,000 transfer we budgeted for. City Recorder Tonc responded no, the \$350,000 is in this year's budget and the \$80,000 will be from unrestricted funds, which are unused funds from previous budget years.

Council Member Dornan moved to approve allocating \$80,000 as a match for the Rural Communities Grant for an electrical engineering study. Council Member Goldsmith seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Goldsmith, Wheeler, and Harwood all voted yes.

## **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 2022-09 BOARD DECORUM.**

Mayor Peterman stated she believes City Attorney Kiahtipes has had an opportunity to update and incorporate appropriate changes to the document.

Council Member Wheeler moved to approve Resolution 2022-09 Board Decorum. Council Member Harwood seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Goldsmith, Wheeler, and Harwood all voted yes.

## **POSSIBLE CLOSED MEETING.**

Council Member Harwood moved to close the meeting for personnel issues. Council Member Wheeler seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Goldsmith, Wheeler, and Harwood all voted yes.

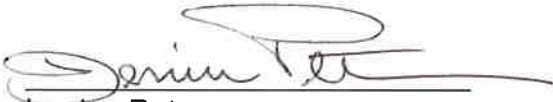
Only one personnel issue was discussed.

Council Member Goldsmith moved to reopen the meeting. Council Member Wheeler seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Goldsmith, Wheeler, and Harwood all voted yes.

**ADJOURNMENT:**

There being no further business Council Member Harwood moved to adjourn. Council Member Dornan seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Goldsmith, Wheeler, and Harwood all voted yes.

I hereby certify that the foregoing represents a true, accurate, and complete record of the Helper City Council meeting held on Thursday, November 17, 2022.

A handwritten signature in dark ink, appearing to read "Lenise Peterman", written over a horizontal line.

Lenise Peterman  
Mayor

A handwritten signature in blue ink, appearing to read "Zack Tonic", written over a horizontal line.

Zack Tonic  
City Recorder

Approved on December 15, 2022

Exhibit A

# HELPER CITY LANDSCAPE SERVICES

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**K&R Universal Corp.**

3866 N 2000 W  
Helper, UT 84526

435-299-8491  
[kruniversal@hotmail.com](mailto:kruniversal@hotmail.com)

# K&R Universal

## Intro

Thank you for giving K&R Universal the opportunity to earn your business. In this lawn maintenance and yard clean up proposal you will find information outlining our proposed schedule and pricing.

At K&R Universal we are proud to be a member of the Carbon County community and to serve as a landscaper to its residents. We strive to be the best provider of lawn maintenance services with integrity, investing in quality equipment and implementing policies and procedures that help us provide an outstanding experience to every customer. We look forward to serving your needs and the needs of other Helper City residents today and many days to come.

Sincerely,  
K&R Universal  
Steven and Brittany Hansen

## Our Work

K&R Universal provides a professional all-season lawn care and maintenance service. Our commitment to quality is what is important to us. We are proud to provide services to property owners in Carbon County.

The images below are just a few examples of our work.





## Schedule

Our services will be offered Monday - Friday and available Saturday and Sunday if needed. We try to be flexible to benefit the schedule of our customers.

## Pricing

| BUSINESS TASK                       | LABOR COST PER HOUR                                                | HOURS EST | LABOR COST | EQUIPMENT COST PER HOUR | HOURS EST | EQUIPMENT COST | TOTAL TASK COST |
|-------------------------------------|--------------------------------------------------------------------|-----------|------------|-------------------------|-----------|----------------|-----------------|
| Small Bush Trimming                 | \$40.00                                                            | 0.5       | \$20.00    | \$3.00                  | 0.5       | \$1.50         | \$21.50         |
| Small Bush Removal                  | \$40.00                                                            | 4         | \$160.00   | \$2.00                  | 4         | \$8.00         | \$168.00        |
| Small Bush Removal with backhoe     | \$40.00                                                            | 4         | \$160.00   | \$85.00                 | 4         | \$340.00       | \$500.00        |
| Large Bush Trimming                 | \$40.00                                                            | 2         | \$80.00    | \$2.00                  | 2         | \$4.00         | \$84.00         |
| Large Bush Removal with backhoe     | \$40.00                                                            | 8         | \$320.00   | \$85.00                 | 8         | \$680.00       | \$1,000.00      |
| Small Tree Pruning                  | \$40.00                                                            | 4         | \$160.00   | \$4.00                  | 4         | \$16.00        | \$176.00        |
| Large Tree Pruning with lift        | \$40.00                                                            | 16        | \$640.00   | \$50.00                 | 8         | \$400.00       | \$1,040.00      |
| Small Tree Removal                  | \$40.00                                                            | 24        | \$960.00   | \$85.00                 | 24        | \$2,040.00     | \$3,000.00      |
| Large Tree Removal                  | \$40.00                                                            | 48        | \$1,920.00 | \$85.00                 | 48        | \$4,080.00     | \$6,000.00      |
| Weed Removal per Square foot        | \$40.00                                                            | 0.01      | \$0.40     | \$5.00                  | 0.01      | \$0.05         | \$0.45          |
| Lawn Cutting per Square foot        | \$40.00                                                            | 0.01      | \$0.40     | \$5.00                  | 0.01      | \$0.05         | \$0.45          |
| Lawn trimming per linear foot       | \$40.00                                                            | 0.01      | \$0.40     | \$5.00                  | 0.01      | \$0.05         | \$0.45          |
| Weed and trimming removal per truck | \$40.00                                                            | 2         | \$80.00    | \$20.00                 | 1         | \$20.00        | \$100.00        |
| Garbage removal per truck           | \$40.00                                                            | 2         | \$80.00    | \$50.00                 | 1         | \$50.00        | \$130.00        |
| Hazardous Material removal          | Will be quoted out depending on the type of material and quantity. |           |            |                         |           |                |                 |

\*Labor costs is for the two current fulltime employees.

## Our Team

K&R Universal is a locally owned and operated business with 5 plus years of experience. Currently employing two fulltime employees, Steven and Brittany Hansen. Steven moved here from Wyoming and fell in love with our small community and decided to make this his forever home. He has several years of experience with being a leader as a foreman. His managing skills have been very beneficial to our business. Brittany has been a resident of Helper and Spring Glen area her entire life. She has built a strong relationship with the community of Helper when she worked for Helper City Public Works for almost 5 years. There she truly showed how she valued Helper, the walkway beach area and the parks. Her experience with maintaining the parks, cemetery and beach has also been beneficial to growing our business. Both are very dedicated and highly motivated. We like to see the change our work makes, making both the customer and the community happy and a better place. We currently have two residents in Spring Glen area that we do charity work for. Striving to give back to the community in a positive way and trying to do so whenever possible.

# Invoice process and Communication

We are currently conducting invoices via Quickbooks. We will submit the invoices individually by the 15<sup>th</sup> of every month by email or in person.

We can be contacted at any time of the day through text or email at the following numbers, 435-299-5358, 435-299-8491 or via email [kruniversal@hotmail.com](mailto:kruniversal@hotmail.com). We would like to meet with the director at least twice a month to review job performance and satisfactory.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement (s).

| <b>PRODUCER:</b><br>Coterie Insurance Agency, LLC<br>P.O. Box 42368<br>Blue Ash, OH 45242<br>855-566-1011 | <b>CONTACT NAME:</b><br><br><b>PHONE</b><br>(A/C, No, Ext): 855-566-1011<br><b>FAX</b><br>(A/C, No, Ext):<br><b>E-MAIL</b><br>ADDRESS: Support@coterieinsurance.com                                                                                                                                                                                                                                                                                    |                               |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|--------|------------|-----------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| <b>INSURED:</b><br>K&R Universal<br>3866 N 2000 W<br>Helper, UT 84525-2216                                | <table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Benchmark Insurance Company</td><td>41394</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table> | INSURER(S) AFFORDING COVERAGE |  | NAIC # | INSURER A: | Benchmark Insurance Company | 41394 | INSURER B: |  |  | INSURER C: |  |  | INSURER D: |  |  | INSURER E: |  |  | INSURER F: |  |  |
| INSURER(S) AFFORDING COVERAGE                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NAIC #                        |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER A:                                                                                                | Benchmark Insurance Company                                                                                                                                                                                                                                                                                                                                                                                                                            | 41394                         |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER B:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER C:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER D:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER E:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER F:                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |  |        |            |                             |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |

## COVERAGES

## CERTIFICATE NUMBER

## REVISION NUMBER

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTD | TYPE OF INSURANCE                                                                                                                                                                                                                                  | ADDL SUBR<br>INSR WVD | POLICY NUMBER   | POLICY EFF<br>(MM/DD/YYYY) | POLICY EXP<br>(MM/DD/YYYY) | LIMITS                                                                                                                                          |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|----------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR                                                                                                 | X                     | CBG-00054472-00 | 10/27/2022                 | 10/27/2023                 | EACH OCCURRENCE \$1,000,000                                                                                                                     |
|          | DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000                                                                                                                                                                                                 |                       |                 |                            |                            |                                                                                                                                                 |
|          | MED EXP (Any one person) \$5,000                                                                                                                                                                                                                   |                       |                 |                            |                            |                                                                                                                                                 |
|          | PERSONAL & ADV INJURY \$1,000,000                                                                                                                                                                                                                  |                       |                 |                            |                            |                                                                                                                                                 |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>Other: _____                                                                                     |                       |                 |                            |                            | GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000                                                                             |
|          | <b>AUTOMOBILE LIABILITY:</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY |                       |                 |                            |                            | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$ |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTIONS \$                                                                            |                       |                 |                            |                            | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                              |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDER? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                              | N/A                   |                 |                            |                            | PER STATUTE OTHER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

PROOF OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pete Buccola

| BUSINESS TASK                             | LABOR COST PER HOUR                                                | HOURS EST | LABOR COST | EQUIPMENT COST PER HOUR | HOURS EST | EQUIPMENT COST | TOTAL TASK COST |
|-------------------------------------------|--------------------------------------------------------------------|-----------|------------|-------------------------|-----------|----------------|-----------------|
| Small Bush Trimming                       | \$40.00                                                            | 0.5       | \$20.00    | \$3.00                  | 0.5       | \$1.50         | \$21.50         |
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| Large Bush Trimming                       | \$40.00                                                            | 2         | \$80.00    | \$2.00                  | 2         | \$4.00         | \$84.00         |
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| Small Tree Pruning                        | \$40.00                                                            | 4         | \$160.00   | \$3.00                  | 4         | \$12.00        | \$172.00        |
| Large Tree Pruning with lift              | \$40.00                                                            | 16        | \$640.00   | \$50.00                 | 8         | \$400.00       | \$1,040.00      |
| Small Tree Removal                        | \$40.00                                                            | 24        | \$960.00   | \$85.00                 | 24        | \$2,040.00     | \$3,000.00      |
| Large Tree Removal                        | \$40.00                                                            | 48        | \$1,920.00 | \$85.00                 | 48        | \$4,080.00     | \$6,000.00      |
| Weed Removal per Square foot              | \$0.00                                                             | 0.01      | \$0.00     | \$1.50                  | 0.01      | \$0.02         | \$0.02          |
| Lawn Cutting and trimming per Square foot | \$0.00                                                             | 0.01      | \$0.00     | \$1.50                  | 0.01      | \$0.02         | \$0.02          |
| Weed and trimming removal per truck       | \$40.00                                                            | 2         | \$80.00    | \$20.00                 | 1         | \$20.00        | \$100.00        |
| Garbage removal per truck                 | \$40.00                                                            | 2         | \$80.00    | \$50.00                 | 1         | \$50.00        | \$130.00        |
| Hazardous Material removal                | Will be quoted out depending on the type of material and quantity. |           |            |                         |           |                |                 |