

**Notice is hereby given
The Mayor and City Council of Helper City,
A Municipal Corporation will hold a regular meeting
on the 4th day of May 2023.
At the Council Chambers
19 South Main, Helper, Utah.
The meeting shall begin at 6:00 pm.**

- 1- Call to order.
- 2- Pledge of Allegiance.
- 3- Roll call.
- 4- Public Comment.
- 5- Approval of the minutes from March 16 & April 6, 2023.
- 6- Discussion and possible approval of donating a free swim day to the Outlaw Car Show.
- 7- Discussion and possible approval of convex mirrors.
- 8- Discussion and possible approval of the Floodplain Development permit.
- 9- Discussion and possible approval of tree removal services in the amount of \$1,500.
- 10-Discussion and possible approval of the tentative budget for 2023-2024.

Reports only from Council Members and Department Heads.

Possible closed session.

Adjournment:

The public is invited to submit questions or comments 24 hours before the meeting on agenda items only by calling (435) 472-5391 or emailing ztonc@helpercity.net. I Zack Tonc Helper City Recorder, do hereby certify the above notice and agenda was posted on the 1st day of May 2023 at City Hall and Utah Public Notice Website. Agenda was provided to the media at least 24 hours before such meeting.

Under the Americans with Disabilities Act, the City of Helper will make reasonable accommodations to participate in the meeting. Request for assistance can be made by calling (435) 472-5391 at least 48 hours in advance of the meeting to be attended.


Zack Tonc

MINUTES OF THE HELPER CITY COUNCIL MEETING
Thursday, March 16, 2023
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

Amanda Wheeler – Absent Excused

City Staff:

City Recorder: Zack Tonc

City Attorney: Dominique Kiahtipes

Public Works Director: Michael Mastin

Police Officer: Lara Olson

Citizens: Joelle Amaya, Susan Neel, and Allie Farnham.

PUBLIC COMMENT:

APPROVAL OF THE MINUTES FROM FEBRUARY 16, 2023.

Council Member Goldsmith moved to approve minutes from February 16, 2023.

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

DISCUSSION AND POSSIBLE APPROVAL OF LOCAL AREA CONSENT FOR HELPER SATURDAY VIBES.

Allie Farnham of Saturday Vibes stated she is seeking local consent to serve alcohol at their events. She said nothing will be changing except for one thing. Based on feedback from the council and community last year, we are committing to hire one officer for the event for safety. They are going to use barricades at the south, north, and City Office entrances of the event. Staff members will be assigned to greet and let people know no alcohol can be brought in or out of the event. There will not be a bag check unless it is a cooler and they will ask to look in the cooler.

Council Member Goldsmith asked if the bartenders receive training. Allie Farnham responded all of the bartenders are TIPS certified as required by the DABC.

47
48 Council Member Goldsmith asked were does the alcohol come from? Allie Farnham
49 stated the alcohol will be ordered through Helper Liquor and beer will be ordered from
50 General Distribution.

51
52 Council Member DeVinent moved to approve Local Area Consent for Helper Saturday
53 Vibes. Council Member Harwood seconded the motion. Motion carried, the council roll
54 call vote is as follows: Dornan, Goldsmith, DeVinent, and Harwood all voted yes.
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58 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASING A SNOWPLOW FOR**
59 **THE FOUR-WHEELER IN THE AMOUNT OF \$820.**
60

61 Public Works Director Mastin stated during the last storm, the four-wheeler's snowplow
62 kept breaking its pins and he would like to replace the current plow. Council Member
63 Dornan asked what size of blade we need to get around the light poles. Public Works
64 Director Mastin responded, we currently have a 60-inch and would like to change to a
65 54-inch. Council Member Goldsmith asked what about shearing pins with the proposed
66 plow. Public Works Director Mastin responded the proposed plow has springs that will
67 help with that. The way the plow is designed is to bounce up to prevent pin shearing.
68

69 Council Member DeVinent moved to approve purchasing a new snowplow for the four-
70 wheeler not to exceed \$820. Council Member Dornan seconded the motion. Motion
71 carried, the council roll call vote is as follows: Dornan, Goldsmith, DeVinent, and
72 Harwood all voted yes.
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76 **DISCUSSION AND POSSIBLE APPROVAL OF UPDATING THE SPECIAL EVENT**
77 **PERMIT.**
78

79 Mayor Peterman stated that she is trying to streamline the Special Event Permit, to fit all
80 of the past, current, and future events. As well as giving the Public Works Department
81 time to complete all the projects required of them this summer.
82

83 Council Member DeVinent asked about "vender sponsor" as discussed on the last
84 page. Mayor Peterman responded this is to make sure the sales tax money is being
85 paid and goes to the correct place. Council Member DeVinent asked if the wording
86 can be reworded more clearly.
87

88 Council Member Goldsmith asked if insurance is required under the permit. Council
89 Member DeVinent responded yes, for events serving alcohol. Council Member
90 Goldsmith asked if it could be changed to have insurance be required for everyone.
91

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

DISCUSSION AND POSSIBLE APPROVAL OF HELPER HISTORIC PRESERVATION COMMISSION BYLAWS.

Council Member DeVinent stated she had sent this out last week to the council for review.

City Attorney Kiahtipes asked if Helper has the certification from SHIPO. Mayor Peterman stated to receive grants from them you have to be certified. City Attorney Kiahtipes stated that the State Code sighted in the Helper Code is out of date. Also, the how-to and duties need work and need to be decided on.

Mayor Peterman stated she would like the council member to be the chair of the Historic Preservation Commission, Council Member DeVinent agreed.

Council Member Goldsmith would like to see more clarification in article two, on the membership terms and the requirements of member's qualifications and or skillsets.

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

ADJOURNMENT:

There being no further business Council Member DeVinent moved to adjourn. Council Member Goldsmith seconded the motion. Motion carried, the council roll call vote is as follows: Dornan, Goldsmith, DeVinent, 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, March 16, 2023.

Lenise Peterman
Mayor

Zack Tonc
City Recorder

1
2 **MINUTES OF THE HELPER CITY COUNCIL MEETING**

3 **Thursday, April 6, 2023**

4 **6:00 p.m.**

5 **In the Council Chambers**

6 **19 South Main Street**

7 **Helper, Utah 84526**

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10 **ATTENDANCE:**

11 Mayor Lenise Peterman

12
13 **Council Members:**

14 David Dornan

15 Michelle Goldsmith

16 Gary Harwood

17 Malarie DeVincent

18 Amanda Wheeler

19
20 **City Staff**

Deputy Recorder: Joan Burgess

City Attorney: Dominique Kiahtipes

Public Works Director: Michael Mastin

Police Officer: Sean Draper/Laura Olson

21 Citizens: Dave Babcock, Gaye Babcock, Cheryl Lupo, Joe Sacco, James Walker, David
22 Hinkins, Scott McKee, Ryan Madsen, Jake Hardy, Tom Mathews, Jeanann Zmerzlikar,
23 Terrie Saccomano, Dale Stapley, Jennifer (Goldie) Derosé, Connie Cowan,
24 Mitchell Graham, Raelynn Graham, Joelle Amaya, Bob Williams, Pamela Juliano,
25 Jeff Cisneros, Dakota Cisneros, Morgan Lund and Jordan Newman and Jean Boyack.
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30 **PUBLIC COMMENT:**

31 Exhibit A
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36 **APPROVAL OF THE MINUTES FOR MARCH 2, 2023**

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38 Council Member Goldsmith moved to approve the minutes of March 2, 2023. Council
39 Member Dornan seconded the motion. Motion carried. Harwood, DeVincent,
40 Goldsmith, Wheeler and Dornan all voting yes.
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45 **GOOD SAMARITAN ACKNOWLEDGEMENT.**
46

47 Mayor Peterman on the behalf of the Police Department and Mayors office presented
48 Mitch Graham with a Good Samaritan award for an event on February 5, 2023. Mitch
49 Graham assisted Officer Laura Olson in detaining a party that refused to heed her
50 direction. Mitch Graham's quick action in assisting Officer Olson was critical to the
51 officer's safety as well as the community.

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56 **AMERICAN LEGION – JEFF CISNEROS.**

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58 Jeff Cisneros stated he has been a part of the American Legion baseball for 35 years.
59 His son Dakota Cisneros has been running the program for the past 4-5 years and has
60 invested over 15 years in Helper American Legion. Jeff Cisneros stated they would like
61 to use the field again for the season. Jeff Cisneros informed the council of the
62 tournaments that were scheduled, CJ Smuin Memorial Tournament June 7-10 and
63 American Legion AA State tournament July 21-26. Jeff Cisneros would like to have city
64 support around the outside of the field, it will require a lot of maintenance. Jeff and
65 Dakota Cisneros thanked Helper City for the support they give and hope to keep
66 American Legion tradition alive.

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71 **ARBON DAY PROCLAMATION.**

72
73 Mayor Peterman stated the proclamation is a critical component to remain being a Tree
74 City. Proclamation for Arbor Day will be April 28, 2023.

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79 **DISCUSSION AND POSSIBLE APPROVAL OF ACCESS MANAGEMENT FOR US-6**
80 **COOPERATIVE AGREEMENT.**

81
82 Council Member DeVincent addressed Senator Hinkins asking if there was something
83 that could be done currently to reduce speed limits to help with the issues on Hwy 6.
84 Senator Hinkins stated he would talk with Carlos and would get more involved with the
85 issue. There might be monies in the B&C funds that would help in the future.
86 Mayor Peterman stated she would like to see item tabled for edits to the existing
87 document some of the wording but support being partners in the project.

88
89 Council Member Matsuda moved to table discussion for further review and make edits
90 to cooperative agreement. Council Member Goldsmith seconded the motion. Motion
91 carried. Harwood, DeVincent, Goldsmith, Wheeler and Dornan all voting yes.
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96 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASING 800 MHZ RADIOS**
97 **FOR POLICE DEPARTMENT FOR APPROXIMATELY \$11,000.**
98

99 Mayor Peterman gave a short summary of the agreement with the Mayors and Carbon
100 County from 5 years ago to agree to radio strategy. Helper City wrote a USDA grant to
101 upgrade the radios to be in compliance, Price City did not come into compliance with
102 the agreement. Mayor Peterman stated Carbon County is basically mandating that
103 everyone upgrade to 800 MHZ radios, UCA has come up with funding to help with the
104 purchase of the radios. Sergeant Draper explained why now the best opportunity to
105 purchase the new radios. There is a possible discount of 65% with L3 Harris and Utah
106 and a then a contract with UCA to offer another 80% discount on top of it. Purchasing
107 the radios now will save the city approximately \$140,000. Council Member Goldsmith
108 asked if we were required to purchase the new radios. Council Member Harwood
109 stated no we did not have to but it is important to be on the same radio frequency for
110 safety reasons. Council Member DeVincent asked if the old radios could be sold on
111 surplus to recoup some of the money, Council Member Harwood stated yes. Council
112 Member Wheeler asked if the Fire Department would also be included. Council Member
113 Harwood commented Carbon County Fire Chief's Association will be buying all of the
114 fire departments radios. Sergeant Draper said the \$11,000 will cover 6 cars and 6 patrol
115 people and 1 extra radio.
116

117 Council Member Dornan moved to approve the purchase of 800 MHZ radios in the
118 amount of \$11,000. Council Member Wheeler seconded the motion. Motion carried.
119 Harwood, DeVincent, Goldsmith, Wheeler and Dornan all voting yes.
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124 **DISCUSSION AND POSSIBLE APPROVAL OF SUBMITTING A GRANT FOR NEW**
125 **POLICE VEHICLES.**
126

127 Sergeant Draper explained why it was necessary to purchase another patrol vehicle.
128 The previous vehicle asked for last year was not received because of balance with
129 manufacturing. The vehicle being requested for now is actually a better deal from Young
130 Automotive. Sergeant Draper explained they are having problems with F150, it is
131 costing too much money to maintain. They will be selling the Ford Taurus also and
132 hope to get around \$10,000. Purchase of new vehicle will be approximately \$46,000
133 and estimate around \$19,000 for equipment. With the USDA grant and the selling of
134 the Ford Taurus, the cost will be approximately \$16,000. Officer Draper stated he is
135 asking to move forward with applying for the grant, he has the grant ready to be
136 submitted. Council Member Goldsmith questioned if police vehicles were properly
137 maintained. Sergeant Draper confirmed yes and at times he does the maintenance
138 himself to save money. Council Member Dornan asked if it was only one vehicle being
139 purchased, the agenda item had police vehicles, Officer Draper confirmed only one
140 vehicle being purchased.
141

142 Council Member DeVincent moved to approve moving forward with submitting a grant
143 for new police vehicle. Council Member Harwood seconded the motion. Motion carried.
144 Harwood, DeVincent, Goldsmith, Wheeler and Dornan all voting yes.

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149 **DISCUSSION AND POSSIBLE APPROVAL OF UPDATING THE SPECIAL EVENT**
150 **PERMIT.**

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152 Mayor Peterman stated she would like to delay the discussion on the Special Event
153 Permit. She received feedback from Helper Saturday Vibes that was not incorporated
154 into the document.

155
156 Council Member DeVincent moved to table the discussion for further review of the
157 Special Event Permit. Council Member Wheeler seconded the motion. Motion carried.
158 Harwood, DeVincent, Goldsmith, Wheeler and Dornan all voting yes.
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163 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASING FERTILIZER FOR**
164 **PARKS NOT TO EXCEED \$2,900.**

165
166 Public Work Director Mastin stated it was that time of year to fertilize the parks and
167 cemetery. He is requesting to purchase Stage 1 fertilizer not to exceed \$2,900.
168

169 Council Member Dornan moved to approve the purchase of fertilizer. Council Member
170 Goldsmith seconded the motion. Motion carried. Harwood, DeVincent, Goldsmith,
171 Wheeler and Dornan all voting yes.
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176 **DISCUSSION AND POSSIBLE APPROVAL OF PURCHASING A NEW PARK PUMP**
177 **IN THE AMOUNT OF \$11,620.**

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179 Public Works Director Mastin stated he talked with Council Member Harwood and told
180 him it would cost \$2,848.00 to repair the current pump. Public Works Director Mastin
181 stated he will put a new pump in the budget next year for \$11,169.00. Council Member
182 Dornan asked if the city could save on freight charges by picking it up ourselves.
183

184 Council Member Goldsmith moved to approve repairing the pump for \$2,848. Council
185 Member Harwood seconded the motion. Motion carried. Harwood, DeVincent,
186 Goldsmith, Wheeler and Dornan all voting yes.
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191 **COUNCIL REPORTS:**

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193 Council Members reported on various projects being worked on.

194
195 There being no further business Council Member DeVinent moved to adjourn. Council
196 Member Wheeler seconded the motion. Motion Carried: Harwood, DeVinent,
197 Goldsmith, Wheeler and Dornan all voting yes. Meeting adjourned.
198
199

200 I hereby certify that the fore going represents a true, accurate, and complete record of
201 the Helper City Council meeting held on Thursday, April 6, 2023
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209 _____
210 Lenise Peterman
211 Mayor
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213

Joan Burgess
Deputy Recorder

214 Approved on May 4, 2023
215 Exhibit A



Joan Burgess <jburgess@helpercity.net>

Installing Convex mirrors

1 message

Wendy Wood <wjainwood@gmail.com>

Tue, Apr 18, 2023 at 3:02 PM

To: jburgess@helpercity.net

Helper City Council,

My name is Wendy Wood. In June 2022 our family moved to Carbon County. We reside in Spring Glen.

In the ten months my family has been living here there have numerous times I have not been able to see oncoming traffic and have been spared an accident by luck and a prayer. There are a few intersections in Helper I believe would benefit from the installation of a convex mirror, in order to provide a better line of vision, or to see around blind corners.

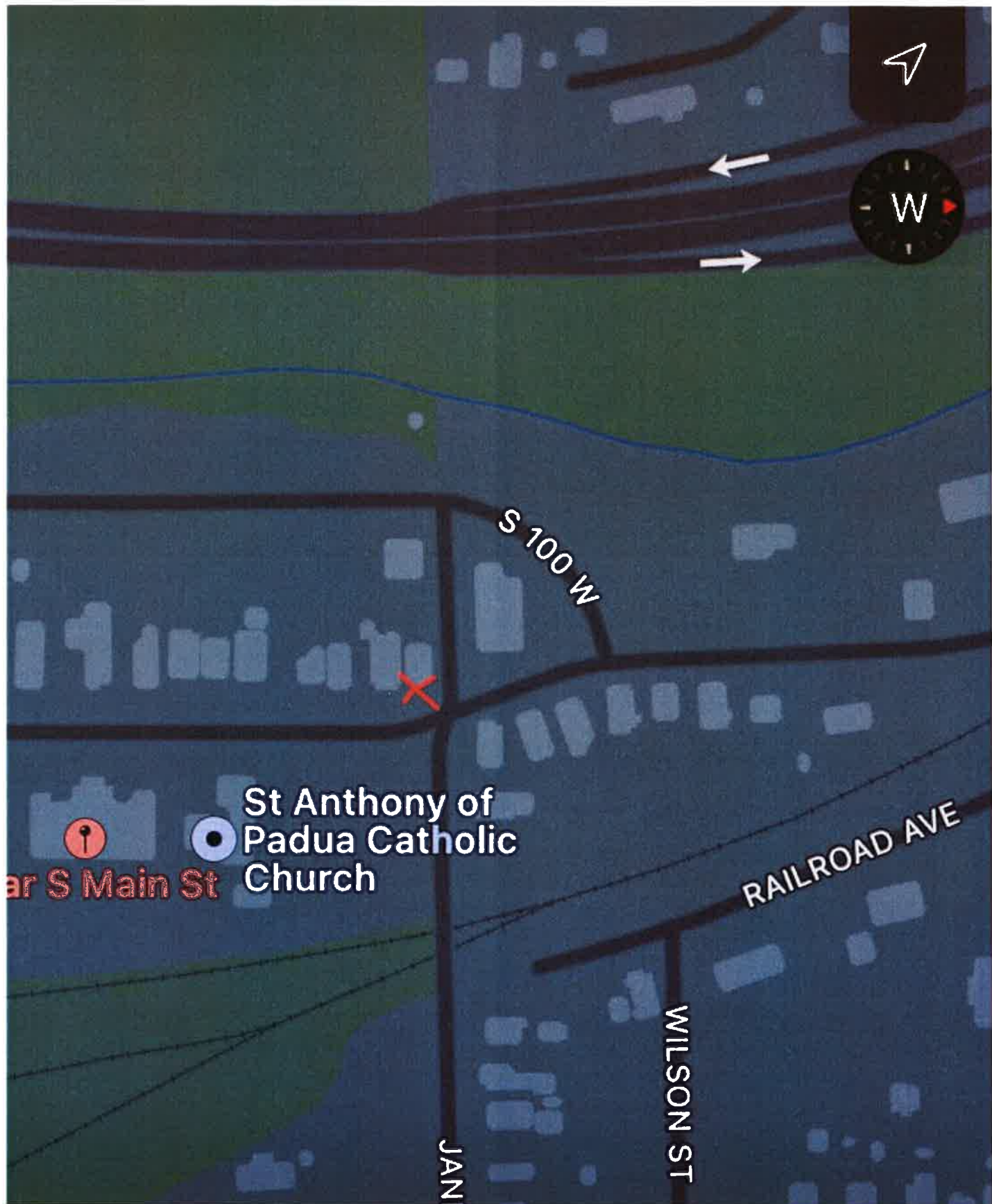
These intersections are the south-west corner of Janet St and Main, the north-west corner of Janet St and Welby St, and the south-west corner off of Hwy 6 onto Main St.

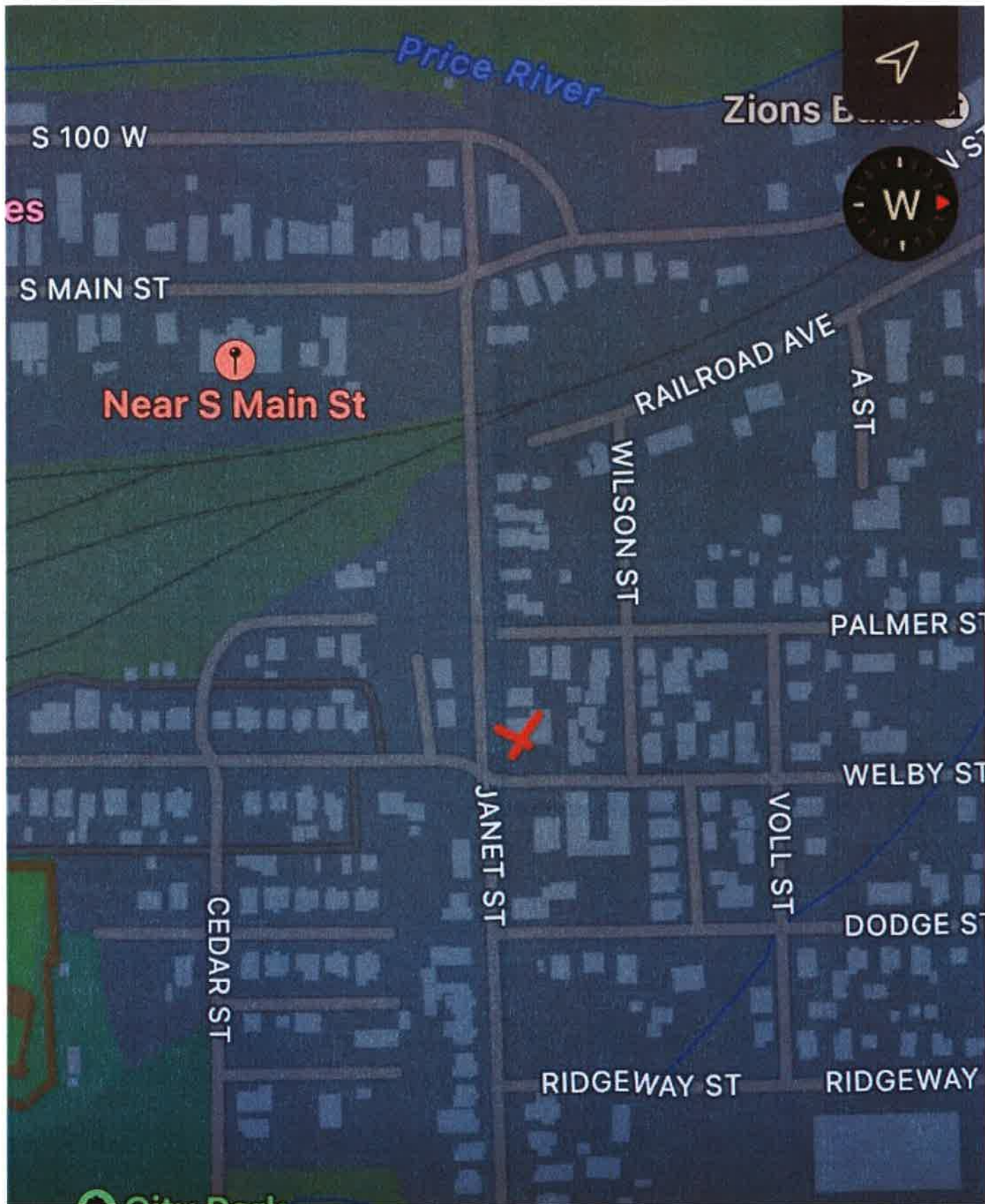
I have included pictures of those locations. I would be happy to help in the positioning of the mirrors.

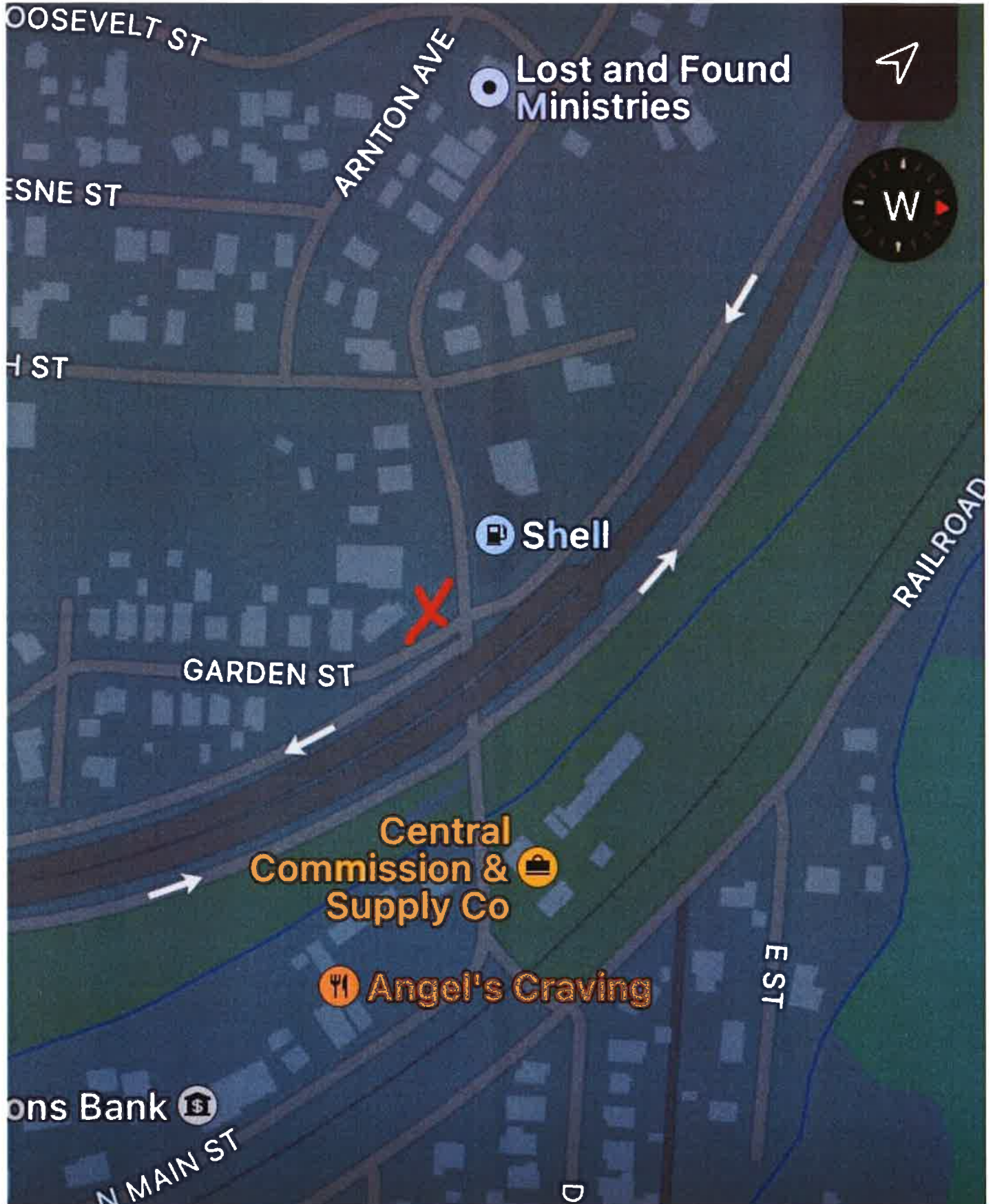
I am asking, in order to provide safety to pedestrians and motorists, Helper City will help in the installation and cost of convex mirrors to help provide safer travel within the city.

Wendy Wood

*Zack**Put on agenda
May 4th*









Dear Property Owner:

This is meant to assist you through the building permitting process and to streamline your request so you can move your project forward. You are receiving this because the building permit you are requesting is for development in the floodway.

The community reviews all proposed projects in the floodway and floodplain to determine their eligibility for development. Before a Floodplain Development Permit can be issued for projects in the floodway, the applicant must provide evidence that “no rise” will occur.

The following are examples of projects that may use this form as evidence of a No Rise certificate; you may not require a floodway hydraulic analysis:

- Roof repair, roof replacement
- Electrical Box update
- Siding for an existing structure
- Interior updates which **DO NOT** alter the existing footprint of the building.
- Window repair or replacement

In the event you are doing any of the above, please complete the template letter attached so we have the appropriate paperwork on file and can quickly move your project through the process.

Please note – outdoor features or additions such as garages, decks, gazebos, sheds, dredging, grading, or adding fill are considered new construction and would require a floodway hydraulic analysis be performed. Expansion of the existing footprint would require a floodway hydraulic analysis.

Please return the completed letter to Helper City Hall at 58 South Main Street, Helper UT.

Floodplain Development Permit Checklist for Floodplain Managers

Do You Need a Floodplain Development Permit?

1. Does the proposed activity or development (as defined in 59.1 in title 44 of the U.S Code of Federal Regulations) involve any man-made changes to improved or unimproved real estate, including but not limited to;

Buildings or other structures

Mining, drilling, dredging, or excavation

Grading, paving, or storage of equipment or materials

Alterations of a structure through additions, demolition, and remodeling

Construction of fences or retaining walls

The movement or placement of remanufactured or mobile homes, campgrounds, storage of equipment, vehicles, or materials (storage yards, salvage yards)

2. If you checked any of the boxes above, is any part proposed development or project located within a *Special Flood Hazard Area*? Use your community's Flood Insurance Rate Map (FIRM) or look up the information online: <https://mssc.fema.gov/portal/home>

Determine the flood zone below, more information can be found [here](#) regarding each zone.

A Floodplain Development Permit is required for the following *riverine* Special Flood Hazard Areas:

A AE AH AO

A1-A30(shaded gray): treat like an AE zone, but it may or may not have a floodway

No Floodplain Development Permit is required. Follow best practices by using The National Flood Insurance Technical Bulletins located [here](#).

X-shaded or Zone B X-unshaded or Zone C (no color)

The Floodplain Development Permit Application

Once you've determined the need for a floodplain development permit, now is the time to process a floodplain development permit application.

It's important that the applicant fill out every detail of the floodplain development permit. Often floodplain development permits have critical information missing. In particular, please check the following:

Name and signature of applicant (page 1)

Owner and Contractor/Developer Information (page 2)

Project Overview Information (page 2)

- Address of Proposed Project
- Legal Description of Proposed Project
- Latitude and Longitude of Proposed Project
- Description of Project with Plans Attached
- Estimated Cost of Project (important for substantial improvement)

Base Flood Elevation (BFE)

Elevation of Lowest Floor

Flood Encroachment Analysis Report and No-Rise Certification (if applicable)

Does the proposed development meet minimum National Floodplain Management standards? To be sure, refer to your community ordinance to see what your minimum requirements are. Another great resource is The National Flood Insurance Technical Bulletins located here. Technical Bulletins provide guidance for complying with the NFIP's building performance requirements contained in Title 44 of the U.S Code of Federal Regulations at 60.3 of floodplain management criteria for flood-prone areas.

Are the construction materials and methods resistant to flood damage?

Are the utilities flood-proofed or flood-resistant or anchored?

Is the electrical flood-proofed or flood-resistant

Manufactured homes elevated on permanent foundations or anchored

Assure that all necessary permits have been received from those governmental agencies from which approval is required by Federal or State law including section 404 from the Army Corps. Some of those permits may include:

Helper City

Floodplain Development Permit

(See Terms & Conditions)

Dept Name: Planning & Zoning

Jean Boyack - Floodplain Administrator

Issue Date:	Expiration Date:
Permit #	*Permit Fees, fees paid, dates of changes to the Floodplain Development Ordinance

The **Floodplain Development Permit** is the mechanism by which our community evaluates any and all impacts of activities proposed within our regulated floodplains. All activities must be in compliance with the Floodplain Damage Prevention Ordinance of the presiding jurisdiction, whether local, regional or statewide. The National Flood Insurance Program provides flood insurance to individuals at much lower premiums than could otherwise be purchased through private insurers, and makes certain federal funds available to communities. In order for citizens to be eligible for the national flood insurance rates, or for communities to receive certain kinds of federal funds, the community must agree to meet minimum floodplain standards. This application packet is a tool to ensure that the activities in our community comply with the Floodplain Damage Prevention Ordinance.

Any party undertaking development within a designated floodplain must obtain a floodplain development permit prior to the work commencing. FEMA defines development in Title 44 of the Code of Federal Regulations part 59.1 as: *Any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.* Other human activities that are considered development include but are not limited to: alterations of a structure through additions, demolition and remodeling, fences, retaining wall, moving/placement of remanufactured or mobile homes, campgrounds, storage of equipment, vehicles or materials (storage yards, salvage yards).

1

General Provision of the Floodplain Development Permit Terms

1. No work may start until a permit has been issued.
2. The permit may be revoked if:
 - a. Any false statements are made herein;
 - b. The effective Flood Insurance Rate Map has been revised;
 - c. The work is not done in accordance with the Floodplain Damage Prevention Ordinance of the presiding jurisdiction or other local, state and federal regulatory requirements.
 - d. The work is different than what is described and submitted to the community as part of the Floodplain Development Permit application.
3. If revoked, all work must cease until permit is reissued.
 - a. If the permit cannot be reissued, applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred.
4. Development shall not be used or occupied until the project has received final inspection, a final elevation and approval by the community.
5. The permit will expire if no work has commenced within 3 months of issuance and by the expiration date noted on the permit.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements and acknowledges that it is their responsibility to ensure that all necessary permits are obtained.
 - a. This includes but is not limited to documentation showing compliance with the endangered species act.
7. Applicant hereby gives consent to the local Floodplain Administrator and his/her representative (including state and federal agencies) to make reasonable inspections required to verify compliance.
8. Applicant acknowledges that the project will be designed to minimize any potential drainage onto surrounding properties and will be responsible for any drainage issues that may arise.
9. I, the applicant, certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. Furthermore, I have read and understand the relevant Floodplain Damage Prevention Ordinance for my community and will adhere to the ordinance and will or have already obtained all necessary state, federal and local permits for the proposed development.



APPLICANT'S NAME:

APPLICANT'S SIGNATURE:

DATE:



Helper City

Floodplain Development Permit

(See Terms & Conditions)

Dept Name: Planning & Zoning

Jean Boyack - Floodplain Administrator

Issue Date:	Expiration Date:
Permit #	* Permit discontinued if there are changes to the original Floodplain Development Map.

THIS PAGE TO BE COMPLETED BY FLOODPLAIN ADMINISTRATOR

4



Floodplain Development Permit Checklist



The following documents may be required at the discretion of the approving community official:

- ☐ Tax assessor map
- ☐ Maps and/or plans showing the location, scope and extent of development
- ☐ Floodproofing Certificate: Certificate and supporting documentation used to provide the certification
- ☐ Documentation showing compliance with the Endangered Species Act
- ☐ No-Rise Certificate: Certificate and supporting documentation used to provide the certification
- ☐ Elevation Certificate
 - ☐ Constructional Drawing
 - ☐ Building Under Construction
 - ☐ Finished Construction
- ☐ Grading plans
- ☐ Detailed hydraulic and hydrology model for development in a Zone A
- ☐ Conditional Letter of Map Revision (CLOMR)
- ☐ Structure valuation documentation
- ☐ Non-conversion agreement: Required for all structures that are constructed with an enclosure
- ☐ Wetland Permit from the U.S. Army Corps of Engineers
- ☐ Copies of all federal, local and state permits that may be required.
- ☐ Manufactured home anchoring certificate: Certificate and supporting documentation used to provide the certification
- ☐ Other documents deemed necessary by the Floodplain Administrator _____

5



Permit Action



- ☐ **PERMIT APPROVED:** The information submitted for the proposed project was reviewed and is in compliance with approved floodplain management standards.
- ☐ **PERMIT APPROVED WITH CONDITIONS:** The information submitted for the proposed project was reviewed. In order for the proposed project to be approved, certain restrictions or conditions must be met. These restrictions or conditions are attached.
- ☐ **PERMIT DENIED:** The proposed project does not meet approved floodplain management standards (explanation on file).
- ☐ **VARIANCE GRANTED:** A variance was granted from the base (1%) flood elevations established by FEMA consistent with variance requirements of Title 44 of the Code of Federal Regulations part 60.6 (Variance action documentation is on file).

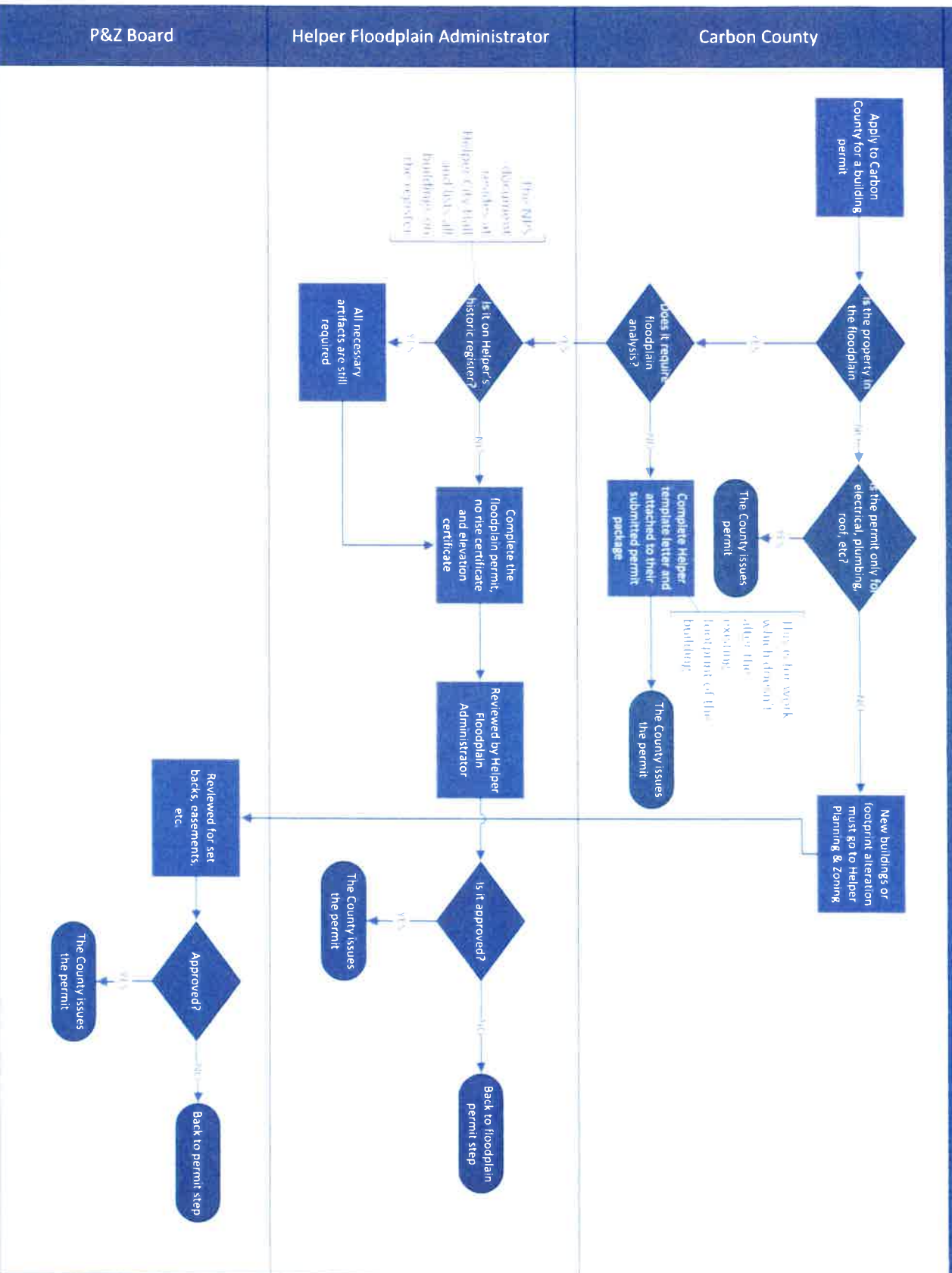


SIGNATURE OF COMMUNITY OFFICIAL:

PRINT NAME AND TITLE OF COMMUNITY OFFICIAL:

DATE:

Helper City Workflow for Building Permits



REVENUE

FYE 2024

General Fund

TAXES

10-31-10	GENERAL PROPERTY TAXES/CURREN	273,809
10-31-20	PRIOR YR TAXES/DELINQUENT	10,000
10-31-25	LIEU OF FEES/MOTOR VEHICLES	30,000
10-31-30	GENERAL SALES & USE TAXES	525,000
10-31-31	RAP SALES & USE TAXES	40,000
10-31-32	HWY/TRANSIT TAX	60,000
10-31-35	INTEREST ON TAXES	500
10-31-40	FRANCHISE TAXES	40,000
10-31-50	Transient Room Tax	6,000
TOTAL TAXES		985,309

LICENSES AND PERMITS

10-32-10	BUSINESS LICENSE AND PERMITS	16,000
10-32-25	ANIMAL LICENSE	1,000
TOTAL LICENSES AND PERMITS		17,000

INTERGOVERNMENTAL

10-33-21	POLICE DEPT GRANTS	60,000
10-33-22	FIRE DEPT GRANTS	25,000
10-33-25	FIRE DEPT GRANT INTEREST ONLY	-
10-33-26	LIBRARY GRANTS	10,000
10-33-27	MUSEUM GRANTS	20,000
10-33-56	CLASS C ROAD ALLOTMENT	200,000
10-33-58	STATE LIQUOR FUND ALLOTMENT	10,000
10-33-59	WEDGE GRANT	-
10-33-60	BOND PROCEEDS	-
10-33-61	CARES ACTS FUNDING	-
10-33-62	ARPA FUNDING	-
TOTAL INTERGOVERNMENTAL		325,000

CHARGES FOR SERVICES

10-34-21	POLICE DEPARTMENT REVENUES	20,000
10-34-25	FIRE DEPARTMENT RESOURCES	65,000
10-34-26	PUBLIC SAFETY FUNDS	-
10-34-27	PUBLIC SAFETY FUNDS - INTEREST	-
10-34-28	RECREATION FUND	-
10-34-70	PLANNING AND ZONING FEES	2,000
10-34-71	PARK RENTAL FEES	1,000
10-34-72	SWIMMING POOL DONATIONS	200
10-34-73	ARTS FESTIVAL GRANTS	-
10-34-74	LIBRARY DONATIONS	500
10-34-75	AUDITORIUM & BUILDING RENTAL	6,000

10-34-76	LIBRARY FEES	100
10-34-77	LIBRARY SALES TAXABLE	400
10-34-78	LIBRARY GRANTS	-
10-34-81	SALE OF CEMETERY LOTS	15,000
10-34-83	BURIAL CHARGES	15,000
10-34-91	POOL PASSES TAXABLE	30,000
10-34-92	POOL TAXABLES CONCESSIONS 645%	14,000
10-34-93	POOL FOODTAXABLES CONCESSIONS	8,000
10-34-94	MUSEUM-CHARGES FOR SERVICES	10,000
10-34-95	MUSEUM-DONATIONS	25,000
10-34-96	MUSEUM-GRANTS	-
10-34-97	MUSEUM-UPL MEMORIAL FUND	-
TOTAL CHARGES FOR SERVICES		212,200
FINES AND FORFEITURES		
10-35-11	COURT FINES	35,000
10-35-20	RESTITUTION PAY OUT	-
10-35-21	COURT REVENUE	10,000
TOTAL FINES AND FORFEITURES		45,000
MISCELLANEOUS		
10-36-10	INTEREST INCOME	10,000
10-36-20	RENTS AND CONCESSIONS	35,000
10-36-30	STREETS, SIDEWALK/CURB REPAIR	-
10-36-40	SALE OF FIXED ASSETS	5,000
10-36-50	SALE OF MATERIALS AND SUPPLIES	5,000
10-36-60	DONATIONS	1,000
10-36-70	SUNDRY REVENUES	1,000
10-36-71	TRANSFER FROM ELECTRIC FUND	350,000
10-36-72	OPERATING EXPENSE GARBAGE	-
10-36-73	OPERATING FEE -WATER	-
10-36-74	OPERATING FEE-ELEC	-
10-36-75	OPERATING FEE-SEWER	-
10-36-76	RIO THEATER FUNDS	1,000
TOTAL MISCELLANEOUS		408,000
General Fund Total Revenue		1,992,509

EXPENSE

FYE 2024

General Fund Expences

COURT

10-41-32	COURT CASES	42,000
10-41-51	INSURANCES	3,000
TOTAL COURT		45,000

ADMINISTRATION

10-43-11	PERMANENT EMPLOYEES	62,388
10-43-13	EMPLOYEE BENEFITS	22,719
10-43-21	BOOK, SUBSCRIPT & MEMBERSHIP	3,600
10-43-22	PUBLIC NOTICES	500
10-43-23	TRAVEL	2,200
10-43-24	OFFICE EXPENSE & SUPPLIES	2,400
10-43-25	EQUIP-SUPPLIES & MAINTENANCE	9,401
10-43-27	UTILITIES	-
10-43-28	TELEPHONE	650
10-43-31	PROFESSIONAL & TECH.	25,000
10-43-33	EDUCATION	1,000
10-43-34	AUDITOR	12,000
10-43-35	ELECTION	7,000
10-43-36	CONSULTING	15,000
10-43-51	INSURANCE	1,000
10-43-54	CONTRIBUTIONS	-
10-43-55	OVERAGE/SHORTAGES	-
10-43-74	PURCHASES OF EQUIPMENT	3,000
10-43-75	SPECIAL PROJECTS (CARES ACT)	-
10-43-79	BANK CHARGES	-
TOTAL ADMINISTRATION		167,858

BUILDINGS

10-45-11	PERMANENT EMPLOYEES	29,627
10-45-13	EMPLOYEE BENEFITS	17,017
10-45-19	UNIFORM	250
10-45-22	PUBLIC NOTICES	-
10-45-24	OFFICE EXPENSE & SUPPLIES	-
10-45-25	EQUIP-SUPPLIES & MAINTENANCE	17,000
10-45-26	BLDG & GROUNDS-SUPP & MAINT.	18,000
10-45-27	UTILITIES	19,200
10-45-51	INSURANCE	1,080
10-45-76	PRINCIPAL DEBT PAYMENTS	15,000
TOTAL BUILDINGS		117,174

DEBT SERVICE

10-47-09	BOND INTEREST PUBLIC SAFETY	-
10-47-10	PRINCIPAL ON BOND PUBLIC SAFT	-
10-47-11	CIB SWIMMING POOL	-
10-47-12	MUSEUM BOND	5,000
10-47-13	RIO THEATER CIB	-
TOTAL DEBT SERVICE		5,000

POLICE DEPARTMENT

10-51-11	PERMANENT EMPLOYEES	328,290
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10-51-13	EMPLOYEE BENEFITS	189,875
10-51-19	UNIFORM	3,000
10-51-21	BOOK, SUBSCRIPT & MEMBERSHIP	11,400
10-51-22	PUBLIC NOTICES	-
10-51-23	TRAVEL	1,500
10-51-24	OFFICE EXPENSE & SUPPLIES	1,700
10-51-25	EQUIP-SUPPLIES & MAINTENANCE	7,800
10-51-27	UTILITIES	3,900
10-51-28	TELEPHONE	5,460
10-51-29	GAS & CAR MAINTENANCE	20,000
10-51-31	PROFESSIONAL & TECH.	35,000
10-51-32	GENERAL HEALTH	-
10-51-33	EDUCATION	375
10-51-51	INSURANCE	9,000
10-51-74	PURCHASES OF CARES ACT	-
10-51-76	SPECIAL GRANTS	66,000
TOTAL POLICE DEPARTMENT		683,300

FIRE DEPARTMENT

10-55-11	PERMANENT EMPLOYEE	59,260
10-55-13	EMPLOYEE BENEFITS	4,736
10-55-21	BOOK, SUBSCRIPT & MEMBERSHIP	940
10-55-22	PUBLIC NOTICES	-
10-55-23	TRAVEL/FIRE ASST	5,000
10-55-24	OFFICE EXPENSE & SUPPLIES	500
10-55-25	EQUIP-SUPPLIES & MAINTENANCE	15,000
10-55-26	BLDG & GROUNDS-SUPP & MAINT	-
10-55-27	UTILITIES	4,332
10-55-28	TELEPHONE	1,200
10-55-29	GAS & CAR MAINTENANCE	8,000
10-55-31	PROFESSIONAL & TECH	12,000
10-55-32	GENERAL HEALTH	-
10-55-33	EDUCATION	1,000
10-55-51	INSURANCE	13,000
10-55-74	PURCHASES OF EQUIPMENT(CARES)	33,000
10-55-91	TRANSFER TO MBA FIRE TRUCK	19,200
TOTAL FIRE DEPARTMENT		177,168

STREETS DEPARTMENT

10-61-11	PERMANENT EMPLOYEES	80,732
10-61-13	EMPLOYEE BENEFITS	72,672
10-61-19	UNIFORM	1,000
10-61-22	PUBLIC NOTICES	-
10-61-23	TRAVEL	3,000
10-61-24	OFFICE EXPENSE & SUPPLIES	-
10-61-25	EQUIP-SUPPLIES & MAINTENANCE	16,600

10-61-26	BLDG & GROUNDS-SUPP & MAINT	-
10-61-27	UTILITIES	5,652
10-61-28	TELEPHONE	2,280
10-61-29	GAS & MAINTENANCE	15,600
10-61-30	MAIN STREET WEDGE PROJECT	-
10-61-31	PROFESSIONAL & TECH	-
10-61-33	EDUCATION	3,000
10-61-51	INSURANCE	6,000
10-61-55	CLASS C ROAD EXPENSE	198,800
10-61-56	UNUSED CLASS C ROAD	-
10-61-73	Highway tax exspense	-
10-61-74	PURCHASES OF EQUIPMENT	-
10-61-75	T-MOBILE GRANT	-
TOTAL STREETS DEPARTMENT		405,336

LIBRARY

10-63-11	PERMANENT EMPLOYEES	24,895
10-63-13	EMPLOYEE BENEFITS	1,992
10-63-21	BOOK, SUBSCRIPT & MEMBERSHIP	2,400
10-63-22	PUBLIC NOTICES	-
10-63-23	TRAVEL	-
10-63-24	OFFICE EXPENSE & SUPPLIES	800
10-63-25	EQUIP-SUPPLIES & MAINTENANCE	1,000
10-63-26	BLDG & GROUNDS-SUPPL & MAINT	2,000
10-63-28	TELEPHONE	1,440
10-63-31	PROFESSIONAL & TECH	2,000
10-63-33	EDUCATION	-
10-63-51	INSURANCE	2,000
10-63-74	PURCHASES OF EQUIPMENT	1,000
10-63-75	ILL	500
10-63-76	GRANT CLEF	4,000
TOTAL LIBRARY		44,027

SWIMMING POOL

10-71-11	PERMANENT EMPLOYEES	69,096
10-71-13	EMPLOYEE BENEFITS	5,528
10-71-19	UNIFORM	1,000
10-71-22	PUBLIC NOTICES	-
10-71-24	OFFICE EXPENSE & SUPPLIES	600
10-71-25	EQUIP-SUPPLIES & MAIN	18,600
10-71-26	BLDG & GROUNDS-SUPP & MAINT	58,000
10-71-27	UTILITIES	17,180
10-71-28	TELEPHONE	600
10-71-30	CONCESSIONS	14,000
10-71-33	EDUCATION	-
10-71-31	PROFESSIONAL & TECH	-
10-71-51	INSURANCE	3,000

10-71-64	CREDIT CARD FEE CHARGES	-
10-71-74	PURCHASES OF EQUIPMENT-RAP	-
TOTAL SWIMMING POOL		187,604

PARKS

10-73-11	PERMANENT EMPLOYEES	14,416
10-73-13	EMPLOYEE BENEFITS	12,977
10-73-19	UNIFORM	-
10-73-22	PUBLIC NOTICES	-
10-73-24	OFFICE EXPENSE & SUPPLIES	-
10-73-25	EQUIP-SUPPLIES & MAINTENANCE	13,000
10-73-26	BLDG & GROUNDS-SUPP & MAINT	4,000
10-73-27	UTILITIES	10,020
10-73-29	GAS & MAINTENANCE	2,000
10-73-51	INSURANCE	1,000
10-73-75	SPECIAL PROJECTS-RAP	-
TOTAL PARKS		57,413

CEMETERY

10-75-11	PERMANENT EMPLOYEES	15,363
10-75-13	EMPLOYEE BENEFITS	4,592
10-75-19	UNIFORM	-
10-73-22	PUBLIC NOTICES	-
10-75-24	OFFICE EXPENSE & SUPPLIES	-
10-75-25	EQUIP-SUPPLIES & MAINTENANCE	4,200
10-75-26	BLDG & GROUNDS-SUPP & MAINT	1,000
10-75-27	UTILITIES	7,440
10-75-29	GAS & MAINTENANCE	400
10-75-31	PROFESSIONAL & TECH.	-
10-75-51	INSURANCE	500
	expantion cap project	-
TOTAL CEMETERY		33,495

PLANNING & ZONING

10-77-22	PUBLIC NOTICES	250
10-77-24	OFFICE EXPENSE & SUPPLIES	-
10-77-75	Special Projects	-
TOTAL PLANNING & ZONING		250

MUSEUM

10-91-11	PERMANENT EMPLOYEES	32,143
10-91-13	EMPLOYEE BENEFITS	2,571
10-91-21	BOOK, SUBSCRIPT & MEMBERSHIP	870
10-91-22	PUBLIC NOTICES	-
10-91-23	TRAVEL	-
10-91-24	OFFICE EXPENSE & SUPPLIES	-
10-91-25	EQUIP-SUPPLIES & MAINTENANCE	1,000

10-91-26	BLDG & GROUNDS-SUPP & MAINT	2,000
10-91-27	UTILITIES	9,000
10-91-28	TELEPHONE	3,300
10-91-29	GIFT SHOP	6,000
10-91-31	PROFESSIONAL & TECH	-
10-91-33	EDUCATION	-
10-91-51	INSURANCE	2,000
10-91-74	PURCHASES OF EQUIPMENT	-
10-91-75	GRANTS	10,000
10-91-76	UPL MEMORIAL	-
TOTAL MUSEUM		68,884

Total Expences	1,992,509
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Rev over Exp	(0)
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REVENUE

FYE 2024

MBA

22-33-14	LEASE REVENUE INCOME RI	0
22-33-15	Lease Revenue income P/S	53000
22-33-16	Lease Revenue Income RE	42000
22-33-17	LEASE REVENUE INCOME P/	0
22-33-61	GRANT PROCEEDS	0
22-36-10	Interest Income	0
22-36-71	TRANSFER FROM GENERAL I	19200
Total		114200

Expense

FYE 2024

22-47-09	BOND INTEREST PUBLIC SAF	2790
22-47-10	PRINCIPAL ON BOND P/S &	30000
22-47-11	CIB SWIMMING POOL	30000
22-47-13	RIO THEATER CIB	0
22-47-14	FIRE TRUCK CIB PINCIPAL	14000
22-47-15	FIRE TRUCK CIB INTEREST	5200
22-47-74	PURCHASES EQUIPMENT(CA	0
Total		81990

Rev over Exp 32210

REVENUE

		YTD	Curent Bu FYE 2024	
River				
42-38-51	River Ehan	0	1,700,000	250000
42-38-52	Grants			
Total		0	1700000	250000

Expense

Acct #	Acct Title	YTD	Curent Bu FYE 2024	
42-94-25	Equip-Supplies & Maintenance			0
42-94-26	Bldg & Gro	94,022	1,700,000	250000
Total		94022	1700000	250000

REVENUE

FYE 2024

WATER CHARGES FOR SERVICES	750,000.00
WATER CONNECTION FEES	2,000.00
WATER INTEREST INCOME	4,000.00
WATER SUNDRY REVENUES	20,000.00
STORM DRAIN REVENUES	70,000.00
	846,000.00

Expense

Acct Title	FYE 2024
PERMANENT EMPLOYEES	194,785.35
EMPLOYEE BENEFITS	168,823.06
UNIFORM	1,000.00
BOOK, SUBSCRIPT & MEMBERSHIP	8,350.00
PUBLIC NOTICES	-
TRAVEL	3,000.00
OFFICE EXPENSE & SUPPLIES	15,000.00
EQUIP. SUPPLIES & MAINTENANCE	80,100.00
UTILITIES	3,000.00
TELEPHONE	3,000.00
GAS & MAINTENANCE	6,000.00
WATER PLAN	
PROFESSIONAL & TECH	-
EDUCATION	-
POWER PURCHASED UP&L	4,000.00
WATER PURCHASE	30,000.00
INSURANCES	10,000.00
INTEREST EXPENSE	142,000.00
BAD DEBT/OVERAGE/SHORTAGE	-
WATER SAMPLES	1,360.00
DEPRECIATION	650,000.00
	1,320,418.41

(p) (474,418.41)

REVENUE

Sewer

FYE 2024

52-37-41	SEWER CHARGES FOR SE	630,000.00
52-37-45	SEWER CONNECTION FEE	500.00
52-37-51	SEWER INTEREST INCOM	3,000.00
Total		633,500.00

Expense

Acct #	Acct Title	FYE 2024
52-80-11	PERMANENT EMPLOYEE	11,711.55
52-80-13	EMPLOYEE BENEFITS	9,818.31
52-80-24	OFFICE EXPENSE & SUPPL	1,000.00
52-80-25	EQUIP-SUPPLIES & MAIN	10,000.00
52-80-41	SEWER COLLECTION SER	275,000.00
52-80-53	INTEREST EXPENSE	114,000.00
52-80-58	DEPRECIATION	200,000.00
Total		621,529.87

Rev over Exp

11,970.13

REVENUE

Electric

FYE 2024

53-37-01	ELECTRIC CHARGES FOR SI	-
53-37-05	ELECTRIC CONNECTION FE	6,000.00
53-37-09	TAXABLE REVENUES	820,000.00
53-37-10	NON TAXABLE REVENUE	170,000.00
53-37-11	ELECTRIC INTEREST INCOM	7,000.00
53-37-15	ELECTRIC SUNDRY REVENI	85,000.00
Total		1,088,000.00

Expense

Acct #	Acct Title	FYE 2024
53-80-11	PERMANENT EMPLOYEES	50,232.49
53-80-13	EMPLOYEE BENEFITS	35,683.08
53-80-24	OFFICE EXPENSE & SUPPLI	21,600.00
53-80-25	EQUIP-SUPPLIES & MAINT	110,000.00
53-80-26	BLDG & GROUNDS-SUPPL	-
53-80-27	UTILITIES	4,200.00
53-80-28	TELEPHONE	1,320.00
53-80-29	POWER PURCHASED/UP&	420,000.00
53-80-31	PROFESSIONAL & TECH	-
53-80-51	INSURANCE	9,000.00
53-80-56	CONTINGENCY	10,000.00
53-80-58	DEPRECIATION	-
53-80-61	BANK CHARGES	18,000.00
53-80-91	TRANSFER TO GENERAL FI	350,000.00
Total		1,030,035.57

Rev over exp

57,964.43

REVENUE

Garbage

FYE 2024

54-37-61	GARBAGE CHARGES FOR	172000
Total		172000

Expense

FYE 2024

54-80-24	OFFICE EXPENSE & SUPP	12000
54-80-41	GARBAGE COLLECTION S	160000
Total		172000

Revenue Over Expences

0