

## MINUTES OF HARRISVILLE CITY CITY COUNCIL WORK SESSION

Tuesday, May 1, 2012 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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Present: Council Member Chad Allen, Council Member Paula Knighton, Council Member Michelle Tait, Council Member Grover Wilhelmsen.

Staff: Shanna Edwards, City Historian, Jennie Knight, City Recorder.

Visitor: Lynn Edwards.

### **7:00 P.M. Work Session**

#### **1. Discuss 2012 Heritage Days.**

Council Member Chad Allen opened the meeting by excusing Mayor Hendrix and welcoming all who were in attendance.

Shanna Edwards, city historian, presented information regarding her assignment for the 50<sup>th</sup> Jubilee Historical Program for the evening celebration of Heritage Days. She informed council of the birthday contest advertised in the May 2012 newsletter and suggested the evening program would be a good place to award the prize to the person with a birthday closest to when the city incorporated. She said she will send an invitation to each of the former Harrisville City Mayors, and include a written statement to be read during the program by a family member in honor the mayors and their contribution and service to the citizens of Harrisville. She suggested using the city emblem as the backdrop on the stage for the program, and use the motto “My strength is My People” as a theme throughout the Heritage Days events. She indicated Gary Saunders, who created the emblem, is willing to make it into a banner and it could be used each year. Council agreed they will also use the 50<sup>th</sup> year logo created by Ryan Walker for advertising.

Shanna Edwards informed council of what she has planned for her portion of Heritage Days program which should last about 30 minutes. She and Joyce Larsson of the history committee have written a 50<sup>th</sup> Jubilee song. Her granddaughter is writing the music for the song. Council Member Grover Wilhelmsen agreed to put together a choral to sing the song. She read the lyrics to the song and explained that a picture slide show will accompany the song. Council Member Knighton suggested written copies of the song be made available to the public at the time of the program. Shanna Edwards informed council the slide show will be displayed through a laptop presentation in Powerpoint. Council Member Allen said the city has access to a projector for the picture slide show. She told council more than 70 histories have been collected from residents who have spent most of their lives residing in Harrisville. She reported these histories will be put on CD and sold at Heritage Days. Council Member Knighton suggested making the song available to add to the CD. Shanna Edwards said the history committee will have a booth during the celebration with order forms available for people interested in ordering only single copies of the completed histories and they will also sell other history items.

Shanna Edwards presented the steel box to be used as the time capsule, which was made and donated by Harrisville resident Ray Grange. She informed council she will be collecting 8 ½ x 11 page contributions for the time capsule from Harrisville families to be put in a binder which will go in the time capsule. She also informed council of the other items being collected to include in the time capsule. She suggested the time capsule be buried during the first council meeting following Heritage Days. A possible location may be the new marquee sign in front of the city office building. Council suggested having paper and other supplies available at the history booth for

families to use to create their page for the time capsule. Council Member Knighton suggested serving cake and ice cream immediately following the history program in celebration of the 50<sup>th</sup> Jubilee.

Council discussed whether to put up multiple banners or to use just one banner for all of the events. They agreed if no date is added to the banner, it could be used for multiple events like the community booth at the Weber County Fair. Council Member Allen agreed to get in contact with Gary Saunders and determine the size and type of banner.

Council Member Grover Wilhelmsen and Shanna Edwards agreed to work out the details of the music needs for both the history program, and the "Harrisville's Got Talent" program. Shanna Edwards said she will be using the funds in the history budget to cover the history program expenses for Heritage Days.

Shanna Edwards presented each council member with a copy of the self guided walking tour that is available at the city office for the public free of charge. She said the Harrisville chapter of the Daughter's of Utah Pioneers is considering doing tours for the L.D.S achievement day activities for girls ages 8-11. Shanna Edwards was excused from the remainder of the meeting.

Council Member Chad Allen volunteered to work up a schedule outlining the Heritage Days events. Council discussed factors that will be involved with coordinating the day's events. Council agreed to begin the celebration with a parade at 5:00 pm, starting at the Lutheran Church. They discussed the possibility of offering a picnic dinner. Once the parade has ended, they plan to have the flag raising ceremony and national anthem followed by the cannon blast to begin the activities at the main park. The evening program will start at 6:00 p.m. beginning with the history program. Immediately following will be the "Harrisville's Got Talent" at 6:30 p.m., after which a short awards ceremony will held at 7:30 p.m. The awards ceremony will include the attendance awards and any other gift certificates being given as prizes. The youth dance will begin at 8:00 p.m. Fireworks will be at 10:00 p.m. to conclude the Heritage Days activities.

Council continued to discuss the logistics of the Heritage Days events. Vendor Booths will be allowed to setup in the park starting at 4:00 p.m., opening for business at 5:00 p.m. Council discussed where to place the vendor booths, and how to arrange the main large tent with picnic tables for seating to create a separation of the food activities and the main evening program that will take place on the bowery stage. They agreed to set up the large tent in the middle of the vendor booth tents and run the vendor booths around the perimeter of the large tent. They discussed how to address the temperature issues with the sun setting low in the sky at that time of day, and whether to have multiple stages for the evening programs.

Council agreed to allow a food wagon vendor to serve throughout the day at the upper park near the splash pad location. The splash pad will be available all day as part of the festivities.

Council agreed the previous activities that were offered throughout the afternoon: such as the bubble blowing contest, ring toss, and the watermelon spitting contest, will be used as free booth activities. Council will all look for volunteers who may want to assist in running the free booths. They felt that soliciting help from local youth groups through the schools or churches would provide enough help to run the booths. They also agreed to check with sponsors of these events to see if someone from the sponsoring organization would be willing to run the booth. Council stressed the importance of having activities available for people of all ages.

Council defined requirements for the vendor booths. Food vendors will be limited to first-come, first-serve access based on the food they are selling. Only one vendor of each type of food will be allowed to register. Food vendors will setup against the north side of the park because of the access to electrical outlets. Food vendors will pay a \$30.00 rental fee. Retail booths will pay a \$20.00 rental fee and the fee will be waived for a charity, fundraiser, or church group. Power will not be available to non-food booths. Food handler's permits and off-site permits will be required

at the time of application for the booths. Jennie Knight will work with Deonna Johnson to coordinate the vendor booths.

Council felt that a tighter time line would bring people together for a concentrated amount of time, where previously the afternoon hours were when the attendance numbers suffered. Another benefit of the reduced hours for the event is that public works employees will be setting up in the morning and breaking down the events right after the fireworks display.

Council Member Chad Allen said he checked with Pam Crosbie about obtaining the large gathering permit. Council mentioned the requirement for a first aid booth with the large gathering and decided to contact the North Ogden IHC clinic who has provided that service in the past.

Council Member Tait suggested cutting back on solicitations for donated items. She felt solicitations for donations in the past may have been overdone. Council discussed the need for water and other resources and agreed that water will be provided for the volunteers.

Council Member Allen asked that each council member submit receipts for Heritage Days purchases to him so a check and balance system will be in place. He offered to do the purchasing if the other council members want to provide a list of necessary items. He will work with Pam Crosbie to submit purchasing vouchers to track all of the Heritage Days spending.

Council decided to use the 50<sup>th</sup> Jubilee logo on the volunteer t-shirts. Council discussed how many t-shirts would be needed and agreed to cut back on the order to eliminate some of the over spending that has happened in the past. They agreed the same screen print will be used on all of the volunteer t-shirts. Council Member Allen suggested each council member tally up the amount of volunteers will be donating time for their events so that an accurate t-shirt order can be placed. He agreed to find the source for acquiring the t-shirts and have the graphic put on them.

Council discussed whether or not to have a Grand Marshall for the parade. They agreed to having all the former mayors of Harrisville ride in the parade would do away with the need for a Grand Marshall. They decided to have the former mayors line up for the parade in the order they served. Council Member Wilhelmsen expressed his desire for appropriate time to be given for acknowledging these former mayors. He agreed to contact American Monument to see if they would be willing to donate plaques to the former mayors. Council agreed the evening history program would be a good time to recognize former mayors. All the council members should be present at the time of this recognition.

Council discussed some of the known costs for Heritage Days. Council Member Wilhelmsen said he would get bids from sound system vendors. He also said he would check into renting a piano for the evening events. Council Member Allen agreed to work with Council Member Richins to coordinate the signs for cars in the parade.

Council agreed to send the Heritage Days program with the monthly Harrisville Happenings Newsletter and eliminate the cost for program books. Jennie Knight informed council the deadline for submissions for the July Newsletter will be June 20<sup>th</sup>. Council agreed to create large posters of the schedule to display at the bowery for the celebration.

Council decided to use the motto "My strength is My People" for the history program only. They decided to use the 50<sup>th</sup> Jubilee as the official Heritage Days theme. Council agreed to set the next Heritage Days work session for May 22, 2012, immediately following the regularly scheduled council meeting.

Council Member Allen motioned to adjourn at 9:15 p.m.

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**RICHARD HENDRIX**  
Mayor

**ATTEST:**

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**JENNIE KNIGHT**  
City Recorder  
Approved this 22<sup>nd</sup> day of May, 2012