

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, January 13, 2014 – 7:00p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Mayor Bruce Richins, Council Member Grover Wilhelmsen, Council Member Michelle Tait, Council Member Jeff Pearce, Council Member Jennifer Jensen, Council Member Jennifer Morrell.

Staff: Bill Morris, City Administrator, Pamela Crosbie, Finance Clerk, Jennie Knight, City Recorder,

Visitors: Ruth Pearce, Chad Holbrook, Jeff Ambrose, Lynnette Shuman, Roger Shuman, Derreck Larsen, Jake Haycock, Ian Wilhelmsen, Allen Walters, Kevin Wilhelmsen.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

Mayor Richins called the meeting to order and welcomed all visitors.

2. Opening Ceremony.

Boys Scout Troop 694 leader Derek Larsen led the pledge of allegiance. Mayor Richins conducted the opening ceremony.

Mayor Richins informed Council of the passing of Mayor Leland Saunders and said he and several members of staff attended the funeral and graveside services. Flags were distributed throughout the community in recognition and the Harrisville Police Department led the funeral procession down North Harrisville Road. The Saunders family still has a great presence in Harrisville. Mayor Richins read a biography of Leland Saunders from the Harrisville History book.

3. Consent Items.

- a. Approve the minutes of December 9, 2014 as presented.

Mayor Richins requested the word “are” be added to the second to last sentence of the third paragraph on page 3.

MOTION: Council Member Pearce motioned to approve the minutes of December 9, 2014 with correction. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

- a. **Presentation of 2013-2014 Audit Report.**

Jeff Ambrose presented the 2013-14 audit financial report. He recognized and thanked staff for their assistance while conducting the audit. He reviewed a few highlights included in the report.

Harrisville received the highest level for an independent audit. There were no significant findings. The report includes management analysis for financial reports including year to year comparisons. Lynn Fortie also included graphs to help show the comparisons. Net assets and liabilities were reviewed. Harrisville City has no long term debt, and there are no monies being spent to cover interest payments on any debt. Utility funds were reviewed with a net worth increase.

The income statement and operating statements were reviewed showing the cost of providing services including a list of net expenses. These statements explain where the cost breakdowns exist for the constituents. Net increase to the net position was explained.

Mr. Ambrose gave an overview of the governmental funds sheet. There was an increase to the general fund. Harrisville City remains in compliance with no debt to report. Governmental funds were overviewed as well as the general fund. The reconciliation sheet containing the statement of revenues, expenditures and changes in the fund balances over the course of the year were reviewed. Proprietary funds were presented showing each fund has an increase in cash. All of these are healthy with no debt to report. The enterprise funds have a fair amount of cash because they are capital intensive. These funds are available if there is an issue.

Operating charges were reviewed including the statement of cash flow for the enterprise funds. Each fund has an increase in the cash reserves making them healthy. Fixed assets and capital assets are continuing to grow. The detailed schedule of revenues to expenditures where the proposed budget is compared to the actual costs was reviewed. Most variances are positive or favorable; showing no departments going over budget, meaning they operated under the budget that was set at the beginning of the year. No non-compliance was detected during the audit. No material findings in those areas were found and there is no need to change the scope of procedures.

Mr. Ambrose gave three suggestions that might enhance the internal controls. Cash receipting and court reporting should be separated. Deposits need to be made within three days of the receipt date. He said there are two or three accounts that don't change from year to year. He suggested taking a look at these accounts to make sure the appropriate spending is taking place within those accounts.

He opened up the discussion for questions.

Mayor Richins indicated these suggestions were addressed at staff meeting. Mr. Ambrose welcomed any additional questions in the future to please contact him directly. Council Member Pearce thanked the finance staff for their efforts helping conduct the audit.

b. Recognition for Roger Shuman for service on Planning Commission

Mayor Richins recognized Roger Shuman for his efforts over the past 15 years on the Planning Commission. Very few individuals are willing to serve this long. Roger Shuman mentioned one of the first planning commission meetings he attended was a discussion on bringing in Walmart. He has been a great asset and mentor to the Planning Commission. Roger Shuman gave special recognition to Shanna Edwards, Planning

Commission secretary. She has been here since the city was incorporated. Mayor Richins presented Roger Shuman with a certificate and autographed copy of the Harrisville History book.

Council Member Pearce thanked Roger Shuman and his wife for their service. He said Roger did a great job and hopes he's not through with city service. Roger Shuman said he has worked with a lot of people on the staff. Bill Morris thanked him for his service as well.

c. Discussion/possible action on advice and consent to Mayor's Appointment to Planning Commission.

Mayor Richins informed Council he received an application from resident Chad Holbrook and is recommending his appointment to the Planning Commission. Chad Holbrook introduced himself to Council. He said this opportunity to serve on Planning Commission is a natural extension of how he feels in this community. He and his family bought a house that needed to be remodeled. They have lived in the city for the past 19 years. He enjoys serving in the community and hopes to help with his insights to make sure Harrisville is a good place to live not only now but in the future. He lives up on 600 West in the North area of the city.

Council Member Pearce asked about his work history. Mr. Holbrook explained he manages two programs in the continuing education department through Weber State.

MOTION: Council Member Jensen motioned to ratify the mayor's appointment of Chad Holbrook to the Planning Commission. Council Member Tait seconded the motion. All Council Members voted aye. Motion passed.

d. Discussion/possible action to approve Harrisville City Resolution 2015-1; a resolution for Harrisville City, Utah, amending the Harrisville City Personnel policies and procedures manual relating to vacation leave; and providing and effective date.

Bill Morris said there are a number of employees that are over on their vacation leave. This is a proposal to increase the total to 160 hours and limit employees from accruing additional hours until they use leave. This will actually raise the carryover of 120 hours to 160 hours. Council Member Jensen expressed concern that loyal employees that come to work are forced to take time off when they don't want to. She feels this punishes the good employees for not wanting to take vacation. She gave a brief overview of Ogden City's policy. She doesn't feel 160 hours is enough. Bill Morris said he would like to take a look at Ogden's policy but indicated passing this resolution would allow an extension so employees do not lose their leave. He said he could look into having a sell back option; but recognized there would be costs associated because this would be a direct cost payout. Council Member Tait asked if staff was in jeopardy of losing hours if this didn't pass tonight. Bill Morris said there are several employees with too many hours for the 120 hour limitation.

Council Member Morrell said there is a benefit to encouraging employees to take leave. If the work is so intense they can't take time off there is an opportunity to reevaluate the work load on those employees. She also suggested a consideration for paid time off in lieu of vacation. She said this lessens the ability to abuse sick leave vs. vacation. She agreed taking a look at additional models may be worthwhile.

MOTION: Council Member Morrell motioned to approve Harrisville City Resolution 2015-1; a resolution for Harrisville City, Utah, amending the Harrisville City Personnel policies and procedures manual relating to vacation leave; and providing and effective date. Council Member Wilhelmsen seconded the motion. A Roll Call vote was taken.

Council Member Wilhelmsen	Yes
Council Member Tait	Yes
Council Member Pearce	Yes
Council Member Jensen	Yes
Council Member Morrell	Yes

Motion passed 5-0.

5. Public Comments – (3 minute maximum)

Alan Walters, 2198 N 650 W., asked if there are any Eagle Scout projects available anywhere within the city. Some cities have a list of suggested projects scouts can use as eagle projects. Mayor Richins said the city public works director usually has ideas for projects. Council Member Pearce offered for them to make backboards for cert. He will give the appropriate information to the Scout Master.

e. Annual Training – Open and Public Meetings Act

Bill Morris began the annual training with the rules for open and public meetings and highlighted the requirements to hold a closed meeting. Council Member Morrell asked about email communication requirements. Bill Morris instructed Council to not discuss city business items through email. He said discussions regarding the annual city celebration and other like items are okay to discuss but to avoid any discussion regarding items that are on the agenda. Jennie Knight informed Council their personal email accounts become public record if they choose to conduct city business through these accounts. Bill Morris said general work session item discussions are fine but again discouraged Council from discussing items that require approval as agenda items.

f. Annual Training – Non-discrimination and Sexual Harassment Training.

Bill Morris provided training through a presentation for non-discrimination and sexual harassment. Council Member Tait asked if this training is specific to Harrisville or an overall training for all government agencies. Bill Morris said this training is custom tailored for our city to include our municipal ordinances. He said all the state and federal laws are met with this training module as well. Sometimes the state requirements are even more specific than the federal laws.

6. Mayor/Council Follow-Up:

Mayor Richins said the next council agenda includes a vote by mail presentation by Council Member Morrell and also a Heritage Days work session. Mayor and Council agreed to hold the work session at 6:30pm. Council Member Wilhelmsen requested the contact information for the Pine Wood Grand Prix.

Mayor Richins pointed out construction work is being conducted for the CDBG grant to bring the city offices into compliance. We have a good local contractor who is coordinating well with office staff to have a low impact on the public.

Bill Morris informed Council the RAMP grant for Majestic Pathway has been submitted to Weber County.

Mayor Richins invited Council to attend the Local Officials Day sponsored by the League of Cities and Towns in Salt Lake on January 28th.

Mayor and Council discussed the GreenWood Charter school groundbreaking ceremony on February 14th at 10:00am. Mayor Richins will be in attendance. Council Member Wilhelmsen asked if a Student Resource Officer will be required at the new charter school. Bill Morris said yes, the school district subsidizes this requirement.

Council Member Jensen asked in light of the discussion in the media regarding on duty police officers to wear cameras whether this has been considered. Bill Morris said he is currently reviewing a policy to bring Harrisville into compliance. The police department has already purchased the cameras and equipment to maintain the records. The storage of the data is the most expensive item. Bill Morris indicated this should happen soon and may even be presented before Council if necessary. He explained the police have a nationwide policy book that is consistently followed throughout the states as well as the state code. This is new territory and the state currently does not have code on this element. He said the state will be required to have some policy for the UHP to follow but we will have our own policy shortly.

Council Member Morrell said there is currently a proposed bill to eliminate the business license fee on home occupations unless they fall into the category of childcare/preschool, mechanic, kennel, or hazardous occupation. Businesses who do not have visiting clientele or hire outside employees would not be charged a business license fee.

Council Member Jensen expressed her interest in instituting a Good Landlord policy in the city. She has heard of these in other communities and would like to see Harrisville implement something. She understands this policy would require individuals who rent their properties to take out a business license with the city. She is one of many who own a condo that she rents out within the city. She is concerned with the number of sex offenders who live within our community.

Bill Morris responded the city recently conducted the required business license fee study and is awaiting the results from the impact fee analysis. The Good Landlord policy is about 80% complete and will take about one year to implement. When landlords

participate in the program the business license fee amount is substantially offset by participation. Council Member Morrell asked how enforcement is addressed. Bill Morris said the water bill name is balanced against the county plat record for property ownership. There are circumstances where the water stays in the same name as the property owner so the city is not aware of a rental. There will be issues within the HOA communities where the billing is done collectively among all of the units. This is something that will need attention when the policy is implemented. Bill Morris said there is also the option for police to contact the landlord when they have been called out to a property. Council Member Morrell expressed her interest in working with the Weber County Homeless relocation program. Mayor and Council gave discussion on criminal history records and felons living in communities. Bill Morris said Council will be able to determine the length of time allowed for criminal records. Council Member Wilhelmsen asked if this includes multiple families living in one unit; also the renting out of rooms. Bill Morris said the renting out of rooms is likely to continue; it is difficult to address this issue. The Good Landlord policy will focus on non-owner occupied properties.

Council Member Tait informed Council former Council Member Paula Knighton has been diagnosed with cancer and is undergoing chemo therapy. Mayor and Council expressed their concern regarding former Council Member Knightons health.

Council Member Tait expressed interest in starting a farmer's market in our community. She asked Bill what regulations exist for Weber State interns assisting in the implementation and maintenance process. Bill Morris said as long as individuals are volunteering and not being paid he is available to work with professors at Weber State to sign off on intern hours. Ruth Pearce pointed out there are several master gardeners in our community.

Council Member Tait asked how long the Union Pacific Railroad is allowed to close the tracks on West Harrisville Road. Bill Morris said there is a limit of 15 minutes for train track closures. He will look into having Max Jackson, Police Chief, contact Union Pacific.

7. Adjourn.

Mayor Richins motioned to adjourn at 8:45pm.

ATTEST:

BRUCE RICHINS
Mayor

JENNIE KNIGHT

City Recorder

Approved this 27th day of January, 2015