

**MINUTES OF HARRISVILLE CITY**  
CITY COUNCIL MEETING  
Tuesday, April 28, 2015 – 7:00p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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

**Staff:** Gene Bingham, Public Works Director, Bill Morris, City Administrator, Jennie Knight, City Recorder, Max Jackson, Police Chief, Keith Wheelwright, Police Lieutenant, Mark Wilson, Police Sergeant, Lynn Fortie, Treasurer, Shanna Edwards, Historian.

**Visitors:** Ruth Pearce.

**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.**

Council Member Wilhelmsen conducted the opening ceremony and led the pledge of allegiance.

**3. CONSENT ITEMS**

- a. Approve the minutes of April 14, 2015 as presented.

**Council Member Jensen motioned to approve the minutes of April 14, 2015 as presented. Council Member Tait seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

- a. Discussion/possible action to approve 2015 Street Maintenance Projects. Gene Bingham explained this includes the paint striping portion of the street maintenance projects. The parking lots have always been minor but because of the main park parking lot restriping, the costs have been affected. It is sometimes difficult to find a reputable paint company that only does parking lots. A lot of times they are not reliable. Because of this, he solicited bids from street maintenance providers and was able to get back some good bids. When the paint striping on the streets bid is compared to the bids on the parking lots, they came in well. The striping of the parking lots could be time sensitive due to the opening of the splash pad. Otherwise this is pretty straight forward.

**MOTION: Council Member Tait motioned to approve the 2015 Street Maintenance Projects and award the bid to Mountain West Striping in the amount of \$6,554.34. Council Member Jensen seconded the motion. A Roll Call vote was taken.**

<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Pearce</b>	<b>Yes</b>
<b>Council Member Tait</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 4-0.**

- b.** Discussion/possible action to approve Harrisville City Resolution 15-05; a Resolution of Harrisville City, Utah, adopting the Municipal Wastewater Planning Program.

Gene Bingham said this has become an annual requirement. The Sanitary Sewer Management plan is required by the state. Basically this includes a general summary making sure we have all of the requirements in place; a repair and rehabilitation plan, certified operators, and a funding mechanism. We have all of these things in place and passing this resolution is the last part of this process. Bill Morris pointed out a typographical error in section one. The year was corrected to 2014 in section 1.

**MOTION: Council Member Wilhelmsen motioned to approve Harrisville City Resolution 15-05; a Resolution of Harrisville City, Utah, adopting the Municipal Wastewater Planning Program. Council Member Pearce seconded the motion. A Roll Call vote was taken.**

<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Pearce</b>	<b>Yes</b>
<b>Council Member Tait</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 4-0.**

**5. Public Comments - (3 minute maximum)**

No public comments were offered.

**6. Mayor/Council Follow-up:**

Mayor Richins said the proposal was received for the Larsen Lane project. We previously sent an email asking for this project to be on the list and have now received a proposal. The proposal includes everything pertaining to the project. Mayor Richins will email the proposal out to Council. The bottom line approval is for \$192,000. The first goal is to provide an additional left hand turn lane onto Washington Blvd from Larsen Lane. An issue with this area is the traffic going along causing congestion is not Harrisville residents. The second goal of the project is to add an improved driveway to Common Cents. They will likely be donating some land on the south side of the intersection so we have enough room to accommodate the additional left turn lane. At

this time we would relocate existing traffic signals, grass will be replaced with stamped concrete as per Common Cent request. Lastly the project would remove and replace the canal piping. This section will be corrugated pipe rather than concrete. This specific area recently failed. All of this will be done in conjunction with a remodel at Common Cents. Council will be able to look over this proposal. Gene Bingham said he has met with Kent Jones on this project. Council Member Pearce asked if the control box will be moved. Gene Bingham said UDOT had committed to participate with the relocation of this box. We have a verbal commitment but would like to have this in writing. Council Member Pearce commented this would be good to help with congestion.

Mayor Richins said he attended a class during the League of Cities and Towns conference on improving retail and sales tax revenue. He found out businesses really look around at the surrounding areas when determining where to open a location. He has been looking around for areas of improvement. He may send around some of these suggestions to give a good recommendation for potential businesses.

Council Member Jensen said there has been a lot of police presence in her area. The Friday and Saturday night traffic has improved. She has noticed the police presence and feels safer because of this.

Mayor Richins asked for a follow-up on the Farmer's Market. Council Member Tait said she is in the process of putting together a flyer and press release. The committee will be meeting tomorrow to get more going. The press release will actually invite other cities to participate.

## **7. Adjourn.**

Mayor Richins motioned to adjourn at 7:22pm.

## **8. Heritage Days Work Session**

Mayor Richins called the Heritage Days work session to order. Council Member Jensen asked Bryan Fife to be in charge of the disc golf tournament. Council Member Pearce is in charge of Bingo and will follow-up with prizes. Mayor Richins will follow-up with Walmart; he is requesting glow sticks, headlamps, the chalk for sidewalk event, candy for the parade, and prizes for kid's games. He is also hoping to get some simple prizes for bingo and other items at a discounted rate. He asked for 5 people for three hours each; from 10am to 1pm. They are currently conducting inventory so he will follow-up with the General Manager soon. He also approached Big5 for some donations. Last year they gave mostly disc golf donations.

Council Member Jensen suggested trying Hastings for a donation. Mayor Richins will approach Hastings. Council Member Jensen has someone helping with Ninja Warrior. She is requesting this be roped off at 11am to keep kids off the playground. Gene Bingham said he will work out all of the detail if provided with a schedule and map. Council Member Jensen will email a schedule. Public Works will take care of the items they are able to help with. Council Member Tait asked if they will get the saw dust. Gene Bingham confirmed he will take care of the usual items if given a schedule and

map of where everything will go. He asked if Council will close the vendor booth registration by the Monday of that week so they have time to setup the booths. There is a liability issue if there are extra booths space with kids playing and hanging around the area. Council Member Jensen asked about the maps. Council Member Tait explained this defines the layout of the booths and other activities. Mayor Richins asked where the big tent will be setup. Council Member Jensen indicated in the same area as in the past. Mayor Richins said that typically works well.

Jennie Knight informed Council Member Jensen that Council Member Jennifer Morrell dropped off her items. They are available by the Council boxes. Council Member Jensen said she will provide an email by the end of May. Bryan Fife asked if there are any other activities planned for the disc golf area he should be aware of. Council Member Jensen said no other activities are planned for that area but she expressed concern saying she is worried about golf discs running into the playground area. Council Member Wilhelmsen passed out the talent show application. He will be passing this around to high schools, Jr. Highs, and elementary schools. He explained the vision on the flyer. The only change being the word "required" will be changed to "requested" or eliminated all together. He said he is trying to bring together the surrounding areas. Council Member Jensen suggested removing the word "required" altogether. Council Member Wilhelmsen explained there is concern with the allotted time; and this would allow a natural selection process. The word "requested" will give us the option to have other talents involved but control the numbers. He is looking for 16 slots. They could have other entertainment throughout the day for 20 minute increments. Council Member Tait reminded Council of the interference with Bingo when the entertainment runs throughout the day. Mayor and Council agreed these logistics may have to be addressed. They discussed several options for the layout. Council Member Wilhelmsen asked for help distributing the signup sheets. Council Member Jensen will reach out to the elementary schools. Council Member Wilhelmsen said everything else should fall into place.

Council Member Wilhelmsen expressed his desire to include art as part of the talent show. He suggested setting up an area for an art display. There may be a concern with protecting the art. Wood carvings and other art items could be on display. This would also create an opportunity for people to linger longer. Council Member Jensen said kind of like an art gallery. Mayor Richins pointed out if this is toward the front it could be protected better. Council Member Tait suggested contacting Robin Stout to help coordinate an art display. Council Member Pearce also said he could contact local artists Keith Dabb and Travis Crowther to see if they are interested in participating. Ruth Pearce suggested having the 4H groups participate or the Utah State Extension office. Council Member Jensen said the Utah State Extension office is possibly doing a booth. Council Member Jensen asked if anyone is handling the 3 on 3 basketball tournament. Mayor Richins asked what needs to be handled, he will clarify if the sponsor will need prizes or be providing the prizes.

Council Member Jensen will provide a schedule of events to Jennie for the May Newsletter.

Mayor Richins said the Home Depot kid's club project will need a time on the schedule. Mayor and Council agreed to begin this at 12:30pm. They will provide kits for at least 100 kids or until the quantity runs out.

Mayor Richins said the parade coordinator asked for two volunteers to help with the parade. He is suggesting Kim Ball and JoAnn Balay. One of these volunteers will be assigned as the coordinator for next year's celebration.

Council Member Jensen said she has spoken to the Galaxy 86 sound system provider. Shanna Edwards said she was approached by a Girl Scout who would like to make a kid's coloring book using Harrisville history. She thought they could have a booth available for kids to color and display their pictures; they could pick them up as they leave the celebration. Residents would have the opportunity to become acquainted with the history. They could accept a small donation towards the cost of the coloring books; otherwise, there is enough to cover the costs in the history budget. The Girl Scout volunteer will even man the booth during Heritage Days. This would provide another children's activity. They would need a few tables and chairs. Mayor and Council agreed this would be a great opportunity.

Council Member Jensen will follow-up with the 5K. She will continue to try to find a volunteer and sponsor. Ruth Pearce suggested Planet Fitness. Council Member Jensen said she reached out to Striders running store but Fremont High Cross Country team is setup to handle the timing. Mayor and Council discussed who might be available to help with this event.

Bryan Fife asked if he needs to find his own volunteers for the recreation booth. Council Member Jensen confirmed yes he will need his own volunteers.

Mayor Richins motioned to close the Heritage Days work session and open a budget work session.

## **9. Budget Work Session**

Mayor Richins asked Lynn Fortie to give an overview of the changes that were made since the last discussion. Projected revenue from fines was increased slightly.

On page 6, Animal Control was increased from \$36,000 to \$39,000. The initial increase in Admin benefits was removed because the benefit for Bill Morris was taken out.

There is currently a 1% deficit of \$30,745. Lynn Fortie said he can show that or Council can look for ways to cut this further. Mayor Richins said our current budget year is doing well. He feels if there is a proposed budget with only a 1% deficit, this is good.

Lynn Fortie went through the Capital Projects fund. He explained interest income will come through on this account and there are no budget notes on this. There are expenditures listed under Buildings/Renovation and Building Construction. Lynn Fortie will research this item.

Because of the proposed sewer increase, there will be an increase in the sewer fund. Mayor Richins said this went into effect on January 1<sup>st</sup>. We will now pass this on to residents. The sewage treatment costs will be increasing due to some compliance issues. Mayor Richins also pointed out the Bona Vista billing contract will be going up. The storm water utility fee is increasing slightly because of growth; there is no proposed fee increase for this item. There is a wage account under the storm water utility fund because there is work out of this fund that justifies a wage. It is not possible to pay wages out of this fund unless they are directly related to the storm water utility. Gene Bingham explained we are active in the Weber County Storm Water Coalition; which is a requirement to fulfill the minimum control measures. All of the inspection and paperwork time can be billed under this budget. He also conducts an annual report

every August that takes about a 40 hour time period to complete. These are all items that apply to the general permit for storm water. Storm Water Utility fee is a mandatory requirement to fund all of these mechanisms.

Waste Management has a proposed fee increase. Mayor and Council agreed to propose an increase from \$13.75 to \$14.20 for the first can, \$5.00 to \$5.20 for additional cans, and \$3.00 to \$3.10 for the recycle can. Lynn Fortie will adjust the revenue number to reflect this and Bill Morris will prepare the necessary Resolution to adopt the new fee schedule.

The motor pool fund includes the three new vehicles the police department is looking to purchase. There are also two items included for Public Works. The revenue is shown by the payments made from each budget. The cost of the vehicle must be paid at the time of purchase but the motor pool fund builds by each department budget funding a portion each year. The full cost is listed under asset purchases. Lt. Wheelwright pointed out the police package includes all of the equipment on the trucks. Chief Jackson said they have found by purchasing trucks they are able to get a better resale value. Council Member Pearce asked about some specifics on the new trucks. Chief Jackson gave the specifications on what brand and model they will be purchasing.

Lynn Fortie explained this is an overview of the budget. He will balance out the items before the tentative budget is adopted. Mayor Richins pointed out what we have saved this year by only plowing twice. The fuel price has gone up a little but overall is still lower. Mayor and Council gave a brief discussion of whether to reduce the Easter Egg hunt budget.

Mayor Richins informed Council the tentative budget is set for adoption on May 12<sup>th</sup> and they will also set the date for the public hearing for the final budget. Lynn Fortie said the final budget must be adopted the first meeting in June to meet state requirements.

Changes can still be made after the tentative budget is adopted.

Mayor Richins motioned to adjourn at 8:23pm.

**ATTEST:**

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**BRUCE RICHINS**  
Mayor

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**JENNIE KNIGHT**

City Recorder

Approved this 12<sup>th</sup> day of May, 2015.