

**MINUTES OF HARRISVILLE CITY**  
CITY COUNCIL MEETING  
Tuesday, April 8, 2014 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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

**Staff:** Lynn Fortie, Treasurer, Max Jackson, Police Chief, Jennie Knight, City Recorder, Gene Bingham, Public Works Director, Bryan Fife, Recreation Director.

**Visitors:** Ruth Pearce, Richard Hendrix, Eian Edwards, Shaylee Baird, Heidi Mead, Troy Morrell, Joshua Morrell, Paula Knighton.

**6:00 P.M. BUDGET WORK SESSION**

Mayor Richins called the budget work session to order. Lynn Fortie gave a generic overview of budget issues and then Council will have the opportunity to digest the information. They can review all of the individual budget items on their own.

He explained the general fund is where most of the money is handled; this is mainly where wages and expenses are paid. The general fund is broken up into different sections and most of the effort will be to balance this fund. Governmental funds do have to balance by the end of the budget discussions. The proposed budget is \$138,000 in the red, so there is some ground to cover with balancing line items.

Enterprise funds are proprietary funds, meaning we charge fees and have maintenance for related infrastructure. Sewer and Storm Water are included as Enterprise funds. This allows the city to have money available if replacement of any infrastructure is necessary. Storm water, sewer, and garbage are all Enterprise funds. These funds need to be self sustaining, paying out for infrastructure repairs from the money collected in fees.

We have one fund, the motor pool, an internal service fund, which acts as a leasing company. This allows for purchases of vehicles outright and the city holds its own lease. Lynn Fortie clarified he does charge interest to help with inflation; when replacement time comes, the vehicles are more expensive. Mayor Richins pointed out we haven't always had the motor pool. Over the years contributions are made to this fund; when the time comes for a large purchase, there is money in place. Max Jackson said in the previous years before the motor pool it was difficult to order new vehicles in time based on the budget season. They would have to order vehicles months in advance. In addition the motor pool makes it easier if a vehicle gets wrecked; there is money immediately available to replace that vehicle. Clarification was made when insurance payouts are made the money goes into the general fund. These vehicles are owned by motor pool so when a vehicle is sold the payout goes into the motor pool.

Mayor, Council, and Staff gave discussion on the motor pool. Max Jackson said he has an estimate on how much money new vehicles will cost, they have two new vehicles listed in the budget. He informed Council Harrisville is falling behind with only two cameras in our police fleet. This is a new necessity when purchasing new vehicles. These add about \$5,000 to the purchase price. They will need to start figuring this into the cost of any new vehicle purchases in the future. He indicated in the near future, two vehicles will need to be purchased because of the age of the fleet. Council Member Jensen asked if any police vehicles have cameras. Max

Jackson confirmed the two newest vehicles are equipped with cameras. The proposed budget includes two new police vehicles and a new emergency management trailer. Mayor, Council, and Staff gave discussion on the existing commitments in the motor pool. Bill Morris asked Lynn Fortie to workup the spreadsheet with only one police vehicle purchase.

Lynn Fortie defined the budget worksheet, pointing out different columns of the budget. He explained that projection and estimation are used to determine the amounts of the next budget year. He also explained the state requirements regarding the adoption of the tentative budget during the first meeting in May and the final budget by the 22<sup>nd</sup> of June. Changes to the budget after the tentative adoption can be made up until the final adoption in June.

There have been some changes added to this proposed budget. This budget worksheet currently shows the budget in the red, so the focus will be going the other direction.

Lynn Fortie included the new retirement, medical insurance, and dental insurance rates in this proposed budget. The retirement rates are already determined and because we participate there cannot be any change made to this contribution. Medical insurance increased by 10% and dental insurance increased by 8%. The city pays 90% of this amount for employees. Sometimes these amounts are not available this early, but since they are, he included them. Council Member Morrell asked if the dental and medical is provided through the trust. Lynn Fortie confirmed this is the case. Max Jackson informed Council a few years ago the employees filled out the questionnaires and there were not any better deals. Bill Morris pointed out most of this increase is related to the Affordable Care Act requirements. He informed Council of the options available to determine the most affordable health and dental insurance rates. Mayor, Council, and staff gave discussion on benefits, the time frame for soliciting bids and whether there is enough time left to accomplish this process.

Lynn Fortie discussed the General Sales and Use Tax and how the majority of things are funded through sales tax. This did increase and the city is tracking pretty well this year, up about \$30,000. He informed Council of the distribution of property tax funds based on the recent increase.

Licenses and permit revenue was discussed. Bill Morris mentioned this is a hard area to predict. Permits are up this year and suggested increasing the proposed revenue to reflect this trend. Gene Bingham said there have been approximately 44 permits issued within the last year. Mayor, Council, and staff discussed the upcoming developments in the city. Park development is tied to building permits and some of the money collected on building permits can only be spent on certain items.

Fines and forfeitures are tracking somewhat lower. If this continues at this rate, the revenue will be down in this area. Max Jackson explained there is an 85% surcharge on moving violations sent to the state. Non-moving violations are the only fines and forfeitures where most of the money is collected by the city. He said the state keeps encroaching on the city's portion of fines and forfeitures. He also mentioned retail thefts can impact the revenue from fines and forfeitures. This is influenced by the loss prevention teams at Walmart. From time to time they get more stringent on their policy, and sometimes they get more aggressive loss prevention teams. Back a few years ago we were collecting fines from a very active loss prevention team. Lynn Fortie explained the RAMP grant is based on population. Bill Morris informed Council the city received about \$45,000 in a CDBG grant. He said the city will have to match about \$4,000 for this grant. The use of reserve funds were explained. This reflects in the budget where money is pulled from Class C road funds and reflected in the Public Works budget. This is the same with Park Development funds.

Lynn Fortie identified a small decrease in the Heritage Days budget based on what the city has decided in recent years.

Lynn Fortie informed Council of the budgets that are remaining the same for the most part; Mayor and Council budget and the Justice Court budget. He also pointed out the Non-departmental fund is where items that cannot otherwise be defined are located.

The police department budget has the largest increase. This is in part because an officer is scheduled to retire during the next fiscal year. Mayor, Council, and Staff gave discussion on the effects of retirement and cashing out benefits for those retiring. Lynn Fortie indicated this has been included in the proposed budget.

Gene Bingham said he will look through the budget in entirety based on the overage looking for ways to reduce.

Lynn Fortie explained budget items such as the fire department, where the city collects on behalf of North View and then in turn passes that money through to them.

Gene Bingham explained the public works budget increase. He pointed out the Class C road funds are reflected in this proposed budget. He mentioned holding off of these projects can often cost more with staging costs and they are better able to keep costs down by consolidating projects. He clarified these are not general fund monies; they must be spent on specific items. These funds can also be carried over from year to year. He also has some equipment added to this proposed budget. There is a trade in program involved and the surplus equipment will provide about \$40,000 revenue.

Gene Bingham said with Bryan Fife moving over to Parks and Recreation full time, there will be a need for another full time public works employee. He admitted they have been getting by but will have to address this need with the new developments that will be coming in. He gave a brief review of the history of public works employees and the seasonal part time employees, recognizing this will have to be addressed in the future. He indicated they could get by for another year with increased seasonal help. Council Member Jensen asked if Bryan will still move over full time to Parks and Recreation. Gene Bingham said yes, they will ramp up with the seasonal help. The Parks and Recreation budget increased slightly with wages and youth volleyball was added as a new item.

Max Jackson pointed out that there will be a need to separate the police and court duties of the current full time police secretary. There has been past discussion about consolidating the Justice Courts and that would obviously have some bearing on the current situation, if that happens.

Gene Bingham pointed out after glancing over the budget, some of the needs may be met through Capital Project funds. He explained anything that is a one-time project, can qualify to be taken from this fund. Mayor, Council, and Staff gave discussion on the proposed improvements and whether they qualify for the Capital Projects fund. Gene Bingham said there will not be perpetual funds for these improvements. Bryan Fife asked for clarification on the RAMP grant. Bill Morris said this is only listed under Non-departmental expenses. This money is spent first and then the city is reimbursed.

Capital Projects Fund is another fund where money is held. Lynn Fortie reminded Council state law changed allowing for cities to include 25% in the rainy day fund rather than the previous 18% and this is reflected in the proposed budget. He explained how the line items reflect against each other to show a current deficiency of about \$138,000. He will make a few changes based on this discussion and encouraged Council to read through the budget at their leisure. Mayor Richins said this is just a brief discussion to show what is going on in the budget. There will be quite a few adjustments. He suggested if Council has any other items, they send them through to Lynn Fortie and include the other Council Members on a courtesy copy so they are also kept aware.

Mayor Richins motioned to adjourn the budget work session at 6:57pm.

## **7:00 P.M. CITY COUNCIL MEETING**

### **1. Oath Of Office Administered.**

Bill Morris administered the oath of office for Jennifer Morrell.

**2. Call to Order.**

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

**3. Opening Ceremony.**

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

**4. Consent Items.**

- a. Approve the minutes of March 11, 2014 as presented.

**MOTION: Council Member Tait motioned to approve the minutes of March 11, 2014 as presented. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.**

**5. Business Items.**

- a. Discussion/possible action to approve 2014 Street Maintenance Projects.

Gene Bingham informed Council these projects will be funded through the Class C funds. This is routine seal coat maintenance. When there are no high cost projects, it shows the city is in good shape. He presented a map showing the areas throughout the city that will be affected. In addition to keeping the roads in good condition the seal coat keeps water out of the roads. His hope is the projects will be completed by the 1<sup>st</sup> of July. He is submitting for Council’s approval on these projects, recommending awards for the projects in line with the city engineer’s letter. Council Member Pearce asked for clarification on Advanced Paving and Aspen Paving. Gene Bingham explained that one of the partners of Advanced Paving broke off to begin a new business named Aspen Paving. Council Member Pearce expressed concern for the road conditions on 100 E. and 1150 N. Gene Bingham said 1150 N. is scheduled for an overlay next year. He said they prefer to wait as long as possible; without risking waiting too long and having more expensive repairs in the end. Council Member Morrell asked if they are doing slurry seal between the railroad tracks. Gene Bingham confirmed the railroad ties rotted and had to be replaced. The city had to repave this area once the tracks were replaced. The repaved area will now need to be sealed. He informed Council he previously made arrangements with Union Pacific to have them help conduct the necessary road closures.

**MOTION: Council Member Tait motioned to approve 2014 Street Maintenance Project subject to the memorandum from the city engineer’s office dated March 26, 2014 which is Schedule “A” awarded to Intermountain Slurry Seal for contract amount of \$72,809.35 and Schedule “B” awarded to Advanced Paving & Construction for contract amount of \$36,238.56. Council Member Morrell seconded the motion. A Roll Call vote was taken.**

<b>Council Member Morrell</b>	<b>Yes</b>
<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 5-0.**

- b. PUBLIC HEARING – Notice is hereby given that Harrisville City intends to adopt the proposed Park Impact Fee Facilities Plan, Park Impact Fee Analysis, and Park Impact Fee Enactment adopting revised park Impact Fees for development activities within Harrisville City, Utah.

Bill Morris explained with the City's intent to update the Impact Facilities Plan, the City Engineer is identifying the needs to address future growth. Zion's Bank is then involved to help conduct a study to determine the amount that may be adopted as the impact fee. The public hearing is the time for the public to give their comments so Council can integrate this into our plan.

**MOTION: Council Member Pearce motioned to open public hearing on the intent to adopt the proposed Park Impact Fee Facilities Plan, Park Impact Fee Analysis, and Park Impact Fee Enactment adopting revised park Impact Fees for development activities within Harrisville City, Utah. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.**

Richard Hendrix, 2220 N. 750 W., suggested Council consider replacing some of the playground equipment in this future plan; updating or adding to the current equipment. He also suggested adding workout stations along both of the walking tracks.

**MOTION: Council Member Morrell motioned to close the public hearing. Council Member Tait seconded the motion. All Council Members voted aye. Motion passed.**

Bill Morris said staff will get working on this plan and bring it back before Council.

**c. National Service Recognition Proclamation**

Mayor Richins gave a brief history of how he was approached by Jeanie Hall who is on the board to recognize service throughout Utah. She alerted the Mayor that someone has given many hours of service at Majestic Elementary and would like to recognize and present a certificate of appreciation to her in front of the school. She is actually a Pleasant View resident but the service she has rendered is in Harrisville. Mayor and Council agreed to publish this and show the importance of service.

**d. Arbor Day Proclamation 2014**

Mayor Richins said in conjunction with Arbor Day we will be promoting the day of service on April 26, 2014, with the installation of the disc golf course at the Main Park. The day of service was advertised in the city newsletter and he hopes for a lot of public help.

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

Ruth Pearce, 295 E. 1150 N., said thank you for adding the Great Shake Out in the newsletter. She again informed Council she has collected some prizes and encouraged Council to participate.

Council Member Pearce pointed out this event is open to everyone not just residents.

**7. Mayor/Council Follow-Up.**

Mayor Richins reminded Council that he, Council Member Tait, and Council Member Morrell will be attending the league conference in St. George for the remainder of the week.

Bill Morris said he will be making a presentation on ordinances and resolutions at the league training as well.

Council Member Tait said the Easter egg hunt is coming up on April 19<sup>th</sup>. She will be getting together with the Youth City Council to put things together. Mayor Richins pointed out this was advertised in the newsletter. He also informed Council a resident donated two rabbits for showing and petting at the event. Mayor and Council gave discussion about purchasing a rabbit costume for the Easter egg hunt.

## **8. Adjourn.**

Mayor Richins motioned to adjourn the regularly scheduled council meeting at 7:23pm.

## **9. Heritage Days Work Session.**

Mayor Richins called the work session to order and turned the time over to Council Member Morrell. Council Member Morrell said she had a few items for discussion. She understood there has been discussion about bringing back Harrisville's Got Talent. Council Member Wilhelmsen said he received recommendation to split this into age groups. Council Member Jensen concurred suggesting 13-years-old and under and 13+ categories. She also suggested moving the parade to the morning. Mayor and Council gave discussion about bringing the breakfast back. They discussed how the city was previously subsidizing the breakfast, and decided to ask a local church group if they are interested in running the breakfast. Council Member Morrell asked Jennie Knight to check with the local church group to see if they are interested. Council Member Morrell asked for input about the midnight run. Mayor and Council agreed they received positive feedback from the midnight run. Council Member Wilhelmsen asked about the golf tournament. Council Member Jensen suggested having a three on three soccer tournament. Her son participates in these and typically competition teams sponsor these events and they pay for themselves. Council Member Morrell said she received feedback from one of her interns suggesting a ring of fire competition with the disc golf course practice hole. This is played by eliminating players until final two remain. This would also utilize existing equipment. Council Member Wilhelmsen suggested having a Frisbee golf tournament for Heritage Days. Council Member Tait wondered if the owner of Ridgeline Designs would be willing to run this event.

Mayor and Council gave discussion on where to place activities. Council Member Jensen asked which part of the celebration brings the most profit. Mayor and Council agreed the vendor booths usually bring in the most profit. They gave discussion about the car show and why historically this costs too much money in prizes and also conflicts with surrounding city celebrations. Council Member Jensen suggested bringing back the fun activities. Council Member Tait commented on the success of the Home Depot kids activities.

Council Member Jensen said the recreation booth was successful last year, they held a baseball contest, and gave away gift cards for prizes. Council Member Morrell asked if we have approached the school student bodies about participating. Mayor and Council agreed typically Heritage Days is held too late in the season; the kids are in the middle of summer break, making it difficult to coordinate. Council Member Morrell said she works with nonprofit organizations and wondered if some like the nature center may have interest. Mayor and Council discussed how Weber County animal shelter has come in the past. Council Member Tait said the volunteer Barbara Barnes was extremely helpful with last year's kid's games. Council Member Wilhelmsen pointed out there is quite a cost for Harrisville's Got Talent. There have been donations but it does cost money to hold this event. Council Member Jensen asked if there is sponsorship available for this event. Council Member Wilhelmsen said the Piano Gallery donated the piano for the event but the city paid the movers.

Ruth Pearce suggested having contests like the county fair where groups such as 4H and others display arts and crafts competing for best of show or having a Dutch oven cooking contest. Council Member Jensen agreed show casing resident's talents was a good suggestion. Mayor and Council gave discussion on the possibility of having a chalk art contest and where it would be held. They discussed traffic control issues during the celebration and specifically for the parade. Council Member Pearce suggested using the CERT volunteers to aid with traffic control.

Mayor Richins said he has a volunteer willing to run the Little Miss contest, if Council wants to bring back this item. Mayor and Council gave discussion regarding the return of Little Miss as there was some apprehension with some members.

Paula Knighton joined the conversation and informed Council Member Morrell she has many contacts to pass forward. They discussed having a tennis contest, sponsored by the tennis coach, the three on three basketball tournament sponsored by Russell Dental, and using the volleyball pit for sand volleyball contest.

[Council Member Pearce was excused]

Paula Knighton reminded Council there has been some discussion in the past of having a final baseball/softball tournament. She also said Lowe's has a kid's craft program as well. The 5K route is already decided. Mayor and Council discussed having the dance continue after the fireworks until eleven o'clock. They discussed the PA system and the success of using Beat of Time in the past. Council Member Morrell will check with local providers to see where the bids come in comparison from last year. Mayor and Council discussed the saw dust scramble and sponsorship by Wasatch Peaks Credit Union. They discussed the first aid tent and possibly asking North View Fire to fill this need. They discussed advertising options and agreed the booklet is too expensive to maintain. With the loss of the booklet often time sponsors are wondering what they get in return for their donations. The golf tournament likely will be held by the same volunteer.

Council Member Morrell said she will put together a draft and outline some of the items with assignments for the next Heritage days work session.

Mayor Richins motioned to adjourn at 8:12pm.

**ATTEST:**

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**BRUCE RICHINS**  
**Mayor**

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**JENNIE KNIGHT**  
**City Recorder**  
**Approved this 22<sup>nd</sup> day of March, 2014**