



**MINUTES**  
**HARRISVILLE CITY COUNCIL**  
**December 13, 2022**  
**363 West Independence Blvd**  
**Harrisville, UT 84404**

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Minutes of a regular Harrisville City Council meeting held on December 13, 2022 at 7:00 p.m. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

**Present:** Mayor Tait, Council Member Jackson, Council Member Loveland, Council Member Weiss, and Council Member Wilhelmsen.

**Staff:** Jennie Knight, City Administrator  
Jessica Hardy, Finance Director  
Bryan Fife, Parks and Recreation Director  
Mark Wilson, Police Chief  
Dennis Moore, Asst. Police Chief  
Corey Clark, Harrisville Police Officer  
Maria Devereux, City Recorder

**Excused:**

**Visitors:** Arnold Tait, Carlos Aguilar, Chris Stratton, Tiffany Stratton.

**1. CALL TO ORDER**

Mayor Tait called the meeting to order and welcomed all in attendance.

**2. OPENING CEREMONY**

Council Member Weiss opened with the Pledge of Allegiance.

**3. CONSENT ITEMS**

- a. Approval of the minutes for November 15, 2022 and November 22, 2022, as presented.
- b. Approval of the Regular Meeting Schedule for 2023.

**MOTION:** Council Member Loveland made a motion to approve the meeting minutes for November 15, 2022 and November 22, 2022 as presented and the Regular Meeting Schedule for 2023, second by Council Member Grover.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Loveland, Yes

The motion passed unanimously.

#### 4. RECOGNITION/AWARDS

- a. Mayor Tait presented a service award to Police Chief Mark Wilson for 17 years of exemplary service with the city.

#### 5. PUBLIC HEARING

- a. Harrisville City Council will take comments for or against Harrisville Resolution 22-24; a resolution amending the city budget for FY 2022-23 in accordance with UCA §10-6-127. [Jennie Knight, City Administrator]

Council Member Weiss made a motion to open the Public Hearing, second by Council Member Loveland.

No Comments were provided.

Council Member Wilhelmsen made a motion to close the Public Hearing, second by Council Member Christensen.

#### 6. BUSINESS ITEMS

- a. **Discussion/possible action to adopt Harrisville Resolution 22-24; a resolution amending the city budget for FY 2022-23.**

Jennie Knight, City Administrator, gave an overview of the resolution explaining per State Statute, municipalities are allowed to re-open their fiscal year budgets twice a year. Staff is recommending the following budget item within the Police Department be reopened to fund the hiring of a full-time Emergency Management and Evidence Custodian.

Increase Revenue 10-33-399 ARPA \$43,173  
Increase 10-51-110 Full-time wages \$43,173

**MOTION:** Council Member Weiss made a motion to adopt Harrisville Resolution 22-24; a resolution, second by Council Member Christensen.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Loveland, Yes

The motion passed unanimously.

- b. **Discussion/possible action to adopt Harrisville Ordinance 538; Right of Way Fees Amended.**

Justin Shinsel, Public Works Director, explained the right of way fees are assessed in accordance to HCMC §1.85.020 to protect the encroachment in the public right of way and to protect the infrastructure. He noted, in October of 2020, the right of way fees were repealed and reenacted to protect the city's infrastructure from other entity's encroachment on the public right of way. Since then, the city has noticed a need for some flexibility toward

those entities who have a direct relationship with the city by providing services to our residents within the city's public right of way and "self-perform" the work themselves and not by hiring a third-party contractor. The proposed ordinance amends the Right-of-Way Fees to allow for the Public Works Director to use discretion with the type of work and impact to the public right of way.

**MOTION:** Council Member Loveland made a motion to adopt Ordinance 538; Right of Way Fees amended, second by Council Member Weiss.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Loveland, Yes

The motion passed unanimously.

**c. Discussion/possible action to adopt Harrisville Resolution 22-23; Policy and Procedures Amended. [Jennie Knight]**

Jennie Knight explained staff has been reviewing policy and procedures over the course of the last nine (9) months and subsequently identified the need to adopt a procurement policy to protect city employees and allow for proper expenditure of municipal funds. Although Harrisville City has historically monitored the purchasing of services and supplies as required in accordance with HCMC §1.08.050, to date the city has not yet adopted the "annual budgetary policies" referenced under this code. The proposed resolution creates responsible expenditure procedures for the purchasing of services and supplies outside of budgetary notes included in the adopted fiscal budget, including purchasing under emergency circumstances.

**MOTION:** Council Member Weiss made a motion to adopt Resolution 22-23, Policy and Procedure updates adopting a Procurement Policy in accordance with HCMC §1.08.050, second by Council Member Jackson.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Loveland, Yes

The motion passed unanimously.

## **7. PUBLIC COMMENT**

No public comment provided.

## 8. MAYOR/COUNCIL FOLLOW-UP

Justin Shinsel advised his Public Works Department is plowing diligently and explained main roads are cleared first, then subdivisions, and arterial roads. He has 7 staff members, five of which are now dedicated to clearing roadways.

Chief Mark Wilson thanked Council Member Wilhelmsen for his generosity and contribution to Shop with a Hero. The children had a great time and there was enough left to give each family a \$125.00 gift card.

Chief Wilson updated the council on the approved radio purchase and noted to qualify for the 60% discount the first installment needs to be paid in advance by January 10<sup>th</sup>.

Jennie Knight discussed Moderate Income Housing (MIH) and explained that Harrisville City along with 65 other cities are not in compliance. To become compliant the city has to amend the General Plan with tight deadlines in January and February. She stated a work session to be held January 24<sup>th</sup>, 2023 from 6-9PM to discuss Moderate Income Housing, Economic Development, and budget items. The City Council, Planning Commission, and Weber Co. Economic Development will all participate.

Mayor Tait announced Santa will be at the Harrisville Cabin and will ride in a Fire Truck along a specified route beforehand. She expressed thanks for the Giving Tree participation this year and thanked the community for their assistance.

## 9. ADJOURNMENT

**MOTION:** Council Member Weiss made a motion to adjourn at 7:58PM, second by Council Member Loveland.

The vote on the motion was as follows:

Council Member Wilhelmsen, Yes  
Council Member Weiss, Yes  
Council Member Christensen, Yes  
Council Member Jackson, Yes  
Council Member Loveland, Yes

The motion passed unanimously.

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**MICHELLE TAIT**  
Mayor

**ATTEST:**

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**MARIA DEVEREUX**  
City Recorder  
Approved this 10th day of January, 2023