



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
www.cityofharrisville.com

MAYOR:
Michelle Tait

COUNCIL MEMBERS:
Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Karen Fawcett

CITY COUNCIL AGENDA

June 11th, 2024

[Zoom Meeting Link](#)

Meeting ID: 881 9891 4586

Passcode: 964820

7:00 PM City Council Meeting

Presiding: Mayor Michelle Tait

Mayor Pro Tem: Steve Weiss

1. **Call to Order** [Mayor Tait]
2. **Opening**
 - a. Pledge of Allegiance [Council Member Christensen]
3. **Consent Items**
 - a. Approval of meeting minutes for May 14th, 2024 City Council Meeting and Work Session as presented.
4. **Employee Recognition**
 - a. Bill Smith – Years of Service
 - b. Jason Keller – Special Event Planner and Part 107 Certification
5. **Oath Of Office**
 - a. Oath of Office for Landon Silverwood
6. **Business Items**
 - a. **Public Hearing** – To hear public comment for and/or against Harrisville Resolution 24-09; amending the FY 2024 budget. [Jessica Hardy]
 - b. Discussion/possible action to adopt Harrisville Resolution 24-09; a resolution amending the 2024 FY budget.[Jessica Hardy]
 - c. **Public Hearing** – To hear public comment for and/or against the Executive Officers Compensation increase. [Jennie Knight]
 - d. **Public Hearing** – To hear public comment for and/or against the issuance of lease revenue bonds. [Jennie Knight]
 - e. Ben Lomond Views Discussion. [Jennie Knight]
 - f. Risk Assessment. [Jill Hunt]
 - g. Discussion/possible action to adopt Harrisville Resolution 24-10; a resolution updating the Consolidated Fee Schedule.[Jennie Knight]
 - h. 750 West Police Department Building Discussion. [Jennie Knight]
7. **Closed Executive Session** – A closed Executive Session for the purposes described under UCA §52-4-205(1)(d); strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, or discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the

state, if the public discussion would prevent the public body from completing the transaction on the best possible terms.

8. Business Items (Cont.)

- i. Discussion/possible action to approve the property acquisition for extension of Wahlen Way. [Jennie Knight]
- j. Discussion/possible action to authorize the purchase of Western Irrigation Water Shares. [Jennie Knight]

9. Public Comment

10. Mayor/Council Follow-up

11. Adjournment

The foregoing City Council agenda was posted and can be viewed at City Hall, on the City's website www.cityofharrisville.com, and at the Utah Public Notice Website at <http://pmn.utah.gov>. Notice of this meeting has also been duly provided as required by law.

In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Requests for assistance may be made by contacting the City Recorder at (801) 782-4100, at least three working days before the meeting.

Posted: By: Jack Fogal, City Recorder.

MINUTES
HARRISVILLE CITY COUNCIL AND WORK SESSION
May 14, 2024
363 West Independence Blvd
Harrisville, UT 84404

Minutes of a Harrisville City Council Work Session held on May 14th, 2024 at 6:00 P.M. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

Present: Mayor Michelle Tait, Council Member Karen Fawcett, Council Member Grover Wilhelmsen, Council Member Blair Christensen, Council Member Max Jackson, Council Member Steve Weiss.

Excused:

Staff: Jennie Knight, City Administrator, Brody Flint, City Attorney, Justin Shinsel, Public Works Director, Jack Fogal, City Recorder, Mark Wilson, Chief of Police, Bryan Fife, Parks and Recreation Director, Jessica Hardy, Finance Director.

Visitors: Marcus Keller, Brandon Johnson.

1. Discussion of FY 2024-2025 Proposed Budget

Jennie Knight explained in the packet was a budget memo. There have been a few updates to the tentative budget from the previous budget. The main focus of this discussion is the New City Hall and Police Department. Jessica Hardy explained the changes to the budget were the merit increase dropped from 3% to 2%. Marcus Keller with Crews and Associates wants to address any concerns with the new municipal complex. He never wants to put the City or anyone in a position where they will be in financial trouble. The City is approaching a point where it is leaving the comfort zone for debt. The benefit to the City is the current bonds were issued at a low interest rate. The bonds have been getting positive arbitrage, matching interest expenses which is abnormal. The City could potentially need up to \$10,000,000 more in bonds to complete the Public Works Building and the New Municipal Complex. If that amount is needed the payments could be over \$700,000 a year for the new bonds. That included with the previous bonds could make the payment approximately \$1,500,000 a year. This would stretch the City very thin. It would be helpful if Council can set at maximum amount of debt they are comfortable with. We want to make sure the City is in a safe position and does not default on the bonds. Delaying the project is better than defaulting on your bond payments. He reminded Council that the bonds are callable at any time. If Council decides to not move forward with the Municipal Building the 2023 series of bonds could be repaid. He advised Council that delaying could have issues with the increase in construction costs. He is helping with a project that was delayed from 2018 and was quoted at \$65,000,000 it is now \$109,000,000. Council Member Christensen inquired how the City was going to get the money to pay for these bonds. Jennie Knight updated Council on the City Hall and Police Department. They have completed the programming phase. The architect has gathered information on what is needed for the building moving forward. The next step is the design phase. Part of that is picking materials and making final designs. She showed an overview design of the full Municipal Complex. The road is being covered by grants and is not covered by the price listed on the overview. What direction does Council want to move in. Where does Council think cuts should happen. Staff believes a cap should be put in place. She presented on current property tax rates in the County. She showed the history of Harrisville property taxes from 2010 to 2023. With a 25% property tax increase this year it would bring in approximately \$240,000 in revenue. With additional 25% increase next year would be

an additional \$300,000. A 25% increase of property taxes would be \$85 on a property with a value of \$300,000. Council Member Fawcett inquired if it saved money to separate the municipal complex and the police department and keep the old building. Justin Shinsel explained the cost is approximately \$3,000,000 to update the old building to what we need. Council Member Weiss inquired if the footprint of the old building can support the rebuild. Justin Shinsel said no realistically it cannot. We are sinking a lot of money maintaining this old building that we cannot recuperate. Bluffdale City was going to build the Public Works building three years ago at \$9,000,000. Construction started this year and the cost is estimated to now be \$18,000,000. Council Member Weiss inquired if the trend is widespread. Marcus Keller stated it is hitting everyone. People are hoping construction costs will only increase approximately 5% a year but it has been closer to a 15% increase per year. Jennie Knight stated if this is something that is going to impact truth in taxation, we want Council to make informed decisions. Marcus Keller explained the resolutions to issue lease revenue bonds are not binding. They just get the legal process going. Council can decide to vote yes on the resolution and then decide not to issue bonds further down the road. Council Member Weiss inquired where is point of the City still functioning but getting what is needed. Jessica Hardy explained that financially she does not want to see the City get too far into debt. She does not feel comfortable issuing large amounts of debt currently. Marcus Keller clarified with a truth in taxation would you feel more comfortable issuing more debt. Jessica Hardy stated only at \$3,000,000. That would require an increase of 22.5%. Council Member Weiss inquired if they would need that this year. Jessica Hardy stated that depends when the bonds are issued. Marcus Keller stated timing would play a large affect. When doing Truth in Taxation you could scale that over a few years. Harrisville is at a disadvantage. Most cities rely on income tax not property tax. If Council does two years of 25% you could issue \$7,000,000 in new bonds. Council Member Fawcett inquired can we go to the architect and say this is our budget what can we get for it. Jennie Knight inquired if she meant with the already issued bonds. Council Member Fawcett stated yes that is correct. Jennie Knight stated yes, we can do that. Staff wants to get Council's opinion on how to proceed. Council Member Weiss inquired if we move forward with the bond resolutions and gather more information we can still back out if needed, but we should consider how much extra will it cost due to the increase in construction costs. Does Council want to keep moving forward or stop. Council Member Fawcett stated she would be ok with a tentative yes, and then once they have more information pulling back later if decided. Marcus Keller stated the bonds are up to the amount Council makes in the motion. Council can set a potential cap at \$10,000,000 and come back before issuance and change it to \$7,000,000 as an example. Jennie Knight explained this has been a similar experience to building the Public Works Building. There is always a cost you do not expect. Staff is trying to provide all available information to Council. Our commitment is to provide an accurate and balanced budget.

2. Adjourn

Council Member Weiss motioned to adjourn the meeting, 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 Fawcett, Yes

The motion passed unanimously.

The meeting adjourned at 6:56 P.M.

Minutes of a regular Harrisville City Council meeting held on May 14th, 2024 at 7:00 P.M. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

Present: Mayor Michelle Tait, Council Member Karen Fawcett, Council Member Grover Wilhelmsen (via zoom), Council Member Blair Christensen, Council Member Max Jackson, Council Member Steve Weiss.

Excused:

Staff: Jennie Knight, City Administrator, Brody Flint, City Attorney, Justin Shinsel, Public Works Director, Jack Fogal, City Recorder, Mark Wilson, Chief of Police, Bryan Fife, Parks and Recreation Director, Assistant Chief Of Police Dennis Moore, Jessica Hardy, Finance Director, Seargent Nick Taylor, Officer Micheal Duffy,

Visitors: Marcus Keller, Brandon Johnson John Macedone, Cassie Joiner, Kambree Martin, Haven Hogge, Rachel Daniels, Jim Flint, Elisabeth Hansen, Tyra Makela, Michelle Walters, Javier Jimenez, Massimo Fry, Kelly Martin, Jennifer Moore, Paul Davis, Arnold Tait, Marvin Farrell, Crystal Woolsey, Jackie Anderson, Craig North, Ashley Rasmussen.

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 Meeting Minutes for April 9th, 2024 as presented.

Motion: Council Member Christensen made a motion to approve the meeting minutes for April 9th, 2024 as presented, second by Council Member Fawcett.

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 Fawcett, Yes

The motion passed unanimously

4. Employee Recognition

a. Recognition of Jason Keller as a Special Event Planner.

The recognition for Detective Keller was tabled for another date.

b. Part 107 Certification.

Jack Fogal presented Dennis Moore with a certificate for completing his Part 107 FAA certification.

5. Business Items.

a. YCC activities update

Tyra Makela explained the YCC had an election and voted in officers. Ian Greenhaulgh was voted the YCC Mayor. Tyra Makela has been a longstanding member and is proud that he is their representative. She thanked Council for the support they give to the YCC. She assisted at the Safe Kids' Day. They gave away over six hundred bike helmets. She helped check in volunteers and stamp passports at stations. She was able to speak at a town hall meeting at North Ogden Junior High. She was happy to represent her community and Harrisville City. Mayor Tait thanked Tyra Makela for her presentation and stated she heard about her presentation at North Ogden Junior High and that she did a wonderful job

b. Future Farmers Of America Presentation

Cassie Joiner is an agriculture teacher at Fremont High School. Kambree Martin shown hogs at the fair for three years. Rachel Daniels is next year's president. She sells goats at the fair. Haven Hogge raises livestock every year. It has taught her responsibility. Jake is a 4H representative. 4H teaches responsibility. Last year they had to split from the County. The last few years he has been able to teach younger kids how to show hogs and sheep at the fair. Cassie Joiner stated these kids are the cream of the crop. This is a growing program that teaches kids a lot. They had seven teachers when she started and now will have seventeen. They are going to City Councils to encourage people to attend the County fair. Please encourage people to purchase an animal or donate. They appreciate the donation last year and are hoping to the Council can support them again. Council Member Fawcett stated she had some kids in the program and it is hard work.

c. Public Hearing – to receive input from the public for and/or against the proposed Ordinance, Harrisville Ordinance 557; an ordinance vacating a 20-foot-wide and 35-foot-wide public utility easement on lot 1 and 2 within the Ascension Lutheran Church Subdivision.

Motion: Council Member Weiss made a motion to open the public hearing for Harrisville Ordinance 557; an ordinance vacating a 20-foot-wide and 35-foot-wide public utility easement on lot 1 and 2 within the Ascension Lutheran Church Subdivision, second by Council Member Fawcett.

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 Fawcett, Yes

The motion passed unanimously.

Jennie Knight shared the exhibit for the subdivision amendment of the two lots of the Ascension Lutheran Church Subdivision. This ordinance will vacate two easements on the lots. New easements will be dedicated on the new recorded plat. This will make lot two more buildable.

There was no public comment given.

Motion: Council Member Weiss made a motion to close the public hearing for Harrisville Ordinance 557; an ordinance vacating a 20-foot-wide and 35-foot-wide public utility easement on lot 1 and 2 within the Ascension Lutheran Church Subdivision, 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 Fawcett, Yes

The motion passed unanimously.

d. Discussion/possible action to adopt Harrisville Ordinance 557; an ordinance vacating a 20-foot-wide and 35-foot-wide public utility easement on lot 1 and 2 within the Ascension Lutheran Church Subdivision.

Jennie Knight explained this is the vote on the ordinance in business item C.

Motion: Council Member Christensen made a motion to adopt Harrisville Ordinance 557; an ordinance vacating a 20-foot-wide and 35-foot-wide public utility easement on lot 1 and 2 within the Ascension Lutheran Church Subdivision, 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 Fawcett, Yes

The motion passed unanimously.

e. Discussion/possible action to adopt Harrisville Ordinance 533; an ordinance amending the General Plan Map and Official Zoning Map for certain parcels on West Harrisville Road.

Jennie Knight explained this parcel is located at approximately 736 W. Harrisville Rd. The City has received an application to rezone the northern portion from A1 to Manufacturing. The Southern portion of the lot is already zoned Manufacturing. A public hearing was held at the Planning Commission Meeting on May 8, 2024. The Planning Commission after receiving public

comment gave a positive recommendation to rezone the property. Council Member Fawcett asked Jennie Knight to review some of the public comments. Jennie Knight explained we held a public hearing two years ago and May 8th 2024. Some comments we received were about the downstream ditch users retaining water rights and about maintaining the A1 uses. Justin Shinsel explained this parcel is split zoned. Per state statute you are allowed to move a prescriptive easement but you cannot affect the flow. It is the same ditch on the City's property. We are working with Western Irrigation to perform any work that needs to be done not during watering season. Council Member Wilhelmsen inquired what zone the property will become. Jennie Knight explained it will go from A-1 to MP-1.

Motion: Council Member Jackson made a motion to adopt Harrisville Ordinance 533; an ordinance amending the General Plan Map and Official Zoning Map for certain parcels on West Harrisville Road, 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 Fawcett, Yes

The motion passed unanimously.

f. Discussion/possible action to adopt Harrisville Ordinance 555; an ordinance adopting a clustered development plan for property located at approximately 863 North Harrisville Rd. based upon application filed with the City.

Jennie Knight reviewed the staff memo included in the packet. In 2021 the City received an application for a clustered development. The City has been working with the developer for several years to mitigate the flood plain issues. The Planning Commission held a public hearing on May 8th, 2024. The development is surrounded on all sides by A1 zone. The density is laid out in the MDA. The open space will include 12 acres dedicated to the City as a regional flood basin. The detention basin will be located in the flood plain. The CC&Rs are outlined in the development agreement. The development meets the R-1-10 zone lot size. Escrow and guarantee period will be set up according to the Harrisville City Code Title 12. Staff recommends adoption with this ordinance as long as compliance with Title 12 is met as well as anything else included in Council's motion. Council Member Jackson asked how you can put a development in an agricultural zone. Jennie Knight explained this is a legislative matter that is adopted with the MDA. Council Member Fawcett inquired how you can build in a flood plain. Jennie Knight explained no house will be located in the floodplain. Council Member Fawcett inquired about the wetlands litigation. Craig North stated he is unaware of the litigation it might be a typo that should say mitigation. He is filing permits with the state to be in compliance with all wetlands requirements. Justin Shinsel stated through development there is always unknown challenges. We have had questions about flood irrigation. State code states that you must contain your own flood irrigation. We do have restrictions on not building basements. The roads will be built up which will help with flooding and water. Dixon Creek runs through the property. They will need to do some dredging and clean up. They will need to get stream alteration permits from the state to pipe the stream under roads.

Motion: Council Member Weiss made a motion to adopt Harrisville Ordinance 555; an ordinance adopting a clustered development plan for property located at approximately 863 North Harrisville Rd. based upon application filed with the City, 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 Fawcett, Yes

The motion passed unanimously.

g. Discussion/possible action to adopt Harrisville Resolution 24-07; a resolution authorizing the issuance of lease revenue bonds by the Local Building Authority of Harrisville City.

Brandon Johnson with Farnsworth and Johnson is the Bond Council for the City. A lease revenue bond means the City would lease the building from the Building Authority. If this is adopted by the Council you would then meet as the Board of Trustees of the Local Building Authority and vote on the resolution. The resolution states it would issue \$10,000,000 in bonds. This number can be decreased. That amount lets you bond up to that amount including not issuing any bonds. You are not obligating the City with this resolution you are just moving forward with the potential of issuing the bonds. Mayor Tait clarified we meet as the Council then meet as the Board of Trustees and vote on the same thing. Brandon Johnson stated yes you are correct. It feels weird but that is what is legally required. Marcus Keller explained that's why Brandon Johnson is part of our Bond Council there are a lot of legal requirements we need to make sure we meet.

Motion: Council Member Weiss made a motion to adopt Harrisville Resolution 24-07; a resolution authorizing the issuance of lease revenue bonds by the Local Building Authority of Harrisville City, 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 Fawcett, Yes

The motion passed unanimously.

Motion: Council Member Jackson made a motion to convene as the Local Building Authority of Harrisville City, 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 Fawcett, Yes

The motion passed unanimously.

6. CONVENE as Board Of Trustees of The Local Building Authority.

a. Discussion/possible action to adopt Harrisville Resolution 24-08; authorizing the issuance of lease revenue bonds by the Local Building Authority of Harrisville.

Brandon Johnson clarified this is the same resolution as business item g. You are now acting as the Board of Trustees for the Local Building Authority.

Motion: Board Member Fawcett made a motion to adopt Harrisville Resolution 24-08; a resolution authorizing the issuance of lease revenue bonds by the Local Building Authority of Harrisville, second by Board Member Weiss.

The vote on the motion was as follows:

Board Member Wilhelmsen, Yes
Board Member Weiss, Yes
Board Member Christensen, Yes
Board Member Jackson, Yes
Board Member Fawcett, Yes

The motion passed unanimously.

Motion: Board Member Weiss made a motion to reconvene as the Harrisville City Council, second by Board Member Christensen.

The vote on the motion was as follows:

Board Member Wilhelmsen, Yes
Board Member Weiss, Yes
Board Member Christensen, Yes
Board Member Jackson, Yes
Board Member Fawcett, Yes

The motion passed unanimously.

7. Business Items (cont.)

h. Discussion/possible action to adopt 2025 tentative budget

Jennie Knight explained this is adopting the 2025 tentative budget discussed in the work session that occurred earlier tonight. Jennie Knight asked Jessica Hardy how the Garbage Fund is. Jessica Hardy explained we have \$200 in the account. It is holding steady and starting to maintain itself. Jennie Knight stated in the next newsletter we will inform residents of a potential second can increase and how to turn in the second can if they want.

Motion: Council Member Weiss made a motion to adopt the 2025 tentative budget, 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 Fawcett, Yes

The motion passed unanimously.

i. Discussion/possible action to set the public hearing for FY 2024 Amended Budget.

Jennie Knight explained this is a formal action taken by Council to set the public hearing for the FY 2024 Amended Budget. This is used to make any changes to needed to alleviate any deficits. The public hearing date will be June 11, 2024.

Motion: Council Member Christensen made a motion to set the public hearing for FY 2024 Amended Budget on June 11, 2024, second by Council Member Fawcett.

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 Fawcett, Yes

The motion passed unanimously.

j. Discussion/possible action to adopt the sewer management plan.

Justin Shinsel explained every year the City must do a sewer management plan. In order to submit it to the state it must be presented to Council. Part of that plan is extensive cleaning and using a camera to inspect sewer lines every year. There has not been a backup in the City lines this year. They try to keep up on all maintenance and paperwork. Part of the plan includes Highway 89 being torn up and a new sewer line for the Ben Lomond Development. Jake Bussio put the plan together. He is certified by the state to put the plan together.

Motion: Council Member Christensen made a motion to adopt the sewer management plan, second by Council Member Fawcett.

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 Fawcett, Yes

The motion passed unanimously.

k. Discussion/possible action to adopt Harrisville Ordinance 556; an ordinance repealing good business programs.

Jennie Knight explained we recently adopted the new business license fees. Previously the study removed the discount to companies with asset protection. This is repealing the code that allows that discount.

Motion: Council Member Jackson made a motion to adopt Harrisville Ordinance 556; an ordinance repealing good business programs, 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 Fawcett, Yes

The motion passed unanimously.

8. Public Comment

Mayor Tait opened the public comment period.

Marvin Farrell is interested in the irrigation and storm water. As the developments are being discussed it needs to be disclosed that no more storm water can be put in the Western Canal. He is a representative of the Western Canal Company. The canals can be moved but it needs the shareholders' approval. He is asking the Council to be sensitive to where storm water and irrigation is being used. You need to be responsible for your water.

Michelle Walters explained the entire length of her property is to the west of the approved cluster development. If they are building the land up it could cause flooding on her land. She did not realize the City could have legal ramifications for not allowing cluster developments. She liked these A1 lands. She does not like that this is going to be the lowest density allowed.

Mayor Tait closed the public comment period.

9. Mayor/Council Follow-up

Bryan Fife explained Parks and Recreation is getting busy with baseball and t-ball. His team is busy taking care of the parks.

Justin Shinsel stated Ben Lomond is seeing some development. They should have a preconstruction meeting with Dixon Creek soon. Across the highway Ashlar Cove is seeing movement. Hopefully the Public Works building should be going vertical in the next few days. His team is busy trying to maintain storm drains and roadways.

Mark Wilson explained the department received a grant from the Department of Highway Safety. They received two lidar systems. The new officer will be brought for a swearing in on June 11, 2024.

Jennie Knight explained staff has been very busy. We rely on Council providing staff with the direction they want the City to proceed with. The moderate-income housing plan needs to be updated to make sure we are compliant. We need to show that we are making progress with our strategies. There are some new requirements that staff will attend trainings on to make sure we are current with new requirements. We may need to review ordinances to meet those new requirements. We are within the time frame to show compliance before we need to set new goals.

Mayor Tait shared that there was a wonderful senior luncheon today.

Council Member Weiss stated this September the League Convention will be held in Salt Lake. The one in St. George was very beneficial. He recommends all who can attend do so.

10. Adjournment

Council Member Weiss motioned to adjourn the meeting, second by Council Member Fawcett.

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 Fawcett, Yes

The motion passed unanimously.

The meeting adjourned at 8:07 P.M.

MICHELLE TAIT
Mayor

ATTEST:

Jack Fogal
City Recorder
Approved this 11th day of June, 2024

June 11, 2024

Re: Fiscal Year 2023-2024 Re-Opened Budget

Dear Mayor & Council,

Per State Statute, municipalities are allowed to re-open their fiscal year budgets twice a year. Staff is requesting the following budget adjustments be made to the Fiscal Year 2023-2024 Budget:

Increase Revenue 10-33-600 Interest Earnings Increase	\$52,000	
Non-Departmental – 10-45-301 Computer Services Increase		\$15,000
Non-Departmental – 10-45-310 Audit & Accounting Services Increase		\$26,000
Non-Departmental – 10-45-520 Liability & Property Insurance Increase		\$5,000
Non-Departmental – 10-45-700 Miscellaneous Increase		\$6,000
Increase Revenue 10-32-200 Building Permits Increase	\$36,000	
Building Inspections/Planning – 10-56-250 Professional Planner		\$20,000
Building Inspections/Planning – 10-56-260 Building Inspections		\$1,000
Building Inspections/Planning – 10-56-306 Plan Checks		\$15,000
Increase Revenue 10-36-600 Interest Earnings Increase	\$5,000	
Public Works/Maintenance – 10-61-830 Cabin/City Building Cleaning Increase		\$5,000

Let me know if you have any questions.

Respectfully submitted,

Jessica Hardy
Finance Director

**HARRISVILLE CITY
RESOLUTION 24-09**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2024 AMENDED
BUDGET FOR HARRISVILLE CITY, UTAH, FISCAL YEAR
ENDING JUNE 30, 2024.**

WHEREAS, Harrisville City (hereafter referred to as the “City”) is a municipal corporation duly existing under the laws of the state of Utah;

WHEREAS, Utah Code Annotated §10-6-128, as amended, states in effect:

“After the conclusion of the hearing, the governing body, by resolution or ordinance, may amend the budgets of the funds proposed to be increased, so as to make all or part of the increases therein, both estimated revenues and appropriations, which were the proper subject of consideration at the hearing. Final amendments in the current period to the budgets of any of the funds set forth in Section 10-6-109 shall be adopted by the governing body on or before the last day of the fiscal period.”

WHEREAS, the City adopted its Fiscal Year 2024 budget previously and desires to amend that budget according to the terms of the amended budget presented herein, with the referenced changes;

WHEREAS, Title 10, Chapter 6, of the Utah Code Annotated provides the procedure for the City to amend its budget;

WHEREAS, the legislative body, in accordance with state law, held its public hearing on June 11, 2024, to take public comment regarding the amended budget for the above referenced fiscal year and such budget was presented as contained herein;

NOW, THEREFORE, be it resolved by the City Council of Harrisville City as follows:

Section 1. Budget Amendment.

That the Harrisville City Council amends the budget for FY 2024 as per the attached budgetary forms incorporated herein by this reference, with the changes indicated therein.

Section 2. Compliance and Submission.

That staff is authorized to make any modification to said budget to conform with the submission requirements of state law. That said amended budget adopted herein in accordance with the requirements of the laws of the state of Utah shall be immediately forwarded by staff to the State Auditor within thirty (30) days.

Section 3. Effective Date.

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED by the Harrisville City Council this 11th day of June, 2024.

MICHELLE TAIT, Mayor

ATTEST:

Jack Fogal, City Recorder

Roll Call Vote Tally	Yes	No
Grover Wilhelmsen	___	___
Steve Weiss	___	___
Blair Christensen	___	___
Max Jackson	___	___
Karen Fawcett	___	___

DRAFT



HARRISVILLE CITY

363 West Independence § Harrisville, Utah 84404 § (801) 782-4100

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Karen Fawcett

Risk Assessment Memo

Purpose: To help entities to asses and be proactive with the risks of fraud and abuse. The assessment is a checklist to make sure each entity is doing their part.

Points **Total Points 385 out of 395**

The city is at very low risk

1. Separation of duties: internal controls, separation of duties and powers required by law. – **200 / 200Pts**
These are internal controls to help have checks and balances of those who handle any part of finance.

**Our MC marks:

- We require two people to sign each check.
- Treasurer processes payroll and City Administrator approves payroll

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	✓			
4. Are all the people who have access to blank checks different from those who are authorized signers?			✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".			✓	

* MC = Mitigating Control

2. Policies in place
 - a. Conflict of interest – **5 / 5pts**
Municipal Code 2.06.030
 - b. Procurement – **5 / 5pts**
Policies & Procedures C26
 - c. Ethical Behavior – **5 / 5pts**
Municipal Code 2.06
 - d. Reporting fraud and abuse – **0 / 5pts**
 - e. Travel – 5 / 5pts
Policies & Procedures B4-3
 - f. Credit/Purchasing cards – **5 / 5pts**
Policies & Procedures A-2-11
 - g. Personal Use of entity assets – **5 / 5pts**
Policies & Procedures A-2-8, A-10, & C-19-8
 - h. IT and computer security – **0 / 5pts**
 - i. Cash receipting and deposits – **5 / 5pts**
Municipal Code 1.08.030

3. Does the entity have a licensed or certified (CPA, CPFA, CGFM, CMA, CIA, CFE, CGAP, CPFO) – **20 / 20pts**
 - a. Members have a bachelor’s degree – **10 / 10pts** *Finance Director*

4. Employees and elected officials: annually commit in writing to abide by a statement of ethical behavior – **20 / 20pts**

5. Governing body members completed entity specific training – **20 / 20pts**
Open & Public Meeting - yearly, Government Records Access & Management Act - yearly, Fraud Risk Assessment training

6. License or formal education at least one member of the management team must receive 40hrs of formal training related to accounting, budgeting, or other financial areas each year. – **20 / 20pts**
UGFOA, UAPT, APT, Treasurer’s academy

7. Does the entity have or promote a fraud hotline – **20 / 20pts**

Fraud Hotline

Harrisville City Fraud Hotline provides an avenue for citizens, employees, and vendors/contractors, to report their concerns about possible improper Harrisville City activities including:

- Gross Mismanagement
- Waste or misuse of public funds, property, or manpower
- Abuse of authority
- Theft or fraud
- Violations of a law, rule, regulation, or policy applicable to the city
- Unethical conduct

Submit your tip or complaint by emailing fraudhotline@cityofharrisville.com or by mailing this information to:

Harrisville City
Attn: Fraud hotline
363 W Independence Blvd
Harrisville, UT 84404

Tips or complains should be submitted with sufficient information, to include any evidence that supports the tip or complain. Include specifics on “who, what, where, and when” etc.

8. Does the entity have a formal internal audit function – **20 / 20pts**

9. Does the entity have a formal audit committee – **20 / 20pts**

**HARRISVILLE CITY
RESOLUTION 24-10**

HARRISVILLE CITY CONSOLIDATED FEE SCHEDULE

A RESOLUTION OF HARRISVILLE CITY, UTAH, AMENDING THE HARRISVILLE CITY CONSOLIDATED FEE SCHEDULE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

WHEREAS, Utah Code Annotated §10-3-717 authorized the City to exercise administrative powers by resolution, including setting fees;

WHEREAS, the City maintains a Consolidated Fee Schedule to regulate and establish fees for various services provided to its residents and businesses;

WHEREAS, the City recognizes the need for periodic reviews and adjustments to the Consolidated Fee Schedule to ensure alignment with current economic conditions, operational costs, and service demands;

WHEREAS, the City has undertaken a comprehensive analysis and has identified certain fees that require amendment for the continued effective and equitable provision of services;

NOW, THEREFORE, be it resolved by the Mayor and City Council of Harrisville City, Utah, hereby amend the Harrisville City Consolidated Fee Schedule attached hereto as Exhibit “A” and incorporated herein by this reference:

Section 1: Effective Date.

This Resolution shall be effective on July 1, 2024.

PASSED AND ADOPTED this 11th day of June, 2024.

MICHELLE TAIT, Mayor

ATTEST:

Jack Fogal, City Recorder

Roll Call Vote Tally	Yes	No
Grover Wilhelmsen	___	___
Steve Weiss	___	___
Blair Christensen	___	___
Max Jackson	___	___
Karen Fawcett	___	___

Harrisville City Consolidated Fee Schedule

As of 06/04/2024

Processes, appeal process, enforcement and penalties can be found within Harrisville City Code

Utilities

Garbage		\$21.50
Additional Can		\$21.50
	<i>each additional can after the first initial</i>	
Recycle		\$7.00
Additional Can		\$7.00
	<i>each additional can after the first initial</i>	
Sewer		
Harrisville City		\$11.50
Central Sewer		\$16.38
Storm water		\$9.00
Street Lights		
Residential		\$2.50
Commercial		\$3.00

Water _____ *Goes through Bona Vista for their fee schedule
801-621-0474*

Planning & Zoning

In the event that an applicant fails to fully pay any development fees prescribed in this part, fails to complete a development where the city has incurred costs in excess of the fees actually paid by applicant, or the costs incurred by the city relating to applicant exceed the fees collected in this part, developer shall reimburse the city the actual costs incurred by the city within 30 days from the date of invoice by the city. In addition to other remedies, failure to pay development fees may result in a certificate of non-compliance being issued and recorded by the city on the applicable development.

Land use amendment and annexation application fees

Amendment to the Land Use Map	\$300.00
Text change amendments to the Land Use Ordinance	\$300.00
Amendment to the General Plan Map	\$300.00
Annexation	\$300.00

Site Plan and Conditional Use Permit Application Fees

Permitted use site plan review	\$250.00
Residential conditional use	\$150.00 + \$10.00 per unit
Commercial or Manufacturing Conditional Use	\$300.00

Appeal Authority

Variances	\$200.00
Non-Variances	\$100.00
Appeal of administrative decision	\$25.00

This is strictly on building permit and interpretations

Subdivisions

In the event that an applicant fails to fully pay any development fees prescribed in this part, fails to complete a development where the city has incurred costs in excess of the fees actually paid by applicant, or the costs incurred by the city relating to applicant exceed the fees collected in this part, developer shall reimburse the city the actual costs incurred by the city within 30 days from the date of invoice by the city. In addition to other remedies, failure to pay development fees may result in a certificate of non-compliance being issued and recorded by the city on the applicable development.

Subdivision application (preliminary & minor lot, due on application)	\$2,000.00 + \$50.00 per lot
Final Acceptance	Public Works discrepancy
Final subdivision review	\$90.00 per lot
<i>This fee per lot shall apply toward the final subdivision review fee which is required to be paid prior to recording of the final plat, or included as part of the escrow to be drawn by the city.</i>	
Subdivision research	\$35.00 (per hour)
Lot line adjustment (within subdivision)	\$150.00
Boundary line adjustment (not in subdivision)	\$100.00
Boundary line adjustment (not in subdivision)	\$100.00
Amendment to existing subdivision after final acceptance	\$100.00 + \$25.00 per unit
Combine parcels	\$20.00
Expired subdivision reapplication fee	\$1,500.00

Business License Fees

Automotive	\$216.76
Beer License	\$188.61
Big Box	\$92,858.11
Construction	\$188.61
Contracted Services	\$221.44
Convenience Store	\$5,888.68
Counseling Services	\$188.61
Day Care / Pre-school	\$408.64
Entertainment	\$4,915.28
Financial Services	\$188.61
Home Occupation	\$188.61
Manufacturing	\$188.61
Professional / Business Services	\$188.61
Rental	\$188.61
Restaurants	\$821.39
Restaurants - Seasonal	\$188.61
Retail / Wholesale Sales	\$317.85
Solicitor	\$188.61
Storage	\$553.71
Temporary License	\$188.61
Thrift Store	\$4,578.34

SWPPP

SWPPP Violation Red Tag Removal	\$300.00
SWPPP Violation Clean Up	\$500 each offense
* Vac Truck	\$500/2hrs + \$255/additional hr

* Sweeper	\$350/2hrs + \$185 additional hr
* Concrete Washout	\$1,000 - additional offenses
No SWPPP Plan on site	\$50.00
Missing Storm Water Protection Barrier (BMP)	Employee Time + Cost of protective material BMP
Illegal Stockpiling of any Material in Public Right of Way	\$500.00
Track out Pad/ADA Access	\$500.00
Portable Toilet Relocation	\$100.00

Building Permits

Building Fee	<i>refer to icc building valuation data</i>
Plan Check	65% of building fee
State Surcharge	1% of building fee
Additional inspections	\$30.00

The following is based upon one single family unit. Other types of permits amount will vary.

Central Weber Impact Fee	
As of July 1, 2022	\$2,578.00
As of July 1, 2023	\$2,631.00
North View Fire Impact Fee	\$225.56
Park Impact Fee	\$1,739.39
Public Safety	\$350.99
Storm Water	\$2,447.25
As of July 1, 2024	\$2,462.21
As of July 1, 2025	\$2,477.26
As of July 1, 2026	\$2,492.44
Transportation	\$635.84
Sewer	\$1,716.26
As of July 1, 2024	\$1,721.40
As of July 1, 2025	\$1,726.61
As of July 1, 2026	\$1,731.89
Storm Water Const. Activity Permit Fee	\$650.00
4-Mile Connection Fee	\$750.00
Plans changed after approval	5% of total permit fee

Encroachments

Permit	\$500.00
Road Cut	\$750 + \$0.25 per sqft
Boring	\$500.00
Curb, Gutter, & Sidewalk cut	\$150.00

Violations & penalties

Civil - not to exceed _____	\$1000.00 per day
Criminal - Class B Misdemeanor with fine not exceeding _____	\$1000.00 per day

Recreation

Baseball/Softball _____	\$40.00
Basketball (<i>Jersey not included</i>) _____	\$45.00

Other Fees

Cabin Rental - *Residents only*

No food _____	\$150.00
Small Family Group - <i>no more the 40 people & food is allowed</i> _____	\$200.00
Weddings, receptions, or open houses _____	\$650.00
Deposit _____	\$750.00
cancelation fee _____	\$25.00
Cancelation fee 2wks before reservation _____	Full reservation fee

Bowery Rental - *Residents only*

_____	\$75.00
With sound equipment _____	Rental + \$50.00
Deposit _____	\$200.00
cancelation fee _____	\$25.00
Cancelation fee 2wks before reservation _____	Full reservation fee

Credit Card Fee

_____ 2.5% of total charge

Horizon Book

_____ \$10.00

Municipal Election Filing

_____ \$25.00

Address certificate (per unit number)

_____ \$75.00

Color Maps (8 1/2" X 11")

_____ \$1.00

Police/Accident Report

_____ \$25.00 up to 30 pages
 _____ \$0.50 each additional page

Video requests will be addressd on an individual basis

CDs of photos

_____ \$25.00

Annual Sex Offender Registry

_____ \$25.00 on birth month