

MINUTES
HARRISVILLE CITY COUNCIL AND PLANNING COMMISSION WORK SESSION
January 23, 2024
725 W Harrisville Road
Harrisville, UT 84404

Minutes of a regular Harrisville City Council meeting held on January 23, 2024 at 6:00 P.M. at the Harrisville City Cabin, 725 W Harrisville Rd., Harrisville, UT.

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

Planning Commission: Nathan Averill, Chad Holbrook.

Excused: Brad Elmer, Jordan Read, Bill Smith.

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

Visitors:

1. Welcome and Agenda Overview

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

2. Training

a. Open and Public Meetings Act

Brody Flint conducted training for the Open and Public Meeting Act. The intent behind this act is to make sure we conduct City business in public. A meeting is any time there are three or more elected members together. That includes talking about City business at church or any other location where members could meet. All City meeting agendas need to be posted publicly. A meeting is not a chance gathering. Closed meetings can only be held for very specific reasons. It must legally be noticed and start as a public meeting and end as a public meeting. All conversation in the closed meeting must be specific to the topic of the closed meeting. You must have a written record of minutes for all public meetings.

b. Non-Discrimination and Harassment Training

Brody Flint presented the Non-Discrimination and Harassment Training. The purpose of this training is to recognize when harassment is happening in the work place, prevent unlawful conduct, understanding complaints, and avoiding costly claims. He explained what a protected class is and identified federally recognized protected classes. He provided definitions of discrimination and harassment. Sexual harassment can fall under quid pro quo or a hostile environment. He is recommending that department heads ask their employees in their yearly review if they are experiencing any form of harassment or discrimination, and if they know where to report it. Department heads need to make sure there is no unwanted physical touching in their departments. Anyone can be the victim or perpetrator of harassment or discrimination.

Make sure everyone knows to report harassment if it occurs. If you ever see an issue talk to Brody Flint immediately.

3. 750 W. Municipal Complex Update

a. Public Works Building

Jennie Knight provided an update for the public works building. Over a year ago the City brought on a Construction manager/General contractor (CMGC) to help design a building without exceeding our budget. In August we sought bids for the project. In September the bids came back \$1,500,000 over budget. Upon review of the CMGC calculations many egregious errors were found. We terminated our contract with the CMGC project provider. Staff worked with the architect to change the building plans to fit the budget. We resubmitted the project for bids and they came back within budget. In February the new bid will be brought to City Council for approval. The architects that we worked with did a great job designing what we needed and making it very durable. The architecture company bill came in approximately \$56,000 over the original bid but they helped to save us \$1,500,000 because of the changes they made after the first bids came in over budget. Justin Shinsel explained that they have started digging footings and foundation; but have had difficulty finding native material. The project will need approximately eighteen inches of additional fill. This may increase cost a little but it is being worked through. He feels really confident in the new contractor and their ability to bring the project in close to budget.

b. City Hall and Public Safety Building

Jennie Knight explained the City has put out an RFP for the City Hall and Public Safety Building. Blalock and Associates were selected as the architects to design the new building. Staff has met with the architects and toured local departments to see what designs they would like to incorporate into the new building. Architects and staff have sat down and looked at needs and wants. Marcus Keller, Crews and Associates, was involved to help determine what options are available for the City partnering with North View Fire District. This partnership could potentially make us eligible for more grants and funding. Marcus Keller provided three scenarios for our partnership with the District. Option one includes the City bonding for the District's department to be built; which would include an interlocal agreement with North View Fire to make the bond payments. The second option is North View Fire would issue the bonds for their new building still attached to the City building. The third option is they build a separate building. They would buy land in the municipal complex and build their own building with no shared space with the City buildings. Council Member Jackson stated that he has been serving on the board for the Fire District and they are in favor of adding a station in Harrisville. They like the idea of sharing resources. Council Member Wilhelmsen inquired if North View Fire has the funds to pay for it or will they need to raise taxes. Jennie Knight stated she is unsure what North View Fire's financial situation is. She does not know if they need to raise taxes on the fire district. She wanted Council to consider that with interest rates dropping, the City could refinance the series 2022 and series 2023 bonds. Those rates are being watched very closely and if they drop low enough staff will present it to Council for their decision. The downside of refinancing the bonds is the new bonds would not be callable for ten years.

4. Budget Discussion for Fiscal Year 2025

Mark Wilson asked for three new vehicles for the police department. They normally acquire two vehicles a year. Since Council approved the hiring of a new officer, they need an additional vehicle for that officer. He is looking at purchasing 2024 models instead of 2025. It would mean they need to be purchased in April not in July like normal. It would provide a savings of \$6800 a

vehicle. The equipment line item in his budget is going down. There is a new line-item drone maintenance and supplies. Council Member Jackson asked if there is enough in the motor pool budget to purchase the vehicles now. Mark Wilson answered yes there is enough money. Council Member Jackson inquired if the old cars are being sold outright or sent to auction. Mark Wilson clarified that they are still sent to auction. There is a bigger demand at auction for them. Nathan Averill asked what is the difference between the 2024 and 2025 vehicles. Mark Wilson answered there really is not a difference.

Bryan Fife explained he is asking for an increase of \$6,500 for Building and Grounds Fund. It is for hiring a contracted company for fertilizing. The Fall Festival line item has increased by \$500. He would like to hire a part time summer help employee. The cost would be approximately \$14,000. He has hired a new parks lead who has previous experience in Syracuse. He is excited for him and what he brings to the department. Council Member Wilhelmsen asked how the trails were looking at the park. Bryan Fife stated they are probably due for some attention. The playground has been installed but they are waiting on the wood chips before the project can be finished. It will remain fenced off until it is completed.

Justin Shinsel explained they are looking at doing a crack seal project for the walkways at the park. It would have to wait for spring or summer. Public works budget is a little different because it comes from two funds. The General Fund and Enterprise Funds. He is asking for a \$20,000 decrease in the General Fund. He will utilize money from the Road Fund instead. He is asking to use fund balance in some Enterprise Funds to cover some costs for the new building. They are going to own furnish a generator and some new equipment. They want to update the equipment so it will last the next 25 to 30 years with the new shop. The budget for the roads will increase about \$140,000. The sewer increase is about \$300,000. The increase to the Equipment line item is a place holder for the new equipment. By purchasing them without a contractor it saves the City approximately five percent.

Jennie Knight reminded Council that the City's General fund has a balance of \$120,000 more than the state allows. Staff is proposing using \$54,000 to pay the architect from the Public Works building. The remainder would be moved to the Garbage Fund. Historically, we have tried to balance the Garbage Fund by raising rates and then Waste Management raised their rates. The auditor provided a few options. One option would be borrowing from a different Enterprise Fund to balance the Garbage Fund. The issue with this option is the fund have to be paid back to the Enterprise Fund with interest. The second option is to pass a resolution increasing the cost for garbage and waste services enough to cover the deficit. Staff recommendation is to transfer fund of \$70,000 from the General Fund and work with Waste Management to see where their costs will be next year. It's a tricky balance because Bona Vista bills the residents and pays the City. The City then pays Waste Management and the full cost is not recouped. Justice Court wages will decrease because it will be split with the building department. Public notice costs will increase a little; this is due to increase in costs to post some required notices in the newspapers. There will be an increase in IT services to cover the costs for emails and phones due to new employees being added.

Jennie Knight provided an update for the Ben Lomond development. The original developer is looking to sell the project. A few new developers have reached out with questions regarding what changes can be made. It has been communicated to developers that any changes that they want to make needs to be approved by Council. We are hopeful that some of these groups

are large enough to take on the project and finish it. Developers have inquired where the City stands with PIDs (Public Infrastructure Districts).

5. Adjournment


Mayor Tait adjourned the meeting and thanked everyone for their time and participation.

The meeting adjourned at 7:48 P.M.




MICHELLE TAIT
Mayor

ATTEST:



Jack Fogal
City Recorder
Approved this 13th day of February, 2024