

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, July 23, 2013 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Mayor Richard Hendrix, Council Member Chad Allen, Council Member Bruce Richins, Council Member Michelle Tait, Council Member Grover Wilhelmsen.
[Council Member Paula Knighton excused.]

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder.

Visitors: Ruth Pearce, Jeff Pearce, Chad Titensor, Roger Shuman, Kenny Loveland.

7:00 P.M. CITY COUNCIL MEETING

1. Call to order.

Mayor Hendrix called the meeting to order and welcomed all visitors. Mayor Hendrix excused Council Member Paula Knighton.

2. Opening Ceremony.

Council Member Allen led the pledge of allegiance and opening ceremony.

3. Consent Items.

- a. Approve the minutes of July 9, 2013 as presented.

Council Members Tait asked what specific changes were made to the most recent minutes. Jennie Knight responded a few clarifications were made to the sidewalk section.

MOTION: Council Member Tait motioned to approve the minutes of July 9, 2013 as presented. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

- a. Discussion/possible action to approve Harrisville City Resolution 13-06, a resolution amending the Harrisville City Personnel Policies and Procedures Manual.

Bill Morris informed Council that last budget session a contract was discussed for Police Chief Max Jackson. He said each department head has a separate contract with variations specified in each. This resolution creates a blanket department head contract eliminating the variations. Specifically the resolution defines all department heads are “at-will” employees. It defines further the requirement for the majority Council for a reduction, reappointment, or termination of a department head employee. All Council Members would be required to take administrative action. Council Member Allen asked if specifically this means a majority vote. Bill Morris responded affirmatively. All Council Members act together with a majority vote for or against a department head action.

The definition clarifies the three specific departments; Administrative Services, Public Works & Recreation, and Police Department. Each department head position is listed as city administrator, police chief, and public works director.

The second amendment designates tier 2 elected officials and volunteer or stipend officials are not eligible for retirement benefits. City Council and Planning Commission are included in these positions.

The third amendment includes employee classifications. The underlined section was added to the policy and procedures manual. Department heads can be classified as exempt or non-exempt, defining how negotiations are made with these employees. Mayor Hendrix researched to find out what other cities are doing. This is in place to prevent political retaliation for employees who are doing their job. This includes a severance package defined at a maximum of one year; although discretion is given to the Council if an employee leaves but is not terminated. The severance maximum is defined from termination only. Mayor and Council gave discussion on what constitutes a “cause” termination. Sick leave accrual for department heads is consistent with any other city employee, regardless of the classification or exemption status.

Council Member Allen requested the word “vote” be added to the section regarding majority council. Section 11a will now read “Department heads are defined under the Glossary of Terms herein as “at-will” and require a majority **vote** of the city council for any reduction of classification, appointment, reappointment, or termination.”

MOTION: Council Member Allen motioned to approve Harrisville City Resolution 13-06, a resolution amending the Harrisville City Personnel Policies and Procedures Manual with the corrections. Council Member Tait seconded the motion. A Roll Call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

- b.** Discussion/possible action to approved Harrisville City Resolution 13-07, a resolution amending the Harrisville City Personnel Policies and Procedures Manual relating to social media.

Bill Morris informed Council this social media policy was drafted from the examples given in the previous meeting. He informed Council of the keynote items in this policy such as content management will be approved through himself. The posts must be relevant to city business with verification given, correct information, and proper spelling and grammar. Also posts will be corrected timely and promote transparency. Each submission must be handled with professionalism and good toned.

The next section is maintaining civility with the city representatives. Misinformation may be corrected by the city or other member of the social media community. City representatives will engage in respectful dialog maintaining civility even though criticism is allowable. Vulgar posts will be removed and those that make them will be blocked. Threats will not be tolerated. All users must abide by the terms of service of the media outlet; Facebook or twitter, etc. rules will apply.

No endorsement or advertisement will be allowed. Public information and management will be in accordance with GRAMA. Confidential information will be removed. Illegal activity will be deleted and reported to the police. Social Media is still evolving. Management staff is allowed to use new media resources in accordance with this policy and gauge the success of community outreach and capture the interest of the public.

Mayor and Council gave discussion on the benefits of using social media to engage the residents and to disseminate information more accordingly. Council Member Richins suggested giving opportunity for Chad Titensor to make comment, based on his volunteering to help manage the city's facebook page. Mayor Hendrix asked Chad Titensor for his comments. Chad Titensor, 227 W. Independence, said he is here to discuss social media. He agrees with this policy and feels it covers all the important points. He explained social media allows for the city to engage the public with a large audience. He says over time the information will be distributed and not just limited to a population within Harrisville. He suggested starting with common topics like Heritage Days. Holding a contest for best photo and giving a reward for the best picture. The reward could be using the award winning picture as a background on the city's webpage. He also suggested the city could have a green thumb contest for the best yard in the city to promote city beautification. The photo with the most likes will win. He suggested getting people engaged first and then the city will be able to distribute the official information to these same people. Bill Morris will meet with Mr. Titensor to give administrative rights for the pages that already exist. Mr. Titensor said he has web development experience since the mid 90's. He runs the web based training for Hill Air Force Base. Mayor Hendrix thanked Mr. Titensor for his willingness to help establish this social media outlet. He commented it would be nice to have the city pages linked together.

MOTION: Council Member Wilhelmsen motioned to approve Harrisville City Resolution 13-07, a resolution amending the Harrisville City Personnel policies and procedures manual relating to social media with corrections. Council Member Richins seconded the motion. A Roll Call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

5. Public Comments.

No public comments were offered.

6. Mayor/Council Follow-up.

Mayor informed Council of the newspaper article in the Standard Examiner regarding the trees and sidewalk.

Mayor Hendrix asked Jennie Knight to contact the candidates and have them submit profiles for the August Newsletter and also make them available on the city website. There will be a 100 word limit on the submissions.

Council Member Tait asked how quickly we can have the facebook page up and running. Mayor and Council agreed staff will work with Chad Titensor to expedite this process. Council Member Richins asked about the activity on the recreation page. Mayor and Council agreed notification to residents will be much improved with the use of social media and will eliminate all of the phones calls necessary with the current system.

Council Member Richins asked if anyone has approached the city to offer concessions at the splash pad. He feels like this may be a missed opportunity. He suggested offering a snow cone shack the opportunity for business there. Staff suggested putting out an RFP to solicit responses. Council Member Allen suggested a vending machine. Mayor and Council gave discussion on the pros and cons of the idea of a concessions stand. Mayor and Council agreed staff will check into the possibility of allowing this option.

7. Adjourn.

Mayor Hendrix motioned to adjourn at 7:38 p.m.

8. Heritage Days Work Session.

Mayor Hendrix called the Heritage Days work session to order. Council Member Allen presented the informational flyers and distributed them among Council. He suggested hanging the flyers throughout the city over the course of the next day or so. Discussion was given on the sponsors.

Mayor and Council discussed the large building advertisement banner. This particular banner was designed specifically to allow for reuse every year. The banner creator said the life of the banner is for several years at least. Mayor and Council gave discussion on the storage of previous year's banners.

Mayor and Council gave discussion on the 5K midnight run. There will be a contest for the most neon glow in the dark participant. Deadline for shirts has passed but residents can still participate in the fun run. Gage Froerer sponsored the 5K. There is always the possibility of individuals wanting to order shirts after the race. Council Member Allen said he can provide the contact information of the t-shirt printer if anyone is interested in ordering after the event.

Mayor and Council gave discussion on the flag ceremony. Council Member Allen said he has not heard from the individual who has the large cannon. Discussion was given on the possibility of another individual.

Council Member Wilhelmsen will contact Larry H. Miller for parade cars.

Mayor and Council gave a short discussion on the evening program.

Mayor and Council agreed a follow-up session would be useful to receive feedback on this year's celebration.

Mayor Hendrix motioned to adjourn at 7:58 p.m.

ATTEST:

RICHARD HENDRIX
Mayor

JENNIE KNIGHT

City Recorder

Approved this 6th day of August, 2013