

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
December 14, 2021
363 West Independence Blvd
Harrisville, UT 84404**

Present: Mayor Michelle Tait, Council Member Wilhelmsen, Council Member Steve Weiss, Council Member Blair Christensen, Council Member Max Jackson, Council Member Kenny Loveland.

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder, Cynthia Benson, Deputy City Recorder, Justin Shinsel, Public Works, Mark Wilson, Police Chief, Rick Hill, Bailiff, Glen Gammell, Fleet Manager, Jesse Sainsbury, Public Works, Art Gorringer, Public Works, Tyler Vincent, Police, Nick Taylor, Police Detective, Alicia Davis, Police Sergeant, Corey Clark, Amy Horstmann, Court Clerk, Jessica Hardy, Finance Director, Dennis Moore, Assistant Chief Police, Lynn Fortie, Treasurer, Jackie VanMeeteren, Police Admin, Jesse Sainsbury, Public Works.

Visitors: Arnold Tait, Jessica Hardy, Mackey Smith, Deanna Aguilar, Carlos Aguilar, Tarah Spencer, Jennifer Moore, John Macedone, Jeff Ambrose, Jessica Clark.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

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

2. Opening Ceremony.

Council Member Christensen conducted the opening ceremony.

3. Oaths of Office.

Oaths of office were administered to Corey Clark, Police Officer, and Dennis Moore, Assistant Chief, by Jackie VanMeeteren, Police Admin. Oaths of office were administered to Jessica Hardy, Finance Director, and Amy Horstmann, Court Clerk, by Jennie Knight, City Recorder.

4. Consent Items.

- a. Approve the minutes of November 9, 2021 and November 16, 2021 as presented.

MOTION: Council Member Weiss motioned to approve the minutes of November 9, 2021 and November 16, 2021 as presented. Council Member Wilhelmsen seconded the motion. All Council Members voted aye.

5. Business Items.

a. ARPA Funding Presentation

Mackay Smith outlined the City's plan to best leverage the ARPA funds given to the city to help with economic recovery. He explained if the money is not spent by the city, it will likely be given to larger entities to spend as they deem. The process taken was to appoint a staff liaison (Justin Shinsel), establish a council of staff and leadership to weigh the options, bring in an independent, third-party consultant (Mackay Smith), and regularly touch points to verify compliance with ARPA guidelines. The guiding principles were compliance, maximizing the impact in the community, and fiscal responsibility. For the city of Harrisville, the approach taken was for long term infrastructure.

The city is to receive two disbursements in the sum of \$406,000 at a time. The entire \$812,000 is to be spent by December 2024. A majority of the expenses will include infrastructure for the 750 West City Property, general street signage improvements, and reimbursement of staff and police payroll. The statutes allowing the expenditures were discussed. The next steps are the continued documentation of expenditures incurred, reconvening of council should additional aid be disbursed, with the Annual Project and Expenditure Report being due April 30, 2022. Council Member Christensen asked how much was already spent. Mackay Smith replied not much. The \$89,000 in Police Payroll reimbursement and the \$25,000 in Administration payroll reimbursement along with some minor consulting fees have already been allocated.

b. Presentation on FY2021 Audit Report

Jeff Ambrose presented the annual audit report and stated the city budget is in great shape with no debt. He reviewed key points in the report, explaining this is a clean report with only one finding which is one department went over budget and was reported. The city presented a response to the finding and all other requirements have been met.

c. PUBLIC HEARING – Harrisville City Council will take comments for or against Harrisville Resolution 21-18; a resolution amending the city budget for FY 2022 in accordance with UCA §10-6-127.

Jennie Knight updated Council on the wage study information requested since the last presentation. She also gave a brief overview of how the study was completed. A few months ago, Mayor Tait requested a wage study be done. After looking into several avenues on how best to accomplish this, the city purchased a subscription program where they were able to compare the current city employee wages against other cities of comparable staff size, geographical size and population. The Court Clerk position was shown since that was the most recent position replaced in the city. The wage dispersity was \$5.74 per hour for the Court Clerk position. Police Officer Training value was also discussed with the finding value to be \$16,724 per officer. Over the course of the last few years, the city has lost several officers. A graph was shown with the disparity's percentages per department. Future developments the city is anticipating were presented; eight proposed projects in various stages of approval. There are several budget items that will need to be amended to accommodate this Harrisville Wage Study. She asked Council to consider the impact this has had on the current staff and the wage disparity that is taking place and try to protect that so we can retain the current staff and the institutional knowledge lost when we lose staff. Mayor Tait asked if Lynn had anything to add. He said he had nothing to add.

MOTION: Council Member Christensen motioned to open the public hearing relating to Harrisville Resolution 21-18; a resolution amending the city budget for FY 2022 in accordance with UCA §10-6-127. Council Member Wilhelmsen seconded the motion. All Council Members voted aye.

No public comments were given

MOTION: Council Member Weiss motioned to close the public hearing. Council Member Jackson seconded the motion. All Council Members voted aye.

Council Member Jackson asked about any other potential disparity within other departments. Jennie Knight drew attention to the resolution on the proposed amendment in regards to the wage disparity. The next discussion item showed what the breakdown was. She further explained how the disparity reflected per department. This discussion led into the following item on the agenda; Harrisville Resolution 21-18; a resolution amending the city budget for FY 2022.

- d. Discussion/possible action to adopt Harrisville Resolution 21-18; a resolution amending the city budget for FY 2022.**

MOTION: Council Member Weiss motioned to adopt Harrisville Resolution 21-18; a resolution amending the city budget for FY 2022. Council Member Wilhelmsen seconded the motion.

A Roll Call Vote was taken.

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

Motion passed 5-0.

- e. Discussion/possible action to adopt Harrisville Resolution 21-17; a resolution amending the authorized user for the Utah Public Treasurers' Investment Fund (PTIF).**

Bill Morris explained this resolution is to update our new employee, Jessica Hardy, who is replacing Lynn Fortie. Foster Bateman is already on the Utah Public Treasurers' Investment Fund (PTIF) and will remain.

MOTION: Council Member Weiss motioned to adopt Harrisville Resolution 21-17; a resolution amending the authorized user for the Utah Public Treasurers' Investment Fund (PTIF). Council Member Christensen seconded the motion.

A Roll Call Vote was taken.

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

Motion passed 5-0.

- f. Discussion/possible action to adopt Harrisville Resolution 21-19; a resolution adopting the Storm Water Management Plan.**

Justin Shinsel presented the updated Storm Water Management Plan. He said every five years the state requires the city to update their Storm Water Management. It is for how the city is to manage the storm water within the city. The section shown tonight was part of the 200-page plan. This is the written plan that is used to describe the various control measures and activities the permittee will undertake to implement the storm water management plan. Storm Water Management Plan. Minimum Control Measure (MCM) is the control measure on how we are going to handle our storm water. The city is the permittee through the state and the managing body of the storm water within the city. The city has 6 control measures; public involvement and participation, illicit discharge detection and elimination, construction site, long-term storm water

management, pollution prevention and good housekeeping. Part of the outreach to the community is to tag all the storm water systems within the city to inform our citizens. He reviewed the city responsibilities which include the storm water plan required by the state. There is one appendix that is new to the city which includes private developments that will have a private storm water management system. They will need to sign an agreement with the city for maintenance. Mayor Tait explained that the newsletters are distributed through the storm water funds.

MOTION: Council Member Christensen motioned to adopt Harrisville Resolution 21-19; a resolution adopting the Storm Water Management Plan. Council Member Wilhelmsen seconded the motion.

A Roll Call Vote was taken.

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

Motion passed 5-0.

g. Discussion/possible action to adopt Harrisville Resolution 21-20; a resolution adopting a Compensatory Time Off Policy.

Justin Shinsel explained while visiting the wage study he had opportunity to offer COMP time to the employees. He suggested including as an option to employees instead of overtime pay. There is a maximum of 60 hours that will accrue at the rate of time and a half. Once the maximum is reached, the employee must be paid the overtime rate. Salaried employees are also eligible for COMP time but only at an hour for hour rate, no overtime. Council Member Weiss asked how long an employee is allowed to carry the time. Justin Shinsel said there is not expiration but they must use COMP time before paid time off and are not eligible if they are at the maximum vacation allowed under the employee's years of service.

MOTION: Council Member Wilhelmsen motioned to adopt Harrisville Resolution 21-20; a resolution adopting a Compensatory Time Off Policy. Council Member Weiss seconded the motion.

A Roll Call Vote was taken.

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

Motion passed 5-0.

h. Discussion/possible action to approve the purchase of new snow plows.

Justin Shinsel explained while reaching out to prepare for the 2022 budget, with pricing of vehicles with the intent to purchase new snow plows, he was told dealerships are not getting the new 2022 trucks or snow plow trucks like they thought they would. He also found they are forgoing the

government contract. That would mean we wouldn't be able to purchase a new snow plow truck until 2023 if we are lucky. He found two trucks ready to go through Young because of an order that had been canceled. They only need to be fitted for the snow plows. If we purchase the trucks, it will give us an extra back up truck and allow us to sell an older gasoline truck that has been a part of the public works fleet for a while for possible surplus later. The money will come from Class C Road Funds. There would be no need to amend the budgets or bond. If the developments continue the way the city projects, we will only be adding more street surfaces and will need more trucks to service them. By purchasing the trucks now, the city will be ahead of the game and have a spare truck if needed. Mayor Tait asked if they come with all attachments needed. Council Member Jackson asked for the year and if they would be included on the state contract. Justin Shinsel said yes, the 2021 state contract. All the attachments will come with the trucks. The trucks are 2021. Bill Morris explained that Lynn Fortie includes the expenditure of these funds in the budget. This is brought back to the Council when the funds are being expended, and if they will allow him to purchase one or two trucks. Council Member Jackson asked the difference between the 1-ton and the 2-ton. Justin Shinsel explained the only difference is the 1-ton has four doors. The price would be \$134,000 for both trucks. He will look to surplus the old fleet truck at the end of the snow plow season.

MOTION: Council Member Weiss motioned to approve the purchase of two new snow plows. Council Member Christensen seconded the motion.

A Roll Call Vote was taken.

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

Motion passed 5-0.

i. Discussion/possible action to adopt 2021 Capital Investments Plan.

Bill Morris reviewed the updated 2021 Capital Investments Plan. He said this is kind of like a wish list for the city. He reviewed the projects pending or completed within the last year, One-year projects, summaries, cost estimates and priorities, as well as the five-to-ten-year projects. Council Member Jackson asked Assistant Chief Moore about police radios. Assistant Chief Moore gave an overview of the telecommunications availability and a timeline should be available within the next couple of months. The encryption is ready to go once approved through the state which should be approved next week. Motorola and Harris systems are willing to give us substantial discount on the new vehicle radios. Discussion needs to occur on what kind of radios will be purchased. The current decision is to wait until the potential timelines are established. Mayor Tait asked if this item needed to be added to the Capital Improvements Plan for 2022. Bill Morris said it is currently on the five-to-ten-year plan with a \$200,000 projection of cost. Council Member Weiss asked to move this up to next year's plan. He would like to see it in the one-year plan so the city isn't caught off guard if the radios are required earlier than projected Council Member Jackson agreed. Assistant Chief Moore said the department is currently 5 years behind schedule for updating the radios. The current radios are encryption ready. They are waiting on set up which would cost about \$600 per radio to get the encryption chips and software.

MOTION: Council Member Weiss motioned to adopt 2021 Capital Investments Plan. Council Member Jackson seconded the motion.

A Roll Call Vote was taken.

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

Motion passed 5-0.

j. Discussion/possible action to adopt the 2022 Meeting Schedule.
Jennie Knight presented the 2022 meeting schedule for City Council on the 2nd Tuesday of each month and Planning Commission on the 2nd Wednesday of each month assuming that the City Council and Planning Commission will be meeting once a month.

MOTION: Council Member Christensen motioned to adopt the 2022 Meeting Schedule. Council Member Weiss seconded the motion. All Council Members voted aye.

6. Public Comments - (3 minute maximum)

No Public Comments were given.

7. Mayor/Council Follow-up.

Mayor Tait reminded Council of the upcoming Santa at the Cabin event and that Oaths of Office will be administered at the January 11, 2022 meeting.

8. Adjourn.

MOTION: Council Member Weiss motioned to adjourn the meeting. Council Member Wilhelmsen seconded. All Council Members voted aye.

Meeting adjourned at 8:24 PM.

ATTEST:

MICHELLE TAIT
Mayor

JENNIE KNIGHT

City Recorder

Approved this 11th day of January, 2022