

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, January 22, 2013 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

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

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder, Lynn Fortie, Treasurer, Pam Crosbie, Finance Clerk, Jeff Ambrose, Auditor.

Visitors: Bob Howard, Ruth Pearce, Jeff Pearce.

7:00 P.M. CITY COUNCIL MEETING
Council Member Richins is excused.

1. Call to Order.

Mayor Hendrix called the meeting to order, welcomed all visitors, and excused Council Member Richins.

2. Opening Ceremony.

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

3. Consent Items.

- a. Approve the minutes of January 8, 2013 as presented.
- b. Review the December 2012 Check Register.

MOTION: Council Member Allen motioned to approve the minutes of January 8, 2013 as presented. Council Member Tait seconded the motion. All Council Members voted aye. Motion passed.

Mayor Hendrix presented Bob Howard with a Harrisville History Book and thanked him for his service as a Planning Commissioner.

4. BUSINESS ITEMS

a. Presentation of 2011-2012 Audit Report.

Jeff Ambrose expressed his thanks for the efforts of the city staff conducting the recent annual audit. He gave a brief overview of the audit report by explaining the management discussion and analysis. The Harrisville City Assets were highlighted and he commented how Harrisville City has no debt. He reviewed the Statement of Activities with the focus on the expenses, stating the net cost went up from the previous year. He reviewed the balance sheet for governmental funds and explained that the city cash resources are down, although the fund balance is healthy; sitting between 5%-18% at \$399,999 out of the \$411,000 allowable unassigned fund balance. He stated this is a good position for the city to be in.

The Proprietary Funds were reviewed, as well as the Income Statement and Statement of Cash Flow. He reviewed the notes to the Financial Statement pointing out note #4 shows the activity with regard to other improvements with the park renovation project and the addition of the Splash Pad. He said there is not an included note for long term debt because the city is without debt. The General Fund was reviewed comparing the budget amount with the actual spent amount. He said only two departments were over budget; Building Department and the Fire Department. Council Member Allen questioned why the Fire Department was over budget, since they are their own taxing entity. Mr. Ambrose stated impact fees were the cause. He reported there are no weaknesses in the internal financial control and the audit found no significant non-compliance. Mayor Hendrix thanked Jeff Ambrose and city staff for their efforts in conducting this audit.

b. Discussion and/or adoption of 2011-2012 Audit Report.

MOTION: Council Member Tait motioned to adopt the 2011-2012 Audit Report. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

c. Discussion and/or possible action to approved Harrisville City Ordinance #458, amending Chapter 11.20 relating to regulations applicable to more than one zone to add section 11.20.250 to regulate recreational and utility vehicles; severability; and providing an effective date.

Bill Morris reminded Council the original draft of this ordinance was amended to make recommended corrections suggested by Planning Commission. This ordinance was tabled from a prior meeting. Mayor Hendrix asked Council Member Allen if he had any information regarding state requirements with regard to the parking of recreational vehicles. Council Member Allen said the state regulations do not necessarily apply to parking on personal property. Bill Morris clarified it is more of a health department regulation. Council Member Knighton asked if the Health Department allows people to live in parked recreational vehicles. Bill Morris said the Health Department recommends permanent connections to control sanitary conditions. There is no long term living allowed. Mayor Hendrix commented this ordinance limits residents who may have family staying temporarily. Council Member Tait expressed her desire to include time restrictions in cases where family members may be staying temporarily. Mayor and Council discussed the enforcement of this ordinance. The ordinance will allow Harrisville Police Department to issue citations on long term living in R.V.'s. Bill Morris explained the Health Department will be allowed to conduct search warrants with the aid of the Harrisville City Code Enforcement Division to address most enforcement issues.

Council Member Allen asked if the implementation of this ordinance, allows for the concerns on North Harrisville Road to be addressed; R.V.'s parked in front of homes, and a Semi-Trailer parked long term on a property. Council Member Knighton inquired if this ordinance will apply to horse trailers as well. Bill Morris responded the use of the trailer will determine whether there is a violation or not. If someone were to use a horse trailer as a temporary living space, this ordinance would apply.

Council Member Allen asked for clarification on the zoning requirements. Bill Morris explained the zoning regulations for each zone would apply. Mayor and Council addressed issues such as allowed parking on more than one acre, and parking in the side and rear yard.

MOTION: Council Member Allen motioned to approve Harrisville City Ordinance #458, amending Chapter 11.20 relating to regulations applicable to more than one zone to add section 11.20.250 to regulate recreational and utility vehicles; severability; and providing an effective date. Council Member Tait seconded the motion. A Roll Call vote was taken.

Council Member Allen	Yes
Council Member Knighton	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

d. Discussion and/or possible action to approve CERT spending.

Ruth Pearce gave a presentation regarding her needs as the CERT Coordinator. She explained the current flow chart of responsibilities mandates the CERT coordinator go through the Emergency Preparedness individual for any spending. She would like to be able to mail flyers and information through to CERT certified residents.

Bill Morris explained the flow chart is in place to provide a check and balance. Typically the Council assigns an employee of a department to be over the spending of community volunteer committees. Council Member Allen asked if they are using technology such as email to distribute this information. Ruth Pearce said she is using email addresses for some but needs to mail information to obtain email addresses for the other community members. She also explained the use of the CERT van and the assigned CERT storage area located at the main park area.

Council members asked if the appropriate people have been contacted to allow the spending. Council Member Allen suggested having a council member be the contact person for CERT spending. Mayor Hendrix responded that a council member is already assigned. Bill Morris explained the history of the checks and balances and suggested Mayor Hendrix contact the emergency preparedness individual to allow for the spending of the CERT budget. Mayor Hendrix authorized the spending of the CERT budget to purchase the necessary postage. Council Member Knighton suggested Council work together to inform community members about the CERT program as well. Mayor Hendrix thanked Ruth and Jeff Pearce for their efforts with CERT program.

e. Discussion/Review 2012 Goals.

Mayor and Council discussed the accomplishments of several 2012 goals, specifically the re-evaluation of Heritage Days and its subsequent success. They discussed the continued efforts towards departmental organizations.

f. Discussion/Set 2013 Goals.

Mayor and Council decided on several goals for 2013.

- Develop a balanced budget.
- Rewrite the Administrative Code
- Update the Future Land Use Map
- Promote Commercial Businesses
- Update Park Capital Improvements Plan

Bill Morris suggested Council work together to make sure the budget will balance this next fiscal year. Council Member Allen asked if there are areas of consolidation through departments that are currently paid out of different budgets. Bill Morris said much of this has already been done. Council Member Knighton suggested including the success of the audit in the Newsletter to increase resident's awareness with the city's financial status.

4. Public Comments.

No public comments were offered.

6. Mayor/Council Follow-up.

Mayor Hendrix informed Council Harrisville City Officer Jeremy McKenzie was hired by Pleasant View and will be leaving. Officer Ron VanBeekum has been hired to fill the vacant position. Mayor and Council discussed the retirement requirements relating to Officer VanBeekum's status with the Utah State Retirement System.

Mayor Hendrix recommended Council discontinue the assignments to attend planning commission meetings on the advice of legal counsel. He explained this is to protect the city from legal ramifications. Jennie Knight will forward the Planning Commission minutes and staff meeting minutes through to Council and Shanna Edwards will forward the City Council minutes to Planning Commission.

7. Adjourn.

Mayor Hendrix motioned to adjourn at 8:19p.m.

RICHARD HENDRIX
Mayor

ATTEST:

JENNIE KNIGHT
City Recorder
Approved this 26th day of February, 2013