

**MINUTES  
HARRISVILLE CITY COUNCIL  
February 13, 2024  
363 West Independence Blvd  
Harrisville, UT 84404**

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Minutes of a regular Harrisville City Council meeting held on February 13th, 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, Council Member Steve Weiss, Council Member Blair Christensen, Council Member Max Jackson.

**Excused:**

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

**Visitors:** Arnold Tait, Blaine Burrows, Deana Moss, Deanna Aguilar, Carlos Aguilar, Kris Maxfield, Marcus Keller.

**1. Call to Order.**

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

**2. Opening Ceremony.**

Council Member Jackson opened with the Pledge of Allegiance.

**3. Consent Items**

- a. Approval of Meeting Minutes for January 9<sup>th</sup>, 2024 and January 23<sup>rd</sup>, 2024 as presented.**

**Motion:** Council Member Wilhelmsen made a motion to approve the meeting minutes for January 9<sup>th</sup>, 2024, and January 23<sup>rd</sup>, 2024 as presented, 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

**4. Employee Recognition**

- a. The recognition for Jason Keller was postponed to a later date.
- b. Mayor Tait presented plaques to Jennie Knight and Glen Gammell for 15 years of service.

**5. Business Items.**

**a. Public Hearing to receive input from the public for and/or against Harrisville Resolution 24-02; a resolution amending the FY 2024 budget.**

Jennie Knight explained that per state statute we can amend the budget twice a year and are proposing to do so now. Staff is recommending to re-open the following budget items for the Fiscal Year 2024. Transfer \$84,000 from the General Fund to the Garbage Fund to cover the fund deficit from Fiscal Year 2023. Transfer \$54,000 from the General Fund to the Capital Projects Fund to cover the additional costs for architectural services on the Public Works Complex. Approve the advance purchase of three police vehicles from the Internal Service Fleet Fund with an estimated total cost of \$160,000. These will be budgeted in the Fiscal Year 2024-2025. Approve the purchase of a generator for the Public Works Complex from the Capitol Projects Fund using interest earnings within the Capital Projects Fund with an estimated cost of \$45,360.43. Approve the hiring of a full time Police Officer using COPS grant funding to cover the 1<sup>st</sup> year of salary and any applicable benefits within the General Fund. Approve the hiring of a part-time Seasonal Recreation position which will begin April/May 2024 in the General Fund using interest earnings with an estimated cost of \$14,500 a year. Approve the addition of a part-time crossing guard in the police department within the General Fund for the remainder of the 2023/2024 school year with an estimated cost of \$3,000.

**Motion:** Council Member Weiss made a motion to open the public hearing for Harrisville Resolution 24-02, 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.

There was no public comment offered

**Motion:** Council Member Wilhelmsen made a motion to close the public hearing for Harrisville Resolution 24-02, 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.

**b. Discussion/possible action to adopt Harrisville Resolution 24-02; a resolution amending the FY 2024 budget.**

Council Member Fawcett inquired what the plan is going forward to avoid a possible deficit in the garbage fund. Jennie Knight explained item F on the agenda will cover how staff proposes to avoid further deficit in the Garbage Fund.

**Motion:** Council Member Weiss made a motion to adopt Harrisville Resolution 24-02; a resolution amending the FY 2024 budget, 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.

**c. Discussion/possible action to adopt Harrisville Resolution 24-01; an interlocal agreement with Weber County for Technical Forensic Services.**

Mark Wilson explained this is a regular contract that we have with the County for CSI services. The only change from the last contract is an increase in price. Mayor Tait inquired how long the contract term is. Chief Wilson answered it is a twenty-year contract. Brody Flint clarified that it is a long contract but it is standard for CSI services. There are termination provisions that are equitable for all involved. This contract makes sense with the terms.

**Motion:** Council Member Jackson made a motion to approve Harrisville Resolution 24-01; an interlocal agreement with Weber County for Technical Forensic Services, second by Council Member Wilhelmsen.

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 Resolution 24-03; to approve a contract with R&O Construction for general contracting services related to the Public Works Facility.**

Jennie Knight reviewed the staff memo from the January 23<sup>rd</sup>, 2024 work session. The City hired a CMGC to design a building that was within budget and scope. When the project went out for bid, they came in approximately \$1,500,000 over budget. After reviewing information, it was found that there were errors with the CMGC's calculations. The City terminated the contract with

the CMGC and worked with the architect to put the project back into budget. The project was put out for bid and they came back within budget. Staff's recommendation is for R&O to provide general contracting services.

**Motion:** Council Member Christensen made a motion to approve Harrisville Resolution 24-03; to approve a contract with R&O Construction for general contracting services related to the Public Works Facility, second by Council Member Wilhelmsen.

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 approve options related to the North View Fire addition to the Public Safety Building.**

Jennie Knight explained that staff has been meeting with Chief Maxfield and Marcus Keller about including North View Fire in the new Public Safety Complex. Marcus Keller with Crews and Associates presented the financial scenarios for the inclusion of North View Fire. The addition of North View Fire can be a great opportunity. The project will most likely involve a lease revenue bond. A potential option is the City issues the lease revenue bond. The district would enter an interlocal agreement with the City agreeing to send the City the payment for the bond. The agreement would need to be worked out between the City and District to make sure both are happy with it. It can be a benefit to the City this way. If the District does not make the payment the City would be the next responsible party for it but this would also allow the City to retain control over the full building. The second option is the district could build on their own parcel within the complex and issue their own bonds. There are some risks involved in the City acquiring the bonds. This has been done before in other Cities. He wants to keep Council informed of options and risk associated with this potential project. If Council decides to move forward, he recommends building a very strong interlocal agreement. Mayor Tait asked if Marcus Keller has done this before. Marcus Keller explained he has not done it himself but his previous firm has done it. The projects he has seen have been put in place and have had no issues arise. Mayor Tait inquired if Marcus Keller would help with the interlocal agreement. Marcus Keller explained he would be part of the process but it would also involve bond council and attorneys for both sides. Council Member Wilhelmsen inquired what amount of a tax increase residents would expect to pay. Chief Maxfield explained the tax burden would be shared between the whole district. Jennie Knight explained the intent of sharing the building is to save tax payers money. The district desires to put a station in Harrisville to provide the necessary services. Chief Maxfield explained they are developing a 20-year Master Plan. This station fits in with the Master Plan. This is the best spot based on the analysis from internal audits and Triton audit firm. He is confident that a strong interlocal agreement is possible between the City and District. Council Member Jackson explained the study done by Triton stated that by the time this building is completed call volume in Harrisville will warrant a station. Chief Maxfield thanked the Council for the time and effort in looking at these options.

**Motion:** Council Member Weiss made a motion to approve staff to look into a lease bond related to the North View Fire addition to the Public Safety Building, second by Council Member Wilhelmsen.

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 Resolution 24-04; a resolution amending the Harrisville Consolidated Fee Schedule.**

Jennie Knight explained this is the resolution approving the amendment to the Consolidated Fee Schedule. This would increase the rates for the first garbage can to \$21.50 and the second can to \$9.50. Recycling cans will be \$7.00 for the first can and \$7.00 for the second can. Mayor Tait inquired if this would keep the Garbage Fund balanced. Jennie Knight clarified from our calculations this would keep us out of a deficit. Staff will work with Waste Management to stay ahead of costs. Council Member Fawcett inquired why our second garbage can does not cost as much as the first can. In other cities the second can is equal to or more than the first. Jennie Knight explained Waste Management charges less for a second can so in the past we have charged residents less for the second can. Council can set the price for the garbage cans; this is the price based off the study results. Council Member Weiss asked if we could approve this resolution tonight then study this further and adjust the fee at a later date if the increase is inadequate. Council Member Wilhelmsen inquired how often we could adjust the Consolidated Fee Schedule. Mayor Tait answered we can adjust this as needed by passing a resolution during a Council Meeting. Council Member Fawcett inquired how we keep track of garbage cans so people are billed appropriately. Jennie Knight explained it is hard because we do not own or maintain the cans. Public Works has to drive the City and count cans. It is not a precise method. Brody Flint explained we need to be careful when setting costs. Studies have been conducted and the price is set by those studies. The legal way of looking at it is the study says it should be priced at this amount do we approve the change or keep it the way it is. Jennie Knight explained we also have the spring and fall cleanup that is payed out of the Garbage Fund. Brody Flint clarified the fund does not have to balance to exactly zero. It should have a small surplus to cover unexpected increases or costs.

**Motion:** Council Member Jackson made a motion to approve Harrisville Resolution 24-04; a resolution amending the Harrisville Consolidated Fee Schedule, 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.

Council asked staff to review the Garbage Fund and report back in April.

## **6. Public Comment**

Mayor Tait opened the public comment period.

Carlos Aguilar inquired how deficits happen in City funds and how transferring money from the General Fund solves the long-term problem.

Mayor Tait closed the public comment period.

## **7. Mayor/Council Follow-up**

Chief Wilson reported that Officer Clark is retiring at the end of the month. The department has two full time positions open. They have had some applications. Officer Clark will be missed and the department will struggle to replace his knowledge and expertise.

Bryan Fife explained boys' basketball is going great. The playground installation is almost complete. Once the wood chips are delivered, they can finish the project. The Easter Egg hunt will be held on March 30, 2024 at 10 AM.

Justin Shinsel reported that after meeting with local officials' snowpack is on track to be one hundred percent. The public works building is moving along. Footings and foundations are getting poured. We should see lots movement going forward. The projected move in date is still December of this year. He thanked Glen Gammell for his time and dedication to the City.

Jennie Knight reported that the ULCT meeting is April 17<sup>th</sup> to the 19<sup>th</sup>. If Council wants to attend, please inform her so hotels can be booked. Staff has a suggestion for placing pictures at the Cabin. Staff's suggestion is mounting a TV on the wall and having it go through a slide show of historical pictures. Council Member Fawcett inquired about the cost. Chief Wilson explained it would cost approximately \$1000 to \$1500 depending on the TV size and placement. Council Member Fawcett asked how often the cabin is rented out. Jennie Knight explained it is rented out most weekends. Council Member Fawcett inquired what budget it would come out of. Jennie Knight clarified it would come out of Buildings Fund. Council asked staff to explore options and come back with prices and options.

Council Member Wilhelmsen reported on the Senior Luncheon. It was very well attended. The discussion was about emergency preparedness. He attended a Youth City Council retreat and got to learn a lot about their process. He would like to incorporate the YCC in and involve them more. The bottom line is how many youths do we have and what are we doing to help them.

Mayor Tait thanked all those in attendance.

## **8. Adjournment**

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 8:24 P.M.



**ATTEST:**

  
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Jack Fogal  
City Recorder

Approved this 12th day of March, 2024

  
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**MICHELLE TAIT**  
Mayor