



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
www.cityofharrisville.com

MAYOR:
Michelle Tait

COUNCIL MEMBERS:
Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Karen Fawcett

CITY COUNCIL AGENDA

April 8th, 2025

[Zoom Meeting Link](#)

Meeting ID: 876 5992 9509

Passcode: 357932

7:00 PM City Council Meeting

Presiding: Mayor Michelle Tait
Mayor Pro Tem: Steve Weiss

1. **Call to Order** [Mayor Tait]
2. **Opening**
 - a. Pledge of Allegiance [Council Member Wilhelmsen]
3. **Consent Items**
 - a. Approval of meeting minutes for March 11th, 2025 as presented.
4. **Employee Recognition**
5. **Business Items**
 - a. YCC Presentation [Lily Hansen]
 - b. Discussion/possible action to adopt Resolution 25-01; A resolution authorizing the issuance and the sale of not to exceed \$3,500,000 aggregate principal amount of Sales and Franchise Tax Revenue Bonds. [Marcus Keller]
 - c. Discussion/possible action to adopt Resolution 25-02; amending Personnel Policies and Procedures Manual. [Jennie Knight]
 - d. Discussion/possible action to approve modifications to the frisbee golf course at Harrisville Main Park. [Bryan Fife]
 - e. Discussion/possible action to adopt 1750 N. Property Restoration Agreement.[Jennie Knight]
 - f. Risk Assessment. [Jill Hunt]
 - g. Discussion/possible action to surplus and purchase two police vehicles with Motor Pool Funds.[Mark Wilson]
6. **Public Comment** – (3 Minute Maximum)
7. **Mayor/Council Follow-up**
8. **Adjournment**

The foregoing City Council agenda was posted and can be viewed at City Hall, on the City's website www.cityofharrisville.com, and at the Utah Public Notice Website at <http://pmn.utah.gov>. Notice of this meeting has also been duly provided as required by law.

In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Requests for assistance may be made by contacting the City Recorder at (801) 782-4100, at least three working days before the meeting.

Posted: By: Jack Fogal, City Recorder.

**MINUTES
HARRISVILLE CITY COUNCIL
March 11, 2025
363 West Independence Blvd
Harrisville, UT 84404**

Minutes of a regular Harrisville City Council meeting held on March 11th, 2025 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 Blair Christensen, Council Member Max Jackson
Council Member Steve Weiss.

Excused: Mark Wilson, Chief of Police, Bryan Fife, Parks and Recreation Director.

Staff: Jennie Knight, City Administrator, Justin Shinsel, Public Works Director, Jack Fogal, City Recorder, Brody Flint, City Attorney, Detective Jason Keller, Jill Hunt, City Treasurer, Sgt. Alicia Davis, Jackie Vanmeeteren, Police Administrator, Officer Alex Moua, Detective Jason Keller, Officer Todd Fowers, Sgt Nick Taylor, Assistant Chief Of Police Dennis Moore.

Visitors: Arnold Tait, Marcus Keller, May Wheeler, Blaine Barrow, Pala Yang, Scott Melit, Kevin Karras, Shue Moua, Kevin Moua, Maikim Xiong, Stacey Roylance, Todd Roylance, Chester R, Frances Hood, Kevin Varble, Janet Varble, Kathleen Hohosh, Shauna Edwards, Lauren Nicholas, Zach Nicholas, Terri McCulloch, Steve Thae, Steve Hood, Jason Hadley, Lee Johnson.

1. Call to Order.

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

2. Opening Ceremony.

Council Member Fawcett opened with the Pledge of Allegiance.

3. Consent Items

a. Approval of Meeting Minutes for February 11th, 2025 as presented.

Motion: Council Member Wilhelmsen made a motion to approve the meeting minutes for February 11th, 2025 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.

Dennis Moore gave a brief summary of Detective Keller's accomplishments and awards this year including; five years with the department, the department autism awareness trainer, a member of the Weber Moran Drug Task Force, a member of VFAST, runs ATAK for the department, attends additional training that is not required by the department, FOP member of the year, he manages his case load as a detective and has assisted patrol with covering shifts while they have been shorthanded. Detective Keller consistently goes above and beyond for the department and city. Dennis Moore announced that Detective Keller was selected by the Utah Chiefs Of Police Association as officer of the year for a small agency. Small agencies make up 90% of all agencies in the state of Utah. This is a huge accomplishment and award.

5. Oath Of Office

Dennis Moore explained Alex Moua is new to law enforcement. Alex Moua stated he is excited to be part of The Harrisville Department. Jackie Vanmeeteren conducted the Oath Of Office for Alex Moua.

6. Business Items.

a. Public Hearing Notice – to receive input from the public for and/or against Ordinance 563; amending Park Impact Fees.

Jennie Knight explained staff has been working on the Park Impact Fees for close to a year. Zions Public Finance has prepared an Impact Fee Facilities Plan (IFFP) and Impact Fee Analysis (IFA). Lee Johnson with Zions Public Finance prepared a presentation for Council. The information provided in the presentation comes directly from the IFFP and IFA. He explained what an impact fee is. It is a one-time fee charged for new development to offset the capital costs associated with the new development. The goal behind impact fees is that new development covers new impact on utilities or services not current residents. The IFFP and IFA are the studies that show what a city should be charging. The service levels should be the most scrutinized item of the studies. He presented on the population growth projections for the city. It covered from 2024 to 2034. The city is expecting to increase by 2,757 residents by 2034. They calculate service levels by using improved acres per 1,000 persons. It is currently 5.73. If no new parks are added it will decrease to 4.5. To keep the same level the city needs to acquire approximately 16 acres of improved land. The cost to do that is approximately \$6,000,000. The study recommends a park impact fee of \$5,949.27. Impact fees have strict rules on what they are allowed to be used on. Currently the park impact fee is about \$1,700. That is a large increase but we are seeing similar results with other studies being conducted. The recommended amount is \$5,949.27. That is the maximum legal amount that can be charged.

Motion: Council Member Weiss made a motion to open the public hearing to receive input for and/or against Ordinance 563; amending Park Impact Fees, 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.

Kevin Karras has concerns about the high amount for the impact fee. He has heard Council state they are concerned with affordable housing but this will not help with affordable housing.

Steve Hood questioned about Independence Park. Is it a park like the study states or a retention basin. He has heard it is a retention basin not a park.

Blaine Burrows explained he just learned this is a new impact fee on new development. Does Council have all the information to ok an impact fee. Can you ok this without delving into it. All these fees on new housing will impact the people coming into this area. How much will this impact a \$500,000 house.

Motion: Council Member Wilhelmsen made a motion to close the public hearing to receive input for and/or against Ordinance 563; amending Park Impact Fees, 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 Ordinance 563; amending Park Impact Fees.

Council Member Jackson inquired what is the difference between the current park impact fees and the proposed. Brody Flint stated the increase is approximately \$4,200. Council Member Wilhelmsen inquired is that per house. Council Member Fawcett stated yes it is per house. Council Member Wilhelmsen inquired would this include Dixon Creek Park. Jennie Knight explained yes, we calculate only system parks which are parks that a majority of the population can access. The park on 1100 N. was not counted because of the small size. They use the current parks to calculate our level of service. The park impact fees are restricted to just new growth projects. We cannot use the funds to replace current park equipment. It must go to new parks and infrastructure. Council Member Wilhelmsen inquired about the graph showing cities in the state and how we compare. How accurate is the information. Lee Johnson explained the cities on the slide were updated in March of 2024 when this study started. Council Member Wilhelmsen inquired how often do we conduct studies. Jennie Knight answered it is recommended to conduct a study every 6 years. Council Member Wilhelmsen inquired can we change the amount. Jennie Knight stated Council gets to make that decision, the maximum amount you can charge is the \$5,949.27 but you can charge less. Justin Shinsel stated we do have two large parks scheduled to be built. If we do not have adequate funds, we would need to fund them from other line items such as property tax. The IFA explains how the study reached those numbers. Council Member Fawcett inquired are these parks required or is it just green space. Justin Shinsel stated it's a combination of everything. We will need the parks for residents but it will also be green space. Council Member Fawcett inquired about the size of the lot or house affecting the impact fee. Brody Flint explained it is a set cost based per building permit pulled. Size does not affect the impact fee. Jennie Knight explained we are unable to charge this to commercial projects because they would not affect parks. Council Member

Christensen inquired how we will ensure these parks are sold to the city. Jennie Knight explained the parks are deeded to the city for Harrisville Fields and Dixon Creek. Council Member Jackson inquired how soon we need to act to build these parks. Jennie Knight explained it would be in the best interest of the city to build them sooner instead of waiting. Council Member Fawcett stated the \$6,000 for the impact fee is not that much when factored over the 30 years of a loan. It will not make homes unaffordable. Council Member Wilhelmsen inquired how long we have been working on this. Jennie Knight stated it is between nine months to a year. The first study came back with an astronomical amount. Staff worked with Zions to refine the study and try to get a more accurate number. Mayor Tait stated there is a time limit to spend this money. Jennie Knight explained it is six years. Council Member Jackson inquired if it coincides with the recommended time frame for the new study. Jennie Knight answered affirmatively. Council Member Wilhelmsen inquired if the existing system park improvements page lists the cost we pay for the parks currently. Jennie Knight answered no that is the cost if we needed to replace the parks at the current cost. Council Member Wilhelmsen inquired should we table this and review it at later meeting with more information. Jennie Knight stated that is fine but staff would ask for specific questions to help us provide Council with the information they need to make a decision. Council Member Christensen stated he does not like tripling the amount. Council Member Wilhelmsen inquired if we don't maintain the same service level with impact fees it must be funded another way. Brody Flint stated you are correct. This was prepared by a team with extensive experience conducting impact fee studies for municipalities. If you choose not to enact the impact fee you will need to decide later what general fund line item will cover the cost or will you reduce the level of service. Council Member Fawcett stated she understands the concern but she believes the new residents should bear the burden of impact to the city. Justin Shinsel stated impact fees do not drive market value as much as people think. If the developer saves money on impact fees they will not reduce the price for the buyer. Council Member Jackson stated we need to proceed with the impact fees. Council Member Wilhelmsen stated we need to figure out the amount.

Motion: Council Member Weiss made a motion to adopt Ordinance 563; amending Park Impact Fees as stated in the IFFP and IFA, second by Council Member Jackson.

The vote on the motion was as follows:

Council Member Wilhelmsen, No
Council Member Weiss, Yes
Council Member Christensen, No
Council Member Jackson, Yes
Council Member Fawcett, Yes

The motion passed 3-2

c. 750 W. Complex City Hall/Public Safety financial discussion.

Marcus Keller with Crews and Associates explained there is a unique opportunity he wanted to present to Council. Currently the city has \$9,000,000 in bonds for the public safety building. Staff has been working with the architect to get accurate pricing and plans. The estimated cost for a new building is \$12,500,000. The city would need to bond for \$3,500,000 to build the public safety building. The current bond is 25 years at 4%. His company just issued a 15-year bond for 5% for a different municipality. The city has a few options; one option is to return the \$9,000,000 bond and to reissue a new bond for approximately \$12,500,000, option two is to bond for an additional \$3,500,000 and keep the \$9,000,000 bond. When we issued the bonds, we assured

the lender we would not drop below two times value for sales and franchise tax revenue. He called the bank and asked if they would waive the two times coverage this one time. He received a positive response but the bank would only approve it with conditions. The 2022, 2023, and the 2025 bond would tie together. They city could not refund one without the others. This provides the bank with additional security. He explained this does not hurt the city. If we refinance later, we would want to refinance all of them to a lower rate. The 2025 bond would have a 3-year call protection, after that they would be callable anytime. The interest rate would be slightly below 5%. Council is getting close to a pivotal junction where they need to decide what to do with the bonds. Do we want to send the \$9,000,000 bond back or look at issuing the \$3,500,000 bond. Jennie Knight explained we listened to the public comment last year and have the information requested. We have been able to re-analyze the General Fund. The maximum the city can have remaining in the fund balance is 35%. This is approximately \$1,700,000. We currently stay around 34%. Staff recommends keeping that level at 20%. This would stop the burden from being put on the residents. There would be no property tax increase because of the bond. Last Thursday staff met with architects. We can complete the project with the \$12,500,000 if we use the current plans. The Local Building Authority would not be issuing the bonds it would be a sales and franchise tax revenue bond. Marcus Keller stated in his opinion it would be a shame to turn in a low interest loan and reissuing at a higher rate. The bank issuing a waiver is a rare occurrence. Council Member Wilhelmsen inquired what bonds we are paying on. Marcus Keller explained you are paying on the 2022 and the 2023 bonds. Council Member Wilhelmsen inquired could we absorb the bond payment. Jennie Knight explained we would reduce the General Fund balance to 20%. This is a way to pay for the project. Marcus Keller explained with the city's current revenues you could not save enough money to outpace the increased cost for construction. He explained this would be similar to issuing the previous bonds. You are at an affordable rate that can be absorbed by current revenues. Council Member Wilhelmsen inquired what length are the bonds. The 2022 bond is 20 years, the 2023 bond is 25 years, and the proposed 2025 bond is 20 years. Council Member Wilhelmsen is looking at when these bonds get payed off. They all get payed off within a few years of each other. Marcus Keller stated the hope would be a few years down the line we would refinance all three into one bond with a lower interest rate. Council Member Weiss stated the public asked us to bring the cost down, don't increase taxes, and provide more information. He sees this as a no brainer. Marcus Keller explained best case scenario would be closing on the bonds in June or July. He recommends if Council decides not to proceed with the bonds the return the 2023 \$9,000,000 bond. Council Member Weiss stated they have cut a lot from the building if we come back to this in a few years how much more will it cost. We can cover the cost without raising taxes. Council Member Wilhelmsen stated our goal is to maintain not increase. Council Member Jackson inquired how can we lock the building cost in. He does not want the building partially completed and we need to come back for more. Jennie Knight explained we would not issue more bonds. We would need to dip into the 20% fund balance. Marcus Keller explained he will discuss with the bank about building in a kill switch. If prices come in above what is expected the bonds would be callable before the three-year period. Jennie Knight explained we have other assets that we are not building into the amount. We have the current building and some other property that could be sold to cover the costs. The architect did state it is hard to estimate construction costs. Council Member Weiss stated this is only the police and city hall. Justin Shinsel stated yes we have estimates only. The benefit of building the public works building is that we have experience now and will be able to catch some of the unexpected costs. Council Member Wilhelmsen inquired can we get a kill switch built in. Marcus Keller stated he believes the bank will build in a kill switch. Council directed staff to start the process of issuing the \$3,500,000 bonds.

7. Public Comment

Mayor Tait opened the public comment period.

Kevin Karras congratulated Council Members Wilhelmsen and Christensen on voting no for Ordinance 563. He feels Council did not consider the public's opinion. There is no public safety building on the bond. It mentions a Council and police station. He knows the city has paid for the fire department building designs. There is no public safety facility that he knows of. Why have we been paying for an architect for the fire department. The fire department can build on other sites.

Jason Hadley echoed what Kevin Karras mentioned. He did a calculation for \$5,000 increase on a mortgage and it is \$160. You are burdening potential citizens. Ours is the only city that does not have public comment before discussions and after. We had no ability to talk or discuss. You should consider having public comments at the beginning and end.

Lauren Rogers and Zach Nicholas have been residents for a year. They are curious what is going on with the parcel behind Montgomery Farms.

Kathleen Hohosh thanked the two Council Members who voted no on Ordinance 563. No impact fees can be used for current parks it must be used for new parks. Why won't you tell the public about the bond. Why are you being told how you have to vote. You vote on behalf of the residents not your staff.

Mayor Tait closed the public comment period.

8. Mayor/Council Follow-up

Justin Shinsel reported on the runoff in Harrisville. His team is trying to mitigate any flooding they can. We had a strange storm and had 2 inches of rain in one day. Coming out of winter we know there are a lot of pot holes. We are doing temporary fixes now and, in the summer, we will do permanent fixes. April 1st is the projected date for the new building completion. The spring clean-up will be held at the new public works facility. It will be green waste only this year. You must show proof of residency by utility bill or ID with a Harrisville address. This will hopefully eliminate outside people using the facility and residents paying for it.

Jennie Knight updated Council that our current contracted planner has taken a new position and we have received a new planner from Jones and Associates.

Council Member Jackson informed all present no Harrisville Officer has received the Chiefs award since 2002. It is a huge deal.

Council Member Wilhelmsen is concerned about where the fiber company is drilling. How are we taking care of issues that arise. Brody Flint stated he has dealt with this company in another city. Legally they have to operate in the easement. Any damage they cause they are liable for. The company has been very responsive in other cities.

9. Closed Executive Session - For the purposes described in UCA 52-4-205(1)(c); strategy sessions to discuss pending or reasonable imminent litigation.

Motion: Council Member Weiss made a motion to open the Closed Executive Session for the purposes described in UCA 52-4-205(1)(c); strategy sessions to discuss pending or reasonable imminent litigation, 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.

Motion: Council Member Weiss made a motion to close the Closed Executive Session for the purposes described in UCA 52-4-205(1)(c); strategy sessions to discuss pending or reasonable imminent litigation, 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.

10. Adjournment

Motion: Council Member Jackson motioned to adjourn the meeting, 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.

The meeting adjourned at 9:10 P.M.

MICHELLE TAIT
Mayor

ATTEST:

Jack Fogal
City Recorder
Approved this 8th day of April, 2025

DRAFT

RESOLUTION 25-01

A Resolution authorizing the issuance and the sale of not to exceed \$3,500,000 aggregate principal amount of Sales and Franchise Tax Revenue Bonds

*** *** ***

WHEREAS, the City of Harrisville, Utah (the “City”) considers it necessary and desirable and for the benefit of the City to issue its Sales and Franchise Tax Revenue bonds as hereinafter provided for the purpose of (a) paying all or part of the costs of the acquisition, construction and improvement of a City Hall and offices, police station, and related improvements (the “Project”) and (b) paying the costs incurred in connection with the issuance and sale of the Bonds pursuant to authority contained in the Local Government Bonding Act, Chapter 14 of Title 11 (the “Act”), Utah Code Annotated 1953, as amended (the “Utah Code”), and other applicable provisions of law;

WHEREAS, for the purposes set forth above, the City has determined (a) to issue its Sales and Franchise Tax Revenue Bonds in an aggregate principal amount not to exceed \$3,500,000 (the “Bonds”) pursuant to a Master Indenture of Trust, as supplemented (the “Master Indenture”), and a Supplemental Indenture of Trust (the “Supplemental Indenture” and, together with the Master Indenture, the “Indenture”), and (b) to cause the proceeds of the sale of the Bonds to be applied in accordance with the Indenture;

WHEREAS, in the opinion of the City Council, it is in the best interests of the City that the Designated Officer be authorized to (i) determine whether to pursue a competitive sale, private placement or negotiated sale for the sale of the Bonds, (ii) if a competitive sale is pursued, accept or reject the bids received for the Bonds pursuant to the PARITY[®] electronic bid submission system and determine the best bid received that conforms to the parameters, deadlines and procedures set forth in the notice of sale prepared in connection with the advertisement for sale of the Bonds, (iii) if a private placement or negotiated sale is pursued, select a purchaser or underwriter for the Bonds and (iv) approve the final principal amount, maturity amounts, interest rates, dates of maturity and other terms and provisions relating to the Bonds and to execute the Certificate of Determination (the “Certificate of Determination”), a form of which is attached hereto as *Exhibit B*, containing such terms and provisions;

WHEREAS, Section 11-14-316 of the Utah Code provides for the publication of a Notice of Bonds to be Issued (the “Notice of Bonds”) and the running of a 30-day contest period, and the City desires to cause the publication of such Notice of Bonds at this time in compliance with said section with respect to the Bonds;

WHEREAS, Section 11-14-318 of the Act requires that a public hearing be held to receive input from the public with respect to the issuance of Bonds and the potential economic impact that the Project will have on the private sector and that notice of such public hearing be given as provided by law and, in satisfaction of such requirement, the City desires to publish a Notice of

Public Hearing and Intent to Issue Sales and Franchise Tax Revenue Bonds (the “*Notice of Public Hearing*”) pursuant to such Section;

WHEREAS, Section 11-14-307(7) of the Act requires the City to submit the question of whether or not to issue the Bonds to voters for their approval or rejection if, within 30 calendar days after the publication of the Notice of Public Hearing, a written petition requesting an election and signed by at least 35% of the active voters in the City is filed with the City; and

WHEREAS, the City desires (a) to provide for the holding of a public hearing and (b) to direct the publication of the Notice of Public Hearing and to provide for the form of the written petition requesting an election, as required by law;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harrisville, Utah, as follows:

Section 1. Issuance of Bonds. (a) For the purposes set forth above, there is hereby authorized and directed the execution, issuance, sale and delivery of the Bonds in the aggregate principal amount not to exceed \$3,500,000 in one or more series. The Bonds shall be dated as of the date of the initial delivery thereof. The Bonds shall be in authorized denominations, shall be payable, and shall be executed and delivered all as provided in the Indenture. The Bonds shall be subject to redemption prior to maturity as provided in the Indenture.

(b) The form of the Bonds set forth in the Supplemental Indenture, subject to appropriate insertions and revisions in order to comply with the provisions of the Indenture, is hereby approved.

(c) The Bonds shall be special obligations of the City, payable from and secured by a pledge and assignment of the Revenues (as defined in the Indenture) received by the City and of certain other moneys held under the Indenture on a parity with any other Bonds (as defined in the Indenture) issued from time to time under the Master Indenture. The Bonds shall not be obligations of the State or any other political subdivision thereof, other than the City, and neither the faith and credit nor the ad valorem taxing or appropriation power of the State or any political subdivision thereof, including the City, is pledged to the payment of the Bonds. The Bonds shall not constitute general obligations of the City or any other entity or body, municipal, state or otherwise.

Section 2. Bond Details; Delegation of Authority. (a) The Bonds shall mature in the years and in the principal amounts, and shall bear interest (calculated on the basis of a year of 360 days consisting of twelve 30-day months) from the Closing Date, payable semiannually each year, and at the rates per annum and commencing on the dates, all as provided in the Certificate of Determination.

(b) There is hereby delegated to the Designated Officer, subject to the limitations contained in this resolution, the power to determine and effectuate the following with respect to the Bonds and the Designated Officer is hereby authorized to make such determinations and effectuations:

(i) the principal amount of each series of the Bonds necessary to accomplish the purpose of the Bonds set forth in the recitals hereto and the aggregate principal amount of each series of the Bonds to be executed and delivered pursuant to the Indenture; *provided* that the aggregate principal amount of the Bonds shall not exceed \$3,500,000;

(ii) the maturity date or dates and principal amount of each maturity of the Bonds to be issued; *provided, however*, that the Bonds mature over a period of not to exceed 26 years from their date or dates;

(iii) the interest rate or rates of the Bonds and the date on which payment of such interest commences, *provided, however*, that the interest rate or rates to be borne by any Bond shall not exceed 6.50% per annum;

(iv) the sale of the Bonds and the purchase price to be paid by the Underwriter of such Bonds; *provided, however*, that the discount from par of each series of the Bonds shall not exceed 2.00% (expressed as a percentage of the principal amount);

(v) the Bonds, if any, to be retired from mandatory sinking fund redemption payments and the dates and the amounts thereof;

(vi) the time and redemption price, if any, at which the Bonds may be called for redemption prior to their maturity at the option of the City;

(viii) the use and deposit of the proceeds of the Bonds; and

(ix) any other provisions deemed advisable by the Designated Officers not materially in conflict with the provisions of this resolution and the Parameters Resolution.

For purposes of this resolution and the Bonds, “*Designated Officer*” means (i) the City Administrator, or (ii) in the event of the absence or incapacity of the City Administrator, the Finance Director, or (iii) in the event of the absence or incapacity of both the City Administrator and the Finance Director, the Mayor.

The City Council delegates to the Designated Officer the authority to determine whether to pursue a competitive sale, private placement or negotiated sale for the sale of the Bonds. If a private placement or negotiated sale is pursued, the Designated Officer is authorized to select a purchaser or underwriter for the Bonds and to obtain such information from potential purchasers or underwriters as he or she deems necessary to make such determination. If a competitive sale is pursued, immediately following the date and time specified in the Official Notice of Bond Sale attached to the Official Statement for the receipt of bids for the purchase of the Bonds, the Designated Officer shall obtain such information as he or she deems necessary to make such determinations as provided above and to determine the bid of the responsible bidder that results in the lowest effective interest rate to the City.

After the Designated Officer makes such determinations as provided above, the Designated Officer shall execute the Certificate of Determination containing such terms and provisions of the

Bonds, which execution shall be conclusive evidence of the action or determination of the Designated Officer as to the matters stated therein. The provisions of the Certificate of Determination shall be deemed to be incorporated in this Resolution. If the Designated Officer determines that it is in the best interest of the City and the District, the Designated Officer may (i) waive any irregularity or informality in any bid or in the electronic bidding process or in any response to a request for information, request for proposal or request for bids; and (ii) reject any and all bids or offers to purchase the Bonds.

Section 3. Approval and Execution of the Master Indenture and the Supplemental Indenture. The Master Indenture, in the form attached hereto as *Exhibit A*, as supplemented, and the Supplemental Indenture, in substantially the form attached hereto as *Exhibit B*, are hereby authorized and approved, and the Mayor or the Mayor Pro-Tem is hereby authorized, empowered and directed to execute and deliver the Supplemental Indenture on behalf of the City, and the City Recorder or any Deputy City Recorder is hereby authorized, empowered and directed to affix to the Supplemental Indenture the seal of the City and to attest such seal and countersign the Supplemental Indenture, with such changes to the Supplemental Indenture from the form attached hereto as are approved by the Mayor or the Mayor Pro-Tem, his or her execution thereof to constitute conclusive evidence of such approval. The provisions of the Master Indenture and the Supplemental Indenture, as executed and delivered, are hereby incorporated in and made a part of this resolution. The Master Indenture and the Supplemental Indenture shall constitute a “system of registration” for all purposes of the Registered Public Obligations Act of Utah.

Section 4. Certificates and Documents Required to Evidence Compliance with Federal Tax and Securities Laws. Each of the Mayor or the Mayor Pro-Tem, the City Recorder or any Deputy City Recorder, the City Administrator and the City Treasurer or the Finance Director of the City is hereby authorized and directed to execute (a) such certificates and documents as are required to evidence compliance with the federal laws relating to the tax-exempt status of interest on the Bonds and (b) a Continuing Disclosure Undertaking and such other certificates and documents as shall be necessary to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission and other applicable federal securities laws.

Section 5. Other Actions With Respect to the Bonds. The officers and employees of the City shall take all action necessary or reasonably required to carry out, give effect to, and consummate the transactions contemplated hereby and shall take all action necessary in conformity with the Act to carry out the issuance of the Bonds, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the sale and delivery of the Bonds. Without limiting the generality of the foregoing, the officers and employees of the City are authorized and directed to take such action as shall be necessary and appropriate to issue the Bonds.

Section 6. Prior Acts Ratified, Approved and Confirmed. All acts of the officers and employees of the City in connection with the issuance of the Bonds are hereby ratified, approved and confirmed.

Section 7. Notice of Bonds to be Issued; Contest Period. In accordance with the provisions of Section 11-14-316 of the Utah Code, the City Recorder shall cause the Notice of

Bonds, in substantially the form attached hereto as *Exhibit D*, to be published one time in *The Standard Examiner*, a newspaper of general circulation in the City.

For a period of thirty (30) days from and after publication of the Notice of Bonds, any person in interest shall have the right to contest the legality of this Resolution (including the Bond Resolution and the form of the Supplemental Indenture attached hereto) or the Bonds hereby authorized or any provisions made for the security and payment of the Bonds. After such time, no one shall have any cause of action to contest the regularity, formality or legality of this Resolution (including the Bond Resolution and the Supplemental Indenture) or the Bonds or any provisions made for the security and payment of the Bonds for any cause.

Section 8. Publication of Notice of Public Hearing. The City Recorder shall publish or cause to be published the Notice of Public Hearing on the Utah Public Notice Website no less than 14 days before the public hearing. The Notice of Public Hearing shall be in substantially the form attached hereto as *Exhibit E*.

Section 9. Form of Petition. The form of the petition to be used by registered voters in requesting that an election be called to authorize the Bonds shall be in substantially the form attached hereto as *Exhibit F*.

Section 10. Resolution Irrepealable. Following the execution and delivery of the Supplemental Indenture, this resolution shall be and remain irrepealable until all of the Bonds and the interest thereon shall have been fully paid, cancelled, and discharged.

Section 11. Severability. If any section, paragraph, clause, or provision of this resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this resolution.

Section 12. Effective Date. This resolution shall be effective immediately upon its approval and adoption.

(Signature page follows.)

ADOPTED AND APPROVED by the City Council of the City of Harrisville, Utah, this April 8, 2025.

CITY OF HARRISVILLE, UTAH

Mayor

ATTEST:

City Recorder

EXHIBIT A
[MASTER INDENTURE]

EXHIBIT B

[FORM OF SUPPLEMENTAL INDENTURE]

EXHIBIT C

[FORM OF CERTIFICATE OF DETERMINATION]

EXHIBIT D

NOTICE OF BONDS TO BE ISSUED

NOTICE IS HEREBY GIVEN pursuant to the provisions of Section 11-14-316, Utah Code Annotated 1953, as amended, that on April 8, 2025, the City Council (the “*Council*”) of the City of Harrisville, Utah (the “*City*”), adopted a resolution (the “*Resolution*”) in which it authorized and approved the issuance of its Sales and Franchise Tax Revenue Bonds (the “*Bonds*”) in one or more series, in an aggregate principal amount of not to exceed \$3,500,000 to bear interest at a rate or rates of not to exceed 6.50% per annum and to mature not later than 26 years from their date or dates and to be sold at a discount from par not to exceed 2.00%. The Bonds shall be subject to such optional and mandatory redemption and other provisions as are contained in the Master Indenture, described below, and the final form of the Bonds and Supplemental Indenture, described below.

Pursuant to the Resolution, the Bonds are to be issued for the purpose of financing all or a portion of the cost of the acquisition, construction and improvement of a City Hall and offices, police station, and related improvements (“*Project*”) and (b) paying all or a portion of the costs incurred in connection with the issuance and sale of the Bonds. The Bonds are to be issued and sold by the City pursuant to the Resolution and copies of a Master Indenture of Trust, as supplemented (the “*Master Indenture*”) and a Supplemental Indenture of Trust (the “*Supplemental Indenture*” and, together with the Supplemental Indenture, the “*Indenture*”), that were before the Council and attached to the Resolution at the time of the adoption of the Resolution. The Council will adopt the bond resolution and the City will cause the Indenture to be executed and delivered, in each case in such form and with such changes thereto as the Council shall approve upon the adoption of the bond resolution, *provided* that the principal amount, interest rate or rates, maturity and discount, if any, will not exceed the respective maximums described above.

The repayment of the Bonds will be secured by a pledge of the legally available revenues from the Local Sales and Use Taxes received by the City pursuant to Title 59, Chapter 12, Part 2, Utah Code and franchise taxes levied by the City (collectively, the “*Pledged Taxes*”).

The City has \$_____ bonds currently outstanding that are secured by the Pledged Taxes. More detailed information relating to the City’s outstanding bonds can be found in the City’s most recent Annual Comprehensive Financial Report that is available on the Office of the Utah State Auditor’s website (www.sao.state.ut.us). The estimated total cost to the City of the proposed Bonds that will be used to finance the costs of the Project, if the Bonds are held until maturity and based on estimated interest rates currently in effect, is \$_____.

A copy of the Resolution (including the drafts of the Indenture attached to the Resolution) is on file in the office of the City Recorder at City Hall, 363 West Independence Boulevard, Harrisville, Utah, where the Resolution may be examined during regular business hours of the City Recorder from 8:00 a.m. to 5:00 p.m. The Resolution shall be so available for inspection for a period of at least thirty (30) days from and after the date of the publication of this notice.

NOTICE IS FURTHER GIVEN that pursuant to law for a period of thirty (30) days from and after the date of the publication of this notice, any person in interest shall have the right to contest the legality of the Resolution (including the Indenture and the Supplemental Trust Indenture attached thereto) of the City or the Bonds authorized thereby or any provisions made for the security and payment of the Bonds. After such time, no one shall have any cause of action to contest the regularity, formality or legality of the Resolution, the Bonds or the provisions for their security or payment for any cause

DATED April 8, 2025.

CITY OF HARRISVILLE, UTAH

EXHIBIT E

CITY OF HARRISVILLE, UTAH NOTICE OF PUBLIC HEARING AND INTENT TO ISSUE SALES AND FRANCHISE TAX REVENUE BONDS

PUBLIC NOTICE IS HEREBY GIVEN that the City Council (the “*Council*”) of the City of Harrisville, Utah (the “*City*”), shall hold a public hearing to receive input from the public with respect to the issuance of its Sales and Franchise Tax Revenue Bonds (the “*Bonds*”) to finance all or a portion of the cost of acquisition, construction and improvement of a City Hall and offices, police station, and related improvements (the “*Project*”) and the potential economic impact that the Project will have on the private sector, pursuant to the Local Government Bonding Act, Title 11, Chapter 14, Utah Code Annotated 1953, as amended (the “*Act*”).

PURPOSE FOR ISSUING BONDS

The City intends to issue the Bonds for the purpose of (1) financing all or a portion of the costs of the acquisition, construction and improvement of the Project and (2) paying the costs incurred in connection with the issuance and sale of the Bonds.

MAXIMUM PRINCIPAL AMOUNT OF THE BONDS

The City intends to issue the Bonds in an aggregate principal amount not exceeding \$3,500,000.

SALES TAXES PROPOSED TO BE PLEDGED

The City proposes to pledge to the payment of the Bonds all of the legally available revenues from Local Sales and Use Taxes received by the City pursuant to Title 59, Chapter 12, Part 2, Utah Code and franchise taxes levied by the City.

TIME, PLACE AND LOCATION OF PUBLIC HEARING

The City will hold a public hearing during its City Council meeting that begins at 7:00 p.m. on May 13, 2025. The public hearing will be held at the regular meeting place of the Council at City Hall, 363 West Independence Boulevard, Harrisville, Utah. All members of the public are invited to attend and participate in the public hearing. Written comments may be submitted to the City, to the attention of the City Recorder, prior to the public hearing.

PURPOSE FOR HEARING

The purpose of the hearing is to receive input from the public with respect to the issuance of the Bonds and the potential economic impact that the Project will have on the private sector.

NOTICE OF RIGHT TO FILE PETITION TO HOLD AN ELECTION

NOTICE IS FURTHER GIVEN that pursuant to Section 11-14-307(7), Utah Code, if within 30 calendar days of the publication of this notice on April 10, 2025, a written petition requesting an election and signed by at least 35% of the active voters of the City is filed with the City, then the City shall submit the question of whether or not to issue the Bonds to the voters of the City for their approval or rejection.

If no written petition is filed or if fewer than 35% of the active voters of the City sign a written petition, in either case, within 30 calendar days of the final publication of this notice on April 10, 2025, the City may proceed to issue the Bonds without an election.

DATED April 8, 2025.

CITY OF HARRISVILLE, UTAH

EXHIBIT F

PETITION

To: City Recorder
City of Harrisville, Utah

We, the undersigned citizens and registered voters of the City of Harrisville, Utah (the “City”), respectfully request that an election be called by the City Council of the City, pursuant to the provisions of Section 11-14-307(7), Utah Code Annotated 1953, as amended, to authorize the issuance by the City of its Sales and Franchise Tax Revenue Bonds, in a maximum principal amount not exceeding \$3,500,000, as to which notice of intention to issue was published on April 10, 2025, on the Utah Public Notice Website pursuant to the provisions of a resolution passed by the City Council at a regular meeting of the City Council held on April 8, 2025, and each for himself or herself says: I have personally signed this petition; I am a registered voter of the City of Harrisville, Utah; my residence and post office address are correctly written after my name:

WARNING

It is a felony for any one to sign any initiative or referendum petition with any other name than one's own, or knowingly to sign one's name more than once for the same measure, or to sign such petition when one knows that he or she is not a registered voter.

[illegible]

[The following certification shall be attached to the Petition containing the signature of voters]

STATE OF UTAH)
 : ss.
COUNTY OF WEBER)

I, _____, of _____, hereby certify that I am a registered voter of the City of Harrisville, Utah, that all the names which appear on this sheet were signed by persons who professed to be the persons whose names appear thereon, and each of them signed his or her name thereto in my presence, I believe that each has printed and signed his or her name, and written his or her post office address and residence correctly, and that each signer is a registered voter of the City of Harrisville, Utah.

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary Public (or other official title)

**HARRISVILLE CITY
RESOLUTION 25-02**

PERSONNEL POLICIES AND PROCEDURES UPDATES

**A RESOLUTION OF HARRISVILLE CITY, UTAH, AMENDING
PERSONNEL POLICIES AND PROCEDURES MANUAL; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Harrisville City (hereafter referred to as the “City”) is a municipal corporation duly existing under the laws of the state of Utah;

WHEREAS, the City Council is authorized to adopt personnel policies and procedures for the effective and efficient administration of municipal government;

WHEREAS, the City Council adopted its current *Personnel Policies and Procedures Manual* on April 28, 2009, and has made various amendments to the same;

WHEREAS, the City Council desires to amend the *Personnel Policies and Procedures Manual* to achieve greater efficiency and clarity;

NOW, THEREFORE, be it resolved by the City Council of Harrisville City, Utah, that the *Personnel Policies and Procedures Manual* Section A-2-10 Time Sheets and the Harrisville Police Employee Performance Evaluation Form attached as exhibit “A” are hereby amended to read as follows:

Section 1.

A-2-10 Time Sheets

1. All employees of the City of Harrisville are required to maintain an accurate ~~and legible~~ record of all their hours worked for the City on standardized digital time cards.
2. Time cards will be ~~signed and dated~~ submitted by the employee, and forwarded to the department head, or designee, as directed for review and payment. Any discrepancy between the employee and the department head about hours to be paid is to be resolved between the employee and the department head before the time card is approved for payment.
3. Employees may clock in up to 15 minutes (referred to as a “grace period”) prior to their scheduled starting time, but will not be compensated until their shift begins as scheduled. Employees are expected to be “clocked in” and ready to work, at their work station by the time their shift starts. Clocking in or out from work from a location outside of an employee’s work station should only occur in limited circumstances with written permission from the department head in advance.

4. Non-exempt employees are required to clock in or out using their digital time sheet at the beginning and end of each shift and during unpaid meal breaks. Employees may clock in or out at any time, other than their initial start time, and time will be rounded to the nearest quarter hour. Employees who fail to appropriately clock in or out of work must have the hours for that day verified according to their department head, or designee.

Section 2. Effective Date.

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED by the Harrisville City Council this 8th day of April, 2025.

MICHELLE TAIT, Mayor

ATTEST:

Jack Fogal, City Recorder

Roll Call Vote Tally	Yes	No
Grover Wilhelmsen	_____	_____
Steve Weiss	_____	_____
Blair Christensen	_____	_____
Max Jackson	_____	_____
Karen Fawcett	_____	_____

Harrisville Police Department

Employee Performance Evaluation

Objective:

The formal performance evaluation system is designed to:

- Maintain or improve each employee's job satisfaction and morale by letting him/her know that the supervisor is interested in his/her job progress and personal development.
- Serve as a systematic guide for supervisors in planning each employee's further training.
- Assure overall consideration of an employee's performance and focus maximum attention on achievement of assigned duties.
- Assist in determining and recording special talents, skills, and capabilities that might otherwise not be noticed or recognized.
- Assist in planning personnel moves and placements that will best utilize each employee's capabilities.
- Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.
- Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as promotions, disciplinary action, and termination.

Instructions:

Review the employee's work performance for the entire period; refrain from basing judgment on isolated events or recent events that do not fall within the evaluation period. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for their assigned job. Policy and individual personalities should also be considered. Example (someone who is driven to find narcotics may not spend their time doing traffic) Also we shall consider the length of time and experience on the job. Rate only those factors that are applicable to the job and include examples for each section. Mark the number that most accurately reflects the level of performance for the factors appraised using the rating scale described below:

Rating scale:

- 1= Performance, knowledge, skill level or abilities are **unacceptable** compared to position requirements
- 2= Performance, knowledge, skill level or abilities are **consistently below** position requirements
- 3= Performance, knowledge, skill level or abilities are **sometimes below** position requirements
- 4= Performance, knowledge, skill level or abilities **meets** position requirements
- 5= Performance, knowledge, skill level or abilities **sometimes exceed** position requirements
- 6= Performance, knowledge, skill level or abilities **consistently exceed** position requirements
- 7= Performance, knowledge, skill level or abilities are **superior** compared to position requirements
- N/A= **Not applicable**

* Any area rated at three or below and any area rated at six or above requires an entry in the comments section

Harrisville Police ~~Officer~~ Department Employee Performance Evaluation

Employee name: _____

Evaluation period: _____

Prepared by: _____

Unacceptable
1 2 3 Meets 4 5 6 Exceeds 7 N/A

1. Appearance and department

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Presents a professional, neat appearance in attire appropriate to assignment or activity. Follows the policy of the Harrisville City Police Department in the wearing of department uniforms. Instills confidence and respect of co-workers and the department through personal conduct and behavior which is professional and businesslike.

1 2 3 4 5 6 7 N/A

2. Attendance, punctuality, preparedness for duty

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Arrives on time, fully prepared for all scheduled shifts and assignments. Attends all court, training, and other assignments on time. Completion of reports, evidence, etc. are in a timely manner. Utilizes sick time only when necessary. Plans time off and makes notifications well in advance and in conjunction with the Policy

1 2 3 4 5 6 7 N/A

3. Attitude, acceptance of direction, interpersonal skills

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a positive attitude in general. Follows and carries out all directions and orders with a positive professional attitude. Responds positively to constructive criticism. Accepts ideas and approaches to solutions which are different from their own. Displays sensitivity, fairness, and patience when dealing with others. Refrains from insensitive or unprofessional remarks, gestures, writing, or other communications.

1 2 3 4 5 6 7 N/A
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

4. Initiative and tenacity

Maintains self initiated activity at a level comparable to team / department average. Makes appropriate suggestions and offers solutions and assistance to other department employees. Motivates others by setting a positive example.

1 2 3 4 5 6 7 N/A

5. Judgment and decision making

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Uses appropriate discretion when processing incidents. Displays common sense and makes sound decisions in general. Arrests reflect appropriate charges for elements present. Requires minimal supervision, but seeks help, clarification, or guidance when appropriate and before mistakes are made. Bases enforcement and investigative actions on sufficient facts and evidence.

1 2 3 4 5 6 7 N/A

6. Effectiveness under stress

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a calm, controlled demeanor in high stress or hazardous situations. Makes logical, sound decisions and communicates effectively under pressure. Clearly recalls, articulates, and documents events or actions taken under high stress situations.

1 2 3 4 5 6 7 N/A

7. Knowledge

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Understands and properly applies knowledge of current Harrisville City and Harrisville Police Department Policies as well as laws and city ordinances which affect their assignment. Takes appropriate action, utilizes proper procedures and investigative techniques with regard to directives, laws and city ordinances based on their knowledge. Is aware of and appropriately utilizes investigative resources and referral services within jurisdiction.

1 2 3 4 5 6 7 N/A

8. Adherence to Department Policies

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Understands and adheres to Department Policies by Completing Daily Training Bulletins, acknowledging policy updates and seeks out training and readily confers with peers or supervisors to clarify policy.

1 2 3 4 5 6 7 N/A

9. Report writing

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Writes a complete, accurate report which is neat, professional, easy to read and understand. Completes all applicable sections, boxes etc. Accurately and legibly completes proper department forms without direction.

1 2 3 4 5 6 7 N/A

10. Investigations

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Investigates incidents completely, thoroughly, and professionally. Generates and pursues all available investigative leads. Appropriately prioritizes and completes investigations in a timely manner. Utilizes proper questioning techniques during interviews and interrogations. Is aware of investigative resources and utilizes them when needed.

1 2 3 4 5 6 7 N/A

11 10. Traffic enforcement

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Engages in a broad range of enforcement activities including vehicle equipment, parking ordinances, licensing, moving violations, and major offenses. Properly completes thorough accident investigations. Takes a proactive role by increasing traffic safety through identification and enforcement in problem areas.

1 2 3 4 5 6 7 N/A

12 11. Officer Safety

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Suspect contacts are handled professionally, effectively and safely. Maintains a position of advantage whenever possible. Controls environment, recognizes danger, request assistance when needed. Does not hesitate to take action, maintains control, and utilizes the appropriate level of force necessary.

1 2 3 4 5 6 7 N/A

13 12. Equipment

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Operates vehicles and other equipment safely and in accordance with Policy and Procedures. Maintains equipment and ensures it is good order and properly functioning. Reports damaged or unsafe equipment immediately to a supervisor. Demonstrates safe practices with equipment which minimizes the risk of damage or injury.

1 2 3 4 5 6 7 N/A

14 13. Technical skills, department-community involvement

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Maintains a high level of proficiency or involvement in areas beyond requirements of his/ her normal assignment. For example, does employee demonstrate the willingness to pursue greatness above and beyond the standard set out by the Department. His/ her skills, additional involvement, or volunteerism are a benefit to the department and the community.

1 2 3 4 5 6 7 N/A

15. Effective Communication

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Uses appropriate and professional communication skills, both written and verbal. Provides clear instructions, and ensures officers comply with departmental policies and procedures. Provides proper delegation, and positive interactions with officers and other staff. Facilitates negotiation, conflict resolution and decision making.

1 2 3 4 5 6 7 N/A

16. Leadership

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Inspires and leads fellow team members; guides and motivates other toward achieving shared goals. Aligns departmental goals with broader organizational objectives. Fosters professional development and growth among team members.

1 2 3 4 5 6 7 N/A

17. Report Review

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Ensures that the required information is properly provided in reports to include all information required by policy or statute. Properly critiques report content for accuracy ensuring that clear information as to what happened, who was involved and the outcome or conclusion of the report was provided.

1 2 3 4 5 6 7 N/A

18. Effectively addresses complaints regarding employee misconduct

☐ ☐ ☐ ☐ ☐ ☐ ☐

Investigates complaints and allegations of employee misconduct against officers completely, thoroughly, and professionally, documents all complaints and/or allegations according to policy and promotes ethical behavior and standards. Provides the complainant with appropriate conclusions or outcomes.

Substantiated employee complaints, corrective action plans, or discussion record entries received during this evaluation period:

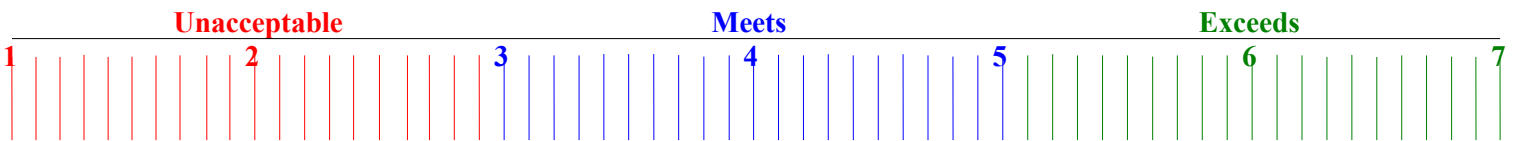
Letters of commendation received during this evaluation period:

Achievements:

Corrective action plan required?
(must be attached if marked yes)

Yes ☐ No ☐

Overall evaluation for this period



Performance Summary

Employee comments:

Preparer name

DATE

Preparer name

DATE

Performance Evaluation Required Signatures

Evaluator _____ **Date** _____

Evaluator _____ **Date** _____

Chief Of Police _____ **Date** _____

Employee _____ **Date** _____

Professional Development Plan

Professional Development Plans are part of the Harrisville Police Department's Team efforts to assist employees in identifying individual needs, goals and commitments. They are completed by supervisors with the intent of enhancing personal growth to assist employees in achieving their greatest potential. Individual plans are included as part of the evaluation process to promote progress for professional development during a specific time period:

From: _____

To: _____

It would be helpful to the Harrisville Police Department Team if you continue demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Police Department Team if you start demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Police Department Team if you stop demonstrating the following attitudes, skills and behaviors:

It would be helpful to the Harrisville Police Department Team to identify your actions that inspire others to follow your positive examples of:

It would be helpful to the Harrisville Police Department Team for you to get additional training in the following categories or topics:

A comparison of this Professional Development Plan and your Personal Development Vision has identified the following specific goals and objectives for you to achieve within (Time Frame) Date _____

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Name: _____

Date _____

Harrisville Police Officer- Personal Development Vision

Personal Development Visions assist employees in identifying their own vision for personal and professional development. Supervisors will provide this form to the employees they supervise prior to their performance evaluation. The employee shall be allotted sufficient time to complete and return this form to their supervisor prior their performance review (answers may be printed on this form or typed and attached on separate pages). The employee's Personal Development Vision will be compared to the supervisor's Professional Development Plan. This comparison will assist in identifying common goals and/or obstacles in future professional development.

1. I view my three (3) greatest achievements while working at this agency to be:
2. I view my three (3) greatest achievements since my last evaluation to be:
3. How I view my performance and career at the Harrisville Police Department:
4. What I would like to pursue in self improvement:
5. Obstacles that may hamper my self-improvement:

6. Desired Training to assist with my professional development:
7. Desired Equipment to assist or to improve in the performance of your duties.
8. My ideal rank and career objective is:
9. If I could change anything about the Harrisville Police Department it would be:
10. My solutions to any problems that I believe exists at the Harrisville Police Department are:
- 11.. My unique idea(s) to improve the Harrisville Police Department:

****** It has long been assumed that police work is the world's most stressful occupation. Police stress can manifest itself physically, emotionally, and behaviorally. Some signs of stress include; fatigue, nausea, profuse sweating, rapid heart rate, difficulty breathing, headaches, anxiety, irritability, depression, becoming withdrawn, inability to rest, and changes in activity. It is beneficial for police officers to maintain balance in their lives to help reduce symptoms of burnout and/or possible health disorders. If you are experiencing symptoms of excessive stress, immediately contact your supervisor, /or utilizing the free and confidential Employee Assistance Program (EAP) provided by the department.**

**First Responders First
Sara Allen 801-391-6683**



Please consider the unseen risks of being a police officer, and remember that it is important to maintain a balance in your life in regards to family, play, self and work. (No answer required).

Date Reviewed by Employee: _____ **By:** _____



HARRISVILLE CITY

363 West Independence \$ Harrisville, Utah 84404 \$ (801) 782-4100

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Kenny Loveland

MEMORANDUM

To: City Council
From: Brya Fife
Department: Parks & Recreation
Date: 04/02/2025
Re: Disc Golf Course Update

The purpose of this memorandum is to explain suggested changes to the existing disc golf course design.

Avid disc golfer and designer of the Harrisville course, Jade Sewel and avid disc golfer, Kyle Hunter, recently reached out to me regarding changes they would like to see at the Harrisville course.

I have known both Jade and Kyle for several years and trust their opinions.

On April 2, 2025, I met with Kyle who explained the concerns they have and the proposed changes. During this meeting I verified that the footprint of the adjustments will work with exiting trees, structures and waterways and agree that the changes need to be made. Proposed changes include;

- Relocating several launch pads
- Relocating several baskets (holes).
- Updating course signage.
- Creating a prominent "Hole #1" location, including course rules and Welcome to Harrisville Park Disc Golf Course sign, aluminum bench and small pavilion.

The city currently owns several aluminum benches as well as an approximately 10ft X 10ft metal pavilion cover, salvaged from the back basin ballfield removal. The new hole signposts will be upgraded from wood to 2-inch galvanized metal which the city also owns.

The cost for the city would be approximately \$800 for new signage, as well as up to \$400 for concrete, if the existing concrete launch pads break during the process of relocating them.

Funding for this project will come from RAMP (Recreation, Arts, Museums, Parks) funds which the city receives on an annual basis from Weber County. RAMP funds are a perfect fit for this project and more than satisfy the elements of use.

I believe the changes will benefit both disc golfers as well as park users, specifically relating to current parking concerns as well as water hazards and the loss of discs.

I have invited Jade and Kyle to the April 8th meeting to answer any questions the Council and Mayor may have.



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
www.cityofharrisville.com

MAYOR:
Michelle Tait

COUNCIL MEMBERS:
Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Karen Fawcett

PROPERTY RESTORATION AGREEMENT 1750 NORTH PROJECT

This Property Restoration Agreement (the "Agreement") is made and entered into on this ____ day of _____, 2025, by and between: **HARRISVILLE CITY**, a municipal corporation, hereinafter referred to as the "City"; and **ENTITY X LLC**, owner of property identified as Weber County Parcels 11-019-0007 and 11-019-0041 located at approximately 736 West Harrisville Road, and **JOHN H & SHERRI VASAS**, owners of property identified as Weber County Parcel 11-019-0023 located at approximately 1728 North 750 West, hereinafter referred to as "Property Owners".

Collectively, the City and the Property Owners shall be referred to as the "Parties."

RECITALS

WHEREAS, the City has undertaken a municipal project (the "Project") that has affected or will affect certain properties located at approximately 1750 North 600 West (the "Affected Properties");

WHEREAS, the City and Property Owners have agreed to restore the properties to their original condition, or to mutually agreed-upon standards, as a result of disturbances caused by the Project; and

WHEREAS, the City and the Property Owners wish to set forth their respective rights and obligations regarding the restoration of the Affected Properties.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the City and Property Owners agree as follows:

1. Scope of Work

The City agrees to restore the Affected Properties as follows:

- **Restoration Work:** The City shall restore the Affected Properties to a condition as similar as possible to its condition prior to the commencement of the Project, subject to any necessary changes required by the Project.
- **Specific Work Details:** The restoration work shall include but not be limited to:
 - All Chain Link fencing and gates will match Entity X existing fence height and quality.
 - Install a Chain Link fence along the East boundary of the property identified as Weber County Parcel 11-019-0023.
 - Install a chain link fence gate on the Northeast side of the property identified as Weber County Parcel 11-019-0023 at least 50 feet distance away from the proposed intersection of 1750 North and 600 West.
 - Install chain link fence privacy slats on the Northwest side of property identified as Weber County Parcel 11-019-0023 beginning at sight distance setback of 40 feet at front of home to the northeast property line. Access will be granted to address vegetation growth through existing fence for installation of privacy slats.

- Install a chain link fence gate 40 feet to the west of the stub road corner radius on the northside of Weber County Parcel 11-019-0023. The gate will be a minimum width of 20 feet.
- Install chain link fence gate south of the stub road access point at proposed intersection of 1750 North 600 West. **The gate will be at a minimum width of 40 feet.**
- Install chain link fence beginning at the Northeast corner of the proposed intersection of 1750 North 600 West for a distance to the east of 220 **feet plus or minus** ending at the existing fence.
- **The City will coordinate with HHI Corporation to salvage existing fence materials intended for replacement of the southeast portion of Weber County Parcel 11-019-0023 impacted by the property swap.**
- **The City will install a temporary fence with gate during construction of utilities beginning at the Northeast corner of the proposed intersection of 1750 North 600 West through Weber County Parcel 11-019-0041 for a distance to the east of 220 feet plus or minus ending at the existing fence. This fence will remain in place until the roadway is constructed, and a permanent chain link fence is installed.**

2. Timeline

- The City agrees to commence restoration work no later than 60 days after the closing on the property swap and complete the restoration by December 31, 2025, subject to any unforeseen delays beyond the City's control.
- The City shall provide the Property Owners with reasonable notice in advance of any work to be performed.
 - **The City will provide HHI Corporation with reasonable notice before commencing work on the 600 West fence along the east portion of Weber County Parcel 11-019-0023 impacted by the property swap.**
 - **The City will provide HHI Corporation with reasonable notice before commencing work on the permanent chain link fence and gate along the Northeast corner of the proposed intersection of 1750 North 600 West through Weber County Parcel 11-019-0041 for a distance to the east of 220 feet plus or minus ending at the existing fence. The City and Entity X LLC will coordinate the permanent gate placement location prior to installation.**

3. Costs

- The City will bear all reasonable costs associated with the restoration work, including labor, materials, and any required permits.
- If the Property Owners request additional work or modifications to the restoration plan that are outside the scope of the original Project, the Property Owners shall be responsible for the costs of such additional work, subject to mutual agreement between the Parties.

4. Access to Property

- The Property Owners agree to provide the City and its contractors with access to the Affected Properties at reasonable times for the purpose of performing the restoration work.

- The City shall take all reasonable precautions to minimize disruption to the Property Owners during the restoration work.

5. Inspection and Acceptance

- Upon completion of the restoration work, the Property Owners shall have the right to inspect the work to ensure it meets the agreed-upon standards. If the Property Owners identify any deficiencies, they shall promptly notify the City, and the City shall take reasonable steps to correct any such deficiencies.
- The Property Owners' acceptance of the restoration work shall not be unreasonably withheld.

6. Liability and Indemnification

- The City shall be responsible for any damage to the Affected Properties caused by the restoration work.
- The Property Owners shall not be liable for any damage to the City or its contractors arising from the restoration work unless the damage is caused by the Property Owners' own negligence or intentional actions.
- Each Party agrees to indemnify and hold the other Party harmless from any third-party claims, damages, or liabilities arising out of the performance of this Agreement.

7. Force Majeure

Neither Party shall be liable for failure to perform any obligation under this Agreement if such failure is due to circumstances beyond its reasonable control, including but not limited to, natural disasters, acts of government, or labor disputes.

8. Dispute Resolution

In the event of a dispute between the Parties regarding this Agreement, the Parties shall first attempt to resolve the dispute through informal negotiation. If the dispute cannot be resolved informally, the Parties agree to resolve the dispute through mediation before pursuing any legal action.

9. Miscellaneous

- **Amendments:** This Agreement may be amended only in writing and signed by all Parties.
- **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Utah.
- **Entire Agreement:** This Agreement constitutes the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings, and agreements.

10. Signatures

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

HARRISVILLE CITY

ATTEST:

By: _____
Name: Michelle Tait

Jack Fogal

Title: Mayor
Date: _____

City Recorder

Entity X, LLC

By: _____
Name: Regina Hokanson
Date: _____

John H & Sherri Vasas

By: _____
Name: John H Vasas
Date: _____

Sherri Vasas

DRAFT



OFFICE OF THE
STATE AUDITOR

Preparation Checklist

Revised February 2021

Fraud Risk Assessment

Refer to the Implementation Guide for more detailed explanations of concepts and criteria. See resources.auditor.utah.gov/s/article/Fraud-Risk-Assessment-Implementation-Guide

To complete the assessment, identify or obtain the following:

1. Name of the Board/Council Chair Michelle Tait
2. Name of the Clerk Jack Fogal
3. Name of the Treasurer Will Hunt
4. Copies of credit/purchasing card statements, payments and supporting documentation.
5. Copies of bank reconciliations for all bank accounts and related bank statements.
6. Copies of the following policies if they existed during the assessment period:
 - a. Conflict of Interest
 - b. Procurement
 - c. Ethical Behavior
 - d. Reporting fraud and abuse
 - e. Travel
 - f. Credit/Purchasing Cards
 - g. Personal use of entity assets
 - h. IT and computer security
 - i. Cash receipting and deposits
7. Copy of the CPA's license, if there is a CPA who is a member of the staff. Provide the contract for a contract accountant who is a CPA. Do not provide the independent auditor's CPA license. The independent auditor is not management.
8. Copy of the diploma if a member of the staff has a bachelor's degree in accounting (not required if documentation was provided for number 7 above).
9. Copies of the commitment to ethical behavior by the officials/officers of the entity.
10. Copies of the training certificate for the Office of the State Auditor board member training completed during the last 4 years.
11. Documentation (certificates, agendas, etc.) demonstrating that a member of the management team had at least 40 hours of financial training during the last year.
12. Copy of the internal audit plan for the assessment period.
13. Name of the internal auditor and a list of duties. If contractually performed, provide a copy of the contract.
14. Copies of any internal audit reports issued during the assessment period or last year, whichever is longer.
15. Copy of the audit committee charter.
16. A list of audit committee members during the assessment period.
17. Minutes or agendas for audit committee meetings. If meetings are confidential, a list of action items from those meetings will suffice.

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				X
4. Are all the people who have access to blank checks different from those who are authorized signers?			X	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?			X	
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".			X	
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".			X	
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

Fraud Risk Assessment

Continued

*Total Points Earned: 385 /395 *Risk Level: Very Low > 355 Low 316-355 Moderate 276-315 High 200-275 Very High < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	<u>200</u>	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	<u>5</u>	5
b. Procurement?	<u>5</u>	5
c. Ethical behavior?	<u>5</u>	5
d. Reporting fraud and abuse?	<u>5</u>	5
e. Travel?	<u>5</u>	5
f. Credit/Purchasing cards (where applicable)?	<u>5</u>	5
g. Personal use of entity assets?	<u>5</u>	5
h. IT and computer security?	<u>5</u>	5
i. Cash receipting and deposits?	<u>5</u>	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team? <u>CPFA</u>	<u>20</u>	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	<u>1</u>	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	<u>20</u>	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	<u>20</u>	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	<u>20</u>	20
7. Does the entity have or promote a fraud hotline?	<u>20</u>	20
8. Does the entity have a formal internal audit function?	<u>20</u>	20
9. Does the entity have a formal audit committee?	<u>20</u>	20

*Entity Name: Harrisville City

*Completed for Fiscal Year Ending: 2025 *Completion Date: March 31, 2025

*CAO Name: Jennie Knight *CFO Name: Jill Hunt

*CAO Signature: Jennie Knight *CFO Signature: Jill Hunt

*Required



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

HARRISVILLE POLICE DEPARTMENT

Mark L. Wilson
Chief of Police

MEMORANDUM

To: Harrisville City Council
From: Chief Mark L Wilson
Date: 04/03/2025
Re: Purchase of 2 new Police Vehicles/ Surplus of Equipment

The Harrisville Police Department is looking to purchase two new patrol vehicles for the fiscal year 2026. We are asking permission to order these cars ASAP and take ownership after July 1st, 2025.

Last year's vehicles were also ordered early and saved the city money. This year I have been informed that they are still taking orders for 2025's and will be switching to 2026's in the near future. The 2025 model is approximately \$500.00 more than we paid this fiscal year.

I am also asking to surplus two of the old patrol vehicles once the new ones go into service

Chief Mark L Wilson

