

**MINUTES  
HARRISVILLE CITY COUNCIL  
April 11, 2023  
363 West Independence Blvd  
Harrisville, UT 84404**

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Minutes of a regular Harrisville City Council meeting held on April 11, 2023 at 7:00 P.M. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

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

**Staff:** Jennie Knight, City Administrator, Justin Shinsel, Public Works Director, Bryan Fife, Parks and Rec. Director, Mark Wilson, Chief of Police, Jack Fogal, City Recorder, Brody Flint, City Attorney.

**Visitors:** Maren Barrow, Arnold Tait, Blaine Barrow, Elizabeth Hansen.

**1. Call to Order.**

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

**2. Opening Ceremony.**

Council Member Wilhelmsen opened with the Pledge of Allegiance.

**3. Consent Items.**

**a. Approval of Meeting Minutes for March 14<sup>th</sup>, 2023 as Presented.**

**Motion:** Council Member Loveland made a motion to approve the meeting minutes for March 14<sup>th</sup>, 2023 as presented, 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 Loveland, Yes

The motion passed unanimously.

**4. Business Items.**

**a. Annual Easter Egg Hunt Report.**

Maren Barrow explained she is a student at Weber High School and is a member of the Harrisville Youth City Council (YCC). The YCC helped with the Harrisville City Annual Easter Egg Hunt. She summarized how the YCC assisted with the event.

Maren Barrow proposed the YCC idea for a community contest for the Harrisville City flag. They will reach out to the community in May to share the details, start taking submissions in June and end the submission period the end of July. Their goal is to unveil the flag at Fall Festival.

**b. Discussion/Possible Action to Purchase New Public Works trailer.**

Justin Shinsel requested to purchase a new trailer for Public Works that will hold their Mini-x. Purchasing this trailer will allow the Public Works Department to perform needed flood mitigation. The proposed trailer has specialized features like a hydraulic ramp which will help to prevent injuries while loading equipment. Council Member Jackson asked if the other Public Work's trailers can move the Mini-x and not break the law. Justin Shinsel explained no, they cannot without breaking the law. Mayor Tait inquired when we would be able to get the trailer. Justin Shinsel reported that they could have it tomorrow if the Council approves the purchase. Council Member Jackson questioned where the is money coming from. Justin Shinsel clarified that it will be from the sewer utility budget. The money is already in the Public Works budget but they need the Council's permission to allocate funds. Mayor Tait asked if is this a need because of flooding. Justin Shinsel confirmed yes, this is a need to help with flooding.

**Motion:** Council Member Weiss made a motion to approve the purchase of new Public Works trailer, 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 Loveland, Yes

The motion passed unanimously.

**c. Discussion/Possible Action to Approve Annual Subscription of Higher Ground LIVE911 Agreement.**

Chief Wilson explained this is the licensing agreement for the Higher Ground LIVE911 that was presented during the March 14<sup>th</sup>, 2023 City Council meeting. He is seeking Council's approval to move forward with the agreement so that officers can be trained to use this equipment by July.

**Motion:** Council Member Christensen made a motion to grant approval of annual subscription agreement of Higher Ground LIVE911, 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 Loveland, Yes

The motion passed unanimously.

**d. Discussion/Possible Action to Adopt Resolution 23-04: A Resolution to Authorize Interlocal Cooperation Agreement Between Harrisville City and Weber County relating to R.A.M.P Funding**

Bryan Fife reported that he has exciting news. Harrisville City was picked by Weber County to receive R.A.M.P funds for the Harrisville Main Park playground equipment. He has received the contract that needs to be signed and returned to the County. Council Member Loveland inquired which bid was selected. Bryan Fife informed them that Lucky Dog was the selected bid due to them being a local company and having a competitive bid. Council Member Loveland asked when the playground equipment would be installed. Bryan Fife explained he can have it ordered tomorrow and installed in a few months. Council Member Jackson questioned what the City's cost is. Bryan Fife stated that City's cost is \$42,452. The City received a donation for \$10,000 bringing the City's cost to \$32,452. Council Member Wilhelmsen recommended a ribbon cutting ceremony when the equipment is completed. Council Member Loveland agreed. Bryan Fife confirmed that he would set up a ribbon cutting ceremony for the completion of the playground equipment.

**Motion:** Council Member Weiss made a motion to approve Resolution 23-04: A resolution to authorize interlocal cooperation agreement between Harrisville City and Weber County relating to R.A.M.P. funding, 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 Loveland, Yes

The motion passed unanimously.

**e. Sales and Franchise Tax Revenue Bond Discussion.**

Justin Shinsel reminded Council they approved the application to Representative Blake Moore for federal ear marked funding during the City Council Meeting on March 14<sup>th</sup>, 2023. Representative Moore informed staff that the City has received \$3,300,000 in ear marked funds. Justin Shinsel informed Council this funding will cover the roadway and infrastructure from 750 West to Highway 89. Receiving this funding allows the City to move forward with the entirety of the complex not just the Public Works building. He is optimistic that ground will be broken in June, Representative Moore was invited to attend. Justin Shinsel explained that Glen Gammell with Public Works was instrumental in completing the application for this funding. Glen Gammell helped gather all information for and submitted the application for funding in under two weeks. Justin Shinsel explained that this funding must go through a federal budget process and it will be available in December. Jennie Knight explained with this \$3,300,000 she is confident that the project can be phased appropriately. Staff is committed to applying for any other funding that can save the City money.

Marcus Keller informed the Council that he has a few updates. He has joined a new finance firm so the firms name will change from Marcus Keller Zions Public Finance to Marcus Keller Crews

and Associates. He conveyed that he wanted to be transparent and let the Council know so he could address any of their concerns. He advised the Council that he has reduced his fees as a sign of goodwill for the City. There is a new contract with different language that will need to be signed. Jennie Knight explained that Marcus Keller waived his fee for the City during the bond process and she is confident that he will continue to help the City. Marcus Keller reported that there has been a lot of upheaval in the financial sector. He is hoping to see rates start to go down due to the upheaval. He has reached out to the purchaser for the City's bonds, the purchaser has been able to get better rates by five basis points. The true interest cost rate for the bonds is 4.23% over a twenty-five-year period. These bonds are a direct purchase so they will not have to go to the market. The funds can be in the City's escrow account as early as the end of this month. Marcus Keller explained that sales tax and property tax are the life blood of the City. He credits the Council for making tough decisions and allowing the City to keep a balanced budget. Council Member Loveland inquired if there was any reason to wait for bond issuance. Marcus Keller advised that there are factors that could affect it like trying to get a lower interest rate or being unsure of what funds are needed. He pointed out that the bonds are callable any time, if there is extra money left after the project, they can be paid off without penalty. He offered that waiting for a lower interest rate can be risky because of the market's volatility. He reminded the Council that the bonds are callable at any point, if rates drop in a few years, they can acquire new bonds and pay off the higher interest bonds. Council Member Loveland compared it to refinancing a home. Marcus Keller explained that it is very similar. Jennie Knight informed the Council that between the ear marked funding and the bonds, staff is confident in being able to move forward with the Public Works building, the new municipal building, and public safety building. Staff plans on applying for more federal ear marked funding next year to help with the municipal building and Public Safety building. Mayor Tait questioned why he discussed Zions Public Finance and Bank of Utah. Marcus Keller clarified that he is the City's Municipal Advisor and works for Zions Public Finance, he cannot also act as the purchaser for the bonds. The advisor writes the bonds, the purchaser buys the bonds. His company reached out to multiple purchasers; Bank of Utah was used for the 2022 issuance of bonds. Due to their previous working relationship with the City and the competitive rates for the bonds Bank of Utah was selected. Council Member Wilhelmsen requested to know if the bonds issued in 2022 were callable at any time like these new bonds. Marcus Keller conveyed that both bonds have the same redemption provisions and can be recalled at any time, and can be paid early off without penalty. Jennie Knight recommended the Council approve the issuance of the new \$9,000,000 bond. This will allow the City to get an architect and designer to start on the municipal and the Public Safety buildings. Mayor Tait reminded the Council that this is not a formal vote, but wants the Council's support to move forward. All Council Members agreed to move forward. Marcus Keller asked if they have a certain date in mind. Mayor Tait and the Council urged as soon as possible.

##### **5. Public Comments - (3 Minute Maximum)**

Mayor Tait opened the public comment period.

There was no public comment. No public comment were received.

Mayor Tait closed the public comment period.

##### **6. Mayor/Council Follow-Up.**

Chief Wilson presented an update on the new detective for the Police Department. Sergeant Davis will be moved to investigations. The department will take applications for sergeant but

would love to hire an officer from within the department. If that happens, they will hire another patrol officer to replace the new sergeant. The department is interested in starting a drone program. He wants to be ready when the county adds drones to the LIVE911 program so the department can be well versed on drone usage and can house it in the new public safety building.

Bryan Fife reported that boys' basketball has finished for the season. There were no major issues during the season. On April 8<sup>th</sup>, 2023 the City conducted the annual easter egg hunt. He expressed appreciation for the help received by Elizabeth Hansen and the YCC. He informed Council that baseball and softball registration numbers are up. He requested Council's direction for the splash pad at the park. He pointed out that previously the splash pad has opened Memorial Day and closed Labor Day. He suggested June 1<sup>st</sup> to August 31<sup>st</sup> from 10AM-6PM Monday thru Saturday. By closing earlier, it would allow the City to conserve water and reduce on call staff wages. Council Member Wilhelmsen emphasized we still need to be conservative with water we are not out of the woods yet. Bryan Fife mentioned it takes 58,000 gallons to run the splash pad. Mayor Tait advised that nothing needs to be set in stone, they can make a plan now and change it as needed. Council Member Jackson asked if being open 10AM-6PM would help staff. Bryan Fife confirmed, yes it would. Council Member Christensen agreed with the start date of June 1<sup>st</sup> and hours of 10AM-6PM. Council Member Weiss suggested keeping the splash pad open later on some nights in July or August. Jennie Knight offered extending the splash pad hours during movies in the park events. Council Member Loveland inquired if the splash is ready to open. Bryan Fife conveyed that the splash pad was winterized properly and should be ready.

Justin Shinsel presented a year in review for snow plowing. Public Works plowed and salted twenty-eight times this year, the average amount from previous years is seven times. Public Works buys on average one hundred and fifty tons of salt, this year they purchased five hundred and eighty-two tons of salt. He expressed his gratitude for the Public Works staff dedicating so much time and effort. The Public Works Department has filled 5000 sand bags and handed out 4000 of them. They completed major storm water projects including replacing a head gate at the Harrisville Main Park. He applauded the Public Works staff for their dedication, they have given nights, weekends, and time away from their family this winter. He wishes Harrisville residents could see the amount of time and dedication that they give to the City. He informed the Council that on Thursday night the public is invited to help fill sandbags at the Public Works Building.

Jennie Knight advised the Council that tentative budgets are prepared. The City is anticipating small fee increases based on public opinion. Citizens said they would prefer to see small yearly increases rather than large increases every few years. Central Weber Sewer will also have a small increase. The tentative budgets will be available in May. Staff has put revenue estimates low so budgets can remain balanced. The City has a healthy surplus. Last fall a market study was conducted and most employees are maintaining a competitive wage. After training or probationary period all employees will be within that market study. The City is looking at the possibility of giving staff members a bonus due to the budget meeting goals and to reward the hard and dedicated service they provide.

Council Member Wilhelmsen informed the Council that he and his wife are starting a new senior citizen program. They will be holding a monthly luncheon on the second Tuesday of every month. The first event will be a potluck. He has already received several positive responses back since the newsletter was sent out. The City needs to rally around its senior citizens. These

events will be a lot of fun, and he expects to outgrow the Harrisville Cabin quickly. He is hoping there will be room in the new building for these events.

Council Member Weiss reopened the question of the Council discussing staff bonuses. Jennie Knight clarified that they are evaluating what is in the budget now but would like to decide by the end of this fiscal year. She explained they will have numbers down the road. Council Member Christensen recommended that the Council cooks for the staff. Council Member Weiss inquired if it would be similar to the bonus in the fall. Jennie Knight explained the amount each employee received last fall; they are looking at a similar amount. Council Member Weiss questioned if it could be a little more due to the amount of work staff has performed. Jennie Knight informed the Council that she and Mayor Tait were reviewing ideas to implement staff recognition. The goal is to recognize staff members for their hard work. Council Member Weiss inquired if the City could do \$1,500 bonuses for staff. Jennie Knight pointed out that the City might be able to if they continue the same balance as the last few months. Council Member Weiss expressed that he thinks the staff has done a great job this year. He stated that if the City has it, then it is a number he wants to shoot for. Council Member Wilhelmsen mentioned the City's rainy-day fund. Jennie Knight updated the Council that last year the City did not use any of it. Mayor Tait reported that the City is at the state limit of 35% for the rainy-day fund. Council Member Wilhelmsen conveyed that the bonuses sound great but to error on the conservative side. Mayor Tait suggested that they have the finance director take a look at the suggested bonus amounts.

Council Member Loveland reported that he received a call from a resident concerning setbacks. Jennie Knight explained that the resident reached out to her as well. She commented that the temporary structure the resident wanted to build did not meet setback requirements laid out in City Code. The resident was reaching out to see if setbacks could be changed in his zone, but it is not recommended due to being in the R1-10 zone which has the smallest setback.

Council Member Jackson recommended looking into what cities in the area have done for staff bonuses. He was told that Pleasant View City had given full time employees \$5,000 and part time employees \$2,500. Mayor Tait asked if he would like those numbers looked at too. Council Member Jackson confirmed he does.

Mayor Tait explained the City is doing a spring clean-up at the Harrisville Main Park. There are green waste and garbage dumpsters at the park. The dumpsters will be picked up Thursday April 13th.

Council Member Weiss warned that he had seen the rivers in North Ogden and they are full. He inquired how flood prevention was going. Justin Shinsel explained that the water is high but the City's retention basins have been emptied and they are trying to make any preparations they can. Public Works is on high alert for rain this week. If the warm weather continues and gets mixed with rain, we could face flooding issues. He asked the residents to get sand bags if they live near an open channel. The Public Works Department has gone to resident homes that could not sand bag and have assisted them. They are as proactive as they can be but are also prepared to be reactive when needed. Mayor Tait added that during a meeting with the County they feel we are in a better situation than in 2011. There is more snowpack than that year, but better infrastructure is in place.

Mayor Tait wished the City happy birthday. The incorporation date for the City is April 9<sup>th</sup>, 1962.

## **7. Adjournment**

Council Member Weiss 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 Loveland, Yes

The motion passed unanimously.

Mayor Tait adjourned the meeting at 8:07 P.M.

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**MICHELLE TAIT**  
Mayor

**ATTEST:**

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**Jack Fogal**  
City Recorder  
Approved this 9th day of May, 2023