

**MINUTES**  
**HARRISVILLE CITY COUNCIL WORK SESSION**  
**January 28, 2025**  
**725 W Harrisville Road**  
**Harrisville, UT 84404**

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Minutes of a regular Harrisville City Council meeting held on January 28, 2025 at 6:00 P.M. at the Harrisville City Cabin, 725 W. Harrisville Rd., Harrisville, UT.

**Present:** Mayor Michelle Tait, Council Member Karen Fawcett, Council Member Grover Wilhelmsen, Council Member Blair Christensen, Council Member Max Jackson.

**Excused:** Council Member Steve Weiss

**Staff:** Jennie Knight, City Administrator, Mark Wilson, Chief of Police, Justin Shinsel, Public Works Director, Jack Fogal, City Recorder, Bryan Fife, Parks and Recreation Director, Jill Hunt, City Treasurer.

**Visitors:**

**1. Welcome and Agenda Overview**

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

**2. Budget Discussion for Fiscal Year 2025**

Jennie Knight explained tonight's discussion will be more casual, if you have questions ask and we can discuss. She reported that the 2024 fiscal year audit report will be presented during the February Council Meeting. We want to go through the budget for this year and show what needs have been identified and where we are at with projects. Department heads have been asked to provide an overview of their departments and budget. We will also review some goals and answer questions that you have.

Bryan Fife reported he is asking to increase his Equipment line item. He has normally operated certain items from his Miscellaneous line item. Some of them are being re-allocated to the Equipment line item. He is asking for a \$7,000 increase to purchase an event trailer. There will be a \$4,000 increase to training to allow more employees to go to their annual conference. He is anticipating an increase in the Fuel line item. This fiscal year there was a \$5,000 increase in the Miscellaneous and Baseball funds to purchase new equipment. This was done mistakenly and he only needed the money in one of the funds. He does not think the money will be expended by July 1; he would like for it to be kept in that fund for next year. The \$5,000 is to help stay ahead of growth. Some cities like Plain City have been borrowing equipment trying to gather enough, we do not want to be in that situation. The Fall Festival line item has been increased by a few thousand dollars. It will be used for the mass gathering permit and to bring in extra porta-potties. Sprinklers and Irrigation line item has been increased to \$14,000. The Miscellaneous fund has increased to redo the wood chips at the parks every two to three years going forward. He is asking for \$4,000 to xeriscape at Harrisville Park. There will be an increase for porta-potty rentals to \$5,950. The Miscellaneous line item will be \$12,450. Our playgrounds are starting to see some wear. Kevin Wilbur with the department has a national playground certification. He has been conducting internal audits of all our equipment. In a few years we are looking at roughly \$20,000 cost to renovate the playground equipment at Harrisville West Park. The

biggest increase is the Capitol Improvements line item to expand the compound fence at the park. Ideally the new fence would be approved next year and add a new shed approved next year for event items. Council Member Christensen inquired if there are any grants we can apply for. Mayor Tait stated yes there are grants plus the state just opened new grants that we had not been previously eligible for. We may be able to help use those grants to help cover the playground equipment cost. Bryan Fife inquired if the spring and fall cleanup will be put under its own line item or under the garbage fund. Jennie Knight explained she would review that item at a later time during the meeting. Council Member Fawcett inquired if the decreases in line items will help compensate for the increases. Bryan Fife stated the movie in the park budget will decrease by \$2,000. Overtime will reduce by \$1,000. We are lowering the movies in the park from 4 events to 2. Pleasant View and North Ogden do the movies as well and the consensus was that every weekend has a movie. With less events we are hoping to have increased attendance.

Chief Wilson explained he has increases in the Salaries line item to cover cost-of-living increase. He would like Council to consider allowing the creation of the Lieutenant position. We will not be adding an officer just promoting internally. Assistant Chief Moore will be retiring in January of next year. The increase from Sergeant to Lieutenant is about \$2 an hour. Council Member Jackson inquired if the Assistant Chief role will be filled when Dennis Moore leaves. Mark Wilson explained after Assistant Chief Moore leaves, we would fill the position with the Lieutenant and let the Lieutenant position become dormant. Part time wages will be increased. Last year the victims advocate was the only position funded from that line item, this year part time officers, the crossing guard, and code enforcement need to be added to the fund. Council Member Jackson inquired if tier two employees are getting the 25 years 35% for retirement. Jill Hunt answered it depends what options they take. They can take hybrid or 401k. Chief Wilson explained the Insurance line item usually comes in under budget because we have two officers that opt to not use our insurance. It is better to leave the funds in case those officers leave and their replacements opt to use our insurance. The court bailiffs line item will increase 5% based on our contract with them. Our radios are being sold to the county next year, we would like to add those funds back into our Equipment line items to finish outfitting our shotguns and rifles or new training equipment. The department will be asking for two new vehicles and selling two. Most of the budget will be similar to last year with some minor changes. Council Member Jackson inquired if we are still purchasing explorers. Chief Wilson stated yes, we will try and stay with the police interceptor models. Our twelfth officer is funded by the COPS grant. Those funds might have been frozen today we are not sure yet. They cover 42% of \$26 per hour, for three years. If those funds are no longer usable, we may have to reconsider the twelfth officer. We have been looking at some officers that recently completed post to fill our empty positions. Council Member Wilhelmsen inquired if the pay is competitive. Chief Wilson stated our current wage is under the average. We just lost a guy to the county and he got a \$5 per hour increase. Jill Hunt completes wage studies to keep us competitive but it is a constantly changing target. Mayor Tait inquired if we are keeping code enforcement. Chief Wilson stated that is up to Council. We have been utilizing him to help investigate backgrounds when hiring people if code enforcement is slow. Council Member Fawcett inquired how many hours is code enforcement working. Jill Hunt stated he averages less than 20 hours a week. Mayor Tait inquired if we are caught up on code enforcement. Jennie Knight stated we are caught up currently, we have several cases in probate. Those cases take time but we have done what we can. Council Member Wilhelmsen inquired what would the increase to part time wage be to keep code enforcement. Chief Wilson stated to maintain code enforcement will be approximately \$28,000 a year. The department has been down officers for about six months and guys are getting a little burnt out. Council Member Wilhelmsen inquired how many we are down. Chief Wilson stated

we just hired our tenth officer but we are still two below our goal, but one of those officers will not be hired until we know what will happen with the COPS grant.

Justin Shinsel explained Public Works has two different types of funds General Funds and Enterprise Funds. The General Fund will be approximately the same with no major increases or decreases. The roads account is budgeted based on the revenue from B and C road funds and from the transportation tax levied by the county. It brings in approximately \$480,000 in revenue a year. This pays for the roads lead, the roads helper, and a third of the cost for the assistant director. The only increase is to cover the cost-of-living increase. The fund balance will be affected by the addition of 1750 North to cover our in-kind money for the grants we have been awarded. We will need to maintain \$150,000. The department will self-perform any work they can to recapture that money. He is asking for the Equipment line item to increase to \$125,000. We are asking to get a walk behind push road striper to redo small projects like parking lots and small fixes. We would still need to hire a third-party company to do major projects. The self-striper is \$8,000. Council Member Wilhelmsen inquired if it would save us money in the long run. Justin Shinsel stated yes it will save us a lot of money. The department would like to purchase a \$7,000 grinder that is meant to grind down the sidewalk lip to ensure we are complaint. We are also looking at purchasing equipment to clean out the trucks so we can seal our own asphalt. We are grateful to Council for allowing us to get equipment to do our jobs safely. Your support is appreciated. The Sewer Fund is going to be a topic that will be brought before Council in a meeting in the future. We received a letter from Central Weber Sewer that our treatment fees of approximately \$104,000 a quarter would be increasing. There is a minimum increase of 2% per year and additional increases based on growth. We will be looking at what those numbers will be so we can stay on top of the cost. We are asking Zions Bank to help with a third-party survey of rates which is required by state law. Right now, the sewer is running good but not great. If we have a major disaster and cannot get help from outside agencies, we will not be able to cover the cost to rebuild. These enterprise funds need to keep a positive fund balance to make sure we can cover small emergencies. We bring in approximately \$750,000 a year in revenue for sewers and \$412,000 goes directly to Central Weber. We require two employees to stay up on sewer maintenance. We use the funds we have to make upgrades that will benefit the sewers but the fund balance is not growing appropriately. We are just barely keeping our nose above water. Mayor Tait explained about the renovations of the treatment plant from chlorine to ultraviolet light and it will cause an increase to our cost. Justin Shinsel stated it will increase based on Central Weber's cost. We will also be charged more because we have more homes being built in the city. With the increase we are anticipating the minimum payment to Central Weber to be approximately \$472,000 per year. Council Member Wilhelmsen inquired how the sewer looks for the long-term future 20 years down the road. Justin Shinsel stated development helps public works. We will get more work but also more funding. Some of the projects in the city will help out because of the density. If we keep on trajectory, we are doing good. We will realistically never be able to cover a catastrophic event like whole city sewer replacement just from fund balance. We should build some fund balance but it needs to be realistic. The totality of Public Works budget will be a decrease not an increase because of the new building. It does not show on the general fund because of the enterprise funds. The department would like to sell one diesel truck and add two gas trucks. The street lights are in a good position. The Garbage Fund is in the positive and not the negative for the first time in years. He is working with Jill Hunt to make sure they are staying on top of the Garbage Fund to ensure it stays positive. Some of these enterprise funds are hard to balance because it is based on third party service costs which can fluctuate. Jennie Knight explained we have a positive balance in the garbage fund currently. We make monthly payments to Waste Management. The contract with them is up in June. We are trying to coordinate with the Waste

Management representative to present to Council. Currently we get a discount on garbage services if we contract for recycling services as well. Historically we do spring and fall cleanup because we do not have a green waste or a dump. It is up to Councils discretion if we keep doing it. It costs approximately \$7,000 per cleanup. With the new public works building we can possibly use it to secure the dumpsters, or to have an employee verify that they are Harrisville residents. Bryan Fife stated the thought behind this project was to encourage people to clean up their properties. We are seeing lots of construction waste, mattresses, box springs and things like that. Council Member Fawcett stated she believes there is some misuse of the clean ups. Council Member Wilhelmsen stated he has heard of construction agencies dumping in the bins at night. Justin Shinsel stated he knows some agencies lock up the dumpsters at night. We would have to review the cost and see if it would save us money. Bryan Fife stated we have seen a large increase of people dumping in the park garbage cans. Justin Shinsel stated when we negotiate this new contract with Waste Management, we need to be open and transparent with the residents that if they want certain services there is a cost associated with it. Some agencies have eliminated the recycling cans and it has caused residents to be upset.

Jennie Knight explained the \$9,000,000 bond unraveling is complicated and we will be meeting with financial advisors during the beginning of February to discuss options. The goal is to report on options during the February Council Meeting. The Public Works building will be completed and wrapped up in March. There will need to be some amendments to the budget in June when we get final numbers for the building. The parks facility plans and analysis is almost completed. We are hoping to present it in March. The contracted planning services are working well for the admin team. It has freed up her schedule and allowed her to help work on grants for the city like the GOEO grant. We are watching the Planning Services line item closely to make sure we budgeted appropriately. Some of the development cost will offset the contracted pricing for the planner but we will not know the amount till closer to the end of the year. We had the goal in 2024 to do a utility analysis. We are getting bids to do the analysis. As the Four Mile Special Service District Board staff will bring a study before you showing what the rate should be for residents of the district. Council Member Wilhelmsen inquired how are we paying for the fees for these studies. Jennie Knight stated the average cost is \$6,000-10,000 and are paid for out of the fund that is relevant to the fee. The business license fee study was adopted and we did receive some minor pushback. Overall business license fee revenue increased and is maintaining. We are expecting new moderate income housing legislation. External accessory dwelling units are being pushed by the state legislature. The current bill would allow one on any lot of 10,000 square feet or over. Which covers all zones in our city. The Governor's officer released their first stage of their strategic housing plan. Dixon Creek is looking to pull 200 building permits for their project on 1300 North. We are expecting to hold truth in taxation but currently it looks like staff will recommend maintaining the rate, not increasing. Staff will not know for sure until the rates are provided by the county. We have to declare early if we are going to do truth in taxation and want the city to be prepared. Department heads are working on providing a capitol improvement plan to meet our moderate-income housing goals. Flagship Homes goal is to break ground on Ben Lomond this year.

Council Member Jackson inquired what is the audit the state does for the moderate-income housing and what would happen if we ignored it. Jennie Knight explained it is the moderate-income housing report and if we do not meet the plan, we pay a daily fine until we come into compliance. Council Member Jackson inquired what is our current population. Jennie Knight explained we have approximately 7,000 residents.



Council Member Christensen inquired about the ground breaking at Ben Lomond. Jennie Knight explained she has been talking to Flagship homes, the new developer, and they stated they have purchased the project and would like to start putting things out to bid. Council Member Jackson inquired if they asked about a PID. Jennie Knight stated no, they have not inquired about PID. Mayor Tait reported Scott Kirkland who is the lender for the project would like to do a ground breaking for the new playground and restroom. Jennie Knight explained once the parks bathrooms are completed city staff is looking at putting up cameras outside the bathrooms. When staff is ready, they would bring it before Council for a decision.

Council Member Wilhelmsen stated he believes we need to discuss what to do with dumpsters for cleanup. It is out of control. Council Member Fawcett inquired can we do a nominal fee like \$5 per truck load. Justin Shinsel stated that has the potential to work but would be complicated. They would need to buy a pass at city hall before going to the dump area. He suggested trying the cleanups at the new public works building and make a decision after. Mayor Tait inquired could we be responsible for people dumping in the developers' dumpsters. Justin Shinsel stated no, they would go after those people. Council Member Wilhelmsen stated he likes providing the service to our residents but wants to figure out how we can stop people from outside the city from abusing it. Bryan Fife stated he believes moving it to the public works building would be our best option. Jennie Knight stated we can try it at the public works building this year and bring you the cost next year.

Jennie Knight reminded Council that the league conference will be April 16-19 in St. George.

### 3. Adjournment

Mayor Tait adjourned the meeting and thanked everyone for their time and participation.

The meeting adjourned at 8:00 P.M.

ATTEST:



Jack Fogal  
City Recorder

Approved this 11th day of February, 2025



MICHELLE TAIT  
Mayor