

**MINUTES OF THE CITY OF HARRISVILLE
CITY COUNCIL MEETING**

Tuesday, November 23, 2010
7:00 p.m.
Council Chambers
363 West Independence Blvd.
Harrisville, Utah 84404

PRESENT: Mayor Richard Hendrix, Council Member Chad Allen, Council Member Wayne Crowther, Council Member Darla Fowers, Council Member Bruce Richins, Council Member Grover Wilhelmsen.

STAFF: Jennifer Morrell, City Recorder; Bill Morris, City Administrator.

VISITORS: Jeff Pearce, Ruth Pearce, Jim Mackley, Curtis Christensen, Jeff Ambrose.

7:00 P.M. CITY COUNCIL MEETING

1. Mayor Richard Hendrix called the meeting to order and welcomed all visitors.
2. Council Member Richins led the Pledge of Allegiance and offered the opening ceremony.

3. CONSENT ITEMS

- a. **Approve the minutes of November 9, 2010 as presented.**

MOTION: Council Member Wilhelmsen moved to table approval of the Consent Items until the next meeting. Council Member Allen seconded the motion. All Council Members voted aye. Motion passed.

4. BUSINESS ITEMS

- a. **Presentation of 2009-2010 auditors' report.**

Mayor Hendrix excused Lynn Fortie and Pamela Crosbie due to the severe weather.

Jeff Ambrose, auditor from Crane, Christensen, & Ambrose, thanked city staff for their help in the audit. He explained the fundamental pages of the audit, describing their purpose, and how the numbers affect the city. Although Mr. Ambrose only touched on the highlights of the audit he called attention to the fact that the financial statements are the responsibility of the city's management which includes the Mayor and City Council.

The items highlighted by Mr. Ambrose include:

- Statement of net assets show total city wide cash increased \$300,000 from the prior year.
- Capital assets up \$1.1 million from prior year which is mostly contributed capital from developers.
- Harrisville City has no long term debt which means all net assets are represented by hard assets (cash receivables or capital assets). Mr. Ambrose complemented the city saying he knows of no other government entities that they audit that are debt free.
- Statement of activities show Public Works and Parks and Recreation have a net increase because of capital grants and contributions that were received.
- Government activities and business activities both operated within expenditure budgets.
- Fund balance (general fund and capital projects fund) is showing a good healthy sum.

- Tax revenue was down \$156,000 (primarily sales tax) but expenditures went down \$200,000 (primarily Police and Public Works).
- Balance sheet shows that cash is up in all the enterprise funds except for garbage which has an overdraft of \$25,000.
- Some additional improvements to the water fund and sewer fund capital assets with the bulk in the form of developer contributions in new subdivisions, e.g. water lines, storm sewer lines.
- Operating (income) statement shows net profit for both sewer and storm water fund; garbage fund lost \$13,000 even after \$30,000 transfer from the general fund. (This is an area of concern)
- Healthy cash balance for the capital intensive sewer and storm water funds; ensures money for repair and replacement without the need to borrow funds.
- City's Parks and Recreation department was over budget by \$902.

Mr. Ambrose pointed out the yellow book report on page 33, noting it is part of their evaluation of internal control over financial reporting. He stated they did not find any material weaknesses with internal control. He also said there were no material violations of compliance in any areas. He discussed the compliance report on page 34 and said there were three minor issues reported on page 35.

Council Member Allen asked about the garbage expense. Mayor Hendrix said it is an issue that is being worked on. Council Member Richins asked about the letter from Crane, Christensen, & Ambrose dated October 28, 2010 suggesting "the city clarify its purchasing policy or adhere more closely to the one that already exists". Mr. Ambrose explained that some of the purchasing policies were overly complicated for staff the size of our city and suggested that the policy be reviewed for possible modification or look at changing the approval process for purchases.

Council Member Richins also asked about the recommendation to increase the treasurers fidelity bond. Mr. Ambrose explained that the city is in compliance but as the city grows we will need to increase the amount of the bond to be in compliance with the state. He said the bond amount is close to the top end of the amount required by law.

Mayor Hendrix expressed appreciation to Mr. Ambrose and his staff.

b. Discussion and possible action on Resolution 2010-15 adopting the storm water management plan.

Gene Bingham, Public Works Director, gave a brief history of the Storm Water Management Plan (SWMP). He passed out a copy of the new state general permit which is 40 pages long and explained the Utah Pollutant Discharge Elimination System (UPDES) program. He explained that this is a non-funded Environmental Protection Agency (EPA) mandate which is why the city has created a storm water utility fund. Mr. Bingham also mentioned that the SWMP needs to be posted to the website and made available to the public.

Mr. Bingham highlighted the six minimum control measures in the document which include public education and outreach, public involvement, illicit discharge detection and elimination, construction site controls, post construction site controls, and pollution prevention and good housekeeping. These are all guidelines that are followed by Public Works. He gave examples of some of the controls that need to be in place, e.g. testing car washes, construction sites, street sweeping, how vehicles are washed. He stated that all of these types of actions have to be documented which is why the Standard Operating Procedures (SOP's) are mentioned in this permit. He pointed out that the SWMP has to be adopted and to the state by December 1, 2010. In addition, Mr. Bingham stressed the importance of inspecting city facilities and documenting it to ensure we are in compliance.

Mr. Bingham read through the requirements for the SWMP and pointed out that it requires specific details of how the city is in compliance. He noted that everything from the general permit has been put in the SWMP and also mentioned the extensive requirements. He thinks the SWMP will help the city be organized and have a plan so that we can ensure proper enforcement. He also discussed how the Best Management Practices (BMP's) were created; some came from the old storm water plan but he also looked at what was suggested by the EPA as well as adopting some BMP's from other states.

Mayor Hendrix acknowledged Curtis Christensen in the audience from Weber County. Mr. Christensen said he came to support Mr. Bingham and was here to help answer questions. Mr. Christensen said the most important thing is to see what works for our city. He mentioned that the SWMP is a dynamic document and the annual report requires you to answer the question "what did you change or what would you change". Mr. Bingham stressed that this would be a living/dynamic document. He acknowledged the help from Weber County and Mr. Christensen as they go into the schools to do water fairs on behalf of the city.

Council Member Fowers asked if the copy sent to the state on December 1st would be a clean document and asked what the procedures are for making changes. Mr. Bingham said a clean copy will go to the Utah State Division of Water Quality and explained that the city is required to notify them when changes are made. He also pointed out that you can add to the SWMP but you cannot take anything away without good reason.

Council Member Richins asked about the floor drain map. Mr. Bingham explained that this was to provide proof that everything entering our floor drains goes to the sewer. Council Member Fowers suggested defining the acronyms and putting them in the beginning of the document. Council Member Richins questioned the memo in the appendix from Nate Thompson to Mr. Bingham regarding compliance with city code. Mr. Bingham explained that you need documentation of escalating enforcement of our ordinance which is why that memo was included.

Council Member Crowther questioned the need for all the BMP's. Mr. Bingham explained why he used so many, stating that he was trying to address everything that was requested in the general permit.

Motion: Council Member Allen moved to approve resolution 2010-15. Council Member Crowther seconded the motion. Roll call vote. All council members voted yes. Motion passed.

c. Presentation of speed limit study for Larsen Lane and West Harrisville Road.

Gene Bingham reminded the Council about the transportation plan that was recently adopted and the transportation impact study from the Local Technical Assistance Program (LTAP) which recommended widening and realigning Larsen Lane. Mr. Bingham discussed some of the problems with putting in a sidewalk and curb and gutter on both sides of Larsen Lane and how those issues will escalate the total price of the project. He also pointed out that there are not many accidents on Larsen Lane and West Harrisville Road.

Mr. Bingham said wider roads will automatically increase the speed limit so the recommendation is to leave things the way they are until there is enough money to widen them. He reiterated that the speed limit and widths of the roads are tied together.

Council Member Allen said a problem he sees is people will always go five miles higher than the posted speed limit. Regarding the speed study report, he also asked if those doing the study realized that the objective was to lower the speed limit, not to raise it. Mr. Bingham and Council Members talked about their perceptions of those who use these roads and how fast they are going. Mr. Bingham thinks the objective of those doing the study was to widen everything and funnel through as many cars as possible.

Council Member Fowers voiced her concern about the speed on both roads and cited several examples of the problems that can occur. She feels that the speed limit should be lowered on both Larsen Lane and West Harrisville Road. Mr. Bingham said he thinks the Council still has the authority to lower the speed limit. Council Member Fowers relayed an example of a community with a road similar to West Harrisville Road that created a parkway and lowered the speed limit to 30mph. She suggested lowering the speed limit to 35 mph. Council Member Wilhelmsen expressed his concern as well with the speed on West Harrisville Road and mentioned there have been some fatalities on that road.

Council Member Crowther asked for the widths of the pavement and asked if bike lanes could be put in. Mr. Bingham said you are required to put bike lanes on both sides which will not work east of the railroad tracks on the south side. Council Member Crowther recommends adding bike lanes and narrowing the road to get people to slow down. Mr. Bingham felt that could create a hazard as well.

Mayor Hendrix asked for the Council's recommendation. Council Member Fowers said she had talked with Chief Jackson and he is in favor of reducing it. Bill Morris thinks the MUTCD will allow the city to drop the speed limit by 5 mph. Council Member Crowther discussed his ideas for narrowing the lanes and adding bike lanes. Mayor Hendrix said we can look into lowering the speed limit by 5 mph. Mr. Morris said City staff will move forward with it. Council Member Allen suggested putting the speed trailer out on those roads once the change has been made. Mayor Hendrix said he does not want this perceived as a revenue generator. He said this is about safety. Council Member Fowers suggested putting something in the newsletter focusing on the safety issues.

Mr. Morris mentioned that it could be an issue with Farr West. Mayor Hendrix reiterated the Council's recommendation to drop the speed limit to 35mph on both roads.

5. Public Comments

Ruth Pearce 295 E 1150 N. Mrs. Pearce feels the speed limit does need to be dropped on both roads but more importantly is needs to be enforced.

6. Mayor/ Council follow up

Council Member Wilhelmsen reported on the last Planning Commission meeting. He said they discussed the sign ordinance and explained an exclusion that was put in to allow the city to have a sign since our building is in a residential zone. He said most of the discussion was on banners for commercial businesses and how they are in violation of the current ordinance.

Mayor Hendrix stated that the next council meeting will be December 28th, 2010.

7. ADJOURN

Mayor Hendrix moved to adjourn at 8:25 p.m.

The content of the minutes is not intended, nor are they submitted, as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.

RICHARD HENDRIX
Mayor

ATTEST:

JENNIFER MORRELL
City Recorder

Approved this 28th day of December 2010