

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, April 14, 2015 – 7:00p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Michelle Tait, Council Member Jennifer Morrell, Council Member Jennifer Jensen. [Council Member Grover Wilhelmsen is excused.

Staff: Bill Morris, City Administrator, Gene Bingham, Public Works Director, Max Jackson, Police Chief, Bryan Fife, Parks and Recreation Director, Lynn Fortie, Treasurer, Pam Crosbie, Finance Clerk, Jennie Knight, City Recorder, Patricia Young, Planning Commissioner/Heritage Days Committee Member.

Visitors: Ruth Pearce.

6:30 P.M. *Heritage Days Work Session*

Mayor Richins called the work session to order. Council Member Jensen explained she hoped there would be some volunteers in attendance. She asked what food vendors are lined up. Mayor Richins said Hot Doggity and Pier 49 pizza have paid food vendors booth registration. Mayor and Council gave discussion on food vendors. Council Member Jensen suggested trying to get a taco stand and hamburger stand. She said Orion cheerleaders expressed interest.

Mayor Richins asked if anyone has contacted Home Depot. He will contact Home Depot and follow-up with WalMart.

Council Member Jensen said she will prepare and distribute a flyer to the elementary and Jr. High schools advertising the activities. Mayor and Council gave a brief discussion on how to distribute and handle other advertising.

Mayor Richins reported the parade coordinator requested some volunteers this year. He will follow-up on this item. He is still trying to find a Grand Marshall. Jennie Knight suggested Joyce and Gary Larsson.

Council Member Morrell said she is having difficulty finding someone to coordinate the 5K. Council Member Jensen said she will take this over. Council Member Tait suggested contacting Randy Whetton or Marg Leigh. Council Member Morrell will drop off the bibs at the city offices.

Council Member Tait is overseeing the saw dust scramble and musical chairs. Mayor and Council agreed watermelon will out of season. Council Member Tait said the pie eating contest has been sponsored by Wangsgards in the past.

Council Member Jensen said she is still looking for activities between 3:30-5:30pm.

Mayor and Council agreed to hold a red solo cup timed event. Council Member Pearce will oversee this event.

Council Member Jensen is soliciting bids for a sound system provider. Mayor Richins pointed out this is an all day commitment beginning at 9am and running through the fireworks.

[Pat Young arrived]

Council Member Jensen said Pat Young is coordinating the regular vendor booths, but not the food vendors. Pat Young asked if Council would like her to solicit prizes as she has done in the past. Mayor Richins confirmed they do need to collect prizes. Council Member Jensen said she was hoping for more volunteers to help with this effort. Ruth Pearce said Camping World donated a two propane stove for Bingo.

Mayor and Council gave discussion on soliciting more prizes and contacting the donation list from last year's event.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

Mayor Richins called the meeting to order and welcomed all visitors.

2. Opening Ceremony.

Council Member Tait led the pledge of allegiance and conducted the opening ceremony.

3. Consent Items.

- a. Approve the minutes of March 24, 2015 as presented.

Council Member Pearce asked for Alicia Davis to be added to the attendance roll as staff.

MOTION: Council Member Tait motioned to approve the consent items for April 14, 2015 with correction. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

- a. Discussion/possible action to approve amendment to Golf View Townhomes Phase 2 Escrow Agreement.

Bill Morris said Keith Buswell had a conflict in his schedule and will not be in attendance. He read his correspondence with Wadman Corporation attorney Steve Noel who put together an amendment to the original escrow agreement. They are requesting the release of escrow action be made and any other issues or related documents can be figured out at a later date with staff. Council Member Pearce asked if the monetary amount is reflected correctly. Mayor Richins pointed out this states the amount including any interest.

MOTION: Council Member Tait motioned to approve the amendment to Golf View Townhomes Phase 2 Escrow Agreement and authorize staff to prepare the proper documents. Council Member Pearce seconded the motion. A Roll Call vote was taken.

Council Member Tait **Yes**
Council Member Pearce **Yes**
Council Member Jensen **No**
Council Member Morrell **Yes**

Motion passed 3-1.

- b.** Discussion/possible action to approve Harrisville City Resolution 15-04; An Interlocal Agreement between Harrisville City and Weber County for Certain Election Services.

Bill Morris explained this resolution is adopting the interlocal agreement to hold a hybrid election in conjunction with the county. Because Weber County will be proposing a tax increase for transportation, they will coordinate with our municipal election. This interlocal agreement includes both the municipal election and the proposed county transportation tax. Ballots will be mailed to all registered voters and we will also have a small vote center here at city hall. We are anticipating a 50% turnout. If we have a primary election this would be held all on our own. Bill Morris recommended approval of this resolution.

Council Member Pearce asked if the year needs to be included. Council Member Jensen asked if an agreement must be approved each year. Bill Morris responded yes, this interlocal agreement expires in January 2016.

MOTION: Council Member Tait motioned to approve Harrisville City Resolution 15-04; an Interlocal Agreement between Harrisville City and Weber County for certain election services. Council Member Jensen seconded the motion. A Roll Call vote was taken.

Council Member Tait **Yes**
Council Member Pearce **Yes**
Council Member Jensen **Yes**

Motion Passed 3-0

[Council Member Morrell abstained from the vote due to her employment with Weber County.]

- c.** Farmer's Market Presentation

Council Member Tait gave a presentation introducing the Harrisville's Farmer's Market Homegrown Harvest. She explained why Harrisville City is a perfect location to have a farmer's market due to the strong sense of community, the self-sufficient legacy, entrepreneurial spirit, and the encouraging commerce.

The core values of the market are to have local, homegrown produce, crafts, food and entertainment. This will be a family oriented destination for participants. Through sponsorship they would like to showcase small businesses and cultivate talents in the community. Some of the groundwork they have accomplished is creating a rules and regulations, outlining licensing procedures, finding avenues for advertising and having an action plan. They would also like to apply for a grant. Bill Morris offered to help with

the grant application. The farmers market would include vendors from Harrisville and other surrounding cities, volunteers, and performers.

Goals that have been set to accomplish are encouraging a large community attendance, having great products available with local investments, and a level of professionalism.

The farmer's market will be held Thursday evenings from 5:30-8:30pm beginning July 16th and running through September 3rd. Council Member Tait encouraged Council to be informed, get involved, and help generate interest.

Mayor Richins asked if she has a half sheet flyer available for distribution. Bill Morris suggested coordinating with the provider of the movie in the park. Council Member Tait said she reached out to the movie in the park providers but they enjoy giving away free items and would not want to conflict with the Farmer's Market sales. Mayor Richins asked how sales tax will work. Council Member Tait said if vendors sell their own items, there is no sales tax requirement. If they make their produce into a product, they must pay sales tax. Council Member Tait explained this is a great opportunity to try this new market; and her son is working on this as his internship project.

Council Member Jensen asked if they are looking towards the future. Council Member Tait said that will be based on what happens this season. Council Member Jensen suggested advertising at Heritage Days. Council Member Tait said her son, Brody, would like a booth. She has lined up the youth city council to help with chalk board art. There is not another market in this area other than the Ogden Farmer's market.

5. Public Comments - (3 minute maximum)

Ruth Pearce, 295 E 1150 N, wondered what the status is on Larsen Lane. She said traffic was backed up to the intersection at Highway 89 to get down Larsen Lane the other day. This is a congested area and she would like to know about the progress on this project.

6. Mayor/Council Follow-up:

Mayor Richins wanted to recognize Council Members Tait and Jensen along with the Youth City Council for another great Easter egg hunt. He received a lot of notes of appreciation. Council Member Tait said she documented all of the steps to run the Easter egg hunt and will email it to Jennie for future reference.

Mayor Richins officially recognized Council Member Morrell for her service as a Council Member. She has taken a job in Colorado. Mayor Richins presented her with a plaque honoring her service, her name plate, and a signed copy of the Harrisville History book. He expressed appreciation for all her work as the City Recorder as well.

Council Member Morrell said it has been a pleasure to work with everyone in the city. When she started working with the economic development within the city and the suggestion was given as to "What we want Harrisville City to look like", she took pause realizing she has loved the greater Harrisville family, but the face of the city are the employees that work here. She encouraged Council to take care of the people who take care of the residents and to be mindful of this.

Mayor Richins said he would like to give a brief report from the League of Cities and Towns conference last week in St. George at the next council meeting. His only concern with attending this conference is the long drive for such a short time. The Salt Lake

conference is actually a day longer. Council Member Jensen said she didn't feel like there was a large variety in the St. George conference; there were a lot of the same redundant classes. Mayor Richins encouraged her to fill out the survey.

Council Member Jensen expressed her concern again with speeding on her street. Chief Jackson asked what time of day she is noticing this. She said particularly during the night. Chief Jackson asked if she knows who it is. She said all kinds of people. She is the only house on this road and the sidewalk is not in place yet. Chief Jackson explained they patrol that area the same amount of time as throughout the rest of the city.

7. Adjourn.

Mayor Richins motioned to adjourn at 7:39 pm.

8. Budget Work Session

Mayor Richins called the work session to order and turned the time over to Lynn Fortie. Lynn Fortie gave a brief overview of the city budget. He explained the general fund is the main operating fund. The capital projects fund is where money is transferred for long term savings. Enterprise funds like sewer, storm water, garbage are funded by fees. The motor pool fund is where we purchase vehicles and then lease them to ourselves by paying back this fund. He also explained how to read the budget worksheet. Mayor Richins said they will go over a few things during this session and asked Lynn Fortie to highlight the changes.

Lynn Fortie explained the changes; the budget remains relatively the same for the most part. He did increase the budget for projected sales tax. There is no plan for a property tax increase but this will be adjusted a little for new growth. He will put in the appropriate numbers when he gets them from the county.

Bill Morris asked how far along the Plushnest development is built out. Gene Bingham said total developments are averaging about 30 permits per year. There are an estimated 90 building permits available and project them built out over the next three years. Mayor Richins commented this could possibly be a big year for building.

Lynn Fortie said fines and forfeitures are doing better so he's projected a little higher for next year. He also explained how the Class C road projects are shown through the budget. This shows as a revenue but has already been collected through the Class C Road fund, but is necessary because we will be spending this money. Gene Bingham commented we like to keep a healthy balance in this fund.

There is a slight increase in the Mayor and Council payroll based on the ordinance that gives an increase each year of service. There is a 3% merit increase calculated for employees; that number can change. There was a 7% increase on health insurance, dental should not increase. Council Member Tait questioned the health increase, asking if that was above the increase last year. Mayor and Council discussed the increase from last year. Mayor Richins reminded Council the broker was able to reduce the increase last year and remain with PEHP. The average is higher than the 7%.

One change in the administration budget is Nikki Green going full time. Lynn Fortie explained Jackie VanMeeteren's salary will now be fully funded through the police

department. Keith Wheelwright reminded Council this is based on the conflict of interest with police and court being combined. Max Jackson said having the police files and court files in the same room is a conflict. Mayor Richins said they will remain in the same room because of the logistics of the office space. There was a slight change to the benefits portion because benefits for Jackie were removed and Nikki will not be taking benefits through the city.

Another change is the added benefits for Bill Morris. Mayor Richins said Bill Morris is the only part time salaried person employed with the city. His current contract states no benefits but that will have to be changed.

Gene Bingham asked if the Mayor and Council would consider reinstating the 401K benefits. Council Member Jensen suggested considering giving a larger contribution to employees who are not receiving health benefits. Max Jackson gave a brief history of how the 401K contribution has been whittled away over the years. Council Member Jensen commented the salaries are lower for city employees and they should be compensated with benefits. Council Member Jensen suggested giving at least 1% into the 401K and let the employees decide to contribute more. Gene Bingham he currently matches the full amount but can't speak for every employee. Keith Wheelwright said there are employees that cannot afford to contribute to their 401K and are not receiving the match. He referred to the current 2% match contribution up to 4%. She asked if employees receive a pension. Lynn Fortie defined the pension as the primary retirement and gave a brief explanation of the pension amount.

Lynn Fortie explained the computer equipment line item has been increased due to the purchase of a new server. Mayor Richins asked for this to be added as a budget note.

Keith Wheelwright said this server purchase will also benefit the police department.

Park Development fees have increased because these funds will be spent this year.

The cabin accounts are being moved to non-departmental. Mayor Richins asked if the election costs could be changed to the amount proposed earlier as the projected cost.

Bill Morris said the animal control rates will be increasing by about 20%.

The police department is asking to purchase three new vehicles through the motor pool.

That budget line item is adjusted because other vehicles have dropped off. The police

purchased one vehicle last year. Keith Wheelwright explained two vehicles are

becoming maintenance problems. They are pleased with the sell back rate they are

getting through the auction. Max Jackson informed Council because they are working

towards being an all Ford fleet the people at Westland Ford have been good to work

with. Keith Wheelwright pointed out the emergency management trailer will not be

purchased nor needed to be included in next year's budget.

Mayor Richins asked if they are anticipating gas prices will remain low. Staff responded yes.

Council Member Pearce asked for clarification on a budget line NAP in police. Lynn

Fortie said there is a budget note for that item and Keith Wheelwright explained the

purpose is related to dispatch. Mayor Richins asked about the police equipment

increase. Keith Wheelwright explained they are purchasing dash cameras. They have

previously been getting these through a grant from the state. Max Jackson said if they

don't need to use this, they will not spend it. Keith Wheelwright explained they are also

having an issue with radar units as well. There is also an additional line item for SWAT.

Max Jackson explained we have contributed through man power in the past for the

SWAT but currently do not have an officer participating. This covers the cost as we need the support system.

Lynn Fortie said he would like to treat the North View Fire item differently this year; this is basically a pass through account. Building/Inspections and Planning will remain the same.

There are a few changes with the Public Works budget. A new full time employee has been added. Bryan Fife is being moved 100% to Parks, along with Jed Jones. Gene Bingham gave a brief history and the need for additional man power. Due to the creation of the Parks Department he is left with the need for another full time employee. Dan Funk has an incredible work load and is not always available for public works type duties. He has so many additional job duties with building maintenance, maintaining the public works fleet, and also the parks equipment. Gene Bingham said this leaves him significantly understaffed. An additional employee will eliminate the overload and address the growth with the new subdivisions. We need additional help to be able to maintain the level of service we currently offer.

Lynn Fortie reminded Council the Class C Road funds do not deplete the general fund. Council Member Jensen asked for clarification on what classifies a road as Class C. Gene Bingham explained it must be an improved dedicated right of way road to qualify as a Class C road. The calculation is based on the square road miles and population. An example of a Class C road would be the street Council Member Jensen lives on and an example of one that does not qualify would be Chugg Lane or parking lots. Mayor Richins asked if all the slurry seal and chip seal projects are paid out of Class C road funds. Gene Bingham confirmed they are.

Public Works budget also has the purchase of a truck with plow and Kubota mower. These are both replacing 10-year-old items. Gene Bingham explained that the order deadline for new trucks is approaching April 29th. Mayor and Council gave discussion with regard to the wear and tear on vehicles. He asked Council for the "go ahead" to order the new truck. Mayor and Council agreed to order the new truck based on the length of time to order new equipment.

Lynn Fortie gave a brief overview of the Parks and Recreation budget. Both Bryan Fife and Jed Jones have been moved over 100% to this budget. Gene Bingham explained the process of calculating the seasonal part time employees. This gave a slight savings. Mayor and Council discussed changing the Merrill Harris line item to Orion Jr. High Employee. Council Member Jensen said the basketball coordinator did a great job. Bryan Fife said he has received a lot of positive feedback. He informed Council he could not get a commitment from Orion Jr. High to run the volleyball program so it looks like this probably will not happen. Mayor and Council gave discussion about the lack of recreational facilities in the area. Council Member Jensen suggested Bryan look into using Majestic Elementary for volleyball.

Bryan Fife outlined the line items in the recreation budget. He explained the AYSO is not interested in reserving the fields. It would require another employee just to maintain the fields. He is currently not receiving any negative feedback about the fields not being available and will leave the scheduling up to the AYSO. These items will no longer be necessary in the budget.

He outlined the inventory required to sustain providing shirts and hats for baseball/softball. The initial setup costs are listed this budget year but will not be more

than about \$5,000 to restock each year thereafter. This was difficult to calculate the associated costs but he is trying to estimate the number of teams and the number of required equipment, shirts, and hats that will be needed. This is the extreme worst case scenario to have this inventory available for what the fields can handle. The replacement costs will not be this high. He gave a brief history of how stressful this has been for the coaches in the past and this will eliminate that stress. Mayor Richins pointed out this will allow for a large quantity purchase to hopefully reduce overall costs. Council Member Jensen suggested getting more than one quote for pricing shirts and hats.

Bryan Fife said other line items include updates that are needed. He has been pricing some other mower options as well. The transition breaking off from the public works budget has created a few issues. Mayor Richins pointed out Bryan has been meeting with a tree and turf expert to help.

Lynn Fortie informed Council with this existing budget worksheet the total deficit is \$76,843. Mayor and Council gave a brief discussion about where to fund these items. This will be discussed further at the future budget work sessions.

Mayor Richins said this is enough for everyone to digest for one work session and may allow for a shorter work session for the next meeting. Mayor Richins suggested Council go through the items during the mean time.

Mayor Richins motioned to adjourn at 8:51pm.

BRUCE RICHINS

Mayor

ATTEST:

JENNIE KNIGHT

City Recorder

Approved this 28th day of April, 2015