

**MINUTES OF HARRISVILLE CITY  
CITY COUNCIL MEETING  
Tuesday, April 10, 2018 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
April 10, 2018**

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**Present:** Mayor Michelle Tait, Council Member Grover Wilhelmsen, Council Member Steve Weiss, Council Member Gary Robinson, Council Member Ruth Pearce, Council Member Clark Beecher.

**Staff:** Bill Morris, City Administrator, Sean Lambert, Public Works Director, Laurence Boswell, Land Use Coordinator, Keith Wheelwright, Police Lieutenant, Bryan Fife, Recreation Director.

**Visitors:** Jeff Pearce, Austin Tracy, Arnold Tait, Luke Carker, Maddy M., Nicole Wilkerson.

**7:00 P.M. CITY COUNCIL MEETING**

**1. Call To Order.**

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

**2. Opening Ceremony.**

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

**3. Consent Items.**

**a. Approve the minutes of March 13, 2018 as presented.**

Council Member Pearce stated that the word “imminent” needs to change to “eminent” throughout the minutes. She also mentioned on page 4, second paragraph, first sentence, should read, “She know[s] this...”

**b. Check Register.**

No comments were offered.

**MOTION: Council Member Pearce motioned to approve the consent agenda items. Council Member Weiss seconded the motion. All Council Members voted aye. Motion passed.**

**4. BUSINESS ITEMS**

**a. Discussion to update Policy and Procedure for Per Diem.**

Council Member Robinson wants the council members to be mentioned in the per diem policy. Robinson mentioned that there was a problem last year with per diem. He proposed establishing a guide line for all staff and council members. Robinson suggested everyone who attends the ULCT Conference in St. George print off

GOOGLE map directions, calculating mileage from the Harrisville City Office to the Dixie Center. Robinson stated that it is 375 Miles one way. He explained staff member Laurence got shorted last year on his miles because he calculated the trip from his home instead of City Hall. He also proposed when the City gets new council members, they should understand the travel policy and a staff member should go over it with them. Additionally, anyone who fills out a per diem sheet should submit the itinerary from the conference they are attending that details if any meals are served. For example, this conference coming up, there should be a meal provided for one of the days, and breakfast provided from the hotel. Robinson stated that if you are traveling back from the conference after 6pm, you would get paid a dinner according to the IRS standards. Based on the conference schedule and location, Robinson states the most you can get is 750 miles, maybe a lunch, and a supper. He recommends staff and council members not get reimbursed until after the conference is done. That way if there are cancellations, or someone does not show up, there would be fewer problems. Robinson stated that everyone is supposed to turn in their receipts from the hotel.

Mayor Tait stated that the hotel is just reserved not paid up front. Council Member Weiss mentioned a receipt will be given upon leaving the hotel. Council Member Robinson said receipts should be turned in upon return. Council Member Weiss stated the problem with miles is sometimes there is construction that might cause someone to go further than expected. Weiss suggested individuals should check miles when leaving the City and again when you get back. Mayor Tait said you should check when you leave here, when you get to your destination, and again when you leave there to return back for an accurate account of mileage.

Council Member Robinson stated from here to St. George the road is very rarely shut down. He suggested everyone follow the same standard of 375 miles to St. George, and 375 miles back. Council Member Weiss stated Council should have enough trust in our employees that they are telling the truth about their mileage. In addition, everyone's per diem is checked; therefore, if anyone were to claim an unreasonable amount of miles on their per diem sheet, it would be flagged.

Council Member Wilhelmsen asked Council Member Robinson what the reason is for this discussion. Wilhelmsen asks if it is for reimbursement purposes or if the conversation is more about how the City logs per diem. Council Member Robinson stated he is trying to protect the citizens. He used to audit reports and keep track of expenses at his company and make sure everything was accounted for in a precise manner. He would like to see the City do the same.

Mayor Tait explained we are talking about a smaller company with fewer people. Mistakes made last year were not intentional. Mayor Tait asked Council Member Robinson what he is proposing. Council Member Robinson stated the city should not be paying staff or council members per diem beforehand. They should be reimbursed after their trip. Mayor Tait asked if Council is going to make employees put expenses on a personal credit card up front when they do not have the money. She stated that does not seem fair.

Council Member Wilhelmsen stated if the City wants to issue City credit cards to employees that would be a better avenue than to put expenses on any personal credit card. Reimbursement would create a huge paper trail. In addition, Wilhelmsen states if he used his own credit card, there would be interest on top of whatever purchase he made. He would not feel right about the City paying for the interest accrued on his personal credit card.

Council Member Weiss stated in his company, every employee has a credit card that is used for business and miles are turned in afterwards. He suggested this method would be the easiest and cleanest way to track all expenses. Council Member Robinson stated that most corporations do not do it that way. Council Member Weiss stated that most corporations do it this way in our modern society.

Mayor Tait asked for Council's opinion on the subject. Council Member Wilhelmsen stated Council Member Robinson has a point about the wording in the per diem policy. It should read every employee or official can obtain per diem. He also liked the idea that new council members should have to review the travel policy when they are elected. However, Wilhelmsen is concerned that if the City has to micromanage per diem too much, staff will not want to go to trainings because it would be too much of a hassle.

Council Member Robinson asked how the City is handling a situation where staff pays for a trip with their spouse. Mayor Tait states that there is no per diem for anyone's spouse, as written in the per diem policy. If there are personal expenses, that is to be expected to be paid with a personal credit card. Council Member Pearce asks if there is a specific expense report the City provides for per diem. Bill Morris confirmed there is a form that Pam Crosbie, the Financial Clerk, will give everyone who needs to fill out per diem.

Mayor Tait asked if there are any more concerns. Bill Morris suggested changing the language in the per diem policy to include elected officials. He also asked if trips should be calculated from the City Office or from someone's home. Council Member Wilhelmsen stated that he does not care where home base is, whether that is the City Office or someone's personal home, as long as an expense sheet is filled out and all receipts are turned in. Council Member Weiss agreed and stated that as long as Pam is reviewing everyone's expense sheet, there should not be a problem with per diem. If there is a question, the issue can be brought up with Bill or Lynn.

**b. Discussion/possible action to approve Fencing for Harrisville Bike Park.**

Bryan Fife presented bids and a picture. The fence posts in the picture are about four to five feet tall. He has three different bids. There is an abandoned house just north of the property that is not being used. There are several non-working vehicles and dilapidated structures. He suggested fencing that side of the property in order to protect children and youth. The total cost for fencing would be \$6884.42. He would like to move forward and asked for this project to be budgeted in the next fiscal year. Mayor Tait asked if the

property owner of the house on the north would be willing to fence his property. Bryan Fife responded that it is unlikely; however, he will reach out to the property owner and ask.

Council Member Robison stated if this project will be put in next year's budget, why Bryan is bringing it up during this session. Bryan Fife responded in an earlier council meeting, he was asked to bring back bids and present them to Council. He also informed Council the bike park in Riverdale is very popular, and asserted this bike park in Harrisville will be a great addition to the City. Council Member Beecher remarked he received an email from a resident stating she really liked the idea of a bike park and thanked the City for considering it.

Council Member Robinson would like to know how Riverdale is doing after putting in their bike park. He is concerned about crime rates being increased and maintenance costs. Bryan Fife explained this bike park is for kids age ten and younger. Crime rates should not increase and maintenance costs will be employee time. Bill Morris stated that when the City put in the splash pad, the City contacted Riverdale for any concerns since they had experience with a splash pad in their city. He suggested the City can contact Riverdale for any unforeseeable concerns about the bike park. For now, the bike park is approved, but can always be denied later when talking about the budget.

Council Member Wilhelmsen stated that he is excited to have something like a bike park close and it will be great for families.

**c. Discussion/possible action to approve purchase of baseball and softball jerseys.**

Bryan Fife reported the recreation program has increased from last year. He would like to purchase better quality jerseys and a higher quantity this year. The cost is \$2006.97 to purchase all of the jerseys. The money is already budgeted for this year; he likes to inform council of recreational updates.

Council Member Robinson suggested setting up a donation fund for recreation projects. Mayor Tait suggested Council Member Robison could ask for donations. Council Member Robison stated that it is a process Bill Morris would need to set up. Bill Morris asked what Council Member Robinson would like exactly. He can set up a 501C3 account, but that would cost the City extra money. He further suggested getting a sponsorship from a business and they could put their logo on the jerseys. This is something that could be discussed with Bryan at a staff meeting.

**d. Discussion/possible action to approve 2018 road project bid.**

Sean Lambert discussed road projects for this year that would include repairing 1200 W all the way up to HWY 89, and 750 W and West Harrisville Rd to 2550 N. Hunting Creek and 2300 N will both need slurry seals. All new subdivisions will receive slurry seals.

Mayor Tait asked Sean Lambert to explain the break out of each bid. He explained for each bid, there are two companies that would be required to do both the chip and seal

and slurry seals for all the road projects this year. That is why there are two numbers listed for bid number 1. Bid number 1 is the lowest bid out of all three bids listed.

**MOTION: Council Member Pearce motioned to approve the bid number 1 addendum for Staker Parsons for \$113,503.57 and Morgan Pavement for \$12,303.20, consisting of the 2018 road project. Council Member Wilhelmsen seconded the motion. A Roll Call Vote was taken.**

<b>Council Member Weiss</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>Yes</b>
<b>Council Member Beecher</b>	<b>Yes</b>
<b>Council Member Pearce</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 5-0.**

#### **5. Public Comments - (3 minute maximum)**

Nicole Wilkerson congratulated the new council members and Mayor Tait. She missed the last council meeting that addressed the 1100 project. She wrote a letter to Matthew Robertson the City Engineer. She is concerned about the increase in traffic in her neighborhood and about parking in front of her house. She is used to parking in front of her mailbox since it has been smashed several times in the past. She hopes the council will consider her letter and take her comments into consideration.

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

Council Member Robinson mentioned this week he had his windows replaced. The company that replaced the windows arrived at 10 a.m. in the morning and left around 3:30 p.m. The company asked if they could leave their trailer overnight. Council Member Robinson allowed them to park the trailer in front of his house overnight. The next morning, Council Member Robinson received a warning letter on his door. Lieutenant Keith Wheelwright stated that the Harrisville City parking ordinance states that utility trailers can only be parked on city streets during daylight hours; therefore that is why he received a warning letter. Council Member Robinson asked about construction and if there are exceptions. Lieutenant Keith Wheelwright stated the ordinance will need to be updated or changed if any exceptions are to be made. Bill Morris stated Council Member Robinson needs to be careful when construction equipment is in the right of way. Council Member Weiss suggested if a construction trailer needs to stay overnight, it is in the driveway instead of the street. Mayor Tait appreciated the consistency in the police officers and how they follow the law. She also stated that Council Member Robinson should accept the fact that he got a warning and make sure it does not happen again. Council Member Pearce states that there are several personal trailers parked in the roads for days. Lieutenant Keith Wheelwright states that warnings are given to those individuals as well. Nicole Wilkerson states that someone was parking in front of her house and kept moving their vehicle every 48 hours to avoid getting cited.

Council Member Weiss congratulated all those who helped with the Easter egg hunt. Mayor Tait recognized Austin Tracy for her volunteer service.

7. **CLOSED EXECUTIVE SESSION** – Utah State Code §52-4-204 & §52-4-205(1)(c): The Council may consider a motion to enter into Closed Executive Session for the purpose of discussion of character, professional competence, or physical or mental health of individual(s) and §52-4-205(1)(c) strategy regarding pending or reasonably imminent litigation.

**MOTION: Council Member Wilhelmsen motioned to close the public meeting and enter a Closed Executive Session. Council Member Beecher seconded the motion. A Roll Call Vote was taken.**

Council Member Weiss	Yes
Council Member Robinson	Yes
Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Wilhelmsen	Yes

**Motion passed 5-0.**

Mayor and Council convened into a Closed Executive Session.

**MOTION: Council Member Pearce motioned to close the Closed Executive Session. Council Member Weiss seconded the motion. A Roll Call Vote was taken.**

Council Member Weiss	Yes
Council Member Robinson	Yes
Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Wilhelmsen	Yes

**Motion passed 5-0.**

**8. Adjourn.**

Mayor Tait declared the meeting adjourned at 8:20 p.m.

**ATTEST:**

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**MICHELLE TAIT**  
Mayor

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**JENNIE KNIGHT**  
City Recorder  
Approved this 24<sup>th</sup> day of April, 2018