

**MINUTES OF
HARRISVILLE CITY COUNCIL
May 10, 2022
363 West Independence Blvd
Harrisville, UT 84404**

Minutes of a regular Harrisville City Council meeting held on May 10, 2022 at 7:00 p.m. in the Council Chambers at Harrisville City, 363 West Independence Blvd.

Present: Mayor Michelle Tait, Council Member Blair Christensen, Council Member Max Jackson, Council Member Kenny Loveland, Council Member Steve Weiss, and Council Member Wilhelmsen.

Staff: City Administrator Jennie Knight, Deputy Recorder Cynthia Benson, Public Works Director Justin Shinsel, Finance Director Jessica Hardy, Police Chief Mark Wilson, Parks and Recreation Director Bryan Fife, City Engineer Matt Robertson, Bailiff Rick Hill, and Maria Devereux.

Visitors: Arnold Tait, Blaine Burrow, Scot Smoot, Joanne Christensen, Madeline Robles, Shanna Edwards, Joyce J Larson, JeNeal Shaw and Marcus Keller.

Virtual: Alan Templin, William Scott, and Brian Gabler.

1. CALL TO ORDER

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

2. OPENING CEREMONY

Council Member Jackson led the pledge of allegiance.

Mayor Tait gave an update regarding UCA §52-4-203 to satisfy the open meetings requirement by recording each vote by every member of the council for each action in an open meeting.

3. CONSENT ITEMS

3a. APPROVAL OF THE MINUTES AS PRESENTED.

MOTION: Council Member Loveland made a motion to approve the City Council Meeting minutes of April 12, 2022 and the City Council Work Session minutes of April 19, 2022 as presented. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

3b. ADVICE AND CONSENT OF APPOINTMENT OF CITY RECORDER

Mayor Tait welcomed Maria Devereux.

Maria Devereux greeted the Council and expressed enthusiasm for her new position with Harrisville City.

MOTION: Council Member Christensen made a motion to ratify the Mayor's appointment of Maria Devereux as the new City Recorder. Council Member Jackson seconded the motion.

The vote on the motion is as follows:

~~Council Member Wilhelmsen, Yes~~
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

4. OATH OF OFFICE

Jennie Knight, City Administrator, administered the Oath of Office to Maria Devereux.

5. BUSINESS ITEMS

5a. DISCUSSION/POSSIBLE ACTION TO GRANT PRELIMINARY APPROVAL OF BEN LOMOND VIEWS PHASE 2A SUBDIVISION APPLICATION.

Justin Shinsel, Public Works Director, provided an overview of the Ben Lomond Views Subdivision application. He explained, the city has been working with the Developer and City Engineer to complete a review of the preliminary plat and improvement plans for the Ben Lomond Phase 2-A Subdivision located in the mixed-use zone which covers the old Ben Lomond Golf Course.

Justin Shinsel clarified, the phase includes construction of the main entrance and roadway from Highway 89 to 2000 North and the development of 153 residential units including single family and multi-family units. He advised, after review of the preliminary plat and improvement plans there are issues (31) on the plan-set that need to be revised or resolved prior to final approval. The engineer for Ben Lomond Views will update the plans with requested revisions.

Justin Shinsel recommended preliminary approval of the plat and improvement drawings subject to the issues being rectified prior to final approval. Items to be rectified are listed on the City Engineers Memorandum.

Council Member Wilhelmsen stated water flow concerns. Justin Shinsel advised that water flow concerns have been reviewed by the City Engineer and per his notes, is being addressed.

Justin Shinsel projected initial work to begin (tentatively) by July or August, 2022.

MOTION: Council Member Jackson made a motion to grant Preliminary Approval of Ben Lomond Views Phase 2A Subdivision Application subject to the engineer's memo (May 2022). Council Member Loveland seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5b. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE ORDINANCE 523; DIXON CREEK PARK ZONING MAP AMENDMENT AND MASTER DEVELOPMENT AGREEMENT.

Jennie Knight, City Administrator, presented Ordinance # 523, the MDA and the Zoning amendment for review and formal adoption and stated this was formerly called the Washington Blvd. Project. She explained, the Scott Group, LLC, submitted an application on March 26, 2021, to rezone approximately 22 acres located at approximately 1371 North Washington Blvd (Parcels: 11- 016-0020 and 11-016-0027) from RE-15 (Residential) zone to MU-C Dixon Creek Park Zone. A public hearing was held on April 14, 2021 to receive public comments and a series of work committee meetings consisting of one council member, one planning commissioner, city engineer, staff, and developers have been held over the last twelve (12) months to negotiate the proposed Ordinance and MDA with accompanying exhibits. The MDA has a few updates from the originally proposed project. She gave an overview of projects and changes to be considered, some of which include: flood plain mitigation, changes to alignments of roadways, and stoplights.

Council Member Wilhelmsen expressed concern of increased traffic without the gate, as originally presented and the impact it may have on his subdivision.

Justin Shinsel addressed questions from council in regard to wetland and flood mitigation. He reviewed the wetland report, mitigation map, and advised the authority over each. FEMA and the US Army Corps of Engineers (USACE) is involved with mitigation of these areas.

The council discussed the concerns with water flow. Justin Shinsel advised water flow has been addressed on the plans, albeit in small red print.

Mayor Tait explained the amendment relates to the zoning map and MDA for the slight changes, as presented.

MOTION: Council Member Christensen made a motion to adopt Harrisville Ordinance 523; Dixon Creek Park Zoning Map Amendment and Master Development Agreement. Council Member Jackson seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5c. DISCUSSION/POSSIBLE ACTION TO ADOPT THE FY2023 TENTATIVE BUDGET AND SET A PUBLIC HEARING FOR JUNE 14, 2022.

Jessica Hardy, Finance Director, began by presenting an overview of the tentative budget. A balanced budget was proposed with the upcoming Truth in Taxation process (staff memo) as considered. She explained the current proposal and reviewed General Fund Revenues, and expenditures which create a balanced budget in the General Fund Fiscal Year 2022-2023.

Jessica Hardy reviewed sales tax revenue, and a property tax rate of 0.000952 which is included in the proposed budget as a starting point on the certified tax rate. She noted, staff is looking for guidance from the Council in determining what rate to set during the Truth in Taxation process. Without a property tax increase or maintaining the current rate of 0.000708 and using approximately \$78,000 of fund balance, Harrisville City's General Fund would experience a budget shortfall of approximately \$200,000.

Jessica Hardy reviewed the budget in conjunction with requests for personnel, Cost of Living increase (COLA), Roads Dept., ongoing projects, and is proposing an increase in rates to keep some funds from operating in a deficit. To maintain the certified tax rate, a Truth in Taxation process should be held annually. She explained this has not been done since 2013.

Mayor Tait noted the city needs to keep up on the Truth in Taxation process to ensure funding for necessities within the city.

Jennie Knight, City Administrator explained the audit conducted for residential garbage fees. The audit is in conjunction of the rate increase. The city is also performing a sewer utility billing audit for residents to see what is being paid out.

Council Member Weiss voiced concern of the increase in fees for garbage and asked if there is a cushion for the rise in gasoline process. Jessica Hardy advised yes.

Justin Shinsel explained the Public Works Department uses gas cards, a cost savings to using their own fuel tanks.

Mayor Tait thanked staff for their hard work with the annual budget.

MOTION: Council Member Weiss made a motion to adopt the FY2023 Tentative Budget and set a public hearing for June 14, 2022. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5d. DISCUSSION/POSSIBLE ACTION TO SET A PUBLIC HEARING FOR JUNE 14, 2022 FOR PURPOSES OF AMENDING THE FY2022 BUDGET IN ACCORDANCE WITH UCA §10-6-127.

Jessica Hardy, Finance Director, explained action is needed to open the budget for expenditures to be realigned so individual budgets will not exceed their limits. In the event departments need to make changes, this enables staff to do so. She clarified the fiscal year budget runs from July 1st to June 30th.

MOTION: Council Member Loveland made a motion to set a public hearing for June 14, 2022 for purposes of amending the FY2022 budget in accordance with UCA §10-6-127. Council Member Weiss seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5e. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-08; A RESOLUTION ENTERING AN INTERLOCAL AGREEMENT FOR TRANSPORTATION FUNDING FOR WEST HARRISVILLE ROAD.

Jennie Knight, City Administrator, introduced the item and gave background. West Harrisville Road is an important collector road in the city that receives significant pass-through traffic from other cities. The roadway near the west end of the city boundary has not been widened to the proposed width that this project will complete. The Wasatch Front Regional Council (WFRC) has awarded Surface Transportation Program funds (STP) to widen West Harrisville Road from 750 West to Hwy 89. She explained the County has obligations for reimbursement, the City has obligations for following guidelines and program policies adopted by Weber Area Council of Governments (WACOG), and that all agreements have gone through the city attorney for approval.

Justin Shinsel, Public Works Director, explained this project includes milling the road, restriping, and fixing portions of missing sidewalk, both sides of the road will be done at the same time with two different contracts.

MOTION: Council Member Christensen made a motion to adopt Harrisville Resolution 22-08; a resolution entering an interlocal agreement for transportation funding for West Harrisville Road. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

- Council Member Wilhelmsen, Yes
- Council Member Weiss, Yes
- Council Member Christensen, Yes
- Council Member Jackson, Yes
- Council Member Loveland, Yes

The motion passes unanimously

5f. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-09; A RESOLUTION ENTERING AN INTERLOCAL AGREEMENT FOR SECURITY CAMERA USE.

Jennie Knight, City Administrator, explained the legislature adopted new regulations for municipalities and county ballot dropboxes. The proposed agreement would allow the each dropbox to have secure camera monitoring. No funding is needed since the camera for the dropbox has already been in place.

MOTION: Council Member Jackson made a motion to authorize staff to adopt Harrisville Resolution 22-09; a resolution entering an interlocal agreement for security camera use. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

- Council Member Wilhelmsen, Yes
- Council Member Weiss, Yes
- Council Member Christensen, Yes
- Council Member Jackson, Yes
- Council Member Loveland, Yes

The motion passes unanimously.

5g. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-10; HOLIDAY LEAVE POLICY AMENDMENTS.

Jennie Knight, City Administrator, stated the primary purpose for the amendment to the policy is to recognize Juneteenth as a federal holiday and to update the Christmas holiday parameters, proposing to close the city between Christmas and the New Year.

Mayor Tait explained Juneteenth is to commemorate the end of slavery. The City has chosen to follow the state and federal holidays with this resolution.

The Council discussed how the Police and Public Works Departments handle holiday pay and time off.

MOTION: Council Member Loveland made a motion to adopt Harrisville Resolution 22-10; Holiday Leave Policy Amendments. Council Member Christensen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5h. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-11; A RESOLUTION ENTERING AN AGREEMENT WITH ZION'S PUBLIC FINANCE FOR MUNICIPAL BOND SERVICES.

Jennie Knight, City Administrator, reviewed the slide presentation Marcus Keller, VP Zions Bank, gave in a previous council meeting that covered how bonds are sold, types of bonds, and an overview of what options may benefit the City. The resolution will enable the City to work with Zions for bond services if they choose.

Marcus Keller explained bond options and gave an updated analysis. He explained various bonds and options for the council, defined General Obligation bonds and introduced the Truth in Taxation process as an option for increasing revenue. The projects could be addressed in phases, and can be prioritized and excise tax could be used for a new City Hall, offices, Police Station, and Public Works facility. Historical data for sales tax and franchise tax revenues were reviewed. Marcus Keller described the timeline for General Obligations Bonds, the resolution to be passed, and steps to take in order to have the bond option ready for the 2022 general election.

Council Members Loveland and Weiss discussed bond options and asked for clarification.

Marcus Keller reviewed General Obligation bond requirements.

Marcus Keller asked for clarification on the June 14, 2022 meeting. In preparation for that meeting, the City would need to have a bond council and asked for the Council Members approval to move forward. The Council collectively agreed.

MOTION: Council Member Weiss made a motion to adopt Harrisville Resolution 22-11; a resolution entering an agreement with Zion's Public Finance for Municipal Bond services. Council Member Loveland seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

6. PUBLIC COMMENT

Shauna Edwards stated she is with the Harrisville Historical Committee. She asked for assistance with community participation in a walking tour of Harrisville City and described the route. She asked for assistance with advertisement and public safety.

Joyce Larsen stated she is also with the Harrisville Historical Committee, she expressed preference to have a room for historical preservation and display of documents and items for the public, in the new building.

Madeline Robles, the new Weber CTC Coordinator (Community That Cares). She introduced herself and the program and advised they are available to students in the community and those that attend Weber High School.

Council Member Weiss stated they would like to help and asked about the type and cost of sign the committee had requested.

Mayor Tait asked the role of the city, and if they were requesting an event sponsored by the city.

Justin Shinsel assured the committee, the area they are walking along will be groomed appropriately. He stated that permission may need to be obtained for a portion of private property the historical walk would encompass.

Council Member Jackson suggested the sign (Historical Committee) may need to be included on the June 24th agenda to accommodate the expense within the budget.

7. MAYOR/COUNCIL FOLLOW-UP

Bryan Fife, Parks and Recreation Director, stated four (4) gallons of water, per minute, are lost and replaced with the operation of the splash pad. He advised most cities in Weber County are closing their splash pad for the season.


Mayor Tait discussed the Splash Pad and asked the councils opinion. After discussion by the council, Mayor Tait directed staff to close the splash pad for the 2022 season, and reevaluate next year.

8. ADJOURNMENT

MOTION: Council Member Weiss made a motion to adjourn the meeting at 8:45 PM. Council Member Wilhelmsen seconded. The motion passes unanimously.


MICHELLE TAIT
Mayor

ATTEST:


MARIA DEVEREUX
City Recorder
Approved this 14th day of June, 2022

