

**MINUTES OF HARRISVILLE CITY  
CITY COUNCIL WORK SESSION  
Wednesday, May 03, 2017 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404**

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**Present:** Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Gary Robinson, Council Member Jennifer Jensen, Council Member Ruth Pearce, Council Member Austin Tracy.

**Staff:** Bill Morris, City Administrator, Sean Lambert, Public Works Director, Bryan Fife, Recreation Director, Max Jackson, Police Chief, Lynn Fortie, Treasurer, Pam Crosbie, Finance Clerk, Jennie Knight, City Recorder.

**Visitors:** No visitors were present.

**6:00 P.M. WORK SESSION**

**1. Discuss FY 2017-18 Proposed Budget**

Mayor Richins called the work session to order. Bryan Fife explained the Parks and Recreation budget. He gave an update on resident Jay Hurd's request for a privacy fence. A white vinyl fence would cost the city \$3,797.50. The current fence is a chain link fence; installing slats in the current fence could also be an option.

He also informed Council Jim Ito, who has been running the tennis program, is retiring after this season. He created the tennis association as a 501c3 nonprofit organization and just uses our tennis courts to facilitate the program. When he began the program 4-5 years ago he only had few interested residents. He now has over 150 Harrisville residents alone that participate each year. He owns the equipment through his nonprofit organization and will retaining this. He plans to continue lessons in elementary schools. When he is through teaching completely he will donate his equipment to the city. The main concern is we do not currently have equipment to provide this program. There is also no one in mind to replace him.

Mayor Richins pointed out Jim Ito has run this program for years as a volunteer and expressed concern about finding another volunteer willing to run this. Bryan Fife explained Jim Ito recommended the city become a member of the United Tennis Association which will make us eligible for grants. These grants might include money for the equipment. There is a potential cost of \$1500 to \$2000 to start up the program initially. The only recurring cost will be to replace tennis balls. Jim Ito currently gives a cash bonus to the volunteers at the end of the season. The city would have to pay around \$15 per hour to hire staff. Volunteers would be difficult for a long term program. Jim Ito will be around and available for questions however he will not be running the program after this season. He is also willing to provide training for the city to take this on. He has a vested interest in this program continuing. Unfortunately we currently do

not have anything in place to keep the program running and this was just brought to his attention this afternoon therefore he has not had time to review the possibilities.

Bryan Fife reminded Council in February he mentioned he would like to expand the recreation program. He has since been approached by an individual who is interested in helping create a summer kids program. She just graduated with a degree in exercise science and would like to help get kids more involved in the outdoors beyond traditional sports. They have begun discussions regarding age divisions, cost, etc, similar to what Jim Ito did with the tennis program. He would like to hire her to run a children's summer camp which would include activities like a fishing club, Arbor Day tree planting celebration and other similar activities. They have designed a paper program with an outline of activities. They will start with advertisement and move into an open registration period for two weeks. There is not a lot of time this year so they would like to open registration as soon as possible. Camps begin right after school ends and end right before school begins. The program would guarantee six weeks of activities on Tuesdays and Thursdays. They anticipate around 25-50 participants. He is approaching Council regarding the suggested fee amount. He realizes Council subsidizes the recreation budget through the general fund and would like them to help decide the fee. All participants would receive a t-shirt, bottled water, and camp supplies. He reviewed the cost breakdown for the program. He feels it is important to pay this individual running the program based on her experience. He has projected \$14 per hour for six weeks. He has already included in the recreation budget for two part time seasonal staff at minimum wage. If Council decides to move forward with this program, we need to have flexibility to hire more help, as long as he stays within the budget. Supply costs are based on length of the program. He reviewed the costs approximating \$6,153 for a twelve week program. He recognizes Council may have concerns with how to fund this program when the budget has a lack of funds. He is proposing using the existing part time seasonal budget since he has extreme difficulty filling this position for April, May and September; once school ends he is able to fill this. This proposal would not necessarily impact the budget since these funds already exist. He can staff and run the program with existing funds with exception to the \$800 supply budget. He feels we have the ability to make this work.

Council Member Jensen asked how many kids they anticipate for participation. Bryan Fife said likely 45 kids per week; 15 in each age group. Estimated fees might pay for the program. Bryan Fife would like to provide this program without costing the city any money. He created a short job description and put together a summer flyer to distribute in the schools. He was pleased he had someone approach him and offer to run the program. Council Member Jensen said there are waiting lists for these types of programs. Mayor Richins asked what the entry fees are in other cities. Council Member Jensen explained they vary depending on the class being offered. She expressed her agreement with offering this program. She feels like residents will like this option. Bryan Fife explained the rest of the recreation budget is fairly cut and dry. There are no major changes from last year. He slightly increased where he went over in the current budget. One area that was updated is his overtime budget. He found out his overtime was being paid out of public works. He now has his own overtime budget line item. This

is mostly to address the issue when schools shut down over the holidays during the basketball season, Majestic Elementary requires a city staff member to be present during practices.

Bryan Fife also mentioned his travel and training line item increased slightly due to new per diem rates. Pam Crosbie explained it was brought to her attention we have not been following our per diem policy which states we must use the IRS guidelines for per diem. When she checked the rates this doubled the per diem per day to \$51 instead of \$24. Mayor and Council gave a brief discussion about the possibility of changing this policy to lower the rates. Pam Crosbie said no employees have had an issue in the past with the lower rates. Bill Morris explained the rates have not increased in years. Bryan Fife said he is happy to leave the same amount in recreation with no increase.

Other recreation budget items are fairly consistent. Costs for building reservations were reviewed. Bryan Fife explained he must budget according to worst case scenario in some circumstances. Council Member Jensen asked if recreation participation increased. Bryan Fife responded basketball increased but baseball/softball decreased slightly with the new changes with coaching. He bumped up the jerseys line item because he almost ran out this year. Membership dues increased due to changes with Sportsites. This is now an annual fee of \$2000 which is marginally higher than what we have been paying. Sportsites takes their cut of the registration fees and then pays the remittance to the city. Council Member Robinson asked what this provides the city. Bryan Fife said online registration for recreation. Bill Morris said the city uses Sportsites for all recreation registration fees. Council Member Jensen said this is paying for itself with the recreation numbers. Lynn Fortie said he would have to combine several accounts to provide the recreation revenue. Bill Morris estimated the city receives approximately \$29,000 in revenue in contrast to the \$2000 expenditure. Mayor Richins pointed out the ease of using this site. Council Member Jensen confirmed this saying once individual information is input it remains from year to year. Bill Morris reminded Council we would have to hire another employee to cover registration without this. Mayor Richins informed Council he cut the Heritage Days budget to \$7,500. Council Member Jensen expressed concern with being able to run this for that amount. Mayor Richins said this is up for discussion. Bryan Fife said there is a \$500 breakfast included that he can remove. He urged Council to let staff know what they are expecting. Bryan Fife included a list of possible cuts. One being Christmas lights. The current installation process is rather dangerous and he worries about employee safety. Mayor and Council briefly discussed this. Bryan Fife also mentioned playground wood chips will be installed in one of the parks as an Eagle Scout project. The city will just cover the cost of delivery for the wood chips. Sand is quickly becoming an issue with kids putting this down and clogging drains. The list includes good projects but he will leave it up to Council to decide what to include and what to eliminate.

Lynn Fortie reviewed the remaining budget items including Capital Projects Fund. With the tentative budget scheduled for adoption next week, he tried to prepare this so Council can make any changes they see fit. He also reviewed the sewer fund, storm

water, and garbage funds. He reminded Council the expenditure of these funds is specifically controlled.

Lynn Fortie reviewed the motor pool. He explained that purchases are made out of the motor pool and then payments are made from the appropriate departments. He noted the vehicles still making payments to the motor pool. Most of this money paid into the motor pool comes from the general fund but some is from storm water.

Council Member J. Pearce asked how the deficit at the transfer station will affect us. Mayor Richins informed Council this is being passed on to Waste Management. Weber County Transfer Station has been operating in the red for quite some time. There is a total of \$2.6 million that needs to be paid back to the county enterprise fund. This was originally approved to be paid back within 10 years and now it has been changed to five years. Mayor Richins explained the mayors throughout the county have really held the commissioner's feet to the fire on this issue but with two commissioners being new they have not really had time to grasp what was happening. Mayors from all cities have been very vocal about this. It does not feel right and there was no interlocal agreement however the money must be paid back. Council Member Robinson asked how they can demand the money without an interlocal agreement. Mayor Richins explained the cost will be passed on to Waste Management. Council Member Jensen commented that seems like a huge sum to be paid over five years. Mayor and Council discussed how any enterprise fund should be audited and how the county could have missed this, no one knows. Council Member Jensen asked how much each city will pay. Mayor Richins said he is looking to get this information shortly from Waste Management. He said he sent out the nine page power point presentation given to WACOG. Council Member Robinson asked if the county uses an auditor. Bill Morris said he believes this is done in house. He explained the comptroller is taking a more active role and they have seen a difference with animal control already.

Council Member Robinson asked for a balance sheet. Lynn Fortie explained the audit report includes this information. Also the monthly report contains the totals as well. Council Member Robinson said this should be part of the projected balance sheet. Lynn Fortie said he can just take the financial that he provides each month to show this information.

Sean Lambert explained he has a letter of intent from West Bountiful for the sale of the 2008 Bobtail truck. The deadline to order the new truck is tomorrow. They are able to sell the truck for \$70,000 and buy a truck with a dump bead and snow plow for the same amount of money. There is already a sander available for a new truck. He is seeking permission on the sale of the truck and order of a new truck.

Lynn Fortie explained there is a short fall of \$172,439. The tentative budget is showing reserves to cover the expenditures as the budget sits right now. This is also only showing the financials through March of 2017 and there are three more months of the current fiscal year. The projected budget surplus for the current fiscal year is \$105,952 if the revenues and expenditures hold through the end of the year. That would easily cover the shortfall from the projected year's budget. He explained if the year ended right

now that is how much would go into the reserve. The Council could then take this money out to cover the shortfall. Bill Morris also suggested increasing building permits based on Council passing the mixed-use ordinance last week. There are now several opportunities for more building permit revenue. That additionally increases plan check fees.

Mayor Richins reviewed the changes that he and Lynn Fortie made which include increasing building permit revenue and state liquor funds. Mayor Richins questioned whether we need to include the bank fees. Lynn Fortie said we still have some expenditure from this item. Computer equipment includes a note for the new copy machine.

Mayor Richins mentioned the new proposal for animal control. He decreased this to \$35,000 with the yearly and long term commitments. Pam Crosbie said they bill quarterly for services, shelter, and the bond. Council Member Robinson asked what the length is for the bond payments. Bill Morris said 20 years total but he cannot remember the starting year. Max Jackson expressed he has a lot of questions about the new proposal. Mayor Richins asked if the police travel and training could be reduced again to \$7,500. Max Jackson said the Lexipol training gives our officers the required training hours which in turn keeps the city in compliance. The more educated the officers are on the policy the less likely we are to have problems. They can receive the training and not have to leave the city. Max Jackson explained Lexipol as a training method on the policy manual and he feels it is a really good program. Pam Crosbie said the Utah Local Government Trust requires the policy have Lexipol in order to qualify for the safety grant. Max Jackson explained he feels that Lexipol helps us have reduced insurance premiums and have better training and less liability. Mayor Richins said he is only speaking of the Lexipol enhancement under the training budget. Max Jackson noted that it can be cut if the Council opted to do so.

Gasoline was reduced from \$30,000 to \$20,000. Mayor and Council agreed to reduce the supplies and equipment line to \$4,000. Max Jackson said they can do that and worst case scenario they will go over budget. Mayor Richins commented he understands that unforeseen things come up. Max Jackson said that is why the motor pool fund makes sense, because when something happens the money is already in place.

Council Member Robinson asked about alcohol enforcement by highway safety. Council Member Jensen pointed out the alcohol and beer tax is a separate line item. Max Jackson explained the beer tax money must be justified for enforcement, prosecution, and equipment. They use a formula based on population, alcohol sales places, and number of alcohol related citations issued. Highway safety gives money for shifts. When it comes to the general fund bookkeeping, these must be separated out. So far, we have received enough money coming in from safety grants to cover these shifts. In turn we are going to fund the body cameras and dash cameras from money through grants. In the past we have paid out of one and now we must show them separately. We are allowed to use the beer tax money for technology. Council Member Robinson asked if

an enterprise fund can be setup. Bill Morris said this does not meet the requirements for enterprise funds. Lynn Fortie pointed out they spend this money every year. Max Jackson said they must spend this money or it will be given to another city. A state tax impound is done for each DUI. For a short period of time the car becomes property of the state. Fees are around \$400 per vehicle to release the vehicle from impound. The state then pays for the safety shifts out of this money. Lynn Fortie pointed out this is straight reimbursement. Council Member R. Pearce asked why more money hasn't been spent out of this budget. Council Member Jensen asked if they are the same. Pam Crosbie said this payment is a payroll action. She explained this account was setup after the money had been paid out of the other budget line item. Mayor Richins said officers are required to keep separate time cards for these shifts. Max Jackson pointed out even chiefs are allowed to cover these shifts.

Mayor Richins asked why the plan check fees were not spent. Pam Crosbie clarified that was previously paid to Ken Martin and is now included in Sean Lambert's salary. Mayor Richins said he reduced the public works travel and training back down to \$3,000 and equipment repair and maintenance to \$14,000. Council Member Jensen asked if this can be reduced to \$10,000. Sean Lambert said this is to cover a blown transmission or other large repair that may be necessary over the year. Council Member Tracy asked with the maintenance of the old street sweeper now being removed, if the line item could be reduced. Sean Lambert explained street sweeper maintenance comes from storm water funding. They are in need of new tires for two trucks but they can possibly purchase those out of this year's budget. Council Member J. Pearce asked if the trucks are still under warranty. Sean Lambert said only two trucks are under warranty. He said he would rather cut the tractor from the budget than the equipment. Although they have to work on the tractor every time they use it, he would rather remove the new tractor from the proposed budget. There are too many unknowns about the equipment and he also covers the equipment for parks as well.

Mayor Richins said he reduced the building and maintenance back to \$9,500. Sean Lambert said that is fine although he worries about the age of the furnaces at the cabin and city hall. Mayor Richins asked why no money has been spent out of sidewalk repairs. Sean Lambert explained they have had one repair so far and they are planning more with the warmer weather.

Lynn Fortie asked if they still need a part time employee. Sean Lambert said this is for helping Dan during the summer months to cover building maintenance and the restrooms at the parks. There was a high turnover rate last year that affected this. Historically this has been spent.

Council Member Jensen said the average increase for benefits is over 10% for Ogden and North Ogden. Bill Morris said Marriott-Slaterville increased 9%. Mayor Richins asked what is the ratio for employee contribution on benefits in Ogden. Council Member Jensen said this depends on the plan selected but employee contribution is 80/20. Council Member Robinson asked if the snow plow budget could be reduced. Sean Lambert pointed out we started this winter with a full salt pile and there is nothing left.

They will have to replace this but there was no salt available after this season. He does not know how the next winter will fare but he would like to leave this.

Bryan Fife said field maintenance could be reduced. Moving baseball/softball games up this year hurt us. We did not use all of this because we did not have staff but he recommended reducing this by \$1,000. Also the splash pad can be reduced to \$6,000. Mayor pointed out the Rocky Mountain Power issue from last season. Bryan Fife said he suggested a contingency for the splash pad in case of an incident but will not be including that.

Mayor Richins said he reduced the Heritage Days budget to \$7,500. Bryan Fife said there is little reserve to make sure things are covered. Council Member Jensen asked how much he has budgeted for the 5K. Bryan Fife said he could reduce the amount for the 5K. Mayor Richins pointed out this is up to Council. Council Member Jensen said only \$5,400 was spent last year. Council Member Tracy pointed out this was a half day celebration. Bryan Fife said preliminary numbers are at \$8,000. Mayor and Council agreed to \$9,000 for Heritage Days.

Council Member Robinson asked about books and membership fees. Bryan Fife again explained this is the Sportsites subscription fee. Council Member Robinson suggested increasing recreation fees. Bill Morris pointed out this is a \$400 difference from last year. Bryan Fife agreed to revisit the fee schedule and suggesting setting the fee schedule based on age brackets. Council Member Jensen asked for Bryan Fife to collect surrounding cities fee schedules. Bryan Fife said he has this information already. Council Member Robinson asked if we charge a non resident fee. Bryan Fife explained he often has to enlist more players to fill teams and feels this is inappropriate to solicit more players and make them pay a non resident fee. Council Member Robinson suggested we cancel age groups that don't have enough players. Council Members Jensen and Tracy disagreed. Bryan Fife said he does not want to penalize those kids that want to play and sign up on time. Bill Morris suggested drafting a new fee resolution towards the end of June.

Mayor Richins challenged Council to review all the budget details and bring any suggestions next week so the tentative budget can pass. Council Member R. Pearce suggested department heads make cuts to any items they can. Bryan Fife commented he has made as many cuts as possible. Mayor Richins said Lynn Fortie broke down the proposed merit increase and each percentage of increase is a cost of \$13,500. He asked Pam Crosbie to find out the potential savings of an 80/20 employee benefit contribution rate. Council Member Jensen said she would like to know how much this will cost each employee. Max Jackson pointed out the police department just lost another officer to Pleasant View this week. They are offering more money and he understands why they leave. He strongly suggested not cutting into employee benefits. Council Member Robinson said he feels there is no loyalty; people do not even stay for money. Max Jackson stressed the cost of training new officers and the impact this has in the long run. Council Member Jensen said the city needs to look out for employees. She pointed out in the case of a disaster, the city would not want to have unseasoned employees who may not have any experience dealing with issues that arise. She feels

like the city needs to take care of the employees. Mayor Richins said he would just like to see this information. Bryan Fife commented he also lost an employee to another city for a higher wage. He only had three applicants for the position. Max Jackson said police academy numbers are low and the quality of applicants is an issue. Council Member Jensen commented the Council needs to bring in business to take care of employees.

Council Member Robinsons said eventually there is a point where things have to change. He feels that government agencies need to be in line with private sector. Council Member Jensen said the city needs to be competitive with employee wages. Council Member Robinson said the residents will take issue with this. Council Member Tracy pointed out if there is no service rendered to residents because of poor staffing that will become an issue. Max Jackson said the service received to residents for the taxes paid is unsurpassed. Mayor Richins said further discussion will take place at the next budget work session on May 9<sup>th</sup> at 6:00p.m.

## **2. Adjourn**

Mayor Richins declared the meeting adjourned at 8:17p.m.

**ATTEST:**

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**BRUCE RICHINS**  
Mayor

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**JENNIE KNIGHT**

City Recorder

Approved this 9<sup>th</sup> day of May, 2017