

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

Tuesday, August 31, 2010  
7:00 p.m.  
Council Chambers  
363 West Independence Blvd.  
Harrisville, Utah 84404

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**PRESENT:** Mayor Richard Hendrix, Council Member Chad Allen, Council Member Darla Fowers, Council Member Bruce Richins.

**EXCUSED:** Council Member Crowther, Council Member Wilhelmsen.

**STAFF:** Gene Bingham, Public Works Director; Bryan Fife, Parks and Youth Recreation Manager; Jennifer Morrell, City Recorder; Bill Morris, City Administrator.

**VISITORS:** Trent Nelson, Jeff Pearce, Ruth Pearce, Kathy Hohosh, Ann Richins, Carl Thurgood, Bud Lethbridge.

**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 August 10, 2010 as presented.

**MOTION: Council Member Fowers moved to approve the minutes of August 10, 2010 as presented. Council Member Richins seconded the motion. All Council Members voted aye. Motion passed.**

4. **BUSINESS ITEMS**

- a. **Presentation of SportSites.com.**

Bud Lethbridge from SportSites.com introduced the company and described the functions and features of their website. He explained to the Council that their website links to the Harrisville City site and is branded with the City logo. He explained options for accepting a legal waiver, code of conduct, and for accepting payment. He pointed out some of the features the youth recreation director can control such as providing coupon codes and adding reminders on the receipt.

Mr. Lethbridge also explained that staff members will have instant access to the team information. He demonstrated how easy it is to create teams and emphasized the time saved in creating teams using this program, adding that another option is tracking available fields and officials. He showed how parents can easily access information for their children's schedule and discussed the coach manager option, assigning coaches to teams as well as the options to communicate via email with parents, coaches, officials, etc... He also pointed out the variety of reports to choose from.

Mr. Lethbridge explained that they provide all the setup and training and take 10% of the registration costs to cover their fee. He stressed how satisfied other cities have been with SportSites due to the savings in time and the convenience and the ability to offer more recreation options without increasing their staff. He said they work with Plain City, Pleasant View, Roy, Washington Terrace, South Ogden, and South Weber.

Mr. Thurgood said they have talked to several parents about the fee increase to the recreation programs and those parents feel it is worth it because of the time savings. He explained they do not require any type of contract and everything is web based and maintained on their servers.

Council Member Fowers asked what percent of families do not have access to the computer or the internet. Mr. Thurgood said most find a way to use it but there is a way for staff to plug in the information for those who come into the City and do a paper registration. He said some cities set up a kiosk with a computer for those individuals to use. Council Member Richins asked how long they have been operational. Mr. Thurgood replied they have been doing business since October 2009 and said they have enjoyed good reception from surrounding communities. Council Member Allen said he is in favor of using this program but feels if we are going to charge more we need to offer a better recreation program.

**b. Discussion and possible action on approval of job description for Parks and Youth Recreation Manager and allotment of salary for the position.**

Bill Morris explained that the Parks and Youth Recreation Manager is a new job description combining the duties of the Youth Recreation Director with the responsibilities of the parks programs and the forthcoming splash pad. He explained that it is a part time position with a salary range of \$5,000 to \$9,000 but full time in conjunction with Bryan Fife's public works position. He explained that Mr. Fife will be a manager under the Public Works Director. He also mentioned that some of the skills have been modified to include more experience as well as pool certifications.

Council Member Fowers asked how many people this position would supervise. Gene Bingham said it would be 2 full-time and 2 part-time as well as coaches and officials. Council Member Allen questioned the salary range. Mr. Morris explained that Mr. Fife would receive the \$7,500 a year that was going to the Youth Recreation Director position but mentioned the responsibility for the splash pad is also being added. He hopes adding the online registration will streamline things to make the job easier but is proposing the salary be reviewed in a year.

Council Member Fowers expressed concern that Mr. Fife has been asked to take on more responsibility and additional duties that are likely to exceed 20 hours per week in addition to the work he is already performing. She feels the proposed salary range is not giving him much monetary incentive in terms of the responsibility he is being given. She is concerned about the consequences of him being overworked and underpaid.

Mr. Bingham said there was an immediate turn around in the quality of the parks after he placed Mr. Fife in the position a year ago. He pointed out that the decision to put in a splash pad has changed our parks and recreation program and will create more work for Public Works as they fill in the void for Mr. Fife. However, he feels it is in the best interest of the City to have Mr. Fife take on this position and acknowledged that Mr. Fife is worthy of more money. Council Member Fowers stated she was not disputing that Mr. Fife is worth what we are paying him, her concern is that the City is underpaying him.

Mr. Bingham said we need to adhere to the wage and salary scale that was adopted last year but feels Mr. Fife has proven himself over the last year with his work in the parks. Council Member Fowers stressed that the general supervisory responsibilities should ratchet up the salary and recommended that Mr. Fife be put at the forefront of the salary study that will take place in the near future. Also, she wants to ensure the City is paying a comparable amount of money for someone that is required to put in as much time and effort as the new job description requires. Mr. Bingham agreed and feels this is something that will need to be evaluated continually, mentioning that some extra work has been picked up by the Public Works Department as well.

Mr. Fife reminded the Council that he left the Police Department last year to come work for Public Works and within six months was put over the parks. He has six years of parks and recreation experience but is still being paid as an entry level public works employee. He feels the \$7,500 offered to him for taking on the recreation responsibilities is fair but said the work and certification required for the splash pad will be an additional responsibility. He expressed how grateful he was for his position and how much he loves the work he is doing.

Council Member Allen asked if Mr. Fife is an hourly employee and how he would be paid. Mr. Morris said his salary would come out of two line items; recreation which is salaried and public works which is an hourly rate. Council Member Allen feels his pay definitely needs to be reviewed and should be paid a minimum of \$7,500 if not more. Mayor Hendrix said they would evaluate the new job description for Mr. Fife and his current salary. Council Member Richins asked if this position was advertised. Mr. Morris explained that it was a reduction in force and a hire within.

**MOTION: Council Member Allen moved to approve the job description for the Parks and Youth Recreation Manager and allotment of salary for the position. Council Member Fowers seconded the motion. All Council Member voted aye. Motion passed.**

**c. Discussion and possible action on Resolution 2010-11, Sports Program Fee Increase.**

Mr. Morris referred the Council to the fee comparison chart in their packet and explained that the proposal is for a \$5 increase to the recreation fees for baseball and basketball plus a \$5 late fee. He said the \$5 increase will cover the SportSite registration program. Council Members all felt this was a fair increase considering how much the City subsidizes the programs and feels the convenience of the new registration process will be beneficial to everyone.

**MOTION: Council Member Fowers moved to approve Resolution 2010-11, Sports Program Fee Increase. Council Member Allen seconded the motion. Roll call vote. All Council Members voted yes. Motion passed.**

**d. Discussion and possible action on approval of main park master plan and authorization for staff to proceed with application of the Land & Water Conservation Fund (LWCF) grant.**

Mr. Morris asked that the minutes reflect that this proposal is being submitted by the City Council for the federal Land and Water Conservation Fund and that the City has the resources to finance its share of this project and will bear the ongoing costs of maintenance and operations. He stated that the Land and Water Conservation Fund is a grant program by the federal government administered by the Utah Department of State Parks and Recreation and explained that the program will provide up to 50% of the funding for the main park project.

He referred the Council to the park master plan and cost estimate in their packets and reminded the Council of the \$100,000 received from the RAMP grant. He said the LWCF grant is highly competitive but there is the possibility of all the money being awarded to one project. He stated that the Council would also need to approve the main park master plan and referred everyone to the site plan in their packets.

Mr. Bingham presented a larger version of the site plan and accompanying drawings. Mr. Morris described the elements of the site plan including the new parking lot, the update to the old maintenance building with additional parking, the relocation of the softball fields, new concession building, more trails around the park and the splash pad. Mr. Bingham discussed the renovation to the parking lot adjoining the current park bowery. He also discussed how they would bring the restrooms into ADA compliance by adding a unisex restroom to the splash pad equipment room building. Mayor Hendrix pointed out that the shade gazebos surrounding the splash pad will be created from the trusses removed years ago when the old bowery was replaced. Repurposing the trusses into gazebos will save money.

Mr. Morris asked the Council to approve the master plan reminding them it has been worked on for months and has gone through the Park Committee and the Planning Commission. Council Member Allen asked what the plan was if all the money was not awarded in the grant. Mayor Hendrix said the City would match the money that is awarded and phase out the rest for when funds become available. He stressed that the splash pad is the priority and it will be completed.

Council Member Richins asked why we are not doing angle parking in the new parking lot. Mr. Bingham said that is something that could be done. Council Member Richins feels it would have a better flow and less congestion. He also mentioned he has not been a fan of keeping the home run fence and feels that removing it would allow the ball field to become a multi-function field. Mayor Hendrix suggested using a

temporary home run fence. Mr. Morris agreed and said the black chain link fence will be removed, the score board will be relocated, and portable soccer goals will be included to make this a multi-use field.

Council Member Richins questioned note 5 on the site plan, "remodel outdated existing restrooms". Mr. Bingham explained that structurally this is a good building but the restrooms do not work properly because of the water line. He said with some modifications it can be utilized as a storage area for recreation. Mr. Bingham and the Council discussed the bowery parking lot and clarified how it would be landscaped and how many parking stalls it would create. Council Member Richins made a suggestion for extending the parking along the driveway coming into the park. Mr. Bingham mentioned some of the drawbacks to doing that. Council Member Richins said the main concern is getting rid of the ugliness there.

Council Member Allen asked about the area between the existing walking path and the bowery parking lot and what the plans are for that area. Mr. Bingham said it will act as a buffer between the parking lot and the parks. Mr. Morris said that area could be landscaped or xeriscaped. Council Member Allen also asked about the possibility of putting up a portable backstop at the t-ball location down on the field used for Heritage Days. Mr. Morris said that can be added to the list. He also thanked Mr. Bingham and Mr. Fife for all the work they have put into this.

**MOTION: Council Member Fowers moved to approve the main park master plan and give authorization for staff to proceed with application for the Land and Water Conservation Fund grant. Council Member Allen seconded the motion. All Council Members voted aye. Motion passed.**

**e. Approve a proclamation declaring September 1, 2010 as 'Arbor Day'.**

Mr. Morris explained that Arbor Day is normally in April but the City forestry program was not implemented then so this year we are celebrating Arbor Day on September 1<sup>st</sup> as part of our Tree City USA program. Next year it will be celebrated in the spring. He explained that 56 trees were donated by the Weber County Sheriff's office and planted by staff and volunteers including the Youth City Council. He said it was a considerable project that turned out quite well.

**MOTION: Council Member Richins moved to approve the proclamation declaring September 1, 2010 as Arbor Day. Council Member Allen seconded the motion. All Council Members voted aye. Motion passed.**

**f. Distribute map for cooperative pathways master plan.**

Cooperative Pathways Master Plan maps were passed out. Mr. Morris explained that all the changes from the last meeting were included. Council Members agreed that the maps looked good.

**5. Public Comments**

No public comments.

**6. Mayor/ Council follow up**

Mr. Morris went over the 2010 goals. He informed the Council that the community history program has been created along with a community forestry program. He talked about the success of highlighting businesses in the newsletter and said the general plan elements for transportation and pathways is now complete. He said the salary study is in progress. He discussed the goal to complete the remaining ordinance chapters and revisions and said it is nearly complete. As part of the ordinance revision the sign ordinance still needs to be done and the Police Department is considering adding a daytime curfew for juveniles out of school.

He asked Mr. Bingham for the status on the Capital Improvement Plans. Mr. Bingham said everything is current on infrastructure. Mr. Morris said the equipment and furnishings schedules still need to be updated for departments other than Public Works. He discussed the FEMA flood plain revision and said the City has done its part and is waiting for FEMA to complete it. He mentioned the emergency operations plan is still being worked on by Sgt. Wheelwright. Finally, the street banners are being postponed because of the economy. Council Member Richins feels the street banners are a waste of money and asked for it to be removed as a goal. All Council Members agreed that it should be removed.

Mayor Hendrix reported that the speed limit study is underway with LTAP conducting the study. Mr. Bingham said the counters will be down next Wednesday depending on when the fog seal is put down. Mr. Fife gave an update on the sound system in the cabin. Mayor Hendrix also pointed out that the cabin roof will be shingled and he showed the Council Members a sample of the shingle color.

Mayor Hendrix discussed the tree behind city hall that split during the last wind storm. He explained that the property owner asked if the City would fund part of the removal cost. Council Members discussed the City's obligations and determined that all of the liability was with the property owner. Mr. Bingham said he would like to see it gone but does not want the City to pay for it. He stressed that Public Works does not have the ability to remove it. Mr. Morris suggested fixing the adjoining fence that has been damaged by the tree roots and letting the property owner take down the tree himself.

Council Member Richins asked about the judicial nomination. Mr. Morris explained that the judicial nomination committee has met and has selected three nominees: Judge Renstrom, Trent Nelson, and Judge Sandberg. The nominees are now going through a public comment phase which will end September 8th. He said Mayor Hendrix will make the appointment and another special meeting will be scheduled on September 9<sup>th</sup> to confirm the appointment. He added that the Council would also be approving the cabin re-roof bid at that meeting.

## **7. ADJOURN**

Mayor Hendrix moved to adjourn at 8:45 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.*

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**RICHARD HENDRIX**  
Mayor

**ATTEST:**

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**JENNIFER MORRELL**  
City Recorder

Approved this 28<sup>th</sup> day of September 2010