

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, May 10, 2016 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404**

Present: Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Gary Robinson, Council Member Jennifer Jensen, Council Member Mike Murtha, Council Member Ruth Pearce.

Staff: Bill Morris, City Administrator, Gene Bingham, Public Works Director, Sean Lambert, Future Public Works Director, Keith Wheelwright, Police Lieutenant, Lynn Fortie, Treasurer, Max Jackson, Police Chief, Jennie Knight, City Recorder, Bryan Fife, Recreation Director, Richard Hill, Bailiff.

Visitors: Lee Jacobson, Carter Benolt, Hunter Demo, Austin Teuscher, Seth Lowe, Nathan Averill, Krislyn Murray.

6:00P.M. BUDGET WORK SESSION

Mayor Richins called the budget work session to order and suggested reviewing the changes that have been incorporated. Lynn Fortie said he included all of the projected numbers in this worksheet. He added overtime for the recreation budget that was previously requested and removed the building inspector wage from under the Building/Planning budget and included this under Public Works. There is some left in wages for Building/Planning to cover an administrative employee. Additionally he included the Justice Court Judge wages. He double checked all new employees to make sure all benefit changes have been included.

Council Member Jeff Pearce asked if there was money included to cover a Better City proposal. Mayor Richins explained they are donating their services for now and future discussion will determine whether to include any money to continue this. He further explained this can be taken out of the Capital Projects Fund.

Lynn Fortie gave the numbers of the projected savings if the 3% merit increase was removed from the budget worksheet. He also highlighted the numbers for a 2% or 1% merit increase. Gene Bingham clarified this is a proposed merit increase. He also asked if there are any proposed 401K contribution increases. Lynn Fortie said he hasn't changed anything from last year. Gene Bingham explained that this was reduced four years ago down from 6% and that was a significant savings to the city. Council Member Robinson asked what the match is. Lynn Fortie said this is a 100% match up to 3%. Council Member Jensen stated this is not including the pension. Lt. Wheelwright pointed out employees must pay into their 401K to receive the match.

Council Member Ruth Pearce asked if payroll taxes and worker's comp are titled separately from the benefit account stating they are mandatory and not really a benefit to employees. Council Member Murtha asked what the proposed deficit number is now. Mayor Richins responded this is approximately \$115,000. Council Member Jensen said last year's proposed budget included a \$25,000 deficit and the actual to date deficit is

\$4,000 that will have to be taken out of the fund balance. Lynn Fortie said that number is approximate and there will still be money coming in and going out that may balance the budget in the end.

Council Member Murtha said one thing that has been previously discussed is installing a security camera system. Council Member Jensen pointed out they never solicited a bid. Lt. Wheelwright commented he was never approached about getting a bid. He said the way the budget is being trimmed there will not be any money for that with an approximate cost of at least \$30,000. Bill Morris said this could be taken out of the Capital Projects Fund. Gene Bingham reminded Council that is what pays for extra projects like the marquee and cabin improvements. He said his department alone raised the Capital Projects Fund by \$110,000 last fiscal budget.

Police line items were reviewed with their need to purchase new radios. Lt. Wheelwright said they will watch for the next offer on the radios to make a wise purchase.

Bill Morris said Council can include line items under the Capital Project Fund for economic development and camera equipment. Lt. Wheelwright pointed out some of the parts and WiFi service will need to be included as well. Council Member Jensen suggested allocating \$50,000 to cover a camera service. Bill Morris suggested they get some bids and allocate the funds; they can decide whether to implement the cameras at a later date. Council Member Murtha also indicated he would like to see the cost benefit allocation on this and whether this would impact crime rates. Chief Jackson said if they are able to implement a system that would last for awhile, this could help. Gene Bingham said the vandalism to the park restrooms will likely catch up to us eventually. Council Member Jensen expressed her concern with removing the merit raises. She suggested trimming the budget to free up funds for the raises. She encouraged department heads to review their budgets closely to decide whether or not they need items. She would like to do what is right for the employees and taxpayers. Council Member Robinson said he doesn't feel like there is money with a deficit of \$115,000. In his opinion this is just moving things around. Council Member Jensen said she doesn't feel like the entire amount would be spent based on last year's budget deficit. Council Member Robinson said he felt like the deficit should be less than \$50,000. Mayor Richins pointed out last year's deficit was \$25,000 and we are projected to come in way under that amount.

Council Member Robinson expressed his desire to raise the recreation fees. He feels the city should not be buying the shirts for baseball. Bryan Fife clarified the baseball shirts are included but residents must pay \$15 for basketball jerseys. Council Member Jensen asked how much Council Member Robinson wanted to raise the fees. Council Member Robinson suggested up to \$50. Bryan Fife indicated that would put Harrisville on the high side of recreation registration fees. Council Member Robinson also suggested having parents referee the games.

Gene Bingham offered suggestions on how additional savings might be found. He said snow removal and cabin budgets were previously cut. In addition, the fuel budget was cut. He would like to take some time to find additional ways the budget might be cut by using outside funding mechanisms that could be utilized to save on the general fund. Some of the equipment could be purchased through storm water funds or Class C road funds. He said he has typically had a healthy surplus in his department at the end of the year. These additional funds are very healthy and he would rather spend some time

discussing options on how to utilize these funds than see the employees suffer. That is the reason behind having these funds in the first place. He asked for some additional time to work the numbers. Mayor and Council agreed and asked for him to have this available for the next budget work session.

Council Member Robinson asked if there is money that can be saved on recreation t-shirts. Council Member Jensen pointed out they already raised recreation rates not too long ago. Council Member Pearce asked how many recreation participants live outside of the city. Council Member Murtha said previous discussions showed the majority of players are from Harrisville. Council Member Jensen confirmed most of the kids on their teams are from Harrisville.

Bryan Fife said North Ogden uses an age based fee for recreation. Most of the surrounding cities are charging slightly higher fees than our current rates. Mayor Richins pointed out most of the paid officials are for crowd control. He doesn't want to see any issues with parents getting hurt. Council Member Robinson suggested doing what Riverdale City did by asking parents to stay home.

Council Member Jensen said she felt the city would not lose players by raising the fees a little bit. Bryan Fife reminded Council they raised fees two years ago. Council Member Jensen proposed raising recreation fees to \$40. She pointed out basketball jerseys can be reused from year to year. Council Member Murtha suggested running the numbers with a proposed increase of \$40. Bryan Fife agreed to calculate the numbers. Mayor Richins suggested re-evaluating the umpires. Bryan Fife said he increases the numbers of umpires beginning in 4th grade. Council Member Robinson asked if the city provides the equipment for officials. Bryan Fife said he purchases new official gear every six or seven years. Council Member Robinson asked if the officials are contracted employees. Bryan Fife responded no, but they would like to be. Mayor and Council gave discussion on past history and experience.

Council Member Murtha asked for an explanation of increases recently given to employees on April 1, 2016. He pointed out all but two employees were given adjustments in the police department. Chief Jackson said back in July of last year they were tasked with creating a policy and conducting a study to make adjustment recommendations. These salary adjustments were based on studies from other cities. He explained we are losing employees to other agencies based on low wages. They came up with adjustment numbers based on tenure and ranking. He said they re-evaluated their budget and there was money in the budget to do this. He said the cost was about \$9,000. He made the recommendation and the Mayor signed off on these adjustments. Lt. Wheelwright said other cities were doing their raises during this time. Previously there was no pay scale based on number of years, qualifications, skill sets and now this is implemented. Chief Jackson said this from here on out will just keep us in line with other cities.

Mayor Richins asked Chief Jackson to explain the enrollment issues at the police academy. Chief Jackson explained that enrollment is down significantly and they are losing potential cadets to other cities after they have trained them. There are hidden costs that are astounding in addition to the months of time it takes to train them. If we do not keep the pay up, these cadets will leave for higher pay with other cities. Also more seasoned officer's retirement is based on the highest three years of pay. Often times Ogden City and the County are courting our officers to a higher pay for their last few

years. Council Member Jensen pointed out Weber County officers did not get a raise for seven years. Chief Jackson said Pleasant View has taken three of our officers. Council Member Murtha asked if they can look at each department separately when considering merit raises. Mayor Richins said Council can do what they feel is best. Council Member Jensen asked if evaluations are conducted. Gene Bingham said merit raises are based on evaluations. He has modified the current policy for evaluations because the policy requires peer evaluations that are not feasible. This is the time of year when evaluations are conducted. Chief Jackson pointed out the 3% is what is allowed but not all employees will get that. Gene Bingham said some may get more. Mayor Richins said they have to budget for all to receive this and then they can distribute this accordingly. Mayor and Council gave discussion on other increases based on cost of living with the military, federal government and other entities. Council Member Murtha clarified the increase is not based on a cost of living. He encouraged Council to be on the same page for discussing merit increases to help understand their intent. Council Member Robinson asked if city employees have to set goals and reach them as part of the evaluation process by reporting on them. Chief Jackson said they have to do this every year. Bill Morris gave example of the administrative department who now has a certified recorder. Mayor Richins asked for a history of the cars that were cut from the budget last work session. Chief Jackson explained from a financial stand point the current cars will depreciate at a faster rate leaving less funding to buy new cars. He said the air conditioner in his current car is not reliable. Council Member Jensen said she would like to know how much money they would have gotten if the cars were sold. Mayor Richins said he just wanted to give the police department the opportunity to explain the reasoning behind why they have this rotation schedule. He also stated these mustangs have been pricy to fix. Council Member Jensen asked if there is anything else in the budget that can be fine tuned to cut. Mayor Richins explained there were still some things left in question from the previous budget work session. The police department agreed to cut the physical fitness incentive which is \$2,000. Chief Jackson said they can reduce the fuel budget by another \$2,000, if the price of gas will hold at the projected amount. Bill Morris said the reason the actual numbers have come in lower is because some of these budget lines have been cushioned. The hard money is now being cut down to the bare bones; the fund balance may be drawn on because there are no areas to cut more. Council Member Jensen expressed she does not understand why the deficit is so large. Lt. Wheelwright said we are not necessarily asking for more, the projected revenue is going down. By increasing revenue with new business is where this will be increased. Bill Morris suggested including a \$25,000 line item for economic development out of the Capital Projects Fund. He also suggested adding a line item for the cameras. Gene Bingham encouraged staff to consider any state contracts that could help with the purchase of security cameras. Bill Morris said garbage and recreation rates will both be increased. Chief Jackson suggested possibly taking the dash cameras and tasers out of the Capital Project Fund. Police also agreed to reduce the DUI shifts in overtime. Lt. Wheelwright said this is paid dollar for dollar through grant funding. Mayor and Council agreed to continue discussion at the next budget work session.

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.

Boy Scout Seth Lowe from Troop 420 led the pledge of allegiance and Council Member Murtha conducted the opening ceremony.

3. Consent Items.

- a. Approve the minutes of April 26, 2016 as presented.
- b. April 2016 Check Register

MOTION: Council Member Jensen motioned to approve the consent items for May 10, 2016. Council Member Ruth Pearce seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

a. 2016 Road Projects

Gene Bingham introduced the new public works director Sean Lambert. He said he already has a good grasp on public works and will take things to the next level. He informed Council this will be his last presentation for street maintenance projects. This is just general maintenance and we are able to get bids early and be put first on the list for providers because we are able to fund these projects solely by Class C Road Funds. We do not have to wait until July 1st.

Council Member Robinson asked who is awarded the bid. Gene Bingham said Morgan Paving who also won the bid last year. He said this process works out well. After people drive on it they sweep up the excess in the fall and then the road is in great shape.

Council Member Robinson asked when other cities do their projects. Gene Bingham said often cities cannot put out the projects to bid until they pass their final budgets in June. We have the privilege to pay for these projects with Class C road funds. In turn, this saves the city a lot of money by using good budget practices by utilizing these available funds and saving the general fund.

MOTION: Council Member Ruth Pearce motioned to award the 2016 Street Maintenance Projects to Morgan Paving in the amount of \$54,355.46. Council Member Robinson seconded the motion. A Roll Call vote was taken.

Council Member Ruth Pearce	Yes
Council Member Murtha	Yes
Council Member Jensen	Yes
Council Member Robinson	Yes
Council Member Jeff Pearce	Yes

Motion passed 5-0.

Mayor Richins said he has learned a lot from Gene Bingham about the importance of sealing cracks on the roads. Other cities do not seal their cracks. Some cities have weeds and plants growing through cracks. He appreciates what Gene does to keep our roads in good condition, at an average of \$1 million per mile, by using the Class C road funds and saving our general fund. Gene Bingham commented that crack sealing is important. If you can keep the moisture out of the sub grade you can preserve the life of the roadway.

- b. Discussion/possible action to set a public hearing for June 21, 2016 for purposes of amending the FY 2015-16 budget in accordance with UCA§10-6-127.**

MOTION: Council Member Jeff Pearce motioned to set a public hearing for June 21, 2016 for purposes of amending the FY 2015-16 budget in accordance with UCA§10-6-127. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.

- c. Discussion/possible action on adoption of tentative FY2016-17 budget in accordance with UCA§10-6-113, and set public hearing on proposed final budget for June 21, 2016.**

MOTION: Council Member Murtha motioned to adopt the tentative FY 2016-17 budget in accordance with UCA§10-6-113, and set a public hearing on proposed final budget for June 21, 2016. Council Member Ruth Pearce seconded the motion. All Council Members voted aye. Motion passed.

5. Public Comments - (3 minute maximum)

Hunter Demo, 404 N. 100 E., said when he is fishing the creek he gets hit in the head by the Frisbee golfers. He stated they do not even apologize.

6. Mayor/Council Follow-Up:

Mayor Richins said he would like to fill the room with residents for the Better City presentation that will be given in two weeks. He would like advertisement posted on Facebook and maybe even a flyer distributed to the schools. Council Member Murtha suggested having the Youth City Council to help distribute flyers. Austin Teuscher said she would be happy to help distribute these. Council Member Robinson asked if they have thought about having scout troops to help. Council Member Ruth Pearce suggested scout troop coordinate with the Youth City Council so there isn't double coverage.

Council Member Jensen mentioned she is receiving complaints from residents regarding loud music and dogs at large in the parks over the weekend. She said the police are responding but as soon as they leave the problem manifests again. Bill Morris suggested these individuals be cited for dogs at large and report through the court system. Mayor Richins requested police do additional patrol at the park on the weekends.

Bill Morris informed Council he met with Susan Crothswaite, Farmer's Market volunteer. He suggested Council enter a written agreement with her if they choose to have her run the market. She will provide insurance, EMT requirements and clean the park restroom; in return she will collect the booth fees as compensation. Mayor and Council gave a short discussion on the Farmer's Market. Council Member Ruth Pearce will follow up on this.

Mayor Richins suggested a budget work session before the meeting at 6pm on May 24th and have a Heritage Days work session immediately following the regularly scheduled meeting.

Council Member Murtha said he is meeting with Big D construction Wednesday, May 11th, to discuss potential economic development down by Walmart. He understands Boyer Company owns all of the property surrounding Walmart. He has been studying what Ogden City is doing to address revitalizing their areas. As far as how to approach economic development, this will be a first step. He informed Council Brandon Moore is also the developer who helped bring in Chili's. This will help give an understanding of what options the city may have.

Council Member Jeff Pearce said Palau from Aloha Behavior and Consulting is talking about expanding.

Council Member Robinson asked if the splash pad is open on Sunday. Mayor Richins said no. If maintenance is ever needed we have an extra day to work on things without shutting down the facility. Council Member Jensen said in her opinion she felt like the splash pad should be open all the time.

Council Member Murtha said he asked if they received anything from Weber County Animal Control for services in the next year's billing cycle. Mayor and Council gave a brief discussion on animal control services. Bill Morris explained Weber County has had a turn over with staff but he will try to follow up on this.

7. Adjourn.

Mayor Richins declared the meeting adjourned at 7:40 p.m.

8. HERITAGE DAYS WORK SESSION

Council Member Jeff Pearce reported he made contact with the sound system provider and he is available for Heritage Days. Council Member Jensen said the cost should be around half of what they paid last year. Council Member Jeff Pearce asked about the logistics of entering a contract. Council Member Jensen suggested payment of around \$500-600. Council Member Jeff Pearce will follow-up on a contract.

Council Member Murtha overviewed the tentative schedule which includes food truck vendors from 6pm-8pm, dance from 8pm-10pm and fireworks at 10pm. Council Member Jensen suggested giving away some gift cards.

Council Member Murtha said they will be using a different route for the 5K this year. Council Member Jensen will bring a copy of the route to the next work session. There were a couple of spots that were dark last year. Council Member Murtha said they used two light carts last year. Council Member Jensen asked about the 5K budget. Mayor Richins said the budget for the 5K is \$1,000. Council Member Jensen said the medals for runners were a hit last year. Council Member Murtha has contacted Fremont High Cross Country to run the timing equipment again. There is a \$500 fee for this service. Council Member Jensen asked if she should order the shirts again this year. Council Member Murtha agreed for Council Member Jensen to take care of the shirts and medals and he will take care of the logistical issues.

Council Member Jensen asked for follow up on the food truck vendors. Council Member Jeff Pearce said he has not contacted any vendors yet. Council Member Jensen said she will provide Council Member Jeff Pearce with contact information for the food truck vendors. Mayor and Council gave a brief discussion on where to locate the food trucks. Mayor and Council discussed the saw dust scramble including previous sponsors of this event, America First and Wasatch Peak Credit Unions. Mayor Richins commented this is the most participated event. They also gave discussion on the Walmart donations and other donations that were collected last year. Council Member Jensen will follow up on the donations and race prizes.

Mayor Richins declared the meeting adjourned at 8:08 p.m.

ATTEST:

BRUCE RICHINS
Mayor

JENNIE KNIGHT
City Recorder
Approved this 24th day of May, 2016