

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, August 26, 2014 – 7:00p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Mayor Bruce Richins, Council Member Jennifer Morrell, Council Member Jeff Pearce, Council Member Michelle Tait, Council Member Jennifer Jensen. [Council Member Grover Wilhelmsen excused.]

Staff: Max Jackson, Police Chief, Bill Morris, City Administrator, Jennie Knight, City Recorder.

Visitors: Ruth Pearce, Shelly Nielsen, Alec Nielsen.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

Mayor Richins called the meeting to order and welcomed all visitors. Mayor Richins excused Council Member Wilhelmsen.

2. Opening Ceremony.

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

3. Consent Items.

- a. Approve the minutes of July 22, 2014 as presented.

Council Member Pearce requested a clarification on the first paragraph in the Home Occupation discussion. The third sentence will now read "Council Member Pearce reported he checked with North View Fire Department to make sure the fire code requirements are being met."

MOTION: Council Member Tait motioned to approve the minutes of July 22, 2014 with this amended change. Council Member Morrell seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

- a. Discussion/possible action to approve Harrisville City Resolution 2014-09; a resolution of Harrisville City, Utah, Enacting Field fees for parks and recreation; and rental agreement; and providing an effective date.

Bill Morris introduced the reasoning behind this resolution. Section one includes the information Council proposed to appropriately address the field fees for seasonal recreational use. Bill Morris suggested specifying disc golf in section 1. Mayor and Council agreed. Staff reviewed the park schedules and agreed Tuesday would be set as a tournament day. Council Member Morrell asked if this excludes weekends. Bill Morris

pointed out Tuesday is a day where there is not much activity in the park, and will eliminate the risk during the parks busy times. He also said this resolution includes the rental of fields for other tournaments like lacrosse. The city has already received a proposal for a lacrosse tournament. Mayor and Council agreed to base fees on how many fields will be used. The already proposed tournament will receive a discount this year but the field fees will go up next year. Council Member Morrell asked if only Harrisville residents and Harrisville businesses are eligible. Bill Morris clarified this will be consistent with the park reservation requirements, residents, Harrisville businesses and non-profit (501c3) are eligible. Mayor Richins said he discussed the proposed fee with other potential renters and feels the fee may be too high. Mayor and Council agreed the fee will be set to \$100. Mayor and Council discussed enforcement issues for those who have paid reservation fees to reserve the fields. Bill Morris stated outside teams are allowed to play because it is a public park during the times when the field is not reserved. The city will provide a dedicated field with a rental agreement for eligible interested parties for a guaranteed site. These are also public parks and available to the public if not in use. Bill Morris suggested using signage to identify when the fields are reserved. Council Member Pearce asked if Council wants to make changes to this policy, would they have to pass a new resolution. Bill Morris responded "yes". Council Member Pearce also pointed out a few clerical errors.

MOTION: Council Member Pearce motioned to approve Harrisville City Resolution 2014-09; a resolution of Harrisville City, Utah, Enacting Field fees for parks and recreation; and rental agreement; and providing an effective date as amended. Council Member Jensen seconded the motion. A Roll Call vote was taken.

Council Member Tait Yes
Council Member Pearce Yes
Council Member Jensen Yes
Council member Morrell Yes

Motion passed 4-0.

b. Discussion on the separation of duties/records with police and court.
Chief Jackson reminded Council of a previous discussion regarding the increased need to address the police and court duties. He informed Council the three branches of government are to remain separated through the clerks and physical files. Because of the small size of our city we have been allowed to have the same person filling all of these job responsibilities. As we have become a larger city, we should bring ourselves into compliance with the state regulations. This is implemented by a strategic planning mission. Staff has recently been talking about some of these strategic planning goals to see if we could be in compliance in the near future. Currently Jackie VanMeeteren is the police secretary/admin and would potentially be the evidence custodian with the new changes. This is an intense duty based on the chain of evidence that must be met including the disposal requirements. Nikki Green would be coming on as full time status court clerk. There will be some expense with the full time status and benefits and also

some remodeling of the office spaces. To meet ADA regulations, the face of the police department must be on the top level of the city offices. This may create a circumstance to remodel some of the rooms. There will now be a person in charge of the police records and duties and a separate person in charge of the court records and duties. They will be located in separate areas.

Bill Morris pointed out we must support the constitutional requirements if possible. Council Member Pearce commented the auditor has brought this up. Chief Jackson said yes, but allowances are made for smaller cities with smaller staff. Bill Morris said as a matter of professionalism we can now be brought into compliance. In some ways we have outgrown the model for a small town.

Council Member Morrell asked what logistical issues would change; stating individuals would present at the recorder's office to receive police assistance. Bill Morris said "yes" and explained needs for long term storage are changing. Chief Jackson said going paperless will help with record retention. He also informed Council that Weber County Dispatch will be transitioning to a new module for police dispatching. This will require Jackie to be trained on an entirely new reporting and record keeping system. Nikki would become a TAC for the court. This will also allow for another state requirement to be met with convictions being entered separately from arrest records. Additional training will be necessary for both employees.

Council Member Jensen asked what the time frame for implementation is. Chief Jackson said within the next year. Bill Morris said this will need to be included in the next budget year discussion. Chief Jackson said the original intent was for a long term transition but with the change to a new police records system the timing seems more appropriate now.

Council Member Pearce asked if there are any cost figures with the new dispatch program. Chief Jackson replied they are their own taxing district and the associated costs go through that entity. Bill Morris said they wanted to inform Council now so the beginning planning stages can be implemented.

c. Update: Law Enforcement Towing Procedure

Chief Jackson gave a brief overview of the history for the current towing contract between the city and QuickHook towing, with Ogden Auto Body as the impound yard. The owner is not able to perform this duty properly, and they have been having other service providers called out. He explained in the past there were problems with Wrecker Dispatch and the Towing Association. The city solution at that time was to contract with a single source with backup.

In the future they will go through a national towing dispatch to assign a local towing company to a call. Chief Jackson explained we are within the 90 day obligation period and notification has already been sent to the current provider that we will not be renewing the contract.

He proposed using the same towing list Ogden City uses. They have a screening process in place where an employee actually conducts inspections with towing services and tow yards to make sure they are in line with the standards. They have a dedicated officer to inspect the trucks and drivers and based on those qualifications they end up on the list. He proposed adopting a similar contract with those same providers. We

would still have the option to remove someone from our own towing list if any issues arise. Otherwise we will go through the RFP process.

Council Member Jensen asked if we would take the Ogden City list and model our own after their list. Chief Jackson said Ogden City has already handpicked the participants on their list. Additionally, if they are not happy with the service, they have the option to remove them from the list.

Bill Morris asked for direction from Council; would they like to follow the recommendation of Chief Jackson or open an RFP. Mayor and Council agreed they would like to follow the recommendation from Chief Jackson.

Chief Jackson also said the city can custom fit this list to our own needs. The towing companies seem to think this is a more fair way for them as well. Bill Morris said he will put this on a future agenda as an interlocal agreement.

Council Member Pearce asked about how many calls we average per week. Chief Jackson said anywhere between 2-10 calls per week. Council Member Pearce asked where the largest crash area is. Chief Jackson responded Washington Boulevard and the Junction (Larsen Lane, Highway 89, and Wall Avenue).

5. Public Comments - (3 minute maximum)

Ruth Pearce, 295 E. 1150 N., said she was approached by a resident about Green's property located over in her area of the city. She said the resident understood they were supposed to put up a privacy fence a few years back. This resident is concerned because the business is not receptive to her concerns with weed control. Bill Morris informed Council that we have included an article in the newsletter regarding weeds. Ruth Pearce said there are also weeds on the properties on Wall Avenue. Bill Morris said we have sent the letters out on those properties. Ruth Pearce said there is a semi truck advertising on the corner of Larsen Lane at SPS. She also mentioned they have not kept up on their slurry seal requirement. They cut the curb for access but in her opinion the property has not been brought up to code.

6. MAYOR/COUNCIL FOLLOW-UP

Mayor Richins gave a follow-up on the lacrosse tournament. Typically the park is not reserved after the restrooms are winterized. There is not an option to re-winterize because of reduced staff during the fall. The recreation employees move over to assist with preparing for snow removal once the bathrooms are winterized. Because they will be holding this lacrosse tournament, they will be required to supply port-a-potties on Saturday, removing them that evening. They will adapt the fields accordingly, using our resources to meet their needs without staff assistance.

Mayor Richins said he will be attending the Utah League of Cities and Towns Fall conference. Council Member Tait and Jensen will also be attending. Council Member Pearce will be attending Thursday only.

Mayor Richins informed Council the Walmart Heart program recognized a local resident Tyler Teuscher. He wanted to acknowledge the efforts made by the city and local community to support this event. The police department escorted him from his home, and North View Fire Department and Walmart employees were there to welcome him.

Mayor Richins said we cannot have enough good things like this covered in the local newspaper. Council Members expressed their desire to participate in any future events such as this.

On a side note, Mayor Richins met the marketing director of Walmart and he offered to help sponsor something in our community. Mayor Richins is suggesting resurfacing the tennis courts. He will follow-up with Recreation Director Bryan Fife on this.

Jennie Knight gave a brief overview of the cabin renovation. The installation of the new automated locking system is still in progress. Access will be allowed through the same keys cards as the city offices. Staff is still determining a good way to ensure the integrity of the rentals with increase accessibility. There are predetermined times for the doors to unlock and lock. Staff has been working with new reservations to help with the conversion. There is also a preparatory time frame allowed, if the resident so desires. Hopefully this will be up and working in the next few weeks.

Bill Morris informed Council he is still conducting the environmental studies for the CDBG. He will keep Council informed.

Mayor Richins said Council will need to set a date for next year's Heritage Days celebration. He passed around thank you notes to collect signatures to send to the sponsors. Mayor Richins assigned Council Member Jensen as the Heritage Days chair for 2015 with Council Member Pearce as the co-chair.

Council Member Tait gave a follow-up on the fair booth display. Mayor and Council attended the fair to see the booth. Council Member Tait asked for another committee to help with this in the future. Mayor Richins asked how many youth were involved. Council Member Tait said they helped with the planning. When it came down to the actual setup, there was a lack of room in the setup area. The youth did help with the concept.

Council Member Jensen asked if Council could be made administrators on the city Facebook page. Bill Morris explained how each member can be made an administrator if they desire.

7. Adjourn.

Mayor Richins motioned to adjourn at 7:59pm.

8. HERITAGE DAYS FOLLOW-UP

Mayor Richins called the work session to order and turned the time over to Council Member Morrell. Council Member Morrell acknowledged staff efforts and thanked them for their help. She said the 5K went really well. She didn't know what the participation was in the past, but she felt this was successful. She suggested having the runners be required to wear headlamps in the future. There are areas around the track where the lights were out. She said it was nice to have Fremont Cross Country Team administrate this event. She thinks there would be similar costs even with hiring Striders for timing chips. She doesn't think we could recruit that many volunteers to line the route on our own.

Mayor and Council agreed the parade went well with about the same amount of entries as last year. Some participants from years past said they were worn out after the 24th of July celebrations.

Council Member Morrell said she felt the Pinewood Grand Prix was a success. She said the event provider handled the setup, running the event, and the cleanup. Council Member Jensen said she thought the concept was fun, but felt the attendance throughout the park dropped during this event and that this took too much time. She feels like she may not have this event in next year's celebration.

Council Member Morrell reported on the disc golf tournament. She attended the award ceremony and was impressed with the classy manner the disc golfers handled themselves. Council Member Pearce commented there were some very talented participants in this event.

Council Member Morrell also reported the fireworks, dance and music all went well. If any area needs to be addressed, it is the dead zone from 3pm-8pm.

Council Member Jensen expressed disappointment there were not more food vendors. Council Member Morrell said some of the food assignments were not followed up on; although Pat Young did reach out to all of the previous vendors. Council Member Pearce suggested contacting food vendors earlier.

Council Member Morrell reported that the total cost for Heritage Days 2014 was \$3800. This came in well under the \$10,000 budget.

Mayor Richins reported Gene Bingham said left over and discarded items were put in the bowery storage closet. Mayor and Council gave discussion on items that are either available for use or to donate.

Council Member Jensen mentioned she is missing a white board that was used for the Youth City Council booth. She is hoping this will turn up.

Mayor Richins thanked Council Member Morrell for all of her efforts chairing this year's celebration.

Council Member Jensen gave a brief overview of what to expect for next year's Heritage Days celebration. She assigned Council Member Morrell to handle the 5K. She will be making assignments for each event. She plans to bring back Little Miss Harrisville, the frozen t-shirt contest, and the car show. She is tentatively planning a Harrisville Ninja Warrior. Mayor and Council discussed several more events that are options for next year's celebration.

Mayor Richins motioned to adjourn at 8:26pm.

ATTEST:

BRUCE RICHINS

Mayor

JENNIE KNIGHT

City Recorder

Approved this 9th day of September, 2014