

**MINUTES OF  
HARRISVILLE CITY COUNCIL  
May 24, 2022  
363 West Independence Blvd  
Harrisville, UT 84404**

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Minutes of a regular Harrisville City Council meeting held on May 24, 2022 at 7:00 p.m. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

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

**Visitors:** Arnold Tait, Marcus Keller,  
**Virtual:** Brandon Johnson (Farnsworth and Johnson)

## **1. CALL TO ORDER**

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

## **2. OPENING CEREMONY**

Council Member Loveland led the pledge of allegiance.

## **3. BUSINESS ITEMS**

### **3a. DISCUSSION/POSSIBLE ACTION TO CONSIDER ADOPTION OF HARRISVILLE RESOLUTION #22-15; A RESOLUTION AUTHORIZING THE ISSUANCE OF SALES TAX REVENUE BONDS.**

Marcus Keller, VP Zions Bank, presented the Parameters Resolution, stating it is not to exceed the amounts of the Sales and Franchise Tax Bond as discussed for the upcoming projects. He introduced Brandon Johnson, attending virtually, with Farnsworth and Johnson PLLC and explained the firm was chosen via the Request for Proposals (RFP) process.

Brandon Johnson (Law Firm of Farnsworth and Johnson) stated that he is looking forward to working with the city as their bond counsel.

Marcus Keller reported interest rates are declining. He gave an overview of the parameters resolution and explained that if passed the resolution will allow the City to issue up to \$15,000,000 sales and franchise tax bonds that can be issued in one sum or a multiple series of bonds over a year or two. The rate will not exceed 5.5% and is set a little higher to allow for flexibility. Marcus Keller reviewed the bond purchase options and explained that a direct purchase option may be easier for the city though they will explore all options. He noted, the bonds are currently utilizing

a 25 year amortization schedule which keeps payments level, allows for possible pre-payment options, and gives the city flexibility for cash flow purposes if needed. The projects are listed in the parameters bond as paying for all or part of the costs of the acquisition, construction and improvement of City Hall and offices, police station, public works facility, parks and recreational facilities, and related improvements.

Brandon Johnson clarified, if the Council approves the resolution and if rates rise drastically or if they decide against the project, the city is not obligated to issue the bonds. He explained, the Notice of Bonds will be published in the newspaper and the June 14<sup>th</sup> Public Hearing allows the public an opportunity to speak to the Council about the issuance of the bonds.

Jennie Knight, City Administrator, advised she had reviewed the City Engineers cost estimate for the entire project with the 20% contingency included. She presented the Project Cost Summary and prioritized project options in three (3) categories: Immediate needs – Public Works Facility and Site Work and Utilities, a priority due to the recent sale of the current public works building. She noted, staff are reviewing proposals for a recently posted RFP with a projected design and architectural timeframe of six to eight months with construction estimated to be completed at end of 2023. The second phase of the project will consist of the City Hall and the Public Safety Building with completion by 2024/2025. The City is considering property acquisition options to negotiate and acquire property by the end of 2022 and give the City access to Hwy 89. The third project will consist of the General Obligation bond for the Recreation/Community Center and Park Facility and Landscaping which will go on the November 2022 Election Ballot and if voted on and approved, will move forward. Jennie Knight explained the Site Work relates to the entire project.

Marcus Keller offered to perform a sensitivity analysis to see how this may affect the city. He recommended the city issue bonds in two tranches and explained though there may be a cost difference of five to ten thousand, the city then gets used to the debt service and can determine what they are comfortable paying. Eventually, after analysis, after the RFP has been written and put out to bid, the council can determine the amount of the bond and the going rate at that time.

Jennie Knight noted she needs time to communicate with property owners, and the architectural firm as they lay out plans for potential growth in the new city buildings.

Mayor Tait suggested the Council tour other municipal buildings to get ideas of what may be most beneficial.

Council Member Loveland asked if the decision to bond at a later time was made by administration or the Council. Jennie Knight advised, administration would be given authorization to make decisions.

MOTION: Council Member Weiss made a motion to adopt Harrisville Resolution #22-15; a resolution authorizing the issuance of sales tax revenue bonds, not to exceed 15 million. 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. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-14; POLICY AND PROCEDURES AMENDMENTS.**

Mark Wilson, Police Chief, introduced the policy regarding officer pay and rank assignments and noted the importance of it for officer recruitment and retention by the police department. The police department has not previously utilized an officer rank or pay scale progression table which has continued to affect hiring and more specifically, officer retention. He explained the suggested amendments to policy will establish clear guidelines in regard to officer rank progression and pay schedules based upon longevity, required training, and satisfactory performance reviews.

Council Member Wilhelmsen inquired about the direction this may lead the city.

Mark Wilson advised this pay policy structured to help with employee retention, hiring quality personnel, and to create and maintain a solid foundation. He explained the need to be more competitive, not only with pay but benefits or fringe benefits as well.

Jennie Knight, City Administrator, explained they have been reviewing and updating the policy and procedure manual. In the past, Harrisville City has hired minors to provide services in the Youth Recreation Program. The current policy prohibits the employment of minors under the age of 16. The proposed Resolution authorizes the employment of minors under the guidelines outlined in Utah State Code, Title 34, Chapter 23, Section 2. Although the City has operated under certain guidelines with regard to the conducting of criminal background checks for individuals working with vulnerable populations, this policy has not been formally adopted. The proposed Resolution adopts these appropriate guidelines under which these criminal background checks will be conducted.

MOTION: Council Member Weiss made a motion to adopt Harrisville Resolution 22-14; Policy and Procedures Amendments. 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.

**3c. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE ORDINANCE 535; CP-2 (COMMERCIAL) ZONE AMENDMENTS.**

Jennie Knight gave background on the draft ordinance and advised it comes with a favorable recommendation from the Planning Commission. She explained, Triple Peaks, LLC submitted an application to amend the CP-2 Zoning uses to include outdoor swimming pools as an approved use. A public hearing was held at the May 11, 2022 Planning Commission meeting to receive public comment. "Commercial recreation" is defined under HCMC §11.01.060 as "recreation facilities that may be indoor or outdoor such as golf courses, and swimming pools, etc... or any similar facilities operated on a commercial or membership basis. The term "commercial recreation" shall also include any accessory uses, such as a snack bar, pro-shop, and locker room, which are designed and intended primarily for the use of patrons of the principal recreational use and are permitted use in the CP-2 zone.

Jennie Knight noted lights and noise are taken into consideration with use.

MOTION: Council Member Loveland made a motion to adopt Harrisville Ordinance 535; CP-2 (Commercial) Zone Amendments. 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. PUBLIC COMMENTS

No comments were made.

#### 5. MAYOR/COUNCIL FOLLOW-UP

Council Member Wilhelmsen discussed community feedback of water restrictions due to the current drought. The only feedback staff received thus far is in regard to a call about the splash pad being closed for the season. He also expressed gratitude for the quick response by Pineview Water to fix a broken pipe.

Council Members Weiss and Loveland asked for clarification of fireworks this year. Bryan Fife advised yes, the city is currently planning to have fireworks in October.


Mayor Tait explained that there will be a Public Hearing for Truth in Taxation on August 2<sup>nd</sup>, then adoption of the new budget on August 16<sup>th</sup>.

#### 6. ADJOURNMENT

Mayor Tait adjourned the meeting at 7:54pm.

  
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MICHELLE TAIT  
Mayor

ATTEST:

  
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MARIA DEVEREUX  
City Recorder  
Approved this 14<sup>th</sup> day of June, 2022

