

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING**

Tuesday, December 13, 2011 – 7:00 p.m.
Council Chambers
363 West Independence Blvd.
Harrisville, Utah 84404

PRESENT: Mayor Richard Hendrix, Council Member Chad Allen, Council Member Bruce Richins, Council Member Michelle Tait, Council Member Grover Wilhelmsen.

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

VISITORS: Mark Wilson, Holly Wilson, Preston Wilson, Ashlyn Etcheverry, Ruth Pearce, Janet Varble, Nevele Varble, Kathleen Hohosh, J. Scott Esplin, Jim Mackley, Gentry Kartchner.

7:00 P.M. CITY COUNCIL MEETING

1. Mayor Richard Hendrix called the meeting to order and welcomed all visitors.
2. Council Member Allen led the Pledge of Allegiance.

Chief Max Jackson presented a Distinguished Service Medal to Detective Mark Wilson as part of the opening ceremony. Chief Jackson talked about personnel changes that occurred in his department several years ago, resulting in Mark Wilson being assigned the detective position. He discussed the Brandie Stilke case and Det. Wilson's efforts in that case. He presented the case file to Council Members and discussed all the hours of interviews, subpoenas, and documents that Det. Wilson compiled to successfully prosecute the case. He said Det. Wilson put an iron clad case together. Mayor Hendrix and Council Members thanked Det. Wilson and thanked his family for their support while he worked on the case.

3. CONSENT ITEMS

- a. **Approve the minutes of November 22, 2011 as presented.**

No comments.

MOTION: Council Member Tait motioned to approve the consent agenda items as presented. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

4. BUSINESS ITEMS

- a. **General discussion on splash pad operations and policies.**

Public Works Director, Gene Bingham, discussed the need to create policies and procedures for the new splash pad which will open next summer. He said the budget discussions are coming up and they want to have policies and procedures in place before making decisions on the budget. He said they have researched what other cities with splash pads have done and have spoken to Weber County Health Department about their requirements. He referred to four policies he prepared for the Council packets and added that some type of on call policy will be needed. Mr. Bingham said he is here to get Council input and noted that any changes in the personnel policy will need to be adopted by the Council.

Mr. Bingham discussed the cumbersome process of writing the potential policies and said he is trying to present the general idea to Council Members. He said none of these numbers have been presented to

the Finance Department and are only meant to open up the discussion and get the Council thinking about it. He mentioned that the restrooms will need to be cleaned every day and said it will be like having Heritage Days all summer long.

Mr. Bingham said one of the side notes is that the restrooms located near the splash pad need to be shut down at the same time the splash pad is shut down. He said they tried to figure out how to save money by altering the work schedule of the person on call. Mr. Bingham said they want some direction of what way to go so they can adopt these policies and procedures.

Council Member Richins referred to the policy options and asked what Riverdale City does. Mr. Bingham said their full-time staff runs the splash pad during working hours and they hire someone to pick up the garbage after work hours. He pointed out that the City has never had a formal on call policy. He said Riverdale has an on call policy because they provide their own water and added that he has always been the on call person over the years, which has saved the City money.

Council Member Richins asked why someone needs to be on call. Mr. Bingham said it is a requirement from the Health Department to have someone CPO certified on call during the hours of operation. Bryan Fife, Parks & Recreation Manager, said if a new person was hired they would only need someone on call for a few hours during the week and on Saturday. Council Member Tait asked who would be CPO certified. Mr. Bingham said there will be three people from the Parks Department who will be CPO certified. He said if they do not hire a new person then the three people who are certified would rotate being on call.

Council Member Allen said he met with Mr. Bingham for several hours on this and wanted to clarify that they would not need someone on call if another person was hired and could be working during the time the splash pad was in operation. Mr. Bingham agreed and said the on call policy would not be necessary if the City hires another person.

Council Member Tait questioned if the new hire would only be for the summer. Mr. Bingham said a new hire would be absorbed into the Public Works Department and would be a permanent employee. He discussed why they could use another employee in his department outside of the splash pad season. Mr. Bingham said they would eliminate one of their part-time summer helpers if they hire another full-time person. He feels this might be the best way to meet the needs of his department and cover the requirements for the splash pad. He said they are happy to do whatever the City Council suggests.

Mr. Bingham discussed his figures and how they can save money in other areas by hiring a new employee. He said no matter what is done they will have extra work. He stressed that these decisions cannot wait until the last minute because of the timing in preparing the budget, which he begins preparing right after New Year's.

Council Member Richins asked Mr. Bingham which option he suggests. Mr. Bingham said he would suggest the second option, hiring a new full-time employee. He suggested this would make things simpler and indicated that if a full-time employee was hired they would clean all of the park restrooms and the public works facility.

Mayor Hendrix explained that he asked Mr. Bingham to present this to the Council so they could begin thinking about it and suggested further discussion in January at the retreat. Mayor Hendrix talked about not only the cost of an employee's wage but also the cost of benefits for that person.

Mr. Fife said in addition to the splash pad he would have the new employee working on the sprinklers, dead grass, etc... He feels they were just able to stay on top of the work with the manning they had this year and he is concerned about the extra work of the splash pad and how they will handle that in addition to their park duties.

Council Member Richins recommended that Mr. Bingham boil down the four options into pros and cons so they can better understand them. Mr. Bingham said that is something he would do. Mayor Hendrix suggested that he work with Treasurer Lynn Fortie and Pamela Crosbie to get some accurate numbers as well.

b. Discussion and/or possible action to approve Resolution 2011-13, Personnel Policy Manual Amendments.

City Administrator, Bill Morris, explained that these changes came about partly from a recommendation by Dave Church at the Utah League of Cities and Towns Convention as well as a need to bring the City in line with the Fair Labor Standards Act. Several other changes came as a result of personnel issues that surfaced this year.

Mr. Morris pointed out that the applicability of the policy manual has changed to include unclassified employees such as Planning Commission members and City Council members. He talked about the change from an 80 hour work period to a 40 hour work week and explained the paragraph granting an extension of “use or lose” vacation time when an employee has been unable to use it because of their work schedule. He used Gene Bingham as an example, saying the splash pad project took precedence and he was unable to use his vacation time.

Mr. Morris said this will allow the Mayor or City Administrator to issue a waiver extending the “use or lose” period. Council Member Allen asked if a time limit would be given with the extension. Mr. Morris said it would be determined on a case by case basis. Council Member Richins felt that it should have a limit, such as no more than six months. Mr. Morris said they would put a specific time period on a payroll action form.

Mr. Morris also talked about unclassified employees such as Planning Commission and Council Members being classified as part-time as requested by the Utah Retirement System. This would make them non-eligible for retirement benefits.

MOTION: Council Member Allen motioned to approve Resolution No. 2011-13, Personnel Policy Manual Amendments. Council Member Richins seconded the motion.

A roll call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

The motion passed 4-0.

c. Discussion and/or possible action to approve the 2012-2013 Capital Investment Plan.

Mr. Morris explained the Community Development Block Grant (CDBG) program where Housing and Urban Development (HUD) offers money to small communities. He said that all the small cities in Weber, Morgan, Davis, and Tooele counties compete for \$1 million each year. He said a Capital Investments Plan is required in order to be eligible for the grant and is essentially a wish list that we include with the Wasatch Front Regional Council’s consolidated plan.

Mr. Morris said the City does not qualify for this cycle of funding but will be eligible for the 2012-2013 cycle and added that the grant request will need to be a project benefiting low to moderate income families. He reviewed the plan noting the things that have been done over the last year and the projects that need to be done in the coming year. Council Member Allen asked what the 1100 North storm water facility entailed. Gene Bingham explained the need for a storm drain system in that area to eliminate multiple water ways. Mr. Morris then reviewed the five to ten year projects and asked if there was anything else they would like to add to the list.

Council Member Allen asked for further information on the 1100 North storm water facilities. Mr. Bingham said they will put in a storm drain system on the south end of 1100 North because the waterways have become a high maintenance problem. Mr. Morris said park projects will not be done unless we get some type of funding.

Mr. Morris reviewed the future plans and asked Council Members if there was anything else they would like to add. (There were no suggestions.) He explained that the 5 and 10 year projects are a wish list that can be modified and changed but emphasized that the City cannot get a grant unless there is a plan. Council Members discussed when the last capital improvements plan was done. Mr. Bingham said the Storm Water Capital Facilities Plan was adopted last March but most of the projects are development generated. Mayor Hendrix reminded Council Members how impact fees are collected and spent.

MOTION: Council Member Tait motioned to approve the 2012-2013 Capital Investments Plan. Council Member Allen seconded the motion. All Council Members voted aye. Motion passed.

d. Discussion and/or possible action to approve Resolution 2011-15, Fair Campaign Practices.

Bill Morris noted that this Resolution came as a request from Council Member Allen. He said this takes the state code, the voluntary pledge for fair campaign practices, and adds two additional pledges: A) candidates pledge to follow the federal postal standards in distribution of campaign material and, B) candidates promise not to contact nor encourage another person to contact the employer of another candidate regarding what may be perceived as campaign irregularities.

Council Member Allen asked if additional pledges can be added to this if the need arises. Mr. Morris said that is correct. Council Member Richins asked for clarification on the use of the word "I". Jennifer Morrell, City Recorder, explained that these items would be added to the fair campaign pledge signed individually by each candidate. She said in that context, the use of the word "I" makes sense.

MOTION: Council Member Allen motioned to approve Resolution No. 2011-15, Fair Campaign Practices. Council Member Wilhelmsen seconded the motion.

A roll call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

The motion passed 4-0.

5. PUBLIC COMMENTS

Nevele Varble, 930 N. Harrisville Road, presented his idea for an Eagle Scout project. He would like to make a sign that shows the locations of all the old homes that were on North Harrisville Road before the 1900's. Mr. Varble requested the City remove a tree that is growing in the way. Mayor Hendrix said he would have someone remove it. Mr. Varble showed Council Members what the sign would look like and where it would be located. Council Member Allen asked for clarification on the location. Council Member Tait said it was right in front of her house. All Council Members thought it would be a good idea.

Council Member Wilhelmsen asked what materials they need. Mr. Varble said they have purchased the materials but asked if he could put the Harrisville City logo on the back as there is nothing on the back of the map. Mayor Hendrix asked if the map would show the addresses of the homes. Mr. Varble said it would have brass plaques to show the location of the homes and added that his father started this project over 17 years ago and now he wants to finish it.

Mr. Varble showed Council Members the list of names/homes that would be on the map. Council Member Tait asked how big the sign would be. Mr. Varble said it would be 4' x 4'. He discussed who was helping him with the project. Mayor Hendrix expressed his appreciation for this project. Council Member Allen clarified exactly what was required from the City. Mr. Varble said he needs permission to use the logo and to have the tree removed.

All Council Members expressed approval for the project. Mr. Morris said staff would take care of the tree removal and provide Mr. Varble with the logo.

6. MAYOR/COUNCIL FOLLOW UP

Mayor Hendrix proposed cancelling the next meeting scheduled for December 27th. He asked if the Council Members were in agreement. All Council Members gave their approval.

There was discussion to set a date for the City Council/Planning Commission retreat. Mr. Morris said the retreat would replace the first meeting in February. After some discussion on the dates it was agreed that the retreat would be held on January 31st at 6:00 p.m. in the City cabin.

Ms. Morrell mentioned the Heritage Days survey and asked Council Members to get the word out for residents to go online and take the survey. Mayor Hendrix asked that a notice for the survey be put on the City marquee.

7. ADJOURN

Mayor Hendrix moved to adjourn at 8:05 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.

RICHARD HENDRIX
Mayor

ATTEST:

JENNIFER MORRELL
City Recorder

Approved this 10th day of January, 2012