

**MINUTES OF HARRISVILLE CITY  
CITY COUNCIL/PLANNING COMMISSION RETREAT**

Tuesday, January 31, 2012 – 7:00 p.m.  
Martin Henderson Harris Bicentennial Cabin  
363 West Independence Blvd.  
Harrisville, Utah 84404

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

**COMMISSION:** Dave Eckersley, Bob Howard, Jeff Pearce, Edward Saunders, Roger Shuman, David Stephenson, Stephen Weiss.

**STAFF:** Gene Bingham, Public Works Director; Pamela Crosbie, Finance Director; Shanna Edwards, Planning Commission Secretary/Historian; Bryan Fife, Parks & Recreation; Lynn Fortie, Treasurer; Jennifer Morrell, City Recorder; Bill Morris, City Administrator.

**6:00 P.M. DINNER & ANNUAL TRAINING**

**1. Welcome**

Mayor Richard Hendrix called the meeting to order, thanked everyone for attending, and excused Council Member Paula Knighton.

**2. Training**

Bill Morris, City Administrator, reviewed the newly adopted Rules of Procedure and Order along with the rules for open meetings. He highlighted the reasons for closing a meeting, the role of the presiding officer, conducting a meeting, the rules of ethics, parliamentary procedure and the nine rules adopted by the City Council. The nine rules outline how a meeting is conducted.

Mr. Morris also furnished a quiz for members to take on non-discrimination and workplace harassment. He reviewed the responses and correct answers and explained the purpose of these laws.

*Planning Commission Excused*

**3. Goals**

Bill Morris reviewed the 2011 goals. They included: complete a salary study, central business district overlay map in General Plan, departmental organization, new marquee for city offices, main park reconstruction and splash pad.

Mr. Morris said everything but the departmental organization has been accomplished and suggested it be moved to the 2012 goals. He explained that departmental organization includes job descriptions for the Administrative and Public Works staff. Mr. Morris then asked for input from staff and Council Members on new goals for 2012.

Shanna Edwards suggested continuing to work on the General Plan text. Gene Bingham suggested a commercial business committee be organized. Council Member Wilhelmsen suggested that Heritage Days and other community events be re-evaluated.

**4. 2011-12 Budget Review**

Lynn Fortie gave a brief overview of the city finances and the changes that have occurred to total revenues in the general fund. He pointed out that total revenue has decreased \$297,042 between FY2009 and FY2011. He said that year to date sales tax revenue has decreased \$40,000 and is down \$90,000 from two years ago.

Council Member Richins asked if the decrease was related to the new Wal-Mart in Ogden. Pamela Crosbie said sales tax revenue from Wal-Mart has not got down significantly, it is an overall decrease spread across all businesses.

Council Member Allen asked about the \$25,000 decrease in fines. Ms. Crosbie said that some of it may be attributed to the transition last year with the new judge but the majority of it is attributed to people choosing jail time over paying a court fine.

Mayor Hendrix explained there is a two month lag in sales tax reporting. These figures represent sales tax revenue through November 2011. He feels that many people are choosing to stay home more due to the poor economy and are not shopping or eating out as much. Council Member Wilhelmsen reported a conversation he had with the Chief of Police who indicated that DUI's were down because people were staying home to drink.

Ms. Crosbie pointed out that she sees the sales tax revenue for all of the cities in Utah and most are going down although a few are starting to turn around. She discussed with Council Members the new business going in at what was previously Mike's Fuel Stop. It will be the same type of business, gas station and convenience store, and eventually a car wash as well. The name of the business is Corner Stop and they would like to open the convenience store by March 1<sup>st</sup>.

## **5. Heritage Days**

Michelle Tait talked about the possibility of moving Heritage Days to June and scaling it back. She discussed some of the possible activities and said it could be joined with the splash pad grand opening. Council Member Richins asked if there was a way to involve the Youth City Council. Council Members reviewed a calendar for early summer dates and felt the first two Saturdays in June would be a good date for the celebration.

Mayor Hendrix explained that the Council Members would be responsible for Heritage Days this year and noted that Sue Russell has decided to step down as the coordinator. He emphasized that the Council would need to start meeting right away if the date is to be moved up to June. Council Member Wilhelmsen suggested that he meet with Michelle Tait first to hammer out some of the details and then meet with all the Council Members. Mayor Hendrix proposed they all meet on Tuesday, February 7<sup>th</sup> at 7:00 p.m. Mr. Morris reminded everyone that when three or more Council Members meet together an agenda will have to be posted and minutes taken.

Jennifer Morrell reviewed the Heritage Days survey that was conducted over the last two months. Some of the highlights are the major age group attending are 13 – 18 year olds. The top five events to participate in are the fireworks, the vendor/food booths, parade, entertainment, and breakfast. The events those surveyed would do away with are Little Miss Harrisville, Fear Factor, the baby contest, Deal or No Deal, and entertainment. The idea of having a Harrisville's Got Talent event or using local bands and groups for entertainment was very popular.

Shanna Edwards discussed her ideas for combining Heritage Days with the 50 year jubilee celebration. Those ideas include: a time capsule to be opened in 25 years, promoting a "year of service" with recognition by the City of those who serve in the community, and parade entries and events that focus on 50 years ago, i.e. 60's dance, fashion, and activities. Ms. Edwards also explained some of the personal histories being put together by the History Committee and their plans to make them available on the website.

## **6. New Public Works Employee**

Mayor Hendrix said he asked Gene Bingham to come and talk about the splash pad and their need for a new employee. Mr. Bingham explained the need to be creative to make this feasible. He explained how the storm water utility fund works and the purpose of it. He said the current fund balance was \$423,698.

Mr. Bingham reviewed the work done by himself and his staff that directly applies to storm water management. This includes street sweeping and record keeping, which is essential in documenting all of the activities related to storm water management. He pointed out that the storm water duties encompass roughly 1,950 man hours per year which is 94% of the total man hours worked. He said they take out a portion of the storm water wages from the utility fund but not as many as they could. He is proposing that they fully fund the man hours spent on storm water management from the storm water utility fund to free up money in the general fund for another employee.

Council Member Wilhelmsen asked why we have not been taking advantage of the money available from the storm water utility fund. Mr. Bingham said most of the wages have been paid out of the general fund. Lynn Fortie clarified that 50% of Jake Meibos's wages come from the utility fund and 20% of Mr. Bingham's are paid by the fund.

Mr. Bingham said there is another option if the Council elects not to hire another full-time employee. He said they will put together a rotating flex shift for three staff members which would be the same shift used if they hire a new person. The temporary summer hire can help compensate for those working the flex shift. He said they will not have an on-call policy but will pay overtime if the person on-call is called in. This option would require that the restroom cleaning be contracted out.

Mayor Hendrix also discussed the possibility of getting bids for grounds keeping/lawn mowing and janitorial services. Council Member Richins pointed out that contracting out the grounds keeping might require us to cut back the hours of the full time staff for lack of work. Mayor Hendrix assured everyone that was not the intention but was only an option being considered to offset the work load without hiring someone full-time.

Mayor Hendrix also asked Council Members to consider the possibility of raising taxes. He said from now on he would be meeting once a month with Lynn Fortie to discuss financial matters and has asked Ms. Crosbie to include the monthly check register as part of the consent agenda beginning March 1<sup>st</sup>.

## **7. Cemetery District & Dog Park**

Mayor Hendrix briefly mentioned the idea of creating a cemetery district and a Harrisville City cemetery on the 750 West property. He also added that a resident has requested the detention basin on 2150 North be turned into an off-leash dog park. Council Member Wilhelmsen pointed out that it is fenced and has a gate. Council Member Tait felt that there should be some rules established and posted. Council Member Allen said South Ogden has an off-leash dog park.

## **8. ADJOURN**

Mayor Hendrix moved to adjourn at 9:00 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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**JENNIE KNIGHT**  
City Recorder

Approved this 28<sup>th</sup> day of February, 2012