

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, April 22, 2014 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

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

Staff: Lynn Fortie, Treasurer, Jennie Knight, City Recorder, Bryan Fife, Recreation Director, Bill Morris, City Administrator.

Visitors: Ruth Pearce, Steve Mueller.

6:00 P.M. BUDGET WORK SESSION

Mayor Richins called the budget work session to order. Council received a copy of the second draft of the budget worksheet. Lynn Fortie informed Council of the changes that were made since the last budget work session and explained the deficit has been reduced to \$81,797. CDBG grant money was added to the Capital Projects fund, increased to \$50,000, and building permit fees were increased. A miscalculation in the police department retiring officer's wage and benefits was corrected. The recalculation of the budget includes only one police vehicle with the total vehicle amount set at \$35,000. The changes to the sidewalk replacement were also included.

Bryan Fife said the splash pad amount could be reduced by \$2,000. The original amount was set to cover damage and maintenance. Council Member Morrell asked if there is a maintenance agreement with the splash pad. Bryan Fife said this would likely be very costly and would include a contractor coming onsite to maintain or repair the splash pad.

Lynn Fortie is currently checking the Bona Vista Water billing to determine if there is a discrepancy due to the increased billing amount.

Bill Morris asked for any additional changes that could potentially help balance the budget. He commented the Enterprise funds balance themselves out and look good. Mayor Richins expressed his desire to review employee benefit options. He said the Utah League of Cities and Towns offers several benefit packages. He feels the Utah Local Government Trust options may be limited. Mayor and Council agreed to look for any opportunity for savings in this area. They gave discussion on how often to review benefit arrangements. Council Member Wilhelmsen pointed out the changes that come along with making benefit adjustments. Council Member Jensen said sometimes these things can be negotiated with the new providers. Council Member Morrell suggested they consider comparable providers offering similar benefit packages.

Mayor and Council gave discussion regarding the 1.5% COLA employee adjustment, amounting to \$18,000. Council Member Jensen stated this is not enough savings to cut the wage adjustment. Council Member Morrell concurred this is not necessarily worth the savings.

Mayor and Council discussed franchise taxes and options associated with collecting the maximum allowed by law. Lynn Fortie will research this option to see how much tax is currently collected and make appropriate adjustments.

Council Member Pearce asked if purchasing new vehicles is necessary. Mayor Richins informed Council of the priority of purchases for Public Works. The number one priority is the backhoe, next is the dump truck. Purchasing vehicles under the warranty agreements reduces costly repairs that will have to be paid for any vehicle not covered. Council Member Jensen said Public Works Director Gene Bingham has been good with reducing as much as possible from the budget.

Mayor and Council gave discussion on possible projects covered by the Capital Projects fund. They agreed the flat bed trailer listed under Public Works could be covered by the Storm Water Utility Fund. Lynn Fortie also informed Council street repair and patching qualifies to be covered by this same fund. Bill Morris pointed out this is a good housekeeping practice.

Council Member Morrell asked for clarification of the Park Development fund relationship with the Use of Funds, due to a discrepancy in the monetary amount. Lynn Fortie explained the corresponding line items clarifying the total amount listed.

Bryan Fife said there is opportunity to eliminate some spending in the Recreation budget but these items do not affect the general fund.

Bill Morris asked how much is listed in the reserve fund. Lynn Fortie said we are looking good for this current year allowing the possibility of using some of this reserve fund.

Council Member Morrell pointed out there is very little area to cut further. Mayor Richins mentioned the increase in health benefits and decrease in fines and forfeitures has adversely affected the proposed budget. Lynn Fortie commented Riverdale has also experienced a decline in fines and forfeitures. Council Member Morrell pointed out this is not necessarily a negative thing, if people are law abiding citizens. Mayor Richins said often individuals opt to serve jail time in lieu of the fine, when the economy is struggling. Volleyball was added as an additional item to the recreation schedule. Mayor and Council agreed to include adult registrations. Council Member Jensen said she has received positive feedback in her area regarding volleyball. Bryan Fife said there is definitely an interest in volleyball. The season will be July and August for indoor volleyball. He clarified the volleyball line item in the recreation budget is to cover equipment costs. Bryan Fife informed Council he will put together a volleyball proposal for a future Council meeting.

Council Member Jensen inquired about the possibility of including pickle ball, noting this is another popular sport. Mayor and Council gave discussion on the history of pickle ball, how local cities have received funding through RAMP to install pickle ball courts, and the rules and regulations of this sport.

Council Member Morrell asked for more clarification on the reserve fund. Bill Morris explained the city is allowed to reserve 25% of the budget. This was recently increased from the previous 18%. Cities are allowed to pull out money from this reserve and hope that it will be recouped the next budget season. Lynn Fortie clarified this is not a good long term practice. The minimum amount is 5%, with a maximum 25%. This is the money saved after the budget year concludes.

Council Member Morrell asked if the city is currently collecting telecommunications tax. Bill Morris responded there is a set rate; he is not sure whether the city is collecting the maximum allowable rate. Lynn Fortie said he will check into this.

Bill Morris suggested increasing the franchise taxes if possible and increasing the proposed amount for fines and forfeitures. Council Member Morrell expressed some reservation increasing the fines and forfeitures if these are currently in a downward trend.

Bill Morris said Council should have an idea with health insurance bids within the next two weeks. Mayor Richins informed Council he has a comprehensive list of the public works equipment assets. Mayor and Council agreed to set the next budget work session for May 13, 2014.

Mayor Richins motioned to adjourn at 6:45pm.

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.

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

3. Consent Items.

- a. Approve the minutes of April 8, 2014 as presented.

MOTION: Council Member Morrell motioned to approve the minutes of April 8, 2014 as presented. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

- a. ULCT Midyear Conference Report

Mayor Richins reported he, Council Member Morrell, and Council Member Tait attended the ULCT conference the end of the previous week in St. George.

Council Member Morrell mentioned one informative class she attended was about branding in communities. Small communities are using branding to bring people into their community celebrations. They create a brand and incorporate this with the website, newsletter and how to distribute information to residents. Other communities use this branding for their event days, like Heritage Days.

Council Member Tait mentioned she enjoyed riding on a "Segway" at the conference. She also attended the class taught by Bill Morris and said it was very informative. She introduced a concept discussed during the conference about local community businesses that register and ultimately donate proceeds with other registered parties like youth city councils. She hoped the Harrisville Youth City Council could get involved in a program like this. She said all of the classes she attended were very informative. Mayor Richins reported he learned more information about the most popular social media sites. He concurred with Council Member Tait the classes offered were very

informative rather than the standard self esteem boosting classes that seemed to be offered in the past. The information rather than the entertainment was the highlight and he felt the conference was well worth the money spent.

b. City Cyber Security Discussion

Mayor Richins informed Council he attended a class by WaziTech. They are a cyber security firm that sets up a target to see how open employees are to outside sources. For example, they introduced a USB drive to see if an employee would attempt to print off a document for a stranger. The USB drive would then contaminate the entire system or network. Other types of contamination may be introduced through what appear to be trusted email sources. He suggested implementing a policy to address potential hazardous risks. He has had the unfortunate personal experience with this as of late. The perpetrators of these viruses are often out of the country and law enforcement and governmental security agencies are not able to track them. Bill Morris said the current protective process is to send individuals to the library or the Marriott-Slaterville City public computers for use. Council Member Morrell asked who the city contracts with for IT services. Jennie Knight responded Dynaquest is our current IT provider and informed Council of the current security measures that are in place. Council Member Pearce pointed out there should be accountability for employees.

c. Easter Egg Hunt Report

Council Member Tait thanked the members of Council that supported the Easter egg hunt. She reported the Youth City Council came together to stuff the eggs. They estimated there were more than 250+ participants. It took several hours to setup and cleanup but the activity was well run. Mayor and Council gave a short discussion about the activity and parent regulations. They agreed parent involvement should be limited to the under 3 year old participants. The Youth City Council Mayor, Miranda, conducted and everything went well. Mayor Richins said he has received positive feedback about including other things besides just candy. Council Member Tait said they also included items not considered candy.

d. Great Shakeout Report

Ruth Pearce informed Council there was a lot of good information presented at the recent day of preparedness held at the Harrisville cabin. The presenters did a good job and utilized the 1 ½ hours given per class. The class on prepackaged meals was well attended. Other classes included self reliance, dealing with animals/pets during an emergency, and preparing children for emergencies. She mentioned a lot of shelters, like the Red Cross, will not take pets; although there are a few resources with the animal control services that provide temporary housing for animals. The Standard Examiner featured this event, and she has received positive feedback. Her hope is to hold this event annually, with the possibility of holding classes on a Saturday to see if attendance increases. There was an average of 20-25 people in each class. Mayor Richins commented this would be a nice tradition and thanked Ruth Pearce for her efforts.

5. Public Comments – (3 minute maximum)

Steve Mueller, 1347 N. Concord Circle, would like to see the Great Shake-out classes take place during the evening or on a Saturday. He commented a lot of people have to work. Ruth Pearce pointed out the evening would only allow for one class. Mayor and Council agreed moving this event to Saturday may increase attendance. Mr. Mueller said he appreciated what the city is doing for the parks; making them so nice and suggested keeping it up.

6. Mayor/Council Follow-Up.

Mayor Richins suggested Bryan Fife include Council on the updates for additional movies in the park this season. Bryan Fife gave a short history of the movie in the park program. A local church organization held this event, providing all of the equipment. They had one movie in the park last year and would like to expand this to three movies this year. The movies are always family friendly and they had several hundred people attend last year. He asked for some feedback from Council. Mayor and Council gave discussion on a few items; including mass gathering permit requirements, licenses and copy right laws, and reservation of the bowery.

Council Member Tait asked about the upcoming day of service. Bryan Fife explained things are coming along well for the Arbor Day and disc golf day of service. He has an agenda prepared with an introductory session to welcome the volunteers and give instruction on the work to be completed. Volunteers will be separated into 5-6 groups. Most equipment will be provided for the work and the holes will already be dug. He installed one hole today up by the splash pad which went very smoothly. They will also give a demonstration on how to install the baskets.

He admitted he doesn't quite know what to expect but is trying to prepare for all options. If there is no rain, they will also pour the launch pads. The basket sleeves will be installed regardless of weather conditions. Installation of the basket holes is not very time consuming, although there are two locations for each. They are anticipating completing this task pretty quickly. If weather permits, they will continue work on the launch pads. They will have to adjust the agenda appropriately. Pier 49 in Harrisville will be providing pizza. There is opportunity for all age groups to help, as long as parents are involved. Bill Morris thanked Bryan Fife for his efforts organizing this large service project.

Staff will be following up on the bridge installation; it is mostly installed. There is a supplier from Logan who is willing to sponsor the Grand Opening celebration in May. There may be registration costs for the tournament, with the sessions including prizes. This provider is making discs with the Harrisville logo on them for the celebration. This will be donated as well as lunch. Mayor Richins suggested Bryan Fife email Council with the details once he has finalized the plans with the organizers. Bryan Fife said he is just looking for confirmation of Council's support with taking things in this direction. Mayor and Council agreed this is a great opportunity. They agreed to advertise on the marquee and Facebook. Mayor and Council thanked Bryan Fife for his work on this project.

Council Member Jensen expressed her dissatisfaction with the small following on Facebook. She suggested including a disc golf give away to see if this improves the following. Mayor Richins pointed out his attempts at increasing the following by inviting

all of his local contacts and encouraged Council to do the same. Mayor and Council gave a short discussion on including pictures on the city's Facebook page.

7. Adjourn.

Mayor adjourned the regular meeting at 7:47pm.

8. HERITAGE DAYS WORK SESSION

Mayor Richins opened the Heritage Days work session for discussion. Council Member Morrell said she has a volunteer meeting on Thursday at 7:00pm here at the city office building. She is also still waiting to collect information from others.

One item that occurred to her after the branding session she attended at the league conference, was a discussion she attended about an "app" the State is considering putting together to advertise Utah. She posed the question, what does Harrisville have to offer? She also thanked Bryan Fife for the parks being clean and well maintained. She introduced an idea to complement Harrisville's Got Talent; using the theme "Harrisville Unmasked". She encouraged Council for input.

Council Member Morrell informed Council of her experience living in England and how their local village maintained their buildings and other things with a scarecrow festival. Mayor and Council gave discussion on how a simple idea can bring additional interest in local celebration days and grow over time as word spreads and crowds attend. She has been researching this idea on branding and how to repeat the event with the same branding theme each year, staying focused with the events.

Council Member Morrell said she has been given a lot of good ideas by former Council Member Knighton. Her philosophy is quality over quantity. Scale things back and do a few things very well. Mayor Richins agreed some of the celebrations in the past have been over the top.

Council Member Jensen informed Council Brigham City holds a porch decorating contest in conjunction with their city celebration. She suggested doing something around a recreation theme.

Council Member Morrell said they have looked toward something along the lines of art. Mayor Richins agreed he likes the idea of bringing in the arts. Mayor and Council gave discussion on different ideas including art displays, craft displays, and other varying art ideas. This could be tied in with "Harrisville's Got Talent". They gave discussion on expanding the area previously used for the car show to allow for display. They discussed what to include; for example, having a storytelling competition. Council Member Jensen informed Council there is an individual who goes throughout surrounding areas telling "Big Foot" stories.

Mayor and Council gave discussion about moving away from the hired entertainment and providing a show case of talents and whether to hold any displays at an offsite venue. Council Member Tait reminded Council they tried holding offsite venues in the past, and the public was not aware of them.

Mayor and Council discussed the number of tents, and other resources available. Council Member Jensen said she hoped the designer of the disc golf course may be willing to hold a tournament. She recommended ideas that bring in money. She also suggested holding a kendama contest. She knows of an individual who puts on kendama tournaments, giving away a kendama as the prize. There is a charge for

participants, and associated cost to pay the individual who conducts the tournament. Council Member Morrell pointed out the branding idea is a long term concept, not just revenue building. Mayor and Council gave discussion on associated costs and including cost free events. They agreed to keep a good hold on the budget. The sound system was discussed and Council Member Morrell indicated she received a comparable bid from a local provider. Council Member Wilhelmsen suggested Council focus on some ideas to fill the middle hours of the day where there is usually a lull. Mayor and Council gave discussion on whether to incorporate a down time as part of the celebration. Mayor and Council agreed due to health restrictions, having a food contest can be for display only. Mayor Richins suggested adding better lighting and venting to the bowery. Bryan Fife reported the venting has been completed. They gave discussion about using Capital Projects Funds to have permanent lighting installed. Lighting options were discussed and included the possibility of installing removable lights. Mayor Richins asked Bryan Fife to look into the possibility of upgrading the lighting. Council Member Morrell gave some Heritage Days assignments to Council Members. Council Member Jensen was assigned recreation. Council Member Pearce was assigned Emergency Preparedness and the First Aid booth. Further assignments will come later. Mayor and Council agreed to move the parade back to the morning, beginning at 9:00am and ending the celebration at 11:00pm with the dance. Mayor Richins motioned to adjourn at 8:27pm.

ATTEST:

BRUCE RICHINS
Mayor

JENNIE KNIGHT
City Recorder
Approved this 13th day of May, 2014