

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, April 9, 2013 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Council Member Chad Allen, Council Member Bruce Richins, Council Member Paula Knighton, Council Member Grover Wilhelmsen, Mayor Richard Hendrix. [Council Member Michelle Tait excused]

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder, Shanna Edwards, Planning Commission Secretary and Historian.

Visitors: Ruth Pearce, Jeff Pearce, Lynn Edwards, Tyler Malmrose, Cori Hendrix.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

Mayor Hendrix called the meeting to order and welcomed all visitors. He excused Council Member Tait.

2. Opening Ceremony.

Mayor Hendrix led the Pledge of Allegiance and opening ceremony.

3. Consent Items.

- a. Approve the minutes of March 26, 2013 as presented.

MOTION: Council Member Allen motioned to approve the minutes of March 26, 2013 as presented. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

4. BUSINESS ITEMS

- a. Burial of 50th Jubilee Time Capsule.

Mayor Hendrix thanked Harrisville City Historian Shanna Edwards for her efforts with the history committee and gave a reading of the contents included in the time capsule. He said the time capsule will be given to public works for sealing and burial in the base of the city marquee.

- b. Discussion/possible action to approve 2013 Arbor Day Proclamation
Bill Morris explained this proclamation is passed every year. As part of this day's celebration the city is including the burial of the time capsule and declaring April 9th, 2013 as Arbor Day.

MOTION: Council Member Knighton motioned to approve 2013 Arbor Day Proclamation. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

- c. Discussion/possible action to approve purchase of DocuWare Business (Document Management Solution).

Bill Morris explained the need for a document imaging program to maintain the future of the city's records. He informed Council he and Jennie Knight participated in a presentation and were pleased with the abilities of this new program. Council Member Knighton asked if it is pdf searchable. Bill Morris confirmed this program stores and searches all kinds of file formats. Mayor and Council discussed several items including having a paperless program, storage capabilities, offsite storage and backup files. Council Member Allen asked about the total cost of the program. Jennie Knight clarified the \$4,137.00 purchases this program, the \$105.49 lease option is only necessary if the full program is not purchased outright. Bill Morris clarified there are already funds in place for this purchase. Mayor and Council continued the discussion regarding this purchase.

MOTION: Council Member Allen motioned to approve the purchase of DocuWare Business in the amount of \$4,137.00 and tax if necessary. Council Member Richins seconded the motion. All Council members voted aye. Motion passed.

- d. Discussion/possible action to approve an Interlocal Agreement with Weber County assisting the City in conducting 2013 Primary and General Municipal Elections.

Bill Morris explained Jennifer Morrell met with Jennie Knight to discuss the cost estimate of contracting with Weber County to carry out Municipal Elections this year. The city will be responsible for newspaper notices, finding poll workers, but the county will cover training them. The County is requesting this approval so they can begin their processes. Mayor and Council discussed poll workers, noticing, and other state regulations. They discussed worst case scenario costs. Council Member Richins inquired about early voting options and requirements. Bill Morris responded early voting is not required by fifth class cities. He explained absentee ballots will be available here at the city offices for early voting.

MOTION: Council Member Richins motioned to approve Resolution 2013-02, approving an Interlocal Agreement with Weber County to conduct 2013 Municipal Elections. Council Member Allen seconded the motion. A Roll Call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Wilhelmsen	Yes
Council Member Knighton	Yes
Council Member Tait	Excused

Motion passed 4-0.

- e. Discussion/possible action to sell Heritage Days surplus items.

Council Member Allen informed Council he met with Gene Bingham, Public Works Director, and staff to discuss the items in the storage facility. He proposed selling or disposing the surplus items in the storage facility to facilitate a clean-up of the storage area and also provide funding for items needed for Heritage Days. Mayor and Council discussed disposing of expired food items, donating miscellaneous recreation equipment to the recreation director, and donating two brown hard plastic folding chairs to CERT. Discussion continued about excess chairs and how many to actually dispose of. Council Member Allen confirmed the metal only chairs will be disposed of; all of the lifetime product chairs will be kept. Discussion about how many chairs will be necessary to run Heritage Days. Council Member Richins expressed his concern regarding the amount of chairs necessary to run Heritage Days. Council Member Allen stated

none of these extra chairs were used during this last season. Bill Morris suggested continuing the discussion regarding chairs after council and authorization could be given for staff to begin the process of disposing or selling the surplus items.

MOTION: Council Member Wilhelmsen motioned to approve sale/disposal of surplus Heritage Days items. Council Member Allen seconded the motion. All Council Members voted aye. Motion passed.

5. Public Comments.

Ruth Pearce, 295 E. 1150 N., informed Council that April 17th is the Great Shake Out. She said she will be setting up a CERT information booth at the main park for the public from 8-5 p.m. She hoped to be able to put a notice in the Standard Examiner. Council Member Allen asked if everyone understood what the Great Shake Out is. Ruth Pearce explained this is a state wide event that includes mock disasters to provide training mimicking emergency scenarios. She informed Council that CERT has received six backboards through an Eagle Scout Project donation.

6. Mayor/Council Follow-up.

Mayor Hendrix informed Council there is an issue with individuals trying to reserve tables over at the splash pad with blankets and other items. Mayor and Council discussed the frequency of this and possibly asking staff to keep a lookout to see how often this is happening. Council Member Richins suggested purchasing a few more tables to increase the availability. Mayor and Council agreed to future discussion, if necessary, on this topic.

Mayor Hendrix informed Council there will be a Budget Work Session scheduled for Tuesday, April 16th at 7:00p.m.

7. Adjourn.

Mayor Hendrix motioned to adjourn at 7:50 pm.

RICHARD HENDRIX
Mayor

ATTEST:

JENNIE KNIGHT
City Recorder