

**MINUTES OF HARRISVILLE CITY**  
CITY COUNCIL MEETING  
Tuesday, January 28, 2014 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder.

Visitors: Ruth Pearce, Shantel Champneys, Hagen Champneys, Kenny Loveland.

**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 Knighton led the pledge of allegiance and conducted the opening ceremony.

**3. Consent Items.**

- a. Approve the minutes of January 14, 2014 as presented.

**MOTION: Council Member Pearce motioned to approve the minutes of January 14, 2014 as presented. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

- a. Discussion/possible action to appoint Harrisville City Planning Commissioner and Alternate.

Mayor Richins said he reviewed all the applications submitted for the planning commission positions. He proposed appointments for Bill Smith as a Harrisville City Planning Commissioner position and Kevin Jensen as an alternate. He commended the references given and said all candidates had very strong backgrounds. Council Member Jensen asked what the occupations of the proposed candidates are. Mayor Richins informed Council Bill Smith has worked for UDOT for 42 years. Council Member Knighton pointed out this could be very helpful with continuing a positive relationship with UDOT. Kevin Jensen has an electrical engineering degree and has worked for ATK for over 30 years.

Bill Morris informed Council the Mayor makes the appointments and they are presented and approved by Council.

**MOTION: Council Member Tait motioned to approve the appointment of Bill Smith as a Harrisville City Planning Commissioner and Kevin Jensen as an alternate. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.**

Planning Commission Secretary Shanna Edwards will contact these appointees. They will fill positions left vacant by Ed Saunders and Jeff Pearce.

Mayor and Council clarified that the alternate will attend regular meetings and vote only if necessary. Typically in the past, the alternate becomes a commissioner when vacancies arise. These are usually five year appointments; staff will determine the remaining time left in the terms.

- b. Discussion/possible action to approve Harrisville City Resolution 2014-01, a resolution entering an interlocal agreement between Harrisville City and various cities and Weber County to establish the Ogden Metro Special Weapons and Tactics (S.W.A.T.).

Bill Morris introduced this new resolution up for adoption. He explained the SWAT program is already running in Weber County. This is the newly proposed SWAT agreement. This agreement is a little longer than previous agreements in term limit but is set not to exceed 50 years. Agencies can withdraw with a 30 day notice. If the County were to ever modify this agreement, all parties would have to reenter the new agreement. Council Member Knighton asked if we already participate in the SWAT program, having an officer belong and supplying the appropriate equipment. Bill Morris confirmed we do have an officer who participates. Council Member Jensen asked if the fees will increase. Bill Morris said the fee schedule is still being modified. Council Member Pearce asked what the potential fee schedule will be set at. Clarification was made that the SWAT officer's salary, equipment and training are covered by the city. When he is called out for SWAT specifically; he is paid by the county. The new fee schedule is based on calls for service in each participating city. The estimated fee amount will likely be around \$1100. Bill Morris said city attorney Mike Junk has given his approval and signed off on the agreement.

**MOTION: Council Member Knighton motioned to approve Harrisville City Resolution 2014-01, a resolution entering an interlocal agreement between Harrisville City and various cities and Weber County to establish the Ogden Metro Special Weapons and Tactics (S.W.A.T.). Council Member Tait seconded the motion. A Roll Call vote was taken.**

<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Pearce</b>	<b>Yes</b>
<b>Council Member Knighton</b>	<b>Yes</b>
<b>Council Member Tait</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 5-0.**

- c. Annual Training – Open and Public Meetings Act.

Bill Morris began with the rules for open and public meetings training and highlighted the requirements to hold a closed meeting. He reviewed the history of open meetings, procedural due process, notice, the opportunity to be heard, and having an open door policy. He gave the definition of an open meeting, public body, and what does not constitute a meeting; chance meetings, social engagement, and training sessions. Public notice was defined, specifically the items that must be included; where meetings are held, all topics must be stated with reasonable specificity, and no action is to be taken on items not listed on the agenda. He said sometimes to meet these requirements, notices are sent directly to each resident affected.

The presiding officer can allow individuals that want to be recognized to speak. The minutes and records were defined, including the specifics that must be included. Written minutes are taken and become the record. Definition and specifications of holding a closed meeting were discussed. Lastly the enforcement issues were discussed.

**d. Annual Training – Non-discrimination and Sexual Harassment Training.** Bill Morris said the city insurance provider, Utah Local Government Trust, requires this training for all elected officials. The purpose is to recognize where these issues take place in the work place and to avoid costly lawsuits. Local regulations were defined and protective laws were discussed. Bill Morris outlined what qualifications must be met to establish a claim. Adverse employment actions were discussed. Sexual Harassment types were discussed. A few business practices can be put into place to avoid any uncomfortable situations. Policy issues were discussed; and the practices in place that avoid claims. Bill Morris informed Council of the five step method currently in place; identify the people involved, determine the events that led to the complaint, objectively describe the behavior, how to properly investigate claims, and how to take corrective action. Bill Morris instructed Council of the proper channel to handle a complaint. The city policy and procedure manual is posted on the city's website.

## **5. Public Comments.**

Ruth Pearce, 295 E. 1150 N., informed Council in the past the city has provided the CERT gear for individuals interested in becoming certified. She proposed implementing a policy to reimburse the individuals once they become certified. She indicated there are not typically a lot of cases, so this should not be a big expense. She encouraged Council to continue to offer this incentive.

Bill Morris said staff is already in a position to take action on this item. There is money set in the CERT budget each year that should cover these costs.

## **6. Mayor/Council Follow-Up.**

### **a. Council Assignments**

Mayor Richins passed out the organization chart with Council assignments. He asked Council Member Pearce to chair the Parks Committee and he accepted. He reminded Council of the Frisbee golf course that has been discussed in the past. Mayor and Council gave discussion on using the RAMP grant to fund this. Council Member Knighton suggested having a Frisbee golf tournament during Heritage Days if this can

be in place beforehand. Bill Morris informed Council the city engineering firm, Jones & Associates, has recently put together the Park Improvement Plan. All other remaining assignments were discussed. Council Member Pearce has already attended the first mosquito abatement meeting. Council Member Tait is already working with the Youth City Council. Mayor and Council gave a short discussion about the success with community garden plots. Council Member Pearce said he had conversation with the Lutheran Church about extending garden plots on their property if needed. Council Member Wilhelmsen will be the council member over emergency preparedness/CERT. He will also assist with park development and Heritage Days.

b. ULCT Spring Conference

Mayor Richins informed Council that hotel reservations have already been made for the ULCT training on April 9-11 in St. George. He said the conference in April after elections are held is especially informative.

Tomorrow the Youth City Council will be attending the meet the legislator's day. Council Member Tait will be accompanying the youth as well as resident Kathy Saunders and Jennie Knight. Mayor Richins requested some Youth City Council Members report in two weeks at the next regularly scheduled council meeting.

**7. Adjourn.**

Mayor Richins motioned to adjourn at 8:05 p.m.

ATTEST:

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BRUCE RICHINS  
Mayor

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JENNIE KNIGHT  
City Recorder