

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, January 12, 2016 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Jennifer Jensen, Council Member Gary Robinson, Council Member Ruth Pearce. [Council Member Michael Murtha was excused]

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder, Max Jackson, Police Chief, Lynn Fortie, Treasurer.

Visitors: Roger Shuman, Ann Richins, Tami Johnson, Lloyd Barker, Grover Wilhelmsen.

7:00 P.M. CITY COUNCIL MEETING

1. Oaths of Office Administered and Call to Order.

Mayor Richins welcomed all visitors and turned the time over to Jennie Knight to offer the oaths of office. Jennie Knight administered the oaths of office to Council Member Ruth Pearce and Council Member Gary Robinson.

2. Opening Ceremony.

Mayor Richins led the pledge of allegiance and conducted the opening ceremony.

3. Consent Items.

- a. Approve the minutes of December 8, 2015 as presented.

MOTION: Council Member Jensen motioned to approve the minutes of December 8, 2015 as presented. Council Member Ruth Pearce seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

a. Presentation of 2014-2015 Audit Report.

Jeff Ambrose from Christensen, Palmer, & Ambrose introduced himself to discuss the 2015 audit report. He expressed his thanks to the staff members that assisted in providing information for the audit. He informed Council they did make one journal entry due to a significant change in required financial reporting regarding pensions. There is a new requirement under the GASB Summary of Statement #68. This mandates a report of net pension asset and liability towards employees be listed in the audit. He informed Council the Financial Statement has a clean opinion which is the highest ranking. The information is clearly stated and no audit adjustments were made. He gave an overview of the Management Discussion and Analysis. This is prepared by Lynn Fortie with year to year comparisons in summary form including pictorial graphs. The

Statement of Net Position highlights the cash of the city through the General Fund, Capital Projects, and the Business funds. The net position decreased this year due to the increasing liability listed out in the GASB 68 requirement.

The city has no debt through bonds or any other liability issues. The GASB 68 requirement shows what the city would owe to the retirement system if the city were to shut down. The Statement of Activities was reviewed. The Income Statement is typically derived from income subtracted from expense. Outlining this shows the net cost of what things cost to run the city. This also provides a way to show citizens what costs are directly involved in running a city.

The GASB 68 information was provided by the URS (Utah Retirement System). Both reports were clean.

The Balance Sheet for Governmental Funds was reviewed. Both the Capital Projects and General Fund are within the required limits set by the state. The Reconciliation Sheet shows the statement of revenue. Although tax revenue is down due to franchise taxes, fines and forfeitures increased.

The Enterprise Funds were reviewed. These include sewer, storm drain, garbage, and the motor pool. These capital intensive funds are allowed to maintain a higher limit so repairs can be made when necessary. This shows the city has been able to manage repairs and increased service without taking out debt.

Capital Asset activity was reviewed. The bulk of the activity in this account was from the construction to bring the city office building into ADA compliance. Additionally several vehicles, a dump truck, and back hoe were purchased.

He explained the section where information was provided due to the expanded note of the GASB requirement. Council Member Robinson asked if the city has a cap on employee vacation benefit. Mr. Ambrose said the audit does not require a cap but most city policies include one. Council Member Jensen replied there is an employee vacation cap of 160 hours. Mr. Ambrose explained that is where the required numbers would have derived from. Council Member Robinson asked if the retirement tiers have changed. Mr. Ambrose responded there are still two favorable tiers for the URS retirement program. The first tier is favorable but the second tier is still good. Mr. Ambrose said the pension schedules required by GASB 68 show a ten year trend. Since this is the first year of the requirement, this statement only shows one year.

The Operating statement of the general fund shows revenue came in higher giving a favorable review. No departments were over budget. Other reports including employee payroll and the net pension of the asset for URS were outlined.

The last requirement includes the yellow book letter showing compliance to the state laws. This is another clean opinion with no weaknesses on internal control measures. A management letter is including other findings not contained in the report. No changes in procedures are recommended and there are no disagreements.

Council Member Robinson asked what the recommendation for number of employees required when depositing city monies. Mr. Ambrose said they do recommend a check and balance but due to the size of Harrisville City it is not feasible to require more than one employee. He did mention he suggested the city recorder take all payments and provide proof of payment to the court clerk as an additional protection for the city. This is simply a suggestion, not a requirement.

Mayor Richins thanked Mr. Ambrose for his review of the audit.

b. Discussion/possible action to approve Harrisville City Ordinance #477, an ordinance amending section 11.13.020 reducing the side yard setback in the commercial zone; severability; and providing an effective date.

Bill Morris explained this ordinance has been recommended by planning commission. There is currently a 10 ft. setback requirement on the CP-2 zone when bordering CP-2 zone. This will be reduced to a zero setback requirement. He gave a history of the changes made in 2006 with regard to setback requirements. Council Member Jensen expressed concern with adjoining property owners. She asked if this will protect adjacent property. Bill Morris clarified this is only when bordering adjacent commercial property. There is still a 20 ft. setback when commercial borders residential. The original ordinance had a reduction from 20 ft to 10 ft when bordering residential but planning commission opted to leave the 20 ft setback requirement. He explained the zero setback requirement in commercial will allow for more room in the commercial zones. Council Member Jeff Pearce said this will allow buildings to be stacked together like downtown Ogden.

Council Member Ruth Pearce suggested the interior setback be more specific. Staff clarified this entire table is for the CP-2 zone. Mayor and Council gave a short discussion on the setback requirements. Bill Morris clarified this entire table is for the CP-2 zone; anything besides residential will be a zero setback.

MOTION: Council Member Ruth Pearce motioned to approve Harrisville City Ordinance #477, an ordinance amending section 11.13.020 reducing the side yard setback in the commercial zone; severability; and providing an effective date. Council Member Robinson seconded the motion. A Roll Call vote was taken.

Council Member Ruth Pearce	Yes
Council Member Robinson	Yes
Council Member Jensen	Yes
Council Member Jeff Pearce	Yes

Motion passed 4-0.

c. Discussion/possible action on advice and consent to Mayor's appointments:

i. Appointment of Jennifer Jensen as Mayor Pro Tem.

Mayor Richins said he is recommending appointment of Jennifer Jensen to serve as Mayor Pro Tem for a term of six months. He expressed his desire to rotate this responsibility along with the seating chart every six months.

ii. Planning Commission Appointment

Mayor Richins said he went through the applications for Planning Commission and is recommending reappointment of Roger Shuman as a planning commission alternate. He will help solidify the commission by bringing his 15 years worth of knowledge and experience.

MOTION: Council Member Jeff Pearce motioned to ratify the Mayor's appointment of Jennifer Jensen as Mayor Pro Tem for a term of six months and Roger Shuman as Planning Commission alternate for a term of four years. Council Member Ruth Pearce seconded the motion. All Council Members voted aye. Motion passed.

d. Heritage Days Date Designation

Mayor Richins said there is a need to designate the date for the Heritage Days celebration in 2016. Previous discussion left the option open for the new Council to decide. Council Member Jensen suggested moving the date back to the first weekend in August. Mayor and Council gave discussion on past conflicts, how many people will attend, and whether or not to have a full day of activities. Previous discussions offered the option of opening the Farmer's Market on Thursday, running the 5K on Friday night, and having activities and fireworks on Saturday. They gave discussion about the attendance last year and the fact that an unexpected heat wave defeated the purpose of moving the date towards June.

MOTION: Council Member Jeff Pearce motioned to designate August 6th for Heritage Days 2016. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.

e. Discussion/possible action to adopt 2016 Meeting Schedule.

Council Member Robinson asked if Council Members have been assigned to attend other meetings. Mayor Richins said that practice is no longer in place.

MOTION: Council Member Jensen motioned to adopt the 2016 Meeting Schedule as presented. Council Member Ruth Pearce seconded the motion. All Council Members voted aye. Motion passed.

5. Public Comments - (3 minute maximum)

No public comments were offered.

6. Mayor/Council Follow-Up:

Mayor Richins wanted to follow-up on the possibility of installing cameras in the cabin. He reported they are beginning the process to collect cost information.

Council Member Jeff Pearce asked for an update on the library improvements in North Ogden. Mayor Richins said they are moving forward with the architectural drawings on the \$5 million bond. He will keep Council apprised of any information he is given.

Bill Morris informed Council of the training session that will be held in place of the regularly scheduled Council meeting on January 26, 2016. This will include team building activities, the annual training, and department introductions. Spouses are invited and a light dinner will be served.

7. **Closed Executive Session** - Utah State Code §52-4-204 & §52-4-205: The Council may consider a motion to enter into Closed Executive Session for the purpose of discussion of character, professional competence, or physical or mental health of individual(s).

MOTION: Council Member Jeff Pearce motioned to adjourn the public meeting to enter into a Closed Executive Session. Council Member Robinson seconded the motion. A Roll Call vote was taken.

Council Member Ruth Pearce	Yes
Council Member Robinson	Yes
Council Member Jensen	Yes
Council Member Jeff Pearce	Yes

Motion passed 4-0.

Mayor and Council convened into a closed executive session.

MOTION: Council Member Jeff Pearce motioned to close the Closed Executive Session and reopen the public meeting. Council Member Ruth Pearce seconded the motion. A Roll Call vote was taken.

Council Member Ruth Pearce	Yes
Council Member Robinson	Yes
Council Member Jensen	Yes
Council Member Jeff Pearce	Yes

Motion passed 4-0.

8. Adjourn.

Mayor Richins motioned to adjourn at 8:19pm.

ATTEST:

BRUCE RICHINS

Mayor

JENNIE KNIGHT

City Recorder

Approved this 9th day of February, 2016