

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, January 09, 2018 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404**

Present: Mayor Michelle Tait, Council Member Grover Wilhelmsen, Council Member Gary Robinson, Council Member Jennifer Jensen, Council Member Ruth Pearce, Council Member Clark Beecher.

Staff: Bill Morris, City Administrator, Sean Lambert, Public Works Director, Jennie Knight, City Recorder, Rick Hill, Bailiff, Mark Wilson, Police Sergeant, Lynn Fortie, Treasurer, Pam Crosbie, Finance Clerk, Bryan Fife, Recreation Director.

Visitors: Jeff Pearce, Brenda Nelson, Blaine Barrow, Arnold Tait, Nathan Averill, Bob Howard, Kevin Shakespeare, Austin Tracy, Brenna Teuscher, Jacob & Riley Schlegel.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

Mayor Tait called the meeting to order and welcomed all visitors.

2. Opening Ceremony.

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

3. Consent Items.

a. Approve the minutes of November 21, 2017 as presented.

Council Member Robinson asked that a note be added to the minutes indicating all Council Members signed the Canvass Certification outside of the November 21, 2017 meeting. Bill Morris said this could be added. Council Member Robinson pointed out the minutes of November 21, 2017 indicated the oath of office ceremony would be held the first meeting in January although the ceremony actually took place on January 1, 2018. Bill Morris said that is what was going to happen at the time of the meeting and is so indicated in the minutes. Council Member Robinson said oath ceremonies should be held during the first council meeting. Bill Morris clarified state law says oath ceremonies should be held the first Monday in January which happened to be New Years Day. Mayor Tait said she has attended oath ceremonies in the past as well.

MOTION: Council Member Pearce motioned to approve the minutes of November 21, 2017 with amendments. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.

b. Check Register

Council Member Robinson asked if fines are collected through the court. Bill Morris confirmed yes. Council Member Robinson expressed his concern with not closing out the financial books the end of December. Bill Morris said the city runs on a fiscal budget that ends June 30, 2018.

MOTION: Council Member Jensen motioned to approve the December Check Register. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

**c. Discussion/possible action on advice and consent to Mayor's Appointments for:
(i) Mayor Pro Tem**

Mayor Tait proposed Grover Wilhelmsen be appointed as Mayor Pro Tem for his 2-year term on City Council.

MOTION: Council Member Jensen motioned to ratify the appointment of Council Member Wilhelmsen as Mayor Pro Tem. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.

(ii) Planning Commission Appointments

Mayor Tait proposed Kevin Jensen and Blair Christensen be appointed to the Planning Commission for five year terms.

MOTION: Council Member Pearce motioned to ratify the appointments of Kevin Jensen and Blair Christensen to the Planning Commission for the term of five years. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

(iii) Central Weber Sewer

Mayor Tait proposed she serve as the appointee on the Central Weber Sewer board.

MOTION: Council Member Jensen motioned to ratify the appointment of Michelle Tait to the Central Weber Sewer Board. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.

(iv) Bona Vista Water District

Mayor Tait proposed she serve as the appointee on the Bona Vista Water Board.

MOTION: Council Member Wilhelmsen motioned to ratify the appointment of Michelle Tait to the Bona Vista Board. Council Member Beecher seconded the motion. All Council Members voted aye. Motion passed.

(v) Mosquito Abatement Board

Mayor Tait proposed Grover Wilhelmsen be appointed to the Mosquito Abatement Board.

MOTION: Council Member Pearce motioned to ratify the appointment of Grover Wilhelmsen to the Mosquito Abatement Board. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

a. Presentation of the FY2016-17 audit report.

Jeff Ambrose commended the city staff for providing all the necessary information to conduct the audit. He presented the Council with a clean opinion, which is the highest review meaning the financial statements are all clean and no significant adjustments had to be made. Management's Discussion and Analysis was reviewed. This report is prepared by Lynn Fortie. Statement of Net Position was reviewed; cash is up, assets increased, which increased net position. The city has high percentage of asset ownership. Very low liability to cover basic operating costs; pension liability is required to be recorded. This shows the city has high asset ownership with no debt. He reviewed Statement of activities, the income and expenses, and net costs to provide services. To justify charging property taxes, sales taxes to supplement the general fund. The balance sheet of government's funds includes the general fund and the capital projects fund. This statement looks healthy. Statement of Revenues, Expenditures, and Changes in Fund Balances were all reviewed. Taxes increased but license and permit fees decreased. Overall the general fund revenue increased. Sewer, storm water, and garbage funds were reviewed. Motorpool fund increased and liabilities were down. The net position of these funds all increased. Although most revenue sources were up, impact fees were down. These are capital intensive funds with money invested in equipment and pipes. The city does not have to borrow money to meet day to day operations. Statement of cash flows, Statement of Governmental Activity Capital Assets were both reviewed. There was no significant increase with sewer, storm water, and garbage. Required supplementary information was reviewed with actual activities with regard to revenues; most were favorable. Revenue came in higher than anticipated and the fund balance is within statutory limits. Required contributions were paid to the retirement system when they were due. All compliance issues were reviewed. There were no problems, only one suggestion in the management letters. Deposits were not always made within the three day window. He suggested we make sure deposits are made timely through internal controls. Mayor asked for clarification about the comment regarding retirement requirements. Jeff Ambrose clarified the governmental accounting standard for GASBE 68 is liability cities have for retirement. Council Member Robinson asked why there were compensated absences. Jeff Ambrose said people earned more vacation than they used. Mayor Tait thanked Jeff for his efforts.

b. Discussion/possible action to grant Final Acceptance for Wildflower Subdivision Phase 6.

Sean Lambert explained the city engineer has conducted an inspection and Wildflower Phase 6 meets the city's requirements. Council Member Jensen asked which street is included in phase 6. Sean Lambert said this is 300 West. Council Member Jensen

asked who maintains the retention pond between Orion Jr. High and this subdivision. She feels maintenance could be improved on this basin. Sean Lambert responded the sidewalk through is the school district's responsibility but the retention basin is our responsibility. He will inspect and address any issues. Mayor Tait asked if we have a maintenance schedule in place for retention basins. Sean Lambert confirmed we do. *[Later in the meeting Council Member Pearce asked if escrow will be released with Final Acceptance being approved by the Council. Bill Morris clarified escrow will be released.]*

MOTION: Council Member Jensen motioned to grant Final Acceptance for Wildflower Subdivision Phase 6. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.

c. Discussion/possible action to approve Harrisville Resolution 2018-01; a resolution adopting the 2018 update report to the Moderate Income Housing Plan.

Bill Morris explained the city is required to update the moderate income housing plan as part of the general plan requirement. This report outlines the state code requirements reviewed for the adoption. He reviewed the new housing units built in Harrisville since the previous update. County records show 2,102 single family housing units in Harrisville. Calculations show more than 70% of housing in Harrisville meets moderate income housing requirements with more than half of the newly constructed homes meeting the same requirement. Additionally he outlined the preserving of existing housing stock. This report will be sent into the state.

Council Member Wilhelmsen asked what cost is associated with moderate income housing. Bill Morris pointed out the section in the report on page 4, a house costing \$213,000 or less. Harrisville City meets existing requirements and additional money was saved by having staff prepare this update rather than outsourcing the work.

MOTION: Council Member Pearce motioned to approve Harrisville Resolution 2018-01; a resolution adopting the 2018 update report to the Moderate Income Housing Plan. Council Member Wilhelmsen seconded the motion. A Roll Call vote was taken.

Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Jensen	Yes
Council Member Robinson	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

d. Discussion/possible action to approve Harrisville Resolution 2018-02; a resolution approving an Interlocal Agreement between Harrisville City and Participating Entities authorizing and governing the Interlocal Law Enforcement Narcotic and Gang Strike Force.

Bill Morris explained this agreement was reviewed by Chief Jackson and if Council has an understanding of what the strike force does. He further explained the task force handles the narcotics and drug investigations for Weber and Morgan Counties. This agreement governs how we contribute to a unified force for these efforts by paying the county. The Ogden Metro Gang unit is also included in the strike force. Mayor Tait explained that interlocal agreements provide services we could not afford otherwise due to the size of our city.

MOTION: Council Member Pearce motioned to approve Harrisville Resolution 2018-02; a resolution to approve an Interlocal Agreement between Harrisville City and Participating Entities authorizing and governing the Interlocal Law Enforcement Narcotic and Gang Strike Force. Council Member Beecher seconded the motion. A Roll Call vote was taken.

Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Jensen	Yes
Council Member Robinson	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

e. Discussion/possible action to adopt the 2018 Meeting Schedule.

Mayor Tait explained city council meets the second and fourth Tuesdays. This schedule is an outline of these dates. She encouraged Council to please set aside these dates. She is planning to hold meetings the second Tuesday of each month. If there are business items to hold a second meeting on the fourth Tuesday, that meeting will be held. She does not like to hold meetings for the sake of holding them if there are no business items. Additionally, Planning Commission will meet the second Wednesday of each month.

MOTION: Council Member Jensen motioned to adopt the 2018 Meeting Schedule. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

5. PUBLIC COMMENTS - (3 minute maximum)

Blaine Barrow, 1785 N 750 W, said he has questions about the property the city owns on 750 with regard to the activity with the dirt. Speculation is that the city might want to improve this ground and move the police station and city offices over. He asked if this is something that has come up with the council that has not been worked over yet; is there anything even being discussed.

Mayor Tait explained this is not a question and answer period but any speculation is just that, speculation. There is currently no funding for this project.

Blaine Barrow said there once a committee put together years ago that discussed the possibility of developing a city complex on that property. He explained he is approached by neighbors because he lives there.

Bill Morris explained Gene Bingham proposed a 5 year, 10 year, 15 year plan but there is currently no money for this.

Brenda Nelson, 1578 N 225 W, expressed her welcome to Mayor Tait. She is on the Planning Commission and currently serves as president of the Realtor's Association.

6. Mayor/Council Follow-Up:

Mayor Tait informed Council of the upcoming ULCT training April 25-27 in St. George. Hotel reservations have been made. She asked Council Members who would like to attend to let Jennie know so she can meet registration deadlines.

Mayor Tait said the second meeting will be replaced with an Open and Public Meeting trainings by Dave Church. Mayor Dickamore from Farr West has lined this up for January 30, 2018, 6:30pm-8pm. This is a mandatory training for both Council Members and Planning Commissioners.

Council Member Jensen said after reading the audit report she is proud of our city managers and department heads that follow the budget. She feels they do amazing things with their budgets. We are always in the black at the end of the year. She thanked all city employees for making this work.

7. Adjourn.

Mayor Tait declared the meeting adjourned at 7:55pm.

ATTEST:

MICHELLE TAIT
Mayor

JENNIE KNIGHT

City Recorder

Approved this 27th day of February, 2018