

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
January 12, 2021
363 West Independence Blvd
Harrisville, UT 84404**

Present: Mayor Michelle Tait, Council Member Grover Wilhelmsen, Council Member Steve Weiss, Council Member Max Jackson, Council Member Kenny Loveland.
[Council Member Blair Christensen was excused.]

Staff: Bill Morris, City Administrator, Glen Gammell, Public Works, Zack Loveland, Public Works, Mark Wilson, Police Chief, Foster Bateman, Finance Officer, Jennie Knight, City Recorder.

Visitors: Mackey Smith, Marvin Farrell, Arnold Tait.

7:00 P.M. CITY COUNCIL MEETING
Presiding: Mayor Michelle Tait
Mayor Pro Tem: Steve Weiss

1. Call to Order.

Council Member Weiss called the meeting to order and welcomed all visitors.

2. Opening Ceremony.

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

3. Consent Items.

- a. Approve the minutes of December 8, 2021 as presented.
- b. Discussion/possible action on advice and consent to Mayor's Appointment for:
 - i. Planning Commissioner
 - ii. Mosquito Abatement Board

MOTION: Council Member Jackson motioned to approve the minutes of December 8, 2020 as presented. Council Member Loveland seconded the motion. All Council Members voted aye. Motion passed.

MOTION: Council Member Loveland motioned to ratify the Mayor's Appointment of Chad Holbrook to Planning Commission for a term of five years and Council Member Grover Wilhelmsen to the Mosquito Abatement Board. Council Member Jackson seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

a. Presentation on the CARES Act Allocations.

Mackey Smith explained Tanner Co. is the largest financial planning corporation and he has enjoyed participating with Harrisville with these funds. His focus was how can we ensure the city spends these funds appropriately and ethically. There were guiding principles to make sure purchases met the criteria outlined by the treasury dept. with relevance to the city's needs and longevity. The purchases should continue to service the city after the pandemic ends; not only meet the temporary needs of the city but to add long term value.

Zack Loveland was the main point of contact, with staff and leadership helping to vet options that could help. He was the third party contact to show an auditor we took due diligence to ensure the funds were spent appropriately with regular touch points to remain in compliance. The city received \$576,000 in CARES Act Funds and with exception to \$3,000 was spent. The funds had flexibility to cover front line emergency response individuals, so police payroll was covered. Some large cities put their entire CARES Act Funds towards police payroll reimbursement. The substantial use was to cover these costs; the city used \$235,882.74 for frontline police payroll to help with the Governor's Mask Mandate as well as Walmart's Mask Mandate, which was a central congregating place during the pandemic and to maintain compliance.

Another \$164,000 was spent on local business support, through licensing reimbursement, which is pretty standard. IT infrastructure was a focus as well. Most cities prioritize IT needs at the bottom of the list, in an effort to keep the city running, software is not usually the first purchase. The CARES Act Funds helped cities invest in telecommuting infrastructure, with holding Zoom meetings, purchasing computers for the police department, patrol officers, and administrators to work from home. Computers were already a need. An IT Risk Assessment was performed, which identified bugs or issues that would be caused if remote work is not protected. Future needs would be identified during this process as well, allowing the city to get ahead of this. Next steps include continued documentation for an audit. Other cities have been negligent on their spending, and will likely attract auditor's attention first. With active documentation with the creation of a central storing location, giving them the file; auditors are like investigators, who dig deep. He is available to reconvene with Council if more funds are received. Paying into the police department is a good recommendation, since this has already been approved. Should additional funds be received, he is available to continue consulting with Zack.

Council Member Weiss thanked Mackey Smith for his presentation. Mayor Tait said she was able to participate as a member of the committee. It was a relief when he was recommended. She also thanked staff members Zack Loveland, Foster Bateman, and Lynn Fortie.

b. Discussion/possible action to adopt Harrisville Resolution 21-01; Creation of Four Mile Special Service District.

Bill Morris said a public hearing was held earlier on the creation of this special service district. When the golf course is developed, this district will be able to take care of the secondary water issues. Maybe even some of the other SAP zones in the city. He explained SAP is a Special Area Plan. Council Member Jackson asked if this includes the Kunz property. Bill Morris said yes, and other areas can be annexed in later, they do not have to be contiguous.

MOTION: Council Member Jackson motioned to adopt Harrisville Resolution 21-01; Creation of Four Mile Special Service District. Council Member Weiss seconded the motion. A Roll Call Vote was taken.

Council Member Loveland	Yes
Council Member Jackson	Yes
Council Member Weiss	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

c. Discussion/possible action to adopt Harrisville Resolution 21-02; Creation of Harrisville Cemetery Special Service District.

Bill Morris shared the outlined area of Ben Lomond Cemetery district in Harrisville. This was created in 1952 before the city was incorporated. He outlined the potential area in the Main Park that could be identified as potential cemetery. The ground is raised in this area and there is not a drainage issue here, also we have water to address this area as well. With the purchase of the other property, there is about three acres, and we could acquire more, we have the equipment to take care of this.

Council Member Jackson suggested before moving this along, the city bring in an expert that would be able to conduct tests of the ground and see if this is going to work. Even Ogden Cemetery has had issues with vaults moving after burial. Bill Morris said the engineer's office could conduct a geo tech study.

Council Member Loveland asked if three acres is enough. Bill Morris pointed out the ball field could be included as well, if additional land is needed. Glen Gammell said the total area could be nine acres. Council Member Loveland asked how big Plain City Cemetery is. Mayor and Council gave discussion on the sizes of local cemeteries. Bill Morris pointed out the easy access to Highway 89. Mayor Tait said she likes this location because this would be easy for the public to find.

MOTION: Council Member Weiss motioned to adopt Harrisville Resolution 21-02; Creation of Harrisville Cemetery Special Service District. Council Member Loveland seconded the motion. A Roll Call Vote was taken.

Council Member Loveland	Yes
Council Member Jackson	Yes
Council Member Weiss	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

d. Discussion/possible action to adopt Harrisville Ordinance 517: Utility Fees.

Glen Gammell informed Council that Harrisville is charged with maintaining 26 miles of sewer lines and 13 miles of storm water and this is growing. The current storm water utility rate is \$4.25 per ERU, or household use. He reviewed the costs associated for maintenance as well as equipment and depreciation costs. With appropriated the wages and benefits for the current storm water official, we are not able to maintain this fund, and it is subsequently going in the hole every year. He suggested an increase to \$8.50 per ERU and he reviewed neighboring cities fees for comparison.

Likewise, the sewer utility fee is \$19.55 per user, although Harrisville City only receives \$5.60 of that fee, with the other going to Central Weber Sewer. He outlined the expenses on this utility and proposed a suggested rate of \$24.05, which would increase the city's portion by \$4.25, and maintain the current rate for Central Weber Sewer. We have aging sewer lines and still have some clay pipe in the ground, which costs \$100 per linear foot to replace. This increase will help get us back on track to maintain our own utilities.

Council Member Jackson asked how many years these funds have been deficient. Glen Gammell said for two years. Bill Morris explained these are enterprise funds.

Council Member Weiss asked when sewer replacement will take place. Glen Gammell outlined the areas in the city that need the most attention. Depending on the Golf Course development, the sewer replacement necessary for that would save the city several million dollars. We are also looking into federal grants, with FEMA and the replacement of sewer on North Harrisville Road.

Glen Gammell explained these utility funds have not paid salaries and equipment in the past, but need to support themselves in the future. Council Member Wilhelmsen asked if this is a total increase of \$8.75 for both. Mayor Tait explained these are each line items on the Bona Vista water bill. Mayor and Council discussed the majority of the sewer fee goes to Central Weber Sewer. They gave discussion of these being utility fees rather than a tax; therefore, they can be increased. Council Member Loveland asked when this will take effect, saying the sooner the better. Bill Morris said the ordinance would take effect immediately, but with the next billing cycle, likely will be billed in March and with Council agreement edited the ordinance to reflect the effective date of March 1, 2021.

Bill Morris outlined the secondary water fees for when the special service district goes into effect. Council Member Weiss asked if this is a new \$40.00 per month fee for secondary. Bill Morris said this is for the area where residents do not have Pineview water service. We are implementing a similar fee for these people. When the golf course is built, these new lots will be paying something equivalent to the Pineview charge.

Council Member Wilhelmsen asked for clarification on what the monthly fee will be; what the bottom line for both utility fees. Glen Gammell said storm water will be \$8.50 and sewer will be \$24.04 per month.

MOTION: Council Member Weiss motioned to adopt Harrisville Ordinance 517; Utility Fees. Council Member Wilhelmsen seconded the motion. A Roll Call Vote was taken.

Council Member Loveland	Yes
Council Member Jackson	Yes
Council Member Weiss	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

e. Discussion/possible action to construct Decant Basin to comply with Federal EPA and Utah State DEQ requirements.

Zack Loveland explained the need for a Decant Basin, which is a cement basin with dimensions of 20 ft by 30 ft to hold debris and water dumped from the street sweeper. The water evaporates or is released into the sewer, and the debris can then be transported to the dump. This will be paid out of storm water fees. Council Member Jackson asked how much is currently in this fund. Zack Loveland said over one million dollars. Mayor Tait asked when this can be constructed. Zack Loveland said as soon as a contractor becomes available. We currently do not meet the requirements and this will bring us into compliance.

MOTION: Council Member Jackson motioned to approve the construction of a Decant Basin to comply with Federal EPA and Utah State DEQ requirements. Council Member Loveland seconded the motion. A Roll Call Vote was taken.

Council Member Loveland	Yes
Council Member Jackson	Yes
Council Member Weiss	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

f. Discussion/possible action to purchase storage container.

Glen Gammell explained the need for an additional storage unit to be kept at Public Works to store materials. Council Member Jackson asked what types of items will be stored. Glen Gammell responded, anything that the city needs to store, we have run out of storage room. He outlined the dimensions of the portable storage unit. Council Member Jackson asked if this could be painted to look nice. Council Member Weiss asked if important files will be kept. Glen Gammell said mostly things that need to be stored, but not really important things. Council Member Wilhelmsen asked if this will be filled immediately. Glen Gammell said yes. Council Member Weiss asked if the city needs to purchase multiple units, at this price. Glen Gammell said the price is \$4,500 and these have to be a certain grade, this one will be coming up from Spanish Fork. Council Member Loveland asked if shelving will be included. Glen Gammell responded not right away. Council Member Weiss asked where we will be paying this from. Glen Gammell said out of Capital Improvements. Council Member Weiss expressed his concern with waiting if this price has already gone up in the last several months. Glen Gammell said this will take up one parking area at the shop, which will be enough for now. Council Member Jackson asked if this will store evidence. Chief Wilson said not evidence, but extra car parts that take up space, that we must maintain until we are ready to sell the cars. The police department also has kits donated from "Hearts Knit Together" which include stuffed animals, blankets, and other necessities for women coming out of domestic violence situations, and they are out of room to store these. All records will be stored at the city's main building. Council Member Loveland asked how we could purchase some shelving. Glen Gammell said he could likely purchase the shelving out of the building and grounds fund, or split between department needs. He said depending on what happens in the future, they could even be building on to their building. The reality is, the city has outgrown our buildings.

MOTION: Council Member Weiss motion to approve the purchase of a storage container for 4,500. Council Member Wilhelmsen seconded the motion. A Roll Call Vote was taken.

Council Member Loveland	Yes
Council Member Jackson	Yes
Council Member Weiss	Yes
Council Member Wilhelmsen	Yes

Motion passed 4-0.

g. Discussion/possible action to adopt the 2021 Meeting Schedule.

Jennie Knight presented the outline of regularly scheduled Council meetings and Planning Commission meetings for 2021. Council will meet the second Tuesday of each month and Planning Commission will meet the second Wednesday of each month, with exception to Holidays.

MOTION: Council Member Loveland motioned to approve the 2021 Meeting Schedule. Council Member Weiss seconded the motion. All Council Members voted aye. Motion passed.

h. 2021 Goals

Mayor Tait reviewed the accomplished goals of the last year which include: Larsen Lane Widening, completion of 1100 North, adoption of the 2019 General Plan, chip seal road projects, and appropriation of the CARES Act Funds. She outlined goals for the upcoming year which include: economic development with our CRA areas, strategic planning, updating the impact fee analysis, CDBG grant applications, final site plan for new municipal complex, complete approval

of Ben Lomond redevelopment, prepare for 2024 reconstruction of West Harrisville Road, develop a cemetery plan, and make department staffing improvements.

Council Member Weiss asked about updating the cabin to meet ADA requirements. Glen Gammell explained he is waiting on a grant to help; although, we did get new appliances that are up to code.

Council Member Jackson said he does not feel code enforcement should fall under the police department, and asked what we can do to hire a code enforcement officer. Bill Morris suggested we reevaluate staffing with the anticipated changes.

5. Public Comments - (3 minute maximum)

Marvin Farrell asked why the things passed tonight did not have public comments as far as the place for the cemetery. He said there are two lots not belonging to the city, those would have to be purchases, are these properties for sale. He understands as far as the cemetery, there are other places to be considered. He has concern with the golf course raising taxes, but they are doubled. The secondary water is for that district, they way he understands, why would the city take over that and how is that going to work, and where is the water going to come from.

Bill Morris explained the required public hearing were already held; there was a sixty-day statutory waiting period. With redevelopment of the golf course, this will include their water rights. The other areas in the city are covered by Pineview. We are creating this district with fees equivalent to what would be paid to Pineview. As far as the location of the cemetery, this can go where Council wants.

6. Mayor/Council Follow-Up:

Council Member Jackson said he is giving the Eagle Foundry the okay to upgrade the Terikee Marker. They have caught some errors, and he will have the Heritage Foundation reimburse us for half the costs.

Council Member Weiss asked if we are considering opening up the bowery for reservations. Bill Morris said not this fiscal year. As long as the Governor has the gathering limitation, the cabin and bowery will be unavailable.

7. Adjourn.

Mayor Tait declared the meeting adjourned at 8:09 p.m.

ATTEST:

MICHELLE TAIT
Mayor

JENNIE KNIGHT

City Recorder

Approved this 9th day of February, 2021.