



HARRISVILLE CITY

363 West Independence • Harrisville, Utah 84404 • (801) 782-4100

MAYOR:

Michelle Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Gary Robinson
Ruth Pearce
Clark Beecher
Steve Weiss

CITY COUNCIL AGENDA 363 West Independence Blvd October 22, 2019

"In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the City Recorder at 801-782-4100, providing at least three working days advance notice of the meeting."

7:00 P.M. CITY COUNCIL MEETING

Presiding: Mayor Michelle Tait

Mayor Pro Tem: Grover Wilhelmsen

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Council Member Beecher]
- 3. OATH OF OFFICE-** Harrisville Police Department [Chief Wilson]
- 4. CONSENT ITEMS**
 - a. Approve the minutes of October 8, 2019 as presented.
- 5. BUSINESS ITEMS**
 - a. Discussion/possible action to adopt Harrisville Resolution 2019-14; Justice Court Recertification. [Bill Morris]
 - b. Discussion/possible action to approve Harrisville General Election Poll Workers and Locations. [Jennie Knight]
- 6. PUBLIC COMMENTS - (3 minute maximum)**
- 7. MAYOR/COUNCIL FOLLOW-UP:**
- 8. CLOSED EXECUTIVE SESSION:** Utah State Code §52-4-205(1)(a): 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).
- 9. ADJOURN**

DATE POSTED: October 17, 2019

BY: Jennie Knight, City Recorder

I, Jennie Knight, certify that I am the City Recorder of Harrisville City, Utah, and that the foregoing City Council agenda was posted and can be viewed at City Hall, on the City's website www.cityofharrisville.com, and at the Utah Public Notice Website at <http://pmn.utah.gov>. Notice of this meeting has also been duly provided as required by law.

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
October 8, 2019 – 7:00 p.m.
363 West Independence Blvd
Harrisville, UT 84404**

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

Staff: Bill Morris, City Administrator, Mark Wilson, Police Chief, Jennie Knight, City Recorder.

Visitors: Arnold Tait, Richard Hendrix, Austin Moffitt, Aspen Teuscher, Beth Holbrook, Jake Brian, Lee Rasmussen, Kim Steed, Trent Nelson, Jaxon Bushell, Heidi Wahlen, Russ Wahlen, Jessica Prestwich, Karen & Glenn Boudreau, Jennifer Moore, Charity Keyes.

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.

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

3. Presentation.

Jake Brian from Peterson Incorporated presented Harrisville Police Department with a check to purchase safety equipment for officers. They held a fundraiser to raise funds to help our local police departments. Mayor Tait thanked employees of Petersen's for the generous donation and their support of public safety officers in the area.

4. Consent Items.

- a. Approve the minutes of September 24, 2019 as presented.

MOTION: Council Member Weiss motioned to approve the minutes of September 24, 2019 as presented. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.

5. Business Items.

a. UTA Community Engagement Presentation

Trustee Beth Holbrook from the Utah Transit Authority (UTA) introduced herself and explained she oversees Davis, Weber, and Box Elder counties. In 2018, UTA established three trustees to make sure decisions are made correctly and to provide maximum values in services.

She reviewed the services provided in Harrisville including the estimated ridership and hours of service; including how many stops are within our district along with the master plan of bus stops. She reviewed improvements that have been or are going to take place. They are trying to utilize technology with their services to provide transit in areas that may not currently have transit options available to them.

South Salt Lake County area has seen significant growth without a lot of transit available. They are always trying to determine where people live and need services. This South Salt Lake area is currently a pilot area where they are testing out a microtransit type of transportation service. The goal is to get people to a transit stop to meet appointment or other needs. This is not a door to door service, but transit options within a block of rider's homes. Uber and Lyft offer services, but they are not ADA compliant. New service provides ADA approved 15 passenger vehicles that may not have the same route every day, depending on service needs. They currently have paratransit services directly available to riders with mobility challenges. Alternative forms of transportation are to help communities with transit options by utilizing smaller vehicles, including new modes and technologies for improved access as well as addressing late night and weekend services to fill additional gaps in the transit network. Using an app, riders can request services in their areas and UTA can collect appropriate data to increase the needs of these growing communities.

A third party, VIA, will be providing these transit services. By using a select testing area, they are hoping to refine a draft plan to submit in 2020 and implement a new program in 2021. Some of these discussions with local governments are critical to determine where developments will create new needs. Addressing new density can help meet these needs and give cities what will benefit the most. These transit options will not be for every area, but they would like to know where each city land use development will be going. UTA is making sure their planners are getting out into the communities to see the changes in needs.

Council Member Robinson asked if there is UTA service to Hill Air Force Base. Trustee Holbrook said she knows there is service to BDO but some other larger areas have van pools that are driven by third parties. Council Member Robinson asked if these are paid by the government. Trustee Holbrook confirmed some of these van pools are paid by government or other companies. There are about 680 van pools designed for companies like Thiokol, that provide service for their employees. These are managed by a third party but the maintenance is managed by UTA.

Council Member Robinson asked if UTA is working with legislators to open car pool lanes to two lanes. Trustee Holbrook said the pressure is nothing north of Kaysville has a car pool lane. Some of the largest bottle necks are from 114th South to Lehi. Two HOV lanes might be needed in that area. She explained road management cannot just increase the lanes because there is a tipping point with the maximum number of lanes before traffic patterns actually slow rather than increasing travel.

Richard Hendrix asked if the third-party services includes a fee. Trustee Holbrook said this will cost UTA approximately \$700,000 to provide their vehicles, drivers, and insurance. This is a smaller service area for this company who typically functions in very large metropolitan areas. Careful balance must be considered when putting more cars on the road.

Uber or Lyft rates are often based on distance and high usage times. UTA services will be the current rate of \$2.50 per ride; and can transfer to the bus, but not front runner. Again, these services will not be door to door, but within a block of riders. Council Member Robinson asked if UTA is finding ways to entice riders, addressing how frequently the bus stops and how quickly riders can reach their destination. Trustee Holbrook responded Salt Lake City committed to buying buses to increase their service in certain areas. This increased the response time and buses were available every 5 minutes in fixed areas of the city. They are seeing an increase in the amount of ridership and this program just began July 1, 2019. They are still watching to see how this will affect things long term. They also increased ridership by increasing the availability of buses between two universities. These buses go every 6 minutes and have increase ridership from 2,000 to 14,000. At Utah Valley University, 750 parking stalls were left vacant. This is changing these types of mindsets.

b. Discussion/possible action to adopt Harrisville Ordinance 501; General Plan including associated elements, goals, policies, and maps.

Bill Morris explained this item was continued from the previous council meeting. One comment has been received since the last meeting which is concerning the parcel on Washington Blvd north of Larsen Lane which has been changed to residential with general commercial on the road corridor. Mayor Tait explained she did not understand the changes that were implemented from the last meeting being to completely remove the mixed use from the north section of Washington and suggested adding some back. Bill Morris recommended staying away from the east side of Plush Nest subdivision. Council Member Pearce said she does not see a problem with having mixed use in these commercial areas as long as it does not border the neighborhoods. Council Member Wilhelmsen asked if there is a distinction with the commercial zone and the housing in the mixed use zone. Mayor Tait pointed out the area on the map separating the areas. Council Member Weiss asked if this is on the 21-acre property. Council Member Wilhelmsen expressed hesitancy to make changes to this area, asking for clarification of how much area will be considered mixed use. Bill Morris said the commercial areas would be more of the infill development than the standard mixed use being considered on the golf course. Council Member Wilhelmsen asked for more clarification. Bill Morris said the yellow residential area will offer a buffer against the already existing commercial in the current future land use map.

Council Member Robinson asked to address the moderate income housing section of the plan. Mayor Tait asked for specific questions. Council Member Robinson referred to a section regarding parking regulations. Bill Morris clarified this is not a policy that is being considered by Harrisville, just a policy suggested by the state. He suspects this was part of the research in housing to reduce parking in high density to encourage using mass transit.

Council Member Robinson asked to address the sewer issue on Independence Blvd in the General Plan. Bill Morris said Lance from Central Weber Sewer has included this line in their future master plan because it belongs to them. He suggested modifying the General Plan to include "the City will support the strategic planning of Central Weber

Sewer to address the failing line on Independence Blvd.” Mayor and Council agreed to include this amendment.

Council Member Robinson expressed his concern with the Administrative services section regarding the development of a new city building on 750 West. He does not feel this is centrally accessible for residents. Mayor Tait pointed out this must be included in the General Plan if the city intends to build in the future. Bill Morris added “or other conducive site” to this section of the General Plan.

Council Member Robinson asked why large public hearings are not held at Orion Jr. High; he feels the schools are under used. Bill Morris said if we know we are anticipating a major meeting, we will hold the hearing at the school in the future. Mayor Tait pointed out we have outgrown the city office building and this needs to be addressed in the future.

Council Member Pearce said she would like to include the possibility of having a tri city police department. Mayor Tait explained this was investigated last year. Bill Morris included a reference “the city can look into forming cooperative agreements in the future”.

Council Member Wilhelmsen asked to revisit the areas on the map. He asked if all the pink areas will be classified as mixed use. Currently every other area of mixed use is below Larsen Lane. He suggested drawing some type of line from 1400 North that does not include land parcels so there is no miscommunication of what is being done. Mayor and Council gave discussion about the buffer area and where property lines are drawn. Bill Morris identified the open space areas that were added to address the water issues. Bill pointed out the land locked area behind EK Bailey and what the spatial difference is for these lots. Bill Morris pointed out some of these changes are to prevent land locking parcels. Council Member Pearce asked what the depth of the commercial area will be in feet.

Richard Hendrix asked who would maintain the buffer area if left vacant. Bill Morris clarified more houses would become the buffer to address the area. Mayor Tait pointed out there are several areas in the city where there are no buffers between residential and commercial. Bill Morris explained the map key states one inch is equal to 2,000 square feet. The commercial depth of this area would be approximately 500 feet deep.

Council Member Wilhelmsen asked if mixed use areas in the General Plan will be controlled by the Planning Commission and Council. Bill Morris reminded Council they have complete control because the mixed use ordinance has not been passed. Mayor Tait said her concern with too much control in development is we tie their hands.

Council Member Wilhelmsen said he does not have a problem with mixed use going in some areas. Bill Morris suggested allowing a little at a time and see how it goes.

Council Member Weiss agree the control is still in the city’s hands, because the ordinance is not defined. Bill Morris mapped out exact parcels to include as mixed use. Mayor Tait asked how difficult it is to change the General Plan. Bill Morris said changes require public hearing and ordinances. Council Member Pearce asked if we have to allow this. Bill Morris explained if the request is consistent with the General Plan and they meet the requirements of the ordinance, they generally need to pass it, but do not have to.

MOTION: Council Member Weiss motioned to adopt Harrisville Ordinance 501; General Plan including associated elements, goals, policies, and maps including the amendments and the update map. Council Member Beecher seconded the motion. A Roll Call Vote was taken.

Council Member Weiss	Yes
Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Robinson	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

6. Public Comments - (3 minute maximum)

Richard Hendrix said he attended the last meeting and thought maybe some of the things discussed at that meeting would be discussed tonight as agenda items. With regard to the 4-way stops throughout the city, he asked if Council had plans to take action. He expressed concern with removing 4-ways stops. He believes these are protecting areas up by the schools. Also, there was discussion about whether to move public comments to the beginning of the meeting and how to better inform the residents, especially when people opt out of getting the newsletter. He also recommended Council consider getting a new sound system in the Council Room. People like to hear the discussions taking place and possibly lapel microphones for the Council to wear. He appreciates the work that is being done even though there is no way to know exactly what the future will bring.

Mayor Tait said she has instructed staff to address the sound system issue.

7. Mayor/Council Follow-Up:

Mayor Tait reminded Council and the audience of the Fall Festival on October 28, 2019 at 5pm and encouraged attendance and participation.

- 8. Closed Executive Session:** Utah State Code §52-4-205(1)(a): 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 Pearce motioned to close the public meeting and enter a Closed Executive Session. Council Member Wilhelmsen seconded the motion. A Roll Call Vote was taken.

Council Member Weiss	Yes
Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Robinson	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

Mayor and Council convened into a Closed Executive Session.

MOTION: Council Member Beecher motioned to close the Closed Executive Session and reopen the public meeting. Council Member Weiss seconded the motion. A Roll Call Vote was taken.

Council Member Weiss	Yes
Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Robinson	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

9. Adjourn.

Mayor Tait declared the meeting adjourned at 8:44pm.

ATTEST:

MICHELLE TAIT
Mayor

JENNIE KNIGHT

City Recorder

Approved this 22nd day of October, 2019

**HARRISVILLE CITY
RESOLUTION 2019-14**

RECERTIFICATION OF THE HARRISVILLE JUSTICE COURT

**A RESOLUTION REQUESTING THE RECERTIFICATION OF THE
HARRISVILLE JUSTICE COURT.**

WHEREAS, the provisions of U.C.A. 78A-7-103 require that Justice Courts be recertified at the end of each four-year term; and

WHEREAS, the term of the present Court shall expire on the 8th day of February, 2020; and

WHEREAS, the members of the Harrisville City Council have received an opinion letter from Bill Morris, City Attorney, which sets forth the requirements for the operation of a Justice Court and feasibility of continuing to maintain the same; and;

WHEREAS, the members of the Harrisville City Council have determined that it is to the best interests of Harrisville City to continue to provide for a Justice Court;

BE IT RESOLVED, the City Council of Harrisville City hereby requests recertification of the Harrisville Justice Court by the Justice Courts Standards Committee and the Utah Judicial Council.

BE IT FURTHER RESOLVED that the Harrisville City Council of Harrisville City hereby affirm their willingness to continue to meet all requirements set forth by the Judicial Council for continued operation of the Harrisville Justice Court for the next four-year term of court, except as to any requirements waived by the Utah Judicial Council.

PASSED AND ADOPTED by the City Council on this 22th day of October, 2019.

MICHELLE TAIT, Mayor

ATTEST:

JENNIE KNIGHT, City Recorder

Roll call vote is as follows:

Mr. Wilhelmsen	yes	no
Mr. Robinson	yes	no
Ms. Pearce	yes	no
Mr. Beecher	yes	no
Mr. Weiss	yes	no



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MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen

Gary Robinson

Ruth Pearce

Clark Beecher

Steve Weiss

October 10, 2019

Mayor Michelle Tait and Harrisville City Council
363 West Independence Blvd.
Harrisville, UT 84404

RE: Opinion on Justice Court and Recertification

Dear Mayor Tait and Council:

The purpose of this letter is to advise you of the legal requirements for the operation of the Harrisville City Justice Court and to give you my recommendation concerning recertification. The statutes of the State of Utah required that certain standards be met in the operation of a Justice Court. These statutory requirements include the following:

1. All official court business shall be conducted in a courtroom or an office located in a public facility which is conducive and appropriate to the administration of justice (UCA 78A-7-213)
2. The Court should be opened, and judicial business transacted every day as provided by law. Although the court must transact business every day, the judge is not required to be present during all hours the Court is open (UCA 78A-7-213)
3. The hours that the court will be open should be posted conspicuously at the court and in local public buildings. (UCA 78A-7-213)
4. The judge and the clerk of the court should attend the court at regular scheduled times. (UCA 78A-7-213)
5. The City must provide and compensate judge and clerical personnel to conduct the business of the court (UCA 78A-7-206 & 78A-7-207)
6. The City should assume the expenses of travel, meals, and lodging for the judge of the court to attend required judicial education and training. (UCA 78A-7-205)
7. The City should assume the cost of travel and training expenses of clerical personnel at training sessions conducted by the Judicial Council. (UCA 78A-7-301)
8. The City should provide a sufficient staff of a public prosecutor to attend the court and perform the duties of a prosecutor. (UCA 10-7-103)

9. The City should provide adequate funding for attorneys where persons are indigent as provided by law. (10-7-103)
10. The City should provide sufficient law enforcement officers to attend court when required and provide security for the court (UCA 10-7-103)
11. Witnesses and jury fees as required by law should be paid by the City. (UCA 10-7-76)
12. Any fine, surcharge, or assessment which is payable to the State should be forwarded to the State as required by law. (UCA 78A-7-210 & UCA 78A-7-121)
13. The City should pay the judge a fixed compensation. (UCA 78A-7-206)
14. Court must be held within the jurisdiction of the court, except as provided by law. (UCA 78A-7-212)
15. The City should provide and keep current for the court a copy of the Utah Code, the Judicial Court Manual, state laws affecting local governments, Utah Court Rules Annotated, local ordinances and other necessary legal reference material.
16. All required reports and audits shall be filed as required by law or by rule of the Judicial Council pursuant to UCA 78A-7-215.
17. The Court shall use a common case management system and disposition reporting system as specified by the Judicial Council. (UCA 78A-7-103)
18. The Court shall record all proceedings with a digital audio recording device and maintain the audio recordings for one year. (UCA 78A-7-103)

In addition to the requirements imposed by statute, the State Judicial Council has set certain minimum requirements for recertification of Justice Courts. Acting on the authority given to the Judicial Council by statute, the Council has adopted the following minimum requirements:

1. The Court must be opened for at least two hours each day during the normal business week.
2. The Judge must be available to attend court and conduct court business as needed.
3. The minimum furnishings for a courtroom include: a desk and a chair for the Judge (on a six inch riser), a desk and a chair for the court clerks, chairs for witnesses, separate tables and appropriate chairs for plaintiffs and defendants, a Utah State flag, a United States flag, a separate area and chairs for at least four jurors, a separate area with appropriate seating for the public, an appropriate room for jury deliberations, and an appropriate area or room for victims and witnesses which is separate from the public.
4. The Judge must be provided a judicial robe, a gavel, a current bail schedule, a copy of the Judicial Administration, and necessary forms and supplies.

5. The City should provide office space for the judge and clerk (this space may be shared, but if shared, the judge and clerk must have priority to use the space whenever needed). The office space shall include a desk for the judge and a desk for the clerk, a telephone for the judge and a telephone for the clerk, appropriate office supplies to conduct court business, a cash register or secured cash box, a typewriter or word processor, and access to a copy machine.
6. A clerk must be present during the time the court is open each day and during court sessions, as required by the judge.
7. All required reports and audits must be filed as required by law or by rule of the Judicial Council.
8. The City must have at least one peace officer (which may be contracted).
9. A court security plan must be submitted consistent with C.J.A. Rule 3-414.
10. The Court must have at least one computer with access to the internet, and appropriate software and security/encryption technology, to allow for electronic reporting and access to Driver's License Division and the Bureau of Criminal Identification, as defined by the reporting and retrieval standards, promulgated by the Department of Public Safety. Monthly reports must also be electronically submitted to the Administrative Office of the Courts. All courts must use a case management system and disposition reporting system.
11. The Court shall report required case disposition information to DLD, BCI and the Administrative Office of the Courts electronically, as described in number 10 above.

These guidelines are currently being met by our Harrisville Justice Court. After a review of the recertification application, current law, and our justice courts operations, it is my opinion that it is reasonable, feasible, and in the best interest of Harrisville City to continue to maintain and operate the Harrisville City Justice Court. If you have any questions, please contact me.

Sincerely,



Bill Morris
Harrisville City Attorney

COURT CERTIFICATION AFFIDAVIT

Court Location: **Harrisville Justice Court**

Judge: Michael S. Junk

Address: **363 West Independence Blvd, Harrisville UT 84404**

Telephone: (801) 782-4100

Level of Court (Circle one): **III**

Average Case Filings Per Month: **100**

Daily Court Hours: Mon-Thurs 8am-5pm; Fri 8am-12pm

Number of Full-time Clerks: 1

Hours Worked Per Week Per Clerk: **35**

Number of Part-time Clerks: 1

Hours Worked Per Week Per Clerk: **20**

This form is divided into two parts. Section I contains those requirements that are statutory and cannot be waived. Section II contains minimum requirements established by the Judicial Council, and those requirements may be waived pursuant to the procedure set forth in the Instructions to Applicant included with this Application for Recertification.

Comes now Judge Michael S. Junk Justice Court Judge for Harrisville Justice Court

and, except as specifically noted below, certifies as follows:

SECTION I

THE FOLLOWING ITEMS ARE STATUTORY AND CANNOT BE WAIVED.
CERTIFICATION WILL NOT BE GRANTED UNLESS EACH REQUIREMENT IS MET.

Please indicate Yes or No to each of the following:

1. All official court business is conducted in a public facility. **Yes**
2. Court is open daily. **Yes**
3. The hours of court operation are posted conspicuously. **Yes**
4. The judge and the clerk attend court at regularly scheduled times based on the level of the court. **Yes**
5. The judge is compensated at a fixed rate, within the statutory range. **Yes**
6. The responsible governmental entity provides and compensates sufficient clerical personnel necessary to conduct the business of the court. **Yes**
7. The responsible governmental entity assumes the expenses of the travel of the judge for purposes of required judicial education. **Yes**
8. The responsible governmental entity assumes the expenses of the travel of each clerk for the purposes of attending training sessions conducted by the Judicial Council. **Yes**
9. The responsible governmental entity provides the Court with:
 - a. Sufficient prosecutorial support **Yes**
 - b. Funding for attorneys for indigent defendants, as appropriate **Yes**
 - c. Sufficient local law enforcement officers to attend court as provided by statute **Yes**
 - d. Security for the court as provided by statute **Yes**
 - e. Witness and juror fees **Yes**
 - f. Appropriate copies of the Utah Code, the Justice Court Manual, state laws affecting local governments, local ordinances and other necessary legal reference materials. **Yes**
10. Fines, surcharges and assessments which are payable to the state are forwarded as required by law. **Yes**

11. Court is held within the jurisdiction of the court, except as provided by law (78A-7-212).
Yes
12. All required reports and audits are filed as required by law or Rule of the Judicial Council.
Yes
13. A record of all court proceedings is maintained by an appropriate audio recording system.
Yes

SECTION II

Section II contains minimum requirements established by the Judicial Council, and those requirements may be waived or an extension granted pursuant to the procedure set forth in the Instructions to Applicant included with this Application for Recertification.

Please indicate YES or NO to each of the following:

1. Court is open each day as appropriate for the classification of the court. **Yes**
2. The judge is available to attend court and to conduct court business as needed. **Yes**
3. Minimum furnishings in the courtroom include:
 - a. Desk and chair for the judge **Yes**
 - b. A six inch riser **Yes**
 - c. Desk and chair for the court clerk **Yes**
 - d. Chairs for witnesses **Yes**
 - e. Separate tables and appropriate chairs for plaintiffs and defendants **Yes**
 - f. A Utah State flag **Yes**
 - g. A United States flag **Yes**
 - h. A separate area and chairs for at least four jurors **Yes**
 - i. A separate area with appropriate seating for the public **Yes**
 - J. An appropriate room for jury deliberations **Yes**
 - k. An appropriate area or room for victims and witnesses which is separate from the public **Yes**
 - l. A judicial robe **Yes**
 - m. A gavel **Yes**
 - n. Current bail schedules **Yes**
 - o. A copy of the Code of Judicial Administration **Yes**
 - p. Necessary forms and supplies **Yes**

- q. Office space for the judge **Yes**
 - r. Office space for the court clerk **Yes**
 - s. Secure filing cabinets **Yes**
 - t. Appropriate office supplies **Yes**
 - u. A cash register or secured cash box **Yes**
 - v. At least one computer with internet access **Yes**
 - w. Access to a copy machine **Yes**
4. The appropriate number of clerks as required by the classification of the court are present during the time court is open each day and as needed during court sessions. **Yes**
 5. Does the applicant have a law enforcement department? **Yes**
 6. If the applicant does not have a law enforcement department, identify the law enforcement agency which will provide law enforcement services for the applicant: N/A

 7. A security has been submitted consistent with C.J.A. Rule 3-414. **Yes**
 8. The court electronically reports to the Driver License Division, the Bureau of Criminal Identification and the Administrative Office of the Courts as required. **Yes**
 9. If the court is a **Class I** court:
 - a. Judge is employed on a full-time basis _____
 - b. Dedicated courtroom which meets the master plan guidelines adopted by the Judicial Council
 - c. Court has a jury deliberation room _____
 - d. Judge's chambers, clerk's office, and courtroom are in the same building _____
 - e. Judge has his or her own private chambers _____
 - f. Clerk's office is separate from any other entity _____
 - g. Court is open during normal business hours _____

10. If the court is a **Class II** court:

a. Court is open (check one)

____ 201-300 average monthly filings: at least 4 hours/day

____ 301-400 average monthly filings: at least 5 hours/day

____ 401-500 average monthly filings: at least 6 hours/day

b. Trial calendar is set at least weekly ____

c. Courtroom configuration is permanent ____

d. Courtroom, judge's chambers, and clerk's office are within the same building ____

e. Judge has his or her own private chambers

11. If the court is a **Class III** court:

a. Trial calendar is set at least every other week **Yes**

b. Court is opened (check one):

Yes 61-150 average monthly filings: at least 2 hours/day

____ 151-200 average monthly filings: at least 3 hours/day

12. If the court is a **Class IV** court:

a. Trial calendar is set at least monthly ____

b. Court is open at least 1 hour per day ____

13. **If you have responded with a "no" to any item in Section II above, you must request a waiver or extension below and justify that request.** If waiver or extension of any requirement is requested, please specify each requirement and indicate factors which demonstrate a need for the waiver or extension. For any requested extension, please include the requested extension period. (To receive a waiver or extension of any requirement, the information requested in this section must be provided. Remember that statutory requirements cannot be waived or extended).


I am familiar with the minimum operational standards for this court, and except as noted above, those standards are currently met or exceeded. During the current term of the court, I have met with the appropriate governing body of the City to review the budget of the court, review compliance with the minimum requirements and operational standards, and discuss other items of common concern.

DATED this 16 day of October 2019


Justice Court Judge

I declare under criminal penalty of the State of Utah that the foregoing is true and correct.

Executed on this 16 day of October ----' 20


Notary Public



2019 General Election Poll Workers

Main Library

Trina Wallace 583 N Liberty Ave, Ogden
Terrie Ferrier 1072 Henderson Dr. Ogden
Amy Sorensen 927 E 3300 N North Ogden
Bonnie Ralph 443 N Monroe Blvd. Ogden
Janet Erickson 3430 Eccles Ave. Ogden
Joan Tonn 2086 E 5950 S Uintah

Southwest Library

Vicki Stevenson 4614 S 3600 W Roy
Nick Stevenson 4641 S 3600 W Roy
Tracy Pendleton 3732 W 6050 S Roy
Max Pendleton 3732 W 6050 S Roy
Makenzie Webb 3891 W 4700 S Roy
Matthew Cowley 3738 W 5350 S Roy
Ted McGregor 3654 W 4750 S Roy

Pleasant Valley Library

Cheryl White 1819 E 6900 S Uintah
Patti Sawyer 2159 E 6600 S Uintah
Deanna Phister 2602 W 1800 S West Haven
Paul Kriekard 2249 E 6275 S Uintah
Kim Ealy 1258 S 950 E Ogden
Sarah Cowley 3738 W 5350 S Roy
Stacy Cornell 1266 5th St Ogden

North Library

Merrin Tubbs 3218 Mt. Lomond Dr. No. Ogden
Emily Price 361 W 2450 N Harrisville
Karen Hart 2283 N 600 E No. Ogden
Lori Lovelady 960 Hislop Dr Ogden
Cole Spicker 3169 N 1200 E No. Ogden
Kathy Petersen 2245 N 575 E No. Ogden
Tam Douglas 1949 N 325 W Harrisville

Fair Grounds

Coral Hadley 4456 W 2200 N Plain City
Dennis Hadley 4456 W 2200 N Plain City
Kim Morse 2461 N 4175 W Plain City
John Usher 3532 N 2500 W Farr West
Lisa Usher 3532 N 2500 W Farr West
Amy Lancaster 2735 W 2275 N Plain City

Ogden Valley Library

Darla Longhurst-Vanzeban
4067 Juniper Ln Eden
Jody Richardson 223 S 7200 E Huntsville