

**MINUTES OF HARRISVILLE CITY  
CITY COUNCIL MEETING  
November 9, 2021  
363 West Independence Blvd  
Harrisville, UT 84404**

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**Present:** Mayor Michelle Tait, Council Member Wilhelmsen, Council Member Steve Weiss, Council Member Blair Christensen, Council Member Kenny Loveland.

**Staff:** Bill Morris, City Administrator, Jennie Knight, City Recorder, Cynthia Benson, Deputy City Recorder, Justin Shinsel, Public Works, Mark Wilson, Police Chief, Bryan Fife, Parks and Rec Director, Rick Hill, Bailiff.

**Visitors:** Arnold Tait, John Macedone, Liesa-Mari Rodriguez, Marie Bisel, Glen Gammell.

**7:00 P.M. CITY COUNCIL MEETING**

**1. Call to Order.**

Mayor Tait called the meeting to order and welcomed all visitors. Council Member Jackson was excused.

**2. Opening Ceremony.**

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

**3. Consent Items.**

- a. Approve the minutes of October 12, 2021 as presented.

**MOTION: Council Member Weiss motioned to approve the City Council Minutes from October 12, 2021. Council Member Wilhelmsen seconded the motion. All Council Members voted aye.**

**4. Business Items.**

**a. Discussion/possible action to adopt Harrisville Resolution 21-15; a Resolution appreciating Harrisville Teachers in the month of May.**

Liesa-Mari Rodriguez presented her proposed resolution to appreciate teachers in the month of May. She gave explanation as to why she is proposing this resolution and highlighted the memo she submitted to Council. She suggested the city may encourage donations to the teachers which can go a long way in the classroom, when teachers often purchase supplies with their own finances.

Mayor Tait asked Ms. Rodriguez to explain how this resolution came about to answer Council's question of why this is being presented. Ms. Rodriguez explained she is enrolled in a lobbying class at Weber State and she was assigned proposing a resolution that she is passionate about that could impact her own community at large. She is proposing honoring *Teachers in the Month of May* as her project with a resolution to be passed showing that Harrisville City supports teachers.

Mayor Tait further explained Ms. Rodriguez emailed her to explain the proposed project and with city staff assistance has brought forward the proposed resolution. She expressed her full support of this and encouraged Council as well. Council Member Weiss asked if signs could be made to show support, thank you signs posted at the local school or school that our kids attend. Council Member Wilhelmsen said he would like school staff to be included for recognition as well. Council Members have personal ties to teachers, whether as retired themselves or

spouses who have taught or still teach, and expressed their support and recognition of this resolution.

**MOTION: Council Member Weiss motioned to adopt Harrisville Resolution 21-15; a Resolution appreciating Harrisville Teachers in the Month of May. Council Member Christensen seconded the motion.**

**A Roll Call Vote was taken.**

<b>Council Member Loveland</b>	<b>Yes</b>
<b>Council Member Christensen</b>	<b>Yes</b>
<b>Council Member Weiss</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 4-0.**

**b. Discussion/possible action to approve the purchase of a Speed Trailer.**

Justin Shinsel, Public Works Director, presented a proposal for a new speed trailer including the pricing quote. Council Member Wilhelmsen asked for additional information. Justin Shinsel explained the trailer is multi-functional and can be used for speed studies, a message board, and to advertise road closures and events. This bid is higher than the previously purchased trailer. He informed Council he spoke with Mackey Smith and this falls under the approved ARPA funding to help pay for the purchase so no budget changes or amendments would be necessary.

Council Member Wilhelmsen asked if the trailer has recording capabilities. Justin Shinsel verified this does and would be used to verify speeds on roads. There are additional boxes that can be purchased and easily added in areas the city may be receiving speeding complaints. Mayor Tait asked if this could aid in required traffic studies for subdivisions. Justin Shinsel replied this has limited traffic study ability and would need additional components to complete a full study.

Council Member Wilhelmsen asked for explanation of the cloud data saving capability. Justin Shinsel explained all information collected with the trailer is stored in an online database and retrieved when needed. This is a nice feature and the only way to access the information is to log into the system. This adds an addition layer of security to the trailer. Council Member Wilhelmsen asked if there is a guarantee. Justin Shinsel said there is a one-year guarantee on everything. The provider is local which allows repairs easily. Council Member Wilhelmsen said he likes the idea of the locking mechanism to hold the trailer in place.

Council Member Loveland asked about maintenance contract and how long the previous trailer lasted. Justin Shinsel the contract included in the packet is for the cloud service, not the trailer itself, and is for five years. The previous trailer was used for over a decade and included three overhauls on the system.

**MOTION: Council Member Loveland motioned to approve the purchase of a Speed Trailer. Council Member Wilhelmsen seconded the motion. A Roll Call Vote was taken.**

<b>Council Member Loveland</b>	<b>Yes</b>
<b>Council Member Christensen</b>	<b>Yes</b>
<b>Council Member Weiss</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 4-0.**

**c. Discussion/possible action to adopt Harrisville Resolution 21-14; a Resolution amending Harrisville Policies and Procedures to add Public Works On-Call Policy.**

Justin Shinsel explained the proposed resolution is to help manage on-call situations with the intended growth and irrigation systems which are coming with the new developments within the next year. He said it is beneficial to restructure the on-call policy to accommodate the full-time employees with some incentives for the weekly rotation. He is hoping to alleviate the toll on one person by dispersing the responsibility among the public works staff. Bill Morris has reviewed the resolution.

Council Member Loveland asked if there is an employee living a distance away and how this will play into the on-call needs. Justin Shinsel said there is a 30-minute response time given to each call. He will remain on-call as the backup if response cannot take place within an appropriate time frame. Council Member Weiss asked for clarification on the pay out when response is necessary. Justin Shinsel explained there is a one-hour compensation for travel at straight time. Council Member Weiss noted he wanted to make sure the city was covered if the call comes in at the end of the work week. Justin Shinsel further explained the policy states “the compensation for being on-call is as follows: one (1) hour for weekdays and two (2) hours for weekends or holidays.

Council Member Weiss asked how the phone number will work. Justin Shinsel said there will be one phone number given to the public and dispatch. It will be transferred to whomever the on-call person is for that week.

**MOTION: Council Member Christensen motioned to adopt Harrisville Resolution 21-14; a Resolution amending Harrisville Policies and Procedures to add Public Works On-Call Policy. Council Member Loveland seconded the motion. A Roll Call Vote was taken.**

<b>Council Member Loveland</b>	<b>Yes</b>
<b>Council Member Christensen</b>	<b>Yes</b>
<b>Council Member Weiss</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 4-0.**

**d. Storm Water Pollution Prevention Plan Update.**

Justin Shinsel explained this item will be tabled and placed on the next agenda due to incomplete information. This is a 200-page document that is updated every five years.

**e. Wage Study Discussion. [Jennie Knight]**

Jennie Knight shared a powerpoint presentation with the City Council outlining the wage study conducted over the past several weeks. The city has experienced a high turnover rate in personnel, specifically in the police department but also inclusive of all other departments due to several factors. The main leading factor has been the significant wage disparity between Harrisville personnel and other comparable cities. With the loss of these employees, Harrisville has also suffered the loss of the investment in training and the institutional knowledge of seasoned employees. She explained Mayor Tait, Chief Wilson and herself met with a company called Technology Net to complete a wage study on behalf of the city. The cost for this was approximately \$10,000. Mayor Tait suggested using a wage portal called Tech Net instead to

conduct our own study. She created a committee of four staff members and two Council Members who have since conducted a wage comparison study through this portal for Harrisville City employees. She presented an example from the wage portal within her presentation showing the disparity with the court clerk position, since this is the most recent position lost. Part of this process includes the city's participation in a database which includes various cities across the state and their employee wages. Each job position was compared against cities of comparable geographical size and population to determine an "average wage". The Harrisville employee's current wage was then compared against the "average wage" to determine the disparity, if any, of each position. For the Court Clerk position the disparity was \$5.74. She went through each department and explained the variations and collected the information in a spreadsheet. She further explained how the turnover has lost invested training over the years. Lt. Moore put together an average cost for as a training value for a new officer as an example; \$16,724 is lost when the city loses an officer.

Lynn Fortie prepared the budget changes if employee wages were to be amended in January 2022. That change amount would result in budget changes of approximately \$99,481.50 between the General Fund and the Storm Water Fund.

Jennie Knight further added that she is presenting this tonight seeking approval to move forward in this process by scheduling a public hearing for a budget amendment to implement the wage increase and address the significant wage disparity, aid in retention, incentivize current Harrisville staff and retain the institutional knowledge of these valued employees. The public hearing would be schedule for the December City Council meeting with this implication in January 2022.

Council Member Weiss asked with this wage study the city would come into alignment with what is paid in other cities for similar positions. Jennie Knight replied with yes, with the average.

Council Member Loveland asked where is the money coming from. Mayor Tait explained that we have a couple of options to obtain the finances to do this. Council Member Loveland agreed this was necessary to retain our employees, he wants to make for certain that we have the money to see to this long term and not for just this fiscal year. Several options were presented and discussed as a means to keep this wage study for the future. Bill Morris, City Attorney, stated that this will be seen again when the budget for next year is opened. At that time the exact account(s) will be addressed so the answer is clear in everyone's mind.

Council Member Weiss added his firm conviction to the minutes by stating we have to do this. The city can't keep losing valued employees. Council Member Wilhelmsen added an example of this happening with other organizations as well. Council Member Loveland again added he is in agreement to give everyone, meaning city employees, what they deserve. He simply wants to make certain we have it in the budget and for the future. Chief Wilson pointed out this investment is spent before the officer can even start. This doesn't include the hours and money spent with on-the-job training.

Bill Morris added the expected growth for the city along with the fact that it is possible the City Council may need to look at raising property taxes to accommodate this necessity. Mayor Tait further explained that not all employees will get an increase. Mayor Tait and Bill Morris gave accolades to Mark Wilson, Police Chief and Jennie Knight, City Recorder for all their hard work for gathering the information for this study.

Council Member Weiss asked if the full presentation will be seen by the public next month. Bill Morris confirmed yes. Jennie Knight will create a similar presentation making certain the city is completely transparent to the public by request by the council. Bill Morris asked for added input from the Council. Council Member Wilhelmsen asked to include the estimated growth of the city. Council Member Weiss wants everything to be presented so there are no surprises to the residents including the developments coming in. He wants the residents to see the projected costs the city will have with the future needs.

Mayor Tait added that in recent meetings residents have come to the council asking for more benefits; by increasing the wage and retaining our employees this is how we can give our residents more. Bill Morris said that the public hearing notice will be set for the December City Council meeting. Jennie Knight will do the presentation. Lynn Fortie will prepare the budget amendments. Bill Morris informed Council of the planned retirement of Lynn Fortie at the end of this calendar year.

**MOTION: Council Member Weiss motioned to set a public hearing to amend the budget. Council Member Wilhelmsen seconded. All Council Members voted aye.**

**5. Public Comments - (3 minute maximum)**

John Macedone said he wanted to bring to the attention of the City Council that there is a possible trucking company running a business without a license creating a mess on 750 West. He said he did contact the Code Enforcement officer about this issue but wanted to make the Council aware as well. Bill Morris mentioned to council that Code Enforcement has inspected the property and has sent out a violation letter in regards to this issue.

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

Council Member Wilhelmsen asked about the pocket park on 1100 and what was happening there since he was seeing construction fencing. Bryan Fife, Parks and Rec Director, stood and said that the contractors are working on getting ready to pour the playground footings and fencing. The company was waiting for the remaining parts before doing so.

Council Member Loveland said thank you to those that helped put together the Fall Festival. He said it was extremely fun this year. He said he went to a friend's house and they were in awe at the fireworks and the gathering size.

Council Member Weiss gave his thank you to the committee for putting together the Fall Festival as well. He said it was a blast seeing all the children lined up for the trunk-n-treat. He then asked what was happening with Millennial Park. Justin Shinsel said work is beginning at Millennial Park starting with the removal of the fencing. He has spoken to the City Engineer to make certain we have plans before infrastructure is put in. Mr. Palermo is working on cleaning up the lot and with the state to obtain demo permit clearance for the existing structures. Council Member Weiss asked if they were willing to sell the firewood that is being created by the cleanup since he has had several residents ask if they could purchase it. Justin Shinsel will reach out to see if this is possible. Council Member Weiss also asked about the meeting for the fall presentation from Mr. Palermo. Jennie Knight said she reached out to Orion for a date this could happen but hasn't gotten a response. She said she would reach out to Mr. Palermo to give him access to the city resources. Chief Wilson is going to see if his contacts at Orion can help facilitate the meeting place.

Mayor Tait presented Shop with a Hero. She mentioned that they need five kids total for this event on December 4<sup>th</sup>, 2021 at 8 AM. Wal-Mart has given us a grant they normally would give to the FOP. The FOP promised they would come to the Harrisville Wal-Mart. When they did not, the store manager reached out to Chief Wilson to put together the program. Chief Wilson has invited Pleasant View, North Ogden, Harrisville City and National Guard to come together to help put this on. He is hoping to keep this in our community and not in neighboring communities with the families chosen. This year it will be small but the hope is to grow this event in the future.

Mayor Tait mentioned that the Giving Tree is in need of four families as well. Trees will be up at either entrance at Wal-Mart. The YCC will be setting up the tree and tags in the offices soon. She thanked the committee for their efforts with the Fall Festival and mentioned the Annual Employee Christmas Party on December 2, 2021.

**7. Adjourn.**

**MOTION: Council Member Weiss motioned to adjourn the meeting. Council Member Wilhelmsen seconded. All Council Members voted aye. The City Council meeting adjourned at 7:58 PM.**

**ATTEST:**

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**MICHELLE TAIT**  
Mayor

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**JENNIE KNIGHT**  
City Recorder  
Approved this 14<sup>th</sup> day of December, 2021