

MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, May 14, 2013 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404

Present: Mayor Richard Hendrix, Council Member Chad Allen, Council Member Paula Knighton, Council Member Michelle Tait, Council Member Grover Wilhelmsen, Council Member Bruce Richins.

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder, Lynn Fortie, Treasurer, Gene Bingham, Public Works Director, Bryan Fife, Recreation Director.

Visitors: Ruth Pearce, Jeff Pearce, Shauna Read, Michelle Singleton, Don Knighton.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

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

2. Opening Ceremony.

Council Member Knighton led the pledge of allegiance the opening ceremony.

3. Consent Items.

- a. Approve the minutes of April 16, 2013, April 23, 2013, and April 30, 2013 as presented.

MOTION: Council Member Richins motioned to approve the minutes of April 16, 2013, April 23, 2013, and April 30, 2013 as presented. Council Member Tait seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

a. 2013 Street Maintenance Projects

Gene Bingham informed Council most of the projects included in the 2013 street maintenance projects are slurry seal, with exception to 1100 North that will receive over lay. A map showing specific areas in the city affected by these projects was distributed. He explained pricing has been reduced from what he originally estimated in the budget. The price has dropped to \$1.14 per square yard, which is a 0.26 cent per square yard savings. The Slurry Seal contract is routine maintenance.

Gene Bingham keeps a record of what areas have received treatment and how long the treatments last, and uses this information to determine which areas in the city are due for treatment. 1100 North was under construction for storm drain replacement so it will now receive an over lay. Because of the storm drain construction, a portion of the storm drain impact fee will pay for this over lay.

MOTION: Council Member Allen motioned to approve 2013 Street Maintenance Project bids in the amount of \$40,023.94 to Morgan Pavement Maintenance, Inc. for schedule "A", and \$56,114.80 to Staker & Parson Companies for schedule "B". Council Member Wilhelmsen seconded the motion. A Roll Call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Knighton	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

- b. Discussion/possible action to approve Harrisville City Resolution 2013-03, a resolution entering an Interlocal Agreement with Weber County relating to Storm Water UPDES General Permit.

Gene Bingham informed Council of the role of Utah Pollution Discharge Elimination System. He explained the purpose of the Weber County Storm Water Coalition to allow this program to be cost effective throughout all of Weber County cities. All of these cities work together using existing programs that address the state requirements. These cities previously used models until the coalition allowed for cities to pool their resources. The coalition was once funded by the larger cities in Weber County. The funding is now based on population. Harrisville City's cost is minimal for the entire year. This covers the Flood Plain Management Conference and the computer software that records and reports the information. The computer software will be close to free of charge. The coalition streamlined these items to help with the costs.

Gene Bingham explained that with development now coming in, it will be less time consuming to follow up on the required paperwork for the inspections. He said all cities included in the coalition will pass a resolution to include an interlocal agreement. Each chairperson on the coalition serves for 12 months. Now even the smaller cities are helping with the chairperson responsibilities.

Gene Bingham requested Council pass this resolution to update the interlocal agreement with Weber County. Bill Morris made a few corrections. The title will now read, "A Resolution of Harrisville City, Utah, entering an Interlocal agreement between Harrisville City, Weber County Cities, and Weber County relating to the Weber County Storm Water Coalition and Storm Water UPDES General Permit." The fifth paragraph was changed to read: "Now Therefore, Be It Resolved, by the Mayor and City Council of Harrisville City that the Agreement for certain storm water purposes attached hereto as Exhibit "A" and incorporated herein by this reference is approved. The City Council hereby authorizes and directs the Mayor to execute the Agreement and any documents relating thereto for and on behalf of the City."

MOTION: Council Member Allen motioned to approve Harrisville City Resolution 2013-03, a resolution entering an Interlocal agreement between Harrisville City, Weber County Cities, and Weber County relating to the Weber County Storm Water Coalition and Storm Water UPDES General Permit. Council Member Richins seconded the motion. A Roll Call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Knighton	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

- c. Discussion/possible action to approve a Deferral and Covenant to run with the Land Agreement for Wahlen Acres.

Russ Wahlen introduced a proposal for him and his father to develop a portion of his A-1 property for a home. He showed Council where this development will be placed on his property. He also informed Council there is a name change proposal with Thoroughbred Meadows to change "Cragun Way" to "Wahlen Way". He distributed a diagram showing the required 45 foot turn around area that will be deeded to the city to meet the frontage requirement. Mayor and Council gave discussion about where the property is located, where the proposed home will be placed, and how this will tie into Thoroughbred Meadows subdivision.

Council Member Knighton asked for clarification on the cul-de-sac frontage and that the development will only include one dwelling. Bill Morris explained the subdivision ordinance requires 100 foot frontage for development of property. By deeding a temporary cul-de-sac to the city, this frontage requirement will be met. Russ Wahlen informed Council the deferral specifies their agreement to put into place all future improvements within 60 days of request, and no maintenance will be given to the temporary cul-de-sac.

Council Member Richins asked if the snow plows will have adequate turn around area. Gene Bingham explained the original development with Thoroughbred Meadows included an offset cul-de-sac that would have allowed for the plow to turn around. He further explained with this new proposal the road will be a stub road and the snow plows will stop at the end, with no turn around area included. Russ Wahlen commented that he has a tractor to clear snow from this temporary cul-de-sac.

Council Member Allen asked if this needs to go through Planning Commission. Bill Morris explained this is a building permit, and City Council approves dedication of land. He said the public works standards will have to be met in the future. Council Member Knighton asked what will happen to this agreement with future development of this land. Bill Morris responded a future development plan will include a re-plat of this road. Installation and cost of the future improvements will be the homeowner's responsibility. The deferral agreement of the utilities and the quit-claim of the cul-de-sac to allow for proper frontage will allow them to build on this lot. All improvements will be required to be installed within 60 days or the city will place a lien on the property to be collected through property tax. This is also called a "What you see is what you get covenant", specifying the city will not maintain this cul-de-sac. As for the improvements, they will be stubbed at the end of "Cragun/Wahlen Way".

Council Member Knighton commented on the unusual circumstances of this proposal.

Council Member Allen asked if this is like "Chugg Lane". Bill Morris said frontage cannot be counted off from the two stubbed roads at the end of Thoroughbred Meadows. Harrisville City has a standard for temporary cul-de-sac, and this proposal meets this standard. Bill Morris reiterated the agreement states the city will not maintain the temporary cul-de-sac, but allows the homeowner to build on the lot. Council Member Knighton questioned this proposal; expressing her desire to ensure this development will not interfere with future road development. She asked about the deferral agreement. Bill Morris distributed the newly edited version of the deferral agreement. He explained the deferral agreement ensures the installation of improvements in the future and the quit-claim deed obligates the homeowner for maintenance on the temporary turn around and is tied to the deferral agreement. Thoroughbred Meadows development was excited to agree to have the cul-de-sac removed from their property.

MOTION: Council Member Allen motioned to approve the Deferral and Covenant to run with the land Agreement and Quit-claim Deed for Wahlen Acres. Council Member Tait seconded the motion.

A Roll Call vote was taken.

Council Member Wilhelmsen Yes

Council Member Tait	Yes
Council Member Knighton	Yes
Council Member Richins	Yes
Council Member Allen	Yes

Motion passed 5-0.

d. Recreation Discussion

Bryan Fife brought up a few points of interest in a recreation discussion with Council. He said he just wanted to take this time to update Council on what is happening in the Recreation Program. He said there are no numbers from previous years, outside of the last three where he has been the director, to offer an idea of the enrollment in the recreation program. Just since he's been tracking, he's noticed a downward spiral with recreation signups. He confirmed this is not caused by the older kids moving out of the recreation program, but he is speculating due to lack of interest.

He has received a few complaints regarding the recreation program. The first being the registration cost of \$35.00 which does not include the shirt for baseball or the jersey for basketball. He suspects this may become an issue. Other local cities costs are North Ogden at \$35.00 including shirt, Farr West is \$45.00 without a shirt, and Plain City is \$40 including a shirt. His recommendation is to lower the fees to see if numbers would increase. For families with more than one signup, the higher fee schedule is costly. Recently he received a quote for baseball shirts at \$5.50 not including a hat. Basketball jerseys cost \$15.00.

Additionally, this season has been difficult filling volunteer coach positions. One reason may be that coaches are left with the responsibility to cover shirts for signups that don't follow through with reimbursement on the shirts. Not only are they volunteering their time, they are donating their money. He has not received any complaints about this issue, but is aware it is happening. Bryan Fife passed out coach deck cards for Council to see how easily accessible information can be for coaching. This makes the rules and regulations of the sports readily available to help the coaches out.

Council Member Wilhelmsen asked if there is a residual effect from all of the competition teams in the area. Bryan Fife responded he is not getting any feedback from that happening. The last few years he has watched the numbers decline as the progression of the player continues. The signups die off after 4th, 5th, and 6th grades.

Mayor Hendrix asked about loaning out shirts and jerseys. Bryan Fife responded they currently loan out jerseys for 1st and 2nd grade basketball signups, the other grades are required to pay for their own jersey. Most parents buy the jersey big and use them for multiple years.

Bryan Fife informed Council at the last recreation meeting the directors discussed discontinuing teams at the higher grade levels. He stated it is hard to have competitive seasons when there are such low numbers because they are playing the same teams over and over.

Council Member Knighton asked about how early the signups begin, and where the coaches come from. Bryan Fife answered t-ball starts in Kindergarten, and basketball starts in 1st grade. The coaches are all parent volunteers. We currently provide the equipment for baseball and if the city took over the ordering of shirts, the coaches would only be in charge of the kids, and coaching.

Mayor and Council gave discussion about the history of the recreation fee and when the current fee schedule was set. Bryan Fife informed Council the fee was \$30.00 when he took over, and they increased the fee to \$35.00 to cover the costs of online registration. Council Member Allen pointed out the ease of online registration because prior players are already in the system.

Bryan Fife confirmed this is an easier signup resource as well, and he can use this system to send out a mass email to all prior registrants.

Council Member Wilhelmsen asked if there is a way to include an online order for shirts and jerseys through the registration system. Bryan Fife said this would work if they use the same vendor for shirts all the time, this is possible. He explained the shirt orders have been left up to the coaches causing quality of the shirts to vary depending on the coach.

Mayor and Council discussed the sportsites fees and how much is collected to cover the fees. Council Member Richins pointed out the City already subsidizes the recreation program. Council Member Knighton said all youth residents should have the opportunity to play recreational sports.

Bryan Fife said he advertises through early morning announcements at the local schools, dropping off notices at the schools, a blast email for prior registrants, on the city marquee, in the city newsletter, and on the city website. Council Member Allen asked if we have signs that we set out around the city. Bryan Fife responded he just had new signs made up to advertise signups. His hope is that this will help get the word out. Bryan Fife thanked Council for their time and attention.

- e. Discussion/possible action to set a public hearing for June 11, 2013 for purposes of amending the FY 2012-13 budget in accordance with UCA § 10-6-127.

Lynn Fortie informed Council of the requirement to set a public hearing and this is typically set at this time to amend the FY 2012-13 budget. He said he will have exact numbers later, but an amendment to the fiscal budget is usually necessary.

MOTION: Council Member Tait motioned to set a public hearing for June 11, 2013 for purposes of amending the FY 2012-13 budget in accordance with UCA § 10-6-127. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

- f. Discussion/possible action on adoption of tentative FY2013-14 budget in accordance with UCA § 10-6-113, and set public hearing on proposed final budget for June 11, 2013.

Lynn Fortie referred to the tentative budget worksheet that was passed out previously. He informed Council based on previous budget discussions he was able to determine the taxable value of homes as 55% of the total value. For example, a home worth \$150,000 would be multiplied by the Harrisville City tax rate and amount to a \$5.07 per month increase. A home worth \$200,000 would be a yearly difference of \$81.18 which is a \$6.17 per month increase. A home worth \$250,000 is a \$101.48 difference which is an \$8.46 per month increase. Lynn Fortie further stated a few numbers in the initial tentative budget worksheet were changed because of the projected budget differences. He said he could point those out but the net did not equate to much.

Council Member Richins asked for more clarification. The Franchise tax revenue was originally set to a specific amount and there are some timing issues that changed the projected amount. He updated the proposed budget to the same amount. Vehicle tax fees were changed, park and cabin revenue was updated, miscellaneous revenue, and the expenditure side with credit card and service charges being updated. Those are the specific changes he made. This tentative budget includes the 10% wage adjustment, and the health insurance increase. Council Member Richins asked for clarification on the motor pool fund. He questioned if buying new vehicles for the public works and public safety would change the budget. Lynn Fortie responded yes, it has an effect like a lease of a vehicle. When they buy the vehicle the first year payment is included in the general fund.

Council Member Allen asked if the 401K contribution will be different for regular employees than public safety. Mayor Hendrix said the 401K will be the same for all employees, requiring an employee match at 100% for a 2% contribution and 50% for a 4% contribution.

Council Member Allen brought up the ordinance that addresses the mayor and council salaries. Mayor Hendrix said this item is up for discussion. This ordinance was sent out to Council for them to read through and decide how they would like to address this situation. Council Member Knighton pointed out this increase is not included in the budget. Bill Morris said it amounts to \$50.00 for each council member per year of service. Council Member Tait asked if that was per year. Bill Morris clarified yes, per year.

Mayor Hendrix said while this is up for discussion there are two items that will have to be added to the budget. Mayor and Council gave discussion on whether or not to include the salary increase, and agreed to implement this ordinance.

Mayor Hendrix suggested discussing the CERT van as part of this budget discussion. There is a budget item included in the amount of \$6,000 to replace the CERT van with a trailer. The van is out of service and there is no guarantee this van will start in an emergency situation. Council Member Knighton asked if the CERT coordinator will have access to the new trailer. Mayor Hendrix indicated the CERT coordinator would be able to contact a city representative that can transport the CERT trailer to any location.

Mayor and Council gave discussion about what is stored in the van. Council Member Knighton asked if there are funds included in the budget to stock this Cert trailer. Bill Morris clarified there is a line item to cover the purchase of a new CERT trailer and \$2,000 to stock the trailer.

Council Member Knighton expressed her concern with giving up this resource and having an effect on the CERT coordinator who donates their time. Mayor and Council asked Ruth Pearce, current CERT coordinator, for her thoughts regarding this issue.

Ruth Pearce said the Cert van is used for storing emergency supplies. When it was under the previous CERT coordinator, it was used for training. Right now it is being used for storage. She explained because of the noticeable color, there is an advantage because people recognize the van. She specified the CERT van would not be going out and used for disaster training. In her opinion, she feels a trailer will be useless as first responders. They need to be out getting the supplies where they are needed.

Council Member Tait inquired about how many sets of keys are available. Ruth Pearce said she has a set of keys. She says in her opinion there hasn't been a lot of maintenance put into this vehicle. Bill Morris said there is required insurance on the vehicle through the city insurance provider Utah Local Government Trust. The estimated insurance amount is \$500.00 per year. Ruth Pearce said in her opinion the value of the van is \$250.00, and if the city were to find a buyer, they might get as much as \$750.00. Council Member Knighton asked what size trailer can be purchased with the allotment. Bill Morris said about the same size trailer would be purchased.

Council Member Wilhelmsen commented the public works and police trucks will be tied up during an emergency. He asked if it's possible to reduce the insurance costs. Mayor Hendrix said to consider what happens if/when there is an accident. Mayor and Council gave discussion about the separate vehicle coverage under the insurance.

Mayor and Council discussed the CERT sheds that are located at Weber County Fairgrounds. Mayor and Council discussed where the key to the county shed is located. Mayor Hendrix suggested putting additional money into stocking the CERT trailer. Council Member Allen expressed his vote in favor of a CERT trailer. Council Member Tait commented anyone could access a trailer, in case of an emergency.

Bill Morris explained to Council the process of activating CERT. He said the coordinator is at the EOC locally, not out and about around the city. He said the EOC assesses what skills are available and what needs are to be met. The CERT coordinator most valuable asset is the phone calls and access to the special phone connection during an emergency. The CERT coordinator will be on the phone directing the policy that will be in place with the EOC.

Council Member Allen asked what Marriott-Slaterville City has in place. Bill Morris said Marriott/Slaterville has a CERT cabinet at each park. There are three CERT cabinets that have shovels, backboards, hats, and other resources.

Mayor and Council gave discussion about how CERT is involved during an emergency. Mayor Hendrix asked for Council's opinion on what they would like to do. Council Member Richins asked how much has been allotted for this purchase. Bill Morris specified \$4,000 for the trailer and \$2,000 to stock the trailer with supplies. Mayor and Council gave discussion on how much money to include on the CERT line item.

Council Member Tait suggested waiting a year to discuss this. Council Member Richins said the van is not a dependable resource. Mayor Hendrix suggested tabling this discussion until later. Council Member Allen suggested looking into a trailer and having the exact numbers available. Bill Morris said Max Jackson and Gene Bingham have asked to address this issue for several years. He further stated after Lance Peterson, Weber County Emergency Coordinator, gave a presentation on emergency response, the city needs to be prepared for an emergency. Bill Morris told the department heads they will put it on the agenda. Bill Morris will ask Max Jackson to put together some preliminary numbers to come up with a proposal to replace the CERT van with a trailer. Council Member Knighton asked if we can have a truck assigned if there is a trailer purchased. Mayor and Council gave discussion on how to organize the CERT program and implement the resources during an emergency.

Mayor Hendrix suggested improving CERT communication and tabling this discussion to a later date so some of these issues can be worked out. Council Member Richins suggested getting a phone card and a key to the county shed. Bill Morris said staff will take care of these two items. The second item of discussion was a compensation schedule for Harrisville City Ordinance #423. Lynn Fortie said he had previously calculated that number at an earlier meeting but didn't have that number available for tonight. Bill Morris explained this ordinance was written because when raises were given out more frequently there was a requirement to have a public hearing to allow for the City Recorder, Treasurer, and Justice Court Judge to receive a raise. Council Member Tait asked if there is room in the budget to include this increase.

Council Member Knighton said they don't want to repeal this to go back to the public hearing requirement. Council Member Tait suggested implementing this ordinance but not make it retroactive. Council Member Allen said the entire amount should be implemented to come into compliance. Mayor Hendrix gave explanation as to why this was not originally implemented.

Council Member Wilhelmsen asked if they can donate this money back to the city. Mayor Hendrix responded yes, donations will be accepted. Lynn Fortie suggested a few things to make changes to clarify this ordinance. The implement date needs to be revised to a fiscal year. Bill Morris stated this was set to the terms Council and Mayor get elected to serve.

Council Member Allen asked for clarification on the number of the increase. Bill Morris said it is \$200 per Council Member. Council Member Tait said it's a small impact on the budget. Council Member Knighton felt including this amount is the lesser of two evils. Mayor and Council agreed to include the increased amount in the budget for the Mayor and each Council Member as is adopted in Harrisville City Ordinance #423. Lynn Fortie asked for clarification on what date to begin calculating this amount. Bill Morris instructed to begin on January 1st of each year the Members were elected.

Council Member Allen suggested increasing the Easter line item in the budget from \$500 to \$750. Council Member Richins says he thinks the current amount is enough. Mayor and Council gave discussion about whether to increase the Easter budget or not. They agreed to increase the Easter line item to \$600 for next year's budget.

MOTION: Council Member Tait motioned to adopt the Tentative FY2013-14 budget in accordance with UCA §10-6-113. Council Member Allen seconded the motion. A Roll Call vote was taken.

Council Member Allen	Yes
Council Member Richins	Yes
Council Member Knighton	Yes
Council Member Tait	Yes
Council Member Wilhelmsen	Yes

Motion passed 5-0.

MOTION: Council Member Wilhelmsen motioned to set the public hearing in accordance with the truth and taxation law. Council Member Allen seconded the motion. All Council Members voted aye. Motion passed.

g. Discussion on Social Media.

Council Member Richins said he has received information on how larger cities deal with social media. He would like to get some idea of what surrounding cities are doing. Council Member Richins said he doesn't want to burden employees, and suggested offering this opportunity to a college intern to establish the site and follow-up after it has been established. Eventually a Council Member could update it with significant information. Social media is a good resource for the public. Mayor Hendrix clarified social media is mainly the city web page, facebook, and twitter. He informed Council staff has indicated the current city webpage is not easy to update. Council Member Richins said if there is an established site, only certain people have access and the public can contact that person if they want to add information. He said this is the way of the future, if the city wants to connect with the public. Bill Morris asked if any of the Council Members know of Chad Titensor. He has indicated his willingness to volunteer some of his time to a city web page and/or facebook site. No Council Members really indicated they knew this individual but Council Member Richins offered to contact him if staff will email his contact information. Mayor Hendrix informed Council if these systems are setup properly a social media manager can update all of the accounts by linking them together. Council Member Richins reiterated this is just another avenue to connect with residents.

h. Discussion/possible action to surplus CERT van

Based on discussion given earlier in the meeting during the budget discussion, Mayor and Council agreed to table this item for 3 months. During the interim, Max Jackson will be asked to get a quote on the price for a trailer.

5. Public Comments.

Michelle Singleton, 1288 N 150 W, expressed her support of the Parks and Recreation Program in the City. She said she recognized the challenges at the park and how much work and effort it takes to provide this service to the youth in the area. She assured Council Harrisville resident's have a healthy interest in signing their kids up for recreational sports. There haven't been enough people participate, people have gone door to door to recruit. She gave suggestions on how to improve the recreation program and stated citizens are trying to support the program. She recognizes coaching is difficult, with swing shifts, and parents that are busy doing everything. She commented other cities reward their coaches by returning the registration for their child at the end of the season. She suggested implementing a similar reward system by recognizing the positive behavior of the coaches. She feels Harrisville needs help stocking the recreation program with participants. She encouraged council to consider this when talking about the budget and making future decisions.

Ruth Pearce, 295 E 1150 N, suggested the planning commission representative that attends project management meeting be compensated for their time while in attendance. She said in the future no one from planning commission will be attending this meeting without being compensated.

Don Knighton, 171 W 1100 N, suggested Council ask for corporate sponsorship for the recreation shirts. He said let the sponsors that are supporting the team pay for the shirts. He also suggested "googling" the word "Harrisville" to get the demographics of the city. All of this information is available online.

Mayor Hendrix said Bryan Fife has been doing a lot of these suggested things. Mayor and Council agreed to future discussion about what we can do to improve the recreation program. Council Member Knighton suggested adding a younger age bracket. Council Member Wilhelmsen asked about the demographics of the families, impact with the number of kids that are available. Bryan Fife responded there has been significant reduction in the numbers in the last 13 years. Council Member Allen said in his opinion sports are changing, baseball and basketball are becoming obsolete. He suggested starting a different program that will entice the resident's by changing the sports around. Bryan Fife said there are good numbers for the younger age groups, it dwindles in the upper age groups. He said there have been several suggested changes. Bill Morris said staff will meet and brainstorm some of these ideas to see what they can come up with.

6. Mayor/Council Follow-up.

Mayor Hendrix wanted to make Council aware that the men's restroom at the cabin is under construction. When the sink was installed the plumbing was not put together properly. For the time being, the women's restroom has been made a unisex, and the city may have to make an insurance claim to cover the costs of the project.

Council Member Richins said he had not received the information he was seeking regarding the Rice Creek Detention Basin. He suggested asking Pam Crosbie for the Rice Creek Detention reimbursement information.

Council Member Richins said he will still follow-up with Bill Morris' request for information on the document imaging program and that he volunteered Jennie Knight to sit on the committee.

7. Adjourn.

Mayor Hendrix motioned to adjourn at 9:09 p.m.

RICHARD HENDRIX
Mayor

ATTEST:

JENNIE KNIGHT

City Recorder

Approved this 11th day of June, 2013