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# HARRISVILLE CITY

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

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Grover Wilhelmsen  
Michelle Tait  
Jeffery Pearce  
Jennifer Jensen  
Michael Murtha

**CITY COUNCIL MEETING  
AGENDA  
363 West Independence Blvd  
August 25, 2015**

"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 Bruce Richins**  
**Mayor Pro Tem: Grover Wilhelmsen**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Council Member Pearce]
- 3. CONSENT ITEMS**
  - a. Approve the minutes of August 11, 2015 as presented.
- 4. BUSINESS ITEMS**
  - a. Discussion/possible action on advice and consent to Mayor's Appointment of Planning Commission Alternate. [Mayor Richins]
  - b. Heritage Days Discussion
  - c. Discussion and/or possible action on preparing/updating strategic plan/general plan. [Bill Morris]
- 5. PUBLIC COMMENTS - (3 minute maximum)**
- 6. MAYOR/COUNCIL FOLLOW-UP:**
- 7. ADJOURN**

**DATE POSTED:** August 20, 2015

**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 faxed to the Ogden Standard Examiner, Weber County Library, and neighboring cities. The agenda was also posted at the following locations: City hall, on the City's website [www.cityofharrisville.com](http://www.cityofharrisville.com) and the State Public Meeting Notice website at <http://pmn.utah.gov>.

**MINUTES OF HARRISVILLE CITY**  
CITY COUNCIL MEETING  
Tuesday, August 11, 2015 – 7:00p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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**Present:** Mayor Bruce Richins, Council Member Michelle Tait, Council Member Jeff Pearce, Council Member Jennifer Jensen, Council Member Michael Murtha, Council Member Grover Wilhelmsen.

**Staff:** Keith Wheelwright, Police Lieutenant, Max Jackson, Police Chief, Jennie Knight, City Recorder, Shawn Read, Police Officer.

**Visitors:** Ruth Pearce, Vivienne Murtha, Tyler Knight, Blake Anderson.

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

**1. Call to Order.**

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

**2. Opening Ceremony.**

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

**3. Consent Items.**

- a. Approve the minutes of July 14, 2015 as presented.

Mayor Richins said he would like to continue the Heritage Days discussion soon.

**MOTION: Council Member Tait motioned to approve the minutes of July 14, 2015 as presented. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

**a. Emergency Planning Presentation**

Keith Wheelwright said this presentation is part of the city's effort to develop a pre-disaster mitigation plan in conjunction with Weber County. This is a draft plan; a live document and is available for public comment and revision through August 31, 2015. There is a link on the city's website to make comments. He will also take comments in writing and pass them on to the county. He went through the ongoing programs the city already has in place. Because these are ongoing program, this shows the city's intent to prepare for a potential disaster. He added a few items such as the fact that the city office building is out dated and not earthquake proof. He included some of the information from the proposed 750 project in the plan which could potentially make us eligible for grants.

By having this pre-disaster plan, the city will be eligible for reimbursement if we experience a major disaster. It is important that we participate. There is also a hard copy for anyone who may not have internet access. The old emergency plan is from 2009 and is not as in depth as the new plan. He suggested Council bring any items that have not been included to his attention. Once the time frame for public comment closes, the final draft will be compiled and present for Council approval.

Council Member Tait asked what the timeline for completion might be. Keith Wheelwright responded this process began back in April. They have been having regular mandatory meetings to be included in the project. There is a contractor working with the county to put together this draft. Hopefully when all of the comments are submitted they will finalize the draft quickly. He doesn't have an exact timeline. Council Member Tait asked about the implementation of this plan. Keith Wheelwright explained in the case of an emergency we will work with the county and other surrounding cities to have our needs met. The resources for handling a disaster are shared between all of the communities. It would be impossible to develop a plan for everything that could happen. Storm water has been an issue in the past for our city. We have developed a plan that addressed storm water issues with each new development that goes through the Planning Commission and requires the developer to include a detention basin in each subdivision. The city will not be tied to following the pre-disaster plan exactly but rather address the needs at hand. There is also nothing that obligates the city for any money.

Mayor Richins pointed out this is actually pre-disaster planning. Keith Wheelwright said we already have an emergency management plan that is from about 6 years ago that may need to be readdressed. There is a program the state runs online called Web EOC. In the case of an emergency we can log onto this system and find what resources are available locally. They will also coordinate between cities to gather the necessary equipment to correct a problem. In the event of an actual disaster, we must take each incident and assess it. Council would be involved to authorize the team effort to address an incident. Council Member Tait asked what will happen once this plan is passed. Mayor Richins said this plan would have to be kept updated. Keith Wheelwright explained the 2009 plan is old and outdated. FEMA requires plans to be updated timely. Mayor Richins suggested Council look into page 161 which addresses Harrisville City issues. Included are both low priority and high priority items.

Keith Wheelwright suggested if Council notices something even through another city, we can include those items for our city. Council Member Murtha said he has seen FEMA trigger points not met and money not distributed in some cases. Keith Wheelwright said Lance Peterson with Weber County has been working diligently to include all cities within the county. Mayor Richins noticed Harrisville City was left out of a table on page 50 for the building codes. Keith Wheelwright said he will take a look at that. Mayor Richins also pointed out it is interesting to note the projected growth of each city. Council Member Tait mentioned the amazing project that has been in progress with diverting the Weber River into the canal to maintain the area in the west. This is still in progress.

Mayor and Council thanked Keith Wheelwright for his efforts compiling all of this information for this project.

**b. Discussion/possible action to grant preliminary approval of the Hunting Park Subdivision.**

Blake Anderson, joint owner on this property, introduced himself. The latest memo from Kent Jones was presented to Council. They also received the minutes from the last Planning Commission meeting in their packets. Mayor Richins explained this is a six lot subdivision on the north side of the canal just south of 1550 North and about 400 West. Council Member Tait said Planning Commission recommended preliminary approval if all of the conditions on the memo are met. Tyler Knight passed out large plans that show the buildable area. Council Member Jensen asked about the setback requirements. Council Member Tait asked if approval has been given by the utility providers. Council Member Jensen asked where exactly this subdivision is located. Mayor Richins pointed out on the zoning map where this development will be. Tyler Knight said one comment was to find out the history of the water table. He said he followed up with Gordon Bryner who explained when they built the subdivision on 1500 North, they pushed a lot of dirt into this area. They have not seen any flooding in the area since. Tyler Knight also explained with the large quantity of rain coming down before this meeting, he drove through the area and didn't see any water. Council Member Murtha said he was present during the public comment section of Planning Commission and there was concern with the residents surrounding this proposed subdivision of the existing grade being changed and the lots draining onto the existing properties. Tyler Knight said a note is included on the plat showing the existing grades of the lots must be maintained. Council Member Pearce asked if the items listed on the memo have been addressed. He said there were a lot of conditions and they usually only like to see a few. It was discovered the developer had not seen the new memo from Jones and Associates dated August 10<sup>th</sup>, outlining the conditions. Council gave both Tyler Knight and Blake Anderson time to review the memo. Tyler Knight said most of the conditions are the same as the previous memo with exception to the address assignments and there will be no problem getting these items addressed.

**MOTION: Council Member Pearce motioned to grant preliminary approval for Hunting Park Subdivision subject to the memo from the city engineer's office dated August 10<sup>th</sup>, 2015. Council Member Murtha seconded the motion. All Council Members voted aye. Motion passed.**

**c. Animal Control Services Discussion**

Council Member Murtha presented a proposal to partner with Pleasant View City for animal control services. He explained the history of the interlocal agreement with Weber County Animal Shelter that was signed in June of 2012. This is a 5 year contract that ends June 30, 2017. In 2012 the contract cost was \$18,886 and has increased to \$32,316 for the 2016 budget year. There is also an annual bond payment of \$6,684. The cost of the contract was previously based on fees per animal. This is now based on a percentage of the total Weber County Animal Shelter budget. Harrisville City's portion averages 3% of the total cost. The last two years we have also paid a "shared portion of operational loss amounts".

Council Member Murtha presented the total number of intake animals for Harrisville City from 2012 through 2014. The total number of animals in took was 541. There are three

components included in the Weber County Animal Shelter budget; shelter operations, animal control services, and the bond component. The bond component is the only fixed rate of \$6,684. The other two are variable. Ogden City pays the highest percentage at 59% with Roy second paying 11.3%.

Council Member Murtha explained Pleasant View City has an animal shelter and just finished a \$10K remodel. They have a part time animal control officer who works 19 hours per week. They have their own animal control services truck and software tracking program for issuing tags. He said Pleasant View animal control shelter would be the only mutually shared resource and both police chiefs and mayors see value in combining our efforts to cover both cities.

There is a 180 days written notice for either party to terminate the agreement with Weber County Animal Shelter.

The current level of service we receive from Weber County is Monday through Friday from 8am to 5pm and from 8am to noon on Saturday. In order to control costs, Weber County had to cut services.

Council Member Murtha informed Council there are several challenges that would have to be addressed and gave several proposed solutions to address these challenges. Harrisville City would need to hire a part time person to cover 20 hours per week. They would keep and maintain the Toyota Tundra truck from the police department to use as an animal control truck. We would be able to share the database with Pleasant View. Pleasant View has a large enough facility and would only keep the impound fees for each animal to cover the costs of maintenance. Potential services would increase from five to six days per week. The associated costs would amount to approximately \$24,940 to share resources with Pleasant View. Additional revenue would be received by dog licensing totaling approximately \$3,830. This would give a projected savings of \$11,206 per year.

Council Member Murtha asked Council for approval to present this proposal to Pleasant View City Council. If they agree, the city could begin writing an interlocal agreement and hold a public meeting to adopt a shared animal control program with Pleasant View. Council Member Tait expressed concern with maintaining relationships with Weber County in case this did not prove to be a good solution for animal control services. She would like to make sure this is beneficial for both parties.

Council Member Jensen suggested getting involved by way of a contract. Council Member Murtha said if Pleasant View is on board, we will write an iron clad agreement. He said we have come to a situation where Weber County has out priced themselves. With Council approval, he would like to approach Pleasant View City Council as a next step forward.

Max Jackson presented a list of dispatch generated animal control calls. A total of 172 calls were dispatched through Weber County. These are all animal related calls including cruelty to animals to which the police department responds. Max Jackson also pointed out we have no control over people sending their pets to the shelter from Harrisville City. This created somewhat of an issue when we were paying per animal. He also pointed out historically we were only paying around \$10,000. He feels the Weber County contract is still a good deal but there have been a few small problems. One of which is giving up control. He said he would be amiable to checking out this proposal.

Council Member Murtha pointed out he has used very conservative numbers in this proposal. This is a far better cost to our citizens than Weber County is charging. Council Member Jensen said she would like to continue to explore this information. Council Member Tait pointed out that is what this proposal would do. Council Member Pearce explained costs going out of control were an issue when considering the Weber County Police proposal years ago. Council Member Tait said she would like to take a field trip to the facility to see what options we have. This Pleasant View facility is not very attractive. Council Member Murtha said Chief Hadley would welcome any visitors at any time.

Officer Shawn Read said he watched the South Ogden program begin from the ground up. They do not euthanize any animals. They work a similar program with Riverdale in a facility smaller than the Pleasant View one. For those two cities, they combined for the exact same reasons.

Mayor and Council agreed to explore the possibility of this proposed shared animal control services with Pleasant View.

**d. Discussion/possible action on advice and consent to Mayor's Appointment of Planning Commission Alternate.**

Mayor Richins said the appointee is not present tonight. He feels it is prudent to have the individual being appointed present. Her name is Brenda Nelson and she lives in Hunting Creek Subdivision. He would like to table this and have her present when Council appoints her. Council Member Pearce pointed out Planning Commission will not meet for another month so there is some time. Mayor Richins said he likes Council to meet the newly appointed commissioners.

**MOTION: Council Member Tait motioned to table the advice and consent to Mayor's Appointment of Planning Commission Alternate. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.**

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

Keith Wheelwright introduced Shawn Reed who is our part time officer and bailiff. He brings with him a great deal of experience from South Ogden PD. He is seeking a full time position and is our go to guy for last minute coverage.

Vivienne Murtha expressed her support for the animal control proposal.

**6. Mayor/Council Follow-up:**

Mayor Richins said he would like to express his thanks to Council Member Tait for covering the city booth at the Weber County Fair. This was a great promotion for the Farmer's Market. Mayor and Council gave a short discussion about how the voting takes place. Council Member Tait said she did the entire booth herself. She had her husband help setup and she took it down last night. Resident Jackie Sphar donated some items from the parade and canned goods.

Council Member Tait said this is week five of the Farmer's Market and we now have 48 vendors; not every vendor comes each week. An average of 22-28 per week attend with

a high of 28 one week. Last week was slow due to the fair. They are still hoping to get more produce vendors. The entertainment has been local and youth oriented. She is looking for entertainment for this week. She has received positive feedback. She has been trying to make contact with the vendors every week. She has had mostly positive comments. We have about 10-15 consistent vendors. Council Member Jensen pointed out in their training they were told if you can start with 20 vendors, that's a good amount. Then try to increase to 30, which is really good. She said historically these markets start off slow. Council Member Tait said she paid for an ad on Facebook that reached over 6000 views. Council Member Murtha said he has received good feedback on having a market this far north. Council Member Tait is still giving away free booths for local produce. Mayor Richins pointed out the next few weeks should include produce as it becomes available.

Council Member Tait said she would like to make a bigger sign. Council Member Murtha said if this shaped up to be held next year, we can invest in a bigger more permanent sign. Council Member Tait said having a history with the market will help. Council Member Murtha pointed out vendors love the low price to participate. Council Member Tait said a few vendors have opted to stay at Harrisville's Market although they paid to attend the Bountiful market for the full season.

Mayor Richins said he has received complaints about having to have a license through the Weber County Health Department. Council Member Tait acknowledged this has been an issue but not one we can control. As of yet, the Health Department has not shown up. The Department of Agriculture went over things the first week to make sure produce was stored up off the ground, although we didn't have any produce vendors at that time. Council Member Tait said she would like to order a generic sign that advertises the Farmer's Market on Thursday's from 5:30-8:30pm. Mayor and Council gave discussion about the sign ordinance. Mayor Richins expressed his desire to continue this event next year. Council Member Tait will order a larger sign for advertising purposes.

Council Member Jensen said there is a business sign not in compliance on Highway 89 by the business strip mall. She said according to our sign ordinance temporary signs need to be put away at night and the salon is leaving their sign up all night long. She also thinks this detracts from the area and all of the other business owners are following the rules. Mayor Richins asked Jennie Knight to have Code Enforcement Inspector Ken Martin check into this. Council Member Tait said there is another business on the south end of the city with the same violation.

Mayor Richins informed Council of the upcoming training provided by the League of Cities and Towns. This will be held Sept 16-18 in Salt Lake. Anyone who is attending should contact Jennie Knight for registration. Per Diem forms need to be submitted by the end of this month. Council Member Jensen expressed her desire to stay in Salt Lake for the entire time frame. She felt they missed out of the late classes and had to get up early to deal with traffic issues in the mornings. Mayor Richins said that is not included in this year's budget. This has been done in the past but they stopped to save money. Council Member Jensen would like to see if they can pay for this in the future. Council Member Tait said it would have been nice to attend some of the evening

activities to network with the Farmer's Market. Mayor Richins will be attending and Council Member Pearce will be attending Thursday only. Mayor Richins expressed his appreciation to Jennie Knight for placing the flags in a location in front of Council.

**7. Adjourn.**

Mayor Richins motioned to adjourn at 8:34pm.

ATTEST:

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**BRUCE RICHINS**  
Mayor

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**JENNIE KNIGHT**

City Recorder

Approved this 25<sup>th</sup> day of August, 2015.

DRAFT



## Jennie Knight

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**From:** Bill Morris  
**Sent:** Thursday, August 20, 2015 2:45 PM  
**To:** 'Jennie Knight'  
**Subject:** FW: General Plan Estimate

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**From:** Susan Becker [<mailto:Susan.Becker@zionsbank.com>]  
**Sent:** Thursday, August 20, 2015 2:12 PM  
**To:** Bill Morris ([bill@mscityut.org](mailto:bill@mscityut.org))  
**Subject:** General Plan Estimate

Bill,

I appreciate your call asking about the cost of General Plans. The lowest I have seen is a recently-awarded one to Nibley at \$35,000. However, there are several people involved who wonder if the City can get what it needs for that cost. Depending on the level of public involvement you require, I think the cost would range between \$50,000 and \$60,000. This would include the basic elements including evaluating affordable housing, economic strategic plan, land use and transportation.

Some good planning teams to head up this effort (we would be subs for economics and housing) include:

CRSA – contact Ryan Wallace or Kelly Gillman at 801.355.5915  
Logan Simpson – contact Jesse Bell at 801.364.0525

Please let me know if you would like any other information.

Regards,  
Susie

**Susie Becker**  
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