

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, June 13, 2017 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah 84404**

Present: Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Gary Robinson, Council Member Jennifer Jensen, Council Member Ruth Pearce, Council Member Austin Tracy.

Staff: Bill Morris, City Administrator, Lynn Fortie, Treasurer, Jennie Knight, City Recorder, Sean Lambert, Public Works Director, Max Jackson, Police Chief, Bryan Fife, Recreation Director, Glen Gammell, Police Detective.

Visitors: Aspen Teuscher, Ann Richins, Allison Hatch, Michael Hatch, Aidan Hatch, Clark Beecher, Nathan Averill.

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.

Boy Scout Aiden Hatch from troop 146 led the pledge of allegiance and Council Member Robinson conducted the opening ceremony.

3. Consent Items.

- a. **Approve the minutes of May 23, 2017 as presented.**
- b. **Check Register**

Council Member Robinson expressed concern with differing amounts on per diem requests listed in the check register. He feels the amounts need to be specified to eliminate issues on expense reports. He spoke with Pam Crosbie who indicated she does not make changes to per diem requests. Mayor Richins suggested addressing this on the next agenda for any changes to the policy manual. Council Member Robinson said he feels the rates need to be included.

MOTION: Council Member Tracy motioned to approve the consent items for June 13, 2017 as presented. Council Member R. Pearce seconded the motion. Council Members J. Pearce, Robinson, R. Pearce and Tracy voted aye. Motion passed. Council Member Jensen was absent.

4. Business Items.

- a. **PUBLIC HEARING: Harrisville City Resolution 2017-04; a resolution adopting the FY 2016-17 amended budget for the fiscal year ending June 30, 2017.**

MOTION: Council Member J. Pearce motioned to open a public hearing on Harrisville City Resolution 2017-04; a resolution adopting the FY 2016-17 amended budget for the fiscal year ending June 30, 2017. Council Member R. Pearce seconded the motion. A Roll Call vote was taken.

Council Member Tracy	Yes
Council Member R. Pearce	Yes
Council Member Jensen	Absent
Council Member Robinson	Yes
Council Member J. Pearce	Yes

Motion passed 4-0.

Lynn Fortie explained when the end of the fiscal year approaches, he selects the budget line items that need amendments and submits these to Council as necessary. He outlined the changes on the expenditure side including Mayor and Council travel and training, salaries and wages in Administration, Building Inspection/Planning, Public Works/Maintenance, and Recreation. Alcohol enforcement was also adjusted under the Police Department. Engineering was adjusted under the Administration. Miscellaneous revenue was also adjusted to reflect the surplus.

[Council Member Jensen arrived]

Mayor Richins asked if there is explanation for why Public Works/Maintenance salaries and wages were over by that large amount and speculated this might be due to over time through the snow plow season. Lynn Fortie clarified over time is listed as a separate line item. Mayor and Council gave a short discussion as to where this might have come from. Lynn Fortie explained he would have to check with Pam Crosbie on any changes.

Bill Morris explained the engineering costs are due to increased building.

Mayor Richins asked for explanation on the alcohol enforcement line item. Max Jackson explained the alcohol enforcement money comes from different sources. Normally we have included all of the payouts from one account, the beer tax, which is based on population, number of alcohol distributors, and alcohol related incidents in the area. We now have created a more comprehensive plan regarding how the money will be spent; with saturation of patrols, or equipment or whatnot. We also collect highway safety tax. In the past we have billed the shifts for highway safety out of the beer tax line item, although the shifts were paid from highway safety money received. We are now required to pay out of different funds; seat belt, highway safety, and beer tax. Any grant money received is put into the general fund. The payout to officers comes through these line items. Council Member Robinson asked where this is listed as received in the general fund. Lynn Fortie explained under grants.

No public comments were offered.

MOTION: Council Member R. Pearce motioned to close the public hearing. Council Member Jensen seconded the motion. A Roll call vote was taken.

Council Member Tracy	Yes
Council Member R. Pearce	Yes
Council Member Jensen	Yes
Council Member Robinson	Yes
Council Member J. Pearce	Yes

Motion passed 5-0.

Council Member J. Pearce asked how the Mayor and Council training and travel exceeded the budgeted amount. Council Member R. Pearce asked if Council could vote on the amended budget before they open the next public hearing.

Council Member Robinson said the league training suggested budget amendments take place throughout the year when changes are made, rather than the end of the year.

Lynn Fortie pointed out the public hearing requirement and advertisement costs which would be expensive costs to the city. Additionally these are not large amendments which cannot be predicted through the year.

Council Member Robinson said there were other items voted on that were not included in the budget discussion last year. Lynn Fortie asked what items Council Member Robinson is referring to.

Council Member Robinson said the street sweeper. Bill Morris pointed out this was included in the budget under storm water.

Any amendments would have to be included in this amendment work sheet. He explained the difference between budgeted items and allotments. The storm water allotment is voted on during the budget discussion but only items that are included are spent.

Council Member J. Pearce said other entities do these same budgeting practices. Bill Morris explained the road funds are allotted each year as well.

Council then approves the expenditure of the funds throughout the year.

Mayor Richins explained this same practice is proposed for the next fiscal year. Bill Morris confirmed these large allotments are budgeted in case of an emergency situation as well. When in actuality they may not be spent.

b. Discussion/possible action to adopt the FY 2016-17 amended budget for the fiscal year ending June 30, 2017.

MOTION: Council Member R. Pearce motioned to approve Harrisville City Resolution 2017-04; a resolution adopting the FY2016-17 amended budget for the fiscal year ending June 30, 2017. Council Member Tracy seconded the motion. A Roll Call vote was taken.

Council Member Tracy	Yes
Council Member R. Pearce	Yes
Council Member Jensen	Yes
Council Member Robinson	Yes
Council Member J. Pearce	Yes

Motion passed 5-0.

- c. PUBLIC HEARING: Harrisville City Resolution 2017-05; a resolution adopting the FY 2017-18 final budget for the fiscal year ending June 30, 2018.**

MOTION: Council Member R. Pearce motioned to open a public hearing on Harrisville City Resolution 2017-05; a resolution adopting the FY 2017-18 final budget for the fiscal year ending June 30, 2018. Council Member J. Pearce seconded the motion. All Council Members voted aye. Motion passed.

Lynn Fortie mentioned he received the certified tax rate for the next fiscal year today and will include the amount in the final budget. This increases the use of fund balance from \$77,694 to \$85,103.

Nathan Averill, 1292 Georgia Ave, asked if the budget is set at the beginning of the year and amended at the end of the year due to the expenditures exceeding the revenue. Are the balances shrinking or staying the same.

Mayor Richins pointed out revenue is coming in above projections for this fiscal year but there are a couple more months to go.

MOTION: Council Member J. Pearce motioned to close the public hearing. Council Member Jensen seconded the motion. A Roll Call vote was taken.

Council Member Tracy	Yes
Council Member R. Pearce	Yes
Council Member Jensen	Yes
Council Member Robinson	Yes
Council Member J. Pearce	Yes

Motion passed 5-0.

Lynn Fortie said the city is doing well this fiscal year. There was a surplus of 170,000 at one point and staff anticipates having a healthy surplus in the end. Bill Morris restated the question of whether this is a regular practice. Lynn Fortie said this is pretty normal each year. Council Member Jensen said she didn't remember amending the budget last year. Bill Morris explained budget projections are like looking into a crystal ball for the next year. Lynn Fortie said this is an appreciated concern but revenue is higher than expected. Council Member Robinson asked if money will be taken out of the fund balance, will the general fund balance go down. Lynn Fortie explained these are two different scenarios. The fund balance will not create a decrease in the general fund. If there is less revenue received, the use of fund balance would be used. If there is an increase in revenue, the use of fund balance shows a positive increase.

Council Member Robinson asked if the \$300,000 park impact fees are the total amount in the budget and whether staff is anticipating spending the entire amount. Bill Morris said the practice is allotting the amount in case there is need for using this. Next year we will be seeking the RAMP grant that we were denied this year. If we receive the grant next year, we will use this. He reminded Council the need for this RAMP grant.

Council Member Robinson said he followed up on the policy of officers driving cars home. He reviewed Salt Lake City policy which requires officers living outside the limit to pay \$3.00 per mile to reimburse for gas. Max Jackson said our current policy says 25 miles outside the city limits. Weber County's policy is a little less than ours; Salt Lake County is a little more. Outside of Weber County limit, they end up paying \$50. Officer Glen Gammell said Salt Lake's policy is reasonable and highway patrol is 50 miles from the district where they work.

Council Member Robinson asked about the 90/10 benefit contribution. He stated Obama care is 80/20 with a marriage penalty. He noticed the benefits increased this budget. Council Member Jensen said benefits increased everywhere, Ogden City's increased 12%. Mayor Richins pointed out our broker was able to setup a 5% increase which is a deal. Lynn Fortie pointed out the increase is specifically health insurance, retirement did not increase. Council Member Robinson said in his opinion there will reach a point when things have to stop and he feels we are not getting prepared for it. Mayor Richins asked if Council Member Robinson would prepare a proposal.

d. Discussion/possible action to adopt the FY 2017-18 final budget for the fiscal year ending June 30, 2018.

MOTION: Council Member J. Pearce motioned to approve Harrisville City Resolution 2017-05; a resolution adopting the FY 2017-18 final budget for the fiscal year ending June 30, 2018, including the certified tax rate. Council Member Tracy seconded the motion. A Roll Call vote was taken.

Council Member Tracy	Yes
Council Member R. Pearce	Yes
Council Member Jensen	Yes
Council Member Robinson	No
Council Member J. Pearce	Yes

Motion passed 4-1.

e. Discussion/possible action on Resolution 2017-06; a resolution approving an interlocal agreement with Marriott-Slaterville City for financial, licensing, and human resource staffing and materials.

Bill Morris explained we have a close working relationship with Marriott-Slaterville including the recreation program, street sweeping services, and city administrator services. They currently only have a staff of 4 employees. The Marriott-Slaterville mayor

has been serving as finance officer for the last 17 years and is leaving office the end of this year. The auditor is mandating the city create a separation for finance services. This proposal includes Pam Crosbie to cover finance services, business license/solicitor licenses, and human resources. Stream lining services between the two cities. When Harrisville holds trainings, Pam will just invite the Marriott-Slaterville employees. He has proposed some numbers to cover the expenses including an administrative fee. Lynn Fortie's nephew will be covering the finance officer position at Marriott-Slaterville and will be Lynn's assistant. Lynn Fortie will still be covering Harrisville City. Harrisville will be reimbursed for audit and computer services as well.

Council Member Robinson asked where the revenue will go into and asked if the expense will be paid from payroll. Lynn Fortie said this will all happen within the same fiscal year, if there were to be cross over between years, that might create a need for new accounts to be created. Bill Morris pointed out Marriott-Slaterville will pay all of the FICA requirements. Lynn Fortie also explained there will probably be some worker's comp as well but the FICA is more expensive. Bill Morris suggested increasing the proposal to \$11,000. He explained a check will be cut once a year by the next pay period after the budget is passed and the reimbursement will be billed.

Council Member J. Pearce asked about the automatic renewal, he feels this under hands the city's ability to dissolve the contract. Bill Morris pointed out there is an option for termination with notice. He will have this reviewed by independent attorneys because he cannot sign as the city attorney for either city on this contract.

MOTION: Council Member J. Pearce motioned to approve Harrisville City Resolution 2017-06; a resolution approving an interlocal agreement with Marriott-Slaterville City for financial, licensing, and human resource staffing and materials. Council Member R. Pearce seconded the motion. A Roll Call vote was taken.

Council Member Tracy	Yes
Council Member R. Pearce	Yes
Council Member Jensen	Yes
Council Member Robinson	Yes but with a quarterly statement
Council Member J. Pearce	Yes

Motion passed 5-0.

5. Public Comments - (3 minute maximum)

No public comments were offered.

6. Mayor/Council Follow-Up:

Mayor Richins reviewed a Heritage Days follow up. He asked if Council Member Jensen is okay for the 5K, Council Members J.Pearce and R. Pearce are okay with bingo including prizes, Council Member Tracy for the parade and saw dust scramble, and Council Member Robinson is okay with information booth. All Council Members agreed to their assignments. Mayor Richins asked for all council members to help with breakfast starting at 9:30am.

Council Member R.Pearce would like to challenge the department heads to look at their budgets for this next year and come up with creative ideas to make the same budget work next year. She realizes there will be changes but encouraged them to think about this for next year.

Council Member J.Pearce informed Council of the ribbon cutting ceremony to be held on the 29th of June for the new fire station.

7. Adjourn.

Mayor declared the meeting adjourned at 7:57pm.

ATTEST:

BRUCE RICHINS
Mayor

JENNIE KNIGHT

City Recorder

Approved this 11th day of July, 2017.