

**MINUTES OF HARRISVILLE CITY  
CITY COUNCIL MEETING**  
Tuesday, December 13, 2016 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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**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, Bryan Fife, Recreation Director, Sean Lambert, Public Works Director, Jennie Knight, City Recorder.

**Visitors:** Bridgette Fife.

**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.**

Mayor Richins led the pledge of allegiance and conducted the opening ceremony.

**3. Consent Items.**

- a. Approve the minutes of November 22, 2016 as presented.
- b. Financial Report

Council Member R. Pearce said she feels Council is looking more for the check register rather than the financial report. Member Robinson said that is what they were asking for specifically. Mayor Richins said this is the budget list of the expenditures in the current budget. Council Member Robinson asked if they could include the current balance for the end of year budget balance sheet. Mayor Richins said that is a question for Lynn Fortie. Council Member Robinson said this shows the actual expenditures without the projected amounts. Mayor Richins said he will ask Lynn Fortie for the other details.

**MOTION: Council Member Jensen motioned to approve the consent items. Council Member R. Pearce seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

**a. Presentation of the FY2015-16 audit report.**

Mayor Richins explained this item is not quite ready for presentation. He suggested tabling this item until the next regularly scheduled meeting.

**MOTION: Council Member R. Pearce motioned to table the presentation of the FY2015-16 audit report. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.**

**b. Discussion/possible action to adopt 2017 Meeting Schedule.**

Jennie Knight explained the meeting schedule for the 2017 regularly scheduled Council meetings. This action is a formality to adopt the regular meeting schedule. Council Member Jensen asked why we don't meet earlier. Council Member Tracy said she is not available earlier. Mayor Richins pointed out some cities meet earlier and still have longer meetings.

**MOTION: Council Member J. Pearce motioned to adopt the 2017 Meeting Schedule. Council Member Robinson seconded the motion. All Council Members voted aye. Motion passed.**

**c. Discussion/possible action to approve iWorQ contract for building permit services.**

Sean Lambert explained iWorQ is an electronic program to assist with issuing and tracking building permits. Building permits can be tracked online as well as the inspection log. The annual fee schedule will be added to the building permit fees leaving little to no cost to the city. The only cost not passed on through the permit process is the setup costs. This will greatly increase the communication with contractors and subcontractors. The increased cost for a building permit will depend upon the type of permit. Commercial permits will increase approximately \$108 per permit and the minimum inspection cost will increase about \$10 per permit.

Mayor Richins asked Sean Lambert to give a short history of his experience with iWorQ. Sean Lambert explained the online program allows contractors to schedule their own inspections. He is able to login and email any contractor or person who wants to be contacted about the inspections during the building process. Everything regarding the building process is able to be reviewed.

Mayor Richins explained the setup fee for the first year. Sean Lambert said the annual cost covers a yearly training with updates on anything new. iWorQ has great customer service and are usually able to walk people through any problems.

Council Member R. Pearce asked about credit card processing fees. Sean Lambert said the credit card process will stay the same. Plans will be submitted through the city and paid through the city.

Council Member Robinson asked if this item was included in the budget. Sean Lambert said he was hired after the budget session had ended and not involved during the budget work sessions. Mayor Richins pointed out this will not cost the city anything other than the initial setup costs. Council Member Jensen said there are times when things come up that must be addressed outside of the budget period. Typically any changes are addressed during the budget amendment period at the end of the fiscal year. Council Member Robinson said they must open up the budget to make this change. Council Member Jensen said they will follow the appropriate process. Sean Lambert informed Council iWorQ is offering an incentive of a free ipad for signing up before December 20<sup>th</sup>. This will save the city several hundreds of dollars. Council

Member J. Pearce asked if there is a line item in the budget that will cover the setup costs. Sean Lambert said he can review the numbers with Lynn Fortie. Mayor Richins pointed out the iWorQ program will update us into a streamline building permit process.

**MOTION: Council Member J. Pearce motioned to approved iWorQ contract for building permit services. Council Member R. Pearce seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>No</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 4-1**

**d. Discussion/possible action to approve 2016 Storm Drain Projects.**

Sean Lambert passed out paper copies of the 2016 Storm Drain Project. He explained storm water comes from Larsen Lane and Walmart on the North side of the DI. There are a lot of trees blown down and lying in the creek in the project area. This project is on the capital improvement master plan. As part of the initial plan, they cleaned the drain in 2001-02. When they cleared the debris they just piled it on the banks. Animals graze in this area as well. Because there are impact fees that need to be used, he feels this project fits the requirements.

Additional storm water from Larsen Lane and Walmart has increased the flow through the area. The city engineer drafted the project and he waited until the winter when lower construction costs might be available. The project area begins on the east end north of the LDS garden and heads west. He has not yet approached the home owner of the property until after Council approval.

The project includes hauling off excess debris and fallen trees and installing concrete piping. Council Member Tracy asked if any trees would be removed. Council Member Jensen pointed out the project lists tree removal. Sean Lambert explained any trees that would impede the piping would be removed. Council Member Jensen asked if this is city owned property. Sean Lambert said the city has an easement to address storm water issues. Mayor Richins asked about the area behind the storage units on the south side. Sean Lambert said this is currently piped. The project will continue the piping to the west.

Sean Lambert briefly explained the requirements when using collecting and dispersing impact fee money. If not used in the proper time frame, the money must be returned to the residents where it was collected. He also informed Council he would like to meet with affected property owners because he does not want to take away a water source that might be used for animal raising.

Council Member Robinson asked about the bid language. Bill Morris explained how the bid process works. Sean Lambert pointed out this is a good time to seek bids because prices are typically lower. Council Member Robinson expressed his concern with

pouring concrete during the cold. Sean Lambert said the contractors will have equipment to protect the concrete.

Council Member J. Pearce asked about the flow from upstream. Sean Lambert reviewed the flow of storm water from Washington Blvd where Ogden City connects into the city storm water flow west towards the project area. Council Member Robinson asked if Ogden City is paying for the connection to Harrisville. Sean Lambert explained that each city is responsible for the storm water throughout their city. We do not pay our bordering cities where we connect to their storm water. This is not necessarily fair but we take care of the water within our city.

**MOTION: Council Member Tracy motioned to approve 2016 Storm Drain Projects. Council Member R. Pearce seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>Yes</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 5-0**

5. **CLOSED EXECUTIVE SESSION:** Utah State Code §52-4-204 & §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) and §52-4-205(1)(c) strategy regarding pending or reasonably imminent litigation.

**MOTION: Council Member R. Pearce motioned to close the public meeting and enter into a Closed Executive Session. Council Member Jensen seconded the motion.**

**A Roll Call vote was taken. All aye.**

Mayor and Council convened into a Closed Executive Session.

**MOTION: Council Member Jensen motioned to close the Closed Executive Session and reconvene the public meeting. Council Member Tracy seconded the motion.**

**A Roll Call vote was taken. All aye.**

**6. Business Items cont.**

- e. Discussion/possible action to approve staff coordinated effort for City Community Events.

Bill Morris said as was discussed during the executive session Council may continue if they wish to approve the staff coordinated effort for city community events. Council

Member Robinson expressed his desire to hold a public hearing to make changes to the city budget.

**MOTION: Council Member R. Pearce motioned to approve the proposal for staff coordinated effort for City Community Events subject to the Mayors discussion on compensation package that was discussed during the closed executive session. Council Member Jensen seconded the motion. A Roll Call vote was taken.**

<b>Council Member Tracy</b>	<b>Yes</b>
<b>Council Member R. Pearce</b>	<b>Yes</b>
<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Robinson</b>	<b>No</b>
<b>Council Member J. Pearce</b>	<b>Yes</b>

**Motion passed 4-1.**

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

No public comments were offered.

**8. Mayor/Council Follow-Up:**

Mayor Richins informed Council of the Local Legislature's Day at the State Capital in January. Mayor and Council gave discussion about who will attend and when the due date is for registration.

Bill Morris said the audit report will be ready for the January meeting.

Bill Morris said the council will meet for the Community Reinvestment Agency in coordination for a potential development over on Washington Blvd. There is one issue of how to tie a road into Larsen Lane. The city engineer suggested lining up the intersection. We will be talking about issues and any potential conflicts. We are trying to follow a plan for a mixed use area. This just came from project management meeting last week. The regular Council meeting will be held once the Community Reinvestment Agency adjourns. We will also try to hold the annual training for open meeting, sexual harassment, and non-discrimination.

Council Member Jensen reported on the transportation committee. Mayor and Council gave a brief discussion on transportation recommendations on 1100 North, Larsen Lane, 400 North, and North Harrisville Road. Bill Morris explained he is already scheduled to meet with Council Member J. Pearce and Sean Lambert to discuss transportation needs.

Mayor Richins pointed out the possibility for state funding for Larsen Lane.

Council Member Robinson asked about the rules and regulations on email discussions between Council. Jennie Knight said email discussions are allowed as long as she is included to meet any future GRAMA requirements.

**9. Adjourn.**

Mayor Richins declared the meeting adjourned at 8:09pm

**ATTEST:**

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**BRUCE RICHINS**  
Mayor

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**JENNIE KNIGHT**  
City Recorder  
Approved this 10<sup>th</sup> day of January, 2017