

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
Tuesday, April 25, 2017 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah**

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, Keith Wheelwright, Police Lieutenant, Sean Lambert, Public Works Director, Lynn Fortie, Treasurer, Glen Gammell, Police Officer, Jennie Knight, City Recorder.

Visitors: Ann Richins, Paula Price, Lauren Andersen, Blaine Barrow, Eric Thomas.

6:00 P.M. BUDGET WORK SESSION

Mayor Richins called the work session to order.

Keith Wheelwright reviewed the proposed police budget. He said technical services are increasing for CSI services. This is provided through Weber County; they process crime scenes. Blood draws are also included in this line item. The Strike Force budget almost doubled this year as well. This rate is based on population and calls for operations. The Strike Force is based out of Ogden City. We pay for services because we do not have an office to serve on the force. Strike Force officers are full time positions.

Council Member Robinson asked for clarification on the doubling costs. Keith Wheelwright explained they do not have details regarding the operation costs. If we do not pay for these services, we would have to cover them ourselves and we do not have the man power or resources to do that. Lt. Wheelwright explained the travel and training increased to allow Lexipol training for officers. This allows for 40 hours of training per officer, which is personalized training getting each office up to date with any policy manual changes. Lynn Fortie asked for clarification on this since there is already a Lexipol specific line item. Lt. Wheelwright said this is more of a training service, not purchasing the Lexipol software manual itself therefore they have opted to pay out of the training budget.

Lt. Wheelwright explained the equipment line item has been increased; the current budget is over for this fiscal year. He also explained the Ford Mustangs have been serviced under warranty so we have not paid for any maintenance services for these. He said Westland Ford provides better service than other providers and they are charging reasonable prices for oil changes and other services.

Lt. Wheelwright provided a list of police fleet service vehicles. They have four vehicles in service for more than six years. The mustangs were not designed as police cars and the 2010 mustang will need a lot of service in the near future. They have held off on some repairs because they know the cost will be steep. One of the F-150 trucks should have been totaled out when it was involved in an accident. We have spent \$5,000 in maintenance on this vehicle. The proposed budget includes replacing three vehicles this year. The SUV police packages are cheaper and designed as specific police vehicles.

Another thing that has come up recently is finding a vehicle for the new code enforcement officer. Right now the city does not have a vehicle for administration. The previous officer used a personal vehicle. If retained the F-150 could be used for this service as a light duty vehicle. Council Member R. Pearce asked what type of maintenance is needed. Lt. Wheelwright said he believes suspension issues, fuel problems, and a water pump. Council Member Jensen asked if just the F-150 is having issues. Lt. Wheelwright said mostly just the one vehicle; some of the other vehicles have had minor issues. The numbers are somewhat low because they have not had to buy tires. Traffic enforcement wears out tires quickly. Mayor Richins asked if this includes oil changes. Lt. Wheelwright confirmed yes, all maintenance and equipment upgrades to the inside of the vehicles also. Mayor Richins asked for confirmation if they trade in the mustangs, will they be getting SUV's. Lt. Wheelwright said the pickup trucks last longer because they are heavier, but not as fast. The winter months are easier with 4-wheel drive. They have listed the low book value on the mustangs. Council Member Robinson asked how many officers are on duty per shift. Lt. Wheelwright said one duty officer at a time. Council Member Robinson asked why we have so many vehicles if only one officer is on duty at once. Lt. Wheelwright said the wear and tear on one police vehicle would run out in one year. Lt. Wheelwright explained the city police fleet policy which includes the ability to take home their patrol vehicle. Most officers live within the policy limits. One new officer is still relocating. Council Member Robinson asked what the policy limit is. Lt. Wheelwright said a 20 minute commute. He also explained this proposal is a request to replace vehicles, not purchase additional ones. Council Member Robinson said he feels they are supplying cars for the officer and asked why they cannot drive their own cars home. Lt. Wheelwright explained officers are often on call. They must respond to a call in a police vehicle. There are several incidents where all officers have responded to a fatality or similar call. Council Member Robinson asked how often this occurs. Lt. Wheelwright explained several times per year. Council Member Robinson gave an example of small rural communities where paramedics respond in their own vehicles. Lt. Wheelwright clarified those individuals are volunteering. Our police officers are hired officers. This is also a benefit that keeps good officers working on our force. Council Member Robinson asked if the gross wages are taxed for this benefit. Lt. Wheelwright said this is only required by federal law for unmarked police cars. They must only pay the taxable value. He stated Pam has looked into this and we meet the federal law. Lt. Wheelwright continued with the review stating the UCAN user fees decreased. Radio service is now part of the 911 tax. The remaining funds will cover the costs of the wireless hotspots for police vehicles. Mayor Richins asked why we do not use bike patrol. Lt. Wheelwright explained often times we only have one officer on duty at a time. If he is several miles away from his patrol vehicle on the bicycle, he would not be able to respond quickly. They do use the bike for quiet surveillance from time to time and to participate in special events. Lt. Wheelwright stated the emergency management line item has not been increased. This is used to buy handouts from the county and to reimburse citizens who take CERT training. Mayor and Council agreed to reduce this line item to \$500. Lt. Wheelwright said the county received grants for emergency preparedness.

Lt. Wheelwright explained Lexipol is the police policy manual. This is recommended by the Trust, the city insurance co, to meet police standards.

Council Member R. Pearce asked if we are following the no idle policy. Lt. Wheelwright said they have made a better habit of no idling. In the summer months they must keep the computer equipment cooled and the windows defrosted in the winter so there are times when vehicles are idling.

Supplies and expenses were reviewed. Due to the burn plant in Davis County being shut down, costs for disposal will increase. The contract with Waste Management will go up. Printing services remain stable; mostly business cards and forms are paid with this fund. They try to buy in bulk to maximize savings.

The uniform allowance keeps officer in compliance. This covers anything that is worn on the body. Ammo is purchased on the state bid. They use this to keep officers qualified. Recommendations include replacing duty ammo which is more expensive every few years. Lt. Wheelwright said the purchase has been made for the end of this year but is not reflected in the budget worksheet.

Grant expenditures is only money coming in. Lt. Wheelwright explained in a handout how the grant money is received and applied. Grant money is also used to pay salaries for specialty shifts like DUI and other alcohol enforcement shifts.

Mayor Richins asked if the projected revenues include the grant money. Lynn Fortie explained this can be added. Lt. Wheelwright explained the money is receipted into the general fund and expended through the appropriate category.

The anticipated amount was not actually spent out of the equipment budget. The proposed budget included the costs to buy car cameras. We received a grant to pay for this instead. The proposed 2017 equipment budget includes setting up the server with software capable of redacting protected information. Certain situations cannot be disclosed to the public. We currently do not have this capability. Lt. Wheelwright will be working to get grants for supplement the funding.

Computer Equipment increased for the items listed on the handout. This includes three laptops needing replacement and docking stations to accommodate this change. They are able to get good prices for these upgrades. Versaterm maintenance is not needed anymore. The software is now covered under the 911 tax through dispatch. Body armor has a 5-year replacement. When we hire new officers, we provide body armor. We have had some turn over this year which eliminated the need to replace the body armor for the current budget year.

Council Member Robinson asked if there is a wage list including the proposed increase. Lt. Wheelwright said he does not have a breakdown of the increase. Mayor Richins explained this wage increase proposal affect all employees. He also clarified the employee benefits increased by 5%. Council Member Robinson asked what percentage the city pays for employee benefits; he feels this is too high. Health insurance is available on the market for less money. Mayor Richins pointed out we have been going through a broker and getting the best price. Council Member Jensen suggested moving on with the police budget since benefits and wages are a separate discussion. Council Member Robinson said he would like to see a breakout. Bill Morris said Pam Crosbie can prepare a wage list for each employee for all departments.

Bill Morris explained the line items under the building department. He introduced Mike Mellor, the new code enforcement officer. We are transitioning between officers. We will need to increase the code enforcement budget due to resident feedback. They are asking for increased service on code enforcement issues. Mike Mellor currently works for Roy and does more proactive enforcement. He would like to implement a more proactive approach here in Harrisville. He likes to make personal contact with residents first, without a notice or citation. Because of this, he would like a administrative vehicle. Mayor Richins reminded Council we are mostly a complaint based program right now. Council Member Robinson asked if statistics will be covered. Bill Morris said we are trying to save money in the long run. He will document the enforcement calls through iWORQ. Council Member Robinson asked what types of complaints are typical. Bill Morris explained mostly landscaping and garbage in the yard. The only cases we end up taking to court are the extreme situations. Council Member Robinson expressed his concern with being a policed city and if Council agrees to take a more proactive role, the city property must be kept immaculate; including the property at the end of Independence Blvd. Bill Morris said we will meet the ordinance requirements just like everyone else.

Bill Morris asked Lynn Fortie to check into where the plan checks fees are being paid. He also suggested leaving enough in the travel and training for licensing purposes and to cover training for staff.

Sean Lambert explained to Council the need to replace the 1988 tractor used to cut down weeds. The city purchased this tractor brand new. They have looked at different tractor options. He is unsure what the value of the current tractor will be but the cost of a new tractor is \$36,000. The truck used in parks and recreation department is in need of new tires. He reviewed a breakout of costs. He plans to trade in the value of the bobtail truck. This is technically a motorpool item. The bobtail has less than 10,000 miles on it because we only use it to plow roads. He would like to get a more versatile truck for less money. Although it would not be as heavy duty as the current truck, it would still meet our needs. They need to order this new truck soon. The purchase of the new truck and sale of the old truck will happen next fiscal year. We may have a buyer for the old truck but not guaranteed. In the end it would be a transfer of money.

Sean Lambert also informed Council he increased his travel and training budget to meet his certification requirements.

Mayor Richins proposed holding a special budget work session to complete the discussion since the tentative budget must be passed the first meeting in May. Mayor and Council agreed to hold a budget work session on Wednesday, May 3, 2017 at 6:00pm.

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 April 11, 2017 as presented.

MOTION: Council Member R. Pearce motioned to approve the minutes of April 11, 2017 as presented. Council Member Tracy seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

a. Communities That Care

Paula Price introduced herself and explained her interest with the coalition called Communities That Care. She explained the purposed is to create a system that actively engages in local community processes, educates and motivates key leaders, promotes and establishes prevention policy, and coordinates a well planned prevention effort in every community. The structure includes a director/coordinator that helps facilitate communications between all interested organizations such as parents, educators, local businesses, healthcare professionals, law enforcement, media, local government, etc. So far they have identified a champion, created an inventory of community services addressing youth and family issues, and identified a lead agency committed to supporting the project, a roster of key leaders, and an initial work plan and timeline for getting started. The process begins with defining the problem, identifying risks and protective factors, developing and testing prevention strategies, and assuring widespread adoption. The framework includes reducing problem behavior by reducing risk factors and increasing protective factors, employing evidence based practices that are designed to decrease prioritized risk factors and increase targeted protective factors. The bottom line is this coalition is a tool that can be used to complete the Public Health process with a strong emphasis on local control with multiple agencies. There is support for communities to use Communities That Care.

Council Member Jensen asked what they do to actually prevent these things from happening. Paula Price responded that the need to identify the risk factors first and what is contributing to the use of substance abuse, for example. They evaluate what is already happening and what is already in place to address this so they are not duplicating things. They also include educating parents about underage drinking; finding out where the drinking is happening and who the supplier is. Then they address what they can additionally add to reduce the use. Are there gaps and can they review the evidence based data to show what else can be done. The coalition decides what to implement and how to prioritize.

Council Member Robinsons asked if they address bullying in schools. He gave an example of the pressure being put on the students to monitor themselves, including athletes. He said the leaders need to address these things with teams. Paula Price recognized there are already things that are happening and what things are being done to address suicide and depression. The greatest par is bringing everyone together. Parents, businesses, law enforcement, schools, and others involved in the community for everyone to be part of the solution. These are issues specifically affecting their own communities.

Mayor Richins suggested Council take some time to review this information. Paula Price encouraged Council to reach out to herself and also Lauren with Weber Human Services. Susanna Burt is a local member of the community and is the champion of the coalition. She is a parent and also works for the state. They are having a meeting May 18, 2017 at 5pm and invited at least two council members to attend. Council Member Jensen will try to attend.

Mayor Richins thanked Paula Price for her presentation.

b. Discussion/possible action to grant six month extension for final approval of Thoroughbred Crossing

Jennie Knight explained included in the packet was a letter from Ivory Homes requesting an extension for final approval of Thoroughbred Crossing. They are close to recording the plat but they need a few more weeks to complete some improvements. Bill Morris explained they have to setup escrow for any improvements they have not installed by the time they record. Council Member Robinson asked if there is anything included in the ordinance specifying the date to request an extension. Bill Morris said the six month due date is today. Council Member Robinson asked why they waited until the last minute to request an extension. Council Member Jensen suggested granting the extension stating this is not a big deal.

MOTION: Council Member Jensen motioned to grant a six month extension for final approval of Thoroughbred Crossing. Council Member R. Pearce seconded the motion. Council Members Tracy, Jensen, R. Pearce and J. Pearce voted aye. Council Member Robinson abstained. Motion passed.

c. Discussion/possible action to approve Harrisville Ordinance 491: Limited Mixed-use Development [Bill Morris]

Bill Morris explained the detail of the proposed limited mixed-use ordinance. Mixed-use will only be permitted on Washington Blvd and Wall Ave. Council Member J. Pearce asked if they should just include Hwy 89 at this time. Bill Morris explained Hwy 89 borders more agricultural land which may bring up some concerns. The minimum parcel size is 5 acres with a maximum area for residential of 65% and commercial 35%. Narrow parcels must be set back 400 ft. from the road. Residential and limited mixed-use both require a successfully negotiated developments agreements which include setback requirements, parking, open space, etc. This will be classified as R-1-6 with 6,000 sq. ft. with a maximum of six units on one lot. Each unit must have 1200 sq. ft. of living space, a two car garage, and 200 ft. of landscaping on the development. One tree per lot, building materials must follow earth tones. Mixed-use will not be allowed in manufacturing or industrial zones. Council Member Robinson asked if the 1200 ft. includes the garage. Bill Morris said this is not currently specified. Council Member R. Pearce said she would like to specify this does not include the garage. Mayor and Council agreed to change the wording to 1200 ft. of living space, with a two car garage. Council Member Jensen asked if the entire property would be considered mixed-use zoning. Bill Morris said developers would have to include the entire property. Council Member Tracy asked if this includes shops on the ground with living space above. Bill Morris confirmed this could be done if all of the regulations of the ordinance were met.

Council Member Robinson asked what type of people live in these homes. Bill Morris said this is considered moderate income housing. He does not have any data on that.

MOTION: Council Member J. Pearce motioned to approve Harrisville Ordinance 491: Limited Mixed-Use Development with amendment. 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.

5. Public Comments - (3 minute maximum)

Ray Hurd expressed his concern about the pond that is next to his house. He asked Council to consider installing a privacy fence since his parcel is the only one completely bordering the pond.

6. Mayor/Council Follow-Up:

Bill Morris said we are excited to bring on the new code enforcement officer. He expressed his appreciation for staff and their response to issues that arise. They facilitate the process and respect property rights. He asked Council to acknowledge staff and the excellent service they provide.

Mayor Richins asked if Council has seen the new videos promoting the city. This is an idea brought back from the league training in St. George. Council Member Tracy said they are engaging the attention of the youth. Mayor Richins said there are plans for more to help generate interest in the city.

Council Member Jensen asked if Farmer's Market will be accepting multiple vendors for the same product. Jennie Knight said she reviews the applications and tries not to allow more than one vendor of each specific product.

7. Adjourn.

Mayor Richins declared the meeting adjourned at 8:04pm.

ATTEST:

BRUCE RICHINS
Mayor

JENNIE KNIGHT
City Recorder
Approved this 9th of May, 2017