

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING**

Tuesday, April 11, 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, Bryan Fife, Recreation Director, Sean Lambert, Public Works Director, Max Jackson, Police Chief, Lynn Fortie, Treasurer, Pam Crosbie, Finance Clerk, Jennie Knight, City Recorder.

Visitors: Shelly Jackson, Mike Murtha, Blaine Barrow, Michelle Tait, Arnold Tait, Bobby Wood, Bob Howard, Aaron Thornock, Brad Willden.

6:00 P.M. BUDGET WORK SESSION

Mayor Richins called the budget work session to order.

Lynn Fortie gave a budget overview. He commented this is an important function of the Council where they direct the way the city will look by spending the resources. The tentative budget must be passed by the first meeting in May. The final budget must be passed by the 21st of June. The General Fund is the city's main operating fund and is the most important fund. He reviewed the revenue categories explaining that most revenue comes from sales tax. The city also collects franchise tax and property tax. Licenses and permits are the next revenue item listed which include business license fees and building permits. Impact fees are also under this category and can only be used for specific purposes; new construction and improvement, not maintenance. Governmental revenue comes from liquor funds and alcohol tax; a portion comes back to the city and is used for alcohol enforcement which must be reported back to the state. Class C road funds are collected from gas taxes. A portion of that is paid back to the city determined by how many miles of road we have in the city. This money cannot be used to pay for salaries. Charges for services for the park and cabin and recreation fees, fines and forfeitures are the other revenues the city collects. The state takes a great portion of the fine and forfeiture money.

Contributions and Transfers are used to balance the budget. If we are going to spend money out of Class C Road funds, we must show the amount that we have in balance plus the anticipated amount we will be spending. If we collect more than we spend, there is ultimately an increase of reserves at the end of the fiscal year. He is required to put this in so it does not distort the findings.

There are general funds and capital projects funds. Enterprise funds are treated like businesses; we have three: sewer, storm water, and garbage.

We have one internal service fund which is the motor pool. This is similar to a leasing agent. The motor pool makes car purchases. The department is charged payments including interest. This is how the motor pool fund keeps up with inflation.

Council Member Robinson asked what the time frame is on spending the rainy day fund. Lynn Fortie said this money is not required to be spent. We are required to retain at least 5% of the annual budget but not more than 25%.

Lynn Fortie reviewed the major revenue categories; specifically taxes including general sales and use tax. He has a base average of increase for these items. One note on property tax, even when the value of homes increases the property tax value actually decreases. There is no inflation built into property taxes. We only get an increase in property tax when we have growth.

Council Member Robinson asked if legislators passed a bill that allowed for property taxes to only drop to a certain amount. Mayor and Council gave a short discussion regarding legislation. Council Member R. Pearce asked why there is not a transportation tax revenue line item because we actually collect this tax. Lynn Fortie confirmed there is some coming in and inquired if this is additional tax on gasoline. Bill Morris said this is a tax on everything and should be broken out. The transportation tax would fall under restrictions for spending. Lynn Fortie explained the deficit will double by separating this out because it will not be allowed to be spent from the general fund. Bill Morris asked where this will put the budget. Lynn Fortie explained he will have to setup transportation sales tax revenue and look at the new numbers.

Lynn Fortie said he does not have a good feel on how much to budget for building permits and asked how much new growth can be expected the next year. Mayor and Council gave discussion on the remaining lots to be built in several subdivisions including any new subdivisions. Bill Morris pointed out depending on some legislation that is pending in the planning commission shortly; new opportunities may be available for growth. There are two proposed projects that could be affected. He informed Council the county and school district may not want to do a CDA project because of the small size of the proposed project. If the Council is open to allow mixed use, we may open up options that can potentially increase our revenue.

Council Member Robinson asked if Lynn Fortie could include an additional column for notes regarding how he calculates these estimates like building permits. Lynn Fortie said any zeros in the budget worksheet will be filled in before the tentative budget is passed in May, due to state requirements. There is not verbiage included but the numbers will be. Council Member Robinson asked if they could be included. Bill Morris said sometimes it is difficult to get a final number because the permits transcend budget years. There is an average fee for single family homes but no way to determine how many additional permits such as: sheds, roofs, accessory buildings, etc. will be built. Council Member R. Pearce asked about park development fees and why this wasn't increased as revenue. Lynn Fortie explained this is an impact fee and does not affect the general fund because the spending of these funds is restricted.

Lynn Fortie continued the review outlining other revenue including business license fees, state liquor funds, park and cabin reservations, recreation fees, history books, warrant fees, and interest earned.

Lynn Fortie explained when any Class C road funds are spent he must include the entire amount in the budget. Same concept applies to park development or any other impact fee funds.

Lynn Fortie began the review of the expenditures. Mayor and Council department was reviewed including the salary based on the schedule of years of service. Council

Member R. Pearce asked what subscriptions we payout for this department. Lynn Fortie said mainly the cost for League of Cities and Towns annual fee.

The Justice Court department was reviewed. The main change from this department was due to Shanna Edwards being previously paid from two departments. Laurence Boswell is only paid out of Administration. Bill Morris explained office supplies and computer equipment budgets in the admin department service the entire city. He also pointed out we changed credit card providers and surcharge fees are now being paid by the purchaser. He also informed Council there is a need to purchase a new copy machine. Pam Crosbie said she received bids for three different options. There are no longer parts available to service our current machine therefore they are using refurbished parts and this is not addressing the issues any longer. Council Member Robinson asked about maintenance fees. Pam Crosbie outlined where this is taken out and informed Council there was not a good option on leasing due to no trade in value on the current copier. Bill Morris said there is a need to replace both Pam Crosbie and Jennie Knight's computers. Council Member Robinson suggested solid state computers which allow for automatic boot up.

Mayor Richins suggested taking a moment to discuss the benefits and merit increase that is included in the proposed budget. Council Member Robinson asked what miscellaneous includes in benefits. Pam Crosbie explained this is mandatory taxes and long term disability. Lynn Fortie informed Council this proposed budget includes a 3% merit increase as a starting point for employees. Mayor Richins confirmed this is a merit increase, not a cost of living. Lynn Fortie explained although this is merit, he must include the possibility for everyone in the budget. Mayor Richins said this is up to the department heads to increase their own employees.

Lynn Fortie informed Council health insurance premiums increased 5% although retirement rates have no increase. Mayor Richins asked if we are still using a broker for benefits. Pam Crosbie confirmed we are still using Encore Benefits.

Non Departmental line items were reviewed. RAMP revenue and expenditures increased because of population. Mayor Richins pointed out there is an additional history grant to include in the RAMP. Bill Morris suggested increasing this to \$11,000. Council Member Robinson asked about the animal control line item. Pam Crosbie said we have not been billed for the entire year yet. This will have to be double checked against invoices received and paid.

Max Jackson briefly explained a few items in the police department budget. He said the UCAN user fee is no longer necessary. This will be billed as a 911 tax. Pam Crosbie clarified air cards are paid out of the same budget. Max Jackson further explained the increase in the computer budget due to the requirements for downloading information for defense attorneys and other storage costs. They are purchasing new software which will allow additional privacy controls. Vehicles are again listed in the budget. The two vehicles retained from last year are now only worth half of the value. Had they been traded out last year, the payment to the motor pool would have taken care of the maintenance costs. Mayor Richins asked if there is confirmation on the lost value from last year including the amount of repairs. Max Jackson said if payments had been made to the motor pool rather than repairs the cost would have been even in the end. The F-150 truck was wrecked and now has gone into service as the part time vehicle. He

recommended getting back on the proper rotation to ensure maintenance schedules are met.

Mayor Richins announced the time has come to enter the regular Council meeting.

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 Tracy led the pledge of allegiance and Michelle Tait conducted the opening ceremony.

3. Consent Items.

a. Approve the minutes of March 14, 2017 as presented.

b. Check Register

Council Member Robinson said he reviewed the city's policy for travel. When Council attended the league training in St. George, the seminar paid for lunches and dinners with breakfast at the hotel. He said Council Member Jensen received per diem for one dinner and two lunches. Council Member Jensen said she included lunch for Wednesday and Friday. She didn't know there was lunch provided on Friday. Council gave discussion about the mileage and the provided meals. Mayor Richins suggested working this out later so the council meeting could continue. Council Member Robinson said he went over some additional check register items with Pam Crosbie and will check with the Chief about questions from the police department.

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

4. Business Items.

a. **Discussion/possible action to approve Harrisville Resolution 2017-02; a Resolution entering an Interlocal agreement with Weber County Elections for Municipal Election services for the 2017 Municipal Election.**

Shelly Jackson from Weber County Elections gave a short presentation on vote by mail. Weber County and 75% of the state is vote by mail. All active voters are mailed a ballot. First class stamp is required unless residents use one of the 18 drop box locations which are available 24 hours 7 days a week. There will be 9 voting assistance centers throughout the county with 20 Election Day locations.

Vote by mail offers voters choices and encourages informed voters by allowing ballots to be received 3 weeks before the election. Due to aging equipment that was purchased in 2005 they are looking towards the future to provide consistency. By providing polling locations in consistent locations, voters know what to expect instead of changing locations every odd or even year. Also, voters can vote whenever they are ready by not having to make arrangements to attend a polling location on Election Day.

Some concerns with vote by mail are postal issues, privacy, voter fraud, and the idea that voting is too easy. There are not consistent statistics to show that voters are not receiving their ballots. She explained the process of receiving a ballot and how privacy is maintained. There is a triple signature check in place to reduce or eliminate fraud. She explained Harrisville does have a choice to run a regular polling location and she can put the city in contact with some vendors and they can still provide support. There are 9 vote centers available on Election Day within about 2 miles of the city. Another issue with cities being polling locations is another jurisdiction who may be holding an election. Canceled elections would create a problem if the school district or county had an election. The polling location would have to maintain hours. By having vote centers throughout the county and eliminating all the city locations, this will not be a problem in the future.

Out of 2,679 active voters in Harrisville in 2015, 90% (1,085) voted by mail/drop box and only 10% (120) voted in person. Council Member Robinson asked what the total cost will be. Shelly Jackson said vote by mail is approximately \$1.60 per registered voter. The total cost is based on the number of registered voters at the time of the election. Council Member Jensen expressed her concerns with the last vote by mail election. She said all of the polling locations had very long lines and felt frustrated after waiting so long in line. She wants to ensure this does not happen again. She felt that was a long time to wait in line. Shelly Jackson said those are valid concerns. There were actually less people that showed up in person than they had anticipated. What they did not anticipate was the number of unregistered voters that would vote. These were all provisional voters which took a lot longer to process through the lines. They received feedback from surveys asking details about how to speed up the process. What they found is there were plenty of machines available to vote on once the voter had been processed through the line. By consolidating the polling locations this will make things more adaptable. They are able to setup more machines or check in tables whichever is necessary to speed up the process. They discovered 51% of ballots were returned on Monday and Tuesday of the presidential election. They are learning from this and working to address any issues.

Mayor Richins asked if any received ballots are cumulated in a report. Shelly Jackson said they run ballots through the scanners as they are received but no reports are run. Mayor Richins asked if we hold a primary election, is the cost doubled. Shelly Jackson said they anticipate splitting the cost of the election between multiple jurisdictions which may reduce the overall cost. Council Member Jensen asked if there would be a polling location in Harrisville for the presidential elections. Shelly Jackson said that is determined at the county level and they are working away from having any city office building as a polling locations.

MOTION: Council Member J. Pearce motioned to approve Harrisville Resolution 2017-02; a Resolution entering an Interlocal Agreement with Weber County Elections for Municipal Election services for the 2017 Municipal Election. 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
Council Member J. Pearce	Yes

Motion passed 5-0.

b. Discussion/possible action to award bid for 2017 Road Projects.

Sean Lambert explained bids for the 2017 Road Projects were received yesterday. This in no way covers the entirety of the work that is necessary. Residents have had a lot of questions on when pot holes will be fixed. Any pot holes that are being filled with the cold patch will have to be dug out before overlays can be done. POST Asphalt is the low bid on the major projects. The timeline is scheduled for completion before June 15, 2017.

Council Member Jensen said she is receiving negative feedback on Hunting Creek Road. Sean Lambert explained there is a standard on the asphalt that needs to be met. He does not want to do temporary fixes on roads that will be overlaid with asphalt this year. He understands there are still holes. Mayor Richins pointed out the cold patch is expensive to fill. Sean Lambert said there is not time to work cold asphalt patching. He is working to find a good solution. He drives the roads throughout the city every day. Council Member Robinson asked how much quantity they are covering this year, percentage wise. Sean Lambert said last year there were no roads overlaid. They are able to slurry seal which helps maintain roads. This winter was too difficult to address with slurry seals. There are roads that have extensive damage. In the coming years, we will go back to slurry seals. Council Member Robinson asked if overlays have been done within the last 10 years. Sean Lambert answered yes; some have been done within that time frame. He can show an entire history of each road with his records. The 2017 Road Projects are what need to be done. He has to prioritize and classify the roads. Hunting Creek has seen more traffic because of development in North Ogden. Council Member Robinson asked if the specs have changed over the years. Sean Lambert said yes. Thoroughbred Crossing and Plush Nest subdivisions are under new specs.

MOTION: Council Member Robinson motioned to award bid to POST Asphalt for \$93,830.75. Council Member J. 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
Council Member J. Pearce	Yes

Motion passed 5-0.

Mayor Richins thanked Sean Lambert for adding this information to the monthly newsletter. Council Member R. Pearce thanked the Public Works Department for their service this past winter.

5. Public Comments - (3 minute maximum)

Michael Murtha, 2544 N 600 W, thanked Council for providing spring clean up for residents. He feels this is being utilized well. He has a rising concern on 1755 N. 750 W. approved as the private animal shelter and he is seeing an escalating problem at this property. He feels after reviewing the project management meeting minutes this conversation is being dominated by Blaine Barrow and Mr. Leishman. There is a disproportionate amount of review on their every move. This has been taking up the Mayor's time and staff time. The level of scrutiny of this project is much greater than for any other business. He was told Blaine Barrow would do anything he could to stop the project. He is now doing anything he can to stop this. The concern is the repeated inquiries of these individuals are now clouding a decision that was made by Council on January 11, 2017. When he reviewed the project management meeting minutes the information that is being required by Dr. Jensen was not agreed upon in the beginning. He expects a fair playing field. He has concern that these individuals are being pandered to. He understands the need to listen to all concerns from citizens but this is going overboard. He went over Sunday afternoon to speak with the resident living there who indicated they are nervous about the level of scrutiny that is going on. Because these two individuals do not understand, the level of interest in activity at this property is off the chart. Since this has been approved, they need to get over it. The engineered plans are the city's business and the business owner. As a future business owner in Harrisville, these are his concerns. He is willing to share his information with anyone who is interested.

Bobby Wood, pastor in Ogden, said he is starting a new church in Harrisville. If there is any way they can be of assistance, they would be happy to help. The name of the church is Wasatch Gospel Community. They will be meeting at Greenwood Charter School. Services begin at 6pm on Sunday evenings.

6. Mayor/Council Follow-Up:

Mayor Richins asked how things are proceeding on the Easter Egg Hunt. Youth City Council will be ready on Saturday morning. Jennie Knight explained where the bunny costume is located.

Mayor and Council agreed an overview of the League conference will be discussed at the next meeting.

- #### **7. CLOSED EXECUTIVE SESSION - Utah State Code §52-4-204 & §52-4-205(1)(d):** The Council may consider a motion to enter into Closed Executive Session for the purpose of discussion the potential purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would: (i) disclose the appraisal or estimated value

of the property under consideration; or (ii) prevent the public body from completing the transaction on the best possible terms.

MOTION: Council Member R. Pearce motioned to close the public meeting and enter a closed executive session. Robinson 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.

Mayor and Council convened into a Closed Executive Session.

MOTION: Council Member R. Pearce motioned to close the closed executive session and reopen the public meeting. 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.

8. Adjourn.

Mayor Richins declared the meeting adjourned at 8:22pm.

ATTEST:

BRUCE RICHINS
Mayor

JENNIE KNIGHT

City Recorder

Approved this 25th day of April, 2017