



HARRISVILLE CITY

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

MAYOR:

Michelle Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Gary Robinson
Ruth Pearce
Clark Beecher
Steve Weiss

CITY COUNCIL MEETING
AMENDED AGENDA
363 West Independence Blvd
March 13, 2018

"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 Michelle Tait
Mayor Pro Tem: Grover Wilhelmsen

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Gary Robinson]
- 3. CONSENT ITEMS**
 - a. Approve the minutes of February 27, 2018 as presented.
 - b. Check Register
- 4. BUSINESS ITEMS**
 - a. Weber Warriors Strong Coalition Presentation.
 - b. Discussion/possible action to approve Harrisville Resolution 2018-03; a resolution approving the Local Transportation Funding agreement for funding the Larsen Lane Project. [Sean Lambert & Matt Robertson]
 - c. Discussion/possible action to approve Harrisville Resolution 2018-04; a resolution approving the Local Transportation Funding agreement for funding the 1100 North Project. [Sean Lambert & Matt Robertson]
 - d. Presentation of the Budget Process [Lynn Fortie]
 - e. 2018 Annual Training [Bill Morris]
 - i. Non-discrimination
 - ii. Rules of Procedure and Order for Open Meetings
 - iii. Disclosure Statements
- 5. PUBLIC COMMENTS - (3 minute maximum)**
- 6. MAYOR/COUNCIL FOLLOW-UP:**
 - a. Transportation Project Open House
- 7. ADJOURN**

DATE POSTED: March 9, 2018

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 and the State Public Meeting Notice website at <http://pnm.utah.gov>.

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING**

Tuesday, January 27, 2018 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah

Present: Mayor Michelle Tait, Council Member Grover Wilhelmsen, Council Member Gary Robinson, Council Member Ruth Pearce, Council Member Clark Beecher.

Staff: Bill Morris, City Administrator, Sean Lambert, Public Works Director, Bryan Fife, Recreation Director, Mark Wilson, Police Sergeant, Jennie Knight, City Recorder, Rick Hill, Bailiff.

Visitors: Brian Dabb, Molly Speer, Jeff Pearce, Olivia Harlow, Brenna Teuscher, Austin Tracy, Aspen Teuscher, Scott Moffitt, Nicole Shakespeare, Kevin Shakespeare, Sabrina Hefflefinger, Ryan Trease, Alisa Trease, Preston Wilson, Raul Cardona, Stephen Weiss, Arnold Tait, Axelle Lefeuve, Savanna Garmire, Tyler ??, Ashlyn Wood.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

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

2. Opening Ceremony.

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

3. Consent Items.

- a. Approve the minutes of January 9, 2018 as presented.**

MOTION: Council Member Wilhelmsen motioned to approve the minutes for January 9, 2018. Council Member Pearce seconded the motion. All Council Members voted aye. Motion passed.

b. Check Register

Council Member Robinson asked what the payment to Weber County Sheriff for travel was for. Mark Wilson said this was for the cold case homicide. Council Member Robinson asked why we pay for blue stakes. Bill Morris said the city must pay for the blue stakes subscription; that is how blue stakes is funded. Council Member Robinson asked about Westland Ford and whether we are paying taxes to the gas entity for the purchase of fuel.

Sean Lambert said there are mandatory taxes we must pay but for the most part we do not pay taxes. Council Member Robinson asked if we put this out to bid. Sean Lambert

confirmed yes. Council Member Pearce asked if the payment to Rural Community is a yearly payment. Bill Morris said we do not have duration on payment until the general plan is approved. He said we will compile the information and present it to planning commission soon.

MOTION: Council Member Pearce motioned to approve the check register. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

a. Discussion/possible action to conduct interviews for Harrisville City Council Member Vacancy.

Council Member Pearce declared a possible conflict with this agenda item as she is married to one of the candidates. Mayor Tait said by ordinance a conflict may arise if the vote would bring monetary value to the household. Bill Morris confirmed state code allows this but our ordinance does include a conflict if a member gains monetary value from a council action. He asked if the other Council Members were okay allowing Council Member Pearce to continue with the vote. Council Members Robinson, Beecher, and Wilhelmsen all agreed to allow Council Member Pearce to vote on the appointment of the new Council Member.

Each of the four candidates for the Council appointment was interviewed and answered questions.

Austin Tracy explained she filled the previous vacancy and served until December 2017. She has been the youth city council chair and feels she brings a different view point. She is changing careers in August will become a school teacher and will have additional time to serve. Council Member Pearce commented she is glad she will continue with the youth city council no matter the outcome. Council Member Wilhelmsen asked what her plans are in the future. She explained she has been actively attending meetings for the last four years. She reads the minutes regularly and feels everyone needs a voice.

Steve Weiss has lived in the north end of the city for 32 years and served on Planning Commission for 13 years; being Chairman for 4-5 years. He would like to move from planning commission to council. He feels there are things that can be looked at differently. We are in a time of plenty right now and he would like to see progress made with businesses. He feels we could take advantage right now. He would like to see discussion on helping businesses come into the city.

Council Member Robinson asked why he is considering Council at this time. Steve Weiss said his work schedule has changed and he is now available. Council Member Wilhelmsen asked with his experience on planning commission, where he feels we are at with growth and development. Steve Weiss said there are plenty of homes which build the community, but we need to reach out to businesses. He has already reached out to businesses encouraging one to look north for a new location. North Ogden and other surrounding cities are bringing in businesses and this is something we need to take advantage of right now.

Jeff Pearce said he has served on Council and Planning Commission for the past 14 years. He would like to finish some of the items he has started. He feels he has connections with adjoining cities and the county. He would like to continue to help increase our retail base.

Kevin Shakespeare said he moved to Harrisville 2 years ago. He loves the city and feels it would be an honor to serve with the other Council Members and Mayor. He likes to think out of the box. He is a creative thinker and feels there is always a solution to get things done. Council Member Wilhelmsen asked if he would be interested in other opportunities with the city if not appointed. He said yes he would. He said they lived in Roy for 8 years before moving to Harrisville; and Ogden before that.

b. Discussion/possible action to appoint Harrisville City Council Member.

Mayor and Council Members gave discussion on the procedure to break a tie vote. Council Member Pearce said she understands a tie is broken by drawing lots. Bill Morris reviewed state code which states the Mayor is allowed to break a tie in the six member council government. Council Member Robinson and Council Member Pearce challenged the opinion. Bill Morris reached out to Dave Church, legal counsel for the League of Cities and Towns. Later in the meeting a response was received; Dave Church agreed with Bill Morris' opinion that the Mayor is allowed to break a tie in the six member council government.

MOTION: Council Member Wilhelmsen motioned to appoint Steve Weiss to the Harrisville City Council. Council Member Beecher seconded the motion. A Roll Call Vote was taken.

Council Member Beecher	Yes
Council Member Pearce	No
Council Member Robinson	No
Council Member Wilhelmsen	Yes

In case of tie vote:
Mayor Tait **Yes**

Motion passed 3-2.

c. Oath of Office

Jennie Knight administered the oath of office to Steve Weiss.

d. Discussion/possible action to approve 2018 Crack Seal Projects.

Sean Lambert explained the bids he received for the 2018 Crack Seal Projects. We have a couple of parking lots to crack seal, slurry seal and repaint; the Cabin, City Hall, and Independence Park. For the last several years, we have collected our own bids in house so as not to pay engineering costs. He received three bids: Aspen Paving is the low bid at \$14,960, Morgan Paving at \$18,882 and Clamp-it Construction at \$19,071.

He is seeking approval for Aspen Paving to get started during this time of year. Mayor and Council discussed the bid proposals and discovered there was some discrepancy between the numbers listed and the quoted price. Sean Lambert assured Council the Aspen Paving bid is \$14,960. Mayor Tait pointed out Aspen Paving is still less than the other bids. Mayor and Council discussed the bids and the total amount of the lowest bid. Council Member Robinson suggested tabling this item until the numbers can be updated. Council Member Wilhelmsen said he doesn't have a problem passing this but needs to know the correct amount on the bid. Sean Lambert explained the crack seal needs to be done now while the weather is cold. Council Member Pearce said she would request getting an invoice and email the correct proposal with a final number to Council this week. Council Member Beecher said he would like to see the numbers add up. Council Member Pearce said she is in favor of passing this as long as they receive a correct proposal.

Sean Lambert explained the cabin budget was reduced last year and he is unsure how he is going to cover this cost. The number was reduced to \$2000. There is carpet that needs to be replaced and two over 10-year-old furnaces. This was cut drastically without his knowledge during the last budget season. He suggested if we do not keep up on our buildings and grounds they will just deteriorate. Normally he would pay for the cabin parking lot out of the cabin budget. Because of the reduced budget, he will be taking this from another budget to cover the cost. Council Member Robinson asked if the canal company is doing any rodent control. Sean Lambert said there is no rodent control.

MOTION: Council Member Pearce motioned to award the bid for 2018 Crack Seal Project to Aspen Paving for \$14,960 on the condition that a bid reflecting the appropriate total is received. Council Member Beecher seconded the motion. A Roll Call vote was taken.

Beecher Yes
Pearce Yes
Robinson Yes
Wilhelmsen Yes

Motion passed 4-0.

e. Discussion/possible action on Harrisville Bike Park.

Bryan Fife asked if Council is familiar with the Riverdale Bike Park. He explained that Mayor Richins gave approval for a similar project but things were delayed due to the winter and Mayor Tait asked for him to approach Council for their approval. He said this is a low key bike park where the jumps are 1-2 feet off the ground. There are no jumps large enough to jump or do tricks off. It would be one directional with signage showing the proper direction. The bike track in Riverdale is called a pump track. There is a downhill start and momentum is what carries you through the track. The site for the track is north of the vet clinic on Hwy 89. The material is already there and he has access to more. This will be a dirt track. His only concern is lack of fencing off the highway. He would like to budget for minimal fence material to address this. Liabilities

are not a concern. There will be recommended safety tips such as: wear a helmet, ride at your own risk, etc. Last fall we put out a “feeler” on Facebook and this was well received from the public with a lot of positive feedback. He feels this would be great to offer to the younger population. He also explained we have extra bleachers that could also be placed there. This is an underutilized area of the city. Mayor Tait asked how the track is designated. Bryan Fife explained the path is fairly obvious but there will also be vegetation to upkeep; not more than is already there. He would like to begin in two weeks if the material is not frozen and before his busy season begins. Council Member Pearce asked if there is any cost to the city. Bryan Fife said fencing and signage. Council Member Robinson asked what the maintenance will be. Bryan Fife responded not more than what they are currently addressing.

Council Member Robinson said he feels the city should not be in the business of entertaining youth. He said last year the city added a camp for kids. Bryan Fife reported the summer camp was very successful. Mayor Tait asked where the access would be. Bryan Fife said access will come from the walking track at the park. Bill Morris reminded Council this was proposed years ago as well. Bryan Fife will include the budget issues for fencing and signage in the next fiscal year. Council Member Beecher asked if they can address the “goat head” weed issue. Bryan Fife said they can address that.

MOTION: Council Member Wilhelmsen motioned to support and authorize a bike park and report the costs back to Council. Council Member Beecher seconded the motion. All Council Members voted aye. Motion passed.

f. Discussion/possible action to approve surplus truck.

Bill Morris explained last budget season the police department ordered a new vehicle and gave a Ford F-150 to the administration department. Since then, it was discovered the truck has mechanical issues that would not be cost effective to fix. Staff is requesting the surplus of this truck which will in turn be sold at auction. The cost to fix the vehicle would be more than what is recommended. Staff cannot sell property without Council authorization.

MOTION: Council Member Beecher motioned to surplus the Ford F-150 truck to be sold at auction. Council Member Weiss seconded the motion. All Council Members voted aye. Motion passed.

5. Public Comments - (3 minute maximum)

Sabrina Hefflefinger, 1725 N 750 W, expressed her concern with the amount of traffic driving at excessive speeds on 750 W. She admitted she is not sure what more can be done because she sees patrol cars all the time. She feels the public thinks this is a short cut up towards the highway but the speed limit is only 30 mph. She talked to staff who said the speed trailer is not currently working. She has kids and also animals. She suggested the community could donate money towards getting the speed trailer fixed and out on the road. This is a big concern for her.

Mayor Tait said she will pass this information on to the police department.

6. Mayor/Council Follow-Up:

Council Member Robinson requested Council review the budget for this fiscal year's expenditures. Mayor Tait asked if all Council Members would like this on the agenda in the future. Council Member Wilhelmsen asked what exactly Council Member Robinson is asking to review. Bill Morris explained we will be entering budget season shortly and Lynn Fortie will be presenting some of the preliminary budget items. Council Member Robinson said he feels the department heads should be coming to each meeting to explain the costs more or less. He feels Council needs to inform the public more. Bill Morris reminded Council the budget is available to the public at all times. Council Member Robinson again requested department heads give an accounting of their budgets each meeting. Council Member Beecher asked if this has been done before. Bill Morris said this has not, the state mandates certain requirements that we already meet. The monthly report is required and provided. We have already added the check register to the agenda. Council Member Pearce said she does not feel the budget should be reviewed that often; possibly every six months. Bill Morris said having Lynn Fortie come in to explain things every six months, or to discuss upcoming items. Bill Morris said there have been some computer issues that have come up that staff has addressed. Mayor and Council agreed to have Lynn Fortie present a budget review. Council Member Robinson asked if elected officials need to declare conflicts of interest. Bill Morris informed Council additional training will be held in March when disclosure statements will be provided. This was postponed until the Council vacancy had been filled.

Council Member Pearce said she will not be attending the ULCT training in April. Mayor Tait and Council Members Wilhelmsen, Beecher, and Robinson will all be attending. Jennie Knight will provide the information to Council Member Weiss.

Council Member Robinson commented on how meetings have been canceled and the Council has not been meeting regularly. Mayor Tait confirmed there were two meetings held in January. The first meeting in February was the first to be canceled. Council Member Robinson indicated if they are not going to hold two meetings per month, Council should not be paid for two meetings. He feels Council could review the regulations for the city and review city code. Mayor Tait said meetings will not be held when there are no agenda items. Mayor Tait explained the public hearing requirement and approval of an ordinance to make the change and associated costs for that process.

Bill Morris reminded Council additional training will be held at the next meeting.

7. Adjourn.

Mayor Tait declared the meeting adjourned at 8:29pm.

ATTEST:

MICHELLE TAIT
Mayor

JENNIE KNIGHT

City Recorder

Approved this 13th day of March, 2018

Report Criteria:
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Check Amount
45664									
02/18	02/21/2018	45664	683	GLACKEN AND ASSOCIA	1	1	10-51-330	TRAVEL & TRAINING	275.00- V
Total 45664:									275.00-
45697									
02/18	02/09/2018	45697	350	CHILD SUPPORT SERVIC	02.09.18	1	10-22295	GARNISHMENT PAYABLE	176.31
02/18	02/09/2018	45697	350	CHILD SUPPORT SERVIC	02.09.18	2	10-22295	GARNISHMENT PAYABLE	162.46
Total 45697:									338.77
45698									
02/18	02/15/2018	45698	1349	OFFICEMAX	02.13.18	1	10-44-600	OFFICE SUPPLIES & EXPENSE	482.81 M
Total 45698:									482.81
45699									
02/18	02/15/2018	45699	12	A-1 UNIFORMS	39172	1	10-51-615	UNIFORM ALLOWANCE	163.40
Total 45699:									163.40
45700									
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	1	10-71-410	UTILITIES RECREATION	25.86
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	2	10-71-410	UTILITIES RECREATION	87.77
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	3	10-71-410	UTILITIES RECREATION	25.86
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	4	10-71-410	UTILITIES RECREATION	75.00
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	5	10-45-410	UTILITIES	48.03
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	6	10-45-810	CABIN UTILITIES	47.29
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	7	10-45-410	UTILITIES	37.80
02/18	02/15/2018	45700	218	BONA VISTA WATER IMP	01.31.18	8	10-45-410	UTILITIES	27.07
Total 45700:									374.68
45701									
02/18	02/15/2018	45701	300	CANON SOLUTIONS AME	4024948199	1	10-44-602	COPIER MAINTENANCE	36.72
Total 45701:									36.72
45702									
02/18	02/15/2018	45702	312	CASELLE, INC	85761	1	10-45-301	COMPUTER SERVICES	469.00
Total 45702:									469.00
45703									
02/18	02/15/2018	45703	323	CENTRAL WEBER SEWE	2325890	1	50-62-460	SEWAGE TREATMENT	91,452.00
Total 45703:									91,452.00
45704									
02/18	02/15/2018	45704	325	CENTURY LINK	01.22.18	1	10-45-530	TELEPHONE	219.41
02/18	02/15/2018	45704	325	CENTURY LINK	01.28.18	1	10-45-530	TELEPHONE	202.25
02/18	02/15/2018	45704	325	CENTURY LINK	01.28.18.02	1	10-45-530	TELEPHONE	36.56

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 45704:									458.22
45705									
02/18	02/15/2018	45705	359	CHRISTENSEN, PALMER,	12248	1	10-45-310	AUDIT & ACCOUNTING SERVICES	259.00
Total 45705:									259.00
45706									
02/18	02/15/2018	45706	363	SHRED IT USA, LLC	8124052415	1	10-45-701	SHREDDING	70.23
Total 45706:									70.23
45707									
02/18	02/15/2018	45707	394	COMCAST	01.27.18	1	10-45-304	COMCAST	185.91
02/18	02/15/2018	45707	394	COMCAST	01.28.18	1	10-45-304	COMCAST	180.52
02/18	02/15/2018	45707	394	COMCAST	02.04.18	1	10-45-304	COMCAST	105.91
Total 45707:									472.34
45708									
02/18	02/15/2018	45708	514	DINGMAN PROFESSION	44024	1	10-42-600	OFFICE SUPPLIES & EXPENSES	89.00
Total 45708:									89.00
45709									
02/18	02/15/2018	45709	546	DYNAQUEST TECHNOLO	20023411	1	10-44-741	COMPUTER EQUIPMENT	318.63
02/18	02/15/2018	45709	546	DYNAQUEST TECHNOLO	20061783	1	10-45-301	COMPUTER SERVICES	1,170.00
02/18	02/15/2018	45709	546	DYNAQUEST TECHNOLO	20061799	1	10-45-301	COMPUTER SERVICES	85.00
Total 45709:									1,573.63
45710									
02/18	02/15/2018	45710	1110	LOWE'S	901412	1	10-71-260	BLDGS & GROUNDS	47.39
02/18	02/15/2018	45710	1110	LOWE'S	902004	1	10-71-260	BLDGS & GROUNDS	86.69
02/18	02/15/2018	45710	1110	LOWE'S	902049	1	10-61-431	BUILDINGS & GROUNDS	23.52
02/18	02/15/2018	45710	1110	LOWE'S	902351.01	1	10-71-250	EQUIPMENT	41.52
02/18	02/15/2018	45710	1110	LOWE'S	902515	1	10-71-850	IMPROVEMENTS	75.90
02/18	02/15/2018	45710	1110	LOWE'S	902819	1	10-61-431	BUILDINGS & GROUNDS	59.00
02/18	02/15/2018	45710	1110	LOWE'S	902824	1	10-45-820	CABIN REPAIRS & MAINT/FURNISHG	25.62
02/18	02/15/2018	45710	1110	LOWE'S	903282	1	10-61-431	BUILDINGS & GROUNDS	48.70
02/18	02/15/2018	45710	1110	LOWE'S	914922	1	10-61-431	BUILDINGS & GROUNDS	34.14
Total 45710:									442.48
45711									
02/18	02/15/2018	45711	1214	MODEL LINEN SUPPLY	0881386-00	1	10-45-430	CITY BLDGS CUSTODIAL	54.78
Total 45711:									54.78
45712									
02/18	02/15/2018	45712	1359	OGDEN LAWN & GARDE	12605	1	10-71-250	EQUIPMENT	141.38
Total 45712:									141.38

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Check Amount
45713									
02/18	02/15/2018	45713	1361	OGDEN PUBLISHING CO	01.31.18	1	10-44-540	PUBLIC NOTICES, ADVERTISING	325.00
Total 45713:									325.00
45714									
02/18	02/15/2018	45714	1514	DOMINION ENERGY	01.26.18	1	10-45-410	UTILITIES	583.45
02/18	02/15/2018	45714	1514	DOMINION ENERGY	01.26.18	2	10-45-410	UTILITIES	396.30
02/18	02/15/2018	45714	1514	DOMINION ENERGY	01.26.18	3	10-45-810	CABIN UTILITIES	257.14
Total 45714:									1,236.89
45715									
02/18	02/15/2018	45715	1752	SOWBY, DAVID	02.15.18	1	10-71-625	ORION JR HIGH	375.00
Total 45715:									375.00
45716									
02/18	02/15/2018	45716	1835	TEASDALE, ANGIE	02.15.18	1	10-71-625	ORION JR HIGH	335.00
Total 45716:									335.00
45717									
02/18	02/15/2018	45717	1936	UTAH LEAGUE OF CITIE	FY2018026	1	10-41-640	SUBSCRIPTIONS & MEMBERSHIPS	300.00
Total 45717:									300.00
45718									
02/18	02/15/2018	45718	1953	UTAH STATE TAX COMMI	01.31.18	1	10-22230	STATE WITHHOLDING PAYABLE	3,736.48
Total 45718:									3,736.48
45719									
02/18	02/15/2018	45719	1954	UTAH STATE TREASURE	01.31.18	1	10-35-510	FINES	5,722.02
Total 45719:									5,722.02
45720									
02/18	02/15/2018	45720	2004	WALMART COMMUNITY	000877	1	10-41-380	ENTERTAINMENT & FOOD EXP	31.39
Total 45720:									31.39
45721									
02/18	02/15/2018	45721	2023	WASTE MANAGEMENT O	1897932-268	1	60-52-440	GARBAGE/RECYCLE CHARGES	28,405.68
02/18	02/15/2018	45721	2023	WASTE MANAGEMENT O	1898045-268	1	53-62-600	STORM WATER MANAGEMENT	45.90
Total 45721:									28,451.58
45722									
02/18	02/15/2018	45722	2183	UPPERCASE PRINTING I	12796	1	10-45-303	CITY NEWSLETTER	81.12
Total 45722:									81.12
45723									
02/18	02/15/2018	45723	2283	LAMBERT, SEAN	02.15.18	1	10-61-330	TRAVEL & TRAINING	605.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Check Amount
Total 45723:									605.87
Grand Totals:									137,803.79

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
1020200	275.00	138,078.79-	137,803.79-
10-22230	3,736.48	.00	3,736.48
10-22295	338.77	.00	338.77
10-35-510	5,722.02	.00	5,722.02
10-41-380	31.39	.00	31.39
10-41-640	300.00	.00	300.00
10-42-600	89.00	.00	89.00
10-44-540	325.00	.00	325.00
10-44-600	482.81	.00	482.81
10-44-602	36.72	.00	36.72
10-44-741	318.63	.00	318.63
10-45-301	1,724.00	.00	1,724.00
10-45-303	81.12	.00	81.12
10-45-304	472.34	.00	472.34
10-45-310	259.00	.00	259.00
10-45-410	1,092.65	.00	1,092.65
10-45-430	54.78	.00	54.78
10-45-530	458.22	.00	458.22
10-45-701	70.23	.00	70.23
10-45-810	304.43	.00	304.43
10-45-820	25.62	.00	25.62
10-51-330	.00	275.00-	275.00-
10-51-615	163.40	.00	163.40
10-61-330	605.87	.00	605.87
10-61-431	165.36	.00	165.36
10-71-250	182.90	.00	182.90
10-71-260	134.08	.00	134.08
10-71-410	214.49	.00	214.49
10-71-625	710.00	.00	710.00
10-71-850	75.90	.00	75.90
50-62-460	91,452.00	.00	91,452.00
53-62-600	45.90	.00	45.90
60-52-440	28,405.68	.00	28,405.68
Grand Totals:	138,353.79	138,353.79-	.00

Report Criteria:
 Report type: GL detail

**HARRISVILLE CITY
RESOLUTION 2018-03**

LOCAL TRANSPORTATION FUNDING – LARSEN LANE

**A RESOLUTION OF HARRISVILLE CITY, UTAH, ADOPTING THE LOCAL
TRANSPORTATION FUNDING AGREEMENT FOR FUNDING THE LARSEN
LANE PROJECT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

WHEREAS, *Utah Code Annotated* §59-12-221 sets forth the County Option Sales and Use Tax for Transportation, and *Utah Code Annotated* §72-2-117.5 establishes the Local Transportation Corridor Preservation Fund provides the opportunity for Weber Area Council of Governments (WACOG) and the Weber County Commission to prioritize and approve funding for transportation projects included in the Regional Transportation Plan;

WHEREAS, Larsen Lane in Harrisville City is among the qualified projects prioritized for funding by WACOG and the Weber County Commission;

WHEREAS, the City intends to improve and widen Larsen Lane from Wall Ave/Swy 89 to Washington Blvd (SR 235) and submitted a timely application for the same which was approved by WACOG on or about December 4, 2017, with Right-of-Way costs up to \$597,000 and Surface Transportation Funds (STP) in the amount of \$3,338,000;

WHEREAS, Weber County and the City propose to enter into the Local Transportation Funding Agreement set forth in Exhibit “A” attached hereto and incorporated herein by this reference;

NOW, THEREFORE, be it resolved by the Harrisville City Council as follows:

Section 1. Agreement Approved.

The Local Transportation Funding Agreement set forth in attached Exhibit “A” is hereby adopted and incorporated herein by this reference. The Mayor is hereby authorized to execute this Agreement and any related documents on behalf of the City in order to effectuate this Resolution.

Section 2: Effective Date.

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED by the City Council on this ____ day of _____, 2018.

HARRISVILLE CITY:

MICHELLE TAIT, Mayor

ATTEST:

JENNIE KNIGHT, City Recorder

Roll Call Vote is as follows:

Mr. Wilhelmsen	Yes	No
Mr. Robinson	Yes	No
Mrs. Pearce	Yes	No
Mr. Beecher	Yes	No
Mr. Weiss	Yes	No

LOCAL TRANSPORTATION FUNDING AGREEMENT

This Agreement is made effective this _____ day of _____ 2018, by and between Weber County and Harrisville City (collectively the "Parties" or individually the "Party"), and witnesses that:

WHEREAS, Utah Code Annotated §59-12-2217, the County Option Sales and Use Tax for Transportation and Utah Code Annotated §72-2-117.5, the Local Transportation Corridor Preservation Fund provide the opportunity for a Council of Governments and the local legislative body to prioritize and approve funding for transportation projects that are included in the area's Regional Transportation Plan; and

WHEREAS, the Weber Area Council of Governments (WACOG) is the council of governments with the authority to work with Weber County, the local legislative body, to prioritize and approve funding for such transportation projects; and

WHEREAS, Larsen Lane in Harrisville City is among the qualified projects prioritized for funding by WACOG and the Weber County Commission; and

WHEREAS, Harrisville City intends to improve and widen Larsen Lane from Wall Ave/Hwy 89 to Washington Blvd (SR 235); and

WHEREAS, Harrisville City submitted a timely and complete application/request for Larsen Lane to the Weber Area Council of Governments (WACOG), and accordingly such request was approved by the WACOG on December 4, 2017 and subsequently approved by the Weber County Commission on December 12, 2017; and

WHEREAS, Weber County has committed to assist with Right-of-Way costs up to \$597,000 programmed for calendar year 2018; and

WHEREAS, Harrisville City has committed that other funds in the amount of \$106,000 are being contributed as matching and supporting funds for the project; and

WHEREAS, Surface Transportation Funds (STP) have been committed in the amount of \$3,338,000 and are being contributed as supporting funds for the project; and

WHEREAS, Weber County and Harrisville City propose to enter into this Funding Agreement to establish the terms and conditions Weber County and Harrisville City will be bound to in regard to this agreement;

NOW THEREFORE, it is agreed by and between the parties hereto as follows:

**SECTION ONE
INTRODUCTION AND BACKGROUND**

A. Introduction and Project Background.

The location of the proposed work is on Larsen Lane, from Hwy 89/Wall Ave. to Washington Blvd. The traffic signals at both intersections will remain the same. The south side of Larsen Lane by the Common Cents gas station at Washington Blvd. will not be widened as this was completed last year with the intersection project. The north side of the road in this location will need to be widened however to match the new road width and provide more room in the westbound lane. The proposed right-of-way width will be widened from 66' to 84' which is consistent with City Standards for minor arterial. This width will allow for a travel lane in each direction, a center two-way left turn lane, and a shoulder on both sides as well. Currently there are no sidewalks or curb and gutter on the road.

Surface Transportation Program (STP) funding is programmed for 2020 but could be moved up when the City is ready to proceed with the project. The timeline that the City would like to pursue for the project is to complete the environmental study, property acquisition, and design in 2018 and then bid out the project for complete construction in 2019.

B. County Obligations .

1. County agrees to reimburse up to Five Hundred Ninety Seven Thousand Dollars (\$597,000), programmed for calendar year 2018 for the purchase of Right-of-Way, and Right-of-Way related expenditures from the Local Transportation Corridor Preservation Fund.
2. County's payment obligations will arise only after the submission, by Harrisville City, of appropriate evidence of expenditures that qualify for reimbursement under this agreement. If Harrisville City does not expend and seek reimbursement for the full amount approved, then the appropriate Weber County Local Transportation Fund will retain the remaining funds.

C. Harrisville City Obligations.

Harrisville City shall ensure that all applicable Local, State and Federal Transit Administration guidelines are followed with respect to property acquisition, description and recording.

D. Joint Obligations.

The County and Harrisville City agree to jointly develop accounting and reporting procedures for the use and distribution of transportation funds.

E. Miscellaneous.

1. Indemnification. Because the County is only providing funding for this project, Harrisville City agrees to hold harmless, defend and indemnify Weber County, its officers, employees and agents from and against all claims, suits and costs, including attorney's fees for injury or damage of any kind, arising out of Harrisville City's acts, errors or omissions in the performance of this project.
2. Modification. This Agreement may be modified only upon the written agreement of both parties.
3. Applicable Law. This Agreement shall be administered and interpreted in accordance with the laws of the State of Utah.
4. Default. If Harrisville City fails to obtain or provide its share of the funding, or if the project changes in any material way from what WACOG approved, then the County may declare a default, terminate this Agreement, and cease further payments. Additionally, Harrisville City agrees to return all funds that have already been paid under this Agreement.
5. Term. With the exception of the indemnification provision, which shall continue until any applicable statute of limitations has run, this Agreement shall terminate upon completion or cancellation of the project referenced herein, or upon a declaration of default as provided in paragraph E.4.

IN WITNESS THEREOF, the Parties hereto have caused these presents to be executed by their duly authorized officers as of the day, month, and year first above written.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By _____
James H. Harvey, Chair

Commissioner Gibson voted _____
Commissioner Ebert voted _____
Commissioner Harvey voted _____

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

HARRISVILLE CITY

By _____
Title:

**HARRISVILLE CITY
RESOLUTION 2018-04**

LOCAL TRANSPORTATION FUNDING – 1100 NORTH

**A RESOLUTION OF HARRISVILLE CITY, UTAH, ADOPTING THE LOCAL
TRANSPORTATION FUNDING AGREEMENT FOR FUNDING THE 1100
NORTH PROJECT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Harrisville City (hereafter “City”) is a municipal corporation duly organized and existing under the laws of the state of Utah;

WHEREAS, *Utah Code Annotated* §59-12-221 sets forth the County Option Sales and Use Tax for Transportation, and *Utah Code Annotated* §72-2-117.5 establishes the Local Transportation Corridor Preservation Fund provides the opportunity for Weber Area Council of Governments (WACOG) and the Weber County Commission to prioritize and approve funding for transportation projects included in the Regional Transportation Plan;

WHEREAS, 1100 North in Harrisville City is among the qualified projects prioritized for funding by WACOG and the Weber County Commission;

WHEREAS, the City intends to extend 1100 North from 140 West to 140 East and submitted a timely application for the same which was approved by WACOG on or about December 4, 2017, with Right-of-Way costs up to \$121,440 and Construction related costs up to \$297,440;

WHEREAS, Weber County and the City propose to enter into the Local Transportation Funding Agreement set forth in Exhibit “A” attached hereto and incorporated herein by this reference;

NOW, THEREFORE, be it resolved by the Harrisville City Council as follows:

Section 1. Agreement Approved.

The Local Transportation Funding Agreement set forth in attached Exhibit “A” is hereby adopted and incorporated herein by this reference. The Mayor is hereby authorized to execute this Agreement and any related documents on behalf of the City in order to effectuate this Resolution.

Section 2: Effective Date.

This Resolution shall be effective immediately upon passage and adoption.

PASSED AND ADOPTED by the City Council on this _____ day of _____, 2018.

HARRISVILLE CITY:

MICHELLE TAIT, Mayor

ATTEST:

JENNIE KNIGHT, City Recorder

Roll Call Vote is as follows:

Mr. Wilhelmsen	Yes	No
Mr. Robinson	Yes	No
Mrs. Pearce	Yes	No
Mr. Beecher	Yes	No
Mr. Weiss	Yes	No

LOCAL TRANSPORTATION FUNDING AGREEMENT

This Agreement is made effective this _____ day of _____ 2018, by and between Weber County and Harrisville City (collectively the "Parties" or individually the "Party"), and witnesses that:

WHEREAS, Utah Code Annotated §59-12-2217, the County Option Sales and Use Tax for Transportation and Utah Code Annotated §72-2-117.5, the Local Transportation Corridor Preservation Fund provide the opportunity for a Council of Governments and the local legislative body to prioritize and approve funding for transportation projects that are included in the area's Regional Transportation Plan; and

WHEREAS, the Weber Area Council of Governments (WACOG) is the council of governments with the authority to work with Weber County, the local legislative body, to prioritize and approve funding for such transportation projects; and

WHEREAS, 1100 North in Harrisville City is among the qualified projects prioritized for funding by WACOG and the Weber County Commission; and

WHEREAS, Harrisville City intends to extend 1100 North from 140 West to 140 East and the proposed extension will match the width of the existing road and will include curb and gutter, parkstrip, concrete sidewalks, sanitary sewer and storm drain pipe ; and

WHEREAS, Harrisville City submitted a timely and complete application/request for 1100 North to the Weber Area Council of Governments (WACOG), and accordingly such request was approved by the WACOG on December 4, 2017 and subsequently approved by the Weber County Commission on December 12, 2017; and

WHEREAS, Weber County has committed to assist with Right-of-Way costs up to \$121,440 programmed for calendar year 2018; and

WHEREAS, Weber County has committed to assist with Construction and Construction related costs up to \$297,440 programmed for calendar year 2018; and

WHEREAS, Weber County and Harrisville City propose to enter into this Funding Agreement to establish the terms and conditions Weber County and Harrisville City will be bound to in regard to this agreement;

NOW THEREFORE, it is agreed by and between the parties hereto as follows:

**SECTION ONE
INTRODUCTION AND BACKGROUND**

A. Introduction and Project Background.

The project will extend 1100 North from 140 West to 140 East. 1100 North is an important collector road in the City that will connect Highway 89 to 140 West and then from 140 East to Washington Blvd. There is a gap of 640 feet between these two points where development has not occurred and the road is not connected. Other roads that connect Hwy 89 to Washington nearby are Larsen Lane (0.4 miles south) and 1700 North (0.85 miles north).

1100 North is a collector road with a 66' wide right-of-way that is meant to provide access to Highway 89 on the west and Washington Boulevard on the east. Due to the gap in the road motorists have to navigate through the adjacent neighborhoods to reach these major arterials. The completion of this section of road is needed to provide a link between the two arterials and to decrease the amount of traffic on Larsen Lane which is far over capacity. 1100 North has been identified in the City's Master Plan as a collector road and this segment of road is listed as a necessary improvement to the City's transportation system.

A 66' wide right-of-way will be acquired from the property owners to be able to construct the road. The road will match the width of the existing road on both sides and will include curb and gutter, parkstrip, and concrete sidewalks on both sides. Sanitary sewer and storm drain pipe will need to be installed and the local water and irrigation districts may want to extend their lines through the road. Dixon Creek will also be piped under the new road. All improvements will be constructed to City standards.

B. County Obligations .

1. County agrees to reimburse up to One Hundred Twenty One Thousand, Four Hundred and Forty Dollars (\$121,440), programmed for calendar year 2018 for the purchase of Right-of-Way, and Right-of-Way related expenditures from the Local Transportation Corridor Preservation Fund.
2. County agrees to reimburse up to Two Hundred Ninety Seven Thousand, Four Hundred and Forty Dollars (\$297,440), programmed for calendar year 2018 for the cost of construction and construction related expenditures from the County Option Sales and Use Tax for Transportation Fund.
3. County's payment obligations will arise only after the submission, by Harrisville City, of appropriate evidence of expenditures that qualify for reimbursement under this agreement. If Harrisville City does not expend and seek

reimbursement for the full amount approved, then the appropriate Weber County Local Transportation Fund will retain the remaining funds.

C. Harrisville City Obligations.

Harrisville City shall ensure that all applicable Local, State and Federal Transit Administration guidelines are followed with respect to property acquisition, description and recording.

D. Joint Obligations.

The County and Harrisville City agree to jointly develop accounting and reporting procedures for the use and distribution of transportation funds.

E. Miscellaneous.

1. Indemnification. Because the County is only providing funding for this project, Harrisville City agrees to hold harmless, defend and indemnify Weber County, its officers, employees and agents from and against all claims, suits and costs, including attorney's fees for injury or damage of any kind, arising out of Harrisville City's acts, errors or omissions in the performance of this project.
2. Modification. This Agreement may be modified only upon the written agreement of both parties.
3. Applicable Law. This Agreement shall be administered and interpreted in accordance with the laws of the State of Utah.
4. Default. If Harrisville City fails to obtain or provide its share of the funding, or if the project changes in any material way from what WACOG approved, then the County may declare a default, terminate this Agreement, and cease further payments. Additionally, Harrisville City agrees to return all funds that have already been paid under this Agreement.
5. Term. With the exception of the indemnification provision, which shall continue until any applicable statute of limitations has run, this Agreement shall terminate upon completion or cancellation of the project referenced herein, or upon a declaration of default as provided in paragraph E.4.

IN WITNESS THEREOF, the Parties hereto have caused these presents to be executed by their duly authorized officers as of the day, month, and year first above written.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY

By _____
James H. Harvey, Chair

Commissioner Gibson voted _____
Commissioner Ebert voted _____
Commissioner Harvey voted _____

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

HARRISVILLE CITY

By _____
Title:

HARRISVILLE CITY
RESOLUTION NO. 2011-12

RULES OF PROCEDURE AND ORDER

A RESOLUTION OF HARRISVILLE CITY, UTAH, ADOPTING RULES
OF PROCEDURES IN ACCORDANCE WITH UTAH CODE §10-3-606.

WHEREAS, Harrisville City (hereafter "City") is a municipal corporation duly organized and existing under the laws of the State of Utah;

WHEREAS, Utah Code Annotated §10-3-606 requires the City to adopt certain rules of procedure and order;

WHEREAS, Utah Code Annotated §10-3-717 authorizes the City to adopt such rules by resolution;

WHEREAS, the City desires to comply with state law;

NOW, THEREFORE, be it resolved by the City Council of Harrisville City, Utah, as follows:

Section 1. Rules of Procedure and Order.

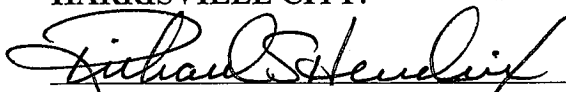
The Rules of Procedure and Order attached as Exhibit "A" are hereby adopted and incorporated herein by this reference.

Section 2. Effective Date.

This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 25th day of October, 2011.

HARRISVILLE CITY:


RICHARD HENDRIX, Mayor

CITY COUNCIL VOTE AS RECORDED:

	YES	NO
Council Member Allen:	<input checked="" type="checkbox"/>	_____
Council Member Richins:	<input checked="" type="checkbox"/>	_____
Council Member Tait:	<input checked="" type="checkbox"/>	_____
Council Member Wilhelmsen:	<input checked="" type="checkbox"/>	_____
(In event of a tie vote of the Council)		
Mayor Hendrix:	_____	_____

ATTEST:

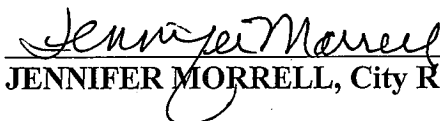

JENNIFER MORRELL, City Recorder



Exhibit "A"

RULES OF PROCEDURE AND ORDER

In accordance with *Utah Code Annotated* §10-3-606 the City Council, as a legislative body, adopts the following rules of order and procedure for conducting public meetings held by the city. These rules of procedure are designed to provide for orderly conduct of a public body in a public meeting, with the objective of providing for full, open, and comprehensive debate of issues before the public body in a public forum with respect to citizen awareness and also civil decorum.

These procedures neither increase nor diminish the powers or authority of the public body as prescribed by state law or local ordinance.

I. MEETING AGENDA REQUIRED.

All public meetings before a public body will have a notice and agenda that complies with the Utah Open Meetings Act.

An item may be placed on the agenda (for the applicable public body) by the Mayor, City Administrator, Planning Secretary, or at the request of any council/commission member.

Agenda items must be submitted to the City Recorder/Planning Secretary by noon on the Thursday before the date of the meeting. Any item that is submitted to the City Recorder/Planning Secretary after the above deadline will be put on the next meeting's agenda.

II. THE ROLE OF THE PRESIDING OFFICER.

1. The presiding officer has the primary responsibility to ensure the rules of procedure and order are followed, including but not limited to:
 - a. Governing a public meeting in accordance with Roberts Rules of Order, newly revised, as freely adapted by the presiding officer, and subject to these rules.
 - b. Calling the meeting to order.
 - c. Maintaining the decorum at public meetings.
 - d. Confining discussion to the agenda items.
 - e. Recognizing staff presentations and recommendations.
 - f. Recognizing motions and statements from the council/commission, and may allow audience participation at appropriate times.
 - g. Understanding basic parliamentary procedure and adapting it to the public body as seen fit.
 - h. Following the Utah Open and Public Meetings Act during the meeting.
 - i. Courteously discouraging individuals who talk too much or too often.
 - j. Courteously ensuring that those who have the floor are not interrupted and ruling out of order those who are not following meeting procedures.

- k. Recognizing the member offering/amending/modifying the motion, handling discussion, calling for the vote, announcing the vote, and then announcing the next order of business.
- 2. The Mayor shall preside at meetings of the City Council.
- 3. The Planning Commission Chair shall preside at meetings of the Planning Commission.
- 4. The Planning Commission is more specifically governed by Chapter 2.01 of the *Harrisville Municipal Code*.
- 5. The presiding officer may participate in discussion of all matters.
- 6. The Mayor may vote as a member thereof only in case of a tie or where otherwise specifically authorized to do so by state law, and shall have no power to veto.
- 7. The Planning Commission Chair shall vote and may make motions as a regular member of the Planning Commission.
- 8. Mayor Pro Tem/Planning Commission Vice Chair governs in absence of the Mayor/Planning Commission Chair. Mayor Pro Tem may vote.

III. RULES OF CONDUCT DURING MEETINGS.

- 1. There are two types of meetings as follows:
 - a. Public Meeting. These meetings are not open to public comment, except at the sole discretion of the presiding officer.
 - b. Public Hearing. A Public Hearing is only held on special occasions when required by law or otherwise.
 - i. A Public Hearing is generally held in conjunction with a Public Meeting.
 - ii. The Public Hearing may be opened and closed by motion, or by declaration of the presiding officer if no member objects.
 - iii. Any member of the public may speak to the public body during a Public Hearing, subject to these rules.
 - iv. The public body may limit the time each speaker has during a Public Hearing to no less than three (3) minutes.
 - v. Generally, the public body does not talk, respond, debate, or answer questions during a Public Hearing, it is a time to listen to (or hear) the public.
- 2. All meetings shall be administered according to the Open and Public Meetings Act.
- 3. Meetings shall generally operate as follows:
 - a. Call to order by presiding officer.
 - b. Opening ceremony.
 - c. Item for discussion/action/presentation announced by presiding officer.
 - d. Staff/other presentation.
 - e. Applicant presentation, if applicable.
 - f. Public comment only if a public hearing or at the sole discretion of the presiding officer.
 - g. Discussion by members.
 - h. Action by motion and vote.
 - i. Adjournment upon completion/continuance of all items on agenda.

4. Anyone speaking at a meeting should keep remarks applicable to the question under discussion/debate.
5. Anyone speaking at a meeting shall avoid references to personalities, and avoid questioning motives or interjecting hostile or antagonistic behavior.
6. Everyone shall demonstrate courtesy and refrain from conduct that disrupts the meeting.
7. Members shall comply with the rules of ethics and avoid situations which could cause a reasonable person to perceive bias or an inappropriate conflict of interest.
8. Everyone invited to participate in a meeting is to respect the principles of representative democracy, including the recognition that local government is to serve the best interests of the public as a whole, while respecting individual and constitutional freedoms.
9. Everyone is to be conscious of efficient and effective use of limited city resources.

IV. RULES OF ETHICAL CONDUCT

Members of a public body shall comply with the Rules of Ethical Conduct set forth in Chapter 2.06 of the *Harrisville Municipal Code*, and as may be established by state law.

V. PARLIAMENTARY RULES

The following are Rules of Order for the parliamentary conduct of a public meeting. The City Administrator serves as Parliamentarian, and may advise, as necessary, for effective meeting governance, during the course of the meeting. Each rule is followed by a recommended procedure along with a purpose. This is to help guide the presiding officer and members of the public body with the intended application.

RULE NO. 1 – AGENDAS

A public meeting is governed by the agenda, and the agenda constitutes the public body's roadmap for the meeting.

PROCEDURE: Each agenda item will be handled by the presiding officer in the following basic format:

1. The presiding officer should clearly announce the agenda item number and should clearly state what the agenda item subject is.
2. Following the agenda format, the presiding officer should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Mayor, a member of the City Council, a staff member, or an invited guest charged with providing input on the agenda item.
3. The presiding officer should ask members if they have any technical questions for clarification. At this point, members may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.
4. The presiding officer allows open public comment only if a Public Hearing is indicated on the agenda. Otherwise, public comment is only allowed at the sole discretion of the presiding officer. If numerous members of the public indicate a desire to speak to the subject, the presiding officer may limit the time of public speakers to no less than three (3) minutes.

5. The presiding officer should invite discussion and motions as appropriate. The presiding officer should announce the name of the member of the public body who makes a motion.
6. The presiding officer should determine if any member of the public body wishes to second the motion. The presiding officer should announce the name of the member of the public body who seconds a motion. If there is no second then the motion will be deemed to have failed, and the item may be deemed concluded without decision, unless a subsequent motion is duly approved.
7. If the motion is made and seconded, the presiding officer should make sure everyone understands the motion. This is done in one of three ways:
 - a. The maker of the motion can repeat it.
 - b. The presiding officer can repeat the motion.
 - c. The Parliamentarian or City Recorder can repeat the motion.
8. The presiding officer should now invite discussion on the motion. This discussion is limited to the subject of the motion that was made. If there is no desired discussion, or after discussion, or upon the call of a member, the presiding officer should direct a vote by the public body on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then the presiding officer may repeat the motion again.
9. The presiding officer may take the vote or direct a staff member to take a roll call vote.
10. Certain actions require a roll call vote as directed by the presiding officer or Parliamentarian.
11. The presiding officer should announce the result of the vote and may announce the result of such action taken.
12. Any member of a public body may give a very brief explanation of their vote cast to be entered in the minutes.

PURPOSE: All meetings must comply with the Utah Open and Public Meetings Act which requires that a notice and an agenda for a public meeting be prepared in advance of the meeting and that no final action be taken on any item that is not on the agenda. In addition, the Act requires that the minutes of the meeting contain certain minimum information including the name of any member of the public body speaking on an issue, the substance of what the member says, an accurate description of any action taken by the public body and the voting record of each individual member of the public body.

RULE NO. 2 – MAKING MOTIONS

Any matter that requires a formal decision shall be brought before the public body by motion.

PROCEDURE: The procedure for any motion shall be as follows:

1. The presiding officer recognizes the member of the public body.
2. The member of the public body makes a motion. (Example: "I move that")
3. The presiding officer recognizes a member who desires to second the motion. If no second, the motion fails.

4. Vote called on motion that is seconded after any discussion.

PURPOSE: The purpose of this rule is to limit items under discussion to only those that the public body want to discuss. This gives clarity as to what is being decided. It also helps to make sure everyone, including the person taking the minutes actually knows and can remember what the ultimate outcome of any discussion and debate is.

RULE NO. 3 – ORDER

Only one question and one speaker at a time.

PROCEDURE: Only one agenda item will be discussed at a time. Any agenda item where action is being taken may have a maximum of (3) motions on the floor at a given time. There will only be one speaker at a time. The presiding officer recognizes the person speaking by granting them the floor so they may speak.

PURPOSE: The purpose is to focus on only one agenda item and to allow members of the public body the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO. 4 – GENERAL CONSENT

The presiding officer may use General Consent (also known as Unanimous Consent) with all motions, except where roll call votes are required for purposes of the meeting minutes.

PROCEDURE: When the presiding officer feels the public body would be in general agreement, the presiding officer may take action barring any objection otherwise. If there is any objection to a General Consent stated by the presiding officer, then a formal vote is required. If there is no objection, after a brief pause by the presiding officer to the proposed General Consent, then the presiding officer declares the General Consent approved. (Example: The presiding officer states, "If there is no objection, we will take a 10 minutes recess." [Pause to see if any member objects]. "There being no objection, we are in recess for 10 minutes.")

PURPOSE: General consent is helpful in expediting general routine business or when the presiding officer believes the presiding body is in agreement. This allows flexibility of the rules while protecting the right of the majority to decide and the minority to be heard.

RULE NO. 5 – MOTION FORM

There are only three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

PROCEDURE:

1. Initial Motion. The initial motion is the one that puts forward an item for consideration. An initial motion might be: "I move that we adopt ordinance number 10-1 as presented."
2. Amended Motion. If a member wants to change the initial motion before the public body, they would move to amend the initial motion. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as

follows....” A motion to amend takes the initial motion before the public body and seeks to change it in some way. The motion to amend must be related (germane) to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion. If the person who made the initial motion and the person who seconded the initial motion are in agreement with the amended motion (friendly), then the presiding officer can proceed as if the amended motion is now the initial motion without a vote. If the amendment is not friendly, a separate vote in the amended motion is required before voting on the initial motion.

3. **Substitute Motion.** If a member wants to completely do away with the initial motion that is before the public body, and put a new motion before the public body, they would move a substitute motion. A substitute motion can also be friendly or unfriendly.

PURPOSE: “Motions to amend” and “substitute motions” are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the presiding officer. So that if a member makes what the member calls a “motion to amend”, but the presiding officer determines that it is really a “substitute motion”, then the presiding officer’s designation governs.

RULE NO. 6: DEBATE AND ENDING DEBATE.

The debate can continue as long as members of the public body wish to discuss an item, subject to the presiding officer determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a member of the public body to limit the debate. The following motions are not debatable: a motion to adjourn (does not require second); a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

PROCEDURE: There are exceptions to the general rule of free and open debate on motions. Use the procedure for making motions to end ongoing and needless debate, to conclude or delay discussion on an item, or close a meeting.

PURPOSE: Debate and discussion are important until they are not. When a matter is chewed on enough it should be swallowed. This rule allows the presiding officer by General Consent or the majority vote to end debate, after a reasonable time. It also keeps those in a minority position on an issue from filibustering until they get their way.

RULE NO. 7: THREE VOTES REQUIRED, EXCEPTIONS

Three yes votes are required to pass any item before the City Council with limited exceptions. The exceptions include a motion to go into closed session (executive session) which requires a 2/3 vote of the members present and when specifically provided in state law. The Planning Commission decisions are made by a majority of quorum members present. A quorum of the Planning Commission is four (4) members.

PROCEDURE: If the presiding officer and all five members of the council are present, a vote of 3-2 passes the motion. A vote of 2-2 means the motion fails. If one member is absent and the vote is 2-2, the Mayor is entitled to vote. The Planning Commission Chair is always entitled to vote as any regular member of the commission.

PURPOSE: State law sets both the number required for a quorum and the minimum vote required on any issue. This rule is meant to clarify that when the entire City Council is present and voting then it is not a tie when one member abstains. If however the member is absent from the meeting for any reason and the vote is 2-2, then it may be a tie vote which entitles the Mayor to vote and break the tie. The Planning Commission makes decisions by simple majority of those present.

RULE NO. 8: MOTION TO RECONSIDER

A motion to reconsider may be made, but it is subject to special rules. The first rule relates to timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting if the item is properly provided on the agenda. In addition, a motion to reconsider cannot be made at a special meeting, unless the number of members of the public body present at the special meeting equals or exceeds the number present at the meeting when the original action was taken. Second, a motion to reconsider can only be made by a member who voted in the majority on the original motion. The Planning Commission cannot make motions to reconsider because once their decision is made it is turned over to the City Council for action or the appeal period is started as provided by law.

PROCEDURE: If such a member has a change of heart, he or she can make a "motion to reconsider" (any other member of the public body may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.

PURPOSE: The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the public body again and again. That would defeat the purpose of finality. Nothing in this Rule shall be interpreted to prevent a member of the Planning Commission from filing an appeal to a decision made by the commission. If the motion to reconsider passes, then the original matter is back before the public body, and a new initial motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time.

RULE NO. 9: GENERAL PARLIAMENTARY PROCEDURE

The presiding officer administers a meeting according to parliamentary procedure specified in Roberts Rules of Order, newly revised, as freely adapted by the presiding officer, and subject to these rules.

PROCEDURE. The presiding officer is primarily responsible to see that debate and discussion of an agenda item focuses on the topic, not the personalities of the members of the public body. There are, however, exceptions that are

intended to assist the presiding officer in keeping order during a meeting. A speaker may be interrupted by a member only for the following reasons and in the form set forth below:

1. Privilege. The proper interruption would be: "point of privilege". The presiding officer would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or safety at the meeting, or when misrepresentation is occurring. For example, the room may be too hot or too cold, a blowing fan might interfere with a person's ability to hear, or the speaker may be misrepresenting.
2. Order. The proper interruption would be: "point of order". The presiding officer would ask the interrupter to "state your point". Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting.
3. Appeal. If the presiding officer makes a ruling that a member of the public body disagrees with, that member may appeal the ruling of the presiding officer. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the presiding officer is deemed reversed.
4. Call for Orders of the Day. This is simply another way of saying, "let's return to the agenda". If a member or the Parliamentarian believes that the public body has drifted from the agenda, such a call may be made. It does not require a vote, and when the presiding officer feels that the agenda is not being followed, the presiding officer simply reminds the public body to return to the agenda item properly before them.
5. Withdraw a Motion. To withdraw a motion, the maker of the motion on the floor states, "I withdraw my motion". The motion to withdraw may require a simple majority vote if the motion was seconded, unless the presiding officer allows withdrawal by General Consent.

PURPOSE: Debate and discussion should be focused, but free and open. In the interest of time, the presiding officer may, however, limit the time allotted to speakers, including members of the public body. If time is limited, a member may only continue to speak after time has expired on a majority vote of the public body. The rules of order are meant to create an atmosphere where the members of the public body can fairly and effectively operate, and members of the public can attend to watch. It is up to the presiding officer and members of the public body to maintain common courtesy and decorum.

VI. RIGHT TO BE HEARD

Ideally, residents should work with staff to address areas of concern. However, it is recognized that residents may from time to time believe it is necessary to speak to the public body. Accordingly, the public body expects any person presenting to the City Council or Planning Commission to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

1. No member of the public shall be heard until recognized by the presiding officer.
2. The person recognized should speak from the dais (podium) so that the comments can be properly recorded.

3. Public comments will only be heard during the Public Comment portion of the meeting, unless the issue is a Public Hearing or is recognized at the sole discretion of the presiding officer.
4. Speakers must state their name and address.
5. Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
6. Comments may be limited to three (3) minutes by the presiding officer.
7. If a representative is elected to speak for a group, the presiding officer may allow an increased time allotment.
8. Personal attacks made publicly toward any person or city official/employee are not allowed. Speakers are encouraged to bring their complaints regarding employee performance through the supervisory chain of command or in accordance with the City's Personnel Policies.
9. Any member of the public interrupting the proceeding of a public body, or approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure is deemed to have disrupted a public meeting and, at the direction of the presiding officer or majority of members, may be asked to leave the meeting or be removed from the building.

VII. SUMMARY OF APPLICABLE STATE LAWS AND ORDINANCES

Utah Code §10-3-502 – Regular and special council meetings.

Utah Code §10-3-504 – Quorum defined.

Utah Code §10-3-505 – Compelling attendance at meetings of legislative body.

Utah Code §10-3-506 – How the vote is taken.

Utah Code §10-3-507 – Minimum vote required.

Utah Code §10-3-508 – Reconsideration.

Utah Code §10-3-601 – Business of governing body conducted only in open meeting.

Utah Code §10-3-607 – Rules of conduct for members of the governing body.

Utah Code §10-3-608 – Rules of conduct for the public

Harrisville Municipal Code – Chapter 1.50 – Mayor and Council.

Harrisville Municipal Code – Chapter 1.60 – Officers and Employees.

Harrisville Municipal Code – Chapter 2.01 – Land Use and Appeal Authorities.

Harrisville Municipal Code – Chapter 2.06 – Rules of Ethical Conduct.

HARRISVILLE CITY
Annual Financial Disclosure Statement

This statement is to be filed annually on or before January 1 of each year by all elected and appointed officers of Harrisville City, who have in addition to their association with Harrisville City, other employment or business interests as set forth below. Elected and appointed officers include elected officials of the City, City employees and members of all regular or special committees, boards, authorities, and commissions of the City.

I, _____ certify that I hold the position of _____ with Harrisville City Corporation and that the following statement of my financial interests is true and correct to the best of my knowledge:

A. EMPLOYMENT

UCA § 10-3-1301,et. seq., requires that every person holding any position with Harrisville City Corporation who is also an officer, director, employee of any other business entity disclose such position and the nature of such position or employment. A "business entity" means a sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation, or other organization or entity used in carrying on a business.

1. Do you presently act as an officer, director, agent, owner or employer of any business entity ?
_____ YES _____ NO
2. Are you currently employed by any business entity other than Harrisville City Corporation?
_____ YES _____ NO
3. Is this business entity required to have a regulatory license by Harrisville City Corporation?
_____ YES _____ NO

IF YOU HAVE ANSWERED ANY QUESTIONS WITH A "YES" ABOVE, PLEASE STATE FOR EACH EMPLOYMENT INTEREST:

- a) The name of the Business Entity: _____
- b) The address of the Business Entity: _____
- c) The principle activity engaged in by the Business Entity: _____
- d) The length of time associated with the Business Entity: _____
- e) What is the nature of your interest in the Business Entity: _____
- f) If you answered "YES" to question A (3) above, state whether the value of your interest is:
_____ Under \$25,000 _____ Over \$25,000

(Attach additional sheets if necessary)

B. BUSINESS INTERESTS

UCA § 10-3-1301,et. seq., required that all substantial interests in any business entity be disclosed.

1. Do you engage in a business in which you are the proprietor? _____ YES _____ NO
2. Do you, or your spouse or your minor children own, either legally or equitably, own stock in any corporation which when considered in any combination, represents at least 10% of the outstanding shares of such corporation? _____ YES _____ NO

[This is a financial disclosure statement only. Additional disclosures or restrictions may apply if your financial, business or professional activities conflict with your City responsibilities.]

3. Do you, or your spouse or minor children own, either legally or equitably, interest in any business which when considered in any combination, represents at least 10% interest in such business? _____ YES
 _____ NO
4. Do you own any interest in any business for which Harrisville City issues a regulatory license, i.e., restaurant, an apartment building with five or more units, tavern, etc.? _____ YES _____ NO

IF YOU HAVE ANSWERED ANY QUESTIONS WITH A "YES" ABOVE, PLEASE STATE FOR EACH EMPLOYMENT INTERESTS:

- a) Name of business: _____
- b) The address of the business: _____
- c) The principal activity engaged in by the business: _____
- d) The nature of your interest held in business: _____
- e) The length of time associated with the business: _____
- f) If you answered "yes" to question No. 4, please list whether the value in the business entity is :
 _____ Under \$25,000 _____ Over \$25,000
 (Attach additional sheets if necessary)

CERTIFICATION

I certify that no conflicts of interest exist or that all conflicts have been disclosed in writing on this statement.

Dated this _____ day of _____, 20____.

 Signature of Official

STATE OF UTAH)
 :ss.
 COUNTY OF WEBER)

On this _____ day of _____, 20____, personally appeared before me
 _____,
 the signer of the foregoing instrument, who duly acknowledged to me that he/she executed the same.

 NOTARY PUBLIC, Residing in Weber County, Utah

My Commission Expires:

[This is a financial disclosure statement only. Additional disclosures or restrictions may apply if your financial, business or professional activities conflict with your City responsibilities.]