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# HARRISVILLE CITY

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

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Grover Wilhelmsen  
Michelle Tait  
Jeffery Pearce  
Jennifer Jensen  
Jennifer Morrell

**CITY COUNCIL MEETING  
AGENDA  
363 West Independence Blvd  
July 22, 2014**

"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 Bruce Richins**  
**Mayor Pro Tem: Jennifer Morrell**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Jennifer Morrell]
- 3. CONSENT ITEMS**
  - a. Approve the minutes of June 24, 2014 and July 8, 2014 as presented.
- 4. BUSINESS ITEMS**
  - a. Discussion/possible action to approve Harrisville City Ordinance 467; an ordinance amending section 11.10.020 of the land use ordinance relating to home occupation/ making technical changes; severability; and providing an effective date. [Bill Morris]
  - b. Discussion/possible action to approve Harrisville City Resolution 14-08; a resolution updating the Harrisville City Cabin reservation fees, deposit amount, and rental agreement; and providing an effective date. [Bill Morris]
- 5. PUBLIC COMMENTS - (3 minute maximum)**
- 6. MAYOR/COUNCIL FOLLOW-UP**
- 7. ADJOURN**
- 8. HERITAGE DAYS WORK SESSION**

DATE POSTED: July 18, 2014

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](http://www.cityofharrisville.com) and the State Public Meeting Notice website at <http://pmn.utah.gov>.

**MINUTES OF HARRISVILLE CITY**  
**CITY COUNCIL MEETING**  
Tuesday, June 24, 2014 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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**Present:** Mayor Bruce Richins, Council Member Michelle Tait, Council Member Jeff Pearce, Council Member Grover Wilhelmsen, Council Member Jennifer Jensen. [Council Member Morrell is excused.]

**Staff:** Pam Crosbie, Finance Clerk, Bryan Fife, Recreation Director, Jennie Knight, City Recorder.

**Visitors:** Ruth Pearce, Riley Crezee, Cherie Crezee, James Pohlman, Trey Pohlman.

**7:00 P.M. CITY COUNCIL MEETING**

**1. Call to Order.**

Mayor Richins called the meeting to order and welcomed all visitors. Mayor Richins excused Council Member Morrell.

**2. Opening Ceremony.**

Mayor Richins led the pledge of allegiance and opening ceremony.

**3. Consent Items.**

- a. Approve the minutes of June 10, 2014 as presented.

Council Member Tait pointed out a clerical error in the paragraph including the motion to approve the FY 2014-15 final budget for the fiscal year ending June 30, 2014. The ending date should be June 30, 2015.

**MOTION: Council Member Tait motioned to approve the June 10, 2014 minutes including the change of the ending date to June 30, 2015. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.**

**4. Business Items.**

- a. Discussion/possible action to approve Harrisville City Resolution 2014-06; a resolution amending personnel policies and procedures manual to include miscellaneous amendments.

Pam Crosbie pointed out the changes to the policy, clarified any capable adult may be employed rather than age specifications. This is consistent with the state guidelines. Council Member Pearce asked for clarification of the wordage included in certain sections. Clarification was made as to the proper wordage; items one through ten are

stricken from the policy. Mayor Richins explained that we employ individuals under the age of 16 for recreation. Pam Crosbie clarified the state regulations for youth under the age of 16, and this resolution is consistent with meeting those state guidelines. This resolution only includes specific sections that will be modified.

Pam Crosbie pointed out what constitutes proper use of city vehicles. Department heads shall determine which individuals are allowed to operate or be a passenger in city owned vehicles. This allows employees to have a passenger in their vehicle if they are called into work. Council Member Jensen asked if they are allowed to have a non employee in the vehicle. Pam Crosbie said she contacted the Trust to verify that this is covered. She clarified the difference between employees, non employees and Council Members, the trust requires monthly notification that she provides for each employee. An additional change allows the city the right to conduct background checks on any city volunteers. Mayor Richins asked to remove the words "by the" from Amendment 3, item 7. The last sentence will now read "The policy should comply with any requirement established in accordance with any Utah Bureau of Criminal Identification."

Council Member Jensen pointed out this should not be difficult to implement. Council Member Pearce said these changes are being implemented state wide. Mayor Richins explained the history behind this change. Pam Crosbie said the police department saw this as a need. Mayor Richins stated there have been serious issues in our area regarding this. Pam Crosbie explained if volunteers are representing the city, this will protect the city.

Mayor Richins informed Council Amendment 4 updates the policy with the addition of our new recreation department; making four departments rather than the previous three.

**MOTION: Council Member Wilhelmsen motioned to approve Harrisville City Resolution 2014-06; a resolution amending personnel policies and procedures manual to include miscellaneous amendments with the clerical change. Council Member Pearce seconded the motion. A Roll Call vote was taken.**

<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Pearce</b>	<b>Yes</b>
<b>Council Member Tait</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 4-0.**

- b.** Discussion/possible action to approve Harrisville City Ordinance 467; an ordinance amending section 11.10.020 of the land use ordinance relating to home occupation/ making technical changes; severability; and providing an effective date.

Mayor Richins pointed out the changes that are included in this ordinance. A few items were stricken to make things more clear; clientele and parking issues are addressed. Council Member Pearce pointed out there must be state certifications met for auto body work, and asked if this includes mechanics as well. Mayor Richins said he does not know. Council Member Jensen asked about the outdoor storage clarifications; could

outdoor storage could be interpreted as a shed. Council Member Tait said she interprets this to be storage of materials. Mayor Richins said the reason behind the restriction is to not cause an eye sore in the neighborhood. Mayor and Council gave discussions about the definitions of the terms. Mayor Richins said he interprets this to not have materials open to the environment.

Member Tait said item “f” shows the work must be done in an enclosed structure. She has concern that this may limit the amount and type of work possible at residences too much.

Council Member Jensen asked about the limit of “8” children at any time. She suggested looking at the number of children allowed during preschool hours. She feels this should be clarified from the amount of children allowed in a day care. Council Member Tait wondered if this is determined by state licensing. Council Member Wilhelmsen said he thought day care centers are licensed by the state. Council Member Jensen suggested these be listed as two different items, preschool and day care. Council Member Tait expressed concern with the restriction in items “e” and “j”. She pointed out there was an issue a few years ago regarding similar restrictions. Council Member Wilhelmsen suggested making sure the state guidelines are being met with our municipal code. Mayor and Council agreed this will need to be clarified. Council Member Pearce suggested tabling this ordinance and taking a new look.

**MOTION: Council Member Jensen motioned to table Harrisville City Ordinance 467; an ordinance amending section 11.10.020 of the land use ordinance relating to home occupation/ making technical changes; severability; and providing an effective date. Council Member Tait seconded the motion. All Council Members voted aye. Motion passed.**

- c. Discussion/action on advice and consent to Mayor’s Appointments:
  - a. Appointment of Jennifer Morrell as Mayor Pro Tem.

Mayor Richins explained his vision for this mayor pro tem is to be rotated every six months through the council seating order. This will rotate seat assignments every six months and reappoint the mayor pro tem.

**MOTION: Council Member Tait motioned to ratify the appointment of Jennifer Morrell as the Mayor Pro Tem for a term of six months. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.**

- b. Appointment of Bryan Fife as Park & Recreation Department Director.

Council Member Jensen informed Council of the success with the baseball/softball referees this season. They were loud enough for everyone to hear and did a great job. Council Member Tait asked Bryan Fife how long he has been overseeing the recreation programs. He responded 4 years. Mayor Richins said he enjoys that we are now in

control of hiring the referees now. Council Member Jensen said there have been some good referees in the past but these kids did a great job.

**MOTION: Council Member Pearce motioned to ratify the appointment of Bryan Fife as the Recreation Director. Council Member Tait seconded the motion. All Council Members voted aye. Motion passed.**

Council Members thanked Bryan for his efforts and loyalty with the city.

- d. Discussion /possible action on assigning the Youth City Council to organize and set-up the Weber County Fair Booth for 2014.

Mayor Richins said this is a staff suggestion for the Youth City Council to organize this booth. Council Member Tait said depending on the time of the fair, she will out of town August 10<sup>th</sup> through the 16<sup>th</sup>. Council Member Jensen said she will be available, and offered to get someone else to help. Jennie Knight will provide the information for the fair booth, and try to find examples of previous fair booths. Mayor and Council agreed to give this item to the youth city council.

- e. Discussion/possible action to approve Harrisville City Resolution 2014-07; a resolution adopting the 2014 Tax Rate, Tax Year 2014.

Mayor Richins said this resolution is a formality to adopt the year's certified tax rate; the final budget was adopted at a previous meeting. Adopting the resolution makes it official. He pointed out there is always a slight fluctuation on this rate. Jennie Knight displayed the current and proposed rate. Mayor Richins asked for any comments.

**MOTION: Council Member Pearce motioned to approve Harrisville City Resolution 2014-07; a resolution adopting the 2014 Tax Rate, Tax Year 2014. Council Member Wilhelmsen seconded the motion. A Roll Call vote was taken.**

<b>Council Member Jensen</b>	<b>Yes</b>
<b>Council Member Pearce</b>	<b>Yes</b>
<b>Council Member Tait</b>	<b>Yes</b>
<b>Council Member Wilhelmsen</b>	<b>Yes</b>

**Motion passed 4-0.**

#### **5. Public Comments - (3 minute maximum)**

Ryley Crezee, 678 W. 2825 N., Pleasant View, wanted to express his enjoyment participating in baseball this year. He commented he thought the referees were great. He played 7<sup>th</sup> grade baseball this season.

#### **6. Mayor/Council Follow-Up.**

Mayor Richins said he had one change to make on the new resident brochure; updating the planning commission with the new members. Mayor and Council discussed the new resident brochure. Council Member Jensen asked if she has seen this. Council Member Wilhelmsen was not present at the last meeting. Mayor Richins passed around a copy of the brochure. Council Member Jensen said this is a great resource. Mayor Richins said he would like to personally deliver some as his schedule allows, and distribute some others in the community. Council Member Jensen commented there are a lot of new residents in her area. Mayor Richins pointed out there is a lot of good information contained in the brochure.

Council Member Pearce reported he attended the water conservation tour. He said he received good information about where we get our water. Mayor Richins said Bona Vista does buy water from Weber Basin as well. Council Member Pearce said they took a tour of Pineview Reservoir, and were able to see how this is setup to hold through an earthquake. He also reported the outdoor garden is definitely worth seeing. This is a resource to find out what drought tolerant plants are available. He suggested Council consider attending in the future.

Council Member Pearce suggested Council attend a tour of the sewer plant. Mayor Richins said this will be scheduled in the future.

Council Member Tait reported they played disc golf with 4 of the youth city council. She has 4 new applicants. She noticed hole number three was removed. Bryan Fife said this has been put back in with the conclusion of the recreation season. He said next year they will pull out holes 1,2,3, and 4 for the recreation season. Council Member Jensen said taking recreation pictures was an issue with the disc golfers this year. Bryan Fife said this will be solved with temporarily removing holes 1-4.

## **7. Adjourn.**

Mayor Richins motioned to adjourn at 7:45 pm.

## **8. HERITAGE DAYS WORK SESSION**

Mayor Richins said Council Member Morrell contacted him earlier with some suggestions for this discussion. She expressed that Robin Stout who is doing the pinewood derby needs some help. Mayor Richins asked if Council Member Wilhelmsen would be willing to help. Council Member Jensen suggested some scouts could help. Mayor Richins said maybe some scout leaders. Council Member Wilhelmsen will contact Robin Stout to see what help he needs.

Council Member Jensen reported on the kendama tournament. She got in contact with individual running this event. There will be \$3 charge that day per child. She would like to hold the tournament during the night session; they give away a large kendama as the grand prize. The provider collects the money. Council Member Jensen clarified participants bring their own kendama, he may have a few available.

Mayor Richins reported Jennifer Morrell said she is having a Heritage Day's committee meeting Thursday evening. Mayor Richins asked if Council Member Jensen would contact Council Member Morrell about the meeting.

Council Member Morrell wanted Council to go over a timeline of events; starting with the parade at 9:00. These events should be solidified in the Thursday meeting. Mayor and Council discussed the option of allowing a food vendor to serve breakfast. Discussion was given to the setup times for vendor booth and the logistics of having food vendors already opened at this time.

Council Member Jensen asked for suggested times to hold the Kendama tournament. She indicated she would not like this to run at the same time as the pinewood grand prix. Mayor and Council discussed the length of time necessary to run all of the heats for the pinewood grand prix. This will largely depend on the number of participants. Mayor and Council discussed several other event options; wheelbarrow race, cupcake walk, musical chairs, bubble blowing contest, or a watermelon eating/spitting contest. Council Member Jensen said she does not have a sponsor for the 3 on 3 basketball tournament. She suggested changing this to a 3 on 3 soccer tournament. She said the soccer tournament coordinators would handle this event themselves. Mayor Richins asked where this event would be held. Council Member Jensen said possibly on the other side of the detention basin.

Council Member Wilhelmsen would like to know where they stand as far as volunteers, reminding Council of the background check requirement. He pointed out there are a lot of events that will need help with volunteers.

Mayor and Council agreed to hold the sawdust scramble at 11am. Mayor Richins pointed out some events will have to overlap.

Council Member Jensen suggested having a facebook page contest. She suggested having a contest for people to sign up as volunteers and give out an incentive to participants. Ruth Pearce asked if Frisbee golf discs could be given as a prize.

[Council Member Wilhelmsen was excused.]

Jennie Knight pointed out any newsletter information will need to be submitted by Friday to be included in the July Newsletter.

Council Member Jensen said she will contact Roy Days to see if she can get help with the 3 on 3 soccer tournament.

Mayor Richins said they need to follow-up with the Grand Marshall; Anderson's will be out of town.

Mayor Richins asked if some other items need to be penciled into the timeline. Jennie Knight reminded Council of the disc golf tournament. Mayor and Council agreed to have some of these events in the morning. Possibly begin the disc golf at 10am. These include teams of 4; with increments of time set for each team.

Council Member Jensen said the youth city council can help with the recreation booth activities. These will all be free. She will check with Bryan Fife on what items the recreation booth will include.

Mayor Richins asked about the chalk art contest. Council Member Jensen said there should be blocks partitioned off for the chalk art on the walking path. Mayor and Council gave discussion about how and where to get the chalk. Mayor Richins suggested keeping this simple.

Dale and Penny Hanzlik will be running bingo starting at 10am and ending at 5pm.

Mayor and Council gave discussion about where to locate the large bingo tent, incrementing the events to not overlap during the talent acts. They gave discussion on when to distribute prizes.

Mayor Richins said Walmart has offered volunteer help. He met with the manager, Jerry Golden, she gave him the website information to submit for what we need. She will provide volunteers and whatever time that employee volunteers for, Walmart will pay Harrisville in cash for the next Heritage Days. There is also a request by letter on the corporate site.

Council Member Jensen will follow-up with the Home Depot activity. This can be run like a booth with a starting time of 1pm.

Mayor Richins said Maurices will go through their marketing director to see if they will be able to donate. Chili's committed to selling gift certificates half price, with free kid's meals. Big 5, assistant manager lives in Harrisville, will see what they can provide.

Council Member Tait suggested maybe some disc golf supplies. She also said Smith's usually donates water.

[Dale and Penny Hanzlik arrived]

Dale Hanzlik said at any given time they give some free advertisement when they announce bingo prizes. He suggested letting sponsors know they are getting this for their donations.

Mayor Richins asked for Council's help contacting local businesses. Council Member Jensen will contact Smiths, Café Rio, and America First, Lee's, Rock Bottom sales, and Home Depot.

Council Member Tait will contact Pier 49, the dentist office, Zeppe's, Jiffy Lube, Javiers, and any other business in the strip mall across from Walmart. Council Member Pearce will contact Cal-Ranch, Smith & Edwards, Petco, Hastings, and possibly other businesses in that area. Mayor Richins will contact Walmart for parade candy.

Mayor and Council discussed events like the grand prix, bingo, and other events will need prizes.

Mayor Richins motioned to adjourn at 8:49 p.m.

**ATTEST:**

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**BRUCE RICHINS**

Mayor

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**JENNIE KNIGHT**

City Recorder

**MINUTES OF HARRISVILLE CITY**  
**CITY COUNCIL MEETING**  
Tuesday, July 8, 2014 – 7:00 p.m.  
Council Chambers  
363 West Independence Blvd  
Harrisville, Utah 84404

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**Present:** Mayor Bruce Richins, Council Member Jennifer Morrell, Council Member Jeff Pearce, Council Member Grover Wilhelmsen, Council Member Jennifer Jensen, Council Member Michelle Tait.

**Staff:** Bill Morris, City Administrator, Jennie Knight, City Recorder.

**Visitors:** Ruth Pearce, Deven Capanna, Jacob Looser, Patricia Young, Ann Richins, Milissa Ferguson.

**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 Wilhelmsen led the pledge of allegiance and conducted the opening ceremony.

**3. Business Items.**

- a.** Discussion/possible action to approve Farr West, Pleasant View, and North Ogden Amendment to UDOT Corridor Agreement

Paul Dinsdale, Farr West City Council Member, said a year and ½ ago they commissioned a traffic study with Pleasant View. Together they paid for this traffic study and petitioned UDOT for an additional traffic signal on 2700 North. There are several advantages to having an additional intersection by Goldenwest Credit Union. When they first petitioned UDOT they received a denial. The region one director, Chris Peterson, has been very helpful through this process even having UDOT contribute \$5,000 towards the project. After they completed the study they came up with a new proposal for 2700 North. He clarified this amendment just pertains to this specific area. Bill Morris asked how much money was spent on the study. He said about \$19,000 was spent for this study. Data was compiled from the retail area to determine the increased traffic with further build out. Council Member Jensen asked if they will have to widen the road. Paul Dinsdale responded they will likely restripe the road. Although with the new information UDOT may need to reconfigure the signal lights closer to I-15 as well.

The advantage for installing this new signal is to minimize the traffic build up in this area. They first attempted to put in a trigger mechanism. UDOT said when there is a safety issue; they will install barriers that would eliminate left turns.

Mayor Richins pointed out these changes don't directly affect Harrisville; they indirectly affect us only because we belong to the original agreement. He asked if there is any

discussion. Council Member Pearce said there are some things in this agreement that allows UDOT to dictate access rather than partnership with the cities. Council Member Morrell asked how this will impact Harrisville. Council Member Pearce said this will potentially give UDOT more control. Paul Dinsdale said he disagrees with that. The implementation plan with this additional signal, there should be better traffic flow. Council Member Pearce said in the past UDOT has controlled our accesses and we have lost business opportunities. Council Member Jensen commented the new Maverick is now a traffic stop. Council Member Pearce said UDOT has denied access for our businesses even with existing approaches. Paul Dinsdale specified they can still make left hand turns when there is no barrier. He commented they tried to negotiate the best deal to the best of their ability. Council Member Wilhelmsen offered congratulations for getting what they have. Council Member Tait clarified this just effects 2700 North. Paul Dinsdale agreed only this portion of 2700 North. Bill Morris pointed out by approving this amendment our relationship with Farr West improves, and will benefit any potential changes in the future. Council Member Pearce said there are additional accesses in Pleasant View that have been denied. Paul Dinsdale said in his opinion he thought Pleasant View has had success with UDOT on Hwy 89. He indicated they do not want to create a dangerous situation on 2700 North and this will help improve the flow of traffic in this area.

**MOTION: Council Member Morrell motioned to approve Farr West, Pleasant View, and North Ogden, and Harrisville Amendment to UDOT Corridor Agreement. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.**

- b. Discussion/possible action to approve Harrisville City Ordinance 467; an ordinance amending section 11.10.020 of the land use ordinance relating to home occupation/ making technical changes; severability; and providing an effective date.

Bill Morris suggested Council implement the appropriate changes live to this ordinance. Council Member Jensen suggested removing “the preschool” from line “j”. She would like to separate preschool from day care. Mayor and Council discussed the state regulations regarding day care. Council Member Jensen indicated she thought preschools were also regulated. They gave discussion as to the requirements for each category, day care and preschool. They also gave discussion regarding hours of operation for home occupation, and types of operations regarding mechanic work. Bill Morris clarified this is home occupation for profit. Mayor and Council agreed work is allowed but this defines allowed work under home occupation. They gave discussion as to whether there are state regulations on preschools. Council Members Tait and Wilhelmsen made contact with preschool owners; they are not state regulated. Council Member Morrell tried to find anything in state code regulating preschools. Mayor and Council agreed to further investigate the state requirements before making a final decision on the ordinance.

**MOTION: Council Member Jensen motioned to table Harrisville City Ordinance 467; an ordinance amending section 11.10.020 of the land use ordinance relating**

**to home occupation/ making technical changes; severability; and providing an effective date. Council Member Morrell seconded the motion. Council Members Tait, Pearce, Morrell, and Jensen all voted aye. Council Member Wilhelmsen was unavailable. Motion passed.**

#### **4. Public Comments - (3 minute maximum)**

Jacob Looser, the cottages, received the newsletter about not wasting water and asked if Lee's belonged in Harrisville. He said they waste a lot of water there. There is an area that has constant streaming water. He recognized this is not in Harrisville but wanted to express his concern with wasting water.

Council Member Pearce explained there is a natural spring in this area that has been tapped so residents may use the water. The water would flow naturally even if this tap had not been installed.

Milissa Ferguson, 1306 N. Hwy 89, noticed on the east side of the park there is a "no smoking" sign. There is not a sign by the splash pad; she has noticed a lot of people smoking in that area. She suggested putting in a few more signs throughout the park.

#### **5. Mayor/Council Follow-Up.**

Council Member Jensen said she had a resident contact her through facebook who said she slipped and fell under the bowery. She is concerned there is not any foot grade in this area and it becomes slippery when wet. Bill Morris said they will consider looking into cement treatment that includes sand. Council Member Wilhelmsen said this resident's husband also slipped. He wondered if there would be negligence involved in a complaint such as this. Bill Morris said now that this has been brought to the city's attention, we will look into options to eliminate any future liability. Mayor Richins said the water is there because there is a bermed area that causes standing water. Bill Morris suggested installing a land drain if necessary. Mayor Richins suggested using park impact fees to address this issue.

#### **6. Adjourn.**

Mayor motioned to adjourn at 7:35pm.

#### **7. HERITAGE DAYS WORK SESSION**

Council Member Morrell said she wanted to quickly run through the activities and events that are planned. Milissa Ferguson said she has 15 signups so far for the parade. Council Member Morrell said they have already discussed a line up staging area for the parade. Council Member Jensen asked if Bryan Fife was going to send out an email to the previous sports teams. Council Member Morrell said the only school that signed up so far is Wahlquist. She is hoping more will sign up. Milissa Ferguson said there are typically a lot of last minute signups. Council Member Morrell said they need vehicles for City Council to ride in the parade. Mayor Richins will be calling to arrange for this. Council Member Morrell said she needs six people to hand out flyers for the parade route. Mayor and Council agreed to distribute parade notices to residents the Tuesday before Heritage Days which is July, 29<sup>th</sup>. Council Member Jensen volunteered her

family and offered to get more volunteers. Council Member Tait suggested the Youth City Council could help. Council Member Morrell will have the flyers printed and she will coordinate the distribution.

Council Member Morrell asked for everyone to keep checking email.

Council Member Tait asked if they can suggest a donation for some squirt guns. Council Member Jensen said she already has access to squirt guns. Mayor Richins said Walmart offered volunteers for Heritage Days. Milissa Ferguson said she likely has enough for the parade.

Council Member Jensen said she would go into Orion to see if they are interested in participating in the parade. Council Member Morrell suggested contacting a parent or student to coordinate this. Council Member Wilhelmsen said some schools take the month of July off.

Mayor and Council gave discussion about health department requirements and coordinating food vendor booths. Pat Young will follow-up on these items. Council Member Morrell said the health department will need them by Friday. Council Member Jensen suggested contacting Chick fil a. Mayor and Council gave discussion about other possible food vendors. Pat Young asked for clarification on the vendor booths. Council Member Pearce made arrangements for North View Fire to provide first aid. Council Member Tait said they decided against the youth city council running the fish pond and they are going to help with the recreation booth. Mayor and Council agreed to involve the youth city council.

Council Member Morrell said she talked with Bryan Fife and he is ready with the disc golf tournament. Council Member Jensen expressed her concern with distributing the cheap toys the kids receive. They gave discussion about what they included last year in the recreation booth. They also gave discussion about what to give as prizes. Council Member Morrell asked Council Members Tait and Jensen to coordinate with Bryan Fife on the recreation booth.

Council Member Morrell asked for input on t-shirts; she is looking for feedback on what to select and what types of t-shirts to order. Council Member Wilhelmsen asked if they are ordering t-shirts for volunteers. Council Member Tait asked about the volunteer background check policy. Council Member Morrell said they will have to order shirts by Wednesday to have them ready for Heritage Days. They gave discussion about how much to charge for the 5K. Council Member Tait asked if the t-shirts will be the same for 5K and staff. Council Member Morrell said it is possible to order separate shirts but this will increase costs. They gave discussion about where to include the logo. Council Member Jensen said we should give shirts to volunteers and give a separate shirt for the 5k than staff. Mayor and Council gave discussion about asking for donations and a goodie bag for the 5K.

Pat Young gave a brief overview of the collected donations to be used as prizes. Mayor Richins will follow-up with Chili's. Pat Young then gave an overview of the donations to be expected from different businesses and will follow up with more donations.

[Mayor Richins was excused]

Council discussed who was contacting what businesses for future donations.

Council Member Morrell said she will put together a list of items and what items need to be purchased. Council Member Tait suggested putting items into boxes when she collects prizes to distribute to the people in charge of the events.

Council Member Jensen said she is having difficulty contacting the kendama event coordinator. She offered to conduct the contest if he does not follow through. She is still trying to contact Home Depot about running the kid's craft.

Council Member Morrell said they need help with securing volunteers for the Pinewood Grand Prix. Council Member Wilhelmsen said he has not received a response from the sponsor. Council Member Morrell said Robin Stout has some good ideas with the pinewood grand prix, but may need help running it. She said there should be a signup sheet available on the website shortly. She also said there will be a postcard distributed to residents as well. Council Member Wilhelmsen suggested volunteers be collected through the local church congregations. He asked how many people are needed and suggested teams of several people run sessions throughout the day.

[Council Member Tait is excused]

Council Member Morrell said she could coordinate sign-ups for shifts. She asked for suggestions on how to contact the local scout groups to get them involved. Council Member Jensen will contact her local people to help. Council Member Wilhelmsen will also help with the coordination. Council Member Morrell is trying to get a flyer together. She is also trying to ask the audio/visual provider for a screen to run the heats for the pinewood grand prix. Council briefly discussed how much cost might be involved if we have to hire someone to run this event properly. Council will continue to coordinate events.

Council Member Morrell said she will follow-up with Council Member Wilhelmsen on what information to distribute to local congregations to ask for volunteers.

Council Member Morrell and Jennie Knight will work to put together a facebook advertisement. Council Member Wilhelmsen will follow-up with Robin Stout about the track for the pinewood grand prix.

Adjourned at 8:40pm.

**ATTEST:**

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**BRUCE RICHINS**  
Mayor

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**JENNIE KNIGHT**

City Recorder

Approved this 22<sup>nd</sup> day of July, 2014

**HARRISVILLE CITY  
ORDINANCE NO. 467**

**HOME OCCUPATION AMENDED**

**AN ORDINANCE OF HARRISVILLE CITY, UTAH, AMENDING  
SECTION 11.10.020 OF THE LAND USE ORDINANCE RELATING  
TO HOME OCCUPATION; MAKING TECHNICAL CHANGES;  
SEVERABILITY; 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* §§ 10-8-84 and 10-8-60, 1953, as amended, allows the City to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City;

**WHEREAS**, Title 10, Chapter 9a, of the *Utah Code Annotated*, 1953, as amended, enables the City to regulate land use and development;

**WHEREAS**, the City finds it necessary to update its land use ordinances in order to meet the challenges presented by development and to protect public health, safety, and welfare; and,

**WHEREAS**, after publication of the required notice the City’s Planning Commission held its public hearing on June 11, 2014, to take public comment on this proposed ordinance, and subsequently gave its recommendation to approve this Ordinance;

**WHEREAS**, the City Council received the recommendation from the Planning Commission and had held its public meeting on June 24, 2014, to act upon this Ordinance;

**NOW, THEREFORE**, be it ordained by the City Council of Harrisville City as follows:

**Section 1: Repealer.** Any section, clause, word, sentence, paragraph, or phrase inconsistent with this Ordinance and any reference thereto is hereby vacated.

**Section 2: Amendment.** Section 11.10.020 of the Harrisville Municipal Code entitled “Special regulations” is hereby amended to read as follows:

11.10.020. Special regulations.

9. Home occupation. A home occupation is the use of a portion of a single family dwelling, and/or accessory building, for a business, office, daycare, preschool, personal services such as hair care, common trade, or ~~homemade crafts~~ or use of an accessory building to the dwelling for repair work or creation of homemade crafts. The following conditions shall be met in order to ~~have~~ obtain a home occupation:
- a. Any home occupation with visiting clientele requires a conditional use permit.
  - b. The employees at a home occupation site ~~of the business~~ are limited to those who reside at the dwelling where the home occupation occurs with the exception of a preschool and deliveries ~~with a conditional use permit~~.
  - c. The dwelling is the primary residence and no more than twenty-five (25%) percent of the floor space of the dwelling is shall be devoted solely to the home occupation, excepting daycare.
  - d. There is no outdoor storage of any materials.
  - e. There is no vehicle or trailer repair or body work of any kind ~~or and no parking or placement~~ of vehicles which are being repaired under the home occupation use.
  - f. All work of the home occupation occurs in an enclosed structure.
  - g. There is no wholesale or retail sales of products, actual product display or warehousing of product directly from the home or accessory buildings except those items that are created on the property or from a common trade or craft.
  - h. No offensive noise, vibration, smoke, dust, odor, heat, or glare shall be produced and activities shall not include any activities which create a nuisance or hazard.
  - i. The home occupation is limited to hours of operation between 7 a.m. and 10 p.m.
  - j. Daycare ~~or preschool~~ is limited to a maximum of eight (8) children at any one time who do ~~not~~ not live in the dwelling between the hours of 6 a.m and 10 pm.
  - k. (Modeled from North Ogden City) Preschool in a residence, that operates four (4) or less hours per day and teaches more than nine (9) children, but not more than fourteen (14) children, plus supervisory personnel. The preschool area of the home shall also conform to the applicable standards of any building code.
  - l. All home occupations shall comply with all acceptable state codes and licensing requirements as well as have a home occupation business license from Harrisville City.
  - m. All home occupations shall comply with all health, building, and fire codes and regulations for the particular use on the property.
  - n. No home occupation, specifically trades and crafts, shall interfere with the predominately residential purpose and uses of the residential zone where a home occupation is to be located.

- o. Notwithstanding the provisions of this section, the following are not considered home occupations requiring a permit or license:
- i. ~~Minor children of the home who do~~ Typical and occasional babysitting.
  - ii. Neighborhood yard care.
  - iii. Lemonade stands and similar stands operated by youth.
  - iv. ~~Newspaper, delivery, and other such services shall not be considered a home occupation nor need to comply with these regulations.~~
  - v. Occasional garage or yard sales not to exceed four (4) times per year, per residence.

**Section 3. Effective Date.** This Ordinance shall take effect immediately upon posting or publication.

PASSED AND ADOPTED by the City Council on this 24th day of June, 2014.

\_\_\_\_\_  
BRUCE RICHINS, Mayor  
Harrisville City

ATTEST:

\_\_\_\_\_  
JENNIE KNIGHT, City Recorder

RECORDED this \_\_\_\_ day of June, 2014.

PUBLISHED OR POSTED this \_\_\_\_ day of June, 2014.

**CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING**

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal recorder of Harrisville City, hereby certify that foregoing ordinance was duly passed and published, or posted at: 1) 2150 North, 2) the Harrisville Cabin, and 3) City Hall on the above referenced dates.

\_\_\_\_\_  
JENNIE KNIGHT, City Recorder

DATE: \_\_\_\_\_

**HARRISVILLE CITY  
RESOLUTION 14-08**

**CABIN RESERVATIONS UPDATED**

**A RESOLUTION OF HARRISVILLE CITY, UTAH, UPDATING  
THE HARRISVILLE CITY CABIN RESERVATION FEES,  
DEPOSIT AMOUNT, AND RENTAL AGREEMENT; 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* §10-3-717, 1953 as amended, authorizes the City to exercise administrative powers by resolution, including, setting fees and regulating the use and operation of municipal property such as parks and buildings;

**WHEREAS**, the City allows residents and businesses within the City to reserve and rent certain public facilities for private events as a public service of the City;

**WHEREAS**, the City is making improvements to certain public facilities that require modification of fees and rental policies;

**WHEREAS**, the City has experiences increased costs associated with the reservation and rental of public facilities and desires to recoup the same;

**WHEREAS**, the Mayor and City Council desire to update the reservation fees for certain public facilities and authorize City staff to update the rental policy accordingly;

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

**Section 1: Cabin Rental Fees.**

Current Fee	Updated Fee
Cabin rental activities under 75 people: \$65.00	Cabin rental activities under 75 people:
Weddings, and activities over 75 people: \$175.00	Weddings, and activities over 75 people:
Sound system in cabin, additional charge: \$10.00	Sound system in cabin, additional charge:

**Section 2: Deposit.**

Current Deposit	Updated Deposit
A \$200.00 deposit is required for all reservations.	We have an ongoing debate on whether or not to charge the cleaning deposit for all reservations or just those where food is served. We will present this decision to the Council to resolve.

A \$250.00 deposit for all reservations including the sound system.	We will present this decision to the Council to resolve.
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**Section 3: Updated Rental Agreement.**

The City Council hereby delegates authority to the City Recorder and City Administrator to maintain and update and the Cabin Rental Agreement as needed. Updates to said agreement may be made to resolve conflicting policies, to provide efficiency, to integrate the computerized keyless entry system that is being installed in the cabin, to promote the safety and security of public property, and as otherwise determined by City staff to be in the best interest of the City.

**Section 4: Effective Date.**

This Resolution shall be effective on August 1, 2014.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2014.

HARRISVILLE CITY:

\_\_\_\_\_  
BRUCE RICHINS, Mayor

ATTEST:

\_\_\_\_\_  
JENNIE KNIGHT, City Recorder

Roll call vote is as follows:

Mr. Wilhelmsen	Yes	No
Ms. Tait	Yes	No
Mr. Pearce	Yes	No
Ms. Jensen	Yes	No
Ms. Morrell	Yes	No

# HARRISVILLE CABIN

## Reservation Contract



**Reservation Date:** \_\_\_\_\_

Purpose: \_\_\_\_\_

Size of Group: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

Employer: \_\_\_\_\_

Facility Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Preparation Time: From: \_\_\_\_\_ To: \_\_\_\_\_

[Doors will open at the **EXACT TIMES** listed above. Harrisville City requires the responsible person to remain at the facility during the hours listed.]

<b>FOR STAFF USE ONLY</b>		
Meeting (No Food):	<b>\$65</b>	Small Dinner: <b>\$100</b> Wedding/Open House: <b>\$250</b>
Receipt # _____		Cleaning Deposit: <b>\$200</b>
<b>Residency &amp; Age Verification</b>		
Driver's License #: _____		State: _____
Utility Bill & Picture ID: _____		
For cash deposits, please sign and date below acknowledging that cash was returned.		
Cash \$ _____	Returned To: _____	Date: _____
Deposit was retained on _____ for the following reasons:		

By signing below I agree to the attached conditions and terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## THE FOLLOWING POLICIES AND GUIDELINES WILL BE MET WHEN RENTING THIS FACILITY

1. \_\_\_\_\_ I have provided proof that I am a Harrisville resident who is 18 years of age or older and will be in attendance at the function I am renting the facility for. I shall accept full responsibility and be liable for those in attendance. I understand that failure to abide by this Agreement may result in the loss of city privileges in the future.
2. \_\_\_\_\_ I understand that any violation of the guidelines in this contract will result in forfeiture of the security deposit. If there are any damages to the facility, contents, park grounds, or parking area the deposit will be forfeited and I may be fined, and/or lose rental privileges.
3. \_\_\_\_\_ I understand that the rental fee and deposit fee must be paid by **me** or other persons must provide proof of residency to pay the rental fee and deposit fee on my behalf.
4. \_\_\_\_\_ **NO ALCOHOL OR ILLEGAL DRUGS ARE TO BE CONSUMED, STORED, OR BROUGHT INTO THE FACILITY OR SURROUNDING PREMISES, INCLUDING THE PARKING LOT AND PARK AREA.**
5. \_\_\_\_\_ **NO SMOKING ALLOWED IN THE FACILITY OR ON THE GROUNDS.**
6. \_\_\_\_\_ **I will provide my own 55 gal trash bags to line the inside cans.** All garbage will be put in plastic bags and placed in the dumpster outside of the building. There will be no garbage left on the tables, chairs, cabinets, or surrounding premises.
7. \_\_\_\_\_ The facility will be left clean. Floors will be vacuumed, swept, or mopped as **needed**. Cabinets, tables, and chairs will be wiped off, the microwave and stove wiped out, and the refrigerator emptied of food and wiped clean. The rest room floors and sinks will be left clean of garbage and debris.
8. \_\_\_\_\_ The facility will be used "as is" with no alterations to the equipment, building, lighting, etc. No nails or damaging adhesives are permitted.
9. \_\_\_\_\_ All decorations will be limited to the main room of the facility. There will be no tape, nails, or adherence of decorations or anything else to walls, windows, or furnishings. If decorations are used, all traces of the decorations must be removed from the chairs and tables including such things as paper, tape, fishing line, balloons, etc.
10. \_\_\_\_\_ Removing furniture, appliances, supplies, etc. from the building is prohibited. All tables and chairs must be folded and put away.
11. \_\_\_\_\_ I will provide the **PRECISE DATE AND TIMES** that I will be using the cabin. I realize that I can only rent the cabin from 7:00 A.M. to 12:00 A.M. I must have the cabin cleaned and gone by 12:00 A.M. There will be no overnight functions.
12. \_\_\_\_\_ I will follow the instructions carefully to prevent damage to the speakers and microphones with the sound system. The volume of any music used must be kept to low levels

that will not disturb the neighboring residents. If there are complaints, the music will cease immediately.

13. \_\_\_\_\_ Cancellations will be accepted up to two weeks prior to the reservation day. A cancellation fee will be retained by the city of **\$25.00. After the two week deadline, the entire rental fee will be retained by the city.** (No exceptions will be made.)
14. \_\_\_\_\_ I am responsible to furnish my own tablecloths, dishtowels, dish soap, kitchen utensils, and any cleaning supplies that may be needed. A vacuum is provided.
15. \_\_\_\_\_ A security deposit of \$200.00 must be left at the time of the reservation. Renters will be charged for costs above and beyond the \$200 for any stolen or damaged equipment. The renter acknowledges that civil or criminal action may be taken against them if damage occurs to the Harrisville Cabin or grounds.
16. \_\_\_\_\_ The day reserved is the **ONLY DAY the renter may enter the facility.**
17. \_\_\_\_\_ All non-profit organization must bring proof of non-profit status (Form #501C3) and will be determined on a case-by-case basis. Non-profit groups will be required to provide the security deposit and abide by these same terms and conditions.

Cleaning Checklist:

- \_\_\_\_\_ Floors will be vacuumed, swept or mopped **as needed.**
- \_\_\_\_\_ Cabinets, tables, and chairs will be wiped off.
- \_\_\_\_\_ The microwave and stove wiped out.
- \_\_\_\_\_ The kitchen sinks left clean.
- \_\_\_\_\_ The refrigerator emptied of food and wiped clean.
- \_\_\_\_\_ The rest room floors and sinks will be left clean.
- \_\_\_\_\_ All garbage removed to the outside dumpster.
- \_\_\_\_\_ Remove excess food from premises.
- \_\_\_\_\_ Turn off all lights, close all windows, and leave the building secure.

***Thank you for being considerate of the "Harrisville Cabin" property***