

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING
May 14, 2019 – 7:00 p.m.
363 West Independence Blvd
Harrisville, UT 84404**

Present: Mayor Michelle Tait, Council Member Grover Wilhelmsen, Council Member Ruth Pearce, Council Member Clark Beecher, Council Member Steve Weiss. [Council Member Gary Robinson is excused]

Staff: Bill Morris, City Administrator, Lynn Fortie, Treasurer, Jennie Knight, City Recorder, Mark Wilson, Police Lieutenant.

Visitors: Arnold Tait, Stephen Morris, Casey Snyder, Jerick Burton, Tom Baur, Amber Snyder, Zac Baur, Bob Howard, Nathan Averill, Sarah Heilig.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

Mayor Tait called the meeting to order and welcomed all visitors. Mayor Tait excused Council Member Robinson.

2. Opening Ceremony.

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

3. Consent Items.

- a. Approve the minutes of April 23, 2019 as presented.

MOTION: Council Member Pearce motioned to approve the minutes of April 23, 2019 as presented. Council Member Weiss seconded the motion. All Council Members voted aye. Motion passed.

4. Business Items.

- a. **Discussion/possible action to set a public hearing for June 11, 2019 for purposes of amending the FY2018-19 budget in accordance with UCA§ 10-6-127.**

Lynn Fortie explained he will continue to input numbers and have the amended budget available for approval on June 11, 2019. He is not anticipating any major changes.

MOTION: Council Member Weiss motioned to review the FY 2018-19 for possible amendment and set a public hearing for June 11, 2019 for purposes of amending the FY2018-19 budget in accordance with UCA§ 10-6-127. Council Member Wilhelmsen seconded the motion. All Council Members voted aye. Motion passed.

b. Discussion/possible action on adoption of tentative 2019-20 budget in accordance with UCA§ 10-6-113, and set public hearing on proposed final budget for June 11, 2019.

Lynn Fortie reviewed the summary sheet outlining the changes in the new budget. He explained the tentative budget must be adopted by the first meeting in May and the final budget adopted before June 22. He reviewed property tax, sales tax, and other revenue which has increased from last year. Major revenue groupings are up, although licenses, permits, and service fees are down.

The proposed budget includes a 3% merit increase and upcoming changes in the police department. Although health insurance rates increased slightly, retirement rates remained the same. No new personnel are included in this budget. New equipment includes 2 new vehicles for police and a new Jacobsen mower for public works. Public Works indicated the purchase of the mower could be delayed if necessary.

Capital Project expenses include Flex Portal, electric gate for Public Works, and new carpet for city hall stairs. The proposal for carpeting the entire city office building can be extended for a few more years by putting runners throughout the high traffic areas. No increase is anticipated for sewer fund, storm water or garbage. Bill Morris clarified the sewer rate adjustment is currently being studied by the city engineer's office. This might not be a known number by the time we have to adopt the budget but may be included in the next fiscal year.

The largest areas of change were reviewed. Mayor/Council budget increased slightly in wages and benefits. Justice Court increased in wages and benefits and Admin decreased due to change in personnel. Non Departmental is down, professional services and studies decreased. Police wages and benefits include some changes. Motor pool payments are up. Building and planning wages and benefits increased. Emergency management was moved under Public Works. Parks and Recreation wages and benefits increased due to part time wages; Orion Jr. High line item decreased, these wages will now go through payroll. Also Bryan Fife will now be a salaried employee with no overtime pay.

Mayor Tait thanked Lynn Fortie and all the department heads for their hard work on this year's budget. Council Member Pearce asked why there is a purchase for two new police vehicles included. Lt. Wilson explained police vehicles are on a five year rotation with two replacements every year. Lynn Fortie pointed out the sale of vehicles does not affect the revenue in motor pool; money received goes into the general fund.

Council Member Wilhelmsen asked about the carpet on the City Hall stairs, stating that he would like to make sure we are maintaining our buildings and meeting the needs of the city. Bill Morris explained that Dan Funk in Public Works is very efficient in keeping things maintained.

Mayor Tait reviewed the items that are flexible in the budget; the mower, a welder for Recreation, and the City Hall carpet allowance. She pointed out the healthy balance projected for the end of the current fiscal year. She is not anticipating anything new coming out of the general fund next year. She feels the merit increase is fair when comparing against other cities.

Bryan Fife explained the damage that occurred to the current mower, due to a seasonal employee running over something very solid. Dan Funk has spent a lot of time fixing and welding the mower. Staff is not as worried about continuing the use of the current

mower. The wings are folding and the engine is working. Council Member Wilhelmsen asked the age of the mower. Bryan Fife said the mower is about 10 years old. Council Member Wilhelmsen recommended leaving the mower in the proposed budget. Council Member Weiss pointed out costs could be significant if the current mower goes down and they are unable to keep up. Bryan Fife said maintaining balance to keep equipment working with current staff is very complex. Council Member Weiss asked what the turnaround time would be to purchase a new mower. Mayor Tait suggested looking into these answers before adoption of the final budget. Council Members Wilhelmsen and Weiss suggested leaving the welder in the proposed budget as well. Bryan Fife informed Council his new employee has experience with welding and pond control. This will help his department meet the demands of the pond. Mayor Tait pointed out the pond gets a lot of use. Bill Morris asked about the status of the splash pad. Bryan Fife said this should be fully functional this season.

MOTION: Council Member Wilhelmsen motioned to adopt the tentative 2019-20 budget in accordance with UCA§ 10-6-113, and set public hearing on proposed final budget for June 11, 2019. Council Member Beecher seconded the motion. All Council Members voted aye. Motion passed.

c. Discussion/possible action to approve Harrisville Resolution 19-05; a Resolution to establish towing and wrecking services.

Lt. Mark Wilson informed Council an RFP was posted on April 8, 2019 for towing and wrecking services. Four proposals were received and reviewed by a committee which included himself, Chief Jackson, Council Member Weiss, Police Secretary Jackie VanMeeteren, and resident Tyler Malmrose. He recommended awarding the contract to Ogden Auto Body.

Council Member Pearce expressed her concern with awarding this when four companies applied for it. She feels like this is giving a monopoly to one towing company. Lt. Wilson said that was the purpose of the proposal for sole source service. He explained Ogden Auto Body has the ability to call out another truck if they do not have a truck available in rotation. Council Member Pearce indicated she was not in favor of them having additional companies.

Council Member Weiss explained they are not awarding this contract to multiple companies, just Ogden Auto Body. They have the best service record, personnel, and the city has dealt with them for several years. They have experience with being on time, and if there is a crime; making sure the vehicles are secured. He explained this is one company, if they are busy, they can call out a subsidiary. If the towing company does not respond quickly, our officer is off the street while waiting. After reviewing the proposals, Ogden Auto Body was the most outstanding company.

MOTION: Council Member Weiss motioned to approve Harrisville Resolution 19-05; a Resolution to establish towing and wrecking services. Council Member Wilhelmsen seconded the motion. A Roll Call Vote was taken.

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

Motion passed 3-1.

d. Discussion/possible action to approve Harrisville Resolution 19-06; Leave Amendments.

Bill Morris explained staff has overviewed leave issues over the past few months, which include health issues and balancing staff in each department. This amendment allows the vacation cap to be based on years of service instead of a cap for all employees across the board. This helps with retention as well. Another issue was the requirement to get approval through the Mayor or City Administrator, the amendment includes department head approval, which puts in place the policy that is in practice. Department heads know how to better staff their departments. Additionally, the policy included department heads tracking sick leave hours; the finance officer will track these hours with the computer program. This allows for the practice of donating sick leave to an employee who is experiencing a hardship. Also, employees who do not use sick leave for an entire calendar year will be eligible to cash out 40 hours for a bonus, which will encourage a healthy work force. The last amendment allows employees who are covered by a spouses insurance to opt out of health insurance. As an incentive, they would receive a cash payout per month.

Council Member Pearce asked if time cards are computerized and if employees make electronic requests. Bill Morris explained payroll is run through Caselle; paper time cards are used to document hours and signed off by department heads. Council Member Weiss said with the size of our city, department heads would like to talk to employees to manage coverage during time off. He agreed having the flexibility with the department heads is best. He asked if there is a use it or lose it policy. Bill Morris said this will now be bifurcated by years of service. Bryan Fife explained how this will benefit his department. He said this is a much needed incentive for employees and allows balance between work and planned vacation time.

Council Member Pearce asked what the cap is on sick leave. Bill Morris explained sick leave can only be cashed out at 25% when an employee leaves the city. Council Member Weiss asked if this can be used at retirement. Bill Morris said yes, to cover costs for cobra for a year.

MOTION: Council Member Beecher motioned to approve Harrisville Resolution 19-06; Leave Amendments as amended. Council Member Pearce seconded the motion. A Roll Call Vote was taken.

Council Member Weiss	Yes
Council Member Beecher	Yes
Council Member Pearce	Yes
Council Member Robinson	Excused

Council Member Wilhelmsen Yes

Motion passed 4-0.

5. Public Comments - (3 minute maximum)

Bob Howard, 602 N. Harrisville Rd, asked who owns the catch pond that is on the highway by the "Little Dog House". He asked if UDOT has been notified to clean it up if they own that area. Staff gave discussion about property in the area. Sean Lambert will meet with Bob Howard to further discuss the issue.

6. Mayor/Council Follow-up:

Mayor Tait thanked Council for supporting the budget.

Council Member Wilhelmsen related feedback from the League of Cities and Towns conference which included emergency preparedness. He gave scenarios of where this has impacted emergency issues in the past. He said the census will be conducted next year, which brings money back to the city. He encouraged residents to mark the appropriate information and submit this back for accuracy. He also mentioned Senate Bill 34 regarding mid-range moderate income housing plans. Bill Morris said he and Laurence Boswell will be creating a draft to adopt by the end of the calendar year. This will likely have some hard choices with housing density.

Council Member Weiss mentioned the soccer fields on 2000 North are gaining more popularity. Bryan Fife asked for clarification on direction from Council. He said organized teams have not been authorized to use the fields but this is a public park. Council Member Weiss said he does not have a problem when they are not wet but he also does not want to close the park either. Bryan Fife said the excess water is a storm water issue. Sean Lambert said he is working with property owners to get permission to enter their property to address the issue.

Council Member Wilhelmsen informed Council long time resident June Brown will be celebrating her 100th birthday party in June. He expressed his appreciation with staff accommodating them at the cabin.

Council Member Beecher asked about the status of the park fence. Bryan Fife reported the posts are up and the mow strip is scheduled for Friday, weather permitting. Then they will stretch the chain link. He said residents have been very understanding.

7. Adjourn.

Mayor Tait declared the meeting adjourned at 8:09pm.

ATTEST:

MICHELLE TAIT
Mayor

JENNIE KNIGHT
City Recorder