



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
www.cityofharrisville.com

MAYOR:
Michelle Tait

COUNCIL MEMBERS:
Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Kenny Loveland

CITY COUNCIL AGENDA

363 West Independence Blvd

June 14, 2022

Join Zoom Meeting

<https://us02web.zoom.us/j/87121693579?pwd=ckQzZFFEVGdCZkxhZUx6UHIYYtQZz09>

Meeting ID: 871 2169 3579

Passcode: 394578

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7:00 P.M. CITY COUNCIL MEETING

Presiding: Mayor Michelle Tait

Mayor Pro Tem: Blair Christensen

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE & OPENING CEREMONY [Council Member Wilhelmsen]
3. CONSENT ITEMS
 - a. Approve the minutes of May 10, 2022 and May 24, 2022 as presented.
4. BUSINESS ITEMS
 - a. **PUBLIC HEARING** – to receive input from the public with respect to the issuance of Sales and Franchise Tax Revenue Bonds and the potential economic impact.
 - b. **PUBLIC HEARING** - to receive public comments for or against a Resolution adopting the final city, agency, and district budget for FY 2022-23 for the City pursuant to UCA 10-6-113.
 - c. Discussion/possible action to award bid for architectural services for the Public Works Building to be located at approximately 1750 N 750 W. [Justin Shinsel]
 - d. Discussion/possible action to adopt Harrisville Ordinance 536; Utility Fees Updated. [Justin Shinsel]
 - e. Discussion/possible action to adopt Harrisville Resolution 22-16; a resolution updating Solid Waste Collection, Disposal, and recycling fees, and Harrisville Cabin and Bowery reservation fees. [Jennie Knight]
 - f. Discussion/possible action to adopt the 2022 Annual Sewer Report. [Justin Shinsel]
 - g. Discussion/possible action to approve 2022 Road Maintenance Projects. [Justin Shinsel]
 - h. Discussion/possible action to approve surplus of Harrisville Police Department Firearms. [Chief Wilson]
5. PUBLIC COMMENTS - (3 minute maximum)
6. MAYOR/COUNCIL FOLLOW-UP
7. ADJOURN

DATE POSTED: June 10, 2022

BY: Maria Devereux, City Recorder

I, Maria Devereux, certify that I am the City Recorder of Harrisville City, Utah, and that the foregoing City Council agenda was posted and can be viewed at City Hall, on the City's website www.cityofharrisville.com, and at the Utah Public Notice Website at <http://pnn.utah.gov>. Notice of this meeting has also been duly provided as required by law.

**MINUTES OF
HARRISVILLE CITY COUNCIL
May 10, 2022
363 West Independence Blvd
Harrisville, UT 84404**

Minutes of a regular Harrisville City Council meeting held on May 10, 2022 at 7:00 p.m. in the Council Chambers at Harrisville City, 363 West Independence Blvd.

Present: Mayor Michelle Tait, Council Member Blair Christensen, Council Member Max Jackson, Council Member Kenny Loveland, Council Member Steve Weiss, and Council Member Wilhelmsen.

Staff: City Administrator Jennie Knight, Deputy Recorder Cynthia Benson, Public Works Director Justin Shinsel, Finance Director Jessica Hardy, Police Chief Mark Wilson, Parks and Recreation Director Bryan Fife, City Engineer Matt Robertson, Bailiff Rick Hill, and Maria Devereux.

Visitors: Arnold Tait, Blaine Burrow, Scot Smoot, Joanne Christensen, Madeline Robles, Shanna Edwards, Joyce J Larson, JeNeal Shaw and Marcus Keller.
Virtual: Alan Templin, William Scott, and Brian Gabler.

1. CALL TO ORDER

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

2. OPENING CEREMONY

Council Member Jackson led the pledge of allegiance.

Mayor Tait gave an update regarding UCA §52-4-203 to satisfy the open meetings requirement by recording each vote by every member of the council for each action in an open meeting.

3. CONSENT ITEMS

3a. APPROVAL OF THE MINUTES AS PRESENTED.

MOTION: Council Member Loveland made a motion to approve the City Council Meeting minutes of April 12, 2022 and the City Council Work Session minutes of April 19, 2022 as presented. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

3b. ADVICE AND CONSENT OF APPOINTMENT OF CITY RECORDER

Mayor Tait welcomed Maria Devereux.

Maria Devereux greeted the Council and expressed enthusiasm for her new position with Harrisville City.

MOTION: Council Member Christensen made a motion to ratify the Mayor's appointment of Maria Devereux as the new City Recorder. Council Member Jackson seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

4. OATH OF OFFICE

Jennie Knight, City Administrator, administered the Oath of Office to Maria Devereux.

5. BUSINESS ITEMS

5a. DISCUSSION/POSSIBLE ACTION TO GRANT PRELIMINARY APPROVAL OF BEN LOMOND VIEWS PHASE 2A SUBDIVISION APPLICATION.

Justin Shinsel, Public Works Director, provided an overview of the Ben Lomond Views Subdivision application. He explained, the city has been working with the Developer and City Engineer to complete a review of the preliminary plat and improvement plans for the Ben Lomond Phase 2-A Subdivision located in the mixed-use zone which covers the old Ben Lomond Golf Course.

Justin Shinsel clarified, the phase includes construction of the main entrance and roadway from Highway 89 to 2000 North and the development of 153 residential units including single family and multi-family units. He advised, after review of the preliminary plat and improvement plans there are issues (31) on the plan-set that need to be revised or resolved prior to final approval. The engineer for Ben Lomond Views will update the plans with requested revisions.

Justin Shinsel recommended preliminary approval of the plat and improvement drawings subject to the issues being rectified prior to final approval. Items to be rectified are listed on the City Engineers Memorandum.

Council Member Wilhelmsen stated water flow concerns. Justin Shinsel advised that water flow concerns have been reviewed by the City Engineer and per his notes, is being addressed.

Justin Shinsel projected initial work to begin (tentatively) by July or August, 2022.

MOTION: Council Member Jackson made a motion to grant Preliminary Approval of Ben Lomond Views Phase 2A Subdivision Application subject to the engineer's memo (May 2022). Council Member Loveland seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes

Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5b. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE ORDINANCE 523; DIXON CREEK PARK ZONING MAP AMENDMENT AND MASTER DEVELOPMENT AGREEMENT.

Jennie Knight, City Administrator, presented Ordinance # 523, the MDA and the Zoning amendment for review and formal adoption and stated this was formerly called the Washington Blvd. Project. She explained, the Scott Group, LLC, submitted an application on March 26, 2021, to rezone approximately 22 acres located at approximately 1371 North Washington Blvd (Parcels: 11- 016-0020 and 11-016-0027) from RE-15 (Residential) zone to MU-C Dixon Creek Park Zone. A public hearing was held on April 14, 2021 to receive public comments and a series of work committee meetings consisting of one council member, one planning commissioner, city engineer, staff, and developers have been held over the last twelve (12) months to negotiate the proposed Ordinance and MDA with accompanying exhibits. The MDA has a few updates from the originally proposed project. She gave an overview of projects and changes to be considered, some of which include: flood plain mitigation, changes to alignments of roadways, and stoplights.

Council Member Wilhelmsen expressed concern of increased traffic without the gate, as originally presented and the impact it may have on his subdivision.

Justin Shinsel addressed questions from council in regard to wetland and flood mitigation. He reviewed the wetland report, mitigation map, and advised the authority over each. FEMA and the US Army Corps of Engineers (USACE) is involved with mitigation of these areas.

The council discussed the concerns with water flow. Justin Shinsel advised water flow has been addressed on the plans, albeit in small red print.

Mayor Tait explained the amendment relates to the zoning map and MDA for the slight changes, as presented.

MOTION: Council Member Christensen made a motion to adopt Harrisville Ordinance 523; Dixon Creek Park Zoning Map Amendment and Master Development Agreement. Council Member Jackson seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5c. DISCUSSION/POSSIBLE ACTION TO ADOPT THE FY2023 TENTATIVE BUDGET AND SET A PUBLIC HEARING FOR JUNE 14, 2022.

Jessica Hardy, Finance Director, began by presenting an overview of the tentative budget. A balanced budget was proposed with the upcoming Truth and Taxation process (staff memo) as

considered. She explained the current proposal and reviewed General Fund Revenues, and expenditures which create a balanced budget in the General Fund Fiscal Year 2022-2023. Jessica Hardy reviewed sales tax revenue, and a property tax rate of 0.000952 which is included in the proposed budget as a starting point on the certified tax rate. She noted, staff is looking for guidance from the Council in determining what rate to set during the Truth-In-Taxation process.

Without a property tax increase or maintaining the current rate of 0.000708 and using approximately \$78,000 of fund balance, Harrisville City's General Fund would experience a budget shortfall of approximately \$200,000.

Jessica Hardy reviewed the budget in conjunction with requests for personnel, Cost of Living increase (COLA), Roads Dept., ongoing projects, and is proposing an increase in rates to keep some funds from operating in a deficit. To maintain the certified tax rate, a Truth and Taxation process should be held annually. She explained this has not been done since 2013.

Mayor Tait noted the city needs to keep up on the Truth and Taxation process to ensure funding for necessities within the city.

Jennie Knight, City Administrator explained the audit conducted for residential garbage fees. The audit is in conjunction of the rate increase. The city is also performing a sewer utility billing audit for residents to see what is being paid out.

Council Member Weiss voiced concern of the increase in fees for garbage and asked if there is a cushion for the rise in gasoline process. Jessica Hardy advised yes.

Justin Shinsel explained the Public Works Department uses gas cards, a cost savings to using their own fuel tanks.

Mayor Tait thanked staff for their hard work with the annual budget.

MOTION: Council Member Weiss made a motion to adopt the FY2023 Tentative Budget and set a public hearing for June 14, 2022. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5d. DISCUSSION/POSSIBLE ACTION TO SET A PUBLIC HEARING FOR JUNE 14, 2022 FOR PURPOSES OF AMENDING THE FY2022 BUDGET IN ACCORDANCE WITH UCA §10-6-127.

Jessica Hardy, Finance Director, explained action is needed to open the budget for expenditures to be realigned so individual budgets will not exceed their limits. In the event departments need to make changes, this enables staff to do so. She clarified the fiscal year budget runs from July 1st to June 30th.

MOTION: Council Member Loveland made a motion to set a public hearing for June 14, 2022 for purposes of amending the FY2022 budget in accordance with UCA §10-6-127. Council Member Weiss seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5e. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-08; A RESOLUTION ENTERING AN INTERLOCAL AGREEMENT FOR TRANSPORTATION FUNDING FOR WEST HARRISVILLE ROAD.

Jennie Knight, City Administrator, introduced the item and gave background. West Harrisville Road is an important collector road in the city that receives significant pass-through traffic from other cities. The roadway near the west end of the city boundary has not been widened to the proposed width that this project will complete. The Wasatch Front Regional Council (WFRC) has awarded Surface Transportation Program funds (STP) to widen West Harrisville Road from 750 West to Hwy 89. She explained the County has obligations for reimbursement, the City has obligations for following guidelines and program policies adopted by Weber Area Council of Governments (WACOG), and that all agreements have gone through the city attorney for approval.

Justin Shinsel, Public Works Director, explained this project includes milling the road, restriping, and fixing portions of missing sidewalk, both sides of the road will be done at the same time with two different contracts.

MOTION: Council Member Christensen made a motion to adopt Harrisville Resolution 22-08; a resolution entering an interlocal agreement for transportation funding for West Harrisville Road. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously

5f. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-09; A RESOLUTION ENTERING AN INTERLOCAL AGREEMENT FOR SECURITY CAMERA USE.

Jennie Knight, City Administrator, explained the legislature adopted new regulations for municipalities and county ballot dropboxes. The proposed agreement would allow the each dropbox to have secure camera monitoring. No funding is needed since the camera for the dropbox has already been in place.

MOTION: Council Member Jackson made a motion to authorize staff to adopt Harrisville Resolution 22-09; a resolution entering an interlocal agreement for security camera use. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5g. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-10; HOLIDAY LEAVE POLICY AMENDMENTS.

Jennie Knight, City Administrator, stated the primary purpose for the amendment to the policy is to recognize Juneteenth as a federal holiday and to update the Christmas holiday parameters, proposing to close the city between Christmas and the New Year.

Mayor Tait explained Juneteenth is to commemorate the end of slavery. The City has chosen to follow the state and federal holidays with this resolution.

The Council discussed how the Police and Public Works Departments handle holiday pay and time off.

MOTION: Council Member Loveland made a motion to adopt Harrisville Resolution 22-10; Holiday Leave Policy Amendments. Council Member Christensen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

5h. DISCUSSION/POSSIBLE ACTION TO ADOPT HARRISVILLE RESOLUTION 22-11; A RESOLUTION ENTERING AN AGREEMENT WITH ZION'S PUBLIC FINANCE FOR MUNICIPAL BOND SERVICES.

Jennie Knight, City Administrator, reviewed the slide presentation Marcus Keller, VP Zions Bank, gave in a previous council meeting that covered how bonds are sold, types of bonds, and an overview of what options may benefit the City. The resolution will enable the City to work with Zions for bond services if they choose.

Marcus Keller explained bond options and gave an updated analysis. He explained various bonds and options for the council, defined General Obligation bonds and introduced the Truth and Taxation process as an option for increasing revenue. The projects could be addressed in phases, and can be prioritized and excise tax could be used for a new City Hall, offices, Police Station, and Public Works facility. Historical data for sales tax and franchise tax revenues were

reviewed. Marcus Keller described the timeline for General Obligations Bonds, the resolution to be passed, and steps to take in order to have the bond option ready for the 2022 general election.

Council Members Loveland and Weiss discussed bond options and asked for clarification.

Marcus Keller reviewed General Obligation bond requirements.

Marcus Keller asked for clarification on the June 14, 2022 meeting. In preparation for that meeting, the City would need to have a bond council and asked for the Council Members approval to move forward. The Council collectively agreed.

MOTION: Council Member Weiss made a motion to adopt Harrisville Resolution 22-11; a resolution entering an agreement with Zion's Public Finance for Municipal Bond services. Council Member Loveland seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

6. PUBLIC COMMENT

Shauna Edwards stated she is with the Harrisville Historical Committee. She asked for assistance with community participation in a walking tour of Harrisville City and described the route. She asked for assistance with advertisement and public safety.

Joyce Larsen stated she is also with the Harrisville Historical Committee, she expressed preference to have a room for historical preservation and display of documents and items for the public, in the new building.

Madeline Robles, the new Weber CTC Coordinator (Community That Cares). She introduced herself and the program and advised they are available to students in the community and those that attend Weber High School.

Council Member Weiss stated they would like to help and asked about the type and cost of sign the committee had requested.

Mayor Tait asked the role of the city, and if they were requesting an event sponsored by the city.

Justin Shinsel assured the committee, the area they are walking along will be groomed appropriately. He stated that permission may need to be obtained for a portion of private property the historical walk would encompass.

Council Member Jackson suggested the sign (Historical Committee) may need to be included on the June 24th agenda to accommodate the expense within the budget.

7. MAYOR/COUNCIL FOLLOW-UP

Bryan Fife, Parks and Recreation Director, stated four (4) gallons of water, per minute, are lost and replaced with the operation of the splash pad. He advised most cities in Weber County are closing their splash pad for the season.

Mayor Tait discussed the Splash Pad and asked the councils opinion. After discussion by the council, the Mayor directed staff to close the splash pad for the 2022 season, and reevaluate next year.

8. ADJOURNMENT

MOTION: Council Member Weiss made a motion to adjourn the meeting at 8:45 PM. Council Member Wilhelmsen seconded. The motion passes unanimously.

X

Michelle Tait
Mayor

X

Maria Devereux
City Recorder

**MINUTES OF
HARRISVILLE CITY COUNCIL
May 24, 2022
363 West Independence Blvd
Harrisville, UT 84404**

Minutes of a regular Harrisville City Council meeting held on May 24, 2022 at 7:00 p.m. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

Present: Mayor Michelle Tait, Council Member Blair Christensen, Council Member Max Jackson, Council Member Kenny Loveland, Council Member Steve Weiss, and Council Member Wilhelmsen.

Staff: Jennie Knight, City Administrator
Maria Devereux, City Recorder
Justin Shinsel, Public Works Director
Jessica Hardy, Finance Director
Mark Wilson, Police Chief
Bryan Fife, Parks and Recreation Director
Matt Robertson, City Engineer
Rick Hill, Bailiff

Visitors: Arnold Tait, Marcus Keller,
Virtual: Brandon Johnson (Farnsworth and Johnson)

1. CALL TO ORDER

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

2. OPENING CEREMONY

Council Member Loveland led the pledge of allegiance.

3. BUSINESS ITEMS

3a. Discussion/possible action to consider adoption of Harrisville Resolution #22-15; a resolution authorizing the issuance of sales tax revenue bonds.

Marcus Keller, VP Zions Bank, presented the Parameters Resolution, stating it is not to exceed the amounts of the Sales and Franchise Tax Bond as discussed for the upcoming projects. He introduced Brandon Johnson, attending virtually, with Farnsworth and Johnson PLLC and explained the firm was chosen via the Request for Proposals (RFP) process.

Brandon Johnson (Law Firm of Farnsworth and Johnson) stated that he is looking forward to working with the city as their bond counsel.

Marcus Keller reported interest rates are declining. He gave an overview of the parameters resolution and explained that if passed the resolution will allow the City to issue up to \$15,000,000 sales and franchise tax bonds that can be issued in one sum or a multiple series of bonds over a year or two. The rate will not exceed 5.5% and is set a little higher to allow for flexibility. Marcus Keller reviewed the bond purchase options and explained that a direct purchase option may be easier for the city though they will explore all options. He noted, the bonds are currently utilizing a 25 year amortization schedule which keeps payments level, allows for possible pre-payment options, and gives the city flexibility for cash flow purposes if needed. The projects are listed in

the parameters bond as paying for all or part of the costs of the acquisition, construction and improvement of City Hall and offices, police station, public works facility, parks and recreational facilities, and related improvements.

Brandon Johnson clarified, if the Council approves the resolution and if rates rise drastically or if they decide against the project, the city is not obligated to issue the bonds. He explained, the Notice of Bonds will be published in the newspaper and the June 14th Public Hearing allows the public an opportunity to speak to the Council about the issuance of the bonds.

Jennie Knight, City Administrator, advised she had reviewed the City Engineers cost estimate for the entire project with the 20% contingency included. She presented the Project Cost Summary and prioritized project options in three (3) categories: Immediate needs – Public Works Facility and Site Work and Utilities, a priority due to the recent sale of the current public works building. She noted, staff are reviewing proposals for a recently posted RFP with a projected design and architectural timeframe of six to eight months with construction estimated to be completed at end of 2023. The second phase of the project will consist of the City Hall and the Public Safety Building with completion by 2024/2025. The City is considering property acquisition options to negotiate and acquire property by the end of 2022 and give the City access to Hwy 89. The third project will consist of the General Obligation bond for the Recreation/Community Center and Park Facility and Landscaping which will go on the November 2022 Election Ballot and if voted on and approved, will move forward. Jennie Knight explained the Site Work relates to the entire project.

Marcus Keller offered to perform a sensitivity analysis to see how this may affect the city. He recommended the city issue bonds in two tranches and explained though there may be a cost difference of five to ten thousand, the city then gets used to the debt service and can determine what they are comfortable paying. Eventually, after analysis, after the RFP has been written and put out to bid, the council can determine the amount of the bond and the going rate at that time.

Jennie Knight noted she needs time to communicate with property owners, and the architectural firm as they lay out plans for potential growth in the new city buildings.

Mayor Tait suggested the Council tour other municipal buildings to get ideas of what may be most beneficial.

Council Member Loveland asked if the decision to bond at a later time was made by administration or the Council. Jennie Knight advised, administration would be given authorization to make decisions.

MOTION: Council Member Weiss made a motion to adopt Harrisville Resolution #22-15; a resolution authorizing the issuance of sales tax revenue bonds, not to exceed 15 million. Council Member Wilhelmsen seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

3b. Discussion/possible action to adopt Harrisville Resolution 22-14; Policy and Procedures Amendments.

Mark Wilson, Police Chief, introduced the policy regarding officer pay and rank assignments and noted the importance of it for officer recruitment and retention by the police department. The police department has not previously utilized an officer rank or pay scale progression table which has continued to affect hiring and more specifically, officer retention. He explained the suggested amendments to policy will establish clear guidelines in regard to officer rank progression and pay schedules based upon longevity, required training, and satisfactory performance reviews.

Council Member Wilhelmsen inquired about the direction this may lead the city.

Mark Wilson advised this pay policy structured to help with employee retention, hiring quality personnel, and to create and maintain a solid foundation. He explained the need to be more competitive, not only with pay but benefits or fringe benefits as well.

Jennie Knight, City Administrator, explained they have been reviewing and updating the policy and procedure manual. In the past, Harrisville City has hired minors to provide services in the Youth Recreation Program. The current policy prohibits the employment of minors under the age of 16. The proposed Resolution authorizes the employment of minors under the guidelines outlined in Utah State Code, Title 34, Chapter 23, Section 2. Although the City has operated under certain guidelines with regard to the conducting of criminal background checks for individuals working with vulnerable populations, this policy has not been formally adopted. The proposed Resolution adopts these appropriate guidelines under which these criminal background checks will be conducted.

MOTION: Council Member Weiss made a motion to adopt Harrisville Resolution 22-14; Policy and Procedures Amendments. Council Member Loveland seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

3c. Discussion/possible action to adopt Harrisville Ordinance 535; CP-2 (Commercial) Zone Amendments.

Jennie Knight gave background on the draft ordinance and advised it comes with a favorable recommendation from the Planning Commission. She explained, Triple Peaks, LLC submitted an application to amend the CP-2 Zoning uses to include outdoor swimming pools as an approved use. A public hearing was held at the May 11, 2022 Planning Commission meeting to receive public comment. "Commercial recreation" is defined under HCMC §11.01.060 as "recreation facilities that may be indoor or outdoor such as golf courses, and swimming pools, etc... or any similar facilities operated on a commercial or membership basis. The term "commercial recreation" shall also include any accessory uses, such as a snack bar, pro-shop, and locker room, which are designed and intended primarily for the use of patrons of the principal recreational use and are permitted use in the CP-2 zone.

Jennie Knight noted lights and noise are taken into consideration with use.

MOTION: Council Member Loveland made a motion to adopt Harrisville Ordinance 535; CP-2 (Commercial) Zone Amendments. Council Member Jackson seconded the motion.

The vote on the motion is as follows:

Council Member Wilhelmsen, Yes
Council Member Weiss, Yes
Council Member Christensen, Yes
Council Member Jackson, Yes
Council Member Loveland, Yes

The motion passes unanimously.

4. PUBLIC COMMENTS

No comments were made.

5. MAYOR/COUNCIL FOLLOW-UP

Council Member Wilhelmsen discussed community feedback of water restrictions due to the current drought. The only feedback staff received thus far is in regard to a call about the splash pad being closed for the season. He also expressed gratitude for the quick response by Pineview Water to fix a broken pipe.

Council Members Weiss and Loveland asked for clarification of fireworks this year. Bryan Fife advised yes, the city is currently planning to have fireworks in October.

Mayor Tait explained that there will be a Public Hearing for Truth and Taxation on August 2nd, then adoption of the new budget on August 16th.

6. ADJOURNMENT

Mayor Tait adjourned the meeting at 7:54pm.

X

Michelle Tait
Mayor

X

Maria Devereux
City Recorder



HARRISVILLE CITY

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

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen

Steve Weiss

Blair Christensen

Max Jackson

Kenny Loveland

MEMORANDUM

To: Mayor and City Council

From: Justin Shinsel

Department: Public Works

Date: 6/9/2022

RE: Award of architectural design for Public Works Building

Staff has been working diligently with Jones & Associates through the RFP process for architectural design of the new Public Works facility. We had 3 really good applicants and staff held interviews and discussed the key factors of design, cost, and quality. We recommend the bid be awarded to Blalock and Associates.



Request for Proposals

Harrisville City Corporation
Public Works Facility
Architectural Design Services

BLALOCK
+ PARTNERS

11 May 2022

Harrisville City
ATTN: Mr. Matt Robertson, City Engineer
E: mattr@jonescivil.com
E: jknight@cityofharrisville.com

RE: Request for Proposal – Harrisville City Public Works Facility

Mr. Robertson and Selection Committee Members:

Blalock and Partners, LLC, is pleased to present this Proposal for Professional Services for Harrisville City's new Public Works Facility. Our proposed team includes exceptionally qualified individuals with unsurpassed experience in the fields of public works planning and maintenance facility design. Our project approach is comprehensive, with a track record of success. **Blalock & Partners is proud to once again partner with HDR | Maintenance Design Group in an exclusive relationship for this project.**

Our qualifications, experience and staff, in summary:

Qualifications

- Extensive programming and design experience on public works projects of all scales;
- Experts in public projects of all scales, with particular emphasis on a comprehensive approach which seeks to maximize the value of public funding;
- A nationally recognized expert in the field of public works complex programming, master planning and design;

Experience

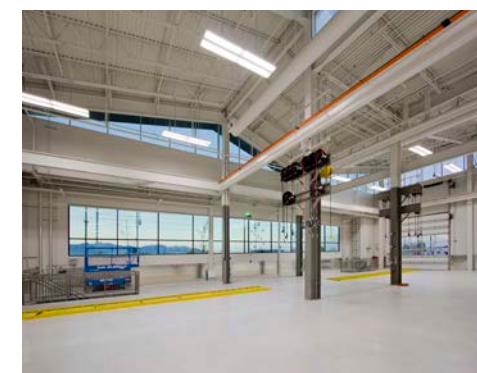
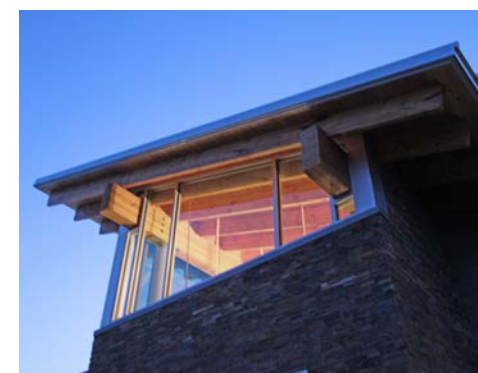
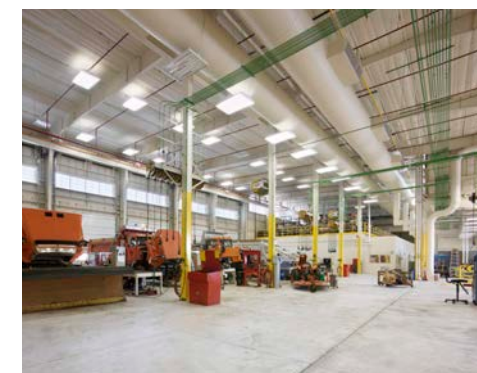
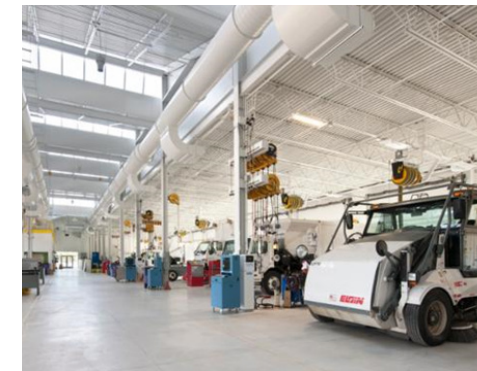
- This carefully selected team has a proven track record of working together on numerous public works projects of a similar size and scope. **The team recently delivered two near-identical projects for Salt Lake County and Cache County. Scope included: Administration Building; Operations & Maintenance Building; Vehicle Storage Building; Truck Wash; Fuel Island; Sand & Salt Storage.**
- A planning & design consultant with unparalleled experience working on over 500 public works projects throughout the country.
- A comprehensive understanding of maintenance, operation & storage facilities allows us to accurately plan, design and budget for its successful implementation.
- The experience to develop projects intelligently & responsibly, allowing for facility expansion in response to future community growth.

Thank you, again, for considering Blalock and Partners for this amazing opportunity. Our commitment to you is one of excellence and a profound desire to exceed your highest expectations. We look forward to meeting you in person and sharing our process, vision and enthusiasm for this project. Should there be any questions about the content of this Proposal, or if additional information is requested, I can be reached at any time: 801.597.3900 or via email: kevinb@blalockandpartners.com

Best regards,



Kevin Blalock, AIA
Principal, Blalock & Partners





- 1 FIRM'S HISTORY
- 2 FIRM QUALIFICATIONS & CAPABILITIES
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FIRM HISTORY

Blalock & Partners Architectural Design Studio is an award-winning firm of architects and design professionals located in Salt Lake City, Utah. Directed by its principal and founder, Kevin Blalock, AIA, the firm currently holds licenses and practices in Utah, Arizona, Colorado, Idaho and Wyoming. Established in 2004 as a Limited Liability Corporation, the firm provides complete programming, planning, architectural and interior design services for public and private entities throughout the Intermountain West.

After several years working for a large, national architecture firm, Kevin left to start Blalock & Partners with the specific intention of focusing on small and mid-size public projects. Since then, his strong background in planning, programming, architecture and interior design has led to the consistent growth of the firm with projects totaling over \$300 million in construction.



FOCUS / SERVICES / UNIQUE QUALIFICATIONS

To each client, the firm represents a full commitment to the project goals and priorities. ALL team members will be involved in the project, to varying degrees, from start to finish. Blalock and Partners is adept at addressing the challenges of this project with these specific qualifications:

PAST EXPERIENCE WITH PUBLIC WORKS FACILITIES – The proposed project team has key experiences with numerous Public Works Operations & Maintenance Facility projects, including the master planning efforts for the North Ogden City Public Works Complex, Salt Lake County Public Works, Salt Lake County Parks & Recreation and Cache County Public Works. These projects incorporated facility assessments, cost / benefit analyses, site planning and building programming.

For Salt Lake County, our professionals designed the agency's Sanitation Building, Public Works Administration Building and the Fleet Maintenance Building. Due to their success with these project types, Blalock and Partners was invited as a guest presenter to the 2010 Fall Conference of the Utah Chapter of the American Public Works Association where they presented public works project case studies.

Blalock & Partners, with HDR, also completed the Salt Lake County's new Parks and Recreation Operation & Maintenance Facility, which includes a new Administration Building, Operations & Maintenance Building, Vehicle Storage building, Truck Wash and Fueling Station.

Shortly after the completion of the SLCo Parks and Recreation project Blalock & Partners, again with HDR, began the Facility & Needs Assessment for Cache County Public Works. The Facility & Needs Assessment identified the County's needs for the next 50 years. The design of the new facility immediately followed completion of the Assessment and construction completed in June 2021.

SPECIALIZED CONSULTANT



SPECIALIZED CONSULTANT ADDS VALUE – Blalock & Partners is excited to be teamed with HDR for this project. HDR is widely considered the foremost national expert in Public Works and Maintenance Facility planning and design, **with well over 500 projects done for municipalities nationwide**. Blalock & Partners has executed multiple public works projects with HDR serving as an expert consultant.

As a national consultant, HDR has an exceptional list of relevant project experience. The firm leaders are regular contributors to publications related to public works, transit and operations & maintenance facility design. Below is just a partial list of relevant projects demonstrating the breadth of their experience.

CLIENT	LOCATION	PROJECT TYPE	VEHICLES
City of Salt Lake/Salt Lake City Schools	Salt Lake City, UT	Master Plan	2,000
Salt Lake County	Midvale, UT	Facility Design	N/A
City of St. George	St. George, UT	Facility Design	12
City of Arvada	Arvada, CO	Needs Assessment	N/A
Pitkin County	Aspen, CO	Master Plan	199
Town of Avon	Avon, CO	Facility Assessment	N/A
City of Carson	Carson, CA	Master Plan	800
City of Charlotte	Charlotte, NC	Master Plan	1,290
City of Colorado Springs	Colorado Springs, CO	Facility Design	2,800
City of El Cajon	El Cajon, CA	Master Plan	359
Snohomish County	Everett, WA	Facility Design	319
City of Fairfield/CalTrans	Fairfield, CA	Master Plan	96
City of Fairfield	Fairfield, CA	Master Plan	350
City of Flagstaff	Flagstaff, AZ	Facility Design	400
City of Franklin	Franklin, TN	Master Plan	N/A
City of Garden Grove	Garden Grove, CA	Master Plan	N/A
Jefferson County	Golden, CO	Facility Design	325
City of Golden	Golden, CO	Facility Design	215
City of Grand Junction	Grand Junction, CO	Master Plan	500
Gunnison County	Gunnison, CO	Master Plan	200
City of Harrisonburg Dept. of Transportation	Harrisonburg, VA	Master Plan	600
Texas Department of Transportation	Houston, TX	Facility Assessment	N/A
City of Las Cruces	Las Cruces, NM	Master Plan	400
Lee's Summit Water Utilities Department	Lee's Summit, MO	Master Plan	N/A
City of Longmont	Longmont, CO	Master Plan	300
City of Manchester	Manchester, NH	Facility Design	561
Montrose County	Montrose, CO	Master Plan	200
City of Richmond	Richmond, BC	Master Plan	530
City of San Jose	San Jose, CA	Master Plan	437
City of Santa Monica	Santa Monica, CA	Master Plan	N/A
City of Chula Vista	Chula Vista, California	Master Plan	460
Colorado Springs Utilities	Colorado Springs, Colorado	Master Plan	1,900
City of Fremont	Fremont, California	Master Plan	224
Environmental Services Department	San Diego, California	Master Plan	180
Springs Transit Service	Colorado Springs, Colorado	Master Plan	175
Central Midlands Regional Transit Authority	Columbia, South Carolina	Master Plan	110
Unitrans	Davis, California	Master Plan	65
City of Glendale	Glendale, CA	Master Plan	50
Victor Valley Transit Authority	Hesperia, California	Master Plan	145
Kenosha Transit	Kenosha, Wisconsin	Master Plan	60
LA Metro New Division at LAX	Los Angeles, California	Master Plan	300



 **PUBLIC WORKS**
ADMINISTRATION BUILDING

Salt Lake County Public Works
Public Works Administration Building

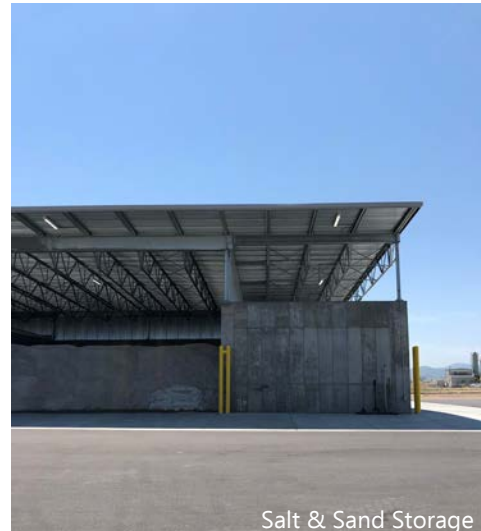
Cache County: Cache County Public Works & Fire District Facility

Project Owner: Cache County
Project Team: Blalock & Partners + HDR
Project Cost: \$14.0 M
Project Size: 15 acre site, multiple buildings
Project Design Schedule: 8 months
Project Completion Date: June, 2021
Owner Reference:
Name: Matt Phillips
Title: Public Works Director
Telephone: 435.755.1639

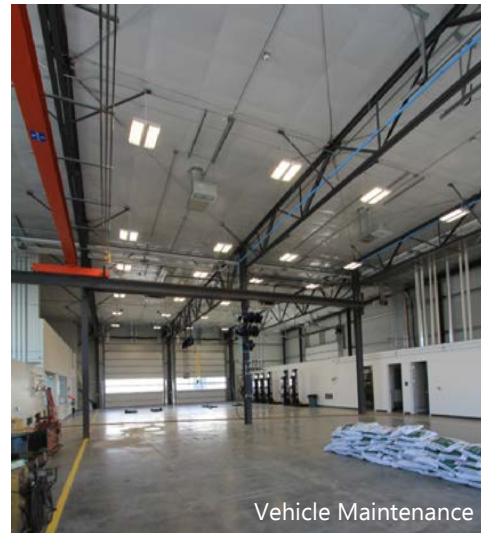
Services Performed: Complete Project Delivery: Site Planning, Preliminary Building Design, Construction Documents through Construction Completion

Project Description: The recently completed Cache County Public Works & Fire District Facility is a \$14M 15 acre multi-building project that consists of a new Cache County Administration building, a five bay Vehicle Maintenance Facility, a 42,000 sq ft enclosed Vehicle Storage Facility, a large 2 bay Truck Wash w/ under carriage wash, a multi-vehicle fueling station and a 10,000 sq ft material storage structure.

The Vehicle Storage Facility and Vehicle Maintenance Facility are both pre-engineered metal buildings and include dedicated storage areas for low to high hazardous materials. The 2 bay Truck Wash is sized to allow larger apparatus vehicles to be easily washed. The facility is shared between the County Public Works and County Fire District. Private Offices and County vehicle storage are provided for both County entities.



Salt & Sand Storage



Vehicle Maintenance



Public Works Complex Aerial View

Salt Lake County: Parks & Public Works Operations Center

Project Owner: SLCo Parks & Rec & SLCo Public Works Operations Division
Project Team: Blalock & Partners and HDR
Project Cost: \$12.3 M
Project Size: 65,000 sq ft (15 acre site)
Project Design Schedule: 10 months
Project Completion Date: January, 2019
Owner Reference:
Name: John Bergen
Title: SLCo Facilities Project Manager
Telephone: 385.468.0338

Services Performed: Complete Project Delivery: Site Planning, Preliminary Building Design, Construction Documents through Construction Completion

Project Description: The Salt Lake County Parks & Public Works Operations Center is a 15 acre multi-building project that consists of a new SLCo Parks & Rec Administration building the Parks & Rec Operation & Maintenance Building, a large 2 bay Truck Wash, a multi-vehicle fueling station & a dedicated vehicle storage building.

The Parks & Recreation Operation & Maintenance Building (PROM) is a 30,000 sq ft pre-engineered metal building that allows all Parks and Rec maintenance and material storage needs to be achieved under one roof. The facility includes 8 vehicle maintenance bays with varying types of vehicle lifts & provided within the maintenance bays are six enclosed offices dedicated to the maintenance staff. The facilities are shared with the SLCo Public Works department as part of their satellite facility at the west edge of Salt Lake County.



City of Loveland: Public Works Facility

Project Owner: City of Loveland
Project Team: HDR
Project Cost: \$13.1 M
Project Size: 77,200 sq ft
Project Design Schedule: 12 months
Project Completion Date: 2014
Owner Reference:
Name: Terry Cook
Title: Division Supervisor
Telephone: 970.962.9621

The Loveland Public Works Facility is a phase of a 1980s master plan for the City's Service Center that recently received funding. The Public Works operations, including Solid Waste, Storm Water Maintenance, and Street Maintenance, were operating inefficiently from multiple sites throughout the City.

The new consolidated facility, located on acreage at the City's Service Center site, has heated bays to protect equipment from freezing temperatures and enable the snow plow fleet to be ready quickly in a snow storm event. With shared resources and closer proximity and facilities, departments are able to communicate better and meet when needed. City staff can clean the debris from their vehicles after a storm event in the wash bays. The street repair shop is designed with a crane that allows lifting of heavy components. Designed for sustainability, and LEED certified, the City now has a more energy efficient building.

Prime Design Firm: RNL
HDR Services Provided:
 Facility Needs Assessment
 Space Needs Program
 Equipment Industrial Design
 Final Design



City of Denver Public Works Fleet Maintenance Building

Project Owner: City of Denver
Project Team: HDR
Project Cost: \$28.0 M
Project Size: 76,500 sq ft
Project Design Schedule: 14 months
Project Completion Date: 2010
Owner Reference:
Name: Todd Richardson
Title: Fleet Director
Telephone: 720.865.3905

With a site adjacent to the Platte River and prominently visible from a major interstate, the City and County of Denver issued a design/build proposal and design competition to complete a new campus of buildings to house the Solid Waste, Traffic Management, and Street Maintenance departments.

The maintenance building features two bridge cranes, parallelogram lifts, vehicle exhaust reels, a tire shop, a welding bay, and a two-story parts room. In-floor heating was used in the shop floors, providing a quicker recovery time after the large overhead doors are opened by providing heat closer to the vehicles and mechanics.

Prime Design Firm: RNL
HDR Services Provided:
 Facility Needs Assessment
 Space Needs Program
 Equipment Industrial Design
 Construction Administration



Town of Windsor: Public Works & Parks Facility

Project Owner: Town of Windsor
Project Team: HDR
Project Cost: \$13.0 M
Project Size: 77,500 sq ft (5.73 acres)
Project Design Schedule: 12 months
Project Completion Date: 2018
Owner Reference:
Name: Terry Walker
Title: Public Works Director
Telephone: 970.674.2400

HDR evaluated the functional requirements, meeting with Town of Windsor stakeholders, facility employees, & Design Team members. These meetings helped ensure the design met the needs of all stakeholders, both at the time and for the future.

HDR and the Team also designed the new facility to be a good neighbor to the surrounding community, providing options through design that shield the nearby neighborhoods and streets from facility operations.

The initial build allows substantial space for future facility growth through 2035.

Prime Design Firm: Infusion Architects
HDR Services Provided:
 Space Needs Program
 Facility Needs Assessment
 Master Plan/Concept Design



Town of Parker: Public Works Operations & Maintenance Facility

Project Owner: Town of Parker
Project Team: HDR
Project Cost: \$10.0 M
Project Size: 43,800 sq ft
Project Design Schedule: 10 months
Project Completion Date: 2015
Owner Reference:
Name: Chris Hudson
Title: Public Works Manager
Telephone: 303.840.9546

The Town of Parker operations and maintenance facility was too crowded. The site had no room to expand and growth was projected to double in 20 years. The Town opted to purchase a rural site near their operation.

With the new facility, the Town is able to stage plow trucks in a heated building before a storm event. Field crews have meeting space from which to coordinate work and events. A proper warehouse is utilized to efficiently store traffic operations supplies.

The snow removal facility was jointly funded and operated with Douglas County.

Prime Design Firm: Stantec
HDR Services Provided:
 Space Needs Program
 Equipment Industrial Design
 Master Plan/Concept Design
 Construction Administration





**BLALOCK & PARTNERS
+ HDR**

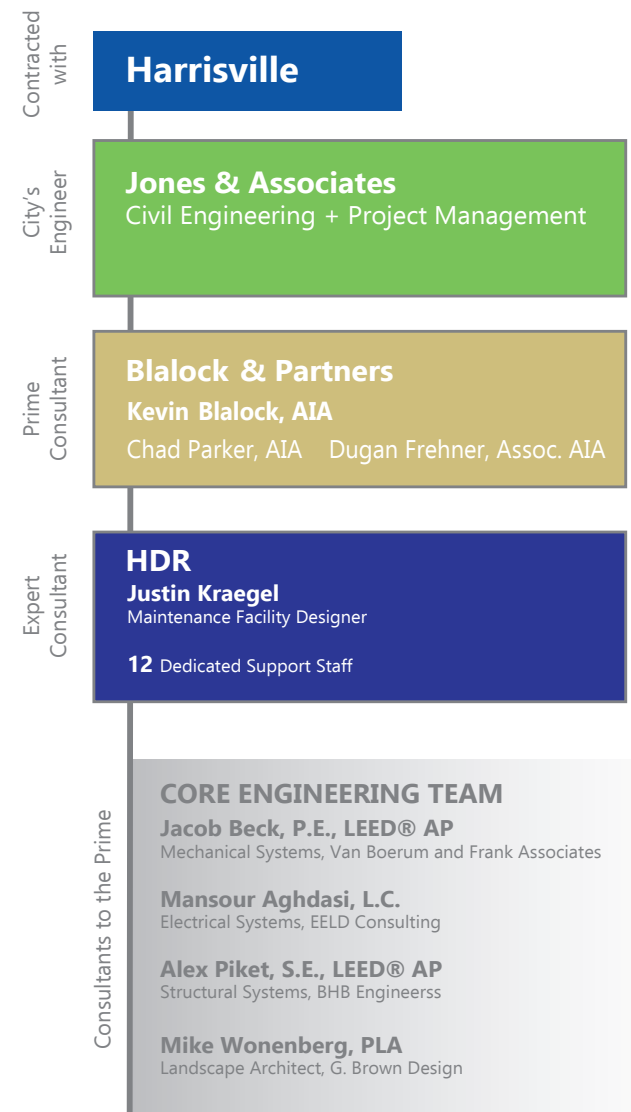
Kevin Blalock, Team Leader / Principal In Charge, Kevin is the overall project Team Leader and will have the ultimate responsibility in directing the design work and ensuring that all client objectives are fully realized.

Justin Kraegel, Maintenance Facility Designer, Justin is a Maintenance Facility Designer with HDR. His responsibilities include programming, master planning, and equipment selection, specification, and layout.

Chad Parker, Project Architect, Chad will be responsible for the day-to-day management and design of the project, working directly with Harrisville City Staff and coordinating design requirements.

Dugan Frehner, Project Manager, Dugan will work closely with Kevin, Justin and Chad to develop the project through all phases. Dugan will be heavily involved in all aspects of the project from design and consultant coordination through construction completion, ensuring that the deadlines are met and the project is completed on time.

ORGANIZATIONAL CHART



CONSULTANTS

Our consultant team includes individuals with whom we have worked on numerous past public projects, including multiple Public Works & Maintenance Facility projects of varying scales.

Our consultants are equally committed to the overall success of the project and we value these long-term relationships. Just as we provide architectural design options, we insist that our consultant team provide options to our clients and assist them in evaluating the pros and cons of each option.

We welcome the opportunity to work with the City's Engineer of Record, Jones & Associates; their knowledge and skills will be invaluable to the process. On our Cache County project, the client had also engaged their own civil engineer, who also acted as the Project Manager on behalf of the County. This resulted in a great working relationship and we collectively delivered an amazing project with exceptional service.

DELIVERY METHOD EXPERIENCE

Our team has been involved in multiple alternative delivery approaches for projects in various areas of Utah. With the dynamic in the construction economy, we can help navigate an approach that would be in the best interest of Harrisville City.

These might include a CM/GC approach, a Design Assist approach, or a more traditional low-bid General Contractor but using a two-stage process with a pre-qualified pool of responsible Contractors.

KEVIN BLALOCK, AIA
BLALOCK & PARTNERS
TEAM LEADER / PRINCIPAL IN CHARGE

Kevin's planning and architectural background encompasses a 23-year career as a design professional. Throughout his career, Kevin has been responsible for a broad range of design projects affording him a unique spectrum of experiences. He has led the feasibility, programming, planning and design efforts on construction projects ranging from 500 square feet to more than 400,000 square feet.

In 2004, after working at large local and national architecture firms, **Kevin founded Blalock & Partners with the specific intent of focusing on public projects.** Among those projects are numerous, award-winning city & county administration facilities, fire stations, libraries, community centers and art centers. Kevin is passionate about creating exciting public projects as they have a direct impact on the communities in which we all live, work and play.

Kevin's commitment to a collaborative process means engaging in and facilitating meetings with the various stakeholders. On public projects, this interaction often ranges from community workshops and public open house presentations to staff interviews and City Council presentations. His "no-ego" approach embraces and encourages creative thinking and the exchange of ideas, no matter from whom or where they originate. As a public project expert, he recognizes the importance of balancing the design aesthetics with the necessary programmatic requirements and maintaining a realistic project budget to ensure a beautiful, dynamic end product is realized. On every public project listed, Kevin led discussions, meetings and open houses with community, city and county council members.

Kevin is actively engaged in directing the design and ensuring the success of every project. Approximately 75% of Kevin's work week will be committed to the Harrisville City Public Works Facility Project. Kevin will attend and lead every meeting.

RECENT PROJECT EXPERIENCE

- Cache County Public Works & Fire District Facility, Hryum, UT
- SLCo Parks & Public Works Ops Center, West Jordan, UT
- SLCo Public Works Fleet Maint. Facility, Midvale, UT
- SLCo Public Works Administration Bldg, Midvale, UT
- North Ogden Public Works Campus Master Plan, Feasibility Study and Programming; North Ogden, UT
- Spanish Fork Fire Station No 62, Spanish Fork, UT
- SLC Fire Station No 03, Salt Lake City, UT
- SLC Fire Station No 14, Salt Lake City, UT

- SLC Fire Logistics Training Center, SLC, UT
- SLCo Riverton Senior Center, Riverton, UT
- SLC Marmalade Branch, Salt Lake City, UT
- The Harvest at Marmalade, SLC, UT
- Park City Headquarters Library, Park City, UT
- Davis County Admin Building, Farmington, UT
- Davis County HQ Library, Farmington, UT
- Grantsville City Library, Grantsville, UT
- Utah Shakespeare Facility, Cedar City, UT
- Southern Utah Museum of Art, Cedar City, UT



EDUCATION

Bachelor of Architecture - 1994
Summa Cum Laude
University of Detroit

Foreign Studies Program,
Warszawa Politechnika,
Warsaw, Poland

PROFESSIONAL HISTORY

24 years professional experience
18 years as licensed architect
15 years as Owner of Blalock & Partners

LICENSES

Licensed Architect - Utah #4753142

JUSTIN KRAEGEL

HDR

SENIOR MAINTENANCE FACILITY DESIGNER

Justin Kraegel is a Senior Facility Designer, with a unique focus on specialty operations and maintenance facility planning and design. His responsibilities include programming, master planning, and equipment selection, specification, and layout. Justin has extensive experience with BIM coordination throughout the life of projects.

Providing functional, well-equipped facilities and shop spaces is his goal. As an at-home auto repair hobbyist, he has developed in-depth understanding of vehicle repair needs that contributes to his understanding of vehicle service facility needs. He is passionate about efficient, effective maintenance facility design and sees how people-focused and safe facilities impact the lives, health, and happiness of facility workers.

Approximately 50% of Justin's work week will be committed to the Harrisville City Public Works Facility Project.

PROJECT ROLE EXPERIENCE

Park City Streets & Utilities Facility, Park City, UT
Facility Designer for design of the Streets and Utilities Facility project. This new facility will address immediate and long-term space considerations for the City and is to be constructed at a new 12.8 acre site. The facility is anticipated to consist of multiple buildings which will serve Public Utilities and Streets administration, operations, and vehicles, equipment, and materials storage needs. A highly sustainable project, this project aims to be carbon neutral.

UTA Depot District Technology Center, SLC, UT
Facility Designer, providing Construction Administration services for a new state-of-the-art facility accommodating 250 buses. The project design incorporates the renovation of a 1920s locomotive repair facility into the design of the bus maintenance facility.

Town of Windsor Public Works & Parks Facility, Windsor, Colorado
Facility Designer for a new Public Works and Parks and Open Space facility for the Town of Windsor. Provided equipment selection and design for the vehicle maintenance facility. The new facility utilized a triangular site in Windsor, Colorado, and ensures that the needs of the Town of Windsor are met for the next 20 years. The aim of the project is to create a facility that meets the needs of the occupying divisions and departments while being shielded from the surrounding neighborhoods and streets.

Larimer County Comprehensive Facilities Master Plan, Ft Collins, Colorado
Facility Designer for development of a Master Plan for the next 20 years with a special emphasis on the next five and ten years. The plan will also include any long-term requirements and projected facilities needs based on projected population and service needs. Multiple options and scenarios will be explored with the County to evaluate, define, and estimate the potential financial and space impacts and advantages for each option considered.

Adams Co Fleet/Transportation Public Works Facility, Brighton, Colorado
Facility Designer for a new fleet maintenance and transportation operations (streets) facility for Adams County, Colorado. Provided site evaluation of their existing facility and two potential additional sites. The new facilities will include administration, meeting rooms, break rooms, locker rooms, restrooms, transportation shops, fleet maintenance, parts, materials and parts storage, heated vehicle storage, and wash.

DSNY, Bronx 9/10/11, New York, New York
Facility Designer. Provided support to design team, assisting with equipment layouts and concept design. Provided quality control reviews for facility design drawings and coordinated layouts with architect. Project services included master plan confirmation, existing facility equipment assessment, phasing, conceptual schematic design, design development, construction documents, and services during construction.

**EDUCATION**

Bachelor of Environmental Design,
Emphasis in Architecture - 2010
University of Colorado - Boulder

PROFESSIONAL HISTORY

11 years professional experience
11 years with HDR | MDG

CHAD PARKER, AIA

BLALOCK & PARTNERS

PROJECT ARCHITECT

Chad is one of the firm's most talented Project Architects. With over 20 years in the profession, he brings a wide variety of experience in civic buildings ranging from feasibility studies, master planning and programming to design and construction administration.

As a firm leader, Chad consistently guides Blalock & Partners' projects from start to finish. A critical team member on any project, Chad brings added value to the Cache County project with his proactive communication skills and comprehensive experience in all phases of design, production, project management and client interface. Throughout his career, Chad's work has been recognized with multiple local design awards.

Chad will be dedicated to the project from start to finish. He will attend design meetings, focusing on planning and design strategies, and assist the Project Manager coordinating the design and production efforts. Approximately 50% of his work week would be dedicated specifically to the Harrisville City Public Works Facility Project.

RECENT PROJECT EXPERIENCE

Cache County Public Works & Fire District Facility, Hyrum, UT
SLCo Parks & Public Works Ops Center, West Jordan, UT
SLCo Public Works Fleet Maint. Facility, Midvale, UT
SLCo Public Works Administration Bldg, Midvale, UT
Spanish Fork Fire Station No 62, Spanish Fork, UT
SLC Fire Station No 03, Salt Lake City, UT

SLC Fire Station No 14, Salt Lake City, UT
SLC Fire Logistics Training Center, SLC, UT
SLCo Riverton Senior Center, Riverton, UT
SLC Marmalade Branch, Salt Lake City, UT
Davis County Admin Building, Farmington, UT

DUGAN FREHNER, ASSOC. AIA

BLALOCK & PARTNERS

PROJECT MANAGER

Dugan's interest in Architecture began in high school, since then he has focused his skills on developing design solutions in 3D. This focus allows a project to quickly begin to be realized in three dimensions bringing a level of understanding to clients that is invaluable. Dugan brings value to the project with his unique skill set, collaborative mindset and passion for creating architecture rooted in sustainable design.

As Project Manager, Dugan will be actively leading the project from start through completion. He will attend all of the client meetings and ensure coordination of design and production documents. Approximately 95% of his work week would be dedicated specifically to the Harrisville City Public Works Facility Project.

RECENT PROJECT EXPERIENCE

Cache County Public Works & Fire District Facility, Hyrum, UT
SLCo Parks & Public Works Ops Center, West Jordan, UT
SLCo Public Works Fleet Maint. Facility, Midvale, UT
SLCo Public Works Administration Bldg, Midvale, UT
Spanish Fork Fire Station No 62, Spanish Fork, UT

SLC Fire Station No 03, Salt Lake City, UT
SLC Fire Station No 14, Salt Lake City, UT
SLC Fire Logistics Training Center, SLC, UT
SLCo Riverton Senior Center, Riverton, UT
SLC Marmalade Branch, Salt Lake City, UT
Davis County Admin Building, Farmington, UT

EDUCATION

Bachelor of Architecture - 1997
Montana State University

PROFESSIONAL HISTORY

22 years professional experience
11 years as licensed architect
10 years with Blalock & Partners

LICENSES

Licensed Architect - Utah #8053236

EDUCATION

Masters of Architecture -2012
University of Utah

Bachelors in Architecture-2010
University of Utah

PROFESSIONAL HISTORY

13 years professional experience
12 years with Blalock & Partners



COST OF SERVICE

Per the RFP requirements, we have developed an approach to determining a Professional Fee based upon our understanding of the identified Scope of Work. However, we also recognize that some initial investigative work and conceptual studies need to occur in order to finalize the overall project scope. This process is designed to assist in determining the project's overall budget, which would include expected hard construction costs, equipment costs and all soft costs.

Typically our Professional Services Fee is calculated based upon a percentage of the project's construction budget plus any specialized equipment. Our Initial Step is an effort to help establish an agreed upon project budget prior to beginning to prepare final building plans. Our Fee Proposal, therefore, is identified below.

INITIAL STEP | ESTIMATED PROJECT SCOPE and COST

LUMP SUM COST FOR INITIAL STEP: \$4,500

With a duration of three- to five-weeks, the anticipated scope as part of this Proposed Fee would include:

- Review existing facility to understand current workflows;
- Review inventory of existing vehicles and equipment including which pieces of equipment may be incorporated into the new facility;
- Review preliminary site layout, general sizes of the buildings and explore alternatives for possible solutions. Review all spaces, their sizes, required functional adjacencies and equipment needs;
- With Jones & Associates, review site master planning option(s), including turning radius studies and utility routing, to facilitate objective discussions and establish final site development direction;
- Development of a preliminary Space Summary, which identifies, at a high level, types of spaces and their sizes. It establishes the basis for the overall Building Program.
- Develop conceptual Estimate of Project Costs. At the conclusion of this phase, a document is created which identifies TOTAL project costs, including construction costs, equipment costs, soft costs, etc. Included in this process is any effort needed to reconcile the scope with the available budget.

PROFESSIONAL A/E SERVICES FEE - APPROACH

PROPOSED TOTAL COST: 4.9% of Estimated Cost of Construction

After the Initial Step phase, our Proposed Total Cost (Professional A/E Services Fee) is typically calculated based upon a percentage of the Estimated Cost of Construction and Equipment. This can range, a bit, depending upon a number of factors: the actual, comprehensive scope determined, size of the project, specialized phasing, number of buildings, delivery method, etc. The industry standard range for complete A/E Fees with these types of projects would typically be between 4.75% - 6.5%, again, depending upon the final scope.

The Request for Proposals asks for a Total Cost, Not-To-Exceed value. To establish our Fee, we have reviewed the contents of the RFP and have formulated a value with the following understanding and assumptions:

- Total Building Size: 21,600 SF [distributed over multiple buildings]
- Total Developed Site Area: 148,400 SF
- Construction Costs anticipated at approximately \$5,970,000, which includes site development and equipment costs;
- Jones & Associates is providing the Civil Engineering scope;
- Design & construction quality level anticipate a 50-year building life;

REIMBURSABLE EXPENSES

Our fee approach seeks to provide the highest and best value to our clients, always working to find ways to save money and maximize the available funds. Our endeavor is to provide the highest level of service and receive equitable compensation. Ultimately, we use a percentage value to establish a Proposed Total Cost as a Not To Exceed fixed fee during the Initial Step phase. It is worth noting that our Proposed Total Cost does not increase due to construction escalation, *unless there is a change in scope.*

The only other compensation requested is for our clients to cover our Reimbursable Expenses. In this case, these expenses are only anticipated for mileage as we drive to and from in-person meetings, site visits, etc. And, for reimbursement of any travel costs associated with our expert consultant, HDR.

These expenses are anticipated as follows:

Mileage Reimbursement - Design - Construction	\$1,053.00
• 20 visits = 90 roundtrip miles at \$.585 / mile = \$52.65 / trip	
Travel Reimbursement - HDR Consulting	\$1,800.00
• Assumes 2-3 visits w/ flights, meals & car rental	

TOTAL REIMBURSABLE EXPENSES, NOT-TO-EXCEED: \$2,853.00

TOTAL PROFESSIONAL SERVICES FEE

TOTAL A/E SERVICES FEE, NOT-TO-EXCEED: \$299,883

Which is established using the previously identified Fee Approaches and summarized as follows:

INITIAL DISCOVERY PHASE:	\$ 4,500
4.9% OF CONSTRUCTION:	\$ 292,530
REIMBURSABLE EXPENSES:	\$ 2,853

SCHEDULE OF HOURLY RATES

From time to time, unforeseen circumstances arrive on projects or there is an unanticipated change in scope. For those occasions, we can prepare a Request for Additional Services, generally using our standard Schedule of Hourly Rates, which usually also identifies a Not-To-Exceed value.

Blalock & Partners Rates for 2022 - 2023

Principal	\$170
Sr. Project Manager	\$145
Project Manager	\$125
Project Architect	\$125
Technical Staff	\$95
Administrative Support	\$65

**ATTACHMENT A
CLAIM OF BUSINESS CONFIDENTIALITY**

Any person that provides Harrisville City a Proposal (or information contained in any record) that he or she believes should be protected under UCA Subsection 63G-2-305(1-4) shall provide with the Proposal a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality. The guidelines to grant business confidentiality are as follows:

- Trade secrets – if the submitted information includes a formula, pattern, compilation, program, device, method, technique, or process, that has actual or potential value by its non-disclosure to the general public, and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;
- Commercial information or non-individual financial information – if the submitted information contains commercial information or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the person submitting the information, or would impair the ability of Harrisville City to obtain necessary information in the future, and the person submitting the information has greater interest in prohibiting access than the public in obtaining access.

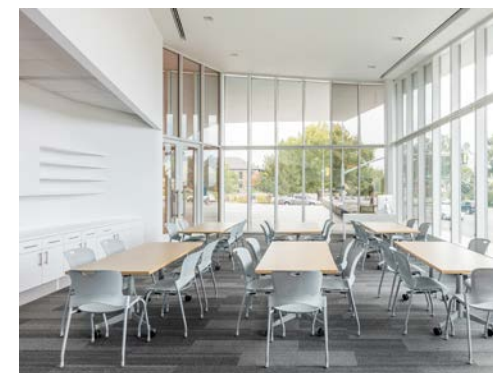
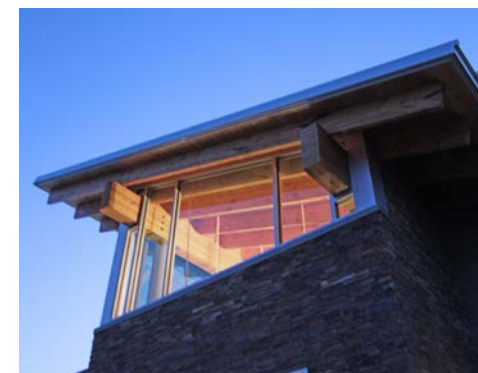
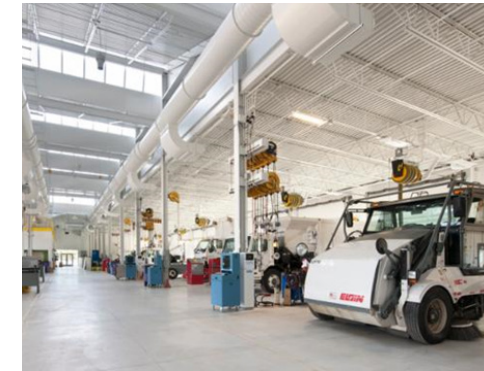
I, Kevin Blalock, Principal/Owner do hereby claim that the pages identified
(name & title)

below, which are contained within this submission as required by Harrisville City are confidential.

Signature  Date: May 11, 2022

The following pages of this Proposal are Protected under a Claim of Business Confidentiality:

1, 2, 7, 8, 9 & 11



THANK YOU

**HARRISVILLE CITY
ORDINANCE 536**

UTILITY FEES

AN ORDINANCE OF HARRISVILLE CITY, UTAH, UPDATING SANITARY SEWER UTILITY FEES; UPDATING STORM WATER UTILITY FEES; AMENDING SECTION 1.85.060 RELATING TO A STREET LIGHT UTILITY FEE; MAKING TECHNICAL CHANGES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harrisville City (hereafter referred to as “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 authorizes 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, *Utah Code Annotated* §10-8-13 allows municipalities to regulate conduits, drains, and the like;

WHEREAS, *Utah Code Annotated* §10-8-38 empowers municipalities to construct, reconstruct, maintain, operate, control, and charge for the use of culverts, drains, catch basins, and all systems and facilities necessary for proper drainage;

WHEREAS, the City is adopting increased sewer fee due to increasing costs for providing such services; increasing the storm water fee to maintain compliance with Phase II of the Federal Clean Water Act; and amending the street light utility fee to support the costs relating to the operation and maintenance of such infrastructure;

WHEREAS, the City deems it to be in the best interest of public health, safety, and welfare to update and impose certain utility fees to meet the challenge of providing sustainable services for the same as set forth in this Ordinance;

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

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

Section 2: **Reenact.** Sections 1.85.060, 1.85.070, and 10.12.030 of the *Harrisville Municipal Code* are hereby re-enacted to read as follows:

1.85.060 **Fire Hydrant/Street Light Utility Fee**

Any prior utility fee already being collected by the City are hereby reclassified for the "fire hydrant/street light utility fee" as provided in this part. A monthly utility fee for City operated fire hydrants and street

lighting installation, operation, and maintenance, per lot/unit, is hereby imposed not to exceed the amounts as follows:

Residential	.50¢ <u>\$2.50</u>
Commercial/Manufacturing	\$1 <u>\$3.00</u>

1.85.070 Sanitary Sewer Utility Fee.

1. Residential. A monthly residential sanitary sewer utility fee is hereby imposed in the amount of ~~\$24.05~~ \$27.05, per unit.
2. Commercial. A monthly commercial sanitary sewer utility fee is hereby imposed in the amount of ~~\$24.05~~ \$27.05 per Equivalent Residential Unit (ERU) for each commercial use based upon industry standards.

10.12.030 Storm Water Utility Fee.

- 4) Fee. The monthly storm water utility fee is ~~\$8.50~~ \$9.00, per ERU, unless another fee per ERU or fee schedule is established by ordinance or resolution.

Section 3: Severability. If a court of competent jurisdiction determines that any part of this ordinance is unconstitutional or invalid, then such portion of the ordinance, or specific application of the ordinance, shall be severed from the remainder, which shall continue in full force and effect.

Section 4: Effective date. This Ordinance shall be effective immediately upon posting after final passage, approval, and posting.

PASSED AND ADOPTED by the City Council on this 14th day of June, 2022.

MICHELLE TAIT, Mayor
 Harrisville City

ATTEST:

MARIA DEVEREUX, City Recorder

RECORDED this _____ day of _____, 2022.

PUBLISHED OR POSTED this _____ day of _____, 2022.

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) City Hall 2) 2150 North and 3) Harrisville Cabin on the above referenced dates.

 City Recorder

DATE: _____



HARRISVILLE CITY

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

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Kenny Loveland

Waste Management – Garbage Utility

Currently:


We are not able to maintain the cost of the garbage utility. We receive \$365,844.59 from the utility bills. We are spending more than what is brought in and therefore pulling from the general fund.

	Current fees	Amount receiving Per Year	Spending Per Year	pulled from General Fund
Garbage Can 1st	\$16.05	\$365,844.59	\$444,087.62	-\$78,243.03
Garbage 2nd Can	\$6.90			
Garbage 3rd Can	\$6.90			
Garbage 4th Can	\$6.90			
Garbage 5th Can	\$6.90			
Recycle Can 1st	\$4.45			
Recycle 2nd can	\$4.45			

Reoccurring charges:

- Waste Management \$41,038.47
Payment for all garbage & recycle being dumped within the city as well as city owned locations.
- Bona Vista \$1,090.70
*Payment for sending billing out (our portion).
Envelopes, postage, paper, time, etc.*

Waste Management will be increasing their amounts due to the costs on their end, see rate exhibit. We must match their amounts but that will not cover the other portions.

	Waste Management of Utah 8652 South 4000 West West Jordan, UT 84088 C: 801.716.0210				
Rate Exhibit					
Residential Service	Current Rates	CPI 3.6%	2022 CPI Total Rate	Extraordinary Adjustment 7.3%	2022 CPI + Extraordinary Total Rate
First Trash Container	\$ 15.85	\$ 0.57	\$ 16.42	\$ 1.16	\$ 17.58
Additional Trash Containers	\$ 5.99	\$ 0.22	\$ 6.21	\$ 0.44	\$ 6.65
First Recycle Container	\$ 4.80	\$ 0.17	\$ 4.97	\$ 0.35	\$ 5.32
Additional Recycle Container	\$ 4.80	\$ 17.00	\$ 4.97	\$ 0.35	\$ 5.32
Roll Off	\$ 136.38	\$ 4.91	\$ 141.29	\$ 9.96	\$ 151.25
Contamination Charge Per Home	\$ 25.00	\$ 0.90	\$ 25.90	\$ 1.83	\$ 27.73

Goal: Utility maintain itself financially

		1%	2%	3%
Garbage	1st cans	\$18.23	\$18.24	\$18.25
	2nd cans	\$7.90	\$7.90	\$7.90
	3rd cans	\$7.90	\$7.90	\$7.90
	4th cans	\$7.90	\$7.90	\$7.90
	5th cans	\$7.90	\$7.90	\$7.90
Recycle	1st cans	\$5.97	\$5.98	\$5.99
	2nd cans	\$5.97	\$5.98	\$5.99

Increase amount a month based on the 2% increase

Sewer	\$1.00	\$323,974.68	
Central Weber Sewer	\$2.00	\$460,583.52	***Next year going up to \$450,000.00
Garbage Can 1st	\$2.19	\$325,857.60	\$504,546.00
Garbage 2nd Can	\$1.00	\$65,696.40	
Garbage 3rd Can	\$1.00	\$2,180.40	
Garbage 4th Can	\$1.00	\$284.40	
Garbage 5th Can	\$1.00	\$94.80	
Recycle Can 1st	\$1.05	\$104,808.00	
Recycle 2nd can	\$1.00	\$5,624.40	
Storm Water	\$0.50	\$261,036.00	
Street Lights			
Residential	\$2.00	\$47,640.00	\$77,484.00
Commercial	\$2.00	\$29,844.00	

Going up a
3% each item
- shows ours
at a 2%
increase

Average Home with 2 cans but not including water
\$70.67

**Average Home will go up a month
\$8.74**



HARRISVILLE CITY

363 W. Independence Blvd · Harrisville, Utah 84404 · 801-782-4100
www.cityofharrisville.com

MAYOR:
Michelle Tait

COUNCIL MEMBERS:
Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Kenny Loveland

MEMORANDUM

TO: Harrisville City Mayor and Council
FROM: Jennie Knight, City Administrator
RE: Harrisville Cabin Reservation Policy and Fee Schedule
DATE: June 9, 2022

The current Harrisville Cabin reservation policy only allows reservations for Harrisville residents. The fee schedule is at the following rates:

Small Meeting (No Food): \$100
Family Party (Activity with Food): \$150
Wedding/Open House: \$400
Security Deposit: \$300

The average annual cost breakdown for the cabin operations are:

Maintenance and repairs:	\$5,812
Rocky Mountain Power:	\$1,801
Dominion Energy:	\$1,619
Bona Vista Water:	\$ 660
Cleaning Services:	<u>\$5,724</u>
Total	\$15,617

The average revenue over the last six years is \$8,712 with an average of 50 reservations per year.

Discussion Items:

- Non-resident reservations at a higher rate
- Increase the reservations fees by \$50 per reservation type.



HARRISVILLE CITY

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MEMORANDUM

TO: Harrisville City Mayor and Council

FROM: Bryan Fife: Parks, Recreation & Community Events Director

RE: Harrisville Park Bowery Reservation policy and fees

DATE: June 9, 2022

The following information was obtained from neighboring cities and shows the comparison between rental fees, additional items for rent, and rental time lengths.

Harrisville City

Resident full day rental: \$50.00
Non-resident rental: None
Half day rental: None
Sound System Rental: Additional \$30
Bowery deposit: \$150.00
Bowery/Sound System deposit: \$200

Plain City Pavilions

Resident/non-resident half day rental: \$30.00
Resident/non-resident full day rental: \$50.00
Serving area: Additional \$20.00

North Ogden Pavilions

Resident full day rentals: \$36.00
Non-resident full day rentals: \$77.00
Half day rentals: None (Eliminate the need for staff between rentals for cleaning)
Rental hours: 8am - 10pm
No deposit required

Farr West City (Recently increased to these amounts)

Resident full day rentals: \$50.00
Non-resident full day rentals: \$100.00
Half day rentals: None (Past issues with earlier reservations leaving late and later reservations arriving early resulting in disagreements. Eliminate cleaning staff between reservations.)
Rental hours: 9:00am - 9:00pm
No deposit required

City Staff work load:

Restroom cleaning is not relevant as they are cleaned on a daily basis regardless of bowery reservations.

Staff power washes the bowery floor, tables and stage 2 times per month.

Power washing/drying takes one employee approximately 6 hours to complete. Approximately \$150 each.

Approximately \$10 in cleaning supplies each wash.

Cost breakdown:

\$160.00 per wash

2 washing per month = \$320.00

6 months of washing = \$1,920.00 per year

Conclusion:

- Discuss half day/full day reservations.
- Discuss increasing sound system rental fee. Recommended increase of \$20.00, from \$30.00 to \$50.00.
- Discuss increasing resident bowery rental fee. Recommendation of \$25.00, from \$50.00 to \$75.00
- Discuss budgeting rental fee revenue as a line item which will allow the use of collected funds to be put back into the upkeep of the facility and other rental items. (i.e, sound system)
- Discuss resident verses non-resident reservations including positive and negative impact on City and staff.
- If non-resident reservations are allowed; Recommendation of \$100 fee



HARRISVILLE CITY

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MAYOR:

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Kenny Loveland

MEMORANDUM

To: Mayor and Council
From: Justin Shinsel
Department: Public works
Date: 6/8/2022
RE: Annual Sewer Report

We have completed the annual sewer report. No major sewer backups and some small upgrades in manholes to stop ground water infiltration. We had 10 new home connections to the system. Attached is a copy of the report other questions or concerns please reach out to Justin Shinsel

*Municipal Wastewater Planning Program (MWPP)
Annual Report
for the year ending 2021
HARRISVILLE CITY*

Thank you for filling out the requested information. Please let DWQ know when it is approved by the Council.

Please download a copy of your form by clicking "Download PDF" below.

Below is a summary of your responses

[Download PDF](#)

SUBMIT BY APRIL 15, 2022

Are you the person responsible for completing this report for your organization?

Yes

No

This is the current information recorded for your facility:

Facility Name:	HARRISVILLE CITY
Contact - First Name:	Justin
Contact - Last Name:	Shinsel
Contact - Title	Public Works Director
Contact - Email:	Justin.Shinsel@harrisvilleky.gov

Contact - Phone:	801-603-3220
Contact - Email:	jshinsel@cityofharrisville.com

Is this information above complete and correct?

Yes

No

Your wastewater system is described as Collection & Financial:

Classification: COLLECTION

Grade: II

(if applicable)

Classification: -

Grade: -

Is this correct?

WARNING: If you select 'no', you will no longer have access to this form upon clicking Save & Continue. DWQ will update the information and contact you again.

Yes

No

Click on a link below to view a previous year's examples of sections in the survey:

(Your wastewater system is described as Collection & Financial)

[MWPP Collection System.pdf](#)

[MWPP Discharging Lagoon.pdf](#)

[MWPP Financial Evaluation.pdf](#)

[MWPP Mechanical Plant.pdf](#)

[MWPP Non-Discharging Lagoon.pdf](#)

Will multiple people be required to fill out this form?

Yes

No

Financial Evaluation Section

Form completed by:

Justin Shinsel

Part I: GENERAL QUESTIONS

Yes

No

Are sewer revenues maintained in a dedicated purpose enterprise/district account?

Yes

No

Are you collecting 95% or more of your anticipated sewer revenue?

Are Debt Service Reserve Fund⁶ requirements being met?

What was the annual average User Charge¹⁶ for 2021?

130

Do you have a water and/or sewer customer assistance program* (CAP)?

Yes

Part II: OPERATING REVENUES AND RESERVES

	Yes	No
Are property taxes or other assessments applied to the sewer systems ¹⁵ ?	<input type="radio"/>	<input checked="" type="radio"/>
Are sewer revenues ¹⁴ sufficient to cover operations & maintenance costs ⁹ , and repair & replacement costs ¹² (OM&R) at this time?	<input checked="" type="radio"/>	<input type="radio"/>
Are projected sewer revenues sufficient to cover OM&R costs for the <i>next five years</i> ?	<input type="radio"/>	<input checked="" type="radio"/>
Does the sewer system have sufficient staff to provide proper OM&R?	<input type="radio"/>	<input checked="" type="radio"/>
Has a repair and replacement sinking fund ¹³ been established for the sewer system?	<input type="radio"/>	<input checked="" type="radio"/>
Is the repair & replacement sinking fund sufficient to meet anticipated needs?	<input type="radio"/>	<input checked="" type="radio"/>

Part III: CAPITAL IMPROVEMENTS REVENUES AND RESERVES

	Yes	No
Are sewer revenues sufficient to cover all costs of current capital improvements ³ projects?	<input checked="" type="radio"/>	<input type="radio"/>
Has a Capital Improvements Reserve Fund ⁴ been established to provide for anticipated	<input type="radio"/>	<input checked="" type="radio"/>

capital improvement projects?

Yes

No

Are projected Capital Improvements Reserve Funds sufficient for the *next five years*?

Are projected Capital Improvements Reserve Funds sufficient for the *next ten years*?

Are projected Capital Improvements Reserve Funds sufficient for the *next twenty years*?

Part IV: FISCAL SUSTAINABILITY REVIEW

Yes

No

Have you completed a Rate Study¹¹ within the last five years?

Do you charge Impact fees⁸?

Yes

No

Have you completed an Impact Fee Study in accordance with UCA 11-36a-3 within the last five years?

Do you maintain a Plan of Operations¹⁰?

Have you updated your Capital Facility Plan² within the last five years?

Yes

No

Do you use an Asset Management¹ system for your sewer systems?

Describe the Asset Management System (check all that apply)

- Spreadsheet
- GIS**
- Accounting Software
- Specialized Software
- Other

Yes

No

Do you know the total replacement cost of your sewer system capital assets?

2021 Replacement Cost =

20,000,000

Yes

No

Do you fund sewer system capital improvements annually with sewer revenues at 2% or more of the total replacement cost?

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

What is the sewer/treatment system annual asset renewal* cost as a percentage of its total replacement cost?

1

Part V: PROJECTED CAPITAL INVESTMENT COSTS

Cost of projected capital improvements

	Cost	Purpose of Improvements		
	Please enter a valid numerical value	Replace/Restore	New Technology	Increase Capacity
2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2022 thru 2026	1,500,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2027 thru 2031	3,000,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2032 thru 2036	5,000,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2037 thru 2041	10,000,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This is the end of the Financial questions

To the best of my knowledge, the Financial section is completed and accurate.

Yes

Collections System Section

Form completed by:

May Receive Continuing Education /units (CEUs)

Justin Shinsel

Part I: SYSTEM DESCRIPTION

What is the largest diameter pipe in the collection system (diameter in inches)?

What is the average depth of the collection system (in feet)?

What is the total length of sewer pipe in the system (length in miles)?

How many lift/pump stations are in the collection system?

What is the largest capacity lift/pump station in the collection system (design capacity in gallons per minute)?

Do seasonal daily peak flows exceed the average peak daily flow by 100 percent or more?

Yes

No

What year was your collection system first constructed (approximately)?

In what year was the largest diameter sewer pipe in the collection system constructed, replaced or renewed? (If more than one, cite the oldest)

PART II: DISCHARGES

How many days last year was there a sewage bypass, overflow or basement flooding in the system due to rain or snowmelt?

How many days last year was there a sewage bypass, overflow or basement flooding due to equipment failure (except plugged laterals)?

The Utah Sewer Management Program defines two classes of sanitary sewer overflows (SSOs):

Class 1- a Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that:

- (a) affects more than five private structures;*
- (b) affects one or more public, commercial or industrial structure(s);*
- (c) may result in a public health risk to the general public;*
- (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or*
- (e) discharges to Waters of the state.*

Class 2 - a Non-Significant SSO means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.

Below include the number of SSOs that occurred in year: 2021

Number of Class 1 SSOs in Calendar year

Number
0

Number of Class 2 SSOs in Calendar year

0

Please indicate what caused the SSO(s) in the previous question.

Please specify whether the SSOs were caused by contract or tributary community, etc.

Part III: NEW DEVELOPMENT

Did an industry or other development enter the community or expand production in the past two years, such that flow or wastewater loadings to the sewerage system increased by 10% or more?

- Yes
 No

Are new developments (industrial, commercial, or residential) anticipated in the next 2 - 3 years that will increase flow or BOD5 loadings to the sewerage system by 25% or more?

- Yes
 No

Number of new commercial/industrial connections in the last year

0

Number of new residential sewer connections added in the last year

2

Equivalent residential connections⁷ served

1700

Part IV: OPERATOR CERTIFICATION

How many collection system operators do you employ?

Approximate population served

6000

State of Utah Administrative Rules requires all public system operators considered to be in Direct Responsible Charge (DRC) to be appropriately certified at least at the Facility's Grade.

List the designated Chief Operator/DRC for the Collection System below:

	Name First and Last Name	Grade	Email Please enter full email address
Chief Operator/DRC	Jake Bussio	II 	JBussio@cityofharrisville.com

List all other Collection System operators with DRC responsibilities in the field, by certification grade, separate names by commas:

|

Name

	Name separate by comma separate by comma
SLS ¹⁷ Grade I:	<input type="text"/>
Collection Grade I:	<input type="text"/>
Collection Grade II:	<input type="text"/>
Collection Grade III:	<input type="text"/>
Collection Grade IV:	<input type="text"/>

List all other Collection System operators by certification grade, separate names by commas:

	Name separate by comma
SLS ¹⁷ Grade I:	<input type="text"/>
Collection Grade I:	<input type="text"/>
Collection Grade II:	<input type="text"/>
Collection Grade III:	<input type="text"/>
Collection Grade IV:	<input type="text"/>
No Current Collection Certification:	<input type="text"/>

Is/are your collection DRC operator(s) currently certified at the appropriate grade for this facility?

Yes

No

Part V: FACILITY MAINTENANCE

Yes

No

Have you implemented a preventative maintenance program for your collection

system?

Yes

No

Have you updated the collection system operations and maintenance manual within the past 5 years?

Do you have a written emergency response plan for sewer systems?

Do you have a written safety plan for sewer systems?

Is the entire collections system TV inspected at least every 5 years?

Is at least 85% of the collections system mapped in GIS?

Part VI: SSMP EVALUATION

Yes

No

Has your system completed a Sewer System Management Plan (SSMP)?

Has the SSMP been adopted by the permittee's governing body at a public meeting?

Has the completed SSMP been public noticed?

During the annual assessment of the SSMP, were any adjustments needed based on the performance of the plan?

During 2021, was any part of the SSMP audited as part of the five year audit?

Yes

No

Have you completed a System Evaluation and Capacity Assurance Plan (SECAP) as defined by the Utah Sewer Management Program?

Yes

No

Part VII: NARRATIVE EVALUATION

This section should be completed with the system operators.

Describe the physical condition of the sewerage system: (lift stations, etc. included)

Gravity System in good shape continue to upgrade to stop infiltration

What sewerage system capital improvements³ does the utility need to implement in the next 10 years?

Sewer Lining project, upsizing.

What sewerage system problems, other than plugging, have you had over the last year?

none

Is your utility currently preparing or updating its capital facilities plan²?

Yes

No

Does the municipality/district pay for the continuing education expenses of operators?

100% Covered

Partially cover

Does not pay

Is there a written policy regarding continuing education and training for wastewater operators?

Yes

No

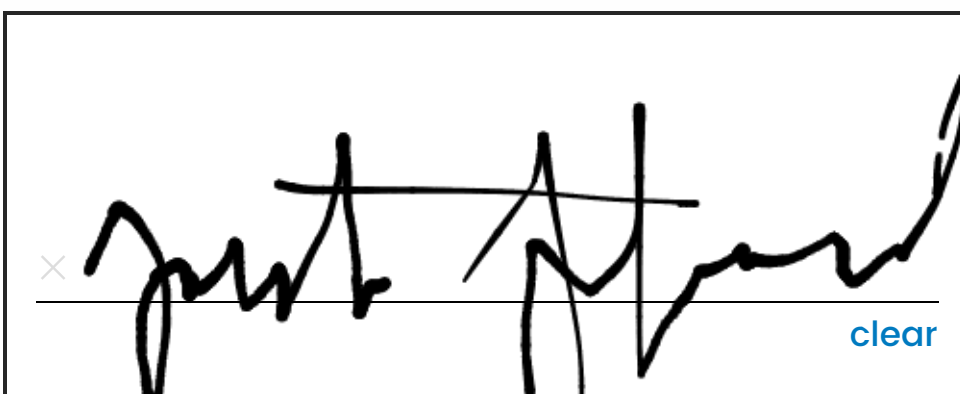
Any additional comments?

[This is the end of the Collections System questions](#)

To the best of my knowledge, the Collections System section is completed and accurate.

Yes

I have reviewed this report and to the best of my knowledge the information provided in this report is correct.



Has this been adopted by the council? If no, what date will it be presented to the council?

Yes

No

What date will it be presented to the council?

Date format ex. mm/dd/yyyy

06/14/2022

Please log in.

Email

PIN

NOTE: This questionnaire has been compiled for your benefit to assist you in evaluating the technical and financial needs of your wastewater systems. Completion of the collection section meets the annual reporting requirement for the USMP. If you received financial assistance from the Water Quality Board, annual submittal of this report is a condition of that assistance. Please answer questions as accurately as possible to give you the best evaluation of your facility. If you need assistance, please send an email to wqinfodata@utah.gov and we will contact you as soon as possible. You may also visit our [Frequently Asked Questions](#) page.



HARRISVILLE CITY

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

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

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Kenny Loveland

MEMORANDUM

To: Mayor and City Council
From: Justin Shinsel
Department: Public Works
Date: 6/9/2022
RE: 2022 Road maintenance project

Attached are 3 bids for a small road repair in Harrisville on 2000 N 330 W. Due to some settling of the roadway there is a hill we are going to cut out level off and make the road surface smooth again. Staff recommendation is to award the bid to LaRose Paving, Inc. for \$20,569.



STAKER PARSON
MATERIALS & CONSTRUCTION
A CRH COMPANY

Staker Parson Materials & Construction
A CRH Company

Ogden - 2350 S. 1900 W. Ogden, UT 84401 | P: (801) 731-1111 F: (801) 731-8800
Brigham City - PO Box 517 Brigham City, UT 84302 | P: (435) 723-5216 F: (435) 723-9343
Smithfield - PO Box 65 Smithfield, UT 84335 | P: (435) 563-3242 F: (435) 563-9480

*The Preferred Source for quality sand, rock, landscape products,
ready mix concrete, asphalt, paving & construction services.*

To:	Harrisville City Corporation	Contact:	Glen Gammell
Address:	363 West Independence Blvd. Harrisville, UT 84404	Phone:	(801) 782-9648
Project Name:	Harrisville 330 W 2000 N	Bid Number:	
Project Location:	330 W 2000 N, Harrisville, UT	Bid Date:	6/9/2022

JOB SPECIFICATION AND PRICE:

(IF UNIT PRICES ARE QUOTED, UNITS WILL BE MEASURED ON COMPLETION AND INVOICED AT UNIT PRICES QUOTED).

IF OWNER ELECTS TO EXECUTE OWN CONTRACT AGREEMENT, THIS PROPOSAL IS TO BECOME PART OF AND ATTACHED TO OWNERS CONTRACT

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Excavate Area, Compact Subgrade Remove Concrete From Water Valves Furnish And Install Road Base. Not To Exceed 40 TON Furnish And Install 6 Inch Thick Asphalt *Priced As Minimum Charge. Units Billed Cannot Decrease.	3,409.00	SF	\$6.65	\$22,669.85

Total Bid Price: \$22,669.85

Notes:

- ***** DUE TO THE VOLATILITY OF FUEL, LIQUID ASPHALT, CEMENT AND CONSTRUCTION MATERIALS ALL BID PRICES ARE GOOD FOR 30 DAYS FROM DATE OF QUOTATION, PAVING STARTING AFTER THE 30 DAYS MAY BE SUBJECT TO PRICE ADJUSTMENTS. *****
- **In order to assure positive drainage, all paving surfaces need to have a minimum of 1.5% slope. Staker Parson Companies cannot guarantee drainage on areas with less than 1.5% slope. We will do our best to minimize standing water in areas less than 1.5%.**
- Additional work and work in excess of that specified and described above will be handled as a Change Order. Additional work **MUST BE APPROVED** by owner and contractor prior to construction.
- Bid DOES NOT include engineering, layout or testing unless otherwise stated.
- Price Shown DOES NOT Include Performance And Payment Bond.
- If saw cutting of asphalt & testing of road base are to be completed by Staker/Parson Companies, a minimum of \$400.00 plus \$0.40 per inch foot for saw cut and a minimum of \$250.00 plus \$50.00 for each density test.
- Bid includes only the items as specified and described above.
- Unless otherwise stated bid does not include raising and concrete collars on manholes, water valves or monuments.
- General Contractor, owner or developer is responsible for Storm Water Prevention Plan.
- Please Review attached TERMS & CONDITIONS. Upon Signature Of Proposal Purchaser Is Bound To All Terms And Conditions Of Agreement. Original Copy Of Proposal Must Be Signed And On File Prior To Commencement Of Work.
- Traffic control included. Bid as road closure.

Payment Terms:

Refer to attached Terms & Conditions. Please note***Effective March 1, 2019, payment by credit card will no longer be allowed on Construction Service Invoices***

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: STAKER PARSON COMPANIES</p> <p>Authorized Signature: _____</p> <p>Estimator: Ryan Thain ryan.thain@stakerparson.com</p>
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SPECIALISTS IN: ASPHALT PAVING • SEAL COAT • CRACK SEAL

PROPOSAL SUBMITTED TO:		PHONE: 801-782-9648	DATE: 6/7/2022
NAME: Harrisville City Corporation		JOB NAME: 330 W 2000 N Repairs	
STREET: 363 Independence		STREET: Same	
CITY: Harrisville	STATE: UT 84404	CITY: Harrisville	STATE: UT

WORK TO INCLUDE:

- Sawcut, excavate, grade and compact area.
- Tack coat all vertical asphalt edges.
- Remove concrete from existing watervalves to place asphalt around.
- Furnish, place and compact 2" of base gravel if needed.
- Furnish, place and compact 6-inch asphalt pavement, 3,409/SF Total \$20,569.00

- *Road to be closed during construction-Traffic control included in price for closure.
- *Any changes from above will be done and billed accordingly.
- *Price subject to change do to material surcharges and increasing fuel costs.

We hereby propose to furnish labor and material - complete with the above specifications for the sum of _____

_____ dollars (\$) with payment to be made as follows:
Net due in 30 days following date of invoice, including monthly payments equal to the evaluation of work performed in any preceding month, interest at the rate of 1 1/2% per month charged on all past due accounts. This is an annual percentage rate of 18%. Purchaser agrees to pay reasonable legal fees, if it becomes necessary to place account for collection.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders and will become an extra charge over and above the estimated. Contractor shall not be responsible for breakage of curb, gutter and sidewalk when existing conditions require crossing concrete. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. LaRose Paving, Inc. is not responsible for any work performed between October 15th and April 1st.

IF THIS BID IS ACCEPTED, PLEASE SIGN AND RETURN WHITE COPY

Authorized Signature 

NOTE: This proposal may be withdrawn by us if not accepted within 14 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

ACCEPTED: _____ Signature _____
Date _____ Signature _____

Morgan Pavement
 Remit to: PO Box 190
 Clearfield, UT 84089
 625 S. Main Street
 Clearfield, UT 84015



Phone: (801) 544-5947
 Fax: (801) 416-8061
 MorganPavement.com

Mastic Asphalt Treatment-Excavation & Grading-Asphalt Paving-Patching-Sealcoat-Slurry-Crackseal-Striping-Consulting

To: HARRISVILLE CITY	Contact:
Address: 363 INDEPENDENCE BLVD. HARRISVILLE, UT 84404	Phone:
Project Name: 2022 Harrisville City 2000 N - Patching	Fax:
Project Location: 330 West 2000 North, Harrisville, UT	Bid Number:
	Bid Date: 6/7/2022

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Asphalt Patching	3,409.00	SF	\$7.5000	\$25,567.50
<ul style="list-style-type: none"> • Saw Cut Perimeter And Remove Existing Concrete • Mechanically Compact Existing Road Base • Apply Tack Coat To Vertical Edges Of Existing Asphalt • Import Road Base As Needed • Pave And Compact 6" Of New PG 58-28 1/2" Hot Mix Asphalt. 				

Total Bid Price: \$25,567.50

Notes:

- Any deviation from these specifications and/or terms shall be by written mutual agreement. Payment for extra work and allowances for omission shall be fixed in advance in writing on demand by either party. No verbal agreement or understanding shall be binding
- Temperature is a factor in the ability to apply certain asphalt products and obtain adhesion. In order for warranty to apply, temperatures must fall within certain parameters for that specific scope of work. Please call to verify the temperature parameters of the proposed work.
- Please turn off all sprinklers and remove obstructions(i.e. dumpsters or cars) from work site prior to performance of work. Morgan Pavement will not be held liable for areas that are wet or blocked on the day that the crews arrive. If it is necessary to return to touch up areas so affected, there will be additional charges.
- Morgan Pavement assumes no risk or liability of undisclosed or unforeseen conditions of the project site, including but not limited to hazardous waste, unstable or saturated subgrade, underground utilities, water table issues.
- Exclusions unless noted on scope of work: Bonds, fees, permits, material or compaction testing, traffic control and/or barricades, prime coat, soil sterilant, subgrade stabilization, concrete, sawcutting, earthwork, engineering, survey, construction staking, third party billing fees
- Morgan Pavement will not guarantee drainage on grades with 1% or less slope or on overlays.
- Both Parties agree that Morgan Pavement is not liable for any damage of underground piping, wiring, conduit which are not visible to crews on the property that could not be located by utility locator service. (i.e. blue stakes)
- Price is valid for 30 days from date of proposal
- Due to the volatility of the oil industry, this bid may fluctuate with oil prices. Therefore this may adjust with any increase in oil/material prices.
- Morgan Pavement reserves the right to use a sub-contractor on any scope of work.

Payment Terms:

Payment is due at completion of project without any retention being withheld, Invoices are subject to 2% interest per month beginning 30 days following the due date. In the event it becomes necessary for Morgan Pavement to file suit to collect any money due, hereunder or for breach thereof, the owner agrees to pay in addition to the amount due, all costs of enforcement including reasonable attorney fees. In the event of dispute between Morgan Pavement and Buyer, the parties agree to arbitration through the American Arbitration Association.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Morgan Pavement</p> <p>Authorized Signature: _____</p> <p>Estimator: TY CARTER (801) 721-8399 tcarter@morganpavement.com</p>
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HARRISVILLE CITY

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

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Kenny Loveland

MEMORANDUM

To: City Council
From: Chief Mark L Wilson
Department: Police
Date: 14th of June, 2022
Re: Surplus of Department Firearms

This is to obtain permission to surplus the current department issued handguns. The current issued handguns are approximately 8 yrs old. The handguns being surplused will be Sig Sauer 1911. We will be replacing the handguns with a FN 509 MRE LE outfitted with tactical lights and red dot sight.

These firearms will be offered to the employees first at fair market value any firearms left will be sold to a licensed firearm dealer.

The money from the sale of the firearms will be used to purchase lights, sights, and holsters for the new issued firearms making all officers firearms identical.

The new handguns will be equipped with modern optics and lights, that meet upcoming industry standards and will improve officer accuracy in the field. They will also be chambered in 9mm which is easier and cheaper to buy in the current supply chain issues.

A handwritten signature in blue ink, appearing to read 'M. L. Wilson', written over a horizontal line.

Chief Mark L Wilson