

MINUTES
HARRISVILLE CITY COUNCIL BUDGET WORK SESSION
May 13, 2025
363 West Independence Blvd
Harrisville, UT 84404

Minutes of a Harrisville City Council Budget Work Session held on May 13th, 2025 at 6:00 P.M. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

Present: Mayor Michelle Tait, Council Member Karen Fawcett, Council Member Grover Wilhelmsen, Council Member Blair Christensen, Council Member Max Jackson, Council Member Steve Weiss.

Excused:

Staff: Jennie Knight, City Administrator, Justin Shinsel, Public Works Director, Jack Fogal, City Recorder, Mark Wilson, Chief of Police, Brody Flint, City Attorney, Bryan Fife, Parks and Recreation Director, Jill Hunt, City Treasurer.

Visitors:

1. Call to Order.

Mayor Tait called the meeting to order and welcomed all in attendance.

2. Budget Work Session

Jennie Knight provided an overview of the FY 2026 budget. Jill Hunt has been working diligently on the budget. Staff wants to open the work session by taking questions from Council. Council Member Fawcett stated she would like to go line by line. Mayor Tait stated this was updated today and is slightly different from what was provided in the packet. Jennie Knight explained some of the changes are not increases they are clarifying where line items are moving to. Jill Hunt explained the first page of revenues is the overview of all revenues. The next pages break down the funds further. She explained we tried to be conservative on revenue estimates. We estimated a 3% increase. That number can be amended at the end of the year if our estimates are incorrect. Council Member Jackson inquired when can we expect the verified rates from the county. Jill Hunt explained the county stated it will be about two weeks to get the verified rates. The business license revenues increased this year. The business license increase was met with some resistance but overall, most people understood the reason for the increase. The building and plan check fees are going up due to the work starting on Ben Lomond and Dixon Creek Developments. We added some line items to the budget to provide transparency on the services provided. This caused a decrease to our miscellaneous revenue but those funds re-allocated to the specific line items. This includes services provided such as GRAMA requests, special security requests, and other fees associated with services provided. Park service impact fee line item went down due to using some of the park impact fees. The Council fund has an increase due to the salary and wages increase. The benefits went up because it is based on the taxes due. Travel and training decreased to \$5,000. If that changes, we can adjust it. The Mayor's lunch for staff was broken out in line items. Overall, the Council budget decreased. Council Member Jackson inquired did all the departments keep their travel and training budget line items. Jill answered yes, they did. Council Member Fawcett inquired are we using the uniform allowance line item. Mayor Tait stated we did not use it this year but it has been used in

the past. Jill Hunt explained the court salaries includes 60% of the court clerk and 100% of the judge's salary. The rest of the court clerk's salary comes from building permits. She is the building permit official and court clerk. Court office supplies have been decreased. Our public defender and city attorney funds went up to cover the increased cost. Council Member Jackson inquired how we are paying the court bailiffs. Chief Wilson stated it comes from the police budget. Mayor Tait clarified the judge's salary is not determined by us it is determined by the state. Jill Hunt explained the administration salary line item went up. This covers the recorder, deputy recorder, treasurer, and city administrator. A new line item for media was created. Jennie Knight explained to qualify for certain grants we must have some media funds available. Jill Hunt explained IT is working on fixing the department scanner. If he is unable to do so we would need to buy a new one. We will need to purchase a new server this year. Council Member Wilhelmsen inquired how old are the server and scanner. Jennie Knight explained the server is about 5 years old, the scanner needs to be updated to work with the new windows system. If the scanner program cannot be updated it would not be usable anymore. Council Member Fawcett inquired does the wage change include cost of living, merit and all other increases. Jill Hunt stated yes it includes all increases. Council Member Jackson inquired are we using a uniform evaluation form. Jennie Knight stated we use a uniform evaluation policy except for the required evaluations for police. Jill Hunt explained computer services are increasing. The cost for maintenance has increased. Jennie Knight explained the decrease for the website was due to us developing a new website this year. The upcoming budget will not have a website creation only maintenance. Jill Hunt reported property and liability costs are increasing due to the new building and increased costs. Animal control is increasing. There is a new mental health line item. We are trying to pull as many expenses out of misc. to make it as clear as possible. Council Member Wilhelmsen inquired for animal control can we get a breakdown of how the money is being spent. Jennie Knight explained the code enforcement officer is attending the quarterly meetings to get those explanations. Council Member Jackson inquired do they provide licensing services for the city. Jennie Knight explained yes, they do. They have hired a new director and staff can work with her to get more information. Council Member Fawcett inquired is the animal control meeting a public meeting. Jennie Knight stated she believes it is. Council Member Fawcett inquired what is the mental health used for. Jill Hunt explained we pay for a service called Impact Suites which provides counselors or mental help for staff. Chief Wilson explained wages increased due to merit increases and cost of living. The largest increase is the part time line item. We will have a part time victims advocate, crossing guard, and code enforcement. The CSI expense increased more than budgeted. Weber County has been compensating for CSI services with fund balance. The cost increased to cover the actual cost of the services. The code enforcement line item was added. The mental health line item was added due to state requirements. Jill Hunt explained the building inspection fund was fixed so part of the court clerk/building permit cost was coming from both funds to reflect her job duties. Council Member Wilhelmsen inquired what plan checks are. Jill Hunt explained plan checks covers the review time by the building official and inspections. Public Works wages are going up with the cost of living and merit increases. Uniform allowances went up. This covers safety uniforms they need for their job. Computer expenses increased due to increased costs from Crew Tracks which helps to track building inspections. There was an increase to cleaning of city buildings due to adding the new building. The roads fund had an increase due to increase to salary and benefits. Travel and training increased to cover the cost of trainings for the roads team. The equipment line item increased due to the purchase of the truck, sprayer, and striper. Council Member Wilhelmsen inquired will this be covered by the motor pool. Jill Hunt answered affirmatively. Bryan Fife explained salaries and wages increased. He is looking to hire another employee next year. The new employee would split time between recreation coordination and parks maintenance. He is hoping to hire a seasonal employee July through October. The

equipment line item includes items that need to be replaced like lawn mowers windshields, etc. They will use \$10,000 to replace some playground equipment that needs to be replaced. \$4,200 for aluminum picnic tables to replace plastic ones at the park. They have budgeted porta-potties throughout the summer and winter months. Council Member Wilhelmsen inquired are porta-potties going to be our permanent solution going forward. Jennie Knight explained it will be until we get the cameras at the park. We have applied for a grant to help offset the cost. We had a bid for \$22,000 but the issue is getting the internet service to the park for the cameras. Bryan Fife stated we added a line item for replacing the wood chips at the parks. This would need to be a continual expense to keep up on park maintenance. Travel and training increased due to trainings that are required like the certified pool operator which is required for the splash pad. There was \$5,000 included for new equipment for recreation sports. Youth basketball cost came down due to using existing funds to replace jerseys. Santa at the Cabin increased a little with the addition of the Grinch. For the Fall Festival we need to get a mass gathering permit and increase our port-a-potties. Jill Hunt explained the irrigation and property tax line item is to cover property tax to the county. Bryan Fife stated about \$14,000 of that covers property tax the remainder would cover sprinkler repairs and maintenance. Council Member Christensen inquired about the increase in benefits compared to other departments. Jill Hunt explained the benefits cover taxes for part time, seasonal, and full time. They have a lot of part time recreation people. We are planning to use \$500,000 for the widening of West Harrisville Road and 750 West road projects. This is our cost for the project. The Four Mile funds are similar to the current years. The bond fund will have many new line items. She is working with other treasurers to make sure these are set up correctly. Jennie Knight explained this is the creation of the debt service fund. The funds will be amended before final adoption once we have all numbers in. Jill Hunt explained the capital projects include 750 West Road project and a new fence around the Parks and Recreation facility. The new fence will be for storage of park equipment. Council Member Fawcett inquired about the increase in grants. Jill Hunt explained federal grants work different than other grants. We have been approved for projects but will not get the funds until next year. Jennie Knight explained it also depends on the closing out of the project before they release the remainder of the funds. Jill Hunt explained the sewer treatment line item is increasing due to Central Weber Sewer increasing their fees. Storm Water funds are increasing due to increased costs in engineering, blue stakes cost, and salaries. Council Member Jackson inquired how many employees are paid from this fund. Jill Hunt stated it covers about 2 and 1/3 employees. Street Lights have an increase but are staying within their revenue amount. The garbage fund is maintaining. We are anticipating an increase but not a large one. Motor Pool Funds are used to purchase vehicles and the departments have to pay back into the fund. They are purchasing two police vehicles and two public works vehicles from the Motor Pool Fund this year. Public Works will be selling one truck and the police will sell two vehicles. A wage study was provided to show ranges for employee pay. We go through wages from all cities in Weber County to make sure we are staying within the correct ranges. This will be a new addition that we will include with the budget every year. Jennie Knight thanked Jill Hunt for her hard work with the budget. Council Member Wilhelmsen inquired how we feel about the budget. We look like we are balancing. Jill Hunt explained once we receive the rate we can get you exact numbers.

3. Adjournment

Motion: Council Member Fawcett motioned to adjourn the meeting, second by Council Member Wilhelmsen.

The vote on the motion was as follows:

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

The motion passed unanimously.

The meeting adjourned at 6:56 P.M.

**MINUTES
HARRISVILLE CITY COUNCIL
May 13, 2025
363 West Independence Blvd
Harrisville, UT 84404**

Minutes of a regular Harrisville City Council meeting held on May 13, 2025 at 7:00 P.M. in the Harrisville City Council Chambers, 363 West Independence Blvd., Harrisville, UT.

Present: Mayor Michelle Tait, Council Member Karen Fawcett, Council Member Grover Wilhelmsen, Council Member Blair Christensen, Council Member Max Jackson, Council Member Steve Weiss.

Excused:

Staff: Jennie Knight, City Administrator, Justin Shinsel, Public Works Director, Jack Fogal, City Recorder, Mark Wilson, Chief of Police, Brody Flint, City Attorney, Bryan Fife, Parks and Recreation Director, Jill Hunt, City Treasurer.

Visitors: Blake Leonelli, Marcus Keller, Blaine Burrow, Deann Moss, Stacey Dixon, Roger Price, Claudia Price, Derrick O'Connor, Liam O'Conner, Nathan Averill, Sadie Greenhalgh, Ian Greenhalgh, Elisabeth Hansen, Jena Andrus.

1. Call to Order.

Mayor Tait called the meeting to order and welcomed all in attendance.

2. Opening Ceremony.

Council Member Wilhelmsen opened with the Pledge of Allegiance.

3. Consent Items

- a. Approval of Meeting Minutes for April 8th, 2025 and April 29th, 2025 as presented.**

Motion: Council Member Wilhelmsen made a motion to approve the meeting minutes for April 8th, 2025 and April 29th, 2025 as presented, second by Council Member Fawcett.

The vote on the motion was as follows:

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

The motion passed unanimously

4. Employee Recognition

- a. Mayor Tait recognized Nathan Averill for his years of service on the Planning Commission.

5. Business Items.

- a. **Public Hearing – To take public comment for and or against the issuance of sales and franchise tax revenue bonds.**

Jennie Knight explained during the April meeting Council adopted a resolution authorizing the issuance of sales tax bonds. There was a 30-day contest period which has passed. We now need to take public comment.

Motion: Council Member Weiss made a motion to open the public hearing to take public comment for and or against the issuance of sales and franchise tax revenue bonds, second by Council Member Jackson.

The vote on the motion was as follows:

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

The motion passed unanimously

Blaine Burrows inquired if we can explain what the bonds would be used for. How long would the bond terms be for.

Motion: Council Member Weiss made a motion to close the public hearing to take public comment for and or against the issuance of sales and franchise tax revenue bonds, second by Council Member Wilhelmsen.

The vote on the motion was as follows:

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

The motion passed unanimously

Mayor Tait asked Marcus Keller to explain what the bonds will be used for. Marcus Keller with Crews and Associates explained the bond funding would be used for the public safety/city hall. The city has currently bonded for \$9,000,000. This bond would cover the remaining cost of the project. The parameters say the rate could be up to 6.5% but the current rate looks to be closer to 5%. Under 5% is the goal with a 20-year maturity. Council Member Jackson inquired would we take the full 20 years. Marcus Keller explained we have flexible call features with this bond holder. The hope is to refinance all of the bonds in a few years and lower the interest rate. The city could use that savings for additional payments or move it somewhere else in the budget.

b. YCC Presentation

Ian Greenhalgh explained he is the Mayor for the YCC. The YCC recently went to the water treatment district. They learned from the staff that Mayor's from the county get to go and negotiate there. They explained the importance of a budget. The tour helped him to understand what the water treatment staff deal with. There was a bad smell and the items we dump down the drain have a large impact. Even though the treatment plant is not located in Harrisville it has a large impact to the community. They got to see the water treatment process from the beginning to the end.

Sadie Greenhalgh reported on the Safe Kids' Day at the Ogden Mall. The program helps to teach children and teens how to be safe. The kids go to each booth with a passport. If the kids collect enough stamps in their passports from the booths they get a teddy bear at the end. Volunteers helped fit kids with helmets and provided them for free. She dressed up as Jesse from Toy Story and talked to the kids.

Liam O'Connor is new to the YCC. He assisted with the Easter Egg Hunt at the park. He helped place the eggs for the hunt. It was a lot of fun. There were close to 9,000 eggs that were distributed.

Jena Andrus explained she is doing a project and asking for the assistance of the YCC. She is working on her Master's Degree in Entomology. For her Master's project she is organizing a collection of roughly 4,000 butterflies and moths. These are older specimens which are very valuable for research purposes. There are specimens collected as far back as 1978. After organizing these specimens, they will be donated to the Natural History Museum of Utah. The YCC will help transfer the specimens from the paper storage to clear window storage. These specimens will be used for worldwide research.

c. Discussion/possible action to renew Waste Management Contract.

Blake Leonelli with Waste Management presented on the renewal of their contract. Mayor Tait inquired about the recycling program. Blake Leonelli explained normally a city trends at about 6-8% of items being recycled. Harrisville is trending at approximately 11% which is good. The city saved 249 mature trees, 40 cubic yards of landfill space, and 61,419 gallons of water with their recycling increase. These items are really getting recycled. The trash markets have stabilized which is good news. There is competition in transfer space and landfills. The increases due to covid are stabilizing. They are anticipating a standard adjustment of 5%. The contract extension would be for 3 years. Harrisville has used Waste Management for over 40 years. They would love to be part of the YCC. He invited them to tour their recycling facilities.

Motion: Council Member Christensen made a motion to approve the Waste Management Renewal Contract for 3 years, second by Council Member Fawcett.

The vote on the motion was as follows:

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

The motion passed unanimously

d. Discussion/possible action to adopt FY 2026 tentative budget.

Jennie Knight inquired if Council has any comments, concerns or questions from the work session. She added that the History Committee contacted her today inquiring about a historic projects fund. They are requesting approximately \$3,000 for a monument to be placed on West Harrisville Road. Council Member Fawcett inquired what line item would it come from. Jennie Knight explained it would come out the general fund and would be a non-departmental fund. Mayor Tait clarified Shana Edwards contacted her today which is why it is not on the budget currently. She is getting more bids trying to lower the cost. Council Member Wilhelmsen stated he likes the idea. Mayor Tait encouraged her to apply for grants if the city is unable to fund this. Council Member Weiss inquired do we have the funds. Jennie Knight stated we are showing a fund balance. Council Member Jackson stated the Terikee Foundation supports the monument. Council Member Wilhelmsen inquired can we do matching funds. Jennie Knight stated that is an option. Council Member Fawcett inquired do we have a deadline. Jennie Knight stated it was May 1st. We received the information this afternoon. Council Member Fawcett stated with trying to keep a balanced fund she does not think we should do it this year. Council Member Wilhelmsen stated he thinks the city residents could rally around this and help support if we set some money aside. Mayor Tait inquired do we have enough information to make this decision. Jennie Knight stated I received a copy of a bid from Davis signs with a cost of approximately \$3,100. Council Member Wilhelmsen stated he wants some more hard facts but wants to show that the city is willing to support it. Can we amend this later. Mayor Tait stated it would need to be a line item before. Council Member Christensen suggested creating a line item with \$1,500. Council Member Wilhelmsen agreed to create the line item but wants to discuss the budget. Council Member Fawcett stated she feels that we need to be careful setting the precedent about missing the deadline and still receiving approval. Council Member Weiss agreed to create a line item. Mayor Tait asked staff to add a line item with \$1,500 for the monument.

Motion: Council Member Jackson made a motion to adopt the FY 2026 tentative budget, second by Council Member Weiss.

The vote on the motion was as follows:

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

The motion passed unanimously.

e. Discussion/possible action to set the public hearing date for FY 2025 Amended Budget.

Jennie Knight explained we need to set the public hearing for the FY 2025 amended budget. We have some budget amendments that need to be made. The proposed date is June 10, 2025 for the public hearing.

Motion: Council Member Wilhelmsen made a motion to set the public hearing date for FY 2025 amended budget as June 10, 2025, second by Council Member Weiss.

The vote on the motion was as follows:

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

The motion passed unanimously.

f. Discussion/possible action to adopt Harrisville Resolution 25-03; a resolution granting an Electric Utility Franchise and General Utility Easement to Rocky Mountain Power.

Jennie Knight explained we have a current utility easement agreement with Rocky Mountain Power. It is set to expire in the fall. Council Member Christensen inquired about the length of the contract. Jennie Knight stated I believe it is 10 years. Brody Flint stated 10 years is usually the minimum.

Motion: Council Member Weiss made a motion adopt Harrisville Resolution 25-03; a resolution granting an Electric Utility Franchise and General Utility Easement to Rocky Mountain Power, second by Council Member Fawcett.

The vote on the motion was as follows:

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

The motion passed unanimously.

g. Discussion/possible action to adopt Harrisville Resolution 25-04; a resolution entering an interlocal agreement for transportation funding for 750 West.

Jennie Knight explained this is a formality. We have been issued WACOG funding for 750 West Road widening. This accepts the agreement with WACOG. This covers the first phase. The funding will be in 2030. Council Member Christensen inquired is this curb gutter sidewalk. Jennie Knight answered yes.

Motion: Council Member Weiss made a motion to adopt Harrisville Resolution 25-04; a resolution entering an interlocal agreement for transportation funding for 750 West, second by Council Member Fawcett.

The vote on the motion was as follows:

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

The motion passed unanimously.

h. Discussion/possible action to adopt use of public comment cards

Jennie Knight explained we received a request from Council to discuss public comments. Brody Flint explained we have had a lot of people reach out about our public comments. He has heard discussions about using public comment cards. Weighing risks vs reward, he does not think it is worth it. We have the potential of violating the first amendment. There is not statutory law requiring public comment. You must have public hearings when required by law. Almost every municipality has public comment despite there being no law. The format of the government is 5 council members and the mayor. The mayor's specific job is the maintaining the meeting. Which includes the format of the meeting. He has been researching due to discussions with the public and cannot find a city that holds two public comment sessions. He has also worked with other cities and the public is upset that public comment is the first item on the agenda. We do need to have a set of rules in place for public comment. You as the Mayor and Council do not have liability protections if you violate people's rights during a public meeting. We must have a structure and rules in place. If you give one person 4 minutes you must give all people 4 minutes you cannot give some 3 and others 4. Technically a council member can make a motion for public comment. You must also make a motion to suspend the rules then motion to hold a public comment period with a super majority. I would advise you not to do that. It opens up Council and Mayor to issues violating people's first amendment rights. We have many means of communication. They can email, call, or visit the office. Council members can host an event and take public comment during that event as long as there is not a quorum. He encouraged Council to continue following the set rules. He believes public comment is done appropriately and according to the laws in Harrisville.

6. Public Comment

Mayor Tait opened the public comment period.

Nathan Averill suggested increasing the public comment time from 3 minutes to 5 minutes.

Mayor Tait closed the public comment period.

7. Mayor/Council Follow-up

Council Member Wilhelmsen inquired about the increase to 5 minutes. Mayor Tait said we will leave it at 3 minutes for now.

Council Member Jackson thanked Council for helping with the senior luncheon. He is grateful to the Varble's for taking over the senior luncheon.

Council Member Wilhelmsen stated he has information from the mosquito abatement board that he would like put on the website. There is some good information about what they are doing for mosquito abatement.

Bryan Fife reported on the easter egg hunt. There were 9,500 eggs. It took 45 minutes to spread out the eggs. He would like to add something for the teenage age group. Recreation is going well.

Chief Wilson stated they will be at Orion tomorrow cooking for the teachers for Teacher Appreciation Week.

Jennie Knight thanked the Council on behalf of staff. We have brought many hard decisions before Council for several years. It feels good as staff to be supported.

- 8. Closed Executive Session-** For the purposes described in UCA 52-4-205(1)(a) discussion of the character, professional competence, or physical or mental health of an individual.

Motion: Council Member Jackson motioned to open a Closed Executive Session for the purposes described in UCA 52-4-205(1)(a) discussion of the character, professional competence, or physical or mental health of an individual, second by Council Member Wilhelmsen.

The vote on the motion was as follows:

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

The motion passed unanimously.

Motion: Council Member Weiss motioned to close a Closed Executive Session For the purposes described in UCA 52-4-205(1)(a) discussion of the character, professional competence, or physical or mental health of an individual, second by Council Member Wilhelmsen.

The vote on the motion was as follows:

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

The motion passed unanimously.

9. Adjournment

Motion: Council Member Weiss motioned to adjourn the meeting, second by Council Member Wilhelmsen.

The vote on the motion was as follows:

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

The motion passed unanimously.


The meeting adjourned at 8:37 P.M.

ATTEST:



Jack Fogal
City Recorder

Approved this 10th day of June, 2025



MICHELLE TAIT
Mayor