

MINUTES
HARRISVILLE CITY COUNCIL WORK SESSION
March 31, 2026
363 W. Independence Blvd
Harrisville, UT 84404

Minutes of a regular Harrisville City Council meeting held on March 31, 2026 at 7:00 P.M. at the Harrisville City Offices, 363 W Independence Blvd., Harrisville, UT.

Present: Mayor Roger Shuman, Council Member Greg Montgomery, Council Member Grover Wilhelmsen, Council Member Blair Christensen, Council Member Jason Hadley, Council Member Karen Fawcett.

Excused:

Staff: Jennie Knight, City Administrator, Mark Wilson, Chief of Police, Bryan Fife, Public Works, Parks and Recreation Director, Jack Fogal, City Recorder, Jill Hunt, City Treasurer, Assistant Chief Of Police Nick Taylor,

Visitors: Kevin Karras.

1. Call to Order

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

2. Opening Ceremony

Council Member Montgomery opened with the Pledge of Allegiance.

3. Budget Discussion for Fiscal Year 2027

Jill Hunt presented on the 2027 budget. She provided some graphs along with the spreadsheet for clarity and transparency. Our revenue projections have increased 9% overall. Our expenditures have decreased by 5% overall. Mayor Shuman commented the budget looks better now than it did during the last work session in January. Jill Hunt stated it gets easier to project numbers the closer we get to the end of the year. Council Member Hadley asked to review the administration budget that we did not finish in January. Council Member Montgomery inquired about the estimate for sales tax. Jill Hunt stated her projections show a small increase due to some new homes coming in and more businesses in the city. She tries to project conservatively. As the Ben Lomond development grows it will increase more. We get receive a portion of sales tax from business conducted in the city and portion from the county. Council Member Montgomery questioned why the franchise tax is decreasing. Jill Hunt clarified it is going up by \$40,000. The only items that drop are the plan application fee for subdivisions and grants. Grants are really hard to project year-to-year. There are numerous smaller grants that come in throughout the year that we cannot project. We are using some of the Class B and C road funds for projects that are approved. The Mayor and Council budget went down 7%.

Jill Hunt reported the court budget went up about \$50. The biggest change is related to court fees for constables. Mayor Shuman inquired about the revenue for the courts. Jill Hunt stated it is under fines and forfeitures. The fines are combined and then are distributed between a trust, the city, and the state. Council Member Wilhelmsen inquired about the percentage that goes to the state. Chief Wilson clarified the state takes more from moving violations and less from other

infractions. It depends on the type of crime. Jennie Knight stated it can be up to 85%. Mayor Shuman questioned if we have looked at outsourcing the court. Jennie Knight stated we have before. Mayor Shuman reported he has been speaking to the Ogden Valley Mayor and they are having the Washington Terrace court provide services for them. It might make sense to contract with another court. He is unsure if it would save us money but it might be a benefit. He inquired if there is a way to generate additional revenue from citations. Chief Wilson reported the fees for tickets are set on a bail schedule and the city court has to abide by that schedule. Council Member Fawcett questioned if there was a cost savings when it was reviewed in the past. Jennie Knight stated she is unsure of the specifics because she was not a part of those negotiations. The previous time they were looking at doing a tri-city court. There were concerns we would lose control of the costs. Council Member Wilhelmsen inquired how would we lose control of costs. Jennie Knight stated it would have to be agreed to as an interlocal agreement. It would be similar to other interlocal agreements where the hosting agency would set the cost. Mayor Shuman stated he would like to see this matter looked into further. He will look into it and report his findings.

Jill Hunt explained our administrative budget increased 2%. This was due to our legal contract, employee engagement, and employee benefits. Council Member Hadley inquired what employee engagement line item is used for. Jill Hunt stated it includes items such as cards for birthdays and work anniversaries. Council Member Hadley inquired why the line item is doubling. Jill Hunt stated it was previously under Miscellaneous staff is working to separate items from that fund for transparency. Council Member Montgomery questioned if we go out to bid for the engineering services every few years. Jill Hunt stated we currently use Jones and Associates and have for a long time. This covers services for the city and for developments. This item varies based on developments which are then billed to the developer. We have not gone out to bid for a while. They provide a lot of services besides engineering. They help with planning and ordinance updating. Jennie Knight stated Jones and Associates has our historical records as well. During 2025 we paid about \$10,000 for the services for the year. The rest was paid for by the developers. Council Member Montgomery inquired has there been a situation where the developer drops out after some meetings and does not pay. Jill Hunt stated we have had developers drop out but we have been able to track them down and get the necessary payment. Jennie Knight stated our new online portal allows us to collect information upfront. It is a pass-through account, any service cost not used by the city gets passed on to the developer. Council Member Hadley inquired what does the Media line item cover. Jill Hunt stated it could be used for flyers or advertising for projects or events. Jennie Knight clarified we have also received some grants requiring a Media line item. Council Member Hadley inquired why legal service is increasing so much. Jennie Knight stated there will be a new contract coming to Council in April. We are trying to give you the most up to date information and this is a projected change. Jill Hunt stated utilities are increasing. Our utilities include Rocky Mountain, Waste Management, Enbridge Gas, similar to a residential utilities. The increase is 5% for the Utilities for the city property. Council Member Hadley questioned what the codification line item is. Jennie Knight stated we use Municode which is a service to host our code book and policies. Council Member Hadley inquired about the liability/property insurance. Jill Hunt clarified it covers the Trust, vehicles, and property insurance but not workers comp. Council Member Montgomery questioned if we are self-insured or part of a larger pool. Jennie Knight explained we are members of the Trust which insures over 80 municipalities in the state. Jill Hunt stated the Trust gives us better coverage than we have been able to find on our own. Jennie Knight reported we also receive discounts for trainings, meetings, and programs. Mayor Shuman inquired how are we controlling costs with utilities for the new building. For example, we have a large compressor; are we using it appropriately or is it being under-utilized. Public Works has

not yet had the opportunity to control those items. He questioned if we can manage those expenses going forward. A solution may be getting a smaller air compressor to decrease the yearly maintenance cost for the large one. Bryan Fife stated he will review our usage and see what we can implement.

Jill Hunt explained overall the police budget dropped a few thousand dollars. Wages, overtime, and training went up but equipment went down. Mayor Shuman inquired was the taser included in this budget season. Chief Wilson stated no it is not. He is working on a plan to include it in the 2027-2028 budget.

Jill Hunt explained the Planning Commission cost went up with the potential to go up to 7 commissioners. Mayor Shuman clarified we should stick with 5 commissioners for now. The building inspections and plan checks are increasing. These are revolving funds. The cost will pass through as we issue permits. Ben Lomond is expected to ramp up construction which is why there is a large increase in those funds. Mayor Shuman inquired does the Building Inspections line-item cover Beacon Consulting. Jill Hunt answered affirmatively. She explained salaries and benefits went up. Public Works Media line item went up 100%. This was due to combining parks and public works. They moved the media budget from parks and put them in a combined budget. Council Member Montgomery questioned do we have better numbers in regards to the insurance benefits for the employees. Jill Hunt stated our benefits increase came in at 4%, the average across the board was 7%. The original estimate provided in January decreased. Our rates are affected by things like emergency room visits, surgeries, and large claims. Council Member Montgomery asked are we contributing to URS for employees. Jill Hunt stated we do but those rates are set by the state. Most of our employees are tier 2 with only a few tier 1. The roads funds are restricted. The biggest increase was motor pool payment and street maintenance. We are anticipating two plow trucks, not the big plow trucks. This is being split with parks so they can help plow the roads and parks. Mayor Shuman inquired how do we determine the need for the plow trucks and side-by-side. Bryan Fife stated the plows are replacements for vehicles that are being sold. The trucks are being sold due to miles, age, and condition. Council Member Montgomery inquired is it wise to decrease the Fuel line item. Jill Hunt stated she reviewed the fuel cost for the last 5 years. We have not been using it so it is being re-allocated. Council Member Montgomery reminded everyone of the current cost for fuel. Jill Hunt stated they are trying to guess accurately without inflating the cushion. The salary, overtime, and benefits went down for parks. Overall, the budget went down 24%. This was due to combining parks and public works. Council Member Montgomery inquired about the Property Tax line item. Jill Hunt stated we still have to pay the water portion of the property tax. Our utility funds are in great shape. The 4-Mile Special Service District revenue should cover the expenditures.

Jill Hunt reported the bonds are paid every year. We are not using more than we need to. Our impact fees are paying for the public works and part of the new public safety building. The interest from the bonds are helping to pay the bonds as well. Mayor Shuman stated the new building would come out of the General Fund for sales tax. Jill Hunt stated yes. The General Fund will cover what is left over from the police impact fee. Mayor Shuman questioned are the impact fees paying for the public works building as well. Jill Hunt clarified we have multiple impact fees collected at the time of building permit. We use storm water and sewer to pay for the public works building and the police impact fee will help pay for the public safety building. Mayor Shuman inquired will the buildings cost more next year in payments. Jill Hunt stated no the payments are the same next year. Mayor Shuman clarified when we make the payments and are not holding the bonds funds anymore, we will pay more from other funds due to the loss

of the interest revenue. Jill Hunt stated you are correct. Once the interest from the bonds is gone, we will have to cover that difference. Council Member Montgomery stated the League has warned that the state will be auditing impact fees this summer. Jill Hunt reported that is part of our audit process. The auditor looks at our impact fees and makes sure we are compliant with state law. Council Member Montgomery reported the league warned the state will want to see how the impact fees impact the specific development that paid them. Jennie Knight stated since COVID the impact fees have gone through the roof when conducting impact fee studies. The developers are concerned about the increase and the state is making sure we are doing this correctly. Council Member Hadley questioned what items the impact fees cover. For example, how do we feel the state of our sewers are. Are we due for maintenance. Bryan Fife stated we camera 50% of the sewer each year then the next year we camera the rest. We do have some clay pipes as well. We have plans to do some lining and replacements. Jill Hunt reported the impact fees are highly restricted. If a sewer line fails and it is not identified on the plan, we cannot use impact fees to replace it. Projects like that are why we have a fund balance for sewer and storm water. Council Member Hadley inquired do we use the full balance every year. Jill Hunt clarified the impact fees are being used every year but we do not use the fund balance every year. Council Member Wilhelmsen inquired are we plastic lining the clay pipes or have we already lined some. Bryan Fife stated he is unsure what sections have been lined off the top of his head. We have included in this budget lining some manholes.

Jill Hunt reported we have a healthy fund balance in the storm water fund. We will be using a little of that balance to help cover some projects. Our street light fund and garbage fund look good right now, but we do not yet have the numbers on next year's garbage fees. It could change and the budget will be updated when we receive the updated fee. Mayor Shuman reported there are a group of investors that have developed a landfill in the county. The landfill has taken business from the county transfer station. During the last WACOG meeting it was stated conditions were not looking favorable for the transfer station staying open. He does not believe it would be a good thing for a corporate entity to come in and control our garbage prices. When they get approval, they start raising rates which could hurt us. The transfer station will raise rates as well if they stay. Either way we will see increases in garbage costs. Jill Hunt stated the garbage fund may change and she will update the budget and Council when she gets the information. Mayor Shuman stated residents are questioning why we pay for garbage and recycling cans if the companies are not recycling what is put in. Jill Hunt reported we can see if our Waste Management representative will come to a Council meeting for discussion. We are cleaning up the Motor Pool fund for transparency. Motor Pool pays for the vehicle and the department pays it back like a loan. Council Member Montgomery inquired how many vehicles are in the motor pool. Jill Hunt reported she is not sure off the top of her head. Jennie Knight stated the payment made to the motor pool is paid with interest to help sustain the motor pool. Mayor Shuman inquired is the city tax exempt from sales tax for the vehicles. Jennie Knight answered affirmatively.

Jill Hunt stated she likes to include the pay ranges and fee schedules in the budget every year. It helps residents and makes it easier for other cities to find it. When she does the wage study, she has to contact the cities to get the information for ranges. We use a program called Tech-Net to help with the wage studies. Council Member Montgomery inquired how many cities upload to Tech-Net. Jill Hunt stated a lot of cities throughout the state use it but she does not have an exact number. The counties do not use it as much but we have a large pool to look at. Council Member Montgomery questioned how the wage study is conducted. Jill Hunt stated she uses cities in our area of similar size. We look at the range from high to low for the wage. Mayor Shuman inquired do we look at unemployment rates. Five years ago, we could not find

employees, now you can post a job for \$17 an hour and get 100 applicants. With unemployment being higher we don't need to pay as much. Jill Hunt stated we are picky for candidates. We want candidates that will stay for a while and not cause issues. The turnover rate can kill your cost savings if we have to retrain people. Council Member Wilhelmsen inquired what factors go into some of these job listings. Chief Wilson stated there is a lot that goes into hiring a police officer. We are finding that officers willing to accept the low end have had previous issues. Good officers are at a premium right now. Pay is not everything. We need to be competitive but have a good culture, equipment, and training. We want individuals that are looking at a career and not a stepping stone. Our starting wage now is \$4 behind the county. We have applicants that haven't been to the academy or have their LEO certification yet. We have spent a lot of money in the past training these guys or putting them through the academy for them to leave for a higher paying job. Council Member Wilhelmsen inquired where is that sweet spot to get those good officers. Chief Wilson stated he is not sure on the exact number; our pay starts at \$26/hour. Council Member Wilhelmsen questioned how do we keep some of our officers that are receiving awards for service. He has been impressed by observing our officers. He watched an officer interact with teenagers in the city recently. The teenagers were on edge and concerned even though they hadn't done anything wrong. The officer handed out treats and spoke with them in a friendly manner which eased the tension. Chief Wilson stated there are a lot of studies showing that a happy officer interacts with the public better. It can save the city a lot of money from lawsuits. Council Member Wilhelmsen inquired is it the same for Public Works. Bryan Fife answered affirmatively. Jennie Knight stated the budget presented to you tonight will bring staff outside of the pay range to the lowest point. Since the 2022 tax increase, we have done COLA and merit raises for staff when it is warranted. Even utilizing these tools, we find ourselves still behind in some cases. This goes to Council Member Christensen's earlier question about increasing staffing for public works and police. We are down an employee for both departments. The proposed budget shows replacing those positions, but does not reflect additional employees. Council Member Wilhelmsen inquired how are we balancing the employees covering multiple roles. How does the police department handle it when they are down officers. Jennie Knight stated the wage studies can be very hard to conduct. Almost every city has similar titles but have totally different job descriptions. For example, Jack Fogal is the City Recorder but also does emergency management, evidence management, and is certified to fly the drone. There is a lot a difficulty balancing this with wages. We have seen people leave for higher paying jobs. We want to keep the good people working for the city. You will see during the April meeting in our risk assessment we have a perfect score due to measures taken by staff. We have not had a crossing guard all year for the schools. Staff has been covering it. We have an opportunity to increase a staff member's hours to cover the crossing guard position, as well as covering code enforcement administrative work. This is included in the proposed budget. Council Member Montgomery inquired what is the cost of living proposed this year. Jill Hunt stated the Treasurers have a spreadsheet they work on together in the state. Many cities are doing 5% COLA. Her suggestion is 3% COLA and 2% merit if it is earned. Council Member Montgomery questioned how the merit increase works. Jill Hunt explained the merit is earned, if they are at the top of the range, they would not be able to get the merit they only get the COLA. It is based on their yearly evaluations and if they are going above and beyond their job duties. We are updating those evaluations; you should see them in April. Council Member Montgomery explained in his experience you only have 7 years to increase in merit. Jill Hunt stated we do not do step programs for raises. We would rather evaluate it year-to-year and increase accordingly. As long as you are not capped there is a chance you can get the merit and COLA. Council Member Montgomery inquired does everyone meet the criteria for the increase. Jill Hunt stated everyone has the possibility but there is no guarantee to get it. Mayor Shuman stated it has been a pleasure to get to know the staff for Harrisville City. He feels they are very committed. In

his current job he has not had an increase in pay in 5 years. They have had record sales during that time. He makes less money today than 5 years ago. He has never been in an environment where employees create their wages. You can paint the picture how you want it to be with the data you have. We want to try and maintain the employees. On the flipside staff has tremendous benefits. He made \$200,000 and not had the benefit package a staff member has when he was paid \$80,000. If he had the choice to start over, he would go into the public sector. It is hard for him to put his mind around. He has seen other cities that are similar in wage. He was relieved to see the budget that we are ahead of the game. Bona Vista is a 3% increase. The general manager of Bona Vista gave his staff a raise but did not give himself one. They have a large revenue share. He respects the staff and the roles that they fill. He appreciates the staff but his mind is blown by the numbers. Council Member Fawcett inquired do we feel they are overpaid or need to be competitive. Mayor Shuman stated he would like to do it if we have the revenue. He does not want to go back to the residents to ask for an increase in property tax. Council Member Fawcett stated she went 7 years without a raise. Her company did a market analysis and she got a 22% raise just to get competitive not even get to the top of the range. She agrees we have to balance keeping costs reasonable but pay appropriately. Council Member Wilhelmsen stated it is important to review the studies. He understands the benefits. He was a government employee for 40 years. He remembers being a teacher and getting a 40% raise when the state did a wage study. The benefits of having our own departments outweigh the cost. He agrees we need to practice smart money management. People are here for many reasons.

Council Member Montgomery inquired what are the goals for the budget. He questioned what we want to accomplish. Council Member Hadley stated he would like to see goals from the department heads. If we do not have goals these numbers feel more like expenses rather than an investment towards goal. Mayor Shuman inquired if Council would like to add that as an agenda item for a later meeting. Council Member Montgomery stated we need to define our budget by May 1. Jennie Knight stated the state gave a grace period for this year for that requirement. We won't get our certified tax rate until June 8th. We adopted an ordinance that requires Truth In Taxation every year regardless of increase, decrease, or staying the same. This is a benefit because sometimes our numbers do not come in until July or August. We believe we are moving in the right direction with the new law.

Council Member Montgomery inquired how many people have city vehicles or get a monthly stipend for their personal vehicle. Jill Hunt stated nobody gets a stipend, officers have their vehicles and department heads have their vehicles. There is a vehicle available if staff needs to attend a training. Council Member Wilhelmsen inquired what happens to parks and recreation vehicles. Bryan Fife stated we have vehicles for staff to drive when they are here and Assistant Director Gammell and himself have one that they take home. Council Member Hadley questioned what guidelines are in place for using city vehicles for personal reasons. Jennie Knight stated we have guidelines about what they can be used for. We use the vehicles for city use and not for personal use. Mayor Shuman stated he had to track miles while using his company vehicle. He was taxed for any use of the vehicle beyond work purposes which included travel to and from work. Is that similar for the police department. Chief Wilson reported there is legislation stating because the police are on call, they don't get taxed for that mileage. Mayor Shuman stated he appreciates that other cities let officers take their car home. It deters crime.

Jill Hunt summarized there is a lot of information in the budget. If you come up with questions reach out to her. She gets more accurate information further in the year. Mayor Shuman stated

he does not like the ordinance mandating truth in taxation every year. It can upset the residents thinking the taxes are being raised. Council Member Montgomery stated the League is working on some information for residents about truth in taxation. It could be a benefit to share when they provide it. Jennie Knight stated that is something we can provide when we receive it. Council Member Montgomery appreciates the effort for the budget. Jill Hunt stated if there are changes needed, please reach out to her.

4. Adjournment

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

The vote on the motion was as follows:

- Council Member Wilhelmsen, Yes
- Council Member Fawcett, Yes
- Council Member Christensen, Yes
- Council Member Hadley, Yes
- Council Member Montgomery, Yes

The motion passed unanimously.

The meeting adjourned at 9:11 P.M.

ATTEST:



Jack Fogal
City Recorder





Roger Shuman
Mayor