



HARRISVILLE CITY

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

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Jeffery Pearce
Gary Robinson
Jennifer Jensen
Ruth Pearce
Austin Tracy

CITY COUNCIL MEETING AGENDA 363 West Independence Blvd February 14, 2017

"In accordance with the Americans with Disabilities Act, the City of Harrisville will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting the City Recorder at 801-782-4100, providing at least three working days advance notice of the meeting."

7:00 P.M. CITY COUNCIL MEETING

Presiding: Mayor Bruce Richins

Mayor Pro Tem: Gary Robinson

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE & OPENING CEREMONY** [Gary Robinson]
3. **CONSENT ITEMS**
 - a. Approve the minutes of January 10, 2017 as presented.
 - b. Check Register
4. **BUSINESS ITEMS**
 - a. Discussion/possible action to grant Final Acceptance of Golf Crest Village Phase 2. [Kyle Hamblin]
 - b. Discussion/possible action to grant Final Acceptance of Wildflower Subdivision Phase 5. [Sean Lambert]
 - c. Main Park Project Report [Bryan Fife]
 - d. Your Community Connection Presentation [Julie Smith]
 - e. Discussion/possible action to Harrisville Ordinance 489; Justice Court and Departmental Amendments. [Bill Morris]
 - f. Youth City Council Report on Local Officials Day at the Legislature. [Council Member Tracy]
 - g. 2017 Municipal Election Discussion [Jennie Knight]
 - h. 2017 Goals [Bill Morris]
 - i. Heritage Days Update [Bryan Fife]
5. **PUBLIC COMMENTS - (3 minute maximum)**
6. **MAYOR/COUNCIL FOLLOW-UP:**
7. **ADJOURN**

DATE POSTED: Feb. 10, 2017

BY: Jennie Knight, City Recorder

I, Jennie Knight, certify that I am the City Recorder of Harrisville City, Utah, and that the foregoing City Council agenda was faxed to the Ogden Standard Examiner, Weber County Library, and neighboring cities. The agenda was also posted at the following locations: City hall, on the City's website www.cityofharrisville.com and the State Public Meeting Notice website at <http://pmn.utah.gov>.

**MINUTES OF HARRISVILLE CITY
CITY COUNCIL MEETING**
Tuesday, January 10, 2017 – 7:00 p.m.
Council Chambers
363 West Independence Blvd
Harrisville, Utah

Present: Mayor Bruce Richins, Council Member Jeff Pearce, Council Member Gary Robinson, Council Member Jennifer Jensen, Council Member Ruth Pearce, Council Member Austin Tracy.

Staff: Bill Morris, City Administrator, Jennie Knight, City Recorder, Pam Crosbie, Finance Clerk.

Visitors: Jeff Ambrose, Blaine Barrow, Brad Willden, Nathan Averill.

7:00 P.M. CITY COUNCIL MEETING

1. Call to Order.

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

2. Opening Ceremony.

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

3. Consent Items.

a. Approve the minutes of December 13, 2016 as presented.

b. Check Register

Council Member Robinson asked if the description can be listed instead of the account number. Council Member Pearce suggested getting a list of accounts for Council to review on their own. Pam Crosbie said she is not aware of the Caselle program allowing for the accounts to be listed under the description. Mayor Richins suggested she contact Caselle to see if this is possible. Council Member J. Pearce asked why there are so many phone providers. Jennie Knight explained we have three different providers for four different accounts. Mayor and Council gave a short discussion on the phone providers and services.

MOTION: Council Member J. Pearce motioned to approve the consent items for January 10, 2017 as presented. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.

4. Convene as the Community Reinvestment Agency

a. Discussion/possible action to approve CDA on Washington Blvd.

Bill Morris asked if Council reviewed the Project Management minutes regarding this item. He introduced Aaron Thornock who has a development proposal on Washington Blvd. The proposal includes a mixed use zoning with patio homes and commercial fronting Washington Blvd. Phase one will include residential housing with the money

collected rolling into the commercial phase. Bill Morris said this will require a section of the land use ordinance to be rewritten to allow for mixed use zoning. Mr. Thornock has proposed a road connecting into Larsen Lane because of fire access requirements. This would be offset with the Thoroughbred Crossing access unless a home is removed. The city engineer would like to align the roads. Mr. Thornock explained the tenant of the home is in a rent to own situation which is making the offer to buy complicated. The property owner would like to sell.

Council Member R. Pearce asked what options they have for road designs. She expressed concern if a barrier would be installed. Bill Morris said the city engineer is the one recommending the lining up of the intersection. Council Member R. Pearce expressed her concern now that a continuous right turn is allowed off of Washington Blvd for westbound traffic on Larsen Lane. She suggested closing off access on 375 West once the Thoroughbred Crossing access is installed.

Bill Morris explained step one of the CDA project is to see if this is something the Council is interested in. We currently do not have zoning that supports mixed use. Normally a 15-20 page plan is presented outlining the taxing entities involved and the project details. Mr. Thornock said he will be continuing conversation with Doug Larsen who is contacting the taxing entities including the school district. Council Member Jensen asked why the school district is involved. Bill Morris said they are one of the taxing entities and all entities must agree to this proposal.

Council Member R. Pearce asked how much property of phase one has been acquired. Mr. Thornock outlined the area he has already acquired and the outstanding property where the rental house is located. He said there are a couple of land owners he is unable to contact but some he already has a verbal agreement with. He actually wanted to get feedback from Council before he moves forward on acquiring the rest of the land. Council Member R. Pearce said nothing is setup in the city regulations that allows for this. Bill Morris agreed saying an ordinance will be drafted while the developer is working with the county on providing the city with the plan outline.

Council Member R. Pearce said most of phase 1 is currently zoned RE-15 and the proposed lots for this area are more consistent with R-1-10. She said she does not understand this to be a mixed use project. Bill Morris explained this is a horizontal mixed use plan consistent with what Matt Godfrey proposed the city considered with his consulting report. When Council receives the full plan the commercial will be outlined in addition to the residential. Council Member Jensen pointed out this is just a preliminary draft. She asked if phase two will include commercial. Council Member R. Pearce again expressed her concern this is not truly mixed use. Bill Morris again explained this is the type of proposal Matt Godfrey recommended in his consulting report. He said the type of mixed use down by the Junction in Ogden is vertical mixed use. Council Member R. Pearce said this type of development has been proposed before. Bill Morris said this type of proposal is more family type atmosphere instead of higher density.

Council Member Jensen expressed her desire to see more commercial development coming through and would favor a plan that includes commercial. She does not want to see anything sit vacant. Mayor Richins said Council could approve the phases together. Mr. Thornock asked if that means to acquire all of the land. Council Member R. Pearce said she would prefer the commercial to go in first. Council Member Jensen said this is standard development to phase things, using the money collected from one phase to

install the next phase. Bill Morris said there is some risk associated with the project, which is standard in development. There are several examples of where development takes time. Likely this project would take some time as well.

Mayor Richins asked where the proposal will intersect with Washington Blvd and whether there is existing commercial already in this area. Council Member J. Pearce described the current area and relatively close proximity to existing commercial. Council Member Robinson asked for visual examples of the homes and expressed his concern of the interest in the size of homes proposed. Mr. Thornock explained this has a modern community feel with 7-8 ft. in between houses. There are some that like the close proximity because they do not have to care for large yards. He also pointed out the patio homes are for elderly people who also don't want big yards. Council Member Robinson expressed his concern with narrow roads in these types of developments. Mayor Richins and Mr. Thornock pointed out the roads will meet current city standards. Council Member Jensen clarified this is a rough draft of the proposed project. Council Member J. Pearce said the goal and vision that will be implemented as the project still need to be drafted. The entire development will follow city guidelines. Council Member R. Pearce asked what will be required. Bill Morris explained the mixed zoning will be address through an amendment to the land use ordinance and Doug Larsen from Weber County will draft the plan for the CDA project. Bill Morris explained the site plan will go through Planning Commission once the project is approved by the Community Reinvestment Agency.

Council Members R. Pearce and Jensen agreed the road must line up for safety reasons. Bill Morris explained that eminent domain may become an issue for obtaining the access required to line up the intersection. Brad Willden explained the current owner, David Brown, is in agreement with selling the home, but the tenant on the property feel they have invested too much money for the fair market value price that is being offered. This is a major issue with the possibility to move forward with this development and they are seeking some support from the City Council to secure this property. The largest part of the development is the commercial pads but to make this possible they must acquire the access to Larsen Lane.

Council Member J. Pearce asked if there are issues with elevation. Brad Willden said preliminary review has not created a concern with elevation but they are still looking for support before they continue with the project. Council Member R. Pearce said she is in favor of the project as long as the roads line up and commercial development is a priority. Brad Willden said most of the property owners on Washington Blvd are interested in trading for patio homes. He said that is another reason they are starting with residential development first. The commercial area will have 4 retail pads and a big box pad. There are some vacant homes they have had difficulty contacting but the Brown property is the major hurdle and they are seeking support on this issue. Mayor and Council gave a short discussion on the surrounding homes in the area and whether or not they are occupied.

Council Member Robinson said he is not in favor of using eminent domain except for water issues. Mayor Richins asked even if this supports a public safety issue. The developers said they need to know if the city isn't willing to use eminent domain. Council Members R. Pearce, Jensen, and Tracy all agreed they are not comfortable using eminent domain. Mr. Thornock said they are offering to trade homes or buy the tenant a

different home but eminent domain is a decision the city needs to make. Council Member Jensen said their project depends on them securing the Brown property. She encouraged the developers to use a different approach to again contact the tenant of the home. Mr. Thornock explained if the tenant won't sell for a reasonable price, they will have to consider the offset intersection. Council Member R. Pearce said she will not consider an offset intersection. Bill Morris reminded Council if the presented plan meets city requirements they cannot deny the development. The developers agreed to contact the tenant themselves with the owner of the property to see if they can negotiate.

5. Business Items.

a. Presentation of the FY2015-16 audit report.

Jeff Ambrose presented the FY2015-16 audit report. He acknowledged the excellent help from staff. The city received a clean opinion, meaning the financial statement of the city is the highest possible. Council Member Robinson asked why the capital assets went down and current assets increased. Jeff Ambrose responded the city didn't add a lot of tangible assets but the cash assets increased.

The Statement of Net Position was reviewed including assets that are owned and liabilities that are owed. The difference between is called net position. This is nearly the same amount as the assets listed because the city has no debt. The main liability listed is the GASB report that was mandated last year. The city is in an overall nice position. Statement of Activities was reviewed beginning with the expenses of the city; broken down by each governmental function, including the net cost for providing services. This also shows the general revenues. Total liabilities did not increase much. The unassigned fund balance is near the upper level; this provides reserves as we move forward from year to year.

The Statement of Revenue was reviewed showing there was an increase in taxes due to increased sales tax and business licensing and building permits also increased. Overall the total revenues increased.

Utility funds were reviewed briefly. These funds operate like a business and are very capital attentive. These are all healthy with nice reserves to pay for any increases there. Typically cities have debt in this area but Harrisville City operates these utility funds without debt.

Operating Statement was reviewed including cash flows from operations showing the cash coming in and out through day to day operations. The notes of the financial statements are listed. Capital assets activity was reviewed; equipment was outlined with the deletion of old vehicles. The city participation in the retirement plan was reviewed. This is an extensive requirement because of supplemental information. This is where the results are compared for the general fund. Total revenues came in more than what was projected. Budgetary activities were monitored well and no fund balance was used. Letter to the state auditors to meet requirements are included in the report as well. There are no weaknesses or noncompliance issues. No findings or deviations from the state code. There are four suggestions listed to help with internal control. Mayor Richins asked about the fourth recommendation. Jeff Ambrose explained the state auditor has a formula indicating a minimum insurance requirement for the treasurer. He is recommending this is increased slightly to be within the recommended limits. This is there for the city's protection and is very inexpensive.

Council Member Robinson asked about the outstanding engineering pass through balance. Jeff Ambrose said there is sometimes money left over after development and they may not be able to determine where this is owed. Council Member Robinson suggested this be sent to the state.

Council Member Robinsons asked how often cash receipting takes place. Jeff Ambrose said he recommends three times a week. Council Member Robinson asked if there is a two person requirement. Jeff Ambrose responded the city has the appropriate checks and balances in place based on the size of the city. Mainly court fines and forfeitures are separated. Ideally the person receipting the cash is not also the individual closing the case. If the receipting can be done on the city side, that is the recommendation on this item.

Council Member Robinson asked about the list of contributory systems. Jeff Ambrose said this note is based on the two tier retirement system. These are not listed by names but by hire date.

MOTION: Council Member R. Pearce motioned to accept the FY 2015-16 audit report. Council Member Jensen seconded the motion. All Council Members voted aye. Motion passed.

Council Member Jensen and J. Pearce thanked staff for their efforts.

b. Discussion/possible action to grant 1st Partial Final Acceptance for Wildflower Subdivision Phase 6.

Bill Morris said we have to give final acceptance within a reasonable time frame from receiving a letter of request. The city engineer is recommending acceptance of everything with exception to the five items listed on the memo dated December 21, 2016. This will release the remaining escrow with exception to the 10% of the contingency for these outstanding items.

Council Member Jensen expressed her concern with sidewalk that is crumbling in some of the Wildflower phases. She asked if the developer has any responsibility on the replacement of this sidewalk. Bill Morris said he will have Sean Lambert conduct an inspection before any money is released but this memo is prepared after the city engineer has conducted an inspection.

Council Member Robinson asked about the total of the money being released. Bill Morris outlined in the engineers memo where the money is being tallied from.

MOTION: Council Member R. Pearce motioned to grant 1st Partial Final Acceptance for Wildflower Subdivision Phase 6. Council Member Tracy seconded the motion. Council Members J. Pearce, Robinson, R. Pearce, and Tracy voted aye. Council Member Jensen voted nay. Motion passed 4-1.

c. Discussion/possible action on advice and consent to Mayor's Appointment for:

(i) Mayor Pro Tem

Mayor Richins appointed Gary Robinson as Mayor Pro Tem.

(ii) Planning Commission

Mayor Richins reappointed Brenda Nelson and appointed Nathan Averill as Planning Commissioners.

Nathan Averill (1292 Georgia Ave) introduced himself to Council. He said he is a chemist, has a young family, and plans to stay awhile. He wants to make sure Harrisville stays a good place to live.

(iii) Mosquito Abatement Board

Mayor Richins appointed Jeff Pearce to the mosquito abatement board.

MOTION: Council Member Jensen motioned to ratify the Mayor's Appointments. Council Member R. Pearce seconded the motion. All Council Members voted aye. Motion passed.

d. Annual Training – Open and Public Meeting Act.

Bill Morris reviewed the annual training with the rules for open and public meetings.

e. Annual Training – Non-discrimination and Sexual Harassment Training.

Bill Morris provided training through a presentation for non-discrimination and sexual harassment.

6. Public Comments - (3 minute maximum)

Greg Montgomery, 231 Larsen Lane, commented on the community development area discussed earlier in the meeting. In his opinion, they may need to revise the plan. Typically the city council prepares the plan explaining to the tax entities why they going to take the tax and defining the goals for the community. You develop the study map and outline the plan, carry out the public hearings and make sure this is consistent with the general plan. What is the public benefit to take the taxing benefit away and why the city going to do to step in. There may be some gaps in the plan to create that project area.

The other item he would like to comment on Larsen Lane. Are they continuing forward with the old plan? He said the last concept that was presented is a flawed concept. That road needs to be taken into consideration. When there is a standard to move ahead. In his opinion they are looking forward with regard to the speed not safety. With the proposed road, there will be a long taper and development for the land to the south. There must be a flat landing area to the south to make it a safe intersection. Whether there is a 4-way stop there in the plan. He feels community development should be planned through the city council.

Bill Morris said the proposed project is a CDA not an RDA that Greg Montgomery might be familiar with. A blight study is not requirement for this proposal. The city does have the findings and the plan will be developed by Doug Larsen, Weber County Economic Services. Harrisville City is a small city and does not have a economic development department like larger cities so we use the county resources, which is Doug Larsen. Bill explained the proposed development is being worked through the county with the developer.

As far as the widening of Larsen Lane, the city adopted the LTAP standards of development for roads. The proposal for the wider road was prepared several years ago as the transportation element of this plan. The public hearings were held at that time.

The development of this road will be through Public Works Director Sean Lambert who will be following the transportation element of the general plan.

Council Member Jensen said she agrees with not widening streets to keep the speed limit the same. She feels widening roads increase speeds.

Council Member J. Pearce said the proposed speed is 35 mph even after widening.

Greg Montgomery said snow gives you an indication of where people travel in the roadway.

Blaine Barrow, 1785 N 750 W, wanted to comment and show appreciation for what the Council does for their time and energy serving the residents. His comments are not related to anything on the agenda. His concern is with the animal shelter that is proposed on 750 W. He hopes the planning commission and whoever is involved has done their homework so the city isn't left with a white elephant the city can't control. He has been to the Weber County Animal Shelter and feels it is a first class operation. From a distance, he hasn't seen a plan to show why we would need a private entity serving as an animal shelter when we have available a high class operation. Will they compensate the townships for a comparable shelter? All indications from his research show we can't stop them from having a low quality service. He doesn't feel this is going to be a high quality shelter; whether these buildings can be adequately constructed into buildings to meet the requirements that won't conflict with the spread of disease. They talk about putting exercise areas in the surrounding greenhouses. They should show a plan where this is air conditioned, because of health concerns. Temperatures are a concern. If they are opened up, there is a noise concern. He feels some residents are not informed about what is going on. He hopes the city looks into this with the requirements and who will control what is going on. Where will complaints be heard? He agreed the property needs to be used, sold into something. Residential is not conducive for this area. Light Manufacturing or something that will work with the residents or use the ground for agricultural uses.

7. Mayor/Council Follow-Up:

Mayor Richins informed Council of the Local Legislatures Day on January 25th. Council Member Tracy said she has 3 confirmed youth city council who will be attending. Mayor and Council gave discussion on this great opportunity for the youth city council. Mayor Richins pointed out if appointments are made in advance, the youth city council can meet with their local legislator while they are there.

Council Member Pearce reported on North View Fire Department. He said they are coming along on the new building quickly.

Mayor and Council gave a short discussion on snow removal and a few areas around the city where standing water is an issue. Council Member Jensen requested public works make another run behind Majestic Elementary to clear the snow banks. The kids like to play on these causing a safety concern.

Bill Morris informed Council of the retirement open house for Shanna Edwards to be held on January 30, 2017 from 2-4pm.

- 8. CLOSED EXECUTIVE SESSION:** Utah State Code §52-4-204 & §52-4-205(1)(a): The Council may consider a motion to enter into Closed Executive Session for the purpose of discussion of character, professional competence, or physical or mental health of individual(s) and §52-4-205(1)(c) strategy regarding pending or reasonably imminent litigation.

MOTION: Council Member J. Pearce motioned to close the public meeting and enter a closed executive session. Council Member R. Pearce seconded the motion. A Roll Call vote was taken. All Council Members voted aye. Motion passed.

Mayor and Council convened into a Closed Executive Session.

MOTION: Council Member J. Pearce motioned to close the closed executive session and reopen the public meeting. Council Member R. Pearce seconded the motion. All Council Members voted aye. Motion passed.

9. Adjourn.

Mayor Richins declared the meeting adjourned at 9:50p.m.

ATTEST:

BRUCE RICHINS
Mayor

JENNIE KNIGHT

City Recorder

Approved this 14th day of February, 2017

Report Criteria:
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Discount Taken	Check Amount
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44146										
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44344										
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01/17	01/23/2017	44345	218	BONA VISTA WAT	5298	2	53-62-310	STORM WATER BILLING CHARGE	.00	1,005.55
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Total 44346:									.00	60.35
44347										
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Total 44347:									.00	469.00
44348										
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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Discount Taken	Check Amount
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Total 44350:									.00	180.72
44351										
01/17	01/23/2017	44351	398	COMPASS MINER	715779	1	10-61-459	SNOW REMOVAL - MATERIAL	.00	818.74
01/17	01/23/2017	44351	398	COMPASS MINER	715812	1	10-61-459	SNOW REMOVAL - MATERIAL	.00	817.57
Total 44351:									.00	1,636.31
44352										
01/17	01/23/2017	44352	514	DINGMAN PROFES	41099	1	10-71-260	BLDGS & GROUNDS	.00	109.00
Total 44352:									.00	109.00
44353										
01/17	01/23/2017	44353	546	DYNAQUEST TEC	200592	1	10-45-301	COMPUTER SERVICES	.00	128.38
01/17	01/23/2017	44353	546	DYNAQUEST TEC	200592	1	10-45-301	COMPUTER SERVICES	.00	970.00
Total 44353:									.00	1,098.38
44354										
01/17	01/23/2017	44354	593	FBINAA UTAH CHA	01.23.1	1	10-51-640	SUBSCRIPTIONS & MEMBERSHIPS	.00	120.00
Total 44354:									.00	120.00
44355										
01/17	01/23/2017	44355	635	FREEDOM MAILIN	30471	1	10-45-303	CITY NEWSLETTER	.00	192.78
Total 44355:									.00	192.78
44356										
01/17	01/23/2017	44356	817	HOLBROOK, W. C	01.11.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44356:									.00	50.00
44357										
01/17	01/23/2017	44357	853	IACP	100123	1	10-51-640	SUBSCRIPTIONS & MEMBERSHIPS	.00	150.00
Total 44357:									.00	150.00
44358										
01/17	01/23/2017	44358	929	JENSEN, KEVIN	01.19.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44358:									.00	50.00
44359										
01/17	01/23/2017	44359	985	KELLERSTRASS E	275085	1	10-51-590	GASOLINE	.00	398.11
01/17	01/23/2017	44359	985	KELLERSTRASS E	275085	2	10-61-590	FUEL	.00	132.70
Total 44359:									.00	530.81

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Discount Taken	Check Amount
44360										
01/17	01/23/2017	44360	1010	KNIGHT, JENNIE	01.11.1	1	10-44-600	OFFICE SUPPLIES & EXPENSE	.00	36.41
Total 44360:									.00	36.41
44361										
01/17	01/23/2017	44361	1110	LOWE'S	901180	1	10-71-250	EQUIPMENT	.00	37.96
01/17	01/23/2017	44361	1110	LOWE'S	902012	1	10-61-425	TOOLS	.00	140.71
01/17	01/23/2017	44361	1110	LOWE'S	902019	1	10-61-431	BUILDINGS & GROUNDS	.00	7.18
01/17	01/23/2017	44361	1110	LOWE'S	902092	1	10-61-425	TOOLS	.00	28.71
01/17	01/23/2017	44361	1110	LOWE'S	902205	1	10-61-425	TOOLS	.00	39.84
01/17	01/23/2017	44361	1110	LOWE'S	907694	1	10-71-250	EQUIPMENT	.00	140.57
Total 44361:									.00	394.97
44362										
01/17	01/23/2017	44362	1201	MILLS, HAROLD	01.23.1	1	10-34-400	PARK & CABIN RESERVATIONS	.00	125.00
Total 44362:									.00	125.00
44363										
01/17	01/23/2017	44363	1214	MODEL LINEN SUP	068066	1	10-45-430	CITY BLDGS CUSTODIAL	.00	52.67
Total 44363:									.00	52.67
44364										
01/17	01/23/2017	44364	1269	MUNICIPAL CODE	422	1	10-45-760	CODIFICATION SERVICES	.00	1,500.00
Total 44364:									.00	1,500.00
44365										
01/17	01/23/2017	44365	1371	OLDCASTLE PREC	210342	1	10-45-800	PARK IMPACT FEE EXPENSE	.00	2,730.00
Total 44365:									.00	2,730.00
44366										
01/17	01/23/2017	44366	1492	HOFFMAN UTAH, I	SL7022	1	50-62-750	SEWER SYSTEM MAINTENANCE	.00	4,680.00
Total 44366:									.00	4,680.00
44367										
01/17	01/23/2017	44367	1514	QUESTAR GAS	01.10.1	1	10-45-410	UTILITIES	.00	485.92
01/17	01/23/2017	44367	1514	QUESTAR GAS	01.10.1	2	10-45-410	UTILITIES	.00	467.02
01/17	01/23/2017	44367	1514	QUESTAR GAS	01.10.1	3	10-45-810	CABIN UTILITIES	.00	259.39
Total 44367:									.00	1,212.33
44368										
01/17	01/23/2017	44368	1573	RICHINS, BRUCE	01.18.1	1	10-41-380	ENTERTAINMENT & FOOD EXP	.00	40.00
Total 44368:									.00	40.00
44369										
01/17	01/23/2017	44369	1711	SHUMAN, ROGER	01.19.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44369:									.00	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Discount Taken	Check Amount
44370										
01/17	01/23/2017	44370	1734	SMITH, BILL	01.19.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44370:									.00	50.00
44371										
01/17	01/23/2017	44371	1752	SOWBY, DAVID	01.23.1	1	10-71-625	ORION JR HIGH	.00	570.00
Total 44371:									.00	570.00
44372										
01/17	01/23/2017	44372	1923	UTAH COMMUNIC	62783	1	10-51-665	UCAN USER FEES	.00	511.50
Total 44372:									.00	511.50
44373										
01/17	01/23/2017	44373	1937	UTAH LOCAL GOV	150459	1	10-22240	WORKERS COMPENSATION PAYABL	.00	206.36
01/17	01/23/2017	44373	1937	UTAH LOCAL GOV	150459	1	10-22240	WORKERS COMPENSATION PAYABL	.00	2,053.43
01/17	01/23/2017	44373	1937	UTAH LOCAL GOV	150459	1	10-22240	WORKERS COMPENSATION PAYABL	.00	2,259.79
Total 44373:									.00	4,519.58
44374										
01/17	01/23/2017	44374	2004	WALMART COMMU	000746	1	10-51-600	SUPPLIES & EXPENSES	.00	20.26
01/17	01/23/2017	44374	2004	WALMART COMMU	003742	1	10-44-600	OFFICE SUPPLIES & EXPENSE	.00	88.24
01/17	01/23/2017	44374	2004	WALMART COMMU	003958	1	10-41-380	ENTERTAINMENT & FOOD EXP	.00	57.36
01/17	01/23/2017	44374	2004	WALMART COMMU	009883	1	10-44-600	OFFICE SUPPLIES & EXPENSE	.00	6.39
Total 44374:									.00	172.25
44375										
01/17	01/23/2017	44375	2023	WASTE MANAGEM	185981	1	60-52-440	GARBAGE/RECYCLE CHARGES	.00	28,056.93
Total 44375:									.00	28,056.93
44376										
01/17	01/23/2017	44376	2068	WEISS, STEPHEN	01.19.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44376:									.00	50.00
44377										
01/17	01/23/2017	44377	2084	WESTLAND FORD	FOCS4	1	10-51-430	EQUIPMENT REPAIR & MAINTENANC	.00	1,210.93
01/17	01/23/2017	44377	2084	WESTLAND FORD	FOCS4	1	10-51-430	EQUIPMENT REPAIR & MAINTENANC	.00	913.42
Total 44377:									.00	2,124.35
44378										
01/17	01/23/2017	44378	2135	YOUNG, PATRICIA	01.11.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44378:									.00	50.00
44379										
01/17	01/23/2017	44379	2203	CHRISTENSEN, BL	01.11.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44379:									.00	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice GL Account Title	Discount Taken	Check Amount
44380										
01/17	01/23/2017	44380	2212	READ, SHAWN	01.19.1	1	10-51-615	UNIFORM ALLOWANCE	.00	250.29
Total 44380:									.00	250.29
44381										
01/17	01/23/2017	44381	2278	NOSEWORTHY, D	01.23.1	1	10-35-510	FINES	.00	190.00
Total 44381:									.00	190.00
44382										
01/17	01/23/2017	44382	2279	AVERILL, NATHAN	01.11.1	1	10-56-240	PLANNING COMM.. REIMBURSEMENT	.00	50.00
Total 44382:									.00	50.00
44383										
01/17	01/22/2017	44383	2280	R&M COLLISION &	1	1	10-51-430	EQUIPMENT REPAIR & MAINTENANC	.00	4,839.33
Total 44383:									.00	4,839.33
44384										
01/17	01/24/2017	44384	1953	UTAH STATE TAX	12.31.1	1	10-22230	STATE WITHHOLDING PAYABLE	.00	4,750.65
Total 44384:									.00	4,750.65
Grand Totals:									.00	171,216.15

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
1020200	259.21	171,475.36-	171,216.15-
10-20200	.00	.00	.00
10-22230	4,750.65	.00	4,750.65
10-22240	4,519.58	.00	4,519.58
10-22295	457.39	.00	457.39
10-22450	.00	186.71-	186.71-
10-34-400	125.00	.00	125.00
10-35-510	190.00	.00	190.00
10-41-380	97.36	.00	97.36
10-42-621	.00	18.50-	18.50-
10-44-600	131.04	.00	131.04
10-44-602	60.35	.00	60.35
10-45-301	1,567.38	.00	1,567.38
10-45-303	192.78	.00	192.78
10-45-304	180.72	.00	180.72
10-45-410	1,034.39	.00	1,034.39
10-45-430	52.67	.00	52.67
10-45-530	530.26	.00	530.26
10-45-700	10.00	.00	10.00
10-45-760	1,500.00	.00	1,500.00
10-45-800	27,897.00	.00	27,897.00
10-45-810	290.44	.00	290.44
10-51-430	6,963.68	.00	6,963.68
10-51-590	398.11	.00	398.11

GL Account	Debit	Credit	Proof
10-51-600	20.26	.00	20.26
10-51-615	250.29	.00	250.29
10-51-640	270.00	.00	270.00
10-51-665	511.50	.00	511.50
10-56-240	400.00	.00	400.00
10-61-410	.00	54.00-	54.00-
10-61-425	209.26	.00	209.26
10-61-430	41.48	.00	41.48
10-61-431	7.18	.00	7.18
10-61-459	1,636.31	.00	1,636.31
10-61-590	132.70	.00	132.70
10-71-250	178.53	.00	178.53
10-71-260	109.00	.00	109.00
10-71-410	153.70	.00	153.70
10-71-625	570.00	.00	570.00
40-40-200	79,973.17	.00	79,973.17
50-62-310	1,005.55	.00	1,005.55
50-62-750	4,989.60	.00	4,989.60
53-62-310	1,005.55	.00	1,005.55
60-52-310	1,005.55	.00	1,005.55
60-52-440	28,056.93	.00	28,056.93
Grand Totals:	<u>171,734.57</u>	<u>171,734.57-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

February 1, 2017

Harrisville City
Mayor and City Council
363 Independence Blvd.
Harrisville, Utah 84404

RE: GOLFCREST SUBDIVISION PHASE 2 - Final Acceptance

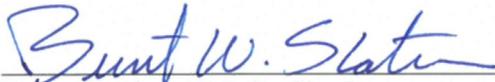
Dear Mayor and City Council:

We have completed an inspection of the improvements in the above mentioned subdivision and found them to be completed satisfactorily and to meet minimum requirements of Harrisville City standards in accordance with engineering and/or subdivision plans submitted and previously approved. We can therefore recommend Final acceptance of this Subdivision and release of any remaining escrow.

If you have any questions, or if I can be of any help, please let me know.

Sincerely,

JONES AND ASSOCIATES
Consulting Engineers
Harrisville City Engineers



Brent W. Slater, P.L.S., City Inspector

February 1, 2017

Harrisville City
Mayor and City Council
363 Independence Blvd.
Harrisville, Utah 84404

RE: WILDFLOWER SUBDIVISION PHASE 5 - Final Acceptance

Dear Mayor and City Council:

We have completed an inspection of the improvements in the above mentioned subdivision and found them to be completed satisfactorily and to meet minimum requirements of Harrisville City standards in accordance with engineering and/or subdivision plans submitted and previously approved. We can therefore recommend Final acceptance of this Subdivision.

If you have any questions, or if I can be of any help, please let me know.

Sincerely,

JONES AND ASSOCIATES
Consulting Engineers
Harrisville City Engineers



Brent W. Slater, P.L.S., City Inspector

**HARRISVILLE CITY
ORDINANCE NO. 489**

JUSTICE COURT AND DEPARTMENTAL AMENDMENTS

AN ORDINANCE OF HARRISVILLE CITY, UTAH, ADOPTING CHAPTER 1.55 RELATING TO THE JUSTICE COURT; AMENDING SECTION 1.06.030 AND 1.06.060 RELATING TO DEPARTMENTAL OPERATION; AMENDING SECTION 1.80.030 FOR FINANCIAL ADMINISTRATION RELATING TO PURCHASE ORDERS; SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Harrisville City (hereafter “City”) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §10-8-79 authorizes the City Council to “create any office they may deem necessary for the good government of the city, and provide for filling vacancies in elective and appointive offices, and prescribe the powers, duties and compensation of all officers of the city, except as otherwise provided by law.”

WHEREAS, the City Council is the governing body of the City and desires to preserve the independence of the judiciary in the Municipal Code;

WHEREAS, the City Administrator shall also be serving as City Attorney;

WHEREAS, the City Council finds it necessary to amend various department operations and purchase order administration;

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

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

Section 2: Amendment. The *Harrisville Municipal Code* is hereby amended to read as follows:

**Chapter 1.55
JUSTICE COURT**

Sections:

1.55.010. Justice Court.

1.55.010. Justice Court.

The Harrisville Justice Court is an independent and separate branch of government that is subject to the rules and regulations of the Utah Administrative Office of the Courts. The mayor shall serve as the primary liaison with the Justice Court Judge for matters relating to city administration.

1.06.030. Administrative Services Department.

The Administrative Services Department shall govern the general administrative operations of the City and consist of statutory and administrative officers as provided herein.

1. Department officers. The following officers shall be under the direction of the Administrative Services Department:
 - a. City Administrator.
 - b. City Attorney.
 - c. City Recorder ~~and any deputy~~.
 - d. City Treasurer.
 - e. City Historian.
 - f. ~~City Planner~~ Planning Staff.
 - ~~g. Building Official~~ Administrative staff.
 - h. Human Resource Officer.
 - i. Finance Officer.
 - j. Appeal Authorities.
 - k. Planning Commission.
 - l. Senior and Youth Services Director.
 - m. Other administrative officers as needed from time-to-time.
2. City Administrator. The office and position of City Administrator is hereby created provided herein. The appointment of the City Administrator shall be made by the mayor, subject to the advice and consent of the council. The appointment to this office and position may be full-time or part-time subject to the terms and conditions of any contract or agreement between the city and appointee made contemporaneous with or subsequent to the appointment, and continue as set forth in the Personnel Policy and Procedure Manual.
 - a. The City Administrator shall be under the supervision and control of the mayor and city council. The city administrator shall perform the following duties:
 - i. Serve as department head and director of the Administrative Services Department.
 - ii. Direct the formulation, administration, and assist in the enforcement of all laws, the municipal code, and other ordinances.
 - iii. Execute the policies affecting administration that are adopted by the mayor and council.
 - iv. Assist in the preparation of the annual budget.
 - v. Recommend to the mayor the personnel matters as needed.
 - vi. Direct personnel performance evaluations and administer personnel policies.
 - vii. Assist the mayor and council in exercising supervisory control of all departments, offices, and all subordinate officers and employees of the city.
 - viii. Assist in administering administrative rules and procedures.
 - ix. Attend city meetings, as needed.
 - x. Investigate, examine, or inquire into the affairs or operations of any department, office, division, commission, or other matter as needed or as authorized by the mayor and council.
 - xi. Employ consultants and professional counsel to aid administration as authorized by the mayor and council.
 - xii. Manage any day-to-day operations of the city.
 - xiii. Assist in negotiating various contracts and administer the same.
 - xiv. Assist in affairs relating to other entities, agencies, governments, or municipalities as directed by the mayor and council.

- xv. Handle public relations and media affairs as necessary.
- xvi. Perform such other duties as may be delegated or assigned to the city administrator from time to time.
- b. Limitations. Neither the mayor or a member of the city council shall serve as the City Administrator. Any vacancy within the office and position of City Administrator shall be filled as soon as possible. This part only serves to create a the office provide herein as authorized by *Utah Code Annotated* §10-8-87. Nothing in this chapter shall be construed to limit the powers of the mayor or council, nor is this chapter a change in form of government.
- 3. Other officers. All other officers shall performs the powers and duties set forth by statute, the municipal code, other code, and the Personnel Policies and Procedures Manual.
- 4. Statutory officers. The mayor shall appoint the statutory officers set forth in *Utah Code Annotated* §10-3-916, subject to the advice and consent of the council. Said officers shall serve until their replacement is selected and qualified.

1.06.060. Public Works Department.

- 1. The Public Works Department shall have charge of and be responsible for:
 - a. Administration of the “State Construction and Fire Codes Act” as set forth in Title 15A of the Utah Code Annotated.
 - b. Operation and maintenance of streets, sidewalks, drainage ways, flood control, and other public ways and facilities.
 - c. Operation and maintenance of traffic control devices.
 - d. Oversee snow removal.
 - e. Oversee storage, usage, and disposal of hazardous materials used by the City.
 - f. In conjunction with other divisions and departments assist with management of sidewalks, pathways, trails, and other alternative transportation modes.
 - g. Providing the assistance necessary to city administration, the council and planning commission in the development of a public works and transportation plan elements
 - h. Develop and implement a road maintenance plans to maintain roads in suitable condition.
 - i. Oversee the city engineer.
 - j. Administer all road or storm water related permits, including but not limited to:
 - i. Construction permits.
 - ii. Traffic control.
 - iii. Activity permits.
 - iv. Encroachment permits
 - v. Use of right-of-way permits.
 - vi. Excavation permits.
 - vii. Storm water permits.
 - k. Assist with solid waste collection and management within the City.
 - l. Fleet management including:
 - i. Management department vehicles.
 - ii. Keep maintenance of records that would indicate the performance and costs of all equipment assigned to fleet management.
 - iii. The management and dispensing of all fuel used by the city.
 - m. Pursue development that in a manner that mitigates increased congestion on streets and roads.

- n. Direct the details of the design, construction, alteration, occupancy, use, repair, and maintenance of buildings, structures, and certain equipment according to the applicable regulations or code.
 - o. Protect the tax base of the city.
 - p. Perform other duties as assigned to the division.
2. Public Works Director. The Public Works Director shall be appointed by the mayor, subject to the advices and consent of the council, and continue as set forth in the Personnel Policy and Procedure Manual. The Public Works Director shall:
- a. Serve as department head and director of the Public Works Department.
 - b. Serve as the Building Official.
 - c. Administer the duties of the department.
 - d. Providing assistance to city administration, the mayor and council, and the planning commission as needed.
 - e. Conduct capital facility studies and other studies as needed.
 - f. Oversee bids and the award process for public works projects.
 - g. Oversee the planning, development, construction, and maintenance of public facilities and projects.
 - h. Promulgate in conjunction with the city engineer regulations and specifications for public works standards and technical specifications, storm water, and sewer management.
 - i. Oversee the city engineer.
 - j. Supervise the personnel of the department.
 - k. Coordinate with other departments.
 - l. Perform other duties that may be assigned to the department or as prescribed by ordinance.

1.80.030. General Finance Administration.

- 1. Department administration. The Administrative Department shall perform the financial duties and responsibilities as established by state and local law.
- 2. Officers designated. The following officers shall apply:
 - a. City treasurer. The mayor shall appoint a city treasurer subject to the advice and consent of the city council.
 - b. Finance officer. The city council shall designate finance officer who shall manage financial administration as provided by law and under the direction of the city treasurer, city administrator, and mayor.
- 3. City treasurer. The city treasurer shall work under the direction of the mayor and city administrator to:
 - a. Serve as the budget officer.
 - b. Prepare and administers the annual city budget.
 - c. Require all municipal or department expenditures to conform with the requirements of Utah Code Annotated §10-6-121.
 - d. Advise the finance officer as needed.
- 4. Finance officer. The city's designated finance officer shall:
 - a. Administers purchase orders in conjunction with the city recorder.
 - b. Administers routine fiscal matters.
 - c. Recommend to the city council rules of procedures and practices, based upon sound accounting principles, to promptly receive, record, deposit, and account for all monies collected by the municipality.

- d. Perform the functions set forth in Utah Code Annotated §10-6-158.
 - e. Give or cause to be given to every person paying money to the city treasury, a receipt or other evidence of payment therefor consistent with Utah Code Annotated §10-6-142, 1953 as amended.
 - f. Account for all debts and obligations owing to the municipality, direct payment as stipulated, and make reasonable collection efforts.
 - g. Refer delinquent accounts to the city attorney who may adopt guidelines for collection of debts and handling of debts where there is not reasonable expectation of collection.
5. City recorder. In accordance with Utah Code Annotated §10-3-916, the city recorder is ex officio the city auditor and shall perform the duties of that office notwithstanding the provisions of this chapter.
 6. Purchase orders. Purchase orders, which may include blanket purchase orders, shall be required for all purchases by the city unless otherwise authorized by this part. Purchase orders shall be provided by the finance officer to each department head to administer, subject to oversight by the finance officer. Use of purchase orders shall be reported by each department head to the finance officer. The city recorder shall administer purchase orders for the Administrative Services Department. Purchase orders may be waived for routine matters authorized by a department head in conjunction with the finance officer. ~~The finance officer in conjunction with the city recorder shall administer purchase orders in the form and manner to best effectuate this part.~~ No billing against the city shall be valid unless a waiver is duly granted under this part, or unless a purchase order was duly issued and:
 - a. The person picking-up an item was authorized by the city to do so at the time of pick-up; and,
 - b. The supplier can provide the city with a legible signature of that person.
 7. Petty cash. A petty cash fund may be administered by the finance officer in conjunction with the city recorder in an amount not to exceed \$500.00.
 8. Payment formalities. Payment of any debt shall be tendered in the form and manner authorized by the mayor.
 9. Conflict of laws. Notwithstanding the provisions of this chapter, whenever any purchase or encumbrance is made involving state or federal funding, and the applicable state or federal laws or regulations are in conflict with this chapter so as to potentially jeopardize the use of those state or federal funds, then the conflicting provisions of this chapter shall not apply and the municipal officials involved shall follow the procedure required by the applicable state or federal regulations.
 10. Indemnification. The city shall indemnify its officials against all civil claims brought by another for reason of any expenditure in excess of the approved budget or for non-conformance to state or local law.

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

Section 4: Effective date. This Ordinance shall be effective immediately upon posting or publication after final passage.

ADOPTED AND APPROVED on this ____ day of _____, 2017.

BRUCE RICHINS, Mayor

ATTEST:

JENNIE KNIGHT, City Recorder

RECORDED this ____ day of _____, 2017.

PUBLISHED OR POSTED this ____ day of _____, 2017.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

In accordance with Utah Code Annotated §10-3-713, 1953 as amended, I, the City Recorder of Harrisville City, Utah, hereby certify that foregoing Ordinance was duly passed and published or posted on the above referenced dates at: 1) City Hall, 2) Martin Henderson Harris Cabin, and 3) 2150 North.

JENNIE KNIGHT, City Recorder

DATE: _____



HARRISVILLE CITY

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

MAYOR:

Bruce N. Richins

COUNCIL MEMBERS:

Jeffery Pearce
Gary Robinson
Jennifer Jensen
Ruth Pearce
Austin Tracy

DRAFT 2017 GOALS

Goal	Implementation
Promote Economic Development	Establish Mixed-use Regulations and Community Reinvestment Area (CRA)
Improve Parks and Recreation	Expand the pond at the Main Park. Apply for Grant for Millennial Park Parking
Consistent Financial Operations	Implement a balanced budget and receive clean audit report
Strategic Planning	Update the General Plan and compile into digital format for online availability