

1
2
3
4
5
6
7
8

City of Washington Terrace

Minutes of a Regular City Council meeting
Held on February 2, 2016
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of

9
10

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

11 Mayor Mark C. Allen
12 Council Member Scott Monsen
13 Council Member Blair Brown
14 Council Member Robert Jensen
15 Council Member Scott Barker
16 Council Member Val Shupe
17 Public Works Director Steve Harris
18 Finance Director Shari' Garrett
19 Recreation Director Aaron Solomon
20 City Manager Tom Hanson
21 City Recorder Amy Rodriguez
22 Lt. Jason Talbot

23

Others Present

24 Charles and Reba Allen, Darrin Williams, Robert Biddle, Wallace Reynolds

25
26

1. ROLL CALL

6:00 p.m.

27
28

2. PLEDGE OF ALLEGIANCE

29
30

3. WELCOME

31
32

4. CONSENT ITEMS

33
34

4.1 APPROVAL OF AGENDA

35

4.2 APPROVAL OF JANUARY 19, 2016, MEETING MINUTES

36 Items 4.1 and 4.2 approved by general consent.
37

38

5. CITIZEN COMMENTS

39 Resident Robert Biddle -5290 S 125 E- was concerned about backyard chickens being allowed in the
40 City. He stated that he would not like the Council to approve backyard chickens. He stated that he has
41 seen a chicken coop in a resident's backyard.
42

43 Resident Clarice Biddle-5290 S 125 E- stated that she would like to give kudos to the staff for their
44 efforts on plowing and attention given to areas when she has called the City for help. She stated that the
45 neighbors on her street are very appreciative of the efforts of all involved.
46

47 Resident Wallace Reynolds- 5200 S 300 E- also expressed his appreciation to the snow removal staff. He
48 stated that the sidewalk along 300 East near Wright Park is not always shoveled and would appreciate the

49 staff to shovel the area.

50
51 **6. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN**
52 **COMMENTS**

53 Hanson will contact Mr. Biddle about the chicken coop that he saw in a backyard in Washington Terrace.
54 The City Inspector will be notified.

55
56 Hanson stated that staff tries to be responsive to calls of concern regarding snow removal. He stated that
57 he will pass on Mr. Reynold’s concern to the Public Works Department regarding the sidewalk by Wright
58 Park.

59
60 **7. NEW BUSINESS**

61
62 **7.1 PRESENTATION: FINANCE QUARTERLY REPORT**

63 Garrett presented the second quarter report to Council. She stated that the projections in the general
64 fund appear to be on track to be met. She stated that property taxes have increased by one percent, due to
65 new construction. She stated that there is a slight decrease in franchise taxes, but nothing alarming.
66 Garrett stated that there has been an increase in building permits due to commercial business renovations.
67 Garrett noted that business licensing is on track, however, the amount is lower than last year due to late
68 fee collections that took place.

69 Garrett stated that the increase in Class “C” monies will show in the next quarter. The fuel tax increase
70 has taken effect as of January. The use of the funds will be used for road maintenance.

71 Garrett stated that there is a decrease in General Fund expenditures in the Public Works Department due
72 to personnel changes.

73
74 Garrett stated that the refuse fund is meeting projections and causes no concerns.

75 Garrett stated that the City is in year 2 of the Well Use Agreement with Weber Basin Water. She stated
76 that projections for revenue were at \$40,000 and the revenue is coming in at \$50,000. She noted that an
77 adjustment will be made in the fund.

78 Garret stated that there are some challenges with the water and sewer funds. She stated that 71 percent of
79 the user fee revenue is the revenue source for the water fund. Garrett stated that the City relies on user
80 fees in the water fund and that the user fees are falling short of budget projections. She stated that this
81 means that there is around a \$38,000 revenue shortfall in user fees and if the trend continues, the shortfall
82 could go to around \$86,000. She would like to go over the water consumption numbers with Council and
83 talk about response plan options at the next City Council work session. Garrett stated staff is looking at
84 analysis as to the causes, noting that conservation plays a role, but acknowledges that there are several
85 different possible reasons. Garrett stated that the City is more reliant on overages and when usage
86 decreases, the City is hit hard because it relies on the overages.

87
88 Garrett stated that the City is still able to cover operating costs and current obligations. She stated that
89 revenues are still exceeding expenditures. She noted that the reserves have been held for future debt
90 obligations and capital projects that have been budgeted for.

91 Garrett stated that the sewer fund is more reliant on user fees than water (91 percent accounts for the
92 revenue source) and the impacts are even greater on the sewer fund. Garrett noted that expenses are being
93 covered in the sewer fund.

94 Garrett stated that the storm water fund is meeting projections.

95
96

97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144

7.2 MOTION: APPOINTMENT AND RE-APPOINTMENT OF PLANNING COMMISSIONERS

Mayor Allen stated that he would like to re-appoint Charles Allen to serve on the Planning Commission. The Council reviewed 2 applications that were received. With Council advice and consent, The Mayor has selected Darren Williams to serve on the Commission. Council Member Brown stated that he appreciates the fact that Mr. Williams lives in the North End.

**Motion by Council Member Monsen
Seconded by Council Member Barker
To appoint Darren Williams to the Planning Commission
And re-appoint Charles Allen to the Planning Commission
Approved unanimously (5-0)**

7.3 MOTION: APPROVAL OF THE VICTORY PARK RESTROOM CONSTRUCTION CONTRACT

Hanson stated that the lowest bidder was Kevin Nelson at \$155,678.00. The City has applied for matching grants, however, the main funding source is the CDBG grant. Staff recommends the approval of the contract for the construction of the restroom. Harris stated that the contractor is currently building the bowery for Victory Park.

**Motion by Council Member Jensen
Seconded by Council Member Shupe
To approve the construction contract with
Kevin Nelson Construction for
The Victory Park Restroom Project
Approved unanimously (5-0)**

7.4 MOTION: APPROVAL OF THE CONTRACT FOR JANITORIAL SERVICES FOR CITY HALL AND THE SENIOR/CIVIC CENTER

Hanson stated that Todd Smith Enterprises have been doing the custodial work for the City for quite some time. Hanson stated that bids were requested from other contractors, and Todd Smith Enterprises remained at the same price as they have in the past year. Hanson stated that staff recommends re-signing with the company for a 5 year contract with renewable options.

**Motion by Council Member Shupe
Seconded by Council Member Jensen
To approve the contract for Janitorial Services
For Todd Smith Enterprises
Approved unanimously (5-0)**

7.5 PRESENTATION: WASATCH FRONT REGIONAL COUNCIL PRESENTATION ON TRANSPORTATION MEASURES

Mayor Allen stated that he is involved in the Wasatch Front Regional Council (WFRC). He provided a packet for Council to review. He stated that he is involved in the Regional Growth Committee. He noted that there are many people involved in the Council. He brought the information to Council so that they are aware as to what is accomplished by government agencies in the meetings and the involvement that

145 they have in various issues.
146 He noted that one of the byproducts of the WFRC is the Utah Unified Transportation Plan. The book now
147 serves as a “best practice” for the United States. He stated that the plan is available online. The plan
148 covers Utah’s transportation plan for 2015-2040. He stated that the plan is a collaborative effort and
149 entails maps, active transportation, transit plans, among other things. The Mayor wanted to highlight the
150 WFRC and the work that they do, noting that they are recognized throughout the states. He stated that
151 many committees collaborate in making Utah a great place. The Mayor stated that the WFRC is very
152 responsive to the needs expressed to them.
153

154 **8. COUNCIL COMMUNICATION WITH STAFF**

155 There were no Council reports.
156

157 **9. ADMINISTRATION REPORTS**

158 Hanson stated that he has not received a response from all the Planning Commissioners to set a date for
159 the Planning Commission dinner.
160

161 Hanson stated that staff would like to meet with Council concerning the General plan and Master plan for
162 the City. He is suggesting a work session for the March 1st meeting. Hanson stated that the City will be
163 provided a concept plan of the area in question for a new development.
164

165 Hanson stated that he and the Mayor met with Utah Transit Authority in regards to proposition 1. He
166 stated that UTA is interested in bus stops and bus stop shelters. Hanson stated that the City will be
167 making land available for a bus stop shelter. Hanson stated that UTA is committed to keeping the funds
168 generated in Weber County inside Weber County.
169

170 Hanson stated that he and Council Member Shupe went to the legislative session this week, highlighting
171 land use bill issues that will be brought before the legislature.
172

173
174 **10. UPCOMING EVENTS**

175 February 15th: City offices closed in observance of President’s Day
176 February 16th : City Council Meeting 6:00 p.m. (Work session at 5:00 p.m.)
177 February 25th: Planning Commission meeting 6:00 p.m.
178

179 **11. ADJOURN THE MEETING: MAYOR ALLEN**

180 Mayor Allen adjourned the meeting into the Arts and Culture Council Meeting at 6:59 p.m.
181

182 **12. ARTS AND CULTURE COUNCIL MEETING**

183 The Council adjourned into the Arts and Culture Council immediately following the regular meeting.
184
185
186

187 _____
Date Approved

187 _____
City Recorder

188
189
190
191
192

