

City of Washington Terrace

Minutes of a Regular City Council meeting
Held on April 19, 2016
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

1. WORK SESSION

5:00 P.M.

PRESENTATION: FY 2016 AMENDED BUDGET, FY 2017 TENTATIVE BUDGET, AND FY 2018-2021 BUDGET PLAN

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT AT WORK SESSION

Mayor Mark C. Allen
Council Member Scott Monsen – arrived at 5:18 p.m.
Council Member Blair Brown
Council Member Robert Jensen – arrived at 5:10 p.m.
Council Member Scott Barker - excused
Council Member Val Shupe
Fire Chief Kasey Bush
Public Works Director Steve Harris
City Manager Tom Hanson
City Recorder Amy Rodriguez

Others Present

None

Hanson stated that the budget is a five year plan, with capital projects planned out even further. Hanson reviewed the legislative policy statements and priorities. Hanson stated that the budget document is a policy driven document and asked that Council review the section carefully to make sure that staff has a clear understanding of Council priorities.

Hanson stated that a major challenge the City faces is growth. He stated that there will be some discussions at the next City Council meeting concerning future developments.

Hanson explained the difference between an on-going expense and a one-time expense.

Hanson explained economic indicators, highlighting the fiscal first aid technique, which can be used as an immediate short-term aid to keep services going in the event of a financial shortfall.

Hanson highlighted a graph illustrating property taxes and Weber County taxing entities. Hanson stated that the City's taxable values are fairly flat. He stated that new commercial growth will help increase taxable values in the City. Hanson highlighted some of the challenges of the City, to include, the ability to fund current and future operations, fleet and equipment, capital infrastructure, the ability to fund federal and state mandates, and the ability to maintain strong creditworthiness. He stated that the City needs to maintain high reserves for unforeseen emergencies. Hanson stated that the City needs to balance the City ability to pay with level of service.

Water Meter Reading System

CC Minutes 04-19-16

Hanson stated that the Water Meter Reading System is a high level of service and a high priority budget item. He stated that the highest priority items in the budget are things that are broken today and critical right now. Harris stated that there are around 950 meters left to install before the end of May. He stated that all the meter lid holes will be drilled by the end of the week.

Construction of a Public Works Facility

Hanson stated that staff is in the planning and design stages of construction of a Public Works Facility. He stated that it is critical for services to be delivered to residents from the new shops in cases of emergencies. He stated that the funding source for the shop comes from the utility funds, general fund, and capital funds. He stated that the funds will pay for the ongoing duration of the loan and is reflected in the budget document. Hanson asked if there are any concerns with the plan. Hanson stated that he is working on a public campaign to educate the residents. He stated that open houses will be held and newsletter articles will be written. Council Member Monsen asked what the City would use the money for if the shop was not being constructed. Hanson stated that he does not have a complete list, however some projects are being pushed through to OTIS II project which would begin in 2021. Hanson stated that the City is working on mitigation grants to help with the removal of the old shop and make the area a parking area. Hanson stated that the project includes the demolition and removal of the old shop, landscaping, funding of the roadway and construction of the area. He stated that if the City does not receive the mitigation grant from FEMA, the funding for this area of the project will have to come out of the funding of the new shop. Mayor Allen suggested including the public in the plans sooner rather than later on in the year. He suggested that we need the residents to follow us along in the journey now, rather than December.

Storm Water Management Regulations

Hanson stated that Federal and State agencies have issued storm water management regulations governing municipal storm water discharge. He stated that the City is anticipating a financial impact, however, the information is still pending the final report from the state.

Utility Rates

Hanson stated that staff is looking at the ongoing operations and capital requirements of the system. Hanson stated that any rate increase addresses operational changes in rates. He stated that staff is proposing a base rate change in Water from \$17.80 to \$18.20, in Sewer from \$17.55 to \$18.10, and an increase in Storm water of \$.25. He stated that the proposed rate increase of \$1.20 is a response to fees and increases that the City receives that are outside of our control and for operations within our system. Council Member Brown stated that it was his understanding that the Council agreed to not increase water rates. Council Member Shupe stated that there were discussions on overage usage and that Council did not want to penalize people for keeping their consumption low due to conservation efforts. Council Members Shupe and Monsen agreed with Council Member Brown that the understanding would be not to raise any water rates this year. Hanson stated that there will be increases every year with expenses in operations that are beyond the City's control. Hanson stated that there will be increases with the Sewer District and Weber Basin that will be pass-through fees. Council Member Shupe stated that he does not agree with increasing the cost of the water for any other issues besides pass-through fees. Mayor Allen stated that the cost of water raises 3 percent each year and is considered a pass-along fee. Council Member Shupe stated that he would like to know why there is an increase in the water when the water is bought outright. Hanson stated that staff is to serve as advisors and will do whatever the Council wishes.

Council Member Monsen stated that his understanding was that there would be no increase, however, he stated that he is not against the modest increase so that residents do not get hit with a larger increase all at once. Mayor Allen would like to revisit the 4 options before a final decision is made.

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member Scott Monsen
Council Member Blair Brown
Council Member Robert Jensen
Council Member Scott Barker - excused
Council Member Val Shupe
Recreation Director Aaron Solomon
Public Works Director Steve Harris
Fire Chief Kasey Bush
City Manager Tom Hanson
City Recorder Amy Rodriguez
Lt. Jason Talbot, Weber County Sheriff

Others Present

Charles and Reba Allen, Barker Roberts, Daniel Thurgood, Brad Larsen, Dell Kraaima, Gary Klema, Ulis Gardiner, Bob Beelek.

2. **ROLL CALL** **6:00 P.M.**

3. **PLEDGE OF ALLEGIANCE**

4. **WELCOME**

5. **CONSENT ITEMS**

5.1 APPROVAL OF AGENDA

**5.2 APPROVAL OF MARCH 15, 2016, MEETING MINUTES AND MARCH 17, 2016
WORK SESSION MINUTES**

Items 5.1 and 5.2 approved by General Consent.

6. **SPECIAL ORDER**

Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions by Council, Chair opens public hearing, citizen input; Chair closes public hearing, then Council final discussion.

**6.1 PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
SECOND PUBLIC HEARING TO HEAR CITIZEN INPUT CONCERNING THE
PROJECT THAT WAS AWARDED UNDER THE 2016 COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

Mayor Allen opened the second public hearing for the CDBG program at 6:05 p.m.

Mayor Allen stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the 2016 Grant Year Community Development Block Grant Program.

The City has amended its capital investment plan and decided to apply for funds on behalf of the Fire Department Equipment Project. The Mayor introduced Amy Rodriguez as Grant Manager of the Fire Department Equipment Project. The Mayor explained that the application was successful in the regional rating and ranking process and Fire Department Equipment Project was awarded \$ 97,023.

The Mayor explained the project to those in attendance.

The Mayor then asked for any comments, questions and concerns from the audience.

The Mayor stated that copies of the capital investment plan are available if anyone would like a copy.

There were no more comments and the hearing was adjourned at 6:09 p.m. .

7. CITIZEN COMMENTS

There were no citizen comments.

8. COUNCIL/STAFF RESPONSE AND CONSIDERATION TO CITIZEN COMMENTS

Due to lack of citizen comments, item 8 is unnecessary.

9. NEW BUSINESS

9.1 DISCUSSION/DIRECTION: 2016 TERRACE DAYS PLANNING DISCUSSION

Solomon stated that Terrace Days 2016 is scheduled for June 11, 2016. He stated that the Movie in The Park will be held on June 10th. He stated that Terrace Days will be held on the second Saturday in June from now on. He stated that the parade will be held in the afternoon and asks for suggestions for Grand Marshal. He stated that the events scheduled are popular events, but welcomes any suggestions for new events. Solomon suggested moving the band stage a little closer north so that the band is more a part of the crowd. Hanson stated that the fireworks will still be seen by those sitting in the grass. Solomon stated that there are many vendors signed up for the event.

Council Member Monsen suggested Mary Johnston to serve as Grand Marshal. Mayor Allen stated that that is a great idea and instructed Council to think about names and let Solomon know the suggestions. Council Member Monsen suggested that Council could help in contacting past parade participants to inform them of the parade sign up.

9.2 PRESENTATION: ANIMAL CONTROL QUARTERLY REPORT

The officers stated that they have been proactive with animal control patrolling in the City. She stated that they are working with Jean Blair from Court on following up with pet owners who have not renewed their dog license to determine if they still own the dog. Kim stated that they have a strong presence at the Parks in the morning and on the afternoon patrols. She stated that they concentrate on Rohmer Park, but patrol all City parks. Council Member Shupe stated that he is glad to hear that they are proactive on the licensing, but stated that he would like to see a report on what hours the animal control is active in the City. He stated that the City is owed at least 29 hours a month. He would like for animal control to concentrate finding those who have more than 2 animals. He stated that he is glad to hear that animal control is looking in the backyards. He stated that one of the complaints of the residents is that the truck is not seen throughout the City. Council Member Shupe stated that he would like an accountability report given to the City Manager on the hours spent in the City.

Council Member Monsen asked if the truck is designated for Washington Terrace. Kim stated that it was. She stated that as animal control officers, they can issue citations. The officers stated that they try to educate residents on the ordinance that every dog needs to be licensed in the City. She stated

that written notices, warnings, and citations are given. It was clarified that the late fee is assessed as soon as the month that the renewal is due has passed. Council Member Brown questioned the 29 hour a month service as well. The officers stated that although they might not be seen patrolling the Terrace, they are licensing, picking up animals, and responding to calls. Mayor Allen stated that he has noticed the truck patrolling the City more in recent months.

9.3 DISCUSSION/MOTION: APPROVAL OF SITE PLAN FOR SUBDIVISION TO BE LOCATED AT APPROXIMATELY 600 EAST 5700 SOUTH

Hanson stated that the City has been working with FieldCrest Estates at Pleasant Valley Ranch concerning a design plan for their subdivision. He stated that the subdivision is directly south of the new Public Works facility. He stated that there will be easements for access to sewer lines. Bob Beelek, who is working with the developer, stated that they have partnered with Nilson Homes to develop 27 homes in the subdivision.

Beelek stated that the intent is for all the homes to have basements. Beelek stated that the developer has a vested interest in working with the City and creating a quality product. He stated that the houses will be brick, stone, stucco or hardy board around the backs and sides. The prices will range from 385,000 and up. Council Member Monsen asked if the lots are exclusive builder lots. Beelick stated that Nilson will be the only builder. Beelick stated that some homes will be by order, but they will all stay within the CC and R's.

Mayor Allen stated that he likes the safe set-up and noted that no one will have to back up onto a busy street.

Hanson stated that the easements have been plotted to allow the City to run infrastructure up to the shop project on the north end. Hanson stated that there is a shared property line on the north end and a development agreement will be made concerning the fencing. Hanson stated that staff has been very clear on high quality CC and R's. Hanson stated that staff would like a livable high quality project.

Beelick stated that the detention pond will be grass. Mayor Allen stated that the area will need Streetlights and asked if that item will be addressed. Beelick stated that the issues of streetlights are usually handed in pre-construction planning meetings between the builder and City.

Hanson stated that the City cannot take the detention pond over as part of City infrastructure and the developers will have to form a Home Owners Association to fund the maintenance of the pond because the City does not have the capacity to take that on. He stated that is not in the agreement as of yet, but will be discussed and included.

Council Member Monsen clarified that there will not be a Home Owners Association for the subdivision that would be a PRUD. Beelek noted that the City will not allow a PRUD. Council Member Monsen confirmed that and that all roads and infrastructure will be up to City code and dedicated to the City upon completion.

Council Member Brown stated that it looks like a great project.

**Motion by Council Member Brown
Seconded by Council Member Monsen
To approve the site plan for the subdivision to
Be located at approximately 600 East 5700 South
Approved unanimously (4-0)**

9.4 DISCUSSION/MOTION: SITE PLAN APPROVAL FOR VERIZON TELECOMMUNICATION TOWER

Hanson stated that he has been working with Daniel Thurgood with Verizon Telecommunications

on placing a cell tower at Van Leeuwen Park. Hanson stated that it is a common benefit for the company as well as the residents. Hanson noted that the design of the pole is an evergreen tree. Hanson stated that the Development Review Team has had input as to how the monopole will be handled. Hanson stated that the road leading to the facility will be asphalt and the area will be fenced. He stated that the fit and finish of the facility will match the restroom at the park. Thurgood stated that there is not a construction time frame as of yet, and they are half way through the process of environmental reports and regulatory processes. Hanson stated that Verizon will pay \$3,000 during the 12 month option period and once they start construction on the property, they will pay \$1,500 a month.

**Motion by Council Member Shupe
Seconded by Council Member Jensen
To approve the site plan for the
Verizon Telecommunication Tower
Approved unanimously (4-0)**

**9.5 DISCUSSION/MOTION: LEASE AGREEMENT APPROVAL FOR VERIZON
TELECOMMUNICATION TOWER**

**Motion by Council Member Monsen
Seconded by Council Member Shupe
To approve the lease agreement for the
Verizon Telecommunication Tower
Approved unanimously (4-0)**

**9.6 MOTION/RESOLUTION 16-05: ADOPTION OF THE WEBER COUNTY
PRE-DISASTER MITIGATION PLAN**

Bush stated that FEMA has approved the Weber County Pre-Disaster Mitigation Plan. Bush stated the plan specifies where our biggest concerns are in the City, namely the hillside/landside issue at Rohmer Park. Bush stated that the approval of the Plan is necessary to apply for FEMA grants. Mayor Allen stated that the Sewer District passed the Plan last night and that it appears that the entire County is on board with the Plan. Hanson stated that he appreciates Chief Bush's work on this project and noted that the Chief has attended training on the Plan as well as training for the Mitigation Grant Application.

**Motion by Council Member Jensen
Seconded by Council Member Shupe
To approve Resolution 16-05
Adopting the Weber County Pre-Disaster Mitigation Plan
Approved unanimously (4-0)
Roll Call Vote**

**9.7 PRESENTATION: FY 2016 AMENDED BUDGET, FY 2017 TENTATIVE BUDGET,
AND FY 2018-2021 BUDGET PLAN**

Hanson stated that Budget Planning discussion began in November. He stated that tonight was the kick off to the preliminary approval of the budget. He stated that the major budget items discussed earlier include the Water Meter Radio Installation, Construction and funding of a New Public Works Shop, Storm Water Management Requirements, and Utility Rates.

9.8 MOTION/ORDINANCE 16-02: TO AMEND CHAPTER 8.16 OF THE MUNICIPAL

**CODE TO PROVIDE FOR REMOVAL OF GARBAGE AND RECYCLING
CONTAINERS**

Hanson stated that when the code was last updated, the garbage container section was inadvertently left out of the revised ordinance. Staff is asking to re-instate the 24 hour time period for garbage cans to be left on the street. It was noted that the Council never made any motions to repeal the rule, it was simply a bookkeeping error.

**Motion by Council Member Monsen
Seconded by Council Member Jensen
To Approve Ordinance 16-02 Amending
Chapter 8.16 of the Municipal code to
Provide for removal of garbage and Recycling Containers
Approved unanimously (3-0)
Roll Call Vote**

10. COUNCIL COMMUNICATION WITH STAFF

* Council Member Monsen asked for an update on the Victory Park Project. Hanson stated that the concrete slab has been poured and the roof will be put on the bowery. Harris stated that the materials for supporting the concrete slab needed to be re-compacted. Harris stated that the contract completion date for the Restroom is the end of June. He noted that the bowery should be completed mid-May. Mayor Allen explained that the project is one of the items that are paid for by grants.

11. ADMINISTRATION REPORTS

* Hanson stated that the water meter system project should be completed by June. He stated that the Public Works Crew is doing a great job installing the meters.

* Hanson stated that the Pleasant Valley Ranch Development group will be speaking to Council at the next meeting. He stated that they will be speaking to Council and Planning Commission concerning CC and R's. Mayor Allen stated that the public is welcomed to all work sessions and suggested that it would be nice to have residents look at the plans and what they have to offer.

* Hanson stated that staff will be participating in the Great Utah Shake Out on Thursday, which is a statewide mock exercise for emergency preparedness.

12. UPCOMING EVENTS

April 28th: Planning Commission Meeting 6:00 p.m.

May 3rd: Budget Work Session Meeting 5:00 p.m.

May 3rd: Council Meeting 6:00 p.m.

May 17th Budget Work Session Meeting 5:00 p.m.

May 17th Council Meeting 6:00 p.m.

13. ADJOURN THE MEETING: MAYOR ALLEN

Mayor Allen adjourned the meeting at 7:28 p.m.

Date Approved

City Recorder